

Initial audit – what to look for:

Training and Operation manuals



European Union Aviation Safety Agency

EU-ASEAN Sustainable Connectivity Package Aviation Partnership Project
(EU-ASEAN SCOPE APP)

This project is funded by the European Union and implemented by
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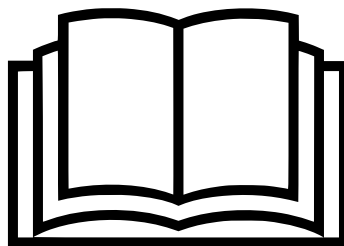
Training and Operation manuals

Training and Operation manuals (ORA.ATO.130)

- The ATO shall establish and maintain a training manual (TM) and operations manual (OM) containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements.
- The ATO shall make available to staff and, where appropriate, to students the information contained in the training manual, the operations manual and the ATO's approval documentation.

Training and Operation manuals (ORA.ATO.130)

- The operations manual shall establish flight time limitation schemes for flight instructors, including the maximum flying hours, maximum flying duty hours and minimum rest time between instructional duties in accordance with Part-ORO



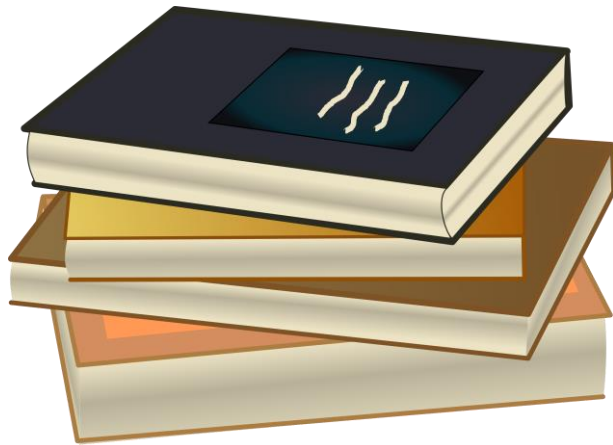
Training and Operation manuals

- Where an ATO has made arrangements for a component of an approved course to be provided by another organisation (e.g. MCC element of an ATPL integrated course), the HT of the ATO holding the approval must ensure that the other organisation is provided with and maintains up to date copies of the required Training Manual and Operations Manual and, if appropriate, approved aircraft check lists.



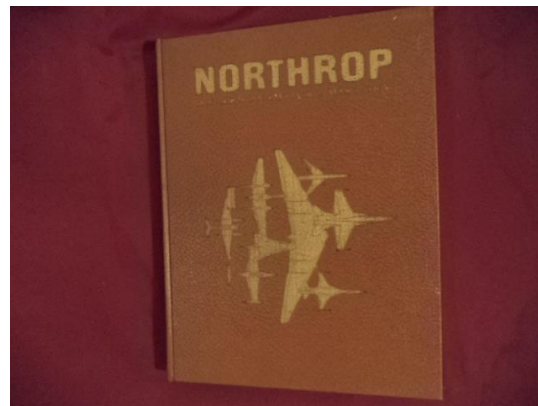
Training and Operation manuals

- All manuals submitted for approval should be accompanied with a completed checklist certifying that the manual complies with the relevant requirements.
- Failure to do so could lead to additional time needed to approve the manual incurring additional cost to the organisation.



Training Manual

- ATOs offering training courses for both aeroplanes and helicopters shall produce separate Training Manuals for each course.
- ATOs offering modular training courses are recommended to produce separate Training Manuals for each modular course, so that candidates are not presented with material that does not relate to their course of training.



Training Manual

- The Training Manual shall state for each course the Aim, the Entry Requirements for that course, the objectives and training goals for each phase of training and the standards required at the end of each exercise, so that students are in no doubt about what is required of them at any stage



Pre-requisites for training ORA.ATO.145

- The ATO shall ensure that the students meet all the pre-requisites for training established in Part-Medical, Part- FCL
- ATOs providing training for other than the LAPL, PPL, SPL or BPL and the associated ratings and certificates should establish entrance requirements for students in their procedures.

Training Manual

- The Training Manual shall include the following parts:
- Part 1 The Training Plan
- Part 2 Briefing and Air Exercises
- Part 3 Flight training in an FSTD, if applicable
- Part 4 Theoretical Knowledge Instruction
- Details of the contents of these parts are provided in ORA.ATO.230 and AMC1 ORA.ATO.230(a) for ATOs providing training for CPL, MPL and ATPL and associated ratings and certificates

Training Manual

- Customers that sponsor students (e.g. airlines) sometimes specify training requirements additional to the minimum course requirements found in Part-FCL.
- A full statement of these additional requirements is also to be included in the Training Manual.

Training Manual

- A TM should not include flight exercise briefing material.
- Its primary purpose is to advise the student WHAT they will be doing and WHEN; rather than HOW.
- There should be a clearly defined aim for each exercise directed at the student not the instructor; "to teach" is an instructor aim, where as "to learn" or "to be able to" are student aims.
- The purpose of the Skill Test is to determine if the aim has been achieved; the test should not form part of the aim.

Training Manual

- Exercise content should list the specific skill items that will be taught/practiced during an exercise.
- Each exercise brief should have a concise statement of what standard the student is expected to achieve on completion of the exercise. This should be a measurable quantity against which the student may be judged.

Operations Manual

- The Operations Manual shall provide relevant information to particular groups, e.g. instructors, students and operations staff;
- General
- Technical
- Route
- Staff Training

Management System Documentation

- ORA.GEN.115 requires ATOs to provide the competent authority with documentation demonstrating how they will comply with the requirements established in the Regulation.
- ORA.GEN.200 requires that all management system key processes be documented.
- It is the responsibility of the organization to identify the document to be used.

Management System Documentation

- The information may be contained in any of the organisations manuals (e.g. Organizations Management Manual, Operations Manual or Training Manual), which may also be combined.
- If the Organizations Management Manual (OMM) is partly or totally incorporated in other documents of the organization, it is the responsibility of that organization to provide a cross reference table clearly identifying all the various elements of the management system.

Training Manual

→ Example.....

Training and Operation manuals





Thank you very much for your attention and patience



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