



GOVERNMENT OF INDIA

**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**

TECHNICAL CENTRE, OPP. SAFDURJUNG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENTS  
SECTION 7 – FLIGHT CREW STANDARDS  
TRAINING & LICENSING**

**SERIES D PART I**

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**EFFECTIVE: FORTHWITH**

F. No. AV. 22011/2/2014-FG

Subject: **Approval, Renewal and Inspection/ Surveillance/ Audit of flying training organization.**

**1. Introduction**

- 1.1 Clause (c) of subsection 2 of Section A of Schedule II of Aircraft Rules, 1937 require that the flying experience required for issue of private pilot and commercial pilot licenses shall be acquired at the Flying Training Organization (FTO) approved/ recognized by the Director-General. Further, clause (e) of the said schedule requires that the flying training shall be completed in accordance with the syllabus prescribed by the Director-General.
- 1.2 Part XIIC of Aircraft Rules 1937, prescribe the regulations relating to approval of training schools.
- 1.3 This CAR is issued under provisions of Schedule II as mentioned above, Part XIIC and Rule 133A of the Aircraft Rules 1937 and lays down the requirements for approval of a Flying Training Organization for imparting flying training for the issue of pilot licenses on Aeroplane/Helicopter and associated ratings. The CAR also contains the requirements and information related to renewal of approval, inspection/ surveillance/ audit of FTO and other general information related to FTO.

**2. Applicability and Scope**

- 2.1 Provisions of this CAR are applicable to all organizations imparting flying training for issue of pilot licenses and associated ratings.

- 2.2 No person may operate as a certificated FTO without, or in violation of, an approved certificate, ratings or training specifications issued under this CAR.
- 2.3 The FTO shall display the FTO certificate in a place accessible to the public in the principal place of business of the training center.
- 2.4 The certificate and training specifications issued to an FTO shall be available on the premises for inspection by the public and the DGCA.
- 2.5 The approval of an FTO shall be dependent upon the applicant demonstrating compliance with the requirements of this CAR and the safety management requirements of CAR Section 1 Series C Part I.

### **3. Eligibility**

- 3.1 FTO approval can be granted only to:
  - a) a citizen of India or a group of Indian nationals; or
  - b) a trust/society registered under the Societies Registration Act 1860; or
  - c) a Non-Resident Indian or Overseas Corporate Bodies; or
  - d) Central or State Government or their undertaking; or
  - e) a company registered under the Companies Act 1956, having its principal place of business in India and with or without foreign equity participation (Excluding NRI equity) as approved by Government from time to time.

### **4. No Objection Certificate (NOC) for setting up FTO**

#### **4.1 Requirements for issue of NOC**

- 4.1.1 Applicant shall make an application in prescribed proforma (Appendix I) to DGCA along with receipt of prescribed fee paid on <https://bharatkosh.gov.in>
- 4.1.2 The application shall be accompanied with the following supporting documents:
  - i) Memorandum of Articles of Association duly registered with the competent authority.
  - ii) Particulars of Directors and Chairman or Chief Executive Officer, to be filled on website <https://esahaj.gov.in/> for necessary security clearance.
  - iii) Evidence of having sufficient fund of at least Rupees one crore in the form of paid up capital duly certified by the chartered Accountant.
  - iv) Project report containing details of the proposed set-up including three years business plan, proposed financial structure, ownership pattern, time frame in which the applicant proposes to operationalize the various stages of the project, aircraft type to be used and its suitability for flying training, human resource and maintenance support.
  - v) No Objection Certificate from the aerodrome operator for use of airport for setting up the training institute including allocation of parking space.

- vi) No objection certificate from Airports Authority of India from air traffic point of view.
- vii) Any other relevant information required to support issuance of NOC.

4.1.3 Before grant of NOC, approval of Foreign Investment Promotion Board (FIPB) shall be obtained by the applicant, if foreign investment is envisaged. The foreign investments in the flying training institutes shall be within the framework of laid down policy on the subject.

## **4.2 Process of NOC**

4.2.1 Before processing for grant of NOC security clearances of the Directors and Chairman/CEO of the organization shall be required as per Ministry of Home Affairs' guidelines, currently in force.

Note: Any change in the Board of Directors or Chairman/ CEO at any stage including during validity of approval shall be intimated to DGCA along with the details of new Chairman or Director. New Chairman/ CEO or Directors shall be appointed only after a specific prior approval of DGCA.

4.2.2 Application will be examined by a Committee approved by the Director General to assess the need for FTO, financial soundness of the project, airport capacity, suitability of the proposed aircraft type, human resource including maintenance support.

4.2.3 Applicants whose proposals are found satisfactory by the Committee will be granted NOC subject to any condition as may be considered necessary.

## **4.3 Validity of NOC**

NOC shall be valid for a period of two year from the date of issue. On grant of NOC, the applicant is required to establish and obtain approval of FTO within a period of two years. The NOC may be extended on genuine grounds for a period of six months at a time subject to maximum period of four years from the date of issue of initial NOC. Application for extension of NOC may be submitted one month in advance. The fee for each extension will be as per Aircraft Rules.

## **5. Permission for import/ acquisition of aircraft**

5.1 After receipt of NOC, the applicant may apply to DGCA (Air Transport Directorate) on prescribed proforma(Appendix III) (CAR Section 3 Series C Part XI) in triplicate for import/acquisition of aircraft.

5.2 DGCA may grant permission for import/ acquisition of aircraft with such conditions as may be specified if the proposed aircraft satisfies the requirements laid down in para 12.5 of this CAR.

5.3 The applicant shall ensure that the aircraft being imported is suitable for flying training.

## 6. Approval of FTO

### 6.1 Application for approval of FTO

6.1.1 FTO shall submit completed application as per Appendix IV, 90 days prior to expected date of commencement of operations along with prescribed fees as per Rule 41B and following:

- a) A statement showing that the minimum qualification requirements for each management position are met or exceeded;
- b) The proposed training authorisations and training specifications requested by the applicant;
- c) The proposed location of each training facility and any satellite facility location, the proposed courses to be taught at each location, and the equipment at each location including Synthetic Flight Training Devices (STFDs), training aircraft and any aerodromes or sites to be used (**Note:** SFTD approval will be granted only to FTOs.);
- d) Two copies of its proposed Training and Procedures manual;
- e) Two copies of each proposed training course curriculum, including syllabi, outlines, training programme, procedures, and documentation to support the curriculum for which approval is sought;
- f) Documentation of the training organisation's quality assurance and quality system;
- g) A statement of the maximum number of students it expects to teach at any one time;
- h) Documentation of the training organisation's Safety Management System;
- i) Copy of contract arrangement for outsourced facility or equipment.
- j) A statement of compliance to all applicable CARs for the proposed training, including pertinent subparts and each relevant section of the regulation, which should be identified and accompanied by a brief description.
- k) Any additional information the DGCA requires the applicant to submit.

6.1.2 All requirements shall be supported by the supplementary documents. Please refer General requirements for setting up of FTO at para 12 of this CAR, in this regard.

6.1.3 All manuals shall be prepared and submitted as per checklist. Manuals put forward for initial approval should be submitted in paper copy. Once approved, an electronic copy may be uploaded and maintained into the electronic document library.

## **6.2 Process of Approval of FTO**

- 6.2.1 Based on the satisfactory review of application, completed checklists and documents, organization shall be inspected by a team constituted by DGCA. Inspection will be carried out in presence of post holders.
- 6.2.2 Before inspection a meeting will be held with the Accountable Manager to allow the auditors to assess the suitability of the management structure and adequacy of the overall manpower capability. The inspection shall cover the entire areas using standard checklists as specified in this CAR. Certification shall be carried out as per the five phase certification process specified in the procedure and training manual of Directorate of Flying Training.
- 6.2.3 DGCA team shall assess competency of the post holders and instructors, adequacy of facilities, training system, aircraft and SFTD and documents including Safety Management System.
- 6.2.4 Upon satisfactory compliance of all requirements, DGCA may grant an approval. No provisional or part approval will be granted. The approval shall be valid for a period not exceeding five year from the date of issue.

## **7. Certificate of Approval**

- 7.1 The Certificate of Approval will contain the following elements:
- a) Organization's name and location;
  - b) Date of issue and period of validity; and
  - c) Terms of Approval.
  - d) Type of aircraft with Registration mark
- 7.2 When the DGCA has authorized an FTO to conduct testing required for the issuance of a licence or rating, the testing shall be conducted by personnel authorized by the DGCA. Designated personnel shall receive a certificate of designation containing the following elements:
- a) Organization's name and location;
  - b) Date of issue and period of validity; and
  - c) Terms of approval

## **8. Training and Procedures Manual**

- 8.1 The applicant shall prepare a training and procedures manual for approval by DGCA. This manual may be issued in separate parts and shall contain at least the information as detailed at Appendix V & VA.
- 8.2 The training and procedures manual shall be amended as necessary to keep the information contained therein up to date. The FTO shall promptly furnish amendments to the training and procedures manual to DGCA for approval. The approved amendment will then be disseminated to other personnel and organizations to which the manual has been issued.

**9. Training Programme**

- 9.1 Ground training programme shall be designed as per the syllabus specified in the Aircraft Rules and CAR.
- 9.2 The FTO shall develop the training programme for single and/ or multi engine aircraft to be used for training and include the same in the Training and Procedures Manual.

**10. Safety Management System**

The FTO shall establish a Safety Management System (SMS) in accordance with CAR Section 1 Series C Part I. The organization shall nominate an Accountable executive and SMS Manager (Safety Manager), who shall be responsible for SMS implementation. The organization shall also prepare a SMS Manual which shall include Safety Policy and objectives and other contents for ensuring phase wise implementation.

**11. Quality Assurance System**

- 11.1 The FTO shall establish a quality assurance system, acceptable to DGCA, which ensures that training and instructional practices comply with all relevant requirements of this CAR. The applicant will prepare a Quality Assurance Manual as per the guidance given in Appendix VI.
- 11.2 The Quality Assurance System must include a system for conducting internal audit covering the entire area of operation within 12 months. The internal audit shall be conducted by those who are not involved in day to day instructional activity and shall be conducted using customized checklist(s). Each deficiency must be addressed properly to enhance the safety standards and quality of instruction.

**12. General Requirements for setting up the FTO**

**12.1 Facilities and Equipment**

- 12.1.1 Training organisation shall establish facility appropriate to the size and scope of the operation. It shall provide physical environment conducive to the learning. These shall include:

A. General:

- (a) Adequate Office Space for operational and administrative staff
- (b) Storage area including secure area for training and personnel records.

B. Classrooms and training aids:

- (a) Adequate and well equipped class rooms. The classrooms shall properly be lighted and furnished. The size of the rooms shall be appropriate to accommodate the batch of students. (atleast 4ft x 4 ft per student)
- (b) Radio telephony training and testing facility.
- (c) Library with adequate number of text books/ e-books for ground subjects, regulations and flying techniques; DGCA circulars, CARs, AICs, Aircraft Manual; AIP and its supplement and route maps for training. Books catalogue, register or list of books to track the revisions and stock position.
- (d) Training aids – computer, projector/suitable monitor, multimedia aids etc.

C. Practical training areas:

- (a) Flight Operation room/ area
- (b) Flight Planning room/ area
- (c) Adequate briefing room
- (d) Office facility for instructors
- (e) Waiting room(s) for students
- (f) Adequate telephone connection and internet connection shall be made available.
- (g) Suitable and adequate hangar space for parking, mooring and maintenance of aircraft. The hangar shall be well lighted and suitable for aircraft maintenance.
- (h) An alarm bell and manually operated siren in hangar/ operational area.
- (i) Office space for the engineering and maintenance personnel
- (j) Properly marked Parking bays and taxi tracks

12.1.2 An approved FTO shall not make a substantial change in facilities, equipment or material that have been approved for a particular training programme, unless that change is approved in advance by the DGCA.

## **12.2 Synthetic Flight Training Devices (SFTD)**

12.2.1 Each SFTD used for generic Instrument Ground Training shall be approved by DGCA.

12.2.2 The training programme conducted on the SFTD including record keeping process shall be included in the Training and Procedures Manual.

12.2.3 SFTD shall be maintained in accordance with an approved maintenance programme.

### 12.3 Maintenance Arrangements

The FTO shall establish a maintenance organization in accordance with CAR M. The organization may outsource base maintenance check to other appropriately approved maintenance organization.

### 12.4 Aerodromes

12.4.1 Each applicant for, and holder of, an FTO certificate shall show that it has continuous use of each aerodrome at which training flights originate, and that the aerodrome has an adequate runway and the necessary equipment.

12.4.2 The aerodrome shall have proper fencing and/ or adequate watch and ward for preventing runaway incursion during aircraft operation.

12.4.3 The aerodrome at which flying training is being conducted shall have at least one runway or take-off area that allows training aircraft to make a normal take-off or landing at the maximum certificated take-off or maximum certificated landing mass, under the conditions specified in aircraft operating manual of manufacturer.

12.4.4 The aerodrome shall have:

- (a) Proper markings of runway, taxiway, apron, holding point.
- (b) At least one wind direction indicator (windsock) visible at ground level from the ends of each runway.
- (c) Traffic direction indicator when:
  - The aerodrome does not have an operating control tower; and
  - Traffic and wind advisories are not available.
  - Proper communication facility;
- (d) adequate lighting of runway, taxiway, apron and aerodrome beacon, if used for night training;
- (e) adequate safety services as per proposed operations;
- (f) proper procedures for search and rescue;
- (g) Contingency plans for accident/incident.
- (h) Search and rescue procedure

12.4.5 An Air Traffic Control (ATC) Service shall be available at the aerodrome except where, with the DGCA's approval, the training requirements may be satisfied safely by other means of air/ground communications for providing flight information.

### 12.5 Aircraft

12.5.1 FTO must have at least three fixed wing aeroplane or two helicopters with valid C of A, C of R and ARC.



- 12.5.2 During the validity of approval, FTO shall ensure all aircraft are serviceable for operations and any deviation to the same shall be with due approval of DGCA except for routine maintenance. Aircraft must be maintained and inspected in accordance with an approved maintenance program.
- 12.5.3 Each aircraft used in FTO must have at least two pilot stations with engine-power controls that can be easily reached and operated in a normal manner from both pilot stations;
- 12.5.4 Airplanes with controls such as nose-wheel steering, switches, fuel selectors, and engine air flow controls that are not easily reached and operated in a conventional manner by both pilots may be used for flight instruction if the Type Certificate holder determines the safety and suitability.
- 12.5.5 Aircraft should be certified for 'Night Operations.'
- 12.5.6 Each aircraft used in a course involving 'instrument flight rule', en-route operations and instrument approaches must be equipped and maintained for 'instrument flight rule' operations. For maneuvering of an aircraft by reference to instruments, the aircraft may be equipped as required for the approved course of flying training.
- 12.5.7 The type of aircraft proposed, if not previously registered in India, may require the applicant to provide the DGCA with type specific training. The applicant will be responsible for the cost of training of at least one Examiner Assessor of DGCA.

## **12.6 FTO Operations Base**

- 12.6.1 No FTO shall carry out flying training activities at an aerodrome other than location for which it is approved (Main Operations Base) except for cross country flights.
- 12.6.2 An approved FTO may conduct training at an operations base other than the 'main Operations base', with following conditions:
- (a) The other operations base is already approved for flying training activities and is having adequate facilities for the aircraft type to be operated by FTO.
- Note: In case, the other operations base is not approved for flying training activities (except licensed aerodromes), then it need to be inspected and will be approved by DGCA for the proposed operations.
- (b) FTO has adequate men and material positioned for such operations.

(c) Flying training activities can be carried out from main base as well as from other operations base simultaneously provided all flights are duly authorized by competent post holder and atleast Dy. CFI is positioned at one of the base.

(d) DGCA shall be informed when FTO operates from other operations base for a period exceeding seven days.

### **13. Personnel Requirements**

#### **13.1 Management Personnel**

**13.1.1 Accountable Manager:** The organisation shall appoint an accountable manager who has corporate authority for ensuring that flying training can be financed and carried out to the standard required by Aircraft Rules and relevant regulations and this CAR. The accountable manager shall ensure that all necessary resources are available to accomplish flying training in accordance with laid down standards and establish and promote the safety and quality standards for the training.

**13.1.2 Post Holders:** The Accountable Manager shall nominate a person or group of personnel for acceptance as post holder(s) for key positions. Depending upon the size and scope of the organisation, *a post holder may perform a combination of key roles* and the same shall be described in the training and procedures manual. The nominated key positions are:-

- (a) Head of Training or Chief Instructor (CI)
- (b) Chief Flying Instructor (CFI)
- (c) Chief Ground Instructor (CGI)
- (d) Safety Manager (SM)
- (e) Maintenance Manager (MM)
- (f) Quality Manager (QM)
- (g) Continuing Airworthiness Manager (CAM)
- (h) Deputy Chief Flying Instructor (Dy. CFI)

**13.1.3** FTO shall verify the 'character and antecedents' of persons to be employed on the above posts including Accountable Manager before employment. The verification is required from the places where the applicant has resided for more than one year during the preceding three years from concerned District Police Authorities.

*Note: The verification must be within past 06 months on the date of application*

**13.1.4** In case, a nominated post holder is in employment with other FTO, then an NOC from the previous employer is required. 'Character and antecedents' in respect of such persons may be submitted within three months of their appointment.

Note:- The purpose of this NOC is to ensure that the post holder should complete all the requirements of Aircraft Rules, CAR, Related circulars or any other DGCA directions such as completion of log books, authorizations books,

FTPR, Student records etc. before leaving the FTO. In case FTO does not issue NOC after completion of notice period by the post holder, it will be assumed that the FTO has no objection against the Post holder and it will be deemed as NOC.

13.1.5 Duties and responsibilities of the post holders shall be clearly defined in the Training and Procedures Manual. The post holder shall perform their duties upon assessment and approval/ acceptance from DGCA.

### **13.2 Flying Instructional Staff**

13.2.1 FTO shall employ sufficient number of Flying Instructional staff to ensure proper continuity of flying training in accordance with the scope of approval. The age of Flying Instructional staff shall not exceed 65 years.

### **13.3 Chief Instructor (CI)/Chief Flying Instructor (CFI)**

FTO shall appoint a CI and/ or CFI depending on the size of organisation and they shall be approved by DGCA. (The requirements for approval and the privileges of CI/CFI are laid down in CAR Section7 Series-I Part V).

Note: The requirement and privileges of CI and CFI are same, CFI with more privileges of designated examiner can be designated as CI by the management of the FTO.

### **13.4 Deputy Chief Flying Instructor (Dy. CFI)**

FTO may appoint on need basis Dy.CFI and who shall be approved by DGCA. (The requirements for approval and the privileges of Dy. CFI are laid down in CAR Section 7 Series I Part V).

### **13.5 Assistant Pilot Instructor(s)/ Pilot Instructor(s)**

13.5.1 The APIs/ PIs shall be approved by CI or CFI of FTO. APIs/ PIs shall hold:

- (a) a valid Assistant Flight Instructor Rating/ Flight Instructor Rating; and
- (b) a valid CPL, FRTOL and medical.

13.5.2 PIs/ APIs shall pass an annual competency check on their instructional and aircraft handling skills conducted by either the CI or CFI or Dy. CFI.

13.5.3 Before imparting instructional training on Multi engine aircraft, FIR holder shall undergone Min 05:00Hrs training from Right Hand Seat with a CFI/Dy. CFI who is a Designated Examiner on type.

### **13.6 Synthetic Flight Instructional Staff**

13.6.1 Synthetic Flight Instructors (SFIs) - Sufficient SFIs shall be employed to ensure the proper continuity of synthetic flight training for all students attending the course. The SFIs shall:

- (a) hold, or have held, a Assistant Flight Instructor Rating/ Flight Instructor Rating; or  
hold, or have held, a 'CPL with IR' and are trained by CI/CFI/Dy. CFI to impart Instructions on Instrument Flying, or  
hold or have held ATPL;

and

- (b) pass a competency check on SFTD carried out by DGCA inspector or DGCA authorized examiner (CI/CFI/Dy.CFI approved as examiner of their FTO) which shall include a synthetic flight instructional knowledge and technique with regards to the type(s) of SFTD to be used in the course and in respect of giving instruction for the Instrument Rating. FTO shall maintain the record of the same.

13.6.2 SFI shall pass an annual competency check on their instructional and SFTD handling skills conducted by either the CI or CFI or Dy. CFI.

### **13.7 Ground Instructional Staff – General requirement.**

13.7.1 Ground Instructors teaching ground examination subjects prescribed by the DGCA shall have appropriate experience in aviation (as specified in this CAR) and shall, before appointment, demonstrate their competency to the FTO by giving a test lecture based on materials they have developed for the subject(s) to be taught. FTO shall maintain the record of the same. The ground examination topics/subjects are listed in Appendix VIII.

13.7.2 All Ground Training Instructors shall have undergone an instructor techniques course and be able to demonstrate an understanding of the subject to be taught, licensing regulations and this CAR. Additionally they should have knowledge of associated training procedures as laid down in the Training and Procedures manual. This course can be outsourced to any operator / FTO having that facility.

13.7.3 All Ground Training Instructors shall undergo annual recurrent training to as specified in their training and procedure manual by CGI to keep them abreast with revised regulations/ procedures, change in technology etc. FTO shall maintain the record of the same.

13.7.4 Teaching Time Limitations; Ground instructors shall not exceed:

- 30 hours of teaching in any one week.
- 5 hours of teaching in a day.

A ground instructor can teach more than one subject provided he has the requisite qualification (as specified in this CAR) for teaching that subject, however above time limitation need to be adhered.

### 13.8 Chief Ground Instructor

13.8.1 For nomination of Chief Ground Instructor (CGI), applicant shall fulfill the following criteria:-

- a) A Ground Instructor having two years teaching experience with FTO/ Defence Aviation Training Organisation/ Airports Authority of India Aviation training organization within last 10 years.
- b) CGI in addition to teaching shall be responsible for the supervision of all ground instructors, standardization of all ground training, maintenance of training records and the programming of student ground examinations.
- c) The approval of CGI shall be for a particular FTO till he is medically fit and a certificate will be issued in this regard.

Note: *Performa at Appendix XI shall be used for approval/ renewal of CGI.*

### 13.9 Ground Instructors

13.9.1 FTO shall employ sufficient number of Ground Instructors (GI) to ensure the proper continuity of ground training commensurate with the scope of approval. GI shall be approved by a board consisting of CGI and CFI. The Ground Instructors shall demonstrate their competency by giving "test lecture".

13.9.2 In order to teach specific course, GI shall have the minimum qualifications and experience for the subjects as specified below:-

#### (a) Air Navigation:

- holder of CPL ; or
- holder or held ATPL; or
- Air Navigation instructors from Defense Services; or
- holder of Flight Navigator's License; or
- Qualified Air Traffic Controller with atleast five years of ATC experience or a pilot/ Navigator from Defence/ paramilitary forces.

**(b) Aviation Meteorology:**

- holder of CPL ; or
- holder or held ATPL; or
- subject expert from Defense services; or
- Qualified Meteorologist (equivalent to Assistant Meteorologist or above from IMD); or
- Qualified Air Traffic Controller with atleast five years of ATC experience or a pilot/ navigator from Defence/ paramilitary forces.

**(c) Aircraft Technical General and specific subject:**

- holder of CPL; or
- holder or held ATPL; or
- Degree or equivalent in Aeronautical; or
- Mechanical Engineering or Electrical /Electronic/ Communication Engineering; or
- A QFI/ QNI from Defence/ Paramilitary forces.

**(d) Air Regulations:**

- holder or held CPL/ATPL; or
- Qualified Air Traffic Controller with atleast five years of ATC experience; or
- 10 years experience in Air Regulation implementation related work.

**14. Student**

14.1.1 The intake of students in the FTO shall commensurate with the number of flying instructors. The aircraft: flying instructor: trainee ratio shall not exceed 1:1:10.

14.1.2 FTO shall have system of induction of student. The process of their training in compliance with the provisions of Aircraft Rules 1937, applicable CARs and Circulars.

14.1.3 Security clearance in respect of foreign trainees shall be obtained from the concerned authorities prior to commencement of their training.

**14.2 Transfer of Trainee from one FTO to other:**

14.2.1 If a student wishes to transfer himself from one FTO to other during course of training, the following actions are required to be taken by FTO:-

- (a) send the ground training record to CGI/CI or CFI of other FTO and trainee should be given a copy of the same;

- (b) Send the completed FTPR in sealed cover to CI or CFI of other FTO within 15 days.
- (c) Complete the log book in all respect i.e. all entries properly filled in and duly certified by competent authority.

14.2.2 The CI/CFI/Dy. CFI/ CGI of the other FTO shall then formulate syllabus to meet the Requirements of Aircraft Rules and CAR for issue of appropriate pilot license.

### **14.3 Completion Certificate**

14.3.1 An FTO shall issue a completion certificate to each student who completes its approved course of training.

14.3.2 The completion certificate must be issued to the student upon completion of the course of training and contain at least the following information:

- a) The name and certificate number of the ATO;
- b) The name of the trainee to whom it was issued;
- c) The course of training for which it was issued;
- d) The date of completion;
- e) A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages;
- f) A certification of the information contained on the completion certificate by the chief instructor for that course of training; and a statement showing the cross-country training that the student received in the course of training.

## **15. Recordkeeping**

15.0.1 The FTO shall employ administrative staff to maintain a personal record for every student and instructor. Records maintained in the FTO must be sufficient to provide documentary evidence of each training action and allow the reconstruction of training history. Integrity of the records be ensured by proper protection from alteration or removal. Proper arrangement shall be made to safeguard the records from natural disasters. FTO shall also establish system acceptable to DGCA to archive non-active personal records.

### **15.1 Student records**

15.1.1 FTO shall have system of student record satisfying the following:-

- (a) The FTO shall maintain a current and accurate record of the participation of each student enrolled in an approved course of training conducted by the FTO that includes the following information:

- (i) The date the student was enrolled in the approved course;
  - (ii) A chronological log of the student's course attendance, subjects, and flight operations covered in the student's training, and the names and grades of any tests taken by the student; and
  - (iii) The date the student completed training, terminated training, or transferred to another FTO.
- (b) The records required to be maintained in a student's logbook will not suffice for the record required by paragraph (a) of this section.
- (c) Whenever a student completes training, terminates training, or transfers to another FTO, the student's record shall be certified to that effect by the Chief instructor/ Chief Flying Instructor/Dy. Chief Flying Instructor.
- (d) The FTO shall retain each student record required by this section for at least 5 years from the date, the student:
- (i) Completes the training to which the record pertains;
  - (ii) Terminates enrollment in the training to which the record pertains; or
  - (iii) Transfers to another FTO.
- (e) The FTO shall make a copy of the student's training record available upon request by the student.

## **15.2 Flight authorization**

15.2.1 Flight authorization is required for all flights made during the course. FTO shall ensure that atleast following information is recorded in the appropriate records:

- (a) the date of the flight;
- (b) type of aircraft;
- (c) the aircraft registration mark;
- (d) the names of the instructor and student;
- (e) the detail of exercise;
- (f) the route to be flown and the aerodrome(s) to be visited;
- (g) the authorizing instructor's initials or signature;
- (h) the initials or signature of the pilot-in-command both before and after flight;
- (i) Out time, in time and total flight time;
- (j) No. of landings;
- (k) Signature of student pilot;
- (l) Remarks;
- (m) Printed Serial number on each page(sequence from 1-1000)

*Note: The day/night flying must be concluded at the end of the flying for the day and duly authenticated by CFI/Dy. CFI*

## **15.3 Flying training progress report**



15.3.1 A Flying training progress report is a confidential document and must be maintained for each student. Each flight shall reflect the progress of the flying training. FTPR shall include information such as Name and address of the trainee; Educational Qualification; police verification information; license details e.g. SPL, FRTOL(R) details etc.; flying training details dual, solo, day, night, exercises & progress; accident-incident details; Examination details; Record of periodic check by CI/CFI/Dy.CFI.

15.3.2 Each entry shall be signed by Instructor. At the end of the course the FTPR shall be countersigned by CI or CFI/Dy. CFI.

#### **15.4 Logbooks** (please also refer to rule 67, 67A, 67B)

15.4.1 Student pilots log books shall, in addition to being kept in accordance with the Aircraft Rules, clearly identify the FTO under which the training is done and the exercises carried out on each flight shall be certified as being correct at the end of each calendar month by the CI or CFI or Dy. CFI.

15.4.2 Student logbooks shall also contain an accurate and separate record of synthetic flight training clearly identifying the exercises completed during each session and shall be certified as being correct by either the CI or CFI or Dy. CFI at the end of the course.

15.4.3 Instructors' logbooks shall include a monthly summary of all flying time which clearly distinguishes approved course instructional flying from other flying.

15.4.4 Log book of CI/CFI/Dy.CFI can be certified by Accountable Manager.

#### **15.5 Flying Order Book**

15.5.1 A Flying Order Book for student shall provide essential safety related operational information designed for everyday use by instructors and students. The contents of the FOB shall not be used for the dissemination of general information, but shall consist of specific instructions. Guidance on content of FOB is given in Appendix IX.

#### **15.6 Authorization and Supervision of training flights:**

15.6.1 All training flights shall be duly authorized and supervised in person by CFI/Dy. CFI. The authorization shall be duly recorded and signed in the authorization book. There is no system of remote authorization in respect of training flights.

15.6.2 The FTO shall submit training records and reports as and when required.

#### **15.7 Operational and Maintenance data and other Technical Publications**

15.7.1 The following operational publications shall be made available to students and staff; and, where applicable, kept current by amendments:

- (a) Aeronautical Information Publication and NOTAM including Aeronautical Information Circulars and AIP supplements;
- (b) Flight Manuals, Owner's Manuals or Pilot's Operating Handbooks for the aircrafts used on the course;
- (c) ATC Flight Plans;
- (d) Standard meteorology report and forecast documentation;
- (e) Flight planning documents including flight guide supplements; radio navigation charts; TMA/ CTR arrival/ departure charts and aerodrome Instrument Approach Procedure charts.

## **15.8 Instructor records**

15.8.1 The FTO shall maintain a system for recording the details of instructor e.g. qualifications, self-certified copies of credentials, record of induction process (e.g. test lecture for GI), appointment letter, approvals and training of instructional and examining staff, subsequent checks, as appropriate.

15.8.2 These records shall be kept for a minimum period of five years after the instructor or examiner ceases to perform a function for the FTO.

## **15.9 Accident/ Incident Reporting Procedures**

The FTO shall develop occurrence reporting procedure in accordance with relevant rules and CARs.

## **16. DGCA Oversight**

### **16.1 DGCA Oversight (inspection/ surveillance/ audit)**

16.1.1 Each FTO shall allow the DGCA to inspect the FTO facilities, equipment and records at any reasonable time and in any reasonable place in order to determine compliance with these regulations and the FTO's certificate and training specifications.

16.1.2 It will be the responsibility of the organization to ensure that during the period of validity of the approval, the capability of the organization is not degraded in any form. DGCA shall carry out surveillance to verify the continued compliance of requirements. DGCA officers may carry out spot checks, a sampling method to get the feel of the functioning and to initiate timely preventive measures.

16.1.3 DGCA surveillance follows a similar pattern to the initial inspection. However, the FTO will be expected to have extensive records of all internal audits available, particularly those subsequent to approval, as well as comprehensive student training, staff training and standardization records. During oversight inspections, significant emphasis will be placed on the effectiveness of the

FTO's management system, including internal audits, safety management and compliance monitoring; it is therefore essential that key management personnel, e.g. CI/CFI and Quality Manager are available during the surveillance.

16.1.4 DGCA may carry out inspection/ audit of any FTO at any time. Records shall be provided to DGCA inspectors/ auditors for desk-top audit forming part of the continuous oversight of the FTO.

16.1.5 DGCA officer may inspect the actual instructional techniques on aircraft or on simulator flight training', including pre-flight and post-flight briefings. Ground Instructor's may be asked to conduct sample lectures.

16.1.6 FTO shall submit monthly and quarterly statement regarding no. of SPL issued, Aircraft utilization, Flying of Trainee Pilots, Instructor utilization and fuel & oil consumption in the form of excel sheet on [dft.dgca@gov.in](mailto:dft.dgca@gov.in).

Note:- Hard copies are not required to be sent.

## **16.2 Renewal of the approval**

16.2.1 An approved FTO must submit an application for renewal of the approval (Appendix VII) along with following documents at least 60 days before the expiration of approval:

16.2.2 The following documents shall be submitted along with the application for renewal:

(a) Receipt of Prescribed fees. Submitted on <https://bharatkosh.gov.in>

(b) Copy of latest internal audit report.

(c) Compliance of all pending observations since last renewal/approval.

16.2.3 DGCA may renew the approval for a period not exceeding Five year on being satisfied that the FTO continues to maintain the required capability. An inspection of the FTO may be required prior to renewal.

## **16.3 Provisions for stopped flying activity or expired FTO approvals:-**

16.3.1 In case, during the validity of approval of FTO the flying training activities are stopped for a period greater than six months; before starting the flying activities DGCA shall be informed and DGCA may carry out inspection before start of the activity. 50 hrs. per six months per FTO is the minimum flying required to consider that flying training activities are not stopped.

16.3.2 In case, DGCA approval of FTO is expired by more than one year but not exceeding three years, FTO has to show compliance of all the requirements as required for initial issue for getting renewal.

16.3.3 In case the approval of FTO is expired by more than three years, it will not be deemed as FTO.

**17. Enforcement/ Penal Provision**

17.1 In case of concealment or misrepresentation of facts to DGCA; or during the course of flying training activities, if the organization fails to comply with the requirements of Aircraft Act 1934, Aircraft Rules 1937, applicable CARs or other regulations issued from time to time; or if the standard of flying training is found to be below the desired level, the approval granted to the organization shall be liable to alteration, suspension or cancellation.



(B.S. Bhullar)  
Director General of Civil Aviation

APPENDIX I

**APPLICATION FOR GRANT OF N.O.C. FOR APPROVAL OF  
FLYING TRAINING ORGANIZATION**

<b>1.</b>	<b>Applicant's details</b>	
	Please identify yourself from the following and provide the necessary information:-	Please tick below
A.	A citizen of India/ Group of Indian nationals	
B.	A trust/society registered under the societies registration act 1860 (enclose copy of registration)	
C.	A Non Resident Indian or Overseas Corporate Body	
D.	Central or State Government or its partially or fully owned undertakings	
E.	A Company or corporate registered under Companies Act 1956 (Attached a copy each of the certificate of incorporation and Memorandum and Articles of Association)	
a)	Name(s)	
b)	Address in India with Telephone, E mail, Fax numbers	
<b>In case of 'E' please also provide following information</b>		
c)	Address of principal office of business in India, including operations and maintenance bases	
d)	Full details of any other business the company is engaged in	
e)	Names and nationality of the Board of Directors/ Chairman/ CEO (attach Appendix IIA/IIB, as applicable)	1. 2. 3. 4.
f)	Details of the share holding of the company	
g)	Percentage share of foreign nationals or company, if any, in the capital of the company	
<b>2.</b>	<b>Fee details</b> (Receipt of Rs two lakh deposited on <a href="https://bharatkosh.gov.in">https://bharatkosh.gov.in</a> )	
<b>3.</b>	Aerodrome proposed as base of the training organization.	
<b>4.</b>	<b>No objection certificate</b> from owner of aerodrome for use of aerodrome for setting up of training institute and for provision of parking and hanger space. (Pl. attach)	<b>Yes/no</b>
<b>5.</b>	<b>No objection certificate</b> from Airports Authority of India / Ministry of Defense (as applicable) on Air Traffic point of view. (Pl. attach)	<b>Yes/no</b>

<b>6.</b>	<b>Objectives</b> of the organization particularly with regard to flying training activities and Details of experience in civil aviation field/activities.	
<b>7.</b>	<b>Financial resources</b>	
a)	Authorised equity capital details	
b)	Subscribed equity capital details	
c)	Other resources (indicate attachments) (attach supporting documents such as balance sheet, statement from the company account stating availability of adequate fund, bank certificates, duly certified by Charter Accountant etc.)	
<b>8.</b>	<b>Project report</b> containing details of the proposed three year business plan of project and time line for implementation of various phases of project. (Pl. attach)	
<b>9.</b>	<b>Details of aircraft proposed to be operated</b>	
a)	Total Number and type of aircraft(s)	
b)	Passenger capacity of each type of aircraft	
c)	Maximum all up weight of each aircraft (AUW shall not exceed 5700kgs)	
d)	Whether the aircraft is type certified to FAA or EASA requirements.	
e)	Whether the aircraft is to be acquired on outright purchase or lease or lease finance (indicate wet lease or dry lease)	
f)	Name and address of Owner/ Lessor for the purpose of registration of aircraft.	
<b>10.</b>	Statement showing compliance with the Civil Aviation Requirements (CAR Section 3 Series 'C' Part I Issue III, dated 29 <sup>th</sup> January 2010, if the aircraft are leased by the operator).	

<b>11.</b>	<b>Details of SFTD</b>	
<b>12.</b>	<b>Details of proposed organization</b> (Please attach separate sheet, if required.)	
a)	Overall set up of the flying training organization including ground training infrastructure.	
b)	Proposed maintenance facilities with details of organisation, equipment and approved programme.	
c)	Organisaiton structure with details of post holders (CI, CFI, Dy. CFI, FI, CGI, GI, QM, Dy. QM etc).	
d)	Details of the number of flight and ground instructors	
<b>13.</b>	Potential need for flying training organization	
<b>15.</b>	Estimated date of starting of training activity.	
<b>16.</b>	Name and contact details of Accountable Manager.	
<b>17.</b>	Any other relevant information.	

*(Note:-please do not leave any column blank, in case not applicable write N/A. Applicant is advised to ensure that the proposed facility, equipment etc. shall be able to comply the requirements of Aircraft Rules, CAR on the date of approval)*

Certified that the statements made/information given in this application is true.

(Signature of the applicant/authorised signatory.)

**APPENDIX II**

**DELETED**



**APPENDIX III**

<b>APPLICATION FOR IMPORT/ACQUISITION OF AIRCRAFT</b>		
<b>Sl. no.</b>	<b>Whether you hold valid NOC for setting up Flying Training Organsiation: (attach copy of NOC)</b>	<b>Yes/No</b>
<b>(a)</b>	Type and Make of aircraft:	
<b>(b)</b>	Nationality and Registration:	
<b>(c)</b>	Year of Manufacture:	
<b>(d)</b>	Name of manufacturer:	
<b>(e)</b>	Serial number:	
<b>(f)</b>	Maximum certified take-off Weight (Kg): (AUW of flying training shall not exceed 5700Kgs)	
<b>(g)</b>	Engine type:	
<b>(h)</b>	Number of landings since new:	
<b>(i)</b>	Number of hours flown since new:	
<b>(j)</b>	Number of pressurisation cycles since new (if applicable)	
<b>(k)</b>	Last major check done and number of hours since flown:	
<b>(l)</b>	Aircraft history of any incident/accident involving structural damage: (attach separate sheet, if required)	
<b>(m)</b>	Name of the DGCA and Country issued the last C of A :	
<b>(n)</b>	Whether being acquired on lease/purchase:	
<b>(o)</b>	Name of the company from which lease/purchase:	

***UNDERTAKING***

It is confirmed that the aircraft after registration in India shall be maintained, operated and de-registered (if required) in accordance with the Indian rules, regulations, procedures and any condition specified by DGCA India and there is no binding or limitation of any kind in this regard in the lease agreement for the acquisition of the aircraft.

**(Signature of the Applicant/Authorized Signatory)**

Note: please provide self-attested copies wherever required.

**APPLICATION ALONGWITH CHECK LIST FOR APPROVAL  
OF FLYING TRAINING ORGANISATION**

This application form shall be used as FTO's compliance statement and DGCA inspector checklist for verification. Each page shall be initialed and last page shall be signed by Accountable Manger and Chief Flying Instructor Jointly.

**1. General**

1.1	Name and address of the flying training institute. with Telephone (landline/ mobile) E mail, Fax numbers	
1.2	Name of the President, (if elected Managing Committee is functioning)	
1.3	Are the Board of Directors same, which were at the time of grant of NOC for setting up of the Institute?	
1.4	Name of the Accountable Manager and whether he has been approved by DGCA.	
1.5	Name of Head of Training:	
1.6	Scope of training authorized under the organisation's terms of approval.	
1.7	Whether the Flying Training Organsiation has non-scheduled operator's permit? If yes, then submit details of the permit.	
1.8	Principal base of operation aerodrome.	
1.9	Other base of operation aerodrome, if any	
1.10	Whether NOC is valid	
1.11	Whether satisfactory statement of Compliance of CAR is submitted by Accountable Manager.	
1.12	Organization Chart	

**2. Aircraft Details** (attach separate sheet, if required) (attach documents)

	aircrafts	1 <sup>st</sup> a/c	2 <sup>nd</sup> a/c	3 <sup>rd</sup> a/c	4 <sup>th</sup> a/c
2.1	Type of a/c				
2.2	Registration No.				
2.3	Cat. of Registration				
2.4	C of A valid upto				
2.5	ARC valid upto				
2.6	Owned/ leased				
2.7	Name of lesser				
2.8	Validity of lease				
2.9	Date of manufacturing				
2.10	Age since manufacturing				

Note: All a/c shall be serviceable and have valid C of A at the time of inspection.

**3. SFTD details** (in case of tie up with other organisation, attach agreement) (attach relevant documents)

	SFTD	1 <sup>st</sup> SFTD	2 <sup>nd</sup> SFTD	3 <sup>rd</sup> SFTD	
3.1	Type				
3.2	Registration				
3.3	DGCA Approval				
3.4	Whether simulators are functioning properly?				

**4. Post Holders Details**

Sl no.	Post	Name of person	Approval reference number	Approval valid (Y/N)
4.1	Accountable Manager			
4.2	Chief Flying Instructor			
4.3	Whether license and ratings of CFI are current ☞			
4.4	Dy. CFI			
4.5	Whether license and ratings of Dy. CFI are current ☞			
4.6	Chief Ground Instructor			
4.7	Chief Synthetic Flight Instructor			
4.8	Maintenance Manager			
4.9	Quality Manager			
4.10	Continuing Airworthiness Manager			
4.11	Whether Police verification of the persons employed on above posts from is obtained from relevant District Police Authorities taken. (attach copy, if not submitted earlier at the time of approval)			

**5. Details of Flight Instructors** (ref CAR for selection of instructors)

Sl no.	Names of FI/AFI	Whether their licenses are valid	Date of last competency check by CFI/CI (on instructional and a/c handling) (req. annual)	Whether intended for used for IR trg., if yes his IR experience on a/c (req 50 hrs)
1.				
2.				
3.				
4.				

5.				
6.				

Sl. No.	Name of FATA Instructors	Whether their licenses are valid	Date of last competency check by CFI/CI	FATA No.(s)
1.				
2.				
3.				

**6. Ground Instructors Details**

Sl. No.	Names	Subjects allotted	qualification(ref CAR)	competency check date i.e. test lecture
1.				
2.				
3.				

**7. Synthetic Instructor Details**

Sl. no.	Names	Qualification (ref CAR)	competency check date
1.			
2.			
3.			

**8. Documentation (Tech. & Operational)**

		Status	Comments
8.1	Whether <b>Training and Procedure Manual (TPM)</b> along with dully filled in acceptance check list as per appendix VA submitted. Please ensure following through TPM:- <ul style="list-style-type: none"> <li>Facilities and equipment (office space, class room, training aids library, practical training facility)</li> <li>Aerodrome (Operations Base)</li> <li>Corse Ware</li> <li>Record Keeping</li> <li>Procedures</li> </ul>	Yes/No o	
8.2	Submit <b>Contingency plan</b> for aircraft accident, disabled aircraft removal, list of emergency telephones, list of doctors?	Yes/No	
8.3	Whether <b>occurrence reporting procedure</b> is available in accordance with CAR Section-5, Series-C, Part-1 and the relevant Air Safety Circulars.	Yes/No	
8.4	Whether FTO has <b>Quality Assurance Manual</b> as per the guidelines given in CAR, Section-7, Series-D, Part-I	Yes/No	
8.5	Whether FTO has <b>Safety Management System</b> as per the guidelines given in CAR, Section-7, Series-D, Part-I	Yes/No	
8.6	Approval of Maintenance Organisation as	Yes/No	

	per CAR-M.		
8.7	Whether <b>AIRWORTHINESS</b> aspects as laid down in Part-II of the Appendix-VA(i.e. Training and Procedure Manual) are complied with.		

(Note:-Attach all the documents as stated above. The information submitted shall be verified before submission.)

It is certified that the information submitted vide this application has been verified and is true.

(Accountable Manager)  
 Signature with Date:

(Chief Flying Instructor)  
 Signature with Date:

---

For office use only:  
 Review by DGCA:-

Remarks:

Actions required:

Name of DGCA Team conducted the review:

\_\_\_\_\_ Date:

## Appendix V

### FTO's Training and Procedures Manual

#### 1. Introduction

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

#### 2. General Consideration

In preparing the Training and Procedures Manual, it is important for the FTO to ensure that the Training and Procedures Manual is consistent with regulations, manufacturer requirements, other documents issued by the training organisation and in line with and human factors principles. It is also necessary to ensure consistency across all departments within the organisation as well as consistency in use. An integrated approach, recognizing operational documents as a complete system, is the key to success. ***The manual should be assessed on same lines by DGCA.***

#### 3. Contents

The content of the training and procedures manual spelled out in this Appendix, provides a detailed list which expands on the structure expected for the manual. Depending on the size and scope of training provided by the organisation, some of the elements contained in this Appendix can be combined and subdivided further as determined by FTO and ***acceptable to DGCA.***

#### 4. Organising the Manual

- 4.1 A Training and Procedures Manual should be organised as far as practicable in the order as enumerated in the Appendix-VA
- 4.2 The manual should be consistent with the training organisation's philosophy, policies, procedures and practices.

#### 5. Design

- 5.1 The structure of the manual should be easy to understand, appropriate for the information documented and clearly identified through headings and other

formatting devices. The document structure should be identified at its beginning by explaining organising elements such as headings, the numbering scheme, main parts of the document and other sources of coding or grouping.

- 5.2 Precise language should be used wherever possible. Significant terms for common items and actions should be maintained throughout the manual. Terms must be clear and easily understood.
- 5.3 Writing style, terminology, formatting, and use of graphics and symbols should be consistent throughout the document. This includes the location of specific types of information and consistent use of units of measurement and codes.
- 5.4 The manual should include a glossary of terms, acronyms, abbreviations and associated definitions. The glossary should be updated on a regular basis to ensure access to the most recent terminology.
- 5.5 The revision process should be considered when designing the manual for ease of amendment and distribution.
- 5.6 The training and procedures manual should comply with the requirements of the training organisation's quality assurance system.

## **6. Validation**

- 6.1 The Training and Procedures Manual should be reviewed and tested under realistic conditions before its use. The **validation process should include using the critical aspects of the information contained in the manual to verify its effectiveness.** Routine interaction among groups within the organisation should be included in the validation process.
- 6.2 A final **review** of the manual should ensure that all required topics have been addressed with an appropriate level of details for users. The final review should also confirm compliance with safety regulations, manufacturers' recommendations and the organisation's philosophy, policies, procedures and practices. (refer inspection checklist in Appendix-VI for review)

## **7. Deployment**

- 7.1 The training organisation should have a system in place to monitor use of the Training and Procedures Manual after it is published. This will ensure appropriate and realistic use of the manual, based on the operational environment, in a way that is operationally relevant and beneficial to the personnel for whom it is intended. The monitoring system should include formal feedback to obtain inputs from the principal users of the manual and other persons who would be affected by a new or revised policy, procedure or practice.

## 8. Amendment

- 8.1 The training organisation should develop an effective information gathering, review, distribution and revision control system to process information obtained from all sources relevant to the organisation. Sources include, but are not limited to the DGCA safety regulations, manufactures and equipment vendors.

Note. — Manufactures' provide information for the operation of specific aircraft that emphasizes the aircraft systems and procedures under conditions that may not fully match the requirements of the training organisation. Training organisations should ensure that such information meets their specific needs and those of the DGCA.

- 8.2 The training organisation should develop an information review, distribution and revision control system to process information resulting from changes that originate within the organisation. This includes changes:

- (a) in the organisation's policies, procedures and practices;
- (b) in response to operating experience;
- (c) to the scope of training provided;
- (d) to the content of training programs;
- (e) resulting from the installation of new equipment;
- (f) to an approval document or operating certificate; and
- (g) for the purpose of maintaining standardization.

- 8.3 The training and procedures manual should be reviewed in association with other operational documents that form the organisation's flight safety documents system:

- (a) on a regular basis (at least once a year);
- (b) after major events such as mergers, acquisitions, rapid growth, downsizing, etc.;
- (c) after technology changes, e.g.: the introduction of new equipment; and
- (d) after changes in safety regulations.

- 8.4 Permanent changes to the training and procedures manual shall be communicated through a formal amendment process. The manual should be amended or revised as necessary to ensure that the information contained is kept up to date.

- 8.5 Distribution of amendments and revisions should include a tracking system. The tracking system should include some form of log combined with a procedure to ensure that all amendments are furnished promptly to all organisation or persons to whom the manual has been issued.

- 8.6 The inspection checklist for the reviewing of a FTO's Training and Procedures Manual is same which was used at the time of initial approval i.e. Appendix-VA.

\*\*\*



## **Contents of the Training and Procedures Manual**

1. The 'Training and Procedures Manual' should include elements as enumerated in the Appendix VA.
2. **Quality assurance system**  
Provide a brief description of the quality assurance system, as required by ICAO Annex 1, Appendix 2, paragraph 3, with reference to a separate quality assurance manual or, include the full quality assurance system in the Training and Procedures Manual. Contents of the Quality Assurance Manual are given in Appendix VII and checklist to ensure compliance and verification of the contents are given in Appendix VIII.
3. **Appendices**  
Appendices to 'Training and Procedure Manual' may be kept in a separate folder and it should include, sample progress test forms, navigation logs, skill tests reports and records, a copy of the approved training organization approval document, as required.

\*\*\*

**Appendix VA**

**Training and Procedures Manual Checklist**

(for compliance statement by FTO & acceptance by DGCA)

This form shall be used as FTO's compliance statement and DGCA inspector checklist for acceptance of Training and Procedures Manual of FTO. FTO 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 Flying Instructor Jointly.

Name of FTO: _____	Date: _____
Address of FTO: _____	
Website & e-mail of FTO: _____	
Name of Accountable manager _____	Tel. _____
Name of Head of Training: _____ Tel. _____	
(A = Acceptable, U = Unacceptable) T & PM =Training & Procedure Manual	

**PART-I**

No.	Subject	Page & Para no. of T&PM	A	U	Rem-arks
1.	<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.</b>	<b>Scope of Training and Organization</b>				
2.1	Description of the scope of training authorized under the organisation's terms of approval.				
2.2	Organisation chart (of management organisation)				
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 Flying Instructor				
	e) Chief Synthetic flight instructor				
	e) Chief ground instructor				
	f) Maintenance manager				
	g) Continuing Airworthiness Manager				
	h) Instructors — ground, flight and synthetic.				
2.4	Police Verification clearance of all above and personnel in succession of command.				

<b>3.</b>	<b>Facilities</b>				
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<b>3.1</b>	<b>Aircrafts details -(atleast with following details)</b>				
------------	--	--	--	--	--

#	aircrafts	1 <sup>st</sup> a/c	2 <sup>nd</sup> a/c	3 <sup>rd</sup> a/c	remarks
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>3.2</b>	<b>SFTDs details - (with following details)</b>				
------------	---	--	--	--	--

#	SFTD	1st SFTD	2nd SFTD	3rd SFTD	
a)	Type				
b)	Registration				

#	Subject	Page no. & Para of T&PM	A	U	Remarks
<b>3.3</b>	System to ensure proper functioning of simulators and serviceable aircrafts (during their audit).				
<b>3.4</b>	Procedure to utilize the SFTD of other FTO				

<b>3.5</b>	<b>Space for waiting, Operations, flight planning etc.</b>	<b>T&amp;PM ref.</b>	<b>A</b>	<b>U</b>	
a)	Office space for operation and admin				
b)	Storage area including secure area for trg. and personnel record				
c)	Space for the students waiting for their training.				
d)	Flight Operation room or area.				
e)	Flight Planning room or area.				
f)	Space for pilot briefing/ debriefing.				
g)	Arrangement and equipment for pilot briefing.				
h)	Office facility for instructors is available.				
<b>3.7</b>	<b>CLASS ROOMS</b>				
a)	Proper class rooms commensurating with the plan.				
b)	Training aids such as computer, projector/suitable monitor, multimedia aids etc.				
<b>3.8</b>	<b>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; DGCA circulars, CARs, AICs, Aircraft Manual; AIP; relevant Jeppesen Charts; route maps; topographical charts for training; Standing orders issued by FTO etc.				
<b>3.9 Radio Telephony</b>					
a)	Arrangement for Radio telephony training and testing with facilities				

<b>4.</b>	<b>THE TRAINING PLAN</b>				
4.1	Aim of the course - <ul style="list-style-type: none"> <li>• A statement of what the student is expected to do as a result of the training,</li> <li>• The level of performance</li> <li>• The training constraints to be observed</li> </ul>				
4.2	Pre-entry requirements - <ul style="list-style-type: none"> <li>• Minimum age</li> <li>• Educational requirements</li> <li>• Language requirements</li> <li>• Medical requirements</li> </ul>				
4.3	Credit for previous experience - <ul style="list-style-type: none"> <li>• To be obtained from the [AUTHORITY i.e. DGCA] before training begins.</li> </ul>				
4.4	Training curricula - <ul style="list-style-type: none"> <li>• The flying curriculum (single-engine)</li> <li>• The flying curriculum (Multi-engine), if applicable</li> <li>• The synthetic flight training curriculum</li> <li>• The theoretical knowledge-training Curriculum</li> </ul>				
4.5	Programmed curriculum times - <ul style="list-style-type: none"> <li>• Arrangements of the course and the integration of curricula time</li> </ul>				
4.6	Training programme - <ul style="list-style-type: none"> <li>• The general arrangements of daily and weekly programs for flying, ground and synthetic flight training.</li> <li>• Bad weather constraints</li> <li>• Program constraints in terms of maximum student training times, (flying, theoretical knowledge, synthetic) e.g. per day/week/month</li> <li>• Restrictions in respect of duty periods for students</li> <li>• Duration of dual and solo flights at various stages</li> <li>• Maximum flying hours in any day/night</li> <li>• Maximum number of training flights in any day/night</li> </ul>				

	<ul style="list-style-type: none"> <li>• Minimum rest period between duty periods</li> </ul>				
4.7	Training records -				
	<ul style="list-style-type: none"> <li>• Procedure for maintaining integrity of record and documents i.e. protection from alteration and removal etc.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Attendance records.</li> </ul>				
	<ul style="list-style-type: none"> <li>• The form of training records to be kept e.g. dossier.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Persons responsible for checking records and students' log books and procedure thereof.</li> </ul>				
	<ul style="list-style-type: none"> <li>• The nature and frequency of records checks.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Standardization of entries in training records. Rules concerning log book entries.</li> </ul>				
	<ul style="list-style-type: none"> <li>• System of tracking of record of flying training of SC/ST candidates.</li> </ul>				
4.8	Safety training				
	<ul style="list-style-type: none"> <li>• Individual responsibilities.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Essential exercises.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Emergency drills (frequency).</li> </ul>				
	<ul style="list-style-type: none"> <li>• Dual checks (frequency at various stages).</li> </ul>				
4.9	Requirement before first solo day/ night/ navigation etc.				
	Checks and tests -				
	<ul style="list-style-type: none"> <li>• Flying: Progress checks and skill tests.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Knowledge: Progress tests and knowledge tests.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Authorization for test.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Rules concerning refresher training before retest.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Test reports and records.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Procedures for test paper preparation, type of question and assessment, standard required for 'Pass' <i>in DGCA exam</i>.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Procedure for question analysis and review <b>and preparation for re-exams (for knowledge for unsuccessful candidates in DGCA exams)</b>;</li> </ul>				
<ul style="list-style-type: none"> <li>• Test/retest procedures.</li> </ul>					
4.10	Training effectiveness -				
	<ul style="list-style-type: none"> <li>• Individual responsibilities.</li> </ul>				
	<ul style="list-style-type: none"> <li>• General Assessment.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Liaison between departments.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Identification of unsatisfactory progress (individual students).</li> </ul>				
	<ul style="list-style-type: none"> <li>• Actions to correct unsatisfactory progress.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Procedure for changing instructors.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Maximum number of instructor changes per student. Internal feedback system for detecting training deficiencies.</li> </ul>				
	<ul style="list-style-type: none"> <li>• Procedure for suspending a student from training.</li> </ul>				
<ul style="list-style-type: none"> <li>• Standards and level of performance at various stages.</li> </ul>					

	<ul style="list-style-type: none"> <li>Individual responsibilities.</li> </ul>				
	<ul style="list-style-type: none"> <li>Standardization.</li> </ul>				
	<ul style="list-style-type: none"> <li>Standardization requirements and procedures.</li> </ul>				
4.11	Procedure for Transfer of Trainee (ref CAR)				
<b>5.</b>	<b>BRIEFING AND AIR EXERCISES</b>				
5.1	Air exercise -				
	<ul style="list-style-type: none"> <li>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.</li> </ul>				
5.2	Air exercise reference list				
	<ul style="list-style-type: none"> <li>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.</li> </ul>				
5.3	Course structure- training phase				
	<ul style="list-style-type: none"> <li>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.</li> </ul>				
	<ul style="list-style-type: none"> <li>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.</li> </ul>				
5.4	Course structure integration of curricula				
	<ul style="list-style-type: none"> <li>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.</li> </ul>				
5.5	Student progress				
	<ul style="list-style-type: none"> <li>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.</li> </ul>				
	<ul style="list-style-type: none"> <li>Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. As necessary before significant exercises, e.g. night flying.</li> </ul>				
5.6	Instructional methods -				
	<ul style="list-style-type: none"> <li>The FTO requirements, particularly in respect of pre and post flying briefing, adherence to curricula</li> </ul>				

	and training specifications, authorization and supervisions including solo flight, etc.				
5.7	Progress tests -				
	<ul style="list-style-type: none"> <li>The instructions given to examining staff in respect of the conduct and document of all progress tests.</li> </ul>				
5.8	Glossary of terms				
	<ul style="list-style-type: none"> <li>Definition of significant terms as necessary.</li> </ul>				
5.9	Appendices -				
	<ul style="list-style-type: none"> <li>Progress test report forms.</li> </ul>				
	<ul style="list-style-type: none"> <li>Skill test report forms.</li> </ul>				
	<ul style="list-style-type: none"> <li>FTO certificates of experience, competence, etc. as required.</li> </ul>				
5.10	Standardised 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.				
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 standardised flying training.				
5.24	System of keeping of C of A, C of R, ARC, DGCA approvals (SFTD/ Post holders) for ready reference.				

5.25	Procedure to tally the flying timings with aerodrome records.				
5.26	Occurrence reporting procedure as per CAR Section-5, Series-C, Part-1 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 FTO 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.</b>	<b>SYNTHETIC FLIGHT TRAINING</b>				
6.1	Air exercise				
6.2	Air exercise reference list				
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.</b>	<b>ADMINISTRATIVE PROCEDURES</b>				
7.1	Administration (function and management)				
7.2	Responsibilities (all management and administrative staff)				
7.3	Student discipline and disciplinary				
7.4	Authorization and Supervision of flights				
7.5	Preparation of flying programme (restriction of numbers of aircraft in poor weather)				
7.6	Command of aircraft				
7.7	Responsibilities of pilot-in-command ( <b><i>Instructor in dual and trainee in solo flights</i></b> );				
7.8	Carriage of passengers <b><i>or persons</i></b>				
7.9	Aircraft documentation				
7.10	Retention of documents				
7.11	Flight crew qualification records (licences & ratings)				
7.12	Revalidation (licences, ratings & medical certificates)				
7.13	Flying duty period and flight time limitations (flying instructors)				



7.14	Flying duty period and flight time limitations (students)				
7.15	Rest periods (flying instructors)				
7.16	Rest periods (students)				
7.17	Pilots' log books				
7.18	Flight planning (general)				
7.19	Safety (general: equipment, radio listening watch, hazards, accidents and incidents, including reports, safety of trainee pilots, etc)				
<b>8.</b>	<b>AIRCRAFT OPERATING INFORMATION</b>				
8.1	Aircraft descriptive notes				
8.2	Aircraft handling (including checklists, limitations, aircraft maintenance and technical logs, in accordance with relevant requirements, etc.)				
8.3	Emergency procedures				
8.4	Radio and radio navigation				
8.5	Allowable deficiencies <b>(based on MMEL, if available)</b>				
<b>9.</b>	<b>ROUTES</b>				
9.1	Performance (legislation, take-off, route, landing, etc)				
9.2	Flight planning (fuel, oil, minimum safe altitude, navigation equipment, etc)				
9.3	Loading (load sheets, mass, balance, limitations)				
9.4	Weather minima (flying instructors)				
9.5	Weather minima (students: at various stages of training)				
9.6	Training routes/areas				
<b>10.</b>	<b>STAFF TRAINING</b>				
10.1	Appointments of persons responsible for standards/ competence of flying staff (procedure for appointment of Flying, Ground and Synthetic instructors)				
10.2	Initial training				
10.3	Refresher training				
10.4	Standardization training				
10.5	Proficiency checks				
10.6	Upgrading training				
10.7	FTO staff standards				

**PART-II**

<b>11.</b>	<b>Aerodrome inspection contents (Requirements &amp; Procedures)</b>				
11.1	Proper airport perimeter fencing and/ or watch and ward for preventing runway incursion during aircraft operations.				
11.2	Procedure for runway inspection.				
11.3	Check availability of smooth runway of adequate length for the type of a/c.				
11.4	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.				
11.5	Proper runway markings, taxiway markings and apron markings.				
11.6	Proper communication arrangements with ATC.				
11.7	Proper and adequate safety services are provided by the training institute or by ATC (as applicable).				
11.8	Marking and lighting of Ground signal areas.				
11.9	Visibility of wind sock or wind direction indicator from each end of the runway at ground level.				
11.10	Proper traffic pattern for carrying out the flying training.				
11.11	Proper drills for aircraft emergency during flying at airport.				
11.12	Airport perimeter fencing with adequate watch and ward for preventing runaway incursion during aircraft operation?				
11.13	Proper air ground communication to supervise the flying training activities.				
11.14	Alarm bell and siren facilities at a suitable location.				
11.15	Sufficient number of fire extinguishers.				
11.16	First-aid room with proper kits and validity.				
11.17	Trained manpower to handle safety services.				
11.18	Proper coordination procedure with local fire station.				
11.19	Display of 'No-Smoking' sign at prominent places.				
11.20	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 (If not managed by AAI or uncontrolled airfield)</b>					
11.21	Proper lighting of runway, taxiway, apron, hanger etc.				

11.22	Lighted signage.				
11.23	Properly lighted signal square and wind sock.				
11.24	Proper aerodrome beacon.				
<b>12.</b>	<b>AIRWORTHINESS aspects and checklist for audit</b>				
12.1	Office space for the engineering and maintenance personnel				
12.2	Responsibility of MOM (Note: MOM shall be as per the guidelines given in CAR, Section-7, Series-D, Part-I)				
12.3	Procedure to keep institute's approval maintenance valid.				
12.4	Location for display of the approval certificate.				
12.5	Responsibility of Quality Control Manual.				
12.6	Procedure for change in institute after approval of QC Manual in term of aircraft type/ level of inspection/ manpower etc.				
12.7	Procedures to set-up equipped maintenance facility to the level of maintenance for which FTO 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.)				
12.8	System of adhering to approved standard maintenance programme.				
12.9	System of recording of any deviation to the approved standard maintenance programme.				
12.10	Procedure for approval of maintenance schedules and amendment to maintenance schedules as per latest version of maintenance manual.				
12.11	Procedure for implementation of SBs and ADs received in the institute. (if applicable)				
12.12	Procedure for dissemination of information to working engineers.				
12.13	Procedure to complete the log-books in respect of periodic inspection, replacement of part and compliance of SBs/ Ads etc.				
12.14	Procedure to determine adequacy of qualified engineers/ technicians proportional to the activity of the institute.				
12.15	Training record and adequacy of the technicians employed.				
12.16	Training records of AMEs and technicians along with the designee with whom records to be kept.				
12.17	Procedure for fuel/oil upliftment recording.				

12.18	Procedure for trend monitoring (by chart) of turbine engines, if applicable.				
12.19	Hanger space and its availability (throughout the year or otherwise) to carry out inspection.				
12.20	Lighting of hanger.				
12.21	Ground equipment such as trestles, workbenches to carry out the work.				
12.22	Procedure for tagging of all removed articles in the hanger.				
12.23	System of cleaning and well arranging of Bonded stores.				
12.24	System of proper tagging of Quarantine store.				
12.25	System of keeping the tyres in store and record of rotation.				
12.26	Maintenance of defect register.				
12.27	Procedure for storage of fuel and requirement of explosive license. (if applicable)				
12.28	Procedures for barrel fuelling. (please provide reference from QC Manual)				
12.29	Procedure for approval of battery charging shop and individual along with system of ensuring calibration and serviceability of equipment.				
12.30	Procedure to update the first-aid station in the battery shop.				
12.31	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.				
12.32	Procedure to check the serviceability of the Cessna 150/152 aircraft emergency door ejection mechanism.				
12.33	Procedure to ensure serviceability of Nav-lights, VHF & ELT, if installed.				
12.34	Procedure for calibration of precision tools/instruments.				
<b>13.</b>	<b>Checklist for airworthiness inspection of FTO aircraft (for internal audit)</b>				
13.1	Check C of A validity of each aircraft.				
13.2	Ensure owners name plate is same as in the C of R.				
13.3	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				

13.4	Check for Emergency equipment on board				
13.5	Check for availability of First aid kit				
13.6	Check for "No Smoking" placard in the Cockpit				
13.7	Check for Compass correction card				
13.8	Check Marking of instruments in the Cockpit				
13.9	Check for Serviceability of ELT				
13.10	Check for painting of prop tips				
13.11	Inspect exterior of aircraft for any damages				
13.12	Check for any fuel/ oil leaks Check for placards				
13.13	Check if the Pitot static probe is covered when aircraft is on ground for more than 2 hours				
13.14	Check for creep marks on tyres.				
13.15	Check for door locking				
13.16	Check whether defects are rectified promptly				
13.17	Check for serviceability of night flying instruments if certified for night flying				
<b>14.</b>	<b>RETURNS TO BE SUBMITTED TO DGCA</b>				
14.1	SPL RETURN				
14.2	AIRCRAFT UTILISATION				
14.3	FLYING OF TRAINEE RETURN				
14.4	INSTRUCTOR UTILISATION				
14.5	FUEL & OIL CONSUMPTION				

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

(Accountable Manager)  
Signature with Date:

(Chief Flying Instructor)  
Signature with Date:

-

*For office use only:*

Review by DGCA Inspector as under:-

Remarks:

Actions required:

Name of DGCA Inspector conducted the review: \_\_\_\_\_

Date:

## FTO's Quality Assurance System

### 1. Terminology

*Quality.* - The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

*Quality of Training.* - The outcome of the training that meets stated or implied needs within the framework of set standards.

*Quality Assurance.* - All those planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given standards and requirements, including the ones specified by the FTO in relevant manuals.

*Quality Manual.* - The document containing the relevant information pertaining to the FTO's Quality Assurance System.

*Quality Audit.* - A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

### 2. Objective of a Quality Assurance System

2.1 The objective of a Quality Assurance System is to ensure the achievement of results that conforms to the standards set out in the FTO's Manuals and in requirements and documents issued by the DGCA, thus promoting continual improvement of the quality of training provided.

2.2 The basis for quality is to establish standards, to plan activities and document procedures to support such standards, to train the personnel involved before implementing the documented procedures, and to measure the outcomes of the activities to ensure that they meet standards and expected results. If any non-conformities are found, corrective action are taken to improve processes and procedures.

### 3. Elements of a Quality Assurance System

3.1 In a quality assurance system of an FTO, the following elements should be clearly identifiable:

- organisation's training policy
- training and flight safety standards
- allocation of responsibility
- resources, organisation and operational processes
- system to ensure conformance of training with the policy and flight safety standards
- system for identifying deviations from policy and standards and taking corrective action and
- evaluation and analysis of experiences and trends concerning policy, training and flight safety standards, in order to provide feedback into the system for the continual improvement of the quality of training.

## Contents of FTO's Quality Assurance System

### 1. Quality policy and strategy

- 1.1 The FTO shall describe how the organisation formulates, deploys, and reviews its policy and strategy and turns it into plans and actions applicable to all levels of the organisation. A formal written quality policy statement should be established that is a commitment by the head of the training organisation, as to what the quality assurance system is intended to achieve. The quality policy should reflect the achievement and continued compliance with the **rules and regulations**, together with any additional standards specified by the FTO.
- 1.2 The accountable manager of the training organisation will have overall responsibility for the quality assurance system including the frequency, format and structure of the internal management review and analysis activities and may delegate the responsibility for the tasks, defined under paragraph 2 below, to a quality manager.

### 2. Quality manager

- 2.1 The primary role of the quality manager is to verify, by monitoring activities in the field of training, that the standards as established by the FTO and any additional requirements of the DGCA are being carried out properly.
- 2.2 The quality manager should be responsible for ensuring that the quality assurance system is properly implemented, maintained and continuously reviewed and improved.
- 2.3 The quality manager should:
  - a) have direct access to the accountable manager; and
  - b) have access to all parts of the FTO's organisation.
- 2.4 The quality manager should be responsible for ensuring that personnel training relating to the quality assurance system is conducted.

### 3. Quality assurance system

- 3.1 The quality assurance system of FTO should ensure compliance with requirements, conformance to standards and adequacy of training activities conducted.
- 3.2 Every process that assists the FTO to achieve its results should be identified and the activities and procedures documented.
- 3.3 The FTO should specify the basic structure of the quality assurance system applicable to all training activities conducted.

### 4. Feedback System

The quality assurance system should include a feedback system to ensure that corrective actions are both identified and promptly addressed. The feedback system should also specify who is required to rectify discrepancies and non-conformance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

### 5. Documentation

- 5.1 Relevant documentation includes the relevant part(s) of the Training and

Procedures Manual, which may be included in a separate quality manual.

5.2 In addition, relevant documentation should also include the following:

- a) quality policy;
- b) terminology;
- c) specified training standards;
- d) a description of the organisation;
- e) the allocation of duties and responsibilities; and
- f) training procedures to ensure regulatory compliance.

5.3 The quality assurance audit programme, reflecting:

- a) schedule of the monitoring process;
- b) audit procedures;
- c) reporting procedures;
- d) follow-up and corrective action procedures;
- e) recording system; and
- f) Document control.

## 6. **Quality assurance audit programme**

The quality assurance audit programme should include all planned and systematic actions necessary to provide confidence that all training are conducted in accordance with all applicable requirements, standards and procedures.

## 7. **Quality inspection**

7.1 The primary purpose of a quality inspection is to observe a particular event/ action/ document etc., in order to verify whether established training procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.

7.2 Typical subject areas for quality inspections could be:

- a) actual flight and ground training;
- b) maintenance;
- c) technical standards; and
- d) Training standards.

## 8. **Audit**

8.1 An audit is a systematic and independent comparison of the way in which a training is being conducted against the way in which the published training procedures say it should be conducted.

8.2 Audits should include at least the following quality procedures and processes:

- a) an explanation of the scope of the audit;
- b) planning and preparation;
- c) gathering and recording evidence; and
- d) analysis of the evidence.

8.3 The various techniques that make up an effective audit are:

- a) interviews or discussions with personnel;
- b) a review of published documents;



- c) the examination of an adequate sample of records;
- d) the witnessing of the activities which make up the training; and
- e) The preservation of documents and the recording of observations.

## **9. Auditors**

- 9.1 The FTO should decide, depending on the complexity of the training, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team should have relevant training and/or operational experience.
- 9.2 The responsibilities of the auditors should be clearly defined in the relevant documentation.

## **10. Auditor's independence**

- 10.1 Auditors should not have any day-to-day involvement in the area of the operation or maintenance activity that is to be audited. An FTO may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors.
- 10.2 FTO whose structure and size does not justify the establishment of full-time auditors, may undertake the audit function by the use of part-time personnel from within its own organisation or from an external source under the terms of an agreement acceptable to the DGCA.
- 10.3 In all cases the FTO should develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of training conducted by the FTO.
- 10.4 The quality assurance audit programme of the FTO should identify the persons within the company who have the experience, responsibility and authority to:
  - a) perform quality inspections and audits as part of ongoing quality assurance;
  - b) identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;
  - c) initiate or recommend solutions to concerns or findings through designated reporting channels;
  - d) verify the implementation of solutions within specific time scales; and
  - e) report directly to the quality manager.

## **11. Audit scheduling**

- 11.1 A quality assurance audit programme should include a defined audit schedule and a periodic review cycle. The schedule should be flexible, and allow unscheduled audits when trends are identified. Follow-up audits should be scheduled when necessary to verify that corrective action was carried out and that it was effective.
- 11.2 FTO should establish a schedule of audits to be completed during a specific calendar period. All aspects of the training should be reviewed within a period of twelve months in accordance with the programme.

- 11.3 When FTO defines the audit schedule, significant changes to the management, organisation, training, or technologies should be considered, as well as changes to the standards and requirements.

## **12. Monitoring and corrective action**

- 12.1 The aim of monitoring within the quality system is primarily to investigate and judge its effectiveness and thereby to ensure that defined policy and training standards are continuously complied with. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The FTO should establish and publish a quality procedure to monitor compliance with requirements and conformance to standards on a continuing basis. This monitoring activity should be aimed at eliminating the causes of unsatisfactory performance.

Any non-conformance identified should be communicated to the manager responsible for taking corrective action or, if appropriate, the head of the training organisation. Such non-conformance should be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective and preventive action.

- 12.3 The quality assurance audit programme should include procedures to ensure that corrective and preventive actions are developed in response to findings. These quality procedures should monitor such actions to verify their effectiveness and that they have been completed. Organisational responsibility and accountability for the implementation of corrective action resides with the department where the finding was identified. The head of the training organisation will have the ultimate responsibility for ensuring, through the quality manager(s), that corrective action has re-established conformance with the standard required by the FTO and any additional requirements established by the DGCA or the FTO.
- 12.4 The FTO should identify internal and external customers, and monitor their satisfaction by measuring and analysis of feedback.

## **13. Management review and analysis**

- 13.1 Management should accomplish a comprehensive, systematic documented review and analysis of the quality assurance system, training policies, and procedures, and should consider:
- a) the results of quality inspections, audits and any other indicators;
  - b) the overall effectiveness of the management organisation in achieving stated objectives; and
  - c) correcting trends, and preventing, where applicable, future non-conformities.
- 13.2 Conclusions and recommendations made as a result of the review and analysis should be submitted in writing to the responsible manager for action. The responsible manager should be an individual who has the authority to resolve issues and take action. The head of the training organisation should decide upon

the frequency, format, and structure of internal review and critical analysis meetings.

**14. Recording**

14.1 Accurate, complete and readily accessible records documenting the result of the quality assurance audit programme should be maintained by the FTO. Records are essential data to enable an FTO to analyse and determine the root causes of non-conformity, so that areas of non-compliance can be identified and subsequently addressed.

14.2 The following records should be retained at least for the period that may be required by national requirement. In the absence of such requirements, a period of three years is recommended:

- a) audit schedules;
- b) quality inspection and audit reports;
- c) responses to findings;
- d) corrective and preventive action reports;
- e) follow-up and closure reports; and
- f) management review and analysis reports.

**15. Quality assurance responsibility for satellite FTOs**

15.1 An FTO may decide to sub-contract certain activities to external organisations subject to the approval of the DGCA.

15.2 The ultimate responsibility for the training provided by the satellite FTO always remains with the FTO. A written agreement should exist between the FTO and the satellite FTO clearly defining the safety-related services and quality to be provided. The satellite FTO's safety-related activities relevant to the agreement should be included in the FTO's quality assurance audit programme.

15.3 The FTO should ensure that the satellite FTO has the necessary authorization/approval when required, and commands the resources and competence to undertake the task. If the FTO requires the satellite FTO to conduct activity that exceeds the satellite FTO's authorization/approval, the FTO is responsible for ensuring that the satellite FTO's quality assurance takes account of such additional requirements.

**16. Quality system training**

16.1 Correct and thorough training is essential to optimize quality in every organisation. In order to achieve significant outcomes of such training the FTO should ensure that all staff understands the objectives as laid down in the quality manual.

16.2 Those responsible for managing the quality assurance system should receive training covering:

- a) an introduction to the concept of quality assurance system;
- b) quality management;
- c) concept of quality assurance;

- d) quality manuals;
- e) audit techniques; and
- f) reporting and recording.

**17. The way in which the quality system will function in the FTO**

Time should be provided to train every individual involved in quality assurance and for briefing the remainder of the employees. The allocation of time and resources should be governed by the size and complexity of the operation concerned.

**18. Sources of personnel training**

- 18.1 Quality assurance courses are available from the various national or international standards institutions, and an FTO should consider whether to offer such courses to those likely to be involved in the management of the Quality Assurance System. Organisations with sufficient appropriately qualified staff should consider whether to carry out in-house training.

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Appendix VIA

**Checklist for review of FTO Quality Manual**

Name of FTO: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Name of Accountable manager \_\_\_\_\_ Tel. \_\_\_\_\_  
 Name of Head of Training: \_\_\_\_\_ Tel. \_\_\_\_\_

**Note: If item is acceptable mark "A", if item is unacceptable mark "U."**

Sl. No.	Subject	para & page #	A	U	REMARKS
1.	<b>Terminology</b> - Has the applicant included the required terminology				
2.	<b>Quality Policy and Strategy</b> - Formal policy statement from head of training? a) Explain what the system is intended to achieve? b) Cite continued compliance with the FTO's standards? c) Does accountable manager have overall responsibility for the Quality System?				
3.	<b>Purpose</b> - statement that quality system will enable the FTO to monitor compliance with: a) Relevant sections of CARs ? b) Procedures and training manual? c) Any other standards established by the FTO?				
4.	<b>Quality Manager,</b> a) Do responsibilities include activities that verify: 1) Standards required by DGCA and FTO are being carried out properly under the supervision of head of training, Chief Flying Instructor, chief ground instructor? 2) Quality assurance programme is properly implemented, maintained and continuously renewed and improved? 3) Has access to head of training and all parts of FTO? b) Are head of training & quality manager positions combined?				
5.	<b>Quality System</b> - Ensure compliance with and adequacy of training activities conducted? a) Basic structure specified? b) Structured according to size and complexity of FTO?				
6.	<b>Scope</b> - Does the quality system address: a) Leadership? b) Policy and strategy? c) Processes? d) Provisions of CARs? e) FTO's standards and procedures? f) FTO organisational structure? g) Development, establishment and management of the quality system responsibility? h) Documentation (manuals, reports, records)?				

	<ul style="list-style-type: none"> <li>i) Quality assurance programme?</li> <li>j) Financial, material and human resources?</li> <li>k) Training requirements?</li> <li>l) Customer satisfaction?</li> </ul>				
7.	<p><b>Feedback System,</b></p> <ul style="list-style-type: none"> <li>a) Corrective action identified and addressed?</li> <li>b) Responsible person identified?</li> <li>c) Procedure for when corrective action not completed within stated time limit?</li> </ul>				
8.	<p><b>Relevant Documentation</b></p> <ul style="list-style-type: none"> <li>a) Relevant parts of training and procedures manual?</li> <li>b) Quality policy?</li> <li>c) Terminology?</li> <li>d) Specified training standards?</li> <li>e) A description of the organisation?</li> <li>f) Allocation of duties and responsibilities?</li> <li>g) Training procedures to ensure regulatory FTO compliance?</li> <li>h) Schedule of the monitoring process?</li> <li>i) Audit procedures?</li> <li>j) Follow-up and corrective action procedures?</li> <li>k) Recording system?</li> <li>l) The training syllabus?</li> <li>m) Document control?</li> </ul>				
9.	<p><b>Quality Assurance Programme ,</b> Ensures that all training is conducted in accordance with all applicable requirements, standards and procedures?</p>				
10.	<p><b>Quality Inspection</b> - Ensures through observation that established training procedures and requirements are followed during the accomplishment of event and that required standard was met?</p>				
11.	<p><b>Audit</b> - Procedure for explaining the scope of the audit?</p> <ul style="list-style-type: none"> <li>a) Procedure for planning and preparation?</li> <li>b) Process for gathering and recording evidence?</li> <li>c) Process for analysis of the evidence?</li> </ul>				
12.	<p><b>Auditor's Independence</b></p> <ul style="list-style-type: none"> <li>a) No day-to-day involvement in the area to be audited?</li> <li>b) Procedures developed to ensure auditor selected has no involvement with the activities to be audited?</li> <li>c) Full time auditor?</li> <li>d) Part time auditor?</li> <li>e) Internal?</li> <li>f) External?</li> <li>g) Persons within company authorized to conduct quality inspections and audits, identify and record findings and concerns, initiate recommended solutions to concerns or findings, verify the</li> </ul>				

	implementation of solutions and report directly to the Quality Manager identified?				
13.	<p><b>Audit Scope</b> - Are the following areas included in the scope of the FTO's audits:</p> <ul style="list-style-type: none"> <li>a) Organisation</li> <li>b) Plans and objectives</li> <li>c) Training Procedures</li> <li>d) Flight Safety</li> <li>e) Manuals, Logs and Records</li> <li>f) Flight and Duty Time limitations</li> <li>g) Rest requirements and scheduling</li> <li>h) Aircraft Maintenance/ Operations interface</li> <li>i) Maintenance programs and continued Airworthiness</li> <li>j) Maintenance accomplishment</li> </ul>				
14.	<p><b>Audit Scheduling</b></p> <ul style="list-style-type: none"> <li>a) Defined audit schedule?</li> <li>b) Periodic review cycle?</li> <li>c) Allow for unscheduled audits?</li> <li>d) Allow for follow-up audits?</li> <li>e) All aspects of training reviewed in 12-month period?</li> <li>f) 12-month extension period accepted by DGCA?</li> </ul>				
15.	<p><b>Monitoring and Corrective Action</b> - Procedure established to monitor regulatory compliance on a continuing basis?</p> <ul style="list-style-type: none"> <li>a) Is non-compliance communicated to the relevant manager?</li> <li>b) Is non-compliance recorded?</li> <li>c) Are corrective actions developed in response to findings?</li> <li>d) Are corrective actions monitored to verify that they have been completed?</li> <li>e) Are corrective actions monitored to verify effectiveness?</li> </ul>				
16.	<p><b>Corrective Action</b> - Following each quality inspection/audit, is:</p> <ul style="list-style-type: none"> <li>a) Immediate need for corrective action established?</li> <li>b) Origin of the finding established?</li> <li>c) Type of corrective action determined?</li> <li>d) Corrective action schedule established?</li> <li>e) Individual/department responsible for implementing corrective action identified?</li> <li>f) Accountable manager allocating resources where appropriate?</li> </ul> <p><b>Is the Quality Manager:</b></p> <ul style="list-style-type: none"> <li>a) Verifying that the responsible manager takes corrective action?</li> <li>b) Verifying that corrective action includes elements outlined in 16 above?</li> </ul>				

	<ul style="list-style-type: none"> <li>c) Monitoring the implementation and completion of corrective action?</li> <li>d) Providing management with an independent assessment of corrective action implementation and completion?</li> <li>e) Evaluating the effectiveness of corrective action through follow up?</li> </ul>				
17.	<p><b>Management Evaluation</b></p> <ul style="list-style-type: none"> <li>a) Process for identification of trends?</li> <li>b) Prevention of non-conformities?</li> <li>c) Does the accountable manager determine frequency, format and structure of management evaluation activities?</li> </ul>				
18.	<p><b>Recording</b> - Process established for retaining the following records for 5 years:</p> <ul style="list-style-type: none"> <li>a) Audit schedules?</li> <li>b) Quality inspection and audit reports?</li> <li>c) Responses to findings?</li> <li>d) Corrective action reports?</li> <li>e) Follow-up and closure reports?</li> <li>f) Management evaluation reports?</li> </ul>				
19.	<p><b>Quality Assurance Responsibility For Satellite FTOs</b></p> <p>Are any FTO activities contracted out to external organisations ?</p> <ul style="list-style-type: none"> <li>a) Does a written agreement exist between the FTO and the satellite FTO?</li> <li>b) Are the satellite FTO's safety related activities included in the primary FTO's quality assurance programme ?</li> </ul>				
20.	<p><b>Quality System Training</b> - For those responsible for managing the quality system, does training cover:</p> <ul style="list-style-type: none"> <li>a) An introduction to the quality system concept?</li> <li>b) Quality management?</li> <li>c) Concept of quality assurance?</li> <li>d) Quality manuals?</li> <li>e) Audit techniques?</li> <li>f) Reporting and recording?</li> <li>g) The way the quality system will function in the FTO?</li> </ul> <p>For those not responsible for managing the quality system, does training cover:</p> <ul style="list-style-type: none"> <li>a) A briefing on the way the quality system will function in the FTO?</li> </ul>				
21.	<p><b>Sources of Training</b></p> <ul style="list-style-type: none"> <li>a) External?</li> </ul>				



<input type="checkbox"/>	b) Internal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The information as mentioned on the page and para column has been verified from the Training and Procedure Manual of FTO.

(Accountable Manager)  
Signature with Date:

(Chief Flying Instructor)  
Signature with Date:

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For office use only:

Review by DGCA Inspector as under:-

Remarks:

Actions required:

Name of DGCA Inspector conducted the review: \_\_\_\_\_

Date:

Appendix VII

**APPLICATION ALONG WITH CHECKLIST  
FOR EXTENSION/ RENEWAL OF APPROVAL  
OF FLYING TRAINING ORGANISATION**

This application form shall be used as FTO's compliance statement and DGCA inspector checklist for verification at the time of inspection/ surveillance/ audit.

**1. General**

Sl. No.	Contents	Data/information	remarks
1.1	Name and address of the flying training institute. With Telephone (landline/ mobile ) Email, Fax numbers		
1.2	Name of the President, (if elected Managing Committee is functioning)		
1.3	Are the Board of Directors same, which were at the time of grant of NOC / last renewal of the Institute? If no, whether, their security clearance is obtained. (security clearance is mandatory)		
1.4	Name of the Accountable Manager and whether he has been approved by DGCA.		
1.5	Name of Head of Training.		
1.6	Scope of training authorized under the organisation's terms of approval.		
1.7	Whether the Flying Training Organisation has non-scheduled operator's permit? If yes, then submit details of the permit.		
1.8	Main operations base of aerodrome.		
1.9	Other base of operation aerodrome, if any.		
1.10	Validity of last approval		

**2. Aircraft Details**(attach separate sheet, if required)(attach documents)

	aircrafts	1 <sup>st</sup> a/c	2 <sup>nd</sup> a/c	3 <sup>rd</sup> a/c	4 <sup>th</sup> a/c	Remarks
2.1	Type of a/c					
2.2	Registration No.					
2.3	C of A valid upto					
2.4	ARC valid upto					
2.5	Date of manufacturing					
2.6	Age since manufacturing					
At least three aircraft were flown and found flyable (in case could not be flown reason thereof)				Yes/no		
Remarks:-						

**3. SFTD details** (in case of tie up with other Organisation, attach agreement)(attach relevant documents)

	SFTD	1 <sup>st</sup> SFTD	2 <sup>nd</sup> SFTD	3 <sup>rd</sup> SFTD		
3.1	Type					
3.2	Registration					
3.3	DGCA Approval					
3.4	Whether SFTD are functioning properly?	Yes/no	Yes/No	Yes/No		

**4. Post Holders Details**

Sl no.	Post	Name of person	Approval reference number	Approval valid(Y/N) Remarks, if any
4.1	Accountable Manager			
4.2	Chief Instructor or Chief Flying Instructor			
4.3	Whether license and ratings of CI or CFI are current and date of last competency check ①			
4.4	Dy.CFI			
4.5	Whether license and ratings of Dy. CFI are current date of last competency check ①			
4.6	Chief Ground Instructor			
4.7	Safety Manager			
4.8	Maintenance Manager			
4.9	Quality Manager			
4.10	Continuing Airworthiness Manager			
4.11	Whether police verification of persons employed on above posts from their District Police Authorities taken. (attach copy, if not submitted earlier at the time of approval)			

Competency check of all the instructors shall be annual

**5. Details of Flight Instructors** (ref CAR for selection of instructors)

Sl no.	Names of FI/AFI	Whether their licenses are valid	Date of last competency check by CFI/CI (on instructional and a/c handling)(req. annual)	Remarks
1.				
2.				
3.				
4.				
5.				

6.				
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Sl. No.	Name of FATA Instructors	Whether their licenses are	Date of last competency	FATA No.(s)
1.				
2.				
3.				

<b>6. Ground Instructors Details</b>				
Sl. No.	Names	Subjects allotted	qualification(ref CAR)	Competency check date: i.e. test lecture
1.				
2.				
3.				

<b>7. Synthetic Instructor Details</b>			
Sl. no.	Names	Qualification( ref CAR)	Competency check Date:
1.			
2.			
3.			

<b>8. Documentation(Tech. &amp; Operational)</b>		Status	Comments
8.1	Whether <b>Training and procedure Manual (TPM)</b> is updated and approved by DGCA.	Yes/No	
8.2	Whether <b>Contingency plan</b> for aircraft accident, disabled aircraft removal, list of emergency telephones, list of doctors?(updated)	Yes/No	
8.3	Whether FTO has <b>Quality Assurance Manual</b> as per the guidelines given in CAR, Section-7, Series-D, Part-I is approved by DGCA.	Yes/No	
8.4	Whether FTO has <b>Safety Management System</b> as per the guidelines given in CAR, Section-7, Series-D, Part-I.	Yes/No	
8.5	Approval of <b>Maintenance Organization</b> as per CAR-M.	Yes/No	

<b>9. Scope of Training and Organization</b>		information	sat	Uns at	remarks
9.1	Description of the scope of training authorized under the Organisation's terms of approval. (write scope)				
9.2	Organisation chart				

<b>10. Facilities and Equipment</b>		information	sat	Uns	remarks
<b>Space for waiting, Operations, flight planning etc.</b> (whether available and proper)				at	s
a)	Office space for operation and admin staff	Adequate/not adequate			
b)	Storage area including secure area for trg.&personnel record	Adequate/not adequate			
c)	Space for the students waiting for their training.	Adequate/ not adequate			
d)	Flight Operation room or area.	Adequate/not adequate			
e)	Flight Planning room or area.	Adequate/not adequate			
f)	Space for pilot briefing/debriefing.	Adequate/not adequate			
g)	Arrangement and equipment for pilot briefing.	Adequate/not adequate			
h)	Office facility for instructors is available.	Adequate/not adequate			
<b>11. CLASSROOMS</b>					
a)	Proper class rooms commensurating with the plan.(whether available and proper)	Adequate/not adequate			
b)	Training aids such as computer, projector/suitable monitor, multimedia aid etc.(whether available and proper)	Adequate not adequate			
<b>12. Library</b>					
a)	Library with system of ready access to trainee pilots.(whether available and proper)	Adequate/not adequate			
b)	Adequate number of text books/e-books DGCA circulars, CARs, AICs, Aircraft Manual; AIP and its supplement; route maps; topographical charts for training etc.(soft copies with easy access)(whether available and proper)	Adequate/not adequate			
<b>13. Radio Telephony</b>					
a)	Arrangement for Radio telephony training and testing with facilities	Adequate/not adequate			

<b>14.</b>	<b>THE TRAINING PLAN</b>	information	sat	Un	remarks
				sat	
14.1	Whether pre-entry requirements of age, Education Qualification, Language and Medical are ensured:	Yes/no			
14.2	Whether system of Credit for previous experience being followed -	Yes/no			
14.3	Training and procedure for issue of SPL followed	Yes/no			
14.4	Flying Order Book issued	Yes/no			
14.5	Training curricula as per scope of approval	Adhered to/not adhered to			
	• The theoretical knowledge-training Curriculum	Conducted/not conducted			
	• The flying curriculum	Followed/not followed			

	<ul style="list-style-type: none"> <li>The synthetic flight training curriculum</li> </ul>	Followed/not followed			
	<ul style="list-style-type: none"> <li>Aero medical in doctration</li> </ul>	Carried out/not carried out			
14.6	Intentionally left Blank				
14.7	Training records-				
	<ul style="list-style-type: none"> <li>Procedure for maintaining integrity of record and documents i.e. protection romalteration and removal etc.</li> </ul>	Proper/improper			
	<ul style="list-style-type: none"> <li>Attendance records.</li> </ul>	Proper/improper			
	<ul style="list-style-type: none"> <li>The form of training records to be kept e.g. dossier(FTPR)</li> </ul>	Proper/improper			
	<ul style="list-style-type: none"> <li>Persons responsible for checking record sand students' log books and procedure thereof and whether checking</li> </ul>	Checking/not checking			
	<ul style="list-style-type: none"> <li>System of tracking of record of flying training of SC/ST candidates.</li> </ul>	Effective/not effective			
14.8	Safety training on following subjects:-				
	<ul style="list-style-type: none"> <li>Individual responsibilities.</li> </ul>	Carried out/not carried out			
	<ul style="list-style-type: none"> <li>Essential exercises.</li> </ul>	Carried out/not carried out			
	<ul style="list-style-type: none"> <li>Emergency drills</li> </ul>	Carried out/not carried out			
	<ul style="list-style-type: none"> <li>Dual checks (frequency various stages).</li> </ul>	Carried out/not carried out			
	<ul style="list-style-type: none"> <li>Requirement before first solo day/night/navigation etc.</li> </ul>	Met/ not met			
14.9	Checks and tests of students for following:-	Carried out/ not carried out			
	<ul style="list-style-type: none"> <li>Flying: Progress checks and skill tests.</li> </ul>	Carried out/ not carried out			
	<ul style="list-style-type: none"> <li>Knowledge: Progress tests and knowledge tests.</li> </ul>	Carried out/ not carried out			
	<ul style="list-style-type: none"> <li>Rules concerning refresher training before test.</li> </ul>	Followed/ not followed			
	<ul style="list-style-type: none"> <li>Test reports and records.</li> </ul>	Available/not available			
	<ul style="list-style-type: none"> <li>Preparation for DGCA exams.</li> </ul>	Carried out/ not carried out			
14.10	Training effectiveness-				
	<ul style="list-style-type: none"> <li>Identification of unsatisfactory progress (individual students).</li> </ul>	Carried out/ not carried out			
	<ul style="list-style-type: none"> <li>Actions to correct unsatisfactory progress.</li> </ul>	Actions taken/not taken			
	<ul style="list-style-type: none"> <li>Procedure for changing instructors.</li> </ul>	Carried out/ not carried out			
	<ul style="list-style-type: none"> <li>Maximum number of instructor changes per student. Internal feedback system for detecting training deficiencies.</li> </ul>	Followed/ not followed			

	<ul style="list-style-type: none"> <li>Procedure for suspending a student from training.</li> </ul>	Followed/not followed			
	<ul style="list-style-type: none"> <li>Standards and level of performance at various stages.</li> </ul>	Judged/not judged			
14.11	Procedure for Transfer of Trainee to other FTO being followed(as per CAR)	Followed/Not Followed			
<b>15.</b>	<b>BRIEFING AND AIREXERCISES</b>	information	sat	Uns at	remar ks
15.1	Standardised check-lists for normal, abnormal and emergency procedures, (whether maintained)?	Yes/No			
15.2	Maps and charts required to be carried for flights, (whether available).	Yes/No			
15.3	Check-list to show the documents are Required to be carried on board, (whether available).	Yes/No			
15.4	Procedure to ensure pilot has valid licenses, medical assessment before boarding for flying training. (check whether followed)	Yes/No			
15.5	Flight planning procedure to ensure carriage of proper fuel on board.(check whether followed)	Yes/No			
15.6	Procedures to ensure Centre of Gravity of training aircraft. (check whether followed)	Yes/No			
15.7	Procedures briefing/debriefing.(check whether followed)	Yes/No			
15.8	Procedures for obtaining and record keeping of Met information for the airports and then-route before undertaking the training flights.(check whether followed)	Yes/No			
15.9	Co-ordination procedures to obtain FIC and ADC numbers. (check whether followed)	Yes/No			
15.10	Procedures to ensure that documents required to be carried on board are available.(check whether followed)	Yes/No			
15.11	Procedures under which the trainee pilots can be sent on their first solo and subsequent solos.(check whether followed)	Yes/No			
15.12	Procedures have been established under which the trainee pilots can be sent on their first solo cross-country flight.(check whether followed)	Yes/No			
15.13	Procedures under which the trainee pilot can be sent for night flying. (check whether followed)	Yes/No			

15.14	Procedures for carrying out flying check of trainees/Flight Instructors/Assistant Flight Instructor by CFI/Dy.CFI to ensure standardized flying training.(check whether followed)	Yes/No			
15.15	System of keeping of C of A, C of R, ARC, DGCA approvals (SFTD/ Post holders)for ready reference.(check whether adequate)	Adequate/not adequate			
15.16	Procedure totally the flying timings with aerodrome records. (check whether followed)	Yes/No			
15.17	Accident/Incident reporting procedure as per relevant rules and CAR.(updated)	Yes/No			
15.18	Whether contingency plan for aircraft	Yes/No			
15.19	accident, disabled aircraft removal, search and rescue etc.(available and updated)				

16.	ADMINISTRATIVE PROCEDURES (check For being followed)	information	sat	Uns at	remar ks
16.1	Authorization and Supervision of flights (Asper CAR) and its recording.	Followed/not followed			
16.2	Flight crew qualification records(licences &ratings) (whether maintained)	Yes/No			
16.3	Flying duty period and flight time limitations (flying instructors) (followed)	Yes/No			
16.4	Flying duty period and flight time imitations (students)(followed)	Yes/No			
16.5	Pilots' logbooks(properly maintained)	Yes/No			

17.	STAFFTRAINING	information	sat	Uns at	remar ks
17.1	Initial training	Conducted/not conducted			
17.2	Refresher training	Conducted/not conducted			
17.3	Standardization training	Conducted/not conducted			
17.4	Proficiency checks	Conducted/not conducted			



**PART-II**

18.	Aerodrome inspection contents ( Requirements & Procedures)	information	sat	Uns at	remar ks
18.1	Proper airport perimeter fencing <b>and or</b> adequate watch and ward for preventing runaway incursion during aircraft operation?	Available/not available			
18.2	Procedure for runway inspection.	Available/not available			
18.3	Check availability of smooth runway of adequate length for the type of a/c.	Available/not available			
18.4	Check availability of sufficient length of runway for type of a/c for clearing all obstacles in the take-off light path by atleast 50feet.	Available/not available			
18.5	Proper runway markings, taxi way markings, approx. marking sand holding point marking.	Available/not available			
18.6	Proper communication facility	Available/not available			
18.7	Marking Ground signal areas.	Available/not available			
18.8	Visibility of wind sock or wind direction indicator from each end of the runway at ground level.	Available/not available			
18.9	Proper traffic direction indicator, if applicable.	Available/not available			
18.10	Proper traffic pattern for carrying out the flying training.	Available/not available			
18.11	Alarm bell and siren facilities at a suitable location.	Available/not available			
18.12	Proper contingency plan for aircraft in emergency.	Available/not available			
18.13	Procedure for search and rescue	Available/not available			
18.14	Proper and adequate safety services as per operations of FTO.	Available/not available			
18.15	Sufficient number of fire extinguishers.	Available/not available			
18.16	First-aid room with proper kit sand validity.	Available/not available			

18.17	Trained manpower to handle safety services.	Available/not available			
18.18	Proper coordination procedure with local fire station.	Available/not available			
18.19	Display of 'No-Smoking' sign at prominent places.	Available/not available			
18.20	Suitable and adequate hangar space for parking, mooring and maintenance of aircraft. The hangar shall be well lighted and suitable for aircraft maintenance.	Available/not available			
<b>NIGHT FACILITIES AT AERODROME AT UNCONTROLLED AIRPORTS APPROVED FOR NF</b>		information	sat	Uns at	remarks
18.21	Adequate lighting of runway, taxi way, apron, aerodrome beacon, hanger etc.	Available/not available			
18.22	Adequate lighting of signage	Available/not available			
18.23	Adequate lighting of signal area and windsock.	Available/not available			
18.24	Proper aerodrome beacon.	Available/not available			

<b>19.</b>	<b>AIRWORTHINESS aspects and checklist for audit (refer, approved Manual for CAR M Subpart F &amp; G, wherever applicable)</b>	information	sat	Uns at	remarks
19.1	Office space for the engineering and maintenance personnel	Available/not available			
19.2	Procedure to keep institute's approval maintenance valid.	Available/not available			
19.3	Location for display of the approval certificate.	Available/not available			
19.4	Procedure for change in institute after approval of QC Manual in term of aircraft type/ level of inspection/ manpower etc.	Available/not available			
19.5	Procedures to set-up equipped maintenance facility to the level of maintenance for which FTO 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)	Available/not available			
19.6	System of adhering to approved standard maintenance programme.	Available/not available			

19.7	System of recording of any deviation to the approved standard maintenance programme.	Available/not available			
19.8	Procedure for approval of maintenance schedules and amendment to maintenance schedules as per latest version of maintenance manual.	Available/not available			
19.9	Procedure for implementation of SBs and ADs received in the institute. (if applicable)	Available/not available			
19.10	Procedure for dissemination of information to working engineers.	Available/not available			
19.11	Procedure to complete the log-books in respect of periodic inspection, replacement of part and compliance of SBs/ Ads etc.	Available/not available			
19.12	Procedure to determine adequacy of qualified engineers/technicians proportional to the activity of the institute.	Available/not available			
19.13	Training record and adequacy of the technicians employed.	Available/not available			
19.14	Training records of AMEs and technicians along with the designee with whom records to be kept.	Available/not available			
19.15	Procedure for fuel/oil upliftment recording.	Available/not available			
19.16	Procedure for trend monitoring (by chart) of turbine engines, if applicable.	Available/not available			
19.17	Hanger space and its availability (throughout the year or otherwise) to carryout inspection.	Available/not available			
19.18	Lighting of hanger.	Available/not available			
19.19	Ground equipment such as trestles, work benches to carry out the work.	Available/not available			
19.20	Procedure for tagging of all removed articles in the hanger.	Available/not available			
19.21	System of cleaning and well arranging of Bonded stores.	Available/not available			
19.22	System of proper tagging of Quarantine store.	Available/not available			
19.23	System of keeping the tyres in store and record of rotation.	Available/not available			
19.24	Maintenance of defect register.	Available/not available			

19.25	Procedure for storage of fuel and requirement of explosive license.(if applicable)	Available/not available			
19.26	Procedures for barrel fuelling. (please provide reference from QC Manual)	Available/not available			
19.27	Procedure for approval of battery charging shop and individual along with system of ensuring calibration and serviceability of equipment.	Available/not available			
19.28	Procedure to update the first-aid station in the battery shop.	Available/not available			
19.29	Procedure to carry out inspections of aircraft as per standard check-list for serviceability of equipments, instruments, availability of on-board documents, updating of flight manuals etc.	Available/not available			
19.30	Procedure to check the serviceability of the Cessna150/152 aircraft emergency door ejection mechanism.	Available/not available			
19.31	Procedure to ensure service ability of Nav-lights, VHF & ELT, if installed.	Available/not available			
19.32	Procedure for calibration of precision tools/instruments.	Available/not available			

<b>20.</b>	<b>Checklist for airworthiness inspection f FTO a/c(for internal audit)</b>	information	sat	Uns at	remar ks
20.1	Check C of A validity of each aircraft.	Yes/no			
20.2	Ensure owners name plate is same as in the C of R.	Yes/no			
20.3	Check for following documents:				
	a) Certificate of Registration	Yes/no			
	b)Certificate of Airworthiness	Yes/no			
	c)Flight Release Certificate	Yes/no			
	d) WT licence	Yes/no			
	e)Journey log book	Yes/no			
	f) Weight schedule	Yes/no			
	g) Pilot handbook/AFM	Yes/no			
20.4	Check for Emergency equipment on board	Ok/ Not ok			
20.5	Check for availability of First aid kit	Ok/ Not ok			
20.6	Check for “No Smoking” placard in the Cockpit	Ok/ Not ok			

20.7	Check for Compass correction card	Ok/ Not ok			
20.8	Check Marking of instruments in the Cockpit	Ok/ Not ok			
20.9	Check for Service ability of ELT	Ok/ Not ok			
20.10	Check for painting of prop tips	Ok/ Not ok			
20.11	Inspect exterior of aircraft for any damages	Ok/ Not ok			
20.12	Check for any fuel/ oil leaks Check for placards	Ok/ Not ok			
20.13	Check if the Pitot static probe is covered when aircraft is on ground for more than 2 hours	Ok/ Not ok			
20.14	Check for creep marks on tyres.	Ok/ Not ok			
20.15	Check for door locking	Ok/ Not ok			
20.16	Check whether defects are rectified promptly	Ok/ Not ok			
20.17	Check for serviceability of night flying instruments if certified for night flying	Ok/ Not ok			

All the information submitted above has been verified and found correct.

(Accountable Manager)  
Signature with Date:

(Chief Flying Instructor)  
Signature with Date:

(Quality Manager)Signature with Date:

For office use only:

Review by DGCA inspector as

under:-Remarks:

Actions required:

Name of DGCA Inspector conducted the review: \_\_\_\_\_

Date:

**Appendix VIII**

**Ground subject minimum course timing**

1. Each theoretical knowledge course shall comprise the minimum hours stipulated in the table below:

<b>Type of Theoretical Knowledge Course</b>	<b>Minimum Hours</b>
CPL/IR (A), CPL/IR (H)	350

2. The following tables show the recommended instructional hours for each subject.

CPL/IR (A), CPL/IR (H), CPL(A), CPL(H) Theoretical Knowledge

<b>No.</b>	<b>Subject</b>	<b>Instructional Hrs</b>
1.	Air Law	40
2.	Airframes, Systems and Engines	50
3.	Instrumentation	
4.	Mass and Balance	
5.	Performance–Aeroplane/Helicopter	60
6.	Flight Planning and Monitoring	
7.	Human Performance	50
8.	Meteorology	40
9.	General Navigation	100
10.	Radio Navigation	
11.	Operational Procedures	10
12.	Principles of Flight – Aeroplane/ Helicopter	30
13.	VFR Communications	30
14.	IFR Communications	

## Contents of the Flying Order Book

Note1: The format given below is for guidance only. FTO can design its FOB.

Note2: Each flying order is to be individually signed and dated by the CI or CFI.

Note3: An Index to Sections and Orders shall be included.

### 1. Authorization and Documentation

1. Rules of the Air – Aircraft Rule / CAR
2. Flight authorization and authorization sheets
3. Completion of technical log and notification of defects
4. Requirements for solo flying
5. Requirements for mutual flying
6. Possession of current licence
7. Regulations for carriage of passengers
8. Compilation of pilot's log books

### 2. Aircraft Handling Orders

1. Aircraft checks before flight-those not included in standard checklists
2. Precautions when starting engines
3. Running up procedures
4. Turns after take-off
5. Aerobatics, spinning and other unusual manoeuvres
6. Practice forced landing
7. Low flying regulations
8. Instrument flying-actual and simulated
9. Go-around action
10. Refueling procedure
11. Practice as symmetric flights

### 3. General Flying Orders

1. Minimum altitude/flight levels for training (stalling, spinning and aerobatics)
2. Weather minima for local flying and cross country flights including maximum wind and cross-wind limitations - dual and solo
3. Preparation for cross country exercises and navigation flights
4. Safety Altitude
5. Action when uncertain of position
6. Action when uncertain of aircraft's position
7. Landing at unauthorised or unintended destination
8. Care of aircraft away from base
9. Forced landing - aeroplane damaged
10. AUW and C of G limitations and weight and performance limitations
11. Flying over the water
12. Consumption of alcohol and taking of drugs or other psychoactive substances before flight
13. State of health
14. Night flying - supervision
15. Wake turbulence

**4. Rules of the Air and ATC**

1. Aerodrome opening hours
2. Taxying procedures
3. Signals square and signals/instructions from ATC(where applicable)
4. Circuit procedures
5. Local flying area
6. Prohibited and danger areas
7. Look-out in the vicinity of the circuit
8. Action after landing
9. Use of RTF
10. Local noise restriction requirements
11. Night flying - ATC and emergencies
12. Requirement to abide by conditions of the aerodrome
13. Infringements of controlled airspace

**5. Checklists**

All pilots shall be in possession of a copy of handling notes and check lists as used by the FTO and be required to abide by them. If necessary, checklists may be written into the FOB under this Section. Handling Notes and Checklists shall not contradict anything set out in the approved Pilot's Operating Handbook/Flight Manual which forms part of the CofA. Checklists for legal purposes are part of the Operation Manual.

**6. Emergency Drills**

1. Engine failure after take-off
2. Crash action
3. Fire in the air
4. Fire on the ground
5. Forced landing without power
6. Forced landing with power
7. Ditching
8. Radio failure

*Note: All these Orders are self-explanatory and even if they are contained in Handling Notes/ Check lists, it may be useful to repeat them in this section.*

**7. Accident, Incident Reporting**

1. Reminder of the legal requirement to report notifiable accidents and incidents
2. Requirement to report occurrences and use of local system

**8. Local Regulations**

1. Smoking and use of psycho active substance prohibitions
2. Care off lying equipment
3. Disciplinary action for breach of local orders and regulations
4. Indemnity for personal injury
5. General administration



## Syllabus for Flying and Synthetic Flight Training

### 1. CPL/IR(A)

- 1.1 "The syllabus for the CPL/IR (A) shall be approved by the DGCA and include at least 200 hours flying training as per Aircraft Rules. If endorsement on a multiengine aircraft below 5700 kgs is required by the trainee, he shall have to undergo not more than 15 hours flying hrs on multi-engine aircraft as per CAR, which may be counted towards the stipulated minimum 200 hours of flying training."

The training shall provide the students the operational experience to the level of performance required for the commercial pilots in the following areas:

- (a) pre-flight operations, including mass and balance determination, aeroplane in section and servicing;
- (b) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
- (c) control of the aeroplane by external visual reference;
- (d) flight at critically slow airspeeds; spin avoidance; recognition of, and recovery from, incipient and full stalls;
- (e) flight at critically high airspeeds; recognition of, and recovery from, spiral dives;
- (f) normal and cross-wind take-offs and landings;
- (g) maximum performance (short field and obstacle clearance) take-offs; short-field landings;
- (h) basic flight maneuvers and recovery from unusual attitudes by reference solely to basic flight instruments;
- (i) cross-country flying using visual reference, dead-reckoning and radio navigation aids; diversion procedures;
- (j) abnormal and emergency procedures and maneuvers; and
- (k) Operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology.

**2. The syllabus shall include, as a minimum, the following:**

Sl no.	Experience type	dual	solo	
			For only CPL	For only IR
1.	Solo flying experience	--	100	100
2.	Navigation Flying Training	8	20	50
3.	Night Flying Training	5	5	-
4.	Flight by Sole Reference to Instruments	40	-	-
	40			
If the trainee is enrolled for CPL and IR both then ensure higher requirements out of CPL&IR				

- 2.1 The 50 solo hours of cross country navigation shall include a flight totaling not less than 300nm in the course of which, full stops landing at two different aerodromes shall be made. This flight shall be completed in a single day.
- 2.2 The 200 hours of flying training may comprise of general aeroplane handling but shall include sufficient solo flying to allow the student to complete a total of 100 hours as pilot-in-command. The precise allocation of flying hours is to be agreed with DGCA.
- 2.3 Schedule II of the Aircraft Rules allows for a maximum of 20 hours of the required 40 hours by sole reference to instruments to be carried out in a Synthetic Flight Device. However, this synthetic flight training is additional to the 200 hour flying training requirement.

**3. P1 U/S**

- 3.1 The flying training syllabus shall also meet all the operational experience level of a commercial pilot as spelt out in paragraph 1.1 and approved by DGCA. The 100 hours as pilot-in-command requirement for the CPL/IR(A) course may contain the successful skill tests as pilot-in-command under supervision (P1U/S), the unsuccessful skill tests shall be logged as dual.
- 3.2 Students claiming P1 U/S time shall:
- carry out all the duties and functions of a pilot-in-command;
  - be responsible for flight planning including load sheet and fuel computations;
  - comply with all checks, drills and emergency procedures specified by the FTO;
  - take-off and land the aeroplane and resolve unaided all problem so fair traffic procedures, communications and meteorological conditions.

- 3.3 P1 U/S may not be regarded as additional dual.
- 3.4 If the instructor has to influence or control any part of the flight, none of the flying time on that particular flight may be claimed as P1 U/S. A ground debriefing by the Flight Examiner or flying instructor does not affect the crediting as pilot-in-command time.

**4. LOGGING OF FLIGHT TIME (refer rule 67 of the Aircraft Rules 1937)**

- 4.1 Please ensure that the flying carried out on single crew certified aircraft is only logged as PIC when aircraft is flown solo during the flying training for issue of CPL (irrespective of holding of PPL) except the General Flying Tests. Please also ensure that all the instrument flying training shall be logged as dual except IR test.
- 4.2 The Instrument Flight (IF) time logged to meet the licence requirements in respect of flight as pilot by sole reference to instruments shall be less than the chock-to-chock IF instruction time by an allowance to cover ground maneuvering times and any period spent using external references between the start of the take-off run and the completion of the landing roll.

**Appendix XI**

**Application form for approval/ renewal of CGI**

1.	Organization requesting CGI	
2.	Name of the person nominated for CGI	
3.	Validity of the last renewal (n/a for initial issue)	

Age and EQ			Remarks
4.	Age	Medically Fit. ( No age bar till fit.)	Yes/No

5.	Teaching Experience:	Name of FTO/ Defence Aviation Training Organisation/ Airports Authority of India Aviation training organization	Period (from to)	Remarks
Total period				

Note: - A Ground Instructor having two years teaching experience with FTO/ Defence Aviation Training Organisation/ Airports Authority of India Aviation training organization is eligible.

**6. Any other information:**

Attach proof i.r.o. 3 , 4, 5 & 6 above.

**Declaration by the Applicant**

I declare that in terms of provisions of Rule 39A of the Aircraft Rules,1937, I have not suppressed or given any wrong information herein above for the purpose of obtaining the CGI rating applied for here. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at a later date.

Signature of the person nominated for CGI	Signature of Accountable Manager of FTO Name:
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