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| SECTION 1: OPERATOR’S DETAILS |
| **Organization:** |  | **AOC No.:** |  |
| **Date:** |  | **Location:** |  |
| **Post Holder Training:** |  | **Telephone No:** |  |
| **Email:** |  |  |

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| ***Instructions*** 1. Check ***(S)*** *(Satisfactory)* column if you determine the document or individual item conforms to requirements.
2. Check ***(U/S) (****Unsatisfactory)* column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non-complying item).
3. Insert ***N/C*** *(Not Checked)*if the item was not checked in the Remarks column.
4. Check ***N/A*** *(Not Applicable)* in the Remarks column if it is not applicable or you do not have adequate information to make a valid comment in the Remarks column.
5. Coordination is required between FOPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item.
6. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the Audit Inspection Report Form Base-Insp-004.
 |
| ***References: CAR-OPS 1, 2, 3 & 4 Subpart N & O*** |

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| **SECTION 2: Training** |
| **Operator Conversion Course (Element)** | **S** | **U/S** | **REMARKS** |
| 2.1 | Operator’s Conversion Course (OCC) shall include:1. Ground Training and Checking
 |  |  |  |
| Emergency and Safety Equipment Training and Checking (Refer CAR OPS 1.965) |  |  |  |
| Aeroplane/STD Training and Checking |  |  |  |
| Line Flying Supervision and Line Check App. 1 to CAR OPS 1.945  |  |  |  |
| 2.1.1 | The OCC shall be conducted in the order set out above. |  |  |  |
| Elements of Crew Resource management (CRM):  |  |  |  |
| New employees – initial CRM (within first year) Detailed syllabus (OMD)(Refer CAR- OPS 1.940 (7), 1.943 & 1.165)  |  |  |  |
| 2.1.2 | If crew member has not previously completed OCC:First Aid Training |  |  |  |
| Ditching Procedures (if applicable) |  |  |  |
| 2.1.3 | Dangerous Goods awareness trainingCAR OPS 1.1220 |  |  |  |

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|  | **(Contd.) Operator Conversion Course (Element)** | **S** | **U/S** | **REMARKS** |
| 2.1.4 | Security trainingCAR OPS 1.1240 |  |  |  |
| 2.2 | **Conversion Training and Checking - CAR OPS 1.945** | **S** | **U/S** | **REMARKS** |
| 2.2.1 | **Type Rating Course**1. Initial Type rating
 |  |  |  |
| 1. Changing New Type or Class Rating

CAR OPS 1.945(1) |  |  |  |
| 2.2.2 | Completes Operator’s Conversion Course before unsupervised flying when:1. Changing New Type or Class Rating
 |  |  |  |
| 1. Changing Operator
 |  |  |  |
| 1. May be combined with Type or Class Rating course

CAR OPS 1.945(2) |  |  |  |
|  | **Conversion Training** | **S** | **U/S** | **REMARKS** |
| 2.2.3 | 1. Train by Qualified Personnel (TRI)
 |  |  |  |
| 1. Detailed Syllabus (OMD)
 |  |  |  |
| 1. Elements of CRM trained by Qualified Instructor on CRM - CAR OPS 1.945(3)
 |  |  |  |
| 2.2.4 | Crew Previous Experience reflected in Training Records CAR OPS 1.945(4) |  |  |  |
| Crew minimum standards to be in OM1. Qualification
 |  |  |  |
| 2.2.5 | 1. Experience

CAR- OPS 1.945(5) |  |  |  |
| 2.2.6 | **Flight Checks requirement**1. CAR OPS 1.965(b)
 |  |  |  |
| 1. Change type or class may be combined with skill test applicable to license issue
 |  |  |  |
| **Training & Checks requirement** 1. CAR OPS 1.965(d) before commencing line training

CAR- OPS 1.945(6) |  |  |  |
| 2.2.7 | Upon completion of line trainingCAR Ops 1.965(c) is to be undertaken-CAR- OPS 1.945(7) |  |  |  |
| 2.2.8 | **Operator’s Course Commenced**(a) No flying in other types or class unless course completed or terminated - CAR- OPS 1.945(8) |  |  |  |

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| 2.2 | **(Contd.) Operator Conversion Course - Conversion Training** | **S** | **U/S** | **REMARKS** |
| 2.2.9 | Integrated Elements of CRM training into Conversion Course (OMD) /CAR OPS 1.945(9) |  |  |  |
| **2.3** | **Differences Training and Familiarization Training (OMD)** | **S** | **U/S** | **REMARKS** |
| 2.3.1 | Differences Training (additional knowledge)1. Another variant of the same type
 |  |  |  |
| 1. Another type of the same class
 |  |  |  |
| 1. Changing equipment and/or procedures on types/variants - CAR OPS 1.950(1)
 |  |  |  |
| 2.3.2 | Familiarization Training (additional knowledge)1. Another aeroplane of the same type
 |  |  |  |
| 1. Changing equipment and/or procedures on types/variants - CAR OPS 1.950 (2)
 |  |  |  |
| **2.4** | **Upset Prevention and Recovery Training (UPRT)** | **S** | **U/S** | **REMARKS** |
| 2.4.1 | Upset prevention and recovery training (UPRT) for complex motor-powered aeroplanes with a maximum approved Passenger seating Configuration (MAPSC) of more than 19 seats.1. **Upset prevention training should:**
 |  |  |  |
| 1. consist of ground training and flight training in an FSTD or an aeroplane;
 |  |  |  |
| 1. include all upset prevention elements from CAR OPS 1 AMC-1 CAR-OPS 1.945 & 1.965 Table 1 for the conversion training course; and
 |  |  |  |
| 1. include upset prevention elements in Table 1for the recurrent training programme at least every twelve (12) calendar months, such that all the elements are covered over a period not exceeding three (3) years.

AMC-1 CAR- OPS 1.945 & 1.965 |  |  |  |
|  | **b) Upset recovery training should:**  | **S** | **U/S** | **REMARKS** |
|  | 1. consist of ground training and flight training in an FFS qualified for the training task;
 |  |  |  |
| 2.4.2 | 1. be completed from each seat in which a pilot’s duties require him/her to operate; and
 |  |  |  |
|  | 1. include the recovery exercises in CAR OPS 1 AMC-1 CAR-OPS 1.945 & 1.965 Table 2 for the recurrent training programme, such that all the exercises are covered over a period not exceeding three (3) years

AMC-1 CAR- OPS 1.945 & 1.965 |  |  |  |

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|  | **(Contd.) b) Upset recovery training should:**  | **S** | **U/S** | **REMARKS** |
| 2.4.3 | 1. The operator should ensure that personnel providing FSTD UPRT are competent and current to deliver the training, and understand the capabilities and limitations of the device used.

***Note 1:****The FFS qualification requirements in (b)(1) are further clarified in the Guidance Material (GM-4 CAR OPS-1.945 & 1.965).* ***Note 2:****Recurrent Training and Checking personnel providing FSTD upset prevention and recovery training (UPRT) requirements in* ***GM-5 CAR OPS-1.945 & 1.965*** *Operator Conversion Training and Checking* ***AMC-1 CAR- OPS 1.945 & 1.965*** |  |  |  |
| **2.5** | **Nomination As Commander** | **S** | **U/S** | **REMARKS** |
| 2.5.1 | Co-pilot upgrade to Commander and joining as Commanders1. Minimum level of experience in OM
 |  |  |  |
|  | 1. Multi-crew operations, pilot completes command course - CAR-OPS 1.955(b)
 |  |  |  |
| 2.5.2 | **Command course requirements: (OMD)**1. Training in STD - LOFT (Line Orientated Flying Training)
 |  |  |  |
| 1. OPC (Operator Proficiency Check)
 |  |  |  |
| 1. Line Training – minimum 10 sectors (pilots qualified on type) - CAR-OPS 1.955(b)
 |  |  |  |
| 2.5.3 | Completed Line Check as per 1.965 (c) 1.955 b) (5) |  |  |  |
| 2.5.4 | Route and Aerodrome competence qualification as per 1.975 CAR-OPS 1.955(b) (5) |  |  |  |
| **2.6** | **Recurrent Training and Checking** | **S** | **U/S** | **REMARKS** |
| 2.6.1 | Relevant to type or variant - CAR-OPS 1.965(a)(1) |  |  |  |
| 2.6.2 | Programme available in OMD - CAR-OPS 1.965(a)(2) |  |  |  |
| 2.6.3 | Recurrent Training conducted by qualified personnel - CAR-OPS 1.965 (a)(3) |  |  |  |
| 2.6.4 | Recurrent Checking conducted by qualified personnel - CAR-OPS 1.965(a)(4) |  |  |  |
| 2.6.5 | Ground & Refresher training -Validity 12 calendar months - CAR-OPS 1.965(f) |  |  |  |
|  | 1. Aeroplane/STD training by TRI, CRI, SFI - Validity 12 calendar months - CAR-OPS 1.965(a)(3)(ii)
 |  |  |  |

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| **2.6** | **(Contd.) Recurrent Training and Checking** | **S** | **U/S** | **REMARKS** |
|  | 1. Crew Resource Management training (CRM) – integration in all phase (All major topics validity < 3years)
 |  |  |  |
|  | 1. Modular CRM training – at least by one CRM trainer - CAR-OPS 1.965 (e)
 |  |  |  |
| 2.6.6 | **Recurrent Checking in aircraft:**1. OPC by TRE, CRE
 |  |  |  |
|  | 1. Validity 6 months
 |  |  |  |
| 2.6.7 | **Recurrent Checking in STD:**1. OPC by TRE, CRE or SFE
 |  |  |  |
|  | 1. Validity 6 months

Examiners must be trained in CRM concepts and CRM skills assessment |  |  |  |
| 2.6.8 | **Line Checks: -**1. TRI, TRE or Qualified Nominated Commanders
 |  |  |  |
|  | 1. Validity 12 calendar months
 |  |  |  |
| 2.6.9 | **SEP: -**1. Conducted by qualified personnel
 |  |  |  |
|  | 1. Validity 12 calendar months
 |  |  |  |
| 2.6.10 | **Pilot Qualification to operate in either pilot’s seat**1. Completed appropriate training & checking
 |  |  |  |
| 2.6.11 | 1. Programme available in OMD
 |  |  |  |
| 2.6.12 | **Recent Experience**1. Commander – 3 take-offs and 3 landings – preceding 90 days
 |  |  |  |
|  | 1. Co-pilot - 3 take-offs and 3 landings – preceding 90 days in same type/class or in-Flight Simulator
 |  |  |  |
| 2.6.13 | **Maybe extended to 120 days**1. by line flying under supervision of TRI/TRE.
 |  |  |  |
| 2.6.14 | **Beyond 120 days:**1. Training flight in aircraft
 |  |  |  |
|  | (c) Training in STD |  |  |  |
| 2.6.15 | **Route and Aerodrome Competence Qualification**1. Adequate knowledge – route, aerodrome, alternates, facilities & procedures
 |  |  |  |
|  | 1. Validity 12 calendar months (inclusive of the month of qualification/latest operation)
 |  |  |  |

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| **2.6** | **(Contd.) Recurrent Training and Checking** | **S** | **U/S** | **REMARKS** |
|  | 1. Revalidated by operating on the route or aerodrome
 |  |  |  |
| 2.6.16 | **Advanced Qualification Programme (if applicable)**1. Programme Approval
 |  |  |  |
|  | 1. Validity may be extended – CAR OPS 1.965 & 1.970
 |  |  |  |
|  | 1. Training and checking above requirements specified in CAR OPS 1.945, 1.965 & 1.970
 |  |  |  |
| 2.6.17 | **Operation on more than one type or variant**1. Crew Competency
 |  |  |  |
|  | 1. Differences training
 |  |  |  |
|  | 1. Credits related to training, checking and recent experience
 |  |  |  |
|  | 1. Operational Procedures and/or Restrictions (OMA/OMD)
 |  |  |  |
|  | 1. Flight Crew minimum experience level
 |  |  |  |
|  | 1. Flight Crew minimum experience level before training commence
 |  |  |  |
|  | 1. Qualification process
 |  |  |  |
|  | 1. Met all applicable recency requirements
 |  |  |  |
| 2.6.18  | **Operation of Helicopters and Aeroplanes**1. Limited to one on each type
 |  |  |  |
|  | 1. Appropriate procedures and/or operational restrictions (OMA/OMD)
 |  |  |  |
| **2.7** | **Other Recurrent Training** | **S** | **U/S** | **REMARKS** |
| 2.7.1  | Dangerous Goods Recurrent Training - App. 1 to CAR OPS 1.1065 |  |  |  |
| 2.8 | **Low Visibility Operations (LVO)** | **S** | **U/S** | **REMARKS** |
| 2.8.1 | LVO completion/qualification of instructors and flight crew members - 1.450 (1) i. ii. (2) (3)  |  |  |  |
| 2.8.2 | Training and checking syllabus approval - 1.450 (2)  |  |  |  |
| 2.8.3 | Training on those without CAT II or CAT III experience (if applicable) App 1 to CAR OPS 1.450 |  |  |  |
| 2.8.4 | Training on those having CAT II or III on similar, same type or class attending abbreviated ground training (if applicable) App 1 to CAR OPS 1.450 |  |  |  |
|  | **(Contd.) Low Visibility Operations (LVO)** | **S** | **U/S** | **REMARKS** |
| 2.8.5 | Training on those having CAT II or III with operator (if applicable) - App 1 to CAR OPS 1.450 (a) (1)  |  |  |  |
| 2.8.6 | Initial ground training syllabus - App 1 to CAR OPS 1.450 (b)  |  |  |  |
| 2.8.7 | Flight simulator or flight training syllabus - App 1 to CAR OPS 1.450 (c)  |  |  |  |
| 2.8.8 | Flight simulator training for CAT II and III training adherence - App 1 to CAR OPS 1.450 (c) |  |  |  |
| 2.8.9 | Incapacitation procedures related to CAT II and III.- App 1 to CAR OPS 1.450 (c) (4) |  |  |  |
| 2.8.10 | Type of approaches for CAT II or III initial Flight simulator training (if applicable) - App 1 to CAR OPS 1.450 (c) (6)  |  |  |  |
| 2.8.11 | Type of approaches for subsequent phases of training (if applicable) - App 1 to CAR OPS 1.450 (c) (7) |  |  |  |
| 2.8.12 | The training programme must provide practice in handling faults which require a reversion to higher minima. - App 1 to CAR OPS 1.450 (c) (8) |  |  |  |
| 2.8.13 | Conversion training requirements to conduct low visibility take-off, lower than Standard Category I, other than Standard Category II, approach utilising EVS and Category II and III Operations. - App 1 to CAR OPS 1.450 (d)  |  |  |  |
| 2.8.14 | Type and command experience - App 1 to CAR OPS 1.450 (e) |  |  |  |
| 2.8.15 | Low Visibility Take-Off with RVR less than 150/200 m. - App 1 to CAR OPS 1.450 (f) |  |  |  |
| 2.8.16 | Recurrent Training and Checking – Low Visibility Operations App 1 to CAR OPS 1.450 (g) |  |  |  |
| 2.8.17  | Flight simulator suitability and SFE/SFI competence - AMC OPS- 1.945 Conversion Course Syllabus |  |  |  |
| 2.8.18  | Training records and documentations |  |  |  |
| 2.9 | **Extended range operations with two-engine aeroplanes (ETOPS)** | **S** | **U/S** | **REMARKS** |
| 2.9.1 | ETOPS - completion/qualification of instructors and flight crew members - CAR OPS 1.205 and OMD |  |  |  |
| 2.9.2 | Training and checking syllabus approval - CAR OPS-1.195 (d) OMD  |  |  |  |
| 2.9.3 | ETOPS initial training - CAR OPS 1.246 (c) CAR OPS-1.975 (g) |  |  |  |
| 2.9.4 | ETOPS recurrent training - CAR OPS 1.975 (e) (g) |  |  |  |
| 2.9.5 | ETOPS flight scenario - CAR OPS 1.975 |  |  |  |
| 2.9.6 | Records on ETOPS qualification designated Examiner ETOPS TRI/SFI - CAR OPS 1.1065 |  |  |  |
| 2.9.7 | Flight simulator and SFE/SFI competence - CAR -ORA SUBPART-FSTD |  |  |  |

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| **SECTION 3: RESULT**  |
| ***S*atisfactory ☐** | **Unsatisfactory ☐**  |
|  |
| **FLIGHT OPERATIONS INSPECTOR NAME:** |  |
| **SIGNATURE:** |  |
| **DATE:** |  |