

APPROVED TRAINING ORGANIZATION (ATO) - TRAINING MANUAL CONTENT CHECKLIST

This checklist is designed as an aid to ensuring that a Training Manual submitted for approval contains all the relevant entries but should only contain those paragraphs that are relevant to the course(s) applied for. For example Part 3, synthetic flight Training, should be listed as 'Not Applicable' if no synthetic training (STD) is to be used.

This Training Manual has been compiled with the requirements of KCASR 1 Part AMC 1 ORA. ATO. 230 (a). The Training Manual includes the following parts:

PART 1 – THE TRAINING PLAN

S/No.	Title	Content	Company Manual Reference	DGCA/ASD Remarks
1.1	The aim of the course	A statement of what the student is expected to do as a result: 1) of the training 2) the level of performance, 3) and the training constraints to be observed.		
1.2	Pre-entry requirements	1) Minimum age 2) Educational requirements (inc. language) 3) medical requirements 4) any individual member state requirements.		
1.3	Credits from previous experience	Obtained from the competent Authority before training begins.		
1.4	Training Syllabi	1) The flying syllabus (single-engine) 2) The flying syllabus (multi-engine) 3) The synthetic flight training syllabus 4) The theoretical knowledge training syllabus.		
1.5	The time scale and scale, in weeks, for each syllabus	Arrangements of the course and the integration of syllabi time.		

S/No.	Title	Content	Company Manual Reference	DGCA/ASD Remarks
1.6	Training Programme	<ol style="list-style-type: none"> 1) A general arrangements of daily and weekly programmes for flying, ground and synthetic flight training. 2) Bad weather constraints; ie. if the weather precludes flying. 3) Programme constraints in terms of maximum student training times, (flying, theoretical knowledge, synthetic) e.g. per day /week /month. 4) Restrictions in respect of duty periods for students. 5) Duration of dual and solo flights at various stages. 6) Maximum student flying hours in any day/night; maximum number of training flights in any day/night. 7) Minimum student rest period between duty periods. 		
1.7	Training records	<ol style="list-style-type: none"> 1) Rules for security of records and documents. 2) Attendance records. 3) The form of training records to be kept. 4) Persons responsible for checking records and students' log books. 5) The nature and frequency of record checks. 6) Standardization of entries in training records. 7) Rules concerning log book entries 		
1.8	Safety Training	<ol style="list-style-type: none"> 1) Individual responsibilities. 2) Essential exercises. 3) Emergency drills (frequency) 4) Dual checks (frequency at various stages) 5) Requirement before first solo day/night navigation etc. 		

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1.9	Test and Examinations	<ol style="list-style-type: none"> 1) Flying <ol style="list-style-type: none"> a. Progress checks b. Skill tests 2) Theoretical Knowledge. <ol style="list-style-type: none"> a. Progress tests b. Theoretical knowledge examinations. 3) Authorization for test 4) rules concerning refresher training before retest. 5) Test reports and records. 6) Procedures for examination paper preparation, type of question and assessment, standard required for 'Pas'. 7) Procedure for question analysis and review and for raising replacement papers. 8) Examination re-sits procedures. 		
1.10	Training effectiveness	<ol style="list-style-type: none"> 1) Individual responsibilities. 2) General assessment. 3) Liaison between departments. 4) Identification of unsatisfactory progress. (Individual students). 5) Actions to correct unsatisfactory progress. 6) Procedure for changing instructors. 7) Maximum number of instructor changes per student. 8) Internal feedback system for detecting training deficiencies. 9) Procedure for suspending a student from training. 10) Discipline. 11) Reporting and documentation. 		
1.11	Standards and Level of performance at various stages	<ol style="list-style-type: none"> 1) Individual responsibilities. 2) Standardization. 3) Standardization requirement and procedures. 4) Application of test criteria. 		

PART 2 – BRIEFING AND AIR EXERCISES

S/No.	Title	Content	Company Manual Reference	DGCA/ASD Remarks
2.1	Air Exercises	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.		
2.2	Air Exercises reference list	An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors		
2.3	Course structure – phase of training	<ol style="list-style-type: none"> 1) 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. 2) Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc. 		
2.4	Course structure integration of syllabi	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.		
2.5	Student progress	<ol style="list-style-type: none"> 1) 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 must achieve before progressing from one phase of air exercise training to the next. 2) Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises, e.g. night flying. 		
2.6	Instructional methods	The ATO Requirements, particularly in respect of pre-and post-flying briefing, adherence to syllabi & training specifications, authorization of solo flights, etc.		

S/No.	Title	Content	Company Manual Reference	DGCA/ASD Remarks
2.7	Progress tests	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.		
2.8	Glossary of terms	Definition of significant terms as necessary.		
2.9	Appendices	1) Progress test report forms 2) skill test report forms 3) ATO certificates of experience, competence, etc. as required.		
PART 3 – SYNTHETIC FLIGHT TRAINING				
S/No.	Title	Content	Company Manual Reference	DGCA/ASD Remarks
3.1	Air Exercises	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.		
3.2	Air Exercises reference list	An abbreviated list of the above exercises giving only main and sub-titles for quick reference, and preferably in flip-card form to facilitate daily use by flight instructors		
3.3	Course structure - phase of training	1) 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. 2) Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.		
3.4	Course structure integration of syllabi	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.		

S/No.	Title	Content	Company Manual Reference	DGCA/ASD Remarks
3.5	Student progress	<ol style="list-style-type: none"> 1) 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 must achieve before progressing from one phase of air exercise training to the next. 2) Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises, e.g. night flying. 		
3.6	Instructional methods	The ATO Requirements, particularly in respect of pre-and post-flying briefing, adherence to syllabi & training specifications, authorization of solo flights, etc.		
3.7	Progress tests	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.		
3.8	Glossary of terms	Definition of significant terms as necessary.		
3.9	Appendices	<ol style="list-style-type: none"> 1) Progress test report forms 2) skill test report forms 3) ATO certificates of experience, competence, etc. as required. 		

PART 4 – THEORETICAL KNOWLEDGE INSTRUCTIONS

S/No.	Title	Content	Company Manual Reference	DGCA/ASD Remarks
4.1	Structure of the theoretical knowledge course	<ol style="list-style-type: none"> 1) A statement of the structure of the course, 2) include the general sequence of the topics to be taught in each subject, 3) the time allocated to each topic, the breakdown per subject and 4) an example of a course schedule. 5) Distance learning courses should include instructions of the material to be studied for individual elements of the course. 		
4.2	Lesson Plans	<ol style="list-style-type: none"> 1) A description of each lesson or group of lessons 2) including teaching materials 3) training aids 4) progress test organization and 5) inter-connection of topics with other subjects. 		

S/No.	Title	Content	Company Manual Reference	DGCA/ASD Remarks
4.3	Teaching materials	Specification of training aids to be used (e.g. study materials, course manual references, exercises, self-study materials, demonstration equipment).		
4.4	Student progress	The requirement for student progress, including a brief but specific statement of the standard that must be achieved and the mechanism for achieving this, before application for theoretical knowledge examinations.		
4.5	Progress testing	The organization of progress testing in each subject, including topics covered evaluation methods and documentation.		
4.6	Review procedure	The procedure to be followed if the standard required at any stage of the course is not achieved, including an agreed action plan with remedial training if required.		

Notes:

To be completed by an Independent (Company) Representative:

I hereby confirm that the content of the Training Manual complies with KCASR 1 Part-FCL requirements currently applied.

Name & Position:	Signature:	Date:
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OVERALL RESULT: Approved <input type="checkbox"/>	Rejected <input type="checkbox"/>
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DGCA/ASD Inspector Name & Signature:	Date:
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Head of Personnel Licensing Name & Signature:	Date:
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