Operations Manual

OM - D

Personnel Training

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we train airline pilots

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Content

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1 Responsible for Standards/Competence of Flying Staff

The Head of Training in responsible for the Standards and competences of the Flight- and Theoretical Knoweledge Instructor. He shall follow the processes, layed down in OMM – Management System for initial and upgrade training of training staff.

In exceptional cases, the head of training may delegate parts of the initial or upgrade training to the CTKI or CFI, whilst leaving the final responsibility to the Head of Training.

The CFI is responsible for the training of all flight instructors including synthetic flight instructors, and accordingly the CTKI is responsible for the training of all theoretical knowledge instructors but all flight instructors are subordinate to the head of Training.

All training needs to be completed before employment as an instructor starts.

Reference: OMM – Management System – Process „Neuen Mitarbeiter anlegen"

1.1 Flight Instructors

Flight instructors (FI) will be selected on the basis of relevant licences and qualification by the HT and CFI in consultation with the ACM and CEO.

Instructors shall hold their licences, rating and medical certificate on own responsibility valid to perform the duties and privileges authorised. Upon a renewal of a licence or medical certificate, a photocopy shall be given to the Administration of the organsiation. All license dates have to be entered by the respective instructor into the ATO's electronic system.

In order to become an instructor on FSDT, the organisation will only accept instructors who hold or have held a professional pilot licence and rating(s) appropriate to the training courses they are appointed to conduct and have had instructional training experience. The CFI will give new instructors training in using the FSDT. This initial training will be recorded and documented according OMM – FSDT.

Reference: OMM – FSDT

1.2 Theoretical knowledge instructors

Theoretical knowledge instructors (TKI) will be selected on the basis of their professional experience and teaching competence HT and CTKI in consultation with the ACM and CEO.

Before appointment as a TKI, it will demand that new TKI give proof of their competency by giving a test lecture based on material they have developed for the subjects they are to teach.

2 Initial Training

Before the first order of a flight instructor or instructor the head of training checks the requirements to be met in the context of initial training process layed down in OMM.

Reference: OMM – Management System – Iniatial Training

2.1 Scope of Initial Training

The Inital training consists of differnt parts, according the future function. For flight instructors and theoretical knowledge instructors whose qualifications are known to the Head of Training the initial triaining may be limited. Anyway, the Head of Training must ensure, that the requirements, shown in table below, are met.

Scope of Initial Training for			
Postholder	Flight Instructor	Theoretical knowledge Instructor	Administrative Personnell
OM, TRM	OM, TRM	OM, TRM	OM, TRM
Emergency Response Plan	Emergency Response Plan	Emergency Response Plan	Emergency Response Plan
Training Equipement	Training Equipement	Training Equipement	Training Equipement
IT Systems of the organisation	IT Systems of the organisation	IT Systems of the organisation	IT Systems of the organisation
OMM			OMM
Trianing location		Trianing location	Trianing location
Breifing Room	Breifing Room		
Aircrafts	Aircrafts		
FSTD	FSTD		
Airport	Airport		
Office			Office
Regulation Overview			
	Standartisation Flight		

For documentation, the ATO uses a Initial Training Form, which will be stored in the file of the emplyee.

3 Refresher Training

3.1 Courses for Instructors

The Head of Training, in consultation with the ACM and CEO, may send flight instructors on courses offered by the authority or other professionally qualified institutions / persons to improve or maintain the knowledge to be used for training purposes. If a instructor refuses to participate, his appointment as instructor may be revoked or downgraded by the Head of Trainig.

3.2 Instructor Meeting

For collective performance review and for sharing experiences at least once a year the head of training organizes an instructor meeting for flight and theoretical konwledge instructors within the organisation.

The instructor meeting is a Part oft the standardisation training and is obliged to all instructors. If an instructor does not participate in a meeting, he loses the internal competences until he has proved that he has rescheduled the content of the meeting. Exceptions may be granted only in justified cases by the head of training and must be documented.

The meeting is documented with an attendance list and a protocol.

Scope of the meetings (exemplary list):

- Analyzes of school activities regarding optimization
- Updating of skills
- Identification of training deficiencies by HT, CFI, CTKI and other staff and their solutions
- Presentation of new and relevant regulatory requirements and their implementation
- CM, SM indicate deficiencies and make concrete proposals to remedy them
- Standardisation Training.

3.3 Validy of licences and ratings

The flight instructors must themselves ensure that their licenses and permissions are always valid and the conditions for renewal are met.

Participation in flight instructor refresher events for obtaining the permission has to organize any flight instructor for themselves.

If the validity of a license or rating no longer exist, or the conditions for an renewal are not met, the CFI should be informed immediately.

The monitoring of the validity of licenses and ratings is done by the CFI within the software system tob e used.

4   Standardisation Training

4.1   Flight Instructors

The target of the standardization training is to refresh and stabilize the performance of flight instructional crew. This training will be performed by the Head of Training or Chief Flight Instructor. The standardisation training will take place once every 12 months as a part of the instructor meeting.

The Training includes:

- A flight to observe the standard operation of the instructor – Standardisation flight (if applicable).
- Attending the pre- and post briefing with the student.
- Evaluation of the training process.
- Discussion of standard grading system.

FNPT II training will be given favour for Staff training because of economic reasons and for the benefit of training abnormal manoeuvres.

Failure of tests/checks must be followed by appropriate additional training and must be reported to the CFI and HT. One retest is given. In case of failure the Head of Training decides upon further actions. This can lead to a downgrade acoording to this Manual.

This training has to be scheduled and captured by using the "standardisation Form" and will be stored in the file of the respective Instructor.

4.2   Theoretical Knowledge Instructors

The target of the standardization training is to refresh and stabilize the performance of Theoretical Knowledge Instructors and will be performed by the CTKI. The standardisation training will take palce once every 36 months.

The Training may includes:

- Attending theoretical knowledge training in classroom by the CTKI
- Evaluation of the training process
- Discussion of standard grading system
- Test and Checks

Failure of tests/checks must be followed by appropriate additional training and must be reported to the CTKI and HT. One retest is given. In case of failure the Head of Training decides upon further actions. This can lead to a downgrade acoording to this Manual.

This training has to be scheduled and captured by using the "standardisation Form" and will be stored in the file of the respective Instructor.

5   Proficiency Checks – Standardisation Flights

CFI is responsible for assuring that a flight instructor shall not perform an instruction with his rating expired. It is the flight instructor responsibility to keep his rating current.

Flight instructors with expired instructor ratings will be provided with instructor proficiency checks at the NAA.

Standardisation flight are like Company proficiency checks and are to be used only for evaluation of instructor and ensure that standards are being carried out. These checks shall be performed once every 36 months according the initial training in this chapter and ar a part of the standardisation training for instructors. The CFI may delegate this task to a nominated FI. The standardisation flight for flight instructors; instrument rating instructors and class rating instructors is the same as the skill test for flight instructors. The standardisation flight may be held on an FSDT MCC and no Aircraft time is necessary.

If the CFI or the nominated FI for standardisation flight is also Examiener of the NAA, it is possible to combine the two checks. In this case, the check will take part in an aircraft. The Instructor which is undergoing the check must be especially briefed for this situation and must know, he is undergoing two checks in 1 flight. This Proficiency Check must be documented on the one hand for the NAA and as standardisation flight for the company.

Standardisation flights will be stored in the respective instructor file.

6 Upgrading Training

Upgrading of flight instructors to a higher level of training will be under direct supervision by the CFI.

If an already employed instructor should receive new competences, he must prove the necessary qualifications in an "Upgrade Check" according the initial training in this chapter.

6.1 Downgrade of competences

Downgrade means the withdrawal of individual competences withon the organisation.

If repeated deficiencies are found in the quality of training of flight instructors and theoretical knowldge istructors, the head of training may perform a downgrade. A downgrade is made when the lack is expected to be resolved. The affected instructor will receive a standardisation training according this manual which can lead to a suspension of the downgrade.

If the lack is not expected to be resolved, the HT, CFI or CTK, in consultation with the ACM and CEO my suspend the instructor.

7 ATO Personnel Standards Evaluation

Initial Training, Refresher Training, Standardisation Trainings as well as Proficiency checks and Standardisation Flights will be graded according the ATO Personnel Standards Evaluation.

The standards are laid out in the respective theoretical knowledge and skill test requirements and descriped in the table below

Evaluation Criteria			
The evaluation system differentiates between			
Passing Grades		Failure Grades	
VG Very Good	Extraordinary performance	**S** Sufficient	Sufficient Performance, does not meet required standard in every respect and/or on all occasions
G Good	Better than average performance, small and minor mistakes	**IS** Insufficient	Insufficient Performance
A Average	Satisfactory performance, no serious mistakes	**NO** Not observed	Unable to assess proficiency

Note: A single item graded as a failure has to be repeated in one of the next Missions within the current flight training phase.

7.1 Written Exams

All written tests for Staff training will be either open or closed book tests, if testing is required.

Grading criteria: 75% and above will be passing grade for written examinations.

7.2 Oral Exams

Oral exams conducted in conjunction with simulator briefings/debriefings or any phase of staff training, or as a substitute for written exams. 75% and above will be passing grade for oral examinations.

7.3 Actions to be carried out for unsuccessful exams

Failure of examinations must be followed by appropriate additional training and must be reported to the head of training. One retest is given. In case of failure the Head of Training decides upon further actions according chapter downgrade in this manual.

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