

CIVIL AVIATION AUTHORITY PAKISTAN

**AIR NAVIGATION ORDER
NO: 90.0003
ISSUE: ONE**

BASIC FLYING TRAINING

CONTENTS

1. AUTHORITY
2. SCOPE
3. EFFECTIVE DATE
4. DEFINITIONS
5. ATTACHMENTS
6. FLYING TRAINING ORGANIZATION (FTO)
7. AIR EXPERIENCE
8. PILOT INTEGRATED COURSE
9. PILOT MODULAR COURSE
10. GROUND TRAINING ORGANIZATION (GTO)
11. FTO/GTO APPROVAL PROCESS
12. CONDUCT OF COURSES
13. GENERAL - INSTRUCTORS
14. INSTRUCTOR RATINGS (AIRCRAFT BELOW 5700 KG)
15. FLIGHT INSTRUCTOR COURSE (FIC)
16. FI STANDARDIZATION COURSE (FISC)
17. ADDITIONAL AIRCRAFT FI ENDORSEMENTS
18. PILOT INSTRUCTOR RATINGS (AIRCRAFT ABOVE 5700 KG)
19. TYPE RATING INSTRUCTOR (TRI)
20. SYNTHETIC FLIGHT INSTRUCTOR (SFI)
21. FLIGHT ENGINEER INSTRUCTOR RATINGS (AIRCRAFT ABOVE 5700 KG)
22. FLIGHT ENGINEER INSTRUCTOR (FEI)
23. FLIGHT ENGINEER SYNTHETIC INSTRUCTOR (FESI)
24. TRANSITION PERIOD
25. MULTIPLE ROLES
26. MEDICAL GROUNDING
27. DESIGNATED CHECK PILOTS (DCPs)
28. DESIGNATED CHECK PILOTS (DCPs) - 5700 KG AND ABOVE AIRCRAFT
29. DESIGNATED CHECK PILOTS (DCPs) - BELOW 5700 KG AIRCRAFT
30. GENERAL REQUIREMENTS - DCPs - BELOW 5700 KG AIRCRAFT
31. DESIGNATED EXAMINER (DE) - BELOW 5700 KG AIRCRAFT
32. TRAINING REQUIREMENTS
33. COURSE COMPLETION CERTIFICATE
34. CANCELLATION

CIVIL AVIATION AUTHORITY PAKISTAN

**AIR NAVIGATION ORDER
NO: 90.0003
ISSUE: ONE**

BASIC FLYING TRAINING

1. **AUTHORITY**

This Air Navigation Order (ANO) is issued by the Director General, Civil Aviation Authority, in pursuance of the powers vested in him under Rules 4, Rule 36, Rule 37, Rule 38, Rule 39, Rule 40, Rule 42, Rule 43, Rule 44, Rule 52, Rule 53, Rule 54, Rule 55, Rule 56, Rule 354 and Rule 360 of Civil of Civil Aviation Rules 1994.

2. **SCOPE**

- 2.1. This ANO relates to the conduct of the Flying Training and Ground Training conducted for the issuance of Personnel Licences, Certificates, Ratings or Categories;
- 2.2. This ANO relates to the management and approval of Flying Training Organizations (FTOs) and Ground Training Organizations (GTO) conducting training for the issuance of Personnel Licences, Certificates, Ratings and Categories;
- 2.3. This ANO relates to the Integrated and Modular courses conducted, for the issuance of Pilot Licences and Instrument Rating, by the FTOs;
- 2.4. This ANO relates to the training and endorsements of Flight Instructor (FI) Rating on Commercial Pilot and Airline Transport Pilot Licences;
- 2.5. This ANO relates to the training and endorsement of Type Rating Instructor (TRI) and Synthetic Flight Instructor (SFI) Ratings on the Airline Transport Pilot Licences;
- 2.6. This ANO relates to the training and endorsements of Flight Engineer Instructor (FEI) and Flight Engineer Synthetic Instructor (FESI) on the Flight Engineer Licences;
- 2.7. This ANO relates to the Designated Check Pilots (DCPs) and Designated Examiners (DEs) for aircraft below 5700 KG;
- 2.8. All person desiring to pilot an aircraft shall comply with the instructions contained in this ANO, ANO No. 90.0001, ANO 90.0002, ANO on the specific Licence, Certificate and Instrument Rating, Air Safety Circulars (Lic), Personnel Licensing Manual and other instructions issued by the CAA from time to time.

3. **EFFECTIVE DATE**

- 3.1. This ANO shall come into force with immediate effect.

4. **DEFINITIONS**

- 4.1. **`Accepted/Acceptable`** means not objected to by the Authority as suitable for the purpose intended.
- 4.2. **`Aircraft`** means a machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.
- 4.3. **'Approved by the Authority'** means documented by the Authority as suitable for the purpose intended.
- 4.4. **`Authority`** means Civil Aviation Authority of Pakistan.
- 4.5. **`Aeroplane`** means a power-driven heavier than air aircraft deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;
- 4.6. **`Aircraft - Category`** Classification of aircraft according to specified basic characteristics, e.g., aeroplane, helicopter, glider, free balloon.
- 4.7. **`Approved Training program`** means a training program approved by the CAA.
- 4.8. **`Approved Flight Simulator`** means a Synthetic Flight Trainer approved by the CAA.
- 4.9. **`Aviation Training Centre`** Aviation Training Centre is a training centre approved by the CAA; and whose training is acceptable to the CAA for the purposes of issue, renewal and revalidation of a Licence, Certificate, Rating or an Endorsement.
- 4.10. **`CAA`** means Civil Aviation Authority of Pakistan.
- 4.11. **`CAA Inspector`** means an CAA official employed for regulatory work or a person authorized by the Director General to perform a regulatory function.
- 4.12. **`Centre-line Thrust Aeroplane`** means an aeroplane that has the following characteristics:
 - 4.12.1. the aeroplane has two or more engines; and
 - 4.12.2. the failure of one or more of the engines does not produce asymmetric handling qualities in the aeroplane.
- 4.13. **'Civil Aircraft'** means any aircraft on the civil register of a State, other than those, which that State treats as being in the service of the State, either permanently or temporarily.
- 4.14. **'Commercial Air Transportation'** means the transportation by air of passengers, cargo or mail for remuneration or hire.
- 4.15. **`Check Pilot`** see Designated Check Pilot and Designated Examiner.
- 4.16. **`Competent Authority`** means the Director General, Civil Aviation Authority (DG CAA) or a person authorized by the Director General.

- 4.17. **‘Co-Pilot (P-2)’** means a licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.
- 4.18. **‘Designated Check Pilot (DCP)’** means an approved person who may conduct tests and checks on behalf of the CAA. His privileges may include those of a Training Pilot.
- 4.19. **‘Designated Examiner (DE)’** a person authorized to conduct a skill test on behalf of the CAA where typically a CAA Inspector is required. Unlike DCP, Designated Examiner is not a permanent position.
- 4.20. **‘Flight Check or Skill test’** means a test of practical Knowledge and Skill.
- 4.21. **‘Flight Test’** means flight check.
- 4.22. **‘FI’** means a flight instructor who can conduct training of abinitio pilots, within the scope of his privileges, on aircraft of weight category of 5700 KG and below.
- 4.23. **‘FTO’** means a flying training organization, an Aviation Training Centre, approved by the CAA; and whose flying training is acceptable to the CAA for the purposes of issue, renewal and revalidation of a Licence, Certificate, Rating or an Endorsement.
- 4.24. **‘GTO’** means a ground training organization, an Aviation Training Centre, approved by the CAA; and whose ground training is acceptable to the CAA for the purposes of issue, renewal and revalidation of a Licence, Certificate, Rating or an Endorsement.
- 4.25. **‘Licensing Authority’** means the Authority, established by the Director General Civil aviation Authority, responsible for licensing of personnel in accordance with ICAO Annex 1.
- 4.26. **‘Multi-pilot Operation Aircraft (MPA)’** An aircraft manufactured by the manufacturer for multi-pilot operation or certificated by the Competent Authority for multi-pilot operation in accordance of nature and type of operation.
- 4.27. **‘Pilot-in-Command (P-1)’** means the pilot responsible for the operation and the safety of the aircraft during flight time.
- 4.28. **‘Pilot-in-Command under Supervision (PICUS)’** means to fly:
 - 4.28.1. as Co-Pilot performing under the supervision of the pilot-in-command, the duties and function of a pilot-in-command; or
 - 4.28.2. as Pilot-in-command under the supervision of rated Flight Instructor while receiving training for grant or re-validation of Private, Commercial, Airline Transport Pilot's Licence or Instrument and Instructor rating.
- 4.29. **‘Rating or Category’** means an authorization entered on or associated with a licence or certificate and forming part thereof,

stating special conditions, privileges or limitations pertaining to such licence.

- 4.30. **`Synthetic Flight Trainer'** means any one of the following three type of an approved apparatus in which flight conditions are simulated on the ground:
- 4.30.1. **`A Flight Simulator'** which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical electronic, etc., aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;
- 4.30.2. **`A flight procedures trainer'** which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;
- 4.30.3. **`A basic instrument flight trainer'** which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions;
- 4.31. **`Synthetic Flight Instructor (SFI)'** means synthetic flight instructor who may conduct pilot type training on synthetic flight trainer for Aircraft of weight category of 5700 KG and above.
- 4.32. **`Type Rating Instructor (TRI)'** means type rating instructor who may conduct pilot type training on aircraft of weight category of 5700 KG and above.

Note: *All words and terms used for various persons, aircraft and authorities in this ANO, shall be interpreted and construed as defined. In all other cases, they shall be construed as defined and used by the International Civil Aviation Organization.*

5. **ATTACHMENTS**

- 5.1. Safety Audit Checklist (CAAF-619)

6. **FLYING TRAINING ORGANIZATION (FTO)**

- 6.1. Flying Training Organizations (FTO), as described in this ANO, are aviation-training centers for training of Pilots for issuance of Licences, Certificates, Ratings and Categories for aircraft of weight category below 5700 KG.
- 6.2. An FTO may be authorized by the Authority to conduct Flight Instructor Course (FIC) provided it meets the prescribed requirements for conducting such a course.
- 6.3. The aircraft type training for aircraft of weight category of 5700 KG and above shall be conducted by the approved `Training & Checking

Department' of an operator in accordance with the approved Training Manual.

6.4. **FTO REQUIREMENTS**

6.4.1. An FTO is an organization staffed, equipped and operated in a suitable environment offering flying training, and/or synthetic flight instruction and, if applicable, theoretical knowledge instruction for specific training programs.

6.4.2. An FTO wishing to offer approved training to meet CAA Licensing requirements shall obtain the approval of the CAA; and shall have:

6.4.2.1. A well equipped library having aviation books, literature, upto date CARs, Air Navigation Orders, Air Safety Circulars, relevant Airworthiness Notices, Aircraft Manuals, AIP, Navigation Charts, relevant course study material and necessary route maps.

6.4.2.2. Recruited a suitable pilot and an engineer to function as Chief Flight Instructor and a Quality Control Manager of the FTO. It shall also recruit Chief Ground Instructor and have an adequate number of flight instructors, ground instructors and engineering personnel.

6.4.2.3. An FTO shall provide following particulars of the aircraft to be used:

6.4.2.3.1. Detail of instruments and equipment installed on the aircraft for both VFR and IFR flights.

6.4.2.3.2. Certificate of registration and certificate of airworthiness of the aircraft.

6.4.2.4. An FTO shall also provide the following documents:

6.4.2.4.1. Approval of maintenance organization and Quality Control Manager by the CAA Airworthiness Dte.

6.4.2.4.2. Names, licence/approval and endorsements of the engineers and flight instructors.

6.4.2.4.3. Details of facilities, equipment, procedures and necessary manpower.

6.4.2.4.4. Operations and Training Manuals.

6.5. **MANAGEMENT AND STAFFING**

6.5.1. The management structure shall ensure supervision of all grades of staff by persons having the experience and qualities

necessary to ensure the maintenance of high standards. Details of the management structure, indicating individual duties and responsibilities, shall be included in the FTO's Operations Manual.

- 6.5.2. The FTO shall satisfy the Authority that an adequate number of qualified and competent staff is employed. Two persons on the staff shall be employed full time in the following positions:
 - 6.5.2.1. Chief Flying Instructor (CFI)
 - 6.5.2.2. Chief Ground Instructor (CGI)
- 6.5.3. For the first time approval of the supervisory staff, there shall be an open book AP-1 examination on Annex 1, CARs, Licensing ANOs and ASCs (Lic).

6.6. **FTO – SUPERVISORY STAFF REQUIREMENTS**

- 6.6.1. **CHIEF FLYING INSTRUCTOR (CFI):** The CFI shall be responsible for the supervision of the flying training. In order to standardize the flying training activities in the flying training institutes/clubs/schools engaged in abinitio flying training for grant of pilots' licences, the minimum requirements for approval of Chief Flight Instructor (CFI) shall be as under:
 - 6.6.1.1. ATPL
 - 6.6.1.2. Total Flying: 2000 Hrs.
 - 6.6.1.3. Instructional: 1000 Hrs.
- 6.6.2. The Flight Instructor seeking approval as CFI should be free from prejudices and capable of recording fair assessment of the trainee pilots. The Flight Instructor seeking the approval as CFI and meeting the experience requirements shall undergo an oral and flight test for approval.
- 6.6.3. When a CFI changes from one institute to another, he can be approved in the same capacity for the new institute without undergoing the tests if the scope of training activities of the new institute is not higher than that of the institute for which the CFI was approved. An approved CFI of an FTO may be removed from CFI position by the FTO management only with prior approval of CAA.
- 6.6.4. CFI approval may be suspended or cancelled by the Authority if he is found lacking in any of the requirements or if found unfit in any manner or in case of serious safety violations.
- 6.6.5. The privileges of a CFI shall be as under:
 - 6.6.5.1. To conduct student pilot's licence (SPL) examination.
 - 6.6.5.2. To conduct FRT0 examination.

- 6.6.5.3. To impart flying training to trainee pilots and to carry out their periodical progress checks.
- 6.6.5.4. To authorize flights of the aircraft operated by the institute/club/school.
- 6.6.5.5. To act as overall in charge of the flying training activities of the institute/club/school.
- 6.6.5.6. To authenticate the entries in the pilot's log book.
- 6.6.5.7. To conduct standardization checks of FIs of the FTO.
- 6.6.5.8. To carry out skill test for renewal of Licence and Instrument Rating.

6.7. **CHIEF GROUND INSTRUCTOR (CGI)**

- 6.7.1. The CGI shall have a practical background in aviation and have undergone a course of training in instructional techniques or have had extensive previous experience in giving theoretical knowledge instruction.
- 6.7.2. The privileges of a CGI include conduct of all theoretical knowledge instruction, standardization of all theoretical ground instruction and the supervision of all ground instructors.

6.8. **FLIGHT INSTRUCTORS (FI)**

- 6.8.1. The Flight Instructor at an FTO shall have a flying record free of any accident attributable to his proficiency in handling any type of aircraft during the preceding three years.
- 6.8.2. The Flight Instructor shall possess the following valid licences/ratings:
 - 6.8.2.1. CPL/ATPL.
 - 6.8.2.2. FI Rating.
 - 6.8.2.3. FRTO.
 - 6.8.2.4. Aircraft type rating.
 - 6.8.2.5. Instrument Rating.
- 6.8.3. The number of part time instructors in relation to the scope of training offered shall be acceptable subject to approval by the CAA.
- 6.8.4. The ratio of all regular students to flight instructors shall not exceed 5:1. Class numbers in ground subjects involving a high degree of supervision or practical work shall not exceed 12 students.
- 6.8.5. The maximum flying hours flown in a stipulated period, and maximum duty hours and minimum rest time between instructional duties of instructors, shall be in accordance with

the prescribed duty time limitations as provided for in CAA Regulations.

6.9. **THEORETICAL KNOWLEDGE INSTRUCTORS**

6.9.1. Theoretical Knowledge Instructors, in pilot licence and ratings examination subjects, shall have appropriate experience in aviation and shall, before appointment, give proof of their competency by giving a test lecture to the CGI based on material they have developed for the subjects they are to teach.

6.10. **TRAINING RECORDS**

6.10.1. An FTO shall maintain and retain the following records for a period of at least 5 years using appropriate administrative staff:

6.10.1.1. Details of ground, flying and simulated flight training given to individual students;

6.10.1.2. Detailed and regular progress reports from instructors including assessments, regular progress flight tests and ground examinations; and

6.10.1.3. Personal information, e.g. expiry dates of medical certificates, ratings, etc.

6.10.2. The format of the student training records shall be as prescribed in CAA Regulations.

6.10.3. The FTO shall submit training records and reports as required by the CAA.

6.11. **TRAINING PROGRAMME**

6.11.1. A training program shall be developed for each type of course offered. This programme shall include a breakdown of flying and theoretical knowledge instruction in a week-by-week or a phase presentation and a list of standard exercises and a syllabus summary. In particular, synthetic flight training and theoretical knowledge instruction shall be phased in such a manner as to ensure that students shall be able to apply to flying exercises the knowledge gained on the ground. Arrangements shall be made so that problems encountered in instruction can be resolved during subsequent training. The content and sequence of the training programme should be acceptable to the Authority.

6.12. **TRAINING AIRCRAFT**

6.12.1. An adequate fleet of training aircraft appropriate to the courses of training offered shall be available. Each aircraft shall be fitted with duplicated primary flight controls for use by the instructor and the student. Swing-over flight controls shall not be acceptable. The fleet shall include, as appropriate to the courses of training, aircraft suitable for demonstrating stalling and spin avoidance. At least one aircraft shall be equipped to

simulate instrument meteorological conditions and equipped for the instrument flight training (NDB/VOR and ILS).

6.12.2. Only aircraft approved by the CAA for training purposes shall be used.

6.13. **AERODROMES**

6.13.1. The base aerodrome and any alternative aerodrome, at which flying training is to be conducted, shall have at least the following facilities:

6.13.1.1. At least one runway or take-off area that allows training aeroplanes to make a normal take-off and landing at the maximum take-off and maximum landing mass authorized under following conditions:

6.13.1.1.1. Under calm wind (not more than four knots) conditions and temperatures equal to the mean high temperature for the hottest month of the year in the operating area;

6.13.1.1.2. Clearing all obstacles in the take-off flight path by at least 50 feet;

6.13.1.1.3. With the power plant operation and the landing gear and flap operation (if applicable) as recommended by the manufacturer; and

6.13.1.1.4. With a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques;

6.13.1.2. A wind direction indicator that is visible at ground level from the ends of each runway;

6.13.1.3. An air traffic control service except where, with the approval of the Authority, the training requirements may be satisfied safely by another means of air/ground communications.

6.14. **PHYSICAL ACCOMMODATION**

6.14.1. The following physical accommodation shall be available:

6.14.1.1. An operations room with facilities to control flying operations.

6.14.1.2. A flight planning room with the following facilities:

6.14.1.2.1. Appropriate current maps and charts.

6.14.1.2.2. Current AIS information.

6.14.1.2.3. Current meteorological information.

- 6.14.1.2.4. Communications to ATC and the operations room.
 - 6.14.1.2.5. Maps showing standard cross-country routes.
 - 6.14.1.2.6. Maps showing current prohibited, danger and restricted areas.
 - 6.14.1.2.7. Any other flight safety related material.
 - 6.14.1.3. Adequate briefing rooms/cubicles of sufficient size and number.
 - 6.14.1.4. Suitable offices for the supervisory staff and room(s) to allow flying instructors to write reports on students, complete records, etc.
 - 6.14.1.5. Furnished crew-room(s) for instructors and students.
 - 6.14.1.6. Room (s) for Administration.
 - 6.14.1.7. Toilet(s).
 - 6.14.1.8. Store(s).
- 6.15. **THEORETICAL KNOWLEDGE INSTRUCTION FACILITIES**
- 6.15.1. The following facilities for theoretical knowledge instruction shall be available:
 - 6.15.1.1. Adequate classroom accommodation, well lighted and ventilated, for the current student population.
 - 6.15.1.2. Suitable demonstration equipment to support the theoretical knowledge instruction.
 - 6.15.1.3. An R/T training and testing facility.
 - 6.15.1.4. A reference library containing publications giving coverage of the syllabus.
- 6.16. **REQUIREMENTS FOR ENTRY TO TRAINING**
- 6.16.1. A student accepted for training shall possess the appropriate medical certificate for the licence required and shall meet the entrance requirements set by the FTO as approved by the Authority.
- 6.17. **TRAINING MANUAL AND OPERATIONS MANUAL**
- 6.17.1. A FTO shall prepare and maintain a Training Manual and Operations Manual containing information and instructions to enable staff to perform their duties; and to give guidance to students on how to comply with course requirements.

- 6.17.2. An FTO shall make available to staff and, where appropriate, to students the information contained in the Training Manual, the Operations Manual and the FTO's approval documentation.
- 6.17.3. The amendment procedure shall be stated and amendments properly controlled.
- 6.17.4. The Training Manuals shall state the standards, objectives and training goals for each phase of training that the students are required to comply with and shall include the following:
 - 6.17.4.1. Part 1 - The Training Plan
 - 6.17.4.2. Part 2 - Briefing and Air Exercises
 - 6.17.4.3. Part 3 - Synthetic Flight Training, where applicable.
 - 6.17.4.4. Part 4 - Theoretical Knowledge Instruction
- 6.18. **FLIGHT CHECKS**
 - 6.18.1. Chief Flight Instructors (CFI) are required to regularly carry out flying checks of the trainee pilots to ensure that the flying training institute is imparting a standardized flying training. CFI should carry out regular flying checks of Flight Instructors to ensure that standardized flying training is being imparted to the trainee pilots.
- 6.19. **AIRWORTHINESS – EXPOSITION MANUAL**
 - 6.19.1. The Exposition Manual shall provide the standard safety oversight procedures in respect of maintenance/airworthiness of the aircraft operated by the FTO. The Manual shall contain the procedures and Checklists to ensure that the activities related to maintenance of aircraft, availability of technical literature, manpower and necessary equipment and tooling are adhered to.
 - 6.19.2. Complete details of the maintenance facilities for the type of aircraft being maintained shall be available on the basis of which the approval for maintenance has been granted.
 - 6.19.3. Details of the internal quality audit carried out by the Quality Control Manager to ensure continued capability of the FTO to maintain the aircraft shall be available.
- 6.20. **FINANCIAL**
 - 6.20.1. The FTO shall provide to the Authority satisfactory evidence, that it is in a financially healthy condition to conduct flying training, as and when such information is required during the Audit process.
- 6.21. **ADVERTISEMENT**
 - 6.21.1. An FTO shall give advertisement in the media strictly confined to the scope of its approval by the CAA and its capability.

Complete details of such advertisements shall be made available to the Authority during the Audit process, if required.

7. **AIR EXPERIENCE**

- 7.1. An air experience of up to a maximum of three hours may be given to a prospective student by an FTO without the student holding a student pilot licence.

8. **PILOT INTEGRATED COURSE**

- 8.1. An Integrated pilot Licence course, comprising Private Pilot, Commercial Pilot and Instrument Rating shall be in continuation.
- 8.2. Private Pilot Licence course shall be of 08 months duration; and shall comprise a minimum hours of 40 in accordance with the prescribed syllabus.
- 8.3. The Commercial Pilot Licence course shall be in 10 months; and shall comprise a minimum hours of 110 in accordance with the prescribed syllabus.
- 8.4. The Instrument Rating approved course shall be of additional 06 months duration; and shall comprise a minimum hours of 40 in accordance with the prescribed syllabus.

9. **PILOT MODULAR COURSE**

- 9.1. The Modular Courses for Private Pilot, Commercial Pilot and Instrument Rating are undertaken independently.
- 9.2. The Private Pilot Licence course shall comprise a minimum hours of 50 in accordance with the prescribed syllabus with 10 hours flown in the last 03 months.
- 9.3. The Commercial Pilot Licence course shall comprise a minimum hours of 150 in accordance with the prescribed syllabus; with 25 hours flown in the last 06 months.
- 9.4. The Instrument Rating Course shall comprise a minimum hours of 50 in accordance with the prescribed syllabus; with 10 hours flown in the last 03 months.

10. **GROUND TRAINING ORGANIZATION (GTO)**

- 10.1. A Ground Training Organization providing ground training for the issue of different Licences shall meet all the requirements of a Flying Training Organization (FTO) except those requirements that are relevant only to actual operation of the aircraft.

11. **FTO/GTO APPROVAL PROCESS**

- 11.1. An FTO/GTO shall establish procedures acceptable to the Authority to ensure compliance with relevant CAA Regulations. After consideration of the application, the FTO/GTO will be inspected to ensure that it meets the prescribed requirements. Subject to satisfactory inspection, approval of the FTO/GTO will be granted for a

period of one year. Renewal of the approval may be granted every year subject to a 'Satisfactory' Audit.

- 11.2. All training courses shall be approved by the CAA.
 - 11.3. The CAA will monitor course standards and will sample training flights with students. During such audits, access shall be given by the FTO/GTO to training records, authorisation sheets, technical logs, lectures, study notes and briefings; and to any other relevant material.
 - 11.4. An FTO/GTO may make training arrangements with other training organizations or make use of alternative base aerodromes as part of its overall training subject to the approval of the CAA.
 - 11.5. It will be the responsibility of the FTO/GTO to ensure that during the period of validity of the approval, capability of the institute is not degraded in any way. Authority may carry out random spot checks or safety audit of the organization at any time.
 - 11.6. Approval may be varied, suspended or revoked by the CAA if any of the approval requirements or standards ceases to be maintained to the minimum approved level.
 - 11.7. The approval request documents of an FTO/GTO, containing evidence of the requirements as stipulated in these paragraphs, shall be submitted to the CAA for evaluation and approval.
 - 11.8. An approved FTO may be issued an AOC in lieu of an Approval.
12. **CONDUCT OF COURSES**
- 12.1. Unless otherwise specified, an FTO or a GTO shall invariably seek prior approval from the CAA before initiating a formal course of training for a new batch.
 - 12.2. The case for initial Approval of a Course, from CAA, shall include, but not necessarily limited to, at least the following details:
 - 12.2.1. Title of the Course.
 - 12.2.2. Objectives of the Course.
 - 12.2.3. Frequency of the Course.
 - 12.2.4. Planned intake of the Course.
 - 12.2.5. Location where Course is to be conducted.
 - 12.2.6. Duration of the Course.
 - 12.2.7. Eligibility Criterion of the Students.
 - 12.2.8. Phase/Subject wise course contents.
 - 12.2.9. Planned periods/hours for each phase/subject.
 - 12.2.10. Duration of each period/break.
 - 12.2.11. External/ICAO Documents to be used.

- 12.2.12. Internal Documents to be used.
 - 12.2.13. Study Material/Course ware to be provided to students.
 - 12.2.14. Number of Instructors to be used.
 - 12.2.15. Instructors Qualification criterion.
 - 12.2.16. Aircraft, if applicable, to be used with Instruments/Aids details.
 - 12.2.17. Audio/Visual training aids to be used.
 - 12.2.18. Simulation Devices to be used, if applicable.
 - 12.2.19. Logistics support details, where applicable.
 - 12.2.20. Details of On Job or field experience, if applicable.
 - 12.2.21. Details of study tour/visits, if applicable.
 - 12.2.22. System of progress/training reports.
 - 12.2.23. Type and frequency of Examinations/Skill Tests to be conducted.
 - 12.2.24. Number/type of questions in Examinations.
 - 12.2.25. Pass criterion to be used for academic/Skill test, as applicable.
 - 12.2.26. Assessment Forms/Contents of Personal Folders.
 - 12.2.27. Specimen Course completion Certificate to be issued.
 - 12.2.28. Any other relevant information.
13. **GENERAL – INSTRUCTORS**
- 13.1. A person shall not carry out the flight instruction required for the issue of any pilot licence or rating unless that person has:
 - 13.1.1. A CPL/ATPL containing a Flight Instructor rating.
 - 13.1.2. Or the CAA issues a specific authorization.
14. **INSTRUCTOR RATING (AIRCRAFT BELOW 5700 KG)**
- 14.1. There shall be a Flight Instructor Rating- FI for aircraft below 5700 KG.
 - 14.2. **FLIGHT INSTRUCTOR (FI) – PRIVILEGES**
 - 14.2.1. The privileges of a Flight Instructor (FI) will be as follows:
 - 14.2.1.1. Instructions for the issue of a PPL.
 - 14.2.1.2. Instructions for the issue of a CPL.
 - 14.2.1.3. Instructions for the issue of an Instrument Rating.
 - 14.2.1.4. Instructions for the issue of a Flight Instructor rating.
 - 14.2.1.5. Instructions for the endorsement of a Type Rating.

- 14.2.2. Privileges of an FI shall progressively increase with experience, subject to clearance by CFI with a logbook endorsement, as under:
 - 14.2.2.1. Up to 200 instructional hours: Authorized to impart training to PPL holders.
 - 14.2.2.2. With 300 instructional hours: Authorized to send Solo.
 - 14.2.2.3. With 400 instructional hours: Authorized to send first Solo.
 - 14.2.2.4. With 500 instructional hours: Authorized to send night Solo.
 - 14.2.2.5. With 700 instructional hours: Authorized to conduct Flight Instructor Training subject to approval by CAA.

15. **FLIGHT INSTRUCTOR COURSE (FIC)**

15.1. An FTO may be authorized to conduct the Flight Instructor Course (FIC) if it provides acceptable evidence to the CAA of its capability to conduct such a course. The applicant FTO shall submit the detailed plan to the CAA for evaluation and approval.

15.2. Flight Instructors authorized to conduct an FIC shall require specific approval from the CAA.

15.3. **ELIGIBILITY FOR FIC**

15.3.1. An applicant for an FIC shall meet the following requirements:

- 15.3.1.1. CPL with IR or ATPL.
- 15.3.1.2. Passed FI-I Examination.

15.4. **CONDUCT OF FI COURSE (FIC)**

15.4.1. **THEORETICAL KNOWLEDGE REQUIREMENTS**

15.4.1.1. The applicant shall have met the knowledge requirements for the issue of a commercial pilots Licence; and in addition the applicant shall have demonstrated a level of knowledge appropriate to privileges granted to the holder of a FI Rating in the following areas:

- 15.4.1.1.1. Techniques of applied instruction;
- 15.4.1.1.2. Assessment of student performance in those subjects in which ground instruction is given;
- 15.4.1.1.3. The learning process;
- 15.4.1.1.4. Elements of effective teaching;
- 15.4.1.1.5. Students evaluation and testing, training philosophies;

- 15.4.1.1.6. Training programme development;
- 15.4.1.1.7. Lesson planning;
- 15.4.1.1.8. Classroom instructional techniques;
- 15.4.1.1.9. Use of training aids;
- 15.4.1.1.10. Analysis and correction of student error;
- 15.4.1.1.11. Human performance and limitations relevant to flight instructions and
- 15.4.1.1.12. Hazards involved in simulating system failures and malfunctions in the aircraft

15.4.2. **FLYING TRAINING REQUIREMENTS**

- 15.4.2.1. The FI flying training course is intended to train the applicant to give instruction on single-engine aircraft.
- 15.4.2.2. The flight instruction shall comprise at least 30 hours of flight training of which 25 hours shall be dual flight instruction. The remaining five hours may be mutual flying (that is, two applicants flying together to practice flight demonstrations). Of the 25 hours, five hours may be conducted in a flight simulator or FNPT (Flight Navigation Procedure Trainer) approved for the purpose by the Authority. The skill test is additional to the course training time.
- 15.4.2.3. The FI shall have acquired the ability to instruct the students on the use of NDB, VOR and ILS (CAT 1).
- 15.4.2.4. An applicant for an FI Rating shall demonstrate to an examiner notified by the Authority for this purpose the ability to instruct a student pilot to the level required for the issue of a CPL/IR, including pre-flight, post-flight and theoretical knowledge instruction.

15.5. **FI SKILL REQUIREMENTS**

- 15.5.1. The applicant for a FI Rating shall have demonstrated the ability to instruct in the areas of flight and ground instruction in the category of aircraft for which flight instructor privileges are sought.
- 15.5.2. The skill test for an FI Rating comprises oral theoretical examinations on the ground, pre-flight and post flight briefings and in-flight FI demonstrations during skill test in an aircraft.
- 15.5.3. An applicant for the skill test shall have received instruction on the same type or class of aeroplane used for the test. The aircraft used for the test shall meet the requirements set out in the requirements for an FTO.

- 15.5.4. Before taking the skill test an applicant shall have completed the required training. The FTO shall produce the applicant's training records when required by the examiner.
- 15.5.5. The oral theoretical knowledge examination part of the skill test is sub-divided into two parts:
 - 15.5.5.1. The applicant is required to give a lecture under test conditions to other 'student(s)', one of whom will be the examiner. The amount of time for preparation of the test lecture shall be agreed beforehand with the examiner. Appropriate literature may be used by the applicant. The test lecture should not exceed 45 minutes.
 - 15.5.5.2. The applicant is tested orally by an examiner for knowledge of 'teaching and learning' content given in the FI courses.
- 15.5.6. The flying skill test shall comprise exercises, to demonstrate the ability to be an FI (i.e. instructor demonstration exercises), chosen by the examiner from the flight syllabus of the FI training courses. The applicant will be required to demonstrate FI abilities, including briefing, flight instruction and debriefing.
- 15.5.7. During the skill test, the applicant shall occupy the seat normally occupied by the FI. The examiner or another FI shall function as the 'student'. The applicant shall be required to explain the relevant exercises and to demonstrate their conduct to the 'student', where appropriate. Thereafter, the 'student' shall execute the same maneuver including typical mistakes of inexperienced students. The applicant is expected to correct mistakes orally and/or, if necessary, by intervening.
- 15.5.8. The examiner may terminate the test at any stage if it is considered that the applicant's demonstration of flying or instructional skills require a re-test.
- 15.5.9. The examiner shall normally be the pilot-in-command, except in circumstances agreed by the examiner when another FI is designated as pilot-in-command for the flight. Overall responsibility for the flight shall rest with the examiner.

16. **FLIGHT INSTRUCTOR STANDARDIZATION COURSE (FISC)**

- 16.1. Qualified Flight Instructors from Defence Forces holding CPL or a higher Licence or those having Flight Instructor Rating endorsed on licence from a contracting state, acceptable to the Authority; and having verifiable instructional hours on the logbook, may be considered for an FI Rating subject to an FISC.
- 16.2. FISC shall comprise under mentioned requirements:

- 16.2.1. A minimum of 5 hours of flight instruction out of which 75% of training must involve Instrument training. Exercises to include Departure, Arrival and use of NDB, VOR and ILS.
- 16.2.2. Passed FI-1 paper.
- 16.2.3. `Satisfactory' Flight Check by CAA Inspector/DE.

17. **ADDITIONAL FI ENDORSEMENTS**

- 17.1. Holder of an FI rating having Group -1 endorsement of an aircraft below 5700 Kgs may give instructions on:
 - 17.1.1. Single-engine type if he has flown at least 10 hours as PIC and has passed a flight check with a CAA Inspector or a Designated examiner with a Logbook endorsement.
 - 17.1.2. Multi-engine type of aircraft if he has flown:
 - 17.1.2.1. At least 50 hours on a Multi-engine type as PIC of which not more than 25 hours shall be as PICUS.
 - 17.1.2.2. At least 10 hours as PIC on the type of aircraft on which he intends to instruct.
 - 17.1.2.3. `Satisfactory' Check by a CAA Inspector or a Designated Examiner with a Logbook endorsement.

17.2. **FI - CURRENCY**

- 17.2.1. An FI rating shall be deemed to be current provided the FI has carried out a minimum of 6 hours of instructional flying in the last 12 months.
- 17.2.2. The currency may be regained by undergoing a standardization check with the CFI.

17.3. **DOCUMENTS REQUIRED FOR FI ENDORSEMENT**

- 17.3.1. CPL/ATPL.
- 17.3.2. Medical Fitness Certificate CAAF-42.
- 17.3.3. Application form CAAF-600.
- 17.3.4. Course completion Certificate.
- 17.3.5. FI-1 Examination result.
- 17.3.6. Flight Test/skill test report.
- 17.3.7. Flying logbook duly verified by the Chief Flying Instructor.
- 17.3.8. Fee Voucher / Authorization.

18. **PILOT INSTRUCTOR RATINGS (AIRCRAFT ABOVE 5700 KG)**
 - 18.1. Two Pilot Instructor Ratings are recognized for aircraft of 5700 KG and above:
 - 18.1.1. Type Rating Instructor – TRI.
 - 18.1.2. Synthetic Flight Instructor – SFI.
19. **TYPE RATING INSTRUCTOR (TRI)**
 - 19.1. **TRI RATING – PRIVILEGES**
 - 19.1.1. The privileges of the holder of a TRI Rating are to instruct licence holders for the issue of a MPA Type Rating; and the instruction required for multi-crew co-operation.
 - 19.2. **TRI RATING - REQUIREMENTS**
 - 19.2.1. **TRI RATING – GROUND TRAINING**
 - 19.2.1.1. The applicant shall have met the knowledge requirements for the issue of an Airline Transport pilot Licence and in addition the applicant shall have demonstrated a level of knowledge appropriate to privileges granted to the holder of a Type Rating instructor rating in the following areas:
 - 19.2.1.1.1. Techniques of applied instruction;
 - 19.2.1.1.2. Assessment of student performance in those subjects in which ground instruction is given;
 - 19.2.1.1.3. The learning process;
 - 19.2.1.1.4. Elements of effective teaching;
 - 19.2.1.1.5. Students evaluation and testing, training philosophies;
 - 19.2.1.1.6. Training program development;
 - 19.2.1.1.7. Lesson planning;
 - 19.2.1.1.8. Classroom instructional techniques;
 - 19.2.1.1.9. Use of training aids;
 - 19.2.1.1.10. Analysis and correction of student error;
 - 19.2.1.1.11. Human performance and limitations relevant to flight instructions and
 - 19.2.1.1.12. Hazards involved in simulating system failures and malfunctions in the aircraft
 - 19.2.2. **TRI RATING – ISSUE REQUIREMENTS**
 - 19.2.2.1. An applicant for the initial issue of a TRI rating shall have:

- 19.2.2.1.1. A valid ATPL.
- 19.2.2.1.2. Successfully completed an approved TRI Ground Course at an approved FTO or training and checking department;
- 19.2.2.1.3. Completed at least 1500 hours flight time as a pilot of multi-pilot aircraft with at least 100 hours on the type as pilot-in-command;
- 19.2.2.1.4. Completed within the 12 months preceding the application at least 30 route sectors, to include take-offs and landings as pilot-in-command;
- 19.2.2.1.5. Completed type-training of at least 06 take-offs and landings with at least one take-off and landing at night.
- 19.2.2.1.6. Passed FI-1 Examination.
- 19.2.2.1.7. `Satisfactory` Check by a CAA Inspector or Designated Examiner (DE).

19.3. **TRI RATING - CURRENCY**

- 19.3.1. Currency requirements are having completed at least 100 hours of flight instruction on aeroplanes as TRI during the period of one year; and
 - 19.3.1.1. Attended a TRI refresher seminar, as approved by the CAA, within the last 12 months;
 - 19.3.1.2. Passed a proficiency check within the last 6 months.

19.4. **TRI RATING - REGAINING CURRENCY**

- 19.4.1. For regaining currency of a TRI rating the applicant shall:
 - 19.4.1.1. Undergo one simulator session of at least 02 hours; or
 - 19.4.1.2. One air exercise of at least 1 hour comprising a minimum of 2 take offs and landings; and
 - 19.4.1.3. Attend a TRI refresher seminar, as approved by the CAA, within the last 12 months;
 - 19.4.1.4. Pass a proficiency check within the last 6 months.

19.5. **TRI RATING - PERIOD OF VALIDITY**

- 19.5.1. TRI Ratings shall remain Valid subject to valid licence and currency.
- 19.5.2. An applicant who fails to achieve a pass in all sections of a proficiency check shall not exercise the privileges of that rating until the proficiency check has successfully been completed.

19.5.3. Two failures in the proficiency checks shall result in the cancellation of the TRI Rating on particular type of aircraft.

19.6. **ADDITIONAL TRI RATING**

19.6.1. Before the privileges are extended to further Multi Pilot Aircraft types, the holder shall have:

19.6.2. Completed, within the 12 months preceding the application, at least 15 route sectors, to include take-offs and landings as pilot-in-command on the applicable aircraft type.

19.6.3. Completed type-training of at least 06 take-offs and landings with at least one take-off and landing at night.

19.6.4. 'Satisfactory' Check by a CAA Inspector or Designated Examiner.

20. **SYNTHETIC FLIGHT INSTRUCTOR (SFI)**

20.1. **SFI RATING - PRIVILEGES**

20.1.1. The privileges of the holder of a Synthetic Flight Instructor Rating are to conduct synthetic flight instruction for MPA Type Ratings; and the instruction required for multi-crew co-operation.

20.2. **SFI RATING – ISSUE REQUIREMENTS**

20.2.1. An applicant for the initial issue of a SFI Rating shall:

20.2.1.1. Hold or have held an ATPL with TRI Rating of the applicable type.

20.2.1.2. Hold at least Medical Class 2 fitness.

20.2.1.3. Have had completed the complete simulator content of the applicable type rating course.

20.2.1.4. Have completed 03 simulator sessions of 02 hours each.

20.2.1.5. Have completed 03 sessions of 02 hours each on the simulator Instructor panel.

20.2.1.6. Have completed within a period of 6 months, preceding the application, one training session of 02 hours followed by a proficiency check on a flight simulator of the applicable type; and

20.2.1.7. Have completed within a period of 12 months, preceding the application, at least three route sectors as pilot or an observer on the flight deck of the applicable type.

20.2.1.8. 'Satisfactory' Check by a CAA Inspector or Designated Examiner.

20.3. **SFI RATING - CURRENCY**

20.3.1. Currency requirements are having completed at least 25 hours of synthetic flight instruction as SFI during the period of one year; and

20.3.1.1. Attended a SFI refresher seminar, as approved by the CAA, within the last 12 months;

20.3.1.2. Passed, as a proficiency check, the skill test on a flight simulator of the applicable type within the last 6 months.

20.4. **SFI RATING - REGAINING CURRENCY**

20.4.1. For regaining currency of a SFI rating the applicant shall:

20.4.1.1. Undergo one simulator session of at least 02 hours; and

20.4.1.2. Have completed a proficiency check on a flight simulator of the appropriate type.

20.4.1.3. Have completed within a period of 12 months, preceding the application, at least three route sectors as a pilot or an observer on the flight deck of the applicable type.

20.5. **SFI RATING - PERIOD OF VALIDITY**

20.5.1. SFI Ratings shall remain Valid subject to currency.

20.5.2. An applicant who fails to achieve a pass in all sections of a proficiency check shall not exercise the privileges of that rating until the proficiency check has successfully been completed.

20.5.3. Two failures in the proficiency checks shall result in the cancellation of the SFI Rating on a particular type of Synthetic Flight Trainer of that aircraft.

20.6. **DOCUMENTS REQUIRED FOR TRI & SFI ENDORSEMENT**

20.6.1. ATPL.

20.6.2. Medical Fitness Certificate CAAF-42.

20.6.3. Application form CAAF-600.

20.6.4. Certificate of ground Course.

20.6.5. FI-1 Examination result.

20.6.6. Flight Test/skill test report as applicable.

20.6.7. Experience Certificate from the employer.

20.6.8. Refresher Certificate from the employer.

20.6.9. Fee Voucher / Authorization.

21. **FLIGHT ENGINEER INSTRUCTOR RATINGS**

21.1. Two Flight Engineer instructor Ratings are recognized:

21.1.1. Flight Engineer Instructor – FEI.

21.1.2. Flight Engineer Synthetic Instructor – FESI.

22. **FLIGHT ENGINEER INSTRUCTOR (FEI)**

22.1. **FEI RATING – PRIVILEGES**

22.1.1. The privileges of the holder of a FEI Rating are to instruct licence holders for the issue of a FE Licence, Type Rating and the instruction required for multi-crew co-operation.

22.2. **FEI RATING – REQUIREMENTS**

22.2.1. **FEI RATING - GROUND TRAINING**

22.2.1.1. The applicant shall have met the knowledge requirements for the issue of a Flight Engineer Licence and in addition the applicant shall have demonstrated a level of knowledge appropriate to privileges granted to the holder of a Flight Engineer Instructor rating in the following areas:

22.2.1.1.1. Techniques of applied instruction;

22.2.1.1.2. Assessment of student performance in those subjects in which ground instruction is given;

22.2.1.1.3. The learning process;

22.2.1.1.4. Elements of effective teaching;

22.2.1.1.5. Students evaluation and testing, training philosophies;

22.2.1.1.6. Training program development;

22.2.1.1.7. Lesson planning;

22.2.1.1.8. Classroom instructional techniques;

22.2.1.1.9. Use of training aids; Analysis and correction of student error;

22.2.1.1.10. Human performance and limitations relevant to flight instructions and

22.2.1.1.11. Hazards involved in simulating system failures and malfunctions in the aircraft.

22.3. **FEI RATING – ISSUE REQUIREMENTS**

22.3.1. An applicant for the initial issue of a FEI rating shall have:

22.3.1.1. A valid FEL.

- 22.3.1.2. Successfully completed an approved FEI Ground Course at an approved FTO or training and checking department.
 - 22.3.1.3. Completed at least 1000 hours flight time as a Flight Engineer of multi-pilot aircraft;
 - 22.3.1.4. Completed within the 12 months preceding the application at least 30 route sectors.
 - 22.3.1.5. Completed type rating course of at least 4 hours of flight instruction related to the duties of a FEI on the applicable type of aircraft.
 - 22.3.1.6. Passed FI-1 Examination.
 - 22.3.1.7. 'Satisfactory' Check by a CAA Inspector or Designated Examiner (DE).
- 22.4. **FEI RATING – CURRENCY**
- 22.4.1. Currency requirements are having completed at least 50 hours of flight instruction on aircraft as FEI during the period of one year; and
 - 22.4.1.1. Attended a FEI refresher seminar, as approved by the CAA, within the last 12 months;
 - 22.4.1.2. Passed a proficiency check within the last 6 months.
- 22.5. **FEI RATING – REGAINING CURRENCY**
- 22.5.1. For regaining currency of a FEI rating, the applicant shall:
 - 22.5.1.1. Undergo one simulator session of at least 2 hours; or
 - 22.5.1.2. One air exercise of at least 2 hour; and
 - 22.5.1.3. Attend a FEI refresher seminar, as approved by the CAA, within the last 12 months;
 - 22.5.1.4. Pass proficiency check within the last 6 months.
- 22.6. **FEI RATING - PERIOD OF VALIDITY**
- 22.6.1. FEI Ratings shall remain valid subject to valid licence and currency.
 - 22.6.2. An applicant who fails to achieve a pass in all sections of a proficiency check shall not exercise the privileges of that rating until the proficiency check has successfully been completed.
 - 22.6.3. Two failures in the proficiency checks shall result in the cancellation of the FEI Rating on particular type of aircraft.
- 22.7. **ADDITIONAL FEI RATINGS**

- 22.7.1. Before the privileges are extended to further Aircraft types, the holder shall have:
 - 22.7.1.1. Completed, within the 12 months preceding the application, at least 15 route sectors, on the applicable aircraft type of which not more than 7 sectors may be completed in a flight simulator;
 - 22.7.1.2. Completed type training of at least 4 hours of flight instruction related to the duties of a FEI on the applicable type of aircraft.
 - 22.7.1.3. `Satisfactory` Check by a CAA Inspector or Designated Examiner.

23. **FLIGHT ENGINEER SYNTHETIC INSTRUCTOR (FESI)**

23.1. **FESI RATING - PRIVELEGES**

- 23.1.1. The privileges of the holder of a FESI Rating are to conduct synthetic flight instruction for issue of Flight Engineer Licence, Type Ratings; and the instruction required for multi-crew co-operation.

23.2. **FESI RATING - ISSUE REQUIREMENTS**

- 23.2.1. An applicant for the initial issue of a SFI Rating shall:
 - 23.2.1.1. Holds or have held a FEI Rating on the type.
 - 23.2.1.2. Hold at least Medical Class 2 fitness.
 - 23.2.1.3. Have had completed the complete simulator content of the applicable type rating course.
 - 23.2.1.4. Have completed 03 simulator sessions of 02 hours each.
 - 23.2.1.5. Have completed 03 sessions of 02 hours each on the simulator Instructor panel.
 - 23.2.1.6. Have completed within a period of 12 months, preceding the application, one training session of 02 hours followed by a proficiency check on a flight simulator of the applicable type; and
 - 23.2.1.7. Have completed within a period of 12 months, preceding the application, at least three route sectors as Flight Engineer or an observer on the flight deck of the applicable type.
 - 23.2.1.8. Passed a `Satisfactory` Check by a CAA Inspector or Designated Examiner.

23.3. **FESI RATING - CURRENCY**

23.3.1. Currency requirements are having completed at least 25 hours of synthetic flight instruction as FESI during the period of one year; and

23.3.1.1. Attended a FESI refresher seminar, as approved by the CAA, within the last 12 months;

23.3.1.2. Passed a proficiency check on a flight simulator of the applicable type within the last 6 months.

23.4. **FESI RATING - REGAINING CURRENCY**

23.4.1. For regaining currency of a FESI rating the applicant shall:

23.4.1.1. Undergo one simulator session of at least 02 hour; and

23.4.1.2. Have completed a proficiency check on a flight simulator of the appropriate type.

23.4.1.3. Have completed within a period of 12 months, preceding the application, at least three route sectors as a FE or an observer on the flight deck of the applicable type.

23.5. **FESI RATING - PERIOD OF VALIDITY**

23.5.1. FESI Ratings shall remain valid subject to currency.

23.5.2. An applicant who fails to achieve a pass in all sections of a proficiency check shall not exercise the privileges of FESI rating until the proficiency check has successfully been completed.

23.5.3. Two failures in the proficiency checks shall result in the cancellation of the FESI Rating on particular type of Synthetic Flight Training device.

23.6. **DOCUMENTS REQUIRED FOR FEI & FESI ENDORSEMENT**

23.6.1. FE Licence.

23.6.2. Medical Fitness Certificate CAAF-42.

23.6.3. Application form CAAF-600.

23.6.4. Certificate of ground Course.

23.6.5. FI-1 Examination result.

23.6.6. Flight Test/skill test report as applicable.

23.6.7. Experience Certificate from the employer.

23.6.8. Refresher Certificate from the employer

23.6.9. Fee Voucher / Authorization.

24. **TRANSITION PERIOD**

- 24.1. The Type Rating instructors (TRI) and Synthetic Flight Instructors (SFI) (DCP `A` only) already exercising the said privileges on the date of issuance of this Air Navigation Order; and approved as such under the existing selection process and having undergone a `Satisfactory` check by a CAA inspector/DE, shall be endorsed with a TRI / SFI rating, as applicable, subject to submission of the under-mentioned documents to the Licensing Office:
- 24.1.1. ATPL.
 - 24.1.2. Medical fitness Certificate CAAF-42.
 - 24.1.3. Application form CAAF-600.
 - 24.1.4. Photocopy of Authority letter from Flight Standards Directorate.
 - 24.1.5. Certificate from the employer stating that applicant is currently exercising the stated privileges.
 - 24.1.6. Fee Voucher / Authorization.
- 24.2. The Flight Engineer Instructors (FEI) and Flight Engineer Synthetic Instructors (FESI) (DCFE `A`) already exercising the stated privileges on the date of issuance of this Air Navigation Order; and approved as such under the existing selection process and having undergone a `Satisfactory` check by a CAA inspector/ Designated Examiner shall be endorsed with a FEI/ FESI rating, as applicable, subject to submission of the under-mentioned documents to the Licensing Office:
- 24.2.1. FEL.
 - 24.2.2. Medical Fitness Certificate CAAF-42.
 - 24.2.3. Application form CAAF-600.
 - 24.2.4. Photocopy of Authorization letter from Flight Standards Directorate.
 - 24.2.5. Certificate from the employer that the applicant is currently exercising the stated privileges.
 - 24.2.6. Fee Voucher / Authorization.
- 24.3. No TRI, SFI, FEI and FESI instructor Rating shall be endorsed on the License on retrospective basis.
- 24.4. Licence holders who already hold AFI or FI-11 Endorsements on the date of issuance of this Air Navigation Order shall be endorsed with an FI Rating subject to passing the FI-1 Examination (Instructional Technique).
- 24.5. The existing system of DCPs/DCFES, with additional privileges to conduct Training, shall continue until gradually phased out by the CAA.

25. **MULTIPLE ROLES**

- 25.1. Provided that they meet the qualification and experience requirements set out for each role undertaken, Pilot instructors are not confined to a single role as Flight Instructor (FIs), Type Rating Instructor (TRI) or Synthetic Flight Instructor (SFI).
- 25.2. Provided that they meet the qualification and experience requirements set out for each role undertaken, Flight Engineer instructors are not confined to a single role as Flight Engineer Instructor (FEIs) or Flight Engineer Synthetic Instructor (FESI).

26. **MEDICAL GROUNDING/TEMPORARY UNFIT**

- 26.1. A Pilot/Flight Engineer, medically grounded, or temporary unfit under medication with instructions 'not to fly', shall not undergo any ground training for issuance, renewal or revalidation of a Licence, Certificate, Rating or a Category, including use of Synthetic training devices, unless he/she has at least a Class 2 Medical fitness standard.

27. **DESIGNATED CHECK PILOTS (DCPs)**

- 27.1. The Designated Check Pilots of commercial operators authorized by the CAA to conduct proficiency checks under Annex 6 may be accepted as DCP for the conduct of licensing checks such as Flight Check, Type Endorsement Check or an Instrument Rating check.
- 27.2. A proficiency check conducted under Annex 6 may be accepted as a Licensing check in lieu of a Flight Check, Type Endorsement Check or an Instrument Rating check.

28. **DESIGNATED CHECK PILOTS (DCPs) – 5700 KG AND ABOVE AIRCRAFT**

- 28.1. The requirements for DCPs of aircraft of weight category of 5700 KG and above are spelt out in the CAA DCP Manual.

29. **DESIGNATED CHECK PILOTS (DCPs) – BELOW 5700 KG AIRCRAFT**

- 29.1. The requirements for DCPs on aircraft of weight category of below 5700 KG are as under:
 - 29.1.1. No pilot shall exercise the privileges of a DCP unless duly approved by the CAA.
 - 29.1.2. The seniority, position in the company and remuneration received by the pilot shall not be the consideration for approval as a DCP.
 - 29.1.3. The pilot seeking approval as DCP should be free from prejudices and strong likes and dislikes and capable of recording fair assessments and shall be known for his impartiality. He should be capable of instilling high standard of discipline among the aircrew and shall have balanced attitude towards them. This should be certified by the organization seeking the approval.
- 29.2. Organization seeking the approval of a DCP shall ensure that:

- 29.2.1. The pilot seeking approval as DCP has been regularly flying the type of aircraft on which the approval is sought;
- 29.2.2. He/she shall have obtained pilot-in-command rating on the type in the first attempt;
- 29.2.3. Shall have a flying record, free of any notifiable accident attributable to the pilot's proficiency in handling any type of aircraft during the preceding 5 years;
- 29.2.4. Shall have a flying record free of any incident attributable to the pilot's proficiency in handling the aircraft during the preceding 3 years;
- 29.2.5. Shall not have failed in any of flight check/tests on simulator/aircraft during the preceding two years; and
- 29.2.6. Shall hold current Airline Transport Pilot's Licence with the aircraft type rating.

Note: The accident/incident free period indicated above shall be counted from the day a flight crewmember starts exercising privileges of his/her licence without any limitation.

- 29.3. The FTO/Organization before recommending the names of the pilots for such approval shall subject the pilots to a process of selection and suitability. The operators shall submit complete training records in original while seeking approval.
- 29.4. The pilot seeking the approval, as DCP shall undergo an Oral and a Flight check by the CAA. The pilot who fails in this check shall not be recommended for such approval for a minimum period of one year.

30. **GENERAL REQUIREMENTS – DCPs - BELOW 5700 KG AIRCRAFT**

- 30.1. A pilot may be approved as DCP for operations with fixed wing aircraft or on rotary wing aircraft and not on both the types at the same time.
- 30.2. A pilot may be approved as DCP on a particular type of aircraft or on a group of aircraft having similar performance, handling characteristics and cockpit layout. In the latter case, the total flying experience on the applicable group of aircraft will be considered against the flying experience requirements on type.
- 30.3. In case adequate number of pilots meeting the requirements are not available, the Authority may relax the requirements taking into consideration the past performance, flying record and the experience of the pilot proposed for approval by the operator. The Authority may also authorize, for a specified period, pilots of equivalent status from contracting State to exercise the privileges of a DCP.
- 30.4. For the first time approval of the supervisory staff, there shall be an open book Approved Person Exam (AP-1) on Annex 1, CARs, Licensing ANOs and ASCs (Lic).
- 30.5. For DCPs (Helicopter) exercising privileges in offshore operations, the DCP should have been cleared by the CAA for such operations and should be meeting the currency requirements in this regard.

- 30.6. A DCP who has imparted training to a pilot shall not carry out his tests/checks. A different DCP shall be nominated for the purpose. However, in case no other DCP on type is available, the skill test may be carried out by the same DCP subject to CAA Inspector or a nominated Examiner on board as an observer.
- 30.7. A DCP/DE shall not conduct the check of a close family member.
- 30.8. Approval granted to a pilot as DCP may be suspended or cancelled by the CAA if the pilot is found lacking in any of the requirements or if found unfit in any manner or in case of serious safety violation
- 30.9. **DCP - EXPERIENCE REQUIREMENTS**
- 30.9.1. The experience requirements for a DCP shall be as under:
- 30.9.1.1. Total flying experience - 2000 hrs.
- 30.9.1.2. Total PIC experience on the type - 300 hrs.
- 30.9.1.3. Flying experience on the type during preceding one year: 100 hrs.
- 30.9.1.4. Total instrument flying experience - 100 hrs.
- 30.10. **DCP - TRAINING REQUIREMENTS**
- 30.10.1. **CLASS ROOM TRAINING:** Classroom training of at least 15 hours should be given by DCPs or trained Ground Instructors. The training should cover at least the following aspects:
- 30.10.1.1. Instructional techniques;
- 30.10.1.2. Assessment of progress of trainee pilots;
- 30.10.1.3. Detection of errors of trainees and timely corrective action;
- 30.10.1.4. Precautions to be observed during training and checks;
- 30.10.1.5. Briefing and de-briefing of trainee pilots;
- 30.10.1.6. Do's and Don'ts for examiners;
- 30.10.1.7. Method of conducting Flight and IR checks;
- 30.10.1.8. Filling of training and skill test reports;
- 30.10.1.9. Training and conduct of off-shore operations and special precautions for such operations (for Helicopters);
- 30.10.1.10. Technical knowledge of aircraft & its equipment and systems.
- 30.10.2. **AIRCRAFT TRAINING:** Aircraft training by day and night of at least three hours (total) from left hand and right hand seats (6 Take Off & 6 Landings) by a DCP covering at least the following aspects:

- 30.10.2.1. Handling of normal, abnormal and emergency conditions from the instructor's seat;
- 30.10.2.2. Familiarization of Pilot-not-flying duties from captain's seat;
- 30.10.2.3. Simulated single engine landing of multi-engine aircraft. It should be carried out observing all safety precautions in accordance with the manufacturers recommendations and other regulatory requirements.
- 30.10.2.4. Method of conducting training and checks.
- 30.10.2.5. The trainee examiner should demonstrate proficiency of conducting skill test on aircraft.
- 30.10.2.6. Updating the knowledge on GPWS, ACAS, Transponder, GPS and any other Special Equipment fitted on the type of aircraft. Correct and timely response to the alerts and warnings from ACAS and GPWS.
- 30.10.2.7. Any other aspect considered necessary by the Instructor.

30.11. **DCP - CURRENCY REQUIREMENTS**

30.11.1. A DCP shall exercise his privileges when:

- 30.11.1.1. He/She has a minimum of 10 hrs of flying experience as a pilot-in-command on the type during the preceding 180 days; and
- 30.11.1.2. He/She has exercised the privileges of DCP on the type or on the group of similar aeroplanes during the preceding one year except when a pilot is newly approved on the type or group/class of similar aeroplanes.

30.11.2. In case currency requirements are not met, he/she can exercise his/her privileges after undergoing a familiarization flight on the type provided he was regularly flying the group of similar aircraft.

30.12. **DCP - PRIVILEGES**

30.12.1. The privileges of a DCP shall be as under:

- 30.12.1.1. Flight checks (Local and Route Check).
- 30.12.1.2. Skill test for P-1/P-2 Rating on type.
- 30.12.1.3. Skill test for renewal of Instrument Rating.

30.12.2. Privileges of a DCP may include those of a training pilot if so specified.

30.13. **DCP – SCOPE OF AUTHORIZATION**

30.13.1. The approval of a DCP shall remain valid subject to a valid licence and currency requirements; and not beyond the scope specified in the approval.

30.14. **DCP - PERIOD OF VALIDITY**

30.14.1. The approval of a DCP shall remain valid subject to a valid licence and currency requirements; and not beyond the period specified in the approval.

30.15. **EXEMPTIONS – DCP TRAINING REQUIREMENTS**

30.15.1. Pilots having previous experience as DCP or holding Instructor Rating are not required to undergo the classroom training specified above. They should, however, undergo the helicopter flying training and checks, as specified above, on the type of helicopter in case of DCP (Helicopter – 6 Take Off & 6 Landings from Left Seat).

31. **DESIGNATED EXAMINER (DE) – BELOW 5700 KG AIRCRAFT**

31.1. A DCP, or a person with equivalent qualification, may be designated as a Designated Examiner (DE) to conduct a skill test where normally a CAA Inspector is required. Unlike the DCP, a Designated Examiner is detailed on a case to case basis and is not a permanent position. The privileges of a Designated Examiner (DE) shall be as under:

31.1.1. Flight checks (Local and Route Check);

31.1.2. Skill Test for issue and renewal of Instrument Rating;

31.1.3. Skill Test for P-1/P-2 Type Rating; and

31.1.4. Skill test for issue/renewal of Licence.

32. **TRAINING REQUIREMENTS**

32.1. The training requirements specified in this Air Navigation Order are the minimum requirement. The instructor may give additional training, if required, depending on the performance and flying background of the pilot to ensure that the pilot acquires the required proficiency to discharge his/her privileges.

33. **COURSE COMPLETION CERTIFICATE**

33.1. An FTO/GTO shall issue upon completion of training a Certificate to each student who completes its approved course of training.

33.2. The Certificate shall include:

33.2.1. The name of the organization;

33.2.2. The Certificate number;

33.2.3. The name of the graduate to whom it was issued;

- 33.2.4. The approved curriculum title;
 - 33.2.5. The date of graduation;
 - 33.2.6. A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages;
 - 33.2.7. An authentication by an official of the school; and
 - 33.2.8. A statement showing the cross-country flight training that the student received in the course of training, if applicable.
 - 33.2.9. Any other relevant detail.
34. **CANCELLATION**
- 34.1. With enforcement of this ANO, ANO 91.0012, affected parts of PLM and affected parts of Air Navigation Orders on PPL, CPL and Instructor Rating shall stand canceled.

-SD-

(SALIM ARSHAD)
Air Marshal (Retd)
Director General
Civil Aviation Authority

Date: 2nd January, 2003



SAFETY OVERSIGHT AUDIT REPORT
CAAF - 619

DOC. NO : QMS - ML - 03
REV. NO. : 1
DATED : 7.11.2002

AVIATION TRAINING CENTRES
(ISSUE/RENEWAL OF APPROVAL)

For the Year _____

Name of Av. Trg. Centre: _____

Address : _____

Type of Authorization: FTO GTO-LWTR GTO-CABIN GTO-ATC GTO-

Company Authorized Person
(Tel/Email/Fax)

FINAL REMARKS :

Date of Audit:

Date: _____

LEAD AUDITOR

Name _____

Lic. No. _____

LIST OF ICAO DOCUMENTS RELATED TO THE SAFETY OVERSIGHT AUDIT

- Doc - 7300 ⇒ Convention on International Civil Aviation
- Annex - 1 ⇒ Personnel Licensing
- Annex - 18 ⇒ The Safe Transport of Dangerous Goods by Air
- Doc - 9376 ⇒ Preparation of an Operations Manual
- Doc - 9379 ⇒ Manual of Procedures for Establishment and Management of a State's Personnel Licensing System
- Doc - 9389 ⇒ Manual of Procedures for an Airworthiness Organization
- Doc - 9683 ⇒ Human Factors Training Manual.
- Circular - 217 ⇒ Human Factors Digest No. 2, Flight Crew Training, CRM & Line Oriented Flight Training.
- Circular - 241-AN/145 ⇒ Human Factors Digest No. 8, Human Factors in Air Traffic Control
- Doc - 9481 ⇒ Emergency Response Guidance for Aircraft Incidents involving Dangerous Goods
- Doc - 9735 ⇒ Safety Oversight Audit Manual
- Doc - 9401-AN/921 ⇒ Manual on establishment & Operation Av. Trg. Centres
- Doc - 9401-AN/921 ⇒ ICAO Training Manual Part A-3 Composite Ground Subject curriculum
- Doc - 7192-AN/857 ⇒ ICAO Training Manual Part B-5 Vol-1, integrated Commercial Pilot Course
- Doc - 7192-AN/857 ⇒ ICAO Training Manual Part B-5 Vol-2, integrated Commercial Pilot Course
- Doc - 7192-AN/857 ⇒ ICAO Training Manual Part C-3 Vol-2, Flight Engineer's Training Course
- Doc - 9401-AN/921 ⇒ ICAO Training Manual Part D-1, AME Course.
- Doc - 7192-AN/857 ⇒ ICAO Training Manual Part D-3, Flight Ops Officers.
- Doc - 7192-AN/857 ⇒ ICAO Training Manual Part E-1, Cabin Attendant's Safety Training Manual.
- Doc - 4444 ⇒ PANS ATM
- Doc - 9375 ⇒ Dangerous Good Training Programme Book-2 (for Load Planners & Flight Crew)
- Doc - 9432 ⇒ Manual of Radio Telephony (FRTO)
- MATS ⇒ Manual of Air Traffic services
- ⇒
- ⇒
- ⇒

COMPANY OFFICIALS CONTACTED (Name/Designation)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

CAA AUDIT TEAM MEMBERS (Name/Designation)

- 1. _____
- 2. _____
- 3. _____

Important Note:

Auditor is to audit only the applicable areas and should appropriately cater for the scope of work and workload of the organization.

GENERAL – APPLICABLE TO ALL ORGANIZATIONS

Aspects to be audited or questions to be answered	Status	Comments
Are CAA Authorizations, Licences & Approvals available & valid?	Yes/No	
Does the Organization have an Organogram? Are the duties & responsibilities of each person clearly defined?	Yes/No	
Whether relevant ICAO ANNEXES & DOCUMENTS are available with the training center?	Yes/No	
Whether CARs, relevant ANOs, Air Safety Circulars (Lic) & other Instructions available with the training center?	Yes/No	
Whether AIP with latest amendments is available?	Yes/No	
Whether Jeppesen Maps and Charts along with its revisions available?	Yes/No	
Whether the training center is maintaining a standing order register?	Yes/No	
Whether Exposition Manual/MEL/ ANs available?	Yes/No	
Whether Operations Manual/Flight/ Training Manuals available?	Yes/No	
Whether an approved training manual contain the complete information with regards to the courses conducted by the FTO/GTO: <ul style="list-style-type: none"> • Title of the Course. • Objectives of the Course. • Frequency of the Course. • Planned intake of the Course. • Location where Course is to be conducted. • Duration of the Course. • Eligibility Criterion of the Students. • Phase/Subject wise course contents. • Planned periods/hours for each phase/subject. • Duration of each period/break. • External/ICAO Documents to be used. • Internal Documents to be used. • Study Material/Course ware to be provided to students. • Number of Instructors to be used. 	Yes/No	

<ul style="list-style-type: none"> • Instructors Qualification criterion. • Aircraft, if applicable, to be used with Instruments/Aids details. • Audio/Visual training aids to be used. • Simulation Devices to be used, if applicable. • Logistics support details, where applicable. • Details of On Job or field experience, if applicable. • Details of study tour/visits, if applicable. • System of progress/training reports. • Type and frequency of Examinations/Skill Tests to be conducted. • Number/type of questions in Examinations. • Pass criterion to be used for academic/Skill test, as applicable. • Assessment Forms/Contents of Personal Folders. • Specimen Course completion Certificate to be issued. • Any other relevant information. 		
Availability of Current NOTAMS to Pilots/students?	Yes/No	
Does the organization conduct its business with written instructions & records? Eg. SOPs	Yes/No	
Does the organization take corrective actions as required by CAA?	Yes/No	
Does the organization take preventive actions as required by CAA?	Yes/No	
Are stores relating to files and records maintained in a manner that they provide safekeeping, identity, and ease of retrieval?	Yes/No	
Is the control of records satisfactory in terms of: Responsibility / retention/ secrecy	Yes/No	
Is the training center maintaining its principal business offices at the same place and address that was previously approved by CAA?	Yes/No	
Is the principal business office being shared with any other organization?	Yes/No	
Is the training centre using any other place/airport as base for imparting the training?	Yes/No	
If so, has the approval been obtained from CAA?	Yes/No	
Is a proper library available, which provides ready access to students the documentation, aviation books, literature etc.?	Yes/No	
Whether a master folder showing various documents available in the training institute being maintained?	Yes/No	
Are the documents available are updated?	Yes/No	

FINANCIAL

Aspects to be audited or questions to be answered	Status	Comments
Has the training centre got its regular employees?	Yes/No	
Are payments being made regularly to fuel vendors and others including CAA?	Yes/No	
Are the Employees/aircraft insured as per CARs?	Yes/No	
Can the training centre provide evidence that its financial audit has been carried out?	Yes/No	
Is the copy of the audited balance sheet of the training centre available? What are the financial assets of the organization?	Yes/No	
Are internal audit conducted If Yes, frequency of audit?	Yes/No	
Have prescribed Insurance requirements been met?	Yes/No	

ADVERTISEMENT

Aspects to be audited or questions to be answered	Status	Comments
Has the training centre given any advertisement, which states that the training centre has been approved? If yes, whether these advertisements are in accordance with the scope of approval?	Yes/No	
Has the training centre clearly differentiated in their advertisement between the courses, which are approved and those courses which are not approved or not covered under the scope of approval granted to the training centre?	Yes/No	
If the training centre is not holding a current approval, whether the institute has removed all indications and signboards etc. showing its approval?	Yes/No	

GROUND TRAINING - APPLICABLE TO ALL ORGANIZATIONS

Aspects to be audited or questions to be answered	Status	Comments
Check if competence requirements of each employee have been defined in terms of: <ul style="list-style-type: none"> • CFI • CGI • Instructors • Other persons 	Yes/No	
Have the approvals been displayed prominently in the concerned office?	Yes/No	
Are the approvals of persons are valid?	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
<p>Does the Organization have an appropriate Physical Infrastructure commensurate with its authorization, scope of work and load of work in terms of:</p> <ul style="list-style-type: none"> ▪ An operations room with facilities to control the operations. ▪ A flight planning room with the following facilities: <ul style="list-style-type: none"> ▪ Appropriate current maps and charts. ▪ Current AIS information. ▪ Current meteorological information. ▪ Communications to ATC and the operations room. ▪ Maps showing standard cross-country routes. ▪ Maps showing current prohibited, danger and restricted areas. ▪ Any other flight safety related material. ▪ Adequate briefing rooms/cubicles of sufficient size and number. ▪ Suitable offices for the supervisory staff and room(s) to allow flying instructors to write reports on students, complete records, etc. ▪ Furnished crew-room(s) for instructors and students. ▪ Room (s) for Administration. ▪ Toilet(s). ▪ Stores (s) 	Yes/No	
Are copying / printing facilities available?	Yes/No	
Are alarm bell and siren facilities at a suitable location available with the training institute?	Yes/No	
Are sufficient numbers of fire extinguishers available?	Yes/No	
Is a first-aid room with proper kits and validity available?	Yes/No	
Is trained manpower available to handle safety services?	Yes/No	
Does proper coordination with local fire station exist?	Yes/No	
Are 'No-Smoking' signs displayed at appropriate places?	Yes/No	
<p>Check the conduct of Courses by the following:</p> <ul style="list-style-type: none"> • Check ground training course contents. • Check ground assessment reports and results. • Check flying training course contents. • Check flying training assessment reports. • Check attendance sheet. • Check lecture program. 	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
Check the followings in the Operations/Technical library: <ul style="list-style-type: none"> • Stock of books commensurate with the Number of students. • Satisfactory procedure of loaning books to the students. • Procurement of new books. • Revision status of the books available. • Check that official notices, technical circulars, literatures and other requirements are circulated by the institute to the instructional staffs as soon after receipt as practicable and all superseded publications are withdrawn promptly. 	Yes/No	
Whether adequate training aids are available?	Yes/No	
Whether the space used for instructional purpose is properly lighted and ventilated?	Yes/No	
Whether proper audio-visual training aids are available?	Yes/No	
Whether similar arrangements are available at the satellite bases approved or carrying out flying training by the institute?	Yes/No	
Is ground-training study material available to the students?	Yes/No	
Is a simulator being used for conducting the training?	Yes/No	
If yes, is the Simulator approved?	Yes/No	

FLYING TRAINING

Aspects to be audited or questions to be answered	Status	Comments
Number of serviceable a/c available (with types)	Yes/No	
Does the Number & Names of instructors imparting training including their qualification and experience tally with details submitted to CAA?	Yes/No	
Check the availability and status of following documents: <ul style="list-style-type: none"> ▪ Check pilots logbook CAAD-603 ▪ Check Flight Authorization CAAD-604 ▪ Check Authorization CAAD-609 ▪ Check Student Flying Trg. record CAAD-604 	Yes/No	
Are procedures laid down for the instructors Standardization/Recency/Ratings?	Yes/No	
Are proper briefing/debriefing procedures established?	Yes/No	
Are records being maintained to show that proper briefing/debriefing of the trainee pilots is being conducted by CFI/FIs?	Yes/No	
Are records being maintained to show that each student has gone through proper ground training prior to starting flying?	Yes/No	
Is the dossier of each trainee pilot maintained and updated including the supporting documentation?	Yes/No	
Is proper Met information available for the airports and the en-route before undertaking the training flights?	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
Have procedures been established to obtain preflight information?	Yes/No	
Is there a satisfactory system of dissemination of Current NOTAMS to Pilots/students available?	Yes/No	
Does the institute issue a flying program in advance and disseminate it to the students?	Yes/No	
Are procedures established to ensure that the aircraft Centre of Gravity is within limits?	Yes/No	
Are standardized checklists available for normal, abnormal and emergency procedures?	Yes/No	
Are appropriate maps and charts for the flights available?	Yes/No	
Is a checklist available to show the documents required to be carried on board?	Yes/No	
Have procedures been established under which the trainee pilots can be sent on their first solo and subsequent solos?	Yes/No	
Have procedures been established under which the trainee pilots can be sent on their first solo cross-country flight?	Yes/No	
Are procedures established under which the trainee pilot could be sent for night flying?	Yes/No	
Are flight & duty time records being maintained? (instructors)	Yes/No	
Are records being maintained to show that the flying training is being conducted in accordance with the approved syllabus prescribed in the approved training manual?	Yes/No	
Is there a system to check that the flight timings certified by the institute tally with the aerodrome records? (Log books VS Authorization book)	Yes/No	
Are smooth runways with clear runway markings available?	Yes/No	
Whether windsock or wind direction indicator is visible from each end of the runway at ground level?	Yes/No	
Whether night training flights are carried out at the airport?	Yes/No	
If yes, then whether proper night flying facilities are available at the airport?	Yes/No	
Whether proper traffic pattern has been established for carrying out the flying training?	Yes/No	
Whether proper drills have been established in case of aircraft emergency during flying at the airport?	Yes/No	
Whether airport perimeter fencing is available with adequate watch and ward for preventing runaway incursion during aircraft operation?	Yes/No	
Whether procedures have established for the Chief Flight Instructor to carry out flying checks of Flight Instructors and the trainee pilots to ensure standardized flying training?	Yes/No	
Whether reports on various flying checks carried out are available?	Yes/No	

Is pilots' folder available and maintained as per CAA instructions?	Yes/No	
Is the organization approved as a maintenance organization?	Yes/No	
Is the approval Certificate displayed?	Yes/No	
Is the QCM/CE and Exposition Manual approved?	Yes/No	
Is the approved QCM/Chief Engineer a full time regular employee of the organization?	Yes/No	

AME-LWTR TRAINING

Category	Required	Avble	Name	Qualification & Experience
Airframe				
Engine				
Instrument				
Electrical				
Radio/Nav.				

ITEMS OF INSPECTION	SAT/ UNSAT	REMARKS
Is there a change in organization since approval of exposition manual in term of aircraft type/level of inspection/manpower etc?	Yes/No	
Is the operation of organization spread at more than one aerodrome? If yes, whether every set-up is equipped with maintenance facility to the level of maintenance for which it is certified?	Yes/No	
Does the Organization follow a standard maintenance program approved by CAA?	Yes/No	
Was there at any time any deviation to the maintenance program?	Yes/No	
Are they amended as per latest version of maintenance manual?	Yes/No	
Are the SBs and ADs received in the institute? Check for latest arrival date and its implementation.	Yes/No	
Is there any procedures for dissemination of technical information to working engineers?	Yes/No	
Are the technicians employed adequately trained?	Yes/No	
Are the training records of AMEs and technicians kept with QCM?	Yes/No	
Does the institute have hanger space to carry out inspection?	Yes/No	

ITEMS OF INSPECTION	SAT/ UNSAT	REMARKS
If yes, whether the hanger space is available throughout the year?	Yes/No	
Whether the hangar is properly lighted and ventilated?	Yes/No	
Is there adequate ground equipment such as trestles, workbenches to carry out the work?	Yes/No	
Does a proper procedure exist for tagging of all removed articles in the hanger?	Yes/No	
Whether a defect register is maintained?	YES/No	
Whether a standard procedure for keeping fuel in barrels followed?	Yes/No	
If yes, whether proper procedures are followed for barrel fuelling?	Yes/No	
Whether a chapter in QC/Exposition manual exists for barrel fuelling?	Yes/No	
Whether the organization carries out battery charging?	Yes/No	
If yes whether an approval has been obtained in respect of shop and individual?	Yes/No	
Is the battery charging equipment serviceable and calibrated?	Yes/No	
Is there any first-aid station in the battery shop?	Yes/No	
Are the inspections of aircraft carried out as per standard checklist for serviceability of equipment, instruments, availability of on-board documents, updating of flight manuals etc.?	Yes/No	
Are the precision tools/ instruments calibrated periodically?	Yes/No	
Check that the instructors who are assigned to teach are qualified?	Yes/No	
Check that the following documents and records are available and/ or updated: <ul style="list-style-type: none"> ▪ Attendance Register. ▪ The name and address of all students attending courses. 	Yes/No	
Reports on intakes and results of semester examinations;	Yes/No	
Records of candidates appearing in AME-LWTR licence examination.	Yes/No	
Records of candidate's results of CAA licence examination.	Yes/No	
Records of performance of candidates during their practical training attachments with various aircraft maintenance organizations.	Yes/No	
Records regarding security clearance of foreign students.	Yes/No	
Log books of students (random check).	Yes/No	

CABIN ATTENDANT TRAINING

Aspects to be audited or questions to be answered	Status	Comments
Whether an approved training syllabus for Cabin Attendants Training is available in the training organization?	Yes/No	
Are records being maintained for each student to show the classroom training accomplished?	Yes/No	
Whether the evacuation drills being conducted in a proper mockup and does the mockup bear close resemblance to the specific aircraft type?	Yes/No	
Whether actual fire is extinguished in a fire drill?	Yes/No	
Where is the wet drill carried out?	Yes/No	
Whether a high degree of similarity is maintained in the slide training with regard to specific aircraft type?	Yes/No	
Are the trainees given exposure to actual aircraft during the training?	Yes/No	
Whether the first aid training being conducted?	Yes/No	
Are results of various checks of the trainees at different stages readily available?	Yes/No	
Is adequate space available for different drills?	Yes/No	
Whether adequate safety equipment is available for briefing purposes?	Yes/No	
Whether adequate equipment is available for demonstration, briefing and practicing different drills?	Yes/No	
Are the classrooms equipped with adequate audio-visual aids?	Yes/No	
Whether the classrooms, briefing rooms or mockups have temperature control facilities?	Yes/No	

AIR TRAFFIC CONTROLLER TRAINING
(Basic Course)

Aspects to be audited or questions to be answered	Status	Comments
Is there a procedure to ensure incorporation of latest amendments into the approved course material?	Yes/No	
Does the organization has a technical library?	Yes/No	
Does the organization has a recent master copy of related ICAO Annexes and Documents?	Yes/No	
Are the trainees briefed on the latest amendments on the related subjects?	Yes/No	
Do the trainees have access to the technical library?	Yes/No	
Are the trainees provided with complete sets of the course material?	Yes/No	
Do the trainees meet the required criteria for the subject training?	Yes/No	

Aspects to be audited or questions to be answered	Status	Comments
Do the instructors meet the required criteria for approval as instructor?	Yes/No	
Is there a process to ensure the up keep of the professional knowledge of the instructors through refreshers?	Yes/No	
Do the instructors keep abreast with the latest developments in Air Traffic Control? Specially CNS-ATM	Yes/No	
Are the practical exercises for the trainees realistic?	Yes/No	
Are the classrooms equipped with adequate audio-visual aids?	Yes/No	
Is the radio equipment of the ATC simulators working properly?	Yes/No	
Are the clocks in the ATC simulators properly synchronized; and in good working condition?	Yes/No	
Is the strip marking the same as being done actually in the ATS Units?	Yes/No	
Is there enough number of simulators?	Yes/No	
Are the lighting facilities in the classrooms and simulators satisfactory?	Yes/No	
Are the classrooms and simulators equipped with temperature control devices?	Yes/No	

ON JOB TRAINING - ATCO

Aspects to be audited or questions to be answered	Status	Comments
Are the Airport appropriate for basic Rating OJT?	Yes/No	
Does Instructor hold OJTI Rating?	Yes/No	
Is appropriate record being maintained of the OJT?	Yes/No	
Is student allowed on the controls during peak time?	Yes/No	
Is there an appropriate room for Briefing & De-Briefing?	Yes/No	

