AZƏRBAYCAN RESPUBLİKASININ
RƏQƏMSAL İNKİŞAF VƏ NƏQLİYYAT NAZİRLİYİ
DÖVLƏT MÜLKİ AVİASİYA AGENTLİYİ

ƏMR
№ 327-102/3-2-48/2024

Bakı şəhəri "24" oktyabr 2024-cü il

"Aviasiya Təlim Təşkilatlarının təsdiqi üzrə Təlimat", "Azərbaycan Aviasiya Qaydaları - Uçuş Heyəti üçün İnzibati Tələblər" və "Azərbaycan Aviasiya Qaydaları - Uçuş Heyəti üçün Təşkilati Tələblər" adlı sənədlərə dəyişiklik edilməsi haqqında

"Aviasiya Təlim Təşkilatlarının təsdiqi üzrə Təlimat" ("Aviation Training Organisation Approval Manual") adlı M-PEL-001 nömrəli sənədin 2-ci nəşrinə 01 saylı dəyişiklik, "Azərbaycan Aviasiya Qaydaları - Uçuş Heyəti üçün İnzibati Tələblər" ("Azerbaijan Aviation Rules - Authority Requirements for Aircrew") adlı AAR-PEL-007 nömrəli sənədin 1-ci nəşrinə 03 saylı dəyişiklik və "Azərbaycan Aviasiya Qaydaları - Uçuş Heyəti üçün Təşkilati Tələblər" ("Azerbaijan Aviation Rules - Organisation Requirements for Aircrew") adlı AAR-PEL-008 nömrəli sənədin 1-ci nəşrinə 01 saylı dəyişiklik işlənib hazırlanmışdır.

Sözügedən dəyişikliklərin tətbiqini təmin etmək məqsədilə Azərbaycan Respublikası Prezidentinin 2018-ci il 22 may tarixli 90 nömrəli Fərmanı ilə təsdiq edilmiş "Azərbaycan Respublikasının Rəqəmsal İnkişaf və Nəqliyyat Nazirliyi yanında Dövlət Mülki Aviasiya Agentliyi haqqında Əsasnamə"nin 5.6.6-cı yarımbəndini rəhbər tutaraq,

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APPROVED
by SCAA Director Order
№3-27-102/3-2-48/2024 dd.24 october 2024

AVIATION TRAINING ORGANISATION APPROVAL MANUAL

State Civil Aviation Agency of the Republic of Azerbaijan

Document № M-PEL-001

Edition № 02, Rev.01, dd. 24 OCTOBER 2024

Baku

https://www.caa.gov.az

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0.4 RECORDS OF AMENDMENTS AND REVISIONS

Ed./Rev. №:	Effective date:	Entered into force by:	Reason
Edition № 01	14.OCT.2022	Dir.Order № 94 dd. 10.10.2022	
Edition № 02	22.AUG.2023	Dir.Order № 52 dd. 18.08.2023	
Ed.02 Rev.01	24.OCT.2024	Dir.Order №48 dd.24.10.2024	

Edition: - *Release of a document having incorporated all previous revisions until the current version. New edition of a document will not show revised text in blue color. Current edition of a document shown on each page in footer.*

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0.5 TERMS AND DEFINITIONS

See ARA-Authority Requirements for Aircrew (AAR-ARA) and AAR-Organisation Requirements for Aircrew (AAR-ORA).

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0.6 ABBREVIATION

AMC	Acceptable Means of Compliance
AoC	Assessment of Competence
ARA	Authority Requirements for Aircrew
ATO	Approved Training Organisation
ATC	Air Traffic Control
ATPL	Airline Transport Pilot Licence
CFI	Chief Flying Instructor
CTKI	Chief Theoretical Knowledge Instructor
FSTD	Flight Simulation Training Device
FI(R)	Flying Instructor Restricted
IR	Instrument Rating
LSI	Licensing Standards Inspector
L&TS	Licensing and Training Standards
HT	Head of Training
JAR	Joint Aviation Requirements
MTOW	Maximum Take-off Weight
MCC	Multi Crew Co-operation
MCCI	Multi Crew Co-operation Instructor
MPA	Multi Pilot Aircraft
MPH	Multi Pilot Helicopter
MEP	Multi Engine Piston
MPL	Multi-crew Pilot Licence
OEB	Operational Evaluation Board
OM	Operations Manual
OMM	Organisations Management Manual
ORA	Organisation Requirements for Aircrew
OSD	Operational Suitability Data
PPL	Private Pilot Licence
TM	Training Manual
TRI	Type Rating Instructor
SCAA	State Civil Aviation Agency of Azerbaijan Republic
SMS	Safety Management System
STI	Synthetic Training instructor

PREFACE

This Manual provides general guidance regarding functions and responsibilities of the State Civil Aviation Agency of the Republic of Azerbaijan (SCAA). This Manual is available to both SCAA personnel and to individuals outside of the SCAA.

Comments and recommendations for revision/amendment action to this publication should be forwarded to the Director of the State Civil Aviation Agency of the Republic of Azerbaijan. Any change or revision made to this Manual must be approved by the Director of the State Civil Aviation Agency of the Republic of Azerbaijan.

The purpose of this document is to provide guidance for organisations or persons seeking to apply for Approval as an Approved Training Organisation (ATO) to conduct courses of training for pilot licences, ratings or certificates, whose principal place of business and registered office are located in the Azerbaijan Republic.

This document and other SCAA Standards Documents are available on the SCAA website at www.caa.gov.az and can be downloaded without charge.

It should be noted that this document is subject to change as information is disseminated from National Regulation.

If, after reading this document, you still have queries please contact Personal Licencing Section of the State Civil Aviation Agency:

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PART I MEANS OF COMPLIANCE OF ORGANISATION REQUIREMENTS FOR AIRCREW(AAR-ORA)

1.0 INTRODUCTION

1.1 CURRENT LEGISLATION

The AAR-FCL,AAR-MED,AAR-ARA and AAR-ORA lays down the technical requirements and administrative procedures related to civil aviation aircrew and related training organisations.

Requirements for the approval of Training Organisations (ATO's) are laid down in the AAR-ORA.

1.2 PURPOSE OF THIS DOCUMENT

This document is intended to serve the following purposes:

- help organisations ensure that an application made for an initial approval will satisfy AAR-ORA requirements;
- explain administrative arrangements and legal matters particular regarding the Republic of Azerbaijan;
- ensure the process and procedures are understood by the organisations the SCAA regulates, and to ensure continued compliance and approval as and when there are any appropriate or necessary changes to the organisations;

1.3 GENERAL

All organisations offering training and courses to which information in this document relates must be approved as an ATO by SCAA.

Organisations seeking approval are to be in possession of the latest version of AAR-FCL, AAR-ARA and AAR-ORA.

This document must be read in conjunction with the relevant provisions of AAR-ORA and AAR-ARA. AAR-ORA provides for the SCAA to approve an organisation that satisfies the requirements.

Nothing in this document is intended to conflict with the Azerbaijan Aviation Law where applicable. Whilst every effort is made to ensure that all information is correct at time of publication, the SCAA reserves the right to amend this document as required to accommodate changes to the primary authority documents, to correct errors and omissions or to reflect changes in national policy and best practice.

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PART II GENERAL

2.1 APPLICATION FOR AN ORGANISATION CERTIFICATE

(a) The application for an organisation certificate or an amendment to an existing certificate shall be made in a form and manner established by SCAA (*Appendix* A)

(b) Applicants for an initial certificate shall provide SCAA with documentation demonstrating how they will comply with the requirements established in AAR-FCL and AAR-ORA. Such a procedure shall include describing how changes not requiring prior approval will be managed and notified to SCAA.

2.2 TERMS OF APPROVAL AND PRIVILEGES OF AN ORGANIZATION

A certified organisation shall comply with the scope and privileges defined in the terms of approval attached to the organisation's certificate.

Management system documentation:

The management system documentation should contain the privileges and detailed scope of activities for which the organisation is certified, as relevant to the applicable requirements. The scope of activities defined in the management system documentation should be consistent with the terms of approval.

2.3 CHANGES TO THE ORGANISATION

(a) Any change affecting:

(1) The scope of the certificate or terms of approval of an organisation ; or

(2) Any elements of the organisation's management system as required in AAR.ORA.GEN.200(a)(1) and (a)(2) shall require prior approval by SCAA

(b) For any change requiring prior approval the organisation shall apply for and obtain an approval issued by SCAA. The application shall be submitted before any such change takes place in order to enable SCAA to determine continued compliance with the regulations and to amend, if necessary the organisation certificate and related terms of approval attached to it.

The organisation shall provide SCAA with any relevant documentation

The change shall only be implented upon receipt of formal approval by SCAA in accordance with AAR-ARA-GEN.300

(c) All changes not requiring prior approval shall be managed and notified to SCAA as defined in the procedures approved by SCAA in accordance with AAR.ARA.GEN.310(c)

2.4 APPLICATION TIME FRAMES

The application for the amendment of an organisation certificate should be submitted at least 30 days before the date of the intended changes.

In the case of a planned change of a nominated person, the organisation should inform

SCAA at least 10 days before the date of the proposed change.
Unforseen changes should be notified at the earliest opportunity, in order to enable the SCAA to determine continued compliance with the applicable requirements and to amend, if necessary, the organisation certificate and related terms of approval.

(a) Typical examples of changes requiring prior approval which may affect the certificate or terms of approval are:
  (1) The name of the organisation
  (2) The organisation's principle place of business
  (3) The organisation's scope of activities
  (4) Additional locations of the organisation
  (5) The accountable manager
  (6) Any of the persons referred to in AAR.ORA.GEN. 210(a) and (b)
  (7) The organisation's documentation as required, safety policy and procedures
  (8) The facilities

(b) Prior approval by SCAA is required for any change to the organisation's procedure describing how changes not requiring prior approval will be managed and notified to SCAA

(c) Changes requiring prior approval may only be implemented upon receipt of a formal approval by SCAA

(d) A change of name requires the organisation to submit a new application as a matter of urgency. Where this is the only change to report, the new application can be accompanied by a copy of the documentation previously submitted to SCAA under the previous name, as a means of demonstrating how the organisation complies with the applicable requirement.

Typical examples of changes not requiring prior approval are the following items:

(a) Medical equipment (e.g. electrocardiograph (ECG), ophthalmoscope)
(b) Flight simulation training device (FSTD) operator's technical personnel
(c) Change in the schedule of preventive maintenance; and
(d) List of instructors

It is recommended that all information on changes not requiring prior approval be included as annexes to the approved training organisation (ATO)'s , FSTD operator's as well as aeromedical centre's documentation.

2.5 DURATION

(a) The organization's certificate will be issued for 2 (two) years, subject to the satisfaction of the following conditions:

  (1) The organisation remaining in compliance with the relevant requirements, taking into account the provisions related to the handling of findings as specified under AAR.ORA.GEN.150;
  (2) SCAA being granted access to the organisation as defiend in AAR.ORA.GEN.140; and
  (3) The certificate not being surrender or revoked;

(b) Upon revocation or surrender the certificate shall be returned to the SCAA without delay.

2.6 ACCESS

For the purpose of determining compliance with the relevant requirements, the organisation shall grant access to any facility, aircraft, documents, records, data, procedures or any other material relevant to its activity, subject to certification, whether it is contracted or not, to any person authorised by SCAA.

2.7 FINDINGS

After receipt of notification of findings, the organisation shall:

(a) Identify the root cause of the non-compliance;

(b) Define a corrective action plan; and

(c) Demonstrate corrective action implementation to the satisfactory of SCAA within a period agreed with SCAA as defined in AAR.ARA.GEN.350 (d)

Corrective action is the action to eliminate or mitigate the route cause(s) and prevent recurrence of an existing non-compliance or other undesirable condition or situation.
The corrective action plan defined by the organisation shall adress the effects of the non-conformity, as well as its root-cause.
Proper determination of the root-cause is crucial for defining effective corrective actions.

2.8 IMMEDIATE REACTION TO A SAFETY PROBLEM

The organisation shall implement:

(a) Any safety measures mandated by SCAA in accordance with AAR.ARA.GEN. 135(c); and
(b) Any relevant mandatory safety information by SCAA, including airworthiness directives

2.9 OCCURRENCE REPORTING

(a) As part of its management system, the organisation shall establish and maintain an occurrence reporting system, including mandatory and voluntary reporting.
The organisation shall report to SCAA any safety related event or condition that endangers or;
(b) could endanger an aircraft, its occupants or any other person, and in particular any accident or serious incident;
(c) Without prejudice to point (b) the organisation shall report to SCAA any incident, malfunction, technical defect, exeeding of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information, or other irregular circumstance that has or may have endangered an aircraft, its occupants or any other person and has not resulted in an acident or serious incident.
(d) Reports shall made as soon as praticable, but in any case no later than 72 hrs after identification of the event or condition to which the report relates and shall contain all pertinent information about the condition known to the organization;
(e) A follow-up report providing details of actions the organisation intends to take to prevent simular occurrences in the future shall be made as soon as possible as those actions have been identified. Those follow-up reports shall:

(i) Be sent to the relevant entities initially reported to;

(ii) Be made in a form and manner established by SCAA

PART III MANAGEMENT

3.1 MANAGEMENT SYSTEM

(a) The organisation shall establish, implement and maintain a management system that includes:
  (1) Clearly defined lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager;
  (2) A discription of the overall philosophies and principles of the organisation with regard to safety (safety policy);
  (3) The identification of aviation safety hazards entailed by the activity of the organisation, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;
  (4) Maintaining personnel trained and competent to perform their tasks;
  (5) Documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
  (6) A function to monitor compliance of the organisation with the relevant requirements (compliance monitoring). This shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary

(b) The management system shall correspond to the size of the organisation and the nature and complexity, taking into account the hazards and associated risks inherent in their activities

3.2 NON-COMPLEX ORGANISATIONS – GENERAL

1. Safety risk management may be performed using hazard checklists or similar management tools or processes, which are integrated into the activities of the organization.
2. The organisation shall manage safety risks related to change. The management of change should be a documented process to identify external and internal change that may have an adverse effect on safety. İt should make use of the organisation's existing hazard identification, risk assessment and mitigation processes.
3. The organisation should identify a person who fulfils the role of safety manager and who is responsible for coordinating the safety management system. This person may be the accountable manager or a person with an operational role in the organization.
4. Within the organisation, responsibilites should be identified for hazard identification, risk assessment and mitigation.
5. The safety policy should include a commitment to improve towards the highest safety standards, comply with all applicable legal requirements, meet all applicable standards, consider best practices and provide appropriate resources.
6. The organisation should, in cooperation with other stakeholders, develop, coordinate and maintain an emergency response plan (ERP) that ensures orderly and safe transition from normal to emergency operations and return to normal operations. The ERP should provide the actions to be taken by the organisation or specified individuals in an emergency and reflect the size, nature and complexity of the activities performed by the organization.

3.3 COMPLEX ORGANISATIONS

Organisation and Accountabilities

The management system of an organisation should encompass safety by including a safety manager and a safety review board in the organisational structure.

(A) Safety manager:

(1) The safety manager should act as the focal point and be responsible for the development, administration and maintenance of an effective safety managment system
(2) The functions of a safety manager should be to:
  (a) Facilitate hazard identification, risk analysis and management;
  (b) Monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan;
  (c) Provide periodic reports on safety performance;
  (d) Ensure maintenance of safety management documentation;
  (e) Ensure that there is a safety management training available and that it meets acceptable standards;
  (f) Provide advice of safety matters; and
  (g) Ensure initiation and follow-up of internal occurrences/accident investigations

Depending on the size of the organisation and the nature of complexity of its activities, the safety manager may be assisted by additional safety personnel for the performance of all safety management related tasks.
Regardless of the organisational set-up it is important that the safety manager remains the unique focal point as regards the development, administration and maintenance of the organisation's safety management system.

(B) Safety review board:

(1) The safety review board should be a high level committee that considers matters of stratigic safety in support of the accountable manager's safety accountability;
(2) The board should be chaired by the accountable manager and be composed of heads of functional areas;
(3) The safety review board should monitor:
  (a) Safety performance against the safety policy and objectives;
  (b) That any safety action is taken in a timely manner; and
  (c) The effectiveness of the organisation's safety management processes.
(4) The safety review board should ensure that appropriate resources are allocated to achieve the established safety performance
(5) The safety manager or any other relevant person may attend, as appropriate, safety review board meetings. He/she may communicate to the accountable manager all information, as necessary, to allow decision making based on safety data.

(C) Safety Action Group:

(1) A safety action group may be established as a standing group or as an ad-hoc group to assist or act on behalf of the safety review board;

(2) More than 1 safety action group may be established depending on the scope of the task and specific expertise required;
(3) The safety action group should report to and take strategic direction from the safety review board and should be comprised of managers, supervisors and personnel from operational areas;
(4) The safety action group should:
(a) Monitor operational safety;
(b) Resolve identified risks;
(c) Asses the impact on safety of operational changes, and
(d) Ensure that safety actions are implemented within agreed timescales;
(e) The safety action group should review the effectiveness of previous safety recommendations and safety promotion.

3.4 COMPLEX ORGANISATIONS - SAFETY POLICY

Safety policy is the means whereby the organisation states its intention to maintain and improve safety levels in all its activities and to minimise its contribution to the risk of an aircraft accident.
The safety policy should state that the purpose of safety reporting and internal investigation is to improve safety, not to apportion blame to individuals.

(a) The safety policy should:
(1) Be endorsed by the accountable manager;
(2) Reflect organisational commitments regarding safety and its proactive and systematic management;
(3) Be communicated, with visible endorsement, throughout the organisation; and
(4) Include safety reporting principles.
(b) The safety policy should include a commitment:
(1) To improve towards the highest safety standards;
(2) To comply with all applicable legislation, meet all applicable standards and consider best practices;
(3) To provide appropriate resources;
(4) To enforce safety as one primary responsibility of all managers, and
(5) Not to blame someone for reporting something which would not have been otherwise detected.

Senior management should:

(1) Continually promote the safety policy to all personnel and demonstrate their commitment to it;
(2) Provide necesarry human and financial resources for its implementation; and
(3) establish safety objectives and performance standards.

3.5 COMPLEX ORGANISATIONS - SAFETY RISK MANAGEMENT

(a) Hazard identification processes:
(1) Reactive and proactive schemes of hazard identification should be the formal means of collecting, recording, analysing, acting on and generating feedback about hazards and the associated risks that affect the safety of the operational activities of the organization;

(2) All reporting systems, including confidential reporting schemes, should include an effective feedback process

(b) Risk assessment and mitigation processes:

(1) A formal risk management process should be developed and maintained that ensures analysis (in terms of likelihood and severty of occurrence) assessment (in terms of tolerability) and control (in terms of mitigation) of risks to an acceptable level;

(2) The levels of management who have the authority to make decisions regarding the tolerability of safety risks, should be specified;

(c)Internal safety investigation:

(1) The scope of internal investigation should extend beyond the scope of occurrences required to be reported to SCAA.

(d)Safety performance monitoring and measurement:

(1) Safety performance monitoring and measurement should be the process by which the safety performance of the organisation is verified in comparison to the safety policy and objectives.

(2) This process should include:

(i) Safety reporting;

(ii) Safety studies, that is, rather large analyses encompassing broad safety concerns;

(iii) Safety reviews including trends reviews, which would be conducted during introduction and deployment of new technologies, change or implementation of procedures, or in situations of structural change operations;

(iv) Safety audits focussing on the integrity of the organisation's management system, and periodically assessing the status of safety risk controls; and

(v) Safety surveys, examining particular elements or procedures of a specific operation, such as problem areas or bottlenecks in daily operations, perceptions and opinions of operational personnel and areas of dissent or confusion.

(e) The management of change:

The organisation should manage safety risks related to a change. The management of change should be a documented process to identify external and internal change that may have an adverse effect on safety. İt should make use of the organisation's existing hazard identification, risk assessment and mitigation processes.

(f) Continuous improvement:

The organisation should continuously seek to improve its safety performance. This should be achieved by:

(1) Proactive and reactive evaluations of facilities, equipment, documentation and procedures through safety audits and surveys;

(2) Proactive evaluation of individuals' performance to verify the fulfilment of their safety responsibilities; and;

(3) Reactive evaluations in order to verify the effectiveness of the system for control and mitigation of risk.

(g) The emergency response plan (ERP):

(1) An ERP should be established that provides the actions to be taken by the organisation or specified individuals in an emergency. The ERP should reflect the size, nature and complexity of the activities performed by the organisation

(2) The ERP should ensure:

(i) an orderly and safe transition from normal to emergency operations

(ii) safe continuation of operations or return to normal operations as soon as practicable ; and

(iii) coordination with the emergency response plans of other organisations, where appropriate.

3.6 INTERNAL OCCURENCE REPORTING SCHEME

(a) The overall purpose of the scheme is to use reported information to improve the level of safety performance of the organisation and not to attribute blame;
(b) The objectives of the scheme are to:
(2) Enable an assessment to be made of the safety implications of each relevant incident or accident, including previous similar occurrences, so that any necessary action can be initiated; and
(3) Ensure that the knowledge of relevant incidents and accidents is disseminated, so that other persons and organisations may learn from them.

(c) The scheme is an essential part of the overall monitoring function and is complementary to the normal day-to-day procedures and "control" systems and is not intended to duplicate or supersede any of them. The scheme is a tool to identify those instances where routine procedures has failed.
(d) All occurrence reports judged reportable by the person submitting the report should be retained as the significance of such reports may only become obvious at a later date.

3.7 TRAINING AND COMMUNICATION ON SAFETY

(a) Training:
(1) All personnel should receive safety training as appropriate for their responsibilities;
(2) Adequate records of all safety training provided should be kept.
(b) Communication:
(1) The organisation should establish communication about safety matters that:
(i)ensures that all personnel are aware of the safety management activities as appropriate for their safety responsibilities;
(ii)conveys safety critical information, especially relating to assessed risks and analyzed hazards;
(iii)explains why particular actions are take; and
(iv)explains why safety procedures are introduced or changed.
(2) regular meetings with personnel where information, actions and procedures are discussed shall be used to communicate safety matters (should be recorded).
The safety training program may consist of self-instruction via media (news-letters, flight safety magazins), class-room training, e-learning or similar training provided by training providers.

3.8 ORGANISATION'S MANAGEMENT SYSTEM DOCUMENTATION

(a) The organisation's management system documentation should at least include the following information:
(1) a statement by the accountable manager to confirm that the organisation will continuously work in accordance with the applicable requirements and the organisation's documentation as required in AAR-ORA;
(2) the organisation's scope of activities;
(3) the titles and names of persons referred to in AAR-ORA .GEN 210(a) and (b);
(4) an organisations chart flowing the lines of responsibility between the persons to in AAR-ORA.GEN 210;
(5) a general discription and location of the facilities referred to in AAR-ORA.GEN.215;
(6) procedures specifying how the organisation ensures compliance with the applicable requirements;
(7) the amendment procedure for the organisation's management system documentation.

(b) the organisation's management system documentation may be included in a separate manual or in (one of) the manual(s) as required. A cross refference should be included.

It is not required to duplicate information in several manuals. The information may be contained in any of the organisations manual (e.g. operationals manual, training manual) which also may be combined .

The organisation may also choose to document some of the information required to the document in seperate documents (e.g. procedures). In this case, it should ensure that manuals contain adequate references to any document kept seperately. Any such documents are then to be considered an integrale part of the organisation's management system documentation.

3.9 COMPLEX ORGANISATIONS - ORGANISATION'S SAFETY MANAGEMENT MANUAL

(a)The safety management manual (SMM) should be the key instrument for communicating the approach to safety for the whole organisation. The SMM should document all aspects of the safety management, including the safety policy, objectives procedures and individual safety responsibilities.

(b)The contents of the safety management manual should include all of the following:

(1) Scope of safety management system;
(2) Safety policy and objectives;
(3) Safety accountability of the accountable manager;
(4) Safety responsibilities of key staff personnel;
(5) Documentation control procedures;
(6) Hazard identification and risk management schemes;
(7) Safety action planning;
(8) Safety performance monitoring;
(9) Incident investigation and reporting;
(10) Emergency response planning
(11) Management of change (including organisational changes with regard to safety responsibilities)
(12) Safety promotion

(c)The SMM may be contained in (one of) the manuals of the organisation

3.9.1 Compliance monitoring -General

(a) The implemetation and use of a compliance monitoring function should enable the organisation to monitor compliance with the relevant requirements.
  (1) The orgaisation should specify the basic structure of the compliance monitoring function applicable to the activities;
  (2) The compliance monitoring function should be structured according to the size of the organisation and the complexity of the activities to be monitored.

(b) Organisations should monitor compliance with the procedures they have designd to ensure safe activities. They should, as a minimum, monitor:
  (1) Privileges id the organization;
  (2) Manuals, logs an records;
  (3) Training standards;
  (4) Management system procedures and manuals

(c)Organisational set up

(1) To ensure that the organisation continues to meet the requirements of AAR-ORA and other applicable AAR's, the accountable manager should designate a compliance monitoring manager. The role of the compliance monitoring manager is to ensure that the activities of the organisation are monitored for compliance with the applicable regulatory requirements, and any additional requirements as

established by the organisation, and that these activities are being carried out properly under the supervision of the relevant head of functional area;

(2) The compliance monitoring manager should be responsible for ensuring that the compliance monitoring program is properly implemented, maintained and continually reviewed and improved;

(3) The compliance monitor manager should:

(a) Have direct access to the accountable manager;

(b) Not be one by the other persons reffered to in AAR.ORA.GEN. 210 (b);

(c) Be able to demonstrate relevant knowledge, background and appropriate experience related to the activities of the organisation; including knowledge and experience in compliance monitoring; and

(d) Have acces to all parts of the organisation and as necessary, any contracted organization.

(4) In the case of a non-complex organisation, this task may be exercised by the accountable manager provided he/she has demonstrated having the related competence as defined.

(5) In the case the same person act as compliance monitoring manager and as safety manager, the accountable manager, with regards to his/her direct accountability for safety, should ensure that sufficient resources are allocated to both functions, taking into account the size of the organisation, the nature and complexity of its activites.

(6) The independence of the compliance monitoring function should be established by ensuring that audits and inspections are carried out by personnel not responsible for the function, procedure or products being audited.

(d)Compliance monitoring documentation:

(1) Relevant documentation should include the relevant part(s) of the organisation's management system documentation;

(2) In addition, relevant documentation should also include the following:

(i)terminology;

(ii) specified activity standards;

(iii) a discription of the organization;

(iv)the allocation of duties and responsibilities;

(v)procedures to ensure regulatory compliance;

(vi)the compliance monitoring program, reflecting:

(A) schedule of the program;

(B) audit procedures;

(C) reporting procedures;

(D) follow up and corrective action procedures; and

(E) recording system

(vii)the training syllabus;

(viii)document control.

(e)Training:

(1) Correct and thorough training is essential to optimise compliance in every organisation. İn order to achieve significant outcomes of such training, the organisation should ensure that all personnel understand the objectives as laid down in the organisation's management system documentation

(2) Those responsible for managing the compliance monitoring function should receive training in this task. Such training should cover requirements of compliance monitoring, manuals and procedures related to the task, audit techniques, reporting and recording;

(3) Time should be provided to train all personnel involved in compliance management and briefing the remainder of the personnel;

(4) The allocation of time and resources should be governed by the volume and complexity of the activities concerned.

The organisational set-up of the compliance monitoring function should reflect the size of the organisation and the nature and complexity of its activities. The compliance monitor manager may perform all audits and inspections himself/herself or appoint one or more auditors by choosing personnel having related competence, either from within or outside the organisation.

Regardless the option chosen it must be ensured that the independence of the audit function is not affected, in particular in cases where those performing the audit or inspection ar also responsible for other functions within the organization.

In case external personnel are used to perform compliance audits or inspections:

(1) Any such audits or inspections are performed under the responsibility of the compliance monitoring manager; and
(2) The organisation remains responsible to ensure that external personnel has relevant knowledge, background and experience as appropriate to the activities being audited or inspected; including knowledge and experience in compliance monitoring.

The organistion retains the ultimate responsibility for the effectiveness of the compliance monitoring function, in particular for the effective implementation and follow-up of all corrective actions.

3.9.2 Complex Organisations- Compliance Monitoring Program for ATOs

(a) Typical subject areas for compliance monitoring audit and inspections for Approved Training Organisations (ATOs) should be the following:
    (1) Facilities;
    (2) Actual flight and ground training;
    (3) Technical standards;
(b) ATOs should monitor compliance with training and operations manuals they have designed to ensure safe and efficient training. In doing so, they should, additionally monitor the following:
    (1) Training procedures;
    (2) Flight safety;
    (3) Flight and duty time, rest requirements and scheduling;
    (4) Aircraft maintenance/operations interface.

3.9.3 Audit and Inspection

(a) “Audit” means a systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which requirements are complied with;
(b) “inspection” means an independed documented conformity evaluation by observation and judgement accompanied as appropriate by measurement, testing or gauging, in order to verify compliance with applicable requirements.

3.10 SIZE, NATURE AND COMPLEXITY OF THE ACTIVITY

(a) An organisation should be considered as complex when it has a workforce of more than 20 full time equivelants (FTE) involved in the activity subject to the applicable AARs;
(b) Organisations with up to 20 FTE’s involved in the activity should also be considered complex based on an assessment of the following factors:
    (1) In terms of complexity, the extent and scope of contracted activities subject to the approval;
    (2) In terms of risk criteria, whether any of the following are present:
        (A) Operations requiring the following specific approvals: performance based

navigation (PBN), low visibility operations (LVO), extended range operations with two-engined aeroplanes (ETOPS), helicopter hoist operation (HHO), helicopter emergency medical service (HEMS), night vision imaging system (NVIS) and dangerous goods (DG);

(B) different aircraft used,

(C) the environmental (off shore, mountainous area etc.)

(c) Regardless of the criteria mentioned , the following organisations should always be considered as non-complex:

(1) ATO's only providing training for private pilot license (PPL), sailplane pilot license (SPL) or balloon pilot license (BPL) and associated ratings and certificates;

(2) Aero Medical Centres (AeMCs);

(d) Regardless of the criteria above the organisation that provide training in the following areas should always be considered as complex:

(1) Full flight simulators (FFS), or

(2) Multi-pilot (MP) type rating,or

(3) Zero- flight- time- training (ZFTT), or

(4) Complex aircraft, or

(5) Different categories of aircraft, or

(6) Instructor certificates for point (2) and (4), or

(7) Two or more aerodromes/operating sites.

3.11 ATOS PROVIDING TRAINING ONLY FOR THE PPL -SPL AND BPL AND THE ASSOCIATED RATINGS OR CERTIFICATES – ORGANISATIONAL REVIEW

(a) The primary objective of the organisational review is to enable the organisation to ensure that its management system remains effective by verifying that it:

(1) Has continually identified its aviation safety hazards;

(2) Has effectivily mitigated the associated risks, and

(3) Monitors compliance with the applicable requirements

(b) Safety risk management should:

(1) Be performed using internal safety or occurrence reports, hazard checklists, risk register or simular risk management tools or processes, integrated into the activities of the organization;

(2) In paticular address safety risks related to a change; making use of the existing hazard identification, risk assessment and mitigation tools or processes,and

(3) Include provisions for emergency response or a formal ERP.

(c) As part of the management system documentation required in AAR.ORA.GEN.200(a)(5), the organisation should describe the organisational review program and related responsibilities. Persons responsible for the organisational review should have thorough knowledge of the applicable requirements and the organisation's procedures;

(d) The status of all corrective and risk mitigation actions should be monitored by the person responsible for the organisational review program and implemented within a specific time frame. Action closure should be recorded, along with a summary of the action taken;

(e) The results of the review, including all non-compliance findings and new risks identified during the review, should be presented to the accountable manager and the person or group of persons nominated in accordance with AAR-ORA.GEN.210(b) prior to notification to SCAA. All level 1 findings in the sense of AAR-ARA.GEN.350 should be immediately notified to SCAA and all necessary actions immediately taken;

(f) Based on the results of te review, the accountable manager should determine the

need for and initiate , as appropriate, further actions to adress deficiencies in or further improve the organisation's management system;

(g) The organisational review program should consist of:

(1) Checklist(s) covering all items necessary to be addressed in order to ensure that the organisation identified its aviation safety hazards, effectively mitigates the associated risks and ensure effective compliance with the applicable requirements. These should adress all procedures described in the management system documentation and training manual; and;

(2) A schedule for the accomplishment of the different checklist items, with each item being checked at least once within any 12 m-month period. The organisation may choose to conduct one full review annually or conduct several partial reviews;

(h) Performance of organisational reviews. Each review item should be addressed using an appopriate combination of:

(1) Review of training records , training documentation;
(2) Review of internal safety reports (e.g. notified difficulties in using current procedures and training material etc.);
(3) Review of the risk register and hazard checklists, as applicable;
(4) Sample check of training courses;
(5) Witnessing of examinations, as appropriate;
(6) İnterview of the personnel involved; and
(7) Review of the feedback by students and costumers;

It is recommended that internal safety reports and occurrence reports be reviewed on a continual basis with the aim of identifying possible corrective and risk mitigation actions. ATO's providing training only for the PPL – SPL – or BPL and the associated ratings or certificates - organisational review items.

The following provide a list of typical items for an organisational review checklist, to be adapted as necessary to cover all relevant procedures described in the management system documentation and training manual:

(a) Terms of approval

Check that:

(1) No training has been performed outside the terms of approval;
(2) Changes not requiring prior approval have been properly managed;

(b) Training syllabi and course material

Check that:

(1) Training syllabi and course material are in compliance with the applicable requirements, as last amended;
(2) Training syllabi and course materials are in compliance with the documentation; and
(3) Instructor training practices are standardized.

(c) Training equipment tools

Check that all equipment and tools other than aircraft and FSTD's are present and meet the criteria defined in the training manual.

(d) Facilities

Check that all facilities meet the criteria defined in the training manual;

(e) Training aircraft and FSTD's:

Check that the training aicraft and FSTD's meet the criteria defined in the training manual;

(f) Personnel

Check that:

(1) The current accountable manager and other nominated persons are correctly identified;
(2) The organisational chart accurately indicates lines of responsibility and

accountability throughout the organization;

(3) The organisation remains in compliance with the applicable requirements, in case the number of personnel has decreased or the activity has increased

(4) The qualification of all new personnel has been appropriately assessed;

(5) Staff involved in any safety management-related processes and tasks has been properly trained;

(6) Staff has been trained, as necessary, to cover changes in the regulations, in SCAA publications, its management system documentation and in associated procedures etc.;

(g) Contracted activities (in case the organisation has contracted activities):

(1) Check that new providers have been assessed prior to the establishment of any contract;

(2) For existing providers approved for such activities: check the authorisation and approval status of the contracted organisation; and

(3) For existing providers not approved for such activitiy: check that the service provided conforms to the applicable requirements of this part.

(h) Training and communication on safety

Check that :

(1) All personnel are aware of safety management policies, processes and tasks;

(2) Safety-related documentations and publications are available; and;

(3) Safety-critical information derived from internal safety or occurrence reporting and hazard identification have been timely communicated to all staff concerned;

(i) Management documentation:

Check that:

(1) The documentation is adequate and updated;

(2) Staff are aware of the safety policy; and

(3) Staff can easily acces such documentation when needed;

(j) Record keeping

Chack that :

(1) Records cover all the training activities and management system processes; and

(2) Minimum record keeping periods (random checks) are complied with;

(k) Emergency response provisions or ERP:

(1) Emergency response information is up to date and readily available; and

(2) All staff are aware of emergency response information or the ERP, as applicable(random checks);

(l) Internal safety or occurence reporting procedures:

(1) Check the number of reports received since the last review;

(2) Check that:

(A) Internal reporting and external occurrence reporting are performed in accordance with reporting procedures;

(B) The safety of occurrence reports are analysed; and

(C) Feedback is provided to reporters.

(m) Other risk management tools or processes implemented

(1) Check that:

(A) Records of hazards and risks are assessed; in particular following analysis of safety or occurrence reports and when significant changes occur (regulations, personnel, training aircraft, training courses etc.);

(B) The risks are assessed and the risk mitigation actions followed up and recorded;

(C) Any risk that has been found acceptable is duly justified; and
(D) The assumptions made for the risk assessment remain valid;
(E) Verify the effectiveness of all risk mitigation actions initiated since the last organisational review

3.12 CONTRACTED ACTIVITIES

(a) Contracted activities include all activities within the organisation's scope of approval that are performed by another organisation either itselfs certified to carry out such activity or if not certified, working under the contracting organisation's approval. The organisation shall ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or product conforms to the applicable requirements;
(b) An organisation may deside to contract certain activities to external organisations:
(A) A written agreement should exist between the organisation and the contracted organisation claerly defining the contracted activities and the applicable requirements;
(B) The contracted safety related activities relevant to the agreement should included in the organisation's safety management and compliance monitoring programs;
(C) The organisation should ensure that the contracted organisation has the necessary authorisation or approval when required, and commands te resources and competence to undertake the task;
(D) If an organisation is not certified to carry out the activity, it will work under the contracting organisation's approval i.e. under the approval of the organisation that is certified and which is contrating out the relevant activity;

Responsibility when contracting activities:

(E) Regardless of the approval status of the contracted organisation, the contracting organisation is responsible to ensure that all contracted activites are subject to hazard identification and risk management as required by ORA.GEN.200(a)(3) and to compliance monitoring as required , ARO.GEN.200(a)(6);
(F) When the contracted organisation is itself certified to carry out the contracted activities, the organisation's compliance monitoring shall at least check that the approval effectivily covers the contracted activities and that it is still valid;
(J) If the organisation requires the contracted organisation to conduct an activity which exceeds the contracted organisation's term of approval, this will be considered as the contracted organisation working under the approval of the contracting organization.

3.12.1 Personnel requirements

(a) The organisation shall appoint an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager shall be responsible for establishing and maintaining an effective management system;
(b) A person or group of persons shall be nominated by the organisation, with the responsibility of ensuring that the organisation remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the accountable manager;
(c) The organisation shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements;
(d) The organisation shall maintain appropriate experience, qualification and training records to show compliance with paragraph (c);

(e) The organisation shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.

3.13 FACILITY REQUIREMENTS

For ATOs providing training for the CPL, MPL and ATPL and the associated ratings and certificates the following flight operations accommodation should be available:

1. An operations room with facilites to control flying operations
2. A flight planning room with the following facilities:
    i. Appropriate current maps and charts;
    ii. Current aeronautical information service (AIS) information;
    iii. Current meteorological information;
    iv. Communication to air traffic control (ATC) and the operations room;
    v. Any other flight safety related material;
3. Adequate briefing rooms/cubicles of sufficient size and number;
4. Suitable offices for the supervisory personnel and room(s) to allow flight instructors to write reports on students, complete records and other related documentation;
5. Furnished crew-room(s) for instructors and students;

For ATOs providing theoretical knowledge training, the following facilities for theoretical knowledge instruction should be available:

1. Adequate classroom accommodation for the current student population;
2. Suitable demonstration equipment to support the theoretical knowledge instruction;
3. A radiotelephony training and testing facility;
4. A reference library containing publications giving coverage of the syllabus;
5. Offices for the instructional personnel;

For ATOs providing taining for PPL, SPL or BPL and the associated ratings and certificates the following flight operations accommodation should be available:

1. A flight planning room with the following facilities:
    (A) Appropriate current aviation maps and charts;
    (B) Current AIS information;
    (C) Current meteorological information;
    (D) Communications to ATC (if applicable);
    (E) Any other flight safety related material;
2. Adequate briefing room(s) /cubicles of sufficient size and number;
3. Suitable office(s) to allow flight instructors write reports on students, complete records and other related documentation;
4. Suitable rest areas for instructors and students, where appropriate to the training task;
5. In the case of ATO's providing training, for the BPL only, the flight operations accommodation may be replaced by other facilities when operating outside aerodromes;

The following facilities for theoretical instruction should be available:

1. Adequate classroom accommodation for the current student population;
2. Suitable demonstration equipment to support the theoretical knowledge instruction;
3. Suitable office(s) for the instructional personnel;

3.14 RECORD KEEPING

The organisation shall establish a system of record keeping that allows adequate storage and reliable tracebility of all activities developed, covering particular all the elements indicated in AAR.ORA.GEN.200.

- The record keeping system should ensure that all records are accesible whenever needed within a reasonable time. The records should be organised in a way that ensures tracebility and retrievability throughout the required retention period;
- Records should be kept in paper form or in electronic format or a combination of both. Records stored on microfilm or optical disc format are also acceptable. The records should remain legible throughout the required retention period. The retention period starts when the record has been created or last amended.
- Paper systems should use robust material which can withstand normal handling and filling. Computer systems should have at least one backup system which should be updated within 24 hrs of any new entry. Computer systems should include safeguards against the ability of unauthorised personnel to alter the data.
- All computer hardware used to ensure data backup should be stored in a different location from that containing the working data and the environment that ensures they remain in good condition. When hardware or software changes take place, special care should be taken that all necessary data continues to be accesible at least through the full period specified in the relevant subpart. In the absence of such indication, all records should be kept for a minimum period of 5 year.

PART IV APPROVED TRAINING ORGANISATIONS

This part estabilshes the requirements to be met by organisations providing training for pilot licenses and associated ratings.

Scope:
The content of this part contains the requirements applicable to all ATOs providing training for pilot licenses and the associated ratings and certificates.
It is applicable to ATOs providing training for :

- PPL, SPL and BPL and the associated ratings and certificates; and
- The commercial pilot license (CPL), multi-crew pilot license (MPL) and airline transport pilot license (ATPL) and the associated ratings and certificates.

4.1 PRIOR TO APPLICATION

The following information should be considered prior to application**:**

- An ATO is considered to be a single organisation staffed, equipped and operated in a suitable environment offering flight training, synthetic flight instruction and/or theoretical knowledge instruction.
- An ATO may be approved to conduct more than one kind of approved training course. However, the SCAA will require that arrangements put in place to conduct a combination of courses are satisfactory.
- An ATO contracting activities must meet the requirements of AAR-ORA.GEN.205, AMC1 ORA.GEN.205 and GM1 ORA.GEN.205.
- Where training is conducted at multiple locations, all sites will be subject to approval and oversight.

4.2 OVERSEAS TRAINING

An application from an ATO whose principal place of business is within the borders of Azerbaijan Republic, for approval of additional sites based outside the Azerbaijan Republic must be made in accordance with AAR-ORA.ATO.105.

4.3 PREPARATION FOR INITIAL APPROVAL OR VARIATION TO AN EXISTING APPROVAL

4.3.1 TIMESCALES

In case of an application for an initial approval, or to vary an existing approval, an ATO should ensure that any documents provided are both complete and accurate. The application material should clearly demonstrate full compliance with all relevant AAR-FCL and AAR-ORA requirements. Applications for type rating training must demonstrate compliance with any training requirements identified in the OEB/OSD for aircraft type concerned. Applications are processed in order of receipt, any omissions or errors in submitted material will delay the approval process.

4.3.2 LANGUAGE

The SCAA will only approve courses prepared and delivered in the Azeri or English languages. All course material, including any documentation or records required, shall be on Azeri or English. Training Organisations shall ensure that students, for whom English is a second language, have a comprehensive understanding of spoken and written English before admitting them onto a course.

4.3.3 APPLICATION

In addition to the requirements listed in AAR-ORA.ATO.105 following items must be submitted:

- Confirmation of Legal Entity of the applicant organisation e.g. a copy of the company registration document for limited and public limited companies
- Relevant and signed application form (Appendix A)
- Application fee
- Key Post-holder Nomination forms with CVs detailing relevant experience
- SCAA checklist for Operations Manual (Appendix F)
- SCAA checklist for Training Manual (Appendix G)
- Proof of availability of aircraft, FSTD, facilities and staff for the approved courses to be conducted. Where these are not permanently available to the ATO, copies of Hire Agreements, contractual arrangements etc must be provided
- Evidence of sufficient funding comprising of
    - Current balance sheet
    - Signed statement from company accountants stating 'Going Concern' and no reason not to meet forecast in the business plan
    - 3 year business plan, with month by month breakdown of projected income and expenditure
- Copies of FSTD qualification certificates
- Theoretical Knowledge Instructor/ Subject allocation (primary and secondary subjects)
- All manuals should have an effectual means of document control and a list of effective pages (Appendix H)

It is important that ATOs provide a single email address to be used for all communication between the SCAA and the organisation.

4.3.4 ADDITIONAL ITEMS IN SUPPORT OF THE APPLICATION

The following information is to be included either on the relevant application form or in the Operations or Training Manual as appropriate and directed by the manual checklists. Where it is not contained on the application form however, these items should be submitted with the items previously listed:

- A detailed management structure. AAR-ORA.GEN.200
- Personnel requirements. AAR- ORA.ATO.110 and AAR- ORA.ATO.210

4.3.5 PERSONNEL REQUIREMENTS (AAR.ORA.ATO110 AND AAR.ATO.210)

(a) A Head of Training (HT) shall be nominated.
(b) The HT's responsibilities shall include:
(1) Ensuring that the training provided is in compliance with AAR.FCL.
(2) Ensuring the satisfactory integration of flight training in an aircraft or a flight simulation training device (FSTD) and theoretical knowledge instruction; and
(3) Supervising the progress of individual students

The nominated HT shall have the overall responsibility to ensure that the training is in compliance with the appropriate requirements. In an ATO providing courses for different aircraft categories, the HT shall be assisted by one or more nominated deputy HT(s) for certain flight training courses. The HT shall have an extensive experience as an instructor in the areas relevant for the training provided by the ATO and shall posses managerial capability.

(c) Theoretical knowledge instructors:
Theoretical knowledge instructors shall have:

(A) Practical background in aviation in the areas relevant for the training provided and have undergone a course of training in instructional techniques; or
(B) Previous experience in giving theoretical knowledge instruction and an appropriate theoretical backgroud in the subject on which they will provide theoretical knowledge instruction.

Before appointment, they should prove their competency by giving a test lecture based on material they have developed for the subject they are to teach.

(d) Flight and flight simulation instructors: Shall hold the qualification required in AAR-FCL-Subpart J for the type of training they provide Record Keeping:
The following records shall be kept throughout the course and for a period of 3 years after the completion of the training:
(A) Details of ground, flight, and simulated flight training given to individual students;
(B) Detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations; and
(C) Information on the licenses and associated ratings and certificates of the students, including the expiry dates of medical certificates and ratings;

Regarding ATOs providing training only for PPL-SPL or BPL and the associated ratings and certificates; the details of groud, flight and flight instruction by using FSTD given to a specific individual student and the detailed progress reports from instructors shall be kept also in a student's progress card. This progress card shall contain all the exercisis of the training syllabus.
The instructor shall sign this card if a certain exercise has been completed or a specific assessment has been conducted.

4.3.6 TRAINING MANUAL AND OPERATIONAL MANUAL

The ATO shall establish and maintain a training manual and operations manual containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements.
The operation manual shall establish flight time limitation schemes for flight instructors, including maximum flight duty hrs and minimum rest time between instructional duties in accordance with AAR-ORO.

4.3.7 TRAINING PROGRAM

(a) A training program shall be developed for each type of course offered;
(b) The training program shall comply with the requirements of Annex I to AAR- FCL;
(c) Flight training in an FSTD and theoretical knowledge instruction should be phased in such a manner as to ensure that students are able to apply to flight exercises the knowledge gained on the ground. Arrangements should be made so that problems encountered during instruction can be resolved during subsequent training.

4.3.8 TYPE RATING COURSES – AEROPLANES

(1)When developing the training program for a type rating course, in addition to complying with the standards included in the OSD for the applicable type, the ATO should also follow any further recommendations contained therein.
(2)The type rating course should, as far as possible, provide for a continual process of ground, FSTD and flight training to enable the student to assimilate the knowledge and skills required to operate a specific aircraft type safely and efficiently. The student's ability to do this shall be determined by the demonstration of a satisfactory level of theoretical knowledge of the aircraft determined by progressive checking of knowledge and examination, progressive assessment by the ATO during flight training and the successful completion of a practical skill test by an examiner.
(3)The type rating course should normaly be conducted as a single, fulltime course of study and training. However, in the situation where the course is intended to enable a pilot to fly a further aicraft type while continuing to fly a current type, such as to enable mixed fleet flying with the same operator, some elements of the theoretical knowledge course conducted by self-study may be undertaken while the student continues to fly the current type.

Variants:

(4) Familiarisation training:
Where an aeroplane type rating also includes variants of the same aircraft type requiring familiarisation training, the additional familiarisation training may be included in the theoretical knowledge training of the initial type rating course. Flight training should be conducted on a single variant within the type.
(5) Difference training:
Where an aeroplane type rating also includes variants of the same aircraft for which difference training is required, the initial training course should be directed towards a single variant. Additional training to operate other variants within the same type rating should be completed after successful completion of the initial type rating course. However, elements of this difference training may be undertaken at appropriate stages of the initial course, with the agreement of SCAA.

Program of Theoretical Knowledge and Flight Training:

(6) The training program should specify the time alocated to the theoretical knowledge training, FSTD training and, if not approved for ZFTT training, the aeroplane. The initial type rating course should be programmed on the basis that the student has the minimum licensing and experience requirements for the entry of the course. For a first type rating on a multi-pilot aeroplane (MPA), the course should also provide for consolidation and type-specific training in those elements of basic MCC training relevant to the type or variant;

(7) If the ATO wishes to provide a training course that includes credit for previous experience on similar types of aircraft, such as those with common systems or operating procedures with a new type, the entry requirements to such course shall be specified by the ATO and should define the minimum level of experience and qualification required of the flight crew member;

(8) The ATO is permitted to contract elements of the training to a third party training provider. In such cases the contracted organization shall normally be approved to conduct such training.
When the contracted organisation is not an ATO the SCAA will, within the approval process of the ATO, include the contracted organization and be satisfied that the standard of training intended to be given meets the requirements. The other obligations of the ATO, such as student progress monitoring and an adequate management system shall be exercised by the ATO seeking approval and which retains responsibility for the whole course.

Ground training

(9)The ground training syllabus shall provide for the student to gain a thorough understandig of the operation, function and, if appropriate, abnormal and emergency operations of the aircraft, such as “fly-by-wire” flight control systems, even if the flight crew have little or no control of their normal or abnormal operation.
(10)The theoretical knowledge instruction training shall meet the general objectives of (but not limited to) giving the student:

- A thorough knowledge of the aircraft structure, powerplant and systems, and their associated limitations, including mass and balance, aircraft performance and flight planning considerations;
- A knowledge of the positioning and operation of the cockpit controls and indicators for the aircraft and its systems;
- An understanding of system malfunctions, their effect on aircraft operations and interaction with other systems;
- An understanding of normal, abnormal and emergency procedures

Facilities and training aids

The ATO shall provide adquate facilities for classroom instruction and have available appropriately qualified and experienced instructors. Training aids should enable students to gain practical experience of the operation of systems covered by the theoretical knowledge syllabus and, in the case of multi-pilot aeroplanes, enable such practical application of the knowledge to be carried out in a multi-crew environment. Facilities should be made available for student self-study outside the formal training program.

4.3.8 COMPUTER BASED TRAINING (CBT)

CBT provides a valuable source of theoretical knowledge instruction, enabling the students to progress at their own pace within specified time limits. Many such systems ensure that syllabus subjects are fully covered and progress can be denied until satisfactory assimilation of knowledge has been demonstrated. Such systems may allow self-study or distance learning, if they incorporate adequate knowledge testing procedures. When CBT is used the student should also have access to a suitable qualified instructor able to assist with areas of difficulties for the student.

Elements of the theoretical knowledge syllabus may be adequately adressed by distance learning, if approved, or self-study, particulary when utilising CBT. Progress testing, either by self-assessed or instructor-evaluated means shall be included in any self-study program. If self-study or distance learning is included in the theoretical knowledge training, the course should also provide for an adequate period of supervised consolidation and knowledge testing.

The theoretical knowledge training program should provide for progressive testing of the assimilation of the required knowledge. This testing process should also provide for retesting of syllabus irems so that a throughout understanding of the required knowledge is assured. This should be achieved by intervention by a qualified instructor or, if using CBT with a self-testing facility, and by further testing during the supervised consolidation phase of the groud course.

The final theoretical knowledge examination should cover all areas of the theoretical knowledge syllabus. The final examination should be conducted as a supervised written (including computer based) knowledge test without reference to course material. The pass mark of 75% assumes the achievement of satisfactory level of knowledge during the progressive phase tests of the course. the student should be advised of any areas of lack of knowledge displayed during the examination and, if necessary, given remedial instruction. A succesfull pass of the theoretical knowledge course and the final examination should be a pre-requisite for progression to the flight training phase of the type rating course, unless otherwise determined in the OSD.

4.3.9 FLIGHT TRAINING

A type rating course for a multi-pilot aeroplane should include FSTD training. The amount of training required when using FSTDs will depend on the complexity of the aeroplane concerned, and to some extent on the previously experience of the pilot. Except for those courses giving credit for previous experience, a minimum of 32 hrs of FSTD training shall be programmed for a crew of a multi-pilot aeroplane, of which al least 16 hrs should be in an FFS as operating as a crew. FFS time may be reduced if other qualified FSTD's used during the flight training program accurately replicate the cockpit environment, operation and aeroplane response. Such FSTD may typically include flight management computer (FMC) training devices using hardware and computer programs identical to those of the aeroplane.

4.3.10 AEROPLANE TRAINING WITH FFS

With the exception of courses apporoved for ZFTT, certain training exercises normally involving take-off and landing in various configurations should be completed in the aeroplane rather than in an FFS.

Unless otherwise specified in the OSD this take-off and landing training shall include:

(a) At least four landings in the case of MPAs (or single pilot high performance complex aeroplanes) where the student pilot has more than 500 hrs of MPA experience in aeroplanes of similar size and performance or, in all other cases, at least six landings;
(b) At least one full-stop landing; and
(c) One go-around with all engines operating

This aeroplane training may be completed after the student pilot has completed the FSTD training and has successfully undertaken the type rating skill test, provided it does not exceed 2 hours of the flight training course.

Courses approved for ZFTT

During the specific simulator session before line flying under supervision (LIFUS) consideration should be given to varying conditions, for example:

(a) Runway surface conditions;
(b) Runway length;
(c) Flap setting;
(d) Power setting;
(e) Crosswind and turbulence conditions; and
(f) Maximum take-off mass and maximum landing mass

At least one landing should be conducted as full-stop landing. The session should be flown in normal operation. Special attention should be given to the taxiing technique.

A training methodolgy should be agreed with SCAA that ensures the trainee is fully competent with the exterior inspection of the aeroplane before conducting such an inspection un-supervised.

The LIFUS should be performed as soon as possible after the specific FFS session.

The license endorsement should be entered on the license after the skill test, but before the first four take-offs and landings in the aeroplane. At the discretion of SCAA, provisonal or temporary endorsement and any ristriction should be entered on the license.

Where a special arrangement exists between the ATO and the commercial air transport operator, the OPC and the ZFTT specific details should be conducted using the operator's standard operating procedures (SOPs).

All training exercises should be designed to remain within the training envelope as determined by the ATO.

4.3.11 AEROPLANE WITHOUT FFS

Flight training solely in an aeroplane without the use of FSTDs cannot cover the CRM and MCC aspects of MPA flight training, and for safety reasons cannot cover all emergency and abnormal aircraft operation required for the training and skill test. İn such cases, the ATO should demonstrate to the SCAA that adequate training in these aspects can be achieved by other means. For training conducted solely on an MPA where two pilots are trained together without the use of an FSTD, a minimum of 8 hrs of flight training as pilot flying (PF) for each pilot should be required. For training on a single pilot aeroplane, 10 hrs of flight training should be required.

Aeroplane training normally involves an inherent delay in achieving an acceptable flight situation and configuration for training to be carried out in accordance with the agreed syllabus. These could include ATC or other traffic delay on the ground prior to take-off, the necessity to climb to height or transit to suitable training areas and the unavoidable need to physically reposition the aircraft for subsequent or repeat manoeuvres or instrument approaches. İn such cases it should be ensured that the training syllabus provides adequate flexibility to enable the minimum amount of required flight training to be carried out.

4.3.12 UPSET PREVENTION AND RECOVERYTRAINING (UPRT)

(a) General
The objective of the UPRT is to ensure that pilots are competent to prevent or recover from a developing or developed aeroplane upset. Prevention training prepares pilots to avoid upsets whereas recovery training prepares pilots to prevent an accident once an upset condition has developed.

(b) Human Factors
Threat and error management (TEM) and crew resource management (CRM) principles should be integrated into UPRT. In particular, the surprise and startle effect as well as the importance of resilience development should be emphasised.
Training should also emphasise that an actual upset condition may expose to significant physiological and psychological challenges, such as visual illusions, spatial disorientation and unusual G-forces, with the object of developing strategies to deal with such challenges.

(c) Development of training scenarios
During the development of training scenarios, the ATO shall ensure that all of the following is avoided:
(A) Negative training and negative transfer of training; and
(B) Training utilising predictive scenarios

(d) Additional guidance

Specific guidance to the UPRT elements and exercises is available in:

(A) The latest revision of ICAO doc 10011 “Manual on Aeroplane Upset Prevention and Recovery Training”

(B) Revision 3 of the Aeroplane Upset Prevention and Recovery Training Aid (AUPRTA); and

(C) The flight safety foundation publication “A Practical Guide for Improving Flight Path Monitoring”

(e) Training platform

(1) When designing a training course, ATOs shall select aeroplanes that are suitable for all the required training exercises. Where certain exercises require particular capabilities, than the ATO may consider to use different aeroplanes for different exercises

(2) For basic UPRT training conducted during the CPL or ATP courses, it is not anticipated that aerobatic category aeroplanes will be required or that the aircraft need to be certificated for intentional spins. Aeroplanes with a maximum bank angle limitation may not be suitable for exercises such as steep turns or recovery from spiral dive

(3) For the advanced UPRT course (AAR-FCL.745) the use of aeroplanes certificated in the aerobatic category will provide the greatest safety margin. Aeroplanes certificated in the normal or utility category may also be suitable provided the exercises used during the training take into account the capabilities of the aeroplane and are planned to remain within the training envelope for the aeroplane, as determined by the ATO

(see point f)

(f) Training envelope

The training envelope is the envelope within which all training exercises will be carried out. It shall be specified by the ATO in terms of the range of atitudes, speed and g-loads that can be used for training, taking into account:

(1) The training environment;
(2) The capabilities of the indtructors; and
(3) In the case of training in FSTDs , the limitations of the FSTD: and
(4) In the case of training in aeroplanes, the capabilities and certification of the aircraft, while considering a margin of safety in order to ensure that unintentional deviations from the training envelope will not exceed aircraft limitations. Different training envelopes may be specified for different aeroplane types even within a single training course.

(g) Additional UPRT training as per point AAR.FCL.725 A (c) should include the following elements and respective components of upset prevention training:

Elements and components	**TK Instruction**	**FSTD/Aeroplane training**
A. Aerodynamics		
1. General aerodynamic characterisitics	X	
2.Aeroplane certification and limitations	X	
3.Aerodynamics (high and low altitudes)	X	X
4.Aeroplane performance	X	X
5.AoA and stall awareness	X	X
6.Stick shaker or other stall-warning device activition	X	X
7.Stick pusher (as applicable)	X	X
8.Mach effects (if applicable to the aeroplane type)	X	X
9.Aeroplane stability	X	X
10.Control surface fundamentals	X	X
11.Use of trims	X	X
12.İcing and contamination	X	X
13.Propeller slipstream (as applicable	X	X
B. Causes of and contributing factors to upset		
1.Environmental	X	
2.Pilot-induced	X	
3.Mechanical (aeroplane systems)	X	
C. Safety review of accidents and incidentsrelating to aeroplane upset		
1.Safety review of accidents and incidents to aeroplane upset	X	
D. G-load awareness and management		
1.Positive/negative/increasing/decreasing G-loads	X	X
2.Lateral G-awareness (sideslip)	X	X
3.G-load management	X	X
E. Energy management		
1.Kinitec energy vs potential energy of trust-drag ratio on the total energy	X	X

F. Flight path management		
1.Relationship between pitch, power and performance	X	X
2.Performance and effects of differing power plants (if applicable)	X	X
3.Manual and automation inputs for guidance and control	X	X
4.Type specific characteristics	X	X
5.Management of go-arounds from various stages during the approach	X	X
6.Automation management	X	X
7.Proper use of ruder	X	X
G. Recognition		
1.Type specific examples of psychological, visual and instrument clues during developing and developed upsets	X	X
2.Pitch/power/roll.yaw	X	X
3.Effective scanning (effective monitoring)	X	X
4.Type-specific stall protection systems and cues	X	X
5.Criteria for identifying stalls and upsets	X	X
H. System malfunctions (including immediate handling and subsequent operational considerations, as applicable)		
1.Flight control defects	X	X
2.Engine failure (partial or full)	X	X
3.Instrument failures	X	X
4.Loss of reliable airspeed	X	X
5.Automation failures	X	X
6.Fly-by-wire (FBW) protection degradations	X	X
7.Stall protection system failures including icing alerting systems	X	X
Flight path management (manual or automatic, as appropriate) during unreliable airspeed indication and other failures at high altitude in aeroplanes with a maximum cruising altitude above FL300. The following training elements should be integrated into type rating training course for aeroplanes with a maximum cruising altitude above FL300 :		
Basic flight physics principles concerning flight at high altitude, with a particular emphasis on the relative proximity of the critical Mach number and the stall, pitch behaviour and an understanding of the reduced stall angle of attack when compared with low altitude flight	X	X
Interaction of the automation (autopilot, flight director, autothrottle/ auto-trust) and the consequences of failures inducing disconnection of the automation	X	X
Consequences of an unreliable airspeed and other failures indication at high altitude and the need for the flight crew to promptly identify the failure and react with appropriate	X	X

(minimal) control inputs to keep the aircraft in a safe envelope		
Degradation of FBW flight control laws/modes and its consequence on aircraft stability and flight envelope protections, including stall warnings	X	X
Practical training, using appropriate simulators, on manual handling at hihg altitude in normal and in non-normal flight control laws/modes, with particular emphasis on pre-stall buffet, the reduced stall angle of attack when compared with low altitude flight, and the effect of pitch inputs on the aircraft trajectory and energy state	X	X
The requirement to promptly and accurately apply the stall recovery procedures, as provided by the aircraft manufacturer, at the first indication of an impending stall. Differences high-altitude and low altitude stalls must be addressed	X	X
Procedures for taking over and transfering manual control of the aircraft, (Especially for FBW aeroplanes with independent side-sticks)	X	X
Task sharing and crew coordination in high workload/stress conditions with appropriate call-out and acknowledgement to confirm changes to the aircraft flight control law/mode	X	X

4.3.13 SKILL TEST

Upon completion of the flight training, the pilot will be required to undergo a skill test with an examiner to demonstrate adequate competency of an aircraft operation for issue of the type rating.
The skill test should be separate from the flight training syllabus, and provision for it cannot be included in the minimum requirements or training hrs of the agreed flight training program.
The skill test may be conducted in an FFS, the aeroplane or in exceptional circumstances , a combination.

4.3.14 COURSE COMPLETION CERTIFICATE

The HT, or nominated respresentative, should certify that all training has been carried out before an applicant undertakes a skill test for the type rating to be included in the license.

If an ATO is unable to provide certain elements of the training that is required to be carried out on an aircraft the ATO may issue such a certificate confirming the completion of the ground training or the training in an FSTD.

4.3.15 TYPE RATING COURSES HELICOPTERS

When developing the training program for a type rating course, in addition to complying with the standards included in the OSD, the ATO shall also follow any further recommendations contained therein.

The course should, as far as possible, provide for integrated ground, FSTD and flight training designated to enable the student to operate safely and qualify for the grant of a type rating. The course should be directed towards a helicopter type, but where variants exist, all flying and ground training forming the basis of the course should relate to a single variant.

Variants

Where a helicopter type rating also includes variants of the same aircraft type requiring familiarization training, the additional familiarization training may be included in the theoretical knowledge training of the initial type rating course.

Where a helicopter type rating also includes variants of the same aircraft type for which a difference training is required, the initial training course should be directed towards a single variant. Additional training to operate other variants within the same type rating should be completed after successful completion of the initial type rating course, although elements of the differences training may be undertaken at appropriate stages of the initial course, with the agreement of SCAA.

4.3.16 TRAINING HELICOPTERS AND FSTD'S

The training program shall specify the amount of flight training in the helicopter and in FSTD's (FFS's, FTD's or OTD's). Where a suitable FFS is geographically remote from the normal training base, SCAA may agree to some additional training being included in the program at a remote facility.

Skill test

The content of the flight training program shall be directed towards the skill test for that type. The practical training given in AAR-FCL should be modified as necessary.

The skill test may be completed in a helicopter, in an FFS or partially in a helicopter and a FSTD. The used FSTD for skill test is governed by the level of approval of the flight simulator and the previous experience of the candidate. Where the FSTD is not available, abnormal operations of systems should **not** be practised in a helicopter other than as allowed for in the skill test form for the type.

Phase progress tests and final theoretical knowledge examination

Prior to the final theoretical knowledge examination covering the whole syllabus, the training program should provide for phase progress test associated with each phase of theoretical knowledge instruction. The phase progress test should assess the candidate's knowledge on completion of each phase of the training program.

Facilities

The ATO should provide, as a minimum, facilities for classroom instruction. Additional classroom training aids and equipment including, where appropriate, computers, should reflect the content of the course and the complexity of the helicopter. For multi-engine and multi-pilot helicopters,

the minimum level of ground training aids shall include equipment that provides a realistic cockpit working environment. Task analysis and the latest state-of-the-art training technology is encouraged and should be fully incorporated into the training facilities.
Facilities for self and supervised testing should be available for the student.

Training devices

An FTD or OTD may be provided to supplement classroom training in order to enable students to practice and consolidate theoretical instruction. Where suitable equipment is not available or is not appropriate, a helicopter or flight simulator of the relevant variant should be available.
If an FTD represents a different variant of the same helicopter type for which the student is being trained, then differences or familiarisation training is required.

Computer Based Training (CBT)

Where CBT aids are used as a training tool, the ATO should ensure that a fully qualified ground instructor is available at all times when such equipment is being used by the course students. Other than for revision periods, CBT lessons should be briefed and debriefed by a qualified ground instructor.

Theoritical knowledge instruction

The theoretical knowledge instruction training shall meet the general objectives of giving the student:

(a) A thourough knowledge of the helicopter structure, transmission, rotors and equipment, powerplant and systems, and their associated limitations;
(b) A knowledge of the positioning and operation of the cockpit controls and indicators for the helicopter and its systems;
(c) A knowledge of performance, flight planning and monitoring, mass and balance, servicing and optional equipment items;
(d) An understanding of system malfunctions, their effect on helicopter operations and interaction with other systems, and
(e) The understanding of normal, abnormal and emergency procedures and giving the student the understanding of potential control problems near to the edge of the handling envelope. İn particular, the phenomenon of “servo transparency” (“jack stall”) should be covered for those helicopter types where it is a known problem.

The amount of time and the contents of the theoretical instruction will depend on the complexity of the helicopter type involved and, to some extent, on the previous experience of the student.

Flight Training

(1) FSTD’s
The level of qualification and complexity of the type will determine the amount of practical training that may be accomplished in an FSTD, including the completion of the skill test. Prior to undertake the skill test, a student demonstrate competency in the skill test items during the practical training.
(2) Helicopter (with FSTD)
With the exemption of a course approved for ZFTT, the amount of flight time in a helicopter shall be adequate for completion of the skill test;
(3) Helicopter (without FSTD)
Whenever a helicopter is used for training, the amount of flight time practical training should be adequate for the completion of the skill test. The amount of flight training will

depend on the complexity of the helicopter type involved and, to some extent, on the previous experience of the applicant.

4.3.17 TRAINING AIRCRAFT AND FSTDS

(a) The number of training aircraft may be effected by the availability of FSTDs;
(b) Each training aircraft shall be:

- Equipped as required in the training specifications concerning the course in which it is used;
- Exept in the case of balloons or single-seat aircraft, fitted with primary flight controls that are instantly accessible by both the student and the instructor (for example dual flight controls or a centre control stick). Swing-over controls should not be used.

(c) The fleet should include, as appropriate to the course training:

- Aircraft suitably equipped to simulate instrument meteorological conditions (IMC) and for the instrument flight training required. For flight training and testing for the instrument rating and the en-route instrument rating (EIR), an adequate number of IFR certificated aircraft should be available;
- In case of aeroplanes and sailplanes, aircraft suitable for demonstrating stalling and spin avoidance;
- For the flight instructor training (FI) training course on aeroplanes and sailplanes, aircraft suitable for spin recovery at the developed stage;
- In the case of helicopters, helicopters suitable for autorotation demonstration;
- Each FSTD shall be equiped as required in the training specifications concerning the course in which it is used.

4.3.18 EVALUATION PROCESS

Two cases for the evaluation process of Annex-I aircraft are distinguished :

(a) Annex-I aircraft that hold an ICAO-level certificate of airworthiness (CoA);

(1) To support the evaluation process performed by SCAA and provide SCAA with sufficient data related to the aircraft in question, an instructor who is qualified in accordance with AAR-FCL and nominated by the head of training should assess that the aircraft is appropriately equipped and suitable for the training course provided. The result of the assessment should be submitted to SCAA and may included already in the application for the authorization;
(2) During the evaluation process, the SCAA should consider aircraft that hold a CoA issued in accordance with ICAO Annex-8 to provide a level of safety, unless the SCAA dertermines that the airworthiness requirements used for the certification of the aircraft, or the service experience, or the safety system of the State of design, do not provide for a level of safety.

(b) Annex-I aircraft that do not hold an ICAO-level CoA;

Before inclusion of these aircraft in the fleet of an ATO and their use in training to obtain AAR-FCL licenses and ratings, the ATO should apply for the authorisation to SCAA that should perform the evaluation process in the following order:

(1) Initial assessment by the SCAA and creteria taken into consideration. SCAA should taken into account the following criteria (non exhaustive list):
(i) National airworthiness requirements based on which the aircraft

CoA was issued;

(ii) Aircraft similarities to a certified variant;

(iii) Aircraft with a satisfactory in-service experience as training aircraft;

(iv) Simple and conventional aircraft design;

(v) Aircraft that does not have hazardous design features or details, judging by experience, and

(vi) Operable aircraft systems, equipment, and appliances that do not require exeptional skills or strength;

(2) Additional assessment by a qualified instructor to support the evaluation process performed by SCAA and provide SCAA with sufficient data related to the aircraft in question, after the initial assessment by SCAA as above, an instructor who is qualified in accordance with AAR-FCL and nominated by the HT should show through an evaluation report that the aircraft is appropriately equipped and suitable for the training course provided. The evaluation report should consider all of the following criteria:

(i) The aircraft should be safely controllable and maneuverable under all anticipated operating conditions, including after failure of one or more propulsion systems;

(ii) The aircraft should allow for a smooth transition from one flight phase to another without requiring exeptional piloting skills, alertness, strength or workload under any probable operating conditions;

(iii) The aircraft should have sufficient stability to ensure that the demands made on the pilot are not excessive, considering the phase and duration of flight; and

(iv) The assessment should take into account control forces, flight deck environment, pilot workload and other human factors (HF) considerations, depending on the phase and during the flight.

Subject to a positive evaluation report SCAA should issue the authorisation.

4.3.19 AERODROME AND OPERATING SITES

(a) Except in the case of balloons, the base aerodrome or operating site and any alternative base aerodromes at which flight training is being conducted should have at least the following facilities:

(1) At least one runway or final approach and take-off area (FATO) that allows training aircraft to make a normal Take-off or landing within the performance limits of all the aircraft used for the training flights;

(2) A wind direction indicator that is visible at ground level from the ends of each runway or at the appropriate holding points;

(3) Adequate runway electrical lightning if used for night training;

(4) An air traffic service, except for uncontrolled aerodromes or operating sites where the training requirements may be satisfied safely by another acceptable means of air-to-ground communication.

(b) In addition to above, for helicopters training sites should be available for:

(1) Confined area operation training;

(2) Simulated engine of autorotation; and

(3) Sloping ground operation.

In the case of balloons, the take-off sites used by the ATO should allow a normal take-off and clearing of all obstacles in the take-off path by at least 50 ft.

4.3.20 PRE-REQUISITES FOR TRAINING

ATO's providing training should establish entrance requirements for students in their procedures.The entrance requirements should ensure that the students have enough knowledge, particularly of physics and mathematics, to be able to follow the courses.

4.3.21 ADDITIONAL REQUIREMENTS FOR ATO'S PROVIDING TRAINING FOR CPL-MPL-AND ATPL AND THE ASSOCIATED RATINGS AND CERTIFICATES

Personal Requirements

(a) The management shall ensure supervision of all grades of personnel by persons having experience and qualities necessary to ensure the maintenance of high standards. Details of the management structure, indicating individual responsibilities, shall be included in the ATO's operational manual;

(b)The ATO shall demonstrate to the SCAA that an adequate number of qualified competent staff is employed;

(c) In the case of an ATO offering integrated courses, the head of training (HT), the chief flying instructor (CFI) and the chief theoretical knowledge instructor (CTKI) should be employed full-time or part-time, depending on the scope of the training offered;

(d)In the case of an ATO offering one of the following:

(1) Modular courses;

(2) Type rating courses;

(3) Theoretical knowledge instruction.

The position of HT-CFI-and CTKI may be combined and filled by one or two persons with extensive experience in the training conducted by the training organization, full-time or part-time, depending upon the scope of training offered.

(e) In the case that an ATO provides flight training only, no CTKI function is required in the ATO. In the case of an ATO that provides theoretical-knowledge instruction only, no CFI function is required in the ATO.

(f) The ratio of all students to all flight instructors, excluding the HT, should not exceed 6:1;

(g) Classes in ground subjects that requires maximal supervision or intensive practical work should not include more than 28 students;

Theoretical Knowledge Instructors:

(h) The theoretical knowledge instruction for type or class ratings shall be conducted by instructors holding the appropriate type or class rating, or having appropriate experience in aviation and knowledge of the aircraft concerned;

(i) For this purpose, a flight engineer, a maintenance engineer or a flight operations officer should be considered as having appropriate experience in aviation and knowledge of the aircraft concerned;

Qualification of Head of Training and Chief Flight Instructor:

(a) Head of training

The nominated HT should hold or have held in the 3 years prior to first appointment as HT, a professional pilot license and associated ratings or certificates in accordance with AAR-FCL, related to the flight training courses provided;

(b) Chief flight instructor:

(1) The CFI may delegate standardisation and supervision to the flight instructors. In all cases it is the CFI who is ultimately responsible for ensuring quality and standards;

(2) The CFI shall have completed 1000 hrs of flight time as pilot-in-command (PIC). At least 500 of those hrs should be on flying

instructional duties related to the flying courses provided, of which 200 hrs may be instrument ground time.

4.3.22 TRAINING MANUAL AND OPERATIONS MANUAL

(a) The training manual shall state the standards, objectives and training goals for each phase of the training that the students are required to comply with and shall address the following subjects:

(A) Training plan;
(B) Briefing and air exercises
(C) Fllight training in an FSTD, if applicable
(D) Theoretical knowledge instruction.

(b) The operational manual shall provide relevant information to particular groups of personnel, as flight instructors, theoretical knowledge instructors, operations and maintenance personnel, and shall include general, technical, route and staff training information.

4.3.23 TRAINING MANUAL

Training manuals for the use at an ATO to conduct integrated or modular flight training course should include the following:

(a) The training plan:
(1) The aim of the course (ATP, CPL/IR, CPL , CPL etc)
(i) A statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints to be observed;
(2) Pre-entry requirements:
(i) minimum age, educational requirements (including language), medical requirements;
(ii) any individual SCAA requirements;
(3) Credits for previous experience
(i) To be obtained from the SCAA before training begins;
(4) Training syllabi
(i) As applicable, the flying syllabus (single engine or multi-engine, as applicable), the flight simulation training syllabus and the theoretical knowledge training syllabus;
(5) The time scale and scale, in weeks, for each syllabus:
(i) Arrangements of the course and the integration of syllabi time;
(6) Training program
(i) the general arrangement of daily and weekly programs for flying, theoretical knowledge training and training in FSTD's, if applicable;
(ii) bad weather constraint;
(iii) program constraints in terms of maximum student training times (flying, theoretical knowledge, on FSTD's) for example per day, week or month;
(iv)restrictions in respect of duty periods for students;
(v)duration of dual and solo flights at various stages;
(vi)maximum flight hours in any day or night;
(vii)maximum number of training flights in any day or night;
(viii)minimum rest period between duty periods;
(7) Training records:
(i) rules for security of records and documents;
(ii) attendance records;

(iii)the form of training records to be kept;
(iv)persons responsible for checking records and student's logbooks;
(v)the nature and frequency of record checks;
(vi)standardization of entries in training records;
(vii)rules concerning log book entries.

(8) Safety training:
(i) individual responsibilities
(ii)essential exercises
(iii) emergency drills (frequency)
(iv)dual checks (frequency at various stages)
(v)requirement before first solo day, night or navigation etc., if applicable

(9) Assessments, tests and examination:
(i) flying;
-progress checks
-skill tests
(ii) theoretical knowledge;
-progress tests
-theoretical knowledge examinations
-area 100 KSA assessment
(iii) authorisation for test;
(iv) rules concerning refresher training before test;
(v) test and assessment reports and records;
(vi) procdedure for examination paper preparation, type of question and assessment, standard required for "pass";
(vii)procedure for question analysis and review and for raising replacement papers;
(viii)examination resit procedure

(10) Training effectiveness:
(i) individual responsibility
(ii) general assessment
(iii) liaison between departments
(iv)identification of unsatisfactory progress (individual students.)
(v)actions to correct unsatisfactory progress
(vi)procedure for changing instructors
(vii)maximum number of instructor change per student
(viii)internal feedback system for detecting training deficiencies
(ix)procedure for suspending a student from training
(x)discipline
(xi)reporting and documentation

(11) Standards and level of performance at various stages:
(i) individual responsibilities;
(ii) standardisation;
(iii) application of test criteria;

(b) Briefing and air exercises:

1	Air exercise	a detailed statement of the content specification of all exercises to be taught, arranged in the sequence to be flown with main and subtitles
2	Air exercise reference list	An abbreviated list of above exercises giving only main and subtitles for quick reference, and preferably in flip-card to facilitate daily use by instructors

3	Course structure phase of training	a statement of how the course will be divided into phases, indication of how the above exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency. Also, the syllabus hrs four each phase and for groups of exercises within each phase should be stated and when progress tests are to be conducted, etc.
4	Course structure: integration of syllabi	the manner in which theoretical knowledge and flight training in an aircraft or an FSTD will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and flight training.
5	Student progress	the requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he/she must achieve before progressing from one phase of exercise training to the next. Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises, for example night flying.
6	Instructional methods	the ATO require, particularly in respect of pre-and post flying briefing, adherence to syllabi and training specifications, authorization of solo flights etc.
7	Progress tests	the instructions given to examining staff in respect of the conduct and documentation of all progress tests
8	Glossary of terms	definition of significant terms as necessary
9	Appendices	- progress test report forms - skill test report forms - ATO certificates of experience, competence etc. as required

(c) Flight training in an FSTD, if applicable : structure generally as for (b)

(d) Theoretical knowledge instruction:

1	Structure of the theoretical knowledge course	a statement of the structure of the course, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an example of a course schedule. Distance learning course should include instruction of the material to be studied for individual elements of the course.
2	Lessons plan	a description of each lesson or group of lessons including teaching materials, training aids, progress test organisation and inter-connection of topics with other subjects

3	Teaching materials	specification of the training aids to be used (for example study materials, course manual references, exercises, self- study materials, demonstration equipment)
4	Student progress	the requirement for student progress, including a brief but specific statement of the standard that must be achieved and the mechanism for achieving this, before application for theoretical knowledge examinations
5	Progress testing	the organisation of progress testing in each subject, including topics covered, evaluation methods and documentation.
6	Review procedure	the procedure to be followed if the standard required at stage of the course is not achieved, including an agreed action plan with remedial training if required
7	Appendices	- examples of Area 100 KSA summative assessments - area 100 KSA mental maths test example

4.3.23 THEORETICAL KNOWLEDGE COURSE DESIGN REQUIREMENTS

An ATO that delivers theoretical knowledge instruction for professional pilot licenses should ensure that:

(a) The courses are designed and developed using the instructional system design (ISD) methodology, which is supported by a robust and effective management system;
(b) The courses include a standardised and dynamic assessment and testing system;
(c) Instructors that deliver KSA instruction have recieved appropriate training covering at least learning styles, teaching methods, facilitation techniques, threat and error management (TEM), the applicable competencies, and the content of the subject(s) and exercisis that they are to deliver;
(d) The recurrent training of instructors is conducted at least annually;
(e) The instructors that are responsible for assessing Area 100 KSA have recieved appropriate training regarding the assessment(s) that they are conduct, and are to be standardised to ensure that the assessment grades awarded are consistent across the ATO; this standardisation should include at least familiarisation with the performance indicators, the ATO's word pictures for grading, and the ATO's debriefing system; and
(f) Recurrent standardisation training is conducted at least annually to ensure continued inter-rater reliability.

AREA KSA 100 02 and 100 03 Learning Objectives, Assessments and Records

(a) An ATO that delivers theoretical knowledge instruction for professional pilot licenses should ensure that for learning objectives (LOs) in topics 100 02 and 100 03 of Area 100 KSA there are at least two summative assessments and at least one formative assessment. The summative assessments are to be documented in the student's training records. Both the summative and the formative assessment(s) should be debriefed.
(b) The formative assessment(s) should:

(1) Be designed such as the student has the opportunity to ask questions and develop competencies in most of the LO's in 100 02 and 100 03 at Area 100 KSA
(2) Be conducted during the training; the ATO may in addition conduct a formative evaluation (continuous assessment) over a specified phase of the course, and
(3) Be conducted by an instructor that is trained to deliver the formative assessment.

(c) The summative assessment should:

(1) Be designed so that they collectively give the student the opportunity to demonstrate competency in all LO's in 100 02 and 100 03 of Area 100 KSA; each individual summative assessment may address some of the LO's in 100 02 and 100 03 of Area 100 KSA;

(2) Be satisfactorily completed before the student is recommended by the ATO for their first attempt to take the final theoretical knowledge examination paper, and the outcome of the assessment should be included in the student's training record;

(3) Require that for a student to be considered that have achieved a "satisfactory" standard, they:

(i) Meet at least 35% (which defines the term "some" used in the word pictures) of the indicators relevant to the assessment exercise, in each competency;

(ii) Have an overall positive effect on the outcome or completion of the exercise without any external input from the instructor, or where the assessment requires the instructor to facilitate the exercise, without the instructor providing any knowledge or corrective input to assist in the completion of the exercise and be conducted by an instructor that is trained to deliver the summative assessments;

(d) The training manual should include the following elements regarding the theoretical knowledge training and assessment of the LO's in topics 100 02 and 100 03 of Area 100 KSA:

(1) The position, or range of positions, of the formative assessment exercise(s) and summative assessment exercises in the training program;
(2) A description of the summative assessments, including a matrix that shows which Area 100 KSA LO's are covered in each exercise;
(3) The grading system of the Area 100 KSA summative assessment and a description of the ATO's minimum required standard;
(4) The template for the information about Area 100 KSA to be included in the student's training record, which should include at least the dates and result ("Pass" or "Fail") of the summative assessment and the date and score of the mental mathematics test;
(5) The method of assessment debrief for each summative and formative assessment;
(6) For a student who performs below the satisfactory standard in a summative assessment(s), the method to further develop the student's competencies and how to conduct the reassessment.
(7) Access to the information on Area 100 KSA kept in the student's training records should be restricted to the student and authorised ATO personnel, and should not be disclosed outside the ATO. The

information on the record should first be de-identified before it is used to support course design improvements.

Area 100 04 Learning Objectives; Mental Maths Test and Records:

(a) An ATO that delivers theoretical knowledge instruction for the professional pilot licenses should ensure that at least one KSA mental maths test is conducted and the outcome(s) documented in the student's training records;

(b) The mental maths test(s) may be written or oral in format and should, where possible, be scenario-based, with at least two questions per LO in topic 100 04 of Area 100 KSA;

(c) The minimum score to pass the Area 100 KSA mental maths test(s) should be 75% of the marks allocated to a test. However, a higher pass mark may be defined by the ATO;

(d) The mental maths test(s) should be satisfactorily completed before the student is recommended by the ATO for their first attempt to take their final theoretical knowledge examination paper.

Assessment of students in AREA 100 KSA:

(a) The Area 100 KSA formative assessment(s) and summative assessments may include but not to be limited to; written planning exercises combining multiple subjects; practical exercises using training devices (if applicable); scenario-based oral board (viva voce); sceario based communications exercises; written assignments or project work; and preparation and delivery of group or individual presentations

(b) The format of formative and summative assessment debriefs should be effective, highlighting the student's strengths and weaknesses and enabling future improvement.

Remark: *"word pictures" are a proven assessment tool that standardises pilot core competencies, and can be used to assess the student's competency in the Area 100 KSA LO's in topics 100 02 and 100 003. Word pictures describe the student's performance. Each picture is associated with a numerical grade; with a range of grades, the minimum acceptable standard is defined. Additionally, a word picture describing performance that falls below the minimum satisfactory standard should be included in the range, as well as additional word pictures that relate to grades which exceed this minimum satisfactory standard. Word pictures enable the standardisation of the assessment performance and facilitate inter-rater reliability with the ATO.*
Word pictures are based on performance indicators, which explain what the student should Demonstrate in order to attain the specific Area 100 KSA LOs that are addressed by the assessment exercise. Word pictures are formed of elements that contain the following:

1 *HOW MANY of the performance indicators were observed and where relevant, HOW OFTEN;*

2 *HOW WELL the competency was demonstrated in the assessment exercise to have an overall positive effect on the outcome or completion of the assessment exercise*

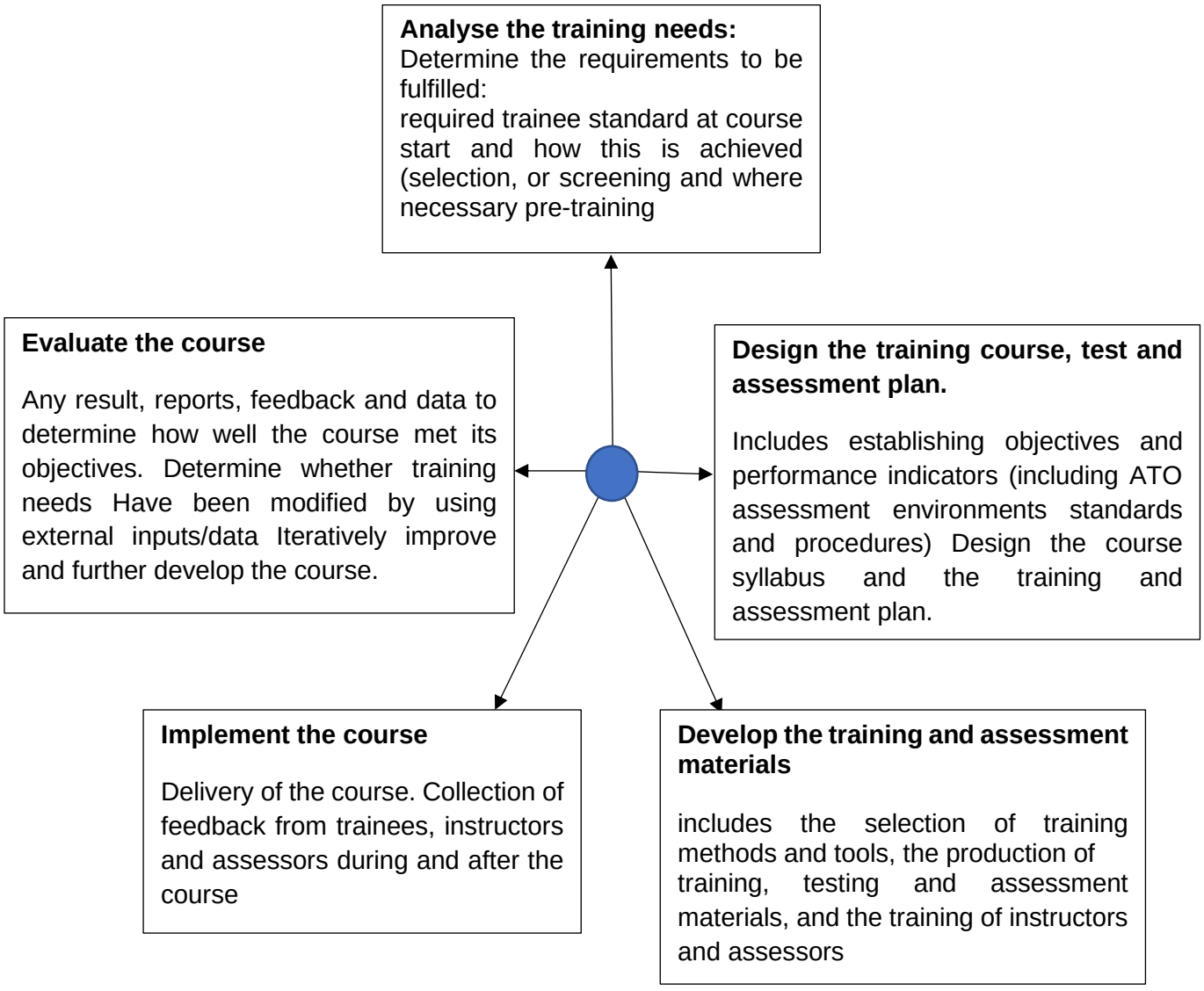
3 *the level of succes in the OUTCOME of the assessment exercise.*

Instructional Systems Design:

(a) the instructional system design (ISD) provides a systematic and iterative process for course design based on educational best practices. There are several effective ISD models in use, with the analyse, design, develop, implement and evaluate (ADDIE) framework being generic to all. The purpose of using ISD to design training courses is to facilitate the students' efficient and effective acquisition of knowledge and skills based on current training needs.

(b) To provide evidence of the effective use of the ISD methodology in the design and continued developement of their course(s) the ATO may use documentation and records that relate to the ISD phases.

(c) ADDIE model example. The “analysis”, “design”, “development”, “implementation” and “evaluation” phases.



4.3.24 OPERATIONS MANUAL

The operations manual for use at an ATO conducting integrated or modular flight training course shall include the following:

(a) General

(1) A list and discription of all volumes in the operations manual
(2) Administation (function and management)
(3) Responsibilities (all management and administrative staff)
(4) Student discipline and disciplinary action

(5) Approval or authorisation of flights
(6) Preparation of flying program (restriction of numbers of aircraft in poor weather)
(7) Command of aircraft
(8) Responsibilities of the PIC
(9) Carriage of passengers
(10) Aircraft documentation
(11) Retention of documents
(12) Flight crew qualification records (licenses and ratings)
(13) Revalidation (medical certificates and ratings)
(14) Flight duty period and flight time limitations (students)
(15) Flight duty period and flight time limitations (flying instructors)
(16) Rest periods (students)
(17) Rest periods (flight instructors)
(18) Pilots' log books
(19) Flight planning (general)
(20) Safety (general); equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc.

(b) Technical
(1) Aircraft descriptive notes
(2) Aircraft handling (including checklists, limitations, maintenance and technical logs, inaccordance with relevant requirements etc.)
(3) Emergency procedures
(4) Radio and radio navigation aids
(5) Allowable defiencies (based on the master minimum equipment list (MMEL)

(c) Route
(1) Performance (legislation, take-off, route, landing etc,)
(2) Flight planning (fuel, oil, minimum safe altitude, navigation equipment etc.)
(3) Loading (load sheets, mass, balance and limitations)
(4) Weather minima (flying instructors)
(5) Weather minima (students – at various stages of training)
(6) Training routes or areas

(d) Personnel training
(1) Appointment of persons responsible for standards/competence of flight personnel
(2) İnitial training
(3) Refresher training
(4) Standardisation training
(5) Proficiency checks
(6) Upgrading training
(7) ATO personnel standards evaluation

4.3.25 ADDITIONAL REQUIREMENTS FOR ATOS PROVIDING SPECIFIC TYPES OF TRAINING

The ATO may be approved to conduct modular course programs using distance learning in the following cases:

(a) Modular courses of theoretical knowledge instruction;
(b) Course of additional theoretical knowledge for a class or type rating;
(c) Courses approved pre-entry theoretical knowledge instruction for a first type rating for a multi- engined helicopter;

Distance Learning Course

(a) A variety of methods is open to ATOs to present course material. İt is, however necessary for ATOs to maintain comprehensive records in order to ensure that students make satisfactory academic progress and meet the time constraints laid down in AAR FCL for the completion of the courses.

(b) The following are given as planning guidelines for ATOs developing the distance learning element of modular courses:
   (1) An assumption that a student will study al least 15 hrs per week;
   (2) An indication throughout the course material of what constitutes a week's study;
   (3) A recommended course structure and order of teaching;
   (4) One progress test for each subject for every 15 hrs of study, which should be submitted to the ATO for assessment. Additional self-assessed progress tests should be completed at intervals of 5 to 10 study hrs;
   (5) Appropriate contact times throughout the course when a student can have access to an instructor by phone, e-mail or internet;
   (6) Measurement criteria to determine whether a student has satisfactorily completed the appropriate elements of the course to a standard that, in the judgement of the HT, will enable them to be entered for the AAR-FCL theoretical examinations with a good prospect of success;
   (7) If the ATO provides the distance learning by help of IT solutions, for example the Internet, instructors should monitor students' progress by appropriate means;

(c) Where an assessment (e.g planning, written, scenario or practical exercise or other assessment) is conducted outside the class room via distance learning, the ATO should have a procedure or process in place to establish that the student themselves have completed the assessment method(s) for a particular exercise has been effective.

(d) All instructors shall be fully familiar with the requirements of distance learning course program

Remark: *An element of class room instruction shall be included in all subjects of modular distance Learning courses. The amount of time spent in actual class room shall not be less than 10% of the total duration of the course.*

Class room instruction delivered by an instructor to a student may include videoconferencing appropriate to the task if the necessary level of communication is ensured and the appropriate equipment and tools are available.

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PART V ORGANISATIONS PROVIDING FSTD TRAINING

Zero Flight Time Training (ZFTT):

Approval for ZFTT shall only be given to ATOs that also have the privileges to conduct commercial air transport operations or ATO's having specific arrangements with commercial air transport operators;

Approval for ZFTT shall only be given if the operator has at least 90 days of operational experience on the aeroplane type;

In the case of ZFTT provided by an ATO having a specific arrangement with an operator, the 90 days of operational experience will not apply if the TRI(A) involved in the additional take-offs and landing, as required in AAR-ORO, has operational experience on the aeroplane type.

Initial Approval

For an initial approval to conduct ZFTT, the operator should have an air operator's certificate for commercial air transport for at least 1 year. This period may be reduced where the operator and the ATO have experience of type rating training.

The FFS approved for ZFTT shall be serviceable according to the management system criteria of the ATO.

The motion and the visual system of the FFS shall be fully serviceable, in accordance with the applicable certification specifications for FSTD's as mentioned in AAR.ORA.FSTD.205.

5.1 REQUIREMENTS FOR ORGANISATIONS OPERATING FSTD'S

(a) The applicant for an FSTD qualification certificate shall demonstrate to the SCAA that it has established a management system in accordance with AAR.ORA.GEN. section II. This demonstration shall ensure that the applicant has, directly or through contract, the capability to maintain the performance, functions and other characteristics specified for the FSTD's qualification level and to control the installation of the FSTD.

(b) If the applicant is the holder of a qualification certificate , the FSTD specifications shall be detailed:
   (1) In the terms of the ATO certificate;
   (2) In the case of an AOC holder, in the training manual.

The concept of compliance monitoring (CM) is a fundamental requirement for organisations operating FSTDs. An effective CM function is vitally important in supporting operation of the devices, in a structured way, to ensure they remain in compliance with the technical standards of CS-FSTD(A) and CS-FSTD(H) and continue to be effective training tools. An effective CM function is also essential to support any level of extended recurrent evaluation period as permitted by ORA.FSTD.225(b)

Additional and specific information to an organisation operating FSTDs on how to establish a compliance monitoring program (CMP) that enables compliance with the applicable requirements.

(c) Compliance monitoring program (CMP)

(1) Typical subject areas for inspections are the following:

(A) Actual FSTD operation;
(B) Maintenance;
(C) Technical standards
(D) FSTD safety features

(d) Audit scope

(1) Organisations operating FSTD's are required to monitor compliance with the procedures they have designed to ensure specified performance and functions. They should as a minimum, and where appropriate, monitor the following:

i. Organisation;
ii. Plans and objectives;
iii. Maintenance procedures;
iv. FSTD qualification level;
v. Supervision;
vi. FSTD technical status;
vii. Manuals, logs and records;
viii. Defect deferral;
ix. Personnel training;
x. Aircraft modifications;
xi. FSTD configuration management

One acceptable means of measuring of FSTD performance is contained in ARINC report 433-1 (December 14th 2007 or as amended) *Standard measurments for Flight Simulation Quality.*

5.2 ORGANISATIONS OPERATING BASIC INSTRUMENT TRAINING DEVICES (BITDS).

(e) The compliance monitoring program together with a statement acknowledging completion of a periodic review by the accountable manager should include the following:
  (1) A maintenance facility that provides suitable BITD hardware and software test and maintenance capability;
  (2) A recording system in the form of a technical log in which defects,
  (3) deferred defects and development work are listed, interpreted, actioned and reviewed within a specified time scale; and
  (4) Planned routine maintenance of the BITD and periodic running of the qualification test guide (QTG) with adequate manning to cover BITD operating periods and routine maintenance work;

(f) A planned audit schedule and a periodic review should be used to verify that corrective action was carried out and that it was effective.The auditor should have adequate knowledge of BITDs.

5.3 COMPLIANCE MONITORING – ORGANISATIONS OPERATING FSTDS

1. The following guidance has been developed to provide additional material to help organisations operating FSTDs and SCAA in developing effective CM that satisfy the applicable requirements and ensure the highest standards of training are maintained
2. A compliance checklist should to be used by SCAA as a standardised checklist for the elements that are expected in the CM function of an organisation operating FSTDs. The organisation should complete as a minimum the second column of the checklist by providing appropriate manual or procedures references for each of the identified elements of the CM function. Additional information can be provided in the third column to aid assessment of the checklist as appropriate. This would then be provided by SCAA. Use of the checklist should assist in ensuring a consistent

approach by SCAA and also provides the organisation with additional guidance on all elements of a CM function. The guidance is provided to help organisations to prepare for SCAA visit.

3. The documentation of the CM may be electronic, provided the necessary controls can be demonstrated. This should include control of any paper copies that may be downloaded for use by inidividuals. Whilst electronic signatures on master documents may be accepted, with appropriate protections, a hard copy master of the CM manual should be provided, with wet-ink signature .
4. It should be recognized that whatever CM is developed, it will not be effective unless it becomes an integral part of the way in which the organisation works. İt includes both the necessary procedures for maintaining compliance with the applicable requirements and a CMP to monitor the execution of these procedures. A successful CM will ensure that the highest training tool is available at all times. If the CM is viewed as an addon to existing processes it will become a burden and it will never be wholly effective. Compliance controle or inspection is only a small part of a CM. İf the CM is working effectively, inspections such as fly-outs should become routine revealing little beyond day-to-day unserviceabiities. Systematic defects should be captured by the CMP.
5. The SCAA should be satisfied that the accountable manager is able to adequately provide the required level of resources to properly support the FSTD. The assessment of the compliance monitoring manager should concentrate on establishing that the nominee has sufficient knowledge and experience of both CM management and FSTD operations.
6. For small organisations, it is perfectly acceptable to combine the roles of compliance monitoring manager and accountable manager. For other organisations that hold multiple certificates and may cover multiple sites, it is advantageous to have a common CM function with an overall compliance monitor manager.
7. CM, as a whole, begins with the requirements with which the system seeks to comply. These include technical standards , CS -FSTD (A)(H) plus any other specific standard, for example health and safety regulations, and the compliance monitoring objectives, such as defect rates and certification intervals and FSTD reliability targets. The CM should define the process by which these standards are made available to those who require them.
8. The next part of CM is that part which defines the day-to-day procedures or working practices by which the standard will be achieved. These procedures should include as a minimum defect reporting systems, defect rectification processes, tracking mechanisms, preventive calibration and configuration management of the device. They should include checks. The procedures and standards should be made readily available to anybody involved in the maintenance and day-by-day operation.
9. The third part of CM is the method by which the organisation confirms the device is maintained in compliance with the defined standard and is being operated in accordance with the defined procedures. This is the CMP and includes the audit methods, reporting and corrective action procedures and feedback, management reviews and schedules for audits of all aspects of the FSTD operation.
10. Across all aspects of CM, and most important to it, are the people. CM includes the definition of the resposibility of all staff and should include a declaration of the minimum levels of resource proposed for the direct support of the FSTD plus levels of support managerial staff proposed. The levels of resource can be affected by factors such as local health and sefety regulations, existence of weekend an/or night usage of the device(s) etc. CM also includes definition of the skills and experience required for staff and leads to definition of any required training programs. Training needs cover technical training and audit training, including CQT

running and checking and fly-out techniques for flight crew.

11. The documentation of CM may be provided in any number of documents provided there are appropriate cross -references in all documents such that the system is fully traceable in both directions from end to end. At least two documents would be expected:
    (A) A CM manual containing the policy, terminology, organisational charts and responsibilities, an overview of all processes, within the system, including those for maintaining regulatory compliance, CMP including the audit schedule and audit procedures including reporting and corrective action procedures.
    (B) A procedures manual containing as a minimum, software and hardware control procedures, configuration control procedures including control of training loads, updates to visual models, navigation and instructor operation station databases, QTG running and checking procedures, fly-out procedures, maintenance procedures.
12. The CM documentation includes all records such as technical logs, QTG runs, fly-out reports and maintenance job cards.

5.4 MAINTAINING THE FSTD QUALIFICATION

(a) In order to maintain the qualification of the FSTD, an FSTD certificate holder shall run the complete set of tests contained within the master qualification testguide (MQTG) and functions and subjective tests progressively over a 12 month period.
(b) The results shall be dated, marked as analysed and evaluated, and retained in accordance with AAR.ORA.FSTD.240;
(c) A configuration control system shall be established to ensure the continued integrity of the hardware and software of the FSTD.

5.5 MODIFICATIONS

(a) The holder of an FSTD qualification certificate shall establish and maintain a system to identify, assess and incorporate any important modifications into the FSTDs it operates, especially:
    (1) Any aircraft modifications that are essential for training, testing and checking, whether or not enforced by any airworthiness directive; and
    (2) Any modification of an FSTD, including motion and visual systems, when essential for training, testing and checking, as in the case of data revision;
(b) Modifications of the FSTD hardware and software that effect handling, performance and systems operation or any major modification of the motion or visual-systems shall be evaluated to determine the impact on the original qualification criteria. The organisation shall prepare amendments for any affected validation tests. The organisation shall test the FSTD to the new criteria.
(c) The organisation shall inform SCAA in advance of any major changes to determine if the tests carried out are satisfactory. SCAA shall determine if a special evaluation of the FSTD is necessary prior to returning it to training following the modification.
(d) The FSTD, where applicable, should be maintained in a configuration that accurately represents the aircraft being simulated. This may be a specific aircraft tail number or may be a representation of a common standard.
(e) Users of the device should always establish a differences list for any device they intend to use, and to identify how any differences should be covered in training. İn order to ensure each device is maintained in the appropriate configuration, the organisation operating FSTD should have a system that ensures that all relevant

airworthiness directives (ADs) are introduced where applicable on affected FSTDs.

(f) ADs from both the State of Design of the aircraft and the State where the FSTD is located should be monitored. ADs from the State of Design of an aircraft are usually automatically applicable, unless specifically varied by the aircraft's State of Registry.

(g) Where appropriate, ADs issued by States where users of the device have aircraft registred should also be monitored. İn addition to ADs, the FSTD operator should also put in place processes that ensure all aircraft modifications are reviewed for any effect on training, testing and checking. This can be achieved by reviewing the aircraft manufacturer's service bulletins and may require a specific link to the aircraft manufacturer to be developed. İn practice this link is often established through aircraft operators who use the device.

(h) Organisations operating FSTDs should notify the SCAA of major changes.

(i) This does not imply that the SCAA will always wish to directly evaluate the change. The SCAA will be mindful of the potential burden placed on the organisation by a special evaluation and will always consider that burden when deciding if such an evaluation is necessary.

(j) The organisation operating FSTDs should have an internal acceptance process for modifications to be used when implementing all modifications, even if SCAA has made a decision to carry out an evaluation.

Examples of Major Modifications

The following are examples of modifications that should be considered as major. This list is not exhaustive and modifications need to be classified on case-by-case basis:

1. Any case that effects QTG;
2. Introduction of new standards of equipment such as flight management and guidance computer (FMGC) and updated aerodynamic data packages;
3. Re-hosting of the FSTD software;
4. Introduction of features that model new training scenarios; eg. Airborne collision avoidance system (ACAS); EGPWS
5. Aircraft modifications that could affect the FSTD qualification; and
6. FSTD hardware or software modifications that could affect the handling qualities, performance or system representation.

Installations

The holder of an FSTD qualification certificate shall ensure that:

(a) The FSTD is housed in a suitable environment that supports safe and reliable operation

(b) All FSTD occupants and maintenance personnel are briefed on FSTD safety to ensure that they are aware of all safety equipment and procedures in the FSTD in case of an emergency; and

(c) The FSTD and its installations comply with the local regulations for health and safety

The intention of AAR-ORA.FSTD.115 is that organisations operating FSTDs has all the necessary procedures in place to ensure that the FSTD installation remains in compliance with all requirements affecting the safety of the device and its users.

Based on experience SCAA should pay particular attention to the quality of safety briefings on the FSTD provided to users and instructors, and to the execution of regular checks on the FSTD safety features.

It is recognized that certain checks, such as emergency stop, can have adverse impact on the FSTD if carried out in full.

It is acceptable to develope a procedure that protects elements of the device by shutting them down in advance, in a more controlled manner, provided it can be shown that the procedure still demonstrates the whole device can be shut down by the operation of a single emergency stop button, when required.

5.5 MINIMUM REQUIREMENTS FOR SAFE OPERATION OF FSTD

Elements that are expected to be adressed, as a minimum to ensure that the FSTD installation provides a safe environment for the users and operators of the FSTD under all circumstances:

(1) Adequate fire/smoke detection, warning and suppression arrangements should be provided to ensure safe passage of personnel from the FSTD;
(2) Adequate protection should be provided against electrical, mechanical, hydrolic and pneumatic hazards, including those arising from the control loading and motion systems, to ensure maximum safety to all persons in the vicinity of the FSTD;
(3) Other areas that should be adressed include the following:
(A) A two-way communication system that remains operational in the event of a total power-failure;
(B) Emergency lightning;
(C) Escape exits and escape routes;
(D) Occupant restraints (seats, seat belts etc.);
(E) External warning of motion and access ramp or stairs activity;
(F) Danger area markings;
(G) Guard rails and gates;
(H) Motion and control loading emergency stop controls accessible from either pilot or instructor seats;
(I) A manual or automatic electrical power isolation switch

5.6 APPLICATION FOR FSTD QUALIFICATION

1. The application for an FSTD qualification certificate shall be made in a form and manner established by SCAA;
2. Applicants for an initial qualification shall provide SCAA with documentation demonstrating how they will comply with the requirements established in AAR.ORA. FSTD's. Such documentation shall include the procedure established to ensure compliance with AAR.ORA.GEN.130 and AAR.ORA.GEN.FSTD.230.(APPENDIX M)

5.7 QUALIFICATION BASIS

(a) The qualification basis for the issuance of an FSTD qualification certificate shall consist of:
(1) The applicable certification specifications that are effective on the date of the application for the initial qualification;
(2) The aircraft validation data defined by the mandatory part of operational suitability data if applicable; and

(3) Any special conditions prescribed by SCAA if the related certification specifications do not contain adequate or appropriate standards for the FSTD, because the FSTD has novel or different features to those upon which the applicable certification specifications are based.

(b) The qualification basis shall be applicable for future recurrent qualifications of the FSTD, unless it is re-categorised.

5.8 DURATION

According to the AAR-ORA. FSTD.225. the FSTD qualification certificate will be issued for 1 (one) year, subject to the satisfaction of the following conditions:

(a) The FFS, FTD or FNPT qualification shall remain valid to:
   i. The FSTD and the operating organisation remaining in compliance with the applicable requirements
   ii. SCAA being granted access to the organisation as defined in AAR.ORA.GEN.140 to determine continued compliance with the relevant requirements; and
   iii. The qualification certificate not being surrendered and revoked

(b) The period of 12 months established in AAR.ARA.FSTD.120 (b)(1) may be extended up to a maximum of 36 months, in the following circumstances:
   (1) The FSTD has been subject to an initial and at least one recurrent evaluation that has established its compliance with the qualification basis;
   (2) The FSTD qualification certificate holder has a satisfactory record of successful regulatory FSTD evaluations during the previous 36 months;
   (3) SCAA performs a formal audit of the compliance monitoring system defined in AAR.ORA.GEN.200(a)(6) of the organisation every 12 months; and
   (4) An assigned person of the organisation with adequate experience reviews the regular reruns of the qualification test guide (QTG) and conducts the relevant functions and subjective tests every 12 months and sends a report of the results to SCAA.[NFM4]

(c) A BITD qualification shall remain valid subject to regular evaluation for compliance with the applicable requirements basis by SCAA in accordance with AAR.ARA.FSTD.120.

(d) Upon surrender or revocation, the FSTD qualification certificate shall be returned to SCAA.

The assigned person should have experience in FSTDs and training. The person may have FSTD expierence or training experience with an education in FSTD evaluation procedures only, provided the other element of expertise is available within the organisation and a procedure for undertaking the anual review and reporting to SCAA is documented within the compliance monitoring function.

5.9 CHANGES TO THE QUALIFIED FSTD

(a) The holder of an FSTD qualification shall inform SCAA of any proposed changes to the FSTD, such as:
   (1) Major modifications;
   (2) Relocation of the FSTD; and
   (3) Any de-activitation of the FSTD;

(b) In case of an up-grade of the FSTD qualification level the organisation shall apply to SCAA for an up-grade evaluation. The organisation shall run all validation tests for the requested qualification level. Results from previous evaluations shall not be used.

(c) When an FSTD is moved to a new location, the organisation shall inform SCAA before the planned activity along with a schedule of related events. Prior to returning the FSTD to service at the new location, the organisation shall perform at least one third of the validation tests, and functions and subjective tests to ensure that the FSTD performance meets its original qualification standard. A copy of the test documentation shall be retained together with the FSTD records for review to SCAA.

(d) If an organisation plans to remove an FSTD from active status for prolonged periods, SCAA shall be notified and suitable controles established for the period during which the

FSTD is inactive.

5.10 UPDATING AND UPGRADING EXISTING FSTD'S

(a) An update is a result of a change to the existing device where it retains its existing qualification level. The change may be certified through a recurrent inspection or an extra inspection if deemed necessary by the SCAA according to the applicable requirements in effect at the time of initial qualification.

(b) If such a change to an existing device would imply that the perfomance of the device could no longer meet the requirements at the time of initial qualification, but that the result of the change would, in the opinion of SCAA, clearly mean an improvement to the performance and training.

(c) capabilities of the device altogether, then the SCAA will accept the proposed change as an update while allowing the device to retain its original qaulification level.

(d) An upgrade is defined as the raising of the qualification level of a device, or an increase in training credits, which can only be achieved by undergoing an initial qualification according to the latest applicable requirements

(e) As long as the qualification level of the device does not change, all changes made to the device should be considered to be updates pending approval by SCAA

(f) An upgrade, and consequent initial qualification according to the latest applicable requirements, is only applicable when the organisation requests another qualification level for the FSTD

5.11 RECORD KEEPING

The holder of an FSTD qualification certificate shall keep records of:

(a) All documents describing and providing the initial qualification basis and level of the FSTD for the duration of the FSTD's lifetime; and
(b) Any recurrent documents and reports to each FSTD and to compliance monitoring activities for a period of at least 5 years.

FSTD records to be kept should include the following:

(1) For the lifetime of the device:
  (A) The master QTG (MCTG) of the initial evaluation;
  (B) The qualification certificate of the initial evaluation; and
  (C) The initial evaluation report;

(2) For a period of at least 5 years (in paper or electronic format):

  (A) Recurrent QTG runs;
  (B) Recurrent evaluation reports;
  (C) Reports of internal functions and subjective testing;
  (D) Technical log;
  (E) CMS report;
  (F) Audit schedule;
  (J) Evaluation program

(G) Management evaluation reports
(H) Obsolete procedures and forms

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PART VI PROGRESS OF AN ATO APPLICATION

6.1 ALLOCATION OF AN APPROVAL STANDARDS INSPECTOR

When a complete application has been received, with relevant application form, fees, manuals and all other associated documentation, a SCAA Inspector will be assigned to oversee the application process and review the relevant documentation. An Approvals Coordinator will also be assigned who will be the point of contact for any items submitted in respect of the application; the coordinator will record any items submitted and ensure these are tasked to the relevant inspector.

6.2 INCOMPLETE APPLICATIONS

Where incorrect or incomplete information is supplied, the Approvals Support team shall notify the applicant as soon as reasonably practicable by letter or email detailing the error or omission.

6.3 REVIEW OF MANUALS, EXAMINATIONS AND SUPPORTING DOCUMENTATION

Before submitting manuals, organisations should complete the appropriate Manual Checklist at Appendix F & G and submit to the SCAA as part of the application.

A manual report will be raised following a review of documentation by the SCAA Inspector to be forwarded for reference and relevant action to the applicant organisation.

Manuals put forward for initial approval should submitted in paper copy. Once approved an electronic version in a single pdf or word file should be submitted for entry into the document library. All paper copies previously submitted will be destroyed.

6.4 INSPECTION OF FACILITIES

Prior to the initial inspection being carried out, an audit of the entire training organisation shall be performed through the applicant's internal compliance monitoring system to ascertain compliance with all applicable requirements related to the requested scope of the approval. When the internal compliance audit has been completed and all findings and issues addressed, a statement of compliance signed by the Organisation's Accountable Manager shall be provided before the technical inspection takes place. The statement of compliance shall confirm that the documents, procedures, facilities, equipment and personnel comprising the application have been reviewed and audited and that the findings have been properly addressed so that the whole organisation demonstrates full compliance with all applicable requirements.

6.5 PURPOSE OF THE INSPECTION

The purpose of the visit is to meet the post-holders, confirm the suitability of the facilities to be used for training, including any aircraft and FSTDs, and confirm the suitability of the applicant's Management System (incorporating a compliance-monitoring system and safety management system) to ensure continued compliance with the regulations in AAR-FCL and AAR-ORA.

6.6 CONDUCT OF THE INITIAL INSPECTION

The allocated SCAA Inspector will arrange with the applicant a mutually convenient time to visit the location of the proposed ATO. The visit should follow the pattern of a typical audit and include the following:

- An Opening Meeting with the post-holders and the Accountable Manager. This allows the SCAA Inspector to meet the key management personnel in the proposed ATO, discuss the application, and explain the scope of the visit. The visit schedule will also be explained.
- The audit of the proposed ATO including:
    - A tour of the proposed ATO facilities, including any aircraft and FSTDs.
    - Interviews with post-holders and key management personnel (including Head of Training and Compliance Monitoring Manager) and, if present, the Accountable Manager.
    - Examination of the proposed ATO's detailed management structure, including names and qualifications of personnel and the adequacy of the organisation and management structure.
    - Examination of the proposed ATO's documentation as required AAR-ORA, including the Operations Manual and Training Manual.
    - Examination of the proposed ATO's staff qualifications, licenses, certificates and ratings.
    - Examination of the proposed ATO's processes for safety risk management and compliance monitoring, including full documentation of internal audits (AAR-ORA.200).
- A Closing Meeting, again with the post-holders, and the Accountable Manager, during which the SCAA Inspector will discuss the audit, including any areas which do not conform to the regulatory requirements. Any required remedial action by the proposed ATO can be discussed with the SCAA Inspector at this stage.

A suitable private room should be allocated for the SCAA Inspector to conduct his/her audit, and the required documentation should be prepared in advance and made available to the SCAA Inspector in this location on commencement of the inspection.

6.7 POST-INSPECTION

The SCAA Inspector will record the findings of the Initial Inspection on a standard ATO Approval Recommendation Report form. A copy of this form will be forwarded to the proposed ATO.

6.8 FOLLOW-UP ACTIONS

Where the outcome of the Initial Inspection is deemed unsatisfactory, and the proposed ATO has been found to be non-compliant with the regulatory requirements in any area, then the ATO Approval Recommendation Report will show the area(s) concerned, the associated AAR-ORA reference, the Level of Finding (AAR-ARA.GEN.350), and the

Corrective Action required by the proposed ATO. Proposed ATO will be required to submit a Corrective Action Plan, acceptable to the SCAA Inspector, to correct any non-compliant areas before the SCAA Inspector can recommend approval.

6.9 FINAL ATO APPROVAL

Once the outcome of the Initial Inspection is deemed satisfactory, and the proposed ATO has been found to be fully compliant with the regulatory requirements, then the SCAA Inspector will recommend that the proposed ATO be approved. Please note that this recommendation is subject to internal checking and subsequent final approval; further action may still be requested from the proposed ATO at this stage.

Once final approval has been given, the ATO Approval Certificate will be issued by SCAA Certification and Licensing Department.

6.10 APPROVALS CERTIFICATE

The ATO should thoroughly check any newly-issued certificate for accuracy. The approved courses and FSTDs will be listed on the certificate. Any queries concerning the accuracy of new certificates should be addressed to SCAA Certification and Licensing Department as soon as possible.

6.11 CONTINUED OVERSIGHT

Once an ATO has been issued with initial approval it is subject to continued oversight by the SCAA (AAR-ARA.GEN.300, AAR-ARA.GEN.305 and AAR-ARA.ATO.105). This oversight includes audits and inspections, including ramp and unannounced inspections as appropriate, and meetings between the Accountable Manager and the SCAA to ensure both remain informed of significant issues.

6.12 OVERSIGHT PLANNING CYCLE

The interval between oversight inspections (oversight planning cycle) is established by the SCAA using risk-based criteria, including change volume and range of activity, ATO size and complexity, and the effectiveness of the ATOs management system. The oversight planning cycle will not normally exceed 24 months; for new ATOs this timescale runs from the date of initial approval. However, new ATOs may be subjected to a first oversight inspection at a much shorter interval to enable the SCAA to check the effectiveness of the management system (including internal audits) and to observe training taking place. The SCAA is able to extend the oversight planning cycle where it deems appropriate, but only under the conditions listed in AAR-ARA(AAR-ARA.GEN.305).

6.13 CONTINUED OVERSIGHT INSPECTIONS

Continued oversight inspections follow a similar pattern to the initial inspection listed at 4.6. However, the ATO will be expected to have extensive records of all internal audits available, particularly those subsequent to approval, as well as comprehensive student training, staff training and standardisation records. During oversight inspections, significant emphasis will be placed on the effectiveness of the ATO's management system, including internal audits, safety management and compliance monitoring; it is therefore essential that key management system personnel, e.g. Compliance Monitoring Manager, are available during the inspection.

6.14 DESK-TOP AUDITS

At any stage of the oversight planning cycle, and in accordance with ORA.GEN.140(Access) the allocated SCAA Inspector may request that copies of internal

audits and other records relevant to its activities be forwarded to Certification and Licensing Department. The allocated SCAA Inspector will then use this data as a basis for a desk-top audit forming part of the continuous oversight of the ATO, including a risk-based assessment of the next due date for inspection of the ATO (see 5.1).

6.15 TEST & EXAMINATION SUCCESS-RATE MONITORING

Following initial approval of an ATO, the SCAA will monitor the results of tests and examinations forming part of the approved course. The success-rate of course graduates obtaining first-time passes in the CPL and IR Skill Tests will be monitored.

An ATO should monitor the test and examination results of its students. Procedures for such monitoring should be included in the ATO's Training Manual under the heading of 'Training Effectiveness', and include procedures for review and remedial action should the rates drop below a defined level.

6.16 SAMPLING OF TRAINING

The allocated SCAA Inspector will sample training at various stages of the oversight planning cycle. During inspections, ATO's can expect the SCAA Inspector to observe actual TK instruction and aircraft or simulated flight training, including pre-flight and post-flight briefings. The SCAA Inspector will aim not to disrupt or cause distraction during any observation of training. Observation of training will be carried out by Flight Crew Standards Inspectors on behalf of Certification and Licensing Department.

Training records of students and staff, and standardisation records will be sampled during an ATO inspection, and must be made available to the SCAA Inspector under AAR-ORA.GEN.140.

6.17 CORRESPONDENCE WITH THE SCAA

Following the grant of Initial Approval the SCAA's stated method of communication with organisations is by email. It is therefore important that a single email address be provided which is suitable for this purpose and that any changes are promptly sent to Certification and Licensing Department. It will be assumed that the e-mail address provided on the latest application form to the SCAA is the current e-mail address to be used.

6.18 FINDINGS AND CORRECTIVE ACTIONS

(a) A level 1 finding will be issued by SCAA when a significant non-compliance is detected with the applicable requirements of AAR-FCL , with the organisation's procedures and manuals or with the terms of an approval or certificate which lowers safety or seriously hazard flight safety.

The level 1 findings shall include:

- Failure to give SCAA access to the organisation's facilities as dfined in AAR.ORA.GEN.140 during normal operating hours and after two written requests;
- Obtaining or maintaining the validity of the organisation certificate by falsification;
- Evidance or malpractice or fraudulent use of the organisation certificate; and
- The lack of an accountable manager;

(b) A level 2 finding will be isued by SCAA when any non-compliance is detected with the applicable requirements of AAR-FCL, with the organisation's procedure and manuals or within the terms of an approval or certificate which could lower safety or hazard flight safety.

(c) When a finding is detected during oversight or by any other means, SCAA will, without prejudice to any additional action required by AAR.FCL, communicate the finding to the organisation in writing and request corrective action to adress the non-compliance(s) identified.

(d) In the case of a level 2 finding the SCAA will :

- grant the organisation a corrective action implementation period appropriate to the nature of the finding that in any case initially shall not more than 3 months. At the end of this period and subject to the nature of the finding, SCAA may extend this period subject to a satisfactory corrective action plan; and
- asses the corrective action an implementation plan proposed by the organisation, and if the assessment concludes that they are sufficient to address the non-compliance(s),accept these

(e) Where an organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by SCAA, the finding will be raised to a level 1 finding and action taken as laid down under 1.

For a level 1 finding it may be necessary for SCAA to ensure that further training by the organization is carried out and audited by SCAA before the activity is resumed, dependent upon the nature of the finding.

In accordance with the order, an approval issued by the SCAA under the order may be revoked, suspended or varied where the requirements cease to be met in part or in whole, or where the standards on which the approval was granted are not maintained.

6.19 CONTINUATION OF CERTIFICATE APPROVAL

For continued oversight of an organisation, the SCAA will follow the procedure detailed at AAR-ARA.GEN.305.

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PART VII: SPECIFIC AREAS OF GUIDANCE OR REFERENCE

7.1 INSTRUCTORS COURSE

Under AAR-FCL 930(b)(1) the 25 hours of "teaching and learning" for FI, TRI, CRI, IRI, SFI, MCCI and FTI must be part of a course for the grant of an instructor certificate.

7.2 FLIGHT INSTRUCTORS GENERAL REQUIREMENTS AND PREREQUISITE

References for the requirements and prerequisites for Flight Instructors can be found at:

Instructor	Reference
FI certificate requirements	AAR-FCL.900
FI prerequisite and general requirements	AAR-FCL.915
MPL Instructor additional requirements	AAR-FCL.925
FI specific requirements	AAR-FCL.905.FI FCL.910.FL
FI revalidation and renewal	AAR-FCL.940
TRI specific requirements	AAR-FCL.905.TRI; FCL.910.TRI
TRI revalidation and renewal	AAR-FCL.940.TRI
CRI specific requirements	AAR-FCL.905.CRI
CRI revalidation and renewal	AAR-FCL.940.CRI
IRI specific requirements	AAR-FCL.905.IRI
IRI revalidation and renewal	AAR-FCL.940.IRI
SFI specific requirements	AAR-FCL.905.SFI; FCL.910.SFI; FCL.915.FSI
SFI revalidation and renewal	AAR-FCL.940.SFI
MCCI specific requirements	AAR-FCL.905.MCCI
MCCI revalidation and renewal	AAR-FCL.940.MCCI
STI specific requirements	AAR-FCL.905.STI; FCL.910.STI
STI revalidation and renewal	AAR-FCL.940.STI
MI specific requirements	AAR-FCL.905.MI
MI validity	AAR-FCL.940.MI
FTI specific requirements	AAR-FTI.905.FTI
FTI revalidation and renewal	AAR-FCL.940FTI

7.3 INSTRUCTOR – RESTRICTED PRIVILEGES

For the circumstances where the privileges of an instructor to conduct flight instruction are limited to conducting flight instruction under supervision, and the requirements for the supervising FI, refer to AAR-FCL.910.FI.

7.4 TRANSFER OF STUDENT RECORDS

The transfer of training records between ATO's is the responsibility of the student to request the transfer of a copy of their records between ATO's.

The SCAA will accept an applicant transferring from one ATO to another when partway through a course in accordance with the following:

- The new ATO must have a copy of all relevant training records, or other acceptable information certifying the training and experience completed so far.
- Credit shall be given in full for all adequately documented solo, dual instruction or Pilot in Command (PIC) flight time completed as part of an approved course for the licence, rating or certificate.
- The HT of the new ATO shall assess the student and determine the balance of training and experience required to complete the course and any additional training necessary to cover the transition from the previous partly completed course. The HT will then make a recommendation to SCAA Certification and Licensing Department and obtain confirmation of agreement.
- The applicant shall complete the balance of all training, examinations, flight time and shall complete any additional training necessary as specified in the determination by the HT of the new ATO that has been agreed with the SCAA.

Note: *It is the student's responsibility to request the transfer of a copy of their records to the new ATO. The copies must be certified as correct by the originating ATO and should be forwarded directly to the HT of the new ATO, with notification being sent to the SCAA Approvals Support.*

7.5 PERSONAL FLYING LOG

7.6 CONTENT AND CERTIFICATION

Student and instructor pilot logbooks must be kept in accordance with the provisions of AAR-FCL.050 and AMC1 FCL.050 , as appropriate. All approved course flying and synthetic flight training is to be clearly identified as such and include details of the exercises carried out.

In addition to the legal requirement student logbooks are to include details of the exercise number using the approved syllabus designator. Qualifying cross-country flights should be entered as individual flights showing the points of departure and arrival. Stall and spin awareness training, instrument training and asymmetric training shall be recorded in the remarks column.

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

7.7 INSTRUCTORS LOGBOOK

The logbooks of instructors who conduct flight instruction on an approved course, including non-EASA instructors, must be maintained in accordance with AAR-FCL, and include a monthly summary of all flight time which clearly distinguishes approved course instructional flying from other flying.

7.8 TRAINING PROGRAMME(S)

A separate training programme/syllabus is required to be submitted and approved for each proposed course and for each variation of a specific course e.g. SE CPL and ME CPL courses (APPENDIX B and APPENDIX C).

7.9 SUMMARY TABLE OF REFERENCES

PPL

PPL (General)	Aeroplanes	Helicopters	Airships	Sailplanes	Balloons
FCL.200					
FCL.205	FCl.205.A	FCL.205.H	N/A	FCL.205.S	FCL.205.B
FCL.210	FCL.210.A	FCL.210H	N/A	FCL.205.S	FCL.210.B
FCL.215					
				FCL.220.S	FCL.220.B
					FCL.225.B
				FCL.230.S	FCL.230.B
FCL.235					

CPL

CPL (General)	Aeroplanes
FCL.300	
FCL.310	
FCL.315	
FCL.320	
	FCL.325.A

MPL

MPL (A)
FCL.400.A
FCL.405.A
FCL.410.A
FCL.415.A

ATPL

ATPL (General)	Aeroplanes	Helicopters
FCL.500		
FCL.505	FCL.505.A	
	FCL.510.A	FCL.510.H
FCL.515		
	FCL.520.A	FCL.520.H

IR

IR (General)	Aeroplanes	Helicopters	Airships
FCL.600			
FCL.605			
FCL.610			
FCL.615			
FCL.620			
FCL.625	FCL.625.A	FCL.625.H	FCL.625.As
		FCL.630.H	

Class and Type Ratings

Class and Type Ratings (General)	Aeroplanes	Helicopters	Powered Lift Aircraft	Airships
FCL.700				
FCL.705				
FCL.710				
	FCL.720.A	FCL.720.H	FCL.720.PL	FCL.720.As
FCL.725	FCL.725.A		FCL.725.PL	
	FCL.730.A			
	FCL.735.A	FCL.735.H		FCL.735.As

FCL.740	FCL.740.A	FCL.740.H	FCL.740.PL	FCL.740.As

Additional Rating

Aerobatics	Sailplane Towing and Banner Towing	Night	Mountain	Flight Test
FCL.800	FCL.805	FCL.810	FCL.815	FCL.820

Instructors

Instructor Certificate (General)
FCL.900
FCL.915
FCL.920
FCL.925
FCL.930
FCL.935
FCL.940

FI	TRI	CRI	IRI	SFI
FCL.905.FI	FCL.905.TRI	FCL.905.CRI	FCL.905.IRI	FCL.905.SFI
FCL.910.FI	FCL910.TRI			FCL.910.SFI
FCL.915.FI	FCL.915.TRI	FCL.915.CRI	FCL.915.IRI	FCL.915.SFI
FCL.930.FI	FCL.930.TRI	FCL.930.TRI	FCL.930.IRI	FCL.930.SFI
	FCL.935.TRI			
FCL.940.FI	FCL.940.TRI	FCL.940.TRI	FCL.940.IRI	FCL.940.SFI

MCCI	STI	MI	FTI
FCL.905.MCCI	FCL.905.STI	FCL.905.MI	FCL.905.FTI
FCL.910.MCCI	FCL.910.STI		
FCL.915.MCCI	FCL.915.STI	FCL.915.MI	FCL.915.FTI

FCL.930.MCCI	**FCL.930.STI**	**FCL.930.MI**	**FCL.930.FTI**
FCL.940.MCCI	**FCL.940.STI**	**FCL.940.MI**	**FCL.940.FTI**

7.10 PROVISION OF MEP CLASS AND TYPE RATING THEORETICAL KNOWLEDGE EXAMS

Where an integrated course results in the candidate taking a licence skill test on an aircraft type or class that requires a specific written examination, the ATO shall set and administer the examination for that Class or Type rating. Details of the examination shall be provided in the relevant Training Manual. The SCAA shall approve examination papers, and a minimum of 2 papers are required per aircraft type or class rating.

7.11 GENERAL

Theoretical knowledge instruction requirements, including examination requirements are contained in AAR-FCL.725(a) for aeroplanes and helicopters. The following regulation provide more detailed information concerning both the design of theoretical knowledge question papers and the framing of questions.

7.12 FORMAT OF EXAMINATION PAPERS

Each examination paper should comprise:

- The question paper.
- A separate answer sheet.
- Cover Sheet. The cover sheet should state the following information: o The examination to which it relates:
    - The time allowed
    - The number of questions
    - The pass mark
    - Detailed instructions to candidates concerning:
    - Papers and any reference material permitted during the examination
    - How the answer paper should be completed
    - How to indicate a change of answer
- Completion of papers and surrender of all paperwork to the invigilator on completion of the examination

7.13 QUESTION PAPER

The number of questions appropriate to the aircraft type and complexity, as detailed above, should be arranged into the main subject areas. Each question should be provided with four alternative answers.

7.14 ANSWER SHEET

The answer sheet should contain the following:

- Identification of the examination paper to which it relates
- The candidate's name and reference number
- The date of the examination
- A method of recording the candidate's answer to each question
- The mark obtained by the candidate (In each Subject if appropriate)
- The name and signature of the invigilator

7.15 FRAMING OF QUESTIONS

When preparing theoretical knowledge examinations for AAR-FCL type ratings, the examiner should keep in mind that the examination candidate may not have English as a first language. It is, therefore, important that each question is clearly framed, uses correct English grammar and syntax, and is completely unambiguous.

Use of the second person should be avoided, for example "What action would you take if……" is unsatisfactory and should be framed as "What is the correct action to take if…."

All questions must consist of a question stem followed by four optional answers. One answer is to be completely correct. If possible and appropriate, it should also be in the same verbatim form as to be found in a relevant technical text. The remaining answers should appear logical and plausible as far as possible, but must require a thorough knowledge of the subject matter to be discarded as wrong.

The following basic rules should be observed:

- Properly structured and correct English must be used throughout the questions and options. When a statement poses a direct question it should end with a question mark.
- Where the question is framed as a partial statement to be completed by one of the optional answers, the stem should terminate in a semi-colon.
- All four optional answers, when read in conjunction with the question stem, must follow on logically and be grammatically correct.
- The construction of more complex questions should identify the subject, set the scene or conditions or describe the technical situation, prior to the final crucial part of the question.
- When setting questions requiring the use of data tables needing interpolation or graphs with fine scales to calculate the correct answer, ensure that the correct answer is well separated from any of the other answers. Other plausible, but incorrect, answers can be derived, for example, by using an incorrect graph or table which does not match the parameters of the question. Alternatively, following an incorrect sequence, such as diagonals instead of verticals, to obtain dubious results in certain performance graphs would produce a 'credible' answer. Also consider omitting to incorporate some relevant correction factor to derive a false alternative answer.

- Units should always be included in optional answers, where appropriate. They are often a critical element of the correct answer.
- Subject matter that has previously been examined in licensing examinations or that applies to multiple aircraft types should not be included in type rating theoretical knowledge examinations. In particular, questions in Sections 3 and 4 of the examination should, wherever possible, relate to loading and performance calculations using data specific to the relevant aircraft type.

The following must be avoided:

- Answer options that cannot be grammatically and logically linked to the question.
- Questions where more than one answer is completely correct.
- Options such as 'All of the above' or 'None of the above' or example a & c are correct
- Question/Options structure that allows elimination of possible answers on purely logical or numerical grounds, requiring no technical knowledge.
- Abrupt question stems, sometimes of only three words followed by a question mark are unacceptable.
- Mixing the format of optional answers.
- Non-challenging questions, such as 'Q. How many blades on the main rotor?' Answers: a) 1, b) 2, c) 3, d) 4.
- Two of the optional answers being effectively the same.

7.16 MCC TRAINING

The requirements of a MCC training course can be found at AAR-FCL.735.A, AAR-FCL.735.H, AAR-FCL.720.PL, AAR-FCL.735.As, FCL.735.H, and FCL.735.As.

FCL.720.A, FCL.720.H, FCL.720.PL and FCL.720. As state that a certificate of satisfactory completion of a course of Multi-Crew Co-operation training must have been completed by an applicant prior to the issue of a first Multi-Pilot Type Rating. MCC training may be conducted as part of an integrated course such as ATPL integrated or MPL integrated courses, or combined with type rating training or as a standalone module where neither of the aforementioned is possible. Wherever possible, MCC training should be combined with the initial type rating training for maximum benefit to the student.

Graduates of an integrated ATPL or MPL course will have completed MCC training as part of that course. PPL/IR or CPL/IR holders who have not graduated from an integrated course and who wish to add a first multi-pilot aircraft type rating to their licence will need to undertake such training.

7.17 MCC INSTRUCTORS

Practical instruction in multi-crew co-operation, when combined with type rating training, shall be given by appropriately qualified Type Rating Instructors or Synthetic Flight Instructors.

In the case of modular MCC courses, or courses conducted as part of an integrated ATPL course, practical instruction shall be given by suitably qualified MCC instructors or TRIs who meet the requirements of AAR-FCL.905.TRI.

Additional privileges and condition of an MCCI can be found at FCL.900, FCL.905.FI(j), FCL.905.TRI, FCL.905.SFI, FCL.905.MCCI, FCL.910.MCCI, FCL.915.MCCI, FCL.930.MCCI and FCL.940.MCCI.

MCCI instruction may be carried out under the supervision of a TRI, SFI, or MCCI nominated by the ATO and listed in the Operations Manual.

7.18 MCC THEORETICAL KNOWLEDGE

The MCC theoretical knowledge course must comply with the requirements of AAR-AMC1 FCL.735.A and AMC1 FCL.735.H and is to be included in the Training Manual. The main emphasis of the theoretical knowledge training should be on the practicalities of working as part of a team and should provide a sound footing on which subsequent CRM training may be built. Technically orientated material, and that covering the specific operation of the aircraft type must be kept to an absolute minimum, particularly on modular courses.

Reference material for the trainee shall be produced. This material should cover the minimal technical and performance knowledge requirements and standard operating procedures needed to successfully operate the FSTD and accomplish the required exercises.

7.19 MCC PRACTICAL TRAINING

For a list of training devices to be used for MCC practical training refer to FCL.735.A(2) for aeroplanes and FCL.735.H(2)(b) for helicopters.

Practical training sessions are to be of suitable length to meet the objectives of the course, but no more than a 4 hour session in the FSTD used for the training. Each session should comprise of 2 hours pilot flying (PF) and 2 hours pilot not flying (PNF), and should be completed during a single working day. Appropriate provision for pre session briefing and post session de-briefing is to be included in the training programme.

Where MCC training is combined with initial type rating training the practical MCC training may be reduced to no less than 10 hours if the same FFS is used for both the MCC and type rating training. The 10 hours of MCC training must be identified within the type rating flight training. For students attending a MCC standalone course, the practical training must be 20 hours, or 15 hours in the case of students attending an ATPL integrated course.

7.20 INTERNAL PROCEDURE FOR APPROVAL OF AIRCRAFT

The Operations Manual should include the means by which the training impact of any deficiency is monitored and managed. A procedure listing the checks carried out by the HT or Nominated Deputies to qualify an aircraft is to be published in the Operations Manual. Changes to the training fleet no longer need to have SCAA approval, however, any additions to or removals from the fleet should be reflected in the Operations Manual and the SCAA notified in accordance with the approved procedure.

7.21 DOCUMENTS AND MANUALS

Aircraft must be maintained in accordance with the appropriate maintenance schedule and the following documentation must be available for inspection by the SCAA Inspectors:

- Aircraft, engine and component log books as appropriate
- Certificates of Airworthiness and Registration
- Mass and Balance Schedules
- Certificates of Maintenance Review (except where exempt) and Release to Service
- Aircraft Radio Licences and Radio Installation Approvals
- Flight Manuals or Pilot's Operating Handbooks.
- Certificates of Insurance
- Checklists
- Noise Certificate (if required)

In addition to the items listed above, the record of hours and days remaining to the next maintenance check and the record of rectification or deferring of previously reported defects must be readily available for scrutiny by pilots before each flight.

Each aircraft must be fitted with duplicated primary flying controls, for use by the instructor and the student. Robinson helicopter cyclic controls are not considered swing-over controls for this purpose.

ATOs conducting training for the FI(A) rating shall have available an aeroplane suitable for developed spinning.

Criteria for Aircraft

Flight, primary engine and associated ancillary instruments, as required by the ANO must be fitted and appropriate airworthiness requirements must be met. These instruments must be readily visible to both the instructor and the student when sitting normally in their customary seats with seat belts and diagonal shoulder straps or safety harness fastened.

Trim controls, ancillary engine controls, fuel controls, steering, brakes, wheel brakes, and undercarriage controls where appropriate and the cabin fire extinguisher must be either duplicated or positioned so that they are accessible to both the instructor and student when sitting normally in their customary seats with seat belts and diagonal shoulder strap or safety harness fastened. Single engine aeroplanes with fuel controls fitted on the left hand side (not accessible by the instructor) may be acceptable.

Each aircraft must be equipped with a VHF Transceiver with at least 760 channels, controllable from both the student and instructor stations. A two-way intercom must be fitted which permits both pilots to monitor radio communication made by either pilot. All in-flight communications must be carried out using headsets.

A sample of aircraft will be inspected for condition and compliance with the regulations prior to initial approval and periodically in respect of continuation of approval. Where an

aircraft or its associated documentation is found to be non-compliant, the aircraft should be removed from training until such items are rectified.

Furthermore, all nominated aircraft must meet the relevant airworthiness requirements for remunerated training and testing unless the application for registration specifically states that no remunerated training or testing will be carried out. If remunerated training or testing is to be carried out, aircraft must (unless covered by exemptions relating to individually or group owned aircraft):

- Have a valid Certificate of Airworthiness, and meet airworthiness requirements regarding 'life' items; or

Aircraft operator (third party liability) insurance must be and cover also include SCAA staff when they are carrying out inspections or testing on the aircraft.

Where an aircraft is operated by an ATO which is not the owner of the aircraft, a letter of operational transfer or lease agreement should be in place to support the validity of the insurance.

7.22 TECHNICAL LOGS AND AUTHORISATION OF FLIGHTS

For all training flights, Aircraft Technical Logs or an approved Authorisation Sheet must be used to record flight details. The Technical Log / Authorisation Sheet must include at least:

- The date
- The aircraft registration
- The times when the aircraft took-off and landed
- Particulars of any defect known to the commander that might affect the airworthiness or safe operation of the aircraft, or if no such defect is known an entry to that effect
- Fuel and oil states
- Intended duration of flight

The Technical Log or Authorisation Sheet should be left at the initial point of departure.

Flight authorisation for all training flights shall be confined to instructors employed by the ATO to give instruction on the approved courses.

Where an aircraft is hired for use on an approved course of training, or where an aircraft used for approved training ceases to be used by the ATO, a copy of all Technical Logs relating to the approved training shall be retained by the ATO for a period of 5 years.

7.23 CHANGES TO THE FLEET

Changes to the fleet of training aircraft shall be notified to the SCAA by the ATO using the procedure approved for the purpose in accordance with ORA.GEN.130(c)..

7.24 FLIGHT SIMULATION TRAINING DEVICES

7.25 DEVICE QUALIFICATION AND USER APPROVAL

All Flight Simulation Training Devices (FSTD) when substituting for an aircraft, are to be "qualified" and "approved" for use.

The basic distinction between "Device Qualification" and "User Approval" is that Qualification is a measure of the device's capabilities against a set of technical specifications whereas the "User Approval" relates to the extent to which a device may be used, in lieu of the aircraft for licensing and/or operational training, testing or checking. This also takes into account where appropriate, the aircraft to device differences and the operating and training ability of the ATO. The "User Approval" effectively links the use of a "qualified device" to a particular course of training by giving credits against "flight time" or more specifically allowing a given device to be used, in lieu of the aircraft, to satisfy various licensing and operational requirements i.e. skill test or proficiency check.

Organisations should refer to AAR-ARA.FSTD.110 for more information relating to the issue of a FSTD Qualification certificate.

The mechanism and format of the User Approval is changing. This has been brought about by the changes to the regulatory requirement documents themselves.

The training manual would also include details of how any differences between FSTD and the User's aircraft are addressed.

For fixed wing FSTD users, a User Approval is still needed unless only type conversion is being sought. Course(s) such as the aircraft type conversion, including Zero Flight Time Training approval (if applicable), and the aircraft type variant differences are now shown on the ATO certificate. However, the continuation (recurrent) licensing credits and the Operations credits, where applicable, are only shown in the User Approval.

In summary, a FSTD qualification certificate will be issued by the SCAA (FSTD Standards) where a device satisfies the mandatory regulatory requirements. The ATO approval certificate will be annotated to reflect which device(s) are acceptable for which course(s). It is therefore essential that Organisations keep the SCAA informed, giving as much notice as possible, where new devices are proposed for use to ensure that approved training can be conducted without interruption to the associated training course. A User Approval is required for a fixed wing 'user' who seeks to use a FSTD for continuation (recurrent) licensing credits and / or Operations credits.

7.26 TRAINING SYLLABUS

The syllabi contained in the ATO's Training Manual(s) should identify the device and reflect the number of hour's credit for each device and each course. These will be reviewed and agreed by the SCAA; any changes need to be notified. Any changes should be submitted to the SCAA for approval prior to implementation

7.27 OPERATIONAL PUBLICATIONS

7.28 REQUIRED PUBLICATIONS

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

- AAR-FCL
- AAR-ORA

- AAR-ARA
- AIP of the Republic of Azerbaijan
- Aeronautical Information Circulars
- Flight Manuals for the aircraft used on the course(s) and Standard meteorology reports and forecasts (in document or computer based formats)
- Flight planning documents
- NOTAMs
- Where applicable SID/STAR charts and aerodrome Instrument Approach Charts. These may be proprietary flight guides acceptable to the SCAA, e.g. Jeppesen
- SCAA Information Notices

7.29 OTHER PUBLICATIONS

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

- ATO Operations Manual
- ATO Training Manual(s)
- ATO Safety Management System and Compliance Monitoring Manuals

7.30 GUIDANCE MATERIAL

To assist ATOs in the production of OM, TM and OMM a “User Guide for ATO Manuals” has been produce at Appendix I.

7.31 SMS OVERSIGHT

SMS oversight uses two different evaluation forms that are available on the SCAA. The Phase 1 SMS assessment determines whether the key elements of an SMS are in place (present and suitable). Phase 2 assesses whether the SMS is operating and effective and looks for best practice and signs of excellence. Both are intended to be completed by the organization but in some cases this may be done during an assessment by SCAA. The assessment consists of:

- Phase 1 Evaluation framework as an initial assessment

  i) For a new applicant;

- Phase 2 Evaluation tool to assess SMS effectiveness

  i) For a new applicant within 1 year of the approval being issued;

  ii) For continued oversight of an organisation’s SMS.

Failure to achieve this requirement will result in the suspension of the approval

7.32 REQUIREMENTS FOR ENTRY TO TRAINING

7.33 MEDICAL

A student enrolled for training must possess the relevant and mandatory Class of Medical Certificate for the course of training being undertaken issued in accordance with AAR-MED.A.030

APPENDIX A: APPLICATION FORM (F-GEN-013) (EXAMPLE)

APPROVED TRAINING ORGANISATION (ATO)
APPLICATION FORM

INSTRUCTIONS: Print or type. Do not write in shaded areas, these are for SCAA use only. Submit original only to the Licensing and Certification Department or SCAA Authorised Person. If additional space is required, use an attachment.

1. APPLICANT		
ATO Name:		
Address:		
Contact Person Name:	Job Title:	
	E-Mail:	
	Phone Number:	
Training Sites: Please use **Annex I** to list all sites where training is to be provided.		
Identification of Activity:	☐	Initial Approval
	☐	Change Approval
Intended date commencement of activity:		

2. TRAINING COURSES OFFERED
Please use Annex II to list all courses offered (theory and/or flight training)

3. HEAD OF TRAINING (HT)	
Name Last & Name:	
License Type:	
Type of Employment:	☐ Full-time ☐ Part-time

4. CHIEF FLYING INSTRUCTOR (CFI)	
Name & Last Name:	
License Type:	
Type of Employment:	☐ Full-time ☐ Part-time

5. CHIEF THEORETICAL KNOWLEDGE INSTRUCTOR (CTKI)	
Name & Last Name:	
License Type:	
Type of Employment:	☐ Full-time ☐ Part-time

6. FLIGHT INSTRUCTORS
Please use Annex III to list all flight instructors employed to provide the training courses offered.

7. AERODROME(S) AND/OR OPERATING SITE(S) TO BE USED
Please use Annex IV to list all aerodromes/operating sites used to provide training courses (as applicable).

8. FLIGHT OPERATIONS ACCOMMODATION
Please use Annex V to list all rooms used as flight operations accommodation.

9. THEORETICAL INSTRUCTION FACILITIES
Please use Annex VI to list and describe all rooms used as theoretical instruction facilities.

10. DESCRIPTION OF TRAINING DEVICES
Please use Annex VII to list and describe all qualified training devices used to provide the training courses.

11. DESCRIPTION OF AIRCRAFT
Please use Annex VIII to list and describe all aircraft used for training

12. COMPLIANCE MONITORING MANAGER	
Name & Last Name:	
Type of Employment:	☐ Full-time ☐ Part-time

13. SAFETY MANAGEMENT SYSTEM MANAGER	
Name & Last Name:	
Type of Employment:	☐ Full-time ☐ Part-time

14. DOCUMENTS AND MANUALS TO BE SUBMITTED WITH APPLICATION	
☐ Training Manual	☐ Air Operator Certificate
☐ Operation Manual	☐ List of partners and nominated personnel
☐ Compliance Monitoring Manual	☐ SMS Manual

15. DECLARATION

In accordance with the criteria set out in AAR-ORA.GEN.115 we hereby apply for Approved Training Organization ATO certificate.
I declare that the information given in this form and its attachments are in line with AAR-ORA and other relevant regulations, are true and correct and all the necessary documents are present and checked. Any false statement, misrepresentation or concealment of material fact on this form or any document presented in support of this application may be grounds for criminal prosecution.

DATE AND PLACE	NAME OF ACCOUNTABLE MANAGER	SIGNATURE

Application form and attachments must be delivered to following address:
11, Azadliq ave. Baku, Azerbaijan, AZ1000

ANNEX I	
Training Sites	
List of sites where the training courses will be provided. Please enter the full address details for each training site.	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
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11.	
12.	
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21.	
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23.	
24.	

ANNEX II

Training Courses

List of training courses to be provided. Please enter the course name and select the type(s) of training.

№	Course Name	Type of Training
1.		☐ Theory ☐ Flight /Simulation
2.		☐ Theory ☐ Flight /Simulation
3.		☐ Theory ☐ Flight /Simulation
4.		☐ Theory ☐ Flight /Simulation
5.		☐ Theory ☐ Flight /Simulation
6.		☐ Theory ☐ Flight /Simulation
7.		☐ Theory ☐ Flight /Simulation
8.		☐ Theory ☐ Flight /Simulation
9.		☐ Theory ☐ Flight /Simulation
10.		☐ Theory ☐ Flight /Simulation
11.		☐ Theory ☐ Flight /Simulation
12.		☐ Theory ☐ Flight /Simulation
13.		☐ Theory ☐ Flight /Simulation
14.		☐ Theory ☐ Flight /Simulation
15.		☐ Theory ☐ Flight /Simulation
16.		☐ Theory ☐ Flight /Simulation
17.		☐ Theory ☐ Flight /Simulation
18.		☐ Theory ☐ Flight /Simulation
19.		☐ Theory ☐ Flight /Simulation
20.		☐ Theory ☐ Flight /Simulation
21.		☐ Theory ☐ Flight /Simulation
22.		☐ Theory ☐ Flight /Simulation

ANNEX III

Flight Instructors

List of flight instructors employed to provide the training courses offered. Please enter the name of the instructor, the type of Licence, the Licence number, instructional ratings and employment type.

№	Instructor Name	Licence Type and Number	Instructor Ratings Held	Employment
1.				☐ Full Time ☐ Half Time
2.				☐ Full Time ☐ Half Time
3.				☐ Full Time ☐ Half Time
4.				☐ Full Time ☐ Half Time
5.				☐ Full Time ☐ Half Time
6.				☐ Full Time ☐ Half Time
7.				☐ Full Time ☐ Half Time
8.				☐ Full Time ☐ Half Time
9.				☐ Full Time ☐ Half Time
10.				☐ Full Time ☐ Half Time
11.				☐ Full Time ☐ Half Time
12.				☐ Full Time ☐ Half Time
13.				☐ Full Time ☐ Half Time
14.				☐ Full Time ☐ Half Time
15.				☐ Full Time ☐ Half Time
16.				☐ Full Time ☐ Half Time
17.				☐ Full Time ☐ Half Time
18.				☐ Full Time ☐ Half Time
19.				☐ Full Time ☐ Half Time
20.				☐ Full Time ☐ Half Time
21.				☐ Full Time ☐ Half Time
22.				☐ Full Time ☐ Half Time

ANNEX IV

Aerodrome(s) and/or operating site(s) to be used
List of aerodromes used to provide training courses. Please enter the full name and address of all aerodromes where training is taking place.

№	Aerodrome	
1.		☐IFR approaches ☐Night flying ☐Air traffic control
2.		☐IFR approaches ☐Night flying ☐Air traffic control
3.		☐IFR approaches ☐Night flying ☐Air traffic control
4.		☐IFR approaches ☐Night flying ☐Air traffic control
5.		☐IFR approaches ☐Night flying ☐Air traffic control
6.		☐IFR approaches ☐Night flying ☐Air traffic control
7.		☐IFR approaches ☐Night flying ☐Air traffic control
8.		☐IFR approaches ☐Night flying ☐Air traffic control
9.		☐IFR approaches ☐Night flying ☐Air traffic control
10.		☐IFR approaches ☐Night flying ☐Air traffic control
11.		☐IFR approaches ☐Night flying ☐Air traffic control
12.		☐IFR approaches ☐Night flying ☐Air traffic control
13.		☐IFR approaches ☐Night flying ☐Air traffic control
14.		☐IFR approaches ☐Night flying ☐Air traffic control
15.		☐IFR approaches ☐Night flying ☐Air traffic control
16.		☐IFR approaches ☐Night flying ☐Air traffic control

ANNEX V

Flight Operations Accommodation

List of all rooms used as flight operations accommodation. Please enter the location, purpose of use, number of rooms and size.

№	Location	Purpose of use	Number	Size (length x width)
1.				____ m x _____ m
2.				____ m x _____ m
3.				____ m x _____ m
4.				____ m x _____ m
5.				____ m x _____ m
6.				____ m x _____ m
7.				____ m x _____ m
8.				____ m x _____ m
9.				____ m x _____ m
10.				____ m x _____ m
11.				____ m x _____ m
12.				____ m x _____ m
13.				____ m x _____ m
14.				____ m x _____ m
15.				____ m x _____ m
16.				____ m x _____ m
17.				____ m x _____ m
18.				____ m x _____ m
19.				____ m x _____ m
20.				____ m x _____ m
21.				____ m x _____ m
22.				____ m x _____ m
23.				____ m x _____ m

ANNEX VI

Theoretical Instruction Facilities

List of all classrooms used as theoretical instruction facilities. Please enter the location, number of classrooms and size.

№	Location	Purpose of use	Number	Size (length x width)
1.				____ m x _____ m
2.				____ m x _____ m
3.				____ m x _____ m
4.				____ m x _____ m
5.				____ m x _____ m
6.				____ m x _____ m
7.				____ m x _____ m
8.				____ m x _____ m
9.				____ m x _____ m
10.				____ m x _____ m
11.				____ m x _____ m
12.				____ m x _____ m
13.				____ m x _____ m
14.				____ m x _____ m
15.				____ m x _____ m
16.				____ m x _____ m
17.				____ m x _____ m
18.				____ m x _____ m
19.				____ m x _____ m
20.				____ m x _____ m
21.				____ m x _____ m
22.				____ m x _____ m
23.				____ m x _____ m

ANNEX VII

Training Devices

List of all training devices used to provide training courses. Please identify the device, the aircraft type and type of device.

№	Identification	Type of Aircraft	Type of Device	
1.			☐FFS ☐FNPT I ☐FNPT II ☐FNPT III	☐FTD 1 ☐FTD 2 ☐FTD 3 ☐BITD
2.			☐FFS ☐FNPT I ☐FNPT II ☐FNPT III	☐FTD 1 ☐FTD 2 ☐FTD 3 ☐BITD
3.			☐FFS ☐FNPT I ☐FNPT II ☐FNPT III	☐FTD 1 ☐FTD 2 ☐FTD 3 ☐BITD
4.			☐FFS ☐FNPT I ☐FNPT II ☐FNPT III	☐FTD 1 ☐FTD 2 ☐FTD 3 ☐BITD
5.			☐FFS ☐FNPT I ☐FNPT II ☐FNPT III	☐FTD 1 ☐FTD 2 ☐FTD 3 ☐BITD
6.			☐FFS ☐FNPT I ☐FNPT II ☐FNPT III	☐FTD 1 ☐FTD 2 ☐FTD 3 ☐BITD
7.			☐FFS ☐FNPT I ☐FNPT II ☐FNPT III	☐FTD 1 ☐FTD 2 ☐FTD 3 ☐BITD
8.			☐FFS ☐FNPT I ☐FNPT II ☐FNPT III	☐FTD 1 ☐FTD 2 ☐FTD 3 ☐BITD
9.			☐FFS ☐FNPT I ☐FNPT II ☐FNPT III	☐FTD 1 ☐FTD 2 ☐FTD 3 ☐BITD

ANNEX VIII

Aircraft

List of all aircraft used to provide training courses. Please identify the aircraft registration, type designation and IFR.

№	Registration	Class/Type of Aircraft	Equipped	
1.			☐ IFR ☐ Night	☐ CPL ☐ Complex
2.			☐ IFR ☐ Night	☐ CPL ☐ Complex
3.			☐ IFR ☐ Night	☐ CPL ☐ Complex
4.			☐ IFR ☐ Night	☐ CPL ☐ Complex
5.			☐ IFR ☐ Night	☐ CPL ☐ Complex
6.			☐ IFR ☐ Night	☐ CPL ☐ Complex
7.			☐ IFR ☐ Night	☐ CPL ☐ Complex
8.			☐ IFR ☐ Night	☐ CPL ☐ Complex
9.			☐ IFR ☐ Night	☐ CPL ☐ Complex
10.			☐ IFR ☐ Night	☐ CPL ☐ Complex
11.			☐ IFR ☐ Night	☐ CPL ☐ Complex
12.			☐ IFR ☐ Night	☐ CPL ☐ Complex
13.			☐ IFR ☐ Night	☐ CPL ☐ Complex
14.			☐ IFR ☐ Night	☐ CPL ☐ Complex
15.			☐ IFR ☐ Night	☐ CPL ☐ Complex
16.			☐ IFR ☐ Night	☐ CPL ☐ Complex
17.			☐ IFR ☐ Night	☐ CPL ☐ Complex
18.			☐ IFR ☐ Night	☐ CPL ☐ Complex
19.			☐ IFR ☐ Night	☐ CPL ☐ Complex
20.			☐ IFR ☐ Night	☐ CPL ☐ Complex
21.			☐ IFR ☐ Night	☐ CPL ☐ Complex

APPENDIX B: APPLICATION FORM FOR APPROVAL OF TRAINING PROGRAMME/S

FTO	TRTO	PPL	CLASS RATING	TYPE RATING	Individual TRI/TRE
AEROPLANE	HELICOPTER	SINGLE PILOT	MULTI PILOT	VFR	IFR
INITIAL APPLICATION		VARIATION/CHANGE/ AMENDMENT APPLICATION		OTHER	

TO BE COMPLETED BY THE APPLICANT

Name and type of organisation under which the activity is to take place (address, tel., fax., e-mail, web page):

Name of the individual (for individual Instructors only) (address, tel., fax., e-mail, web page):

Organisational Approval Number:

License Number and Ratings (for individual Instructors only):

Training programme/s offered (name of the course and please specify if theory/ flight/synthetic training):

Summary of trainees prerequisite entry conditions and Student: Instructor Ratio (for theory/ flight/synthetic training):

4 Trainee
9 Instructors

Content of training programme/s:

TYPE OF TRAINING (duration in hrs)	CHECK (duration in hrs)	LOCATION / AIRPORT	ORGANISATION or RESPONSIBLE INSTRUCTOR

List of flight/synthetic/theoretical instructor(s) (where applicable number of licence):

Name and surname	Address	Licence	Number of licence	FI qualification

Aerodrome(s) to be used (IFR, night flying, ATC):

Flight operations accommodation to be used (location, number, size):

Theoretical instruction facilities to be used (location, number, size):

Description of flight synthetic training devices (as applicable):

FSTD Type	Registration	Approved (Yes/No)	FSTD Qualification (Validity)	Name Of FSTD Operator

Description of aircraft (IFR equipped, etc.):

Type	Registration	Registered Owner	C of A Category	Insurance of A/C

NOTE: If answer to any of the above questions is incomplete, the applicant shall provide full details of alternative arrangements separately.

Date of intended commencement of operations (initial or variation (change) application): _____.

I_____, on behalf of_____. certify that all the above information and contents of training programme/s are complete, correct and in compliance with AAR-FCL. The approved training programme/s registered by this application shall be conducted at my responsibility.

Name_____Signature _____ Stamp_____
Date_____

TO BE COMPLETED BY AZERBAIJAN CIVIL AVIATION AGENCY

This is to certify that the above specified _____ training programme/s has been approved for the conduct under the responsibility of the above referred applicant. Observations (if applicable):

……

Approval date: **Revision number:**

Name and surname: _____ **Position: _____**

Stamp: **Signature: ……..…….. Date: _____**

APPENDIX C: TRAINING PROGRAMME APPROVAL CHECKLIST

SCAA Document ®	Inspector ®	Type of Operation
Date Accomplished ®	**AC Type**	**Operator/Applicant ®**

NCF/Discrepancies						Action				
A	B	C	D	E	F	S	U	Ap	Ac	F

NCF/Discrepancies code:
A=Aircraft; B=Facilities; C=Documents; D=Procedures; E=Programmes; F = Other

Action Codes: S=Satisfactory; U = Unsatisfactory; Ap – Approved; Ac= Accepted; F = Follow-up

1. GENERAL

Check that training syllabuses have been designed for all operations personnel assigned to operational duties in connection with the preparation and conduct of a flight in accordance with the requirements of AAR-FCL for approval by the SCAA in accordance with the following for the respective operations positions and meet the requirements of AAR-FCL for Flight crew members:

Item			Assessment			
	Requirements Reference	Program Reference	YES	NO	N/C	N/A
2. THE AIM OF THE COURSE						
(a) A statement of what the student is expected to do as a result:						
(i) of the training,						
(ii) the level of performance,						
(iii) and the training constraints to be observed.						
3. PRE-ENTRY REQUIREMENTS						
(i) Minimum age						
(ii) Educational requirements (inc language)						
(iii) Medical requirements						
(iv) Any individual member state requirements						

YES = Requirements met NO* = Requirements not met N/C = Not Checked N/A = Not Applicable

Item			Assessment			
	Requirements Reference	Program Reference	YES	NO	N/C	N/A
4. TRAINING SYLLABI						
(i) The flying syllabus (single-engine)						
(ii) The flying syllabus (multi-engine)						
(iii) The synthetic flight training syllabus						
(iv) The theoretical knowledge training syllabus						
5. THE TIME SCALE AND SCALE, IN WEEKS, FOR EACH SYLLABUS						
Arrangements of the course and the integration of syllabi time.						
6. TRAINING PROGRAMME						
(i) A general arrangements of daily and weekly programmes for flying, ground and synthetic flight training.						
(ii) Bad weather constraints; i.e. if the weather precludes flying.						
(iii) Programme constraints in terms of maximum student training times, (flying, theoretical knowledge, synthetic) e.g. per day/week/month.						
(iv) Restrictions in respect of duty periods for students.						
(v) Duration of dual and solo flights at various stages.						
(vi) Maximum student flying hours in any day/night; maximum number of training flights in any day/night.						
(vii) Minimum student rest period between duty periods						
7. TRAINING RECORDS						
(i) Rules for security of records and documents						
(ii) Attendance records						
(iii) The form of training records to be kept						

YES = Requirements met NO* = Requirements not met N/C = Not Checked N/A = Not Applicable

Item			Assessment			
	Requirements Reference	**Program Reference**	**YES**	**NO**	**N/C**	**N/A**
(iv) Persons responsible for checking records and students' log books.						
(v) The nature and frequency of record checks.						
(vi) Standardisation of entries in training records.						
(vii) Rules concerning log book entries						
8. Safety training						
(i) Individual responsibilities						
(ii) Essential exercises						
(iii) Emergency drills (frequency)						
(iv) Dual checks (frequency at various stages)						
(v) Requirement before first solo day / night / navigation etc.						
9. Tests and Examinations						
(i) Flying (a) Progress checks (b) Skill tests						
(ii) Theoretical Knowledge (a) Progress tests (b) Theoretical knowledge examinations						
(iii) Authorisation for test.						
(iv) Rules concerning refresher training before retest.						
(v) Test reports and records.						
(vi) Procedures for examination paper preparation, type of question and assessment, standard required for 'Pass'.						
(vii) Procedure for question analysis and review and for raising replacement papers.						
(viii) Examination re-sits procedures.						
10. Training effectiveness						
(i) Individual responsibilities.						
YES = Requirements met NO* = Requirements not met N/C = Not Checked N/A = Not Applicable						

Item			Assessment			
	Requirements Reference	**Program Reference**	**YES**	**NO**	**N/C**	**N/A**
(ii) General assessment.						
(iii)Liaison between departments.						
(iv)Identification of unsatisfactory progress (individual students).						
(v)Actions to correct unsatisfactory progress.						
(vi)Procedure for changing instructors						
(vii)Maximum number of instructor changes per student.						
(viii)Internal feedback system for detecting training deficiencies.						
(ix)Procedure for suspending a student from training.						
(x)Discipline.						
(xi)Reporting and documentation						
11.Standards and Level of performance at various stages						
(i) Individual responsibilities.						
(ii) Standardisation.						
(iii) Standardisation requirements and procedures.						
(iv) Application of test criteria.						
12. Air Exercises						
A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.						
13. Air exercise reference list						
An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors						

YES = Requirements met NO* = Requirements not met N/C = Not Checked N/A = Not Applicable

Item			Assessment			
	Requirements Reference	Program Reference	YES	NO	N/C	N/A
14.Course structure – phase of training						
(i) A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency.						
(ii) Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.						
15. Course structure integration of syllabi						
The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.						
16. Student progress						
(i) The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he must achieve before progressing from one phase of air exercise training to the next.						
(ii) Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises, e.g. night flying.						
17. Instructional methods						
The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorisation of solo flights, etc.						
18. Progress test						
The instructions given to examining staff in respect of the conduct and documentation of all progress tests.						
19. Glossary of terms						
Definition of significant terms as necessary.						
YES = Requirements met NO* = Requirements not met N/C = Not Checked N/A = Not Applicable						

Item			Assessment			
	Requirements Reference	Program Reference	YES	NO	N/C	N/A
20. Appendices						
(i) Progress test report forms						
(ii) Skill test report forms						
(iii) ATO certificates of experience, competence, etc. as required.						
Synthetic Flight Training						
21. Air exercises						
A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.						
22. Air exercise reference list						
An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors						
23. Course structure – phase of training						
(i) A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency.						
(ii) Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.						
24. Course structure integration of syllabi						
The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.						

YES = Requirements met NO* = Requirements not met N/C = Not Checked N/A = Not Applicable

Item			Assessment			
	Requirements Reference	Program Reference	YES	NO	N/C	N/A
25.Student progress						
(i) The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he must achieve before progressing from one phase of air exercise training to the next.						
(ii) Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises, e.g. night flying.						
26.Instructional methods						
The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorisation of solo flights, etc.						
27.Progress test						
The instructions given to examining staff in respect of the conduct and documentation of all progress tests.						
28.Glossary of terms						
Definition of significant terms as necessary.						
29.Appendices						
(i) Progress test report forms						
(ii) Skill test report forms						
(iii) ATO certificates of experience, competence, etc. as required.						
Theoretical knowledge						
30.Structure of the theoretical knowledge course						
(i) A statement of the structure of the course,						
(ii) including the general sequence of the topics to be taught in each subject,						
(iii) the time allocated to each topic, the breakdown per subject and						
YES = Requirements met NO* = Requirements not met N/C = Not Checked N/A = Not Applicable						

Item			Assessment			
	Requirements Reference	**Program Reference**	**YES**	**NO**	**N/C**	**N/A**
(iv) an example of a course schedule						
(v) Distance learning courses should include instructions of the material to be studied for individual elements of the course.						
31.Lesson Plans						
(i) A description of each lesson or group of lessons						
(ii) including teaching materials						
(iii) training aids						
(iv) progress test organisation and						
(v) inter-connection of topics with other subjects						
32.Teaching materials						
Specification of training aids to be used (e.g. study materials, course manual references, exercises, self-study materials, demonstration equipment).						
33. Student progress						
The requirement for student progress, including a brief but specific statement of the standard that must be achieved and the mechanism for achieving this, before application for theoretical knowledge examinations.						
34. Progress testing						
The organisation of progress testing in each subject, including topics covered, evaluation methods and documentation.						
35. Review procedure						
The procedure to be followed if the standard required at any stage of the course is not achieved, including an agreed action plan with remedial training if required.						
YES = Requirements met NO* = Requirements not met N/C = Not Checked N/A = Not Applicable						

Notes: 1. A **"NO"** or **"N/C"** response on a checklist must be accompanied by reason or comments.

2. A **"NO"** response to a safety issue finding in an inspection of an organization must be transferred to a NCF report for corrective action where applicable.

3. Proceed all comments with the applicable checklist item number or discrepancy number.

Discrepancy Label: (Circle the applicable numeric labels that best describe the discrepancies)

Policy, Procedures, Instructions, Information, Documentation, Controls do not comply with:

1.Not Specified	**2.**Unclear	**3.**Incomplete	**4.**Inconsistent	**5.**AAR	**6.**Guidance

7.Do not Identify: Who, What, When, Where, How

Document Quality:	8.Unreadable	9.Illegible

10. Resource requirements incomplete (personnel, facilities, equipment, technical data)

1	2	3	4	5	6	7	8	9	10

Comments:

Recommendations:

Name of Inspector_____ **Signature**_____ **Date**_____

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APPENDIX D: COURSE COMPLETION CERTIFICATE

COMPANY LOGO

CERTIFICATE OF COURSE COMPLETION

Type of course:

i.e. Single-Pilot Multi-Engine Class Rating/

_____ Type Rating/

Multi-Crew Co-operation Course etc.

Name:……

Employed by:……...

Licence number:……..**Course Number**…….

This is to certify that the above named Pilot successfully completed a SCAA Approved Single-Pilot Multi-Engine Class Rating/Type Rating Course/MCC in respect of the ……..(type) between ……(date) and ……(date). Application is now made for the grant of the Aircraft Rating.

***MCC REQUIREMENT SATISFIED BY(Where relevant):**

- **COMBINED MCC/ TYPE RATING COURSE**
- **MODULAR COURSE**
- **INTEGRATED WITH ATP COURSE**
- **MCC EXEMPT DUE PREVIOUS MULTI-PILOT A/C EXPERIENCE**

(*delete those not applicable)

COURSE DETAILS

Ground Training: Course of Ground Training completed on:…….

Mark Awarded in the final exam:…….

Fixed Base SIM: Course of:…….hrs…….mins training completed on:……..

Or other Training

Device:……..

Full Flight SIM: Course…….hrs……mins training completed on ……

Flight Simulation Training Device Approval Number:……

Aircraft Training/ ……hrs……mins of training/testing completed on an aircraft

Test: completed on …….and included …….landings

Aircraft Registration:

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APPENDIX E: (RESERVED)

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APPENDIX F: OPERATIONS MANUAL CONTENT CHECKLIST

This checklist is designed as an aid to ensuring that an Operations Manual submitted for approval contains all the relevant entries but should only contain those paragraphs that are relevant to the course(s) applied for.

Although not mandatory, please note that failure to submit the checklist with the application documentation could result in a protracted delay to the Manual approval procedure and additional costs for the grant of the approval.

Part 1 General Section

Checklist Item	Company Manual Reference	SCAA Notes
• A list of effective pages and version number, a list and description of all volumes in the Operation manual plus all other requirements as detailed in the SCAA document control guide.		
• Administration (function and management)		
• Responsibilities (all management and administrative staff) to include latest definitions		
• List of all Training Sites and the approved courses conducted at each		
• List of Approved signatories to include scope of authority , e.g. course completion certificates ect. This should include the criteria by which these people are considered appropriately qualified and a sample of their signature.		

Checklist Item	Company Manual Reference	SCAA Notes
• What procedure is used to access and demonstrate compliance with the regulation.		
• Procedure by which manual, checklist and documentation changes are tracked and implemented in the course and any examination papers.		
• Student discipline and disciplinary action		
• Approval/Authorisation of flights		
• Preparation of flying programme (including weather restriction)		
• Command of aircraft		
• Responsibilities of pilot-in-command		
• Carriage of passengers		
• Aircraft documentation		
• Retention of documents		
• Flight crew qualification records (licences and ratings).		
• Revalidation (medical certificates and ratings)		
• Flying duty period and flight time limitations (flying instructors)		

Checklist Item	Company Manual Reference	SCAA Notes
• Rest periods (students)		
• Pilot logbooks		
• Flight planning (General)		
• Safety(General) – equipment, radio listening watch, hazards, accidents and incidents(including reports), safety pilots etc.		

Part 2 Technical Section

Checklist Item	Company Manual Reference	SCAA Notes
• Aircraft descriptive notes		
• FSTD descriptive notes if applicable		
• Aircraft handling (including checklists, limitations, aircraft maintenance and technical logs, in accordance with relevant requirements etc.)		
• Emergency procedures		
• Radio and Radio navigation aids		
• Allowable deficiencies (based on MMEL if available) • his should include the means by which the training impact of any deficiency is monitored and managed.		

Part 3 Route Section

Checklist Item	Company Manual Reference	SCAA Notes
• Performance(legislation, take-off, route, landing)		
• Flight Planning(fuel, oil, minimum safe altitude, navigation equipment)		
• Loading (load sheets, mass and balance, limitations)		
• Weather minima (Flight instructors)		
• Weather minima (students at various stage of training)		
• Training routes/areas including airfield details applicable to the type of proposed training.		

Part 4 Personnel Training

Checklist Item	Company Manual Reference	SCAA Notes
• Appointment of persons responsible for standards/competence of flying staff including persons nominated by ATO for Revalidation and Renewal of MCCI certificate if applicable.		
• Initial training		
• Refresher training		
• Standardisation training		
• Proficiency checks		
• Upgrading training		
• ATO personnel standards evaluation		

To be completed by an ATO Representative

I confirm that the content of the Operations Manual complies with the AAR-FCL's requirements currently applied.

Signed _____ **Name**_____ **Position Held**_____ **Date**_____

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APPENDIX G: TRAINING MANUAL CONTENT CHECKLIST

This checklist is designed as an aid to ensuring that a Training Manual submitted for approval contains all the relevant entries but should only contain those paragraphs that are relevant to the course(s) applied for.

Although not mandatory, please note that failure to submit the checklist with the application documentation could result in a protracted delay to the Manual approval procedure and additional costs for the grant of the approval.

Part 1	**The Training Plan**				
Sub-part	**1 Title**	**Content**	**Our Manual Ref.**	**N/A or Remarks**	**For SCAA use Only**
1.1	**The aim of the course**	A statement of what the student is expected to do as a result: (i) of the training, (ii) the level of performance, (iii) and the training constraints to be observed.			
1.2	**Pre-entry requirements**	(i) Minimum age (ii) Educational requirements (inc language) (iii) medical requirements (iv) any individual member state requirements			
1.3	**Credits from previous experience**	Obtained from the competent SCAA before training begins.			
1.4	**Training Syllabi**	(i) The flying syllabus (single-engine) (ii) The flying syllabus (multi-engine) (iii) The synthetic flight training syllabus (iv) The theoretical knowledge training syllabus			
1.5	**The time scale and scale, in weeks, for each syllabus**	Arrangements of the course and the integration of syllabi time.			

Part 1	The Training Plan				
Sub-part	**1 Title**	**Content**	**Our Manual Ref.**	**N/A or Remarks**	**For SCAA use Only**
1.6	**Training Programme**	(i) A general arrangements of daily and weekly programmes for flying, ground and synthetic flight training. (ii) Bad weather constraints; i.e. if the weather precludes flying. (iii) Programme constraints in terms of maximum student training times, (flying, theoretical knowledge, synthetic) e.g. per day/week/month. (iv) Restrictions in respect of duty periods for students. (v) Duration of dual and solo flights at various stages. (vi) Maximum student flying hours in any day/night; maximum number of training flights in any day/night. (vii) Minimum student rest period between duty periods.			
1.7	**Training records**	(i) Rules for security of records and documents (ii) Attendance records (iii) The form of training records to be kept. (iv) Persons responsible for checking records and students' log books. (v) The nature and frequency of record checks. (vi) Standardisation of entries in training records. (vii) Rules concerning log book entries			
1.8	**Safety training**	(i) Individual responsibilities (ii) Essential exercises (iii) Emergency drills (frequency) (iv) Dual checks (frequency at various stages) (v) Requirement before first solo day / night / navigation etc.			

Part 1	The Training Plan				
Sub-part	**1 Title**	**Content**	**Our Manual Ref.**	**N/A or Remarks**	**For SCAA use Only**
1.9	**Tests and Examinations**	(i) Flying (a) Progress checks (b) Skill tests (ii) Theoretical Knowledge (a) Progress tests (b) Theoretical knowledge examinations (iii) Authorisation for test. (iv) Rules concerning refresher training before retest. (v) Test reports and records. (vi) Procedures for examination paper preparation, type of question and assessment, standard required for 'Pass'. (vii) Procedure for question analysis and review and for raising replacement papers. (viii) Examination re-sits procedures.			
1.10	**Training effectiveness**	(i) Individual responsibilities. (ii) General assessment. (iii) Liaison between departments. (iv) Identification of unsatisfactory progress (individual students). (v) Actions to correct unsatisfactory progress. (vi) Procedure for changing instructors. (vii) Maximum number of instructor changes per student. (viii) Internal feedback system for detecting training deficiencies. (ix) Procedure for suspending a student from training. (x) Discipline. (xi) Reporting and documentation			
1.11	**Standards and Level of performance at various stages**	(i) Individual responsibilities. (ii) Standardisation. (iii) Standardisation requirements and procedures.			

Part 1	The Training Plan				
Sub-part	**1 Title**	**Content**	**Our Manual Ref.**	**N/A or Remarks**	**For SCAA use Only**
		(iv) Application of test criteria.			

Part 2	Briefing and Air Exercises				
Sub-part	**2 Title**	**Content**	**Our Manual Ref.**	**N/A or Remarks**	**For SCAA use Only**
2.1	**Air Exercises**	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.			
2.2	**Air exercise reference list**	An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors			
2.3	**Course structure – phase of training**	(i) A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency. (ii) Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.			
2.4	**Course structure integration of syllabi**	The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.			
2.5	**Student progress**	(i) The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he must			

Part 1	The Training Plan				
Sub-part	**1 Title**	**Content**	**Our Manual Ref.**	**N/A or Remarks**	**For SCAA use Only**
		achieve before progressing from one phase of air exercise training to the next. (ii) Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises, e.g. night flying.			
2.6	**Instructional methods**	The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorisation of solo flights, etc.			
2.7	**Progress test**	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.			
2.8	**Glossary og terms**	Definition of significant terms as necessary.			
2.9	**Appendices**	(i) Progress test report forms (ii) Skill test report forms (iii) ATO certificates of experience, competence, etc. as required.			

Part 3	Synthetic Flight Training				
Sub-part	**3 Title**	**Content**	**Our Manual Ref.**	**N/A or Remarks**	**For SCAA use Only**
3.1	**Air exercises**	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.			
3.2	**Air exercise reference list**	An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors			
3.3	**Course structure – phase of training**	(i) A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency)			

Part 3	Synthetic Flight Training				
Sub-part	**3 Title**	**Content**	**Our Manual Ref.**	**N/A or Remarks**	**For SCAA use Only**
		exercises are repeated at the correct frequency. (ii) Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.			
3.4	**Course structure integration of syllabi**	The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.			
3.5	**Student progress**	(i) The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he must achieve before progressing from one phase of air exercise training to the next. (ii) Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises, e.g. night flying.			
3.6	**Instructional methods**	The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorisation of solo flights, etc.			
3.7	**Progress test**	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.			
3.8	**Glossary of terms**	Definition of significant terms as necessary.			
3.9	**Appendices**	(i) Progress test report forms (ii) Skill test report forms (iii) ATO certificates of experience, competence, etc. as required.			

Part 4	Theoretical knowledge				
Sub-part	**4 Title**	**Content**	**Our Manual Ref.**	**N/A or Remarks**	**For SCAA use Only**
4.1	**Structure of the theoretical knowledge course**	(i) A statement of the structure of the course, (ii) including the general sequence of the topics to be taught in each subject, (iii) the time allocated to each topic, the breakdown per subject and (iv) an example of a course schedule. (v) Distance learning courses should include instructions of the material to be studied for individual elements of the course.			
4.2	**Lesson Plans**	(i) A description of each lesson or group of lessons (ii) including teaching materials (iii) training aids (iv) progress test organisation and (v) inter-connection of topics with other subjects			
4.3	**Teaching materials**	Specification of training aids to be used (e.g. study materials, course manual references, exercises, self-study materials, demonstration equipment).			
4.4	**Student progress**	The requirement for student progress, including a brief but specific statement of the standard that must be achieved and the mechanism for achieving this, before application for theoretical knowledge examinations.			
4.5	**Progress testing**	The organisation of progress testing in each subject, including topics covered, evaluation methods and documentation.			

4.6	**Review procedure**	The procedure to be followed if the standard required at any stage of the course is not achieved, including an agreed action plan with remedial training if required.			

To be completed by an ATO Representative

I confirm that the content of the Operations Manual complies with the AAR-FCL's requirements currently applied.

Signed _____ Name_____ Position Held_____ Date_____

APPENDIX H: SUBMISSION OF ATO MANUALS

The initial issue of a proposed new Manual, regardless of whether it is in relation to an application for ATO approval or by an ATO holding approval, should, wherever possible, be in a paper copy format. Once approved an electronic copy should be submitted in a single pdf file for inclusion in the electronic document library. Subsequent amended submissions should be forwarded by submission of the complete manual in a single file with the changes identified. The procedures for submission of an amended manual are as follows:

For the assessment of:

- Manuals that were returned to the ATO by the SCAA for amendment and therefore require further review prior to initial Acceptance.
- Manuals that now include information previously stated on the FTO/TRTO Approval Certificate.
- Manuals which incorporate a change (or changes) where the publications were previously accepted by the SCAA.

The Manual must be submitted in a format that allows easy identification as to the changes and, therefore, the benefit of an expeditious turnaround time for the ATO.

There is a mandatory requirement for the amended Manual to contain a ‘List of Effective Pages’ (LOEP). This should identify the page number plus the relevant implementation date. Therefore, the date of a page will change each time that particular page is amended. This is then referenced additionally in the LOEP to ensure robust and effective document control.

It is also accepted as best practice that a vertical line is added adjacent to the actual amendment(s).

All submissions should be accompanied by notification of the reason for submission the following template should be used for that purpose. Following review of the manual the template will be returned to the ATO as a record of the acceptance of the submission; a report detailing required corrective action will be sent in the case of rejected manuals.

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APPENDIX I: ATO ORGANISATION MANAGEMENT MANUAL COMPLIANCE

To be completed by ATO					
ATO ORGANISATION MANAGEMENT MANUAL COMPLIANCE					
ATO Name:					
ATO Ref:		OOM Revision date:		OOM Version:	
This form was pre-completed by or on behalf of the ATO compliance monitoring manager for a:					
First issue: ☐ Revision ☐ Continuous oversight: ☐					
Name of Compliance Monitoring Manager/Responsible Person of ATO:					
Signature:		Date:			

Important notes:

1. The intention of this document is to provide guidelines to set up a manual compliant towards the SCAA AIRCREW REGULATIONS AAR-ORA. The SCAA will perform spot-checks on items where the most safety and/or compliance issues may arise. It is the ultimate responsibility of the ATO accountable manager with the help of the compliance manager to provide a fully compliant manual.

2. Kindly ensure that you are working with the latest version of this document. Check the SCAA website or email plg@caa.gov.az for the latest revision.

3. For the submission of a revision provide a pdf version of the manual with the changes highlighted and/or an abstract of the modifications.

Part 0 – Manual Administration				
Parag.	**Subject**	**Description** ***Supplementary information***	**ATO Manual Reference:** ***(Section/Chapter/Page)***	**SCAA Use Only**
1	Title page	Title of the manual. A unique reference of the manual. Date of revision. Revision number. Copy number.	Click here to enter text	
2	Table of Contents page	Contents are appropriately numbered and in order.	Click here to enter text	
3	List of effective pages (LEP) Or Approval page	The list of effective pages (LEP) gives for each page/part the revision number and date (and, in the case of a part, the number of pages). This list is mentioned in the table of content. An approval page is used when the manual will be revised as a whole for each revision. The LEP or approval page must be signed by the Accountable Manager (AM) and the Compliance Monitoring Manager (CMM) or have other evidence of their approval.	Click here to enter text	
4	Distribution list	Provide a cross reference of who is in possession of which copy number of the manual. Refer information about electronic distribution.	Click here to enter text	
5	Record of revision	A table to record amendments and revisions. Provide all the revisions issued for this manual, their revision date and an abstract of the changes performed for each revision.	Click here to enter text	
6	Revision Procedure	The procedure to follow to revise this manual. By who and how amendment can be proposed. Who is in charge to include / disseminate the manual revision after been approved by the SCAA.	Click here to enter text	
7	Temporary revisions	What is the procedure to implement a temporary revision, By who and how a temporary revision can be proposed.	Click here to enter text	
8	Record of temporary revisions	Gives all the temporary revisions issued for this manual, their issue date and a general information of the changes implemented by the temporary revision. This page must be signed by the compliance monitoring manager.	Click here to enter text	

Part 1 – General Information				
Parag.	**Subject**	**Description** ***Supplementary information***	**ATO Manual Reference:** ***(Section/Chapter/Page)***	**SCAA Use Only**
1	General Information. *ORA.ATO.105*	Name of the ATO. Information of principal address and training sites (address, phone, email).	Click here to enter text	
2	Legal status of the organisation.	Name of the legal entity detaining the ATO certificate. Legal status. Address of the legal entity.	Click here to enter text	
3	Training courses offered. *ORA.GEN.125*	List all the training courses offered by the organisation (theoretical and practical).	Click here to enter text	
4	Organisation chart. *ORA.GEN.200*	An organisation chart providing the relationships between the responsible persons (AM, HT, CFI,	Click here to enter text	

Part 1 – General Information				
Parag.	**Subject**	**Description** ***Supplementary information***	**ATO Manual Reference:** ***(Section/Chapter/Page)***	**SCAA Use Only**
		CTKI, CMM and SM) their assistants/deputies, the compliance auditors and the rest of the staff.		
5	Management Staff. *ORA.GEN.210* *ORA.ATO.210*	Provide the following information for each ATO responsible persons: •Contact information (Name, phone, mobile, email, full time/part time) •Required qualifications and/or training; •Responsibilities.	Click here to enter text	
6	Instruction staff. *ORA.GEN.210* *ORA.ATO.210*	Theoretical knowledge instructors: • Name, surname; • Assigned ground training courses; • Assigned branches; • Full time/part time. Flight instructors: • Name, Surname; • Licence number; • Ratings / Certifications; • Assigned flight training courses; • Full time/part time.	Click here to enter text	
7	Administrative staff. *ORA.GEN.210*	Name, Function and function description.	Click here to enter text	
8	Aerodrome(s)/Operating site(s) to be used. *ORA.ATO.140*	List all the aerodromes / operating sites that will be used for the training and for which type of training and how it complies with requirements laid down in AMC1 ORA.ATO.140.	Click here to enter text	
9	Flight operations accommodation. *ORA.GEN.215*	Per training site, provide a plan of the premises and describe the means to fulfil the following requirements (See AMC1 ORA.GEN.215 and AMC2 ORA.GEN.215): Operations room with facilities to control flying operations; Flight planning room with adequate facilities; Adequate briefing rooms/cubicles of sufficient size and number; Suitable offices for the supervisory staff and rooms to allow flying instructors to write reports on student, complete records and other related documentation; Furnished crew rooms for instructors and students; Rest rooms (if applicable the split time period).	Click here to enter text	
10	Theoretical instruction facilities. *ORA.GEN.215*	Per training site, provide a plan of the premises and describe the means to fulfil the following requirements: Adequate classroom accommodation for the current student population; Suitable demonstration equipment to support the theoretical knowledge instruction; An R/T training and testing facility; A reference library containing publication giving coverage of the syllabus; Offices for the instructional staff.	Click here to enter text	
11	Description of simulation training devices. *ORA.ATO.135*	List all FSTD (FFS, FNPT I/II, BITD, etc…) that will be used by the ATO and for which courses and the location (if different locations).	Click here to enter text	

Part 1 – General Information				
Parag.	**Subject**	**Description** ***Supplementary information***	**ATO Manual Reference:** ***(Section/Chapter/Page)***	**SCAA Use Only**
12	Description of aircraft. *ORA.ATO.135*	List all the aircrafts that will be used by the ATO and for which courses. • Class/type(s) of aircraft; • Registration of aircraft; • IFR equipped; • Night flying equipped; • Ownership. Please include information for the use of aircrafts for the base training element.	Click here to enter text	
13	Didactical material.	List of the reference manuals used for the training or provide a reference of the document mentioning that information. List and describe the computerized theoretical knowledge tools or provide a reference of the document mentioning that information.	Click here to enter text	
14	Contracted activity. *ORA.GEN.205*	Provide a list of the training or activity done by a third party. Specify if the third party is certified to do such training or if it will work under the approval of the ATO. (See AMC1 ORA.GEN.205 and GM ORA.GEN.205).	Click here to enter text	
15	Access. *ORA.GEN.140*	Define who has access to the ATO premises and to which part of the building. What are the means to prevent unwanted violation of critical part of the ATO (i.e. aircraft hangar, maintenance, student folders, simulators, etc…).	Click here to enter text	

Part 2 – Compliance Monitoring System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
1	Compliance monitoring manager. *ORA.GEN.200(a)(6)* *ORA.GEN.210*	Identify the compliance monitoring manager and his responsibilities. Compliance policy statement.	Click here to enter text	
2	Compliance monitoring auditors (internal, external). *ORA.GEN.210*	Define a list of the necessary internal or external auditors that have the privileges to perform compliance monitoring audits within the ATO. How will the ATO assess their independence towards the areas they will be appointed to.	Click here to enter text	

Part 2 – Compliance Monitoring System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
3	Compliance monitoring programme. *ORA.GEN.200 (a)(6)*	Define the compliance monitoring programme for at least the following domains and their support documents: •Facilities; •Flight training; •Theoretical knowledge training; •Technical standards; •Training procedures; •Flight safety; •Flight and duty time limitations, rest requirements and scheduling; •Aircraft maintenance/operations interface; •Subcontracted activities; •FSTD specifications adequacy to the related programmes; •FSTD compliance towards CS-FSTD; •FSTD changes monitoring.	Click here to enter text	
4	Compliance monitoring planning. *ORA.GEN.200(a)(6)*	Define the compliance monitoring planning on a specific time basis or give the reference to the document/software providing that information. Management evaluations/reviews: •Planning of those management evaluations; •Who must attend those management evaluations; •Forms on which those management evaluations are reported.	Click here to enter text	
5	Reporting procedures. *ORA.GEN.200 (a)(6)*	Define or give the reference of the reporting procedures. Define levels of findings and corresponding corrections times.	Click here to enter text	
6	Follow up and corrective action procedures – Findings. *ORA.GEN.150*	Define or give the reference of the follow up and corrective action procedure. This procedure must be able to handle internal (ATO CMS findings) and external findings (any findings made by a third party including SCAA). This procedure must address the following: •Identification of root cause; •Identification of corrective action / action plan; •Person responsible for rectification; •Feedback system to the accountable manager providing an independent assessment of corrective action, implementation and completion; •Monitoring of corrective action programme; •Ensuring that the corrective action contain the necessary elements; •Evaluation of the effectiveness of the corrective action programme; •Reporting of significant non-compliances to SCAA.	Click here to enter text	
7	Recording system. *ORA.GEN.220*	How and on which form the compliance monitoring process will be recorded and stored. Who has access to it.	Click here to enter text	
8	Training on compliance monitoring system	<u>Compliance auditors:</u> Define the qualifications and training that the compliance auditors must obtain before being allowed to audit the ATO.	Click here to enter text	

Part 2 – Compliance Monitoring System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
	ORA.GEN.210 *ORA.GEN.200(a)(4)*	Specify when such training must be performed (initial training, recurrent training, refresher training). All other ATO personal: Define the training that specific organisation personnel must perform. Specify when such training must be performed (initial training, recurrent training, refresher training).		
9	Changes requiring prior approval. *ORA.GEN.130(a)(b)*	Define or give the reference to the procedure managing changes requiring prior approval.	Click here to enter text	
10	Changes not requiring prior approval. *ORA.GEN.130(c)*	Define or give the reference of the procedure managing changes not requiring prior approval from the SCAA.	Click here to enter text	
11	Alternative means of compliance (AltMOC). *ORA.GEN.120*	Describe here if the ATO will use Alternative AMC (AltMOC). If yes, identify the AltMOC and describe or give the reference of the procedure that the ATO will use to assess the risk, demonstrate the equivalent level of safety, and propose the AMC to the SCAA.	Click here to enter text	
12	Record-keeping. *ORA.GEN.220* *ORA.ATO.120*	Define the record keeping system and procedures for all ATO documents.	Click here to enter text	
13	Documentation control procedure. *ORA.GEN.200(a)(5)*	Define how ATO manuals and training courses manuals will be controlled throughout the organisation. Where and how are the ATO manuals stored and accessible to everyone involved in the organisation.	Click here to enter text	
14	FSTD Management Staff *ORA.GEN.210*	Provide the following information for each FSTD responsible persons (FSTD manager / Maintenance Technician, Responsible for fly-outs): • Contact information (Name, phone, mobile, email, full time/part time); • Required qualifications and/or training; • Responsibilities.	Click here to enter text	
15	FSTD facilities *ORA.FSTD.115* *AMC1* *ORA.FSTD.115* *GM1* *ORA.FSTD.115*	Provide information or the reference to the document containing that information, which assess full compliance towards AMC1 ORA.FSTD.115 and local Health and Safety regulations. Provide the reference of the document regarding the safety briefings on the FSTD provided to users and instructors.	Click here to enter text	
16	FSTD contracted activities. *ORA.GEN.205*	Provide a list of the FSTD maintenance or engineering activities done by a third party.	Click here to enter text	

Part 2 – Compliance Monitoring System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
17	FSTD Access. *ORA.GEN.140*	Define who has access to the FSTD premises and the means to prevent unexpected visit which can disrupt a FSTD training session.	Click here to enter text	
18	FSTD Compliance monitoring auditors (internal, external). *ORA.GEN.210*	Define a list of the necessary internal or external auditors that have the privileges to perform compliance monitoring audits for FSTD. How will the ATO assess their independence towards the areas they will be appointed to.	Click here to enter text	
19	FSTD Compliance monitoring programme. *AMC1 ORA.FSTD.100* *AMC2 ORA.FSTD.100* *GM2 ORA.FSTD.100*	Define the compliance monitoring programme for at least the following domains and their support documents: •Organisation; •Plans and Objectives; •Maintenance procedures; •FSTD qualification level; •Supervision; •FSTD technical status; •Manuals, logs and records; •MQTG; •Defect deferral; •Personnel training; •Aircraft and simulator configuration management, including Airworthiness Directives; •FSTD configuration management; •FSTD safety features (including emergency stops and emergency lighting); •QTGs re-runs; •Functional and subjective tests (fly-outs).	Click here to enter text	
20	FSTD Compliance monitoring planning.	Define the FSTD compliance monitoring planning or give the reference to the document/software providing that information. Management evaluations/reviews: •Planning of those management evaluations (at least quarterly); •Who must attend those management evaluations; •Forms on which those management evaluations are reported.	Click here to enter text	
21	FSTD Audit procedures	Define or give the reference of the audit procedure regarding FSTDs.	Click here to enter text	
22	FSTD Reporting procedures.	Define or give the reference of the reporting procedures.	Click here to enter text	
23	FSTD Follow up and corrective action procedures – Findings.	Define or give the reference of the follow up and corrective action procedure. This procedure must be able to handle internal (ATO CMS findings) and external findings (any findings made by a third party). This procedure must address the following: •Identification of root cause; •Identification of corrective action / corrective action plan; •Person responsible for rectification; •Feedback system to the accountable manager providing an independent assessment of corrective action, implementation and completion; •Monitoring of corrective action programme;	Click here to enter text	

Part 2 – Compliance Monitoring System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
		• Ensuring that the corrective action contain the necessary elements; • Evaluation of the effectiveness of the corrective action programme; • Reporting of significant non-compliances to the SCAA.		
24	Recording system. *ORA.GEN.220*	How and on which form the FSTD compliance monitoring process will be recorded and stored. Who has access to it.	Click here to enter text	
25	Training of FSTD compliance auditors.	Define the training that the FSTD compliance auditors must perform before being allowed to audit part of the scope of the FSTD. When such training must be performed (initial training, recurrent training, refresher training).	Click here to enter text	
26	FSTD specific procedures *ORA.FSTD.105* *ORA.FSTD.110* *AMC1 ORA.FSTD.110* *GM1 ORA.FSTD.110*	Define or give the reference of the manual or procedures providing the following information and their support documents: • Defect reporting system; • Defect rectification process; • Defect tracking mechanism; • Preventive maintenance programmes; • Spares handling; • Equipment calibration; • QTG running and checking; • Software and hardware control procedures. Configuration control procedures for: • Control of training loads; • Updates to visual models; • Updates to navigation and instructor operation station (IOS) databases; • QTG running and checking procedures; • Maintenance procedures for defect rectification; • Maintenance procedures for preventing maintenance. Control of the FSTD configuration Vs aircraft being simulated. System that ensures that all relevant Airworthiness Directives are introduced where applicable on affected FSTDs. Procedure to notify the SCAA in case of: • Major change; • Relocation; • Deactivation; • Major failure of a qualified device; • Major safety issue associated with the installation. Procedure that ensure compliance with applicable health and safety regulations, including: • Safety briefings; • Fire/Smoke detection and suppression; • Protection against electrical, mechanical, hydraulic and pneumatic hazards; • Other items as defined in AMC1 ORA.FSTD.115. Process to produce, review and track the following: • FSTD availability; • Numbers of defect by ATA chapter; • Open defects; • Defect closure rates; • Training session interrupt rates; • Training session compliance rating.	Click here to enter text	

Part 2 – Compliance Monitoring System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
27	FSTD Record-keeping. *ORA.GEN.220* *ORA.FSTD.240*	Define the record keeping means and procedures for any FSTD documents. Define the content of the dossier for an authority recurrent evaluation or give the reference of the document providing that information.	Click here to enter text	

Part 3 – Safety Management System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
1	Scope of the safety management system.	Define here what will be the scope of the ATO safety management system. In which area of activities of the ATO it will be active (Administrative, training, FSTD, maintenance,…).	Click here to enter text	
2	Safety policy and objectives. *ORA.GEN.200(a)(2)*	The overall philosophies and principles of the organisation with regard to safety endorsed by the accountable manager. Define the organisation's safety objectives and performance standards. Define the "just culture" approach. Define the means to promote the safety policy to all personnel.	Click here to enter text	
3	Lines of responsibility and accountability regarding safety. *ORA.GEN.200(a)(1)*	Define lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager.	Click here to enter text	
4	Safety Manager (SM). *ORA.GEN.200(a)(1)*	Identify and define the Safety Manager responsibilities and functions. Define how he will comply with the requirements of such responsibilities/functions.	Click here to enter text	
5	Safety Review Board (SRB). *ORA.GEN.200(a)(1)*	Define the SRB members. Define the responsibilities and functions within the SRB of each member. Explain how the SRB will comply with his mission. Define the planning of the SRB meetings.	Click here to enter text	
6	Safety Action Group (SAG). *ORA.GEN.200(a)(1)*	Define any needed SAGs members. Define SAGs members.	Click here to enter text	

Part 3 – Safety Management System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
		Define the responsibilities and functions within SAGs of each member. Explain how the SAG will comply with his mission. Define the planning of the SAGs meetings.		
7	Identification of safety hazards. *ORA.GEN.200(a)(3)*	Define or give the reference of the identification of safety hazards procedure.	Click here to enter text	
8	Risk assessment process. *ORA.GEN.200(a)(3)*	Define or give the reference of the process in place within the organisation to analyse and assess the identified risks.	Click here to enter text	
9	Risk mitigation process. *ORA.GEN.200(a)(3)*	Define or give the reference of the process in place within the organisation to mitigate the identified risks.	Click here to enter text	
10	Safety action planning. *ORA.GEN.200(a)(3)*	Define the planning of all safety actions that the ATO management chooses to perform or give the reference to the document/software providing that information.	Click here to enter text	
11	Safety performance monitoring and measurement. *ORA.GEN.200(a)(3)*	Define or give the reference of the process in place within the organisation to verify the safety performance and measurement in comparison to the safety policy and objectives. Define when this process will be performed and by who. Define how it will be reported and by who.	Click here to enter text	
12	Continuous improvement. *ORA.GEN.200(a)(3)*	Define how the organisation will achieve continuous improvement of its safety performance.	Click here to enter text	
13	Incident investigation and reporting - Internal safety investigation. *ORA.GEN.200(a)(3)*	Define or give the reference of the process managing internal safety investigations.	Click here to enter text	
14	The Emergency Response Plan (ERP). *ORA.GEN.200(a)(3)*	Define the organisation ERP. Define how are the actions to be taken by the organisation or specified individuals in an emergency situation.	Click here to enter text	
15	Management of change. *ORA.GEN.200(a)(3)*	Define or give the reference of the process in place within the organisation to cope with safety risks related to an external or internal change.	Click here to enter text	

Part 3 – Safety Management System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
16	Training on safety. *ORA.GEN.200(a)(4)*	Define the training over safety for every category of personnel and for the candidates. Define how the safety training will be performed (self-instruction via media, classroom training, e-learning, etc…) recorded and stored. Define how the safety training will be recorded.	Click here to enter text	
17	Safety promotion – Communication on safety. *ORA.GEN.200(a)(4)*	Define the means that the ATO will use to promote safety in order to: - Ensure that everyone involved in the ATO is aware of the safety management activities; - Inform about the outcome of any assessed risks and analysed hazard; - Explain the mitigation measures undertaken; That relevant persons receives a feedback from a voluntary report.	Click here to enter text	
18	Immediate reaction to a safety problem. *ORA.GEN.155*	Describe how the organisation will remain vigilant towards any safety problems raised either by the industry, the EASA or the SCAA and who is responsible for this task.	Click here to enter text	
19	Occurrence reporting. *ORA.GEN.160*	Describe how the organisation and who will report any accident, serious incident and occurrences. Describe how the organisation will report to the SCAA and to the organisation responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information contained in data established in accordance with Part-21 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident. Describe also how the organisation will produce a follow up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified.	Click here to enter text	

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APPENDIX J: ATO COMPLIANCE MONITORING MANUAL COMPLIANCE

To be completed by ATO					
ATO ORGANISATION MANAGEMENT MANUAL COMPLIANCE					
ATO Name:					
ATO Ref:		CMM Revision date:		CMM Version:	
This form was pre-completed by or on behalf of the ATO compliance monitoring manager for a:					
First issue: ☐ Revision ☐ Continuous oversight: ☐					
Name of Compliance Monitoring Manager/Responsible Person of ATO:					
Signature:		Date:			

Important notes:

1. The intention of this document is to provide guidelines to set up a manual compliant towards the SCAA AIRCREW REGULATIONS AAR-ORA. The SCAA will perform spot-checks on items where the most safety and/or compliance issues may arise. It is the ultimate responsibility of the ATO accountable manager with the help of the compliance manager to provide a fully compliant manual.

2. Kindly ensure that you are working with the latest version of this document. Check the SCAA website or email plg@caa.gov.az for the latest revision.

3. For the submission of a revision provide a pdf version of the manual with the changes highlighted and/or an abstract of the modifications.

Part 0 – Manual Administration				
Parag.	**Subject**	**Description** ***Supplementary information***	**ATO Manual Reference:** ***(Section/Chapter/Page)***	**SCAA Use Only**
1	Title page	Title of the manual. A unique reference of the manual. Date of revision. Revision number. Copy number.	Click here to enter text	
2	Table of Contents page	Contents are appropriately numbered and in order.	Click here to enter text	
3	List of effective pages (LEP) Or Approval page	The list of effective pages (LEP) gives for each page/part the revision number and date (and, in the case of a part, the number of pages). This list is mentioned in the table of content. An approval page is used when the manual will be revised as a whole for each revision. The LEP or approval page must be signed by the Accountable Manager (AM) and the Compliance Monitoring Manager (CMM) or have other evidence of their approval.	Click here to enter text	
4	Distribution list	Provide a cross reference of who is in possession of which copy number of the manual. Refer information about electronic distribution.	Click here to enter text	
5	Record of revision	A table to record amendments and revisions. Provide all the revisions issued for this manual, their revision date and an abstract of the changes performed for each revision.	Click here to enter text	
6	Revision Procedure	The procedure to follow to revise this manual. By who and how amendment can be proposed. Who is in charge to include / disseminate the manual revision after been approved by the SCAA.	Click here to enter text	
7	Temporary revisions	What is the procedure to implement a temporary revision. By who and how a temporary revision can be proposed.	Click here to enter text	
8	Record of temporary revisions	Gives all the temporary revisions issued for this manual, their issue date and a general information of the changes implemented by the temporary revision. This page must be signed by the compliance monitoring manager.	Click here to enter text	

Part 1 – Compliance Monitoring System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
1	Compliance monitoring manager. *ORA.GEN.200(a)(6)* *ORA.GEN.210*	Identify the manager and his responsibilities. State the independence of the compliance monitoring and reporting directly to the Accountable Manager. Compliance policy statement.	Click here to enter text	
2	Compliance monitoring auditors (internal, external). *ORA.GEN.210*	Define a list of the necessary internal or external auditors that have the privileges to perform compliance monitoring audits within the ATO. How will the ATO assess their independence towards the areas they will be appointed to.	Click here to enter text	
3	Compliance monitoring programme. *ORA.GEN.200(a)(6)*	Define the compliance monitoring programme for at least the following domains and their support documents: •Facilities; •Flight training; •Theoretical knowledge training; •Technical standards; •Training procedures; •Flight safety; •Flight and duty time limitations, rest requirements and scheduling; •Aircraft maintenance/operations interface; •Subcontracted activities; •FSTD specifications adequacy to the related programmes; •FSTD compliance towards CS-FSTD; •FSTD changes monitoring.	Click here to enter text	
4	Compliance monitoring planning. *ORA.GEN.200(a)(6)*	Define the compliance monitoring planning on a specific time basis or give the reference to the document/software providing that information. Management evaluations/reviews: •Planning of those management evaluations; •Who must attend those management evaluations; •Forms on which those management evaluations are reported.	Click here to enter text	
5	Reporting procedures. *ORA.GEN.200(a)(6)*	Define or give the reference of the reporting procedures. Define levels of findings and corresponding corrections times.	Click here to enter text	

Part 1 – Compliance Monitoring System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
6	Follow up and corrective action procedures – Findings. *ORA.GEN.150*	Define or give the reference of the follow up and corrective action procedure. This procedure must be able to handle internal (ATO CMS findings) and external findings (any findings made by a third party including SCAA). This procedure must address the following: •Identification of root cause; •Identification of corrective action / action plan; •Person responsible for rectification; •Feedback system to the accountable manager providing an independent assessment of corrective action, implementation and completion; •Monitoring of corrective action programme; •Ensuring that the corrective action contain the necessary elements; •Evaluation of the effectiveness of the corrective action programme; •Reporting of significant non-compliances to SCAA.	Click here to enter text	
7	Recording system. *ORA.GEN.220*	How and on which form the compliance monitoring process will be recorded and stored. Who has access to it.	Click here to enter text	
8	Training on compliance monitoring system *ORA.GEN.210* *ORA.GEN.200(a)(4)*	<u>Compliance auditors:</u> Define the qualifications and training that the compliance auditors must obtain before being allowed to audit the ATO. Specify when such training must be performed (initial training, recurrent training, refresher training). <u>All other ATO personal:</u> Define the training that specific organisation personnel must perform. Specify when such training must be performed (initial training, recurrent training, refresher training).	Click here to enter text	
9	Changes requiring prior approval. *ORA.GEN.130(a)(b)*	Define or give the reference to the procedure managing changes requiring prior approval.	Click here to enter text	
10	Changes not requiring prior approval. *ORA.GEN.130(c)*	Define or give the reference of the procedure managing changes not requiring prior approval from the SCAA.	Click here to enter text	
11	Alternative means of compliance (AltMOC). *ORA.GEN.120*	Describe here if the ATO will use Alternative AMC (AltMOC). If yes, identify the AltMOC and describe or give the reference of the procedure that the ATO will use to assess the risk, demonstrate the equivalent level of safety, and propose the AMC to the SCAA.	Click here to enter text	

Part 1 – Compliance Monitoring System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
12	Record-keeping. *ORA.GEN.220* *ORA.ATO.120*	Define the record keeping system and procedures for all ATO documents.	Click here to enter text	
13	Documentation control procedure. *ORA.GEN.200(a)(5)*	Define how ATO manuals and training courses manuals will be controlled throughout the organisation. Where and how are the ATO manuals stored and accessible to everyone involved in the organisation.	Click here to enter text	
14	FSTD Management Staff *ORA.GEN.210*	Provide the following information for each FSTD responsible persons (FSTD manager / Maintenance Technician, Responsible for fly-outs): • Contact information (Name, phone, mobile, email, full time/part time); • Required qualifications and/or training; • Responsibilities.	Click here to enter text	
15	FSTD facilities *ORA.FSTD.115* *AMC1* *ORA.FSTD.115* *GM1* *ORA.FSTD.115*	Provide information or the reference to the document containing that information, which assess full compliance towards AMC1 ORA.FSTD.115 and local Health and Safety regulations. Provide the reference of the document regarding the safety briefings on the FSTD provided to users and instructors.	Click here to enter text	
16	FSTD contracted activities. *ORA.GEN.205*	Provide a list of the FSTD maintenance or engineering activities done by a third party.	Click here to enter text	
17	FSTD Access. *ORA.GEN.140*	Define who has access to the FSTD premises and the means to prevent unexpected visit which can disrupt a FSTD training session.	Click here to enter text	
18	FSTD Compliance monitoring auditors (internal, external). *ORA.GEN.210*	Define a list of the necessary internal or external auditors that have the privileges to perform compliance monitoring audits for FSTD. How will the ATO assess their independence towards the areas they will be appointed to.	Click here to enter text	
19	FSTD Compliance monitoring programme. *AMC1* *ORA.FSTD.100* *AMC2* *ORA.FSTD.100* *GM2* *ORA.FSTD.100*	Define the compliance monitoring programme for at least the following domains and their support documents: •Organisation; •Plans and Objectives; •Maintenance procedures; •FSTD qualification level; •Supervision; •FSTD technical status; •Manuals, logs and records; •MQTG; •Defect deferral; •Personnel training; •Aircraft and simulator configuration management, including Airworthiness Directives; •FSTD configuration management;	Click here to enter text	

Part 1 – Compliance Monitoring System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
		• FSTD safety features (including emergency stops and emergency lighting); • QTGs re-runs; • Functional and subjective tests (fly-outs).		
20	FSTD Compliance monitoring planning.	Define the FSTD compliance monitoring planning or give the reference to the document/software providing that information. Management evaluations/reviews: • Planning of those management evaluations (at least quarterly); • Who must attend those management evaluations; • Forms on which those management evaluations are reported.	Click here to enter text	
21	FSTD Audit procedures	Define or give the reference of the audit procedure regarding FSTDs.	Click here to enter text	
22	FSTD Reporting procedures.	Define or give the reference of the reporting procedures.	Click here to enter text	
23	FSTD Follow up and corrective action procedures – Findings.	Define or give the reference of the follow up and corrective action procedure. This procedure must be able to handle internal (ATO CMS findings) and external findings (any findings made by a third party). This procedure must address the following: • Identification of root cause; • Identification of corrective action / corrective action plan; • Person responsible for rectification; • Feedback system to the accountable manager providing an independent assessment of corrective action, implementation and completion; • Monitoring of corrective action programme; • Ensuring that the corrective action contain the necessary elements; • Evaluation of the effectiveness of the corrective action programme; • Reporting of significant non-compliances to the SCAA.	Click here to enter text	
24	Recording system. *ORA.GEN.220*	How and on which form the FSTD compliance monitoring process will be recorded and stored. Who has access to it.	Click here to enter text	
25	Training of FSTD compliance auditors.	Define the training that the FSTD compliance auditors must perform before being allowed to audit part of the scope of the FSTD. When such training must be performed (initial training, recurrent training, refresher training).	Click here to enter text	
26	FSTD specific procedures *ORA.FSTD.105* *ORA.FSTD.110* *AMC1* *ORA.FSTD.110* *GM1* *ORA.FSTD.110*	Define or give the reference of the manual or procedures providing the following information and their support documents: • Defect reporting system; • Defect rectification process; • Defect tracking mechanism; • Preventive maintenance programmes; • Spares handling; • Equipment calibration; • QTG running and checking; • Software and hardware control procedures. Configuration control procedures for:	Click here to enter text	

Part 1 – Compliance Monitoring System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
		• Control of training loads; • Updates to visual models; • Updates to navigation and instructor operation station (IOS) databases; • QTG running and checking procedures; • Maintenance procedures for defect rectification; • Maintenance procedures for preventing maintenance. Control of the FSTD configuration Vs aircraft being simulated. System that ensures that all relevant Airworthiness Directives are introduced where applicable on affected FSTDs. Procedure to notify the SCAA in case of: • Major change; • Relocation; • Deactivation; • Major failure of a qualified device; • Major safety issue associated with the installation. Procedure that ensure compliance with applicable health and safety regulations, including: • Safety briefings; • Fire/Smoke detection and suppression; • Protection against electrical, mechanical, hydraulic and pneumatic hazards; • Other items as defined in AMC1 ORA.FSTD.115. Process to produce, review and track the following: • FSTD availability; • Numbers of defect by ATA chapter; • Open defects; • Defect closure rates; • Training session interrupt rates; • Training session compliance rating.		
27	FSTD Record-keeping. *ORA.GEN.220* *ORA.FSTD.240*	Define the record keeping means and procedures for any FSTD documents. Define the content of the dossier for an authority recurrent evaluation or give the reference of the document providing that information.	Click here to enter text	

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APPENDIX K: ATO SAFETY MANAGEMENT MANUAL COMPLIANCE

To be completed by ATO					
ATO SAFETY MANAGEMENT MANUAL COMPLIANCE					
ATO Name:					
ATO Ref:		SMM Revision date:		SMM Version:	
This form was pre-completed by or on behalf of the ATO compliance monitoring manager for a:					
First issue: ☐ Revision ☐ Continuous oversight: ☐					
Name of Compliance Monitoring Manager/Responsible Person of ATO:					
Signature:		Date:			

Important notes:

1. The intention of this document is to provide guidelines to set up a manual compliant towards the SCAA AIRCREW REGULATIONS AAR-ORA. The SCAA will perform spot-checks on items where the most safety and/or compliance issues may arise. It is the ultimate responsibility of the ATO accountable manager with the help of the compliance manager to provide a fully compliant manual.

2. Kindly ensure that you are working with the latest version of this document. Check the SCAA website or email plg@caa.gov.az for the latest revision.

3. For the submission of a revision provide a pdf version of the manual with the changes highlighted and/or an abstract of the modifications.

Part 0 – Manual Administration				
Parag.	**Subject**	**Description** ***Supplementary information***	**ATO Manual Reference:** ***(Section/Chapter/Page)***	**SCAA Use Only**
1	Title page	Title of the manual. A unique reference of the manual. Date of revision. Revision number. Copy number.	Click here to enter text	
2	Table of Contents page	Contents are appropriately numbered and in order.	Click here to enter text	
3	List of effective pages (LEP) Or Approval page	The list of effective pages (LEP) gives for each page/part the revision number and date (and, in the case of a part, the number of pages). This list is mentioned in the table of content. An approval page is used when the manual will be revised as a whole for each revision. The LEP or approval page must be signed by the Accountable Manager (AM) and the Compliance Monitoring Manager (CMM) or have other evidence of their approval.	Click here to enter text	
4	Distribution list	Provide a cross reference of who is in possession of which copy number of the manual. Refer information about electronic distribution.	Click here to enter text	
5	Record of revision	A table to record amendments and revisions. Provide all the revisions issued for this manual, their revision date and an abstract of the changes performed for each revision.	Click here to enter text	
6	Revision Procedure	The procedure to follow to revise this manual. By who and how amendment can be proposed. Who is in charge to include / disseminate the manual revision after been approved by the SCAA.	Click here to enter text	
7	Temporary revisions	What is the procedure to implement a temporary revision. By who and how a temporary revision can be proposed.	Click here to enter text	
8	Record of temporary revisions	Gives all the temporary revisions issued for this manual, their issue date and a general information of the changes implemented by the temporary revision. This page must be signed by the compliance monitoring manager.	Click here to enter text	

Part 1 – Safety Management System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
1	Scope of the safety management system.	Define here what will be the scope of the ATO safety management system. In which area of activities of the ATO it will be active (Administrative, training, FSTD, maintenance,…).	Click here to enter text	
2	Safety policy and objectives. *ORA.GEN.200(a)(2)*	The overall philosophies and principles of the organisation with regard to safety endorsed by the accountable manager. Define the organisation's safety objectives and performance standards. Define the "just culture" approach. Define the means to promote the safety policy to all personnel.	Click here to enter text	
3	Lines of responsibility and accountability regarding safety. *ORA.GEN.200(a)(1)*	Define lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager.	Click here to enter text	
4	Safety Manager (SM). *ORA.GEN.200(a)(1)*	Identify and define the Safety Manager responsibilities and functions. Define how he will comply with the requirements of such responsibilities/functions.	Click here to enter text	
5	Safety Review Board (SRB). *ORA.GEN.200(a)(1)*	Define the SRB members. Define the responsibilities and functions within the SRB of each member. Explain how the SRB will comply with his mission. Define the planning of the SRB meetings.	Click here to enter text	
6	Safety Action Group (SAG). *ORA.GEN.200(a)(1)*	Define any needed SAGs members. Define SAGs members. Define the responsibilities and functions within SAGs of each member. Explain how the SAG will comply with his mission. Define the planning of the SAGs meetings.	Click here to enter text	
7	Identification of safety hazards. *ORA.GEN.200(a)(3)*	Define or give the reference of the identification of safety hazards procedure.	Click here to enter text	
8	Risk assessment process. *ORA.GEN.200(a)(3)*	Define or give the reference of the process in place within the organisation to analyse and assess the identified risks.	Click here to enter text	

Part 1 – Safety Management System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
9	Risk mitigation process. *ORA.GEN.200(a)(3)*	Define or give the reference of the process in place within the organisation to mitigate the identified risks.	Click here to enter text	
10	Safety action planning. *ORA.GEN.200(a)(3)*	Define the planning of all safety actions that the ATO management chooses to perform or give the reference to the document/software providing that information.	Click here to enter text	
11	Safety performance monitoring and measurement. *ORA.GEN.200(a)(3)*	Define or give the reference of the process in place within the organisation to verify the safety performance and measurement in comparison to the safety policy and objectives. Define when this process will be performed and by who. Define how it will be reported and by who.	Click here to enter text	
12	Continuous improvement. *ORA.GEN.200(a)(3)*	Define how the organisation will achieve continuous improvement of its safety performance.	Click here to enter text	
13	Incident investigation and reporting Internal safety investigation. *ORA.GEN.200(a)(3)*	Define or give the reference of the process managing internal safety investigations.	Click here to enter text	
14	The Emergency Response Plan (ERP). *ORA.GEN.200(a)(3)*	Define the organisation ERP. Define how are the actions to be taken by the organisation or specified individuals in an emergency situation.	Click here to enter text	
15	Management of change. *ORA.GEN.200(a)(3)*	Define or give the reference of the process in place within the organisation to cope with safety risks related to an external or internal change.	Click here to enter text	
16	Training on safety. *ORA.GEN.200(a)(4)*	Define the training over safety for every category of personnel and for the candidates. Define how the safety training will be performed (self-instruction via media, classroom training, e-learning, etc…)recorded and stored. Define how the safety training will be recorded.	Click here to enter text	

Part 1 – Safety Management System				
Parag.	**Subject**	**Description** ***Supplementary information***	**Location** ***(Section/Chapter/Page)***	**SCAA Use Only**
17	Safety promotion – Communication on safety. *ORA.GEN.200(a)(4)*	Define the means that the ATO will use to promote safety in order to: - Ensure that everyone involved in the ATO is aware of the safety management activities; - Inform about the outcome of any assessed risks and analysed hazard; - Explain the mitigation measures undertaken; - That relevant persons receives a feedback from a voluntary report.	Click here to enter text	
18	Immediate reaction to a safety problem. *ORA.GEN.155*	Describe how the organisation will remain vigilant towards any safety problems raised either by the industry, the EASA or the SCAA and who is responsible for this task.	Click here to enter text	
19	Occurrence reporting. *ORA.GEN.160*	Describe how the organisation and who will report any accident, serious incident and occurrences. Describe how the organisation will report to the SCAA and to the organisation responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information contained in data established in accordance with Part-21 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident. Describe also how the organisation will produce a follow up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified.	Click here to enter text	

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APPENDIX L: COMPLIANCE MONITORING – ASSESSMENT FOR ORGANISATIONS OPERATING FSTDs

COMPLIANCE MONITORING ASSESSMENT FOR ORGANISATIONS OPERATING FSTDs			
Organisation:			
Site Assessed:			
Date of Assessment:			
Accountable Manager:			
Compliance Monitoring Manager:			
Number and Type of FSTDs:			
CM Manual Reference:			
Audit Area	**CM/Proc Ref**	**Comments**	**Satisfactory Y/N**
1. ACCOUNTABLE MANAGER			
Has an accountable manager (AM) with overall responsibility for compliance monitoring (CM) been nominated?			
Does the accountable manager have corporate authority to ensure all necessary activities can be financed and carried out to the standard required by the competent authority?			
Has a formal written compliance policy statement been established, included in the CM manual and signed by the accountable manager?			
2. COMPLIANCE MONITORING MANAGER			
Has a compliance monitoring manager (CM manager) been nominated?			
Are the posts of CM manager and AM combined? If so, is the independence of compliance audits assured?			
Does the CM manager have overall responsibility and authority to: a) verify that standards are met; and b) ensure that the compliance monitoring programme is established, implemented and maintained?			

Does the CM manager have direct access to the AM?			
Does the CM manager have access to all parts of the organisation operating an FSTD and as necessary any sub-contractor's organisation?			
3. COMPLIANCE MONITORING (CM)			
Has CM been established by the operator?			
Is CM properly documented? (see Section 4)			
Is the CM structured according to the size and complexity of the operator?			
Does the CM include the following as a minimum: a) monitoring of compliance with required technical standards; b) identification of corrective actions and person responsible for rectification; c) a feedback system to accountable manager to ensure corrective action are promptly addressed; d) reporting of significant noncompliances to the competent authority; e) a compliance monitoring programme to verify continued compliance with applicable requirements, standards and procedures.		a) b) c) d) e)	
Is the CM structured according to the size and complexity of the operator?			
Are the responsibilities of the CM manager defined to include, as a minimum: a) monitoring of corrective action programme; b) ensuring that the corrective actions contain the necessary elements; c) providing management with an independent assessment of corrective action, implementation and completion; d) evaluation of the effectiveness of the corrective action programme.		a) b) c) d)	
Are adequate financial, material and human resources in place to support CM?			
Are management evaluations/reviews of CM held at least quarterly?			
Does the management evaluation ensure that the CMS is working effectively and is it comprehensive and well documented?			

Does the compliance monitoring programme identify the processes necessary and the persons within the organisation who have the training, experience, responsibility and authority to carry out the following: a) schedule and perform quality inspections and audits, including unscheduled audits when required; b) identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings; c) initiate or recommend solutions to concerns or findings through designated reporting channels; d) verify the implementation of solutions within specific timescales.		a) b) c) d)	
Is there sufficient auditor resource available and can their required level of independence be demonstrated?			
Do the auditors report directly to the compliance monitoring manager?			
Does the defined audit schedule cover the following areas, within each 12 month period? a) organisation b) plans and objectives c) maintenance procedures d) FSTD qualification level; e) supervision f) FSTD technical status g) manuals, logs and records h) defect deferral i) personnel training j) aircraft and simulator configuration management, including Airworthiness Directives		a) b) c) d) e) f) g) h) i) j)	
How are audit noncompliances recorded?			
Are procedures in place to ensure that corrective actions are taken in response to findings?			
Are records of the compliance monitoring programme: a) accurate b) complete and c) readily accessible?		a) b) c)	
Is there an acceptable and effective procedure for providing a briefing on the CM to all personnel?			

Is there an acceptable and effective procedure for ensuring that all those responsible for managing the CM receive training covering: a) an introduction to the concept of the CM; b) compliance management; c) the concept of compliance assurance; d) CM manuals; e) audit techniques; f) reporting and recording; g) how the CM supports continuous improvement within the organisation.		a) b) c) d) e) f) g)	
Are suitable training records maintained?			
Are activities within the CM sub-contracted out to external agencies?			
Do written agreements exist between the organisation and the sub-contractor clearly defining the services and standard to be provided?			
Are the procedures in place to ensure that the necessary authorisations/ approval when required are held by a sub-contractor?			
Are the procedures in place to establish that the subcontractor has the necessary technical competence?			
4. CM MANUAL			
What is the current status of the CM manual – amendment and issue date?			
Is there a procedure in place to control copies and the distribution of the CM manual?			
Is the CM manual signed by the accountable manager and the compliance monitoring manager?			
Does the CM manual include, either directly or by reference to other documents, the following: a) a description of the organisation; b) reference to appropriate FSTD technical standards; c) allocation of duties and responsibilities; d) audit procedures; e) reporting procedures;		a) b) c) d) e) f)	

f) follow-up and corrective action procedures; g) document retention policy; h) training records		g) h)	
Is there a document retention policy covering: a) audit schedules; b) inspection and audit reports; c) responses to findings; d) corrective action reports; e) follow-up and closure reports; f) management evaluation reports.		a) b) c) d) e) f)	
Does the CM manual include, either directly or by reference to other documents, the following procedures for day to day operation of the FSTD: a) defect reporting systems; b) defect rectification processes; c) tracking mechanisms; d) preventative maintenance programmes; e) spares handling; f) equipment calibration; g) configuration management of the device including visual, IOS and navigation databases; h) configuration control system to ensure the continued integrity of the hardware and software qualified; i) QTG running and function and subjective tests.		a) b) c) d) e) f) g) h) i)	
Does the CM manual include, either directly or by reference to other documents, procedures for notification of the competent authorities of the following: a) any change in the organisation including company name, location, management; b) major changes to a qualified device; c) deactivation or relocation of a qualified device; d) major failures of a qualified device; e) major safety issue associated with the installation.		a) b) c) d) e)	
Does the CM manual define acceptable and effective procedures to ensure compliance with applicable health and safety regulations, including: a) safety briefings;		a) b) c)	

b) fire/smoke detection and suppression; c) protection against electrical, mechanical, hydraulic and pneumatic hazards;			
Does the CM manual include acceptable and effective procedures for regularly checking FSTD safety features such as emergency stops and emergency lighting, and are such tests recorded?			
5. COMPLIANCE MEASURES			
Have compliance monitoring objectives been developed from the policy statement, and included either directly or by reference in the CMS manual?			
Does the CMS include processes to produce and review appropriate metrics data?			
Do these compliance measures track the following: a) FSTD availability; b) numbers of defects; c) open defects; d) defect closure rates; e) training session interrupt rates; f) training session compliance rating.		a) b) c) d) e) f)	
Do the compliance measures support the compliance objectives?			
Required actions/Comments Signature:……. Date:…….			

APPENDIX M: LETTER OF APPLICATION FOR INITIAL QUALIFICATION OF AN FSTD; EXCEPT BASIC INSTRUMENT TRAINING DEVICE (BITD)

A sample of letter of application is provided overleaf.

Part A

To be submitted not less than 3 months prior to requested qualification date

(Date)
(Office – Competent Authority)
(Address) ……
(City) …….
(Country) ……

Type of FSTD	Aircraft Type/class	Qualification Level Sought				
Full Flight Simulator FFS		A	B	C	D	Sp./Cat
Flight Training Device FTD		1	2	3		
Flight and Navigation Procedures Trainer FNPT		I	II	III	II MCC	III MCC

Interim Qualification Level requested: YES/NO

Dear,
<*Name of Applicant*> requests the evaluation of its flight simulation training device <*operator's identification of the FSTD*> for qualification. The <*FSTD manufacturer's name*> FSTD with its <*visual system and manufacturer's name, if applicable*> visual system.

Evaluation is requested for the following configurations and engine fits as applicable:
e.g. 767 PW/GE and 757RR
1.....…....
2.....…....
3.....…....

Dates requested are: <*date(s)*> and the FSTD will be located at <*place*>.

The objective tests of the QTG will be submitted by <*date*> and in any event not less than 30 days before the requested evaluation date unless otherwise agreed with the competent authority.
Comments:

……
……

Signed
……..

Print name: ……..……..
Position/appointment held: ……..
Email address: ……..……..
Telephone number: ……..……..

Part B
To be completed with attached QTG results

(Date) ……

We have completed tests of the FSTD and declare that it meets all applicable requirements except as noted below.

The following QTG tests still have to be provided:

Tests	Comments

(Add boxes as required)

It is expected that they will be completed and submitted 3 weeks prior to the evaluation date.

Signed
…….

Print name: ……..……..……..
Position/appointment held: ……..……
E-mail address: ……..……..……..……
Telephone number: …….. ……..……..
Part C
To be completed not less than 7 days prior to initial evaluation

(Date) ……

The FSTD has been assessed by the following evaluation team:
(Name) …… Qualification ……

(Name) …… Qualification ……

(Name) …… Qualification ……

(Name) …… Pilot's Licence Nr ……

(Name) …… Flight Engineer's Licence Nr (if applicable).....

- FFS/FTD: This team attests that the <*type of FSTD*> conforms to the aeroplane flight deck/helicopter cockpit configuration of <*name of aircraft operator (if applicable), type of aeroplane/helicopter*> aeroplane/helicopter within the requirements for <*type of FSTD and level*> and that the simulated systems and subsystems function equivalently to those in that aeroplane/helicopter. The pilot of this evaluation team has also assessed the performance and the flying qualities of the FSTD and finds that it represents the designated aeroplane/helicopter.

- FNPT: This team attest(s) that the <*type of FSTD*> represents the flight deck or cockpit environment of a <*aeroplane/helicopter or class of aeroplane/type of helicopter*> within the requirements for <t*ype of FSTD and level*> and that the simulated systems appear to function as in the class of aeroplane/type of helicopter. The pilot of this evaluation team has also assessed the performance and the flying qualities of the FSTD and finds that it represents the designated class of aeroplane/type of helicopter.

(Additional comments as required)
……..
……..
……..

Signed
……..

Print name: ……..
Position/appointment held: ……..
E-mail address: ……
Telephone number: ……..

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