



Flight Training Centre

Training and Procedures Manual



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Flight Training Centre

ORBIT FLIGHT TRAINING CENTRE PRIVATE LIMITED

**APPROVED TRAINING ORGANISATION
TRAINING AND PROCEDURES MANUAL**

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1.1 PREMABLE

This Training and Procedures Manual serves as the foundational document for Orbit Flight Training Centre Pvt. Ltd. (OFTC), an Approved Training Organisation by the Directorate General of Civil Aviation, India. It is formulated in strict compliance with the regulatory framework outlined in the Civil Aviation Requirements and embodies our unwavering commitment to excellence in aviation training, safety and regulatory adherence.

The manual defines the organisational structure, roles, responsibilities, training programs, and operational procedures governing OFTC. It establishes a systematic approach to delivering high-quality training that meets or exceeds DGCA standards, ensuring the competency of aviation professionals while fostering a culture of safety, accountability, and continuous improvement.


This manual applies to all training activities conducted by OFTC, including but not limited to simulated flight training, ground instructions and recurrent training. It encompasses the oversight of ATO facilities, aircraft simulators, personnel qualifications, maintenance protocols, and emergency procedures, ensuring alignment with DGCA mandates.

To maintain excellence OFTC engages in regular review cycles, stakeholder feedback, and performance evaluations. We actively adopt advancements in aviation technology, pedagogy, and safety practices. Trainees and staff are expected to adhere to ethical conduct, fostering an environment of mutual respect and accountability.


This manual is a living document, subject to periodic revisions to reflect regulatory updates, operational changes, and lessons learned. All personnel are required to familiarize themselves with its contents and uphold its directives.

This Manual is issued by Head of Training and shall come into effect after approval from the DGCA.

Capt. Koushik Manepalli
Accountable Manager
Orbit Flight Training Centre Pvt. Ltd.

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1.3 AMENDMENT, REVISION AND DISTRIBUTION OF THE MANUAL

1.3.1 Procedures for Amendment


Various amendments may be needed, based on the changes to the DGCA regulations or/and changes to the OFTC's Training and Procedures Manual.

The Head of Training shall be responsible to approach DGCA for approval of changes as applicable. The following matrix will be used for any amendments and their incorporation.

Section No.	Required To Inform DGCA Of Changes	Changes Require Approval By DGCA
Sec 1 to 5	YES	YES
Sec 6	YES	NO

If the change does not need the approval of DGCA, then all the hard and soft copies held by OFTC listed in the distribution list will be updated by the Head of Training or nominated person by Head of Training after informing Office of Flight Standards Directorate (FSD).

In case of changes which need to be approved by DGCA, Head of Training shall approach DGCA for the approval of the proposed changes along with a revised LEP. The amendments will be incorporated in all the copies of TPM only upon receiving approval from DGCA.

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1.3.2 Revision Records

1.3.2.1 Records of Revision

Upon receipt of a revision, record the revision number, date entered and name of the person making revision on the Record of Amendments list. While updating the manual and prior to discarding old pages, a final check of conformity will be performed.


Records Of Revision

Rev. No	Effective Date	Inserted By	Revision Highlights


1.3.2.2 Records of Temporary Revision

Records Of Temporary Revision


Temp. Rev. No	Effective Date	Inserted By	Revision Highlights

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1.3.3 Distribution List

Manual Copy No.	Issued To	Method of Delivery
1	Director General of Civil Aviation (DGCA)	Hard Copy & Soft Copy
2	Accountable Manager	Soft Copy
2	Head of Training	Hard Copy & Soft Copy
2	Chief ground Instructor	Soft Copy
2	Quality Manager	Soft Copy
2	Training Administrator	Soft Copy
2	OFTC Library (Reference Copy)	Soft Copy

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DGCA Official

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1.4 GLOSSARY

1.4.1 Glossary of Definition and Terms

Accountable Manager: The individual appointed by the company who has the corporate authority for ensuring that sufficient funding is available to conduct all training commitment sand the trainings are carried out to the standard laid down by the regulatory body.

Alternate Means of Compliance: A pre-approved manner of achieving regulatory compliance that has been determined to be an acceptable substitute to the regulatory requirements (e.g. acceptance of reduced training time for specific operator’s training programme as approved by the regulatory body.

Approved Training: Training conducted as per the approved curriculum.

Approved Training Organisation (ATO): An organization approved by the regulatory body to deliver specific approved training programmes to aviation personnel for licensing purposes.

Category (of aircraft): Categorization of aircraft according to specified basic characteristics, e.g. aircraft, helicopter etc.

Checking: See definition of testing.

Competency-Based Training and Assessment: Training and assessment that are characterized by a performance orientation emphasis on standards of performance and their measurement, and the development of training to the specified performance standards.

Competency Element: An action that constitutes at asks that has a triggering event and a terminating event that clearly defines its limits, and an observable outcome.


Competency Unit: A discrete function consisting of a number of competency elements.

Compliance: The state of meeting those requirements mandated through regulation.

Conformity: The state of meeting established criteria, standards, specifications and desired outcomes.

Conversion (of a license): The issue of Indian licenses and aircraft ratings to pilots holding licenses and aircraft ratings issued by contracting states.

Evaluator: A generic term used in the context of a ATO to describe a person who is qualified, authorized and assigned to carry out specific assessment, checking, testing and /or auditing duties to determine that all required standards of performance have been satisfactorily achieved. Evaluator functions may be assigned to suitable TRTO

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instructors for the continuous evaluation of students in a competency-based training programme and for progress check sat the end of a phase of training. Evaluator functions, associated with the role of an examiner for the Licensing Authority, may also be assigned to TRTO instructors for the final examination at the completion of the training programme, either through DGCA designation or under a TRTO process approved by the regulatory body.

Finding: A finding is a conclusion by the operator's or by the regulatory body's audit personnel that demonstrates either non- compliance with a regulation or non-conformity with a specific standard.

Hazard: A condition or an object with the potential to cause injuries to personnel, damage to equipment or structures, loss of material, or reduction of ability to perform a prescribed function.

Head of Training (HoT): The individual responsible for the organization's activities, policies, practices and procedures while ensuring the continued maintenance of the training organization's approval status.

Host State: The State in whose territory an approved training organization is located.

Instructional systems design (ISD): A formal process for designing training which includes analysis, design and production, and evaluation.

Knowledge, Skill and Attitude (KSA): The three performance domains that are under constant evaluation and form the basis for the performance criteria statements.


Maintenance Manager: The manager responsible for the day-to-day provision of simulator maintenance activities.

“May” – there is discretion for the applicant/operator to apply alternate means of compliance or to ignore the requirement.

Noted: This is a term to be used when completing the Declaration of Conformance to indicate that the Operator has read and understood the provisions made in the Regulations, but it does not require him to take any action to comply with the regulation.

Noted & Complied: This is a term to be used when completing the Declaration of Conformance to indicate that the Operator has read and understood the provisions in the Regulations and action has been taken to comply with it. When the ATO states “Noted and complied” it is necessary to make necessary cross-reference to the relevant documents of the ATO which describes action/step that he has taken for such conformance. This may be done by quoting the applicable section and/or paragraph numbers and the title of the Operator's Manuals.

Noted but Compliance deferred: This is a term to be used when completing the Declaration of Conformance to indicate the Regulations which the ATO has failed to comply with at the time of application.

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Performance Criteria: Simple, evaluative statements on the required outcome of the competency element and a description of the criteria used to judge whether the required level of performance has been achieved.

Policy: A document containing the organization's position or stance regarding a specific issue.

Process: A set of inter related or interactive activities which transform inputs into outputs.

Quality: The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

Quality Assurance (QA): All the planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given standard and requirements, including the ones specified by the approved training organization in relevant manuals.

Quality Audit: A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

Quality Inspection: That part of quality management involving quality control. In other words, inspections accomplished to review a document or observe events/actions, etc., in order to verify whether established operational procedures and requirements are being fulfilled during the accomplishment of the event or action, and whether the required standard is being achieved.

Note: Student stage checks and skill tests are quality inspections, and they are also quality control functions.

Quality Manager: The manager responsible for the quality monitoring function and for requesting remedial action.


Quality Management: A management approach focused on the means to achieve product or service quality objectives through the use of its four key components: quality planning; quality control; quality assurance; and quality improvement.

Note: This definition is specific to this manual.

Quality Manual: Document containing the relevant information pertaining to the approved training organization's quality system.

Quality of Training: The outcome of the training that meets state do implied needs within the frame work of defined standards.

Quality System (QS): The aggregate of all the organization's activities, plans, policies, processes, procedures, resources, incentives and infrastructure working in unison towards a total quality management approach. It requires an organizational construct

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complete with documented policies, processes, procedure sand resources that underpin a commitment by all employees to achieve excellence in product and service delivery through the implementation of best practices in quality management.

Regulatory Body: Directorate General of Civil Aviation.


“Shall” or “must” – compliance is mandatory.

“Should” – compliance is recommended but not compulsory.

Testing: The comparison of the knowledge about at ask, or the skill or the ability to per format ask against an established set of criteria to determine that the knowledge, skill or ability observed meets or exceeds, or does not meet the criteria.


Training Administrator: The manager responsible for the day-to-day delivery of training services that consistently meet regulatory requirements and organizational objectives. HoT will be responsible for this.

“Will” – the action referred to will not take place at the present moment but there is a commitment to comply with the requirement.


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1.4.2 Abbreviations


A/C	Aircraft
A320	Airbus 320
AM	Accountable Manager
ADS-B	Automatic Dependent Surveillance- Broadcast
ADS-C	Automatic Dependent Surveillance- Contract
AMC	Acceptable means of compliance
ATC	Air traffic control
ATO	Approved training organization
ATR	Air Transport Regional (English)
ATPL	Airline Transport Pilot's License
AWO	All Weather Operations
B737	Boeing 737
CAP	Civil Aviation Publications
CAR	Civil Aviation Requirement
CBT	Computer Based Training
CGI	Chief Ground Instructor
CPL	Commercial Pilot's License
CRM	Crew Resource Management
DGCA	Directorate General of Civil Aviation
Dy. HoT	Deputy Head of Training
EASA	European Aviation Safety Agency
FAA	Federal Aviation Authority
FNPT	Flight and Navigation Procedure Trainer
FFS	Full Flight Simulator
FTD	Flight Training Device
GI	Ground Instructor
HOT	Head of Training
ICAO	International Civil Aviation Organization
IEM	Interpretative and Explanatory Material
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Conditions
IPT	Integrated procedures Trainer
JOT	Jet Orientation Training
LEP	List of Effective Pages

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LOFT	Line Oriented Flying Training
LST	License Skill Test
LVO	Low Visibility Operations
LVTO	Low Visibility Take Off
MCC	Multi Crew Cooperation
OFTC	Orbit Flight Training Center Pvt. Ltd.
PF	Pilot Flying
PM	Pilot Monitoring
PBN	Performance Based Navigation
PBCS	Performance Based Communication and Surveillance
PIC	Pilot in Command
QA	Quality assurance
QM	Quality Manager
QRH	Quick Reference Handbook
QS	Quality system
RA	Risk assessment
RVSM	Reduced Vertical Separation Minima
SFI	Synthetic Flight Instructor
SIM	Simulator
STD	Synthetic Training Device(s)
TCAS	Traffic Collision Avoidance System
TPM	Training and Procedures Manual
TRG	Training
VFR	Visual Flight Rules
ZFTT	Zero Flight Time Training

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1.5 STRUCTURE AND LAYOUT OF THE MANUAL.

The various parts and sections, as well as their contents and use:

1.5.1 Manual Standard

This Manual is prepared by OFTC in accordance with CAP 7100 Annex D and henceforth shall comply with the following specifications in order to ensure uniformity in production, amendments, distribution and compliance with information relating to company requirements.

(a) Reference Number: The Reference Number of the Manual shall be printed on the top right-hand side of the cover page. This number shall be in the following format:

Reference Number: OFTC-TRG-01

OFTC - Organisation name (Orbit Flight Training Centre Pvt. Ltd.)
TRG - Department abbreviation (Training)
01 - Department manual number

(b) Company Logo: This shall be printed on the top left-hand corner of each page of the Manual.

(c) Title of the Manual: This shall be printed on each page of the Manual/ Document.

(d) Edition Number and Year of Edition: This shall be printed on the Cover Page and the header of each page of the Manual.

(e) Title of the person under whose authority the document is printed: The title of the person who authorised the issuance of the Manual shall be written on the bottom of the cover page.

(f) Control Number: Control Copy Number shall be printed on the Cover Page only.


(g) Records of Amendments: This shall be in four columns to indicate the particulars of Revision number, Effective date, Name of the person and revision highlights.

(h) List of Effective Pages: This shall contain three running columns to indicate the particulars of Page number, last date of revision and Effective date.

(i) History of Revision: This shall include brief description of amendments.


(j) Table of Contents: The Table of Contents shall be expanded to cover at least two sublevels with page numbers placed on section basis.

(k) Distribution List: The Distribution List shall contain three running columns to indicate Manual copy number, Issued to and Method of Delivery.

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- (l) Preamble:** This shall contain information relating to the purpose of the Manual in brief, the level of compliance expected from the users and the issuing authority of the document and subsequent amendments/ revisions.
- (m) Abbreviations:** All Abbreviation and acronyms used in the Manual shall be clearly explained in full. Additions may be included if required.
- (n) Definitions:** All words, which have or require a specific meaning in relation to the matters being explained, shall be defined clearly in order to avoid ambiguities.
- (o) Chapters / Sections Separation:** Manual should be divided into Chapters or Sections based on topics. In view of the necessity of future updating requirements, each new Chapter or Section shall start with a new page and end with an even page number. The blank page, if any, shall be marked as “INTENTIONALLY LEFT BLANK” in the centre of the page. Each Chapter/ Section shall be identified with distinctive separator.
- (p) Header:** There shall be a Header for each page of the Manual and it shall contain the Logo, Organization’s Name, Document’s Name, Subject and number of the Chapter/ Section, Issue Number, Revision Number and the Date of Issue.
- (q) Footer:** There shall be Footer for each page, which shall contain the Page Number.
- (r) Language:** The Manuals/ Documents shall be written in English Language and the following words shall mean as indicated against such words:

“Shall” or “Must”	: Compliance is mandatory.
“Will”	: The action referred to the word will not take place at the present moment but there is a commitment to comply with the requirement.
“Should”	: Compliance is recommended but not compulsory.
“May”	: There is discretion to apply alternate means of compliance or to ignore the requirement.
“He/She	: Pronoun “He” is used for easy reading. Unless the context specifically states otherwise, any obvious and/ or apparent masculine terminology (e.g. “He”, “Manpower”) includes the feminine gender also.


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(s) Format


Training and Procedures Manual shall be printed in A4 size with Arial Font and text size 11.

Cover Page Format


OFTC-TRG-01	
	
ORBIT FLIGHT TRAINING CENTRE PRIVATE LIMITED	
APPROVED TRAINING ORGANISATION TRAINING AND PROCEDURES MANUAL	
ISSUE NO: 01 REVISION NO: 00 ISSUE DATE: 01 JUL 2025	
CONTROL COPY : 01	
Prepared By: Mr. Manoj Kannan G, Chief Ground Instructor.	Communication Address: Orbit Flight Training Centre Pvt. Ltd., H.No.: 8-2-268/ A/2/S, Plot No.: 705, Road No. 3, Banjara Hills, Hyderabad, Telangana - 500034 (INDIA). Mobile: +91 (988) 542 2288 Email: info@oftc.in Website: www.oftc.in
Reviewed & Issued By: Capt. Mukesh Sharan, Head of Training.	

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1.6 DESCRIPTION OF THE SCOPE OF TRAINING AUTHORIZED UNDER THE ORGANIZATION'S TERMS OF APPROVAL.

SCOPE AND APPLICABILITY

Type Rating Training Courses:

A320 Type Rating


Recurrent / Recency (Gap in Flying) Training Courses:

A320 Recurrent / Recency (Gap in Flying) Training


Special Subjects Courses:

- MCC
- JIT
- AWO (LVO-LVTO / LVO-CAT II & III / Monsoon & Contaminated Runway)
- RVSM
- PBN
- EDTO
- ADS – B/C
- UPRT
- CPDLC
- CRM & Human Factor
- SMS
- GRF
- TCAS
- EGPWS
- ALAR
- CFIT
- TTT

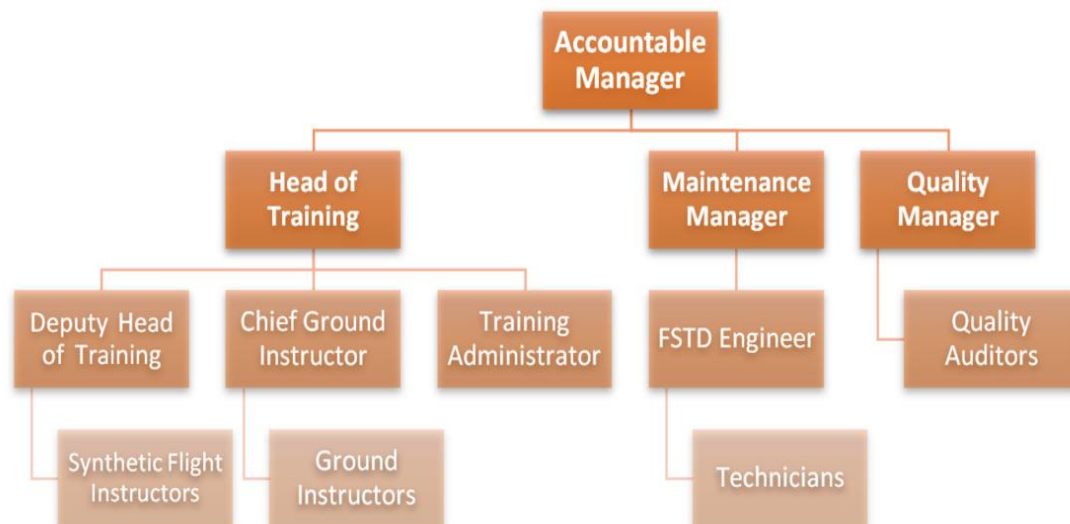
Note: Special Ground subjects can be purchased as stand-alone courses or can opted as an add-on to the Type Rating training program(s).

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1.7 ORGANISATION CHART




Name & Contact Details of the Post Holders:

Accountable Manager:	Capt. Koushik Manepalli
Email id: koushik.manepalli@oftc.in	Tel: +91 – 98854 22288
Head of Training:	Capt. Mukesh Sharan
Email id: mukeshsharan@oftc.in	Tel: +91 – 98109 57915
Chief Ground Instructor:	Mr. Manoj Kannan
Email id: manoj.g@oftc.in	Tel: +91 – 96770 41922
Quality Manager:	Capt. Mukesh Sharan
Email id: mukeshsharan@oftc.in	Tel: +91 – 98109 57915

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1.8 KEY PERSONNEL ROLES & RESPONSIBILITIES

1.8.1 Accountable Manager / CEO

Refer OFTC QAM Para 2.3

Refer OFTC QAM Para 2.3.1

1.8.2 Head of Training (HoT)

Refer OFTC QAM Para 2.3

Refer OFTC QAM Para 2.3.2

1.8.2.1 Deputy Head of Training

Refer OFTC QAM Para 2.3.2.1

1.8.3 Chief Ground Instructor (CGI)

Refer OFTC QAM Para 2.3

Refer OFTC QAM Para 2.3.3

1.8.4 Instructors

1.8.4.1 Synthetic Flight Instructors (SFI)


Responsibilities:

An SFI reports to the HoT and shall be responsible for:

- Ensuring that any approvals granted by the Authority are valid before conducting any training which requires him to exercise the privileges of that approval.
- Conducting simulator training, including briefing, debriefing to the required standard, as scheduled.
- Assisting HoT in the preparation of course programmes, classroom presentations and briefings.

Qualification Requirement:

- Shall have been current in flying as PIC on the same/another type of commercial air transport with a scheduled operator on aeroplane with AUW exceeding 5700 kgs in the preceding 5 years; or,
- Shall have been a simulator trainer on the same/another type of commercial air transport with a scheduled operator or a DGCA/ICAO Contracting State approved TRTO/ATO on aeroplane AUW exceeding 5700 kgs in the preceding 5 years; or,
- For a foreign pilot employed / engaged by an operator without FATA, functioned as a TRI/SFI on the type with an ICAO Contracting State for a minimum period of 2 years during the previous 3 years; and
- Shall not have tested alcohol positive during a pre/post flight medical check in the previous 3 years of flying; and,
- Shall not have been held blameworthy for an aircraft accident/ incident in the previous 3/1 years of flying respectively; and, (d) shall have undergone a medical assessment by a doctor qualified in Aviation Medicine on suitability for simulator instructional duties that will address;

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- (a) Physical ability
- (b) Visual and colour perception
- (c) Hearing

1.8.4.2 Ground Instructors (GI)

Responsibilities:

Ground Instructors shall report to the Chief Ground Instructor and shall be responsible for:

- Conducting Initial/ Recurrent training in Technical/ Performance/ Special Operations subjects.
- Maintenance of the training records for the trainees for the classes conducted, along with attendance for the class room sessions.
- Assisting HoT in setting / vetting papers for the exams, whenever required.
- Monitoring the involvement of trainees during the class and giving requisite timely feedback to Chief Ground Instructor.
- Undertaking any task assigned by Chief Ground Instructor for efficient conduct of training.
- Training Ground Instructors / SFIs / SMEs.

Qualification Requirement:

- Shall be at least 21 years of age; and
- Shall be able to read, write, speak, and understand the English language; and
- One of the below requirements:
 - (a) Shall be an engineering graduate or hold a graduate degree, with Physics and/ or Mathematics from a recognized Board/ University; or
 - (b) Should have been a qualified pilot/flight navigator/flight engineer/flight dispatcher/ATCO, with minimum two (2) years of work experience in aviation; or
 - (c) Should have been an Aircraft Maintenance Engineer with a minimum of three (03) years of work experience as an AME.

For approval as a Subject Matter Expert (SME) a person must have a minimum experience of two (02) years in a specialized fields such as flying (Qualified pilot/ Flight navigator/ Flight Engineer), flight dispatch, ATC, meteorology or, have held prior approval as a Technical or Performance ground instructor.


1.8.5 Quality Manager

Refer OFTC QAM Para 2.3

Refer OFTC QAM Para 2.3.4

1.8.5.1 Quality Auditor

Refer OFTC QAM Para 2.3.4.1

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1.8.6 Maintenance Manager

Refer OFTC QAM Para 2.3

Refer OFTC QAM Para 2.3.5

1.8.6.1 Simulator Technician

Refer OFTC QAM Para 2.3.5.1

1.8.7 Examiner & Evaluator

Examiner: One of the undermentioned can conduct skill test, PPC, IR Check and SFI standardization.

- i. FOI nominated by DGCA, or
- ii. Designated DE/SFE by DGCA for OFTC, or
- iii. SFE on role of the OFTC.


Evaluator: Evaluator for ground class examination is nominated by CGI from the list approved by the HoT detailing the competent employee for invigilation.

1.8.8 Training Administrator

Responsibilities:

Training Administrator reports to the HoT and liaisons with CGI and other relevant departments heads to fulfil below responsibilities:

- Plan, supervise and co-ordinate training and schedules with HoT and CGI.
- Coordination with marketing and scheduling departments where applicable.
- To inform change of schedule to all concerned.
- To check and verify the eligibility requirements and documents of trainees.
- To welcome trainees with a welcome briefing and hand over welcome kit on the day of arrival to the training centre.
- To check the training folders are completed by the instructors and trainees at the end of the sessions. In case of any shortfall, inform the HoT / CGI about the same.
- Prepare Course Completion Certificates on completion of training.
- To dispatch original documents to DGCA in case of self-sponsored candidates and to the respective airline in case of airline sponsored candidates.
- To maintain a soft and hard copy of the completed documents in the archives of OFTC for a period of 5 years from the date of completion of Training.
- Shall be the nodal point for all internal audits pertaining to training department.
- Responsible for the Training Library and its content of all training material in hard copy and or electronic form.
- Ensure that all Synthetic Flight Instructors and Ground instructors' validity are recorded and monitored for currency.
- Plan and schedule recurrent training for all instructors.
- Logging and monitoring Instructors FDTL.
- Informing HoT / CGI about the changes or amendments and local regulations for updating manuals on timely basis.

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- Ensure updated training materials are utilized for training.
- Ensure classrooms are suitably equipped and training aids pertaining to classrooms are serviceable.
- Liaison with Regulatory authorities and Airlines for various approvals.
- Any other duties assigned by HoT and CGI.

Qualification Requirement:

- Graduate in any relevant field / ICAO CPL.
- Shall have previous experience in Aviation Industry and good knowledge of DGCA Rules and Regulations.
- Thorough knowledge and experience of Microsoft Windows and Office.
- Excellent communication skills.
- Ability to maintain strong customer orientation under adverse circumstances.
- Be organized and a team player with ability to maintain composure under pressure.
- Ability to concentrate and work in a fast-paced environment.
- Punctual, professional, outgoing personality.
- Ability to multi-task, detail oriented, self-motivator who can complete tasks with minimal supervision.

1.8.9 Authorized Personnel to Conduct the Tests for Issue of Licence or Rating

HoT approves a list containing names of suitable OFTC employees who are trained and capable in invigilating the tests for approved ground courses at OFTC.

CGI nominates an approved invigilator from the list to conduct any ground exams at OFTC.

1.8.10 Security Clearance of all Personnel In Succession of Command


Not Applicable

1.8.11 ATO Policy on Maximum Age Limit of Post Holders


Shall be acceptable to DGCA.

1.8.12 OFTC Website


OFTC website is <http://www.oftc.in>

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1.9 POLICIES

1.9.1 Training Organisation Objective

Orbit Flight Training Centre Pvt. Ltd. (OFTC) is a training centre approved by DGCA, India, offering integrated training solutions and services to commercial airlines and individual pilots by consistently delivering high quality aviation training, compliant with world standards, in an efficient and cost-effective manner with safety and reliability.

1.9.2 Selection of ATO Personnel And Maintenance of their Qualifications

Relevant department heads shall be responsible for selection of personnel. Training Administrator shall be responsible for maintaining a record of their validity dates of all required certificates held by members of the training staff. HoT is to ensure that all certificates are current and periodic evaluation is done. OFTC instructors shall be selected after the completion of assessment process, which includes verification of the instructor's credentials with the regulatory requirement. Once the Instructor is selected, he shall receive induction and standardization training followed by specific training as required.

1.9.2.1 Selection Procedure of Ground Instructor

Personal interview shall be conducted by the board chaired by the Head of Training along with Chief Ground Instructor and a Ground Instructor approved on subject, followed by a lecture/presentation of at least 30 minutes duration on relevant subjects related to Aviation.

1.9.2.2 Issue of Approval for Ground Instructor

Approval will be issued after successful completion of requirements as laid down in the DGCA CAR Section 7 Series I Part VII and syllabus approved in the Training and Procedures Manual. Head of Training shall issue approval to the Ground Instructor with a validity of 05 years.


1.9.2.3 Renewal of Approval for Ground Instructor

Head of Training or Board constituted by Head of Training will assess candidates past performance, viva and lecture of at least 30 minutes. After satisfactory performance and recommendation of board, Head of Training will renew the approval of Ground Instructor for next 05 years.

1.9.2.4 Withdrawal of Approval of Ground Instructor

Head of Training can rescind approval at any given time, if following cases are applicable:

- Unsatisfactory Performance
- Misconduct
- Unethical professionalism
- Breach of employment agreement

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1.9.2.5 Selection Procedure of Synthetic Flight Instructor

Refer OFTC TPM Section 2, Para 2.1, 2.2, 2.7

1.9.2.6 Issue of Approval for Synthetic Flight Instructor

Refer OFTC TPM Section 2, Para 2.7

1.9.2.7 Renewal of Approval for Synthetic Flight Instructor

Refer OFTC TPM Section 2, Para 2.7

1.9.2.8 Withdrawal of Approval of Synthetic Flight Instructor

Refer OFTC TPM Section 2, Para 2.7

1.9.3 Training Programme Design and Development

The training programmes are designed for trainees on basis of their relevant flying experience, qualifications and DGCA requirements.

HoT in coordination with CGI is responsible for design and development, including the programme validation and review, as well as the outsourcing of training programme development to third-party providers.

1.9.4 Evaluation, Selection and Maintenance of Training Material and Devices

OFTC shall have an agreement with OEM / Airlines / Third Party ATO for using their Training Materials and Devices. Training Administrator is entrusted with the responsibility of having close liaison with the airlines / service provider for keeping the Training Materials and Devices updated, in line with the contracted service documentation.

For evaluation, selection and maintenance of devices refer to Quality Manual, and Engineering Procedures' Manual.

Training Aid and Support Equipment


- OFTC shall provide all the material required for training.
- The evaluation for training material and devices shall be carried out as per Quality Assurance Plan given in Quality Manual.

1.9.5 Maintenance of Training Facilities and Equipment

Please refer OFTC Facility Manual.

1.9.6 Development and Maintenance of Quality System Governance Model

Management evaluations are conducted on the quality system in order to assure that the quality system performs according to the quality policy and objectives. Analysis are carried out based on established quality system model and decision are incorporated and recorded for maintenance of effective policies as laid down in Quality system.

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1.9.7 Safety Management System Governance Model

Not Applicable

1.9.7.1 Simulator Safety Briefing

Refer to Engineering Procedures Manual.

1.9.8 Conflict of Interest Policy

1.9.8.1 Purpose

The purpose of this policy is to comply the Approved type training for flight crew to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of training organization and manage other risks.

1.9.8.2 Objective

Approved Training Organization aims to ensure that every employee including training staff shall be aware of their obligations to disclose any conflicts of interest that they may have, and to comply with this policy to ensure, they effectively manage those conflicts of interest as representatives of Organization.

1.9.8.3 Scope


This policy applies to all employees of the ATO.

1.9.8.4 Definition of Conflicts of Interests

Conflict of interest is defined as an act of any ATO operator whose personal relationship or operator's personal interests that might influence the training organization to act, either knowingly or unknowingly, in a manner that does conflict with the training of students/ candidates. The following situations present the risk that an ATO operator will decide based on, or affected by, these influences, rather than in the best interests of the organization and must be managed accordingly.

The following situations are considered as possible and obvious conflict of interest between organization and training:

- Influence by an airline operator or individual in training due to operational requirements like passing the under deserving candidates to assist with operational requirement of an operator.
- Involvement of evaluator/ examiner in financial aspect of operator.
- Influence by a blood relative or personal relationship with evaluator.
- A conflict of interest may be actual, potential or perceived and may be financial or non-financial.
- Examiner direct involvement in company ownership and control.
- Any out of turn or undeserved, privilege or favour bestowed on the ATO, which could bias the examiner or direct/ indirect action to influence the examiner, by the operator or individual to conduct his duties.

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1.9.8.5 Policy

This policy has been developed in order to address major areas mentioned above, if they are openly and effectively managed. It is the policy of the ATO as well as a responsibility of the OFTC HoT, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts do not conflict with the obligations to:

OFTC HoT will manage conflicts of interest to:

- Avoid conflicts of interest where possible,
- Identify and disclose any conflicts of interest,
- Carefully manage any conflicts of interest, and
- Follow this policy and respond to any breaches.

1.9.8.6 Responsibility

The final authority, for deciding whether there is any conflict of interest that may affect the integrity of training organisation, rests with the HoT. In addition, HoT shall also:

- Establish a system for identifying, disclosing and managing conflicts of interest across the organisation.
- Monitor compliance with this policy, and
- Review this policy on an annual basis to ensure that the policy is operating effectively.

The training organisation must ensure that its staff are aware of the policy and that they disclose any actual or perceived material conflicts of interests as required by this policy.

1.9.8.7 Identification and Disclosure of Conflicts of Interest


Once an actual, potential or perceived conflict of interest is identified, it must be brought to HoT and same shall be recorded into separate register. The register for raising the conflicts must be maintained by HoT along with information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

1.9.9 Action Required by Head of Training on Conflicts of Interest

Once the conflict of interest has been appropriately disclosed, the Head of training must decide with board members.

Factors to be considered when deciding what action to take:


- In deciding what approach to take, the HoT will consider whether the conflict needs to be avoided or simply documented.
- Whether the conflict will realistically impair the effectiveness of training or checking and testing.
- Alternative options to avoid the conflict
- Training organization objective and resources.
- The possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, integrity of the training organization.

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The approval of any action requires the agreement of HoT and AM, QM in the management meeting. The action and will be recorded in the minutes of the meeting and in the register of conflict of interests.

If the board of management has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances. If it is found that the person has failed to disclose a conflict of interest, the management may take action against the concerned person. This may lead to termination of his/her duties and responsibilities as assigned by ATO.

Wherever, any designated employee come into a situation of conflict of interest, a full report of the circumstances shall be immediately submitted by him/operator to the DGCA for review.

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1.10 DESCRIPTION OF THE FACILITIES AND EQUIPMENT AVAILABLE

1.10.1 General-Use Facilities

- Completely air-conditioned Simulator Hall and Admin Block.
- Three levels of power back up for the simulator, along with Motion System.
- One each Briefing and Debriefing room per simulator.
- Three classrooms and One examination room.
- Fully furnished Pilot Lounge with refreshment and recreational facilities.
- 24 X 7 manned Reception with customer service representative.
- E-Library with relevant training materials.
- Individual cupboards for customers to keep their training manuals.

Please refer OFTC QAM Para 2.6 for the floor layout of ATO facility along with emergency exit routes.

1.10.2 Number & Size of Classrooms and Installed Equipment

Number of Classroom: 3

All classrooms are equipped with computers, internet, projectors, and cockpit layouts and airconditioned with comfortable seating arrangements.

Number of briefing & debriefing rooms: 5


E-Library:

OFTC e-library is equipped with aviation knowledge e-books which are helpful for pilots. E-Library is networked in such a way that it is readily accessible to trainees and instructors. Library has its own documentation system and the training administration team is responsible for library documentation system and update.

Installed Equipment:

- Diesel Generator
- UPS

Please refer OFTC QAM Para 2.6 for the floor layout of ATO facility along with Classroom locations.

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1.10.3 Type & Number of Training Devices and their Location

The Training Centre is equipped with the following FSTD:


Flight Simulator	Serial Number	Registration Number	Qualification Level	Location
Airbus A320	FFS 24-28		Level – D	Hyderabad
Airbus A320	FFS 24-31		Level – D	Hyderabad

Support Resources:


Reference books related to Type Rating and Recurrent training are available in hard Copy/Soft Copy in support resources.

- Airbus-320 Flight Crew Operations Manual
- Airbus-320 Flight Crew Technique Manual
- Airbus-320 Quick Reference Handbook


Please refer OFTC QAM Para 2.6 for the floor layout of ATO facility along with FSTD locations.

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2. STAFF TRAINING

2.1. INDUCTION OF NON-TECHNICAL PERSONNEL

All employment opportunities are posted on OFTC website and processed as per the HR policy. Applications are encouraged from current employees but shall be screened in the same manner as applications received from outside applicants. Applicants are invited to submit their application, along with a current resume, demonstrating that they meet the minimum criteria for the position being sought.

2.2. INDUCTION OF TECHNICAL TRAINING PERSONNEL

In order to ensure the competency of instructional personnel, the HoT shall be responsible of all approved ground and simulator syllabi which are conducted in accordance with the Training Programme. To assess the delivery of both ground and simulator instructions, and to ensure that instructions meet the standards set forth. Quality / Proficiency Assurance checks shall be conducted by HoT, or his designated representative on an annual basis. If deficiencies are noted, appropriate remedial training shall be conducted.

2.2.1. Details of Procedures to Validate the Qualifications

Head of Department is responsible to validate the qualifications of its staff on annual basis.

2.2.2. Periodic Evaluation of Instructors

The HoT or his delegate, will evaluate all the instructors, for their instructional capabilities and performance, who are working with OFTC, on an annual basis. HoT shall ensure that all new requirements introduced by the regulatory authorities are implemented. Advances in training techniques and procedures shall be similarly tutored.

2.3. DETAILS OF THE INITIAL AND RECURRENT TRAINING PROGRAMMES

2.3.1. Initial Training


OFTC instructors will be selected after the completion of assessment process, which includes verification of the instructor's credentials with the regulatory requirement. Upon selection, the instructor shall receive induction and standardization training of 02 days. OFTC Indoctrination Course consisting of familiarization of Training and Procedure Manual, SOPs and Internal Policies.

1 GROUND INSTRUCTORS

Please refer para 2.5 of this TPM.

2 SIMULATOR INSTRUCTORS

Please refer para 2.7 of this TPM.

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2.3.2. Recurrent / Refresher Training

HoT shall ensure Instructor Recurrent / Refresher Training is conducted as per regulations. The training shall be conducted by approved instructors. HoT / CGI shall also ensure that all Instructors are informed and that they comply with any change / update of procedures.

2.4. PROCEDURES FOR PROFICIENCY CHECKS AND UPGRADE TRAINING

Not Applicable

2.5. GROUND INSTRUCTOR TRAINING COURSE

Theoretical Knowledge (Ground) Instructor training shall be conducted as mentioned below.

2.5.1. Syllabus of Ground Instructor Training (In-House & Other Ato)

(a) Initial Training


1. Ground Training

Ground training shall consist of modular training. This may be carried out with another ground instructor of OFTC or ground instructor of another operator or other DGCA approved ATO or ATO approved by an ICAO Contracting State or OEM.

- (i) For previously approved and current GIs or SFI/TRI/Examiner, the following training would apply:
 - For approval on another type of aircraft, there shall be no requirement to undergo Module 1 & 3.
 - For addition of a variant of the same type of aircraft, the duration of the differences training shall be as per the OEM recommendation.
 - For a current Technical GI to become a Performance GI on the same aircraft type, and vice versa, Module 1A (comprising of basic aircraft technical systems for a Performance GI, and basic aircraft performance for a Technical GI, as applicable), and Module 2 shall apply.
- (ii) DEs/ TREs/ TRIs/ LTCs/ Check Pilots, or qualified pilots/ flight navigators from the military who have previously held the instructor/ Check pilot qualification, shall not require to undergo Module 3.
- (iii) Type-rated pilot who has exercised the privileges of his type-rating in the preceding five years, for approval as a Technical/ Performance GI, will only require to undergo only Module 3.

For approval as Ground Instructor (technical/ performance), the training shall be completed in the following modules:

- **Module 1:** General Aviation subjects
- **Module 2:** Technical/ Performance specific
- **Module 3:** Trainer's course
- **Module 4:** Special courses

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Written Exam

At the end of each module, a written test shall be conducted to assess the trainee Instructor's knowledge, in order to progress to the next stage of training.

Module 1

This module consists of the following General Aviation subjects:

- Navigation,
- Instruments
- Radio aids
- Air-regulations,
- Basic knowledge of Aerodynamics
- Aircraft technical systems
- Basic aircraft performance.

The above syllabus is divided into the following modules:

- **Module 1A:** For a person with previous aviation background.


Duration: 24:00 Hrs.

For Initial Ground Instructor Approval with Previous Aviation Background

S. No.	Subject	Total Duration (Hours)
1	General Aviation / Regulatory Bodies: ICAO / FAA / EASA / IATA / DGCA	04:00
2	Overview Of Air Regulations: AIRCRAFT ACT 1934, 1937, DGCA CAR	16:00
3	Interpretation and Use of Aeronautical Documentation Such as AIP, NOTAM, Aeronautical Codes and Abbreviations	04:00

For Transition of Technical / Performance Ground Instructor Approval with Previous Aviation Background

S. No.	Subject	Total Duration (Hours)
1	Basic Aircraft Performance (T/Off and Landing Distances, Rate of Climb, Ceiling, Speed, Payload, Fuel Economy etc.) / Technical General (Including Engines, Airframe & Avionics Systems Knowledge)	24:00

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- **Module 1B:** For a person without prior aviation background.

Duration: 120:00 hrs.

For Initial Ground Instructor Approval Without Previous Aviation Background

S. No.	Subject	Total Duration (Hours)
1	General Aviation / Regulatory Bodies: ICAO / FAA / EASA / IATA / DGCA	04:00
2	Overview Of Air Regulations: AIRCRAFT ACT 1934, 1937, DGCA CAR	16:00
3	Interpretation and use of aeronautical documentation such as AIP, NOTAM, Aeronautical Codes and Abbreviations	08:00
4	Basic aviation meteorology <ul style="list-style-type: none"> • International Standard Atmosphere • Meteorological charts and Aviation Weather Reports • Weather, types of clouds, turbulence, thunderstorms etc. and avoidance techniques • Pressure, temperature, winds and their impact on aviation 	16:00
5	Basic Principles of Flight.	08:00
6	Basics of navigation, aircraft instruments and radio aids.	16:00
7	Jet engine fundamentals and basics of aircraft systems	16:00
8	Basics of aircraft performance, including: <ul style="list-style-type: none"> • Mass and balance, centre of gravity • Effects of loading and mass distribution on A/C performance 	16:00
9	Human factors and CRM	16:00
10	Aircraft documents, checklist philosophy, accidents analysis	04:00

Note: The contents may be modified based on the previous qualification and background of the trainee instructor, however, the minimum duration of training must not be reduced.

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Module 2:

Technical		Performance	
Specific aircraft technical systems to cover the aircraft systems description, limitations, normal and non-normal (abnormal / emergency) procedures. The minimum duration shall be as below:		Specific aircraft performance to include performance engineering aspects. The minimum duration shall be as below:	
For Aircraft MTOW less than 5700 Kg	24:00 Hrs.	For Aircraft MTOW less than 5700 Kg	18:00 Hrs.
For Aircraft MTOW more than 5700 Kg and less than 45360 Kg	40:00 Hrs.	For Aircraft MTOW more than 5700 Kg and less than 45360 Kg	30:00 Hrs.
For Aircraft MTOW more than 45360 Kg	72:00 Hrs.	For Aircraft MTOW more than 45360 Kg	48:00 Hrs.

Module 3:

Duration: 40:00 Hrs.

This module comprises of Train the Trainer Course. This is a one-time course of teaching and learning instructions for all GIs / SMEs covering the following topics:


- Learning process
- Teaching process
- Training philosophies
- Techniques of applied instruction
- Student evaluation and testing
- Training programme development
- Training administration.
- Human performance and limitations

Module 4 (As Applicable):

Special Operations Instructor / Subject Matter Expert (SME)

S. No.	Subject	Total Duration (Hours)
1	EDTO	16:00
2	PBN	16:00
3	RVSM	04:00
4	LVO / LVTO & AWO including cold weather ops (deicing / anti-icing), monsoon operations	24:00

The training content of the Special Operations Instructor/ SME course shall consist of latest regulations, and concepts extracted from relevant ICAO documents, which is covered in OFTC's Training & Procedure Manual.

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2. Practical Training

Practical training shall commence only upon successful completion of Ground Training.

- (i) **Observe and conduct of one full type rating ground course** under supervision of an approved ground instructor, depending upon whether technical or performance GI approval is sought. In case full type rating course is not being conducted at OFTC, the HoT / CGI may authorize equivalent simulated training. In case there is no existing infrastructure to meet the “observe-and-conduct” requirement, the same shall be accomplished through another operator/ ATO.

Note: In case of a new type of aircraft induction, only an experienced GI with at least 1 year of previous industry experience shall be considered.

In cases where the same aircraft is not being operated by any other operator in the country, the observe session shall be conducted by the OEM / ATO.

- (ii) **For SME**, one Observe and conduct session under supervision of an approved SME for the relevant operational topic.

- (iii) **For Trainee Ground Instructor without prior aviation background**, on completion of the observe and conduct, the following familiarization training shall be required:

- **For Technical Instructor**

- Minimum 02:00 hours of training in a Training Device or aircraft for cockpit familiarization.
- One aircraft visit for exterior inspection of aircraft, if required, it could be done through an e-learning platform.
- Minimum 02:00 hours of training on a Full Flight Simulator.


- **For Performance Instructor**

- Minimum one day training at Flight Dispatch under a Flight Dispatch Trainer for dispatch procedures/ contingency procedures/ crew communication.
- Minimum 02:00 hours on Full Flight Simulator as an observer.

3. Oral Examination

The applicant Ground Instructor shall be subjected to an oral examination by a board constituted by the Post Holder Training upon successful completion of Practical Training. The Board shall include Post Holder Training or his nominee, CGI or his nominee and/or a relevant GI/SME, as applicable. Oral examinations shall be conducted separately for technical/performance/special operations subjects / SME.

Note: In case of induction of a new aircraft, the oral exam for the first GI shall not be required.

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(b) Recurrent Ground Training

Reference DGCA CAR Section 7 Series I Part VII Para 9.

Recurrent training is conducted annually to ensure the maintenance of competencies, knowledge, and skills through a series of theoretical training, hands-on exercises, written exams, etc. relevant to each aircraft type on which the ground instructor shall be imparting training.

Recurrent training validity is 12 months. If carried out within 3 months preceding the expiry, the subsequent validity will be 12 months from the original expiry.

The minimum duration of recurrent training shall be:

- 16:00 hours for technical
- 12:00 hours for Performance
- 00:30 minutes minimum for each operational subject for SME.


In case another GI is not available, HoT may authorise a current SFI on type, to conduct recurrent training of a ground instructor.

Technical Instructors Recurrent Course

S. No.	Subject	Total Duration (Hours)
1	Aircraft Structure	16:00
2	Principles of Flight	
3	Aerodynamics of Flight	
4	Flight Controls	
5	Aircraft Systems	
6	Powerplants	
7	Air and Radio Navigation	
8	Flight Instruments	
9	Manuals and Documentation	
10	Limitations - All Systems	
11	Normal and Abnormal Procedures - All Systems	
12	Review of FCTM, QRH, MEL, CDL, DDPG, OEB	
13	Discussion With SFI's	

Performance Instructors Recurrent Training

S. No.	Subject	Total Duration (Hours)
1	General performance	12:00
2	Flight planning and fuel planning	
3	Regulatory requirements	
4	Requirements for Take-Off / Climb / Cruise / Descent / App And Landing / Go Around	
5	AEO and OEI (single engine) operations	
6	Calculation of MTOW, MLW and others.	
7	Reading of tables, charts and graphs	
8	A/C SYS / Power Plant (Flaps/Slats, Anti-Skid, Thrust Reverser)	

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Special Operations / SME Instructor Recurrent Training

S. No.	Subject	Total Duration (Hours)
1	AWO	00:30
2	PBN	00:30
3	RVSM	00:30
4	EDTO	00:30
5	UPRT	00:30
6	DATA LINK	00:30
7	ADS - B / C	00:30

(c) Refresher Ground Training

OFTC shall provide the following training to Ground Instructor/ SME who has not carried out any ground instructional duties for periods:

1. More than 12 months, up to 24 months

GI: Extended Recurrent Training with minimum of 50% duration of Module 2.
SME: Extended Recurrent Training with minimum of 50% duration of Module 4.

2. More than 24 months, up to 36 months

GI: Extended recurrent training with minimum 50% duration of module 2 + Observe and Conduct of a Recurrent / Type rating course.
SME: Extended recurrent training with minimum 50% duration of module 4 + Observe and Conduct of a Recurrent / Type rating course.

3. More than 36 months

Complete training, as per Para 6 for GIs / 6.4 for SMEs, above will be required.

2.6. ISSUE AND RENEWAL OF GROUND INSTRUCTOR APPROVAL


OFTC shall appoint a Chief Ground Instructor (CGI), who shall be responsible for the supervision of all ground instructors and for the standardization of all theoretical knowledge instruction. The CGI shall function under the supervision of Post Holder Training.

ISSUE

On successful completion of required training mentioned in OFTC Training & Procedure Manual, OFTC Head of Training shall issue approval to the Ground Instructor for a period of 5 years.

RENEWAL

Renewal of approval shall be in accordance with the policy that is specified in the Training and Procedures Manual.

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WITHDRAWAL

OFTC, may at any time in accordance with its procedures, take action to limit, suspend or withdraw, authorizations and certifications, if it is established that an instructor has not met or no longer meets, the requirements of the applicable CARs / provisions or due to unforeseen medical circumstances. In accordance with DGCA regulations, a certification issued by OFTC may be revoked or suspended if the requirements cease to be met in whole, or if the standards on which certification was granted are not maintained. DGCA may withdraw the approval of Ground Instructor/SME, if serious lapses are found in performance of his/her duties as a Ground Instructor/SME.

2.7. ISSUE AND RENEWAL OF SYNTHETIC FLIGHT INSTRUCTOR APPROVAL

2.7.1 Synthetic Flight Instructor

Synthetic Flight Instructors (SFI). For conduct of simulator training by pilots not holding current and valid commercial pilot licenses.

2.7.2 Issue

After completion of training, the completed records shall be submitted to FSD, DGCA for authorization as Instructor. Unless revoked or suspended, the authorisation of the instructor shall remain valid for a period of five years from the date of issue of authorization as long as the instructor continue to meet the applicable requirements of DGCA CAR Section 7 Series I Part II and remain in the employment of OFTC.

The DGCA authorized Instructors shall be required to undergo assessment of their continued proficiency in carrying out their privileges as Instructors. Such assessment shall be carried out in the simulator as a “Instructor Standardization Check” once in 02 years by an F O I o r a Designated Examiner of Airline assigned to OFTC for purpose of checks. The record of the check shall be forwarded to FSD.

2.7.3 Renewal


Renewal of authorization of Instructor shall be accorded by DGCA after submitting the following documents at least 03 months in advance.

- (a) Copy of license and medical certificate.
- (b) Record of standardization checks.

The request shall be examined at FSD, and if found satisfactory, a DGCA FOI / nominated DE shall assess the proficiency as mentioned in DGCA CAR 7-I-II and the authorization may be extended for another 5 years.

2.7.4 Withdrawal

As per DGCA CAR Section 7 Series I Part II Para 8.


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2.7.5 The Pilots Recommended for Authorization as SFIs:

- (a) Shall have been current in flying as PIC on the same / another type of commercial air transport with a scheduled operator on aeroplane with AWW exceeding 5700 kgs in the preceding 5 years; or,
 Shall have been a simulator trainer on the same / another type of commercial air transport with a scheduled operator or a DGCA / ICAO Contracting State approved TRTO / ATO on aeroplane AWW exceeding 5700 kgs in the preceding 5 years; or,
 For a foreign pilot employed / engaged by an operator without FATA, functioned as a TRI / SFI on the type with an ICAO Contracting State for a minimum period of 2 years during the previous 3 years; and
- (b) Shall not have tested alcohol positive during a pre/post flight medical check in the previous 3 years of flying; and,
- (c) Shall not have been held blameworthy for an aircraft accident/ incident in the previous 3/1 years of flying respectively; and,
- (d) Shall have undergone a medical assessment by a doctor qualified in Aviation Medicine on suitability for simulator instructional duties that will address.
 - Physical ability
 - Visual and colour perception
 - Hearing

Note:

- 1 In addition to entry requirements, the medical assessment above shall be conducted annually for SFIs above the age of 70 years. The medical assessment may be conducted by any doctor including operator's doctor trained in aviation medicine,
- 2 Another type in context of (a) above means turboprop to turboprop, turbojet to turbojet
- 3 For pilot qualified on another type as mentioned above, or not current on the same type in preceding 3 years, full type rating course as per CAR Section 7 Series B Part XIX including skill tests and IR/PPC shall be completed for the pilot to be eligible to commence training for SFI.
- 4 For SFI who have not exercised their privileges, the following training shall apply to regain currency:
 - (a) 06 months to 01 year:
 - Observe and conduct of one FFS training session.
 - (b) 01 to 02 years:
 - 2 Hrs. briefing session by TRI covering duties and responsibilities of TRI
 - 2 Hrs. of IOS panel handling (not applicable to pilots functioning as DE)
 - Observe and conduct of two FFS training session.
 - (c) More than 2 years
 - 2 Hrs. briefing session by TRI covering duties and responsibilities of TRI
 - Two Hrs. of IOS panel handling (not applicable to pilots functioning as DE)
 - Observe and conduct of two FFS training session
 - One hour of FFS training PF from RHS

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The pilots recommended for authorization as Instructors shall undergo the stipulated ground training and satisfactory checks on an approved simulator/ aircraft. The pilots who fail in the check should not be recommended for the respective approval for a period of three months.

The pilot trained as Instructors shall be checked for proficiency by DGCA Flight Inspector or a nominated DE. The pilots who fail in the proficiency check should not be recommended for the respective approval for a period of three months.

Note: Nominated DE may be assigned responsibility for conducting checks by the DGCA as per OC 4 of 2017. FOI check will be carried out as per form in Annexure 16 to CAP 8200 FOI Manual.

2.7.6 Privileges of SFI

- (a) Training of PIC/co-pilots for type rating
- (b) Training for issue/renewal of Instrument rating.
- (c) Recurrent pilot proficiency training
- (d) Simulator training of SFIs and LTCs


2.7.7 Training Requirements for SFI

2.7.7.1 Ground Training

Ground training shall consist of two parts.

- (a) Technical theoretical knowledge instruction (technical training) comprising of minimum 12:00 hours training to include the revision of technical knowledge, the preparation of lesson plans and the development of classroom instructional skills to enable the instructor to instruct the technical theoretical knowledge syllabus.
- (b) Teaching and learning instruction (trainers' course) comprising of minimum 40:00 hours training to cover;
 - Learning process
 - Teaching process
 - Training philosophies
 - Techniques of applied instruction
 - Airborne instruction techniques
 - Student evaluation and testing
 - Training programme development
 - Human performance and limitations relevant to flight instruction
 - Specific hazards involved in simulating systems failures and malfunctions in the aircraft during flight
 - Training administration

Note: Ground training for instructor can be modular. Validity of the ground course will be 2 years. In case of change of operator, credit for similar duration ground course can be carried forward.

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2.7.7.2 Simulator Training

(a) Phase I

1. One simulator session of at least two hours from right hand seat and for the purpose of familiarization and handling of normal, abnormal and emergency conditions especially in traffic circuits.
2. Assessment of at least two hours with the trainee instructor in the right-hand seat, instructor in left hand seat acting as a Pilot under-training during which the trainee Instructor Pilot shall demonstrate his skill in handling the aircraft in normal, abnormal and emergency conditions and taking timely corrective actions.

(b) Phase – II

1. The trainee Instructor Pilot shall observe a complete PIC or Co-pilot training profile as per CAR Section 7 Series B Part XIX (except IR/PPC and skill tests).
2. The trainee Instructor Pilot shall impart instructions under supervision of an Instructor a complete training profile of PIC or Co-pilot as per CAR Section 7 Series B Part XIX ((except IR/PPC and skill tests).

Note:

If a batch of at least two PIC / Co-pilot trainees is being trained together for the complete course, the trainee Instructor Pilot may impart instructions along with the Instructor Pilot alternatively, thus reducing the simulator timings.


OFTC shall provide additional simulator training for trainee SFIs depending upon their background and experience level to enable them to demonstrate adequately exercises such as, but not limited to, reject take off, engine failure on take-off and approach, circuits and landings including with engine inoperative, stall and recovery, crosswind take-off and landing.

The validity of Phase I training (Para 2.1) is 3 months within which Phase II (Para 2.2) must be completed. If more than 3 months have elapsed, then Phase I training must be repeated prior to commencing/resuming Phase II training.

2.7.8 Training for Pilots not Current or Qualified on Type of Aeroplane

For DGCA/ICAO Contracting State approved instructors who have held an **instructor** approval in the previous 5 years, credit for ground training as in Para 1 of this Appendix is permitted provided such ground training has been carried out in the preceding 2 years. In this case, recurrent ground training will suffice, followed by training/checks as in Para 2 to 5 of this Appendix.

Full type rating course including skill tests and IR/PPC is to be completed prior to commencing training as instructor on type on which the pilot is not current or qualified in the preceding 3 years.

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2.7.9 Recurrent Training Requirements for Instructors

OFTC shall ensure that instructors undergo recurrent Trainer's course at least one day once in 2 years covering topics in Para 2.7.7.1(b) above. If the recurrent ground course is done within 3 months prior to original expiry date, the next recurrent is to be done within 2 years of the original expiry date of the previous ground and refresher training.

OFTC shall ensure that SFIs undergo annual technical and performance recurrent ground training as per CAR Section 8 Series F Part II.

OFTC shall ensure that SFIs undergo at least 2:00 hours of FFS training as PF every 6 months covering exercises required in type rating profiles.

2.7.10 Release Check

Final proficiency check of the trainee Instructor Pilot shall be carried out by a DGCA Flight Inspector/nominated DE in a simulator as per Annexure 16 to CAP 8200 FOI Manual.

2.8. CROSS UTILIZATION OF GROUND INSTRUCTOR OF CONTRACTING STATE

Reference DGCA CAR Section 7 Series I Part VII Issue II Para 12.2, Post holder training may approve for a specific period, Ground Instructor of equivalent status approved by any Contracting State to exercise functions as Ground Instructor. Such approval shall be for a period of not more than 6 months and as a onetime measure only.


2.9. CROSS UTILIZATION OF INSTRUCTOR FROM ANOTHER OPERATOR

DESIGNATED EXAMINER Reference to DGCA CAR Section 7 Series I Part I Issue II Para 5.1 Note 2, ATOs may under mutual agreement with an operator, sponsor DEs to cater to the requirements of the ATO under intimation to DGCA. An indoctrination course of minimum duration of 08:00 hours followed by 01 FFS observation session (with post holder) in the simulator needs to be completed before intimating DGCA about the utility.

SYNTHETIC FLIGHT INSTRUCTOR Reference to DGCA CAR Section 7 Series I Part II Issue II Para 10.2, SFIs approved for one operator / ATO may be cross-utilized by another operator / ATO with the same type of aeroplane provided an indoctrination

Course with minimum duration 08:00 hours followed by a standardization check by the HoT / Dy. HoT / CI or nominated SFI. Training and duty records shall be maintained by both operator/ATO involved in the cross-utilization. No separate authorization is required by DGCA.

GROUND INSTRUCTOR Reference to DGCA CAR Section 7 Series I Part VII Issue III Para 12.7, GIs / SMEs approved for one operator / ATO may be cross utilized by another operator / ATO with the same type of aeroplane, provided an indoctrination course with minimum duration 08:00 hours are conducted prior to being utilized, to cater to the following exigencies:

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- (a) Short notice resignation
- (b) Sickness
- (c) Leave

Training Duty records will be maintained by both operator / ATO involved in the cross utilization. No separate authorization will be required from DGCA.

2.10. ATO DIFFERENCES AND STANDARDIZATION TRAINING DUE TO CHANGE OF OPERATOR

Previously qualified SFI / TRI / SFE on the type shall be required to complete the ATO differences / standardization training of 08:00 hours duration. Record for the same shall be maintained in the instructor's file. This shall include the following modules:

- (a) ATO Training and Procedures Manual Training
- (b) DGCA Records and Procedures
- (c) DGCA Regulations related to training
- (d) ATO's safety policy

Previously qualified Ground Instructor / SME when changing to an operator with the same aircraft type, the HoT can issue an approval on completion of:

- (a) 02 days of training of OFTC Training & Procedure Manual and SOPs,
- (b) Oral examination.

If the Instructor is not current, then additionally, the refresher training as in Para 2.5.1 (b) of Section 2 shall be applicable. In case of change of aircraft, only Module 2, covering Technical or Performance, as relevant, shall be required.

2.11. SYNTHETIC FLIGHT EXAMINERS (SFE)

2.11.1 Delegation Policy


The SFE program has been instituted to allow operators to develop and maintain a program of flight crew tests and checks independent of the availability of DGCA Flight Operations Inspectors. SFE shall be aware that they perform their duties as delegates of the DGCA.

A DGCA FOI, when scheduled by the FSD, DGCA, may conduct any of the test and checks and may monitor (by way of surveillance or random check) any SFE / Nominated DE conducting any test or check, at any time.

Note: 'Nominated DE' (a DE who has been specially authorized by the DGCA for the purposes described in OC 4 of 2017) may conduct checks.

Any effort by an Operator / ATO to influence or obstruct

SFE / Nominated DE, in any way, in the course of fulfilling his obligations to the DGCA, will result in the forfeiture of the Operator's SFE program as such. The validity of any checks performed by the affected SFE will also be revoked.

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2.11.2 Conflict of Interest for SFE

Since SFE / Nominated DEs primarily are operator's / ATO's employees carrying out functions on behalf of DGCA. Sometimes this may result in a situation of conflict of Interest.

Conflict of Interest is defined as any relationship that might influence an approved SFE / Nominated DE to act, either knowingly or unknowingly, in a manner that does not hold the safety of the flying public as the primary and highest priority. Example of a situation but not limited to, is considered as a possible conflict of interest between the SFE / Nominated DE and his delegated authority in conducting a Test/Check on a pilot whom the SFE has trained under a concurrent instructor/SFI approval and such training culminates into the Test/Check.

Situation where the examiner should consider if the objectivity is affected, when the applicant is a relative of the examiner, or when they are linked by economic interests etc.

Each applicant, whose name is recommended by operator, shall declare in his resume, which accompanies the nomination form given in Appendix 1 on DGCA CAR 7 / I / II, any conflict of interest of which they have knowledge.

There shall be no concurrent approval accorded to SFE.

The final authority, for deciding whether there is any conflict of interest that might affect the SFE / Nominated DE's ability to conduct tests and checks in an impartial manner, rests with the DGCA.

Wherever, any SFE comes into a situation of conflict of interest, a full report of the circumstances shall be immediately submitted by him/operator/ ATO to the DGCA for review.


2.11.3 Procedure for Selection

The operator / ATO, while requesting appointment of SFE shall justify the need of number of SFE required to meet the quantum of regulatory checks to be performed. The operators shall also ensure and confirm that pilots recommended for appointment as SFE are of recognized integrity, free from prejudices and strong likes and dislikes and capable of recording fair assessments and shall be known for impartial conduct. They shall be capable of instilling high standard of discipline among the flight crew and shall have balanced attitude towards them.

Note: ATOs may under mutual agreement with an operator, utilize specific DEs to cater the requirements of the ATO [SFI Standardization / Skill Tests and IR/PPC (initial and / or recurrent)] after obtaining authorization from DGCA.

The OFTC Post-holder for Training or Accountable Manager shall sign and forward the nomination for the SFE. A resume of the candidate's background, qualifications and experience is required, and must include a summary of previous checking, training or supervisory experience. A candidate shall also declare, on his resume, conditions that could result in a conflict of interest.

While recommending the pilots for appointment as SFE, OFTC shall ensure that the candidate:

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- (a) Demonstrates a thorough knowledge of the contents of the OFTC Training and Procedures Manual (TPM), Operations Specifications, SOPs and the applicable aircraft operating manuals;
- (b) Demonstrates his knowledge and ability to conduct Skill Test(s), Proficiency Check(s) and PIC upgrade check(s), as appropriate, on the applicable aircraft type (and/or simulator), for which the SFE has been nominated; and

For designation as SFE the nominated pilots shall be subjected to a process of selection. The selection process shall be on the basis of applications received from the entire pilot population that meets the eligibility criteria. The selection process shall be carried out by a Board in DGCA HQ that will meet, as deemed necessary. The Board will be chaired by the JDG / CFI DGCA with the members being a type qualified FOI (if available), and OFTC 's Post-Holder Training.

The scope of the interview for selection shall be;

- (a) Knowledge of Aircraft Rules, CARs and DGCA circulars pertaining to DE functions and responsibilities
- (b) Knowledge of CAP 7200 DE Manual
- (c) Aircraft specific knowledge


Note: In case change of Aircraft Type, the nominated pilot shall undergo selection procedure as stipulated in the above Para.

On selection and successful completion of training and checks, the completed records shall be submitted to FSD, DGCA for appointment of the DE. In case the nominee does not pass the selection board process, he may re-appear only after a minimum gap of 3 months.

2.11.4 Qualifying Requirements for SFE

Pilots recommended for authorization as SFEs should hold or have held a DGCA, India ATPL, and:

- (a) Demonstrates satisfactory knowledge of the contents and interpretation of the DGCA Civil Aviation Requirements and applicable regulations.
- (b) Holds or have held a Pilot-in-Command rating on the same type of commercial aircraft, for which examining authority is sought.
- (c) Shall not have attained the age of 70 Years;
- (d) Additionally, should meet the following criteria:
 - Shall have been current in flying on the same type of commercial air transport with a commercial operator on aeroplane with AUW exceeding 5700 Kgs in the preceding 5 years; or
 - Shall have been a simulator trainer on the same type of commercial air transport with an operator or a DGCA/ICAO Contracting State approved TRTO/ATO on aeroplane of AUW exceeding 5700 Kgs, in the preceding 5 years; or
 - Is an Indian pilot employed / engaged by an operator of a contracting state and has, functioned as a TRI/SFI on the type with that ICAO Contracting State for a minimum period of 2 years during the previous 5 years.

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- (e) Shall not have tested alcohol positive during a pre/post flight medical check in the last 3 years of flying; and
- (f) Shall not have been held blameworthy for an aircraft accident/ incident in the last 3/1 years of flying respectively; and
- (g) Shall have undergone a medical assessment by a doctor qualified in Aviation Medicine, to assess suitability for simulator duties, that will address.
 - Physical ability
 - Visual and colour perception
 - Hearing


Note:

- 1 For the initial issue of an SFE approval, the pilot shall have completed at least 150 Hrs. (minimum 50 Hrs. on simulator) as a TRI (A/S) or as SFI on the applicable type.
- 2 In addition to entry requirements, the medical assessment, above shall be conducted annually for SFEs above the age of 65 years. The medical assessment may be conducted by any doctor including that of an operator, who is qualified in aviation medicine,
 - A pilot recommended for authorization as SFE shall undergo the stipulated ground training and satisfactory checks on an approved simulator.
 - SFE shall be checked for proficiency by DGCA Flight Operations Inspector.
 - A pilot who fails the proficiency check shall not be recommended for the respective approval, for a minimum period of three months.
 - FOI check will be carried out as per CAP 8200 (FOI Manual).

2.11.5 Pre-Training Requirements

Following table is laid for meeting the training requirements for seeking SFE approval:

	From	EXPERIENCE / QUALIFYING	TRAINING REQUIREMENTS	DGCA APPROVAL PROCEDURE
A	TRI(A)	Has functioned for 1 Year as TRI(A)	Observe one and conduct two Skill Tests or Proficiency Checks	Selection procedure as stipulated, Indoctrination Training with DGCA and Standardization check on type, for which the approval is sought.
B	TRI(S)	Has functioned for 1 Year as TRI(S)	Observe one and conduct Two Skill Test or Proficiency Check	Selection Procedure as stipulated, Indoctrination Training with DGCA and Standardization check on type, for which the approval is sought.

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C	SFI	Has functioned for 1 Year as SFI & minimum instructional experience of 100:00 hours as a SFI	Observe one and conduct Two Skill Test or Proficiency Check	Selection Procedure as stipulated, Indoctrination Training with DGCA and Standardization check on type, for which the approval is sought.
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2.11.6 Conduct of Checks/Tests by SFE / Nominated DE


SFEs are accorded the following functions and required to perform associated check / tests during the course of their designation.

- Skill Tests for issue / renewal of type rating.
- PPC and IR Check
- Standardization checks of SFI
- Training/check of SFE where authorized
- LVO Check
- RHS Check

2.11.7 Training Requirements

Pilots shall undergo the following training in order to obtain appointment as a SFE for the first instance with a scheduled operator / ATO:

- A SFE course, conducted by DGCA covering the following topics.
 - The procedures and techniques associated with the conduct of Skill Tests and Proficiency Checks.
 - The techniques and standards used in the assessment and evaluation of candidate's performance.
 - Briefing and debriefing procedures and requirements.
 - Completion of all applicable forms and documentation; and
 - The contents and interpretation of all applicable manuals and publications.
- The completion of an approved training course covering the assessment of CRM skills, and the use of facilitation techniques.
- The observation of at least One Skill Test or Proficiency Check in an approved simulator.
- The conduct of Two Skill Tests and / or Proficiency Checks in an approved simulator / aeroplane, under the supervision of a DE. The nominee shall carry out the briefing, conduct the check and subsequent debrief, and then complete all necessary paperwork which shall be made under supervision of the DE conducting the training; and
- Undergo a DGCA FOI Release Check, during which a DGCA Inspector will observe the applicant conducting a Skill Test or Proficiency Check on a candidate (or candidates) in an approved simulator or aeroplane. FOI release check will be carried out as per the form in Appendix B to CAP 7200

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2.11.8 Recency Requirements

OFTC to ensure that the SFE who have not exercised their privileges as per the duration below, the following training shall apply to regain currency in order to function as SFE;

06 months to 01 year	Observe and conduct of one skill test / proficiency check under supervision of another valid DE/SFE.
More than 01 year to 02 Years	Annual refresher course as mentioned in CAP7200, conducted by DGCA;
	Observe one Skill Test or Proficiency Check;
	Conduct of One Skill Test or Proficiency Checks, under the supervision of a DE/SFE. The nominee shall carry out the briefing, conduct the check and subsequent debrief, and then complete all necessary paperwork which shall be made under supervision of the DE/SFE conducting the training
	Undergo a DGCA FOI Monitor Check, during which a DGCA Inspector / Nominated DE / SFE will observe the applicant conducting a Skill Test or Proficiency Check on a candidate (or candidates)
More than 02 Years	The DE/SFE shall undergo training requirements for initial approval.

2.11.9 Validity and Renewal


Unless withdrawn, the appointment of the SFE shall remain valid for a period of five years from the date of issue of appointment as long as the pilots continue meet the applicable requirements of the CAR and remain in the employment of OFTC who has obtained the appointment.

SFE appointment will cease to be valid whenever any of the following conditions apply:

- More than 12 months have elapsed since completion of a SFE Refresher Course conducted by the DGCA (If the training is conducted within three months prior to the expiry of the 12 months period, the next ground and refresher training must be completed within 12 months of the original expiry date of the previous ground and refresher training). Such a course shall cover assessment standards and practices, licensing requirements and current regulations; or
- More than 12 calendar months have elapsed since the SFE has been monitored by a DGCA Inspector, for this purpose, whilst conducting a Skill Test or Proficiency Check in an approved simulator (SFE Standardization check);
- A SFE's instrument rating has expired; or
- A SFE's license is not valid or has expired; or
- A SFE's medical category is not valid or has expired; or
- The SFE authorization is withdrawn by the DGCA

Note 1: In case the appointment of the SFE is no longer valid due to para (a) to (e)/ Para (a) & (b) above, respectively, the appointment will be validated on compliance of the following requirements.

Note 2: In case the standardization check is conducted within 03 months prior to the expiry of the 12 months period, the next check must be completed within 12 months of the original expiry date of the previous check.

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2.11.10 Renewal Procedure of the Appointment of SFE


- (a) The responsibility to request renewal prior to expiration of SFE appointment rests with OFTC.
- (b) At least three months prior to the expiration of appointment the Operator shall request for renewal in writing.
- (c) Following will be attached to the renewal request.
 - 1 Record of all Tests / Checks the SFE has conducted during the last 12 months.
 - 2 Copy of SFE is current license and medical certificate.
- (d) The application shall indicate the dates the SFE can be made available for an Inspector to monitor / conduct a Test / Check if required.
- (e) DGCA shall review the request with particular attention to the number of Tests/ Checks conducted by the SFE during the past year and other renewal requirements specified in the CAR. This is to ensure that the SFE is being well utilized by the OFTC, so as to justify his continued designation.
- (f) If the document review is satisfactory DGCA, will assign an FOI to carry out a SFE Standardization Check as required.
- (g) If the performance of the SFE is satisfactory the SFE designation may be renewed for a period of Five years.
- (h) If the performance of the SFE is not satisfactory for any reason the SFE and the Operator shall be informed accordingly.

2.11.11 SFE Monitoring and Checking

DGCA Records and Responsibilities

The DGCA shall monitor the standards of all SFE by:

- (a) Monitoring each DE while he conducts a Skill Test, IR Check or Proficiency Check every 12 months - this check shall be referred to as the SFE Standardization Check.
- (b) Reviewing the Operator/ATO's utilization of SFE on a regular basis.
- (c) Monitoring (during standardization checks and random checks by FOIs) the activities of each SFE to ensure:
 - 1 his reports are complete, accurate and meaningful.
 - 2 his Checks cover the required sequences.
 - 3 his conduct of checks is fair and in conformance with the
 - 4 standards and procedures described in this manual.
 - 5 he is acting within the limits of his authority and.
 - 6 Completion of the SFE Standardization Report, retaining
 - 7 of records, and
 - 8 Updating the Operator's / ATO's SFE file.

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2.11.12 OFTC Records and Responsibilities

It is the OFTC's responsibility to ensure a SFE appointment is valid before scheduling him to conduct a Check. To aid in this responsibility, OFTC shall maintain records to show:


- (a) The last date on which each SFE has undergone a SFE Standardization Check by an Inspector and when his next SFE Standardization Check is due; and
- (b) The last date on which each SFE attended a SFE Refresher Course, and when the next course is due;
- (c) A list of the Tests / Checks conducted by each SFE, using the format given in Appendix 2 to this CAR. Records are required to be submitted for each SFE every quarter covering each month in the quarter. Where a SFE has not conducted any checks/ tests in a month, the record shall be annotated "no checks/tests conducted this month".

If a delay or problem is anticipated by the Operator / ATO in arranging a SFE Standardization Check for a SFE prior to the expiry date, contact shall be made at once by email with the CFI to make alternate arrangements. If the Operator/ATO can show that it is impractical to arrange a DGCA check to fulfil the requirements above, prior to the expiry date, an extension may be granted by the DGCA on a specific case basis. Maximum extension may not exceed 30 days, from the date the DGCA standardization was due.


In order to maintain up to date records for SFE utilization, the Operator / ATO shall inform DGCA when a SFE is no longer in the employment of the Company or will not be required to perform SFE duties during the coming 24 months.

A pilot may hold independent yet concurrent appointment as SFE and authorization as Instructor / SFI. The requirements for such appointment or authorization will be met separately with distinct approval, standardization processes and validity periods. Withdrawal and reinstatement would be treated separately for both cases.


SFEs approved for one ATO may be cross utilized by another ATO with the same type of aeroplane provided an indoctrination course of the respective Operations Manual / Training and Procedures Manual with minimum duration 08:00 hours are conducted, followed by a standardization check by the Post-holder Training or his nominated SFE. Training and duty records will be maintained by both ATOs involved in the cross-utilization. No separate authorization is required by DGCA.

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3 CLIENT TRAINING

3.1 OVERVIEW

This section outlines the framework, design, delivery, and evaluation of Client Training Programmes offered by the Orbit Flying Training Centre (OFTC). The primary objective of these programmes is to ensure that all clients receive structured, high-quality training that aligns with regulatory standards, operational requirements, and individual learning goals.

3.1.1 Programme Objectives

Client Training Programmes are developed to:

- (a) Comply with relevant regulatory requirements.
- (b) Meet the specific training needs of clients including airlines, military, and individual trainees.
- (c) Promote safety, proficiency, and professional development.
- (d) Prepare trainees for examinations, licensing, and operational deployment.

3.1.2 Programme Types


The OFTC offers the following categories of training programmes:

- (a) Initial Training:
For clients undergoing basic or entry-level ground classes (e.g. CPL, ATPL).
- (b) Type Rating Training:
Aircraft-specific type training for clients transitioning to a new aircraft type.
- (c) Recurrent Training:
Periodic training to ensure ongoing proficiency and regulatory compliance.
- (d) Specialized Training:
Customized modules such as Crew Resource Management (CRM), Multi-Crew Cooperation (MCC), Jet Induction Training (JIT) and Upset Prevention and Recovery Training (UPRT) etc...
- (e) Conversion Training:
For license or rating conversions from other authorities or aircraft types.
- (f) Client-Customized Programmes:
Tailored to the specific needs of corporate or government clients.

3.1.3 Programme Design

Each training programme is developed following the below principles

- (a) Training Needs Analysis:
A structured assessment of client requirements, prior experience, and end goals.
- (b) Syllabus Development:
Based on approved training manuals, syllabi, and instructional design principles.

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(c) Regulatory Compliance:

Alignment with national and international aviation authority standards.

(d) Resource Allocation:

Assignment of qualified instructors, appropriate aircraft/simulators, and training materials.

(e) Learning Outcomes:

Clearly defined objectives and performance criteria.

3.1.4 Programme Delivery

Training delivery is structured to optimize learning effectiveness and includes

(a) Instructor Assignment:

Only approved and current instructors are assigned based on qualification and subject matter expertise.

(b) Training Environment:

Conducted in a safe, well-maintained, and professional environment—either in classrooms, simulators, or aircraft.

(c) Scheduling:

Programmes are scheduled in coordination with client availability and operational needs.

(d) Training Records:

Maintained accurately to track attendance, performance, progress, and feedback.

3.1.5 Quality Assurance and Monitoring

To maintain consistent quality below events will be conducted.

(a) Internal Audits:

Regular checks to ensure compliance with programme structure and delivery.

(b) Instructor Evaluations:

Periodic assessments of instructor performance and feedback mechanisms.

(c) Client Feedback:

Formal debriefings and anonymous surveys to collect client evaluations and identify areas for improvement.

(d) Programme Review:


Annual or post-programme evaluations to revise and update training content and methodology.

3.1.6 Documentation and Certification

At the conclusion of each training programme:

(a) Assessment:

Clients undergo theoretical and/or practical evaluations as applicable.

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(b) Certification:

Successful candidates receive certificates or endorsements in accordance with regulatory guidelines.

(c) Record Keeping:

All documentation is archived in the Training Records System for at least five years or as required by the authority.

3.1.7 Roles and Responsibilities

(a) Head of Training:

Approves training programmes and ensures regulatory compliance.

(b) Chief Ground Instructor:

Aligns the Ground Instructors and Ground Training programmes to ensure regulatory compliance.

(c) Instructors:

Deliver content, monitor trainee performance, and report progress.

(d) Training Administrator:

Oversees course plan implementation and coordinates with clients to ensure smooth course run.

(e) Quality Manager:

Conducts audits and monitors training effectiveness.

3.2 PRE-ENTRY REQUIREMENTS

Refer OFTC TPM Section – 6, Annexure 1

3.3 CREDITS FOR PREVIOUS EXPERIENCE

NOC to be obtained from DGCA before training commences. Applicants with previous experience shall present ATO a certified true copy of their experience (certificate and logbook). Applicants that have undergone only ground school from a previous institution shall present a certificate of the subjects taken.

3.4 TRAINING CURRICULUM

3.4.1 Airbus 320 Training Curriculum

(a) Type Rating Training Course

(Refer OFTC TPM, Section 6, Annexure 2.1.1, 3.1.1, 4.1.1)


(b) Gap in Flying / Recurrent Training Course

(Refer OFTC TPM, Section 6, Annexure 2.1.2, 3.1.2, 4.1.2)

3.4.2 Reserved

3.4.3 Special Ground Training Courses

Refer OFTC TPM, Section 6, Annexure 2.3, 3.3, 4.3

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3.4.4 Command Upgrade Courses

OFTC will follow the DGCA approved - Operator's command upgrade course module from the operators' Company Operations Manual.

3.4.5 Non-Scheduled Operators

OFTC will follow the DGCA approved training curriculum of the operator through their Company Operations Manual.

3.4.6 Theoretical Knowledge Instructor (Ground Instructor) Training Course for Other ATO / Airlines

For detailed syllabus, refer OFTC TPM, Section 2, Para 2.5

General Requirements

No operator / ATO shall use any person nor shall any person serve as a Ground Instructor unless that person has been approved in accordance with DGCA CAR Section 7 Series I Part VII. DGCA may also permit for a specific period Ground Instructor of equivalent status approved by any Contracting State to exercise functions as Ground Instructor. The Post-Holder Training shall issue the approval for a period of not more than 6 months.

3.5 TRAINING IN THE DOMAIN OF HUMAN FACTORS (ATTITUDES)

Human Factors is defined as a multidisciplinary effort to generate and compile information about human capabilities and limitations. Apply that information to equipment, systems, facilities, procedures, jobs, environments, training, staffing and personnel management for safe, comfortable, effective human performance.


During course, OFTC instructors will ensure that trainee shall be trained in a professional way. This part is intervened with the complete training curriculum, which would be covered in all the phases of Training, which includes following topics.

Leadership / Followership and Authority

- (a) Managerial and supervisory skills
- (b) Assertiveness
- (c) Barriers
- (d) Cultural influence
- (e) PF and PM roles
- (f) Professionalism
- (g) Team responsibility

Personality, Attitude and Motivation

- (a) Listening
- (b) Conflict resolution
- (c) Mediating
- (d) Critique (pre-flight analyses and planning, ongoing-review, post flight)
- (e) Team building

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Effective Communication During Flight

- (a) Listening
- (b) Feedback
- (c) Standard phraseologies
- (d) Assertiveness
- (e) Participation

Crew Co-Ordination Procedures

- (a) Flight techniques and cockpit procedures
- (b) Standard phraseologies

Flying Modern Turbojet Airplanes

- (a) Emphasizing inertia management, acceleration / deceleration, speed and trajectory.
- (b) Need for stabilization
- (c) Importance of attitude / power settings
- (d) Adaptation to Fly by Wire (A-320)
- (e) Adaptation to IFR rules in Multi Crew aircraft (high speed)
- (f) Discipline

3.6 ASSESSMENT AND EXAMINATIONS


3.6.1 Assessment

OFTC assesses the trainees based on the pre-requisite documents and a personal interview on general aviation knowledge with the HoT / CGI, before commencing the Training at OFTC.

OFTC shall use the latest and best means to impart quality training to its trainees. The training is divided into two parts (ground subject training & FSTD training).

Ground subject training will be conducted by experienced ground instructors and supported by CBT. Phase tests shall be conducted based on classroom training / CBT modules. Technical and Performance instruction is part of the theoretical knowledge training, which is conducted by the instructor. Phase Test may be conducted for the portions completed in the previous days at the discretion of the ground instructor.

Based on the approval of ATO by DGCA, OFTC shall conduct the final written examinations for aircraft specific technical and performance and such examination shall be conducted with prior intimation of minimum 30 days to DGCA as mentioned in DGCA CAR 7-D-IV Para 8.2. In case of changes of examination dates DGCA shall be informed in advance.

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3.6.2 ATO Grading / Criteria of Proficiency

Evaluation during the Theoretical Knowledge Instructions Phase

(a) Examination:

On completion of this phase, a written multiple-choice / conventional examination will be completed. The trainee must score minimum of 70% to pass the examination.

(b) Unsatisfactory examination:

A minimum of 25% of module's timeline will be provided to the candidate as extra training. This would be decided in consultation with the instructor to understand the candidate's performance and further the training administrator will organize the training in consultation with the CGI. The information will be passed on to HoT and all relevant departments for re-scheduling next phases of training.

The student will then undertake a second examination. A maximum number of 1 re-examination (technical / performance subject) can be accommodated.

An applicant who fails in any subject of Technical / Performance examinations pertaining to issue of license, rating or type rating shall not be permitted to appear for re-examination within a period of six weeks from the date of examination or such lesser period as may be specified by DGCA.

Evaluation during the Simulator Instructions Phase

A pilot must demonstrate the ability to perform the procedures and manoeuvres with a degree of competence appropriate to the functions exercised on the aircraft using an adequate assessment methodology in conjunction with the technical skills assessment. An appropriate level of competence in practical skill must be maintained. Compliance must be demonstrated by regular assessments, examinations, tests or checks.

Such assessments will be done with the help of "Simulator - Session Profile Forms", which are given in OFTC TPM Section 6, Annexure 4 under each subject.


(a) SIM Check: After successful fulfilment of all simulator training sessions, the candidate will be subjected to skill test, IR, PPC checks which would be conducted by FOI / Nominated DE / SFE authorised by DGCA using CA 40/41 forms.

(b) Unsuccessful SIM Check: In case the candidate does not clear the final check, the HoT would discuss the same with the SFI to understand the weak areas of candidate and would schedule remedial session(s) at his discretion. Post remedial sessions, the candidate will be accommodated for a maximum number of 1 re-check.

Description of the grading system

If all training elements are completed and all event grades are satisfactory ("S"), the trainee continues to the next phase without interruption. When one or more elements are incomplete due to insufficient time but there is an opportunity to complete them in the next session and the remaining event grades are satisfactory, the trainee is allowed to continue with a carry-over of the pending elements.

Conversely, if time is not available for remediation or if the trainee receives two or more unsatisfactory event grades, additional training can be recommended by the instructor. Maximum number of 2 repeats per event on each session will be accommodated.

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3.6.3 Examinations

(a) Invigilation of Examination

DGCA has authorized an approved training organization to conduct the examination required for the issuance of a license or rating, the examination shall be conducted by personnel authorized by the DGCA or designated by the training organization in accordance with criteria approved by the DGCA.

CGI would authorise minimum one invigilator for every twenty candidates, from the HoT approved invigilators list. The HoT approved invigilators list would remain with CGI.

The skill test, IR, PPC and SFI standardization shall be conducted by FOI / Nominated DE / SFE authorised by DGCA.

The invigilator is responsible for the conduct of technical and performance written examination and is authorised by HoT. The authorised invigilator cannot be any of the personnel or instructors involved with the preparation of the question paper / subject matter.

Roles and duties of authorised invigilators are stated below:

- (i) Invigilator should take the attendance for each candidate prior to commencement of examination.
- (ii) Invigilator should handover the instruction sheet along with answer sheet to candidates prior to scheduled time of examination.
- (iii) Sealed envelope consists of question papers shall be opened before commencement of the examination.
- (iv) Invigilator shall make sure that the answer sheets for objective type question paper and descriptive type question papers is properly numbered and maintained.
- (v) Invigilator shall prevent possible candidate malpractice, administrative failures and shall not allow the usage of electronic gadgets (except calculator) and pen drive.


(b) Setting / Vetting Question Bank

Qualification and number of personnel authorized to set the questions bank / paper for the examinations being conducted by the ATO:

- (i) Any two Ground Instructors approved on type with minimum six months of instructional experience shall be nominated by HoT CI to set the Question bank.
- (ii) Personnel authorized by HoT shall generate the question paper prior to the examination.
- (iii) In unforeseen circumstance, if HoT / Dy. HoT not available, CGI shall generate the question paper with prior approval from Accountable Manager.

Qualification and number of personnel authorized to authenticate the questions for the examination being conducted by the ATO:

- (i) Any two subject matter expert appointed by Head of Training or his delegate shall be responsible to authenticate the question paper.

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(c) Setting / Vetting Question Paper

The following points should be kept in mind as a broad guideline while setting and vetting the questions:

- (i) Questions must be on the topics covered under the syllabus for each page, the questions should be relevant and unambiguous, based on knowledge, understanding and application.
- (ii) The most appropriate choice of answer for each question must be clearly marked.
- (iii) All efforts should be made to provide four choices or less for each question.
- (iv) Language of questions shall be English.
- (v) Abbreviation and Terminology used as per FCOM, FCTM & QRH is acceptable to be used while setting the questions.

Question paper shall be prepared and required number of photocopies shall be made in presence of authorised personnel. Information slip shall be attached with the answer sheets. A new set of questionnaires shall be set for remedial tests (in case).

(d) Methodology for Reviewing the Answer Sheets:

After scrutinizing all the papers, if an abnormal trend is noticed for particular subject / topic, HoT / CGI shall review the syllabus for the scope of enhancement.


(e) Policy on Review and Changes to be made to the Question Bank:

Question bank shall be created for each subject by the Ground Instructors from the concerned system as detailed by the HoT. The Question bank shall be periodically updated and reviewed annually under the instructions of HoT.

(f) Policy to Ensure the Control and Secrecy of the Question Bank:

Soft copy of question bank shall be stored into the training laptop accessible to HoT only. As first layer of protection towards maintaining secrecy of question bank / paper, the laptop shall be kept secured in the HoT office within a fire-proof safe and this device will be exclusively used for maintaining question bank and generation of question papers. Password for opening the laptop will remain with HoT only, which is the second layer of protection. Question bank file itself is encrypted and password for same remains with HoT only, which is the third layer of protection. Laptop shall also be secured with antivirus protection, and it is to be ensured that it is not connected to internet or LAN port. A backup for the question bank system has to be maintained on external drive secured with password and shall also be kept in custody of the HoT.

No person shall have access to the Question bank at any point of time except for personnel authorized by the HoT. Access to the Question bank for preparing / modifying the Question bank shall be with the consent of a combination of at least two ground Instructors who will be authorised by the HoT.

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(g)System for Question Bank

Computerized Question bank shall be maintained for the Technical and performance subjects of specific aircraft which is to be maintained as soft copy in the laptop dedicated for question bank, so that the question paper can be retrieved at random. The software in the computer permits manual selection of questions for technical system, while ensuring coverage of all topics that the trainee needs to be tested for. For performance test, the selection may be done manually by authorised personnel. The question bank for technical and performance subjects shall have minimum three times the number of questions in the respective papers. Question bank shall comprise of multiple-choice questions prepared by authorised personnel (ground instructors).

3.7 MONITORING OF TRAINING PROCESS, INCLUDING ASSESSMENT AND EXAMINATION ACTIVITIES

3.7.1 Assessment and Examination

Refer to OFTC TPM Section 3, Para 3.6.

3.7.2 Additional Training

(a)Ground class

The instructor shall decide whether additional training is required during the theoretical knowledge training and indicate this in the training record. He shall contact the CGI to discuss this matter. The instructor shall recommend the number of hours of additional training to CGI. Additional training shall then be organized by the training administrator in co-ordination with the CGI. The information will be passed on to HoT and all relevant departments for re-scheduling next phases of training.

(b)Simulator training

In case of slow progress of trainee, maximum of two remedial sessions in each phase shall be recommended by the instructor, in consultation with HoT. After approval of the HoT and an acknowledgement obtained from the trainee, the session shall be scheduled. Whenever the performance of the trainee is such that the instructor judges the necessity for an extra training session prior to continuing the training program, the instructor must describe the problem and make suggestions for the contents of the extra training session, by giving clear reason for his suggestion to the HoT. Further, an assessment may be carried out after remedial session, before recommending the trainee to the next phase of training. If the student fails to perform even after second remedial sessions HoT may terminate the training.


3.7.3 Training Termination

When the trainee fails to clear the remedial sessions and the instructor declares unsuitable for further training, the instructor reports the same in writing.

HoT then counsels the trainee about the short fall and then may decide to terminate the training through formal notice.

3.7.4 Break Between Training

For any reason, there must not be a break in continuity of course/module except for the planned breaks in the schedule. If any unplanned gaps occur due to candidate's personal constraint or unforeseen circumstances, additional practise session(s) shall be scheduled under the discretion of the HoT.

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3.7.5 Type Rating Skill Test

The trainee will be evaluated according to DGCA regulations.

3.7.6 Evaluation of Trainee

Prior to the commencement of ground training, HoT / CGI assess the trainee for his capability to undergo the type rating programme. At the end of Ground School, trainee undergoes closed book written evaluation test in which he needs to pass to be able to move to the next phase of training which is simulator training. For all tests, the minimum level required for proficiency is 70%. HoT / CGI authorised personnel shall evaluate ground school examination. For Simulator checks, DGCA approved DE / SFE or DGCA FOI shall evaluate the trainees.

3.7.7 Unsatisfactory Examination

Refer to OFTC TPM Section 3, Para 3.6.2 – Unsatisfactory Examination

3.7.8 Disciplinary Action

In the event that a student cannot abide to OFTC rules and regulations as provided in this document, disciplinary action shall take place. First of all, the student shall be asked to meet the HoT in order to discuss the student's problem and based upon discussion; a decision shall be taken for disciplinary action. This may also lead to training termination.

3.8 TRAINING DELIVERY

The training is delivered as per the Approved Course Footprint.

Ground School will be conducted in a paced manner, where Instructor is physically available in the class to interact with trainees and give additional information to clarify doubts. E-learning may become a part of recurrent/refresher ground school delivery by not exceeding 25% of total course timeline. If the performance is satisfactory, the student passes on the next phase.

On completion of Ground School, the trainee enters into the practical (simulator) phase. All the training sessions held on any of the Training Device shall be logged by the student which shall be signed by the Instructor / Examiner and countersigned by HoT.


Upon successful completion of the course, feedback shall be taken from the students and further analysed by HoT and CGI to further amend the procedures / policy for enhancing the training outcomes.

3.8.1 Change of Instructors

Amidst the training, a trainee may request for change of Instructor stating valid reason for the request. Maximum of 3 instructor changes are permitted including all the phases of training with sole discretion of HoT.

HoT may also initiate a maximum of 3 Instructor changes per student during their entire training due to some unforeseen situations as mentioned below:

- (a) Incapacitation of the Instructor due to health reasons.
- (b) Non-availability of the instructor because of the circumstances, beyond his reasonable control.
- (c) When the trainee requests for change of instructor and HoT deems it fit, after analysis.

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3.8.2 Training Delays

Training administrator shall monitor the progress of training. In case of delays:

- (a) Delay the next scheduled training programme. This is possible if the delay is acceptable to the customer and shall not result in a cascading effect affecting all planned schedules.
- (b) Check availability of mobilizing additional resources.
- (c) Check with customers who have booked courses if any of the courses can be delayed.

3.8.3 Training Schedule Update

Resource planning is subject to changes due unexpected events. In case of schedule changes, training administrator shall inform trainees, instructors and all other relevant / involved parties.

3.8.4 Attendance Records

Attendance in each course shall form a part of training folder. Training Administrator shall monitor the attendance of trainees on a regular basis. The following records of attendance shall be maintained for each trainee:


- (a) On a daily basis, trainees shall sign the attendance sheet along with time-in stamp as they report for the day.
- (b) Towards the end of the day, trainee enters time-out stamp in the attendance sheet, which shall be countersigned by the instructor.
- (c) This sheet shall be closed and submitted to the HoT for inspection at the end of the training.
- (d) Attendance records shall be reconciled with the schedule before a Course Completion Certificate is issued.

Training administrator under the supervision of HoT and CGI is responsible for distribution, monitoring and storage of training records. Training records must be stored safely in form of hard and / or soft copy and retained for 5 years from the date of completion and shall be documented. These shall be filed and stored in the dedicated File Storage area. Before the file is stored, the HoT shall check the file for availability and completion of all forms. A signed record of such check shall be maintained in each file.

3.8.5 Welcome Tasks

Upon trainees' arrival, Training Administration team shall welcome the trainees and give a "Welcome Presentation" of the Training Centre. This involves:

- (a) Providing trainees with the training program and documentation required, which shall be part of the Welcome Kit. The copy of the same, with requisite additional forms shall form the Training File.
- (b) Storing a photograph of the trainee in the training file.
- (c) Informing trainees on the safety and evacuation rules in the building.
- (d) Informing trainees about the location of first aid kit.
- (e) Informing trainees about inhouse and external agencies' emergency contact number.

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(f) Photocopying trainee's prerequisites as detailed below:

- (i) Pilot Licenses
- (ii) Passport (this shall serve as a proof of identity).
- (iii) Any other certificate / documents required as a prerequisite for the intended course. Training Administration team is responsible for collecting and checking all the pre-requisites before starting the course.

3.9 TRAINING POLICIES

Minimum rest periods

Theoretical knowledge instructors / Ground Instructors (GI) shall not exceed 30 teaching hours in any 7 days. These figures shall include all classroom contact time, whether on DGCA approved courses or other courses in which the theoretical knowledge instructor takes part. Theoretical knowledge instruction may be carried out by personnel approved as Ground Instructors as per CAR Section 7 series I Part VII.

Synthetic Flight Instructors (SFI) must not instruct for more than 900 machine hours in any 12-month period. When SFIs are used to instruct on FSTDs.

- (a) Trainees and Instructors must have a minimum of 12 hours rest between 2 sessions.
- (b) No 2 SIM sessions shall be planned on the same calendar day.
- (c) Initial ground training courses are restricted to 6 hours/day and recurrent ground training sessions are restricted to 8 hours/day.

3.10 STUDENT EVALUATION

Authorization of Tests / Assessments

Refer to OFTC TPM Section 3, Para 3.6.1

Remedial Training

Remedial Training is given if the student's assessment is unsatisfactory.

Refer to OFTC TPM Section 3, Para 3.6.2

Additional Training

Refer to OFTC TPM Section 3, Para 3.7.2

Test Reports and Records


Refer to OFTC TPM Section 5, Para 5.1

Progress Tests

The ground instructor on his discretion may conduct a progress test if he deems required for which the pass percentage would be 70%.

Checks

The trainee shall be evaluated according to DGCA regulations by approved DE / SFE / FOI. Besides progress in flying skills and procedures, the trainees shall also be checked in other areas of CRM, Human Factors and decision making.

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3.11 TRAINING EFFECTIVENESS

To enhance the effectiveness of training imparted at OFTC, the under-mentioned guidelines would be followed by all departments of this ATO.

3.11.1 Liaison Between Departments

Training Resources planning is done to assess the availability of the required resources to carry out the projected training. The marketing division does training projection annually. The projection is made available to the Accountable Manager, Head of Training, Chief Ground Instructor and Maintenance Manager.

FSTD availability will be projected by Maintenance Manager after considering the maintenance tasks to be carried out. These tasks are listed under Maintenance Program. In addition to these planned tasks, an allowance for non-availability of the FSTD will be made based on operating experience. This will cater to additional inspections by the regulator and customer.

Instructor availability will be projected after considering the following factors:

- (a) Number of Instructors for each of the projected courses,
- (b) Available man-days after considering leave entitlements,
- (c) Training courses for instructors.

An allowance of 5% shall be made for additional training requirements for the projected courses. If required, HoT could decide to use the provision of sub-contracting the instructors, in liaison with various ATOs / Airlines, as per the existing provisions stated by relevant DGCA CAR.

Training Administrator shall confirm availability of classrooms and Training material.

Once the resource planning data is made available, the Scheduler shall match availability of resources with course projection and share a draft schedule to the HoT, CGI and Maintenance Manager. The same shall be published after approval by HoT.


In case of non-availability of resources, the respective heads shall plan for additional resources and forward the same to the Accountable Manager for approval. Once approved, the planned schedule shall be amended based on the training planning process.

3.11.2 Reporting for Training

TRAINING PHASE	REPORTING
Ground Class	00:15 Hrs. before the scheduled time
Synthetic Flight Training	01:00 Hrs. before the scheduled time (Briefing) Till 01:00 Hrs. after the scheduled time (De-Briefing)

3.11.3 Internal Feedback System for Detecting Training Deficiencies

Upon completion of the course, feedback shall be taken from the students and further analysed by HoT and CGI to further amend the procedures / policy for enhancing the training outcomes. Post analysis the feedback copies will be stored along with the student's training file.

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3.11.4 Training Standardization

Standardization of training shall be the responsibility of HoT who shall ensure that the approved training syllabi are conducted in accordance with the approved Training Programme. If deficiencies are noted in maintaining minimal level of proficiency stated through lesson plans and curriculum, the HoT may initiate an additional training to the instructor pertaining to the subject matter on which the deficiency was noticed (training skills, theoretical subject matter or human factor, etc.)

3.11.5 Student Responsibilities

- (a) Trainees must meet with the pre-requisite for the intended course and make sure that he / she shall comply with the current regulatory requirements.
- (b) On a daily basis, trainees shall sign the attendance sheet along with time-in stamp as they report for the day.
- (c) Towards the end of the day, trainee enters time-out stamp in the attendance sheet, which shall be countersigned by the instructor.
- (d) This sheet shall be closed and submitted to the HoT for inspection at the end of the training.

3.11.6 Student Discipline and Disciplinary Action

The student's behaviour towards OFTC, its staff, instructor and administration as well as other students and customers shall be impeccable. There shall be no tolerance of disrespect, verbal or other abuse, and generally inappropriate behaviour.

For student with inappropriate behaviour, the HoT is informed and if necessary, disciplinary action shall be taken post recording the comments from all the relevant parties involved. For students with repeated acts of inappropriate behaviour, disciplinary action could even mean the student's dismissal from Training. Also refer to OFTC TPM Section 3, Para 3.7.3 - Training Termination.

3.11.7 Unsatisfactory Progress

Refer to OFTC TPM Section 3, Para 3.6.2 – Unsatisfactory Examination

3.11.8 Changing Instructors

Refer to OFTC TPM Section 3, Para 3.8.1 – Change of Instructors

3.11.9 Number of Instructor Change


Refer to OFTC TPM Section 3, Para 3.8.1 – Change of Instructors

3.11.10 Suspending a Student from Training

Refer to OFTC TPM Section 3, Para 3.7.3 – Training Termination

3.11.11 Grievance Redressal

All client grievances shall be reported to the Head of Training for redressal. Records of same shall be maintained in the client folder. If the grievance is of non-training in nature, a copy of the same has to be submitted to the Quality Manager for redressal.

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3.12 COMPETENCY-BASED TRAINING PROGRAMMES

Competency-Based Training and Assessment (CBTA) has become the global standard for pilot training, including type rating programs conducted by Approved Training Organizations. This approach emphasizes the development and assessment of specific pilot competencies rather than relying solely on traditional hours-based training. OFTC endeavours to fully implement CBTA in the training curricula.

3.12.1 Core Competencies of a CBTA Based Training Programme


Competency is a dimension of human performance that is used to reliably predict successful performance on the job. Competency is manifested and observed through behaviours that mobilize the relevant knowledge, skills and attitudes to carry out activities or tasks under specified conditions.

With the forthcoming implementation of DGCA India CAR Section-7 Series-B Part-XX, all FSTD and line training / check programs shall be designed to observe, evaluate and record 9 pilot competencies in accordance with the following competency framework.


These competencies constitute the DGCA framework for CBTA programme:

1. Application of Procedures & compliance with regulations (**PRO**)
2. Communication (**COM**)
3. Aircraft Flight Path Management, Manual Control (**FPM**)
4. Aircraft Flight Path Management, with Automation (**FPA**)
5. Leadership and Teamwork (**LTW**)
6. Problem Solving & Decision Making (**PSD**)
7. Situational Awareness & management of information (**SAW**)
8. Workload Management (**WLM**)
9. Application of Knowledge (**KNO**)


Proposed competency based OFTC training programmes will be submitted through the CBTA Manual.

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4 TESTS AND CHECKS

4.1 EVALUATION PROCEDURE

Ground Class Evaluation

Refer to OFTC TPM Section 3, Para 3.6.2

Simulator Evaluation

Refer to OFTC TPM Section 3, Para 3.6.2

4.1.1 Scope of the Authority for Evaluator

Ground Class Evaluation:

CGI authorises one of the approved instructors for evaluating the ground school tests / exams.

Simulator Evaluation:

SFI / Examiner evaluates the student performance while training / checks.

4.1.2 Role and Duties of the Authorized Invigilator

Refer to OFTC TPM Section 3, Para 3.6.3 (a)

4.2 MINIMUM REQUIREMENTS FOR SELECTION AND APPOINTMENT PROCEDURE

Ground Class Instructor

Refer to OFTC TPM Section 2, Para 2.1 & 2.2

Refer to OFTC TPM Section 1, Para 1.8.4.2

Simulator Instructor

Refer to OFTC TPM Section 2, Para 2.1 & 2.2

Refer to OFTC TPM Section 1, Para 1.8.4.1

4.3 PROCEDURES TO BE FOLLOWED FOR CONDUCT OF CHECKS AND TESTS

Ground Class Evaluation


Refer to OFTC TPM Section 3, Para 3.6 – Assessment and Examinations

Simulator Evaluation


Refer to OFTC TPM Section 3, Para 3.6 – Assessment and Examinations

4.4 METHODS FOR COMPLETION AND RETENTION OF TESTING RECORDS


Testing Records shall be prepared by the ATO / candidate and submitted to DGCA for issue of rating. Training and testing records shall be safely stored at ATO and retained for 5 years.

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5 RECORDS

5.1 PERSONNEL RESPONSIBLE FOR CHECKING STUDENT RECORDS AND PERSONAL LOGS

Administrative Document

Trainee Registration Forms (All the details would be assessed, by comparing the details with the Original Documents. This would be treated as OFTC Assessment.)

This Trainee Registration Form is required to be signed and approved by HoT before commencement of training.

Training Documents

- Trainee Registration and Personal Data Form
- Trainee Assessment record
- Attendance Sheet
- Ground School Phase Exam Results
- Final Exam Record
- FBS Session Report
- FFS and LOFT Session Report
- Remedial Session Report
- Skill Test
- Training Summary
- Course Completion Certificate
- Progress Check on Remedial Session (if any)
- Progress Test Report
- Trainee Overall Record
- Trainee Competency Report

The Training Administrator liaisons with relevant department heads and is responsible for checking records and student personal logs under the authority of HoT.

5.2 NATURE AND FREQUENCY OF RECORD CHECKS


Records shall be checked as required and during scheduled internal audits.

5.3 STANDARDIZATION OF RECORD ENTRIES

Standardization of records shall be the responsibility of HoT who shall ensure that the records are prepared and stored in accordance with the Training and Procedure Manual and to ensure that record meets the standards. If deficiencies are noted, appropriate action shall be taken.

5.4 PERSONAL LOG ENTRIES

All the training sessions held on any of the Training Device shall be logged and signed by the student and counter-signed by the Instructor / Examiner and compliance for the same shall be the responsibility of HoT.

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5.5 MAINTENANCE RECORDS

Please refer to the OFTC Engineering Procedures Manual.

5.6 SECURITY OF RECORDS AND DOCUMENTS

All the records of the organization shall be kept and maintained in paper form or in electronic format.

All records shall be retained for the period of 5 years, at a minimum, but may be subject to extended retention where required by aviation regulations or at the discretion of the AM of the training Centre.

Folders, Files, Registers and / or Logs (whether hard or soft copy) shall be clearly marked as to their contents and returned to their storage space after use.

Documents created and / or maintained in electronic media shall be protected from unauthorized access to prevent loss, alteration, and passwords, shall be backed up to an external hard disk or on cloud server. Hard-copy records shall be stored in a location remote from the original location or stored in a locked and maintained with firefighting equipment.

Access to records shall be strictly limited to authorised OFTC employees and DGCA for the purposes of issuing and continuing a qualification or certification.

Where records are required to be removed from their folders for audit or such purposes, only copies shall be released. The same has to be mentioned in the register kept in the dedicated storage facility along with comments.

All records shall be considered confidential as access control system shall be established. Each department must have their own access control for respective lockers.

All records shall be stored in an environment suitable to prevent loss or deterioration. Generally, hard-copy records shall be maintained in a locked facility and soft-copy record shall be maintained in an appropriately secured network.

Wherever possible, records shall include original documents. Copies shall be maintained only upon the loss of the original.

Relevant HoDs will maintain records of their respective departments.


5.7 RECORDS OF TRAINEE GROUND INSTRUCTORS

Training records of a Trainee Ground Instructor shall be maintained for a period of 5 years.


5.8 RECORDS OF DE / SFE / SFI / GI OF OTHER ATO / OPERATORS

Training records of DE / SFE / SFI / GI of other ATO / Operator's shall be maintained by the company he / she is primarily employed with.

For backup OFTC will keep a copy of the same for a period of 5 years.

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ANNEXURE 01

PRE – ENTRY REQUIREMENTS

1.1 A320 PRE – ENTRY REQUIREMENTS

1.1.1 Type Rating

- (a) Minimum Age: 18 years
 - (b) Eligibility Criteria:
 - (i) CPL / * ATPL with valid Instrument rating
 - (ii) FRTOL & RTR(A)
 - (iii) Fluency in English in line with ICAO Standard Level-4 & above
 - (iv) 25 hours on multi engine aircraft (15 hours mandatory in aircraft and 10 hours can be completed in an approved multi engine simulator).
 - (c) Copy of any Government issued photo id.
 - (d) * Previously qualified in multi engine turboprop or turbojet aircraft.
- * Mandatory for captain training.

1.1.2 Gap in Flying

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL
 - (ii) FRTOL & RTR(A)
 - (iii) Endorsement on A320
 - (iv) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.2 RESERVED

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1.3 SPECIAL SUBJECTS PRE-ENTRY REQUIREMENTS

1.3.1 MCC

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.2 JIT

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.3 AWO-LVO-LVTO

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Type Rating (specific aircraft)
 - (iii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.4 AWO-LVO-CAT II & CAT III

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Type Rating (specific aircraft)
 - (iii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.5 AWO-Monsoon / WET & Contaminated RWYs

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Type Rating (specific aircraft)
 - (iii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

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1.3.6 RVSM

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.7 PBN

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.8 EDTO

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.9 ADS - B/C

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.10 UPRT

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

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1.3.11 CPDLC

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.12 CRM & Human Factor

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.13 SMS

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.14 GRF

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.15 TCAS

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

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1.3.16 EGPWS

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.17 ALAR

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.18 CFIT

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

1.3.19 TTT

- (a) Minimum Age: 18 years
- (b) Eligibility Criteria:
 - (i) CPL / ATPL with IR or Operators Requirements (if any)
 - (ii) Fluency in English in line with ICAO Standard Level-4 & above
- (c) Copy of any Government issued photo id.

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ANNEXURE 02

COURSE OUTLINE

2.1 A320 COURSE OUTLINE

2.1.1 Type Rating

Modules	Sessions	Duration (Hrs.)	
Ground Training	Technical	60:00	
	Technical test and debrief	02:30	
	Performance	24:00	
	Performance test and debrief	02:30	
	JIT	12:00	
Ground Training Hrs.		101:00	
Flight Training Device	Sessions	PF	PM
	FBS JIT - 5 sessions	10:00	10:00
	FFS - 8 sessions	16:00	16:00
	LOFT- 1 session	02:00	02:00
	Skill test day	02:00	02:00
	IR/PPC + Skill test night	02:00	02:00
FTD Hrs.		32:00	32:00
Estimated Training Days		35	

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Course Footprint

Day 1		Day 2		Day 3	
Ground class	06:00	Ground class	06:00	Ground class	06:00
Day 4		Day 5		Day 6	
Ground class	06:00	Ground class	06:00	Ground class	06:00
Day 7		Day 8		Day 9	
Ground class	06:00	Ground class	06:00	Ground class	06:00
Day 10		Day 11		Day 12	
Ground class	06:00	Ground class	06:00	Ground class	06:00
Day 13		Day 14		Day 15	
Ground class	06:00	Ground class	06:00	Ground class	06:00
Day 16		Day 17		Day 18	
Ground class	06:00	Ground class	05:00	FBS/MCC-JIT 01	04:00
Day 19		Day 20		Day 21	
FBS/MCC-JIT 02	04:00	FBS/MCC-JIT 03	04:00	FBS/MCC-JIT 04	04:00
Day 22		Day 23		Day 24	
FBS/MCC-JIT 05	04:00	FFS 01	04:00	FFS 02	04:00
Day 25		Day 26		Day 27	
FFS 03	04:00	FFS 04	04:00	FFS 05	04:00
Day 28		Day 29		Day 30	
FFS 06	04:00	FFS 07	04:00	FFS 08	04:00
Day 31		Day 32		Day 33	
FFS 09 - LOFT	04:00	Skill Test Day	04:00	Skill Test Night and IR/PPC Check	04:00

Note:

- The course duration and structure outlined above are subject to change, based on operational limitations, student progress, and at the discretion of the HoT.
- Credits for JIT training (Ground and SIM) will be given if the candidate has successfully completed the appropriate training as part of any other Type Rating approval held by him/her. The complete training duration will be adjusted accordingly.

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2.1.2 Gap in Flying

The following minimum training shall be undertaken prior to exercising privileges of the aeroplane rating in case the prerequisites for continued exercise of aeroplane rating are not met for the periods as applicable below:

Gap from (Last date of flight or 3 TO & Ldg.)	Ground Training	FSTD Training
90 days to 6 Months	Annual Ground refresher training (if due) as applicable for the type of aeroplane in Technical & Performance subjects followed by a test.	3 Take off and landings in Simulator, or IR/PPC (if due).
6 Months to 12 Months		Regular Annual recurrent training syllabus followed by an IR (if due) & PPC.
1 Year to 2 Years	Extended Ground refresher training as applicable for the type of aeroplane in Technical & Performance subjects followed by a test.	2 training session as PF & PM each followed by an IR/PPC.
2 Years to 3 Years		3 training session as PF & PM each followed by an IR/PPC.
3 Years to 5 Years		4 training sessions as PF & PM each followed by an IR/PPC.
5 Years to 7 Years	Complete ground training as for type rating.	6 training sessions as PF & PM each followed by an IR/PPC.
More than 7 years		Complete simulator syllabus as for type rating.

Activity	Sessions	Duration		
		90 days to 12 months (if due)	1 year to 5 years	5 years onwards
Ground Training	Technical	12:00	21:00	60:00
	Performance	06:00	09:00	24:00
	Technical Test, Performance Test & Debrief	05:00	05:00	05:00
Total ground training (Hrs.)		23:00	35:00	89:00

Activity	Sessions	Duration (Hrs.)		
		PF	PM	IR/PPC
FFS Training	FFS (90 days to 6 months)	--	--	02:00 [#]
	FFS (6 months to 12 months)	02:00	02:00	02:00
	FFS (1 year to 2 years)	04:00	04:00	02:00
	FFS (2 years to 3 years)	06:00	06:00	02:00
	FFS (3 years to 5 years)	08:00	08:00	02:00
	FFS (5 years to 7 years)	12:00	12:00	02:00

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Total FFS Hours:

GIF (90 days to 6 months)	:	02:00 Hrs. [#]
GIF (6 months to 12 months)	:	06:00 Hrs.
GIF (1 year to 2 years)	:	10:00 Hrs.
GIF (2 years to 3 years)	:	14:00 Hrs.
GIF (3 years to 5 years)	:	18:00 Hrs.
GIF (3 years to 5 years)	:	26:00 Hrs.

[#] Candidate can choose to do 3 Take-off and landing (01:00 SIM hour), instead of IR/PPC session.

Course Footprint

Day 1		Day 2		Day 3	
Ground class	06:00	Ground class	06:00	Ground class	06:00
Day 4		Day 5		Day 6	
Ground class	06:00	Ground class	06:00	Ground class	06:00
Day 7		Day 8		Day 9	
Ground class	06:00	Ground class	06:00	Ground class	06:00
Day 10		Day 11		Day 12	
Ground class	06:00	Ground class	06:00	Ground class	06:00
Day 13		Day 14		Day 15	
Ground class	06:00	Ground class	06:00	Ground class	05:00
Day 16		Day 17		Day 18	
FFS 01	04:00	FFS 02	04:00	FFS 03	04:00
Day 19		Day 20		Day 21	
FFS 04	04:00	FFS 05	04:00	FFS 06	04:00
Day 22					
IR/PPC Check	02:00				

Note: The above structure is for GIF – 5 to 7 years course. Hence the course duration and structure outlined above are subject to change, based on student's gap in flying, operational limitations and student progress at the discretion of the HoT.

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2.2 Reserved

2.3 SPECIAL SUBJECTS COURSE OUTLINE

2.3.1 MCC

- (a) Ground class: 06:00 Hrs.
- (b) Simulator sessions: 3 FBS session (04:00 Hrs.)

2.3.2 JIT

- (a) Ground class: 12:00 Hrs.
- (b) Simulator sessions: 5 FBS sessions (04:00 Hrs. each)

2.3.3 AWO-LVO-LVTO

- (a) Ground class: 01:00 Hrs.
- (b) Refresher Ground class: 00:30 Hrs.
- (c) Simulator sessions: 1 FFS session (01:00 Hrs. Training + 01:00 Hrs. Check)

2.3.4 AWO-LVO-CAT II & CAT III

- (a) Ground class: 08:00 Hrs.
- (b) Refresher Ground class: 01:00 Hrs.
- (c) Simulator sessions: 1 FFS session (02:00 Hrs. PF/PM Training + 02:00 Hrs. Check)

2.3.5 AWO-Monsoon / WET & Contaminated RWYs

- (a) Ground class: 03:00 Hrs.
- (b) Refresher Ground class: 01:00 Hrs.
- (c) Simulator sessions: 1 FFS session (01:00 Hrs. Training + 01:00 Hrs. Check)

2.3.6 RVSM

- (a) Ground class: 04:30 Hrs.
- (b) Refresher Ground class: 00:30 Hrs.

2.3.7 PBN

- (a) Ground class: 06:30 Hrs.
- (b) Refresher Ground class: 01:00 Hrs.

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2.3.8 EDTO

- (a) Ground class: 06:30 Hrs.
- (b) Refresher Ground class: 01:00 Hrs.

2.3.9 ADS-B/C

- (a) Ground class: 01:30 Hrs.

2.3.10 UPRT

- (a) Ground class: 04:00 Hrs.
- (b) Simulator sessions: 1 FFS session (02:00 Hrs. Training + 01:00 Hrs. Check)

2.3.11 CPDLC

- (a) Ground class: 01:00 Hrs.

2.3.12 CRM & Human Factor

- (a) Ground class: 12:00 Hrs.
- (b) Refresher Ground class: 02:00 Hrs.

2.3.13 SMS

- (a) Ground class: 04:00 Hrs.
- (b) Refresher Ground class: 02:00 Hrs.

2.3.14 GRF

- (a) Ground class: 02:00 Hrs.

2.3.15 TCAS

- (a) Ground class: 01:00 Hrs.

2.3.16 EGPWS

- (a) Ground class: 01:00 Hrs.

2.3.17 ALAR

- (a) Ground class: 01:00 Hrs.

2.3.18 CFIT

- (a) Ground class: 01:00 Hrs.

2.3.19 TTT

- (a) Ground class: 40:00 Hrs.
- (b) Refresher Ground class: 08:00 Hrs.

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ANNEXURE 03

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LESSON PLAN

3.1 A320 LESSON PLAN

3.1.1 Type Rating

3.1.1.1 Ground School Topics - Technical

Sl. No.	Chapter no.	Subject	Duration
1	ATA 20	Aircraft General	00:30
2	ATA 21	Air-Conditioning, Pressurization and Ventilation	06:00
3	ATA 22	Auto Flight	08:00
4	ATA 23	Communications	01:00
5	ATA 24	Electrical	04:30
6	ATA 25	Equipment	00:30
7	ATA 26	Fire Protection	02:00
8	ATA 27	Flight Controls	05:30
9	ATA 28	Fuel	02:00
10	ATA 29	Hydraulic	02:00
11	ATA 30	Ice and Rain Protection	01:00
12	ATA 31	Indicating and Recording Systems	05:00
13	ATA 32	Landing Gear	04:00
14	ATA 33	Lights	01:00
15	ATA 34	Navigation and Surveillance	05:00
16	ATA 35	Oxygen	01:00
17	ATA 36	Pneumatic	02:00
18	ATA 38	Water / Waste	00:30
19	ATA 45	Maintenance System	00:30
20	ATA 46	Information Systems	00:30
21	ATA 49	APU	01:00
22	ATA 52	Doors	00:30
23	ATA 56	Cockpit Windows	00:30
24	ATA 70	Engines	05:30
Total			60:00
Test and debrief			02:30

Topic Wise Lesson Plans - Technical

- (a) ATA 20 - Aircraft General
 - (i) Overview
 - (ii) Description
 - (iii) Ground Handling
 - (iv) Ground Clearance Diagram
 - (v) Landing Geometry
 - (vi) Visual Ground Geometry
- (b) ATA 21 - Air Conditioning, Pressurization and Ventilation
 - (i) Air Conditioning

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- General
- Main Components
- Temperature and Flow Regulation
- System Operation under Failure Condition
- Controls and Indicators
- (ii) Pressurization
 - General
 - Main Components
 - System Operation
 - Controls and indicators
- (iii) Ventilation
 - General
 - Avionics Ventilation
 - Battery Ventilation
 - Lavatory and Galley Ventilation
 - Controls and Indicators
- (c) ATA 22 - Auto Flight
 - (i) Auto Flight – General
 - Description
 - System Interface Diagram
 - FMGS modes of Operation
 - Pilot Interface
 - Speeds Definition
 - (ii) Auto Flight – Flight Management
 - General
 - Navigation
 - Flight Planning
 - Performance
 - Take-off Surveillance and Monitoring
 - Controls and Indicators
 - Other Functions
 - AOC Functions
 - Print Functions
 - How To
 - Abnormal Operations
 - Temporary Abnormal Behaviours
 - (iii) Auto Flight – Flight Guidance
 - General
 - Flight Director
 - Autopilot
 - Speed/Mach Control
 - AP/FD Modes General
 - AP/FD Lateral Modes
 - AP/FD Vertical Modes
 - Mode Reversions
 - AP/FD Common Modes
 - Auto-thrust
 - Flight Mode Annunciators (FMA)
 - Temporary Abnormal Behaviors Auto Flight

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- Flight Augmentation
- General
- Yaw Functions
- Flight Envelope Function
- Windshear Detection Function
- Controls and Indicators
- (iv) Auto Flight – AOC Functions
 - General
 - Flight Plan Initialization Function
 - Takeoff Data Function
 - Wind Data Function
 - Flight Reports
- (v) Auto Flight – Print Interface
 - Print Function
- (d) ATA 23 - Communication
 - (i) General
 - (ii) Internal Communication
 - (iii) External Communication
 - (iv) Emergency Communication
 - (v) Memo Display
 - (vi) How to
- (e) ATA 24 - Electrical
 - (i) Description
 - (ii) Controls and Indicators
- (f) ATA 25 - Equipment Flight Deck
 - (i) Emergency Equipment
- (g) ATA 26 - Fire Protection
 - (i) General
 - (ii) Engines and APU
 - (iii) Avionics Bay
 - (iv) Lavatory
 - (v) Cargo Compartments
- (h) ATA 27 - Flight Controls
 - (i) General
 - (ii) Flight Control System
 - (iii) Flaps and Slats
- (i) ATA 28 - Fuel
 - (i) Description
 - (ii) Controls and Indicators
- (j) ATA 29 - Hydraulic
 - (i) Description
 - (ii) Controls and Indicators
- (k) ATA 30 - Ice and Rain Protection
 - (i) General

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- (ii) Wing Anti-Ice
- (iii) Engine Anti-Ice
- (iv) Window Heat
- (v) Probes Heat
- (vi) Rain Removal
- (vii) Ice Detection System

- (l) ATA 31 - Indicating and Recording Systems
 - (i) EIS General
 - (ii) ECAM Description
 - (iii) Indications on E/WD
 - (iv) Indications on SD
 - (v) ECAM Sequence
 - (vi) OEB Reminder
 - (vii) ECAM Controls
 - (viii) Indications on PFD
 - (ix) Indications on ND
 - (x) EFIS Controls
 - (xi) Clock
 - (xii) FLT Recorders

- (m) ATA 32 - Landing Gear
 - (i) Gears and Doors
 - (ii) Nose Wheel Steering
 - (iii) Brakes and Antiskid

- (n) ATA 33 - Lights
 - (i) Cockpit Lighting
 - (ii) Exterior Lighting
 - (iii) Emergency Lighting
 - (iv) Signs

- (o) ATA 34 - Navigation and Surveillance ‘
 - (i) Navigation
 - ADIRS
 - GPS
 - Standby Instruments
 - Radio Nav
 - Radio Altimeter
 - (ii) Surveillance
 - ATC
 - Weather Radar
 - GPWS
 - TCAS

- (p) ATA 35 - Oxygen
 - (i) General
 - (ii) Fixed Oxygen System for Cockpit
 - (iii) Fixed Oxygen System for Cabin
 - (iv) Portable Oxygen System

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- (q) ATA 36 - Pneumatic
 - (i) Description
 - (ii) Controls and Indicators
- (r) ATA 38 - Water / Waste
 - (i) Description
- (s) ATA 45 - Maintenance System
 - (i) Description
 - (ii) System Operation
 - (iii) Data Loading
 - (iv) Printer
- (t) ATA 46 - Information Systems
 - (i) Datalink
 - (ii) Electronic Flight Bag (EFB)
 - (iii) Electronic QRH (eQRH)
- (u) ATA 49 - APU
 - (i) Description
 - (ii) Controls and Indicators
- (v) ATA 52 - Doors
 - (i) Description
 - (ii) Controls and Indicators
 - (iii) Cockpit Door Security System
 - (iv) How to
- (w) ATA 56 - Cockpit Windows
 - (i) General
 - (ii) Fixed Windows
 - (iii) Sliding Windows
 - (iv) Description
- (x) ATA 70 - Engines
 - (i) Overview
 - (ii) System Description
 - (iii) FADEC
 - (iv) Thrust Control System
 - (v) Fuel System
 - (vi) Oil System
 - (vii) Air Bleed System
 - (viii) Thrust Reverser System
 - (ix) Ignition and Starting
 - (x) Controls and Indicators

3.1.1.2 Ground School Topics – Performance

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S. No.	Subject	Duration
1	Atmosphere, Altimetry and Flight Mechanics	02:30
2	Available Distances	01:00
3	Performance Classifications	01:00
4	Aircraft Limitations	02:00
5	Take-off and Obstacle limitations	04:30
6	Landing Performance	04:30
7	Climb	01:30
8	En-route	02:00
9	One Engine Inoperative	02:00
10	Descent and Holding	01:30
11	Flight Planning	01:30
Total		24:00
Test and debrief		02:30

Topic Wise Lesson Plans – Performance

- (a) Atmosphere, Altimetry and Flight Mechanics
 - (i) Introduction to Aircraft Performance
 - (ii) Earth's Atmosphere
 - (iii) Relationship between Density, Pressure, Temperature
 - (iv) The International Standard Atmosphere
 - (v) Altimetry Principles
 - Pressure settings: QFE, QNH, QNE
 - Transition Altitude, Transition Level
 - Effects of Altimeter Setting and Temperature
 - Density Altitude and Pressure Altitude
 - (vi) Operating Speeds: IAS, CAS, TAS, GS, Mach Number
 - (vii) Flight Mechanics
 - Standard Lift Equation
 - Standard Drag Equation
- (b) Available Distances
 - (i) Available and Declared distances
 - (ii) Loss of Runway length due to alignment
- (c) Performance Classifications
 - (i) Classes of Airplane
 - (ii) Mandatory Performance
 - (iii) Operational Performance
 - (iv) Gross and Net Performance
 - (v) Demonstrated Performance
 - (vi) AFM, FCOM, QRH, FCTM
- (d) Aircraft Limitations
 - (i) Minimum Speeds: VMCG, VMCA, VMCL, VMU, Stall Speeds

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- (ii) Flight Limitations
 - FCOM Reference
 - Maximum Speeds: VMO, VFE, VLO/VLE
 - Flight Maneuvering Load Acceleration Limits
 - (iii) Payload
 - (iv) Maximum Structural Weights
 - (v) FCOM Ref: Limitations: Weights and Center of Gravity Limits
 - Environmental Envelope
 - FCOM Operating Limitations
 - (vi) Engine Limitations
 - Thrust Setting and EGT Limitations
 - Takeoff Thrust Limitations
 - Reference Temperature TREF
- (e) Take-off and Obstacle limitations
- (i) Takeoff Introduction
 - Take-off phase
 - Operational Takeoff Speeds: V1, VR, VLOF, V2
 - Takeoff Speed Limits: VMBE, VTIRE
 - Factors affecting V2
 - Influence of V2
 - (ii) Runway Limitations
 - Takeoff Distances Required
 - Takeoff Run Required
 - Accelerate-Stop Distance Required
 - Influence of V1 on Accelerate-Go/Stop Distances
 - Concept of Balanced V1 and Balanced Field
 - Influence of V1 on the Runway-Limited Takeoff Weight
 - (iii) Climb and Obstacle Limitations
 - Takeoff Path and Takeoff Flight Path
 - Takeoff Segments and Climb Requirements
 - Minimum and Maximum Acceleration Heights
 - Gross and Net Takeoff Flight Paths
 - Factors affecting Takeoff performance
 - Effect of mass
 - Effect of configuration
 - Effect of Airconditioning
 - (iv) Outside Elements
 - Wind
 - Air Density
 - Pressure Altitude
 - Temperature
 - Runway Slope
 - Runway Conditions
 - Takeoff Flight Path on wet or contaminated runway
 - DRY check
 - (v) Maximum Takeoff Weight Determination
 - Speed Optimization Process

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- FCOM Chart Explanation
- Interpolation Scenarios
- Determination of MTOWPERF and VSPEEDS
- (vi) GRAD1 and GRAD2 Explanation
- (vii) Extrapolation Scenarios – Determination of MTOWPERF and VSPEEDS
- (viii) Flexible Takeoff
- (ix) Calculations of TFLEX and VSPEEDS based on ATOW
- (f) Landing Performance
 - (i) Forces acting during landing
 - (ii) ALD, LDA, RLD
 - (iii) Go-around Performance Requirements
 - Climb limits
 - Approach and Landing Climb
 - (iv) Factors affecting Maximum Landing Weight
 - (v) Approach Climb Limited Weight - FCOM
 - (vi) Operating Landing Speeds: VLS, VREF, VAPP
 - (vii) Influences on Landing performance
 - Mass, Wind, Pressure Altitude, Temperature
 - Runways Slope, Runway conditions,
 - Aircraft configuration: Engine Air Bleed, Configuration
 - (viii) Overweight Landing Requirements
 - (ix) Dispatch Requirements: RLD determination
 - (x) Inflight Requirements – VAPP, LD and FLD
 - (xi) VAPP and in-flight landing distances determination
 - Without failure
 - With single failure
 - With multiple failures
- (g) Climb
 - (i) Excess Thrust and Excess Power
 - Effect of weight and configuration
 - (ii) Climb Gradient
 - (iii) Rate of climb
 - (iv) Influencing parameters: Altitude, Temperature, Weight, Wind
 - (v) Climb in operation
 - Climb Management
 - Thrust setting
 - Climb Speeds
 - Climb at Maximum Gradient
 - Climb at Maximum Rate
 - Climb at Minimum Cost
 - FCOM Climb Section and tables
- (h) Enroute
 - (i) Introduction

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- DOC
- Absolute and Service ceiling
- Jet Engine efficiency at higher altitude
- Total drag curve
- Thrust Available and Thrust Required: VMD
- (ii) Performance gauged by Range and Endurance
 - Speed for max endurance and Specific Range
 - Effect of weight, Configuration, Wind, Altitude
- (iii) Speed Optimization
 - Maximum Range Mach Number
 - Long-Range Cruise Mach Number
 - Economic Mach Number
 - Cost Index
 - Constant Mach Number
- (iv) Altitude Optimization
 - Optimum Cruise Altitude
 - Wind influence
 - Wind altitude trade for constant specific range
 - Maximum Cruise Altitude
 - FCOM and QRH PER-M Ref
 - Air distance and Ground distance conversion
 - Use of Cruise tables and In-cruise quick check
- (i) One Engine Inoperative
 - (i) Introduction
 - Engine or Pressurization failure
 - Route Study, Escape Procedure
 - Green Dot Speed
 - (ii) Obstacle Strategy/Drift Down Procedure
 - (iii) Gross and Net Drift Down Flight Paths
 - Gradient Penalty, Lateral and Vertical Clearance
 - Route and Alternate Airport Limitations
 - (iv) FCOM
 - Obstacle and Standard strategies
 - Green Dot Gross Ceiling
 - LRC Gross Ceiling-
 - Gross flight path descent at Green dot speed table
 - Cruise at LRC speed table
 - In cruise quick check table
- (j) Descent and Holding
 - (i) Descent Gradient
 - (ii) Rate of Descent
 - (iii) Descent at Minimum Gradient (Drift Down)
 - (iv) Descent at Minimum Rate
 - (v) Descent at Minimum Cost
 - (vi) Emergency Descent
- (k) Flight Planning
 - (i) Minimum Recommended Fuel Requirements

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- (ii) Flight Planning – Phases
- (iii) Correction for deviation from reference landing weight
- (iv) Quick determination of flight planning tables

3.1.1.3 Ground School Topics – JIT

The ground school topics for JIT is defined in OFTC TPM Section 6, Annexure 3.3.2 – JIT Lesson Plan. Credits for this module will be given if the candidate has successfully completed the appropriate training as part of any other Type Rating approval held by him / her. The complete training duration will be adjusted accordingly.

3.1.2 Gap in Flying

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3.1.2.1 Ground School Topics - Technical

Sl. No.	Chapter No.	Subject	Duration		
			90 days to 12 months	1 year to 5 years	5 years onwards
1	ATA 20	Aircraft General	00:05	00:15	00:30
2	ATA 21	Air-Cond., Press. & Vent.	00:30	01:00	06:00
3	ATA 22	Auto Flight	02:00	04:00	08:00
4	ATA 23	Communications	00:05	00:15	01:00
5	ATA 24	Electrical	00:45	01:00	04:30
6	ATA 25	Equipment	00:05	00:15	00:30
7	ATA 26	Fire Protection	00:15	00:30	02:00
8	ATA 27	Flight Controls	01:30	02:30	05:30
9	ATA 28	Fuel	00:15	00:30	02:00
10	ATA 29	Hydraulic	00:45	01:00	02:00
11	ATA 30	Ice & Rain Protection	00:10	00:15	01:00
12	ATA 31	Indicating/Recording Systems	00:45	01:00	05:00
13	ATA 32	Landing Gear	00:45	01:00	04:00
14	ATA 33	Lights	00:05	00:15	01:00
15	ATA 34	Navigation & Surveillance	01:15	02:00	05:00
16	ATA 35	Oxygen	00:05	00:15	01:00
17	ATA 36	Pneumatic	00:30	00:45	02:00
18	ATA 38	Water / Waste	00:05	00:15	00:30
19	ATA 45	Maintenance System	00:05	00:15	00:30
20	ATA 46	Information Systems	00:05	00:15	00:30
21	ATA 49	APU	00:15	00:30	01:00
22	ATA 52	Doors	00:05	00:15	00:30
23	ATA 56	Cockpit Windows	00:05	00:15	00:30
24	ATA 70	Engines	01:30	02:30	05:30
Total			12:00	21:00	60:00
Test & debrief			02:30	02:30	02:30

Topic Wise Lesson Plans - Technical

- (a) ATA 20 - Aircraft General
 - (i) Overview
 - (ii) Description
 - (iii) Ground Handling
 - (iv) Ground Clearance Diagram
 - (v) Landing Geometry
 - (vi) Visual Ground Geometry

- (b) ATA 21 - Air Conditioning, Pressurization and Ventilation
 - (i) Air Conditioning

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- General
- Main Components
- Temperature and Flow Regulation
- System Operation under Failure Condition
- Controls and Indicators
- (ii) Pressurization
 - General
 - Main Components
 - System Operation
 - Controls and indicators
- (iii) Ventilation
 - General
 - Avionics Ventilation
 - Battery Ventilation
 - Lavatory and Galley Ventilation
 - Controls and Indicators
- (c) ATA 22 - Auto Flight
 - (i) Auto Flight – General
 - Description
 - System Interface Diagram
 - FMGS modes of Operation
 - Pilot Interface
 - Speeds Definition
 - (ii) Auto Flight – Flight Management
 - General
 - Navigation
 - Flight Planning
 - Performance
 - Take-off Surveillance and Monitoring
 - Controls and Indicators
 - Other Functions
 - AOC Functions
 - Print Functions
 - How To
 - Abnormal Operations
 - Temporary Abnormal Behaviours
 - (iii) Auto Flight – Flight Guidance
 - General
 - Flight Director
 - Autopilot
 - Speed/Mach Control
 - AP/FD Modes General
 - AP/FD Lateral Modes
 - AP/FD Vertical Modes
 - Mode Reversions
 - AP/FD Common Modes
 - Auto-thrust
 - Flight Mode Annunciators (FMA)
 - Temporary Abnormal Behaviors Auto Flight

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- Flight Augmentation
- General
- Yaw Functions
- Flight Envelope Function
- Windshear Detection Function
- Controls and Indicators
- (iv) Auto Flight – AOC Functions
 - General
 - Flight Plan Initialization Function
 - Takeoff Data Function
 - Wind Data Function
 - Flight Reports
- (v) Auto Flight – Print Interface
 - Print Function
- (d) ATA 23 - Communication
 - (i) General
 - (ii) Internal Communication
 - (iii) External Communication
 - (iv) Emergency Communication
 - (v) Memo Display
 - (vi) How to
- (e) ATA 24 - Electrical
 - (i) Description
 - (ii) Controls and Indicators
- (f) ATA 25 - Equipment Flight Deck
 - (i) Emergency Equipment
- (g) ATA 26 - Fire Protection
 - (i) General
 - (ii) Engines and APU
 - (iii) Avionics Bay
 - (iv) Lavatory
 - (v) Cargo Compartments
- (h) ATA 27 - Flight Controls
 - (i) General
 - (ii) Flight Control System
 - (iii) Flaps and Slats
- (i) ATA 28 - Fuel
 - (i) Description
 - (ii) Controls and Indicators
- (j) ATA 29 - Hydraulic
 - (i) Description
 - (ii) Controls and Indicators
- (k) ATA 30 - Ice and Rain Protection
 - (i) General

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- (ii) Wing Anti-Ice
- (iii) Engine Anti-Ice
- (iv) Window Heat
- (v) Probes Heat
- (vi) Rain Removal
- (vii) Ice Detection System

- (l) ATA 31 - Indicating and Recording Systems
 - (i) EIS General
 - (ii) ECAM Description
 - (iii) Indications on E/WD
 - (iv) Indications on SD
 - (v) ECAM Sequence
 - (vi) OEB Reminder
 - (vii) ECAM Controls
 - (viii) Indications on PFD
 - (ix) Indications on ND
 - (x) EFIS Controls
 - (xi) Clock
 - (xii) FLT Recorders

- (m) ATA 32 - Landing Gear
 - (i) Gears and Doors
 - (ii) Nose Wheel Steering
 - (iii) Brakes and Antiskid

- (n) ATA 33 - Lights
 - (i) Cockpit Lighting
 - (ii) Exterior Lighting
 - (iii) Emergency Lighting
 - (iv) Signs

- (o) ATA 34 - Navigation and Surveillance ‘
 - (i) Navigation
 - ADIRS
 - GPS
 - Standby Instruments
 - Radio Nav
 - Radio Altimeter
 - (ii) Surveillance
 - ATC
 - Weather Radar
 - GPWS
 - TCAS


- (p) ATA 35 - Oxygen
 - (i) General
 - (ii) Fixed Oxygen System for Cockpit
 - (iii) Fixed Oxygen System for Cabin
 - (iv) Portable Oxygen System

- (q) ATA 36 - Pneumatic
 - (i) Description

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- (ii) Controls and Indicators
- (r) ATA 38 - Water / Waste
 - (i) Description
- (s) ATA 45 - Maintenance System
 - (i) Description
 - (ii) System Operation
 - (iii) Data Loading
 - (iv) Printer
- (t) ATA 46 - Information Systems
 - (i) Datalink
 - (ii) Electronic Flight Bag (EFB)
 - (iii) Electronic QRH (eQRH)
- (u) ATA 49 - APU
 - (i) Description
 - (ii) Controls and Indicators
- (v) ATA 52 - Doors
 - (i) Description
 - (ii) Controls and Indicators
 - (iii) Cockpit Door Security System
 - (iv) How to
- (w) ATA 56 - Cockpit Windows
 - (i) General
 - (ii) Fixed Windows
 - (iii) Sliding Windows
 - (iv) Description
- (x) ATA 70 - Engines
 - (i) Overview
 - (ii) System Description
 - (iii) FADEC
 - (iv) Thrust Control System
 - (v) Fuel System
 - (vi) Oil System
 - (vii) Air bleed System
 - (viii) Thrust Reverser System
 - (ix) Ignition and Starting
 - (x) Controls and Indicators

3.1.2.2 Ground School Topics – Performance

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Sl. No.	Subject	Duration		
		90 days to 12 months	1 year to 5 years	5 years onwards
1	Atmosphere, Altimetry and Flight Mechanics	00:15	00:30	02:30
2	Available Distances	00:15	00:30	01:00
3	Performance Classifications	00:15	00:30	01:00
4	Aircraft Limitations	01:00	01:00	02:00
5	Take-off and Obstacle limitations	01:30	02:00	04:30
6	Landing Performance	01:30	02:00	04:30
7	Climb	00:15	00:30	01:30
8	En-route	00:15	00:30	02:00
9	One Engine Inoperative	00:15	00:30	02:00
10	Descent and Holding	00:15	00:30	01:30
11	Flight Planning	00:15	00:30	01:30
Total		06:00	09:00	24:00
Test and debrief		02:30	02:30	02:30

Topic Wise Lesson Plans – Performance

- (a) Atmosphere, Altimetry and Flight Mechanics
 - (i) Introduction to Aircraft Performance
 - (ii) Earth's Atmosphere
 - (iii) Relationship between Density, Pressure, Temperature
 - (iv) The International Standard Atmosphere
 - (v) Altimetry Principles
 - Pressure settings: QFE, QNH, QNE
 - Transition Altitude, Transition Level
 - Effects of Altimeter Setting and Temperature
 - Density Altitude and Pressure Altitude
 - (vi) Operating Speeds: IAS, CAS, TAS, GS, Mach Number
 - (vii) Flight Mechanics
 - Standard Lift Equation
 - Standard Drag Equation
- (b) Available Distances
 - (i) Available and Declared distances
 - (ii) Loss of Runway length due to alignment
- (c) Performance Classifications
 - (i) Classes of Airplane
 - (ii) Mandatory Performance
 - (iii) Operational Performance
 - (iv) Gross and Net Performance
 - (v) Demonstrated Performance
 - (vi) AFM, FCOM, QRH, FCTM
- (d) Aircraft Limitations

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- (i) Minimum Speeds: VMCG, VMCA, VMCL, VMU, Stall Speeds
 - (ii) Flight Limitations
 - FCOM Reference
 - Maximum Speeds: VMO, VFE, VLO/VLE
 - Flight Maneuvering Load Acceleration Limits
 - (iii) Payload
 - (iv) Maximum Structural Weights
 - (v) FCOM Ref: Limitations: Weights and Center of Gravity Limits
 - Environmental Envelope
 - FCOM Operating Limitations
 - (vi) Engine Limitations
 - Thrust Setting and EGT Limitations
 - Takeoff Thrust Limitations
 - Reference Temperature TREF
- (e) Take-off and Obstacle limitations
- (i) Takeoff Introduction
 - Take-off phase
 - Operational Takeoff Speeds: V1, VR, VLOF, V2
 - Takeoff Speed Limits: VMBE, VTIRE
 - Factors affecting V2
 - Influence of V2
 - (ii) Runway Limitations
 - Takeoff Distances Required
 - Takeoff Run Required
 - Accelerate-Stop Distance Required
 - Influence of V1 on Accelerate-Go/Stop Distances
 - Concept of Balanced V1 and Balanced Field
 - Influence of V1 on the Runway-Limited Takeoff Weight
 - (iii) Climb and Obstacle Limitations
 - Takeoff Path and Takeoff Flight Path
 - Takeoff Segments and Climb Requirements
 - Minimum and Maximum Acceleration Heights
 - Gross and Net Takeoff Flight Paths

Factors affecting Takeoff performance

 - Effect of mass
 - Effect of configuration
 - Effect of Airconditioning
 - (iv) Outside Elements
 - Wind
 - Air Density
 - Pressure Altitude
 - Temperature
 - Runway Slope
 - Runway Conditions
 - Takeoff Flight Path on wet or contaminated runway
 - DRY check
 - (v) Maximum Takeoff Weight Determination

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- Speed Optimization Process
- FCOM Chart Explanation
- Interpolation Scenarios
- Determination of MTOWPERF and VSPEEDS
- (vi) GRAD1 and GRAD2 Explanation
- (vii) Extrapolation Scenarios – Determination of MTOWPERF and VSPEEDS
- (viii) Flexible Takeoff
- (ix) Calculations of TFLEX and VSPEEDS based on ATOW
- (f) Landing Performance
 - (i) Forces acting during landing
 - (ii) ALD, LDA, RLD
 - (iii) Go-around Performance Requirements
 - Climb limits
 - Approach and Landing Climb
 - (iv) Factors affecting Maximum Landing Weight
 - (v) Approach Climb Limited Weight - FCOM
 - (vi) Operating Landing Speeds: VLS, VREF, VAPP
 - (vii) Influences on Landing performance
 - Mass, Wind, Pressure Altitude, Temperature
 - Runways Slope, Runway conditions,
 - Aircraft configuration: Engine Air Bleed, Configuration
 - (viii) Overweight Landing Requirements
 - (ix) Dispatch Requirements: RLD determination
 - (x) Inflight Requirements – VAPP, LD and FLD
 - (xi) VAPP and in-flight landing distances determination
 - Without failure
 - With single failure
 - With multiple failures
- (g) Climb
 - (i) Excess Thrust and Excess Power
 - Effect of weight and configuration
 - (ii) Climb Gradient
 - (iii) Rate of climb
 - (iv) Influencing parameters: Altitude, Temperature, Weight, Wind
 - (v) Climb in operation
 - Climb Management
 - Thrust setting
 - Climb Speeds
 - Climb at Maximum Gradient
 - Climb at Maximum Rate
 - Climb at Minimum Cost
 - FCOM Climb Section and tables
- (h) Enroute

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- (i) Introduction
 - DOC
 - Absolute and Service ceiling
 - Jet Engine efficiency at higher altitude
 - Total drag curve
 - Thrust Available and Thrust Required: VMD
- (ii) Performance gauged by Range and Endurance
 - Speed for max endurance and Specific Range
 - Effect of weight, Configuration, Wind, Altitude
- (iii) Speed Optimization
 - Maximum Range Mach Number
 - Long-Range Cruise Mach Number
 - Economic Mach Number
 - Cost Index
 - Constant Mach Number
- (iv) Altitude Optimization
 - Optimum Cruise Altitude
 - Wind influence
 - Wind altitude trade for constant specific range
 - Maximum Cruise Altitude
 - FCOM and QRH PER-M Ref
 - Air distance and Ground distance conversion
 - Use of Cruise tables and In-cruise quick check
- (i) One Engine Inoperative
 - (i) Introduction
 - Engine or Pressurization failure
 - Route Study, Escape Procedure
 - Green Dot Speed
 - (ii) Obstacle Strategy/Drift Down Procedure
 - (iii) Gross and Net Drift Down Flight Paths
 - Gradient Penalty, Lateral and Vertical Clearance
 - Route and Alternate Airport Limitations
 - (iv) FCOM
 - Obstacle and Standard strategies
 - Green Dot Gross Ceiling
 - LRC Gross Ceiling-
 - Gross flight path descent at Green dot speed table
 - Cruise at LRC speed table
 - In cruise quick check table
- (j) Descent and Holding
 - (i) Descent Gradient
 - (ii) Rate of Descent
 - (iii) Descent at Minimum Gradient (Drift Down)
 - (iv) Descent at Minimum Rate
 - (v) Descent at Minimum Cost
 - (vi) Emergency Descent
- (k) Flight Planning

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- (i) Minimum Recommended Fuel Requirements
- (ii) Flight Planning – Phases
- (iii) Correction for deviation from reference landing weight
- (iv) Quick determination of flight planning tables

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3.2 Reserved

3.3 Special Subjects Lesson Plan

3.3.1 MCC

Ground School Topics – MCC

S. No.	Subject	Duration
1	Introduction	06:00
2	CRM Fundamentals	
3	SOPs and Task Sharing	
4	Workload management	
5	Threat and Error Management	
Total		06:00
Test and debrief		00:30

3.3.2 JIT

Ground School Topics – JIT

S. No.	Subject	Duration
1	Introduction	12:00
2	Jet Aircraft Performance and Handling	
3	Fly-by-wire Concept	
4	Turbofan Thrust Management	
5	Cockpit Instrumentation	
6	Automation and Flight Navigation Management	
7	SOPs and CRM	
8	Jet Aircraft Safety Procedures	
9	MEL and CDL	
Total		12:00
Test and debrief		00:30

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3.3.3 AWO – LVO – LVTO

3.3.3.1 Ground School Topics – Initial LVTO

S. No.	Subject	Duration
1	Introduction	01:00
2	Regulatory and Aerodrome Requirements	
3	Operational Minima	
4	Operational Procedures	
5	Safety and Human Factors	
Total		01:00
Test and debrief		00:30

3.3.3.2 Ground School Topics – Refresher LVTO

S. No.	Subject	Duration
1	Regulatory Updates	00:30
2	Operational Procedures Review	
Total		00:30
Test and debrief		00:15

3.3.4 AWO – LVO – CAT II & CAT III

3.3.4.1 Ground School Topics – Initial CAT II/III

S. No.	Subject	Duration
1	Introduction to LVO	08:00
2	CAT II & III Minima	
3	Aircraft Requirements	
4	Preflight Planning and Approach Briefing	
5	Approach Procedures and Automation	
6	Ground Operations and ATC Coordination	
7	Missed Approach Procedure	
8	Human Factors and Error Management	
Total		08:00
Test and debrief		00:30

3.3.4.2 Ground School Topics – Refresher CAT II/III

S. No.	Subject	Duration
1	Regulatory Updates	01:00
2	Approach Briefing and Automation Review	
3	Missed Approach and Human Factors	
Total		01:00
Test and debrief		00:15

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3.3.5 AWO – Monsoon / WET & Contaminated RWYs

3.3.5.1 Ground School Topics – Initial Monsoon / WET & Contaminated RWYs

S. No.	Subject	Duration
1	Introduction to Indian Monsoon	03:00
2	Runway Conditions	
3	RCR and RWYCC	
4	Aircraft Performance and Operational Adjustments	
5	Approach Briefing	
6	Missed Approach and Diversion	
7	After Landing Reporting	
Total		03:00
Test and debrief		00:30

3.3.5.2 Ground School Topics – Refresher Monsoon / WET & Contaminated RWYs

S. No.	Subject	Duration
1	Regulatory Updates	01:00
2	Runway Condition and Operational Adjustments	
3	Approach Briefing	
4	Missed Approach and Diversion	
Total		01:00
Test and debrief		00:15

3.3.6 RVSM

3.3.6.1 Ground School Topics – Initial RVSM

S. No.	Subject	Duration
1	Introduction	04:30
2	Regulatory Requirements	
3	Flight Level Allocation Schemes	
4	Aircraft System for RVSM	
5	Pre-flight Planning	
6	In-flight RVSM Procedures	
7	Human Factors	
8	Monitoring and Oversight	
Total		04:30
Test and debrief		00:30

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3.3.6.2 Ground School Topics – Refresher RVSM

S. No.	Subject	Duration
1	Regulatory Updates	00:30
2	Equipment Requirement	
3	RVSM procedures	
Total		00:30
Test and debrief		00:15

3.3.7 PBN

3.3.7.1 Ground School Topics – Initial PBN

S. No.	Subject	Duration
1	Introduction	06:30
2	RNAV Specification and Procedures	
3	RNP Categorization Specification and Requirements	
4	Regulatory Requirements	
5	Flight Planning	
6	Terminal PBN	
7	En-route PBN	
8	Approach PBN	
9	Human Factors	
Total		06:30
Test and debrief		00:30

3.3.7.2 Ground School Topics – Refresher PBN

S. No.	Subject	Duration
1	Regulatory Updates	01:00
2	Categorization Review	
3	PBN Flight Phase Procedures	
4	Human Factors	
Total		01:00
Test and debrief		00:15

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3.3.8 EDTO

3.3.8.1 Ground School Topics – Initial EDTO

S. No.	Subject	Duration
1	Introduction	06:30
2	Regulatory Requirements	
3	Aircraft System for EDTO	
4	Pre-flight Planning	
5	Flight Preparation and Dispatch	
6	In-flight EDTO Procedures	
7	EDTO Maintenance Requirements	
8	CRM under EDTO	
9	Roles and Responsibilities	
10	Emergency and Abnormal Procedures	
Total		06:30
Test and debrief		00:30

3.3.8.2 Ground School Topics – Refresher EDTO

S. No.	Subject	Duration
1	Regulatory Updates	01:00
2	Pre-flight Planning	
3	Flight Preparation and Dispatch	
4	In-flight EDTO Procedures	
5	Emergency and Abnormal Procedures	
Total		01:00
Test and debrief		00:15

3.3.9 ADS – B/C

Ground School Topics – ADS B/C

S. No.	Subject	Duration
1	Introduction	01:30
2	Difference between ADS-B and ADS-C	
3	Working Principle of ADS-B and ADS-C	
4	Aircraft Requirements and Limitations	
5	ADS Procedures and ATC Notification	
Total		01:30
Test and debrief		00:15

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3.3.10 UPRT

Ground School Topics – UPRT

S. No.	Subject	Duration
1	Introduction	04:00
2	Regulatory Requirements	
3	Aerodynamics and Aircraft Upset Dynamics	
4	Upset Recognition and Prevention Techniques	
5	Human Factors – Startle Effect	
6	Upset Recovery Techniques	
Total		04:00
Test and debrief		00:30

3.3.11 CPDLC

Ground School Topics – CPDLC

S. No.	Subject	Duration
1	Introduction and Advantages	04:00
2	Regulatory and Aircraft Requirements	
3	SOPs and Message Types	
4	Human Recognition Error	
Total		04:00
Test and debrief		00:15

3.3.12 CRM & Human Factor

3.3.12.1 Ground School Topics – Initial CRM & Human Factor

S. No.	Subject	Duration
1	Introduction	12:00
2	Communication and Teamwork	
3	Situational Awareness	
4	Decision Making	
5	Stress, Fatigue and Workload Management	
6	Threat and Error Management	
7	Leadership and Team Dynamics	
8	Communication	
9	Safety Management System	
Total		12:00

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3.3.12.2 Ground School Topics – Refresher CRM & Human Factor

S. No.	Subject	Duration
1	Regulatory and Industry Updates	02:00
2	Communication, situational awareness, decision making	
3	Threat and Error Management	
Total		02:00

3.3.13 SMS

3.3.13.1 Ground School Topics – Initial SMS

S. No.	Subject	Duration
1	Philosophy of SMS	04:00
2	Regulatory Requirements	
3	4 SMS Pillars	
4	Hazard Reporting and Feedback	
5	SMS Implementation and Integration	
Total		04:00
Test and debrief		00:30

3.3.13.2 Ground School Topics – Refresher SMS

S. No.	Subject	Duration
1	Regulatory and Industry Updates	02:00
2	4 SMS Pillars	
3	Safety Culture and Performance	
Total		02:00
Test and debrief		00:15

3.3.14 GRF

Ground School Topics – GRF

S. No.	Subject	Duration
1	Introduction	02:00
2	GRF Structure	
3	RCAM	
4	Roles and Responsibilities	
5	Communication	
Total		02:00
Test and debrief		00:30

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3.3.15 TCAS

Ground School Topics – TCAS

S. No.	Subject	Duration
1	Introduction and Regulation	01:00
2	Working Principle	
3	Types of TCAS	
4	SOP and Crew Responses	
Total		01:00
Test and debrief		00:15

3.3.16 EGPWS

Ground School Topics – EGPWS

S. No.	Subject	Duration
1	Introduction GPWS to EGPWS	01:00
2	Working Principle	
3	Indications and Warnings	
4	SOP and Crew Responses	
Total		01:00
Test and debrief		00:15

3.3.17 ALAR

Ground School Topics – ALAR

S. No.	Subject	Duration
1	Introduction and Accident Trends	01:00
2	Human Factor and CRM in ALAR	
3	ALAR Golden Rules	
4	Stabilized Approach and Go-Around Triggers	
5	Approach Hazards and Runway Excursion Prevention	
Total		01:00
Test and debrief		00:15

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3.3.18 CFIT

Ground School Topics – CFIT

S. No.	Subject	Duration
1	Introduction	01:00
2	Causes and Leading Scenarios	
3	CFIT Prevention Technology and Procedures	
4	Threat and Error Management	
Total		01:00
Test and debrief		00:15

3.3.19 TTT

3.3.19.1 Ground School Topics – Initial TTT

S. No.	Subject	Duration
1	Foundation of Adult Learning	40:00
2	Motivations and Barriers	
3	Stress and Fatigue Management for trainers and trainees	
4	Syllabus Development	
5	Lesson Planning	
6	Selection of Training Aids	
7	Training Documentation	
8	Competency Based Training	
9	Classroom Instructional Techniques	
10	Presentation Skills	
11	Engaging through Reflective Learning	
12	Managing Team Learning	
13	Capstone Activity	
Total		40:00


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3.3.19.2 Ground School Topics – Refresher TTT

S. No.	Subject	Duration
1	Instructional Practice and Paced Microteaching	08:00
2	Stress and Fatigue Management for trainers and trainees	
3	Classroom Instructional Techniques	
4	Presentation Skills	
5	Engaging through Reflective Learning	
6	Managing Team Learning	
7	Advanced Training Techniques	
Total		08:00

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ANNEXURE 04

SESSION PROFILE

4.1 A320 SESSION PROFILE

4.1.1 Type Rating

4.1.1.1 FBS Sessions

The Simulator training (FBS) for JIT is defined in OFTC TPM Section 6, Annexure 4.3.2 – JIT Session Profile. Credits for this module will be given if the candidate has successfully completed the appropriate training as part of any other Type Rating approval held by him / her. The complete training duration will be adjusted accordingly.

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4.1.1.2 FFS Sessions

4.1.1.2.1 FFS Session 1

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Cockpit Familiarization and Preparation	PRO-NOR-SOP PRO-NOR-SRP	NP	PR-NP-SOP
Engine Start / After Start	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Taxi and take off	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Instrument departure	PRO-NOR-SOP	---	PR-NP-SOP
Study of Normal Law - Protections	DSC-27-20	---	AOP-10-30
Side Stick Priority and ATHR logic	DSC-22-30 DSC-27-20	---	---
AP, FD Disconnection and Reconnection	DSC-22-30	---	---
Instrument Arrival	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
ILS APP practice	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Visual Approach and landing	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Parking and Securing aircraft	PRO-NOR-SOP PRO-NOR-TSK	NP	PR-NP-SOP

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FFS Session 1 (A320 Type Rating)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Gate			Init Take Off		
2	Cockpit Familiarization and Preparation			Taxi Out and 180 deg turn on runway		
3	Engine Start			Take Off and SID Climb FL120		
4	After Start			Study Of Normal Law- Protections		
5	Taxi and 180 deg turn on runway			Side Stick Priority and ATHR logic		
6	Take Off and SID Climb FL120			AP, FD Disconnection and Reconnection		
7	Study Of Normal Law- Protections			Descent via STAR		
8	Side Stick Priority and ATHR logic			ILS APP and Landing		
9	AP, FD Disconnection and Reconnection			Visual Circuit		
10	Descent via STAR			Visual Approach and landing		
11	ILS APP and Landing			Landing / After Landing		
12	Visual Circuit			Parking Checklist		
13	Visual Approach and landing			Securing The Aircraft		


Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.1.2.2 FFS Session 2

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Cockpit Preparation	PRO-NOR-SOP PRO-NOR-TSK	NP	PR-NP-SOP
Engine Start	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Take-off and Take off	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Radial Interception practice after Departure	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
TCAS event practice	PRO-ABN-MEM	---	---
ECAM handling	PRO-ABN-ABN	---	AOP-30-30
ILS App – AP off with FDs	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Visual Circuit with Moderate Crosswind	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Rejected landing	---	---	PR-AEP-MISC
Loss of braking	PRO-ABN-MEM	---	PR-AEP-BRK


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FFS Session 2 (A320 Type Rating)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Gate			Init Take off		
2	Cockpit Familiarization and Preparation			Take-off and Radial Interception Departure		
3	Engine Start			Climb FL60 and TCAS Event (AP-FD and Manual)		
4	After Start			Return To Departure Airport		
5	Take-off and Radial Interception Departure			Radar vector – ILS APP		
6	Climb FL60 and TCAS Event (AP-FD and Manual)			ECAM handling – ELEC / FUEL / HYD faults		
7	Return To Departure Airport			ILS APP – AP off with FDs		
8	Radar vector – ILS APP			Visual Circuit with Moderate Crosswind		
9	ECAM handling – ELEC / FUEL / HYD faults			Rejected Landing (Flap Full)		
10	ILS APP – AP off with FDs			After Landing		
11	Visual Circuit with Moderate Crosswind			Taxi in - Loss of Braking and Restore		
12	Rejected Landing (Flap Full)			Parking/Securing Aircraft		
13	Visual Approach and landing					
14	After Landing					
15	Taxi in - Loss of Braking and Restore					

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.1.2.3 FFS Session 3

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Transit Cockpit Preparation	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Take off (WET runway)	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Windshear	PRO-ABN-MEM	---	PR-NP-SP
EGPWS event	PRO-ABN-MEM	---	---
ATHR failure	PRO-ABN- AUTO_FLT	---	---
NPA	PRO-NOR-SOP	---	PR-NP-SOP
Go-around	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Landing – WET Runway	PRO-NOR-SOP	---	PR-NP-SOP
Engine Failure after Take-off (between V1 and V2)	---	---	PR-AEP-ENG
OEI approach and landing	---	AEP	PR-AEP-ENG


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FFS Session 3 (A320 Type Rating)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Init Take off		
2	Engine Start			Take off (WET runway) – Windshear		
3	After Start			SID climb – EGPWS event		
4	Taxi			Climb – ATHR failure - Restore		
5	Take off (WET runway) – Windshear			Cruise - TCAS Event (Manual)		
6	SID climb – EGPWS event			Radar Vectors		
7	Climb – ATHR failure - Restore			VOR DME Using TRK-FPA		
8	Cruise - TCAS Event (Manual)			Windshear On Approach / GA		
9	Radar Vectors			Return for LOC APP		
10	VOR DME Using TRK-FPA			Landing – WET Runway		
11	Windshear On Approach / GA			Engine Failure on Take-off (between V1 and V2)		
12	Return for LOC APP			OEI (AP off) ILS APP and landing		
13	Landing – WET Runway			Init Gate		
14	Engine failure after Take-off (between V1 and V2)					
15	OEI (AP off) ILS APP and landing					
16	Init Gate					


Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.1.2.4 FFS Session 4

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
NAV ADR1 Fault / NAV IR1 Fault	PRO-ABN-ABN PRO-ABN-NAV	---	AOP-30-30
Alternate law Stall recovery Low altitude	PRO-ABN-MEM	---	PR-AEP-MISC
Demo High Altitude handling	---	---	---
High Altitude Unusual attitude recovery	---	---	PR-AEP-MISC
Emergence Descent	PRO-ABN-MEM	---	PR-AEP-MISC
ILS approach - Raw Data	PRO-NOR-SOP	---	PR-NP-SOP

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FFS Session 4 (A320 Type Rating)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1:	VR: V2:
			DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init holding point			Init holding point		
2	Take off and SID climb			Take off and SID climb		
3	Windshear on Take off			Windshear on Take off		
4	Climb NAV ADR1 Fault / NAV IR1 Fault			Climb NAV ADR2 Fault / NAV IR2 Fault		
5	Alternate law Stall recovery Low altitude			Alternate law Stall recovery Low altitude		
6	Demo High Altitude handling			Demo High Altitude handling		
7	High Altitude Unusual attitude recovery			High Altitude Unusual attitude recovery		
8	Emergence Descent (Excessive Cabin Altitude)			Emergence Descent (Structural Damage)		
9	ILS Raw Data			ILS Raw Data		
10	Init Take off			Init Take off		
11	Engine failure after Take off (between V1 and V2)			Engine failure after Take off (between V1 and V2)		
12	OEI (AP off) ILS APP			OEI (AP off) ILS APP		
13	Landing			Landing		
14				Taxi in		
15				Parking/Shutdown/Securing Aircraft		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.1.2.5 FFS Session 5

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
RNAV approach	PRO-NOR-SOP	---	PR-NP-SOP
Take-off with MTOW	PRO-NOR-SOP	---	PR-NP-SOP
ARS Demo	---	---	PR-NP-SOP
Handling of Engine failure and drift down technique	PRO-ABN-ENG	---	PR-AEP-ENG
Dual HYD failure	PRO-ABN-HYD	AEP-HYD	PR-AEP-HYD
Landing in Direct Law	---	---	PR-AEP-HYD
Pilot Incapacitation	---	---	PR-AEP-MISC
Autoland	---	---	PR-NP-SOP

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FFS Session 5 (A320 Type Rating)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Take off			Init Take off		
2	Engine Fail at V2 – With damage			Engine Fail at V2 – With Fire		
3	RNAV APP with AP (LNAV/VNAV Minima) and landing			RNAV APP with AP (LNAV/VNAV Minima) and landing		
4	Init Take-off (MTOW)			Init Take-off (MTOW)		
5	ARS Demo			Init FL300 - Eng Shut-down due to failure		
6	Init FL300 - Eng Shut-down due to fuel leak			Handling of Engine failure and drift down in cruise		
7	Handling of Engine failure and drift down in cruise			Restore Engine		
8	Restore Engine			Dual HYD failure (G+B)		
9	Dual HYD failure (G+Y)			Landing in Direct Law		
10	Landing in Direct Law			Init Take-off - Pilot Incapacitation		
11	Init Take-off - Pilot Incapacitation			ILS Autoland		
12	ILS Autoland			Init Gate		


Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.1.2.6 FFS Session 6

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Unreliable Air Speed	PRO-ABN-MEM	PRO-AEP-26.02A	PR-AEP-NAV
Landing with BUSS	---	PRO-AEP-26.02A	PR-AEP-NAV
Windshear	PRO-ABN-MEM	---	PR-NP-SP
Dual HYD failure	PRO-ABN-HYD	AEP-HYD	PR-AEP-HYD
Landing in Direct Law	---	---	PR-AEP-HYD
Demonstration of Smoke configuration	---	AEP-SMOKE	PR-AEP-SMOKE
Raw data ILS	PRO-NOR-SOP	---	PR-NP-SOP
Low Speed RTO	---	---	PR-NP-MISC
Emergency Evacuation	---	---	PR-NP-MISC

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FFS Session 6 (A320 Type Rating)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1:	VR: V2: DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Holding Point			Init Holding Point		
2	Take-off - Unreliable Air Speed Indication – Demo			Take-off - Unreliable Air Speed Indication – Demo		
3	Landing with BUSS			Landing with BUSS		
4	Init Take off			Init Take off		
5	Take Off-Windshear			Take Off-Windshear		
6	Dual HYD failure (G+Y)			Dual HYD failure (G+B)		
7	Landing in Direct Law			Landing in Direct Law		
8	Init Take off			Init Take off		
9	Smoke (Demo)			Emer Elec Config (Demo)		
10	Raw data ILS landing			Raw data ILS landing		
11	Init Take off			Init Take off		
12	Low Speed RTO due ENG fire			Low Speed RTO due ENG fire		
13	Emergency Evacuation			Emergency Evacuation		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.1.2.7 FFS Session 7

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Crosswind Take off	PRO-NOR-SOP	---	PR-NP-SOP
Dual FCU failure	PRO-ABN-AUTO_FLT	---	---
Dual FMGC failure	---	---	PR-AEP-AUTOFLT
Slat / Flap Fault	PRO-ABN-F/CTRL	---	PR-AEP-F_CTRL
Demonstration of dual engine failure	---	---	PR-AEP-ENG
Demonstration of Mechanical Back-up	---	---	AOP-10-30
ENG Fire (Extinguishable by second bottle discharge)	PRO-ABN-ENG	---	PR-AEP-ENG
OEI Go-around	---	---	PR-AEP-ENG
Evacuation	---	---	PR-AEP-MISC


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FFS Session 7 (A320 Type Rating)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Holding point			Init Holding point		
2	Crosswind Take off – After 100 kts. Single FCU failure			Crosswind Take off – After 100 kts Single FMGS failure		
3	Dual FCU failure followed by return to departure airport			Dual FMGS failure followed by return to departure airport		
4	Init Take off			Init Take off		
5	Slat / Flap Fault			Slat / Flap Wing tip brake fault		
6	ILS APP and Landing			ILS APP and Landing		
7	Init FL300 – Dual Engine failure (Demo)			Init FL300 – Dual Engine failure (Demo)		
8	Restore engines – Mechanical Back-up (Demo)			Restore engines – Mechanical Back-up (Demo)		
9	Init Take off – ENG Fire at V1 (Extinguishable by second bottle discharge)			Init Take off – ENG Fire at V1 (Extinguishable by second bottle discharge)		
10	Return for NPA – OEI Go-around			Return for NPA – OEI Go-around		
11	Radar vector ILS APP (AP Off)			Radar vector ILS APP (AP Off)		
12	After landing – Evacuation due to other Engine Fire			After landing – Evacuation due to APU Fire		


Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.1.2.8 FFS Session 8

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Crosswind Take off	PRO-NOR-SOP	---	PR-NP-SOP
Windshear at “V1-10kts”	PRO-ABN-MEM	---	PR-NP-SP
TCAS event	PRO-ABN-MEM	---	AS-TCAS
Dual RA Fault	PRO-ABN-NAV	---	PR-AEP-NAV
Runway incursion	---	---	---
Raw data ILS	---	---	PR-NP-SOP
Handling of medical emergency	---	---	---
Landing with abnormal landing gear	---	AEP-24.01A	PR-AEP-LG
Overweight landing	---	AEP-25.07A	PR-AEP-MISC
Evacuation	---	---	PR-AEP-MISC


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FFS Session 8 (A320 Type Rating)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init – Holding point			Init – Holding point		
2	Crosswind Take Off with Packs Off – Windshear at “V1-10kts.”			Crosswind Take Off with Packs Off – Windshear at “V1-10kts.”		
3	Level off at FL060 – TCAS event			Level off at FL060 – TCAS event		
4	Dual RA Fault			FCU 1+2 Fault		
5	Return for ILS APP followed by Go-around due to runway incursion			Return for ILS APP followed by Go-around due to runway incursion		
6	Raw data ILS			Raw data ILS		
7	Init Take off – Landing gear not uplocked combined with medical emergency			Init Take off – Landing gear not uplocked combined with medical emergency		
8	Overweight landing followed by RHS/LHS landing gear collapse			Overweight landing followed by RHS/LHS landing gear collapse		
9	Evacuation			Evacuation		
10	Init Take off			Init Take off		
11	Visual circuit (Night)			Visual circuit (Night)		
12	Any other exercise which needs special emphasis			Any other exercise which needs special emphasis		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> <div style="height: 100px;"></div>	

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4.1.1.2.9 FFS Session 9 - LOFT

Objectives:

The objectives of Line Oriented Flight Training (LOFT) are designed to improve crew members skills in conducting routine line operations and to facilitate self-learning. Situations such as line related problems and certain aeroplane related failures are introduced in the simulator which are required to be resolved by the crew in real time.

Emphasis is to be placed on CRM throughout each session. The instructor's inputs are to be limited during the session and may do so to speed up the process if required. The entire training session should be uninterrupted.

The LOFT is to be conducted under following phases:

- Session Briefing
- Preflight activities such as Flight documents, preview of weather, etc
- Flight segment
- Debriefing.

The failures to be given (but not limited to), during the LOFT are as follows:

- Dispatch with MEL
- CDS Fault
- Engine Start fault
- Windshear
- TCAS event
- Weather avoidance
- Inflight Abnormal conditions/failures.
- One Engine Inoperative Missed Approach
- One Engine Inoperative Landing
- APU Fire during Taxi in

Routes:

Choose any one of the following routes

- VIDP – VILK
- VIJP – VAAH
- VABB – VAAH
- VOMM-VOHS
- VOBL-VOHS
- Any other routes with a total flight time of 01 hour

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Briefing:

The briefing consists of a quick review of:

- The objectives of the LOFT.
- The way the session will be conducted.
- The proficiency criteria with an emphasis on 'No Failure' session by the instructor as LOFT is not a check.
- How to deal with abnormal situations, with an emphasis on the Golden Rules -Fly, Navigate, Communicate, Manage...
- The possible ways to manage workload; use of automation, task sharing, buying time by reducing speed, holding...
- How and when to communicate with ATC, cabin crew, passengers...
- The aspects to consider when assessing different options. Safety, comfort and economy.

To preserve the realism of the session, the content of the scenario should not be explained.

The instructor will provide the flight documentation during the briefing. He will also ensure that the trainees have the relevant airport/airways charts. After the briefing, the crew will be left to study the documentation and to take the operational decisions required-fuel load etc.

Allow for a 10 min break before the start of the session.

The take-off time for the flight is considered to be 30 minutes after the simulator session starts.

If the session is performed with a non-standard crew of 2 inexperienced FO's, the instructor should provide some assistance for the preparation of the flight. Departures, arrivals and approach procedures should also be reviewed in order to reduce the work load in the simulator.

Debriefing:

Debriefing is an essential part of the LOFT session and it is to be conducted in the following manner

- Allow a short break before starting the debriefing.
- Start by facilitating a discussion with the trainees.
 - Ask oriented questions for the crew to self-analyze and to find out the root causes of their difficulties or errors.
 - The discussions on CRM aspects are also to be facilitated.
 - The key points during the facilitation are:
 - Listen to the trainees
 - Remain Objective/Non-Judgmental
- Based on the discussions, inform the trainees if objectives are met or not.
- Thereafter, perform a quick chronological review of the events in order to debrief the technical aspects.
- If available, the debriefing station should be used to illustrate the important points of the debriefing. Inserting events markers during the session will help to avoid playing back uninteresting sequences.

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Proficiency Criteria:

The crew must demonstrate their capacity to

- Operate the aircraft safely and efficiently in a high workload environment and the safety should never be compromised.
- Deal with emergency/abnormal situations
- Maintain an efficient CRM throughout the flight.

Each pilot must demonstrate a good knowledge/proficiency of the following:

- SOP's
- Task sharing
- Callouts
- Aircraft systems and performances
- Rules of the air and use of correct RT phraseology


Since a LOFT is the last session before the SKILL test, the instructor must assess the ability of each pilot to complete the SKILL test successfully.

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FFS Session LOFT (A320 Type Rating)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Areas	Exercises / Emergencies	SAT / UNSAT	Remarks
1	Dispatch – Briefing Room (All Items)	<input type="checkbox"/> Flight Plan <input type="checkbox"/> Met report <input type="checkbox"/> NOTAMs <input type="checkbox"/> Load and Trim Sheet <input type="checkbox"/> T/O Performance		
2	Dispatch Limitations (Any One Item)	<input type="checkbox"/> One Bleed <input type="checkbox"/> One Pack <input type="checkbox"/> One FMC <input type="checkbox"/> Engine Anti-Ice Valve Open		
3	Start Emergencies (Any One Item)	<input type="checkbox"/> Hot Start <input type="checkbox"/> Hung Start <input type="checkbox"/> Wet Start <input type="checkbox"/> Start Valve not Closing <input type="checkbox"/> APU Shut Down after starting One Eng		
4	Taxi (Any One Item)	<input type="checkbox"/> Antiskid Fault <input type="checkbox"/> Nose Wheel Steering Fault		
5	Take-off and Climb (Any One Item)	<input type="checkbox"/> Wind Shear during T/O <input type="checkbox"/> Weather Avoidance <input type="checkbox"/> Pressurization problems		
6	Enroute Emergencies (Any One Item)	<input type="checkbox"/> Eng Failure / Fire / Severe damage <input type="checkbox"/> Crew In-capacitation <input type="checkbox"/> Pressurization failure		
7	Landing at Alternate / Destination Emergencies (All Items)	<input type="checkbox"/> Diversion due Weather below Minimum / RWY blocked <input type="checkbox"/> ILS / VOR / Visual Circuit Landing <input type="checkbox"/> Parking and Shutdown		

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.2 Gap in Flying

4.1.2.1 Gap in Flying (more than 90 days to 6 months)

- (i) Take off and landings in simulator.
or
- (ii) Proficiency check (if due)

4.1.2.2 Gap in Flying (more than 6 months to 12 months)

4.1.2.2.1 FFS Session 1

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Transit Cockpit Preparation	PRO-NOR-SOP	---	PR-NP-SOP
Engine Start (Normal)	PRO-ABN-MEM	---	PR-NP-SOP
Taxi and SID Departure	PRO-ABN-MEM	---	PR-NP-SOP
Windshear on Take off	PRO-ABN-NAV	---	PR-NP-SP
Steep Turn and Stall Recovery	---	---	PR-AEP-MISC
TCAS RA	---	---	AS-TCAS
Emergency Descent due Structural Damage	PRO-ABN-MEM	---	PR-AEP-MISC
Dual HYD failure	PRO-ABN-HYD	AEP-HYD	PR-AEP-HYD
ILS APP - Raw data	---	---	PR-NP-SOP
Engine failure after Take off	---	---	PR-AEP-ENG
NPA followed by go-around	PRO-NOR-SOP	---	PR-NP-SOP
OEI RNAV approach	---	---	---

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FFS Session 1 (A320 Gap In Flying – 6 to 12 months)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Engine Start (Normal)			Engine Start (Abnormal)		
3	Taxi and SID Departure			Taxi and SID Departure		
4	Windshear on Take off			Windshear on Take off		
5	Steep Turn & Stall Recovery			Steep Turn & Stall Recovery		
6	TCAS RA			TCAS RA		
7	Init FL350			Init FL350		
8	Emergency Descent due Structural Damage			Emergency Descent due Structural Damage		
9	Dual HYD failure (G+Y)			Dual HYD failure (G+B)		
10	ILS APP HYD - Raw data			ILS APP - Raw data		
11	Init Take off			Init Take off		
12	Take off - ENG 2 FAIL (between V1 and V2)			Take off - ENG 2 FAIL (between V1 and V2)		
13	NPA followed by go-around			NPA followed by go-around		
14	OEI RNAV approach			OEI RNAV approach		
15	Init Take off			Init Take off		
16	Rejected Take off due to Engine Fire			Rejected Take off due to Engine Fire		
17	Emergency Evacuation			Emergency Evacuation		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.2.3 Gap in Flying (more than 1 year to 2 years)

4.1.2.3.1 FFS Session 1

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Transit Cockpit Preparation	PRO-NOR-SOP	---	PR-NP-SOP
Engine Start	PRO-NOR-SOP PRO-NOR-SUP	---	PR-NP-SOP
Taxi and SID Departure	PRO-NOR-SOP	---	PR-NP-SOP
Windshear on Take off	PRO-ABN-MEM	---	PR-NP-SP
TCAS RA	PRO-ABN-MEM	---	AS-TCAS
Steep Turn	---	---	---
Stall Recovery	PRO-ABN-MEM	---	PR-AEP-MISC
Emergency Descent – Structural Damage	PRO-ABN-MEM	---	PR-AEP-MISC
Raw data ILS APP and landing	PRO-NOR-SOP	---	PR-NP-SOP
Visual Approach and landing	PRO-NOR-SOP	---	PR-NP-SOP
Engine failure after Take off	---	---	PR-AEP-ENG
OEI ILS APP and landing	---	---	PR-AEP-ENG
Flaps / Slats locked	PRO-ABN- F/CTL	---	PR-AEP-F_CTL
NPA with loss of braking – Restore	PRO-ABN-MEM	---	PR-AEP-BRK
After landing, Parking and Secure	PRO-NOR-SOP	NP	PR-NP-SOP


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FFS Session 1 (A320 Gap In Flying – 1 to 2 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1:	VR: V2:
			DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Engine Start (Normal)			Engine Start (Abnormal)		
3	Taxi and SID Departure			Taxi and SID Departure		
4	Windshear on Take off			Windshear on Take off		
5	TCAS RA			TCAS RA		
6	Steep Turn			Steep Turn		
7	Stall Recovery			Stall Recovery		
8	Init FL350			Init FL350		
9	Emergency Descent – Structural Damage			Emergency Descent – PRESS failure		
10	Raw data ILS APP and landing			Raw data ILS APP and landing		
11	Init Take off			Init Take off		
12	Visual Approach and landing			Visual Approach and landing		
13	Init Take off			Init Take off		
14	Engine failure (between V1 and V2)			Engine failure (between V1 and V2)		
15	OEI ILS APP and landing			OEI ILS APP and landing		
16	Init Take off			Init Take off		
17	Flaps / Slats locked			Flaps / Slats locked		
18	NPA with loss of braking – Restore			NPA with loss of braking – Restore		
19	After landing, Parking and Secure			After landing, Parking and Secure		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.2.3.2 FFS Session 2

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Transit Cockpit Preparation	PRO-NOR-SOP	---	PR-NP-SOP
Engine Start	PRO-NOR-SOP PRO-NOR-SUP	---	PR-NP-SOP
Taxi and Radial Interception Departure	PRO-NOR-SOP	---	PR-NP-SOP
Dual HYD failure	PRO-ABN-HYD	AEP-HYD	PR-AEP-HYD
ILS APP	PRO-NOR-SOP	---	PR-NP-SOP
Engine Fire	PRO-ABN-ENG	---	PR-AEP-ENG
OEI Go-around	PRO-NOR-SOP	---	---
NPA	PRO-NOR-SOP	---	PR-NP-SOP
Take off with MTOW and Crosswind	PRO-NOR-SOP	---	PR-NP-SOP
Medical Emergency	---	---	---
Over-weight landing	---	AEP-25.07A	PR-AEP-MISC
RTO	---	---	PR-AEP-MISC
Emergency Evacuation	---	---	PR-AEP-MISC


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FFS Session 2 (A320 Gap In Flying – 1 to 2 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1:	VR: V2: DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Engine Start (Normal)			Engine Start (Abnormal)		
3	Taxi and Radial Interception Departure			Taxi and Radial Interception Departure		
4	Level off FL070 - Dual HYD failure (G+Y)			Level off FL070 - Dual HYD failure (G+B)		
5	ILS APP and landing			ILS APP and landing		
6	Init Take off			Init Take off		
7	Engine Fire after V1 (Extinguishable – Agent 2)			Engine Fire after V1 (Extinguishable – Agent 2)		
8	OEI (AP Off) ILS APP and Go-around			OEI (AP Off) ILS APP and Go-around		
9	OEI NPA with AP and landing			OEI NPA with AP and landing		
10	Init Take off (MTOW with Crosswind)			Init Take off (MTOW with Crosswind)		
11	Medical Emergency			Medical Emergency		
12	ILS APP - Over-weight landing			ILS APP - Over-weight landing		
13	RTO due to cargo fire			RTO due to cargo fire		
14	Emergency Evacuation			Emergency Evacuation		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
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4.1.2.4 Gap in Flying (more than 2 years to 3 years)

4.1.2.4.1 FFS Session 1

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Preliminary Cockpit Preparation	PRO-NOR-SOP	---	PR-NP-SOP
Engine Start	PRO-NOR-SOP	---	PR-NP-SOP
Taxi, Take off and Instrument Climb	PRO-NOR-SOP	---	PR-NP-SOP
TCAS	PRO-ABN-MEM	---	AS-TCAS
Steep Turn	---	---	---
Stall Recovery	PRO-ABN-MEM	---	PR-AEP-MISC
ILS landing	PRO-NOR-SOP	---	PR-NP-SOP
Visual Circuit and landing	PRO-NOR-SOP	---	PR-NP-SOP
Loss of braking	PRO-ABN-MEM	---	PR-AEP-BRK
FCU 1+2 fault	PRO-ABN-AUTO_FLT	---	---
Dual RA fault	PRO-ABN-NAV	---	PR-AEP-NAV
Raw data ILS landing	PRO-NOR-SOP	---	PR-NP-SOP
Engine failure at Take off	---	---	PR-AEP-ENG
Landing, Parking and Shutdown checklist	PRO-NOR-SOP	---	PR-NP-SOP


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FFS Session 1 (A320 Gap In Flying – 2 to 3 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1:	VR: V2: DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Preliminary Cockpit Preparation			Preliminary Cockpit Preparation		
2	Engine Start			Engine Start		
3	Taxi			Taxi		
4	Take off			Take off		
5	SID climb			SID climb		
6	TCAS			TCAS		
7	Steep Turn Handling at FL 100			Steep Turn Handling at FL 100		
8	Init FL300			Init FL300		
9	Stall			Stall		
10	ILS landing			ILS landing		
11	Init Take off			Init Take off		
12	Visual Circuit and landing			Visual Circuit and landing		
13	Loss of braking - Restore			Loss of braking - Restore		
14	Init Take off			Init Take off		
15	Dual RA fault			FCU 1+2 fault		
16	Raw data ILS landing			Raw data ILS landing		
17	Init Take off			Init Take off		
18	Engine failure at Take off – Relight			Engine failure at Take off – Relight		
19	ILS landing			ILS landing		
20	Landing, Parking and Shutdown C/L			Landing, Parking and Shutdown C/L		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
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4.1.2.4.2 FFS Session 2

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Transit Cockpit Preparation	PRO-NOR-SOP	---	PR-NP-SOP
Engine start – Abnormal	PRO-NOR-SOP PRO-NOR-SUP	---	PR-NP-SOP
Taxi and Crosswind Take off	PRO-NOR-SOP	---	PR-NP-SOP
Windshear	PRO-ABN-MEM	---	PR-NP-SP
Radar Vector climb	PRO-NOR-SOP	---	PR-NP-SOP
TCAS	PRO-ABN-MEM	---	AS-TCAS
Emergency Descent	PRO-ABN-MEM	---	PR-AEP-MISC
Dual HYD failure	PRO-ABN-HYD	AEP-HYD	PR-AEP-HYD
ILS APP and landing	PRO-NOR-SOP	---	PR-NP-SOP
Engine failure at Take off	---	---	PR-AEP-ENG
NPA and Go-around	PRO-NOR-SOP	---	PR-NP-SOP
OEI ILS landing	PRO-NOR-SOP	---	PR-AEP-ENG
Landing, Parking and Shutdown checklist	PRO-NOR-SOP	---	PR-NP-SOP

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FFS Session 2 (A320 Gap In Flying – 2 to 3 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
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ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1:	VR: V2:
			DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Engine start – Abnormal			Engine start – Abnormal		
3	Taxi			Taxi		
4	Crosswind Take off - Windshear			Crosswind Take off - Windshear		
5	Radar Vector climb			Radar Vector climb		
6	TCAS			TCAS		
7	Init FL350			Init FL350		
8	Emergency Descent – Restore at FL100			Emergency Descent – Restore at FL100		
9	Dual HYD failure (G+B)			Dual HYD failure (G+Y)		
10	ILS APP and landing			ILS APP and landing		
11	Init Take off			Init Take off		
12	Engine failure at Take off due to fire			Engine failure at Take off due to fire		
13	NPA and Go-around			NPA and Go-around		
14	OEI ILS landing			OEI ILS landing		
15	Landing, Parking and Shutdown checklist			Landing, Parking and Shutdown checklist		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
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4.1.2.4.3 FFS Session 3

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Unreliable airspeed on departure	PRO-ABN-MEM	AEP-NAV	PR-AEP-NAV
ILS landing using BUSS	---	---	PR-AEP-NAV
Slat / Flap Jam	---	---	PR-AEP-F_CTL
NPA	PRO-NOR-SOP	---	PR-NP-SOP
GPWS manoeuvre	PRO-ABN-MEM	---	---
FMGS 1+2 failure	---	---	PR-AEP-AUTOFLT
Engine failure during Go-around	---	---	PR-AEP-ENG
OEI ILS landing	---	---	PR-AEP-ENG
RTO	---	---	PR-AEP-MISC
Evacuation	---	---	PR-AEP-MISC


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FFS Session 3 (A320 Gap In Flying – 2 to 3 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1:	VR: V2:
			DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Take off – crosswind			Init Take off – crosswind		
2	SID Climb			SID Climb		
3	Unreliable airspeed on departure			Unreliable airspeed on departure		
4	ILS landing using BUSS			ILS landing using BUSS		
5	Init Take off			Init Take off		
6	SFCC 1+2 Fault			Slat / Flap Jam		
7	NPA and landing			NPA and landing		
8	Init Take off			Init Take off		
9	GPWS maneuver			GPWS maneuver		
10	FMGS 1+2 failure - Restore			FMGS 1+2 failure - Restore		
11	NPA and go-around			NPA and go-around		
12	Engine failure during Go-around			Engine failure during Go-around		
13	OEI ILS landing			OEI ILS landing		
14	RTO and Evacuation			RTO and Evacuation		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
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Trainee Sign: License No:	Instructor Sign: License No:
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4.1.2.5 Gap in Flying (more than 3 years to 5 years)

4.1.2.5.1 FFS Session 1

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Preliminary Cockpit Preparation	PRO-NOR-SOP	NP	PR-NP-SOP
Eng Start	PRO-NOR-SOP	---	PR-NP-SOP
Taxi, Take off and Climb (Radial Interception)	PRO-NOR-SOP	---	PR-NP-SOP
TCAS	PRO-ABN-MEM	---	AS-TCAS
Steep Turns	---	---	---
Stall	PRO-ABN-MEM	---	PR-AEP-MISC
ECAM Handling	PRO-ABN-ABN	---	AOP-30-30
ILS APP and landing	PRO-NOR-SOP	---	PR-NP-SOP
Visual APP	PRO-NOR-SOP	---	PR-NP-SOP
Go-around on short finals	PRO-NOR-SOP	---	PR-NP-SOP
Visual APP with moderate cross winds	PRO-NOR-SOP	---	PR-NP-SOP
Taxi-in, Parking and Securing	PRO-NOR-SOP	---	PR-NP-SOP

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FFS Session 1 (A320 Gap In Flying – 3 to 5 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:		DAY / NIGHT
FLAP:	FLX/TOGA:	V1:	VR: V2: DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Gate – Preliminary Cockpit Preparation			Init Gate – Preliminary Cockpit Preparation		
2	Normal Eng Start / Taxi			Normal Eng Start / Taxi		
3	Normal Take off / Radial Interception			Normal Take off / Radial Interception		
4	Level off FL060 - TCAS			Level off FL060 - TCAS		
5	Steep Turns/Stall			Steep Turns/Stall		
6	ECAM Handling (ELEC / NAV)			ECAM Handling (HYD / AIR)		
7	Radar Vector for ILS APP and landing			Radar Vector for ILS APP and landing		
8	Init Take off - Visual APP (light winds)			Init Take off - Visual APP (light winds)		
9	Go-around on short finals			Go-around on short finals		
10	Visual APP with moderate cross winds			Visual APP with moderate cross winds		
11	Taxi-in, Parking and Securing			Taxi-in, Parking and Securing		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.2.5.2 FFS Session 2

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Preliminary Cockpit Preparation	PRO-NOR-SOP	NP	PR-NP-SOP
Abnormal Eng Start	PRO-NOR-SOP PRO-NOR-SUP	---	---
Taxi, Take off and Instrument Climb	PRO-NOR-SOP	---	PR-NP-SOP
Windshear	PRO-ABN-MEM	---	PR-NP-SP
Flap / Slat Jam	PRO-ABN- F/CTL	---	PR-AEP-F_CTL
Medical Emergency	---	---	---
Unreliable Air Speed	PRO-ABN-MEM	AEP-NAV	PR-AEP-NAV
RNAV approach and landing	PRO-NOR-SOP	---	PR-NP-SOP
Engine Failure at Take off	---	---	PR-AEP-ENG
OEI ILS APP (AP OFF with FD)	---	---	PR-AEP-ENG
Visual circuit with strong crosswinds	PRO-NOR-SOP	---	PR-NP-SOP
RTO	---	---	PR-AEP-MISC
Evacuation	---	---	PR-AEP-MISC


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FFS Session 2 (A320 Gap In Flying – 3 to 5 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:		DAY / NIGHT
FLAP:	FLX/TOGA:	V1:	VR: V2: DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Gate - Preliminary Cockpit Preparation			Init Gate - Preliminary Cockpit Preparation		
2	Abnormal Eng Start / Taxi			Abnormal Eng Start / Taxi		
3	RNAV Departure – Windshear on Take off			RNAV Departure – Windshear on Take off		
4	Flap / Slats jam during departure			Flap / Slats jam during departure		
5	Return due Medical Emergency			Return due Medical Emergency		
6	RNAV approach			ILS APP and landing		
7	Discontinue Approach			Init – Take off		
8	RNAV approach and landing			Unreliable air speed - ILS APP		
9	Init – Take off			Init – Take off		
10	Engine Failure at Take off			Engine Failure at Take off		
11	OEI ILS APP (AP OFF with FD)			OEI ILS APP (AP OFF with FD)		
12	Init – Take off			Init – Take off		
13	Visual circuit with strong crosswinds			Visual circuit with strong crosswinds		
14	Init Take off			Init Take off		
15	RTO due Engine fire – Evacuation			RTO due Engine fire – Evacuation		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
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Trainee Sign: License No:	Instructor Sign: License No:
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4.1.2.5.3 FFS Session 3

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Transit Cockpit Preparation	PRO-NOR-SOP	---	PR-NP-SOP
Manual Engine Start	PRO-NOR-SOP PRO-NOR-SUP	---	---
Take off with moderate crosswind	PRO-NOR-SOP	---	PR-NP-SOP
Windshear	PRO-ABN-MEM	---	PR-NP-SP
TCAS (corrective)	PRO-ABN-MEM	---	AS-TCAS
Dual HYD failure	PRO-ABN-HYD	AEP-HYD	PR-AEP-HYD
ILS APP and landing	PRO-NOR-SOP	---	PR-NP-SOP
Engine failure after Take off (With Damage)	---	---	PR-AEP-ENG
NPA	PRO-NOR-SOP	---	PR-NP-SOP
OEI Go-around	---	---	PR-AEP-ENG
OEI Visual approach and landing	PRO-NOR-SOP	---	PR-NP-SOP
DEMO – ELEC EMERGENCY	PRO-ABN-ELEC	AEP-ELEC	PR-AEP-ELEC
DEMO – Mechanical Back-up	---	---	AOP-10-30
RTO	---	---	PR-AEP-MISC


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FFS Session 3 (A320 Gap In Flying – 3 to 5 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1:	VR: V2:
			DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Start Fault - Manual Engine Start			Start Fault - Manual Engine Start		
3	Init Holding point			Init Holding point		
4	Take off with moderate crosswind			Take off with moderate crosswind		
5	Windshear on Take off			Windshear on Take off		
6	Level off at FL060 – TCAS (corrective)			Level off at FL060 – TCAS (corrective)		
7	Climb FL100 – Dual HYD failure (G+Y)			Climb FL100 – Dual HYD failure (G+B)		
8	ILS APP and landing			ILS APP and landing		
9	Init Take off			Init Take off		
10	Engine failure between V1 and V2 (With Damage)			Engine failure between V1 and V2 (With Damage)		
11	NPA			NPA		
12	OEI Go-around at MDA			OEI Go-around at MDA		
13	OEI Visual approach and landing			OEI Visual approach and landing		
14	Init FL100			Init FL100		
15	DEMO - ELEC EMERGENCY			DEMO - Mech Back-up		
16	Init Take off – Low speed RTO			Init Take off – Low speed RTO		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.2.5.4 FFS Session 4

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
GPWS event	PRO-ABN-MEM	---	---
Emergency Descent	PRO-ABN-MEM	---	PR-AEP-MISC
ECAM Handling	PRO-ABN-ABN	---	AOP-30-30
Raw data ILS APP	PRO-NOR-SOP	---	PR-NP-SOP
Loss of braking	PRO-ABN-MEM	---	PR-AEP-BRK
Take off with MTOW	PRO-NOR-SOP	---	PR-NP-SOP
Medical Emergency	---	---	---
Overweight landing	---	AEP-25.07A	PR-AEP-MISC
Engine Fire	---	---	PR-AEP-ENG
NPA	PRO-NOR-SOP	---	PR-NP-SOP
Evacuation	---	---	PR-AEP-MISC


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FFS Session 4 (A320 Gap In Flying – 3 to 5 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1:	VR: V2:
			DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Init holding point			Init holding point		
3	Take off with moderate crosswind			Take off with moderate crosswind		
4	Climb to FL060 – GPWS event			Climb to FL060 – GPWS event		
5	Init FL350			Init FL350		
6	Emergency Descent (structural damage)			Emergency Descent (Dual CPC failure)		
7	FL100 – Restore			FL100 – Restore		
8	ECAM Handling – ADR / FMGS fault			ECAM Handling – RA / FCU fault		
9	Raw data ILS APP – Loss of braking			Raw data ILS APP – Loss of braking		
10	Init Take off (MTOW)			Init Take off (MTOW)		
11	Medical Emergency and immediate return			Medical Emergency and immediate return		
12	Overweight landing			Overweight landing		
13	Init Take off			Init Take off		
14	Engine Fire on Take off			Engine Fire on Take off		
15	Return for NPA			Return for NPA		
16	On finals – other ENG fire			On finals – APU fire		
17	Evacuation			Evacuation		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
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Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.2.6 Gap in Flying (more than 5 years to 7 years)

4.1.2.6.1 FFS Session 1

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Preliminary Cockpit Preparation	PRO-NOR-SOP	NP	PR-NP-SOP
Eng Start	PRO-NOR-SOP	---	PR-NP-SOP
Taxi, Take Off and Instrument Climb	PRO-NOR-SOP	---	PR-NP-SOP
TCAS	PRO-ABN-MEM	---	AS-TCAS
Steep turns	---	---	---
Stall	PRO-ABN-MEM	---	PR-AEP-MISC
ILS APP and landing	PRO-NOR-SOP	---	PR-NP-SOP
Visual APP	PRO-NOR-SOP	---	PR-NP-SOP
Go-around	PRO-NOR-SOP	---	PR-NP-SOP
Landing, Parking and Securing	PRO-NOR-SOP	NP	PR-NP-SOP

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FFS Session 1 (A320 Gap In Flying – 5 to 7 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:		DAY / NIGHT
FLAP:	FLX/TOGA:	V1:	VR: V2: DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Preliminary Cockpit Preparation			Preliminary Cockpit Preparation		
2	Normal Eng Start / Taxi			Normal Eng Start / Taxi		
3	Take Off / SID climb			Take Off / Radial Interception		
4	TCAS			TCAS		
5	Steep Turns / Stall			Steep Turns / Stall		
6	Radar Vector for ILS APP and landing			Radar Vector for ILS APP and landing		
7	Reposition for Visual APP (light winds)			Reposition for Visual APP (light winds)		
8	Go-around on short finals for another visual APP with cross winds			Go-around on short finals for another visual APP with cross winds		
9	Taxi-in / Shut down			Taxi-in / Shut down		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
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4.1.2.6.2 FFS Session 2

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Preliminary Cockpit Preparation	PRO-NOR-SOP	NP	PR-NP-SOP
Abnormal Eng Start	PRO-NOR-SOP PRO-NOR-SUP	---	PR-NP-SOP
RNAV Departure	PRO-NOR-SOP	---	PR-NP-SOP
Slat / Flap Jam	PRO-ABN- F/CTL	AEP-20.01A	PR-AEP-F_CTL
RNAV APP	PRO-NOR-SOP	---	PR-NP-SOP
TCAS	PRO-ABN-MEM	---	AS-TCAS
Landing with Flaps / Slats jammed	PRO-ABN- F/CTL	AEP-20.01A	PR-AEP-F_CTL
Engine failure after Take off	---	---	PR-AEP-ENG
OEI ILS APP	PRO-NOR-SOP	---	PR-AEP-ENG
Landing, Parking and Securing	PRO-NOR-SOP	NP	PR-NP-SOP


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FFS Session 2 (A320 Gap In Flying – 5 to 7 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1:	VR: V2:
			DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Preliminary Cockpit Preparation			Preliminary Cockpit Preparation		
2	Abnormal Eng Start / Taxi			Abnormal Eng Start / Taxi		
3	RNAV Departure			RNAV Departure		
4	SFCC 1+2 fault during departure			Slat / Flap Jam during departure		
5	Return for RNAV APP			Return for RNAV APP		
6	TCAS TA during arrival preparation			TCAS TA during arrival preparation		
7	Landing with Flaps / Slats jammed			Landing with Flaps / Slats jammed		
8	Init Take off			Init Take off		
9	Engine failure after Take off			Engine failure after Take off		
10	OEI ILS APP (AP Off) and landing			OEI ILS APP (AP Off) and landing		
11	Taxi in / Shut Down			Taxi in / Shut Down		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
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Trainee Sign: License No:	Instructor Sign: License No:
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4.1.2.6.3 FFS Session 3

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Manual Eng Start	PRO-ABN-SOP PRO-ABN-SUP	---	PR-NP-SOP
Engine failure after Take off	---	---	PR-AEP-ENG
OEI ILS APP	---	---	PR-AEP-ENG
Go-around	PRO-ABN-SOP	---	PR-NP-SOP
NPA	PRO-ABN-SOP	---	PR-NP-SOP
Windshear	PRO-ABN-MEM	---	PR-NP-SP
Dual HYD failure	PRO-ABN-HYD	AEP-HYD	PR-AEP-HYD
RTO	---	---	PR-AEP-ENG
Evacuation	---	---	PR-AEP-MISC

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FFS Session 3 (A320 Gap In Flying – 5 to 7 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Manual Eng Start			Manual Eng Start		
3	Init holding point			Init holding point		
4	Engine failure after Take off			Engine failure after Take off		
5	OEI ILS APP			OEI ILS APP		
6	Go-around at DA followed by NPA			Go-around at DA followed by NPA		
7	ILS APP and landing			ILS APP and landing		
8	Init Take off			Init Take off		
9	Windshear on Take off			Windshear on Take off		
10	Dual HYD failure (G+Y)			Dual HYD failure (G+B)		
11	ILS APP and landing			ILS APP and landing		
12	Init Take off			Init Take off		
13	RTO due to Engine Fire			RTO due to Engine Fire		
14	Evacuation			Evacuation		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
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Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.2.6.4 FFS Session 4

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Windshear	PRO-ABN-MEM	---	PR-NP-SP
GPWS event	PRO-ABN-MEM	---	---
TCAS event	PRO-ABN-MEM	---	AS-TCAS
Unreliable airspeed	PRO-ABN-MEM	AEP-NAV	PR-AEP-NAV
Overweight landing	---	---	PR-AEP-MISC
Engine failure after Take off	---	---	PR-AEP-ENG
OEI APP and landing	---	---	PR-AEP-ENG


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FFS Session 4 (A320 Gap In Flying – 5 to 7 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1:	VR: V2:
			DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Abnormal Start			Abnormal Start		
3	Init holding point			Init holding point		
4	Cross wind Take off – Windshear			Cross wind Take off – Windshear		
5	GPWS event			TCAS event		
6	Unreliable airspeed			Unreliable airspeed		
7	Overweight landing			Overweight landing		
8	Init Take off			Init Take off		
9	Engine failure after Take off			Engine failure after Take off		
10	OEI NPA (with AP)			OEI NPA (with AP)		
11	Go-around at DA			Go-around at DA		
12	Level off - Init finals			Level off - Init finals		
13	OEI landing (AP Off)			OEI landing (AP Off)		
14	Init Take off – RTO			Init Take off – RTO		
15	Taxi in / Shut down			Taxi in / Shut down		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
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Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.2.6.5 FFS Session 5

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Abnormal Start	PRO-NOR-SOP PRO-NOR-SUP	---	PR-NP-SOP
Loss of braking	PRO-ABN-MEM	---	PR-AEP-BRK
Maximum cross wind Take off	PRO-NOR-SOP	---	PR-NP-SOP
Emergency electrical configuration (DEMO) RAT auto deployment failure	PRO-ABN- ELEC	---	PR-AEP-ELEC
Mechanical Back-up (DEMO)	PRO-ABN- F/CTL	---	AOP-10-30
Take off – Wet RWY	PRO-NOR-SOP	---	PR-NP-SOP
Windshear	PRO-ABN-MEM	---	PR-NP-SP
Raw Data ILS APP	PRO-NOR-SOP	---	PR-NP-SOP
Visual APP and landing	PRO-NOR-SOP	---	PR-NP-SOP
Evacuation	---	---	PR-AEP-MISC

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FFS Session 5 (A320 Gap In Flying – 5 to 7 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1:	VR: V2:
			DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Abnormal Start			Abnormal Start		
3	Loss of braking during Taxi Out			Loss of braking during Taxi Out		
4	Maximum cross wind Take off			Maximum cross wind Take off		
5	ELEC GEN 1+2 fault (RAT auto deployment failure)			Init Take off – Wet RWY		
6	Emer. Elec. Config. (DEMO) Mechanical Back-up (DEMO)			Windshear		
7	Init Take off – Wet RWY			Engine severe damage		
8	Windshear			Raw Data ILS APP		
9	Engine severe damage			Go-around at DA		
10	Raw Data ILS APP			ENG fire during Go-around		
11	Go-around at DA			Visual APP and landing		
12	ENG fire during Go-around			Evacuation on the runway		
13	Visual APP and landing					
14	Evacuation on the runway					

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Section 6 – Annexures		Revision	00
		Date	01 Sep 2025

Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

	ORBIT FLIGHT TRAINING CENTRE PVT. LTD.	OFTC/TRG/01	
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4.1.2.6.6 FFS Session 6

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Windshear	PRO-ABN-MEM	---	PR-NP-SP
GPWS	PRO-ABN-MEM	---	---
TCAS	PRO-ABN-MEM	---	AS-TCAS
Stall recovery	PRO-ABN-MEM	---	PR-AEP-MISC
ILS APP – Raw data	PRO-NOR-SOP	---	PR-NP-SOP
Engine failure after Take off	---	---	PR-AEP-ENG
NPA	PRO-NOR-SOP	---	PR-NP-SOP
Go-around	PRO-NOR-SOP	---	PR-NP-SOP
RTO	---	---	PR-AEP-MISC
Evacuation	---	---	PR-AEP-MISC


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FFS Session 6 (A320 Gap In Flying – 5 to 7 years)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1:	VR: V2:
			DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Pack fault during taxi out			Pack fault during taxi out		
3	Windshear on Take off			Windshear on Take off		
4	GPWS			TCAS		
5	Stall recovery			Stall recovery		
6	Init APP			Init APP		
7	ILS APP and landing – Raw data			ILS APP and landing – Raw data		
8	Init Take off			Init Take off		
9	Engine failure after Take off			Engine failure after Take off		
10	NPA			NPA		
11	Go-around at DA			Go-around at DA		
12	NPA and landing - Radar vectors			NPA and landing - Radar vectors		
13	Init Take off			Init Take off		
14	RTO and Evacuation			RTO and Evacuation		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.1.2.7 Gap in Flying (more than 7 years)

Complete simulator training syllabus as in Type Rating.

Refer OFTC TPM Section 6, Annexure 4.1.1 – Type Rating.

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4.2 RESERVED

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4.3 SPECIAL SUBJECTS SESSION PROFILE

4.3.1 MCC

4.3.1.1 FBS Session 1

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Preliminary Cockpit Preparation Cockpit preparation	PRO-NOR-SOP PRO-NOR-SRP	---	PR-NP-SOP
Task Sharing	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Before Start Eng Start After Start	PRO-NOR-SOP	---	PR-NP-SOP
Taxi Before Take-Off	PRO-NOR-SOP	---	PR-NP-SOP
After Landing Parking Securing A/C	PRO-NOR-SOP	---	PR-NP-SOP

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FBS Session 1 (MCC)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/>	F/O <input type="checkbox"/>
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Cockpit Preparation			Init Cockpit Preparation		
2	Taxi Out			Taxi Out		
3	Before Take-off C/L			Before Take-off C/L		
4	Take-off			Take-off		
5	Climb			Climb		
6	Cruise			Cruise		
7	Diversion			Diversion		
8	Descent			Descent		
9	Hold			Hold		
10	ILS Approach			ILS Approach		
11	Go-Around			Go-Around		
12	Radar Vector			Radar Vector		
13	ILS Approach			ILS Approach		
14	Landing			Landing		
15	After Landing C/L			After Landing C/L		
16	Taxi In			Taxi In		


Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.3.1.2 FBS Session 2

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Preliminary Cockpit Preparation Cockpit preparation	PRO-NOR-SOP PRO-NOR-SRP	---	PR-NP-SOP
Tasksharing	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Adverse Weather Operation	DSC-34_SURV PRO-NOR-SOP	---	---
Before Start Eng Start After Start	PRO-NOR-SOP	---	PR-NP-SOP
Emergency Descent	PRO-NOR-SOP	---	PR-NP-SOP
Taxi Before Take-Off	PRO-NOR-SOP	---	PR-NP-SOP
After Landing Parking Securing A/C	PRO-NOR-SOP	---	PR-NP-SOP


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FBS Session 2 (MCC)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1:	VR: V2: DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Preliminary Cockpit Preparation			Preliminary Cockpit Preparation		
2	Transit Cockpit Preparation			Transit Cockpit Preparation		
3	Taxi Out			Taxi Out		
4	Before Take-off C/L			Before Take-off C/L		
5	Rejected Take-off			Rejected Take-off		
6	Take-off			Take-off		
7	Climb			Climb		
8	Cruise			Cruise		
9	ENG 1(2) Fail - Diversion			ENG 1(2) Fail - Diversion		
10	ILS Approach Preparation			ILS Approach Preparation		
11	Descent			Descent		
12	Hold			Hold		
13	ILS Approach OEI			ILS Approach OEI		
14	Go-Around OEI			Go-Around OEI		
15	Radar Vector			Radar Vector		
16	ILS Approach OEI			ILS Approach OEI		
17	Landing OEI			Landing OEI		
18	After Landing C/L			Init Final Approach		
19	Taxi In			ILS Approach Raw Data		
20	Init Final Approach			After Landing C/L		
21	ILS Approach Raw Data			Taxi In		
22	Landing			Parking / Securing		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.3.1.3 FBS Session 3

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Preliminary Cockpit Preparation Cockpit preparation	PRO-NOR-SOP PRO-NOR-SRP	---	PR-NP-SOP
Tasksharing	PRO-NOR-SOP PRO-NOR-TSK	---	PR-NP-SOP
Adverse Weather Operation	DSC-34_SURV PRO-NOR-SOP	---	---
Before Start Eng Start After Start	PRO-NOR-SOP	---	PR-NP-SOP
Emergency Descent	PRO-NOR-SOP	---	PR-NP-SOP
Taxi Before Take-Off	PRO-NOR-SOP	---	PR-NP-SOP
After Landing Parking Securing A/C	PRO-NOR-SOP	---	PR-NP-SOP


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FBS Session 3 (MCC)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Cold Weather Environment			Taxi Out		
2	Transit Cockpit Preparation			Before Take-off C/L		
3	Taxi Out			Take-off		
4	Before Take-off C/L			Climb		
5	Take-off			Cruise – Weather Radar		
6	Climb			Fuel Imbalance		
7	Cruise – Weather Radar			Diversion		
8	Fuel Imbalance			Approach Preparation with Circling		
9	Diversion			Descent		
10	Approach Preparation with Circling			LOC Approach with Circling		
11	Descent			Windshear In Approach		
12	LOC Approach with Circling			Go-Around		
13	Windshear In Approach			LOC Circling – Radar Vector		
14	Go-Around			Landing		
15	LOC Circling – Radar Vector			Init Take-off – ENG Fire Take-off		
16	Landing			Init FL 350 – Emergency Descent		
17	Init Take-off – ENG Fire Take-off			Init Final Approach – Raw Data ILS Approach		
18	Init FL 350 – Emergency Descent			Landing – Ceiling at Decision ALT		
19	Init Final Approach – Raw Data ILS Approach			After Landing C/L, Taxi In		
20	Landing – Ceiling at Decision ALT			Parking / Securing		


Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

	ORBIT FLIGHT TRAINING CENTRE PVT. LTD.	OFTC/TRG/01	
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4.3.2 JIT

4.3.2.1 FBS Session 1

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Preliminary Cockpit Preparation Cockpit preparation	PRO-NOR-SOP PRO-NOR-SRP	---	PR-NP-SOP
IRS Alignment	DSC-22_20 PRO-NOR-SOP	---	---
Before Start Eng Start After Start	PRO-NOR-SOP	---	PR-NP-SOP
Taxi Before Take-Off	PRO-NOR-SOP	---	PR-NP-SOP
After Landing Parking Securing A/C	PRO-NOR-SOP	---	PR-NP-SOP

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FBS Session 1 (JIT)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Cockpit Preparation			Init Cockpit Preparation		
2	Safety Exterior Inspection			Safety Exterior Inspection		
3	Cockpit Preparation			Cockpit Preparation		
4	Transit Cockpit Preparation			Transit Cockpit Preparation		
5	Before Start / Engine Start / After Start			Before Start / Engine Start / After Start		
6	Taxi & Before Take Off			Taxi & Before Take Off		
7	Take Off – Packs Off			Take Off – Packs Off		
8	Take Off – Packs On			Take Off – Packs On		
9	SID Climb FL070			SID Climb FL070		
10	Cruise			Cruise		
11	Descent			Descent		
12	ILS Autoland			ILS Autoland		
13	After Landing / Parking / Securing			After Landing / Parking / Securing		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

	ORBIT FLIGHT TRAINING CENTRE PVT. LTD.	OFTC/TRG/01	
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4.3.2.2 FBS Session 2

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Manual Engine Start	PRO-NOR-SUP	---	---
Cross Bleed Engine Start	PRO-NOR-SUP	---	---
Approach Using TRK-FPA Guidance	PRO-NOR-SOP PRO-NOR-SRP	---	PR-NP-SOP
Approach Using Final APP Guidance	PRO-NOR-SOP PRO-NOR-SRP	---	---
Holding	DSC-22_20 PRO-NOR-SRP	---	PR-NP-SOP
Go Around	PRO-NOR-SOP PRO-NOR-SRP	---	PR-NP-SOP


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FBS Session 2 (JIT)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Cockpit Prep			Init Cockpit Prep		
2	Safety Exterior Inspection			Safety Exterior Inspection		
3	Cockpit Preparation			Cockpit Preparation		
4	Transit Cockpit Preparation			Transit Cockpit Preparation		
5	Before Start / Engine Start / After Start			Before Start / Engine Start / After Start		
6	Taxi & Before Take Off			Taxi & Before Take Off		
7	Take Off - Packs On			Take Off - Packs On		
8	Take Off- Packs Off			Take Off- Packs Off		
9	Sid Climb FL070			Sid Climb FL070		
10	Cruise			Cruise		
11	Descent			Descent		
12	ILS Early Stabilized / Landing			ILS Early Stabilized / Landing		
13	ILS Decelerate App / Landing			ILS Decelerate App / Landing		
14	INIT Approach			INIT Approach		
15	VOR DME Using Final APP			VOR DME Using Final APP		
16	VOR DME Using TRK FPA			VOR DME Using TRK FPA		
17	Go Around At MDA			Go Around At MDA		
18	Holding Freeze			Holding Freeze		


Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.3.2.3 FBS Session 3

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Engine Failure	PRO-ABN-ENG	ABN	AOP
Engine Relight (Inflight)	PRO-ABN-ENG	ABN	PR-AEP-ENG
ECAM Advisory	PRO-ABN-ENG	ABN	---
ECAM Architecture Description Reconfiguration	DSC-31-10	---	---
Abnormal and Emergency Introduction	PRO-ABN	---	---

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FBS Session 3 (JIT)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1:	VR: V2: DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Take Off			Init Take Off		
2	Take Off			Take Off		
3	Eng Failure After V1 - w Damage			Eng Failure After V1 - w Damage		
4	Eng Failure after V2 - w/o Damage			Eng Failure after V2 - w/o Damage		
5	Engine Out Familiarisation			Engine Out Familiarisation		
6	Engine Relight			Engine Relight		
7	Climb			Climb		
8	Cruise FL130			Cruise FL130		
9	ECAM Management			ECAM Management		
10	ECAM Advisory			ECAM Advisory		
11	CAB PR SYS 1 FAULT			CAB PR SYS 1 FAULT		
12	EIS DMC 1 FAULT			EIS DMC 1 FAULT		
13	Pack 1 Restore			Pack 1 Restore		
14	EIS Failure			EIS Failure		
15	ELEC IDG2 OVHT			ELEC IDG2 OVHT		
16	HYD Y RSVR LO PR			HYD Y RSVR LO PR		
17	ILS APP / Landing			ILS APP / Landing		
18	Contingency Profile			Contingency Profile		
19	Holding Freeze			Holding Freeze		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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		Date	01 Sep 2025

Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

	ORBIT FLIGHT TRAINING CENTRE PVT. LTD.	OFTC/TRG/01	
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4.3.2.4 FBS Session 4

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Manual Engine Start	PRO-NOR-SUP	---	---
Cross Bleed Engine Start	PRO-NOR-SUP	---	---
Approach Using TRK-FPA Guidance	PRO-NOR-SOP PRO-NOR-SRP	---	PR-NP-SOP
Approach Using Final APP Guidance	PRO-NOR-SOP PRO-NOR-SRP	---	---
Holding	DSC-22_20 PRO-NOR-SRP	---	PR-NP-SOP
Go Around	PRO-NOR-SOP PRO-NOR-SRP	---	PR-NP-SOP


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FBS Session 4 (JIT)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1:	VR: V2:
			DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Cockpit Preparation			Init Cockpit Preparation		
2	Transit Cockpit Preparation			Transit Cockpit Preparation		
3	Safety Exterior Inspection			Safety Exterior Inspection		
4	Cockpit Preparation			Cockpit Preparation		
5	Before Start / Engine Start / After Start			Before Start / Engine Start / After Start		
6	Taxi & Before Take Off			Taxi & Before Take Off		
7	Take Off – Packs On			Take Off – Packs On		
8	Take Off – Packs Off			Take Off – Packs Off		
9	SID Climb FL070			SID Climb FL070		
10	Cruise			Cruise		
11	Descent			Descent		
12	ILS Early Stabilized / Landing			ILS Early Stabilized / Landing		
13	ILS Decelerate APP / Landing			ILS Decelerate APP / Landing		
14	Init Approach			Init Approach		
15	VOR DME Using Final APP			VOR DME Using Final APP		
16	VOR DME Using TRK-FPA			VOR DME Using TRK-FPA		
17	Go Around At MDA			Go Around At MDA		
18	Holding Freeze			Holding Freeze		


Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.3.2.5 FBS Session 5

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Engine Failure	PRO-ABN-ENG	ABN	AOP
Engine Relight (Inflight)	PRO-ABN-ENG	ABN	PR-AEP-ENG
ECAM Advisory	PRO-ABN-ENG	ABN	---
ECAM Architecture Description Reconfiguration	DSC-31-10	---	---
Abnormal and Emergency Introduction	PRO-ABN	---	---

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FBS Session 5 (JIT)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW:
		TOCG:	CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1:	VR: V2:
			DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Init Take Off			Init Take Off		
2	Take Off			Take Off		
3	Eng Failure After V1 - w Damage			Eng Failure After V1 - w Damage		
4	Eng Failure after V2 - w/o Damage			Eng Failure after V2 - w/o Damage		
5	Engine Out Familiarisation			Engine Out Familiarisation		
6	Engine Relight			Engine Relight		
7	Climb			Climb		
8	Cruise FL130			Cruise FL130		
9	ECAM Management			ECAM Management		
10	ECAM Advisory			ECAM Advisory		
11	CAB PR SYS 1 FAULT			CAB PR SYS 1 FAULT		
12	EIS DMC 1 FAULT			EIS DMC 1 FAULT		
13	Pack 1 Restore			Pack 1 Restore		
14	EIS Failure			EIS Failure		
15	ELEC IDG2 OVHT			ELEC IDG2 OVHT		
16	HYD Y RSVR LO PR			HYD Y RSVR LO PR		
17	ILS APP / Landing			ILS APP / Landing		
18	Contingency Profile			Contingency Profile		
19	Holding Freeze			Holding Freeze		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

	ORBIT FLIGHT TRAINING CENTRE PVT. LTD.	OFTC/TRG/01	
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4.3.3 AWO-LVO-LVTO

4.3.3.1 FFS Session 1

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
LVO Taxi	PRO-NOR-SOP	---	PR-NP-SP
Take Off at Different RVR	---	---	PR-NP-SP
RTO & ENG Fail at Low Visibility	PRO-NOR-SOP	---	PR-AEP
Diversion Strategy	---	---	PN-NP-SOP
Approach / Landing at Different RVR	PRO-NOR-SOP	---	---

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FFS Session 1 (AWO-LVO-LVTO)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Selection of Take Off Alternates			Selection of Take Off Alternates		
3	Taxiing LVO			Taxiing LVO		
4	Different RVR Day & Night (DEMO)			Different RVR Day & Night (DEMO)		
5	Init Take Off RVR 125m			Init Take Off RVR 125m		
6	Engine fail below V1 (60kt) RWY Wet			Engine fail below V1 (60kt) RWY Wet		
7	Init Take Off, ENG Fire (Extinguishable) between V1 & V2			Init Take Off, ENG Fire (Extinguishable) between V1 & V2		
8	Diversion to Take Off Alternate			Diversion to Take Off Alternate		
9	Init Take Off RVR 125m			Init Take Off RVR 125m		
10	Engine fail below V1 (110kt) RWY Wet			Engine fail below V1 (110kt) RWY Wet		
11	Flight Crew Incapacitation			Flight Crew Incapacitation		
12	ILS Approach			ILS Approach		
13	Autoland			Autoland		


Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> <div style="height: 100px;"></div>	

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4.3.4 AWO-LVO-CAT II & CAT III

Not Applicable

4.3.5 AWO-Monsoon / WET & Contaminated RWYs

4.3.5.1 FFS Session 1

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
Weather Avoidance	PRO-NOR-SOP	---	PR-NP-SP AS-WXR
Operations in Wet and Contaminated RWY	PRO-NOR-SOP	---	PR-NP-SP
Use of Weather Radar	PRO-NOR-SOP DSC-34 SURV	---	AS-WXR
Calculation of ALD	EFB-LDG	---	---

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FFS Session 1 (AWO-Monsoon / WET & Contaminated RWYs)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/>	F/O <input type="checkbox"/>
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Contaminated RWY Performance Calculation			Contaminated RWY Performance Calculation		
3	Take Off on Contaminated RWY			Take Off on Contaminated RWY		
4	RTO – ENG Failure before V1 Moderate X-Wind, Rain, Poor Brake			RTO – ENG Failure before V1 Moderate X-Wind, Rain, Poor Brake		
5	Windshear during Take Off			Windshear during Take Off		
6	Weather Avoidance – Thunderstorm			Weather Avoidance – Thunderstorm		
7	Landing Distance Calculation with Degraded Braking Action			Landing Distance Calculation with Degraded Braking Action		
8	Approach and Landing in Rain 3D with AP			Approach and Landing in Rain 3D with AP		
9	Reposition 12 DME Approach 3D without AP			Reposition 12 DME Approach 3D without AP		
10	Windshear on Approach – Go Around			Windshear on Approach – Go Around		
11	Reposition 9 DME - Landing Moderate X-Wind, Rain, Poor Brake			Reposition 9 DME - Landing Moderate X-Wind, Rain, Poor Brake		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.3.6 RVSM

Not Applicable

4.3.7 PBN

4.3.7.1 FFS Session 1

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
PBN Terminologies	PRO-SPO	---	---
State Regulation	---	---	---
RNAV Procedures	PRO-SPO	---	---
RNP Approach Procedures	PRO-SPO	---	---


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FFS Session 1 (PBN)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Cockpit Preparation			Cockpit Preparation		
3	Before Start / Engine Start / After Start C/L			Before Start / Engine Start / After Start C/L		
4	Taxi & Before Take Off C/L			Taxi & Before Take Off C/L		
5	Take Off – Pack On			Take Off – Pack On		
6	Take Off – Pack Off			Take Off – Pack Off		
7	SID Climb			SID Climb		
8	Cruise			Cruise		
9	RNAV Procedures			RNAV Procedures		
10	RNP Approach			RNP Approach		
11	Go Around			Go Around		
12	Holding			Holding		
13	Reposition on Finals			Reposition on Finals		
14	Landing			Landing		


Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.3.8 EDTO

4.3.8.1 FFS Session 1

Objectives and References

OBJECTIVES	FCOM	QRH	FCTM
EDTO Area of Operation	PRO-SPO	---	---
Maximum Diversion Distance and Threshold Time	PRO-SPO	---	---
Diversion Strategy	PRO-SPO	---	PR-NP-SP
Fuel Planning	PRO-SPO	---	---
Dispatch Minima	PRO-SPO	---	---


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FFS Session 1 (EDTO)

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/>	F/O <input type="checkbox"/>
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:	NOTAM:	DAY / NIGHT	
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1	Transit Cockpit Preparation			Transit Cockpit Preparation		
2	Cockpit Preparation			Cockpit Preparation		
3	Before Start / Engine Start / After Start C/L			Before Start / Engine Start / After Start C/L		
4	Taxi & Before Take Off C/L			Taxi & Before Take Off C/L		
5	Take Off – Pack On			Take Off – Pack On		
6	Take Off – Pack Off			Take Off – Pack Off		
7	SID Climb			SID Climb		
8	Cruise			Cruise		
9	Icing Contingencies			Icing Contingencies		
10	Depressurization			Depressurization		
11	OEI diversion			OEI diversion		
12	Init Approach			Init Approach		
13	VOR DME / ILS Approach			VOR DME / ILS Approach		
14	Go Around			Go Around		
15	Holding			Holding		
16	Reposition on Finals			Reposition on Finals		
17	Landing			Landing		

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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4.3.9 ADS-B/C

Not Applicable

4.3.10 UPRT

4.3.10.1 FFS Session 1

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4.3.11 CPDLC

Not Applicable

4.3.12 CRM & Human Factor

Not Applicable

4.3.13 SMS

Not Applicable

4.3.14 GRF

Not Applicable

4.3.15 TCAS

Not Applicable

4.3.16 EGPWS

Not Applicable

4.3.17 ALAR

Not Applicable

4.3.18 CFIT

Not Applicable

4.3.19 TTT


Not Applicable

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ANNEXURE 05

TRAINING RECORD CHECKLIST



Trainee Name :

License No. :

Course :

Batch No. :

Trainee ID :

Elements	HoT	Preparation	Vetting
Trainee Registration Form		<input type="checkbox"/>	<input type="checkbox"/>
Copies of Trainee's Licenses		<input type="checkbox"/>	<input type="checkbox"/>
Trainee Initial Assessment Record		<input type="checkbox"/>	<input type="checkbox"/>
Trainee Acknowledgement		<input type="checkbox"/>	<input type="checkbox"/>
Document Handover		<input type="checkbox"/>	<input type="checkbox"/>
Course Schedule		<input type="checkbox"/>	<input type="checkbox"/>
Ground School Attendance Sheet(s)		<input type="checkbox"/>	<input type="checkbox"/>
Ground School Phase Test Report		<input type="checkbox"/>	<input type="checkbox"/>
Exam Record			
• Final Exam Record		<input type="checkbox"/>	<input type="checkbox"/>
• Answer Sheet		<input type="checkbox"/>	<input type="checkbox"/>
• Answer Key		<input type="checkbox"/>	<input type="checkbox"/>
• Exam Process Sheet		<input type="checkbox"/>	<input type="checkbox"/>
Simulator Attendance Sheet(s)		<input type="checkbox"/>	<input type="checkbox"/>
Session Profile - FBS 1		<input type="checkbox"/>	<input type="checkbox"/>
Session Profile - FBS 2		<input type="checkbox"/>	<input type="checkbox"/>
Session Profile - FBS 3		<input type="checkbox"/>	<input type="checkbox"/>
Session Profile - FBS 4		<input type="checkbox"/>	<input type="checkbox"/>
Session Profile - FBS 5		<input type="checkbox"/>	<input type="checkbox"/>
Session Profile - FFS 1		<input type="checkbox"/>	<input type="checkbox"/>
Session Profile - FFS 2		<input type="checkbox"/>	<input type="checkbox"/>
Session Profile - FFS 3		<input type="checkbox"/>	<input type="checkbox"/>

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Session Profile - FFS 4	<input type="checkbox"/>	<input type="checkbox"/>
Session Profile - FFS 5	<input type="checkbox"/>	<input type="checkbox"/>
Session Profile - FFS 6	<input type="checkbox"/>	<input type="checkbox"/>
Session Profile - FFS 7	<input type="checkbox"/>	<input type="checkbox"/>
Session Profile - FFS 8	<input type="checkbox"/>	<input type="checkbox"/>
Session Profile - FFS LOFT	<input type="checkbox"/>	<input type="checkbox"/>
Trainee Over All Record	<input type="checkbox"/>	<input type="checkbox"/>
Type Rating Skill Test		
• CA 40 - Day	<input type="checkbox"/>	<input type="checkbox"/>
• CA 40 - Night	<input type="checkbox"/>	<input type="checkbox"/>
Certificates		
• Ground Training Course Completion	<input type="checkbox"/>	<input type="checkbox"/>
• Course Completion	<input type="checkbox"/>	<input type="checkbox"/>
• Others (Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
• Others (Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
Feedback Form	<input type="checkbox"/>	<input type="checkbox"/>
Additional / Remedial Modules (Specify If Any)		
• _____	<input type="checkbox"/>	<input type="checkbox"/>
• _____	<input type="checkbox"/>	<input type="checkbox"/>
• _____	<input type="checkbox"/>	<input type="checkbox"/>

Preparation Staff : (Signature with Date)

Vetting Staff : (Signature with Date)

Training Administrator: (Signature with Date)

Head of Training : (Signature with Date)

File Closure Date :

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ANNEXURE 06

TRAINEE INITIAL ASSESSMENT RECORD



Trainee Name :

Trainee ID :

Type of Training :

Assessor Name :

Elements	SAT / UNSAT	Remarks
Aviation Knowledge		
Communication Skills		
Human Factor		
Learning Aptitude		
Behavioural Skills		
Documents Review		

Date:

HoT Signature

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ANNEXURE 07

TRAINEE REGISTRATION FORM



PERSONAL INFORMATION				
Name (As in License)				PHOTOGRAPH
Father's Name				
Email Address				
Mobile Number				
Emergency Contact Name & Number				
Date & Place of Birth				
Correspondence Address with Postal Code				
Nationality		AADHAAR Card Number		
Passport Number		Passport Place of Issue		
Passport Issue Date		Passport Expiry Date		
AVIATION BACKGROUND				
Position Held	<input type="checkbox"/> PIC <input type="checkbox"/> CO PILOT <input type="checkbox"/> Others (Specify) _____			
FTO Name & Address				
Type Training Centre Name & Address				
Flying License	Number	Issue Date	Expiry Date	Country of Issue
CPL / ATPL				
IR				
FRTOL				
RTR				
Medical Certificate	<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	Valid Till		
AELP Level	<input type="checkbox"/> Level 4 <input type="checkbox"/> Level 5 <input type="checkbox"/> Level 6	Valid Till		
DGCA File Number				

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FLYING EXPERIENCE				
	Total	PIC	Simulator	
Single Engine				
Multi Engine (AUW < > 5700 Kgs.)				
Multi Engine (AUW < > 5700 Kgs.)				
Multi Engine (AUW < > 5700 Kgs.)				

EDUCATIONAL QUALIFICATION				
	Board Name	Location	Subjects	Grade / Percentage
Secondary				
Higher Secondary				
Under Graduation				
Post Graduation				
Others (Specify)				
Others (Specify)				

DOCUMENTS ATTACHED		COURSE APPLIED FOR	
License (CPL & ATPL)	<input type="checkbox"/>	Type of Aircraft	<input type="checkbox"/> A320 <input type="checkbox"/> _____
FRTOL	<input type="checkbox"/>	Course Modules	
RTR	<input type="checkbox"/>		
Medical	<input type="checkbox"/>		
Passport & AADHAAR	<input type="checkbox"/>		
Others (Specify)	<input type="checkbox"/>		
Others (Specify)	<input type="checkbox"/>		

Note: As per Aircraft Rules 1937 – Scheduled II – General – Para 7 (d), a trainee who fails in any examination shall not be permitted to appear for re-examination within a period of six weeks from the date of initial examination.

Date:

Trainee's Sign.:

HoT Approval to Commence Course (To be filled by Office)	
Trainee ID	
Batch Number	

HoT Sign.

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ANNEXURE 08

THEORETICAL KNOWLEDGE ATTENDANCE SHEET



Name :

License No. :

Course :

Trainee ID :

Sl. No.	Date (DD/MM/YY)	Subject	Duration (HH:MM)	Time In / Out	Trainee's Signature	Instructor's Signature
1		Welcome Briefing				
2						
3						
4						
5						
6						
7						
8						
9						
10						

Chief Ground Instructor

Head of Training

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ANNEXURE 09

SIMULATOR TRAINING ATTENDANCE SHEET



Name :

License No. :

Course :

Trainee ID :

Sl. No.	Date (DD/MM/YY)	Session	Duration (HH:MM)	Time In / Out	Trainee's Signature	Instructor's Signature
1		SIM Safety Briefing				
2						
3						
4						
5						
6						
7						
8						
9						
10						

Head of Training

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ANNEXURE 10

THEORETICAL KNOWLEDGE PHASE TEST REPORT



Trainee Name :

License No. :

Course :

Batch No. :

Trainee ID :

Phase Tests	Exam Date (DD/MM/YY)	Result (%)	Instructor's Name	Instructor's Signature
No. 01				
No. 02				
No. 03				
No. 04				

Trainee

Chief Ground Instructor

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ANNEXURE 11



THEORETICAL KNOWLEDGE FINAL TEST REPORT

Trainee Name :
 License No. :
 Course :
 Batch No. :
 Trainee ID :

Technical Theoretical Knowledge EXAM			
Exam Date	Result	Pass / Fail	Evaluator Signature
(DD/MM/YY)	(%)		


Technical Theoretical Knowledge RE-EXAM			
Exam Date	Result	Pass / Fail	Evaluator Signature
(DD/MM/YY)	(%)		

Performance Theoretical Knowledge EXAM			
Exam Date	Result	Pass / Fail	Evaluator Signature
(DD/MM/YY)	(%)		

Performance Theoretical Knowledge RE-EXAM			
Exam Date	Result	Pass / Fail	Evaluator Signature
(DD/MM/YY)	(%)		

Trainee

Chief Ground Instructor

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ANNEXURE 12

ADDITIONAL / REMEDIAL TRAINING CONSENT FORM



Trainee Name :
 License Number :
 Trainee Organisation :
 Course :
 Trainee ID :
 Type of Session : ☐ Ground ☐ IPT ☐ FBS ☐ FFS
 Training Hrs. / No. of Sessions :
 Reason :

Cost (in Rupees) :
 Invoice Number : Date :
 Invoice Amount :
 Receipt Number : Date :
 Confirmation (Operator / Trainee) :

Trainee

Head of Training

Finance

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ANNEXURE 13

ADDITIONAL / REMEDIAL TRAINING - SESSION PROFILE

Trainee:		Date:	
		Total time:	
Instructor:		PF:	PM:
Simulator: OFTC Hyderabad, A320 Level D, Reg: _____		CAPT <input type="checkbox"/> F/O <input type="checkbox"/>	
FROM/TO:	ROUTE:	ALTN:	
ZFW:	ZFWCG:	FUEL:	TOW: TOCG: CI:
ATIS:			
MEL:		NOTAM:	DAY / NIGHT
FLAP:	FLX/TOGA:	V1: VR: V2:	DRY / WET

Sl. No.	Events	PF	PM	Events	PF	PM
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Satisfactory - **S** Unsatisfactory - **U** Not Applicable – **NA** Carry Forward - **CF**

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Instructor's Comments	
Overall progress: Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Trainee Sign: License No:	Instructor Sign: License No:
<u>Note:</u> 	

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ANNEXURE 14

TRAINEE OVERALL RECORD



Trainee Name :

License No. :

Course :

Batch No. :

Trainee ID :

Elements	Start Date	End Date	Duration
Ground Class (Including Exams)			
FBS Training			
FFS Training			
LOFT Training			
Skill Test (IR / PPC)			
Others (Specify) _____			

Head of Training

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ANNEXURE 15

INSTRUCTOR COMMENT FORM



Trainee Name :

Course :

Trainee ID :

Ground

Instructor :

Sign with Date :

FBS

Instructor :

Sign with Date :

FFS


Instructor :

Sign with Date :

Others (Specify): _____

Instructor :

Sign with Date :

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ANNEXURE 16
FEEDBACK FORM



Name * :

Course :





































Batch No. :


Date :

Thank you for taking the time to complete this evaluation. Course evaluations are used to continuously improve curriculum.

Please mark (✓) your rating to each of the following areas, as applicable. Use the appropriate box for comments, remarks, recommendations or complaints.

* There is NO requirement to identify yourself, but if you are happy to do so, or would like OFTC to contact you, please enter your name.

Elements	Rating
Administration (Including Non-Training Aspects)	
Registration Process	  
Administrative Communication	  
Planning and Organising	  
Implementation of Plan	  
Theoretical Knowledge Instruction	
Training Material (eg., Handouts)	  
Training Visual Aids (eg., CBT)	  
Classroom Environment	  
Training Timeline Effectiveness	  
Accomplishment of Course Objectives	  
Instructor's Subject Matter Expertise	  
Interactive Lecture	  
Overall Training Effectiveness	  

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Elements	Rating
Simulator Instruction	
Training Material (eg., Handouts)	☹️ 😐 😊
Training Visual Aids (eg., PPT)	☹️ 😐 😊
Briefing and De-Briefing Room	☹️ 😐 😊
Training Timeline Effectiveness	☹️ 😐 😊
Accomplishment of Session Objectives	☹️ 😐 😊
Instructor's Subject Matter Expertise	☹️ 😐 😊
Interactive Briefing and De-Briefing	☹️ 😐 😊
Overall Training Effectiveness	☹️ 😐 😊

Additional Comments / Remarks / Recommendations / Complaints

Chief Ground Instructor

Head of Training

Quality Manager

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ANNEXURE 18

SKILL TEST (CA 40/41) FORM



		DGCA India				CA 40/CA 41			
		License/Type Rating Skill Test/IR PPC Form for Commercial Aeroplanes with AWW exceeding 5700 kgs				Page 1 of 2			
OPERATOR:		TEST ON: AEROPLANE/ SIMULATOR	SIMULATOR LEVEL DG/D		TEST DATE		TEST/FLIGHT TIME DURATION:	TYPE OF TEST: SKILL TEST <input type="checkbox"/> IR <input type="checkbox"/> PPC <input type="checkbox"/>	
AEROPLANE TYPE:		DAY/ NIGHT	AEROPLANE/SIMULATOR REGISTRATION:		D D	M M	YY	ON/TAKE OFF	OFF/LANDING
PILOT UNDER CHECK:		LICENSE NUMBER:		DE/EXAMINER:		AUTHORISATION/LICENSE NUMBER:			
CREW STATUS: TRAINEE/LICENSED PIC/CO-PILOT		SEAT OCCUPIED: LHS/RHS		<i>Note: For assessment enter "S" (Satisfactory) , "U" (Unsatisfactory) OR NA (Not applicable). Items marked "#" to be completed only on Simulator. "M" is mandatory for skill test/PPC. "IR" is mandatory for instrument rating. Any engine-out exercises or items marked #conducted on aeroplane are to be simulated only through touch drills.</i>					
EXERCISE								S/U/NA	
1	FLIGHT PREPARATION								
1.1	Performance calculation								
1.2	Aeroplane external visual inspection; location of each item and purpose of inspection								
1.3	Cockpit inspection								
1.4 M	Use of checklists prior to starting engines, starting procedures, radio and navigation								
1.5	Taxying in compliance with ATC or instructions of Examiner								
1.6 M	Pre-flight checks								
2	TAKE-OFF(s)								
2.1	Normal take offs with different flap settings.								
2.2 IR	Instrument take off; transition to instrument flight during rotation or immediately after airborne								
2.3	Cross wind take-off (aeroplane, if practicable)								
2.4	Take-off at maximum take-off AWW (actual or simulated maximum take-off AWW)								
2.5 IR	Simulated engine failure after V2								
2.5.1 MIR #	Simulated engine failure between V1 and V2								
2.5.2 M #	Rejected take-off at a reasonable speed before reaching V1								
3	FLIGHT MANOEUVRES AND PROCEDURES								
3.1	Turns with and without spoilers (as applicable)								
3.2 #	Tuck under and Mach buffets and other specific flight characteristics of the Aeroplane (e.g. Dutch Roll)								
3.3	Normal operation of systems and control								
3.4	Normal and abnormal operations of following systems (minimum of 3 M items shall be selected from 3.4 to 3.5 inclusive)								
3.4.0 M	Engine (if necessary propeller)								
3.4.1 M	Pressurisation and air- conditioning								
3.4.2 M	Pitot/static system								
3.4.3 M	Fuel system								
3.4.4 M	Electrical system								
3.4.5 M	Hydraulic system								
3.4.6 M	Flight control and Trim- system								
3.4.7 M	Anti- and de-icing system, Glare shield heating								
3.4.8 M	Autopilot/Flight director								
3.4.9 M	Stall warning devices or stall avoidance devices, and stability augmentation devices.								
3.4.10 M	Ground Proximity Warning System, Weather radar, Radio altimeter, Transponder.								
3.4.11 M	Radios, Navigation equipment, Instruments, Flight Management System.								
3.4.12 M	Landing gear and brake- system.								

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		DGCA India	CA 40/CA 41	
		License/Type Rating Skill Test/IR PPC Form for Commercial Aeroplanes with AUW exceeding 5700 kgs	Page 2 of 2	
		Rev 4	29 Oct 18	
3.4.13 M	Slat and flap system.			
3.4.14 M	Auxiliary Power Unit.			
3.5 M #	ACAS/TCAS			
3.6	Abnormal and emergency procedures (minimum of 3 M items shall be selected from 3.6.1 to 3.6.8 Inclusive).			
3.6.1 M #	Fire drills e.g. Engine, APU, Cabin, Cargo compartment, Flight deck, Electrical Fires including Evacuation.			
3.6.2 M #	Smoke control and removal.			
3.6.3 M #	Engine failures, shut-down and restart, fuel jettison			
3.6.4 M	Recognition and Management of Threat and Error(For Issuance of ATPL/IR)			
3.6.5 M #	Windshear at Take Off and Landing.			
3.6.6 M	Cabin pressure failure/Emergency descent.			
3.6.7 M	Incapacitation of flight crew member.			
3.6.8	Other emergency procedures as outlined in the appropriate Aeroplane Flight Manual.			
3.7	Steep turns with 45° bank, 180° to 360° left and right.			
3.8 #	Early recognition and counter measures on approaching stall (up to activation of stall warning device)			
3.8.1#	Recovery from full stall or after activation of stall warning device in climb, cruise and approach configuration.			
3.9	Instrument flight procedures:			
3.9.1 M IR	Adherence to departure and arrival routes and ATC instructions.			
3.9.2 IR	Holding procedures.			
3.9.3 M IR	ILS-approaches down to a decision height (DH) not less than 60 m (200 ft):			
3.9.3.1 M IR	manually, without flight director.			
3.9.3.2 M IR	manually, with flight director. (any one of 3.9.3.2 or 3.9.3.3)			
3.9.3.3 M IR	automatically, with Autopilot (see above)			
3.9.3.4 M IR	manually, with one engine simulated inoperative			
3.9.4 M IR	NDB or VOR /LOC or RNAV approach down to the MDH/A.			
3.9.5 M IR	Circling approach (if applicable) to a runway at least 90° off centerline from final approach			
4	MISSED APPROACH PROCEDURES			
4.1 IR	Go-around with all engines operating after an ILS approach on reaching decision height.			
4.2 IR	Go – around with one engine simulated inoperative after an ILS approach on reaching DH (see also 3.9.3.4).			
4.3 M IR	Rejected landing at (50 ft) above runway threshold and go-around.			
5	LANDING(s)			
5.1 IR	Normal landings also after an ILS approach with transition to visual flight on reaching DH.			
5.2 #	Landing with simulated jammed horizontal stabiliser in an any out-of-trim position.			
5.3	Cross wind landings (aeroplane, if practicable).			
5.4	Traffic pattern and landing without extended or with partly extended flaps and slats.			
5.5 M	Landing with critical engine simulated inoperative.			
5.6 M #	Landing with two engines simulated inoperative (for 3 and 4 engine aeroplanes)			
6	LOW VISIBILITY OPERATIONS INCLUDING CAT II/III(if applicable)			
6.1 M IR #	RTO at minimum authorized RVR at a reasonable speed before reaching V1			
6.2 M IR	ILS approach using flight guidance system (checking for SOP, task sharing, standard calls etc)			
6.3 M IR	Go around - manual/automatic from DH/AH (due reduced RVR, ground/aircraft equipment failure etc)			
6.4 M IR	Landing(s) – manual/automatic from DH/AH with visual reference established			
6.5 M #	Take off in minimum T/O RVR <150m			

OVERALL ASSESSMENT: SKILL TEST / IR PPC - PASS/FAIL (separate sheet for remarks in case of fail)

(Limitations: - Height $\pm 100' > 15$ Sec, Direction $\pm 10^\circ$, Speed ± 10 kts except in approach phase when it would be $\pm 10 / -0$ kts)

Pilot under Check

DE/Examiner

Mandatory remarks in case of failure/s:

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ANNEXURE 19

GROUND INSTRUCTOR INITIAL APPROVAL TRAINING FORM

1. Full Name : _____

2. Educational Qualification : _____

3. Professional Qualification

(Qualified Pilot / Flight Navigator / Flight Engineer / Flight Dispatcher / ATCO / AME / DGCA Approved Instructor / SFI / TRI / Examiner / Designated Examiner)

a. Details of Professional Qualification: _____

4. Aviation Experience (If Any): _____

5. Module 1 Training Record

This is to certify that Mr./Ms. _____
has successfully completed the Module1A / Module 1B towards obtaining his/her approval as Ground Instructor.

a. Module 1A (With Aviation Background) Duration: 24:00 Hrs.

Date of Training	From	To

b. Module 1B (Without Aviation Background) Duration: 120:00 Hrs.

Date of Training	From	To

Signature of HoT : _____

Date : _____

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6. Module 2 Training Record (Technical / Performance)

This is to certify that Mr./Ms. _____
has successfully completed the Module 2 towards obtaining his/her approval as Ground Instructor.

Module 2 Duration: _____Hrs.

Date of Training	From	To

Signature of HoT : _____

Date : _____

7. Module 3 Training Record

This is to certify that Mr./Ms. _____
has successfully completed the Module 3 towards obtaining his/her approval as Ground Instructor.

Module 3 Duration: 40:00 Hrs.

Date of Training	From	To

Signature of HoT : _____

Date : _____

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8. Practical Training

- i) This is to certify that Mr./Ms. _____
has observed the _____ Aircraft Type Rating Course from
_____ to _____.

Signature of HoT : _____

Date : _____

- ii) This is to certify that Mr./Ms. _____
has conducted the _____ Aircraft Type Rating Course from
_____ to _____ under observation of Approved Ground
Instructor.

Signature of HoT : _____

Date : _____

- iii) This is to certify that Mr./Ms. _____
has observed the _____ Aircraft Recurrent Course from
_____ to _____.

Signature of HoT : _____

Date : _____

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9. Technical Instructor

This is to certify that Mr./Ms. _____
has attended _____ hours of training in a Training Device / Aircraft for
cockpit familiarization on _____ and, one aircraft visit for exterior
inspection of aircraft on _____ and, _____ hours of training
on _____ Full Flight Simulator on _____ / a two sector flight
on _____ Aircraft on _____ as an observer in the flight deck.

Signature of HoT : _____

Date : _____

10. Performance Instructor

This is to certify that Mr./Ms. _____
has attended one day training at Flight Dispatch on _____ under Mr./Ms.
_____ - Flight Dispatch Trainer for
dispatch procedures, contingency procedures, crew communication and,
_____ hours of training on _____ Full Flight Simulator on
_____ / a two sector flight on _____ Aircraft on
_____ as an observer on the flight deck.

Signature of HoT : _____

Date : _____

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ANNEXURE 20

CERTIFICATES

Ann. 20.1 Type Rating – Ground School Completion



CERTIFICATE OF GROUND SCHOOL COMPLETION

This is to certify that <Capt. / FO> _____, holding <CPL / ATPL> No. _____ has successfully completed the **Airbus A320 Type Rating Ground Training Course** <with / without> <MCC & JIT / MCC / JIT> from _____ to _____ as stipulated in DGCA CAR Section 7, Series B, Part XIX at OFTC, Hyderabad.

Place : Hyderabad

Date : _____

Chief Ground Instructor

Head of Training

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Ann. 20.2 Type Rating – Course Completion



CERTIFICATE OF COURSE COMPLETION

This is to certify that **<Capt. / FO>** _____, holding **<CPL / ATPL>**
No. _____ has successfully completed the **Airbus A320 Type Rating Course**
<with / without> <MCC & JIT / MCC / JIT> from _____ to _____ as
stipulated in DGCA CAR Section 7, Series B, Part XIX at OFTC, Hyderabad.

Place : Hyderabad

Date : _____

Head of Training

	ORBIT FLIGHT TRAINING CENTRE PVT. LTD.	OFTC/TRG/01	
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Ann. 20.3 Gap in Flying – Ground School Completion



CERTIFICATE OF GROUND SCHOOL COMPLETION

This is to certify that <Capt. / FO> _____, holding <CPL / ATPL> No. _____ has successfully completed the **Airbus A320 Gap-In-Flying Ground Training Course** for a gap of _____ months, from _____ to _____ as stipulated in DGCA CAR Section 8, Series F, Part I at OFTC, Hyderabad.

Place : Hyderabad

Date : _____

Chief Ground Instructor

Head of Training

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Ann. 20.4 Gap in Flying – Course Completion



CERTIFICATE OF COURSE COMPLETION

This is to certify that <**Capt. / FO**> _____, holding <**CPL / ATPL**>
No. _____ has successfully completed the **Airbus A320 Gap-In-Flying Ground Training Course** for a gap of _____ months, from _____ to _____ as stipulated in DGCA CAR Section 8, Series F, Part I at OFTC, Hyderabad.

Place : Hyderabad

Date : _____

Head of Training

	ORBIT FLIGHT TRAINING CENTRE PVT. LTD.	OFTC/TRG/01	
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Ann. 20.5 Special Courses – Ground School Completion



CERTIFICATE OF GROUND SCHOOL COMPLETION


This is to certify that **<Capt. / FO>** _____, holding **<CPL / ATPL>**
No. _____ has successfully completed the **<Initial / Recurrent>** **<MCC / JIT /**
AWO / RVSM / PBN / EDTO / ADS-B/C / UPRT / CRM & Human Factor / SMS / GRF
/ TCAS / CPDLC / ALAR / CFIT / EGPWS / TTT> **Ground Training Course** from
_____ to _____ at OFTC, Hyderabad.

Place : Hyderabad

Date : _____

Chief Ground Instructor

Head of Training

	ORBIT FLIGHT TRAINING CENTRE PVT. LTD.	OFTC/TRG/01	
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Ann. 20.6 Special Courses – Course Completion



CERTIFICATE OF COURSE COMPLETION

This is to certify that <Capt. / FO> _____, holding <CPL / ATPL>
No. _____ has successfully completed the <Initial / Recurrent> <MCC / JIT /
AWO / PBN / EDTO> **Course** from _____ to _____ at OFTC,
Hyderabad.

Place : Hyderabad

Date : _____

Head of Training

	ORBIT FLIGHT TRAINING CENTRE PVT. LTD.	OFTC/TRG/01	
	TRAINING AND PROCEDURES MANUAL	Issue	01
Section 6 – Annexures		Revision	00
		Date	01 Sep 2025

Ann. 20.7 Accident / Incident Free Report



ACCIDENT / INCIDENT FREE CERTIFICATE

This is to certify that <**Capt. / FO**> _____, holding <**CPL / ATPL**>
No. _____ has not been involved in any Accident or Incident during the training
from _____ to _____ at OFTC, Hyderabad.

Place : Hyderabad

Date : _____

Head of Training

	ORBIT FLIGHT TRAINING CENTRE PVT. LTD.	OFTC/TRG/01	
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Ann. 20.8 Instructor Courses – Course Completion



CERTIFICATE OF COURSE COMPLETION

This is to certify that **<Mr. / Ms. / Capt. / FO>** _____, <holding **<CPL / ATPL> No.** _____> has successfully completed the **A320 <Ground Instructor / Synthetic Flight Instructor / Synthetic Flight Examiner>'s <Initial / Recurrent> Course** from _____ to _____ at OFTC, Hyderabad.

Place : Hyderabad

Date : _____

Chief Ground Instructor

Head of Training

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