

INFORMATION BULLETIN 2020-05

Issue 01

Date of issue: 01st July 2020

SUBJECT:

FTO TRAINING MANUAL

REFERENCE PUBLICATIONS:

- YCAR - Part – II - Chapter 1 and 11
- CAAP 33
- The following form is available on the CAMA website: (**Downloads – Forms – LIF**)

No	FORM	Purpose	CAMA FORM ID
1	FTO Training Manual Compliance	This form defines the contents of a Training Manual compliant with YCAR - Part – II - Chapter (1 & 11) and CAAP (33).	LIF-ATO-008

REASON:

Yemen Civil Aviation Regulation (YCAR) - Part – II - Chapter (1 & 11) lays down detailed rules and conditions for issuing certificates to Approved Flying Training Organizations (FTOs).

The rules concerning the application and technical certification of Flying Training Organizations (FTOs) have are explained in this (IBs).

An Approved Flying Training Organization (FTO) is an organization approved by the CAMA to deliver specific approved training programmes to aviation personnel.

The FTO shall establish and maintain a Training manual containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements.

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

- Training plan;
- Briefing and air exercises
- Flight training in an FSTD, if applicable;
- Theoretical knowledge instruction.

The FTO shall make available to staff and, where appropriate, to students the information contained in the training manual and the FTO's approved documentation.

The applicable requirements are referred to in the YCARs - Part – II - Chapter (1 & 11) and CAAP 33.

The reason for issuing this (IBs) is to provide information and guidance to the industry on the contents of a FTO Training Manual (YCAR - Part – II - Chapter 1 – Appendix – 2 – Parag. No. 2).

The Organization will find guidance for completing the form and fulfilling the requirements that must be satisfied in order to ensure compliance with the YCARs.

INFORMATION:

1. The contents and structure of an FTO Training Manual

The contents and structure of the FTO Training Manual for use by an FTO conducting integrated or modular flight training courses should follow the related document (LIF-ATO-008 - FTO Training Manual Compliance - Checklist)

2. Instructions to Organizations

- 2.1 The (LIF-ATO-008 - FTO Training Manual Compliance - Checklist) is to be completed by the FTO, confirming or identifying the location of the required information for the proposed contents.
- 2.2 The form is to be type-written and is available in the CAMA website as editable version.
- 2.3 The training programmes for each of the courses provided by the FTO, could be presented as individual training manual for every individual course, or could be included in the main training manual as appendixes or volumes for each individual course. The use of cross references is recommended for both options. The CAMA however recommends using a separate training manual for each individual course.
- 2.4 The FTOs are to enter their own manual references corresponding to the CAMA regulatory requirements in the appropriate column.
- 2.5 All documents are to be checked for correctness and completeness before being submitted to the CAMA. The Accountable Manager or the person responsible for compliance shall sign the form.
- 2.6 The returned form and supporting documents submitted to the CAMA, are to be in softcopy in PDF format.
- 2.7 The appointed person(s) will be contacted should the CAMA require further documentation or have further requests.

CONTACT:

Any queries or requests for further guidance as a result of this Information Bulletin should be addressed to:

Personnel Licensing & Examination Directorate
Aviation Safety Affairs Sector
Civil Aviation and Meteorology Authority
PO Box 7251
Sana'a - Yemen
E-mail: civilaviation@y.net.ye and copy to: asas@came.gov.ye