



**VATSIM Scandinavia Pilot Training
Authorized Training Organization
Operations Manual**

WARNING

Information contained in this document
is intended for flight simulation
purposes only.

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ATO Operations Manual

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Scope	This operations manual applies to all of the constituent components that comprise this Authorized Training Organization of the VATSIM network. It applies to all levels of the organization, including, but not limited to, the Chief Flight Instructor, the Instructors, the Support Staff, and ATO students
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Revision Records

Revision Number	Date	Description of Change	Author
1.0	8/11/2022	Initial ATO Ops Manual	ATO PTM
1.1	12/28/2022	Conflict Resolution	ATO PTM
1.2	09/02/2023	Graphical profile changed and ATO-staff roles changed	ATO PTM
1.3	10/07/2024	Added FI training plan and FI QA-process	ATO PTM
1.4	24/09/2024	Added chapter 9 for Local operational procedures	ATO PTM
1.5	12/03/2025	Added training bases, operative restrictions, list of approved instructors	ATO PTM

Waivers

Date	Description of Waiver	Authorizing Party

Related Documents

Document Name	Document Identification
ATO PPH	ATO Policies and Procedures Handbook
PTD MCS	PTD Member Certification Standards

1 ATO Mission Statement

The mission of **VATSIM Scandinavia Pilot Training** is to provide quality and unbiased pilot training to the members of the VATSIM network. The ATO will act professionally and ethically in all capacities. Students shall not be discriminated against and shall be provided with a positive and learning-encouraged atmosphere in all aspects. All staff will fairly and diligently train students to the best of their abilities no matter the skill level of the student. All pilot ratings issued by this ATO will not only be done fairly but also transparently.

2 Management Functions

2.1 *Role of Pilot Training Manager*

The Pilot Training Manager is ultimately responsible for ensuring communications between VATSIM PTD, ATO, and data security of student and exam records.

2.1.0 Management Responsibilities and Authority

The Pilot Training Manager (later PTM) ensures the ATO and its staff and students operate in accordance with all applicable PTD and VATSIM Network regulations and policies. Also notifying the PTD if for any reason the ATO is unable to comply with its obligations in respect of any of the policies and working with the PTD to find an acceptable alternative.

PTM notifies the PTD and CFI if the ATO is no longer able to operate one or all of its training programs. He/She also notifies the PTD in the event of any change of CFI or Pilot Training Manager. PTM also supervises data security within the ATO. The Pilot Training Manager's main focus is on the communications between the PTD and the ATO and material checks and updates.

Given the above responsibilities, Responsible Representatives must act in the best interest of their ATO, staff, and students. RRs who are failing to meet the standards of the ATO Policies and Procedures Handbook, ATO Operations Manual, the mission statement of the ATO, or acting in a professional or ethical capacity may be removed.

2.2 Role of Chief Flight Instructor

The Chief Flight Instructor is ultimately responsible for ensuring the safe, sound, and efficient operation of the Authorized Training Organization, its staff, its students, and its records.

2.2.0 Management Responsibilities and Authority

The Chief Flight Instructor (CFI) will serve as a primary contact with VATSIM's Pilot Training Department and will be ultimately responsible for the ATO's approved operational status granted by the VATSIM Pilot Training Department. The CFI shall act under the guidance of the ATO Policies and Procedures Handbook in all areas of operation. The CFI is also expected to maintain a professional and ethical way of conducting ATO business at all times. In order to fulfill these obligations, the CFI may remove any staff member or student at any time, which is against the mission of the ATO at any time utilizing the ATO's conflict resolution program provided in the ATO Operations Manual. CFI approving or rejecting material if needed.

Given the above responsibilities, each CFI must act in the best interest of their ATO, staff, and students. CFIs who are failing to meet the standards of the ATO Policies and Procedures Handbook, ATO Operations Manual, the mission statement of the ATO, or acting in a professional or ethical capacity may be removed.

2.3 Role of Deputy Chief Flight Instructor

The Deputy Chief Flight Instructor is like the CFI also responsible for ensuring the safe, sound, and efficient operation of the Authorized Training Organization, its staff, its students, and its records. DCFI's responsibilities are also to get feedback results on the table. And take command of ATO training stuff when the CFI is out of the office.

2.3.0 Management Responsibilities and Authority

The Deputy Chief Flight Instructor (DCFI) will serve as a primary contact with the CFI and Chief of Training and VATSIM's Pilot Training Department. The DCFI shall act under the guidance of the ATO Policies, Guidance of the Chief of Training, and CFI and Procedures Handbook in all areas of operation. The DCFI is also expected to maintain a professional and ethical way of conducting ATO business at all times. In order to fulfill these obligations, the DCFI may remove students at any time, which is against the mission of the ATO at any time utilizing the ATO's conflict resolution program provided in the ATO Operations Manual.

Given the above responsibilities, each DCFI must act in the best interest of their ATO, staff, and students. DCFIs who are failing to meet the standards of the ATO Policies and Procedures Handbook, ATO Operations Manual, the mission statement of the ATO, or acting in a professional or ethical capacity may be removed.

2.4 Role of Flight Instructor

The Chief Flight Instructor is ultimately responsible for ensuring the safe, sound, and efficient operation of the Authorized Training Organization, its staff, its students, and its records.

2.4.0 Management Responsibilities and Authority

The Flight Instructor (FI) will serve as Flight Instructor in ATO and work under CFI's or DCFI's supervision and shall act under the guidance of the ATO Policies and Procedures Handbook in all areas of operation. The FI is also expected to maintain a professional and ethical way at all times.

Given the above responsibilities, each FI must act in the best interest of their ATO, staff, and students. FI's who are failing to meet the standards of the ATO Policies and Procedures Handbook, ATO Operations Manual, the mission statement of the ATO, or acting in a professional or ethical capacity may be removed.

3 Communications and Data

Communications and the use of data are a critical part of ensuring a connected and organized ATO. The ATO plans to utilize the following methods to conduct communications.

3.1 Communications

All members may utilize email, web system booking, and the ATO-approved Discord for general communications.

All staff communication will be done via email, private forum, and private Discord channel.

All conflict resolution and appeals communication shall only be made via email for accurate record-keeping purposes.

3.2 Approved instructing tools and fleet:

In our ATO we have managed the training fleet and tools for flight instructing

For practical training the most important tool is **Your Controls tool** (shared cockpit) which we use with **discord** (voice chat) and **vPilot/xPilot** (ATC/UNICOM-communication).

3.3 Callsigns for training and exam flights:

Instructors use pilot/flight numbers: SPT001-SPT099. Student numbers: SPT100/1000-SPT500/5000. The radio callsign is Light Wings.

Levels are

SPT100/SPT1000 -P1 course

SPT200 -P2 course (not implemented yet)

SPT300 -P3 course (not implemented yet)

SPT400 -P4 course (not implemented yet)

SPT500 -P5 course (not implemented yet)

3.3 Data Retention

All members' examination results will be retained in compliance with the ATO Policies and Procedures Handbook. Examination results will be secured for the **mandated FIVE-year** period for records and review purposes and under GDPR.

3.4 Security Levels

<https://wiki.vatsim-scandinavia.org/books/privacy-policies/page/data-protection-policy>

3.5 Security measures

<https://wiki.vatsim-scandinavia.org/books/privacy-policies/page/data-protection-policy>

4 Approved Pilot Rating Training Programs

The **VATSIM Scandinavia Pilot Training** has been approved under the guidance of the VATSIM Pilot Training Department to operate and issue pilot ratings using the following Pilot Rating Training Programs with the following training program syllabus.

4.1 *P1 - Private Pilot License*

Training program approved syllabus :

<https://wiki.vatsim-scandinavia.org/books/documentation/page/p1ppl-syllabus>

4.2 *P2 - Instrument Rating*

Training program approved syllabus :

<https://wiki.vatsim-scandinavia.org/books/documentation/page/p2-ir-syllabus>

4.3 *P3 - Multi-Engine Rating*

4.4 *P4 - Airline Transport Pilot License*

5 Pilot Training

Pilot training is the key to the success of the ATO and its students. The ATO will utilize the

following methods, techniques, and assessment strategies to conduct pilot training.

5.1 ATO Enrolment Status

This organization will be open for VATSIM Scandinavia members and will need training requests for start and use for pilot training. The ATO CFI will inform the ATO's POI if the ATO needs to open or close the acceptance of new students at any time.

5.2 Teaching and Instructing Strategies

Student teaching will be a mix of both 1:1 practical and web-based theoretical instruction. Theoretical content will vary in presentation with a balance of text, videos, and graphics to help all learning styles retain the information being presented. Theoretical training is implemented on the Wiki and Moodle platforms. In the case of theoretical training, a student is able to maintain theoretical training on their own with wiki materials but is also able to request "classroom training" via the Moodle platform. Before every practical lesson, the student will send training requests via the Moodle platform requesting site. In every practical training lesson, the student uses their own pilot number which is also used in flight. In practical training instructor will perform a briefing before flight lessons where the instructor and student set the lesson's main objectives and after the training debrief we look at what objects we reached and what should look more in the next lesson. In the briefing instructor will give practical training main thing and in the debrief instructor will debrief and discuss with the student those lesson areas what was good and what need a bit more training. In the practical training, the instructor will first demonstrate and after that give controls to the student so that the student can perform demonstrated things. End of solo students will be get possibility to do mockup exam flight where other instructor look training areas and give report areas where need more some looking.

5.3 Student Training Assessment

Students will be assessed by feedback from periodic interactive quizzes on the theoretical content. Students will also be assessed using 1:1 instructor training in the aircraft during each lesson debriefing.

6 Pilot Rating Evaluation Criteria

Students will be assessed using the following criteria when attempting a written and practical examination for a pilot rating.

6.1 *Written Examination*

Students must complete written examinations with a score of 60% or higher to pass and be eligible to complete the practical examination portion of each pilot rating. Examination includes 40 questions. If examination fails every failed attempt causes 1 day cooldown. After 3rd failed attempt it will need to contact CFI, DCFI, or PTM to discuss a new attempt and what needs to be done before it.

6.2 *Practical Examination*

Students will be evaluated using the appropriate ATO practical examination rubric for each Pilot Rating under the guidance of the rating's Member Certification Standards. A practical Exam will be conducted via Discord voice channel and screen share. Before an exam, there will be a briefing on how the exam is to be conducted. After the examination, students will get the debriefing information about the examination and bullet points of the check-ride. Checkride requirements are included in VATSIM Scandinavia wiki documentation pages. The main point of the check-ride is to present that the student operates the aircraft safely and demonstrates good airmanship basics. In the check-ride students will fly to EFJM from EFTP and back to EFTP. The first stage of flight is the basic transition from controlled airspace to uncontrolled. The next step in the uncontrolled airspace student will be making basic maneuvers which after the candidate will make a few approaches and touch-and-go landings to EFJM. After this stage candidate will fly back to EFTP and debriefing will begin when the aircraft is parked and shut down.

7 ATO Improvement and Quality Assurance Process

In the interest of continuing to improve the ATO, the ATO will:

- Collect training program feedback from students upon completion of that pilot rating's training program
- Provide a way to collect general ATO feedback on the ATO website
- Track the pass/fail rates of written and practical exams for each approved pilot rating training program
- Conduct quarterly staff meetings
- Set annual goals for the ATO to achieve between each annual evaluation

8 *Flight instructor training program QA- process*

VATSIM Scandinavia Pilot Training Department remains responsible for ensuring an adequate standard of instruction is delivered. Trainee instructors are responsible for maintaining at least a satisfactory level of instruction and must meet safety requirements in training operations. The level and skills of flight instructors are maintained with regular meetings. In these meetings, the procedures and methods used with the students are reviewed. In addition to these, we will look at the general level of grievances and areas where there have been challenges. Based on this, we think about and define actions on how to correct these situations and develop this training organization and flight instructors.

8 Conflict Resolution and Appeals Process

In the interest of maintaining order and fairness within the ATO, the following conflict resolution and appeals processes will be used to ensure a fair and consistent process of processing discrepancies.

8.1 Conflict Resolution

ATO members who have a conflict with any other ATO member shall notify the ATO CFI via email with: the date, detailed notes regarding the conflict, and names of any other parties involved in the conflict as soon as practical.

8.2 Conflict Resolution with Student

At the first stage. If a student fails to attend an agreed-upon lesson the teacher will message the student and request a reason for missing the lesson. If they have an existing good reason for missing the lesson, no action will be taken. **In the second stage.** If the behavior continues, and the student has not learned their lesson. They will be asked to fill out a proper report on the issue. The student will also attend a meeting with the ATO CFI and DCFI, where follow-up action will be considered. **And at the third stage.** If the behavior continues despite the previous interventions. The student will be temporarily unable to attend lessons for a cooldown period of 500 hours. As in the previous level, the student will be once again asked to fill out a report and attend a meeting with the ATO CFI and DCFI, where they will receive a final warning. **After the FINAL WARNING,** there is no warnings, only ATO is implemented for this kind of operation training closing, and student place suspended and banned from training.

8.3 Conflict Resolution with Instructors

In the first stage. If an instructor fails to attend an agreed-upon lesson or another meeting, the teacher will have to attend a meeting with the CFI and DCFI where follow-up action will be considered. **And at the second stage.** If the problem repeats their ability to work as an instructor in an ATO will be removed.

Appeals process

Students who believe they have not correctly been evaluated for a pilot rating examination may appeal the results given by the examiner. Appeals shall be submitted to the ATO CFI via email as soon as practical containing the: date, pilot rating being attempted, examiner, and a detailed message of why the student feels the results of the examination should be appealed. An effort shall be made to provide a different examiner for their next attempt at the pilot rating examination no matter the outcome.

9 VATSIM Scandinavia operational procedures

This chapter include local operational procedures. For example instructors' monthly minimum training level. And many other Scandinavian vATO operational procedures.

9.1 *The minimum monthly hour requirement for flight instructors.*

Flight instructors are required to log at least 2 hours per month in order to maintain their local flight instructor qualification within VATSIM Scandinavian ATO. This also meets the requirements set forth in the VATSIM PTD 1600 document: 12 sessions over 36 months (4 sessions per year). If this local requirement is not met, the instructor must fly with another instructor who holds a valid qualification, along with a student pilot, in a lesson that also serves as a check flight, where one of the instructors assesses whether the performance is at an adequate/good level.

10. Approved Training Airports And Bases

FINLAND

ICAO	NAME	RWY	TYPE	ATS
EFTP	Tampere-Pirkkala	24/06 2700/45	IFR/VFR	YES
EFKA	Kauhava	17/35 2700/60	IFR/VFR	NO

SWEDEN

ICAO	NAME	RWY	TYPE	ATS
ESOK	Karlstad	03/21 2500/45	IFR/VFR	YES
ESOH	Hagfors	18/36 1500/30	IFR/VFR	NO

NORWAY

ICAO	NAME	RWY	TYPE	ATS
ENBR	Bergen Flesland	17/35	IFR/VFR	YES
ENLI	Lista	14/32	IFR/VFR	NO

DENMARK

ICAO	NAME	RWY	TYPE	ATS

ICELAND

ICAO	NAME	RWY	TYPE	ATS

11 Countries Approved Flight Instructors

FINLAND

OPR NUMBER	Training ratings	Remarks
SPTxxF	PPL/IR/ME/ATP	IF restrictions* or TFI
SPT1F	PPL IRI MEI ATP I	NONR RW ATP HOLD
SPT2F	PPL IRI MEI ATP I	NONR RW ATP HOLD
SPT3F	PPL IRI MEI ATP I	NONR RW ATP HOLD
SPT4F	PPL	NONR RW UL HOLD
SPT5F	PPL	TFI
SPT6F	PPL	TFI
SPT7F	PPL	NONR RW PPL HOLD
SPT8F	PPL IRI MEI ATP I	NONR RW ATP HOLD
SPT9F	PPL IRI MEI ATP I	NONR RW ATP HOLD
SPT10F		
SPT11F		
SPT12F	PPL IRI MEI ATP I	NONR RW ATP HOLD
SPT13F	PPL IRI MEI ATP I	NONR RW ATP HOLD
SPT14F	PPL	NONR RW PPL HOLD
SPT15F	PPL IRI MEI ATP I	NONR RW ATP HOLD
SPT16F		
SPT17F		
SPT18F		

SWEDEN

SPTxxS	PPL IRI MEI ATP I	Remarks
SPT1S	PPL	TFI EXP240525
SPT2S		
SPT3S		
SPT4S		
SPT5S		
SPT6S		
SPT7S		
SPT8S		
SPT9S		
SPT10S		
SPT11S		
SPT12S		
SPT13S		
SPT14S		
SPT15S		
SPT16S		
SPT17S		
SPT18S		
SPT19S		

- *RESTRICTIONS LISTED ABOVE SHOULD BE MARKED BY FOLLOWING ATOM-MANUAL SECTION 12*

NORWAY

SPTxxN	PPL IRI MEI ATP I	Remarks
SPT1N	PPL	TFI EXP240525
SPT2N		
SPT3N		
SPT4N		
SPT5N		
SPT6N		
SPT7N		
SPT8N		
SPT9N		
SPT10N		
SPT11N		
SPT12N		
SPT13N		
SPT14N		
SPT15N		
SPT16N		
SPT17N		
SPT18N		
SPT19N		

DENMARK

SPTxxD	PPL IRI MEI ATP I	Remarks
SPT1D		
SPT2D		
SPT3D		
SPT4D		
SPT5D		
SPT6D		
SPT7D		
SPT8D		
SPT9D		
SPT10D		
SPT11D		
SPT12D		
SPT13D		
SPT14D		
SPT15D		
SPT16D		
SPT17D		
SPT18D		
SPT19D		

ICELAND

SPTxxI	PPL IRI MEI ATP I	Remarks
SPT1I		
SPT2I		
SPT3I		
SPT4I		
SPT5I		
SPT6I		
SPT7I		
SPT8I		
SPT9I		
SPT10I		
SPT11I		
SPT12I		
SPT13I		
SPT14I		
SPT15I		
SPT16I		
SPT17I		
SPT18I		
SPT19I		

12 Operative restrictions

12.1 *Time restricted limitation*

An operational limitation as a flight instructor may include, for example, not having accumulated a sufficient number of flight hours within a month. In such a case, the instructor must take a refresher flight (60 minutes) with another flight instructor who holds a valid qualification. This will then restore their eligibility. This restriction should be marked in RMK section as a TRL.

12.2 *Trainee flight instructor*

The instructor may also be an instructor trainee, in which case the notation "TFI" should be added to the RMK section. If this limitation applies to a new class or rating, the letter "T" should be added before the qualification in the RMK section, for example, TIRI, TMEI, or TCPI/TATPI.

12.3 *Examining*

A Flight Exam for a new license, rating, or privilege may not be conducted by a flight examiner who has provided more than 25% of the flight training for the applicant for that specific license, rating, or privilege or who has been responsible for recommending the applicant for the flight test.

A flight exam or proficiency check may not be conducted by a person who has a relationship with the instructor or the trainee. This means examiner's objectivity may be affected may include, but are not limited to, where the candidate is a friend or family member of the examiner, or where the candidate and examiner are linked by financial or political affiliation, etc.