

Advisory Pamphlet

ATO Training and Procedures Manual

AP 1.5.016A



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1. Purpose

1.1. The Training and Procedures Manual describes the way the organization conducts its activities. As such it is a document which is essential for the organization as it provides the management and line personnel with clear guidance on the policy of the organization as well as the procedures and processes which are used to provide training. It is also an essential document for the Licensing Authority. During the approval process, it allows CAAI to assess whether the way the organization is planning to operate is in line with the existing requirements and accepted practices. Once the training organization is functioning, a large part of the surveillance activities of the Licensing Authority will be to ensure that the organization is functioning as specified in the Training and Procedures Manual.

2. Reference Material

2.1. Regulatory Requirements

2.1.1. ANR.ATO

3. Guidance and Procedures

The Training and Procedures Manual should include the following elements as far as they are appropriate to the type of the training to be provided.

3.1. GENERAL

3.1.1. Preamble relating to use and authority of the manual.

3.1.2. Table of contents.

3.1.3. Amendment, revision and distribution of the manual:

- Procedures for amendment;
- Amendment record page;
- Distribution list; and
- List of effective pages.

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- 3.1.4. Glossary of significant terms and definitions.
- 3.1.5. Description of the structure and layout of the manual, including:
- 3.1.5.1. Various parts, sections, their contents and use; and
- 3.1.5.2. The paragraph numbering system.
- 3.1.6. Description of the scope of training authorized under the organization's terms of approval.
- 3.1.7. Organization (chart of the management organization).
- 3.1.8. Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to:
- Accountable manager;
 - Head of training;
 - Chief flight instructor;
 - Chief ground instructor;
 - Maintenance manager;
 - Quality manager; and
 - Instructors — ground, flight and flight simulation training device.

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3.1.9. Policies:

- 3.1.9.1. Policy regarding approval of flights;
- 3.1.9.2. Responsibilities of the pilot-in-command;
- 3.1.9.3. Flight planning procedures — general;
- 3.1.9.4. Policy regarding carriage of passengers;
- 3.1.9.5. Operational control system;
- 3.1.9.6. Policy regarding safety, including hazards, accidents and incidents reporting and safety management systems;
- 3.1.9.7. Flying duty period and flight time limitations for flying staff and students; and
- 3.1.9.8. Rest periods for flying staff and students.

3.1.10. Description of the facilities available, including:

- 3.1.10.1. The number and size of classrooms;
- 3.1.10.2. Training aids provided; and
- 3.1.10.3. Flight simulation training devices and training aircraft.

3.2. AIRCRAFT OPERATING INFORMATION

- 3.2.1. Certification and operating limitations.
- 3.2.2. Aircraft handling, including:
 - 3.2.2.1. Performance limitations;
 - 3.2.2.2. Use of checklists; and
 - 3.2.2.3. Aircraft maintenance procedures.
- 3.2.3. Instructions for aircraft loading and securing of load.
- 3.2.4. Fuelling procedures.
- 3.2.5. Emergency procedures.

3.3. ROUTES

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3.3.1. Performance criteria, e.g.: take-off, route, landing, etc.

3.3.2. Flight planning procedures including:

3.3.2.1. Fuel and oil requirements;

3.3.2.2. Minimum safe altitudes; and

3.3.2.3. Navigation equipment.

3.3.3. Weather minima for all instructional training flights during day, night, VFR and IFR operations.

3.3.4. Weather minima for all student training flights at various stages of training.

3.3.5. Training routes and practice areas.

3.4. STAFF TRAINING

3.4.1. Persons responsible for standards and competency of instructional personnel.

3.4.2. Details of the procedures to determine competency of instructional personnel.

3.4.3. Details of the training programme for instructional personnel.

3.4.4. Procedures for proficiency checks and upgrade training.

3.5. TRAINING PLAN

3.5.1. Aim of the course in the form of a statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints observed.

3.5.2. Pre-entry requirements, including:

3.5.2.1. Minimum age;

3.5.2.2. Education requirements;

3.5.2.3. Medical requirements; and

3.5.2.4. Linguistic requirements.

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- 3.5.3. Credits for previous experience, which should be obtained from the Licensing Authority before the training commences.
- 3.5.4. Training curricula, including the:
- 3.5.4.1. flying curriculum (single engine);
 - 3.5.4.2. flying curriculum (multi-engine);
 - 3.5.4.3. theoretical knowledge curriculum; and
 - 3.5.4.4. flight simulation training curriculum.
- 3.5.5. The general arrangements of daily and weekly programmes for flying training, ground training and flight simulation training.
- 3.5.6. Training policies in terms of:
- 3.5.6.1. Bad weather constraints;
 - 3.5.6.2. Maximum student training times — flying, theoretical knowledge and synthetic flight training, per day/week/month;
 - 3.5.6.3. Restrictions in respect of training periods for students;
 - 3.5.6.4. Duration of training flights at various stages;
 - 3.5.6.5. Maximum student flying hours in any day or night period;
 - 3.5.6.6. Maximum number of student training flights in any day or night period; and g) minimum rest periods between training periods.
- 3.5.7. Policy for the conduct of student evaluation, including:
- 3.5.7.1. Procedures for flying progress checks and skill tests;
 - 3.5.7.2. Procedures for knowledge progress tests and knowledge tests;
 - 3.5.7.3. Procedures for authorization for tests;
 - 3.5.7.4. Procedures for refresher training before retest;

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3.5.7.5. Test reports and records;

3.5.7.6. Procedures for knowledge test preparation, type of questions and assessments, standards required for a pass;

3.5.7.7. Procedures for question analysis and review and issuing replacement exams; and

3.5.7.8. Knowledge test re-write procedures.

3.5.8. Policy regarding training effectiveness, including:

3.5.8.1. Individual student responsibilities;

3.5.8.2. liaison procedures between training departments;

3.5.8.3. procedures to correct unsatisfactory progress;

3.5.8.4. procedures for changing instructors;

3.5.8.5. maximum number of instructor changes per student

3.5.8.6. Internal feedback system for detecting training deficiencies;

3.5.8.7. procedures for suspending a student from training

3.5.8.8. requirements for reporting and documentation; and

3.5.8.9. completion standards at various stages of training to ensure standardization.

3.6. FLIGHT TRAINING SYLLABUS

3.6.1. Detailed statement of the content specifications of all air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.

3.6.2. Flight lesson reference list in the form of an abbreviated list of the above exercises giving only main and sub-titles for quick reference in a form to facilitate daily use by instructors.

3.6.3. Statement of how the course will be divided into phases, indicating how the phases will be arranged to ensure completion in the most suitable learning sequence and that essential or emergency exercises are repeated at the proper frequency.

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- 3.6.4. Syllabus hours for each phase and for groups of lessons within each phase and when progress tests are to be conducted.
- 3.6.5. Statement of the standard of proficiency required before progressing from one phase of training to the next. Include minimum experience requirements in terms of hours and satisfactory exercise completion before undertaking significant lessons, such as night flying.
- 3.6.6. Requirements for instructional methods, particularly with respect to pre-flying and post-flying briefings, adherence to syllabi and training specifications, and authorization of solo flights.
- 3.6.7. Instruction in respect to the conduct and documentation of all progress checks.
- 3.6.8. Instruction, where applicable, given to all examining staff in respect to the conduct of tests.

3.7. FLIGHT SIMULATION TRAINING SYLLABUS

- 3.7.1. Syllabus for flight simulation training should be structured generally as in paragraph 3.6.

3.8. THEORETICAL KNOWLEDGE SYLLABUS

- 3.8.1. The syllabus for theoretical knowledge instruction should be structured generally as in paragraph 6 of this Appendix but with a training specification and objective for each subject.

3.9. TESTS AND CHECKS CONDUCTED FOR THE ISSUANCE OF A LICENCE OR A RATING

- 3.9.1. When the CAAI has authorized an approved training organization to conduct the testing required for the issuance of a licence or rating in accordance with the Training and Procedures Manual, it should include:
 - 3.9.1.1. Name of the personnel with testing authority and scope of the authority;
 - 3.9.1.2. Role and duties of the authorized personnel;

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3.9.1.3. if the school has been given authority to appoint personnel to conduct the testing required for the issuance of a licence or rating, the minimum requirement for appointment as well as the selection and appointment procedure; and

3.9.1.4. applicable requirements established by the Licensing Authority such as:

- procedures to be followed in the conduct of checks and tests; and
- methods for completion and retention of testing records as required by the Licensing Authority.

3.10. RECORDS

3.10.1. Policy and procedures regarding:

- Attendance records;
- Student training records;
- Staff training and qualification records;
- Person responsible for checking records and student personal logs;
- Nature and frequency of record checks;
- Standardization of record entries;
- Personal log entries; and
- Security of records and documents.

3.11. QUALITY ASSURANCE SYSTEM

3.11.1. Provide a brief description of the quality assurance system, as required by paragraph 3 of Appendix 2 to Annex 1, with reference to a separate quality assurance manual or include the full quality assurance system in the Training and Procedures Manual.

3.12. APPENDICES

3.12.1. As required:

- 3.12.1.1. Sample progress test forms;
- 3.12.1.2. Navigation logs, test reports and records;
- 3.12.1.3. A copy of the approved training organization approval document.