



SECTION:	LICENSING FORMS	LIF-ATO-008
TITLE:	FLYING TRAINING ORGANIZATION (FTO) TRAINING MANUAL COMPLIANCE - CHECKLIST	

TO BE COMPLETED BY FTO	
Type of Application	<input type="checkbox"/> First issue <input type="checkbox"/> Amendment <input type="checkbox"/> Continuous Oversight
FTO Name:	
FTO/AOC No:	
TM Revision Date:	TM Version:

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. Please note that failure to submit the checklist with the application documentation could result in a protracted delay to the Manual approval procedure.

This Training Manual Content Checklist has been compiled with the requirements of YCARs.

PART - 0 – MANUAL ADMINISTRATION				
Parag.	Subject	Content	TM Reference	CAMA Use Only
0.1	Title page	(i) Title of the manual. (ii) A unique reference of the manual. (iii) Date of revision. (iv) Revision number. (v) Copy number.		
0.2	Table of Contents page	Contents are appropriately numbered and in order		
0.3	List of effective pages (LEP) Or Approval page	The list of effective pages (LEP) gives for each page/part the revision number and date (and, in the case of a part, the number of pages). This list is mentioned in the table of content. An approval page is used when the manual will be revised as a whole for each revision.		
0.4	Distribution list	Provide a cross reference of who is in possession of which copy number of the manual.		
0.5	Record of revision	A table to record amendments and revisions. Provide all the revisions issued for this manual, their revision date and an abstract of the changes performed for each revision.		
0.6	Revision Procedure	The procedure to follow to revise this manual.		
0.7.	Temporary revisions	The procedure to implement a temporary revision.		
0.8	Record of temporary revisions	Provide all the temporary revisions issued for this manual, their issue date and an abstract of the changes implemented by the temporary revision.		
PART - 1 - TRAINING PLAN				
1.1	The aim of the course	A statement of what the student is expected to do as a result: (i) of the training, (ii) the level of performance, (iii) and the training constraints to be observed.		
1.2	Pre-entry requirements	(i) Minimum age (ii) Educational requirements (including language) (iii) medical requirements (iv) any individual member state requirements		
1.3	Credits from previous	Obtained from the competent Authority before training begins.		



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	experience		
1.4	Training Syllabi	As applicable: (i) The flying syllabus (single-engine) (ii) The flying syllabus (multi-engine) (iii) The synthetic flight training syllabus (iv) The theoretical knowledge training syllabus	
1.5	The time scale & scale, in weeks, for each syllabus	Arrangements of the course and the integration of syllabi time.	
1.6	Training Programme	(i) The general arrangements of daily and weekly programmes for flying, ground and synthetic flight training. (ii) Bad weather constraints; i.e. if the weather precludes flying. (iii) Programme constraints in terms of maximum student training times, (flying, theoretical knowledge, synthetic) e.g. per day/week/month. (iv) Restrictions in respect of duty periods for students. (v) Duration of dual and solo flights at various stages. (vi) Maximum student flying hours in any day/night; maximum number of training flights in any day/night. (vii) Minimum student rest period between duty periods.	
1.7	Training records	(i) Rules for security of records and documents (ii) Attendance records (iii) The form of training records to be kept. (iv) Persons responsible for checking records and students' log books. (v) The nature and frequency of record checks. (vi) Standardization of entries in training records. (vii) Rules concerning log book entries.	
1.8	Safety training	(i) Individual responsibilities (ii) Essential exercises (iii) Emergency drills (frequency) (iv) Dual checks (frequency at various stages) (v) Requirement before first solo day / night / navigation etc. if applicable.	
1.9	Tests and Examinations	(i) Flying (a) Progress checks (b) Skill tests (ii) Theoretical Knowledge (a) Progress tests (b) Theoretical knowledge examinations (iii) Authorization for test. (iv) Rules concerning refresher training before retest. (v) Test reports and records. (vi) Procedures for examination paper preparation, type of question and assessment, standard required for 'Pass'. (vii) Procedure for question analysis and review and for raising replacement papers. (viii) Examination re-sits procedures.	
1.10	Training effectiveness	(i) Individual responsibilities. (ii) General assessment. (iii) Liaison between departments. (iv) Identification of unsatisfactory progress (individual students). (v) Actions to correct unsatisfactory progress. (vi) Procedure for changing instructors. (vii) Maximum number of instructor changes per student. (viii) Internal feedback system for detecting training deficiencies.	



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		(ix) Procedure for suspending a student from training. (x) Discipline. (xi) Reporting and documentation.		
1.11	Standards and Level of performance at various stages	(i) Individual responsibilities. (ii) Standardization. (iii) Standardization requirements and procedures. (iv) Application of test criteria.		
PART – 2 - BRIEFING AND AIR EXERCISES				
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 exercise 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	(i) 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. (ii) Also, the syllabus hours for each phase and for groups of within each phase shall be stated and when progress tests a 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	(i) The requirement for student progress and includes 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. (ii) Include minimum experience requirements in terms of h satisfactory exercise completion, etc. as necessary before is exercises, e.g. night flying.		
2.6	Instructional methods	The FTO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorization of solo flights, etc.		
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	(i) Progress test report forms (ii) Skill test report forms (iii) FTO certificates of experience, competence, etc. as required.		
PART – 3 - SYNTHETIC FLIGHT TRAINING				
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 exercise 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.		



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PART – 4 - THEORETICAL KNOWLEDGE INSTRUCTIONS				
4.1	Structure of the theoretical knowledge course	(i) A statement of the structure of the course, (ii) including the general sequence of the topics to be taught in each subject, (iii) the time allocated to each topic, the breakdown per subject and (iv) an example of a course schedule. (v) Distance learning courses should include instructions to be studied for individual elements of the course.		
4.2	Lesson Plans	(i) A description of each lesson or group of lessons (ii) including teaching materials (iii) training aids (iv) progress test organization and (v) inter-connection of topics with other subjects		
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.		
	Review procedure	The procedure to be followed if the standard required at any stage		



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4.6		of the course is not achieved, including an agreed action plan with remedial training if required.		
COMPLIANCE STATEMENT				
I confirm that the content of the Training Manual complies with the applicable requirements of YCARs				
Name of Accountable Manager:			Signature:	
Date:				
CAMA USE ONLY				
Name of Inspector:			Signature:	
Number:		Date:		