العينة العامة للطيران المدني والأرصاد
**CIVIL AVIATION & METEOROLOGY AUTHORITY**

| SECTION: | LICENSING FORMS | |
|---|---|---|
| TITLE: | FLYING TRAINING ORGANIZATION (FTO) OPERATIONS MANUAL COMPLIANCE - CHECKLIST | **LIF-ATO-010** |

| TO BE COMPLETED BY FTO | |
|---|---|
| **Type of Application** | ☐ First issue  ☐ Amendment  ☐ Continuous Oversight |
| **FTO Name:** | |
| **FTO/AOC No:** | |
| **OM Revision Date:** | **OM Version:** |

This checklist is designed as an aid to ensuring that an Operations Manual submitted for approval contains all the relevant entries but should only contain those paragraphs that are relevant to the course(s) applied for. Please note that failure to submit the checklist with the application documentation could result in a protracted delay to the Manual approval procedure.

This Operations Manual Content Checklist has been compiled with the requirements of YCARs.

| PART - 0 – MANUAL ADMINISTRATION | | | | |
|---|---|---|---|---|
| **Parag.** | **Subject** | **Description** <br> **Supplementary information** | **OM Reference** | **CAMA Use Only** |
| **0.1.** | Title page | (i) Title of the manual. <br> (ii) A unique reference of the manual. <br> (iii) Date of revision. <br> (iv) Revision number. <br> (v) Copy number. | | |
| **0.2.** | Table of Contents page | Contents are appropriately numbered and in order | | |
| **0.3.** | List of effective pages (LEP) <br> Or Approval page | The list of effective pages (LEP) gives for each page/part the revision number and date (and, in the case of a part, the number of pages). <br> This list is mentioned in the table of content. <br> An approval page is used when the manual will be revised as a whole for each revision. | | |
| **0.4.** | Distribution list | Provide a cross reference of who is in possession of which copy number of the manual. | | |
| **0.5.** | Record of revision | A table to record amendments and revisions. <br> Provide all the revisions issued for this manual, their revision date and an abstract of the changes performed for each revision. | | |
| **0.6.** | Revision Procedure | The procedure to follow to revise this manual. | | |
| **0.7.** | Temporary revisions | The procedure to implement a temporary revision. | | |
| **0.8.** | Record of temporary revisions | Provide all the temporary revisions issued for this manual, their issue date and an abstract of the changes implemented by the temporary revision. | | |
| PART - 1 -GENERAL | | | | |
| **1.1.** | A list of effective pages and version number, a list and description of all volumes in the Operation manual | A summary which clearly defines the content and the purpose of each part of the manual. | | |
| **1.2.** | Administration (function and management) | An organization chart providing the relationships between the post holders (AM, HT, CFI, CTKI, CMM and SM) their assistants/deputies and the rest of the | | |

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| | | staff. | | |
| 1.3. | Responsibilities (all management and administrative staff) | The responsibilities of each post holders/assistants/deputies and administrative staff must be described. | | |
| 1.4. | List of all Training Sites and the approved courses conducted at each | | | |
| 1.5. | List of Approved signatories to include scope of authority, e.g. course completion certificates etc.  *Note: This should include the criteria by which these people are considered appropriately qualified and a sample of their signature.* | | | |
| 1.6. | Alternative means of compliance as detailed in YCARs. Does the school have any agreed AMCs and what procedure is used to assess and demonstrate compliance with the regulation? | | | |
| 1.7. | Procedure by which OEM manual, checklist and documentation changes are tracked and implemented in the course and any examination papers. | | | |
| 1.8. | Student discipline and disciplinary action | The rules that the student must follow while trained by the FTO. The consequences and procedure in case of failing to comply with those rules. | | |
| 1.9. | Approval / Authorization of flights | The procedure to authorize a flight (Dual, solo, solo x-country). | | |
| 1.10. | Command of aircraft | The PIC for each type of flight (dual, solo, SPIC, skill test,). | | |
| 1.11. | Responsibilities of pilot-in-command | Duties and responsibilities of the PIC prior, during and after the flight. | | |
| 1.12. | Carriage of Passengers | What are the rules of the FTO concerning carriage of passengers during training activities. | | |
| 1.13. | Aircraft documentation | List of documents must be aboard an aircraft. A separation must be made between legal documents and FTO's specific documents. | | |
| 1.14. | Retention of documents | Define retention procedures for each type of document (FTO manuals, student folder, instructor folders, POH, document of reference, archives…) | | |
| 1.15. | Flight crew qualification records (licences and ratings.) | Flight crew qualification records (licences and ratings) of the training staff (instructor folder). | | |
| 1.16. | Revalidation (medical certificates and ratings) | Means of how the FTO manage the revalidation of the medical certificates and ratings of the training staff and the students. | | |
| 1.17. | Flying duty period and flight time limitations (flying instructors) | Define the duty period and flight time. Establish duty periods and flight time limitations for flight instructors. | | |

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| **1.18.** | Rest periods (flying instructors) | Define and establish the minimum rest period between duty periods and flight training sessions for the FIs. | | |
| **1.19.** | Rest periods (students) | Define and establish the minimum rest period between duty periods and flight training sessions for the student in order to maintain his learning capacities. | | |
| **1.20.** | Pilots logbooks | Explain how the Pilot's logbook of the students and the FIs must be fulfil for each type of flight (DUAL, PIC, SPIC, NAV, skill test,…). | | |
| **1.21.** | Flight Planning (General) | Define the procedure for the flight planning. | | |
| **1.22.** | Safety (General) - equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc. | Equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc... | | |
| **1.23.** | Occurrence reporting as per YCARs. | | | |
| **PART – 2 -TECHNICAL** | | | | |
| **2.1.** | Aircraft descriptive notes | Description of all aircraft types in use within the FTO. | | |
| **2.2.** | FSTD descriptive notes if applicable | | | |
| **2.3.** | Aircraft handling (including checklists, limitations, aircraft maintenance and technical logs, in accordance with relevant requirements etc.) | Define the FTO policy in terms of aircraft handling per aircraft type. Information over aircraft limitations per aircraft type or a reference to the document providing such information. Procedure for reporting of defect items before, during and after the flight. Procedure to release an aircraft after maintenance. Checklists of every type of aircraft or a reference to the document providing such information. | | |
| **2.4.** | Emergency procedures | Describe the emergency procedures for each type of aircraft used by the FTO or where the information can be found. | | |
| **2.5.** | Radio and radio navigation aids | The radio and radio navigation aids available or a reference to the document providing such information. | | |
| **2.6.** | Allowable deficiencies (based on MMEL if available.) *Note: This should include the means by which the training impact of any deficiency is monitored and managed.* | Describe the FTO minimum equipment list (MEL) allowed for each type of aircraft in use in relation with the type of training flight (night, solo, X-country). | | |
| **PART – 3 -ROUTE** | | | | |
| **3.1.** | Performance (legislation, take-off, route, landing) | For each type of aircraft in use in the FTO, what are the performances or where this the information can be found. | | |
| **3.2.** | Flight Planning (fuel, oil, minimum safe altitude, navigation equipment) | What are the FTO policies in relation with minimum safe altitude, fuel quantity, oil quantity, use of navigation equipment for each type of aircraft and type of training flight (solo, night, X-country, etc…). | | |
| **3.3.** | Loading (load sheets, mass and balance, limitations) | The means of information to perform the mass and balance calculation. | | |
| **3.4.** | Weather minima (Flight instructors) | Specific FTO minima in terms of minimum visibility, | | |

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| | | ceiling, X-wind component for each type of training flight. | | |
| 3.5. | Weather minima (students at various stages of training) | Specific FTO minima for each type of training flights/skill test in terms of minimum visibility, ceiling, X-wind component in regards with student experience. | | |
| 3.6. | Training routes/areas including airfield details applicable to the type of proposed training. | Main practice areas and routes used by the FTO for each specific training. | | |
| 3.7. | Aerodromes to be used and descriptive notes relating to the aerodromes and surrounding areas. | | | |
| **PART – 4 -PERSONNEL TRAINING** | | | | |
| 3.1. | Appointment of persons responsible for standards/competence of flying staff including persons nominated by FTO for Revalidation and Renewal of MCCI certificate if applicable. | Define the persons designated for the selection, initial evaluation, continuous evaluation and standardization of the FIs. | | |
| 3.2. | Initial training | Provide the training plan of the initial training that the new hired FIs and TKIs must perform before being scheduled for a training activity. | | |
| 3.3. | Refresher training | Describe the training plan and content of the refresher training for the FIs and TKIs depending of their field of activity within the ATO. Refresher training course for flight instructors who has been absent for a long period of time from duty. | | |
| 3.4. | Standardization training | Describe the training plan and content to standardize the FIs and TKIs for each type of training. Procedure to ensure the staff is aware of their responsibilities with regard to standards (such as rules in the handbook, discipline matters, grading and evaluation system for students and staffs, expected performance for instructions, etc). System to standardize the staff on the components of training (for ground school and flying). | | |
| 3.5. | Proficiency checks | Describe for each type of training the content of a proficiency check that a FI or a TKI must perform. Procedure to arrange for proficiency checks. | | |
| 3.6. | Upgrading training | Define the training plan and content for a FI or TKI that is promoted to give instruction in a higher phase of the training or in another branch of the theoretical knowledge instruction/long briefing. | | |
| 3.7. | ATO personnel standards evaluation | | | |
| 3.8. | CRM training | | | |
| 3.9. | Other training as required by the operation | | | |

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| COMPLIANCE STATEMENT | | |
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| I confirm that the content of the Operations Manual complies with the applicable requirements of YCARs | | |
| **Name of Accountable Manager:** | | **Signature:** |
| **Date:** | | |
| **CAMA USE ONLY** | | |
| **Name of CAMA Inspector:** | | **Signature:** |
| **Number:** | **Date:** | |