Aviastar Helsinki Oy   10.8.2014
Helsinki-Malmin lentoasema
00700 Helsinki

ATO-KÄSIKIRJAT CC SA -LISENSSILLÄ

Aviastar Helsinki Oy:lle myönnettiin maaliskuussa 2014 uusien EU-vaatimusten (ns. EASA-FCL) mukainen lentokoulutusorganisaation (ATO, approved training organisation) hyväksyntä. Olimme ensimmäinen suomalainen organisaatio, joka saavutti ATO-hyväksynnän ilman aiempaa JAR-FTO/TRTO -taustaa. ATO-hyväksynnän myöntämisen jälkeen olemme saaneet lukuisia tiedusteluja koskien ATO-organisaation toimintakäsikirjoja sekä muuta dokumentaatiota. Yleensä yhteydenotoissa on ollut kyse siitä, että tiedustelija on halunnut ostaa tai muuten hankkia ATO-käsikirjasisällön ja käyttää sitä omiin tarkoituksiinsa.

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<Company Name>

Table of Contents

A GENERAL

A.1 List and description of all volumes in the operations manual

A.1.1 Log of Revisions

Update	Issue date	Pages effected	CAA approval ref.	Updated by/date
rev. 0	dd.mm.yyyy	All		

A.1.2 List of Effective Pages

Page number	Revision number	Date Issued	Page number	Revision	Date Issued	Page number	Revision number	Date Issued
1	0	dd.mm.yyyy						
2	0	dd.mm.yyyy						
3	0	dd.mm.yyyy						
4	0	dd.mm.yyyy						
5	0	dd.mm.yyyy						
6	0	dd.mm.yyyy						
7	0	dd.mm.yyyy						
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12	0	dd.mm.yyyy						
13	0	dd.mm.yyyy						
14	0	dd.mm.yyyy						
15	0	dd.mm.yyyy						
16	0	dd.mm.yyyy						

The following markings are made by competent authority:

This is description of the safety management system of <Company Name>, revision 0, issue date dd.mm.yyyy. It has been found acceptable by competent authority according to (EC) 1178/2011. Acceptance of previous amendments of this manual is indicated with a stamp on the list of effective pages.

On behalf of CAA Finland (Trafi):

Date: _____

Signature: _____

Clarication: _____

Position: _____

Approved for use in <Company Name>:

Date: _____

Signature: _____

Clarification: _____

Position: _____   **Stamp of the Competent Authority**

A.2   Administration

The scope of this operations manual is to describe the flight training activities of <Company Name>.

A.2.1 Revisions and Amendments

Head of training is responsible for amending this manual.

No hand-written amendments are allowed.

Competent authority shall have access to the premises, aircrafts, documentation, procedures etc. related to the operations described in this operations manual.

A.2.2 Prior approval of amendments

Any changes affecting the scope of the certificate or the operations specifications of an operator or any of the elements of the operator's management system shall require prior approval by the competent authority. In this case the amendment shall be submitted to CAA FI 30 days prior the planned change.

In the case of a planned change of a nominated person the amendment shall be submitted to CAA FI 10 days prior to proposed change.

In unforeseen circumstances the changes should be notified CAA FI at the earlies opportunity.

Other changes may be conducted without prior approval from CAA FI. In this case CAA FI shall be notified 10 days prior to change.

A.3   Responsibilities

A.3.1 General

Related operations shall follow this manual and other manuals, documents and instructions published by <Company Name> and shall comply with the scope and privileges defined in the terms of approval certificate.

A.3.2 Safety policy

<Add safety policy here>

<Name>

Accountable Manager

A.3.3 Organisation

<Add organisation diagram here>

Accountable Manager: <Name>

Head of Training: <Name>

Chief Flight Instructor: <Name>

Chief Theoretical Knowledge Instuctor: <Name>

Compliance Monitoring Manager: <Name>

Safety Manager: <Name>

External Auditor: <Name>

Instructors are listed and nominated in appendix X.

A.3.4 Responsibilities of nominated persons

Head of training is responsible for:

- Ensuring that the training provided is in compliance with Part-FCL and the training programme have been established;
- ensuring the satisfactory integration of flight training in an aircraft or a flight simulation training device (FSTD) and theoretical knowledge instruction;
- and supervising the progress of individual students.

Chief flight instructor is responsible for:

- Nominating of flight instructors
- Supervision of flight instructors
- Standardisation of all flight instructing

Chief theoretical knowledge instructor is responsible for:

- Nominating of theoretical knowledge instructors
- Supervision of theoretical knowledge instructors
- Standardisation of all theoretical knowledge instructing

A.3.5 Premises

<Description of the premises>

A.3.6 Aircraft airworthiness and maintenance

When training operations are conducted as commercial operations the aircraft used in training shall meet the following requirements:

- Continuous airworthiness management (ref. (EC)2042/2003 M.A.201) shall be arranged by an organisation approved under part M subpart G.
- Maintenance shall be conducted by organisation or organisations approved under part F or part 145.

A.4 Student discipline and disciplinary action

All students are expected to follow the instructions presented by training crew.

<Company Name> wants to emphasize the importance of good airmanship in all aspects.

A.5 Preparation of flying programme

Preparation of flying programmes shall take into account operational suitability data established in accordance with Part-21 when available.

A.6 Command of aircraft

Commander of the aircraft is normally nominated by the head of training.

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For student solo flights which are a part of the flight training program a flight instructor (see A.3.1) may nominate the student as commander. This is confirmed by a signature of flight instructor in student's log book or equivalent document.

A.7 Responsibilities of PIC

The pilot-in-command shall be responsible for:

- the safety of the aircraft and of all crew members, passengers and cargo on board during aircraft operations
- the initiation, continuation, termination or diversion of a flight in the interest of safety;
- ensuring that all operational procedures and checklists are complied
- only commencing a flight if he/she is satisfied that all operational limitations referred are complied with, as follows:
- the aircraft is airworthy;
- the aircraft is duly registered;
- instruments and equipment required for the execution of that flight are installed in the aircraft and are operative, unless operation with inoperative equipment is permitted by the minimum equipment list (MEL) or equivalent document, if applicable
- the mass of the aircraft and, except in the case of balloons, the centre of gravity location are such that the flight can be conducted within limits prescribed in the airworthiness documentation;
- all equipment, baggage and cargo are properly loaded and secured and an emergency evacuation remains possible; and
- the aircraft operating limitations as specified in the aircraft flight manual (AFM) will not be exceeded at any time during the flight;
- not commencing a flight if he/she is incapacitated from performing duties by any cause such as injury, sickness, fatigue or the effects of any psychoactive substance;
- not continuing a flight beyond the nearest weather-permissible aerodrome or operating site when his/her capacity to perform duties is significantly reduced from causes such as fatigue, sickness or lack of oxygen;
- deciding on acceptance of the aircraft with unserviceabilities in accordance with the configuration deviation list (CDL) or minimum equipment list (MEL), as applicable; and
- recording utilisation data and all known or suspected defects in the aircraft at the termination of the flight, or series of flights, in the aircraft technical log or journey log for the aircraft.
- The pilot-in-command shall ensure that during critical phases of flight or whenever deemed necessary in the interest of safety, all crew members are seated at their assigned stations and do not perform any activities other than those required for the safe operation of the aircraft.
- The pilot-in-command shall have the authority to refuse carriage of or disembark any person, baggage or cargo that may represent a potential hazard to the safety of the aircraft or its occupants.
- The pilot-in-command shall, as soon as possible, report to the appropriate air traffic services (ATS) unit any hazardous weather or flight conditions encountered that are likely to affect the safety of other aircraft.
- The pilot-in-command shall, in an emergency situation that requires immediate decision and action, take any action he/she considers necessary under the circumstances. In such cases he/she may deviate from rules, operational procedures and methods in the interest of safety.
- During flight, the pilot-in-command shall keep his/her safety belt fastened while at his/her station; and (2) remain at the controls of the aircraft at all times except if another pilot is taking the controls.
- The pilot-in-command shall submit a report of an act of unlawful interference without delay to the competent authority and shall inform the designated local authority.

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- The pilot-in-command shall notify the nearest appropriate authority by the quickest available means of any accident involving the aircraft that results in serious injury or death of any person or substantial damage to the aircraft or property.

A.8   Carriage of passengers

Carriage of passenger on training flights is prohibited. However students attending on same training course may be carried as passengers. In this case only one additional student is allowed to be on board as a passenger addition to flight instructor and the student.

A.9   Aircraft documentation

Aircraft used for flight training purposes shall have following documents (originals or copies) on board:

- AFM, or equivalent document(s)
- certificate of registration
- certificate of airworthiness (CofA)
- noise certificate, if applicable
- aircraft radio licence
- insurance certificate(s)
- journey log, or equivalent
- details of the filed ATS flight plan, if applicable
- current and suitable aeronautical charts for the route of the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted
- MEL or CDL, if applicable

A.10 Retention of documents

All documents related to the training conducted shall be retained for a period of at least 3 years after the completion of training. All other documents shall be retained for at least 5 years.

Documents shall be retained in electrical form and retained in Redmine -system which provides automatic backups to alternate location.

Alternatively a locker that ensures protection from damage, alteration and theft may be used.

When a student completes a training course at least the following documents shall be stored:

- Training records / syllabus used in the training
- Training certificate given to student
- Skill test documents

A.11 Flight crew qualification records

Head of training shall keep record of flight crew (instructor) qualifications and expiration dates.

A.11.1   Crew qualification requirements

To act as flight instructor the following qualification requirements apply:

- Valid PPL licence or higher
- Valid instructor certificate as required (FI, CRI, TRI)
- Valid medical certificate associated with pilot's licence

A.12 Revalidation

In case of a pilot with a expired rating belonging to the scope of ATO of <Company Name> wishes to revalidate the rating the following procedures apply.

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A.12.1   Revalidation of expired single-pilot single-engine turboprop class rating

Head of training shall assess the required amount and content of refreshed training required to reach the level of proficiency necessary to safely operate the class or type of aircraft in question. The assessment report shall be made.

After completing the training it is required for applicant to pass a proficiency check in accordance with Appendix 9 of Part FCL (EC 1178/2011).

A.13 Flight, duty and rest limitations

See appendix X (Aviation regulation OPS M3-2).

A.14 Pilots' log books

Recording of flight time shall follow AMC1 FCL.050.

A.15 Flight planning

A.15.1   Flight planning weather requirements

All flight operations must be conducted according to visual flight rules.

When planning a cross-country flight or a flight which route extends outside of the traffic pattern area of departure aerodrome the available meteorological forecast information shall indicate that the flight can be conducted in VFR.

A.15.2   Fuel policy

The pilot-in-command shall commence the flight only if the aeroplane carries sufficient fuel and oil for the:

1. Start-up, taxi, take-off, en-route, approach and landing
2. Any extra fuel considered necessary by pilot-in-command taking account
    a. Meteorological conditions
    b. Anticipated ATC routing and delays
    c. Any other condition that may delay the landing and increase the fuel consumption.
3. fly of at least 45 minutes at normal cruising altitude (final reserve)

A.16 Management System

A.16.1   General

The purpose of safety management and compliance monitoring processes is to provide information of the operations and activities for the company management. Postholders and accountable manager shall have direct access to all related documentation.

When the organisation observes or becomes aware of a safety problem it shall react immediately and implement required corrective actions or limit its operations.

A.16.2   Safety Management

Accountable manager shall have ultimate responsibility of the safety management system and the utilisation of its processes.

Safety and safety risks are managed using checklist based tools which shall formalize the process. See appendix X.

For emergency response plan see appendix X.

All safety management related documentation shall be retained following A.10

A.16.3 Management of change

A.16.3.1 Significant changes

Safety risk assessment process and compliance check should be carried out before significant changes in organisation and its scope of operations. At least in following situations:

- Significant change in scope of operations: For example new training programmes etc.
- Significant change in scale of operations: For example significant change in number of personnel etc.
- Significant change in resources, post holders, etc.

A.16.3.2 Other changes

Minor changes and for example changes which do not required prior approval shall be assessed according to compliance monitoring checklist in appendix X as far as applicable. The assessment of the changes in these cases may be conducted by responsible manager. Relevant documentation shall be stored according to A.10.

A.16.3.3 Safety review board

Safety review board (SRB) consists of accountable manager and nominated postholders. Safety review board shall have at least one annual meeting. Tasks of SRB are;

- To set safety performance indicators and target levels.
- To review safety performance indicators and target levels.
- To review emergency response plan and verify its contents and functionality.
- To ensure there are appropriate resources allocated to reach the target levels.
- To monitor the effectiveness of the safety management processes.
- To review safety and compliance audit results.
- To ensure continuous improvement of the safety of operations.

A.16.3.4 Safety performance indicators

Safety performance indicators (SPI) are set by safety review board. Safety performance indicators are listed in appendix X of this manual.

A.16.3.5 Safety information leaflet

Accountable manager and HT, CFI or CTKI shall publish safety related information on safety information leaflets. These shall be delivered by email to personnel and customers. They are also available via Redmine system.

Safety information leaflets shall be stored as according to A.10.

Safety information leaflets are published when considered necessary.

A.16.4 Occurrence reporting

Occurrence reporting shall be made of any deviations, non-formalities, incidents and suspected safety issues.

Occurrence reporting shall happen preferably via Redmine -software. For instructions see appendix X. However form of report is not strictly defined: any message addressed to management <Company Name> clearly stating to be occurrence reporting shall be processed accordingly. Anonymous reports are allowed.

When receiving an occurrence report it is organisation's responsibility to identify the root-cause when occurrence report contains information of possible non-compliance. When a non-compliance is observed the organisation shall furthermore define and schedule the required corrective actions and assign a person responsible to implement the corrective actions.

During and after processing the occurrence report the reporter shall receive feedback of the processing via Redmine -system.

The organisation shall report to the competent authority any accident, serious incident and occurrence as soon as practicable but at least within 48 hours of the occurrence following the aviation regulation GEN M1-4 published by CAA Finland.

A.16.5 Compliance monitoring

Accountable manager shall have ultimate responsibility of compliance monitoring program to be properly implemented, maintained and continually reviewed and improved.

Compliance monitoring shall follow check-list based procedure. The procedure shall be completed at least once in 12 months period.

All the relevant documentation shall be stored and retained for at least 5 years.

See appendix X for compliance monitoring checklist.

A.16.5.1 Terminology

. 'Audit' means a systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which requirements are complied with.

. 'Inspection' means an independent documented conformity evaluation by observation and judgement accompanied as appropriate by measurement, testing or gauging, in order to verify compliance with applicable requirements.

A.16.5.2 External Auditors

To ensure the independency of compliance monitoring <Company Name> utilises external auditor or auditors for compliance monitoring purposes.

Auditor shall have sufficient knowledge, skills and expertise.

Auditors shall be nominated by accountable manager in A.3.3.

External auditors shall have access to all relevant documentation, logs, records, processes etc.

A.16.6 Sub-contracting

<Company Name> does not use sub-contracted services.

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B TECHNICAL

B.1

See appendix X (AFM)

C ROUTE

C.1 Operating area

<Company Name> operates only on the aerodromes and airports published in AIP or other equivalent document.

C.2 VMC minima for training flights

Altitude band	Airspace class	Flight visibility	Distance from cloud
At and above 3 050 m (10 000 ft) AMSL	A (**) B C D E F G	8 km	1 500 m horizontally 300 m (1 000 ft) vertically
Below 3 050 m (10 000 ft) AMSL and above 900 m (3 000 ft) AMSL, or above 300 m (1 000 ft) above terrain, whichever is the higher	A (**) B C D E F G	5 km	1 500 m horizontally 300 m (1 000 ft) vertically
At and below 900 m (3 000 ft) AMSL, or 300 m (1 000 ft) above terrain, whichever is the higher	A (**) B C D E	5 km	1 500 m horizontally 300 m (1 000 ft) vertically
	F G	5 km (***)	Clear of cloud and with the surface in sight

(*) When the height of the transition altitude is lower than 3 050 m (10 000 ft) AMSL, FL 100 shall be used in lieu of 10 000 ft.
(**) The VMC minima in Class A airspace are included for guidance to pilots and do not imply acceptance of VFR flights in Class A airspace.
(***) When so prescribed by the competent authority:
  (a) flight visibilities reduced to not less than 1 500 m may be permitted for flights operating:
    (1) at speeds of 140 kts IAS or less to give adequate opportunity to observe other traffic or any obstacles in time to avoid collision; or
    (2) in circumstances in which the probability of encounters with other traffic would normally be low, e.g. in areas of low volume traffic and for aerial work at low levels;
  (b) Helicopters may be permitted to operate in less than 1 500 m but not less than 800 m flight visibility, if manoeuvred at a speed that will give adequate opportunity to observe other traffic or any obstacles in time to avoid collision. Flight visibilities lower than 800 m may be permitted for special cases, such as medical flights, search and rescue operations and fire-fighting.

C.3 Operative flight plan

Operative flight plan is required for each flight. See appendix X.

Other OFP forms can be used as well. In any case of the following information shall be included:

- Date
- Names of Crew
- A/C registration and type
- Waypoints, altitudes, other route information
- Fuel calculation
- Runway performance calculations

D PERSONNEL TRAINING

D.1 General

D.1.1 Training records

All training shall be documented and training records must be kept. The training records shall cover at least:

1. Date and time
2. Purpose or scope of the training
3. Attendance record
4. Topics covered in training

D.2 Appointments of Persons

Head of training shall appoint and nominate flight instructors and theoretical knowledge instructors.

Flight instructors shall have valid relevant licences and ratings.

Theoretical knowledge instructors shall before appointment, prove their competency by giving a test lecture based on material they have developed for the subjects they are to teach.

D.3 Initial Training

Initial training of flight instructors shall cover the following topics:

1. Organisation and manuals
2. Courses and training syllabuses
3. Operational procedures and training procedures
4. Safety management system
5. Occurrence reporting
6. Training flight (optional, for flight instructors)

Initial training shall take place before performing any tasks as instructor.

D.4 Refresher Training

Refresher training shall take place annually. It may be combined with standardisation training if considered practical.

Refresher training shall cover following topics:

1. Safety of training, incident review
2. Safety management system and occurrence reporting
3. Operational and training procedures,
4. Organisational factors

D.5 Standardisation Training

Standardisation training should focus to ensure appliance of standard operating procedures in training.

Standardisation training should take place annually. It shall be faciliated by head of training.

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1. SAFETY RISK MANAGEMENT

1.1. Risk assessment and mitigation processes

Risk assessment process essentially follows the guidelines set by ICAO Safety Management Manual.

The safety risks are assessed based on the estimated severity of the consequences certain event and the likelihood of such event. The outcome shall define whether the risk is considered acceptable as such, whether the mitigation actions are required to reach the acceptable risk level or whether the risk is considered unacceptable and it shall limit the operations.

To carry out the actual evaluation of risks the company may use best available tools for each situation. However the following guidelines are followed in all situations.

1.1.1. Risk evaluation

The actual risk assessment shall be based on the following tables. Table 1 shows the probability of certain event while the values in table 2 describe the severity of consequences of the event. As an outcome the actual risk is categorized to green, yellow and red area on table 3.

- Green area: The risk level is acceptable. Operations may continue. The risk level is considered acceptable.
- Yellow area: Mitigation actions required to lower the risk level to green area. If no such mitigation actions are available operations may continue based on the evaluation of safety review board and the decision of accountable manager. Such operations shall be limited to certain event / flight or series of events / flights.
- Red area: No operations.

Table 1: Safety risk probability

Likelihood	Meaning	Value
Frequent	Likely to occur many times (has occurred frequently)	5
Occasional	Likely to occur sometimes (has occurred infrequently)	4
Remote	Unlikely to occur, but possible (has occurred rarely)	3
Improbable	Very unlikely to occur (not known to have occurred)	2
Extremely improbable	Almost inconceivable that the event will occur	1

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Table 2: Safety risk severity

Severity	Meaning	Value
Catastrophic	— Equipment destroyed — Multiple deaths	A
Hazardous	— A large reduction in safety margins, physical distress or a workload such that the operators cannot be relied upon to perform their tasks accurately or completely — Serious injury — Major equipment damage	B
Major	— A significant reduction in safety margins, a reduction in the ability of the operators to cope with adverse operating conditions as a result of an increase in workload or as a result of conditions impairing their efficiency — Serious incident — Injury to persons	C
Minor	— Nuisance — Operating limitations — Use of emergency procedures — Minor incident	D
Negligible	— Few consequences	E

Table 3: Safety risk assessment matrix

Risk probability	Risk severity				
	Catastrophic A	Hazardous B	Major C	Minor D	Negligible E
Frequent 5	5A	5B	5C	5D	5E
Occasional 4	4A	4B	4C	4D	4E
Remote 3	3A	3B	3C	3D	3E
Improbable 2	2A	2B	2C	2D	2E
Extremely improbable 1	1A	1B	1C	1D	1E

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1.2. Risk asessment process

Name or description of the risk or hazard identified:

Estimated risk likehood value (see table 1):

Estimated risk severity value (see table 2):

Total risk value (see table3):

If total risk value indicates "yellow" specify required risk mitigation actions required to continue operations:

If total risk value indicates "yellow" specify a certain flight or series of flights which may be commenced. This requires statement from accountable manager and specification of event/flight/series of flights to be performed written below.

Signature of Accountable Manager

Note! This document shall be retained in company's risk register archive! Please deliver it to accountable manager.

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EMERGENCY RESPONSE PLAN

1.1. Priority of Actions in Case of Emergency

1. Rescue survivors and start first aid actions
2. Alert rescue services (see emergency contact information)
3. Help and coordinate rescue service to reach the emergency site
4. Inform the responsible persons of <Company Name>
5. Collect the available documents of the related flight, crew and aircraft and store them for later analysis
6. Inform Trafi and Onnettomuustutkintakeskus
7. Other tasks

1.2. Emergency Contact Information

Yleinen hätänumero: 112

Onnettomuustutkintakeskus (H24): +358 50 5 112 112

Trafi ilmailutoimiala
PL 320
00101 Helsinki
Puhelin 029 534 5000

<Company Name>

<add contact>

<add contact>

1.3. Actions and responsibilities in case of emergency

In case of emergency or if a serious concern of a possible emergency situation exists the following actions shall be conducted. See 1.1. for priorities.

- A member of personnel first to receive the information of emergency situation **shall be responsible to initiate the rescue actions**.
    - o In case of emergency site is not known or is remotely located her/his responsibility is to alert rescue services and;
    - o To provide information to rescue services which is immediately available.
    - o See 1.2 for contact information.
- After the initial actions for rescue, first aid and alerting actions are completed inform responsible persons of <Company Name>. See contact information 1.2.

From this point general manager or head of training shall be responsible of the coordination of the situation. This shall include:

- Collect the available information and the documents related to the flight, crew and aircraft involved and store them for delivery to the authorities.
- Inform Trafi and Onnettomuustutkintakeskus.
- Assist authorities as needed.
- In case of serious accident consider cancelling other operations of the company.
- Inform company personnel.
- Inform interest groups.
- Inform media.

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1.4. Actions and responsibilities after emergency and transition to normal operations

After emergency procedures described in 1.3 have been carried out general manager or head of training shall decide of the transition back to normal operations. This shall include:

- Decision to continue operations which may have been cancelled because of emergency.
- Arrange debriefing and/or defusing if considered necessary.
- Co-operation with authorities in case of investigations are conducted.

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COMPLIANCE MONITORING CHECKLIST

1.1. Annual Checklist for compliance monitoring

	Date reviewed	Notes (observations, created occurrence reports, follow-up review dates set etc)?
Organisation and administration: • Post holders and nominated persons • Appointment of crew members and instructors • Availability of resources • Documentation • Rights and privileges		
Training standards • Procedures and processes • Theoretical training • Air exercises and briefings		
Management system • Processes, procedures, manuals • Occurrence reporting • Risk/safety assessments • Risk mitigation action implementation • Risk register • Compliance monitoring • Emergency Response Plan		
Manuals, Logs, and Records; • Aircraft documentation • Training documentation • Log books		
Flight and Duty Time Limitations • Flight and duty time records • Rest requirements • Scheduling of training		
Aircraft Maintenance/Operations interface • CAMO agreement		
Personnel training • Initial training • Refresher training • Standardization training • Related documentation		

Date:

Signature of auditor:

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SAFETY PERFORMANCE INDICATORS

<Note! It's advisable to look out Finnish Aviation Safety Program or other such publications when deciding the safety performance indicators>

1.1. Safety Performance Indicators

SPI #1

- **<Add SPI>**
  - o **Safety Performance Target**: <Add target>
  - o **Measurement:** <Add measurement>

SPI #2

- **<Add SPI>**
  - o **Safety Performance Target**: <Add target>
  - o **Measurement:** <Add measurement>

SPI #3

- **<Add SPI>**
  - o **Safety Performance Target**: <Add target>
  - o **Measurement:** <Add measurement>

SPI #4

- **<Add SPI>**
  - o **Safety Performance Target**: <Add target>
  - o **Measurement:** <Add measurement>

SPI #5

- **<Add SPI>**
  - o **Safety Performance Target**: <Add target>
  - o **Measurement:** <Add measurement>

SPI #6

- **<Add SPI>**
  - o **Safety Performance Target**: <Add target>
  - o **Measurement:** <Add measurement>

Training Manual

TRAINING MANUAL

Table of Contents

1. GENERAL

1.1. List and description of all volumes in the operations manual

Log of Revisions

Update	Issue date	Pages effected	CAA approval ref.	Updated by/date
rev. 0	dd.mm.yyyy	All		

List of Effective Pages

Page number	Revision number	Date Issued	Page number	Revision	Date Issued	Page number	Revision number	Date Issued
1	0	dd.mm.yyyy						
2	0	dd.mm.yyyy						
3	0	dd.mm.yyyy						
4	0	dd.mm.yyyy						
5	0	dd.mm.yyyy						
6	0	dd.mm.yyyy						

The following markings are made by competent authority:

This is description of the safety management system of <Company name>, revision 1, issue date dd.mm.yyyy. It has been found acceptable by competent authority according to (EC) 1178/2011. Acceptance of previous amendments of this manual is indicated with a stamp on the list of effective pages.

On behalf of CAA Finland (Trafi):

Date: _____

Signature: _____

Clarication: _____

Position: _____

Approved for use in <Company Name>:

Date: _____

Signature: _____

Clarification: _____

Position: _____   **Stamp of the Competent Authority**

2. TRAINING MANUAL

2.1. Aim of the Course

Aim for each training course is stated in the training syllabus.

2.2. Pre-entry Requirements

Pre-entry requirements for each training course are stated in the training syllabus.

2.3. Credits for Previous Experience

Crediting based on the previous flight experience shall be based on the assessment of the head of training.

On training courses aiming to issuance of class rating of single-engine single-pilot aeroplanes crediting may be based only on experience on same type of aircraft.

Crediting shall be obtained from the competent authority before commencing training.

2.4. Training Syllabi

- <Name of the training course>: See appendix 1

2.5. Time Scale

Time scale for each training course is available in the training syllabus.

2.6. Training Programme

Training programme for each training course is available in the training syllabus.

2.7. Training Records

All training records shall be retained for at least 3 years after completion of the training.

Training records shall include:

- Attendance records or other document which documents student's attendance
- Theoretical training: date, time the training starts and ends, topics covered
- Flight training: date, briefing times, block-time, airborne time, # of landings, topics covered, other relevant information
- Exams

Training records may be integrated into ther training documentation (for example syllabus) when practical.

Flight instructors shall ensure the given training on student's log book with a signature.

Head of training shall be responsible for the training records and related procedures.

2.8. Safety Training

Safety training shall provide students with sufficient safety related information. Safety training shall take place before commencing training.

Safety training shall cover:

- Individual responsibilities
- Use of fire extinguishers
- First aid kits

- Emergency exits of cabin and cockpit
- Emergency drills in cockpit
- Evacuation procedures
- Alerting services available

2.9. Tests and Exams

Tests and exams for theoretical training require minumum of 75% correct answers to pass.

Additional theoretical training is required after two failed attempts.

2.10. Briefing and Air exercises

Briefing of air exercises are essential part of flight training. It is recommended that for each air exercise there is at least 60 minutes for pre-flight briefing and 30 minutes for post-flight briefing.

2.11. Theoretical Knowledge Instruction

For theoretical training suitable premises are required for learning and teaching. This means typically a class-room or equivalent which shall be equipped with sufficient audio/visual equipment (whiteboard, video projector).

2.12. Lesson Plans

Lesson plans for each training course is stated in the training syllabus. In short training courses (less than 50 hours of theoretical training and less than 20 hours of flight training) lesson plans are not required.

2.13. Teaching Materials

A wide range of materials may be used in training. It's is recommended to use several tools, aids and methods for training.

2.14. Testing and Student Progress

For flight training courses of more than 20 hours it is recommended that flight training syllabus shall include progress checks in order to provide students feedback of the progress and the achieved level of performance.

2.15. Review Procedure

Training procedures (including training programs, syllabi, exams, materials, etc) shall be reviewed annually based on the feeback received.