

**JOB AID: TRAINING AND PROCEDURES MANUAL APPROVAL**

This form shall be used as ATO's compliance statement and BCAA inspector checklist for acceptance of Training and Procedures Manual of ATO. ATO shall fill up checklist after ensuring each item (column 'A', 'U' & 'Remarks' be left blank). Each page shall be initialed and last page shall be signed by Accountable Manger and Chief Flight Instructor Jointly.

Name of ATO: \_\_\_\_\_ Date: \_\_\_\_\_

Address of ATO: \_\_\_\_\_

Website & e mail of ATO: \_\_\_\_\_

Name of Accountable manager \_\_\_\_\_ Tel. \_\_\_\_\_

Name of Head of Training: \_\_\_\_\_ Tel. \_\_\_\_\_

Legend: **A** = Acceptable, **U** = Unacceptable, **T&P M** =Training & Procedure Manual

**PART-I**

#	Subject	Page & Para no. of T&P M	A	U	Remarks
<b>General</b>					
1.1	Preamble relating to use and authority of the Training and Procedures Manual.				
1.2	Table of contents.				
1.3	Amendment, revision and distribution.				
	a) Procedures for amendment;				
	b) Amendment record page;				
	c) Distribution list; and				
	d) List of effective pages.				
1.4	Glossary of significant terms and definitions.				
1.5	Description of the structure and layout of the manual, including:				
	a) Various parts, sections, their contents and use;				
	b) The paragraph numbering system.				
<b>2. Scope of Training and Organization</b>					
2.1	Description of the scope of training authorized under the organization's terms of approval.				
2.2	Organization chart (of management organization)				
2.3	Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to:				
	a) Accountable manager				
	b) Quality Manager				
	c) Head of Training				
	d) Chief Flight Instructor				
	e) Chief Synthetic Flight Instructor				
	f) Chief Ground Instructor				
	g) Maintenance Manager				



	h) Continuing Airworthiness Manager					
	i) Instructors — Ground, Flight And Synthetic.					
2.4	Security clearance of all above and personnel in succession of command					
2.5	ATO Policy on maximum age limit of post holders and alternate post holders (succession of command).					
2.6	Web site as per CAR					
<b>3. Facilities</b>						
<b>3.1 Class Rooms</b>						
a)	Proper class rooms commensurating with the plan.					
b)	Training aids such as computer, projector/suitable monitor, multimedia aids etc.					
<b>3.2 Library</b>						
a)	Library with system of ready access to trainee pilots.					
b)	System to track the revisions and stock position of books / study material.					
c)	Adequate number of text books for ground subjects; regulations; flying techniques; BCAA circulars, CARs, AICs, Aircraft Manual; AIP; relevant Jeppesen Charts; route maps; topographical charts for training; Standing orders issued by ATO etc.					
<b>3.3 Radio Telephony</b>						
a)	Area for Radio telephony training and testing with facilities e.g. RT test equipment as used in WPC					
	exam for trainee and instructor, written RT test exercises, maps for the training, standard phraseologies from Annex-10 etc.					
b)	System for monitoring RT result and re-preparation for unsuccessful students in RT examination.					
<b>3.4 Aircrafts Details-- (at least with following details)</b>						
<b>#</b>	<b>Aircrafts</b>	<b>1<sup>st</sup> a/c</b>	<b>2<sup>nd</sup> a/c</b>	<b>3<sup>rd</sup> a/c</b>	<b>4<sup>th</sup> a/c</b>	<b>Remarks</b>
a)	Type of a/c					
b)	Registration No.					
c)	Cat. of Registration					
d)	Owned/ leased					
e)	Name of lesser					
f)	Validity of lease					
g)	Date of manufacturing					
<b>3.5 FSTDs details – (with following details)</b>						
<b>#</b>	<b>FSTD</b>	<b>1st FSTD</b>	<b>2nd FSTD</b>	<b>3rd FSTD</b>		
a)	Type					
b)	Registration					



<b>3.6</b>	<b>Space for waiting, Operations, flight planning etc.</b>			
a)	Space for the students waiting for their training.			
b)	Flight Operation room or area.			
c)	Flight Planning room or area.			
d)	Space for pilot briefing/ debriefing.			
e)	Arrangement and equipment for pilot briefing.			
f)	Office facility for instructors is available.			
<b>3.7</b>	Policy to phase out old aircraft			
<b>3.8</b>	System to ensure proper functioning of simulators and serviceable aircrafts (during their audit).			
<b>3.9</b>	Procedure to utilize the SFTD of other ATO			
<b>4.</b>	<b>The Training Plan</b>			
<b>4.1</b>	<b>Aim of the course -</b>			
	A statement of what the student is expected to do as a result of the training.			
	The level of performance.			
	The training constraints to be observed.			
<b>4.2</b>	<b>Pre-entry requirements -</b>			
	Minimum age.			
	Educational requirements.			
	Language requirements.			
	Medical requirements.			
<b>4.3</b>	<b>Credit for previous experience -</b>			
	To be obtained from the [AUTHORITY i.e. BCAA] before training begins..			
<b>4.4</b>	<b>Training curricula -</b>			
	The flying curriculum (single-engine).			
	The flying curriculum (Multi-engine), if applicable.			
	The synthetic flight training curriculum.			
	The theoretical knowledge-training Curriculum.			
<b>4.5</b>	<b>Programmed curriculum times -</b>			
	Arrangements of the course and the integration of curricula time			
<b>4.6</b>	<b>Training programme -</b>			
	The general arrangements of daily and weekly programs for flying, ground and synthetic flight training.			
	Bad weather constraints.			
	Program constraints in terms of maximum student training times, (flying, theoretical knowledge, synthetic) e.g. per day/week/month.			



	Restrictions students in respect of duty periods for				
	Duration of dual and solo flights at various stages				
	Maximum flying hours in any day/night				
	Maximum day/night number of training flights in any				
	Minimum rest period between duty periods				
<b>4.7</b>	<b>Training records -</b>				
	Procedure for maintaining integrity of record and documents i.e. protection from alteration and removal etc.				
	Attendance records.				
	The form of training records to be kept e.g. dossier.				
	Persons responsible for checking records and students' log books and procedure thereof.				
	The nature and frequency of records checks.				
	Standardization of entries in training records. Rules concerning log book entries.				
	System of tracking of record of flying training of SC/ST candidates.				
<b>4.8</b>	<b>Safety training</b>				
	Individual responsibilities.				
	Essential exercises.				
	Emergency drills (frequency).				
	Dual checks (frequency at various stages).				
	Requirement navigation etc. before first solo day/night/				
<b>4.9</b>	<b>Checks and tests -</b>				
	Flying: Progress checks and skill tests.				
	Knowledge: Progress tests and knowledge tests.				
	Authorization for test.				
	Rules concerning refresher training before retest.				
	Test reports and records.				
	Procedures for test paper preparation, type of question and assessment, standard required for 'Pass' <b><i>in BCAA exam.</i></b>				
	Procedure for question analysis and review <b><i>and preparation for re-exams (for knowledge for unsuccessful candidates in BCAA exams);</i></b>				
	Test/retest procedures.				



<b>4.10</b>	<b>Training effectiveness -</b>				
	Individual responsibilities.				
	General Assessment.				
	Liaison between departments.				
	Identification of (individual students). unsatisfactory progress				
	Actions to correct unsatisfactory progress.				
	Procedure for changing instructors.				
	Maximum number of instructor changes per student. Internal feedback system for detecting training deficiencies.				
	Procedure for suspending a student from training.				
	Standards and level of performance at various stages.				
	Individual responsibilities.				
	Standardization.				
	Standardization requirements and procedures.				
<b>5. Briefing And Air Exercises</b>					
5.1	Air exercise -				
	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.				
5.2	Air exercise reference list				
	An abbreviated list of the above exercises giving only main and sub-titles for quick reference, preferably in flip-card form to facilitate daily use by instructors.				
5.3	Course structure- training phase				
	A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency.				
	The curriculum hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.				
5.4	Course structure integration of curricula				
	The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge Instruction and synthetic flight training.				



#	Subject	Page & Para no. of T&P M	A	U	Remarks
5.5	Student progress				
	The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he or she must achieve before progressing from one phase of air exercise training to the next.				
	Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. As necessary before significant exercises, e.g. night flying.				
5.6	Instructional methods -				
	The ATO requirements, particularly in respect of pre and post flying briefing, adherence to curricula and training specifications, authorization and supervisions including solo flight, etc.				
5.7	Progress tests -				
	The instructions given to examining staff in respect of the conduct and document of all progress tests.				
5.8	Glossary of terms				
	Definition of significant terms as necessary.				
5.9	Appendices -				
	Progress test report forms.				
	Skill test report forms.				
	ATO certificates of experience, competence, etc. as required.				
5.10	Standardized check-lists for normal, abnormal and emergency procedures?				
5.11	Maps and charts required to be carried for flights.				
5.12	Check-list to show the documents required to be carried on board?				
5.13	Procedure to ensure pilot has valid licenses, medical assessment before boarding for flying training.				
5.14	Flight planning procedure to ensure carriage of proper fuel on board.				
5.15	Procedures to ensure Centre of Gravity of training aircraft.				



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5.16	Procedures briefing/ debriefing.				
5.17	Procedures for obtaining and record keeping of Met information for the airports and the en-route before undertaking the training flights.				
5.18	Co-ordination procedures to obtain FIC and ADC numbers.				
5.19	Procedures to ensure that documents required to be carried on board are available.				
5.20	Procedures under which the trainee pilots can be sent on their first solo and subsequent solos.				
5.21	Procedures have been established under which the trainee pilots can be sent on their first solo cross-country flight.				
5.22	Procedures under which the trainee pilot can be sent for night flying.				
5.23	Procedures for carrying out flying check of trainees/ Flight Instructors/ Assistant Flight Instructor by CFI/Dy.CFI to ensure standardized flying training.				
5.24	System of keeping of C of A, C of R, ARC, BCAA approvals (FSTD/ Post holders) for ready reference.				
5.25	Procedure to tally the flying timings with aerodrome records.				
5.26	Occurrence reporting procedure and relevant Air Safety Circulars.				
5.27	Procedure for preparation of contingency plan for aircraft accident, disabled aircraft removal, search and rescue etc.				
5.28	Procedure for co-relation of the number of hours of flying carried out by ATO aircrafts, number of hours done by trainees, number hours used for maintenance, fuel used, spares used for maintenance for that many hours of a/c usage, financial expenditure incurred for fuel/ oil and spares. (Suitable period for such assessment be specified)				
<b>6. Synthetic Flight Training</b>					
6.1	Air exercise				
6.2	Air exercise reference list				



#	Subject	Page & Para no. of T&P M	A	U	Remarks
6.3	Course structure-phase of training				
6.4	Course structure integration of curricula				
6.5	Student progress				
6.6	Instructional methods				
6.7	Progress tests				
6.8	Glossary of terms				
6.9	Appendices				
<b>7. Knowledge Instruction</b>					
7.1	Objective for each subject -				
7.2	Individual lesson plans				
7.3	Specific training aids available for use				
<b>8. Administrative Procedures</b>					
8.1	A list and description of all volumes in the Manual				
8.2	Administration (function and management)				
8.3	Responsibilities (all management and administrative staff)				
8.4	Student discipline and disciplinary				
8.5	Authorization and Supervision of flights				
8.6	Preparation of flying programme (restriction of numbers of aircraft in poor weather)				
8.7	Command of aircraft				
8.8	Responsibilities of pilot-in-command ( <b><i>Instructor in dual and trainee in solo flights</i></b> );				
8.9	Carriage of passengers <b><i>or persons</i></b>				
8.10	Aircraft documentation				
8.11	Retention of documents				
8.12	Flight crew qualification records (licences & ratings)				
8.13	Revalidation (licences, ratings & medical certificates)				
8.14	Flying duty period and flight time limitations (flying instructors)				
8.15	Flying duty period and flight time limitations (students)				
8.16	Rest periods (flying instructors)				





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8.17	Rest periods (students)				
8.18	Pilots' log books				
8.19	Flight planning (general)				
8.20	Safety (general: equipment, radio listening watch, hazards, accidents and incidents, including reports, safety of trainee pilots, etc.)				
<b>9. Aircraft Operating Information</b>					
9.1	Aircraft descriptive notes				
9.2	Aircraft handling (including checklists, limitations, aircraft maintenance and technical logs, in accordance with relevant requirements, etc.)				
9.3	Emergency procedures				
9.4	Radio and radio navigation				
9.5	Allowable deficiencies ( <i>based on MMEL, if available</i> )				
<b>10. Routes</b>					
10.1	Performance (legislation, take-off, route, landing, etc.)				
10.2	Flight planning (fuel, oil, minimum safe altitude, navigation equipment, etc.)				
10.3	Loading (load sheets, mass, balance, limitations)				
10.4	Weather minima (flying instructors)				
10.5	Weather minima (students: at various stages of training)				
10.6	Training routes/areas				
<b>11. Staff Training</b>					
11.1	Appointments of persons responsible for				
11.2	Initial training				
11.3	Refresher training				
11.4	Standardization training				
11.5	Proficiency checks				
11.6	Upgrading training				
11.7	ATO staff standards				



**PART-II**

**12. AERODROME INSPECTION CONTENTS (Requirements & Procedures)**

#	Subject	Page & Para no. of T&P M	A	U	Remarks
12.1	Procedure for runway inspection.				
12.2	Check availability of smooth runway of adequate length for the type of a/c.				
12.3	Check availability of sufficient length of runway for type of a/c for clearing all obstacles in the take-off flight path by at least 50 feet.				
12.4	Proper runway markings, taxiway markings and apron markings.				
12.5	Proper communication arrangements with ATC.				
12.6	Proper and adequate safety services are provided by the training institute or by ATC (as applicable).				
12.7	Marking and lighting of Ground signal areas.				
12.8	Visibility of wind sock or wind direction indicator from each end of the runway at ground level.				
12.9	Proper traffic pattern for carrying out the flying training.				
12.10	Proper drills for aircraft emergency during flying at airport				
12.11	Airport perimeter fencing with adequate watch and ward for preventing runaway incursion during aircraft operation?				
12.12	Proper air ground communication to supervise the flying training activities.				
12.13	Alarm bell and siren facilities at a suitable location				
12.14	Sufficient number of fire extinguishers				
12.15	First-aid room with proper kits and validity				
12.16	Trained manpower to handle safety services				
12.17	Proper coordination procedure with local fire station.				
12.18	Display of 'No-Smoking' sign at prominent places				
12.19	Suitable and adequate hangar space for parking, mooring and maintenance of aircraft. The hangar shall be well lighted and suitable for aircraft maintenance				
<b>NIGHT FACILITIES AT AERODROME</b>					
12.20	Proper fixed lighting of runway, taxiway, apron, hanger etc.				
12.21	Lighted signage.				



#	Subject	Page & Para no. of T&P M	A	U	Remarks
12.22	Properly lighted signal square and wind sock.				
12.23	Proper aerodrome beacon.				
12.24	Proper power backup				
<b>13. AIRWORTHINESS aspects and checklist for audit</b>					
13.1	Office space for the engineering and maintenance personnel				
13.2	Responsibility of MOM (Note: MOM shall be as per the guidelines given in CAR, Section-7, Series- D, Part-I)				
13.3	Procedure to keep institute's approval maintenance valid.				
13.4	Location for display of the approval certificate.				
13.5	Responsibility of Quality Control Manual.				
13.6	Procedure for change in institute after approval of QC Manual in term of aircraft type/ level of inspection/ manpower etc.				
13.7	Procedures to set-up equipped maintenance facility to the level of maintenance for which ATO is certified at other aerodrome? (If certain instruments/equipment are carried from one base to another, procedure to cross-check with stores registers for actual movement of such equipment.)				
13.8	System of adhering to approved standard maintenance programme.				
13.9	System of recording of any deviation to the approved standard maintenance programme.				
13.10	Procedure for approval of maintenance schedules and amendment to maintenance schedules as per latest version of maintenance manual.				
13.11	Procedure for implementation of SBs and ADs received in the institute. (if applicable)				
13.12	Procedure for dissemination of information to working engineers.				
13.13	Procedure to complete the log-books in respect of periodic inspection, replacement of part and compliance of SBs/ Ads etc.				
13.14	Procedure to determine adequacy of qualified engineers/technicians proportional to the activity of the institute.				



#	Subject	Page & Para no. of T&P M	A	U	Remarks
13.15	Training record and adequacy of the technicians employed.				
13.16	Training records of AMEs and technicians along with the designee with whom records to be kept.				
13.17	Procedure for fuel/oil upliftment recording.				
13.18	Procedure for trend monitoring (by chart) of turbine engines, if applicable.				
13.19	Hanger space and its availability (throughout the year or otherwise) to carry out inspection.				
13.20	Lighting of hanger.				
13.21	Ground equipment such as trestles, workbenches to carry out the work.				
13.22	Procedure for tagging of all removed articles in the hanger.				
13.23	System of cleaning and well arranging of Bonded stores.				
13.24	System of proper tagging of Quarantine store.				
13.25	System of keeping the tyres in store and record of rotation.				
13.26	Maintenance of defect register.				
13.27	Procedure for storage of fuel and requirement of explosive license. (if applicable)				
13.28	Procedures for barrel fuelling. (please provide reference from QC Manual)				
13.29	Procedure for approval of battery charging shop and individual along with system of ensuring calibration and serviceability of equipment.				
13.30	Procedure to update the first-aid station in the battery shop.				
13.31	Procedure to carry out inspections of aircraft as per standard check-list for serviceability of equipment, instruments, availability of on-board documents, updating of flight manuals etc.				
13.32	Procedure to check the serviceability of the Cessna 150/152 aircraft emergency door ejection mechanism.				
13.33	Procedure to ensure serviceability of Nav-lights, VHF & ELT, if installed.				
13.34	Procedure for calibration of precision tools/instruments				



<b>14. Checklist for airworthiness inspection of ATO a/c (for internal audit)</b>				
14.1	Check C of A validity of each aircraft.			
14.2	Ensure owners name plate is same as in the C of R.			
14.3	Check for following documents:			
	a) Certificate of Registration			
	b) Certificate of Airworthiness			
	c) Flight Release Certificate			
	d) WT licence			
	e) Journey logbook			
	f) Weight schedule			
	g) Pilot hand book/AFM			
14.4	Check for Emergency equipment on board			
14.5	Check for availability of First aid kit			
14.6	Check for “No Smoking” placard in the Cockpit			
14.7	Check for Compass correction card			
14.8	Check Marking of instruments in the Cockpit			
14.9	Check for Serviceability of ELT			
14.10	Check for painting of prop tips			
14.11	Inspect exterior of aircraft for any damages			
14.12	Check for any fuel/ oil leaks Check for placards			
14.13	Check if the Pitot static probe is covered when aircraft is on ground for more than 2 hours			
14.14	Check for creep marks on tyres.			
14.15	Check for door locking			
14.16	Check whether defects are rectified promptly			
14.17	Check for serviceability of night flying instruments if certified for night flying			


**15. RETURNS TO BE SUBMITTED TO BCAA**

- 15.1 SPL Issue Return
- 15.2 Aircraft Utilization
- 15.3 Trainee Flying Return
- 15.4 Instructor Utilization
- 15.5 Fuel & Oil Consumption

The information as mentioned on the page and para column has been verified from the Training and Procedure Manual of ATO.

(Accountable Manager)  
Signature with Date:

(Head of Training)  
Signature with Date:

	Approved Training Organization Manual	BCAP 3100
	JOB AID – Training and Procedures Manual Approval	Page: 14

*For office use only:*

Review by BCAA Inspector as under:

Remarks:

Actions required:

Name of BCAA Inspection Team that conducted the review:

- 1.
- 2.
- 3.

Date: