



# **Operations Manual – Volume 4 (OM4)**

**Training and Checking (Internal)**

**Edition 3, Revision 0, 15SEP18**

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## Amendment Record

DCR Number	Edition/ Revision No	Revision Date	Amended By	Date of Insertion
DCR-000	Ed 1/Rev 0	12MAR16	ORIGINAL Issue	12MAR16
DCR-000	Ed 1/Rev 1	03JUN16	MFT	03JUN16
DCR-001	Ed 2/Rev 0	15APR17	APTA	15APR17
DCR-001a to DCR-0046	Ed 2/Rev 1	20OCT17	APTA	20OCT17
DCR-047 to DCR-095	Ed 2/Rev 2	30APR18	APTA	30APR18
DCR-096 to DCR-134	Ed 3/Rev 0	15SEP18	APTA	15SEP18

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## List of Effective Pages

List of Effective Pages Chapter Number	Edition Number / Revision Number and Date	Page(s)
<b>Volume 4 (OM4)</b>		
0	Ed 3/Rev 0 / 15SEP18	0-i to 0-xii and 0-1 to 0-2 (plus Cover Page and Reverse, not numbered)
1	Ed 3/Rev 0 / 15SEP18	1-1 to 1-2
2	Ed 3/Rev 0 / 15SEP18	2-1 to 2-2
3	Ed 3/Rev 0 / 15SEP18	3-1 to 3-6
4	Ed 3/Rev 0 / 15SEP18	4-1 to 4-2
5	Ed 3/Rev 0 / 15SEP18	5-1 to 5-2

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## **Document Change Request Form**

Refer to Operations Manual, Volume 1 (OM1).

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## Distribution List

Copy Number (or 'E' for Electronic)	Edition/ Revision No	Revision Date	Issued To	Date of Issue
E	Ed 2/Rev 0	15FEB17	(Refer FSM)	15FEB17
E	Ed 2/Rev 1	20OCT17	(Refer FSM)	20OCT17
E	Ed 2/Rev 2	30APR18	(Refer FSM)	30APR18
E	Ed 3/Rev 0	15SEP18	(Refer FSM)	15SEP18

### NOTE:

In the above table, the 'E' indicates electronic distribution via Company Server or FSM. As new personnel may be issued access to the electronic copy during Induction, a list will be maintained in FSM as to who has access to the electronic copy. Paper copies, if issued, will be listed above along with a 'Copy Number' preceded by the letter 'P' (for 'Paper') and a number, followed by the name of the custodian.

To facilitate changes to the distribution of electronic copies and paper copies following issue of access or paper version, reference should be made to FSM and/or an OSO may be issued to list the new holder(s).

The Distribution and availability as well as other version control information is provided in each Volume and/or BPM including the Exposition as per CASR Part 142.350.

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## **Abbreviations and Acronyms**

Refer to Operations Manual, Volume 1 (OM1).

## **Definitions – Crew**

Refer to Operations Manual, Volume 1 (OM1).

## **Definitions – General**

Refer to Operations Manual, Volume 1 (OM1).

## **Definitions – Aircraft Performance**

Refer to Operations Manual, Volume 1 (OM1).

## **Definitions – Airspeed Terminology**

Refer to Operations Manual, Volume 1 (OM1).

## **Definitions – Meteorological Terminology**

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## **Definitions – Weight and Balance Terminology**

Refer to Operations Manual, Volume 1 (OM1).

## **Conversion Table**

Refer to Operations Manual, Volume 1 (OM1).

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## **Group Chief Executive Statement**

Refer to Operations Manual, Volume 1 (OM1) of this Exposition.

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# 0 Preliminary

## 0.1 Volume Title

This Volume is a component of the Company Operations Manual and is known as Operations Manual, Volume 4 (OM4) –Training and Checking (Internal). This Volume along with other components of the Operations Manual (OM) identified below, including the Base Procedures Manual(s) constitute the Company CASR Part 141 and Part 142 Exposition.

Due to the content of Chapter 0 across all OM Volumes being identical, reference should be made to OM1 as only the Chapter 0 content that is specific to OM4 will be displayed in this Chapter.

## 0.2 Training Specific Appointments

Personnel are appointed to key positions required within the various extant and projected Training Organisation.

The Training Structure consists of various persons within the Instructor Team who are nominated for development from time to time whilst working toward a Grade 1 Instructor Rating.

As such, certain person(s) will be delegated responsibilities by the HOO from time to time to ensure the maintenance of the Company Approval in respect of Flight Training Operations. However, the Accountability for the conformance of the Company with the Regulations and any related requirements laid down by CASA remains with the HOO.

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### 0.3 Cautions and Notes

This page has been included to provide information about the use of cautions and notes. These symbols or 'icons' may be utilised if/when necessary throughout OM1, OM2, OM3, OM4, OM4A and OM5 and associated documents such as BPMs and the Forms Manual.

#### **CAUTION**

**A caution immediately precedes an operating procedure or maintenance practice which, if not correctly followed, could result in damage to or destruction of equipment or corruption of data.**

#### **NOTE**

A note immediately precedes or follows an operating procedure, maintenance practice or condition that requires highlighting.

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# 1 General

This volume contains the Internal Training and Checking System manual as prescribed CASR Part 142.340(1)(s)(vi).

## 1.1 Objective of the System

The Internal Training and Checking System (IT&C) enables the safe, compliant and effective management of company training activities.

The objective of the system is to ensure that standardised training is delivered safely by competent and qualified instructors on an ongoing basis.

To ensure this objective is met, the Australian Pilot Training Alliance Pty Ltd (APTA) does not quarantine personnel conducting CASR Part 142 Training Activities; therefore the IT&C system applies to all Company Instructors.

## 1.2 Function and Structure

### 1.2.1 Management of the Internal Training and Checking System

The Group Head of Operations (HOO) is responsible for managing the Company's IT&C System.

### 1.2.2 Responsibilities and Accountabilities

The HOO, as the manager of the IT&C system is responsible for planning, scheduling, conducting and recording the results of the training.

In particular, the HOO's responsibilities are as follows:

- Monitoring and maintaining the IT&C System ensuring compliance with the exposition.
- Ensuring that instructors are competent in accordance with Part 61 MOS.
- Using applicable Form(s) to ensure that induction or familiarisation training is completed for:
  - Instructors.
  - Senior Instructors.
  - Flight Examiners.
  - Key Personnel.
- Ensuring that personnel are provided with the information and documentation they need to properly carry out their duties and responsibilities.
- Ensuring that Senior Instructors hold valid company standardisation and proficiency checks.

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- Observing that T&C conducted by the Senior Instructors is satisfactory by:
  - Inflight observation of Standardisation & Proficiency check flights conducted by Senior Instructors.
  - Periodically sampling the delivery of initial and refresher ground training courses conducted by Senior Instructors.
- To Ensure that Senior Instructors, when conducting an IT&C activity:
  - Are authorised under CASR Part 61 to conduct the activity.
  - Have successfully completed the training set out in the company's IT&C system manual.
  - Have successfully completed the company's training in HF/NTS.
- Delegating duties to either or both Senior Instructors as required.

### 1.3 Appointment of T&C Personnel

Senior Instructors may be assigned by the HOO to perform IT&C duties in accordance with the requirements of the system.

Before being approved, the nominated T&C personnel will observe the delivery of ground based and in-flight T&C by either the HOO or other approved T&C personnel and they are then to conduct this T&C under the supervision of the HOO or other approved T&C staff.

Once a satisfactory standard is achieved the HOO is to record this within FSM and after this is completed and FSM has been updated, the nominee may commence T&C duties.

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## 2 IT&C System Description

### 2.1 General

The APTA IT&C system provides for:

- Instructor induction training and checking, which comprises:
  - General Company Overview.
  - Training Management System.
  - Human Factors and Non-Technical Skills.
  - Fatigue Management Training.
  - A training course documented in the applicable FSTD STOM for the initial training, assessment and certification of Instructors to conduct applicable Part 61 training in the company's FSTD.
  - Initial standardisation and proficiency (S&P) checking.
- Recurrent training and checking for operational personnel, which comprises:
  - Refresher flying training (if required);
  - Refresher HF/NTS Training;
  - Annual (recurrent) S&P checking; and.
  - Refresher fatigue management training, at three year intervals.
- Remedial training after an unsuccessful check.
- Familiarisation training for Key Personnel, which comprises:
  - Training relevant to newly appointed Key Personnel and their positions and those appointed to standby positions. (Refer to Operations Manual, Volume 4A (OM4A) for details of Key Personnel Familiarisation.

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## 3 Instructor Induction Training

This Chapter provides guidance and procedures for Training Courses associated with Instructor Induction Training.

### 3.1 Instructor Induction Training

The content of the Instructor Induction Training is outlined in Form 4-001.

### 3.2 Internal Training Courses/Professional Development Programme

Refer to the following Forms for each type of PDP activity:

- Form 4-030 PDP Instructor G2 Upgrade Requirements.
- Form 4-031 PDP Instructor G1 Upgrade Requirements.
- Form 4-032 PDP Instructor G3 Upgrade Requirements,
- Form 4-033 PDP I.R.T.E. Requirements.

#### 3.2.1 Human Factors and Non-Technical Skills (HF/NTS) Program

Refer to Form 4-001 for Initial HF/NTS Training.

#### 3.2.2 HF/NTS Refresher program

Refer to Form 4-002 for Recurrent HF/NTS Training.

#### 3.2.3 Fatigue System Training

Reserved.

### 3.3 Key Personnel Familiarisation Training

In accordance with CASR Part 141.115, Part 142.170 and the content of this Exposition and accompanying Operations Manual (OM), all Key Personnel employed by the Company are required to undergo familiarisation training before they carry out the responsibilities of their position.

This training is outlined in Chapter 3 of Operations Manual, Volume 4A (OM4A).

### 3.4 Standardisation and Proficiency Checks

#### 3.4.1 Policy

Following Induction and annually thereafter an Instructor must complete a standardisation and proficiency (S&P) check before commencing flight training duties.

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Form 4-001 details the initial S&P Check and Form 4-002 details the Recurrent (Annual) Check.

A Proficiency Check undertaken with a CASA Employee may be taken, in part, to meet the requirements of the S&P Check.

### 3.4.2 Conduct of S&P Checks

S&P checks will be conducted by one of the company Checkers. The checks will include a review of the instructor's competency to deliver long and pre-flight briefings and flight instruction IAW the syllabus and lesson plans that the instructor is expected to deliver.

If the HOO/Delegate holds a FER Flight instructor rating flight test endorsement, the S&P whilst satisfying the conditions listed below may be conducted concurrently with the Flight test or FPC;

- The airborne component must be conducted in an aeroplane, and
- In addition to accomplishment of staff records in FSM, necessary notifications and reports must be sent to CASA as per the Flight Examiner obligations in CASR Part U, and
- The Flight test/FPC conducted as per the Flight Examiner Handbook.

### 3.4.3 Scheduling of S&P Check(s)

The Checker will give sufficient notice of the topic to be assessed during the check. Topic to be selected will cycle within the three main S&P areas shown below factoring in the most advanced and current Training Endorsement(s) the Candidate holds.

During delivery of briefings and flight demonstrations, the Checker will assume the role of a Student/Instructor-under-instruction. The Checker will occupy the Left Hand Seat (Right Hand Seat for MEAI and FIR Training Endorsement), will be the PIC for the in-flight component of the Check and will brief the Instructor on the management of a real emergency.

Checker's guide for: Standardization and Proficiency Check.

- Provide seven (7) days notice to HOO/Checker of S&P Check (the HOO reserves the option to personally conduct the Check).
- Check candidate's licence and qualifications in FSM (FCL).
- Review Candidate's Experience over the past twelve (12) months in FSM.
- Choose S&P topic as per the Table at the end of this sub-section.
- Book two (2) hours for Briefings and two (2) hours for flights in FSM for the person conducting the S&P Check (Checker) and the Candidate.
- Print off and conduct S&P check as per Form 4-004.
- Once completed accomplish staff record in FSM.
- Email HOO of Check outcome if the result is other than a PASS, otherwise this can be included during the next management meeting.

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Table 3-1 S&amp;P Check(s)

VFR/Aerodynamic Briefings		
<b>S&amp;P 1</b> Long Brief Effects of Controls Pre-Flight Brief Turning	<b>S&amp;P 2</b> Long Brief Straight and Level Pre-Flight Forced Landings	<b>S&amp;P 3</b> Long Brief Turning Pre-Flight Straight and level
<b>S&amp;P 4</b> Long Brief Climbing and Descending Pre Flight Brief Steep turns	<b>S&amp;P 5</b> Long Brief Descending Pre-Flight Brief Circuits	<b>S&amp;P 6</b> Long Brief Stalling Pre Flight Brief Precautionary Search
Operational Ratings		
<b>S&amp;P 7 IFR/NVFR Simulator or A/C</b> Long Brief ADF/VOR Intercepts Pre flight Briefings Straight and Level	<b>S&amp;P 8 IFR Simulator or A/C</b> Long Brief Circling Approach Pre flight Turning	<b>S&amp;P 9 IFR Simulator or A/C</b> Long Brief Holding Patterns/Sector Entries Pre-Flight Forced Landings
<b>S&amp;P 10 IFR Simulator or A/C</b> Long Brief ILS Pre flight Climbing and Descending	<b>S&amp;P 11 (Low Level Flying)</b> Long Brief Low Level Flying Revision Pre flight Low Level Mustering Emergencies	
Aircraft Ratings and Endorsements		
<b>S&amp;P 12</b> Long Brief CSU Pre-Flight Forced Landing	<b>S&amp;P 13</b> Long Brief Retractable Undercarriage Pre-Flight Circuits	<b>S&amp;P 14 (Aerobatics)</b> Long Brief Aerobatic Manoeuvres Pre-Flight Spinning
<b>S&amp;P 15 Multi Engine</b> Long Brief Upper Air Asymmetric Preflight Asymmetric Circuits		

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### 3.4.4 Standards Required for S&P Check

The minimum competency standards for the assessment of competency in the S&P check will be:

- In the briefing, the Instructor's ability to be consistent with the ground component requirements, as selected, from CASA Form 61-1518 (flight instructor proficiency check flight test report) and with further reference to Schedule 6, Appendix 5, 2 (knowledge requirements) of the MOS.
- In the minimum airborne flight instruction component, the standards described in Schedule 5, Section T, Appendix T1 of the MOS.

The Checker will record results for all S&P Checks within the FSM system and update FSM with the new expiry date.

### 3.4.5 Debriefing

The Checker will advise the Instructor of the overall result of the check during the post flight debrief.

If an Instructor has demonstrated marginal performance, the Checker may require a further standardisation and proficiency check to be completed following the completion of remedial training.

### 3.4.6 Actions Following an Unsatisfactory Check

Should the result of the S&P check be unsatisfactory, the following actions must occur in accordance with Form 4-001 and Form 4-002 (as applicable):

- The Checker will debrief the Instructor on the areas of unsatisfactory performance.
- The Checker will decide whether or not there is a need for remedial training flights prior to another check and arrange such training as required.
- The Checker will detail the deficiency and corrective plan in the comments area within the FSM system and ensure that the matter is brought to the attention of the HOO.
- In accordance with CASR Part 142.190(2)(q), the HOO must notify CASA, in writing, within fourteen (14) days of an unsatisfactory check, advising the name, position and ARN of the Instructor concerned.

## 3.5 Refresher and Remedial Training

### 3.5.1 Refresher Training

To maintain the required skills and knowledge, refresher (continuation) training is provided to all Instructors and Examiners as requested or as required.

Each Instructor and/or Examiner may request refresher training including a period of:

- Solo flight time; and

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- Dual Training in the month leading up to an annual S&P Check or Flight Instructor Proficiency Check;

Considered appropriate for the individual situation. The HOO will approve such additional training as required.

Refresher training is to be scheduled by the HOO after consultation with the individual Instructor and if requested, additional refresher training will also be approved at the discretion of the HOO. The objectives and mode of training must reflect the current duties of the Instructor undertaking the refresher training.

### **3.5.2 Remedial Training**

Remedial training flights can be scheduled following a sub-standard performance during a company S&P Check or if an Instructor fails a Flight Instructor Proficiency Check. A failure of either of these proficiency checks may indicate skills deficiencies in aircraft manipulative skills or instructional skills or both.

The HOO is to determine if internal corrective action is required and to schedule remedial training as appropriate.

## **3.6 Command Responsibility during IT&C Flights**

Prior to the conduct of IT&C flights:

- The Checker conducting training or checking will be designated as PIC.
- The PIC in conjunction with the Instructor under check will determine the management of real emergency situations.

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### 3.7 Simulation of Emergencies or Malfunctions

The Checker will adhere to the following guidelines prior to initiating a simulated aircraft emergency or malfunction:

- During the pre-flight briefing the Checker will ensure it is clearly understood that an initiation of a simulated emergency or malfunction will be preceded by the word “Simulated”.
- It does not contradict any POH or AFM requirement.
- Only one simulated emergency or malfunction will be initiated at any time.
- To simulate an engine failure the Checker will adopt any limitations or instructions described in the manufacturer’s handbook and if not in conflict with these, the company policies are:
  - For Single Engine aircraft a smooth retardation of the throttle; or
  - For Multi-Engine aircraft a smooth retardation of the (mixture);
  - For Multi-Engine aircraft no simulated engine failure before gear retraction or below  $V_{YSE}$

**NOTE:**

Reference shall be made to the applicable CAAP(s) in respect of Simulation of Emergencies and Malfunctions and the limitations specified within the applicable CAAP(s) shall be adhered to at all times.

Reference should also be made to the applicable Lesson Plan, Syllabus and/or Training Manual where additional requirements may be stipulated.

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## 4 Operational Forms

### 4.1 Forms

This Chapter contains a list of Forms that are applicable to this Volume and Forms listed are thus controlled by this Volume. Personnel should carefully check the related Form prior to use to ensure that the correctly dated form is selected and utilised in accordance with the information shown below.

**Table 4-1 Forms Controlled by Volume 4 (OM4)**

Form Number	Name or Purpose	Effective Date
4-001	Induction Form	15SEP18
4-002	Company Personnel Performance Review Form	15APR17
4-003	SIM Ops Training Form	20OCT17
4-004	Standards and Proficiency Check Form	30APR18
4-005	HOO S&P Delegation Instrument Form	30APR18
4-030	PDP Instructor G2 Upgrade Requirement	20OCT17
4-031	PDP Instructor G1 Upgrade Requirement	15APR17
4-032	PDP Instructor Senior G3 Upgrade Requirement	20OCT17
4-033	PDP Instructor Rating Training Endorsement (IRTE) Requirement	15APR17

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## 5 Additional Information

The following provides a keyword index of this Volume for easy reference.

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Instructor Induction Training, 3-1	Simulation of Emergencies or Malfunctions, 3-6
Key Personnel Familiarisation Training, 3-1	Standardisation and Proficiency Checks, 3-1
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