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FOCA GM/INFO **G**uidance **M**aterial / **Info**rmation

Approval ORO.FC.145 – Training and Checking

Version: ISS1 REV0 / 01.12.2022

Applicability

Training and Checking Approval Concept for AOC Holders only.

Scope

This training and checking approval concept describes the training requirements for flight crew members (including training and checking required by Part-SPA, if applicable) to be fulfilled by the operator and to be approved by the competent authority. Please refer to the Annex to see which requirements need to be fulfilled in order to be able to issue an AOC or to keep an AOC valid.

ATQP and EBT do not form part of this approval concept and will be treated separately.

Cabin Crew training will also be treated separately.

Definitions / Terminology

Training/Checking programme

A training and checking programme is the range of defined courses that outline the operator's training and checking concept specific to its scope and activity. A training and checking programme is also equivalent to a syllabus.

Examples: Operator Conversion Training, Operator Recurrent Training, Command Course

Syllabus

A syllabus lists the topics to be covered in a training and checking programme in compliance with the respective regulation and associated means of compliance (AMC).

A syllabus shall also include:

- A description of the training
- Prerequisites to be fulfilled before starting the training or checking
- Personnel required to conduct the training and/or the checking
- Means of delivery (e.g., FSTD, aircraft, OTD, class-room, computer-based, virtual reality, etc.)
- Standard of performance
- Training objectives
- When training and checking is combined, the distinction between trained and checked items
- Minimum time allocation (duration)
- Reference to training/checking material
- Checking requirements, if any

It may also be used as a form and include a possibility to:

- Fill in the name of the instructor and trainee
- Sign it off by the instructor/examiner

ADMINISTRATIVE INFORMATION – FOR FOCA ONLY

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Lesson plan

A lesson plan is for both, planning and execution of an individual lesson within the theoretical knowledge instruction. A lesson is subdivided in units/lectures to reach the defined learning objectives.

Session plan

A session plan is used during flight or FSTD training and consists of a breakdown of flight and/or FSTD training elements, contains details on the exercises to be conducted, individual setup and includes learning objectives.

"Before operating" (ORO.FC.115(a) vs. ORO.FC.215(a))

Before operating means, before a flight crew member commences unsupervised line flying.

"Suitably qualified"

The operator defines the above-mentioned term for its training personnel.

Approval

As a general rule, all changes (including initial application) to the operator's training/checking programmes and syllabi as defined above will require prior approval according ORO.FC.145(c) by a first issue or revision of the OM-D. The scope of the approval can be obtained from the checklist. The Operator shall define a policy and procedures, how its specific training and checking programmes, syllabi and training standards are developed and maintained.

Policy

Lesson and Session plans do not form part of the approval. Adherence to approved syllabi and training/checking programmes will be verified during training/checking inspections with the help of available lesson/session plans. To be able to prepare training/checking inspections, these plans (if available from the operator) will be requested by FOCA upon demand. Thus, it will be possible to confirm training objectives are covered and defined standards are reached.

Demonstration phase

There is no demonstration phase foreseen regarding approved training. If approved training does not fulfil the legal requirements or training/checking objectives and standards are not reached, findings will be raised.

Use of FSTD and/or aircraft: Refer to "GM/INFO Conduct of PC/LPC/OPC in Multi Pilot Operations".

Contracted training and checking activities

An operator intending to use the syllabus of a third-party provider needs, before requesting approval, verify compliance with all applicable requirements (refer also to ORO.GEN.205).

Training and checking personnel

Contracted personnel need to be familiarized with the operator's documentation system and SOPs.

Crediting of previous training

It is up to the operator to define criteria which training and checking could be credited towards certain training programmes. However, any crediting shall be proved by an assessment of each training (difference analysis).

Landing training outside ATO approval

This approval will be granted via the List of approvals of the operator. The completed landing training shall be documented on FOCA form 60.535 with a copy of the list of approvals.

Annex

Below listed IR's including the applicable AMC's are to be covered as a minimum by CAT operators:

IR	
ORO.GEN.110	Operator responsibilities
ORO.GEN.200	Management system
ORO.FC.105	Designation as pilot-in-command/commander
ORO.FC.115	Crew resource management (CRM) training
ORO.FC.120	Operator conversion training
ORO.FC.125	Differences training, familiarisation, equipment and procedure training
ORO.FC.130	Recurrent training and checking
ORO.FC.145	Provision of training, checking and assessment
ORO.FC.205	Command course
ORO.FC.215	Initial operator's crew resource management (CRM) training
ORO.FC.220	Operator conversion training and checking
ORO.FC.230	Recurrent training and checking