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| **Statement of Compliance – Chapter 4 : Training and Testing** |
| The line items referenced in this compliance matrix have been derived from CAAT as the minimum maintenance compliance requirements for an application for the Initial application, renewal and variation existing of an AOC.A completed statement of compliance must be submitted by the applicant for Initial application, renewal and variation existing. Additionally, the certificate holder should maintain an up-to-date compliance matrix to assist with on-going compliance and to support certificate amendment requests. The purpose of the statement of compliance is to speed up the certification process, ensure every applicable requirement has been addressed in the exposition and reduce the cost of certification by the quick location of required policies or procedures in the applicant’s exposition manual suite.**All requirements have to be complied with**, but not every requirement has to be addressed in the exposition. At least the following Requirements must be included unless they are not applicable to the operation, in which case they should be annotated N/A. The intention of this statement of compliance is to assist rather than instruct the applicant in an Initial application, renewal and variation existing. If for your operation, compliance is required with a Regulation not listed in the statement of compliance, please add it to the list and identify the exposition reference.This statement of compliance needs to be completed by every applicant for an AOC and show the exposition pages and paragraph numbers that satisfy CAATRequirements in the ***Manual References / Applicant’s Comments*** column. Where the applicant does not meet the CAAT Requirement or deems it not applicable, an explanation should be given in this column. **Please note that ticks ( √ ) are not acceptable.**The completed statement of compliance should accompany the exposition documents and preferably be included as a component of the exposition. The applicant may submit a completed statement of compliance in a different format as long as it includes all the Requirements references identified below; however, there may be additional processing time required by the CAAT in cross-referencing requirements.**General Manual Layout**Electronic exposition: Is the statement of compliance included as part of the file(s)/disc? If so, is it up to date? Have you considered the methods for distributing to the CAAT and how you will manage amendments? |

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| **Details of Applicant / AOC Holder(s)** |
| **Instruction:** The operator shall indicate the references in the Operations Manual where the requirements are met. |
| **Name of Applicant / AOC holder(s):**  | Click or tap here to enter text. |
| **Date of Submission:** | Click or tap here to enter text. |
| **List of Manuals Submitted:** Click or tap here to enter text. |
| **Administration and Control of Manual** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC). | Click or tap here to enter text. | Click or tap here to enter text. |
| Explanations and definitions of terms and words needed for the use of the manual. | Click or tap here to enter text. | Click or tap here to enter text. |
| Details of the person(s) responsible for the issuance and insertion of amendments and revisions. | Click or tap here to enter text. | Click or tap here to enter text. |
| A record of amendments and revisions with insertion dates and effective dates. | Click or tap here to enter text. | Click or tap here to enter text. |
| A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety. | Click or tap here to enter text. | Click or tap here to enter text. |
| A list of effective pages or paragraphs. | Click or tap here to enter text. | Click or tap here to enter text. |
| A description of the distribution system for the manuals, amendments and revisions. | Click or tap here to enter text. | Click or tap here to enter text. |
| On every page, headers and/or footers to include:1. Company name
2. Name of the manual
3. Effective revision and date of the page
4. page number
 | Click or tap here to enter text. | Click or tap here to enter text. |
| Index (not mandatory but desirable) | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **1 GENERAL REQUIREMENTS FOR CREW TRAINING AND TESTING** |
| 1.1 The statutory requirements relating to crew training and periodical checking are specified in the Authority Announcement on Flight Crew Member Training Programmes. Training and checking are to incorporate Human Factors and Performance, and Crew Resource Management requirements. The primary purpose of this chapter is to indicate the nature of the arrangements considered necessary to ensure an adequate standard of compliance with the statutory provisions. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.2 If the operator engages a separate training organisation to provide crew training, the operator shall ensure the training provided and flight documentations used by that training organisation shall be in accordance with the its flight safety documentation system. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.3 Supervision of training and testing |
| 1.3.1 A suitably qualified person should be designated to take general charge of arrangements for training and testing. His authority and responsibilities should be clearly defined. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.4 Training staff and examiners - General |
| 1.4.1 The operator shall ensure that sufficient examiners and instructors are appointed to conduct the periodical tests and practical training as necessary. (Details of each examiner or instructor, except as provided for in paragraph 3.1.3, including his curriculum vitae shall be submitted to the Authority for approval prior to the appointment of the candidate.) | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.4.2 The operator shall ensure that at least one Senior Authorized Flight Examiner is appointed if it has five or more AFEs, unless otherwise permitted by the Authority. An authorised flight examiner can also be interpreted as a Check Airman or Designated Check Pilot (DCP) approved by the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.4.3 Examiners and instructors should be experienced and qualified for the work, and operators will be expected to arrange, where necessary, training in teaching and examining techniques. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.5 Training Staff and Examiners - Flight Crew |
| 1.5.1 The following tests of pilots' competence and, where applicable, flight engineers' competence is administered by Authorised Flight Examiners: |  |
| 1. Initial type rating tests - to qualify for type endorsement on a pilot's or flight engineer's licence;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Tests for the renewal of a type rating (Certificate of Test);
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Tests to extend the validity and initial issue of an instrument rating.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.5.2 The operator shall only use Authorised Flight Examiners for aircraft type rating and instrument rating tests. The Authorised Flight Examiner shall hold the appropriate ratings for the tests being conducted. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.5.3 A pilot examiner or instructor must be qualified under the provisions of the Authority Announcement to act as Pilot-in-Command of the aircraft, and his ability to perform the functions of a Pilot-in-Command while occupying the co-pilot's seat should be checked by the operator and recorded. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.5.4 Applications for appointments as an Authorised Flight Examiner must be sponsored by the operator and submitted to the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.6 Supervision of examiners |  |
| 1.6.1 The conduct of tests by operators' examiners and of aircraft crew training will be periodically observed by competent officials. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.7 Small operators |
| 1.7.1 The arrangements discussed in the foregoing paragraphs may not be practicable in the case of a small organisation operating one or two aircraft and employing a small number of aircraft crew. In cases such as the periodical testing of the Authorised Flight Examiner himself, special arrangements may be agreed with the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.8 Multi-type operation |
| 1.8.1 Pilots and flight engineers shall be limited to operating one aircraft type or, where there are significant differences between variants of a type, to one variant. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.8.2 Notwithstanding paragraph 1.8.1, the following classes of personnel may be allowed to operate more than one aircraft type or variant: |  |
| 1. Pilots and flight engineers operating simple aircraft types;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Flight instructors;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Flight examiners; or
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Pilots operating under a Mixed Fleet Flying (MFF) operation.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.9 Use and approval of flight simulation training devices |
| 1.9.1 Operators must ensure that adequate ground and flight training facilities, simulators and/ cockpit procedure training devices (fixed based simulator, computer-based training etc.) are available for the type of training required. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.10 Records of training and tests |
| 1.10.1 Records must be maintained showing a trainee's progress through each stage of training. These should indicate, where applicable, the number of times each exercise in base and line training was covered, and should include information about the results of tests. Records should incorporate certificates indicating the competence of examinees to perform the duties in respect of which they have been tested.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.10.2 Operators must keep records for all aircraft crew members showing the dates on which tests, ratings, medical certificates, licences, etc. are due for renewal. There should also be an effective system to guard against aircraft crew being rostered for duty when checks, etc. are overdue, and for verifying that licences, etc. have been renewed at the appropriate time. The periods of validity of the various tests are:  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Type Rating Certificates of test (paragraph 1.5.1(b), and Bi-annual Proficiency checks (paragraphs 3.1.1(a), 3.3, 3.4, 5.1.2 and Chapter 8 in this document) shall be performed twice within any period of one year from the skill test with simulator or aircraft. Any two such checks which are similar and which occur within a period of four consecutive months shall not alone satisfy this requirement.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Instrument Ratings test (paragraphs 1.5.1(c), 3.6 and Chapter 8 in this document, line checks (paragraphs 3.1.1, 3.2, 4.2 and 5.1.1)) and emergency/survival checks as detailed in Chapter 6 are valid for 12 months.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| *Note: - The proficiency check and line check requirements for flight crew approved for MFF operations can be found in Chapter 2, paragraph 23 of this document.* | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **2 TRAINING MANUALS** |
| 2.1 It is a statutory requirement in Authority Announcement that a “training manual shall contain all such information and instructions as may be necessary to enable a person appointed by the operator to give or to supervise the training, experience, practice and periodical tests to perform his duties”.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.2 Applicants for Air Operator Certificates are required to prepare a training manual and to submit a copy to the Authority, together with their application for approval. The manual will be regarded by the Authority as a primary indication of the standards of training and testing likely to be achieved. It should give formal expression to the operator's training policy and requirements, together with adequate guidance to instructors and examiners.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.3 Each copy of a manual should normally bear a serial number, and a list of holders should be maintained by the person responsible for issuing amendments. Where this system is not used, an operator should have satisfactory alternative arrangements for controlling the issue and amendment of manuals. Each volume of a manual should be numbered and bear a title and list of contents giving a clear indication of its scope. The title of the person or department responsible for the issue of the manual should also be indicated. At the front of each volume there should be an amendment page to indicate amendment number, date of incorporation, signature or initials of persons amending, and page(s) or paragraph(s) affected. Amended pages should be dated. The numbering of pages, sections, paragraphs, etc. should be orderly and systematic so as to facilitate immediate identification of any part of the subject matter. The standard of printing, duplication, binding, section dividers, indexing of sections, etc. should be sufficient to enable the document to be read without difficulty and to ensure that it remains intact and legible during normal use.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.4 All proposed amendment to the contents in a Training Manual must be presented to the Authority for approval before inclusion in the manual. The amendment of a manual in manuscript will not be acceptable. Changes or additions, however slight they may be, should normally be incorporated by the issue of a fresh or additional page on which the amendment material is clearly indicated.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.5 Although the training manual is a part of the operations manual it should be a separate volume addressed primarily to training staff, each of whom should normally have a personal copy. The form that the manual takes will vary considerably according to the size and complexity of the operator's organisation and the aircraft he/she uses, and its adequacy will be assessed solely on the basis of its suitability for the operator's particular needs and circumstances.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6 The following matters should be covered in the manual normally in the volume addressed to training staff: |  |
| 2.6.1 Requirements in respect of the qualifications, training and experience of training staff; | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6.2 A comprehensive statement of the duties and responsibilities of all training staff, which should include their names, the type of training and/or testing which they may conduct as an Appendix for timely amendment purposes, and the types of aircraft used by the operator; | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6.3 Minimum standards of experience and of initial and periodical training to be met by all aircraft crew for each type of aircraft used by the operator; | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6.4 Detailed syllabi and specimen record forms for all training and testing; | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6.5 Arrangements for administering and recording the periodical tests of all aircraft crew; | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6.6 Methods of simulating instrument flight conditions; | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6.7 Methods of simulating engine failure; | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6.8 Procedures for touch-and-go or stop-and-go landings, including flap settings, minimum runway lengths, brake cooling requirements and handling techniques;  | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6.9 Limitations on training and testing in the course of flights for the purpose of public transport. Note particularly that the simulation of instrument flight conditions and of emergencies affecting the flight characteristics of the aircraft is prohibited in the course of flights for the public transport of passengers;  | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6.10 Instructions covering rechecking and retraining after unsatisfactory performance or periods off flying due to illness or other causes; | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6.11 The use of flight simulators; and | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6.12 The assessment and training of crew in the use of Crew Resource Management and Human Factors. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6.13 The training of flight crew in the following areas: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. proper flight crew coordination and training in all types of emergency and abnormal situations or procedures caused by engine, airframe or systems malfunctions, fire or other abnormalities;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. avoidance of controlled flight into terrain and policy for the use of the ground proximity warning systems (GPWS);
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. avoidance of collision and the use of the airborne collision avoidance system (ACAS);
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. upset prevention and recovery training; and
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. knowledge and skills related to visual and instrument flight procedures for the intended area of operation, charting, human performance including threat and error management and in the transport of dangerous goods.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| *Note: 1. Guidance on upset prevention and recovery training in a flight simulation training device can be found in the Manual on Aeroplane Upset Prevention and Recovery Training (Doc 10011).* | Click or tap here to enter text. | Click or tap here to enter text. |
| *2. Procedures for the operation of ACAS are contained in PANS-OPS (Doc 8168), Volume I, and in PANSATM (Doc 4444), Chapters 12 and 15.* | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.6.14 Operators, who wish to outsource initial, recurrent and conversion training, must ensure that the Authority approves the training courses. Approved training organisations or the equivalent that have State regulatory approval, may be accepted by the Authority to conduct training, however, courses still require the Authority’s approval. The qualification, training and approval of training and examining personnel utilised by an organisation, will normally be required to be approved by the Authority. The training provided and flight documentation used should reflect the operators’ flight safety documents system. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **3 PERIODICAL TESTS - AEROPLANE PILOTS** |
| 3.1 General requirements | Click or tap here to enter text. |
| 3.1.1 The operators shall subject their pilots to two separate but complementary tests: | Click or tap here to enter text. |
| 1. Line Check: A test of competence to perform his duties in the course of normal operations, including use of the instruments and equipment provided.
 | Click or tap here to enter text. |
| 1. Maximum period of validity for this test is stated in paragraph 1.10.2(b).
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The line check shall be performed in the aircraft.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A pilot without a valid line check shall undergo an initial line check.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Proficiency check: A test of competence to perform his duties in instrument flight conditions while executing emergency manoeuvres and procedures, including use of the instruments and equipment provided.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The period of validity for this test is stated in paragraph 1.10.2(a).
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The test shall be conducted in a flight simulator specifically approved for this purpose, or in flight in actual or simulated instrument flight conditions approved by the Authority if a flight simulator is not readily available provided that the flight is not carrying any passenger or cargo.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.1.2 These tests, namely Line Check and Proficiency check, shall be conducted by the following authorised persons: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Line Check - to be conducted by an examiner appointed by the operator in accordance with the process referred to in paragraph 3.1.3, except for the initial line check which shall be conducted by an Authorised Flight Examiner; and
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Proficiency check - to be conducted by CAAT Inspector or an Authorised Flight Examiner.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.1.3 For the purpose of paragraphs 3.1.1(a) and 3.1.2(a), the operator is to develop a process to appoint examiners for the conduct of Line Checks. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.2 Line checks - all pilots | Click or tap here to enter text. |
| 3.2.1 The annual line check is not intended to determine competence on any particular route. The requirement is for a test of ability to perform satisfactorily a complete line operation from start to finish, including pre-flight and post-flight procedures and use of the equipment provided. The route chosen shall be such as to give adequate representation of the scope of a pilot’s operations.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.2.2 The operator shall ensure that his pilots are competent to perform their duties. If the operator requires both the pilot-in-command and co-pilot to carry out either the pilot flying or the pilot monitoring duties, then both pilots shall be checked in both roles in accordance with the operator’s procedures.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.2.3 In addition to the above duties, a Pilot-in-Command shall also be assessed on his ability to manage the operation and take correct command decisions.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.2.4 As the examiner may have to act as substitute for either Pilot-in-Command or co-pilot, the examiner shall be one who is fully qualified to operate at any crew station over which he/she acts in an examining capacity. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.3 Proficiency checks - Pilots-in-Command | Click or tap here to enter text. |
| 3.3.1 The Bi-annual Proficiency check provides an opportunity for the practice of emergency drills and procedures which rarely arise in normal operations, and can generally be regarded as continuation training. The statutory requirement, however, is that pilots shall be tested, and their continued competence must be verified and certified. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.3.2 The scope of the practice and check may be divided into three main categories, as follows:  | Click or tap here to enter text. |
| 1. emergency manoeuvres in instrument flight conditions, including:
 | Click or tap here to enter text. |
| 1. take-off with engine failure between V1 and V2 or as soon as safety considerations permit. When the check is completed in an aircraft, instrument flight conditions should be simulated as soon as possible after becoming airborne;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. instrument approach to decision height with one engine inoperative;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. 'go around' on instruments from decision height with one or more engines inoperative;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. landing with one or more engines inoperative;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. where appropriate to a particular aircraft type, approach and landing with flying control systems and/or flight director malfunctioning;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. where the emergency drills include action by the non-handling pilot, the check should additionally cover knowledge of these drills;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. emergency procedures including, as appropriate:
 | Click or tap here to enter text. |
| 1. engine fire;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. propeller or engine over speed;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. fuselage fire (pilot-operated system of control);
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. engine failure before V1;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. emergency operation of undercarriage and flap;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. pressurisation failure;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. fuel dumping;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. engine relight;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. hydraulic failure;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. electrical failure;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. malfunction of engine or engine control;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. in the case of aircraft with two or more flight crew, coping with incapacitation of a member of the flight crew - this check should be carried out annually, i.e. on alternate proficiency checks;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. action to be taken following an ACAS or GPWS or wind shear warning.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The avoidance of Controlled Flight into Terrain (CFIT) must be briefed and considered. The crew's situational awareness and recognition of their responsibility for terrain clearance despite conflicting ATC instructions must be emphasized during both the departure and arrival phases of the flight. The additional threats imposed by non-precision approaches must be covered. Some of these items will need to be covered by 'touch drills' and if the check is conducted in an aircraft (rather than in a simulator) they are normally best attended to on the ground.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A supplementary questionnaire on technical matters and operating procedures which, although not falling within the category of emergencies, are matters on which pilots should be tested at regular intervals. Some of the items may equally well be covered in the course of a line check. Typical items to be covered include:
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. recognition and diagnosis of aircraft system faults for which there are no set drills;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. radio failure procedures;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. use of operations manuals including flight guides;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. familiarity with latest amendments to operations manuals, and latest issues of information circulars, and instructions to aircraft crew;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. loading instructions;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. knowledge of internal and external check lists;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. aircraft equipment such as FMS, navigation systems, flight directors, weather radar, etc.;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. additional precautions for winter operations, anti-icing procedures and operations from contaminated runways;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. noise abatement procedures;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. engine failure during stages of flight other than on take-off, especially critical stages such as during noise abatement, during a SID or flight over high ground, or during the approach.
 | Click or tap here to enter text. | Click or tap here to enter text. |
|  On most of the larger modern aircraft the list of items that might usefully be discussed is likely to be extensive and examiners may prefer to deal with only a selection of items on a particular proficiency check. In this event the items covered should be recorded to assist examiners in covering the full list in the course of two or three successive checks. Advantage should also be taken of the opportunity to give the pilots experience in the simulator of such rare occurrences as wind shear, flapless landing, dead stick landings etc. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.4 Proficiency checks -Co-pilots |  |
| 3.4.1 It is especially important that co-pilots be checked in their own particular duties in the co-pilot's seat, including flying the aircraft for take-off and landing. Although there will be some difference in emphasis from the proficiency checks for Pilots-in-Command, the syllabus of the check should generally follow the pattern of that for Pilots-in Command.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.4.2 Pilots-in-command who may be required to handle the aircraft from the co-pilot's seat should be checked in that seat. Provided such a Pilot-in-Command has completed a full left hand seat proficiency check, and it is still valid, the right hand seat proficiency check may be abbreviated to a minimum of: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. an engine failure on take-off;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. an asymmetric “go around” from decision height; and
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. an asymmetric landing.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.4.3 Where the normal flight crew complement provides for three pilots, with twos, taking turns at the Systems Panel/Engineer station, the proficiency check should cover duties at both stations. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.5 Proficiency checks - general considerations | Click or tap here to enter text. |
| 3.5.1 Passengers may not be carried during Proficiency checks. The checks are to be carried out on special training or positioning flights. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.5.2 Intentional engine shutdown in an aircraft in flight is not permitted. For the purpose of meeting requirement of proficiency checks single engine operation must be simulated only. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.5.3 Where both examiner and equipment are approved for the purpose, checks may be conducted in a flight simulator. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.5.4 All exercises carried out should be properly recorded in the training’s report. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.6 Instrument ratings - all pilots | Click or tap here to enter text. |
| 3.6.1 The instrument rating test could be included in the proficiency checks and must be completed at intervals of not more than twelve months and should normally be carried out on the aircraft type on which the examinee is employed. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **4 RETRAINING AND RETESTING** |
| 4.1 Operators must ensure that training staff are adequately instructed on the action to be taken when unsatisfactory performance by a crew member, either during training or line operations, leads to retesting or further training. For example, following an unsatisfactory proficiency check, a crew member should not be immediately subjected to a series of retests in the item(s) concerned until an acceptable standard is achieved. If the failure points to a fundamental weakness in ability or technique, adequate remedial training should be given before further testing. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4.2 If a crew member is found to be unsatisfactory during the course of line operations, the Captain should report the circumstances without delay and the crew member should be withdrawn from further duty until retraining and/or retesting has been carried out. A record should be kept of any action taken. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **5 PERIODICAL TESTS - FLIGHT ENGINEERS**  |
| 5.1 The periodical tests for flight engineers should generally follow the pattern of those for pilots-in-command discussed in paragraphs 3.2 and 3.3 above omitting those items that are clearly appropriate only to pilots. The tests, which may be combined with the test requirements for licence purposes (see paragraph 1.5.1(a)), should include:  | Click or tap here to enter text. | Click or tap here to enter text. |
| 5.1.1 An annual assessment of a flight engineer's competence to perform his duties whilst executing normal manoeuvres and procedures in flight (line check), and  | Click or tap here to enter text. | Click or tap here to enter text. |
| 5.1.2 The bi-annual assessment of a flight engineer's competence to perform his duties whilst executing emergency procedures (proficiency check).  | Click or tap here to enter text. | Click or tap here to enter text. |
| 5.2 The tests as to the flight engineer's ability to carry out normal procedures must be carried out in the aircraft in flight. His ability to carry out emergency procedures may however be tested either in flight, or in a flight simulator specifically approved for this purpose.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 5.3 These tests should normally be conducted by specially designated flight engineers. To the extent only that the test mentioned in paragraph 5.1.1 may take the form of an overall assessment of flight deck management and the performance of the flight crew as a whole, it may be conducted by specially designated flight instructors. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **6 PERIODICAL TESTS - FLIGHT NAVIGATORS (IF APPLICABLE)** |
| 6.1 Operators proposing to use flight navigators as part of the operating flight deck crew should contact the Authority for advice on the requirements, at an early stage in their planning. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **7 AREAS, ROUTES AND AERODROMES COMPETENCE** |
| 7.1 Operators shall ensure that all flight crew members are familiar with the laws, regulations and procedures, and have the ability to speak and understand the language used for aeronautical radiotelephony communications pertinent to the performance of their duties, prescribed for the areas to be traversed, the aerodromes to be used and the air navigation facilities relating thereto. The operator shall ensure that all crew are familiar with such of these laws, regulations and procedures as are pertinent to the performance of their respective duties in the operation of the aircraft.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.2 Operators shall ensure that all flight crew members meet the language proficiency requirements as specified in the ICAO Annex 1.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.3 It is the Authority requirement that an Pilot-in-Command shall demonstrate to the satisfaction of the operator that he/ she has adequate knowledge of the route to be flown on each flight, aerodromes (including alternates), terrain and minimum altitudes, seasonal meteorological conditions, ATC communications and navigational facilities and procedures associated with the route along the route(s) and applicable procedures over heavily populated areas and areas of high traffic intensity, obstructions, physical layout, lighting, approach aids and arrival, departure holding and instrument approach procedures, and applicable operating minima, search and rescue procedures, facilities and procedures to be used (see Chapter 2 paragraph 10 in this document). Certification (by the operator) of area and aerodromes competence is an annual requirement unless the Pilot-in-Command, after the initial certification, has flown over the area and aerodromes in the preceding twelve months. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.4 Each Pilot-in-Command should be covered by a certificate of his competence in relation to each individual route and aerodrome, and operators involved mainly in scheduled services may find it convenient to adopt this procedure. The Authority may also agree to an alternative method of certification of Pilots-in-Command’s route competence in relation to specified areas of operation or groups of routes.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.5 If the alternative method is used, the operator must be aware that there may be a risk that a Pilot-in-Command, on the basis of his general experience, could be certified as competent to operate without restriction to an aerodrome which presents special problems and clearly requires route experience or special briefing however great the Pilot-in-Command’s general experience may be. It is important, therefore, that the certificate issued by the operator should indicate positively the aerodromes to which the Pilot-in-Command is permitted to operate.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.6 To avoid reproducing a long list of aerodromes in each Pilot-in-Command’s area and airfields competence certificate, operators may find it convenient to maintain as part of the operations manual a list of “straight forward” aerodromes to which any experienced Pilot-in-Command could operate without restriction. For certification purposes, reference to the list would suffice. No aerodrome should be classified as unrestricted unless it is also included in the operator’s flight guide and has an established instrument approach procedure.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.7 Any aerodrome not included in the operator’s unrestricted list, to which a Pilot-in- Command is considered competent to go, should be named in the certificate which should include a brief but clear indication of the manner in which competence has been established. To ensure consistency in certification, operators adopting the area method should also indicate in the manual the general nature of the special requirements to be met before a Pilot-in-Command can be considered competent at a “restricted” aerodrome. It is not practicable in this publication to specify in a manner appropriate to all circumstances the detailed requirements to be met before a Pilot-in-Command can be considered competent to operate to an aerodrome in a ‘restricted’ category. Ultimately the decision must rest on the good judgment and integrity of the operator and the measure of responsibility with which he/she approaches the problem.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.8 The following are among the factors that operators may wish to take into account in deciding whether a Pilot-in-Command can be considered competent for a particular flight: | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.8.1 The imposition of special aerodrome operating minima (if operations are also confined to daylight) could in some circumstances render prior experience of the aerodrome unnecessary and enable the Pilot-in-Command to get aerodrome experience in the course of normal operations.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.8.2 There are aerodromes at which a combination of special aerodrome operating minima, prohibition of night landings and special pre-flight briefing on local conditions could be considered adequate for a first visit;  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.8.3 In general, a Pilot-in-Command should not be considered competent to operate to an aerodrome at which nearby mountainous terrain makes the installation of an instrument approach aid impracticable, unless after an initial visit under supervision, he/she has within the preceding twelve months flown there as Pilot-in-Command or co-pilot;  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.8.4 Competence to operate into a complex terminal area could sometimes, subject to acceptable general experience, be established in a flight trainer equipped for the purpose. If the complexity of ATC clearances and special characteristics of the local R/T were a factor, the use of tape recordings might be necessary.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.8.5 In certain circumstances it may be permissible for an operator to base his decision that a Pilot-in-Command is competent for a particular flight on the fact that he/she will have a co- pilot with suitable general experience in addition to recent experience of the particular route and aerodrome. This procedure should be adopted only in exceptional circumstances, and the co-pilot concerned should be named in the certificate which should include details of his relevant experience;  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.8.6 A Pilot-in-Command whose experience is limited, say, to the Pacific and the Far East cannot be considered competent for flights in a completely different environment such as Europe or the North Atlantic.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.9 The use of audio/visual means to familiarise Pilots-in-Command with aerodrome approaches may be approved. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.10 If the operator relies in any particular instance on the verbal briefing of a Pilot-in- Command, it should be given by a person who is qualified to operate on the route in question: The Pilot-in-Command should follow this by briefing his co-pilot before the flight commences.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.11 All certificates raised in respect of a pilot-in-command’s area and airfields competence must be signed on the operator’s behalf by a qualified official of appropriate status.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.12 In a small undertaking the chief pilot or other person in charge should know in detail the experience and general competence of each of his pilots and can be expected to arrange for special route familiarisation and to raise additional certificates where necessary. For larger organisations a system of control that does not depend upon personal knowledge will be necessary in order to prevent a Pilot-in-Command being rostered for a flight not covered by his certificate.  | Click or tap here to enter text. | Click or tap here to enter text. |

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| **8 PILOTS-IN-COMMAND AND CO-PILOTS - INSTRUMENT APPROACH PROFICIENCY** |
| 8.1 A further separate requirement to be met in respect of the Pilot-in-Command and co- pilot is that they must have been tested (within the periods of validity stated in paragraph 1.10.2(a)) as to their proficiency in using instrument approach systems “of the type in use at the aerodrome of intended landing and any alternate aerodrome”. The tests may be carried out in flight in actual or simulated instrument flight conditions, or in a simulator or flight trainer approved for the purpose.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 8.2 To comply with this requirement, operators may find it convenient to ensure that Pilots-in-Command are tested as to their proficiency to carry out instrument approach procedures using all the pilot interpreted aids provided in the aircraft they operate. A separate test or record to cover the requirement may not be necessary, as it may be possible to meet the regulation in the course of instrument rating tests, bi-annual competence checks and routine line checks. (See paragraph 1.10.2.)  | Click or tap here to enter text. | Click or tap here to enter text. |
| 8.3 On many aircraft the interpretation of instruments is the same for VOR as for ILS. In these circumstances, provided there is a record of an initial test as to competence on a VOR approach and provided the pilot remains in regular practice at ILS approaches and en-route use of VOR, the separate annual VOR approach test may be dispensed with.  | Click or tap here to enter text. | Click or tap here to enter text. |

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| **9 PILOT’S RECENT TYPE EXPERIENCE** |
| 9.1 Unless the operator is granted approval to carry out MFF operations, the operator shall assign a flight crew member to function as a pilot or a co-pilot on a flight, only if he/she has, in the preceding 90 days, carried out at least three take-offs and landings in an aircraft or in an approved flight simulator of the type/class to be used on that flight. | Click or tap here to enter text. | Click or tap here to enter text. |
| 9.2 Unless the operator is granted approval to carry out MFF operations, the operator shall assign a flight crew member to function as a cruise relief pilot in commercial air transport within the preceding 90 days, that person has either: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Operated as Pilot-in-Command, Co-Pilot, or cruise relief pilot on the same type of aircraft; or
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Carried out flying skill recurrent training including normal, abnormal, and emergency procedures specific to cruise flight on the same type of aircraft or in an approved flight simulator, and has practiced approach and landing procedures, where the approach and landing procedure practice may be performed as the pilot who is not flying the aircraft.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| *Note: - The recent type experience requirements for flight crew approved for MFF operations can be found in chapter 2, paragraph 23 of this document.* | Click or tap here to enter text. | Click or tap here to enter text. |
| 9.3 To regain recent type experience, a pilot or co-pilot shall undergo a flight training programme with a Type Rating Instructor: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. In a non-revenue training flight; or
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. In an approved flight simulator of the same type/class.

The flight training programme shall be approved by the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| **10 FLIGHT ENGINEER’S RECENT TYPE EXPERIENCE** |
| 10.1 The operator shall not assign a flight crew member to function as a flight engineer unless he/she has, in the preceding 90 days, carried out at least one sector in an aircraft of the same type or in an approved flight simulator of the aircraft type to be used. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **11 FLIGHT CREW CONVERSION TRAINING** |
| 11.1 Syllabi | Click or tap here to enter text. |
| 11.1.1 All type conversion training should be conducted in accordance with detailed syllabi included in the training manual. When considering programmes and syllabi for types of aircraft newly acquired, operators are urged to consult the Authority at the outset. The Authority will advise on the nature and scope of the training to be given, and early consultation will help to prevent difficulties and inconvenience to the operator when the syllabi is submitted for approval.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.2 Minimum experience requirements  | Click or tap here to enter text. |
| 11.2.1 The standards for qualification and experience required of flight crew before being rostered for conversion training should be specified by the operator and agreed with the Authority.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.3 Ground training | Click or tap here to enter text. |
| 11.3.1 The operator should attach great importance to technical training and there should be a properly organised programme of ground instruction by competent tutors with adequate facilities, including any necessary mechanical and visual aids. If the aircraft concerned is relatively simple, private study may be adequate if the operator provides suitable manuals and/or study notes. It is important that the time allowed for ground training should be devoted exclusively to that purpose and that trainees should not be taken away from their studies or for normal flying duties. Authorised Officers will wish to examine premises and equipment to be used for ground training. They are also authorised to be present while tuition and lectures are in progress.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.4 Examinations and tests after ground training | Click or tap here to enter text. |
| 11.4.1 Courses of ground instruction for flight crew, should incorporate written progress tests at the end of each distinct phase. | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.4.2 For all flight crew, the ground course should cover the survival training as detailed in Chapter 6. | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.4.3 The annual “emergency/survival” test as detailed in Chapter 6 should be given before any flying training is started. | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.5 Flying training for pilots | Click or tap here to enter text. |
| 11.5.1 For all pilots taking a conversion course, the flying training should be systematic and sufficiently comprehensive to familiarise them thoroughly with all aspects of normal operation of the aircraft, including the use of all flight deck equipment, and with all emergency drills, procedures, handling techniques and limitations. Pilots on conversion flying training should not be interrupted by flying other aircraft types.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.5.2 The “flight handling” sections of the syllabus should include all the requirements of the appropriate type rating tests, and in addition the following items if appropriate to the aircraft type:  | Click or tap here to enter text. |
| 1. aeroplanes:
 | Click or tap here to enter text. |
| 1. visual “go around” from not more than 200 ft AGL;
 | Click or tap here to enter text. |  |
| 1. failures of flight director system, including ILS approach without flight director;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. a typical noise abatement procedure;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. helicopters:
 | Click or tap here to enter text. |
| 1. practice of appropriate type rating test items under instrument flight conditions including failure of flight instruments and flight directors;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. recovery from unusual attitudes under instrument flight conditions.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.5.3 Each exercise should be practised until a satisfactory standard is achieved. The various take-off, “go around” and landing exercises should be performed at least twice. Records kept by the operator should show the number of times that each exercise was covered.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.5.4 Particular emphasis should be placed on the practice of correct crew procedures for take-off, approach, landing and “go around”, and additionally, for helicopter pilots, in the procedures for IMC descent enroute in conditions of low cloud and poor visibility.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.5.5 Pilots undergoing conversion training should at some stage be given an exercise in coping with incapacitation of another flight crew member. If the flight crew complement includes a flight engineer it will be necessary for pilots to be sufficiently familiar with his in-flight functions.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.6 Additional requirements for Pilots-in-Command | Click or tap here to enter text. |
| 11.6.1 Without prejudice to any of the requirements of a particular type rating test, the conversion training of Pilots-in-Command should include the following items insofar as they may be appropriate to the aircraft type: | Click or tap here to enter text. |
| 1. landing with two engines inoperative;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. landing without flap or slat, or with restricted flap;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. landing with flying control system malfunction;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. instrument approach and “go around” with flight director malfunction;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. landing at night with one engine inoperative;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. crosswind take-off and landing.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.6.2 Pilots-in-command should also be given practice, normally in a simulator, in the stopping and starting of engines in flight and in any emergency drills that might fall to them while the co-pilot is handling the aircraft.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.7 Additional requirements for co-pilots  | Click or tap here to enter text. |
| 11.7.1 Co-pilots (in addition to the handling practice already referred to) should be given adequate training in the execution of all emergency drills that might fall to them while the Pilots-in-Command is flying the aircraft. Unless this is done in a flight simulator approved for the purpose it will be necessary for co-pilots to perform all drills (e.g. engine fire and relight) in flight where the flight instructor is flying the aircraft. Co-pilots should also be given practice, during conversion training, in the operation of all radio equipment and aircraft systems normally managed by the co-pilot while the Pilots-in-Command is handling the aircraft.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.8 Checks after flying training | Click or tap here to enter text. |
| 11.8.1 Before they are assigned to line duty in a pilot's seat (whether under supervision or not) Pilots-in-Command and Co-Pilots must be certified by the operator as competent in all the functions and duties covered by the relevant bi-annual proficiency check. Training in these functions and duties may not be completed in the course of normal operations. All conversion flying training must therefore incorporate the proficiency check described in paragraphs 3.3, 3.4 and 4.2 of this chapter. | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.8.2 Unless the aircraft, its handling characteristics and its flight instruments are closely similar to those of a type on which the pilot is already experienced, his conversion training should incorporate an instrument rating test on the new type. This will normally be expected to be part of a conversion programme, regardless of the expiry date of an existing instrument rating.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.8.3 Before pilots are assigned to line duty as Pilots-in-Command or co-pilot, the operator shall certify, as a result of a check required by paragraph 3.2 or 4.2, that they are competent to execute normal manoeuvres and procedures under supervision. Before operating without supervision Pilots-in-Command and co-pilots must meet the full requirements of paragraph 3.2 or 4.2, as appropriate.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.9 Flight under supervision | Click or tap here to enter text. |
| 11.9.1 The conversion syllabus should provide for all pilots, after completion of flying training and initial tests, to operate a minimum number of sectors and/or flying hours “under supervision”. The minimum figures should be agreed with the Authority.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.9.2 The “under supervision” period should NOT be used for the completion of the basic conversion syllabus. Its purpose is twofold. Firstly, it will enable the newly converted pilot to settle down to his duties on the new type in the company of an experienced and qualified pilot specially designated for the purpose, and to turn to him for advice if necessary. Secondly, it will enable the training staff to assess and verify the adequacy of the conversion training, and to ensure that proper operating standards are achieved at the outset, in the course of normal and varied operations.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.9.3 “Under Supervision” means - |  |
| 1. for a Pilots-in-Command: flying with an experienced pilot, qualified to act as the Pilots-in-Command and specially designated by the operator to act as a supervising pilot, who should occupy the seat and perform the duties of co-pilot. (Some operators may wish the newly converted Pilots-in-Command to operate a few sectors in the co-pilot's seat and this is acceptable if the supervising captain is in the Pilots-in-Command’s seat);
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. for a co-pilot: flying in the co-pilot's seat with either:
 | Click or tap here to enter text. |
| 1. a qualified Pilots-in-Command, specially designated for the purpose, occupying the Pilots-in-Command’s seat, or
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. any qualified Pilots-in-Command in the Pilots-in-Command's seat and a supervisory first officer specially designated for the purpose, occupying an additional crew seat in the flight deck.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.9.4 On completion of the sectors under supervision a line check should be administered.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.9.5 The “under supervision” sectors carried out by a newly qualified Captain will have been completed with an experienced supervisory Captain acting as co-pilot. Some operators may therefore wish to carry out a further period of flying, after the line check referred to a paragraph 11.9.4, teaming the new captain with a standard crew, and with a suitably qualified pilot, specially designated for the purpose, occupying the jump seat and acting only in an advisory capacity. It should be made clear that in this situation the newly qualified Captain is the Pilots-in-Command of the aircraft.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.9.6 If the flight crew complement includes a pilot acting as a Systems Panel Operator he/she should, after conversion training and the initial test in these duties, operate a minimum number of sectors under the supervision of a qualified and specially designated person carried in addition to the flight crew of the aircraft.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.10 Use of flight simulators for conversion training  | Click or tap here to enter text. |
| 11.10.1 The extent to which a flight simulator may be used for conversion/recurrent/ recency training will be considered according to individual circumstances as approved by the Authority.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.11 Flight engineers  | Click or tap here to enter text. |
| 11.11.1 Type conversion for flight engineers should follow the same general pattern as that of pilots. Newly trained flight engineers should not occupy the flight engineer's seat during take-off and landing on a public transport flight until they have completed all initial competence checks.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.11.2 Flight engineers should operate a minimum number of sectors under the supervision of a suitably qualified and specially designated flight engineer. A line check report should be made on completion of the sectors under supervision.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.11.3 Flight engineers undergoing conversion training should at some stage be given an exercise in coping with incapacitation of another flight crew member.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 11.12 Variants of the same aircraft type  | Click or tap here to enter text. |
| 11.12.1 A company may operate a number of aircraft which, though of the same type, are not identical. They may differ in engines, systems, equipment, flight deck lay-out, operating procedures, performance, or in other respects. In such circumstances the operator must conduct a “differences course” for his crew to ensure they are adequately trained on each variant.  | Click or tap here to enter text. | Click or tap here to enter text. |

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| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| **12 CONVERSION FROM FIRST OFFICER TO PILOT-IN-COMMAND** |
| 12.1 It is essential that promotion to Pilots-in-Command should be preceded by a planned “conversion” course, including up-grading of the type endorsement if necessary. An adequate number of sectors must be flown in the appropriate seat as pilot-in-command under supervision. There should be a full Pilots-in-Command's base and line check immediately before appointment.  | Click or tap here to enter text. | Click or tap here to enter text. |
| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| **13 SAFETY EQUIPMENT AND PROCEDURES (SEP)** |
| 13.1 The Emergency and Survival Training, Practice and Training Requirements for flight crew and cabin crew are contained in Chapter 6 of this document. | Click or tap here to enter text. | Click or tap here to enter text. |
| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| **14 TRAINING ON SPECIAL EQUIPMENT** |
| 14.1 Formal training should be given to aircraft crew as necessary on items of special equipment such as storm warning radar, flight director systems, auto-pilots, LORAN, Doppler, Inertial Navigation/Reference System, Global Positioning System, Communications-Navigation-Surveillance (CNS)/Air Traffic Management (ATM) systems and head-up display and/or enhanced vision system for those aircraft so equipped.  | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **15 FLIGHT OPERATIONS OFFICER/FLIGHT DISPATCHER AND GROUND STAFF TRAINING AND TESTING** |
| 15.1 The operator shall provide training for ground staff directly involved with flight operations (including flight operations officers/flight dispatchers), in particular those employed in operations and traffic departments. The operator shall ensure that the flight operations officer/flight dispatcher demonstrates that he/she has the knowledge; and that he/she maintains familiarisation with all features of the operation which are pertinent to such duties, including the knowledge and skills related to human performance. Further training will be necessary from time to time (e.g. when new types of aircraft are acquired) and the arrangements in this connection will be taken into account in the consideration of applications for the variation of certificates.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 15.2 The detailed requirements for Flight Operations Officers/Flight Dispatchers and Flight Dispatcher Instructor can be found in AOCR Appendix D | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **16 DANGEROUS GOODS TRAINING FOR OPERATORS** |
| 16.1 An operator shall establish and maintain staff training programmes, as required by the ICAO Technical Instructions Part 1 Chapter 4. These training programmes shall be approved by the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| 16.2 An operator shall ensure that all staff who are competent to perform any function for which they are responsible prior to performing any of these functions. This must be achieved through training and assessment commensurate with the functions for which they are responsible. Such training must include: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. General awareness/familiarization training - Personnel must be trained to be familiar with the general provisions;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Function-specific training - Personnel must be trained to perform competently any function for which they are responsible; and
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Safety training - Personnel must be trained on how to recognize the hazards presented by dangerous goods, on the safe handling of dangerous goods, and on emergency response procedures.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 16.3 An operator shall ensure that all staffs have received training but who are assigned to new functions must be assessed to determine their competence in respect of their new function. If competency is not demonstrated, appropriate additional training must be provided. | Click or tap here to enter text. | Click or tap here to enter text. |
| 16.4 An operator shall ensure that all staffs must be trained to recognize the hazards presented by dangerous goods, to safely handle them and to apply appropriate emergency response procedures. | Click or tap here to enter text. | Click or tap here to enter text. |
| 16.5 An operator shall ensure that all staff must receive recurrent training and assessment within 24 months of previous training and assessment to ensure that competency has been maintained. However, if recurrent training and assessment is completed within the final three months of validity of the previous training and assessment, the period of validity extends from the month on which the recurrent training and assessment was completed until 24 months from the expiry month of that previous training and assessment. | Click or tap here to enter text. | Click or tap here to enter text. |
| 16.6 An operator shall ensure that records of dangerous goods training and assessment are maintained for all staff trained and shall include the following; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The individual's name;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The month of completion of the most recent training and assessment;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A description, copy or reference to training and assessment materials used to meet the training and assessment requirements;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The name and address of the organization providing the training and assessment; and
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Evidence which shows that the personnel have been assessed as competent.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 16.7 The records of training and assessment must be retained by the employer for a minimum period of 36 months from the most recent training and assessment completion month and must made available upon request by the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| 16.8 Instructor qualifications and competencies | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Instructors of initial and recurrent dangerous goods training must demonstrate or be assessed as competent in instruction and the function(s) that they will instruct prior to delivering such training.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Instructors delivering initial and recurrent dangerous goods training must deliver such courses at least every 24 months, or in the absence of this, attend recurrent training.
 | Click or tap here to enter text. | Click or tap here to enter text. |

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| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| **17 AVIATION SECURITY TRAINING** |
| 17.1 The operator shall establish, maintain and conduct approved training programmes which enable the operator’s personnel to take appropriate action to prevent acts of unlawful interference such as sabotage or unlawful seizure of aeroplanes and to minimise the consequences of such events should they occur.  | Click or tap here to enter text. | Click or tap here to enter text. |
| 17.2 The training programme shall include at least the elements identified in the National Civil Aviation Security Training Programme for Kingdom of Thailand (ASTP). Such training programmes shall be periodically reviewed to ensure that it is kept abreast with the latest developments. | Click or tap here to enter text. | Click or tap here to enter text. |
| 17.3 The operator shall also establish and maintain a training programme to acquaint appropriate employees with preventive measures and techniques in relation to passengers, baggage, cargo, mail, equipment, stores and supplies intended for carriage on an aeroplane so that they contribute to the prevention of acts of sabotage or other forms of unlawful interference.  | Click or tap here to enter text. | Click or tap here to enter text. |

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| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| **18 REQUIREMENTS OF EXPERIENCE, RECENCY AND TRAINING APPLICABLE TO SINGLE PILOT OPERATION UNDER IFR OR AT NIGHT**  |
| 18.1 As required under Chapter 2 paragraph 2.5, all aeroplanes operated by a single pilot under IFR or at night shall in addition to performance requirements promulgated in AOCR Appendix M, shall also satisfy the following requirements:  | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The operator shall include in the Operations Manual a pilot’s conversion and recurrent training programme which includes the additional requirements for a single pilot operation;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. In particular, the cockpit procedures must include:
 | Click or tap here to enter text. |
| 1. Engine management and emergency handling;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Use of normal, abnormal and emergency checklists;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. ATC communication;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Departure and approach procedures;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Autopilot management; and
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Use of simplified in-flight documentation.
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The recurrent checks required by the Authority Announcement regarding Flight Crew Training Programme, shall be performed in the single-pilot role on the type or class of aeroplane in an environment representative of the operation;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The Pilots-in-Command shall have a minimum of 50 hours’ flight time on the specific type or class of aeroplane under IFR of which 10 hours is as Pilots-in-Command;
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The minimum requirement recent experience for a pilot engaged in a single- pilot operation under IFR or at night shall be 5 IFR flights, including 3 instrument approaches, carried out during the preceding 90 days on the type or class of aeroplane in the single-pilot role. This requirement may be replaced by an instrument approach check on the type or class of aeroplane; and
 | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The Pilots-in-Command has successfully completed training programmes that include passenger briefing with respect to emergency evacuations; autopilot management; and the use of simplified in-flight documentation.
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| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| **19 FLIGHT CREW TRAINING AND CHECKING FOR OPERATION AT NIGHT AND/OR IMC BY SINGLE ENGINE TURBINE-POWERED AEROPLANE**  |
| 19.1 The minimum flight crew experience required for night/IMC operations by single engine turbine-powered aeroplanes shall be as prescribed in paragraph 18.1(d) and 18.1(e) above. | Click or tap here to enter text. | Click or tap here to enter text. |
| 19.2 An operator’s flight crew training and checking shall be appropriate to night and/or IMC operations by single engine turbine-powered aeroplanes, covering normal, abnormal and emergency procedures and, in particular, engine failure, including descent to forced landing in night and/or in IMC conditions. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Applicant / AOC Holder(s) Declaration** |
| I declare the information given in this submission is true in every respect. |
| Signature | Click or tap here to enter text.Name | Click or tap here to enter text.Position in company | Click or tap to enter a date.Date (Day / Month / Year) |

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| **CAAT Assessment Use** |
| **CAAT’s Comments, Notes and Recommendations:** Click or tap here to enter text. |
| Click or tap to enter a date.Date received | Click or tap here to enter text.Assessed by (Name/Signature) | Click or tap here to enter text.CAAT Inspector Function | Click or tap to enter a date.Assessment Date (Day / Month / Year) |