

Template

Approved Training Organisation Manual

For use by Registered Training Facilities (RTFs) seeking approval as an Approved Training Organisation (ATO)

**Guidance information** 

**Completing the ATO template manual**

**General**

This manual has been designed by the UK CAA to be personalised by the ATO in order to show their compliance with Part-ORA. It has been developed on the basis that the organisation is already a UK Registered Facility delivering PPL training; aeroplane or helicopter. The task for the applicant is to add the details of their organisation as currently Registered with the CAA, using this template manual as appropriate.

**Document format**

The manual has been produced in ‘***Word’*** format and should be personalised by the applicant to reflect their organisation, its procedures, courses and ratings as appropriate. It can also be used to detail other information as you see relevant to your ATO. The contents of this CD (file) should be saved to your own computer records system before any changes are made.

**Completion guidance**

To assist the ATO, the document includes text (**Black**) that is required for the ATO to show its compliance. This can be amended where necessary to reflect the management organisation, type of aircraft and courses peculiar to your ATO.

* Text shown in ***Blue italics*** is for guidance on what kind of information you will need to provide and should be replaced with the applicant’s material or deleted before submission to the CAA.
* Text shown in ***Red italics*** indicates where you will need to provide your own specific information as it relates to your organisation.

**Adapting the manual for new courses**

This manual has been developed specifically to assist the Registered Facility community in their transition to become an ATO by reflecting the training courses already provide under the registration process. While this is the primary aim, the manual can also be developed further by the applicant, to reflect any new courses it wishes to deliver. In such cases the ATO should make the necessary application to add the new courses to the CAA and submit draft amended pages to the Part-ORA manual as appropriate, for CAA approval.

**Submission of the manual**

This document has been designed to be read on a laptop PC. Prior to submitting the document to the CAA and making it available to the ATO, the organisation should protect the document so it cannot be amended by students/staff (converting it to Pdf is one method). A word version should be kept as the master document for future amendment.

**Amending the manual**

The document is made up of 4 parts. Once approval has been granted based upon the manual, any changes to Parts 1, 2 and 3 will need the prior approval of the CAA before they are implemented. Changes to Part 4 are to be advised to the CAA but does not require its prior approval.

Cover Page

PART-ORA

APPROVED TRAINING ORGANISATION MANUAL

This document supports the European Union

PART-ORA Approved Training Organisation Approval of:

[*Name of Training School Limited*]

[*Address 1*]

[*Postcode*]

Tel: [#####]

Fax: [#########]

e-mail: [#####@####.###]

**PART-ORA APPROVAL**

**REFERENCE**

**GBR.ATO-[xxxx]**

Document Reference No: [XXXX]

FOREWORD

This manual has been prepared in order to support the [***Name of organisation*]** PART-ORA Approved Training Organisation Approval. 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**

**Part-ORA [ *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 the Part-ORA [ *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

Library

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**CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER**

PART-ORA Approved Training Organisation Manual

This document defines the organisation and procedures upon which the UK CAA PART- ORA Training approval is based.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by EASA 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 PART-ORA 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 PART-ORA approval.

The undersigned fully accepts the duties and responsibilities of Accountable Manager as defined in ORA.GEN.210.

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**

*ORA.GEN.115(b) requires that applicants for an initial certificate shall provide the competent authority with documentation demonstrating how they will comply with the requirements established in Regulation (EC) No.216/2008 and its implementing rules. 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 Commission Regulation (EU) 1178/2011. It complies with AMC1 ORA.GEN.200

This manual shall be made available to all ATO staff.

**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**

1.2.1.1 The following training courses are provided:

* ###
* ###

**1.2.2** **Personnel**

The titles and names of persons referred to in ORA.GEN.210(a) and (b) are as follows:

|  |  |
| --- | --- |
| **ORA.GEN.210 Post** | **Name** |
| **\*** Accountable Manager |  |
| Compliance Monitoring Manager |  |
| **\*** Safety Manager |  |

 \*Indicates roles can be combined

**1.2.3 Organisation Chart**

*This will probably already exist in the ATO Operations Manual, in which case simply insert a reference to the relevant paragraph.*

**1.2.4 Facilities**

Description of facilities:

*Describe the facilities provided to support activities in compliance with AMC2.ORA.GEN.215.*

**1.2.5 Notification of changes to Organisations activities**

*ORA.GEN.115(a); ORA.GEN 130*

1.2.5.1 Any change to the Organisations activities, the scope of approval (locations where training takes place or courses), or any element of the management system, as detailed in GM1 ORA.GEN.130(a), requires the prior approval of the competent authority before the changes are implemented.

1.2.5.2 Applications for the amendment of the approval certificate are to be made prior to the commencement of any change, and accompanied by all necessary supporting documentation. In the case of a planned change of a nominated person, this should be notified to the competent authority as soon as practicable.

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

**1.2.6 Changes not Requiring Prior Approval**

*ORA.GEN.115(b)*

1.2.6.1 Changes to the organisation that do not require prior approval by the competent authority are to be made only when agreed with the Accountable Manager. Changes are to be fully documented prior to implementation and in accordance with the Organisation’s document control procedures.

1.2.6.2 The competent authority is to be notified of changes not requiring prior approval as soon as practicable. Notification is to be accompanied by all relevant documentation.

**1.2.7 Terms of Approval**

*ORA.GEN.125*

*This is relevant only to ATOs undertaking other training (e.g. FAA/TC/CASA courses) as well as EASA training. Organisations providing only EASA training need not include this paragraph.*

The scope of the ATO’s approval is detailed in paragraph 1.2.1 above. The Organisation also provides flight training for the issue of FAA licences, ratings and certificates. It is the responsibility of the Head of Training to ensure that procedures for the provision of FAA training are kept distinct and separate from those related to training under Part-FCL. In particular, care is to be taken to ensure that Part-FCL course documentation is used only for students undergoing Part-FCL training.

**1.2.8 Continued Validity**

*ORA.GEN.135*

The ATO approval certificate remains valid subject to the Organisation remaining in compliance with the relevant requirements and the certificate not being revoked or surrendered.

**1.2.9 Access by the Competent Authority**

*ORA.GEN.140*

Representatives of the CAA are to be given access to all of the Organisation’s facilities, aircraft, documentation, records, data, procedures or any other material relevant to its approved activities.

**1.2.10 Staff Training**

*ORA.GEN.200(a)(4)*

1.2.10.1 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.

1.2.10.2 Procedures for the training of instructional staff are detailed in section 4 of the ATO Operations Manual.

**1.2.11 Contracted Activities**

*ORA.GEN.205*

*(if no activity is contracted out then “Not Applicable” may be substituted here)*

1.2.11.1 Elements of the ATO’s activities may be contracted out to other organisations, whether or not they are independently certified to perform the activities. In all cases, responsibility for the activity remains with the ATO.

1.2.11.2 It is the responsibility of the Accountable Manager, through the ATO’s compliance monitoring system, to ensure that the contracted service or product remains in compliance with the applicable requirements.

1.2.11.3 All sub-contracting is to be subject to written terms and conditions and the lines of responsibility within and between organisations are to be clear and unequivocal*.[insert - list of subcontractors]*

1.2.11.4 In the case of contracting organisations that are not independently approved under Part-ORA to carry out the contracted activity, the CAA must be given access to the contracted organisation.

**1.2.12 Dissemination of Information**

*ORA.GEN.210(e)*

1.2.12.1 All personnel are to be aware of the rules and procedures relevant to the exercise of their duties.

1.2.12.2 The Head of Training is responsible for ensuring that all staff are aware of the contents of the relevant publications.

1.2.12.3 Signature sheets are to be maintained for each document and personnel are to certify their knowledge and understanding as follows:

|  |  |
| --- | --- |
| **Document** | **Signature(s) Required** |
| Operations Manual | All flight instructors and students before first acting as PIC of an ATO aeroplane and thereafter at every amendment. |
| Training Manuals | All instructors before first giving instruction on the relevant course and thereafter at each amendment. |
| Organisation Management Manual | All staff on first taking up employment and thereafter at each amendment. |

**1.2.13 Licensing Records**

*ORA.ATO.120(c)*

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. The procedures detailing how these records are managed and retained are described in [*insert reference to procedures]*

**1.2.14 Training Aircraft**

*ORA.ATO.135*

The Accountable Manager is responsible for maintaining an adequate fleet of aircraft suitably equipped for the approved courses. Details of current fleet and course suitability are listed in the [*insert reference to procedures]*

**1.2.15 Aerodromes**

*ORA.ATO.140*

The Head of Training is to ensure that all aerodromes nominated for training meet the requirements of AMC1 ORA.ATO.140. A list of suitable aerodromes is advised to all instructors.

**1.2.16 Personnel Requirements**

*ORA.ATO.110*

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 |

*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**

*This Part follows the format of compliance monitoring documentation detailed in AMC1 ORA.GEN.200(a)(6).*

**2.1 Terminology**

|  |  |
| --- | --- |
| **Term** | **Meaning** |
| Audit | A systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which requirements are complied with. |
| Corrective action | Corrective actions are steps that are taken to remove the causes of an existing nonconformity or undesirable situation. The corrective action process is designed to prevent the recurrence of nonconformities or undesirable situations. It tries to make sure that existing nonconformities and situations don’t happen again. It tries to prevent recurrence by eliminating causes. Corrective actions address actual problems. Because of this, the corrective action process can be thought of as a problem solving process. |
| Inspection | An independent documented conformity evaluation by observation and judgement accompanied as appropriate by measurement, testing or gauging, in order to verify compliance with applicable requirements. |
| Non compliance | Failure to meet regulatory or other. A compliance audit makes findings of non-compliance |
| Non conformance | Nonfulfillment of a requirement. Non-conformity or non-comformances are any deviations from established procedures, programs and other arrangements related to the ATO. They may include non-compliances to regulations, but not all non-compliances are necessarily non-conformances. |
| Observation | An observation indicates that a situation has been discovered during an audit warranting clarification or further investigation in order to improve the overall status and effectiveness of the ATO. Observations do not involve situations where there is direct evidence indicating nonconformance. Observations may signal the potential for a future nonconformity. |
| Preventive action | Preventive actions are steps that are taken to remove the causes of potential nonconformities or potential situations that are undesirable. The preventive action process is designed to prevent the occurrence of nonconformities or situations that do not yet exist. It tries to prevent occurrence by eliminating causes.While corrective actions prevent recurrence, preventive actions prevent occurrence. Both types of actions are intended to prevent nonconformities.Preventive actions address potential problems, ones that haven't yet occurred. In general, the preventive action process can be thought of as a risk analysis process. |

**2.2 Specified Activity Standards**

The compliance monitoring function provides a method of ensuring the ATO’s compliance with:

(a) All relevant requirements of Regulation EU 216/2008 and its implementing rules

(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 regulatory requirements to which the ATO is subject (e.g. FARs, etc.)

**2.2.1 Compliance Audits**

Compliance Audits are programmed by the Compliance Monitoring Manager and conducted by auditors who are **not** normally involved in the day-to-day business of the area to be audited. Findings are recorded on the Audit Completion Certificate *[FormNumber]* and a timescale for corrective action is agreed with the responsible person. 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.

**2.2.2 Non-Conformance Reports**

All staff have access to Non-Conformance Report Forms *[FormNumber]* which are completed and passed to the Compliance Monitoring Manager. Corrective action is decided upon in conjunction with the Head of Training and the originator of the report is informed of progress. A record of all Non-Conformance Reports and corrective or preventative actions is kept by the Compliance Monitoring Manager.

**2.3 Responsibilities**

The compliance monitoring programme is controlled by the Compliance Monitoring Manager who is responsible to the Accountable Manager for:

1. Monitoring the ATO’s compliance with all applicable regulatory requirements
2. Monitoring compliance with the provision of the Operations, Training and Safety Management Manuals
3. Ensuring that the compliance monitoring programme is properly implemented, maintained and continually reviewed and improved
4. Ensuring that audits are conducted by suitably qualified, competent and independent personnel

**2.4 Regulatory Compliance**

Procedures to ensure regulatory compliance are detailed in the following 3 parts of the manual:

* The Organisation Management manual
* The ATO Operations Manual
* The Training Manual for the relevant course(s)

The Compliance Monitoring Manager will ensure that audits are scheduled to confirm that all procedures are being complied with in accordance with the relevant instructions. All ATO procedures are to be audited within a 12 month period.

**2.5 Compliance Monitoring Programme**

The Compliance Monitoring Manager will maintain a schedule of audits that ensures that all parts of the ATO are subject to audit with a 12 month period.

**2.5.1 Audit Procedures**

*2.5.1.1 Techniques for effective auditing*

Auditors should feel free to develop their own techniques for conducting audits that promote the free passage of information between the unit that is being audited and the auditor himself. The following techniques should be used as guidelines when attempting to conduct an effective audit:

1. Interviews or discussion with personnel
2. A review of published documents
3. The examination of an adequate sample of records
4. The witnessing of the activities which make up the operation
5. The preservation of documents and the recording of observations.

2.5.1.2 The Process of Auditing

An audit should be planned with care and methodically carried out. The auditor should consider the following points as steps in the process of the audit that will assist in the planning of specific audits:

1. Determine process(s) to be audited.
2. The Compliance Monitoring Manager should be consulted prior to every audit to agree the scope and depth required for that particular unit.
3. Planning and Preparation
4. Review documentation relevant to the areas/processes being audited.
5. Carry out audit
6. Raise audit report
7. When the audit is completed the auditor should provide a verbal summary of his findings to the local responsible person.
8. Report findings to the Compliance Monitoring Manager
9. Once the audit is complete and the auditor has discussed the findings with the local responsible person the auditor should prepare a detailed auditor report for the Compliance Monitoring Manager and classify the severity of the non conformities. A time frame for compliance should be included.
10. Closure action
11. Verify the effectiveness of the closure action.

**2.5.2 Recording System**

*Describe how the audit, follow-up and corrective action procedures are recorded, including examples of the forms/checklists to be used and how they are stored/archived.*

**2.6 Training Syllabus**

*ORA.GEN.200(a)(4) requires that the ATO maintains personnel trained and competent to perform their tasks. Those responsible for managing the compliance monitoring function must receive training for this task.*

*If it is intended to employ persons from within the Organisation to conduct compliance audits, they should receive appropriate training in auditing techniques and care must be taken to ensure their independence.*

*All staff should receive training in the principles of compliance monitoring as it affects them.*

*Procedures should be developed to record the training that is provided.*

**2.7.1 Training syllabus for Compliance Monitoring Manager (may be outsourced)**

**2.7.2 Training syllabus for auditors (if internal auditors are used)**

**2.7.3 Compliance awareness training for all staff**

**2.7 Document Control**

*[Insert document control procedures for all ATO documents and forms – review, suggestions, approval, authoring, issue, certification]*

**Appendices**

1. Audit Completion Report

2. Corrective Action Report

3. Audit Checklists as required

**3 Safety Management**

**3.1 Scope of the Manual**

This Part of the Organisation Management Manual is a reference document describing how safety is managed in and:

(a) is the key instrument for communicating the Company’s approach to safety to all its personnel;

(b) documents all aspects of safety management, including the safety policy, objectives, procedures and individual safety responsibilities;

(c) will be distributed throughout the Company to ensure that all personnel are fully aware of the system, thereby ensuring:

1. That safety is a central component in our management system;
2. That safety is accounted for in all decisions and actions taken by all in the Company;
3. The needs, requirements and expectations of customers and other parties are fulfilled.

**3.1.1 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
* Enforce safety as a primary responsibility of all managers
* Not blame someone for reporting something that would not have been otherwise detected (Just Culture)

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

**3.1.2 Accountable Manager**

3.1.2.1 The Accountable Manager (AM) bears the ultimate accountability for safety in the Company.

3.1.2.2 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.

**3.1.3 Key Safety Personnel**

 **Note:** \* Indicates roles may be combined.

**3.1.4 Safety Responsibilities**

The safety responsibilities of key personnel are detailed in the ATO Operations Manual, Part A, paragraph 4

**3.1.5 Organisation Management Manual**

3.1.5.1 The Organisation Management Manual is a controlled document that describes the safety management processes and the interrelationship between all of its elements. The relevant Part is maintained by the Safety Manager to whom all suggestions for amendment should be made.

3.1.5.2 The Manual is subject to periodic review by the Safety Committee to ensure its continuing suitability, adequacy and effectiveness.

**3.1.6 Operations Manual**

The Operations Manual is a controlled document that describes the procedures to be used in the operations of the ATO’s aircraft. The Operations Manual is maintained by the Head of Training to whom all suggestions for amendment should be made.

**3.1.7 Training Manual**

The Training Manual is a controlled document that describes the training syllabus and associated procedures for each course. The Training Manual is maintained by the Head of Training to whom all suggestions for amendment should be made.

**3.1.8 Safety Records**

Safety records are managed and retained by the Safety Manager. All safety records are to be stored in a secure filing cabinet and retained for a minimum of 5 years from the date that they are generated.

**3.2 Hazard Identification and Risk Management**

**3.2.1 Definitions**

|  |  |
| --- | --- |
| Hazard | A hazard is defined as a condition, event or circumstance that has the potential to cause harm to people or damage to aircraft, equipment or structures. |
| Risk | A risk is defined as the potential outcome from a hazard and is defined in terms of the likelihood of the harm occurring and the severity if it does |

**3.3 Safety Reporting System**

Individuals can make a report on any safety related issues. These reports can be made on [*Form Number].*  Accidents or incidents should be reported using the Accident/Incident Report Form (ATO-OPS-001). Completed forms should be submitted to the Safety Manager as soon as practicable after the accident or incident has occurred.

**3.3.1 Communicating**

The Safety Notice board is provided to communicate safety related issues and should be referred to by all staff and students.

**3.3.3 Just Culture**

3.3.3.1 Safe flight/maintenance operations are the ATOs most important commitment. To ensure that commitment, it is imperative to have uninhibited reporting of all incidents and occurrences that compromise safety. Whilst negligence or deliberate violation of the rules is unacceptable, it is recognized that people make mistakes and systems must be designed to be error tolerant.

3.3.3.2 The investigation of Accident, Incident and Safety reports will be entirely non-punitive. The prime objective of the investigative process is to ensure the highest possible degree of safety and not to apportion blame.

**3.4 Hazard Identification**

The hazard identification process is the formal means of collecting, recording, analysing, acting on and generating feedback about hazards that affect the safety of the ATO’s operational activities. Hazard identification is an ongoing process that is managed by the Safety Manager.

**3.5 Risk Assessment**

The purpose of the risk assessment process is to allow the Organisation to assess the level of risk associated with the identified hazards in terms of the potential harm. Risks are assessed in terms of severity and likelihood and a simple risk assessment matrix is used to determine the overall level of risk.

**3.5.1 Risk Severity**

3.5.1.1 The severity of risk will be determined taking into account any mitigation measures that may already be in place. Severity should be assessed in terms of the worst possible realistic scenario.

3.5.1.2 Risk severity should be defined in accordance with the following table.

|  |
| --- |
| **SEVERITY OF CONSEQUENCES** |
| **Definition** | **Meaning** | **Value** |
| Catastrophic | Results in an accident, death or equipment destroyed | 5 |
| Hazardous | Serious injury or major equipment damage | 4 |
| Major | Serious incident or injury | 3 |
| Minor | Results in a minor incident | 2 |
| Negligible | Nuisance of little consequence | 1 |

**3.5.2 Risk Likelihood**

3.5.2.1 The likelihood of an individual risk will be determined taking into account any mitigation measures that may already be in place. Determination of likelihood is not an exact science but relies on a logical, common sense analysis of the risk to arrive at a reasonable answer.

3.5.2.2 Risk likelihood should be defined in accordance with the following table:

|  |
| --- |
| **LIKELIHOOD OF OCCURRENCE** |
| **Definition** | **Meaning** | **Value** |
| Frequent | Likely to occur many times | 5 |
| Occasional | Likely to occur sometimes | 4 |
| Remote | Unlikely to occur but possible | 3 |
| Improbable | Very unlikely to occur | 2 |
| Extremely Improbable | Almost inconceivable that the event will occur | 1 |

**3.5.3 Tolerability**

3.5.3.1 When severity and likelihood have been defined, the tolerability of the risk can be determined. Tolerability is defined as either acceptable, to be reviewed or unacceptable allowing a suitable risk mitigation strategy to be developed if required.

3.5.3.2 Definitions of tolerability levels are as follows:

|  |  |
| --- | --- |
| **Unacceptable** | If the risk is unacceptable, the operation or activity should stop immediately or not take place. Major mitigation will be necessary to reduce the severity if the risk actually occurs or reduce the likelihood of the risk occurring. Normally it is the likelihood of the occurrence that can be reduced rather than the severity. |
| **Review** | If the risk falls into the review category, the severity or likelihood of occurrence is of concern; measures to mitigate the risk to as low as reasonably practicable (ALARP) should be sought. Where the risk is still in the review category after this action has been taken it may be that the cost of actions required to reduce the risk further are too prohibitive. The risk may be accepted, provided that the risk is understood and has the endorsement of the Accountable Manager. |
| **Acceptable** | If the risk is acceptable the consequence is so unlikely or not severe enough to be of concern; the risk is acceptable. However, consideration should still be given to reducing the risk further. |

**3.5.4 Risk Tolerability Matrix**

The tolerability of an individual risk is determined by use of the following Risk Tolerability Matrix:

|  |  |
| --- | --- |
| **Risk Likelihood** | **Risk Severity** |
| **Catastrophic****5** | **Hazardous****4** | **Major****3** | **Minor****2** | **Negligible****1** |
| **Frequent****5** | Unacceptable | Unacceptable | Unacceptable | Review | Review |
| **Occasional****4** | Unacceptable | Unacceptable | Review | Review | Review |
| **Remote****3** | Unacceptable | Review | Review | Review | Acceptable |
| **Improbable****2** | Review | Review | Review | Acceptable | Acceptable |
| **Extremely Improbable****1** | Review | Acceptable | Acceptable | Acceptable | Acceptable |

**3.5.5 Mitigation**

3.5.5.1 If the level of risk falls into the unacceptable or review categories, mitigation measures will be required to reduce the risk to a level as low as reasonably practicable (ALARP).

3.5.5.2 Mitigation measures will be determined by the Safety Committee, in consultation with the Safety Manager and Accountable Manager. When measures are implemented to mitigate the severity and/or likelihood of a risk, a further assessment of tolerability will be conducted, using the Risk Tolerability Matrix.

**3.5.6 Hazard Log**

3.5.6.1 The Safety Manager will maintain a Hazard Log in which is recorded any identified safety hazards, risk assessments and subsequent follow-up actions. The log will include each identified hazard, the associated risk(s), results of the risk assessment, taking into account any current mitigation measures in place, further risk mitigation measures if required and a re-assessment of the risk once the mitigation measures have been implemented, to assess whether they have achieved the desired outcome.

3.5.6.2 The Hazard Log will be reviewed regularly by the Safety Manager and at each meeting of the Safety Committee

**3.6 Safety Assurance**

Safety Manager monitors the performance and effectiveness of the Safety Management System to ensure that the hazard identification, risk assessment and mitigation process is being implemented effectively.

**3.7 Safety Performance Monitoring**

**3.7.1 Safety Performance Indicators**

In order for safety performance to be managed effectively, the ATO uses a number of Safety Performance Indicators (SPIs) to measure performance of the system as listed below.

* Number of reportable accidents/incidents involving ATO aircraft
* Number of flight operations occurrences
* Number of ground operations occurrences
* Number of engineering occurrences
* Number of injuries to the ATO’s 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.)

**3.7.2 Safety Data**

To assist in the performance management process, safety data may be gathered from:

* Hazard and incident reports
* Warranty claims and customer complaints
* Mandatory Occurrence Reports
* Birdstrike Reports
* Customer/contractor surveys
* Safety surveys and audit findings
* AAIB/NTSB reports
* Compliance inspections

**3.8 Management of Change**

**3.8.1 General**

3.8.1.1 The operation of the organisation is dynamic and changes will frequently occur. Changes such as the introduction of new equipment, changes to facilities or scope of work, introduction of new aircraft or courses, new contractors, new procedures or changes to key staff members.

3.8.1.2 Procedures for managing change include:

* Risk assessment
* Identification of the goals and objectives and nature of the proposed change
* Identification of operational procedures
* Analysis of changes in location, equipment or operating conditions
* Ensuring that all personnel are made aware of and understand changes
* Ensuring that changes are approved by the appropriate level of management
* The responsibility for reviewing, evaluating and recording the potential safety hazards from the change or its implementation

**3.9 Incident Management**

3.9.1.1 Incidents will inevitably occur and can provide a valuable learning opportunity. The Safety Manager will investigate all incidents, calling on such specialist assistance that may be required and prepare a report for the Safety Committee. The Board will review the findings from all incidents and recommend to the Accountable Manager any changes that may be required to prevent a recurrence.

3.9.1.2 The Accountable Manager is responsible for implementing any changes recommended by the Safety Committee and for ensuring that any relevant safety lessons are shared as widely as possible, both within the ATO and with other organisations

3.9.1.3 The purpose of the investigation of an incident is not attempt to apportion blame, merely to determine what happened, when, where, how and who was involved. Every effort should be made to understand why the incident happened and, to this end it is important to establish the facts and avoid speculation.

**3.9.2 Emergency Preparedness and Response**

An emergency is an event that is, by its very nature, high risk for victims at the immediate scene, and also for first responders and those assisting those responders. The Emergency Response Plan (ERP) exists to control the organisational response to the emergency so as to minimize the risk for all facets of the operation. A copy of the ATO’s Emergency Response Plan is contained in Appendix 1 to this Part*. [ATO to detail]*

**3.9.3 Emergency Response Plan (ERP)**

The ERP outlines in writing what is done when an emergency occurs, what to do after an accident happens and who is responsible for each action. A copy of the ERP is readily available at the Dispatch desk. 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.
2. Updated when contact information changes.
3. Briefed to all personnel along with their responsibilities.

**3.10 Implementation**

**3.10.1 Initial Contact and ERP Initiation**

3.10.1.1 It is expected that an incident or accident involving an ATO aeroplane will, in the first instance be notified to the Dispatch desk by telephone. The person receiving the call will notify, by the quickest means available:

* The nominated Duty Instructor
* The Safety Manager
* The Chief Flying Instructor

3.10.1.2 The ERP is to be initiated by the nominated Duty Instructor who is to control the plan until relieved by the Safety Manager

**3.11 Continuous Improvement**

The ATO will continuously seek to improve its safety performance. Continuous improvement of safety performance will be achieved through:

* proactive and reactive evaluations of facilities, equipment, documentation and procedures through safety audits and surveys;
* proactive evaluation of each individuals performance to verify the fulfilment of their safety responsibilities; and
* a reactive evaluation in order to verify the effectiveness of the system for control and mitigation of risk.
* The Company will also continuously seek to improve its safety management processes.

**3.11.1 Method**

Continuous improvement of safety management will be achieved through:

* Assessment of how the safety management processes are functioning;
* Identification and analysis of possible issues/challenges associated with the running of the processes;
* Implementing changes aimed at improving the processes;
* Monitoring and reviewing the effects of any changes.

**3.11.2 Reporting**

The Safety Manager is to provide an annual report to the Accountable Manager on safety performance (how well safety is managed) and on the processes (how effectively safety management works, the stage of implementation, any issues/challenges and any proposals for improvement). The report should include a comparison with the levels achieved in previous years.

**3.12 Contracted Activities**

3.12.1.1 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.

3.12.2.2 A written agreement signed between the Company and the contracted organisation shall clearly define the contracted activities and the applicable requirements.

**3.12.2 Safety Management**

3.12.2.1 Activities performed by sub-contractors may have an impact on safety, therefore, the contracted safety related activities need to be addressed through the Company's safety management and compliance monitoring programme.

3.12.2.2 As part of safety management, a risk analysis is to be carried out on any newly contracted activity as part of the change management process. If corrective and/or preventive actions need to be implemented, they are to be submitted in writing to the sub-contractors or suppliers. Effective application of these measures needs to be checked and monitored under the supervision of the Safety Manager

**3.12.3 Compliance Monitoring**

As part of the Compliance Monitoring Programme, the Company must ensure that the contracted organisation has the necessary authorisations or approvals where required, and has the resources and competence to undertake the task. Compliance with applicable regulations, Company requirements and procedures are to be checked and monitored under the supervision of the Compliance Manager.

**3.13 Safety Promotion**

3.13.1.1 Safety Promotion is a process aimed at promoting a culture of safety by ensuring that all personnel 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.

3.13.1.2 It is the responsibility of each manager to demonstrate his/her commitment to safety, to promote safety in everyday activities and to lead by example.

3.13.1.3 Training and effective communication on safety are two important processes supporting safety promotion.

3.13.1.4 The Safety Notice Board is maintained by the Safety Manager

**3.13.2 Training**

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

3.13.2.2 All personnel receive training to maintain their competences. This includes notification of any changes to applicable regulations and rules, Company procedures, and safety-relevant technical matters.

3.13.2.3 The following table shows the safety training given to ATO employees*.*

| **Contents** | **Training Objectives** |
| --- | --- |
| Safety Policy | Understand the main elements of the Safety Policy. |
| Organisation, roles and responsibilities | Understand the organisation, roles and responsibilities concerning the management of safety. Everyone to know his or her own role in the management of safety. |
| Safety Objectives | Understand the Company’s safety objectives. |
| Emergency Response Planning (ERP)(reinforced through practical simulations) | Understand the various roles and responsibilities in the Company’s ERP. Everyone to know his or her own role in the ERP. |
| Occurrence and hazards reporting | Know the means and procedures for reporting occurrences and hazards. |
| Safety Risk Management (SRM) process including roles and responsibilities | Understand the Safety Risk Management process. Everyone to know his or her own role in the SRM. |
| Continuous improvement of safety performance | Understand the principles of continuous improvement of safety performance. |
| Compliance Monitoring | Understand the basic principles of Compliance Monitoring. |
| Responsibility when contracting activities | Understand the Company’s responsibilities when contracting activities. Everyone should know his or her own roles and responsibilities regarding this subject. |

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 Administration**

**1.2.1 ATO Structure**

Note: \* Roles may be combined

**1.3 Responsibilities**

**1.3.1 Accountable Manager**

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

* Establishing and maintaining an effective management system
* Ensuring that the organisation has sufficient qualified personnel for the planned tasks and activities
* Promoting the highest degree of safety awareness throughout the organisation
* Ensuring that all activities can be financed

**1.3.2 Head of Training (HT)**

The HT is responsible to the Accountable Manager for:

* Ensuring that the training provided is in compliance with Part-FCL.
* Ensuring the satisfactory integration of flight or synthetic flight training with theoretical knowledge training.
* Supervising the progress of individual students
* Fostering the highest degree of safety awareness throughout the organisation
* Liaison with the competent authority.

**1.3.3 Safety Manager**

The Safety Manager is responsible to the Accountable Manager for:

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

**1.3.4 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
* Monitoring the compliance of the organisation with the provisions of the Operations, Training and Safety Management Manuals
* Ensuring that the compliance monitoring programme is properly implemented, maintained and continually reviewed and improved
* Ensuring that audits are conducted by suitably trained and independent personnel

**1.4 Student Discipline**

1.4.1.1 Each student has the responsibility to be fully acquainted and to comply with the provisions of the ATO Operations and Training Manuals

1.4.1.2 If a student displays an irresponsible attitude or demonstrates a clear and distinct lack of aptitude or any other behaviour not consistent with the qualities required of a pilot, suspension from training may be considered.

1.4.1.3 In particular, termination of training is likely in the event of:

* A deliberate and unjustifiable breach of Regulation 216/2008 or its implementing rules.
* Repeated failure to comply with the provisions of the ATO Operations and Training Manuals
* Any behaviour or attitude that endangers flight safety
* Where the student has not made satisfactory progress

1.4.1.4 The Head of Training will decide on one of the following courses of action:

* The issue of a formal verbal warning (A further disciplinary verbal warning will result in the termination of training)
* Formally advise student of concerns and possible termination
* Immediate termination of training

**1.4.2 Alcohol**

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

**1.4.3 Drugs**

1.4.3.1 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.

1.4.3.2 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).

**1.4.4 Reporting and Documentation**

Details of a student’s suspension shall be recorded in the trainee training file. Trainee must be advised in writing of any intention to suspend or terminate his training.

**1.5 Approval and Authorisation of flights**

1.5.1.1 In accordance with FCL.020, 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 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.

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

|  |  |
| --- | --- |
| **Appointment** | **Authorising Powers** |
| Head of Training | All flights |
| Chief Flying Instructor | All flights |
| Flight Instructors(Unrestricted) | All training flights and student solo flights including land-away flights to airfields approved by the Company |
| Flight Instructors(Restricted) | As for unrestricted flight instructors but excluding first solo flight by day and night, and first solo cross country by day and by night. |

**1.5.2 Deviating from an Authorisation**

1.5.2.1 The nature and limitations of the Flight Authorisation must be adhered to during the subsequent flight, except in case of emergency, or other extenuating circumstances.

1.5.2.2 In such circumstances the pilot shall, as soon as possible after the flight has ended, inform the instructor who authorised the flight of the details of the subsequent excursion from his authorisation.

**1.6 Preparation of Flying Programme**

*In very small organisations with limited flying, the preparation of a formal flying programme may not be necessary. In other cases, the procedure for preparation of the flying programme should be described with reference to the basic principles of the development of procedures: What?..Who?..When?..Where?..How?*

**1.6.1 Restriction on Numbers of Aircraft in Poor Weather**

*This paragraph assumes that the ATO will appoint a Duty Instructor to be responsible for the supervision of the flying programme on a daily or shift basis. If the ATO makes other arrangements for supervision of the programme, the paragraph should be amended accordingly.*

**1.7 Nomination of Pilot-in-Command of Aircraft**

*Paragraph 8e of Annex IV to the Basic Regulation requires that an operator must designate one pilot among the flight crew as the pilot in command.*

When authorising a flight in an ATO aircraft, the instructor is to nominate one person as pilot-in-command (PIC), bearing in mind the following requirements:

* + - * 1. On dual instructional flights the instructor will always be nominated as pilot in command.

**1.8 Responsibilities of Pilot in Command**

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.

**1.8.1 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 need to read the passenger briefing card;
		10. 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 infringing Company operation 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. not permit any pilot to perform any activity during take-off, initial climb, final approach and landing except those duties required for the safe operation of the aircraft;
	14. take all responsible steps to ensure that before take-off and before landing the flight crew are properly secured in their allocated seats;
	15. take all reasonable steps to ensure that whenever the aircraft is taxiing, taking off or landing, or whenever he considers it advisable (e.g. in turbulent conditions), all passengers are properly secured in their seats, and all cabin baggage is stowed in the approved stowage;
	16. ensure that the pre-flight inspection has been carried out.

**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.

**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 within the preceding 90 days he has made 3 circuits, each to include take-offs and landings, as the sole manipulator of the controls in a helicopter of the same type to be flown.
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.

**1.10 Aircraft documentation**

**1.10.1 Technical Log**

1.10.1.1 It is the responsibility of all pilots to check the aircraft technical log 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 FCL.010

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 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 on each flight as originals or copies unless otherwise specified:

1. Pilots Operating Handbook or Flight Manual
2. Certificate of Airworthiness (original)
3. Airworthiness Review Certificate
4. Certificate of Registration (original)
5. Noise Certificate, if applicable
6. List of specific approvals, if applicable
7. Aircraft Radio Licence, if applicable
8. Certificate of third party liability insurance
9. Aircraft Technical Log
10. Details of the filed ATS flight plan
11. Current and suitable aeronautical charts for the route of the proposed flight
12. Procedures and visual signals information for use by intercepting and intercepted aircraft
13. The MEL (if applicable)

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 iv to ix above may be retained at the aerodrome.

**1.11 Retention of Documents**

Technical Logs shall be maintained for the life of the aircraft plus 2 years. Completed Technical Logs will be archived by month and year.

Copies of Technical logs of non-ATO aircraft used for approved training shall be retained for a period of 3 years. When such aircraft are used only for short periods, copies of the relevant technical log pages are to be retained with the associated training record(s) for audit purposes.

**1.12 Flight Crew Qualification Records**

The Chief Flying Instructor 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 pilots are to be in possession of a valid pilot licence and medical certificate before acting as pilot in command of an ATO aircraft. Student pilots shall hold a valid medical certificate. In order to be valid:

* The licence and medical certificate must be signed by the holder.
* The medical certificate expiry date must not have been exceeded.
* The licence must contain a valid Certificate of Revalidation for the aircraft type or class to be flown.
* The licence must contain a valid Language Proficiency Rating.
* For flight under IFR, the licence must contain a valid instrument rating.
* If the flight involves flight at night, the licence must contain a night rating or a night qualification (unless the pilot is undergoing training for a night qualification).

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.

**1.13 Revalidation**

It is the responsibility of each instructor to ensure that all licences, ratings and certificates necessary for the conduct of their duties remain valid at all times.

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

**Flight Duty Period**

1. *Maximum daily flight duty period*

*(b) Maximum weekly flight duty period*

1. *Maximum monthly flight duty period*

**1.14.1 Flight Time Limitations**

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

**1.15 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*

**1.15.1 Flight Time Limitations**

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

**1.16 Rest Periods (Flight Instructors)**

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

**1.17 Rest Periods (Students)**

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

**1.18 Pilots’ Log Books**

1.18.1.1 All pilots are to maintain their personal logbooks in accordance with the provisions of AMC1 FCL.050

1.18.1.2 In particular, pilots are to ensure that the following particulars are recorded in their current log book:

* The name and address of the holder.
* Particulars of the holders licence (if any) to act as a member of the flight crew of an aircraft.
* The name and address of the holder’s employer (if any).

1.18.1.3 On completion of a course of training, the Chief Flying Instructor is to inspect each trainee’s logbook and certify that it contains an accurate record of the flights carried out

**1.19 Flight Planning (General)**

Prior to each flight, the pilot-in-command is responsible for the proper planning of the flight. In particular, the PIC is to take into account:

* Current meteorological reports and forecasts
* Weather minima
* NOTAMs
* Aerodrome information
* Current charts and amendments
* Aircraft mass and balance

**1.20 Safety Responsibilities**

1.20.1.1 The Safety Manager is responsible for monitoring the standards of flight safety within the ATO, and for ensuring that all information affecting flight safety is disseminated immediately to all flying personnel.

1.20.1.2 Notwithstanding the above, all personnel have a personal 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.

**1.20.2 Safety Equipment**

1.20.2.1 All pilots are to ensure that they are familiar with the use of the fire extinguishers fitted to the ATO’s aircraft.

1.20.2.2. Prior to each flight pilots are to ensure that the fire extinguisher and first aid kit have been inspected within the preceding 12 months.

**1.20.3 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.

**1.20.4 Accidents and Incidents**

1.20.4.1 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. Once completed, the report is to be passed to the Safety Manager.

1.20.4.2 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.

1.20.4.3 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.

1.20.4.4 It is not the purpose of an investigation to find a scapegoat or to allocate blame.

**1.20.5 Definition of an accident**

1.20.5.1 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.*

**1.20.6 Definition of a serious injury**

1.20.6.1 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.

**1.20.7 Reporting procedures**

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

1.20.7.2 The following sequence must be observed.

* Inform the ATO immediately and by the quickest means possible - the person receiving the call will inform the 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.

1.20.7.3 The accident report form should be completed as soon as possible, and submitted to the responsible authority (with a copy to the HT) within 72 hours. This form will be supplied by the ATO.

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

**1.20.8 Incident reporting**

1.20.8.1 An 'incident' is an occurrence 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.

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

1.20.8.3 The following sequence must 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.

**1.20.9 Occurrence reporting**

1.20.9.1 An 'occurrence' is any incident that is not a notifiable accident.

1.20.9.2 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.

1.20.9.3 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.

1.20.9.4 All pilots or any persons must report such occurrences on the CAA Occurrence Report form SRG 1601 and submit it to the CAA with a copy to the CFI/HoT.

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

**1.20.10 AirProx**

1.20.10.1 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.

1.20.10.2 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.

1.20.10.3 A follow-up report on Form CA 1094 should then be submitted to the UK AirProx Board within seven days.

1.20.10.4 For further information, see General Aviation Safety Sense leaflet 13A and UK AIP, ENR Section 1.14.

**1.20.11 Bird strike**

1.20.11.1 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.*

**1.20.12 Wake vortices**

Any pilots experiencing wake vortex problems are to report the incident on Form SRG 1423. See AIC P072/2010 ‘Wake Turbulence’

**1.20.13 General reporting**

All accidents, occurrences and airproxes involving approved training courses, including dual sorties with instructors, are to be notified to Approvals Support, CAA Licensing and Training Standards Department (Fax: 01293 573996).

**2 Technical**

**2.21 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 |  |  |  |

**2.22 Aircraft Handling**

**Checklists**

2.22.1.1 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.

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

2.22.1.3 All pilots are to be in possession of the appropriate checklist for the aircraft they are flying.

2.22.1.4 Pilots are to comply with the handling notes and checklist for each specific aircraft type flown.

**2.22.2 Limitations**

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

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

2.22.2.3 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.

**2.22.3 Maintenance**

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

**2.22.4 Technical Logs**

2.22.4.1 It is the responsibility of all pilots, including trainee pilots on solo training exercises, to check the aircraft technical log prior to engine start in order to establish that the aircraft is serviceable for the proposed flight.

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

2.22.4.3 On completion of the flight, the PIC is responsible for entering the flying time and any un-serviceability. If a solo trainee has any doubts concerning the serviceability of the aircraft then the matter is to be discussed with an instructor.

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

2.22.4.5 Care must be taken at all times to ensure that the technical log is completed accurately, legibly and in full.

**2.22.5 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*

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

2.22.5.2 The decision as to whether a defect seriously hazards flight safety may be taken only by authorised certifying staff as defined in EASA Part M

2.22.5.3 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.

2.22.5.4 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 as defined in EASA Part M. Rectification of operational defects may be deferred by the pilot

2.22.5.5 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.

2.22.5.6 Operational defects are considered to be failure or malfunction of aircraft instruments, equipment or systems not required to comply with Schedule 4 and 5 of the Air Navigation Order 2009, as amended.

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

**2.23 Emergency procedures**

**2.23.1 General**

*This paragraph should be expanded to include any specific requirements of the ATO in addition to those included in the POH/FM*

2.23.1.1 In case of emergency, the procedures laid down in the relevant checklist are to be followed. Where any conflict is found between the checklist and the Pilot’s Operating Handbook, the latter is to take precedence.

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

**2.24 Radio and radio navigation aids**

**2.24.1 General**

All aircraft are fitted with VHF radio and basic navigational aids. No aircraft is to fly without at least one VHF radio operational.

**2.25 Allowable deficiencies**

2.25.1.1 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.

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

Under Part-NCO of the Air Operations Regulation 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

*Part-NCO contains the technical safety rules for the non-commercial operation of other than complex motor-powered aircraft, e.g. small aeroplanes, small helicopters, balloons and sailplanes. Part-NCO will apply to all approved training, whether or not it is provided by a commercial organisation.*

**2.25.3 Aircraft without an established MEL**

For dual instructional flying in aircraft that do not have a minimum equipment list established under the Air Operations Regulation, the component or system listed in column 1 of the following tables may be inoperative prior to the flight commencing, taking account of the environmental conditions indicated in columns 2 and 3, subject to the remarks in column 4.

*The following table is included as an illustration and may not apply to all or any of the aircraft operated by individual ATOs. The table should be expanded/amended to be fully relevant to the ATO’s aircraft.*

|  |
| --- |
| **Allowable Deficiencies – Single-Engine Aircraft** |
| **(1) Deficiency** | **Acceptable** | **(4) Remarks** |
| **(2) Day** | **(3) Night** |
| Cockpit or cabin lights | ✓ | ✓ |  |
| Strobes/Flashing beacon |  |  |  |
| Landing light/Taxi light | ✓ | ✓ |  |
| Navigation (Position) lights | ✓ |  |  |
| OAT gauge | ✓ | ✓ | Flight to remain clear of known icing conditions |
| Pitot heater | ✓ | ✓ | Flight to remain clear of known icing conditions |
| Cabin heating | ✓ | ✓ |  |
| Airspeed indicator |  |  |  |
| Altimeter | ✓ | ✓ | One may be unserviceable if two are fitted, subject to legal requirement for the flight |
| VSI | ✓ | ✓ | No solo student flights permitted |
| Attitude indicator | ✓ |  | Day VMC only |
| Turn co-ordinator | ✓ | ✓ | VMC only. No spin/stall awareness/avoidance training permitted. No solo student flights permitted |
| Directional gyro | ✓ | ✓ | No solo student flights permitted |
| VHF comms | ✓ | ✓ | Continue to destination only if no requirement for radio at destination |
| Intercom | ✓ | ✓ | For non-instructional flights only |
| Radionavaids/GPS | ✓ | ✓ | Subject to legal requirement for the flight |
| Transponder | ✓ | ✓ | Subject to legal requirement for the flight. No solo flights permitted |
| Fuel contents gauge | ✓ | ✓ | No solo student flights permitted Visual inspection must be carried out before every flight (Fuel for the planned flight with normal reserves, plus one hour contingency fuel is the minimum departure load) |

**3 Route**

**3.1 Performance**

3.1.1.1 Article 87 of the Air Navigation Order 2009 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**

*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)*

**3.1.3 Route**

*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)*

**3.1.4 Landing**

*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**

3.2.1.1 Prior to each flight the PIC is to ensure that sufficient fuel has been loaded to complete the intended flight profile and to allow the aircraft to land with sufficient fuel to fly for:

*The minimum landing fuel required is at the discretion of the ATO but must not be less than the minima established in NCO.OP.125 (Aeroplanes) or NCO.OP.126 Helicopters)*

**3.2.2 Oil**

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.

**3.2.4 Navigation Equipment**

The PIC should ensure that before departure the aircraft’s navigational equipment is checked for serviceability relevant to the lesson plan and in accordance with the ATO MEL, that the student ensures that they carry with them the necessary equipment (stopwatch, chart, plotter etc).

**3.3 Loading**

**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:

1. The aircraft mass will be below the Maximum Landing Mass (MLM) before the first landing or touch and go.

(b) The crew/passenger/baggage/ballast distribution results in a C of G position within the flight envelope published in the Pilot Operating Handbook/Flight Manual.

(c) 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 (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*

**3.5 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*

**3.6 Training Routes/Areas**

**3.6.1 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*

**3.6.2 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)*

**3.6.3 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*

**3.6.4 VFR Circuit Departure**

*(a) Departure route(s)*

*(b) R/T calls required*

**3.6.5 Noise Abatement**

*(a) Local noise abatement procedures*

**3.6.6 Local Flying Area**

*(a) Limits of local flying area*

*(b) Hazards/regulated airspace*

*(c) R/T procedures*

*(d) Chart extract at Appendix 3*

**3.6.7 Standard Cross-country Routes**

*(a) Training routes*

*(b) 80nm cross country (LAPL) route(s)*

*(c) 100nm cross country (PPL(H)) route(s)*

*(d) 150nm cross-country (PPL(A)) route(s)*

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

**3.6.8 Prohibited and Danger Areas**

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

**3.6.9 Circuit Rejoin Procedures**

*(a) R/T calls required*

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

*(c) Integration with circuit traffic*

**3.6.10 After Flight Procedures**

*(a) Taxiing route(s)*

*(b) Parking*

*(c) Fuelling*

*(d) Securing the aircraft*

**4 Personnel Training**

**4.1 Responsibilities**

The Chief Flight Instructor 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**

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

1. *Company organisation, procedures and standardisation*
2. *Theoretical knowledge instruction on the aircraft types on which instruction is to be given*
3. *ATO documentation (Operations Manual, Training Manual, Organisation Management Manual, etc.)*
4. *Maintenance procedures including allowable deficiencies/MEL*
5. *Theoretical knowledge training programme*

*vi. Flight training programme*

*vii. Emergency and safety training*

*viii. Local area familiarisation/standardisation check*

*(b) Details of the initial training given to theoretical knowledge instructors before commencing instructional duties in the ATO, including a test lecture*

**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*

**4.5 Proficiency Checks**

*(a) Who conducts flight instructor proficiency checks?*

*(b) How are the results of checks to be recorded by the ATO?*

*(c) Integration of proficiency checks with refresher/standardisation training*

**4.6 Upgrading Training**

*(a) Details of upgrading training as appropriate (e.g. SE to ME)*

**4.7 ATO Personnel Standards Evaluation**

*(a) Means by which the standard of all instructors is evaluated to ensure that they remain qualified and competent to conduct their duties*

PART 3 – Training Manual – LAPL & PPL

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

**1 The Training Plan**

**1.1 The Aim of the Course**

The aim of the LAPL(A) course is to train the student pilot to act as PIC under the Visual Flight Rules in single-engine piston aeroplanes (land) or TMGs with a maximum certificated mass of 2000kg or less and a maximum of three passengers such that there are never more than four persons on board the aircraft.

*(or, in the case of the LAPL(H), on single engine helicopters with a maximum certificated take-off mass of 2,000kg or less)*

The aim of the PPL course is to train the student pilot to act as PIC or co-pilot under the Visual Flight Rules.

**1.2 Pre-entry Requirements**

There are no pre-entry requirements for either the LAPL course or the PPL course. However, before flying solo in an ATO aircraft, a student pilot must:

* Insert any pre-requisites for first solo, either from Part-FCL, national legislation or local rules, for example:
* Be at least 16 years of age
* Hold a valid medical certificate issued in accordance with Part-MED
* Have completed at least 10 hours of dual flight training
* Have completed the relevant emergency drill training detailed at paragraph 1.7.2 below
* Demonstrate evidence of English language proficiency equivalent to at least ICAO Level 4

**1.3 Credits for Previous Experience**

**1.3.1 LAPL**

Applicants for a LAPL who have prior experience as PIC may be credited towards the requirements for licence issue on the basis of a pre-entry flight test. Credit awarded shall not:

* exceed the total flight time requirement as PIC
* exceed 50% of the total hours required for licence issue
* include the requirements of *(FCL.110.A or 110.H)*(a)(2)

**1.3.2 PPL**

1.3.2.1 The holder of a pilot licence on another category of aircraft (except balloons) may, at the discretion of the Head of Training, be credited with 10% of their total flight time up to maximum of *10 hours (aeroplanes)/6 hours (helicopters)* towards the flight time requirement for licence issue. The amount of credit given in this case shall not include the requirements of *(FCL.210.A or 210.H)*(a)(2)

1.3.2.2. Applicants for a PPL holding a LAPL shall complete the training course at paragraph 1.4.5 below

1.3.2.3 Applicants for a PPL(A) holding an LAPL(S) with a TMG extension shall complete the training course at paragraph 1.4.6 below

1.3.2.4 Further credits for Qualified Military Pilots may be available in accordance with CAA/22Gp policy as detailed in the current issue of CAP 804.

**1.4 Training Syllabi**

*The following courses are included as examples only; ATOs are free to develop their own courses provided that they meet the requirements of Part-FCL.*

*Note the differing presentation of aeroplane and helicopter courses – the aeroplane examples show a baseline course that meets the flight time requirements of the syllabus but does not show Ex 1a, 1b and 2 that require only ground briefings.*

*The helicopter courses show an alternative presentation where the minimum time spent on each flight exercise is shown, leaving it up to the FI to arrange these into individual flights. Either presentation is acceptable.*

**1.4.1 Flight Training – LAPL(A)**

The LAPL(A) course comprises a minimum of 30 hours of flight instruction, including 24 hours of dual flight instruction and 6 hours of supervised solo flight time, including 3 hours of solo cross-country flight time.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
| 10 | Circuits | 1.0 |  | 10.4 | Ex12; 13; 12/13E |
| 11 | First Solo |  | 0.3 | 10.7 | Ex.14 |
| 12 | Circuit Consolidation 1 | 0.6 | 0.7 | 12.0 | Ex12; 13; 12/13E |
| 13 | Circuit Consolidation 2 | 0.5 | 1.0 | 13.5 | Ex12; 13; 12/13E |
| 14 | Advanced turning/GH Revision | 1.0 |  | 14.5 | Ex.5-13; 15 |
| 15 | FLWOP | 1.0 |  | 15.5 | Ex.5-13; 15; 16 |
| 16 | Solo GH |  | 1.0 | 16.5 | Ex.5-13; 15; 16 |
| 17 | Precautionary Landings | 1.0 |  | 17.5 | Ex.5-13; 15-17 |
| 26 | Progress Test | 1.0 |  | 18.5 | Ex.5-13; 15-17 |
| 18 | Nav 1 | 1.0 |  | 19.5 | Ex.18a |
| 19 | Nav 2 | 1.5 |  | 21.0 | Ex.18a |
| 20 | Nav 3 |  | 1.0 | 22.0 | Ex.18a |
| 21 | Nav 4 (VFR Diversion) | 1.5 |  | 23.5 | Ex.18a |
| 22 | Nav 5 (Land-away) | 1.5 |  | 25.0 | Ex.18a |
| 23a | LAPL Cross country 1 |  | 1.0 | 26.0 | Ex.18a |
| 23b | LAPL Cross country 2 |  | 1.0 | 27.0 | Ex.18a |
| 24 | Nav 6 (Low level & Poor visibility) | 1.0 |  | 28.0 | Ex.18b |
| 25 | Nav 7 (Introduction to Radio Navigation) | 0.5 |  | 28.5 | Ex.18c |
| 27 | Progress Test | 1.5 |  | 30.0 | As Required |

**1.4.2 Flight Training – LAPL(H)**

1.4.2.1 The LAPL(H) course comprises 40 hours of flight instruction, including at least 20 hours of dual flight instruction and 10 hours of supervised solo flight time, including 5 hours of solo cross-country flight time.

1.4.2.2 At least 35 of the 40 hours flight instruction must be completed on the same type of helicopter as the one used for the skill test

1.4.2.3 Whilst the courses will normally be expected to follow the profile detailed below, instructors may deviate from this profile as required by weather or serviceability constraints or student progress considerations, in which case the circumstances are to be detailed in the training record.

Detailed lesson plans for the flight training are at Part 2 of this Manual

| **EXERCISE** | **TIME** | **IF** | **NAV** |
| --- | --- | --- | --- |
| **Dual** | **Solo** | **Dual** | **Solo** |
| Ex.1a – Familiarisation with the Helicopter | Ground only |  |  |  |
| Ex.1b – Emergency Procedures | Ground only |  |  |  |
| Ex.2 – Preparation for and Action after Flight | Ground only |  |  |  |
| Ex.3 - Air Experience | 0.5 |  |  |  |  |
| Ex.4 – Effects of Controls | 0.7 |  |  |  |  |
| Ex.5 – Power & Attitude Changes | 0.8 |  |  |  |  |
| Ex.6a – Straight & Level Flight | 0.5 | 1.0 |  |  |  |
| Ex.6b – Climbing | 0.5 |  |  |  |
| Ex. 6c - Descending | 0.5 |  |  |  |
| Ex.6d – Turning | 0.5 |  |  |  |
| Ex.7 – Basic Autorotation | 1.0 |  |  |  |  |
| Ex 8a – Hovering | 2.0 |  |  |  |  |
| Ex.8b –Hover Taxi, Clearing Turns | 1.0 |  |  |  |  |
| Ex.8c – Hovering, Taxiing, Emergencies | 1.0 |  |  |  |  |
| Ex.9 – Take-off & Landing | 1.0 |  |  |  |  |
| Ex.10 – Transitions | 1.0 |  |  |  |  |
| Ex.11a – Circuit, Approach, Landing | 1.0 | 1.8 |  |  |  |
| Ex.11b – Steep & Limited Power approaches | 1.0 |  |  |  |  |
| Ex.11c – Circuit Emergencies | 0.5 |  |  |  |  |
| Ex.12 – First Solo |  | 0.2 |  |  |  |
| Ex.13 – Sideways & Backwards | 0.5 | 0.5 |  |  |  |
| Ex.14 – Spot Turns | 0.5 | 0.5 |  |  |  |
| Ex.15 – HOGE, Vortex Ring | 0.5 |  |  |  |  |
| Ex.16 – Simulated Engine-off Landings | 1.0 |  |  |  |  |
| Ex.17 –Advanced Autorotations | 2.5 |  |  |  |  |
| Ex.18 – Practice Forced Landings  | 1.0 |  |  |  |  |
| Ex.19 – Steep Turns | 0.5 |  |  |  |  |
| Ex.20 – Precision Transitions | 0.5 | 1.0 |  |  |  |
| Ex.21 - Quickstops | 1.0 |  |  |  |  |
| Ex.22a – Navigation | 3.0 | 5.0 |  | 3.0 | 5.0 |
| Ex.22b – Low Level/Reduced Visibility Navigation | 1.0 |  |  | 1.0 |  |
| Ex.22c – Radio Navigation | 1.0 |  |  | 1.0 |  |
| Ex.23 – Advanced Take-offs, Landings & Transitions | 1.0 |  |  |  |  |
| Ex.24 – Sloping Ground | 0.5 |  |  |  |  |
| Ex.25 – Limited Power | 1.0 |  |  |  |  |
| Ex.26 – Confined Area | 1.0 |  |  |  |  |
| **Totals** | **30** | **10** |  | **5** | **5** |

**1.4.3 Flight Training – PPL(A)**

The PPL(A) course comprises 45 hours of flight instruction including at least 25 hours of dual flight instruction and 10 hours of supervised solo flight time, including 5 hours of solo cross country flight time.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Flt** | **Sortie** | **Flight Time** | **Total** | **Remarks** |
| **Dual** | **Solo** |
| 1 | Effects of Controls 1 | 1.2 |   | 1.2 | Ex.4(i) |
| 2 | Straight and Level 1 | 1.2 |   | 2.4 | Ex.6(i); 5a |
| 3 | Effects of Controls 2/Straight and Level 2 | 1.3 |   | 3.7 | Ex.4(ii); 6(ii); 5b |
| 4 | Climbing/Descending | 1.2 |   | 4.9 | Ex.7; 8(i) |
| 5 | Turning/Descending 2 | 1.2 |   | 6.1 | Ex.8(ii); 9 |
| 6 | Slow Flight/Stalling 1 | 1.3 |   | 7.4 | Ex.10a |
| 7 | Stalling 2/Revision | 1.2 |   | 8.6 | Ex.10b; 10c |
| 8 | Circuits | 1.0 |   | 9.6 | Ex.12; 13 |
| 9 | Circuits | 1.0 |   | 10.6 | Ex.12; 13; 12/13E |
| 10 | Circuits | 1.0 |   | 11.6 | Ex.12; 13; 12/13E |
| 11 | Circuits Dual to First Solo | 0.8 |   | 12.4 | Ex.12; 13; 12/13E |
| 12 | First Solo |   | 0.3 | 12.7 | Ex.14 |
| 13 | Circuit Consolidation 1 | 0.5 | 0.5 | 13.7 | Ex.12; 13; 12/13E |
| 14 | Circuit Consolidation 2 | 0.3 | 0.7 | 14.7 | Ex.12; 13; 12/13E |
| 15 | Circuit Consolidation Solo |  | 1.0 | 15.7 | Ex.12; 13; 12/13E |
| 16 | Circuit Consolidation Solo |   | 1.0 | 16.7 | Ex.12; 13; 12/13E |
| 17 | Circuit Consolidation Solo |   | 1.0 | 17.7 | Ex.12; 13; 12/13E |
| 18 | Advanced turning/GH Revision | 1.0 |  | 18.7 | Ex.5-13; 15 |
| 19 | PFL's/Circuits | 1.0 |   | 19.7 | Ex.5-13; 15; 16 |
| 20 | Solo GH |   | 1.0 | 20.7 | Ex.5-13; 15 |
| 21 | Precautionary Landings/GH Revision | 1.0 |   | 21.7 | Ex.5-13; 15-17 |
| 22 | Solo GH |   | 1.0 | 22.7 | Ex.5-13; 15; 16 |
| 23 | Dual GH | 1.0 |   | 23.7 | Ex.5-13; 15-17 |
| 24 | Solo GH |   | 1.0 | 24.7 | Ex.5-13; 15; 16 |
| 25 | Dual IF | 1.0 |   | 25.7 | Ex.19 |
| 26 | Solo GH |   | 1.0 | 26.7 | Ex.5-13; 15; 16 |
| 27 | Dual IF | 1.0 |   | 27.7 | Ex.19 |
| 28 | Nav 1; Intro | 1.5 |   | 29.2 | Ex.18a |
| 29 | Nav 2 | 1.5 |   | 30.7 | Ex.18a |
| 30 | Nav 3 Solo Nav |   | 1.5 | 32.2 | Ex.18a |
| 31 | Nav 4 VFR Diversion | 1.5 |   | 33.7 | Ex.18a; 18b |
| 32 | Nav 5 L/A | 1.5 |   | 35.2 | Ex.18a; 18b |
| 33 | Nav 6 L/A | 1.5 |   | 36.7 | Ex18a; 18b |
| 34 | Solo Nav |   | 1.5 | 38.2 | Ex.18a |
| 35 | Radio Nav | 1.5 |   | 39.7 | Ex.18c |
| 36a | PPL Cross country 1 |   | 1.0 | 40.7 | Ex.18a |
| 36b | PPL Cross country 2 |   | 1.0 | 41.7 | Ex.18a |
| 36c | PPL Cross country 3 |   | 1.0 | 42.7 | Ex.18a |
| 37 | GH Skills Test Rev | 1.3 |   | 44.0 | Ex.5-13; 15-17 |
| 38 | Solo GH Skills test Rev |   | 1.0 | 45.0 | Ex.5-13; 15; 16 |

**1.4.4 Flight Training – PPL(H)**

1.4.4.1 The PPL(H) course comprises 45 hours of flight instruction including at least 35 hours of dual flight instruction and 10 hours of supervised solo flight time, including 5 hours of solo cross country flight time.

1.4.4.2 At least 35 of the 45 hours flight instruction must be completed on the same type of helicopter as the one used for the skill test.

1.4.4.3 Whilst the courses will normally be expected to follow the profile detailed below, instructors may deviate from this profile as required by weather or serviceability constraints or student progress considerations, in which case the circumstances are to be detailed in the training record.

Detailed lesson plans for the flight training are at Part 2 of this Manual

| **EXERCISE** | **TIME** | **IF** | **NAV** |
| --- | --- | --- | --- |
| **Dual** | **Solo** | **Dual** | **Solo** |
| Ex.1a – Familiarisation with the Helicopter | Ground only |  |  |  |
| Ex.1b – Emergency Procedures | Ground only |  |  |  |
| Ex.2 – Preparation for and Action after Flight | Ground only |  |  |  |
| Ex.3 - Air Experience | 0.5 |  |  |  |  |
| Ex.4 – Effects of Controls | 1.0 |  |  |  |  |
| Ex.5 – Power & Attitude Changes | 1.0 |  |  |  |  |
| Ex.6a – Straight & Level Flight | 0.5 | 1.0 |  |  |  |
| Ex.6b – Climbing | 0.5 |  |  |  |
| Ex. 6c - Descending | 0.5 |  |  |  |
| Ex.6d – Turning | 0.5 |  |  |  |
| Ex.7 – Basic Autorotation | 1.0 |  |  |  |  |
| Ex 8a – Hovering | 2.0 |  |  |  |  |
| Ex.8b –Hover Taxi, Clearing Turns | 1.0 |  |  |  |  |
| Ex.8c – Hovering, Taxiing, Emergencies | 1.0 |  |  |  |  |
| Ex.9 – Take-off & Landing | 1.0 |  |  |  |  |
| Ex.10 – Transitions | 1.0 |  |  |  |  |
| Ex.11a – Circuit, Approach, Landing | 1.0 | 1.8 |  |  |  |
| Ex.11b – Steep & Limited Power Circuits | 1.0 |  |  |  |  |
| Ex.11c – Circuit Emergencies | 0.5 |  |  |  |  |
| Ex.12 – First Solo |  | 0.2 |  |  |  |
| Ex.13 – Sideways & Backwards | 0.5 | 0.5 |  |  |  |
| Ex.14 – Spot Turns | 0.5 | 0.5 |  |  |  |
| Ex.15 – HOGE, Vortex Ring | 0.5 |  |  |  |  |
| Ex.16 – Simulated Engine-off Landings | 1.0 |  |  |  |  |
| Ex.17 –Advanced Autorotations | 2.5 |  |  |  |  |
| Ex.18 – Practice Forced Landings  | 1.5 |  |  |  |  |
| Ex.19 – Steep Turns | 0.5 |  |  |  |  |
| Ex.20 – Precision Transitions | 0.5 | 1.0 |  |  |  |
| Ex.21 - Quickstops | 1.0 |  |  |  |  |
| Ex.22a – Navigation | 5.0 | 5.0 |  | 5.0 | 5.0 |
| Ex.22b – Low Level/Reduced Visibility Navigation | 1.0 |  |  | 1.0 |  |
| Ex.22c – Radio Navigation | 1.0 |  |  | 1.0 |  |
| Ex.23 – Advanced Take-offs, Landings & Transitions | 1.0 |  |  |  |  |
| Ex.24 – Sloping Ground | 0.5 |  |  |  |  |
| Ex.25 – Limited Power | 1.0 |  |  |  |  |
| Ex.26 – Confined Area | 1.0 |  |  |  |  |
|  Ex.27 – Basic Instrument Flying | 2.0 |  | 2.0 |  |  |
| **Totals** | **35** | **10** | **2** | **7** | **5** |

**1.4.5 Flight Training – LAPL to PPL**

*If required, a course syllabus should be included for holders of an LAPL seeking issue of a PPL in the same aircraft category that meets the requirements of FCL.210.A(b) or FCL.210.H(b) as appropriate.*

**1.4.6 Flight Training – PPL(S) to PPL(A)**

*If required, a course syllabus should be included for holders of a PPL(S) with TMG extension seeking issue of a PPL(A) that meets the requirements of FCL.210.A(c).*

**1.4.7 Theoretical Knowledge Training**

*Individual ATOs should develop theoretical knowledge training courses bearing in mind the following:*

*AMC1 FCL.210; FCL.215 requires that the theoretical knowledge course for the LAPL and PPL shall comprise at least 100 hours of theoretical knowledge instruction provided by the ATO. This should include a certain element of formal classroom work but may include also such facilities as interactive video, slide or tape presentation, computer-based training and other media distance learning courses.*

*Self study of appropriate textbooks is accepted as ‘other media distance learning courses’ but this must be directed study and, as with all other theoretical knowledge instruction, the ATO must confirm (e.g. by progress testing) that all of the appropriate elements of the training course have been completed to a satisfactory standard before recommending the candidate for the examination.*

*The LAPL/PPL (A) and (H) theoretical knowledge syllabi are included at Part 4.*

**1.5 Time Scale**

A full-time course of flight training for either licence is expected to take at least four weeks to complete. However, in most cases, course length will be dictated by the student’s availability and will take considerably longer.

The flight training syllabi detailed above show the minimum training required. As detailed in Part 2 of this Manual, each exercise has a completion standard that is to be achieved before moving on to the next exercise. In the event that the required standard is not achieved in the minimum time allocated, it will be necessary to repeat all or part of the exercise, which is likely to result in the course being extended beyond the minimum hours.

**1.6 Training Programme**

**1.6.1 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.)*

**1.6.2 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)*

**1.6.3 Maximum Student Training Times**

*Maximum duty periods; duration of dual and solo flights at various stages of the course; maximum flying hours in any day/night; maximum number of flights in any day/night; minimum rest period between consecutive flights and consecutive duty periods.*

**1.6.4 Training Records**

*Describe the arrangements for the storage of training records both active and archived. Bear in mind the requirements of AMC1 ORA.GEN.220(b).*

*Describe who may have access to the records, either supervised or unsupervised*

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

**1.6.5 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. As a minimum, training records should show:*

* Student personal details and evidence that the pre-requisites for first solo were met.
* At least the minimum amount of theoretical knowledge training was completed, all items in the syllabus were covered and the candidate reached a satisfactory standard before being recommended for test
* Relevant emergencies training was completed to an adequate standard
* 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 theoretical knowledge examinations and the skill test
* That the requirements of FCL.025(b)(3) regarding attempts/sittings were met

**1.6.6 Checking of Records and Logbooks**

*Who is responsible for checking training records and logbooks?*

*What checks should be carried out?*

*At what frequency should training records and logbooks be checked?*

*How are checks of training records and logbooks recorded?*

**1.6.7 Standardisation of Entries**

*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.

**1.6.8 Log Book Entries**

Students’ logbooks are to be completed in accordance with Article 79 of the Air Navigation Order 2009, as amended and AMC1 FCL.050.

**1.7 Safety Training**

**1.7.1 Individual Responsibilities**

*Define who has the responsibility for ensuring that safety training is completed within the ATO. This refers solely to flight safety (frequency of emergency drill practice, requirements for dual checks, requirements before first solo, etc.). It does not include Health & Safety considerations or the SMS.*

1.7.1.1 The Chief Flying Instructor has overall responsibility for safety training on the PPL course.

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

**1.7.2 Emergency Drills**

Emergency drills are to be taught and refreshed as follows:

*Detail which drills are to be taught, when they are to be taught (e.g. prior to first solo, first solo cross country, etc.) and how frequently they are to be refreshed.*

**1.7.3 Dual Checks**

*Describe the limitations on solo flights between dual checks. For example:*

Students on the PPL (LAPL) course may not be authorised to complete more than two solo flights without a dual check with an instructor. For the purposes of this paragraph the *100nm (80nm)/150nm (80nm)* cross-country is to be considered as one flight.

**1.7.4 Requirements before First Solo**

Before being permitted to fly solo for the first time, a student must:

1. Have satisfactorily completed Exercises 1-13 of the PPL(A) syllabus *(or appropriate exercise numbers for other syllabi)*
2. Have completed at least 10 hours of dual flight training
3. Have satisfactorily completed the emergency drill training detailed at para 1.7.2 above
4. Have passed the pre-solo Progress Test

**1.7.5 Requirements before First Solo Cross-country**

Before being authorised to undertake a first solo cross-country flight, a student must:

1. Fulfil the requirements for first solo in paragraph 1.7.4 above
2. Have satisfactorily completed Exercises 1-22b of the PPL(H) syllabus (or appropriate exercise numbers for other courses)
3. Have passed the pre-solo cross-country Progress Test

**1.8 Tests and Examinations**

**1.8.1 Flying**

(a) **Progress Tests**

Flight Progress Tests are conducted during the course:

* + - Prior to first solo
		- Prior to first solo cross-country
		- Prior to the PPL (LAPL) Skill Test

Details of the Progress Tests are at paragraph 2.5 below

1. **Skill Test**

The PPL (LAPL) Skill Test is taken when all training is complete and the candidate has passed Progress Test 3. The test is conducted by an examiner designated by the competent authority and in accordance with Standards Document 19(A) *(or (H))*

**1.8.2 Theoretical Knowledge**

(a) **Progress Tests**

*Detail the ATO’s arrangements for theoretical knowledge progress testing. Bear in mind that it is a requirement that the organisation checks that all elements of the theoretical knowledge training course have been completed to a satisfactory standard before recommending the applicant for the examination. If any part of the course is conducted as distance learning (including directed self-study), progress testing will be required to confirm that the necessary standard has been reached before continuing with the course.*

(b) **Theoretical Knowledge Examinations**

*Describe the ATO’s arrangements for the conduct of theoretical knowledge examinations. In particular, explain how the requirements of FCL.025(b)(3) regarding number of attempts and number of sittings will be met.*

*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.

**1.8.3 Authorisation for Test**

(a) **PPL Skill Test**

In accordance with FCL.030(b) it is the responsibility of the ATO to recommend a candidate for the PPL (LAPL) Skill Test. Formal recommendation is made on Form SRG 2128 by the Head of Training or other authorised person. This certificate may not be signed until:

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

(b) **Theoretical Knowledge Examinations**

*Describe the ATO’s arrangements for recommending candidates to take the theoretical knowledge examinations in accordance with FCL.025(b).*

**1.8.4 Test Reports & Records**

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

**1.8.5 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.*

**1.9 Training Effectiveness**

**1.9.1 Identification of Unsatisfactory Progress**

*How will unsatisfactory progress be identified and reported?*

**1.9.2 Actions to Correct Unsatisfactory Progress**

*What actions are available to correct unsatisfactory progress?*

**1.9.3 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 shown are for aeroplanes and are taken from AMC1 FCL.110.A and FCL.210.A. Helicopter ATOs should use the exercises from AMC1 FCL.110.H and FCL.210.H.*

*Note that the exercise numbering for the LAPL(H) syllabus is slightly different to the PPL(H) syllabus*

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| **Ex 1a** | **Familiarisation with the Aeroplane** |
| **Aim:**  | To learn the characteristics of the aeroplane used on the course. |
| **Briefing**  | The characteristics of the aeroplaneCockpit layoutAirframe and engine systemsUse of the check list(s) and drillsAircraft controls |
| **Air Exercise** | N/A |
| **Completion Standard** | N/A |

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| **Ex 1b** | **Emergency Procedures** |
| **Aim:**  | To learn essential emergency procedures |
| **Briefing**  | Emergency DrillsAction in the event of a fire on the ground or in the air:Engine fireCockpit/cabin fireElectrical fireSystem failure drills as applicable to typeEscape exitsEscape drills including use of emergency equipment |
| **Air Exercise** | N/A |
| **Completion Standard** | N/A |

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| **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 acceptanceServiceability documentsEquipment required for flight (maps, etc.)External & internal checksHarness, seat and rudder pedal adjustment, (student comfort)Starting and after starting checksSystem/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 |

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

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| **Ex 4** | **Effect of Controls** |
| **Aim:**  | To learn the effects of the cockpit controls and the functions of the instruments |
| **Air Exercise:** | Primary effects when laterally level and when bankedFurther effects of aileron and rudderEffects of:airspeed & slipstreampowertrimming controlsflapsother controls, as applicableOperation of:mixture controlcarburettor heat and/or other controlscabin heating/ventilation |
| **Completion Standard** | Demonstrate an understanding of the effects of the cockpit controls and the functions of the instruments |

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| **Ex 5** | **Taxiing** |
| **Aim:**  | To learn to manoeuvre the aircraft on the ground |
| **Ground Exercise:** | Pre-taxi checksStarting, control of speed and stoppingEngine handlingControl of direction and turningTurning in confined spacesParking area procedure and precautionsEffects of wind and use of flying controlsEffects of ground surfaceFreedom of rudder movementMarshalling signalsInstrument checksAir traffic control procedures |
| **Completion Standard** | Demonstrate the ability to manoeuvre the aircraft safely on the ground |

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| **Ex 5b** | **Taxiing Emergencies** |
| **Aim:**  | To learn the correct actions in the event of emergencies during taxi |
| **Ground Exercise:** | Brake failureSteering failure |
| **Completion Standard** | Demonstrate the correct actions in the event of an emergency during taxi |

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| **Ex 6** | **Straight & Level Flight** |
| **Aim:**  | To learn to fly the aircraft in a constant direction, at a constant level and in balance, at selected power settings, with and without flap |
| **Air Exercise:** | At normal Cruising Power:Attaining and Maintaining Straight and Level FlightDemonstration of Inherent StabilityControl in Pitch, including use of Elevator Trim controlLateral Level, Direction and Balance, use of Rudder Trim controls as applicableAt Selected Airspeeds (Use of Power):Effect of Drag and use of Power (Two Airspeeds for one Power Setting)Straight and Level in Different Aeroplane Configurations (Flaps, Landing Gear)Use of Instruments to achieve Precision FlightAirmanship |
| **Completion Standard** | Achieve and maintain straight & level flight, in balance, within:Height - +150ft, Heading - +10°, Speed - +15kts |

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| **Ex 7** | **Climbing** |
| **Aim:**  | To learn to enter and maintain a climb in a constant direction and to level off at selected altitudes/heights |
| **Air Exercise:** | Entry and maintaining the normal Maximum Rate ClimbLevelling OffLevelling Off at Selected AltitudesClimbing with Flaps downRecovery to normal ClimbEn Route Climb (Cruise Climb)Maximum Angle of ClimbUse of Instruments to achieve Precision FlightAirmanship |
| **Completion Standard** | Enter a climb maintaining direction within +10°. Maintain a steady climb whilst maintaining heading within +10° and speed within +15kts. Level from a climb within 150ft of a selected altitude/height maintaining heading within +10°. Display basic airmanship |

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| **Ex 8** | **Descending** |
| **Aim:**  | To learn to enter and maintain a descent in a constant direction and to level off at selected altitudes/heights |
| **Air Exercise:** | Entry and maintaining the GlideLevelling OffLevelling Off at Selected AltitudesDescending with Flaps downPowered Descent – Cruise Descent (inc. effect of Power/Airspeed)Sideslipping (on suitable types)Use of Instrument to achieve Precision FlightAirmanship |
| **Completion Standard** | Enter a descent maintaining direction within +10°. Maintain a constant rate of descent whilst maintaining heading within +10° and speed within +15kts. Level from a descent within 150ft of a selected altitude/height maintaining heading within +10°. Display basic airmanship |

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| **Ex 9** | **Turning** |
| **Aim:**  | To learn to complete a level turn at medium angles of bank onto selected headings |
| **Air Exercise:** | Entry and maintaining Medium Level TurnsResuming straight flightFaults in the Turn (incorrect Pitch, Bank, Balance)Climbing TurnsDescending TurnsSlipping Turns (on suitable types)Turns to Selected Headings, use of Gyro Heading Indicator and CompassUse of Instruments to achieve Precision flightAirmanship |
| **Completion Standard** | Enter a turn at 30°AOB maintaining level flight within +150ft and maintaining balance. Maintain a constant angle of bank whilst maintaining level flight within +150ft and speed within +15kts, in balance. Recover to straight and level flight on a selected heading within +10° whilst maintaining level flight within +150ft, in balance. Display basic airmanship |

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| **Ex 10a** | **Slow Flight** |
| **Aim:**  | To learn to manoeuvre the aircraft safely at slow speed |
| **Air Exercise:** | AirmanshipSafety ChecksIntroduction to Slow FlightControlled Slow Flight in the Clean Configuration at:Vs1 + 10 knots & with Flaps DownVso + 10 knots:Straight & Level FlightLevel Turns\*Climbing & Descending\*Climbing & Descending Turns\*Controlled Slow Flight in the Clean Configuration at:Vs1 + 5 knots & with Flaps DownVso + 5 knots:Straight & Level FlightLevel Turns\*Climbing & Descending\*Climbing & Descending Turns\*Descending ‘Unbalanced’ Turns at Low Airspeed – the need to maintain Balanced Flight\*Application of full power with correct attitude and balance to achieve normal climb speed\* Not required for LAPL(A) |
| **Completion Standard** | Demonstrate the ability to manoeuvre the aircraft safely at slow speed. Display basic airmanship |

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| **Ex 10b** | **Stalling** |
| **Aim:**  | To recognise and recover from an approaching stall with minimum height loss. To learn the effect of power and flap on the stalling characteristics of the aircraft |
| **Air Exercise:** | Airmanship – Safety checksThe symptoms of the StallStall Recognition & RecoveryRecovery Without PowerRecovery With PowerRecovery when a Wing Drops at the StallStalling with Power ‘ON’ & RecoveryStalling with Flap ‘Down’ & RecoveryMaximum Power Climb (straight & turning flight) to the point of Stall with uncompensated YAW – Effect of unbalance at the stall when climbing power is being used.\*Stalling & Recovery during Manoeuvres involving more than 1G (accelerated stalls, including secondary stalls & recoveries)Recoveries from Incipient Stalls in the landing and other configurations & conditions\*Recoveries at the Incipient Stage during change of Configuration\*\* Not required for LAPL(A) |
| **Completion Standard** | Demonstrate the ability to recognise the signs of the approaching stall, particularly in the landing and approach configurations, and to execute the standard recovery, minimising height loss. Display basic airmanship |

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| **Ex 11** | **Spin Avoidance** |
| **Aim:**  | To learn to recognise the signs of an incipient spin and to recover with minimum height loss |
| **Air Exercise:** | Airmanship - Safety checksStalling and recovery at the incipient spin stage (stall with excessive wing drop, about 45°)Instructor induced distractions during the stall |
| **Completion Standard** | To recognise the approach of an incipient spin and to take the correct actions to avoid it developingDisplay basic airmanship |

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| **Ex 12** | **Take-off & Climb to Downwind Position** |
| **Aim:**  | To learn to take-off, enter the climb and position the aircraft on the downwind leg of the circuit |
| **Air Exercise:** | Pre-take-off checksInto wind take-offSafeguarding the nosewheelCrosswind take-offDrills during and after take-offShort take-off and soft field procedure/techniques including performance calculationsNoise abatement proceduresAirmanship |
| **Completion Standard** | Demonstrate the ability to follow the correct circuit pattern. Display basic airmanship |

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| **Ex 13** | **The Circuit, Approach and Landing** |
| **Aim:**  | To learn to take-off and land facing into wind, crosswind and downwind |
| **Air Exercise:** | Circuit procedures, downwind, base legPowered approach and landingSafeguarding the nosewheelEffect of wind on approach and touchdown speeds, use of flapsCrosswind approach and landingGlide approach and landingShort landing and soft field procedures/techniquesFlapless approach and landingWheel landing (tail wheel aeroplanes)Noise abatement proceduresAirmanship |
| **Completion Standard** | Demonstrate the ability to follow the correct circuit pattern, to maintain the correct approach path and safely land the aircraft in various configurationsDisplay basic airmanship |

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| **Ex 12/13E** | **Emergencies in the Circuit** |
| **Aim:**  | To learn to take the correct actions in the event of an emergency occurring in the circuit area |
| **Air Exercise:** | Aborted take-offEngine failure after take-offMislanding/go-aroundMissed approach |
| **Completion Standard** | Demonstrate the ability to carry out the correct actions in the event of an emergency occurring in the circuit area. |

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| **Ex 14** | **First Solo** |
| **Aim:**  | To fly the normal circuit pattern and carry out a normal approach and landing |
| **Air Exercise:** | Normal circuit, approach and landing |
| **Completion Standard** | N/A |

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| **Ex 15** | **Advanced Turning** |
| **Aim:**  | To learn to turn the aircraft at high angles of bank (45°-60°) and to recognise and recover from a stall in the turn with minimum height loss |
| **Air Exercise:** | Steep turns (45°), level and descendingStalling in the turn and recoveryRecoveries from unusual attitudes, including spiral divesAirmanship |
| **Completion Standard** | Enter a turn at 45°AOB maintaining level flight within +150ft and maintaining balance. Maintain a constant angle of bank whilst maintaining level flight within +150ft and speed within +15kts, in balance. Recover to straight and level flight on a selected heading within +10° whilst maintaining level flight within +150ft, in balance. Carry out checks and drills in accordance with the aircraft checklist. Make RT calls in accordance with CAP413. Display basic airmanship |

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| **Ex 16** | **Forced Landing Without Power** |
| **Aim:**  | To learn to make a safe approach and landing after a partial or complete engine failure |
| **Air Exercise:** | Choice of landing area, provision for change of planGliding distanceDescent planKey positionsEngine coolingEngine failure checksUse of radioBase legFinal approachLandingActions after landingAirmanship |
| **Completion Standard** | Demonstrate the ability to make an approach to a suitable landing area with a realistic chance of landing safely in the selected area and recover to the climbCarry out checks and drills in accordance with the aircraft checklistMake RT calls in accordance with CAP413Display appropriate airmanship |

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| **Ex 17** | **Precautionary Landing** |
| **Aim:**  | To learn to learn to land the aircraft safely other than at the planned airfield |
| **Air Exercise:** | Full procedure away from aerodrome to break-off heightOccasions necessitatingIn-flight conditionsLanding area selectionNormal aerodromeDisused aerodromeOrdinary fieldCircuit and approachActions after landingAirmanship |
| **Completion Standard** | Carry out checks and drills in accordance with the aircraft checklistMake RT calls in accordance with CAP413Display appropriate airmanship |

| **Ex 18a** | **Navigation** |
| --- | --- |
| **Aim:**  | To learn to plan a cross-country flight and to navigate by visual reference |
| **Air Exercise:** | Flight planningWeather forecast and actual - map selection and preparation - choice of route - controlled airspace - danger, prohibited and restricted areas - safety altitudesCalculationsMagnetic heading(s) and time(s) en-route - fuel consumption - mass and balance - mass and performanceFlight informationNOTAMS etc. - radio frequencies - selection of alternate aerodromes - aeroplane documentationNotification of the flightpre-flight administrative procedures - flight plan formDeparture & En-routeOrganisation of cockpit workload - altimeter settings - ATC liaison in controlled/regulated airspace - setting heading procedure - noting of ETAs - maintenance of altitude and heading - revisions of ETA and heading - log keeping - use of radio - use of navaids - minimum weather conditions for continuation of flight - in-flight decisions - transiting controlled/regulated airspace - diversion procedures - uncertainty of position procedure - lost procedureArrival, aerodrome joining procedureATC liaison in controlled/regulated airspace - altimeter setting - entering the traffic pattern - circuit procedures – parking - security of aeroplane – refuelling - closing of flight plan, if appropriate - post-flight administrative procedures |
| **Completion Standard** | Correctly employ pre-flight planning facilities and techniquesEmploy correct VFR navigational techniques while maintaining heading +10°, height/altitude + 150ft and speed +15ktsCarry out checks and drills in accordance with the aircraft checklistMake RT calls in accordance with CAP413; Display appropriate airmanship |

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| **Ex 18b** | **Navigation Problems at Lower Levels & in Reduced Visibility** |
| **Aim:**  | To learn to navigate accurately at low level and in reduced visibility |
| **Air Exercise:** | Actions prior to descendingHazards (e.g. obstacles, and terrain)Difficulties of map readingEffects of wind and turbulenceVertical situational awareness (avoidance of controlled flight into terrain)Avoidance of noise sensitive areasJoining the circuitBad weather circuit and landing |
| **Completion Standard** | Correctly employ pre-flight planning facilities and techniquesEmploy correct VFR navigational techniques while maintaining heading +10°, height/altitude + 150ft and speed +15ktsCarry out checks and drills in accordance with the aircraft checklistMake RT calls in accordance with CAP413; Display appropriate airmanship |

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| **Ex 18c** | **Radio Navigation**  |
| **Aim:**  | To learn how to use radio aids to navigation |
| **Air Exercise:** | Navigation procedures as necessaryUse of GNSSVORADF/NDB\*VHF/DFEn-route or terminal radarSecondary Surveillance RadarDME\*\* Not required for LAPL(A).  |
| **Completion Standard** | Employ correct VFR navigational techniques while maintaining heading +10°, height/altitude + 150ft and speed +15ktsCarry out checks and drills in accordance with the aircraft checklistMake RT calls in accordance with CAP413Display appropriate airmanship |

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| **Ex 19** | **Introduction to Instrument Flight (Not required for LAPL(A))** |
| **Aim:**  | To learn to fly the aircraft safely by sole reference to instruments |
| **Air Exercise:** | Physiological sensationsInstrument appreciationAttitude instrument flightInstrument limitationsBasic manoeuvresStraight and level at various airspeeds and configurationsClimbing and descendingStandard rate turns, climbing and descending, onto selected headingsRecoveries from climbing and descending turns |
| **Completion Standard** | Carry out all exercises while maintaining height/altitude + 150ft, heading +10°, speed +15ktsCarry out checks and drills in accordance with the aircraft checklistMake RT calls in accordance with CAP413Display appropriate airmanship |

*Further exercises, such as night flying, aerobatics, etc., should be added as required by the ATO*

**2.2 Air Exercise Reference List**

Issued Separately

*An abbreviated list of the above exercises giving only main and subtitles for quick reference, and preferably in flip-card form to facilitate daily use by instructors.*

**2.3 Course Structure**

**2.3.1 Phase of Training**

2.3.1.1 The course is divided into three phases, each terminating in a Progress Test as follows:

|  |
| --- |
| **LAPL(A)** |
| **Phase** | **Exercises** | **Min. Hours** | **Completion** |
| 1 | 1-13 | 10 | Progress Test 1 |
| 2 | 14-18a | 10 | Progress Test 2 |
| 3 | 18b-18c | 10 | Progress Test 3 |

|  |
| --- |
| **PPL(A)** |
| **Phase** | **Exercises** | **Min. Hours** | **Completion** |
| 1 | 1-13 | 12 | Progress Test 1 |
| 2 | 14-18a | 18 | Progress Test 2 |
| 3 | 18b-19 | 15 | Progress Test 3 |

*Similar tables may be used for the LAPL(H) and PPL(H)*

2.3.1.2 Flight exercises will normally be taught in the order detailed at paragraph 4.1 above, which ensures that they are taught in the most suitable learning sequence. If deviation from the normal order is necessary due, for example, to weather or aircraft unserviceability, the circumstances are to be detailed in the student’s training record.

**2.3.2 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.*

**2.3.3 Student Progress**

Before progressing from one phase of training to the next a student must have:

1. Completed all of the flight exercises to a satisfactory standard
2. Completed at least the minimum hours indicated at paragraph 2.3.1 above
3. Passed the relevant Progress Test

**2.4 Instructional Methods**

*The following is an example of the text required under this heading and should be amended/expanded to reflect the ATO’s practices.*

**2.4.1 Pre-flight Briefings**

Each flight exercise, whether dual or solo, 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.

**2.4.4 Authorisation for Solo Flight**

Students are to be authorised for solo flights only after they have received a thorough pre-flight briefing from the authorising instructor. Flight instructors with restricted privileges may authorise solo students only in the presence of the supervising FI nominated by the ATO for this purpose.

**2.5 Progress Tests**

**2.5.1 Progress Test 1**

 Progress Test 1 is a test of the student’s ability to fly the aircraft safely and to a standard suitable to be allowed to fly as PIC. The test is conducted by the student’s allocated instructor and must be passed before the student is authorised for the first solo flight. The content of PT1 is detailed in the report form, an example of which is at Appendix 1 to this Part.

**2.5.2 Progress Test 2**

 Progress Test 2 is a test of the student’s ability to conduct safely a cross-country flight under VFR and to complete other flight manoeuvres with an acceptable degree of accuracy. The test is conducted by an experienced instructor nominated by the Head of Training and must be passed before the student is authorised for the first solo cross-country. The Content of PT2 is detailed in the report form, a copy of which is at Appendix 1 to this Part.

**2.5.3 Progress Test 3**

 Progress Test 3 is designed to ensure that the student can complete all of the relevant exercises to the standard required at the PPL Skill Test. PT3 must be passed before a recommendation is made, in accordance with paragraph 1.9.3 above, for a student to attempt the skill test. The test is conducted by an experienced instructor, nominated by the Head of Training, who must also be authorised to sign the recommendation for test. The Content of PT3 is detailed in the report form, a copy of which is at Appendix 1 to this Part.

**2.5.4 Nomination of Examiners**

*Describe the ATO’s procedure for the nomination and standardisation of examiners for progress tests. The Head of Training should nominate instructors as examiners for progress tests on the basis of their experience and instructional ability.*

*It must be understood that progress tests are an integral part of the flight instruction and the flight time is included in the total time for the course. Progress tests should be recorded by the student as dual flight time and not as P1/s or PICUS.*

*Care should be taken in nominating as PT examiner an instructor who also holds an FE certificate. Since the progress test is considered to be flight instruction, an FE who conducts a progress test cannot then conduct a skill test for the same student.*

**2.5.5 Conduct of Progress Tests**

*Include any instructions to progress test examiners regarding the administration and conduct of tests and the test criteria. Examiners should be in no doubt as to what constitutes a pass or fail.*

**2.5.6 Documentation**

Examples of progress test report forms are shown in Appendix [#] to this part.

**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 training course is identical for both LAPL and PPL courses and comprises at least 100 hours of theoretical knowledge instruction provided by the ATO. The syllabus of theoretical knowledge instruction for both licences is contained in AMC1 FCL.210; FCL.215.
* AMC1 FCL.210; FCL.215 states that 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. CAA policy is that no more than 33% of the total instructional time may be devoted to computer based training and other media distance learning courses.
* Self-study may be acceptable as an ‘other media distance learning course’ provided that it is approved by the CAA and the procedures are detailed in this Part of the Training Manual.
* The amount of time to be allocated to each subject within the 100 hours total should be detailed and the training record should include a means of recording that the required hours of instruction have been completed.
* A process will be required to ensure that the requirements of FCL.025(b)(3) in respect of number of sittings are met. 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**

*Detail the requirements for student progress, including a specific statement of the standard to be achieved before a candidate may be recommended for the theoretical knowledge examination(s)*

**4.4 Progress Testing**

*The ATO is required to ensure that all of the appropriate elements of the theoretical knowledge instruction have been completed to a satisfactory standard before recommending the applicant for the examination(s). This will require a system of progress testing after any phases of distance learning/self-study and before the theoretical knowledge examination(s)*

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 PART-ORA activities.*

*[Some examples are listed below]:*

* Student attendance record
* Course certificate(s)
* Course critique
* Course results
* Course design/change plan
* Compliance monitoring procedure
* 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).
* Staff terms of reference
* Student training/examination and assessment form
* Training course review
* Training records – format
* Progress test reports
* 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
* 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