OM D - Revision 29

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OM D

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FOCA PRA

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For revisions not requiring prior approval according ORO.GEN.130 the special form NMR shall be used instead of this PRA.

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List of Changes

Title	Type	CR Label	Change Reason
Abbreviations	Changed	CR-OMD-10326	Editorial change - ODR replaced with DR. CCI, EROPS, HLA and OTS added.
Definitions	Changed	CR-OMD-9760	Added Flight Simulation Training Device (FSTD)
1.1 Edelweiss ATO and AOC Training Structure	Changed	CR-OMD-10868	Updated organisational chart
1.1 Edelweiss ATO and AOC Training Structure	Changed	CR-OMD-10867	Updated names Safety Manager: Laurent Bobay iso Antun Schuster. Cabin Crew Training (CCI) position: Ben Paulert iso Michaela Kölbener.
1.1.1.1 Reference OM Part A: General	Changed	CR-OMD-11352	Removed reference to OM A Parts of the OM
2.1.1 Operator's Conversion Course	Changed	CR-OMD-10944	Syllabus updated 1.11 revised, 1.27 and 1.28 added. 2.14 added. Updated total times accordingly.
2.1.1 Operator's Conversion Course	Changed	CR-OMD-9765	Updated course subjects
2.1.2.2 Syllabus: Conversion Course A320 Theoretical training and checking	Changed	CR-OMD-10259	Editorial change - ODR replaced with DR
2.1.3.1 General	Changed	CR-OMD-10260	Editorial change - ODR replaced with DR
2.1.3.4 Syllabus: CCQC A330 - A340 FSTD Training	Changed	CR-OMD-10261	Editorial change - ODR replaced with DR

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Title	Type	CR Label	Change Reason
2.1.4.1 General	Changed	CR-OMD-10262	Editorial change - ODR replaced with DR
2.1.4.1 General	Changed	CR-OMD-11061	Course duration adjusted from 60:00 h to 60:50 h
2.1.4.2 Syllabus: CCQC A340-A320 Theoretical training and checking	Changed	CR-OMD-11060	Times adjusted and ESET test removed
2.1.4.4 Syllabus: CCQC A340-A320 FFS Training – Normal and abnormal operation	Changed	CR-OMD-10263	Editorial change - ODR replaced with DR
2.1.5.1 General	Changed	CR-OMD-10264	Editorial change - ODR replaced with DR
2.1.5.2 Syllabus: CCQC A320 - A340 Ground Course	Changed	CR-OMD-11059	Times adjusted and course content revised Total duration revised from 67:00 h to 66:30 h.
2.1.5.4 Syllabus: CCQC A320 - A340 FSTD Training	Changed	CR-OMD-10265	Editorial change - ODR replaced with DR
2.1.6 Command (Upgrading) Course A320	Changed	CR-OMD-11204	Note 1 added
2.1.6 Command (Upgrading) Course A320	Changed	CR-OMD-11062	Course description completely revised
2.1.6.1 Command (Upgrading) Course A320 Ground Training	New	CR-OMD-11384	New subchapter added
2.1.6.2 Simulator / Aeroplane Training (seat-specific)	New	CR-OMD-11385	New subchapter added
2.1.6.3 LIFUS	New	CR-OMD-11386	New subchapter added

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Title	Type	CR Label	Change Reason
2.1.9 Common Language Training	Changed	CR-OMD-10719	Initial Checking revised Recurrent Checking removed
2.1.11.1 Initial Operator or Type Conversion Performance, Mass and Balance Training	Changed	CR-OMD-11053	Times revised Initial Performance, Mass and Balance: 05:30 iso 04:30. Test: 00:30 iso 01:30.
2.1.11.2 Type Conversion Performance, Mass and Balance Training	Changed	CR-OMD-11054	Times revised Initial Performance, Mass and Balance: 05:30 iso 04:30. Test: 00:30 iso 01:30.
2.1.16.1 LVO Flight Crew Competence	Changed	CR-OMD-10311	Editorial change - ODR replaced with DR
2.1.16.2 LVO Initial Training	Changed	CR-OMD-10312	Editorial change - ODR replaced with DR
2.1.16.2.1 LVO Initial Ground Training	Changed	CR-OMD-10269	Editorial change - ODR replaced with DR
2.1.16.4.1 LVO Differences when changing from A320 to A340	Changed	CR-OMD-10321	Editorial change - ODR replaced with DR
2.1.16.4.2 LVO Differences when changing from A340 to A320	Changed	CR-OMD-10322	Editorial change - ODR replaced with DR
2.1.23.4 UPRT programme for operator conversion, recurrent training and full type rating courses	Changed	CR-OMD-10270	Editorial change - ODR replaced with DR
2.1.23.5 UPRT Programme for CCQC	Changed	CR-OMD-9714	Editorial change - ODR replaced with DR
2.1.25 Training to operate in either Pilot's Seat	Changed	CR-OMD-9761	Updated Programme description The programme includes any safety critical item that differs, pending on which seat the commander occupies.

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Title	Type	CR Label	Change Reason
2.1.26 CRP (Cruise Relief Pilot) Training	Changed	CR-OMD-9065	Revised briefing time in the recurrent programme 01:00 h iso 02:00 h
2.1.27 Differences Training, Familiarisation, Equipment and Procedure Training	Changed	CR-OMD-10320	Editorial change - ODR replaced with DR
2.1.35 OPC	Changed	CR-OMD-9764	Added condition Recurrent aircraft/FSTD training of a task should be separate from a proficiency check.
2.1.38 Recurrent Training and Checking	Changed	CR-OMD-9762	Added reference to Simulator Design Procedure
2.1.38 Recurrent Training and Checking	Changed	CR-OMD-10720	LPL training duration and frequency revised
2.1.39 ESET (Flight Crew)	Changed	CR-OMD-10939	Incl. technical ground training in aim of course
2.2.1.1.1 Elements during initial training course and examination	Changed	CR-OMD-11209	Revised element d.2
2.2.1.1.1 Elements during initial training course and examination	Changed	CR-OMD-11190	Included Data Protection Training in syllabus Updated total duration of course accordingly. Updated links to other OM D chapters and removed "h" in the time column.
2.2.1.2 Aircraft type specific training and operator conversion training	Changed	CR-OMD-11179	Added requirement for crew scheduling with regards to absences before commencing operator conversion training.
2.2.1.3 Differences Training	Changed	CR-OMD-11092	Added "Emergency" to "Radio Beacon"

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Title	Type	CR Label	Change Reason
2.2.1.3 Differences Training	Changed	CR-OMD-10313	Editorial change - ODR replaced with DR
2.2.1.5 Operation on more than one type or variant	Changed	CR-OMD-9666	Clarified what differences constitute a variation
2.2.6 Senior Cabin Crew Training Course	Changed	CR-OMD-11147	Re-structured and updated chapter 2.2.6 Revised total duration of course.
2.2.6 Senior Cabin Crew Training Course	Title Changed	CR-OMD-11369	Added "Course" to chapter title
2.2.6.1 Syllabus: Senior Cabin Crew Shorthaul Part 1	New	CR-OMD-11037	Syllabus moved to a separate module and revised
2.2.6.2 Syllabus: Senior Cabin Crew Longhaul Part 2	New	CR-OMD-11038	Syllabus moved to a separate module and revised
2.2.6.3 Syllabus: Senior Cabin Crew Part 3	New	CR-OMD-11039	Syllabus moved to a separate module and revised
2.2.7.4 Operator Aircraft Type Conversion CRM Training	Changed	CR-OMD-11348	Added information on CRM trainer participating in joint training activities to enhance coordination and understanding between cabin and flight deck.
2.2.8.1 Initial Medical Training - First aid equipment training	Changed	CR-OMD-11311	Clarified trainer for this course. Editorial changes without change in content.
2.3.2.3.3.1 Instructors and Assessors for Initial and Recurrent Training	Changed	CR-OMD-11423	Added link to chapter 2.5.3.5
2.3.4.1 General requirements	Changed	CR-OMD-11403	Editorial change - CAMO Staff iso Department T

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Title	Type	CR Label	Change Reason
2.3.6 Training on misuse of psychoactive substances	Changed	CR-OMD-9387	Added paragraph on support programme
2.4.3.5 Initial FOO Training	Changed	CR-OMD-11438	Chapter 2.4.3.5 re-structured and revised. Training description moved to subchapters and updated.
2.4.3.5.1 Flight Operations Officer (FOO) Basic Training	Changed	CR-OMD-11437	Minimum hours updated. Training description included from upper chapter.
2.4.3.5.2 Syllabus Flight Operations Officer (FOO) Basic Training	Changed	CR-OMD-11439	Course description added. Syllabus updated.
2.4.3.5.3 FOO Flight Dispatcher Training	Changed	CR-OMD-11443	Minimum hours updated. Training description included from upper chapter.
2.4.3.5.4 Syllabus Flight Operations Officer (FOO) Flight Dispatcher Training	Changed	CR-OMD-11444	Course description added. Syllabus updated.
2.4.3.5.5 FOO Operations Controller Training	Changed	CR-OMD-11448	Minimum hours updated. Training description included from upper chapter. Editorial changes without change in content.
2.4.3.5.6 Syllabus Flight Operations Officer (FOO) Operations Controller Training	Changed	CR-OMD-11449	Course description added. Syllabus updated.
2.5.1.5.5 Credit for Further Ratings and for Revalidation (FCL.915)	Changed	CR-OMD-9517	Credit for extension to further types defined
2.5.1.5.7 Evaluation & Standardisation	New	CR-OMD-11347	New subchapter added
2.5.1.5.8 Management System Training	Changed	CR-OMD-11416	Added information on EDW SMS training

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Title	Type	CR Label	Change Reason
2.5.2.3.1 SFI General Regulations	Changed	CR-OMD-9797	Editorial change - form 60.723 iso 60.722
2.5.2.3.3 TRI General Regulations	Changed	CR-OMD-9798	Editorial change - form 60.723 iso 60.722
2.5.2.3.4.5 TRI Type Extension (General)	Changed	CR-OMD-9799	Editorial change - form 60.723 iso 60.722
2.5.2.3.4.6 TRI Type Extension A320	Changed	CR-OMD-9800	Editorial change - form 60.723 iso 60.722
2.5.2.3.4.7 TRI Type Extension A340	Changed	CR-OMD-9801	Editorial change - form 60.723 iso 60.722
2.5.2.4.1 Synthetic Flight Examiner (SFE) and Type Rating Examiner (TRE)	Changed	CR-OMD-11402	Added requirements for examiner cert. applicants
2.5.2.5 Assessment of Competence	Changed	CR-OMD-9802	Information on form 60.722 removed. Editorial change - form 60.723 iso 60.722.
2.5.2.5 Assessment of Competence	Changed	CR-OMD-9709	Updated standard of performance table. Added paragraph in "Prepare resources" and "Integrate TEM or CRM" competences.
2.5.2.7 Cabin Crew Line Instructors	Changed	CR-OMD-11194	Chapter 2.5.2.7 re-structured and revised
2.5.2.7.1 Line Introduction Cabin Crew Member	New	CR-OMD-11431	New subchapter added
2.5.2.7.2 Line Check Cabin Crew Member	New	CR-OMD-11432	New subchapter added

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Title	Type	CR Label	Change Reason
2.5.2.7.3 Line Check Senior Cabin Crew Member	New	CR-OMD-11433	New subchapter added
2.5.3.3.4 Training Programme	Changed	CR-OMD-10938	Added reference to Dangerous Goods CBTA Trainer
2.5.3.5 DG CBTA Trainer	Changed	CR-OMD-10937	New course content added
2.5.3.5 DG CBTA Trainer	Title Changed	CR-OMD-10936	Title revised - DG CBTA Trainer iso DG Instructor
2.5.3.7 Cabin Crew Ground Instructor	Changed	CR-OMD-11188	Pre-entry requirement reduced to 1 year experience
2.5.3.8 Medical Instructor	Changed	CR-OMD-11349	Added paragraph on evaluation & standardisation
2.5.4.1.3 Standardisation Training (AOC)	Changed	CR-OMD-11165	Updated attendance requirements
3.2.1 Determination of training	Changed	CR-OMD-10721	Added information on English Language Proficiency
3.2.2 Planning of training	Changed	CR-OMD-9163	Nomination of trainee only after prerequisites
3.6.1.4 Upset prevention and recovery training (UPRT)	Changed	CR-OMD-9713	Editorial change - ODR replaced with DR
3.12.12 Procedure for the use of FFS	New	CR-OMD-9749	New subchapter added
3.13.5 Procedures in case of failure	Changed	CR-OMD-10776	Responsible update: OTK iso PCT and OT iso P

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Title	Type	CR Label	Change Reason
4.1 Flight Crew Records	Changed	CR-OMD-9763	Chapter 4.1 re-structured and revised
4.1.1 General	New	CR-OMD-11418	New subchapter added
4.1.2 Storage	New	CR-OMD-11419	New subchapter added
4.1.3 Electronic Data Access & Security	New	CR-OMD-11420	New subchapter added
4.1.4 Archive	New	CR-OMD-11421	New subchapter added
4.3 FOO Records	Changed	CR-OMD-11451	Before storing tasks updated. Archive matrix updated and annual assessment of competency added.

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Abbreviations

A

(A)	Aeroplane
ABAS	Aircraft-based augmentation system
ABB	Abbreviation
ACO	Approval Coordinator
ADS	Automatic Dependent Surveillance
AGL	Administrative Guidance Leaflet
Alt Moc	Alternative Means of Compliance
AMC	Acceptable Means of Compliance
AMU	Area of magnetic unreliability
AoC	Assessment of Competence
AOC	Air Operator Certificate
A&P	Applications and Procurements services
APV	Non-precision Approach utilizing lateral and vertical guidance
ARA	Authority Requirements for Aircrew
ARE	Accredited Recommending Entity
ATO	Approved Training Organisation
ATPL (A)	Air Transport Pilot License (Aeroplane)
AWO	All Weather Operations

B

BITD	Basic Instrument Training Device

C

C/A	Cabin Attendant (Synonym to C/C)
CAA	Civil Aviation Authority
CAME	Continuing Airworthiness Management Exposition
CANPA	Constant Angle Non-Precision Approach
C/C	Cabin Crew Member (Synonym to C/A)

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CCE	Company Chief Examiner
CCI	Cabin Crew Instructor
CCQC	Cross Crew Qualification Course (Airbus Term for a Conversion Course from A320 to A340)
CDFA	Continuous Descent Final Approach
CEC	Crew External Check (Preflight Inspection)
CFI	Chief Flight Instructor
CGI	Chief Ground Instructor
CL	Certification Leaflet
CMD	Commander
CMM	Compliance Monitoring Manager (formerly: Quality Manager)
CMS	Compliance Monitoring System
CMV	Converted Meteorogical Visibility
CP	Copilot; Company Procedures; Cover Page
CPDLC	Controller Pilot Data Link Communication
CPL (A)	Commercial Pilot License (Aeroplane)
CRM	Crew Resource Management
CRMT	CRM Instructor / CRM Trainer
CRP	Cruise relief pilot: means a pilot who relieves the CMD of his duties above FL 200.
CSPM	Cabin Safety Procedure Manual
CST	Crew Safety Training
CTKI	Chief Theoretical Knowledge Instructor
CV	Curriculum Vitae

D

DCDU	Datalink Control and Display Unit
DG	Dangerous Goods
DR	Difference Requirement
DRM	Dispatch Ressource Management

E

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EAM	Emergency and Accident Manual
EASA	European Aviation Safety Agency
EC	European Commission
EDW	Edelweiss Air AG
EEC	European Economic Commission
EFB	Electronic Flight Bag
EROPS	Extended Range Operations
ESET	Emergency and Safety Equipment Training
ES	EDW Flight Safety Manager
ETOPS	Extended Range Operations with two-engine aeroplanes
EU	European Union
EU	OPS European Council Regulation (EEC) No 3922/1991 on the harmonisation of technical requirements and administrative procedures in the field of civil aviation.
EVAL	Evaluation Phase
EVS	Enhanced Vision System

F

FANS	Future Air Navigation System
FBW	Fly by Wire
FCL	Flight Crew Licensing
FCLAO	Flight Crew Licensing Organisation Approval
FCLOM	EASA's Flight Crew Licensing Organisation Manager
FCTM	Flight Crew Training Manual (specific Airbus term)
FFS	Full Flight Simulator
FMD	Flight Management Desktop (replaced by the "Less Paper Cockpit"-Software tool)
F/O	First Officer
FOCA	Federal Office of Civil Aviation
FOO	Flight Operations Officer
FPT	Flat Panel Trainer (same as "IPT" Integrated Procedure Trainer)

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FS+	Airbus Flysmart performance, mass&balance, documentation and eQRH software
FSTD	Flight Simulation Training Device
FTD	Flight Training Device (Procedure Trainer)
FTL	Flight and Duty Time Limitation
FTO	Flight Training Organisation

G

GBAS	Ground-based augmentation system
GCI	Ground Course Instructor
GEN	General
GLS	GNSS Landing System
GM	Guidance Material
GRT	Ground Recurrent Training

H

HF	Human Factors
HLA	High Level Airspace
HT	Head of Training
HUD	Head-up Display
HUDLS	Head-up Guidance Landing System

I

IATA	International Air Transport Association
IOSA	IATA Operational Safety Audit
ISI	In-seat Instruction
IPT	Integrated Procedure Trainer (same as “FPT” Flat Panel Trainer)
IR	Instrument Rating; Implementation Rules
ISS	Issue

J

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JAA	Joint Aviation Authorities
JAR	(European) Joint Aviation Requirements
JAR FCL	JAR Flight Crew Licensing Requirements

L

LAPL	Light Aircraft Pilot Licence
LAT	Lufthansa Aviation Training
LIDO	Lufthansa Flight Nav Systems (a chart and FMS data provider)
LIFUS	Line Flying under Supervision (EDW also uses the Term Line Introduction)
LNAV	Lateral Navigation
LoA	Letter of Acceptance
LOE	Line Operational Evaluation
LOFT	Line Oriented Flight Training
LCP	Line Check Pilot (EDW term for TC)
LOS	Line Operational Simulation
LOSA	Line Operations Safety Audit
LPC	License Proficiency Check
LPV	Localiser Performance with Vertical Guidance.
LRN	Long Range Navigation
LVP	Low Visibility Procedures
LVTO	Low Visibility Take-off

M

MCC	Multi Crew Cooperation
MFF	Mixed Fleet Flying (Airbus Term for being line qualified on two types, e.g. A320 and A340)
MLR	Manuals, Logs and Records
MNPS	Minimum Navigation Performance Specification (this term has been replaced by the term NAT HLA)
MOR	Mandatory Occurrence Reporting
mPilot	LIDO Electronic Route Manual
MPA	Multi-Pilot Aeroplane

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MPL	Multi-Crew Pilot Licence
MS	Management System; EASA Member States
MT	Manoeuvre Training Phase (Full EBT)
MV	Manoeuvre Validation Phase

N

N/A	Not applicable
NAA	National Aviation Authority
NADP	Noise Abatement Departure Procedures
NAT	North Atlantic Area
NAT HLA	NAT High Level Area (this term replaces the term MNPS)
NP	Nominated Person (formerly: Postholder)
NPCA	Nominated Person Continuing Airworthiness

O

OAM	Organisation's Accountable Manager
OC	EDW Head of Flight Operations
OCC	EDW Operations Control Center (OCC)
OCP	EDW Crew Planning Department
OG	EDW Head of Ground Operations
OM	Operations Manual
OM A	Operations Manual Part A
OM B	Operations Manual Part B
OM C	Operations Manual Part C
OM D	Operations Manual Part D
OMM	Organisation Management Manual
OPC	Operator Proficiency Check; Oversight Planning Cycle
OPS	Operations
OPS 1	European Council Regulation (EEC) No 3922/1991 on the harmonisation of technical requirements and administrative procedures in the field of commercial civil air transportation (aeroplanes).
ORA	Organisation Requirements Air Crew

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ORO	Organisation Requirements Air Operations
OSD	Operational Suitability Data
OT	EDW Training Department
OTD	Other training devices: means training aids other than flight simulators, flight training devices or flight and navigation procedures trainers which provide means for training where a complete flight deck environment is not necessary.
OTS	Organised Track System

P

P	EDW Head of Inflight Services and Cabin Crew
PBN	Performance-Based Navigation
Part-FCL	Annex I of Amended Aircrew regulation
Part-MED	Annex IV of Amended Aircrew regulation
Part-ARA	Annex VI of Amended Aircrew regulation
Part-ORA	Annex VII of Amended Aircrew regulation
Part-ORO	Annex III of Regulation 965/2012
PF	Pilot flying
PIC	Pilot In Command
PM	Pilot Monitoring (formerly: PNF)
PPL	Private Pilot License
PRA	Proposed Revision / Amendment Form
PTO	Pilot Training Organisations

Q

QM	Quality Manager (new: Compliance Monitoring Manager (CMM)

R

REF	Reference
resp	respective; respectively
REV	Revision
RGC	Recurrent Ground Course

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RNP	Required Navigation Performance
RHS	Right Hand Seat Qualification (Operation on either pilot's seat)
RVR	Runway Visual Range
RVSM	Reduced Vertical Separation Minima

S

SAp	Stabilized Approach
SAT	SWISS Aviation Training Ltd; South Atlantic Area
SBT	Scenario Based Training Phase
SBAS	Satellite-based augmentation system
SBT	Scenario Based Training
S/C	Senior Cabin Crew Member
SFE	Synthetic Flight Examiner
SFI	Synthetic Flight Instructor
SIC	Second in command
SMS	Safety Management System
SOP	Standard Operating Procedures
SPL	Sailplane Pilot Licence
SPOT	Special Purpose Operational Training
SQMS	Safety and Quality Management System

T

TASE	Training areas of special emphasis
TBD	To be defined
TC	Training Commander
TEM	Threat and Error Management
TITL	Technical Investigation Team Leader
TM	Training Manual
TOA	Training Organisation Approval
TOAP	Training Organisation Approval Procedures
ToC	Table of Contents

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TRE	Type Rating Examiner
TRI	Type Rating Instructor
TRM	Training Manual (formerly: TRTO Manual)
TRP	Training Programme
TRS	Training Supervisor
TRTO	Type Rating Training Organisation (new: ATO)

U

UPRT	Upset Prevention & Recovery Training

V

VDP	Visual Descent Point
VNAV	Vertical Navigation

W

WBT	Web Based Training
WOCL	Window of circadian Low
WG	Working Group
WHOC	EASA Working Hours Oversight Coordinator

Z

ZFTT	Zero Flight Time Training

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Terms

Aircrew Regulation

Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council.

Amended Aircrew Regulation

Aircrew regulation as amended by Commission Regulation (EU) No 290/2012 of 30 March 2012.

ATO

An organisation qualified for the issue or continuation of an approval to provide training for pilot licenses and associated ratings and certificates.

Basic Regulation

Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC as amended;

Operator

Any legal or natural person operating or proposing to operate one or more aircraft.

Organisation

The term “Organisation” in this manual is defining a Training Entity.

Part-FCL

Annex I of Amended Aircrew regulation

Part-MED

Annex IV of Amended Aircrew regulation

Part-ARA

Annex VI of Amended Aircrew regulation

Part-ORA

Annex VII of Amended Aircrew regulation

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Part-ORO

Annex III of Regulation 965/2012

Swiss Federal Law

Luftfahrtgesetz; LFG SR 748 Art.33 vom 21. Dezember 1948 (Stand am 1. April 2011)

Third Country

Outside the territory of EASA Member States

Terms and Meaning

Shall, must, will	an obligation, a positive command
May	a positive permission
Shall not, will not	an obligation, a negative command
May not, must not	a prohibition
Need not	a negative permission
Should	an obligation when an acceptable means of compliance should be applied
Could	a possibility
Ideally	a best possible means of compliance and/or best experienced industry practice

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Definitions

'ABAS' means aircraft-based augmentation system. Additional information from navigation sensors are being blended into the position calculation, or internal algorithms. The most widely used form of ABAS is Receiver Autonomous Integrity Monitoring (RAIM), which uses redundant GPS signals to ensure the integrity of the position solution.

'Advanced aircraft' means an aircraft with equipment in addition to that required for a basic aircraft for a given take-off, approach or landing operation.

'Aeroplane' means an engine-driven fixed-wing aircraft heavier than air which is supported in flight by the dynamic reaction of the air against its wings.

'Aeroplane required to be operated with a co-pilot' means a type of aeroplane which is required to be operated with a co-pilot as specified in the flight manual or by the air operator certificate.

'Aircraft' means any machine which can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

'Airmanship' means the consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives.

'Angular operation' means an instrument approach operation in which the maximum tolerable error/deviation from the planned track is expressed in terms of deflection of the needles on the Course Deviation Indicator (CDI) or equivalent display in the cockpit.

'AoC' (Assessment of competence) means the demonstration of skills, knowledge and attitude for the initial issue, revali- dation or renewal of an instructor or examiner certificate.

'Basic aircraft' means an aircraft which has the minimum equipment required to perform the intended take-off, approach or landing operation.

'Basic Instrument Training Device' (BITD) means a ground-based training device which represents the student pilot's station of a class of aeroplanes. It may use screen-based

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instrument panels and spring-loaded flight controls, providing a training platform for at least the procedural aspects of instrument flight.

'Category of aircraft' means a categorisation of aircraft according to specified basic characteristics, for example aeroplane, powered-lift, helicopter, airship, sailplane, free balloon.

'Ceiling' means the height above the ground or water of the base of the lowest layer of cloud below 6 000 m (20 000 ft) covering more than half the sky.

'Circling' means the visual phase of a circling approach operation.

'Circling approach operation' means a Type A instrument approach operation to bring an aircraft into position for landing on a runway/final approach and take-off area (FATO) that is not suitably located for a straight-in approach.

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

'Continuous descent final approach (CDFA)' means a technique, consistent with stabilised approach procedures, for flying the final approach segment (FAS) of an instrument non-precision approach (NPA) procedure as a continuous descent, without level-off, from an altitude/height at or above the final approach fix altitude/height:

a. for straight-in approach operations, to a point approximately 15 m (50 ft) above the landing runway threshold or the point where the flare manoeuvre begins; or
b. for circling approach operations, until MDA/H or visual flight manoeuvre altitude/height is reached.

'Co-pilot' means a pilot operating other than as pilot-in-command, on an aircraft for which more than one pilot is required, but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction for a licence or rating.

'Decision altitude (DA) or decision height (DH)' means a specified altitude or height in a 3D instrument approach operation at which a missed approach procedure must be

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initiated if the required visual reference to continue the approach has not been established.

'Differences and familiarization training' is required in order to extend the privileges of a flight- or cabin crew member to another variant of aircraft within one class or type rating.

'Dual instruction time' means flight time or instrument ground time during which a person is receiving flight instruction from a properly authorised instructor.

'EBT module' is a session or combination of sessions in a qualified FSTD, as part of the three-year cycle of recurrent assessment and training. In total 6 modules which last each 6 months. Example: Module 5 lasts from 1st June 2020 – 30rd November 2020.

'EBT phase' is a single defined stage of training in a qualified FSTD that forms part of an EBT session. Examples: Evaluation Phase, Manoeuvre Validation Phase, Scenario Based Training Phase, In-Seat Instruction.

'EBT session' is a single defined period of training in a qualified FSTD that normally forms part of an EBT module. Examples: Day 1 (Performance Evaluation) or Day 2 (Refresher Training).

'Error' means an action or inaction taken by the flight crew which leads to deviations from organisational or flight intentions or expectations.

'Error management' means the process of detecting and responding to errors with countermeasures which reduce or eliminate the consequences of errors, and mitigate the probability of errors or undesired aircraft states.

'Final approach segment (FAS)' means that segment of an instrument approach procedure (IAP) in which alignment and descent for landing are accomplished,

'Flight following' means the recording in real time of departure and arrival messages by operational personnel to ensure that a flight is operating and has arrived at the destination aerodrome or an alternate aerodrome.

'Flight monitoring' means, in addition to the requirements defined for flight following:

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a. Operational monitoring of flights by suitably qualified operational-control personnel from departure throughout all phases of the flight;
b. Communication of all available and relevant safety information between the operational-control personnel on the ground and the flight crew; and
c. Critical assistance to the flight crew in the event of an in-flight emergency or security issue, or at the request of the flight crew.

'Flight Simulation Training Device (FSTD)' is the umbrella term for all simulators that may be used for creditable training. Examples: A training device which is a full flight simulator (FFS), a flight training device (FTD), a flight and navigation procedures trainer (FNPT), or a basic instrument training device (BITD).

'Flight time' means the total time from the moment an aeroplane first moves for the purpose of taking off until the moment the aeroplane finally comes to rest at the end of the flight.

'Flight watch' means, in addition to all elements defined for 'flight monitoring', the active tracking of a flight by suitably qualified operational-control personnel throughout all phases of the flight to ensure that the flight is following its prescribed route without unplanned deviations, diversions or delays.

'Full Flight Simulator' (FFS) means a full size replica of a specific type or make, model and series aircraft flight deck, including the assemblage of all equipment and computer programmes necessary to represent the aircraft in ground and flight operations, a visual system providing an out-of-the-flight deck view, and a force cueing motion system (Level D).

'Flight Training Device' (FTD) means a full size replica of a specific aircraft type's instruments, equipment, panels and controls in an open flight deck area or an enclosed aircraft flight deck, including the assemblage of equipment and computer software programmes necessary to represent the aircraft in ground and flight conditions to the extent of the systems installed in the device. It does not require a force cueing motion or visual system, except in the case of helicopter FTD levels 2 and 3, where visual systems are required.

'Flight and Navigation Procedures Trainer' (FNPT) means a training device which represents the flight deck or cockpit environment, including the assemblage of equipment and computer programmes necessary to represent an aircraft type or class in flight operations to the extent that the systems appear to function as in an aircraft.

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'GBAS' means ground-based augmentation system; commonly composed of one or more accurately surveyed ground stations, which take measurements concerning the GNSS, and one or more radio transmitters, which transmit the information directly to the end user from the ground up.

'Go-around' means a transition from an approach operation to a stabilised climb. This includes manoeuvres conducted at or above the MDA/H or DA/H, or below the DA/H (balked landings).

'Instrument approach operation' means an approach and landing using instruments for navigation guidance based on an instrument approach procedure (IAP). There are two methods for executing instrument approach operations:

a. A two-dimensional (2D) instrument approach operation, using lateral navigation guidance only; and
b. A three-dimensional (3D) instrument approach operation, using both lateral and vertical navigation guidance.

'Instrument approach procedure (IAP)' means a series of predetermined manoeuvres by reference to flight instruments with specified protection from obstacles from the initial approach fix or, where applicable, from the beginning of a defined arrival route to a point from which a landing can be completed and thereafter, if a landing is not completed, to a position at which holding or en-route obstacle clearance criteria apply. IAPs are classified as follows:

a. Non-precision approach (NPA) procedure, which means an IAP designed for 2D instrument approach operations Type A
b. Approach procedure with vertical guidance (APV) means a performance-based navigation (PBN) IAP designed for 3D instrument approach operations Type A
c. Precision approach (PA) procedure means an IAP based on navigation systems designed for 3D instrument approach operations Type A or B.

'Instrument ground time' means the time during which a pilot is receiving instruction in simulated instrument flight, in flight simulation training devices (FSTD).

'Instrument time' means instrument flight time or instrument ground time.

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'LIFUS' (Line flying under supervision) means line flying after an approved zero flight time type rating training course or the line flying required by an operational suitability data (OSD) report.

'LNAV' means Lateral Navigation.

'Linear operation' means an instrument approach operation in which the maximum tolerable error/deviation from the planned track is expressed in units of length, for instance nautical miles, for cross-track lateral deviation.

'Line check' means a check conducted by the operator and completed by the pilot or the technical crew member to demonstrate competence in carrying out normal line operations described in the operations manual.

'Low-visibility operations (LVOs)' means approach or take-off operations on a runway with a runway visual range less than 550m or with a decision height less than 200ft.

'Low-visibility take-off (LVTO)' means a take-off with an RVR less than 550m.

'Minimum descent altitude (MDA) or minimum descent height (MDH)' means a specified altitude or height in a 2D instrument approach operation or circling approach operation below which descent must not be made without the required visual reference.

'Mixed EBT': An operator's recurrent training and checking programme as per ORO.FC.230, a portion of which is dedicated to the application of EBT but which does not replace proficiency checks as per Appendix 9 to Annex I (Part-FCL) to Regulation (EU) No 1178/2011.

'Multi-pilot operation': means an operation requiring at least two pilots using multi-crew cooperation in either a multi-pilot or a single-pilot aircraft.'

'Multi-pilot aircraft': for aeroplanes, it means aeroplanes certificated for operation with a minimum crew of at least two pilots.

'Multi-crew cooperation' (MCC) means the functioning of the flight crew as a team of cooperating members led by the pilot-in-command.

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'Night' means the period between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise as may be prescribed by the appropriate authority.

'Operator proficiency check' means a check conducted by the operator and completed by the pilot or the technical crew member to demonstrate competence in carrying out normal, abnormal and emergency procedures.

'OSD' means the **operational suitability data** established in accordance with Annex I (Part-21) to Regulation (EU) No 748/ 2012.

'Other training devices' (OTD) means training aids other than flight simulators, flight training devices or flight and navigation procedures trainers which provide means for training where a complete flight deck environment is not necessary.

'Performance-Based Navigation' (PBN) means area navigation based on performance requirements for aircraft operating along an ATS route, on an instrument approach procedure or in a designated airspace.

'Performance criteria' means a simple, evaluative statement on the required outcome of the competency element and a description of the criteria used to judge if the required level of performance has been achieved.

'Pilot-in-command' (PIC) means the pilot designated as being in command and charged with the safe conduct of the flight.

'Pilot-in-command under supervision' (PICUS) means a co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command.

'Proficiency check' means the demonstration of skill to revalidate or renew ratings, and including such oral examination as may be required.

'Renewal' (of, e.g. a rating or certificate) means the administrative action taken after a rating or certificate has lapsed for the purpose of renewing the privileges of the rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

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‘Required visual reference’ refers to that section of the visual aids or of the approach area which should have been in view for sufficient time for the pilot to have made an assessment of the aircraft position and rate of change of position, in relation to the desired flight path. In the case of a circling approach, the required visual reference is the runway environment.

'Revalidation' (of, e.g. a rating or certificate) means the administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

'RNP APCH' means a PBN specification used for instrument approach operations.

'RNP APCH operation down to LNAV minima' means a 2D instrument approach operation for which the lateral guidance is based on GNSS positioning.

'RNP APCH operation down to LNAV/VNAV minima' means a 3D instrument approach operation for which the lateral guidance is based on GNSS positioning and the vertical guidance is provided either by the Baro VNAV function or by the GNSS positioning including SBAS.

'RNP APCH operation down to LPV minima' means a 3D instrument approach operation for which both lateral and vertical guidance are based on GNSS positioning including SBAS.

'RNP AR APCH' means a navigation specification used for instrument approach operations requiring a specific approval.

'Route sector' means a flight comprising take-off, departure, cruise of not less than 15 minutes, arrival, approach and landing phases.

‘Satellite-based augmentation system (SBAS)’ means a wide coverage augmentation system in which the user receives augmentation information from a satellite-based transmitter. The most common form of SBAS in Europe is the European Geostationary Navigation Overlay Service (EGNOS).

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'SBAS' means satellite-based augmentation system. SBAS is sometimes synonymous with WADGPS, wide-area differential GPS. Ground stations take measurements of one or more of the GNSS satellites. These measurements are sent to one or more satellites for broadcast to the end users.

'Skill test' means the demonstration of skill for a licence or rating issue, including such oral examination as may be required.

'Student pilot-in-command' (SPIC) means a student pilot acting as pilot-in- command on a flight with an instructor where the latter will only observe the student pilot and shall not influence or control the flight of the aircraft.

'Threat' means events or errors which occur beyond the influence of the flight crew, increase operational complexity and which must be managed to maintain the margin of safety.

'Threat management' means the process of detecting and responding to the threats with countermeasures which reduce or eliminate the consequences of threats, and mitigate the probability of errors or undesired aircraft states.

'Training to proficiency' means training designed to achieve end-state performance objectives, providing sufficient assurance that the trained individual is capable of consistently carrying out specific tasks safely and effectively.

'Type A instrument approach operation' means an instrument approach operation with an MDH or a DH at or above 250 ft.

'Type B instrument approach operation' means an operation with a DH below 250 ft. Type B instrument approach operations are categorised as:

a. Category I (CAT I): a DH not lower than 200 ft and with either a visibility not less than 800 m or an RVR not less than 550 m
b. Category II (CAT II): a DH lower than 200 ft but not lower than 100 ft, and an RVR not less than 300 m
c. Category III (CAT III): a DH lower than 100 ft or no DH, and an RVR less than 300 m or no RVR limitation

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‘Visual approach operation’ means an approach operation by an IFR flight when either a part or all parts of an IAP is (are) not completed and the approach operation is executed with visual reference to terrain.

'VNAV' means Vertical Navigation.

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0 Introduction

0.0 Contents of the Manual

0 Introduction

1 Organisation, Training and Checking Personnel

2 Training Courses

3 Procedures

4 Documentation Storage

0.1 Manual Administration

0.1.1 General

The Training Manual OM D is issued by Edelweiss Air AG (EDW).

EDW is holding both an AOC and an ATO Approval, based on the Commission Regulation requirements.

This OM D was originally established in accordance with the FOCA-concept for “AOC-Holder with integrated TRTO”.

With publication of the

- Basic Regulation (EC) No 216/2008; and
- Commission Regulation (EU) No 290/2012 (Air Crew Regulation); and its
- Annex VI (Part-ARA, authority requirements for aircrew); and
- Annex VII (Part-ORA, organisation requirements for aircrew),

Edelweiss has adapted its management system, training programmes including syllabi, procedures and manuals to be compliant with Part-ORA and Part-FCL.

New training courses will be established according to the:

- Regulation 290/12 Annex VII (Part-ORA); and
- Regulation 1178/2011 Annex I (Part-FCL), laying down technical requirements and administrative procedures related to civil aviation aircrew.

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The publication of the OM D is delegated to the Head of Training, who is responsible for the contents, the revisions and the issuance of the OM D. He will periodically (at least twice a year) review the manual and its course material in order to ensure compliance with all regulations and approved standards.

This manual is for the use of those company personnel who have been appointed to carry out training and/or checking duties in respect of flight crew, cabin crew and ground operations.

It is a management tool to provide the necessary foundation for the organisation to control, develop, carry out and supervise all in-house and subcontracted training and checking performed.

Where the term "his" is used referring to personnel it shall be taken that the term “hers” equally applies to the context of the statement.

0.1.2 Accessibility

The OM D is available via Yonder Mind.

FOCA also has access to the OM D via Yonder Mind.

The version in Yonder Mind will always reflect the current status of the manual.

0.1.3 Distribution of the manual

No paper version of the OM D is distributed.

FOCA, EDW Crews, EDW Operational Staff and EDW Instructors have acces to the electronic file via Yonder Mind.

0.1.4 Structure of the manual

0.1.4.1 General

The structure of this manual complies with Commission Regulations 1178-2011 (Civil Aviation Aircrew) and 965-2012 (Commercial Air Transport) and with the respective FOCA guidance material for OM D.

The OM D is divided into

- **Chapters 0 – 4** containing policies, procedures and general course overviews.
- **Appendix to OM D:** It contains all respective lesson plans. These are published in the EDW secure intranet for instructors (“GRP-Cockpit Training Hub”). The FOCA also has been given access to this section of the EDW intranet.

0.1.4.2 Guidelines, memos and training topics

In addition to the OM D and its related documents, OT will publish

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- Guidelines (called “Leitfaden + Reglemente für Instruktoren”, e.g. “Leitfaden für CMD A320 LIFUS“)
- OT Memos (binding information, e.g. “OT Memo for ATPL skill test”)
- OT Training Topics (with additional and administrative information for Pilots, e.g. “Erlangen der ATPL”)

These documents are published in a user-friendly form on the intranet and/or on the secure intranet for instructors (EDW sharepoint). These documents are to be considered as an appendix to OM D chapter 3 and will be marked respectively.

0.1.5 Structure of the pages

Refer to OMM Content processed in YM and OMM Revisions.

0.1.6 System of amendments and revisions

0.1.6.1 Issues and revisions

The term “Issue” stands for a totally new edition of the manual. The term “Revision” stands for a partial update of the contents.

Revisions will be issued as required at irregular intervals.

Prior to publication of a new issue or a revision affecting company policy or compliance with regulations, a draft will be submitted to the FOCA together with the “PRA-Form” and the compliance list.

Upon receipt of the FOCA acceptance, the new issue or revision will be published and distributed to the holders of the manual. A revision bulletin highlighting the major changes will be issued, explaining which pages have to be deleted, exchanged or inserted. Manuals will be distributed according to the transmittal letter which comes with each revision.

If critical errors are detected, the corrected pages will be published immediately and simultaneously submitted to the FOCA. Urgent and time critical changes are first communicated by means of crew NOTAM entries or OT-Memos.

0.1.6.2 Temporary revisions

For time-limited items, the manual will be updated with a Temporary Revision. The “List of Revisions” must be updated accordingly. Such Temporary Revisions of the manual will also be submitted to the FOCA.

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0.1.6.3 List of effective pages

At each revision date, the list of effective pages will be updated. Each holder of the manual is responsible for correct insertion / deletion of the revised pages and for the complete content.

He is responsible for checking that all sheets mentioned in the list of effective pages have been received.

0.1.6.4 Amendments

Hand-written amendments and revisions are not authorized.

0.2 Training Philosophy

Lufthansa Group Crew Training Philosophy: **„We train our crews for the real world"**

Our Mission is the timely and efficient provision of crews optimally trained to deliver enhanced safety, effectiveness and efficiency in daily flight operations and to prepare them for the unexpected. For that reason:

- We provide sustainable, effective & efficient competency based training to prepare our crews for the real world at the best.
- We strive to develop, preserve and broaden the competencies of our crews by programs based on evidence.
- We believe in a human centered personalized training approach to enable every crew member for its maximum potential. We are aware of and respect individual human performance.
- We define and communicate clearly & transparently the expected performance levels and grade the observable behavior of our crews consequently and objectively according to our policies & procedures.
- We invest continuously in our highly qualified & standardized training personnel and in high quality, efficient & innovative training environment/tools.
- We shape the industry by actively influencing the development of modernized regulations.
- We respect corporate cultures and strive for a higher efficiency by a trusting cooperation within the Lufthansa Group.

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Therefore, Edelweiss strives for the following:

- “Mission is the focus, safety is the attitude.”
- Our intention is the successful implementation of the operational philosophy, policy and procedures with the “best practice” approach.
- We take our responsibility with goal-oriented timely decisions and with open information.
- We consider both human and technical aspects in a well-balanced manner.
- We enable the instruction- and examination personnel to perform their work without inappropriate interference from management or external organizations.
- Our training is driven by practical needs and takes into consideration feedbacks of flight operation and data evaluation.
- The training concept includes the application of human performance principles, including facilitated debriefings and principles of threat and error management (TEM).

0.3 Training Policy

All EDW training and checking is based on and carried out in full compliance with the applicable legislation, regulation 1178-2011 (Civil Aviation Aircrew), regulation 965-2012 (AIR OPS - Commercial Air Transport), IOSA standards, the ICAO annexes and the operations specifications as stated in the AOC,

- Before taking part in training and checking, the operations personnel must fulfil the prerequisites as defined in OM D Training and Checking Personnel or in OM A Qualification Requirements.
- The EDW training courses ensure to meet the standard of performance for pilots, cabin crew members and other operation personnel, as shown in OM A Qualification Requirements.
- Training phase and examination phase will be performed as two separate parts. Consequently the training phase shall not be intended as an examination phase.

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- Training and checking programmes are established through the training concept “with integrated ATO”.

- The training follows the principles of a management system. The quality of the training is maintained by defined processes which must be followed strictly.

- All important tasks and processes are described in the Process Manual or in the OMM, each training process and programme in the OM D or equivalent document.

- Data evaluation will be used to enhance training and checking programmes. Training results will be continuously monitored and where necessary the contents of the courses as well as the method of the course shall be adapted.

- The required standards (set by legal authorities, IOSA or company) must be fulfilled by EDW, its ATO, all involved Instructors, Examiners, TC (whether employed or subcontracted), training facilities, devices, equipment, and course materials (whether owned or subcontracted).

- All subcontractors engaged in the field of examination, training or instruction, have to hand in a written statement which confirms that the respective subcontractor is adhering to these standards.

- EDW will provide sufficient Instructors, Examiners, TC and support personnel to conduct the training and examination programmes and can demonstrate this to FOCA.

- All Instructors, Examiners and TC (whether employed or subcontracted), training facilities, devices, equipment, and course materials (whether owned or subcontracted) will have the required FOCA approval; meet the qualification and performance standards; and be periodically reviewed.

- Correspondence courses and written exams (self-study, distance learning, self-study) will be monitored, recorded and the results will be evaluated. These courses and exams will meet the desired training objectives and are approved by FOCA.

- EDW prohibits flight crews from operating their previous equipment type, until training is completed on a new equipment type, without appropriate training and examination.

- All flight crew are trained and objectively examined according to the published standards.

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- Training facilities, devices and course materials reasonably reflect the configuration of the fleets for which the training is being conducted.
- Required manoeuvres that can't be safely accomplished in an aircraft, are trained and examined in a certified flight training device.
- Crew Ressource Management (CRM) training is a part of TEM. Our CRM training and safety and emergency trainings are joint cabin and flight crew.
- The ratio of all students to flight instructors, excluding the HT, will not exceed 6:1.
- Classes in ground subjects that require maximal supervision or intensive practical work should not include more than 28 students.

0.4 OSD Policy for Type Rating Syllabi

OSD General Policy

OSD with MMEL and syllabi developed by the manufacturer are closing the gap between aircraft design and operations:

- Ensuring that aircraft can be operated safely by making sure that all necessary information is available before entry into service.
- Manufacturer involvement who knows best his design and how it should be used.

OSD Implementation

When developing new training programmes (e.g. type rating syllabi), Edelweiss will implement the Operational Suitability Data (OSD) where available.

This includes the non mandatory (recommendation) elements for the relevant type and MMEL.

0.5 Training System

0.5.1 General

Edelweiss is applying a training system which is oriented as close as possible to the demands of the daily flight operations. This form of instruction is concentrating on training of skills, knowledge and attitude. These properties will be required for proper handling of the respective tasks. “Competency” means a combination of skills, knowledge and attitude required to perform a task to the prescribed standard.

A vital point in this system is a clear documentation of the required pilot competencies. The grading scale will allow to measure the learning progress compared to the target state (refer to OM D Grading Scale).

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For recurrent checking and training, EDW is applying Mixed EBT.

A pilot shall demonstrate defined competencies and apply human performance principles, including principles of threat and error management (TEM) during:

- planning phase
- preflight operations
- ground operations
- take-off
- climb
- cruise
- descent
- approach and G/A
- landing
- abnormal and emergency procedures
- after landing and aircraft post-flight operations

0.5.2 Lesson and Session Plans

A well structured and thorough documentation of the training programmes is essential.

Therefore, all EDW pilot trainings are defined by lesson plans (for ground courses) and session plans (for SIM and flight sessions) which have to be adhered to by the assigned instructors. The references to the applicable lesson and session plans are listed in the chapters of the ATO training courses.

0.5.3 Course Structure & Training Phases

In general, the training course structure and related phases of training are subject to the concerned syllabus. The training phases are normally divided into 3 phases:

Introduction and Understanding Phase (I)

General understanding of the topic. The trainee can complete the task but may conduct errors. He should try to recognize them. The instructor will assist, give hints and will demonstrate if necessary.

Consolidation Phase (C)

The trainee may still conduct errors, but he will recognize and correct them, if necessary assisted by the instructor. The instructor will also highlight the context of the topics.

Proficiency Phase (P)

The trainee respects safety aspects and is mastering the respective task without aid of instructor. Errors can occur, but will be detected and corrected by the trainee. Nevertheless the instructor may give additional hints.

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0.5.4 Integration of Syllabi

The definition of theoretical knowledge instruction and the manner in which theoretical topics are integrated in practical instruction, are subject of the concerned syllabus and associated content of the individual flight and/or simulator session plans.

However, as the instructor monitors the trainee's performance and progress continuously, and as part of a single flight and/or simulator session, the instructor may vary the theoretical instruction individually to the trainee's need, progress and ability.

0.5.5 Trainee Progress

Training course requirements and learning objectives/standard of performance which must be achieved for a satisfactory training progress are prescribed in the associated syllabus.

For a successful course progress, the trainee must achieve the required knowledge, skills and experience requirements and pass defined tests, checks and/or examinations, as defined for the applicable training course.

0.5.6 Instructional Methods

Trainees shall receive an effective training by following prescribed training courses. Instructors have to ensure, that the provided training is according to the content of the applicable syllabus and that the required instructional methods and techniques are applied.

A typical and effective training includes the following method of instructions:

Instructional Process		**Task**
Session preparation	Training status	• Determine the training progress and status • Review previous sessions
	Session review	• Determine the intended sessions main objectives • Vary the session programme if necessary according to the actual trainee training status, performance and needs
	Prerequisites	• Verify that the trainee fulfils the prerequisites for the intended session
Briefing	Operational / Technical	• Refer to the related session plans and briefing material for the required briefing topics • Focus on identified weak areas

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	Session content	*Explanation* • Explain session programme, training subjects including learning objectives and session targets.
		Evaluation • Ensure that the trainee understands the details of the intended session programme and will be able to apply the knowledge during the practical training and to acquire the associated skills.
Training	Practice	Conduct the training while taking into consideration the instructional means: • Demonstration • Participation of trainee • Assessment Assess the skill and performance of the trainee continuously. Clarify and correct trainee errors. Vary the programme as required.
Debriefing	Trainee's self assessment	Perform debriefing according EDW debriefing structure. Refer to OM D Procedures for Briefing & Debriefing.
	Instructor Debriefing	Perform debriefing according EDW debriefing structure. Refer to OM D Procedures for Briefing & Debriefing.
	Administration	Complete Training Record and required MINT forms

0.6 Threat and Error Management

0.6.1 Introduction

EDW training concept includes the application of human performance principles, including principles of threat and error management (TEM).

Threat and Error Management (TEM) is a high-level safety concept of flight operation and human performance.

Crew Resource Management (CRM) is a part of TEM. For CRM training, see OM D Training Syllabi and Checking Programmes.

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For pilots, human performance is based on:

- Technical Competence
- Procedural Competence
- Interpersonal Competence

TEM is opening this area towards its environment (e.g. ATC, Maintenance) und tries to develop counter-measures for respective threats and their consequences.

The TEM model is a safety concept which is especially applicable for aviation. It contains the question, why aircrew are conducting errors and with which conditions they are confronted during their duty.

0.6.2 Threat Levels

The TEM model uses 4 levels up to an incident/accident:

Threat

The first condition for a possible development of an error is a threat. A threat is a menace not caused by the crew. Some threats are predictable (e.g. CB in a weather forecast), others may be surprising (e.g technical abnormals) and some are well known (e.g. planned short turnaround). As a consequence of threats, the crew may conduct errors.

Crew Error

Crew error means not achieving of a desired goal. If the error chain is not broken by adequate action of the crew, the flight will reach the next level of the TEM model. It is called Undesired Aircraft State (UAS).

Undesired Aircraft State

The condition of the aircraft is endangering the safety of the flight:

- Altitude
- Attitude
- Position
- Speed
- Configuration
- technical state

If the UAS is not corrected by the crew, there will be a high probability of an incident or an accident.

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Incident/Accident

Accidents are the results of mismanagement of threats, errors and UAS by the crew.

0.6.3 Countermeasures

The above stated 4 threat levels may be countered by the following measures:

Error Avoidance Error avoidance is describing preventive behaviour and techniques:

- State of health
- Personal preparation
- Discipline
- Training
- Adherence to SOP
- Checklists
- plan ahead
- good team spirit

Threat Management

Despite of good preparation there will always be some threats showing up during a mission. Handling of threats is called threat management:

- perceive (situation awareness)
- plan ahead
- apply countermeasures

Error Management

After realizing crew errors, the crew should apply error management:

- monitor and cross-check
- question the situation
- be assertive
- Workload Management

UAS Management

If the crew is still not successful, the last step is management of the UAS:

- stabilize the aircraft

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- correct the deviation

0.6.4 Summary

Training of systematic TEM may enable pilots to:

- analyse the situation in a predictive manner;
- recognize threats
- find options

The ability of a crew to anticipate threats and to apply countermeasures is of special importance, e.g. to avoid target fixation. A crew should be able to judge if they need to apply threat, error or UAS management.

UAS management should always have priority, because it has a direct impact on the aircraft state:

First, fly the aircraft!

0.7 Organisation

0.7.1 Competent authority

FOCA is the competent authority:

- For exercising oversight over EDW and its ATO;
- For applications for the issue of pilot licences or associated ratings or certificates.
- Generally, for FSTD used by EDW.

Special cases:

- For a FSTD located within the territory of the Member States and operated by an organisation having its principal place of business in a Member State, the authority designated by the Member State where the organisation operating it has its principle place of business, or the FOCA, if so requested by the Member State concerned.
- When the FSTD located outside the territory of the Member States is operated by an organisation certified by a Member State, the FOCA will qualify this FSTD in coordination with the Member State that has certified the organisation that operates such FSTD.

(Ref: ORA.GEN.105 and FCL.001)

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0.7.2 Terms of approval and privileges of the ATO

EDW as a certified organisation will comply with the scope and privileges defined in the terms of approval attached to the organisation's certificate.

(Ref: ORA.GEN.125)

0.7.3 Management

0.7.3.1 Management system

EDW has established, implemented and is maintaining a management system that includes:

- clearly defined lines of responsibility and accountability throughout EDW, including a direct safety accountability of the accountable manager;
- a description of the overall philosophies and principles of EDW with regard to safety, referred to as the safety policy;
- the identification of aviation safety hazards entailed by the activities of EDW, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;
- maintaining personnel trained and competent to perform their tasks;
- documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
- a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and
- any additional requirements that are prescribed in the relevant subparts of this Part or other applicable Parts.

The management system is corresponding to the size of EDW and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.

The management system is laid down in the OMM.

(Ref: ORA.GEN.200)

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0.7.3.2 Personnel requirements

- EDW has appointed an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager is responsible for establishing and maintaining an effective management system.
- Nominated persons of EDW are carrying the responsibility of ensuring that the organisation remains in compliance with the applicable requirements. These persons are ultimately responsible to the accountable manager.
- EDW ensures that it has sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.
- EDW is maintaining appropriate experience, qualification and training records to show compliance with above paragraph.
- EDW ensures that all personnel are aware of the rules and procedures relevant to the exercise of their duties.
- EDW ensures that the ratio of all students to all flight instructors, excluding the HT are not exceeding 6:1 and that classes in ground subjects that require maximal supervision or intensive practical work are not including more than 28 students.

(Ref: ORA.GEN.210)

0.7.3.3 Facility requirements

Except where subcontracted, EDW is conducting the theoretical knowledge training courses inhouse, providing adequate infrastructure (rooms, beamers, scanners, white boards etc). EDW ensures that the used facilities are allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements.

(Ref: ORA.GEN.215)

0.7.3.4 Keeping of records

EDW has established a system of record-keeping that allows adequate storage and reliable traceability of all activities developed, covering in particular all the elements indicated in the management system (see OM D Management system).

The format of the records are specified (see OM D Documentation Storage).

Records are stored in a manner that ensures protection from damage, alteration and theft (see OMM Record Keeping).

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The following records shall be kept for a period of at least 3 years after the completion of the training:

- details of ground, flight, and simulated flight training given to individual students;
- detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations; and
- information on the licenses and associated ratings and certificates of the students, including the expiry dates of medical certificates and ratings.

(Ref: ORA.GEN.220 and ORA.ATO.120)

0.8 Regulations for Training

0.8.1 Prerequisites for training

EDW ensures that the students meet all the pre-requisites for training established in Part-Medical and Part-FCL.

For details see OM D Training Syllabi and Checking Programmes, listing the prerequisites for each training course.

(Ref: ORA.ATO.145)

0.8.2 Classroom instruction, distance learning and self-study courses

General

Edelweiss provides 3 different educational models during their groundcourses:

- classroom instruction (physically present)
- distance-learning (e.g. videoconferencing, CBT)
- self-study (e.g. Airbus WBT)

If self-study or distance learning is included in the theoretical knowledge training, the course should also provide for an adequate period of supervised consolidation and knowledge testing.

The structure of all theoretical knowledge instructions are subject to individual syllabi and associated lesson plans.

Classroom instruction

- The amount of time spent in actual classroom instruction is not less than 10% of the total duration of the course

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- An element of classroom instruction shall be included in all subjects of self-study courses
- To this effect, classroom accommodation will be available either at the principal place of business of EDW ATO (i.e. Kloten) or within a suitable facility elsewhere
- Classroom instruction delivered by an instructor to students may include videoconferencing appropriate to the task if the necessary level of communication is ensured and appropriate equipment and tools are available (see below)

Distance learning

- Edelweiss distance learning & virtual classroom should generally be considered equal to actual (physical) classroom training
- Edelweiss virtual classroom instruction ensures that students make satisfactory academic progress and maintain a reliable records for the completion of training
- Live interactive instructor-led sessions with continuously, active and simultaneously exchange
- The equipment needed should ensure the acceptable level of communication without technical interruption during the virtual classroom instruction
- All instructors shall be fully familiar with the requirements of the distance learning course programme.

Self-study

The ATO may be approved to conduct course programmes using self-study in the following cases:

- modular courses of theoretical knowledge instruction;
- courses of additional theoretical knowledge for a class or type rating;
- or courses to fulfil requirements of authorities (e.g. airport familiarisation)

Progress testing, either by self-assessed (e.g. control questions during WBT's) or instructor-evaluated means should be included in any self-study programme.

Teaching Material

For the methods and teaching material used during a specific training course refer to the associated syllabus and lesson and session plans.

0.8.3 ZFTT Regulation

FOCA will only give approval for zero flight-time training (ZFTT) to ATOs that also have the privileges to conduct commercial air transport operations or ATOs having specific arrangements with commercial air transport operators.

- Approval for ZFTT will only be given if the operator has at least 90 days of operational experience on the aeroplane type.

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- In the case of ZFTT provided by an ATO having a specific arrangement with an operator, the 90 days of operational experience requirements will not apply if the type rating instructor (TRI(A)) involved in the additional T/O and landings, has operational experience on the aeroplane type.
- The FFS used for ZFTT shall be serviceable according to the management system criteria of the ATO: Deficiencies are only acceptable as far as they do not have noticeable impact on training value.
- The motion and the visual system of the FFS shall be fully serviceable, in accordance with the applicable certification specifications for FSTD.
- EDW does have ZFTT approval for A320 and A340 conversion courses. See OM D Flight Crew.
- The List of approved FFS for ZFTT is published in OM D Subcontracted Training Facilities
- EDW does hold the respective FOCA FSTD User Approvals.

(Ref ORA.ATO.330 and ORA.ATO.335)

0.8.4 Crediting of flight time

Unless otherwise specified, flight time to be credited for a licence, rating or certificate shall have been flown in the same category of aircraft for which the licence or rating is sought.

Pilot-in command or under instruction

- An applicant for a licence, rating or certificate shall be credited in full with all solo, dual instruction or PIC flight time towards the total flight time required for the licence, rating or certificate.
- A graduate of an ATP integrated training course is entitled to be credited with up to 50 hours of student pilot-in-command instrument time towards the PIC time required for the issue of the ATPL.
- A graduate of a CPL/IR integrated training course is entitled to be credited with up to 50 hours of the student pilot-in-command instrument time towards the PIC time required for the issue of the CPL and a multi-engine type or class rating.

Flight time as co-pilot

Unless otherwise determined, the holder of a pilot licence, when acting as co-pilot or PICUS, is entitled to be credited with all of the co-pilot time towards the total flight time required for a higher grade of pilot licence.

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(Ref: FCL.035)

0.8.5 Crediting of theoretical knowledge

An applicant having passed the theoretical knowledge examination for an ATPL shall be credited with the theoretical knowledge requirements for the light aircraft pilot licence, the private pilot licence, the commercial pilot licence and, except in the case of helicopters, the IR in the same category of aircraft.

The holder of an IR or an applicant having passed the instrument theoretical knowledge examination for a category of aircraft shall be fully credited towards the requirements for the theoretical knowledge instruction and examination for an IR in another category of aircraft.

The holder of a pilot licence shall be credited towards the requirements for theoretical knowledge instruction and examination for a licence in another category of aircraft. This credit also applies to applicants for a pilot licence who have already successfully completed the theoretical knowledge examinations for the issue of that licence in another category of aircraft, as long as it is within the validity period specified in FCL.025(c).

(Ref: FCL.035)

0.8.6 Privileges of licences

The privileges of the holder of a type rating are to act as pilot on the type of aircraft specified in the rating.

The exercise of the privileges granted by a licence shall be dependent upon the validity of the ratings contained therein, if applicable, and of the medical certificate.

(Ref: FCL.040 and FL.705)

0.9 Contracted activities

0.9.1 General

Contracted activities include activities that are performed by another organisation either itself certified to carry out such activity, or if not certified, working under EDW's approval. EDW will ensure that when contracting or purchasing any part of its activity, the contracted or purchased service or product conforms to the applicable requirements.

When EDW contracts any part of its activity to an organisation that is not itself certified in accordance with this Part to carry out such activity, the contracted organisation shall work under the approval of EDW. The contracting organisation shall ensure that the competent authority is given access to the contracted organisation, to determine continued compliance with the applicable requirements.

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0.9.2 Responsibility

- EDW may decide to contract certain activities to external organisations.
- A written agreement will exist between EDW and the contracted organisation clearly defining the contracted activities and the applicable requirements.
- The contracted safety related activities relevant to the agreement will be included in EDW's safety management and compliance monitoring programmes.
- EDW will ensure that the contracted organisation has the necessary authorisation or approval when required, and commands the resources and competence to undertake the task.
- While EDW may decide to contract certain activities to external organisations for the provision of services related to training and manual preparation, however, the ultimate responsibility for the product or service provided will remain with EDW.

0.9.3 Risk management

- Regardless of the approval status of the contracted organisation, the contracting operator is responsible to ensure that all contracted activities are subject to hazard identification and risk management as required by ORO.GEN.200 (a)(3) and to compliance monitoring as required by ORO.GEN.200 (a)(6).
- When the contracted organisation is itself certified to carry out the contracted activities, EDW's compliance monitoring will at least check that the approval effectively covers the contracted activities and that it is still valid.

(Ref: ORO.GEN.205 and ORO.GEN.200)

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1 Organisation, Training and Checking Personnel

1.0 General

EDW is structured as an Air Operator with an integrated ATO.

Examinations are conducted under the authority of the FOCA. During the execution of any examination duties the Examiners are subordinated to the FOCA.

1.0.1 Scope

The scope of the EDW ATO is to provide training for aircrew licences and associated ratings and certificates as follows:

- Type Rating Courses:
    - A320 (incl. ZFTT) incl. revalidation and renewal
    - A340 (incl. ZFTT) incl. revalidation and renewal
- SFI(A) limited to the approved type rating courses
- TRI(A) limited to the approved type rating courses

(Ref: ORA.ATO.100 and FCL.005)

1.0.2 Application

For applying for the issue of a certificate as an approved training organisation (ATO), EDW has provided the FOCA with:

- the operations and training manuals.
- the following information:
    - name and address of the ATO;
    - date of intended commencement of activity;
    - personal details and qualifications of the head of training (HT), the flight instructor(s), flight simulation training instructors and the theoretical knowledge instructor(s);
    - names and addresses of the aerodromes and operating sites at which the training is to be conducted;
    - list of aircraft to be operated for training;
    - list of flight simulation training devices (FSTDs) that the ATO is using;

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- the type of training that the ATO wishes to provide and the corresponding training programmes; and

In the case of a change to the certificate, EDW will provide the FOCA with the relevant parts of the information and documentation referred to above.

(Ref: ORA.ATO.105)

1.0.3 Personnel requirements, duties and responsibilities

a. **Head of Training**

The HT shall be nominated. He shall have extensive experience as an instructor in the areas relevant for the training provided by the Edelweiss ATO and shall possess sound managerial capability. The nominated HT should hold or have held in the 3 years prior to first appointment as HT, an ATPL(A) and associated ratings or certificates issued in accordance with Part-FCL, related to the flight training courses provided.

The HT has the overall responsibility to ensure that training is in compliance with the appropriate requirements.

b. **Deputy Head of Training**

The Deputy Head of Training is allowed to sign all official FOCA forms in absence of the Head of Training.

c. **Chief flying instructor (CFI)**

- The CFI shall hold an ATPL and type ratings related to the flight training courses conducted (i.e. A320/A340) and hold an instructor certificate with the privilege to instruct for at least one of the training courses provided.
- The CFI should have completed 1000 hours of flight time as pilot-in-command (PIC). At least 500 of those hours should be on flying instructional duties related to the flying courses provided, of which 200 hours may be instrument ground time.
- Although the CFI may delegate standardisation and supervision to his flight instructors, he will remain responsible for ensuring quality and standards of the supervision of TRI/SFI and of the standardisation of all flight instruction and flight simulation instruction.

d. **Additionally, the CFI**

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- is responsible for the conduct of flight and flight simulation instruction courses;
- is leading the SFI and TRI of his fleet(s).

e. **Chief theoretical knowledge instructor (CTKI)**

The CTKI is responsible for the supervision of all theoretical knowledge instructors and for the standardisation of all theoretical knowledge instruction.

Additionally, the CTKI

- is the responsible for Crew Safety Training
- is the theoretical knowledge instruction,
- is leading the theoretical knowledge instructor,
- is organizing the scheduling for all theoretical knowledge instruction training

The CTKI shall have extensive experience as a theoretical knowledge instructor in the areas relevant for the training provided.

f. **Theoretical knowledge instructor (TKI)**

Theoretical knowledge instructors:

- shall have practical background in aviation in the areas relevant for the training provided and have undergone a course of training in instructional techniques; or
- shall have previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction before appointment, prove their competency by giving a test lecture based on material they have developed for the subjects they are to teach.

g. **SFI and TRI**

Flight instructors and flight simulation training instructors shall hold the respective qualifications required by Part-FCL. See OM D Training and Checking Personnel.

(Ref: ORA.ATO.110 and ORA.ATO.210)

h. **Senior TRE**

The Company Chief Examiner (CCE) may delegate the authority to conduct an “Assessment of competence” for Examiners (TRE, SFE) to a senior TRE.

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i. **Company Chief Examiner**

The Company Chief Examiner (CCE) is allowed to conduct an “Assessment of competence” for Examiners (TRE, SFE). Only the FOCA may conduct an AoC of the CCE.

1.0.4 Training programmes

For each type of course offered, a training programme is developed by EDW. All training and checking programmes, including syllabi and the use of the means to deliver the programmes are approved by FOCA.

All training programmes include a breakdown of flight and theoretical knowledge instruction, presented in a phase layout, a list of standard exercises and a syllabus summary.

The training programmes are complying with the requirements of Part-FCL and Part-ORO.

The content and sequence of the EDW training programmes are specified and published in OM D Training Syllabi and Checking Programmes.

(Ref: ORA.ATO.125 and ORA.ATO.225)

1.0.5 Training manual and OM

As the ATO is integrated, EDW ATO has established and is maintaining a single combined OM D / TM containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements.

EDW makes available to staff and, where appropriate, to students the information contained in the combined OM D / training manual, the OM A - C and the ATO's approval documentation.

Note: for practical purposes, the “combined OM D / TM” is just called “OM D”.

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

The training manual states the standards, objectives and training goals for each phase of training that the students are required to comply with and shall address the following subjects:

- training plan,
- briefing and air exercises,
- flight training in FSTD,

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- theoretical knowledge instruction.

The OM provides relevant information to particular groups of personnel, as flight instructors, flight simulation training instructors, theoretical knowledge instructors, operations and maintenance personnel, and includes general, technical, route and staff training information.

(Ref: ORA.ATO.130 and ORA.ATO.230)

1.0.6 Training aircraft and FSTDs

Training Aircraft

Edelweiss has evaluated its fleet concerning the adequacy of aircraft for the training courses provided. Generally, all aircraft on the AOC meet the criteria needed for all Edelweiss courses. The HT or the CFI may define additional requirements during specific phases (e.g. 2 jumpseats required on flightdeck during base flight training).

FSTD

Edelweiss is using adequate FSTDs appropriate to the courses of training provided.

Edelweiss is providing training in FSTDs for which it has demonstrated to the FOCA:

- the adequacy between the FSTD specifications and the related training programme;
- that all FFS used fulfill the certification requirements to allow the proper training and checking of the upset prevention and recovery training programmes, as published in the OMD chapter 2.1.23
- that the FSTDs used comply with the relevant requirements of Part-FCL;
- that the FFS adequately represents the relevant type of aircraft used by Edelweiss; and
- that Edelweiss has put in place a system to adequately monitor changes to the FSTD and to ensure that those changes do not affect the adequacy of the training programme.

For each FSTD used by Edelweiss, which is fulfilling the above requirements, Edelweiss will publish a List of Differences and addresses them through a briefing or training, as appropriate. A list of approved FSTD is published on the ATO-certificate and as Appendix to OM D List of Simulators used by Edelweiss.

(Ref: ORA.ATO.135)

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1.0.7 Aerodromes

For flight training on aircraft, EDW uses aerodromes that have the appropriate facilities and characteristics to allow training of the relevant manoeuvres with A320/A340.

The base aerodrome and any alternative base aerodromes at which flight training is being conducted should have at least the following facilities and should be on the Approved Airport List (AAL):

- at least one runway or final approach and take-off area (FATO) that allows to make a normal take-off or landing within the performance limits of the aircraft used for the training flights.
- a wind direction indicator that is visible at ground level from the ends of each runway or at the appropriate holding points;
- adequate runway electrical lighting if used for night training;
- an air traffic service.

(Ref: ORA.ATO.140)

1.0.8 Operating Sites of the ATO

1.0.8.1 ATO Administration and Class Rooms

	Floor	Room	Capacity Persons	Equipment
Location	Edelweiss Air The Circle 32 8058 Zürich-Flughafen			
Reception	6			Edelweiss Air Welcome Desk +41 43 456 50 00 welcomedesk@flyedelweiss.com
Class and Meeting Rooms	6	CPT	24	TV Screen White board Flip chart Audio, Video, Camera WiFi
		PUJ	24	
		LAS	16	
		MLE	14	
		HRG	8	

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	Floor	Room	Capacity Persons	Equipment
		LPA	8	
		SEZ	8	
		EDI	4	
		FAO	4	
		HER	4	
Copy Room	6			Kyocera color copier / scanner
Head of Training, CFI, CTKI (including Deputies)	6			Office and Meeting Rooms
Training Administration	6			

1.0.8.2 CRM and Medical Training, Instructor Meetings

	Floor	Room	Capacity Persons	Equipment
Location	Edelweiss Air The Circle 32 8058 Zürich-Flughafen			
Class Rooms for CRM and Medical Training	6	Refer to OM D ATO Administration and Class Rooms	24	TV Screen White board Flip chart Audio, Video, Camera WiFi EDW Medical Training Equipment

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1.0.8.3 FFS, IPT, ESET, CBT, RGC

	Floor	Room	Capacity Persons	Equipment
Location	Lufthansa Aviation Training, see OM D LAT Lufthansa Aviation Training (Switzerland)			

(Ref: ORA.ATO.105)

1.0.9 Edelweiss Learning Management System ILIAS

The Edelweiss learning management system (LMS) ILIAS is an efficient and powerful learning platform for computer-based trainings. A standardised and dynamic assessment and testing system is included. It is accessible by every Edelweiss employee and contains:

- CBTs for conversion courses and recurrent trainings
- Testing possibilities
- Effective Tracking of educational progress
- videos of educational character

1.1 Edelweiss ATO and AOC Training Structure

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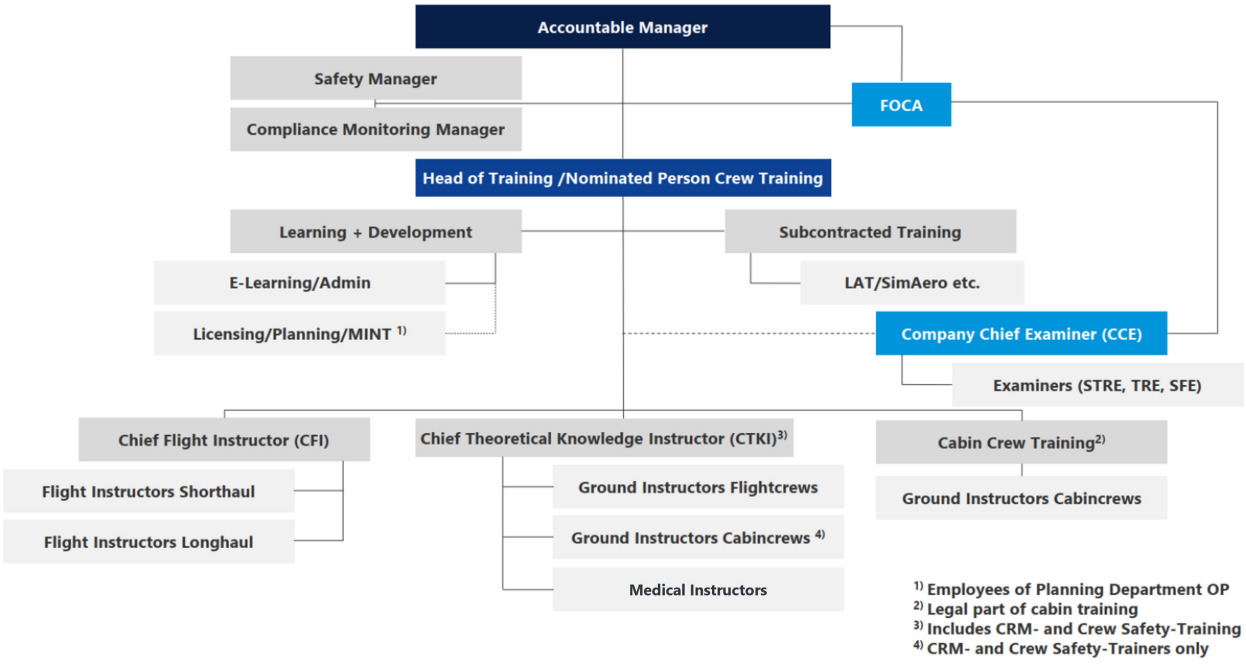

Accountable Manager, Head of Training, CFI, CTKI, CCI, Safety Manager and Compliance Monitoring Manager are also part of the ATO structure.

Dep	Function	Name	Form 4	Form 105	Deputy	Form 4	Form 105
O	Accountable Manager	David Birrer	✓	✓	Daniela Ceschi	✓	✓
OS	Safety Manager	Laurent Bobay	✓	✓	Tobias Maurer	✓	✓
OS Q	Compliance Monitoring Manager	Bruno Tobler	✓	✓	Reto Meier	✓	✓
OT	Nominated Person Crew Training	Florian Affolter	✓	n/a	Samuel Berger	✓	n/a
OT	Head of Training	Florian Affolter	n/a	✓	Samuel Berger	n/a	✓
OT	Chief flight instructor	Edouard Schmutz	n/a	✓	Pascal Charmillot	n/a	✓
OT	Chief theoretical knowledge instructor	Stephan Mayer	n/a	✓	Mike Toth	n/a	✓

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Dep	Function	Name	Form 4	Form 105	Deputy	Form 4	Form 105
OTK	Cabin Crew Training / CCI	Ben Paulert	n/a	n/a	n/a	n/a	n/a
OT	CRM-/ Security-/ DG-Training	Stephan Mayer	n/a	n/a	Mike Toth	n/a	n/a
OT	Crew Safety Training	Stephan Mayer	n/a	n/a	Mike Toth	n/a	n/a

1.1.1 ATO Reference

1.1.1.1 Reference OM Part A: General

Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Introduction into the Operations Manual	OM A General	General introduction to OM A
	OM D General	General introduction to combined OM D/TM
	OM D Training Manual and OM	Training manual and OM
A list and description of all volumes in the operations manual	OMM Manual Library	Manual library
Administration (function and management)	OMM Organisational Structure	Organigram Edelweiss
	OM A Names of Nominated Persons	Names of the nominated persons
	OM D Edelweiss ATO and AOC Training Structure	Edelweiss ATO and AOC training structure
Responsibilities (all management and administrative staff)	OM D Personnel Requirements, Duties and Responsibilities	Personnel requirements, duties and responsibilities
	OMM Key Management Personnel of the Accountable Manager Organisation - Duties, Responsibilities and Accountabilities	Duties, responsibilities and accountabilities

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
	OM A Responsibilities and Duties of Operation Management Personnel	Responsibilities and duties of operation management personnel
Student discipline and disciplinary action	OM D Student Discipline and Disciplinary Action	Procedure to be followed if disciplinary actions are required
	OMM Reporting Scheme	Reporting- and feedback-system
Approval or authorisation of flights	OM D Flight Training	Authorisation of flight training
Preparation of flying programme	OM D Flight Training	Method to plan and coordinate the flight training
Command of aircraft	OM A Designation of the Commander	Designation of the commander
	OM D Flight Training	Nomination of the CMD for flight training
Responsibilities of the CMD	OM A Authority, Duties and Responsibilities of the Commander	Authority, duties and responsibilities of the CMD
Carriage of passengers	OM A Non-Revenue Flights	Non-revenue Flights
	OM D Carriage of Passengers in Training Flights	Carriage of passengers in training flights
Aircraft documentation	CAME Use of Aircraft Continuing Airworthiness Record System and if applicable, Aircraft Technical Log (ATL) system, Aircraft Log System / MEL Application	Aircraft technical log utilisation and MEL application
	OM A Operator's Aeroplane Technical Log	Operator's aeroplane technical log
	OM A Documents used for the Preparation and Execution of a Flight	Documents used for the preparation and execution of a flight
	OM A List of Documents, Forms and Additional Information to be carried	List of documents, forms and additional information to be carried

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Retention of documents	OMM Record Keeping and Archiving	Record keeping
	OM A Control, Analysis and Storage of Records, Flight Documents and Additional Data	Control, analysis and storage of records, flight documents and additional data
	OM D Documentation Storage	Documentation storage
Flight crew qualification records (licences and ratings)	OM A Supervision of the Operations by Edelweiss Air	Supervision of the operations by Edelweiss Air
	OM D Procedures for Scheduling and Planning	Procedures for scheduling and planning
	OM D Documentation Storage	Documentation storage
List of instructors	MINT	Refer to MINT reports
Revalidation (medical certificates and ratings)	OM D Procedures for Scheduling and Planning	Procedures for scheduling and planning
	OM A Validity of Licences and Ratings	Revalidation of licences and ratings
	OM A Validity of medical certificate	Revalidation of medical certificate
Flight duty period and flight time limitations (flying instructors and students)	OM D Flight and Duty Time Limitations	Flight and duty time limitations
	OM A Flight Time Limitations	Flight time limitations
Rest periods (flight instructors and students)	OM D Flight and Duty Time Limitations	Flight and duty time limitations
	OM A Flight Time Limitations	Flight time limitations
Pilots' log books	OM A Flight time / block time	Flight time / block times
	OM A Recording of Flight time	Recording of flight time
	OM D Log book Entries	Log book entries (details for examiner entries in OM D Skill Test for Issue of an ATPL - OM D OPC

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
		Operator Proficiency Check)
Flight planning (general)	OM A Flight Preparation Instructions	Flight Preparation Instructions
	OM D Flight Training	Flight Training
Safety (general): equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc.	OMM Safety and Security Policy	Safety Policy Statement
	OM A Operating Procedures	Flight Procedures
	OM B A320 Survival and Emergency Equipment Including Oxygen OM B A340 Survival and Emergency Equipment Including Oxygen	Survival and Emergency Equipment Including Oxygen
	OM A Handling of Accidents and Occurrences	Handling of Accidents and Occurences

1.1.1.2 Reference OM Part B: Technical

Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Aicraft descriptive notes	OM B A320 General Information and Units of Measurement OM B A340 General Information and Units of Measurement	General information and units of measurement
	OM B A320 Limitations OM B A340 Limitations	Limitations
	OM B A320 Aeroplane Systems OM B A340 Aeroplane Systems	Aeroplane systems
Aircraft handling (including checklists, limitations, maintenance and technical logs, in accordance with relevant requirements, etc.)	OM B A320 Limitations OM B A340 Limitations	Limitations
	OM B A320 Normal Procedures OM B A340 Normal Procedures	Normal procedures
	OM B A320 Flight Planning	Flight planning

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
	OM B A340 Flight Planning	
	OM B A320 Mass and Balance OM B A340 Mass and Balance	Mass and balance
	OM B A320 Loading OM B A340 Loading	Loading
	OM B A320 FCOM OM B A340 FCOM	SOP
	OM A Operator's Aeroplane Technical Log	Operator's aeroplane technical log
Emergency procedures	OM B A320 Abnormal and Emergency Procedures OM B A340 Abnormal and Emergency Procedures	Abnormal and emergency procedures
	OM B A320 Survival and Emergency Equipment Including Oxygen OM B A340 Survival and Emergency Equipment Including Oxygen	Survival and emergency equipmenet including oxygen
	OM B A320 Emergency Evacuation Procedures OM B A340 Emergency Evacuation Procedures	Emergency evacuation procedures
	OM B A320 FCTM Tasksharing Rules and Communication OM B A340 FCTM Tasksharing Rules and Communication	Tasksharing rules and communication
	OM B A320 FCTM Handling of ECAM/QRH/OEB OM B A340 FCTM Handling of ECAM/QRH/OEB	Handling of ECAM QRH OEB
	OM A Structured Decision Making	Structured decision making (SPORDEC)

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Radio and radio navigation aids	OM B A320 Minimum Equipment List OM B A340 Minimum Equipment List	Minimum equipment list
	OM B A320 FCOM RMP OM B A340 FCOM RMP	Cockpit preperation / pedestal
	OM A Navigation Procedures	Navigation procedures
Allowable deficiencies (based on the master minimum equipment list (MMEL), if available)	OM B A320 Configuration Deviation List OM B A340 Configuration Deviation List	Configuration deviation list
	OM B A320 Minimum Equipment List OM B A340 Minimum Equipment List	Minimum equipment list
	OM A Use of the MEL and CDL	Use of the MEL and CDL

1.1.1.3 Reference OM Part C: Route

Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Performance (legislation, take-off, route, landing etc.)	OM C Lido Route Manual	Lido Route Manual / mPilot: charts of aerodrome, RAR
	OM A Flight Preparation Instructions	Flight preparation instructions
	OM A Application of Performance Calculation	Application of performance calculation
	OM A Application of Performance Calculation	Application of performance calculation
	OM B A320 Normal Procedures OM B A340 Normal Procedures	Normal procedures

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
	OM B A320 Performance OM B A340 Performance	Performance
	OM B A320 FCOM FMGS Data Insertion - Take Off Data Insertion (PERF Take Off Page) OM B A340 FCOM FMGS Data Insertion - Take Off Data Insertion (PERF Take Off Page)	Takeoff data insertion
	OM B A320 FCTM Landing Performance OM B A340 FCTM Landing Performance	EFB landing calculation
Flight planning (fuel, oil, minimum safe altitude, navigation equipment etc.)	OM C Lido Route Manual	Lido Route Manual / mPilot: charts of aerodrome
	OM C Appendix	Appendix
	OM B A320 Performance OM B A340 Performance	Performance
	OM B A320 Flight Planning OM B A340 Flight Planning	Flight planning
	OM B A320 Mass and Balance OM B A340 Mass and Balance	Mass and balance
	OM B A320 Loading OM B A340 Loading	Loading
	OM A Flight Preparation Instructions	Flight preparation instructions
	OM A Minimum Flight Altitudes	Minimum flight altitudes
	OM A Criteria and Responsibilities for Determining the Adequacy of Aerodromes	Criteria and responsibilities for determining the adequacy of aerodromes
	OM A Determination of the Quantities of Fuel and Oil Carried	Determination of the quantities of fuel and oild carried

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
	OM A ATS Flight Plan	ATS flight plan
	OM A Operational Flight Plan	Operational flight plan
Loading (load sheets, mass, balance and limitations)	OM B A320 Limitations OM B A340 Limitations	Limitations
	OM B A320 Mass and Balance OM B A340 Mass and Balance	Mass and balance
	OM B A320 Loading OM B A340 Loading	Loading
	OM B A320 FCOM Before Pushback/Start Clearance OM B A340 FCOM Before Pushback/Start Clearance	Loadsheet data insertion
	OM A Mass and Centre of Gravity	Mass and centre of gravity
Weather minima (flying instructors)	OM C Lido Route Manual	Lido Route Manual / mPilot
	OM A Methods and Responsibilities for Establishing Aerodrome Operating Minima	Methods and responsibilities for establishing aerodrome operating minima
	OM A En-Route Operating Minima for VFR Flights or VFR Portions of a Flight	En-route operating minima for VFR flights or VFR portions of a flight
	OM A Low Visibility Operations (LVO)	Low visibility operations (LVO)
Weather minima (students – at various stages of training)	OM A Weather Conditions	Weather conditions (non-revenue flights)
	OM D Flight Crew	Training syllabi and checking programmes
Training routes or areas	OM C Lido Route Manual	Lido Route Manual / mPilot:

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
		charts of aerodrome / Enroute Chart
	OM A Flight Preparation Instructions	Flight preparation instructions
	OM A Training Flights	Training flights

1.1.1.4 Reference OM Part D: Personnel Training

Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Appointments of persons responsible for standards/competence of flight personnel	OMM Key Management Personnel of the Accountable Manager Organisation - Duties, Responsibilities and Accountabilities	Duties, Responsibilities and Accountabilities
	OM A Responsibilities and Duties of Operation Management Personnel	Responsibilities and duties of operation management personnel
	OM A Supervision of the Operations by Edelweiss Air	Supervision of the operations by Edelweiss Air
	OM A Training, Checking and Supervision Personnel	Training, checking and supervision personnel
	OM D Organisation, Training and Checking Personnel	Organisation, Training and Checking Personnel
Initial training	OM D Flight Crew	Training Syllabi and Checking Programmes / Flight Crew
	OM D Training and Checking Personnel	Training and Checking Personnel
	OM D Management System Training	Management System Training
	OM D Procedures for Selection of New Personnel	Procedure for selection of new personnel

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Refresher training	OM D Flight Crew	Training Syllabi and Checking Programmes / Flight Crew
	OM D Instructor Refresher and Standardisation Training	Instructor refresher and standardisation training
Standardisation training	OM D Flight Crew	Training Syllabi and Checking Programmes / Flight Crew
	OM D Instructor Refresher and Standardisation Training	Instructor refresher and standardisation training
Proficiency checks	OM D Instructor Refresher and Standardisation Training	Instructor refresher and standardisation training / Contents / ICAP (Standardisation Training for Proficiency Checks)
	OM D Skill Test / LPC	Skill Test / LPC
	OM D Procedures for Checks and Examinations	Procedures for checks and examinations
Upgrading training	OM D Training and Checking Personnel	Training and Checking Personnel
	OM D Command (Upgrading) Course A320	Command (Upgrading) Course
ATO personnel standards evaluation	OM D ATO personnel Standards Evaluation	ATO personnel standards evaluation

1.1.1.5 Training Manual Part 1: The Training Plan

Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
The aim of the course	OM A Flight Crew	Qualification Requirements for Flight Crews
	OM D Flight Crew	Statement of what the student is expected to do as a result of the training,

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
		the level of performance, and the training constraints to be observed
Pre-entry requirements	PM 806 EH Cockpit Crew Assessment (OFR)	EH cockpit crew assessment
	OM A Prerequisites for Flight Crew	Prerequisites for flight crew
	OM D Prerequisites for Training	Prerequisites for training
	OM D Flight Crew	Training syllabi and checking programme
Credits for previous experience	OM D Flight Crew	Training syllabi and checking programme (According to the ATO certificate).
Training syllabi	OM D Flight Crew	Training syllabi (According to the ATO certificate).
The time scale and scale, in weeks, for each syllabus	OM D Flight Crew	Training syllabi and checking programme
	MINT Course planning tool	Day/Week course plan for each type of course
Training programme		
The general arrangements of daily and weekly programmes	PM 251 OT Courses for Pilots	OT Courses for Pilots “AA”
	OM D Procedures for Scheduling and Planning	Procedures for scheduling and planning
	MINT Course planning tool	Day/Week course plan for each type of course
Bad weather constraints	OM A Methods and Responsibilities for Establishing Aerodrome Operating Minima	Methods and responsibilities for establishing aerodrome operating minima
	OM A Training Flights	Training flights

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
	OM D Flight Training	Flight Training
Programme constraints in terms of maximum student training times	OM D Flight Crew	Maximum training time for classroom lessons
	OM D Flight and Duty Time Limitations	Flight and duty time limitations
	OM A Duty and Flight Time Limitations	Duty and flight time limitations
Restrictions in respect of duty periods for students	OM D Flight and Duty Time Limitations	Flight and duty time limitations
	OM A Duty and Flight Time Limitations	Duty and flight time limitations
Maximum flying hours in any day or night	OM D Flight and Duty Time Limitations	Flight and duty time limitations
	OM A Duty and Flight Time Limitations	Duty and flight time limitations
Maximum number of training flights in any day or night	OM D Flight and Duty Time Limitations	Flight and duty time limitations
	OM A Duty and Flight Time Limitations	Duty and flight time limitations
Minimum rest period between duty periods	OM D Flight and Duty Time Limitations	Flight and duty time limitations
	OM A Duty and Flight Time Limitations	Duty and flight time limitations
Training records		
Rules for security of records and documents	OMM Record Keeping and Archiving	Record keeping (general)
	OM D Flight Crew Records	Qualifications and Training records stored in People Doc.
Attendance records	OM D Attendance Records	Attendance records
	OM D Training Documents	Training documents

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
The form of training records to be kept	OMM Record Keeping and Archiving	Record keeping (general)
	OM D Documentation Storage	Documentation storage
	OM D Format of Training Record	Format of Training record
Persons responsible for checking records and students' log books	OM A Control, Analysis and Storage of Records, Flight Documents and Additional Data	Control, analysis and storage of records, flight documents and additional data
	OM D Continuous Improvement of Training and Checking Programmes	Continuous improvement of training and checking programmes
	OM D Verification of Training and Checking Documents	Verification of training and checking documents
	OM D Log Book Entries	Log book entries
The nature and frequency of record checks	OM D Continuous Improvement of Training and Checking Programmes	Continuous improvement of training and checking programmes
	OM D TRS for EDW Training Courses	TRS for EDW Training courses
Standardisation of entries in training records	OM D Training Documents	Training Documents
Rules concerning Log book entries	OM D Log book Entries	Log book entries
	OM A Recording of Flight Time	Record of Flight time
Safety training		
Individual responsibilities	OM B A320 Abnormal and Emergency Procedures OM B A340 Abnormal and Emergency Procedures	Abnormal and Emergency Procedures
	OM D Flight Crew	Training syllabi and checking programme
	OM D ESET (Flight Crew)	ESET Flight crew

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Essential exercises	OM D Flight Crew	Training syllabi and checking programme
Emergency drills (frequency)	OM D Flight Crew	Training syllabi and checking programme
	OM D ESET (Flight Crew)	ESET Flight crew
	OM D Training Structure and Training Content	Training structure and training content
Dual checks (frequency at various stages)	OM D Flight Crew	Training syllabi and checking programme (term equivalent to progress test/progress checks)
Assessments, tests and examinations		
Flying:		
Progress checks	OM D Flight Crew	Training syllabi and checking programme
Skill tests	OM D Conditions for Examination	Conditions for examination
Theoretical knowledge:		
Progress tests	OM D Knowledge Verification	Knowledge verification
Theoretical knowledge examinations	OM D Knowledge Verification	Knowledge verification
Authorisation for test	OMD Authorisation for Test and Completion of Conversion Course	Authorisation for test and completion of conversion course
Rules concerning refresher training before retest	OM D Procedures in Case of Failure	Procedures in case of failure
	OM D Waiting Times and Restrictions	Waiting times and restrictions *(ref. to OM A)*
Test and assessment reports and records	OM D EDW Qualification System	EDW qualfication system
	PM 253 OT Issue of Pilot Qualification & Supervision of Performance	OT issue of a pilot qualification

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Procedures for examination paper preparation, type of question and assessment, standard required for 'pass'	OM D Knowledge Verification	Knowledge verification
Procedure for question analysis and review and for raising replacement papers	OM D Knowledge Verification	Knowledge verification
Examination resit procedures	OM A Training and checking Events: Consequences in Case of Failure	Training and checking events: consequences in case of failure
	OM D Knowledge Verification	Knowledge verification
Training effectiveness		
Individual responsibilities	OM A Supervision of the operations by Edelweiss Air	Supervision of the operations by EDW
	OM D Personnel Requirements, Duties and Responsibilities	Personnel requirements, duties and responsibilities
General assessment	OM D License Proficiency Check	Procedures for monitoring compliance, training standards and training effectiveness
Liaison between departments	OM D Planning of Training	Planning of training
Identification of unsatisfactory progress (individual students)	OM D Unsatisfactory Performance	Unsatisfactory performance
	OM D Evaluation of Training Standards	Evaluation of training standards
	OM D Training Supervisor (TRS)	Training supervisor
Actions to correct unsatisfactory progress	OM D Procedures in Case of Failure	Procedures in case of failure
Procedure for changing instructors	OM D Procedures for Changing Instructors	Procedures for changing instructors

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Maximum number of instructor changes per student	OM D Procedures for Changing Instructors	Procedures for changing instructors
Internal feedback system for detecting training deficiencies	OM D Internal Feedback System for Detecting Training Deficiencies	Internal feedback system for detecting training deficiencies
	OM D Training Supervisor (TRS)	Training supervisor (individual)
	PM 255 OT Management Evaluation Analysis	OT management evaluation analysis (systemic)
	PM 260 OT Flight Crew Performance Improvement	OT flight crew performance improvement (systemic)
Procedure for suspending a student from training	PM 802 EH Employment Termination/Retirement/Dismissal	EH employment termination
	OM D Procedures in Case of Failure	Procedures in case of failure
Discipline	OM D Student Discipline and Disciplinary Action	Student discipline and disciplinary action
Reporting and documentation	OM A Qualification and Grading for Flight Crew	Qualification and grading for flight crew
	OM D EDW Qualification System	EDW qualification system
	OM D Documentation Procedures	Documentation procedures
Standards and level of performance at various stages		
Individual responsibilities	OMM Key Management Personnel of the Accountable Manager Organisation - Duties, Responsibilities and Accountabilities	General duties of management personnel
	OM D Personnel Requirements, Duties and Responsibilities	Personnel requirements, duties and responsibilities

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Standardisation	OM D Procedures for Monitoring of Compliance, Training Standards and Training Effectiveness	Procedures for monitoring compliance, training standards and training effectiveness
Standardisation requirements and procedure	OMM Management System Training	Management system training
	OM D Instructor Refresher and Standardisation Training	Instrucor refresher and standardization training
	OM D Standardisation Meeting for Training and Checking Personnel	Standardization meeting
	OM D Standards and Level of Performance of Instructors	Standards and level of performance for instructors
	OM D Recurrent Qualification Process	Recurrent qualification process for instrucors and examiners
Application of test criteria	OM D Procedures for Checks and Examinations	Procedures for checks and examinations
	OM D Flight Crew	Training syllabi and checking programmes

1.1.1.6 Training Manual Part 2: Briefing and Air Exercises

Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Air exercise	OM D Flight Training	Flight training
	OM A Training Flights	Training flight
Air exercise reference list	OM D Flight Training	Flight training
Course structure: Phase of training	OM D Flight Training	Flight training - training programme & lesson plans
Course structure: Integration of syllabi	OM D Flight Training	Flight training – training programm

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Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Student progress	OM D Training System	Training system
	OM D Flight Crew	Training syllabi and checking programmes
	OM D Knowledge Verification	Knowledge verification
Instructional methods	OM D Training System	Training System
	OM D Flight Crew	Training syllabi and checking programmes incl. lesson-plans
	OM D Classroom Instruction, Distance Learning and Self-Study Courses	Classroom instruction, distance leraning and self-study courses
Progress tests	OM D Knowledge Verification	Knowledge verification
Glossary of terms	OM D Abbreviations OM D Terms	Chapters: abbreviations, terms, defintions
	OT Training Hub	OT leitfaden für instruktoren
Appendices	OT Training Hub	List of simulators used by Edelweiss Air
	MINT	List of all instructors and training personnel
Progress test report forms	N/A	Included in normal progress process
Skill test report forms	N/A	FOCA Form 60.530
ATO certificates of experience, competence, etc.	OM D Manual Administration - OM D Contracted Activities	Introduction

1.1.1.7 Training Manual Part 3: Flight Training in an FSTD

Structure, content and sequence related to flight training in a flight synthetic training device (FSTD) is subject to the syllabus of a specific training course. Refer to the syllabus of the concerned training course.

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1.1.1.8 Training Manual Part 4: Theoretical Knowledge Instruction

Item	Edelweiss reference	Remarks to applicability, implementation and terminology used
Structure of the theoretical knowledge course	OM D Classroom Instruction, Distance Learning and Self-Study Courses	Classroom instruction, distance learning and self-study courses
Lesson plans	OM D Flight Crew	Training syllabi and checking programms
	OM D Lesson Plans	Lesson plans
Teaching materials	OM D Classroom Instruction, Distance Learning and Self-Study Courses	Classroom instruction, distance learning and self-study courses
	OM D Flight Crew	Training syllabi and checking programms
Student progress	OM D Authorisation for Test and Completion of Conversion Course	Authorisation for Test
	OM D Knowledge Verification	Knowledge verification
Progress testing	OM D Knowledge Verification	Knowledge verification
Review procedure	OM A Training and Checking Events: Consequences in Case of Failure	Consequence in case of failure
	OM D Procedures in Case of Failure	Procedure in case of failure

1.2 Subcontracted Training Facilities

1.2.1 General

For legal and EDW regulations concerning contracted training activities, refer to OM D Contracted activities

1.2.2 LAT Lufthansa Aviation Training (Switzerland)

LAT is a subcontracted training organisation providing:

for flight crew:

- Simulator Training Equipment

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- Emergency and Safety Equipment Training / Practical Training as part of the initial training
- Dangerous Goods Training as part of the Initial Training and the Recurrent Training, as described in § 2.3.2
- Parts of Security Training
- Parts of Conversion and Differences Training
- Parts of Recurrent and Refresher Training

for cabin crew:

- Emergency and Safety Equipment Training / Practical Training as part of the initial training
- Dangerous Goods Training as part of the Initial Training and the Recurrent Training, as described in § 2.3.2
- Parts of initial training course
- Parts of Security Training
- Parts of Conversion and Differences Training
- Parts of Recurrent and Refresher Training

1.2.2.1 LAT (Switzerland) FOCA Approval

CH.ATO.0112

1.2.2.2 LAT (Switzerland) Location

Lufthansa Aviation Training (Switzerland) AG

Cherstrasse 1

CH-8152 Opfikon

1.2.2.3 LAT (Switzerland) Flight Simulator Approval

The “List of Simulators used by Edelweiss Air” is published as a separate document and serves as an Appendix to OM D.

1.2.2.4 LAT (Switzerland) Training Personnel and Devices

By both:

- service level agreement with EDW and
- IOSA letter of conformity,

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LAT is obliged to fulfil all requirements according Air Crew, Air OPS CAT and IOSA concerning training material and training devices. LAT will engage only adequately licensed personnel for any training and checking performed on behalf of EDW.

LAT will only delegate instruction personnel which are up to date with the specific EDW procedures.

1.2.3 SIMAERO Paris CDG

SIM Aerotraining is a subcontracted training organisation providing:

for flight crew:

- Simulator Training Equipment for Conversion and Recurrent Training

1.2.3.1 SIMAERO DGAC Approval

FR.ATO.0011

1.2.3.2 SIMAERO Location

SIMAERO

Av. de la Demi-Lune CS 47069

95913 Roissy CDG France

Telephone: +33 130 119 245

E-Mail: simservices@sim.aero

1.2.3.3 SIMAERO Flight Simulator Approval

The “List of Simulators used by Edelweiss Air” is published as a separate document and serves as an Appendix to OM D.

1.2.3.4 SIMAERO Training Devices

By contract with EDW, SIMAERO is obliged to fulfil all applicable legal requirements according Part-FCL, OPS and IOSA concerning training material and training devices.

1.2.4 LAT Lufthansa Aviation Training (Germany)

Lufthansa Aviation Training is a subcontracted training organisation providing:

for flight crew:

- Simulator Training Equipment for Conversion and Recurrent Training

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1.2.4.1 LAT (Germany) LBA Approval

DE.ATO.001

1.2.4.2 LAT (Germany) Location

Berlin Lufthansa Aviation Training Berlin GmbH, Lufthansa Aviation Training Operations Germany GmbH Schützenstrasse 10 12526 Berlin Deutschland Telefon: +49 30 887557-00 E-Mail: info(at)lat.dlh.de	**Frankfurt** Lufthansa Aviation Training Germany GmbH Airportring, Tor 24, Gebäude 391 und 392 60549 Frankfurt/Main Deutschland Telefon: +49 69 696724-44 E-Mail: info(at)lat.dlh.de
Essen TFC Flugbetrieb und -technik Beratungsgesellschaft GmbH Rehmanns Hof 45 45257 Essen Deutschland E-Mail: info(at)lat.dlh.de	**München** Lufthansa Aviation Training Germany GmbH Lohstrasse 25a 85445 Oberding-Schwaig Deutschland Telefon: +49 89 97761-60 E-Mail: info(at)lat.dlh.de

1.2.4.3 LAT (Germany) Flight Simulator Approval

The “List of Simulators used by Edelweiss Air” is published as a separate document and serves as an Appendix to OM D.

1.2.4.4 LAT (Germany) Training Devices

By contract with EDW, Lufthansa Flight Training is obliged to fulfil all applicable legal requirements according Part-FCL, Air OPS CAT and IOSA concerning training material and training devices.

1.2.5 LAT Lufthansa Aviation Training (Austria)

1.2.5.1 General

Lufthansa Aviation Training is a subcontracted training organisation providing:

for flight crew:

- Simulator Training Equipment for Conversion and Recurrent Training

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1.2.5.2 LAT (Austria) FOCA Approval

AT.ATO.103

1.2.5.3 LAT (Austria) Location

Lufthansa Aviation Training Austria GmbH

Austrian Airlines Basis

1300 Flughafen Wien Österreich

Telefon: +43 51766-76613

E-Mail: info@lat.dlh.de

1.2.5.4 LAT (Austria) Flight Simulator Approval

The “List of Simulators used by Edelweiss Air” is published as a separate document and serves as an Appendix to OM D.

1.2.5.5 LAT (Austria) Training Devices

By contract with EDW, Lufthansa Aviation Training is obliged to fulfil all applicable legal requirements according Part-FCL, Air OPS CAT and IOSA concerning training material and training devices.

1.3 EDW Training and Checking Staff

1.3.1 List of assigned Functions

	Title	License Entry	FOCA Requirement
TKI	Theoretical Knowledge Instructor	NO	NO
TC	Training Commander	NO	Acceptance
SFI	Synthetic Flight Instructor	YES	Rating
TRI	Type Rating Instructor	YES	Rating
SFE	Synthetic Flight Examiner	YES	Authorisation
TRE	Type Rating Examiner	YES	Authorisation
CRMT	Crew Resource Management Trainer	NO	Acceptance
CCI	Cabin Crew Instructor	NO	Acceptance
LPL 4	Language Assessor	NO	Authorisation
DG	Dangerous Goods Instructor	NO	Acceptance

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	Title	License Entry	FOCA Requirement
SEC	Security Instructor	NO	Authorisation

1.3.2 Flight Crew Instructors and Examiners

There are 2 lists showing the EDW SFI, TRI, SFE, TRE and TC:

a. A320 instructors, TC and examiners;
b. A330/A340 instructors, TC and examiners.

Both lists are published in MINT, as an appendix to the OM D, accessible to all pilots and to the administrative EDW staff.

1.3.3 LPL 4 Language Assessors

The list of EDW LPL 4 language assessors is published in MINT, as an appendix to the OM D, accessible to all pilots and to the administrative EDW staff.

1.3.4 TK / DG / CRM / CEC / Medical / Security Instructors

Refer to MINT Report “Appendix 2 to OM D”

1.3.5 Cabin Crew Instructors

Refer to MINT Report “EFCC Liste” and “SC Liste”

1.3.6 Prerequisites, Requirements and Privileges

1.3.6.1 TRI

Refer to OM D Training and Checking Personnel

1.3.6.2 SFI

Refer to OM D Training and Checking Personnel

1.3.6.3 TC

Refer to OM D Training and Checking Personnel

1.3.6.4 Theoretical Knowledge Instructors

Refer to OM D Training and Checking Personnel

1.3.6.5 Examiners

Refer to OM D Training and Checking Personnel

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2 Training Syllabi and Checking Programmes

2.1 Flight Crew

General

All Edelweiss courses for flight crew include trainings of normal- and abnormal situations. Safety training is the skill acquisition for the handling of abnormal and emergency situations. Training details for abnormal and emergency procedures, practices and manoeuvers are to be found in individual session plans in the syllabus of the applicable training course. Before commencing a course, each student must fulfil the prerequisites and the experience requirements. During the course, all tests and checks need to be passed, as applicable to the syllabus and intended session, to complete a course or a part of it (in case of progress checks.) Refer to OM D Procedures.

The following responsibilities apply:

Head of Training Nominated Person Crew Training	Development and implementation of training courses, syllabi and session plans
Chief Flight Instructor	Standardisation and evaluation
Instructor	• Adherence to prescribed syllabi and associated session/ lesson plan • Vary repetitions/apply drills according to the student's needs

2.1.1 Operator's Conversion Course

Purpose:

The operator's conversion course (OCC) is held for flight crews prior to them being assigned to duties in line operations. The OCC training shall ensure familiarity with:

- Duties and responsibilities;
- Relevant state regulations;
- Authorized operations;
- Relevant sections of the OM

Passing an OCC is required:

- for all pilots joining Edelweiss Air;

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Purpose:

- The training may serve as advanced phase training in co-operation with LAT GmbH (DE.ATO.001), applicable to students having completed an intermediate phase of the MPL training course.

Course subjects:

The following subjects will be covered:

- Ground training and checking including aeroplane systems
- Normal procedures, which include flight planning, ground handling and flight operations, including performance, mass and balance, fuel schemes, selection of alternates, and ground de-icing/anti-icing
- Abnormal procedures and emergency (including pilot incapacitation)
- Safety equipment training and checking which must be completed before aeroplane training commences
- Review of relevant samples of accident/incident and occurrences to increase awareness of the occurrences that are relevant for the intended operation
- Aeroplane/flight simulator training and checking
- LIFUS and line check.

The conversion course will be conducted in the order set out above.

- Elements of CRM will be integrated and conducted by suitably qualified personnel.
- When a flight crew member has not previously completed an operator's conversion course, in addition to the above subjects, the flight crew member undergoes general first aid training and, if applicable, ditching procedures training using the equipment in water.

Prerequisites:

- Direct entry pilots: Respective Type Rating (Part-FCL License) and previous operator experience on the respective type(s).
- Pilots completing the Lufthansa Aviation Training GmbH (DE.ATO.001) MPL training program including required aircraft landing training and completing the respective MPL / A320 type rating skill test.
- Other pilots: see OM D Conversion Course A320.

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Standard of Performance:

At the end of line flying under supervision the respective crew member shall be able to perform a safe and efficient flight conducted within the tasks of his crew member station as specified in OM A Flight Crew ("Standard of Performance").

Footprint Operator's conversion course

Overview and Summary:

Subjects:	Operator Conversion Course
Phases:	Phase 1: Training parts legally required Phase 2: Training parts not legally required
Tests:	According to individual phase requirements
Duration:	Legally required part: 161:50 h Not leagally required part: 17:00 h
Trainer:	TKI with corresponding approval
Record of attendance:	MINT sign-off function, ILIAS

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1.1	**Welcome "Day"** • Management System • CEO introduction • Safety Management System	Classroom OM D Management System Training G3X.Welcome_Day	08:30
1.2	**Company Intro OT** • Duties and responsibilities • Relevant state regulations • Authorised operations • Training in the Operations Manual Relevant sections of the OM • Elementary maintenance procedures in accordance with Commission Regulation (EU) No 1321/2014	Classroom G3X.Comp_Intro_OT	01:30

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Phase	Course content and subjects	Materials / References	Time
	• Pilot-in-command/commander responsibilities		
1.3	**Licence Control**	Classroom	00:30
1.4	**DE CMD Responsibility Training**[1] • Familiarisation according ORO.FC.205 by OC and OT for direct entry CMD in the subject of CMD responsibility and leadership. • OC: Application of leadership principles in EDW operations • OT: Summary of leadership basics as instructed in the CMD course • OT: Decision making tools as instructed in the CMD course. [1] only required for DE-CMD	Classroom OM D CMD Responsibility Training G3X.CMD_Resp_Training	04:00
1.5	**EFB & MPilot & Lido RM & AMM** • Give the trainees a good knowldege about the use of the electronic flight bags • Distribute & set up Ipad • Overview of the system architecture • Human–machine interface • Initial ground EFB checking with oral questionnaire	Classroom OM D EFB and mPilot Training G3X.EFB_MPilot	02:00
1.6	**Route and Area Competence Training** [2] if OCC followed directly by LH-Operations time increase by 01:25	Classroom / WBT OM D Route and Area Competence Training G3X_Area and Route Competence	01:20[2]
1.7	**Aerodrome Competence Training**	Classroom or WBT OM D Aerodrome Competence Training	00:40

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Phase	Course content and subjects	Materials / References	Time
		G3X. Aerodrome Competence	
1.8	**Technical Instruction** • Aircraft technical documentation • (QRH, FCOM, FCTM, AFM Training, use of ELB) • MEL • Maintenance programme, troubleshooting workflow • Fleet specific: ◦ Preflight check (PFC) ◦ Technical differences	Classroom / WBT OM D PFC Training G3X.Technical_Instruction	12:30
1.9	**MEL Training Programme[3]** [3] included in Technical Instruction 1.8	Classroom	
1.10	**Airbus Manuals Training4** [4] included in Technical Instruction 1.8	Classroom OM D PFC Training G3X.Technical_Instruction	
1.11	**Training in normal, abnormal and emergency procedures and maneuvers** • Training and an evaluation in aircraft systems and limitations, to include a demonstration of competence in the operation of aircraft systems • Review and Explanation of normal, abnormal and emergency • QRH normal, abnormal and emergency • Fuel planning • Procedures and maneuvers. • Pilot Monitoring, Pilot Flying, flight crew division of duties (task sharing) • Positive transfer of aircraft control • Consistent checklist philosophy	Classroom / WBT G3X.SOP	06:00

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Phase	Course content and subjects	Materials / References	Time
	• Emphasis on a prioritization of tasks (e.g. “aviate, navigate, communicate”) • Proper use of all levels of flight automation • Flight preparations for inexperienced FOs		
1.12	**Performance Mass & Balance**[5] • Weight/mass and balance • Takeoff, climb, cruise, approach and landing performance • Obstacle clearance • Fuel planning • Diversion planning • Effect of inoperative or missing components (MEL/CDL) • Engine-out driftdown • The trainees will do a M&B and Performance calculation with help of the LPC within 90 minutes on their own [5] if not conducted during typre-rating	Classroom / WBT OM D Performance, Mass and Balance Training G32.PMB G34.PMB	A320 06:00 A340 06:00
1.13	**Initial Operator’s CRM Training**[6] • Is a combined training in classroom (12:00) and SIM (06:00) [6] not required for DE/RE-Pilots with same type of operation	Classroom / SIM OM D Initial operator's CRM Training G3X.Initial_CRM	18:00
1.14	**CRM Operator conversion course when changing an Operator**	Classroom OM D Conversion Course CRM Training G3X.OCC_CRM	04:00
1.15	**Security Training** • Air Crew Security • Security Test 30 minutes	EDW Classroom OM D Initial Security Training for Crew	06:00

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Phase	Course content and subjects	Materials / References	Time
		Members (Common Training) G3X.Initial-Security	
1.16	**Emergency and Safety Equipment Training** • Initial ESET Training is delivered in a face to face context and outsourced to LAT as part of their respective course • Use of emergency and safety equipment required to be on board the aircraft • Emergency evacuation and coordination among flight crew members and, as applicable, cabin crew members and/or supernumeraries required for the safety of operations • Ditching[7] [7] if not previously completed	Classroom LAT Training devices OM D ESET (Flight Crew) Lessonplan by LAT	04:30
1.17	**Initial Dangerous Goods Training** • DG CBTA	Classroom Scenario based training OM D Syllabus and Lessonplan: Flight Crew and FOO Initial Dangerous Goods Training	06:30
1.18	**General first aid training[8]** [8] if not previously completed	WBT OM D Flight Crew - General First Aid Training G3X.Gen_First_Aid	01:00
1.19	**Fatigue Risk Management**	WBT	01:00

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Phase	Course content and subjects	Materials / References	Time
		OM D Training for Fatigue Risk Management (FRM) G3X.Initial_FRMT	
1.20	**Psychoactive Substances**	WBT OM D Training on Misuse of Psychoactive Substances G3X.Initial_Psych_Sub	00:30
1.21	**Human Trafficking**	WBT G3X.Human_Trafficking	00:45
1.22	**Low Visibility Operation LVO**	Classroom / WBT OM D Low Visibility Operations Training and Checking G3X.LVO	03:00
1.23	**Aircraft Upset Prevention and Recovery Training UPRT**	WBT OM D Aircraft Upset Prevention and Recovery Training G3X.UPRT	01:00
1.24	**Special Operations** • PBN, Introduction, System Orientation, Normal Operation, Abnormal Operation • RVSM, Introduction & Genral, System Orientation, Normal Operation, Abnormal Operation • North Pole, Orientation, Geography • Narrow RWY OPS	WBT OM D RVSM and RNP Training OM D FANS Equipment Training G3X.Special_Operations	04:50

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Phase	Course content and subjects	Materials / References	Time
	• Long range navigation, OTS, EROPS[9] • [9] required if OCC followed directly by LH-Operations	OM D Long Range Navigation, OTS, EROPS Training	
1.25	**Adverse Weather Operations** • WBT Basic Meteo • WBT Cold Weather Operation • Global Reporting Format GRF • In-flight check of the landing distance at time of arrival - aeroplanes & reporting on runway breaking action • Use of Runway condition reports RCR vs. GRF	WBT OM D Adverse Weather Operations G3X.Adverse_WX	04:00
1.26	**Volcanic Ash** • Normal and abnormal operating procedures • Pre-flight planning; • In-flight monitoring of volcanic ash cloud affected areas and avoidance procedures; • Diversion; • Communications with ATC; • In-flight monitoring of engine and systems potentially affected by volcanic ash cloud contamination; • Recognition and detection of volcanic ash clouds and reporting procedures; • In-flight indications of a volcanic ash cloud encounter; • Procedures to be followed if a volcanic ash cloud is encountered; • Unreliable or erroneous airspeed; • Non-normal procedures for engines and systems potentially affected by volcanic ash cloud contamination; • Engine-out and engine relight; • Escape routes • Operations to/from aerodromes/operating sites contaminated with volcanic ash.	WBT OM D Adverse Weather Operations G3X.Volcanic_Ash	01:00

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Phase	Course content and subjects	Materials / References	Time
1.27	**Airbus Taxi Procedures**	WBT	01:00
1.28	**Pilot Incapacitation**	WBT	00:15
1.29	**Differences and Familiarisation Training**	Classroom / WBT OM D Differences Training, Familiarisation, Equipment and Procedure Training G32.DIFF G34.DIFF	A320 03:00 A340 01:00
1.30	**Airbus Technical WBT[10]** [10] If not already conducted during type-rating. Times may be reduced for DE-pilots	WBT	52:00
1.31	**System Knowledge Q&A and Test[11]** • Q&A out of Technical WBT 03:30 • Test 03:00 • Trainee demonstrate skills and knowledge in an adequate level for operating the aircraft at or above the standards stipulated in the training syllabus [11] If not already conducted during type-rating. Times may be reduced for DE-pilots	Classroom G3X.Q&A	06:30

OCC Training parts which are not legally required

Phase	Course content and subjects	Materials / References	Time
2.1	**OC Introduction**	Classroom	01:00
2.2	**Flight Data Monitoring**	Classroom	01:00

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Phase	Course content and subjects	Materials / References	Time
2.3	**COSMOS & CP & CCI**	Classroom	02:00
2.4	**Crew Planning & FTL**	Classroom	02:00
2.5	**Uniform & Appearance**	Classroom	00:30
2.6	**Aeropers**	Classroom	00:45
2.7	**Photoshooting** **Cosmos Group Photoshooting**	Classroom	01:30
2.8	**Visit OCC & Crew Control**	Visit	01:00
2.9	**iPad - Distribution & Log-In Check** **iPad – Introduction**	Classroom	03:00
2.10	**Introduction to ILIAS**	Classroom	00:30
2.11	**Introduction to IQSMS**	Classroom	01:00
2.12	**HR Introduction**	Classroom	00:45
2.13	**Introduction to Fleetchief/ Teamleader**	Classroom	01:00
2.14	**Edelweiss Data Protection Training for Crews**	WBT	01:00

Phases	Training Module	Operator Conversion	Ref
Aeroplane / Simulator	Aeroplane Systems and Limitations	X	OM D Aeroplane Systems and Limitations Training
	CRM Training	X	OM D CRM Training
	Adverse Weather Operations	X	OM D Adverse Weather Operations
	GPWS (CFIT) Escape Manoeuvre	X	OM D GPWS Escape Manoeuvre Training
	Low Visibility Operations	X X X	OM D Low Visibility Operations Training and Checking OM D TCAS Procedure Training

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	TCAS Escape Manoeuvre Special Airport Qualification RVSM and RNP EROPS (N/A for A320) Seat-specific Qualification (PIC only) UPRT	X X X X	OM D Route and Area Competence Training OM D RVSM and RNP Training OM D Long Range Navigation, OTS, EROPS Training OM D Training to operate in either Pilot's Seat OM D Aircraft Upset Prevention and Recovery Training
	Pilot incapacitation (practical training)	X	OM D Pilot Incapacitation Training
	Preflight Check (PFC) + Procedures	X	OM D PFC Training
	LOS / LOFT (company requirement)	X	OM D LOS / LOFT Training
	LPC + OPC	X	OM D OPC; OM D Skill Test / LPC
LIFUS	Line Flying Under Supervision	X	OM D LIFUS
	Route and Airport Qualification	X	OM D Route and Area Competence Training
	Special Airport Qualification	X	
	Line Check	X	OM D Line Check

The sequence of training shall be conducted in the phases shown in the above table.

Overview Operator Conversion Course

Ground training and checking[1]		**EDW class room**	**5 days**
Emergency and safety equipment training and checking		LAT	1 day
Direct entry pilots	Training in a FSTD, which includes line oriented flight training (LOFT)	FFS	3 hours
	LPC + OPC according to OM D OPC + OM D Skill Test / LPC	FFS	3 hours
Other pilots:	see OM D Conversion Course A320		

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LIFUS + Line check		Aircraft	See OM D LIFUS
Direct entry CMD	Command responsibility training. See OM D CMD Responsibility Training	EDW class room	4 hours

[1] The maximum training time of classroom lessons is 8:30 h per workday.

Operator's Conversion Course and Type Rating Course may be combined.

2.1.2 Conversion Course A320

2.1.2.1 General

General:

The programme integrates mandatory and relevant specifications according to:

- Operational Suitability Data – Flight Crew for the A320 family (A318/A319/A320/A321) established in accordance with Commission Regulation (EU) No 748/2012 (Part 21) as amended by Commission Regulation (EU) No 69/2014 of 27 Jan 2014. The second issue includes the results of the evaluation of the A321neo
- PBN Commission Regulation 2016/539
- TCAS Pilot Training Doc 9863
- UPRT NPA 2015-13 Appendix 9, AMC 1 ORO FC 220&230

Aim of the course:

The aim of this course is for the flight crew member to obtain the A320 type rating according to EASA Part FCL.725.

Pre-entry requirements:

- Demonstrate a level of proficiency in the English language to ensure effective communication during the performance of duties.

Prerequisites for copilots joining Edelweiss:

- All requirements according OM A Copilot.
- Provide a confirmation of an advanced UPRT Course.

Prerequisites for commanders joining Edelweiss:

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Pre-entry requirements:

- All requirements according OM A Commander.

Prerequisites when conducting ZFTT:

- All requirements according to OM D Zero Flight Time Training.

Credits for previous experience:

Not applicable. See pre-entry requirements.

Standard of performance:

At the end of LIFUS, the respective crew member shall be able to operate the aircraft in a safe and efficient manner regarding the tasks of his crew member station as specified in OM A Standard of performance.

Crew Composition:

The "A320" Conversion Course is developed for both standard and non-standard crew-compositions.

Standard:	CMD & F/O
Non-standard:	CMD & CMD or F/O & F/O

Training Devices:

All approved training devices are listed on the "List of simulators used by EDW", published on YONDER.

Summary:

Subjects:	Technical, operational, and type-specific topics concerning the A320.
Phases:	This type rating training course is conducted in a traditional form, including theoretical followed by practical training. The course consists of the following training elements:

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1. Theoretical training and checking including both WBT lectures and classroom lessons
2. Practical training sessions on flat panel trainers (FPT)
3. Practical training and checking sessions in the full flight simulator (FFS)
4. Flighttraining, Line Flying under supervision (LIFUS) and Final Linecheck on A320 aircraft

Tests:

- ILIAS Theoretical knowledge examination:
  - ILIAS Test OCC A320 Technical Knowledge
  - ILIAS Test OCC A320 Performance, Mass & Balance
- Progress Checks
- Skilltest (FFS)
- Final Linecheck following LIFUS

Duration:	Theoretical training & checking (inc. briefing)	102:45 h
	Practical training FPT & FFS	87:00 h
	Flighttraining	acc. to OM D 2.1.31
	LIFUS	acc. to OM D 2.1.36
	Final Linecheck	acc. to OM D 2.1.37
Trainer:	EDW Flight Crew Instructor (TKI, SFI, TRI, TRE)	
Record of attendance:	Completion of each training session has to be properly documented. MINT sign-off function, Training record, BAZL Form 60.530 for Skill Test, ILIAS records	

Course Overview:

Theoretical Training & Checking

A part of the theoretical training is performed using a CBT/WBT program. Additionally, a course introduction and several classroom lessons with the assistance of an instructor are provided.

The theoretical training will cover all systems modules as given by the manufacturer, as well as some specific training topics as RVSM, PBN, and UPRT. Procedures are not specifically trained, as they are part of the practical training.

The applicant for a type rating shall pass a theoretical knowledge examination to demonstrate the level of theoretical knowledge required for the safe operation of the A320. The theoretical knowledge examination is conducted on the Edelweiss LMS and supervised

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Course Overview:

by a TKI. It comprises at least 100 multiple-choice questions distributed appropriately across the main subjects of the syllabus.

Subject	Method	Time	Total
WBT Self-Study	WBT	8 x 6:30 h	52:00 h
System knowledge / Q&A lesson	CLT	1 x 6:30 h	06:30 h
Theoretical knowledge examination	CLT	1 x 3:00 h	03:00 h
Performance, Mass and Balance	CLT	1 x 8:30 h	08:30 h
		Total classroom:	**70:00 h**
FPT briefing time	CLT	8 x 1:30 h	12:00 h
FFS briefing time	CLT	13 x 1.30 h 1 x 1:15 h	19:30 h 01:15 h
		Total briefing:	**32:45 h**
		Grand total:	**102:45 h**

Practical Training & Checking (FPT and FFS)

The FPT sessions are used to become familiar with the differences in aircraft systems, to train the different standard operating procedures (SOPs) and abnormal procedures.

The FFS sessions are conducted using the motion system of the training device. Thus, all pilots get accustomed to the aeroplane's real and full behaviour. A good mixture of manual flying and automated flying within and beyond the aeroplane's routine flight envelope ensures getting used to the handling characteristics of the A320 Family.

Various 3D and 2D approaches give the pilots the chance to get used to the flying characteristics of the A320 Family and train the technical and operational sequence of required actions. From the very beginning of the training, several visual circuits will enhance the pilot's manoeuvring capabilities and enhance landing and go-around skills Proper crew coordination and efficient CRM behaviour are essential throughout the type rating training phase. Single CRM elements and associated behaviour markers will be highlighted by the instructor during each session's briefing and debriefing.

Subject	Method	Time	Total
FPT sessions – normal	FPT	4 x 04:00 h	16:00 h
FFS sessions – normal	FFS	4 x 04:00 h	16:00 h
FPT sessions – abnormal	FPT	4 x 04:00 h	16:00 h

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Subject	Method	Time	Total
FFS sessions – abnormal	FFS	6 x 04:00 h	24:00 h

Total normal & abnormal operation: **72:00 h**

FFS session – AWO	FFS	1 x 04:00 h	04:00 h
FFS session – LOFT	FFS	1 x 04:00 h	04:00 h
FFS session – Skill Test	FFS	1 x 04:00 h (1 TN 03:30 h)	04:00 h
FFS session – Landing Training/ZFTT/UPRT (TRI CMD only)	FFS	1 x 03:00 h	03:00h

Total training & checking simulator: **15:00 h**

Grand total: **87:00 h**

Practical Training & Checking (Aircraft)

During light training, the trainee shall be able to conduct stabilized approaches followed by well controlled smooth landings. Trainees shall demonstrate proficiency in all respects while handling the aircraft during the circuit training.

- Land the aircraft safely and with reasonable smoothness.
- Maintain control at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt.
- Be proficient to perform safe flight operations well within all limits Be ready for LIFUS.

During LIFUS, trainees will develop their competencies in order to act as as regular F/O in daily line operation. LIFUS is divided into three phases:

- Safe operation of the aeroplane
- Operational management
- Consolidation

Only when the successful outcome is not in doubt, trainees will be admitted for a Final Linecheck, which marks the end of their A320 training.

Subject	Method	Time	Total
Flighttraining/ZFTT	Aircraft/SIM	n/a	Acc. to OM D Flight Training Acc. to OM

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Subject	Method	Time	Total
			D Zero Flight Time Training
LIFUS	Aircraft	n/a	50 Sectors
Final Linecheck	Aircraft	n/a	4 Sectors

2.1.2.2 Syllabus: Conversion Course A320 Theoretical training and checking

The ground course takes place in the following locations:

- Edelweiss Classroom for all lessons
- LAT facilities for ESET
- EDW Classroom or home study for CBT

All exams are taken under supervision in an Edelweiss Classroom.

In addition to the listed presentations, all ground course modules refer to the applicable Airbus documentation (FCOM, FCTM. QRH, FS+) and Company manuals (OM A, CSPM, SOP, Operational Documentation).

Phase / Session	Course content and subjects	Materials / References	Time
1.1	**WBT Self-Study** • ACFT General / Lights / Water and Waste • EIS – EFIS • Autoflight • EIS-ECAM • Pneumatic • Air Conditioning • Pressurization • Ventilation • APU • Recorder • Electrical • Navigation • Hydraulic • Flight Controls • Landing Gear • Fuel • Communication • Powerplant	G32.CBT OMD 2.1.10 OMD 2.1.12 OMD 2.1.15 OMD 2.1.23.4 EDW ILIAS	**52:00 h**

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Phase / Session	Course content and subjects	Materials / References	Time
	• Fire Protection • Doors / Oxygen • Cabin Presentation • A32F differences and modifications (in accordance with the operator) and Airbus DR • Performance / Mass & Balance • RVSM • PBN • UPRT • TCAS		
1.2	**System knowledge / Q&A lesson** This course intents to increase technical knowledge by highlighting the most important systems (including fleet/operator-specific differences), clarify open issues and provide a basis for the development of "resilience knowledge". • The course consists of the following modules: • System knowledge • Differences training • Q&A	G32.QA	**06:30 h**
1.3	**Theoretical knowledge examination** Supervised examination comprising at least 100 multiple-choice questions distributed appropriately across the main subjects of the syllabus.	G32.CBT OMD 2.1.10 EDW ILIAS	**03:00 h**
1.4	**Performance, Mass and Balance** The following topics will be covered: • Accelerate/stop distance • Takeoff run and distance available • Influence of ground temperature, pressure altitude, slope, wind • Maximum load and maximum mass • Minimum climb gradient after engine failure; service ceiling	G32.PMB OMD 2.1.11 EDW ILIAS	**08:30 h**

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Phase / Session	Course content and subjects	Materials / References	Time
	• Influence of snow, slush, moisture and standing water on the runway • Possible engine failure during cruise flight • Use of anti-icing systems • Speeds at reduced thrust, V_1, V_R, V_2 • Safe approach speed V_{REF}, with respect to VMCA and turbulent conditions • Effects of excessive approach speed and abnormal (high, low) glideslope with respect to the landing distance • Minimum climb gradient during approach and landing • Limiting values for a go-around with minimum fuel • Effects of failures of the antiskid system and/or thrust reverser and/or spoilers on takeoff and landing distances • How to use the documents and graphs		

2.1.2.3 Syllabus: Conversion Course A320 FPT Training – Normal operation

Phase / Session	Course content and subjects	Materials / References	Time
2.1	**FPT Session 1** • Preliminary Cockpit Preparation / Cockpit Preparation • Before Start / Engine Start / After Start • Taxi / Before Takeoff • Takeoff	FPT 1 PPT	B: 01:30 h **S: 04:00 h**
2.2	**FPT Session 2** • Transit Cockpit Preparation • Before Start / Engine Start / After Start • Taxi / Before Takeoff / Takeoff • Climb / Cruise / Descent • FMGS Functions • A/THR Logic	FPT 2 PPT	B: 01:30 h **S: 04:00 h**

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Phase / Session	Course content and subjects	Materials / References	Time
	• Mode Reversions		
2.3	**FPT Session 3** • Transit Cockpit Preparation • Before Start / Engine Start / After Start • Taxi / Before Takeoff / Takeoff • Climb / Cruise / Descent (Descent Preparation) • 3D ILS Approach using LOC G/S Guidance • 3D Approach using FINAL APP Guidance • After Landing / Parking / Securing the Aircraft	FPT 3 PPT	B: 01:30 h **S: 04:00 h**
2.4	**FPT Session 4 (Progress check)** • Supplementary Procedure Engine Start • Engine Start with External Pneumatic Power / Crossbleed Engine Start • 2D Approach using FPA Guidance • Go-Around • Ground Speed Mini	FPT 4 PPT	B: 01:30 h **S: 04:00 h**

2.1.2.4 Syllabus Conversion Course A320 FFS Training - Normal operation

Phase / Session	Course content and subjects	Materials / References	Time
3.1	**FFS Session 1** • Cockpit Familiarization • FMGS Preparation • After Start / Taxi / Before Takeoff • Takeoff / Climb • Basic Flying exercises • Airwork • Manoeuvres at minimum Speed • Steep Turns • Manoeuvres at High Level • Descent • Visual Approach	FFS 1 PPT	B: 01:30 h **S: 04:00 h**

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Phase / Ses-sion	Course content and subjects	Materials / References	Time
	• Go-Around • Demo: • Reaction to Thrust Change • Aircraft Reaction to Gust and Turbulence • DIR LAW introduction		
3.2	**FFS Session 2** • Cockpit Preparation • Before Start / Engine Start / After Start • Taxi / Before Takeoff / Takeoff / Climb • Cruise: • A/P & F/D Disconnection and Engagement • A/THR Logic • Demonstration of Normal Law Protections • Descent • 3D ILS Approach Raw Data • Go-Around • Visual Approach • Landing • Taxi / Parking	FFS 2 PPT	B: 01:30 h **S: 04:00 h**
3.3	**FFS Session 3** • Transit Cockpit Preparation • Before Start / Engine Start / After Start • Taxi - RWY Change • RNP 1 SID: Track keeping Accuracy / Degradation of Navigation Performance • TCAS RA • 3D Approach using FINAL APP Guidance • Discontinued Approach • 3D ILS Approach Raw Data • 2D Approach using FPA Guidance • Go-Around • Rejected Landing • Visual Circuit • Crosswind Operation (takeoff and landing) • LOSS OF BRAKING	FFS 3 PPT	B: 01:30 h **S: 04:00 h**

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Phase / Session	Course content and subjects	Materials / References	Time
3.4	**FFS Session 4 (Progress check)** • Transit Cockpit Preparation • Before Start / Engine Start / After Start • Taxi / Before Takeoff / Takeoff • Failures during RNP 1 SID • Demo of Speed Protection • TCAS RA • Holding pattern • EGPWS / GPWS • 3D ILS approach • G/S Intercept from Above • 2D RNP approach • Takeoff / landing on a contaminated RWY • Windshear • 180° Turn on RWY • A/THR Fault • LOSS OF BRAKING	FFS 4 PPT	B: 01:30 h **S: 04:00 h**

2.1.2.5 Syllabus: Conversion Course A320 FPT Training - Abnormal operation

Phase / Session	Course content and subjects	Materials / References	Time
2.5	**FPT Session 5** • Supplementary Procedure Engine Start • Engine Start Valve Manual Operation • ECAM • Advisory Conditions • ECAM Management • F/CTL FLAPS LOCKED • Smoke Demonstration (AVIONIC SMOKE)	FPT 5 PPT	B: 01:30 h **S: 04:00 h**
2.6	**FPT Session 6** • Supplementary Procedure Engine Start • Manual Engine Start after IGN FAULT	FPT 6 PPT	B: 01:30 h

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Phase / Ses-sion	Course content and subjects	Materials / References	Time
	• Dual Hydraulic Failure G&Y • Emergency Descent • EIS Failure • Demo of DC ESS BUS FAULT • ELEC EMER CONFIG • Fuel Leak		**S: 04:00 h**
2.7	**FPT Session 7** • DEMO: T/O Config Warning • ENG Fail • Engine relight in flight • ENG FADEC Fault • ENG FIRE • Holding (Overweight) • DEMO: L/G not downlocked • Go-around OEI overweight • Cruise ENG Fail standard strategy • Cruise ENG OIL LO PR obstacle strategy • FWS SDAC 1+2 Fault • FWS FWC 1+2 Fault	FPT 7 PPT	B: 01:30 h **S: 04:00 h**
2.8	**FPT Session 8 (Progress check)** • APU AUTO SHUT DOWN • Crossbleed Engine Start • Engine Failure during RF leg • Engine Relight • Emergency Descent • ENG FIRE • OEI Approaches using FPA Guidance • ILS approach including RNP 1 transition • Engine Failure during RF Leg during APP • DEMO: BUSS and Backup Navigation	FPT 8 PPT	B: 01:30 h **S: 04:00 h**

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2.1.2.6 Syllabus: Conversion Course A320 FFS Training - Abnormal operation

Phase / Ses-sion	Course content and subjects	Materials / References	Time
3.5	**FFS Session 5** • OEI • Engine Out Familiarization • Engine Failure during Takeoff • Engine Failure during Cruise Flight • ECAM Handling • Approach and Landing • Go-Around • Engine Relight in Flight • Engine Failure on Final • RTO • Overweight Landing • 3D ILS APP • 3D / 2D RNP APP	FFS 5 PPT	B: 01:30 h **S: 04:00 h**
3.6	**FFS Session 6** • Incapacitation • ELEC DC ESS BUS FAULT • ELEC EMER CONFIG • AUTO FLT FCU 1+2 FAULT • NAV IR 2+3 / 1+3 FAULT • TCAS • FGMC Fault • FCU Fault • RTO / EMER EVAC	FFS 6 PPT	B: 01:30 h **S: 04:00 h**
3.7	**FFS Session 7** • Unreliable Speed Indication • NAV RA 1+2 Fault • Emergency Descent • Incapacitation • RTO / EMER EVAC • DEMO of Low Energy Warning	FFS 7 PPT	B: 01:30 h **S: 04:00 h**

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Phase / Ses-sion	Course content and subjects	Materials / References	Time
3.8	**FFS Session 8** • Tailpipe Fire • Slats / Flaps Malfunctions • Dual Hydraulic Failure: • HYD G+Y SYS LO PR • HYD G+B SYS LO PR • ENG FIRE • TCAS • ILS Approach in DIR LAW • Mechanical Backup	FFS 8 PPT	B: 01:30 h **S: 04:00 h**
3.9	**FFS Session 9** • Smoke • Air Conditioning Smoke • Cargo Smoke • Avionic Smoke • EMER EVAC • ENG FIRE • ENG FAIL • RNP Approach including transition • Engine Failure on RF Leg • Overweight Landing	FFS 9 PPT	B: 01:30 h **S: 04:00 h**
3.10	**FFS Session 10 (Progress check)** • UPRT • Stall Prevention / Recovery • TCAS High Level • Circling Approach • ALL ENG FAIL	FFS 10 PPT	B: 01:30 h **S: 04:00 h**
3.11	**FFS Session 11** • All weather operation • Low visibility procedures	FFS 11 PPT	B: 01:30 h **S: 04:00 h**

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Phase / Ses-sion	Course content and subjects	Materials / References	Time
3.12	**FFS Session 12** • LOFT with failures affecting: • HYD system • F/CTL system • Engines	FFS 12 PPT	B: 01:30 h **S: 04:00 h**
3.13	**FFS Session 13** • Skilltest in accordance with Part-FCL. Programme of Day 1 of the current EBT mudule shall be used.	FFS 13 PPT	B: 01:15 h **S: 04:00 h**
3.14	**FFS Session 14** • Landing Training/ZFTT/UPRT	FFS 14 PPT	B: 01:30 h **S: 03:00 h**

2.1.2.7 Syllabus: Conversion Course A320 Aicraft training

Phase / Ses-sion	Course content and subjects	Materials / References	Time
4.1	**Flighttraining** • According to OM D 2.1.31	F32.FT OM D 2.1.31 PPT	n/a
4.2	**LIFUS** • According to OM D 2.1.36	Leitfaden OM D 2.1.36	n/a
4.3	**Final Linecheck** • According to OMD 2.1.37	OM D 2.1.37	n/a

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2.1.2.8 Revalidation of multi-engine type rating

For revalidation of multi-engine type ratings, the applicant shall:

1. pass a proficiency check in accordance with Appendix 9 to Part-FCL in an FSTD representing that type, within the 3 months immediately preceding the expiry date of the rating; and

2. complete during the period of validity of the rating, at least
   - 10 route sectors as pilot of the relevant class or type of aeroplane; or
   - 1 route sector as pilot of the relevant class or type of aeroplane or FFS, flown with an examiner. This route sector may be flown during the proficiency check.

A pilot who has passed the operators proficiency check combined with the proficiency check for the revalidation of the type rating shall be exempted from complying with the requirement in (2).

2.1.3 Cross Crew Conversion Course A330 - A340

2.1.3.1 General

General:

The programme is structured according to the:

- Airbus “A340 Operational Suitability Data (OSD) Flight Crew”
- Airbus “Difference Requirement Tables for Cross Crew Qualification to A340 Flight Crew”
- Airbus “A340 Family Difference Requirement Tables and TASE Flight Crew”
- Airbus “Upset Prevention and Recovery Training DR Table”

All Airbus documentation shows the term “Cross Crew Qualification Course (CCQC A330-A340)” for this conversion course.

The course, including theoretical knowledge, shall be completed within 6 months preceding the skill test.

Aim of the course:

The aim of the course is for the crew member to obtain the A340 Part-FCL type rating qualification according EASA Part FCL.725.

Pre-entry requirements:

- Hold a valid type rating A330 with 3 months and 150 hours of A330 experience (minimum prerequisite according OSD A340).

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Pre-entry requirements:

- Edelweiss stipulates further prerequisites according OM A Operation on more than one type.

Prerequisites for ZFTT on A340 (defined by Edelweiss and by FCL.730.A):

- 500 hours flight time or 100 route sectors on Airbus FBW aircraft if a flight simulator qualified to level DG or D is used during the course.
- The flight simulator to be used shall be user approved for ZFTT by the FOCA.

Edelweiss will ensure that the student prerequisites are met before starting the conversion course. The type rating will be restricted to Edelweiss until LIFUS has been accomplished.

Credits for previous experience:

Not applicable. See pre-entry requirements.

Standard of performance:

At the end of LIFUS, the respective crew member shall be able to operate the aircraft in a safe and efficient manner regarding the tasks of his crew member station as specified in OM A Standard of Performance.

Crew Composition:

The course is developed for both standard and non-standard crew-compositions.

Standard: CMD & F/O

Non-standard: CMD & CMD or F/O & F/O

Training devices:

All approved training devices are listed on the Training List of Simulators used by Edelweiss, published on YONDER.

Overview and Summary:

Subjects:	Technical, operational, and type-specific topics concerning the A340
Phases:	This type rating training course is conducted in a traditional form, including theoretical followed by practical training. The course consists of the following training elements:

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	1. Theoretical training and checking including both WBT lectures and classroom lessons 2. Practical training sessions on flat panel trainers (FPT) 3. Practical training and checking sessions in the full flight simulator (FFS) 4. Line Flying under supervision (LIFUS) and Final Line Check on the A340 aircraft
Tests:	• ILIAS Theoretical Knowledge examination: ◦ ILIAS Test CCQC A340 Technical Knowledge (80 Questions) ◦ ILIAS Test CCQC A340 Performance, Mass & Balance (20 Questions) • Skill Test (FFS) • Final Line Check following LIFUS
Duration:	Theoretical training and checking: 39:00 h (6 days) Practical training FPT & FFS • Briefing: 08:15 h • FPT & FFS: 24:30 h LIFUS refer to OM D Recurrent Training and Checking. Final line check refer to OM D ESET (Flight Crew).
Trainer:	Edelweiss Flight Crew Instructor (TKI, SFI, TRI, TRE during Skill test)
Record of attendance:	Completion of each training session has to be properly documented. MINT sign-off function, Training record, BAZL Form 60.530 for Skill Test, ILIAS records

2.1.3.2 Syllabus: CCQC A330 - A340 Ground Course

Syllabus: Theoretical Knowledge

The ground course takes place in the following locations:

- Edelweiss Classroom for all lessons
- LAT facilities for ESET
- EDW Classroom or home study for WBT

All exams are taken under supervision in an Edelweiss Classroom.

Total Ground Course Time: 39 hours – 6 days

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Syllabus: Theoretical Knowledge

In addition to the listed presentations, all ground course modules refer to the applicable Airbus documentation (FCOM, FCTM. QRH, FS+) and company manuals (OM A, CSPM, SOP, Operational Documentation).

Phase	Course content and subjects	Materials / References	Time
1.1	**Course introduction**		**01:00**
	• Introduction and administration	G34.OT	01:00
1.2	**Technical characteristics**		**16:00**
	• Aeroplane systems and limitations (ref. OM D Aeroplane Systems and Limitations Training)	G34.ILIAS.CBT	05:30
	• Performance, mass and balance (ref. OM D Performance, Mass and Balance Training)	G34.MB.PF	05:00
	• ESET, emergency equipment (ref. OM D ESET (Flight Crew))	G34.ESET	02:30
	• Technical Differences (ref. OM D Differences Training, Familiarisation, Equipment and Procedure Training)	WBT Technical Instruction	02:00
	• PFC (ref. OM D Technical Instruction)	WBT PFC	01:00
1.3	**Operational characteristics**		**17:00**
	• Adverse weather operations (ref. OM D Adverse Weather Operations)	n/a	
	• Low visibility operations (ref. OM D Low Visibility Operations Training and Checking)	n/a	
	• LH Flight Planning + Dispatch	G34.ERO	02:30
	• EROPS, OTS, HLA, RNP, Route Ops	G3X.RouteOPS	02:30
	• Route Competency	WBT Route Competency	04:00
	• Aerodrome cat B+C competency training (if required) (ref. OM D Route and Area Competence Training)	SIM Briefing	
	• FANS WBT	G32.FANS	01:00

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Phase	Course content and subjects	Materials / References	Time
	• LH Medical Instruction • UPRT (ref. OM D Aircraft Upset Prevention and Recovery Training) / Ref. *OSD App.5* • CRM (ref. OM D CRM Training)	G34.Medical.LH IIAS WBT/SIM G34.CRM	02:30 01:00 03:30
1.4	**Theoretical knowledge examination** • Theoretical examination of aircraft systems and limitations in classroom • M&B, performance test • ESET test in ILIAS	 EDW ILIAS Classroom EDW ILIAS	**05:00** 03:00 01:00 01:00

2.1.3.3 Syllabus: CCQC A330 - A340 FPT Training

Syllabus: FPT Training - Refer to lesson plans in Annex for detailed guidance

Total FPT Training time: 4 hours FPT (briefing is implemented during the session)
All FPT sessions refer to SOP, OM A, Airbus documentation (FCOM, FCTM, QRH, FS+) and Edelweiss operational documentation.

Phase	Course content and subjects	Materials / Devices	Time
FPT 1	• Differences to A330 in technical and operational aspects	CCQC A330/340 Session I34.N1 PPT I34.N1	04:00 SIM

2.1.3.4 Syllabus: CCQC A330 - A340 FSTD Training

Syllabus: FSTD Training - Refer to lesson plans in Annex for detailed guidance

Total FSTD Training time: 08:15 hours briefing + 20:30 hours FSTD

All FSTD sessions refer to SOP, OM A, Airbus documentation (FCOM, FCTM, QRH, FS+) and Edelweiss operational documentation.

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Phase	Course content and subjects	Materials / Devices	Time
FFS 1	• Manual flying / Visual circuits • Stall recovery • Non-standard configurations for T/O • T/O rotation technique / Tail strike risk • Fuel leak / Split valves / X-feed • Fuel jettison • Engine failure at V1 at MTOW • OEI precision approaches at MLW • Landing / Risk of tail strike • Use of thrust reversers / Lever interlock • Simulator – Aeroplane differences	CCQC A330/340 Session S34.F1 PPT S34.F1	02:00 Brief. + 04:00 SIM
FFS 2	• RTO / Immediate return for landing • Overweight landing • On ground EMER / EVAC • All engines failure • 2-eng inop. T/O, Appr, G/A, landing • Engine failure on final	CCQC A330/340 Session S34.F2 PPT S34.F2	02:00 Brief. + 04:00 SIM
FFS 3	• Operation in area of high terrain • Engine failures in cruise (OEI, TEI) • Decompression, emergency descent • Underspeed / oeverspeed (prevention and recovery) • Smoke, Fumes, Avionics smoke • ELEC Emergency configuration	CCQC A330/340 Session S34.F3 PPT S34.F3	02:00 Brief. + 04:00 SIM
ST	Skill test in accordance with Part FCL Low visibility procedures integrated into Skill Test acc. to OM D LVO Flight Crew Competence	CCQC A330/340 Session EBT Day 1 PPT ST/EBT Day 1	01:15 Brief. + 04:30 SIM
ZFTT / UPRT	At least 6 landings, up to proficiency UPRT Stall recovery	CCQC A330/340 Session ZFTT-UPRT	01:30 Brief. +

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Phase	Course content and subjects	Materials / Devices	Time
	UPRT Upset nose high/low	PPT ZFT PPT UPRT (Ref. OSD App.5 – DR Tables)	04:00 SIM

2.1.3.5 Syllabus: CCQC A330 - A340 LIFUS Training

Phase	Course content and subjects	Materials / References	Time
LIFUS	According to OM D LIFUS	Leitfaden OM D CRP (Cruise Relief Pilot) Training	n/a
Line Check	According to OM D Line Check	OM D Line Check	n/a

2.1.4 Cross Crew Conversion Course A340 - A320

2.1.4.1 General

General:

The programme integrates mandatory and relevant specifications according to:

- Airbus “A320 Operational Suitability Data (OSD) Flight Crew”
- Airbus “Difference Requirement Tables for Cross Crew Qualification to A320 Flight Crew”
- Airbus “A320 Family Difference Requirement Tables and TASE Flight Crew”
- Airbus “Upset Prevention and Recovery Training DR Table”

All Airbus documentation shows the term “Cross Crew Qualification Course (CCQC A340/A320)” for this conversion course.

The course, including theoretical knowledge, shall be completed within 6 months preceding the skill test

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Aim of the course:

The aim of the course is for the crew member to obtain the A320 type rating qualification according EASA Part FCL.725

Pre-entry requirements:

- Hold a valid type rating A340 with 3 months and 150 hours of A340 experience (minimum prerequisite according OSD A320).
- Edelweiss stipulates further prerequisites according OM A Operation on more than one type.

Prerequisites for ZFTT on A320 (defined by Edelweiss and by FCL.730.A):

- 500 hours flight time or 100 route sectors on Airbus FBW aircraft if a flight simulator qualified to level DG or D is used during the course.
- The flight simulator to be used shall be user approved for ZFTT by the FOCA.

Edelweiss will ensure that the student prerequisites are met before starting the conversion course. The type rating will be restricted to Edelweiss until LIFUS has been accomplished.

Credits for previous experience:

Not applicable. See pre-entry requirements.

Standard of performance:

At the end of LIFUS, the respective crew member shall be able to operate the aircraft in a safe and efficient manner regarding the tasks of his crew member station as specified in OM A Standard of performance.

Crew Composition:

The course is developed for both standard and non-standard crew-compositions.

Standard:	CMD & F/O
Non-standard:	CMD & CMD or F/O & F/O

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Training Devices:

All approved training devices are listed on the "List of simulators used by EDW", published on YONDER.

Overview and Summary:

Subjects:	Technical, operational, and type-specific topics concerning the A320
Phases:	This type rating training course is conducted in a traditional form, including theoretical followed by practical training. The course consists of the following training elements: 1. Theoretical training and checking including both WBT lectures and classroom lessons 2. Practical training sessions on flat panel trainers (FPT) 3. Practical training and checking sessions in the full flight simulator (FFS) 4. Line Flying under supervision (LIFUS) and Final Linecheck on A320 aircraft
Tests:	• ILIAS Theoretical Knowledge examination: ◦ ILIAS Test CCQC A320 Technical Knowledge (80 Questions) ◦ ILIAS Test CCQC A320 Performance, Mass & Balance (20 Questions) • Skill Test (FFS) • Final line check following LIFUS
Duration:	Theoretical training & checking (inc. briefing) — 60:50 h Practical training FPT & FFS — 32:00 h LIFUS — acc. to OM D LIFUS Final Linecheck — acc. to OM D Line Check
Trainer:	EDW Flight Crew Instructor (TKI, SFI, TRI, TRE)
Record of attendance:	Completion of each training session has to be properly documented. MINT sign-off function, Training record, BAZL Form 60.530 for

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Skill Test, ILIAS records

2.1.4.2 Syllabus: CCQC A340-A320 Theoretical training and checking

The ground course takes place in the following locations:

- Edelweiss Classroom for all lessons
- LAT facilities for ESET
- EDW Classroom or home study for CBT

All exams are taken under supervision in an Edelweiss Classroom.

In addition to the listed presentations, all ground course modules refer to the applicable Airbus documentation (FCOM, FCTM. QRH, FS+) and Company manuals (OM A, CSPM, SOP, Operational Documentation).

Phase / Session	Course content and subjects	Materials / References	Time
1.1	**Course introduction**		**01:00**
	• Introduction and administration	G32.OT	01:00
1.2	**Technical characteristics**		**39:20**
	• Aeroplane systems and limitations (ref. OM D Aeroplane Systems and Limitations Training)	G32.ILIAS.CBT	28:00
	• Performance, mass and balance (ref. OM D Performance, Mass and Balance Training)	G32.PMB	05:30
	• ESET, emergency equipment (ref. OM D ESET (Flight Crew))	G32.ESET	03:50
	• Technical differences WBT	WBT	01:00
	• PFC	WBT	01:00
1.3	**Operational characteristics**		**05:00**
	• Adverse weather operations (ref. OM D Adverse Weather Operations)	n/a	
	• Low visibility operations (ref. OM D Low Visibility Operations Training and Checking)	SIM Briefing	
	• RVSM and RNP (ref. OM D RVSM and RNP Training)	n/a	

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Phase / Session	Course content and subjects	Materials / References	Time
	• Aerodrome cat B+C competence training (if required) (ref. OM D Route and Area Competence Training) • FANS WBT • UPRT (ref. OM D Aircraft Upset Prevention and Recovery Training) / Ref. *OSD App.5* • CRM (ref. OM D CRM Training)	SIM Briefing G32.FANS SIM Briefing G32.CRM	 01:00 04:00
1.4	**Theoretical knowledge examination** • Theoretical examination of aircraft systems and limitations in classroom • Performance, mass and balance test	 EDW ILIAS Classroom	**03:30** 03:00 00:30

2.1.4.3 Syllabus: CCQC A340-A320 FPT Training - Normal and abnormal operation

Total FPT Training time: 3 hours briefing + 8 hours FPT

All FPT sessions refer to SOP, OM A, Airbus documentation (FCOM, FCTM, QRH, FS+) and Edelweiss operational documentation. Refer to lesson plans in Annex for detailed guidance.

Phase / Session	Course content and subjects	Material / Devices	Time
2.1	**FPT Session 1** • Normal operation • Dual hydraulic malfunctions • 3D ILS approaches, 3D RNAV approaches, 2D RNAV approaches • Go-arounds	CCQC A340/320 Session FPT 1 PPT FPT 1	B: 01:30 h **S: 04:00 h**
2.2	**FPT Session 2** • Normal operation	CCQC A340/320 Session FPT	B: 01:30 h

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Phase / Session	Course content and subjects	Material / Devices	Time
	• Fuel malfunctions, smoke, emergency descent, emergency landing after dual engine failure • TCAS • 2D VOR approaches • Go-arounds	2 PPT FPT 2	**S: 04:00 h**

2.1.4.4 Syllabus: CCQC A340-A320 FFS Training – Normal and abnormal operation

Total FSTD Training time: 9 hours briefing + 24 hours FFS

All FFS sessions refer to SOP, OM A, Airbus documentation (FCOM, FCTM, QRH, FS+) and Edelweiss operational documentation.

Phase / Session	Course content and subjects	Material / Devices	Time
3.1	**FFS Session 1** • Fuel malfunctions, indication/recording malfunctions, FMGC malfunctions • Windshear • 3D ILS approaches, 2D NDB approaches, circling approaches • LVO Approaches • Visual patterns • 180° turn on the runway	CCQC A340/320 Session FFS 1 PPT FFS 1	B: 01:30 h **S: 04:00 h**
3.2	**FFS Session 2** • Flight control malfunctions, dual hydraulic malfunctions, navigation malfunctions • Rejected take-off, emergency evacuation • 3D ILS approaches	CCQC A340/320 Session FFS 2 PPT FFS 2	B: 01:30 h **S: 04:00 h**
3.3	**FFS Session 3** • Engine failures • Emergency descent, electrical malfunctions, navigation malfunctions, smoke	CCQC A340/320 Session FFS	B: 01:30 h

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Phase / Ses-sion	Course content and subjects	Material / Devices	Time
	• TCAS • 2D NDB approaches • Go-arounds	3 PPT FFS 3	**S: 04:00 h**
3.4	**FFS Session 4** • LOFT incorporating CRM elements	CCQC A340/320 S32.F3C PPT FFS S32.F3C	B: 01:30 h **S: 04:00 h**
3.5	**FFS Session Skill Test** Skill test in accordance with Part FCL • Low visibility procedures integrated into Skill Test acc. to 2.1.16.1	CCQC A340/320 Session EBT Day1 PPT ST	B: 01:30 h **S: 04:00 h**
3.6	**FFS Session ZFTT/UPRT** • At least 6 landings, up to proficiency • UPRT Stall recovery • UPRT Upset nose high/low	CCQC A340/320 Session A3X.ZFTT-UPRT PPT S32.ZF PPT UPRT (Ref. OSD App.5 – DR Tables)	B: 01:30 h **S: 04:00 h**

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2.1.4.5 Syllabus: CCQC A340-A320 Aircraft Training

Phase / Session	Course content and subjects	Materials / References	Time
4.2	**LIFUS** • According to OM D 2.1.36	Leitfaden OM D 2.1.36	n/a
4.3	**Final Linecheck** • According to OM D 2.1.37	OM D 2.1.37	n/a

2.1.5 Cross Crew Conversion Course A320 - A340

2.1.5.1 General

General:

The programme is structured according to the:

- Airbus “A340 Operational Suitability Data (OSD) Flight Crew”
- Airbus “Difference Requirement Tables for Cross Crew Qualification to A340 Flight Crew”
- Airbus “A340 Family Difference Requirement Tables and TASE Flight Crew”
- Airbus “Upset Prevention and Recovery Training DR Table”

All Airbus documentation shows the term “Cross Crew Qualification Course (CCQC A320-A340)” for this conversion course.

The course, including theoretical knowledge, shall be completed within 6 months preceding the skill test.

Aim of the course:

The aim of the course is for the crew member to obtain the A340 Part-FCL type rating qualification according EASA Part FCL.725.

Pre-entry requirements:

- Hold a valid type rating A320 with 3 months and 150 hours of A320 experience (minimum prerequisite according OSD A340).

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Pre-entry requirements:

- Edelweiss stipulates further prerequisites according OM A Operation on more than one type.

Prerequisites for ZFTT on A340 (defined by Edelweiss and by FCL.730.A):

- 500 hours flight time or 100 route sectors on Airbus FBW aircraft if a flight simulator qualified to level DG or D is used during the course.
- The flight simulator to be used shall be user approved for ZFTT by the FOCA.

Edelweiss will ensure that the student prerequisites are met before starting the conversion course. The type rating will be restricted to Edelweiss until LIFUS has been accomplished.

Credits for previous experience:

Not applicable. See pre-entry requirements.

Standard of performance:

At the end of LIFUS, the respective crew member shall be able to operate the aircraft in a safe and efficient manner regarding the tasks of his crew member station as specified in OM A Standard of Performance.

Crew Composition:

The course is developed for both standard and non-standard crew-compositions.

Standard: CMD & F/O

Non-standard: CMD & CMD or F/O & F/O

Training devices:

All approved training devices are listed on the Training List of Simulators used by Edelweiss, published on YONDER.

Overview and Summary:

Subjects:	Technical, operational, and type-specific topics concerning the A340
Phases:	This type rating training course is conducted in a traditional form, including theoretical followed by practical training. The course consists of the following training elements:

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	1. Theoretical training and checking including both WBT lectures and classroom lessons 2. Practical training sessions on flat panel trainers (FPT) 3. Practical training and checking sessions in the full flight simulator (FFS) 4. Line Flying under supervision (LIFUS) and Final Line Check on the A340 aircraft
Tests:	• ILIAS Theoretical Knowledge examination: ◦ ILIAS Test CCQC A340 Technical Knowledge (80 Questions) ◦ ILIAS Test CCQC A340 Performance, Mass & Balance (20 Questions) • Skill Test (FFS) • Final Line Check following LIFUS
Duration:	Theoretical training and checking: 62:00 h (8 days) Practical training FPT & FFS • Briefing: 14:15 h • FPT & FFS: 40:00 h LIFUS refer to OM D Recurrent Training and Checking. Final line check refer to OM D ESET (Flight Crew).
Trainer:	Edelweiss Flight Crew Instructor (TKI, SFI, TRI, TRE during Skill test)
Record of attendance:	Completion of each training session has to be properly documented. MINT sign-off function, Training record, BAZL Form 60.530 for Skill Test, ILIAS records

2.1.5.2 Syllabus: CCQC A320 - A340 Ground Course

Syllabus: Theoretical Knowledge

The ground course takes place in the following locations:

- Edelweiss Classroom for all lessons
- LAT facilities for ESET
- EDW Classroom or home study for CBT

All exams are taken under supervision in an Edelweiss Classroom.

Total Ground Course Time: 66:30 h

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Syllabus: Theoretical Knowledge

In addition to the listed presentations, all ground course modules refer to the applicable Airbus documentation (FCOM, FCTM. QRH, FS+) and Company manuals (OM A, CSPM, SOP, Operational Documentation).

Phase	Course content and subjects	Materials / References	Time
1.1	**Course Introduction**		**01:00**
	• Introduction and administration	G34.OT	01:00
1.2	**Technical Characteristics**		**42:30**
	• Aeroplane systems and limitations (ref. OM D Aeroplane Systems and Limitations Training)	G34.ILIAS.CBT	28:00
	• Performance, mass and balance (ref. OM D Performance, Mass and Balance Training)	G34.PMB	05:30
	• ESET, emergency equipment (ref. OM D ESET (Flight Crew))	G34.ESET (LAT)	05:00
	• Technical Differences (ref. OM D Differences Training, Familiarisation, Equipment and Procedure Training)	G34.DIFF	01:00
	• PFC (ref. OM D Technical Instruction)	G34.TI	03:00
1.3	**Operational Characteristics**		**18:30**
	• Adverse weather operations (ref. OM D Adverse Weather Operations)	n/a	
	• Low visibility operations (ref. OM D Low Visibility Operations Training and Checking)	n/a	
	• LH Flight Planning + Dispatch	G34.ERO	04:00
	• EROPS, OTS, HLA, RNP, Route Ops	G34.RouteOPS incl. WBT Route Competency	02:30 04:00
	• Aerodrome competency training (if required at SIM) (ref. OM D Training Contents)	Aerodromes - SIM Briefing	
	• FANS (ref. OM D FANS Equipment Training)	G34.ILIAS.CBT	01:30
	• LH medical instruction	G34.Medical.LH	02:30

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Phase	Course content and subjects	Materials / References	Time
	• CRM (ref. OM D CRM Training)	G34.CRM	04:00
1.4	**Theoretical Knowledge Examination**		**04:30**
	• Theoretical examination of aircraft systems and limitations in classroom	EDW ILIAS	03:00
	• M&B, performance test	Classroom	00:30
	• ESET test in ILIAS	EDW ILIAS	01:00

2.1.5.3 Syllabus: CCQC A320 - A340 FPT Training

Syllabus: FPT Training - Refer to session plans in Annex for detailed guidance

Total FPT Training time: 3 hours briefing + 8 hours FPT
All FPT sessions refer to SOP, OM A, Airbus documentation (FCOM, FCTM, QRH, FS+) and Edelweiss operational documentation.

Phase	Course content and subjects	Materials / Devices	Time
FPT 1	• Cockpit familiarisation • SOPs • ECAM handling • Autopilot malfunctions • Navigation malfunctions • EIS malfunctions • Fuel malfunctions • Smoke • ILS and RNP approaches • Go-around	CCQC A320/340 Session FPT 1 PPT FPT 1	01:30 Brief. + 04:00 SIM
FPT 2	• Hydraulic malfunctions • Emergency descent • Engine failure in cruise • All engines failure • ILS and RNP approaches • Go-around	CCQC A320/340 Session FPT 2 PPT FPT 2	01:30 Brief. + 04:00 SIM

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2.1.5.4 Syllabus: CCQC A320 - A340 FSTD Training

Syllabus: FSTD Training - Refer to session plans in Annex for detailed guidance

Total FSTD Training time: 11:15 hours briefing + 32:30 hours FSTD

All FSTD sessions refer to SOP, OM A, Airbus documentation (FCOM, FCTM, QRH, FS+) and Edelweiss operational documentation.

Phase	Course content and subjects	Materials / Devices	Time
FFS 1	• Manual engine start • Flight control laws • Fuel malfunctions • EIS malfunctions • Navigation malfunctions • ILS approaches • Visual circuits • Rejected/baulked landing • Crosswind landing • 180° turn on runway • Windshear recovery	CCQC A320/340 Session FFS 1 PPT FFS 1	01:30 Brief. + 04:00 SIM
FFS 2	• Engine failure and relight • Engine fire • Flap/slat malfunctions • All engines failure • OEI approaches • OEI go-around • ILS and RNP approaches • RTO • Emergency evacuation • Engine failure on final	CCQC A320/340 Session FFS 2 PPT FFS 2	01:30 Brief. + 04:00 SIM
FFS 3	• Takeoff and landing with crosswind • Takeoff with MTOW • TCAS • Flight control malfunctions • Hydraulic malfunctions • Navigation malfunctions • Electrical malfunctions • Windshear recovery • ILS, non-precision, and circling approaches	CCQC A320/340 Session FFS 3 PPT FFS 3	01:30 Brief. + 04:00 SIM

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Phase	Course content and subjects	Materials / Devices	Time
	• Visual circuits		
FFS 4	• TEI • Operations in NAT HLA • Engine failure in cruise • Emergency descent • TEI go-around • ILS, RNP, and visual approaches	CCQC A320/340 Session FFS 4 PPT FFS 4	01:30 Brief. + 04:00 SIM
LOFT 1	• LVO • Engine failures • TEI • Fire • Unreliable Speed / BUSS	CCQC A320/340 Session LOFT 1 PPT FFS LOFT 1	01:30 Brief. + 04:00 SIM
LOFT 2	• TEI • Decompression • Smoke • Electrical malfunctions	CCQC A320/340 Session LOFT 2 PPT FFS LOFT 2	01:30 Brief. + 04:00 SIM
ST	Skill test in accordance with Part FCL Low visibility procedures integrated into Skill Test acc. to OM D LVO Flight Crew Competence	CCQC A340/320 Session EBT Day1 PPT ST/EBT Day 1	01:15 Brief. + 04:30 SIM
ZFTT / UPRT	At least 6 landings, up to proficiency UPRT Stall recovery UPRT Upset nose high/low	CCQC A320/340 Session ZFTT-UPRT PPT ZFT PPT UPRT (Ref. OSD App.5 – DR Tables)	01:00 Brief. + 04:00 SIM

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2.1.5.5 Syllabus: CCQC A320 - A340 LIFUS Training

Phase	Course content and subjects	Materials / References	Time
LIFUS	According to OM D LIFUS	Leitfaden OM D CRP (Cruise Relief Pilot) Training	n/a
Line Check	According to OM D Line Check	OM D Line Check	n/a

2.1.6 Command (Upgrading) Course A320

General:

The Edelweiss command course includes at least the following elements:

- training in an FSTD, which includes line oriented flight training (LOFT) and/or flight training
- the operator proficiency check, operating as commander
- command responsibilities training
- line training as commander under supervision
- completion of a line check as commander and demonstration of adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used
- crew resource management training

Aim of the course:

Standard of Performance

At the end of line flying under supervision, the respective crew member shall be able to perform a safe and efficient flight conducted within the tasks as specified in OM A Standard of Performance.

The simulator training will include:

- normal and abnormal operations
- training of handling complex situations with multiple malfunctions
- flight crew incapacitation training
- adverse weather training

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Aim of the course:

- low visibility operations

Pre-entry requirements:

The course is eligible for pilots within Edelweiss holding a valid type rating A320.

The further prerequisites are stipulated in OM A Policy for Admission.

Overview and Summary:

Subjects:	Command (Upgrading) Course A320
Phases:	1. Ground Training 2. Simulator / Aeroplane Training (seat-specific) 3. LIFUS
Tests:	1. Knowledge Test 2. LPC/OPC 3. Line Check
Duration:	1. OM D Command (Upgrading) Course A320 Ground Training 2. OM D Simulator / Aeroplane Training (seat-specific) 3. OM D LIFUS
Trainer:	NPCT, CCE, Ground and Flight instructors
Record of attendance:	MINT sign-off function

2.1.6.1 Command (Upgrading) Course A320 Ground Training

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1.1	**Commander Seminar:** • Leadership • Duties and responsibilities • Command resonsibility training (see OM D CMD Responsibility Training)	External	**4 days**

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Phase	Course content and subjects	Materials / References	Time
	• Knowledge Test		
1.2	**Operations Refresher:** • Relevant state regulations • Authorized operations • Relevant sections of the OM, including: ◦ authority and responsibilities of the PIC ◦ adherence to the AOC ◦ responsibilities relevant to the OFP ◦ responsibilities relevant to the aircraft technical log ◦ reporting of accidents and incidents • Further subjects relevant to the PIC: ◦ Airport Qualifications	Classroom	**06:00**
1.3	**CEO Introduction** (if CEO is not available - COO)	Classroom	**01:00**
1.4	**Technical Instruction** OM D Technical Instruction Initial Training • Technical Instruction Command Refresher (CR) • Preflight Check (WBT)	Classroom / WBT	**02:30** 01:30 01:00
1.5	**Visit Maintenance Control Center (MCC)** • Visit MCC • Q&A	MCC	**02:00** 01:30 00:30
1.6	**Command CRM:** OM D Command Course CRM Training • CRM Classroom • Skyguide visit incl. CRM Items	Classroom	**1 day** 04:00 04:00
1.7	**Airport Authority**	Airport Authority	**02:00**
1.8	**Product & Sustainability**	Classroom	**01:00**
1.9	**PRM Introduction**	Classroom	**01:15**

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Phase	Course content and subjects	Materials / References	Time
1.10	**Introduction to Flight Time Limitations**	Classroom	**01:15**
1.11	**Visit Swissport**	Swissport	**04:00**
1.12	**Uniformierung**	OPC	**N/A**

2.1.6.2 Simulator / Aeroplane Training (seat-specific)

Simulator / Aeroplane Training (seat-specific)	Exercise	Briefing	SIM / Aircraft	Instructor
N1 FFS	S3C.N1	01:00	03:00[1]	SFI/TRI
N2 FFS	S3C.N2	01:00	03:00[1]	SFI/TRI
F4 FFS	S3C.F4	02:00	03:00[1]	SFI/TRI
F5 FFS	S3C.F5	02:00	03:00[1]	SFI/TRI
LOFT 1 FFS	S3C.L1	01:00	03:00	SFI/TRI
LOFT 2 FFS	S3C.L2	01:00	03:00	SFI/TRI
LOFT 3 FFS	S3C.L3	01:00	03:00	SFI/TRI
LPC/OPC FFS operating as commander (Proficiency Check incl. OEI RDI Approach)	S3C.ST	01:15	04:00	SFE/TRE
Flight Training (aeroplane) or Zero Flight Time Training (FFS)	F32.FT S32.ZF	01:00	2:00 01:30	TRI
Total		*11:15*	*28:30*	

[1] 04:00 h if 2 trainees.

2.1.6.3 LIFUS

LIFUS	see OM D LIFUS
Line Check, which includes a demonstration of adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used.	see OM D Line Check

(Ref: ORO.FC.205 / EDW OM A)

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2.1.7 CMD Responsibility Training

General:

The purpose of the training programme is to:

- Train the participant for the mission of the commander, and
- Fulfil the required standard of performance in order to be promoted to Commander and to act as CMD in Edelweiss operations.

Standard of Performance

At the end of line flying under supervision, the respective crew member shall be able to perform a safe and efficient flight conducted within the tasks as specified in OM A Standard of Performance. The CMD responsibility training is fulfilling the requirements of ORO.FC.205.

- It contains the following elements:
- Training in a FSTD, which includes line oriented flight training (LOFT)
- The OPC, operating as commander
- The command responsibilities training (classroom)
- LIFUS as commander under supervision
- Line check as commander and demonstration of adequate knowledge (route or area, aerodromes including alternate aerodromes, facilities and procedures)
- Crew crew resource management training.

Aim of the course:

All Pilots demonstrate knowledge of area and route competence in the area of their operation and are aware of the most significant underlying risks and threats that could affect their operation.

Pre-entry requirements:

- The prerequisites are stipulated in OM A Commander.
- Participants are either Edelweiss F/O nominated for the Command (Upgrading) Course as laid down in OM D Command (Upgrading) Course A320 or
- New pilots hired as direct entry CMD. For them, the CMD responsibility training is integrated into their Operator's Conversion Course as laid down in OM D Operator's Conversion Course.

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2.1.7.1 Initial CMD Responsibility Training during Command Course (UPG)

Overview and Summary:

Subjects:	CMD Responsibility Training during Command Course (UPG)
Phases:	4 phases
Tests:	Entry test for the upgrade seminar
Duration:	4 days
Trainer:	Management pilots OT
Record of attendance:	MINT sign-off function

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1.1	**Day 1** • Leadership and captaincy • CMD Seminar Introduction • General duties and responsabilities accordind to OM A • OT expectations regarding knowledge, flight operations, leadership and personality • Entry Test for the Upgrade Seminar • Leadership principles • Trust and Responsibility • O Presentation	PPT Manuals Literature LP:UPG_Seminar_day1	08:00
1.2	**Day 2** • Decision Making • Risk Analysis • Leadership • Trust and Responsibility • Multiple Task Group Exercise	Manuals Literature LP:UPG_Seminar_day2	08:30
1.3	**Day 3** • Principles of a High-Risk Organization		06:00

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Phase	Course content and subjects	Materials / References	Time
	• Risk of occurrence and conscequences Leadership • RPDM and High-Performance Teams • Case Study • Failures	PPT Manuals Literature LP:UPG_Seminar_day3	
1.4	**Day 4** • Requirements for a safe approach and landing • Mastering complex malfunctions • Abnormal situations • Expectations	PPT Manuals Literature LP:UPG_Seminar_day4	04:00

2.1.7.2 Initial CMD Responsibility Training for Direct Entry Commanders

Overview and Summary:

Subjects:	CMD Responsibility Training for Direct Entry Commanders
Phases:	1 phase
Tests:	N/A
Duration:	03:00 to 06:30 h (depending on previous CMD experience)
Trainer:	Management pilots OC / OT
Record of attendance:	MINT sign-off function

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1.1	• Leadership in Edelweiss operations (c.e off (ETTO) • Summary of leadership basics • The 4 different tools for decision making • Communication tool	EDW Classroom PPT LP:G3X.DE_CMD	03:00 - 06:30

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2.1.7.3 Recurrent Training

N/A

2.1.7.4 Renewal Training

N/A

2.1.8 PICUS Training Programme

General

To obtain an Airline Transport License (ATPL), Part-FCL requires a certain amount of actual flight hours to be validated as Pilot in Command (PIC).

As the Part-FCL framework is allowing F/O with a CPL to collect flying experiences in a multicrew environment without having the required PIC hours to obtain an ATPL, the further education as Cruise relief Pilot (CRP) and the upgrading to CMD is hindered.

Part-FCL gives the possibility under certain circumstances to log flight time as Pilot in Command Under Supervision (PICUS). Provided that the method of supervision is acceptable to FOCA, a copilot may log as PIC flight time flown as PICUS, when all of the duties and functions of PIC on that flight were carried out, in such a way that the intervention of the PIC in the interest of safety was not required.

For the ATPL license requirements refer also to OM A License issue

Aim of the course

The programme is designed to assess first officer capability to act as Pilot in Command. The purpose of the training programme is to obtain the ATPL (A). The programme will be conducted by F/O which have logged less than 250 hours as PIC.

The duration of the PICUS programme lasts until the total of PIC and PICUS hours is at least 250 hours. With less than these hours, an application for the ATPL skill test will be rejected by FOCA.

Pre-entry requirements

Participating F/O must be in possession of:

- a Swiss MPL; or
- a Swiss CPL(A) with MCC, ATPL theory and multi-engine IR for aeroplanes (frozen ATPL).
  Participating F/O must have, after having passed the respective initial line checks, at least 1000 flight hours on multi pilot aeroplane (MPA) in airline line operation and at least 500 hours line experience within Edelweiss operations.

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Pre-entry requirements

- Last line check and last LPC/OPC with an overall good performance (all EBT gradings 3 or above).
- After consultation of the CFI, the NPCT has the competence to decide whether the candidate is ready to enter the PICUS programme. If not, entry will be reevaluated after the next check event.

Standard of performance

- Under supervision of the CMD: Management of crew co-operation;
- Under supervision of the CMD: Maintaining a general survey of the airplane operation.
- Setting priorities and making decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation (in the simulator only: including abnormal and emergency operations).
- Demonstrate on each PICUS flight under the supervision of the CMD, that the below listed duties on the relevant flights were successfully carried out, such that the intervention of the CMD in the interest of safety was not required.

F/O duties during PICUS flight

General:	• The trainee is responsible for informing the CMD 1 day prior the flight about his PICUS training. • If the CMD agrees, then both pilots will prepare and conduct the flight according to the requirements of the PICUS training programme.
Preflight duties, under supervision of the CMD:	• Leading the briefing(s). • Time management and pre-flight planning including WX, Notam, fuel, authorizations etc. • Comment on technical acceptance of the aircraft (ELB, CDL, MEL). Note that there is no change in document handling and responibility (e.g. aircraft log). • Perform the preflight check (PFC) according to SOP, if this instruction has been passed in accordance to OM D. • Time management and coordination of the boarding process. • Coordination and communication with respective position (cabin crew, handling agent, ATC, company, Public

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	Address).
During flight, under supervision of the CMD:	• Act as PF or PM during all flight phases. • Coordination and communication with cabin crew. • Operational considerations, decisions and duties. • In cruise, consult the aircraft log book and understand it. • Make public announcements during cruise. • Maintain control of the aircraft at all times in such a manner, that the successful outcome of procedures or manoeuvres is never in doubt. • In case of abnormal or emergency situations: PICUS training is stopped, the copilot takes his original role as copilot.
After flight / turnaround, under supervision of the CMD:	• Time management and coordination of the entire turnaround duties. • Coordination and communication with respective position (cabin crew, handling agent, ATC, company). • Post flight duties.

CMD duties during PICUS flights

General:	• Delegate the respective tasks, but ensure that no “Reversal of Command” occurs. The CMD remains responsible for the operation. • Ensure that the SOP are adhered to without change in roles • Ensure that no delays occur due to the PICUS training. • Let the trainee take profit of his experience.
Preflight duties:	• Conduct a briefing with the PICUS F/O including: ◦ The main learning and training elements. ◦ Procedures in case of abnormal or emergency situations: PICUS training is stopped, the copilot takes his original role as copilot.
During flight:	• The CMD supervises the copilot. • The CMD intervenes if ◦ An event or decision becomes safety relevant. ◦ An event or decision affects the operation strongly negative.

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	• The CMD coaches the copilot if necessary. • The CMD monitors the leadership of the copilot.
Post flight duties:	• At the end of the day the CMD gives feedback in following topics: ◦ Work organization and priority setting ◦ Decision making and problem solving ◦ Leadership ◦ Cooperation with external positions (cabin crew, company, handling agent, ATC etc.) • The CMD shall sign the PICUS training record.

List of entitled CMD

The following CMD of Edelweiss are entitled to supervise PICUS Training (see MINT):

- All TC, SFI, TRI
- CMD, nominated by the NPCT, who have a Teaching an Learning module (e.g. FI)

Logging of flight time

- In abnormal and emergency operation the copilot takes his original role as copilot. In this case, this flight time may not be logged as PICUS.
- Flights where the intervention of the CMD was required, cannot be counted.
- If the performance was satisfactory: the PICUS hours will be noted in the pilot's logbook and on the PICUS training form and both shall be signed by the CMD.

PICUS training record

Once the program is started, all flights must be recorded on the training record.

The form contains:

- the personal data of the F/O.
- flight details.
- signatures of the CMD's.
- remarks and feedback by the CMD's to the F/O.
- After termination of programme:
  - confirmation by the F/O that all recordings are correct.
  - confirmation by the NPCT that the training programme is successfully completed and the logged PICUS time is correct.

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PICUS training record

	Date / A/C Reg	From - To	Block Time	Accumulated Time	Remarks/	Signatures	
						PIC	PICUS
→							

Feedbacks and evaluation

The progress of the PICUS training and evaluation is documented:

- on the training record (the column “Remarks” serves for comment if a flight cannot be counted as PICUS training), and
- in more detail and if required via the MINT “Progress Record” form.

For each simulator session and each flight duty period, the respective CMD will evaluate and document the progress by means of the Edelweiss EBT grading criteria for the 9 competencies. The following competencies are to be given special emphasis:

- LTW Leadership and teamwork
- SAW Situation awareness
- PSD Problem solving and decision making

According to the gradings, the CMD will decide if:

- a flight can be rated as PICUS-flight or not.
- the training programme can be continued.

PICUS training and evaluation programme

The PICUS programme consists of:

- self study of CMD duties in the company documentation
- written test about the company documentation
- Flying required hours of line flights as PICUS

  As the ATPL is a prerequisite for CRP, the following exercises are part of the CRP course according to OM D CRP (Cruise Relief Pilot) Training. The ATPL skill-test shall be taken in advance:

- The CRP groundcourse and WBT with focus to LTW, SAW, PSD.
- the dedicated CRP Simulator exercises with focus to LTW, SAW, PSD.
- A CRP check (assessment flight).

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Phase	Course content and subjects	Method	Duration
1	**Theoretical knowledge** • Self study of relevvant duties and responsibilities of a CMD, according OM A/B/C	ILIAS knowledge test (passing grade 80%)	Up to the F/O
2	**Aircraft training** • Operating as PICUS during line flights under supervision of the CMD	Line flights with designated CMD's	Up to proficiency and up to the required amount of PIC/PICUS hours. Maximum: 500 hrs.
3	**ATPL Skilltest**		
4	**CRP Training (OMD CRP (Cruise Relief Pilot) Training)**		

2.1.9 Common Language Training

Purpose

Edelweiss uses German and English as common languages. A flight crew member not mastering these languages would neither be able to understand all publications nor be able to understand or speak adequately during activities within Edelweiss, on ground and inflight.

Standard of Performance

- Mastering the English language in a degree which ensures understanding the documentation and enables effective communication during the performance of flight duties, on ground and inflight. ICAO Rating scale: Language proficiency level 4 (LPL 4).
- Mastering the German language in a degree which ensures understanding the documentation and enables fluent conversation during all activities within Edelweiss, on ground and inflight.

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Training Programme

As Edelweiss is not conducting any specific training programme, the above standard of performance is a prerequisite of employment for all Edelweiss flight crew members.

Initial Checking

During the in-house selection process, Edelweiss is checking:

- Proof of mastering the English language: LPL 4 Certificate.
- Proof of mastering the German language: Fluency of conversation and understanding of written text.
- During OPC, LPC, skill tests and line checks the English language shall be checked.
- Any deviations from the required standard of performance shall be noted on the qualification form.
- Prior to expiry date, EnglishLPL4 & 5 must be checked and revalidated by either:
  - An assessment, delegated by Edelweiss to a certified ICAO English Language Proficiency assessment center or;
  - An assessment with an authorized language assessor. The exam may take place within the frame of a flight, a line check, a skill test or a proficiency check. Standard phraseology (ATC liaison) and plain language will be judged according to the ICAO holistic descriptors. While ATC liaison will be checked during the flight phase, the plain language may be checked during briefing, debriefing, preflight and inflight phase.

2.1.10 Aeroplane Systems and Limitations Training

Purpose

All flight crew need a thorough understanding concerning the following topics:

Table A

Aeroplane systems and their limitations.
Normal, abnormal and emergency procedures and associated aspects of limitations.
All major failures of aeroplane systems and associated procedures.

Standard of Performance

- Understand the architecture and design of all relevant aeroplane systems.
- Know the operational limitations of aeroplane systems.
- Ability to apply this knowledge into flight operation.

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- Ability to handle all major failures of aeroplane systems and to apply associated procedures.

Training Programme

		Operator Conversion	Type Conversion	Recurrent Training
CBT for A320 / A340 (Systems and Limitations)	EDW LMS		X	
Examination (written or online test)	EDW classroom		X	
Simulator Conversion Training incorporates the topics of the above table during Briefing, Operation and Debriefing.	Briefing room / simulator		X	
All aircraft systems, limitations and associated procedures are regularly reviewed and tested (refer to **Table B**).	EDW LMS			X
Practical assessment (evaluation) at least every 12 months of the topics of the above (**Table A**) during: Skill Test, OPC, LPC, LC.	Briefing room / simulator / Aircraft	X	X	X

The successful pass of the theoretical knowledge course and its examination is a prerequisite for progression to the flight training phase of the type rating course.

Table B

Aircraft Systems (ATA Chapters)	**EBT Module** (module rotation every 6 months)					
	Module 1	Module 2	Module 3	Module 4	Module 5 (1.6.21)	Module 6
General & Minor Chapters ATA 00 / 25/33/38/45 /46/49/56	X					
Aircon/Press/Vent & PNEU ATA 21/36		X				
Auto Flight ATA 22						X

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Communication ATA 23	X					
Electrical ATA 24					X	
Fire Protection ATA 26					X	
Flight Control ATA 27		X				
Fuel ATA 28			X			
Hydraulic ATA 29				X		
Ice and Rain Protection ATA 30	X					
Indication Recording ATA 31					X	
Landing Gear ATA 32				X		
Navigation ATA 34						X
Oxygen ATA 35			X			
Doors ATA 52						X
Engines ATA 70			X			

2.1.11 Performance, Mass and Balance Training

General:

Edelweiss ensures that the flight crew is competent to conduct the intended operations. Therefore, it is ensured that each flight crew member successfully completes training and checking in Performance, Mass and Balance Training.

Standard of Performance

- Know the fundamental requirements of aircraft performance.
- Ability to issue and check a loadsheet.

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General:

- Ability to calculate mass and balance conditions with the aid of the FS+ software.
- Ability to calculate aircraft performance under given circumstances.

Note: For conversion from A320 to A340, competency in A320 mass and balance calculation and in A320 performance items is a prerequisite.

Note: For conversion from A330 to A340, competency in A330 mass and balance calculation and in A330 performance items is a prerequisite.

The successful pass of the theoretical knowledge course and its examination is a prerequisite for progression to the flight training phase of the type rating course.

2.1.11.1 Initial Operator or Type Conversion Performance, Mass and Balance Training

Aim of the course:

All flight crew need a thorough understanding concerning the following topics:

- Aircraft Performance, including:
  - Takeoff , climb, cruise, approach and landing performance
  - Obstacle clearance
  - Fuel and diversion planning
  - Effects of inoperative or missing components (MEL / CDL)
  - Engine-out driftdown.
- Mass and Balance (M+B) calculation
- Establishing and issuing of loadsheet

Pre-entry requirements:

Participants must be Edelweiss pilots during an operator conversion training.

Overview and Summary:

Subjects:	Initial Performance, Mass and Balance Training
Phases:	2 phases
Tests:	ILIAS Test
Duration:	06:00 hours

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Trainer:	Edelweiss Flight Crew Instructors/Examiners (TKI, SFI, TRI, TRE)
Record of attendance:	MINT sign-off function

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1.1	**Initial Performance, Mass and Balance** • Weight/mass and balance • Takeoff, climb, cruise, approach and landing performance • Obstacle clearance • Fuel planning • Diversion planning • Effect of inoperative or missing components (MEL/CDL) • Engine-out driftdown	EDW Classroom PPT LP: G32.PMB LP: G34.PMB	05:30
1.2	**Test** • The trainees will do a M&B and Performance calculation with help of the LPC on their own	EDW Classroom	00:30

2.1.11.2 Type Conversion Performance, Mass and Balance Training

Aim of the course:

All flight crew need a thorough understanding concerning the following topics:

- Aircraft Performance, including:
  - Takeoff , climb, cruise, approach and landing performance
  - Obstacle clearance
  - Fuel and diversion planning
  - Effects of inoperative or missing components (MEL / CDL)
  - Engine-out driftdown
- Mass and Balance (M+B) calculation
- Establishing and issuing of loadsheet.

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Pre-entry requirements:

Participants must be Edelweiss pilots during an operator conversion training.

Overview and Summary:

Subjects:	Conversion Performance, Mass and Balance Training
Phases:	2 phases
Tests:	ILIAS Test
Duration:	06:00 hours
Trainer:	Edelweiss Flight Crew Instructors/Examiners (TKI, SFI, TRI, TRE)
Record of attendance:	MINT sign-off function

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1.1	**Initial Performance, Mass and Balance** • Weight/mass and balance • Takeoff, climb, cruise, approach and landing performance • Obstacle clearance • Fuel planning • Diversion planning • Effect of inoperative or missing components (MEL/CDL) • Engine-out driftdown	EDW Classroom PPT LP: G32.PMB LP: G34.PMB	A320: 05:30 A340: 05:30
1.2	**Test** • The trainees will do a M&B and Performance calculation with help of the LPC on their own	EDW Classroom	00:30

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Phase	Training Module
Briefing room / FFS	Simulator Conversion Training incorporates the above topics during Briefing, Operation and Debriefing.
Briefing room / FFS / Air-craft	Practical assessment during: Skill Test, OPC, LPC, LC

2.1.11.3 Recurrent Training and Checking Performance, Mass and Balance

Will be part of simulator training and checking.

Simulator Refresher Training incorporates the above topics during briefing, operation and debriefing.

Performance for all types will be trained and checked within a 3 year calendar period.

Practical assessment during: Skill Test, OPC, LPC, LC (Briefing room / FFS / Aircraft).

2.1.11.4 Renewal Training and Checking Performance, Mass and Balance

Will be part of simulator training and checking.

2.1.12 TCAS Procedure Training

Purpose

The purpose of the TCAS (ACAS) training is

- to ensure proper ability to respond to TCAS advisories (TA) and resolution advisories (RA).
- To avoid incidents in the field of non-compliance to TCAS procedures.
- To provide training for crews to handle TCA TA and RA.
- To ensure competence in manoeuvres and procedures for the proper response to TCAS alerts.

Standard of Performance

- Ability to properly react without delay to TCAS TA and RA.
- Demonstrate proficiency in applying TCAS procedures.

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Training Programme

conversion training	recurrent training / checking
Specific system training Theoretical knowledge instruction (CBT / classroom)	Questions / System Review (Briefing prior to SIM exercise)
TCAS training and evaluation: during initial ground and simulator training and subsequently during recurrent simulator training once every 36 months.	

Note: It must be understood that training and checking of response to TCAS/ACAS alerts cannot be safely accomplished in an aircraft. Therefore a flight simulator must be used.

2.1.13 GPWS Escape Manoeuvre Training

Purpose

The purpose of the GPWS Escape Manoeuvre Training is

- to avoid incidents and accidents in the field of CFIT (Controlled flight into terrain).
- To provide training for crews to handle soft, hard and nuisance GPWS warnings.

Standard of Performance

- Ability to react without delay to soft, hard and nuisance GPWS warnings.
- Demonstrate proficiency in terrain avoidance procedures and maneuvres, including EGWS alerts and avoidance of CFIT (Controlled flight into terrain).

Training Programme

Initial ground and simulator training	recurrent training / checking
• Specific system training • Theoretical knowledge instruction (CBT / classroom) • GPWS events (FFS)	• Questions / System Review • (prior to FFS exercise) • GPWS events (FFS)
Subsequent recurrent simulator training takes place at least once every 36 months.	

Note: It must be understood that training and checking of response to GPWS alerts and warnings and the avoidance of controlled flight into terrain (CFIT) cannot be safely accomplished in an aircraft. Therefore a FFS must be used.

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2.1.14 Long Range Navigation, OTS, EROPS Training

Purpose

- To enable the A340 crew to conduct longrange flights according to published procedures and regulations.
- To enable the A320 crew to conduct flights into NAT HLA airspace according to published procedures and regulations.

Standard of Performance (A340)

- Correct EROPS Flight Planning
- Correct application of Long Range NAV and EROPS Procedures in normal and abnormal operations.
- Thorough knowledge and correct application of contingency procedures.

Conversion Training Programme (A340)

Regulations / requirements	EDW classroom lesson	G33.ETO
Operational Approval and Principles		
Contingency procedures		
NAT HLA / AMU / OTS		
Preparation and dispatch of an EROPS flight	EDW classroom lesson	G33.ETO.DSP G34.ERO.DSP
Technical prerequisites of the aircraft		
Long Range Navigation procedures incl. EROPS		
Procedures for ADS*, CPDLC*	WBT in LMS	see OM D FANS Equipment Training
PBCS in NAT HLA	WBT in LMS (1:00hr)	See LMS PBCS training module and test
CCQC A320/A340: Training in FFS	Simulator Session	S33.ETO S34.ETO
LIFUS	See OM D LIFUS	

*if not performed during A320 type-rating course

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AMU = Area of magnetic unreliability

Note: NAT HLA replaces the older term “MNPS”. However, on some documents, the term MNPS may still be found.

Recurrent Training (A340)

EROPS Questions / Review	During Briefing of Simulator Refresher Training, if indicated on the respective lessonplan.

Standard of Performance (A320)

- Correct considerations of NAT HLA aspects
- Correct application of NAT HLA Procedures in normal and abnormal operations
- Thorough knowledge and correct application of contingency procedures

Conversion Training Programme (A320)

NAT HLA regulations, approval and requirements	EDW classroom Lesson	G32.MNP
NAT HLA normal and contingency procedures		
Preparation and dispatch of a NAT HLA flight		
Technical prerequisites of the aircraft		

Recurrent Training (A320)

NAT HLA Questions / Review	During Briefing of Simulator Refresher Training, if indicated on the respective lessonplan.

2.1.15 RVSM and RNP Training

General:

Purpose:

To enable flight crew to conduct flights according to published RVSM, NAT HLA and PBN procedures and regulations.

General:

Edelweiss is authorised to conduct RVSM, NAT HLA and PBN operations. Training of proper conduct of such operations includes:

- Required ground and airborne equipment

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General:

- Operating limitations and procedures
- As applicable, operating minima
- Correct Flight Planning
- Correct application of RVSM, NAT HLA and PBN Procedures in normal and abnormal operations.
- Thorough knowledge and correct application of contingency procedures.

2.1.15.1 Initial & Conversion Training RVSM and RNP

Aim of the course:

Correct application of RVSM, NAT HLA and PBN procedures in normal and abnormal operations.

Pre-entry requirements:

Participants must be Edelweiss pilots during an operator conversion training.

Overview and Summary:

Subjects:	Initial RVSM and RNP Training
Phases:	2 phases
Tests:	WBT with Questionnaire
Duration:	02:20 hours
Trainer:	Self-study
Record of attendance:	MINT-ILIAS sing-off function

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1.1	**RVSM** • Introduction & General • System Orientation	WBT LP: G3X.Special_Operations	00:30

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Phase	Course content and subjects	Materials / References	Time
	• Required ground equipment • Technical prerequisites of the aircraft equipment • Normal Operation • Abnormal Operation • Questionnaire		
1.2	**RNP** • Introduction • System Orientation • Required ground equipment • Technical prerequisites of the aircraft equipment • Normal Operation • Abnormal Operation • Questionnaire	WBT LP: G3X.Special_Operations	01:50

Syllabus: Practical Knowledge

Phase	Course content and subjects	Materials / References	Time
1	Simulator Conversion Training incorporates the above topics during Briefing, Operation and Debriefing.	Briefing room / FFS A320: S32.LF3 A330/A340 CCQC: S34.ETO A320/A340 CCQC: N/A	According to SIM programme

2.1.15.2 Recurrent Training RVSM and RNP

Will be part of simulator training and checking.

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Theoretical RVSM and PBN training including questions / review / procedures during briefing of simulator refresher training according to the Edelweiss EBT Programme.

2.1.15.3 Renewal Taining RVSM and RNP

Will be part of simulator training and checking.

2.1.16 Low Visibility Operations Training and Checking

Edelweiss ensures that the flight crew is competent to conduct the intended operations. Therefore, it is ensured that each flight crew member successfully completes training and checking for all types of LVOs and operations with operational credits for which an approval has been granted. Such training and checking will:

- include initial and recurrent training and checking
- include normal, abnormal and emergency procedures
- be tailored to the type of technologies used in the intended operations; and
- take into account the human factor risks associated with the intended operations.

Edelweiss will keep records of the training and qualifications of the flight crew members. The training and checking is conducted by appropriately qualified personnel. In the case of flight and flight simulation training and checking, the personnel providing the training and conducting the checks are qualified in accordance with Annex I (Part-FCL).

2.1.16.1 LVO Flight Crew Competence

The training programmes for LVO include ground-, FSTD- and LIFUS-training:

1. Flight crew members with no Category II/III experience must complete the full training programme as prescribed in OM D LVO Initial Training.
2. Flight crew members with previous Category II/III experience in Edelweiss Operations and converting between the 2 types (A320/A340) need a differences training only. They may abbreviate the FSTD training course according to the Airbus Operational Suitability Data (OSD) and CCQ Difference Requirements (DR).
3. Flight crew members joining Edelweiss Air from another EU operator who have previous experience of low-visibility approach operations must pass an:
    a. abbreviated ground and FSTD training course if operating the same type on which the previous Category II/III experience was gained
    b. abbreviated ground training course if operating a different type from that one which the previous Category II/III experience was gained
    c. abbreviated FSTD training course if operating another type on which the previous Category II/III experience was gained. The required number of approaches/landings may be reduced if the new type has the same or similar:
        i. the technology used in the flight guidance and flight control system
        ii. operating procedures
        iii. handling characteristics.

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2.1.16.2 LVO Initial Training

Aim of the course:

Each flight crew member completes the following LVO training if converting from another operator, or to another type (A320 or A340). Trainees achieve the theoretical and practical standards of performance to conduct LVO under normal and abnormal conditions. The flight crew member's CAT II/III training and experience are considered. For CCQ conversion courses between the types (A320, A340) only the differences between the 2 aircraft types will be covered according to OSD/DR.

Pre-entry requirements:

Participants must be Edelweiss-Pilots during an operator- or a type-conversion training fulfilling the requirements according to the assessment of risks associated with the conduct of low visibility operations. All topics must be completed sequentially: Ground Training (OM D LVO Initial Ground Training), FSTD Training (OM D LVO Initial FSTD Training), LIFUS (OM D LVO Initial LIFUS).

Overview and Summary:

Subjects:	Environmental, operational, and type-specific topics concerning LVO
Phases:	3 Phases: 1 Groundcourse, 2 FSTD-Training, 3 LIFUS
Tests:	ILIAS Progress Test (15 Questions) during initial ground training
Duration:	3:40 ground training, 4:00 FSTD, LIFUS
Trainer:	EDW Flight Crew Instructors/Examiners (TKI, SFI, TRI, TRE)
Record of attendance:	MINT sign-off function, Training record for EBT Day 1

Course structure for flight crew members without previous experience in LVO	
Ground course	All items according to OM D LVO Initial Ground Training must be completed
FSTD Training and Checking	All items according to OM D LVO Initial FSTD Training must be completed
LIFUS	1 Autoland (all FSTD are approved for ZFT)

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Course structure when changing aircraft (e.g. CCQ A320/A340) within Edelweiss Air	
Ground course	Differences according to OM D LVO Differences Training (Airbus OSD/DR)
FSTD Training and Checking	1 low visibility approach and landing during CCQ
LIFUS	No Autoland (ZFT type-rating)

Course structure for flight crew members with previous experience in LVO	
Ground course	Similar type of operation: Items according to OM D LVO Initial Ground Training[1] Same type: Items according to OM D LVO Initial Ground Training[2]
FSTD Training and Checking	A minimum of 2 approaches, 1 go-around, 1 landing at the lowest approved RVR.
LIFUS	Similar type of operation: 1 Autoland (FSTD Level-D) Same type: No Autoland required

[1] Not required if Cat II/III experience in a similar type of operation (OM D LVO Flight Crew Competence).
[2] Not required if Cat II/III experience on the same type (OM D LVO Flight Crew Competence).

Credits for previous experience:

The course may be abbreviated if the requirements according to OM D LVO Flight Crew Competence are fulfilled.

2.1.16.2.1 LVO Initial Ground Training

Syllabus: Theoretical Knowledge Instruction[3]

Phase	Course content and subjects	Materials / Devices	Time
1.1	**Environmental specifics:** • characteristics and limitations of different types of approach aids[1, 2]	LP: G3X.LVO WBT All Weather Ops SOP, OMA	01:15

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Phase	Course content and subjects	Materials / Devices	Time
	• characteristics of the visual aids[1, 2] • use and limitations of RVR assessment systems[1, 2] • principles of obstacle clearance requirements[1, 2] • The effect of pre-threshold terrain and LSAA on airborne landing systems.	Airbus publications (FCOM, FCTM)	
1.2	**Weather characteristics:** • characteristics of fog[1, 2] • effects of precipitation, ice accretion, low level wind shear and turbulence.[1, 2]	LP: G3XX.LVO WBT "Basic Meteo" SOP, OM A Airbus publications (FCOM, FCTM)	00:40
1.3	**Operational requirements and type specific malfunctions:** • effect of specific aircraft/system malfunctions[2] • recognition of failure of ground equipment or in satellite approaches, the loss of signal in space and the action to be taken in the event of such failures • procedures and precautions to be followed with regard to surface movement during operations when the RVR is 400 m or less and any additional procedures required for take-off in conditions below 150 m[2] • significance of DHs based upon radio altimeters and the effect of terrain profile in the approach area on radio altimeter readings and on the automatic approach and landing systems[2] • importance and significance of alert height, if applicable, and the action in the event of any failure above and below the alert height	LP: G3X.LVO WBT All Weather Ops SOP, OM A Airbus publications (FCOM, FCTM)	01:15

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Phase	Course content and subjects	Materials / Devices	Time
	• qualification requirements for pilots to obtain/ retain approval to conduct LVOs; importance of correct seating and eye position[2] • Significance of LVP's.		
1.4	**Progress test:** • A progress Test has to be done in ILIAS.	ILIAS	00:30

[1] Not required if Cat II/III experience in a similar type of operation (OM D LVO Flight Crew Competence)
[2] Not required if Cat II/III experience on the same type (OM D LVO Flight Crew Competence)
[3] Only differences required if type conversion between A320 and A340 (Airbus OSD/DR)

2.1.16.2.2 LVO Initial FSTD Training

FSTD training for LVO includes two phases:

Phase one (LVOs with aircraft and all equipment serviceable) — objectives

- understand the operation of equipment required for LVOs
- understand the operation of equipment required for LVOs
- practise the monitoring of automatic flight control systems and status annunciators
- understand the significance of alert height
- become familiar with the maximum lateral and vertical deviation permitted for different types of approach operation
- become familiar with the visual references required at DH
- master the manual aircraft handling relevant to low-visibility approach operations
- practise coordination with other crew members; and
- become proficient at procedures for low-visibility approach operations with serviceable equipment.

Phase two (low-visibility approach operations with aircraft and equipment failures and degradations) — objectives:

- understand the effect of known aircraft unserviceability including use of the MEL
- understand the effect of failed or downgraded equipment on aerodrome operating minima
- understand the actions required in response to failures and changes in the status of automatic flight control/guidance systems
- understand the actions required in response to failures above and below alert height

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- practise abnormal operations and incapacitation procedures; and
- become proficient at dealing with failures and abnormal situations during low-visibility approach operations.

Flight crew members are trained to carry out their duties and instructed on the coordination required with other crew members. Maximum use is made of suitably equipped FSTDs for this purpose.

Training is divided into phases covering normal operation with no aircraft or equipment failures but including all weather conditions that may be encountered and detailed scenarios of aircraft and equipment failure that could affect CAT II or III operations.

Incapacitation procedures appropriate to LVTO, CAT II and CAT III operations are practised.

Syllabus: FSTD Training[1]

Phase	Course content and subjects	Materials / Devices	Time
2.1	**1 Normal operation take-off:** • 1 Normal take-off with RVR 125m. **3 Normal operation approaches:** • approach with all engines operating using the appropriate flight guidance systems, autopilots, and control systems installed in the aircraft down to the appropriate DH followed by missed approach - all without external visual reference • approach using the appropriate flight guidance, autopilots and control systems installed in the aircraft, to the appropriate DH and to include transition to visual flight and landing • the approaches are utilizing automatic flight systems to provide automatic flare, landing and rollout; and • normal operation of the applicable system both with and without acquisition of visual cues at DH • 1 x additional CAT II auto-coupled approach with manual landing with the lowest approved	LP: S32.LV PPT LVO SOP, OM A Airbus publications (FCOM, FCTM)	01:00

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Phase	Course content and subjects	Materials / Devices	Time
	RVR.		
2.2	**2 Abnormal operation take-offs:** • Take-off in RVR 125m with an engine failure between V_1 and V_2 • Take off with RVR 125 m with an engine failure before V_1 resulting in a RTO. **4 Abnormal operation approaches:** • approaches with engine failure at various stages on the approach • approaches with critical equipment failures, such as electrical systems, auto flight systems, ground and/or airborne ILS systems and status monitors • approaches where failures of auto flight equipment at low level require either: ◦ reversion to manual flight to control flare, landing and rollout or missed approach; or ◦ reversion to manual flight or a downgraded automatic mode to control missed approaches from, at or below DH including those which may result in a touchdown on the runway • failures of the systems that will result in excessive localiser and/or glideslope deviation, both above and below DH, in the minimum visual conditions specified for the operation • failures and procedures specific to aircraft type.	LP: S32.LV PPT LVO SOP, OM A Airbus publications (FCOM, FCTM)	2:00
2.3	**Subsequent phases of the training include:** • practice in handling faults which require a reversion to higher minima • the handling of the aircraft when, during a fail passive CAT III approach, the fault causes the autopilot to disconnect at or below DH when	LP: S32.LV PPT LVO SOP, OM A Airbus publications (FCOM,	01:00

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Phase	Course content and subjects	Materials / Devices	Time
	the last reported RVR is 300 m or less.	FCTM)	

[1] For Edelweiss-pilots qualified and current in A320 or A340 LVO when transitioning to another type, a minimum of one low visibility approach and landing is included in the CCQC. It can also be accomplished at the occasion of the recurrent training and checking by conducting one LV approach and landing (Airbus OSD).

Each flight crew member completes a check according to the program in OM D LVO Recurrent Training and Checking before conducting:

- LVTO in RVRs of less than 150 m
- Category III operations.

Note 1: For pilots with previous experience with an EU operator of LVTOs in RVRs of less than 150 m, the check may be replaced by successful completion of the FSTD and/or flight training specified in OM D LVO Initial FSTD Training.

Note 2: Edelweiss Instructors with an ESQ according to OM D Training to operate in either Pilot's Seat must complete a minimum of 2 approaches, 1 go-around and 1 landing at the lowest approved RVR as pilot monitoring during their operator proficiency check or periodic demonstration of competence.

2.1.16.2.3 LVO Initial LIFUS

Syllabus: LIFUS for LVO

Phase	Course content and subjects	Materials / Devices	Time
3	**LIFUS for each flight crew member:** • 1 autoland during LIFUS is required when the training has been carried out in a flight simulator qualified usable for zero flight time conversion; • no autoland is required during LIFUS when the training has been carried out in a flight simulator qualified for zero flight time (ZFT) conversion and the flight crew member successfully completed the ZFT type rating conversion course. In this case, the flight crew member is qualified to operate during the conduct of LI-	SOP, OM A Airbus publications (FCOM, FCTM)	N/A

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Phase	Course content and subjects	Materials / Devices	Time
	FUS to the lowest approved DA(H) and RVR as stipulated in the OM A.		

Type and Command Experience for Category III Operations

Before commencing Category III operations, the following additional provisions are applicable to commanders who are new to the aircraft type:

- 50 hours or 20 sectors on the type, including LIFUS; and
- 100m must be added to the applicable Category II/III RVR minima unless he/she has previously qualified for Category II or III operations with an EU-operator, until a total of 100 hours or 40 sectors, including LIFUS, has been achieved on the type.

2.1.16.3 LVO Recurrent Training and Checking

Edelweiss will ensure that the pilots' competence to perform LVOs for which they are authorised is checked by completing at least the following exercises. All CAT III approach operations are conducted in an FSTD:

- One or more low-visibility rejected take-off at minimum approved RVR once at every periodic demonstration of competence
- 1 LVTO with RVR 125 m
- One or more low-visibility approaches in simulated instrument flight conditions down to a point between 500 ft AGL and the threshold (e.g. applicable DH), followed by go-around at each required operator proficiency check or periodic demonstration of competence; and
- One or more low-visibility approach and landings with visual reference established at the DH at each required operator proficiency check or periodic demonstration of competence
- One missed approach shall be conducted at least once over the period of three consecutive operator proficiency checks or demonstrations of competence as the result of an equipment failure at or below the DH when the last reported RVR was less than 300 m
- One additional CAT II auto-coupled approach with manual landing with the lowest approved RVR.

Note 1: Full credit applies between A320 and A340, provided that low visibility checking is conducted during the operator proficiency check or periodic demonstration of competence (Airbus OSD).

Note2: Edelweiss Instructors with an ESQ according to OM D Training to operate in either Pilot's Seat must complete a minimum of 2 approaches, 1 go-around and 1

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landing at the lowest approved RVR as pilot monitoring during their operator proficiency check or periodic demonstration of competence.

2.1.16.4 LVO Differences Training

2.1.16.4.1 LVO Differences when changing from A320 to A340

GENERAL DIFFERENCES REQUIREMENTS TABLE A320						
DIFFERENCE AIRCRAFT AS SPECIFIED IN TABLE				COMPLIANCE METHOD		
BASE AIRCRAFT: HB-JJN				**TRAINING**	CHKECKING/ CURRENCY	
General	Differen-ces	Flight char-acteristics	Procedure change	A/B/C/D/E	FLT CHK	REC EXP
N/A	N/A	N/A	N/A	N/A	N/A	N/A

SYSTEM DIFFERENCES REQUIREMENTS TABLE A320						
DIFFERENCE AIRCRAFT AS SPECIFIED IN TABLE				COMPLIANCE METHOD		
BASE AIRCRAFT: HB-JJN				**TRAINING**	CHKECKING/ CURRENCY	
General	Differen-ces	Flight char-acteristics	Procedure change	A/B/C/D/E	FLT CHK	REC EXP
N/A	N/A	N/A	N/A	N/A	N/A	N/A

MANOEUVRE DIFFERENCES REQUIREMENTS TABLE A320						
DIFFERENCE AIRCRAFT AS SPECIFIED IN TABLE				COMPLIANCE METHOD		
BASE AIRCRAFT: HB-JJN				**TRAINING**	CHKECKING/ CURRENCY	
General	Differen-ces	Flight character-istics	Procedure change	A/B/C/D/E	FLT CHK	REC EXP
CAT3 TAXI	Different pilot eye height	-	-	-	-	-
TAKE OFF LVO	No differ-ences be-	-	-	-	-	-

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MANOEUVRE DIFFERENCES REQUIREMENTS TABLE A320						
	tween types					
RTO LVO	No difference but familiarization purpose	No	No	D	D	N/A
ALERT HEIGHT	200ft iso 100ft	No	Yes	A	A	A
HEADWIND LIM AUTO-LAND	35kt iso 30kt	No	No	A	A	A

2.1.16.4.2 LVO Differences when changing from A340 to A320

GENERAL DIFFERENCES REQUIREMENTS TABLE A340						
DIFFERENCE AIRCRAFT AS SPECIFIED IN TABLE				COMPLIANCE METHOD		
BASE AIRCRAFT: HB-JMG				**TRAINING**	CHKECKING/ CURRENCY	
General	Differences	Flight characteristics	Procedure change	A/B/C/D/E	FLT CHK	REC EXP
N/A	N/A	N/A	N/A	N/A	N/A	N/A

SYSTEM DIFFERENCES REQUIREMENTS TABLE A340						
DIFFERENCE AIRCRAFT AS SPECIFIED IN TABLE				COMPLIANCE METHOD		
BASE AIRCRAFT: HB-JMG				**TRAINING**	CHKECKING/ CURRENCY	
General	Differences	Flight characteristics	Procedure change	A/B/C/D/E	FLT CHK	REC EXP
N/A	N/A	N/A	N/A	N/A	N/A	N/A

MANOEUVRE DIFFERENCES REQUIREMENTS TABLE A340		
DIFFERENCE AIRCRAFT AS SPECIFIED IN TABLE	COMPLIANCE METHOD	
BASE AIRCRAFT: HB-JMG	**TRAINING**	CHKECKING/ CURRENCY

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MANOEUVRE DIFFERENCES REQUIREMENTS TABLE A340						
General	Differen-ces	Flight character-istics	Procedure change	A/B/C/D/E	FLT CHK	REC EXP
CAT3 TAXI	Different pilot eye height	-	-	-	-	-
TAKE OFF LVO	No differ-ences be-tween types	-	-	-	-	-
RTO LVO	No differ-ence but familiariza-tion pur-pose	No	No	D	D	N/A
ALERT HEIGHT	100ft iso 200ft	No	Yes	A	A	A
HEADWIND LIM AUTO-LAND	30kt iso 35kt	No	No	A	A	A

2.1.17 Route and Area Competence Training

2.1.17.1 General

Prior to being assigned as commander of the flight, the pilot needs to have obtained adequate knowledge of the area and route to be flown.
This chapter addresses the training required to operate in different areas and on different routes which require special skills or knowledge for such operations.

Refer to OM A Area and Route Competency for the list of the geographical areas and the associated risks and threats.

2.1.17.2 Aim of the Course

All Pilots demonstrate knowledge of area and route competence in the area of their operation and are aware of the most significant underlying risks and threats that could affect their operation.

2.1.17.3 Pre-entry Requirements

N/A

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2.1.17.4 Initial Training

2.1.17.4.1 Overview and Summary

Subjects:	Route and Area Competence Training
Type of Training:	Classroom, WBT & during LIFUS
Duration:	2:45 h
Trainer:	TKI (in classroom) & TC, TRI during LIFUS
Record of attendance:	ILIAS database

2.1.17.4.2 Syllabus: Initial Training

Course Content and Subjects	Materials / References	Time
Initial Training Conversion Course		
Terrain and minimum safe altitudes	G3X.Area and Route Competence Classroom	1:00
Escape routes in case of decompression		
Seasonal meteorological conditions		
Meteorological, communication and air traffic facilities, services and procedures		
Search and rescue procedure		
Navigational facilities and procedures, including any long-range navigation procedures associated with the route along which the flight is to take place		
Procedures applicable to flight paths over heavily populated areas and areas of high air traffic density		
North Atlantic	WBT	0:20
Initial Training prior commencing LH operation		
North Atlantic	WBT	0:20
South Atlantic		0:20
Far East		0:20
Africa		0:25
Total		**2:45**

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2.1.17.5 Recency

The recency requirements are laid down in OM A. The "more complex elements" will be tracked. If required, pilots will be planned according to their needs:

a. into a refresher training (e.g. WBT "Area and Route competence Training")
b. on specific routes to maintain their qualifications.

2.1.17.6 Recurrent Training

2.1.17.7 Refresher Training

2.1.17.7.1 Overview and Summary

Subjects:	Route and Area Competence Refresher
Type of Training:	WBT
Application:	If recency expired according to OM A Recency Requirements
Duration:	0:20 - 0:25 min each
Trainer:	-
Record of attendance:	ILIAS database

2.1.17.7.2 Syllabus: Refresher Training

Course Content and Subjects	Materials / References	Time
North Atlantic	WBT	0:30
South Atlantic		0:30
Far East		0:30
Africa		0:30

2.1.18 Aerodrome Competence Training

2.1.18.1 Purpose

Prior to being assigned as commander of the flight, the pilot has obtained adequate knowledge of the aerodromes (including alternates), facilities and procedures to be used.

This paragraph addresses the training required to operate into special airports which require special skills or knowledge for such operations. The specific training addresses airports that are in areas:

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- With mountainous terrain, including high terrain, rapidly rising terrain or terrain with steep gradients;
- With terrain that contributes to the existence of mountain waves, turbulence, high surface winds, sudden wind changes and/or other atmospheric phenomena that could affect the performance of the aircraft;
- Containing topographical variations such as ridgelines, valleys, ravines, fjords or other areas where downdrafts on the leeward or downwind side can make traversing the area or accomplishing a crosswind landing hazardous;
- Where the airport, runway and/or approach environment is difficult to identify at night due to surrounding lights;
- Where featureless or expansive terrain could contribute to optical illusions;
- That are devoid of lighting where airport, runway and/or approach area identification is difficult at night due to lack of visible landmarks;
- That are devoid of lighting and sole reference to external or visual cues is insufficient for the maintenance of proper aircraft attitude control;
- That require the application of any other specific skills or knowledge.

Based on AMC1 ORO.FC.105(b)(2), this training includes knowledge of:

- Seasonal meteorological conditions;
- Meteorological, communication and air traffic facilities, services and procedures;
- Airport obstructions, physical layout, lighting, approach aids and arrival, departure, holding and instrument approach procedures, applicable operating minima and ground movement considerations.

2.1.18.2 Standard of Performance

The candidate has to proof professional competence and conduct of operations during line check.

2.1.18.3 Training Contents

All aerodromes are classified by EDW into categories A, B and C according to their training and/or experience requirements. The following training requirements apply:

- Category A: No special briefing or training is required.
- Category B:
  - Prior to operating to a category B aerodrome (destination or required alternate), the CMD performs a self-briefing by means of company information (careful study of all available means as Lido Route Manual, CCI etc.) about the aerodrome concerned. During the self-briefing, special attention must be given to the reason of the aerodrome categorization (e.g. RWY length, terrain, weather phenomena etc.), which is stated in the OM C Appendix: AAL - Approved Airport List.

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    - In addition, the CMD must comply with any requirements stipulated by the competent authority responsible for the aerodrome.
- Category C:
    - Prior to operating to a CAT C aerodrome (destination or required alternate) the CMD will be briefed or self-brief by means of programmed instructions, about the additional considerations applicable to operations to that category C aerodrome.
    - In addition, the CMD must comply with any requirements stipulated by the competent authority responsible for the aerodrome.
- Additionally, according to judgement of the NPCT, one or both of the following measures will be taken:
    - Visit the aerodrome as an observer. The observer should occupy an observer's seat where installed. If an observer's seat is not available and cannot be installed, the pilot-in-command/commander may occupy a pilot seat to conduct the aerodrome visit with a suitably qualified commander nominated by EDW and/or
    - Undertake instruction by a TRI in a suitable FSTD.

The NPCT may implement further training (LIFUS): Operation of the aircraft to the respective airport as a CMD under the supervision of a TRI who is occupying the righthand seat.

Note 1: A training record will be issued.
Note 2: Some CMD may have previously operated to the aerodrome in the function of a copilot. This experience fulfils the requirement to visit the aerodrome as an observer.

Certain airports (e.g. LPMA / FNC) require specific approval by the national authorities and detailed documentation of training. Such training programmes have been specifically established by OT for the respective aerodromes in order to fulfil all specific requirements. Also refer to OM A Aerodrome Competency.

2.1.18.4 Initial and recurrent training

Edelweiss flight crew complete the training in the special skills and/or knowledge required to operate into special airports, during initial training and/or prior to a flight into these airports. Knowledge and its application are checked regularly during line checks.

2.1.18.5 Recency

The recency requirements for route and area competence refer to OM A Route and area recency.

The T/O and landing recency to aerodromes category C will be tracked.

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2.1.18.6 Recurrent Training

The “more complex elements” will be tracked. If required, pilots will be scheduled on specific routes to maintain the qualifications.

2.1.18.7 Renewal Training / Refamiliarization

Should the recency period of a category C airport be exceeded, renewal training is required:

- a repetition of the respective initial training; or
- a refamiliarization flight with a TRI (fulfilling the recency requirements) who is occupying the righthand seat; or
- refamiliarization in a FSTD using a database appropriate to the aerodrome will be planned.

As long as the refamiliarization has not taken place, the pilot will not be planned to the respective airport.

2.1.19 Route OPS Course

The route OPS course is held during the operator conversion course. The content may be found in the corresponding lessonplan.

2.1.20 Pilot Incapacitation Training

Incapacitation of a crew member is defined as any condition which affects the health of a crew member and renders him incapable of performing the assigned duties.

Flight crew are to be trained for means for recognising the types of incapacitation and handle pilot incapacitation.

Standard of Performance

- Recognise gradual, sudden or complete incapacitation;
- Know and take appropriate actions in case of pilots incapacitation;
- Maintain control of the aircraft and terminate the flight in single pilot operation in a safe manner.

Training Programme

The training is conducted every year and is integrated as follows:

Conversion Course	Recurrent Training and Checking
Theoretical instructions during ESET: Discussions during briefings / use of video / CBT / similar means	

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Practical training/exercise in the flight simulator	Practical training/exercise in the flight simulator at intervals of 36 months

Practical training/exercise:

- Practise the various types of incapacitation, especially during critical flight phases to become skilled on the correct recognition;
- Practise of incapacitation procedures;
- Incapacitation training appropriate to LVO:
  - During T/O in minimum authorised RVR the recognition of incapacitation resulting in continued as well as rejected T/O.
- Incapacitation during approach procedures or during missed approaches.

2.1.21 FANS Equipment Training

Purpose

Edelweiss Air is using airborne FANS/CPDLC/ADS equipment on some aircraft of its fleet. The flight crew members must be properly trained to operate this equipment.

Standard of Performance

- Proper use of FANS/CPDLC/ADS equipment.
- Know and understand the respective rules and regulations.
- Know and understand the respective backup and contingency procedures.

Training Programme

The crew training for operation of these devices is conducted by using the specific CBT programme which has been developed and distributed by Airbus. This CBT programme is accessible to crews via the Edelweiss intranet. The crew training for knowledge of rules, regulations, backup and contingency procedures is accomplished by self-study of the respective chapters (NAV, COM) of the Route Manual.

Checking

After conducting the training programme, the respective flight crew member will have to pass a written or online test. The test form is being evaluated by OT and thereafter the flight crew member will be released to operate the FANS/CPDLC/ADS equipment.

The training and testing are mandatory for all flight crew members which are to use the FANS/CPDLC/ADS equipment. The whole programme is to be completed prior to the first

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flight with aircraft equipped with FANS/CPDLC/ADS equipment. Recurrent checking will be performed during line check.

(Ref: ORO.GEN.110)

2.1.22 EFB and mPilot Training

General:

Edelweiss uses electronic flight bag (EFB) solutions, which include an electronic Route Manual (mPilot). All flight crew members will receive adequate training for this equipment.

Training Programme for mPilot:

- Edelweiss provides two different training possibilities for the use of LIDO mPilot:
  - Classroom instruction for new pilots of Edelweiss takes place as part of the Operator Conversion Course.
  - Online WBT Training for all pilots. Each pilot will confirm the completion of his mPilot WBT training in the “changelog” of Edelweiss Crew Control, which will report to OT. The WBT training must be completed before starting LIFUS.

Training for mPilot

- Documentation for use of LIDO mPilot is to be found at following locations:
  - In chapter LAT of the mPilot.
  - In the WBT section of the Edelweiss intranet.

Training for EFB

- For the use of the EFB Edelweiss provides two different training possibilities:
  - Classroom instruction for new pilots of Edelweiss takes place as part of the Operator Conversion Course.
  - Training can also be conducted with original EFB stored in the OCC.
- Documentation for use of the EFB software is to be found in EFB PPM Appendix User Guides. This section contains user guides explaining the software features.

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2.1.22.1 Initial EFB and mPilot Training

Aim of the course:

Ability to use the EFB hard- and software to an extent which allows to fulfil the tasks encountered in standard and non-standard flight operations.

Pre-entry requirements:

Participants must be Edelweiss pilots during an operator- or a type-conversion training.

Overview and Summary:

Subjects:	Initial Initial EFB and mPilot Training
Phases:	2 phases
Tests:	ILIAS Test
Duration:	02:00 hours
Trainer:	Edelweiss Flight Crew Instructors/Examiners (TKI, SFI, TRI, TRE)
Record of attendance:	MINT sign-off function

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1.1	**EFB and mPilot Training** • Overview of the system architecture • Preflight checks of the system • Limitations of the system • Specific training on the use of each application and the conditions under which the EFB may and may not be used • Restrictions on the use of the system, including cases where the entire system, or some parts of it, are not available • Procedures for normal operations, including cross-checking of data entry and computed information • Procedures to handle abnormal situations, such as a late runway change or a diversion to an alternate aerodrome	EDW Classroom EFB PPT LP: G3X.EFB_MPilot	01:15

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Phase	Course content and subjects	Materials / References	Time
	• Procedures to handle emergency situations • Phases of the flight when the EFB system may and may not be used • Human factors considerations, including crew resource management (CRM), on the use of the EFB		
1.2	**mPilot** • How to use the mPilot • Chart layout (basics) • Airport moving map display (AMMD)	EDW Classroom EFB PPT LP: G3X.EFB_MPilot	00:30
1.3	**Testing** • At the end of the lesson, the mPilot classroom instructor will work with a questionnaire covering the main topics. • The mPilot WBT training can only be continued as long as the built-in questions are answered correctly. This replaces a specific test. • Knowledge and handling of mPilot and EFB will be tested during the line check.	EDW Classroom EFB PPT LP: G3X.EFB_MPilot	00:15

2.1.22.2 Recurrent EFB and mPilot Training

Will be part of simulator training and checking.

Simulator refresher training incorporates the above topics during briefing, operation and debriefing.

2.1.22.3 Renewal EFB and mPilot Training

Will be part of simulator training and checking.

Simulator refresher training incorporates the above topics during briefing, operation and debriefing.

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2.1.23 Aircraft Upset Prevention and Recovery Training

Aircraft upset prevention and recovery training (UPRT) consists of following topics:

- Knowledge about factors leading to an upset or loss of control situation;
- Upset situation identification;
- Upset prevention training: a combination of theoretical knowledge and flying training with the aim of providing flight crew with the required competencies to prevent aeroplane upsets;
- Upset recovery training: a combination of theoretical knowledge and flying training (recovery techniques) with the aim of providing flight crew with the required competencies to recover from aeroplane upsets;
- Emphasis on aerodynamic factors present during the upset and the recovery.

2.1.23.1 Overview

Aircraft upset prevention and recovery training (UPRT) consists of following topics:

- Knowledge about factors leading to an upset or loss of control situation;
- Upset situation identification;
- Upset prevention training: a combination of theoretical knowledge and flying training with the aim of providing flight crew with the required competencies to prevent aeroplane upsets;
- Upset recovery training: a combination of theoretical knowledge and flying training (recovery techniques) with the aim of providing flight crew with the required competencies to recover from aeroplane upsets;
- Emphasis on aerodynamic factors present during the upset and the recovery.

2.1.23.2 Ground Training Methods

Ground Training will be based on different media (e.g. specific PowerPoint presentations for lesson G3X.UPRT, WBT, video presentation, verbal instruction, group discussion).

2.1.23.3 Use of FSTD for UPRT

The simulator used for the upset recovery training shall fulfil the certification requirements and be qualified according to the actual CS-FSTD Issue to ensure the training task objectives can be achieved and negative transfer of training is avoided. Exercises outside the validated training envelope (VTE) should not be conducted.

In order to avoid negative transfer of training, the capabilities of the FSTD should be considered when designing the training programme, especially when manoeuvre training could involve operation outside the normal flight envelope of the aeroplane. Type specific content contained in the training programme will be developed in consultation with the published Airbus procedures.

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2.1.23.4 UPRT programme for operator conversion, recurrent training and full type rating courses

UPRT will:

- consist of ground training and flight training in a FSTD qualified for the training task;
- be completed from each seat in which a pilot's duties require him/her to operate;
- for the operator conversion training course: include upset prevention and recovery elements from the tables below, see OCC Lessonplan G3X.UPRT;
- for full type ratings courses: the tables are also applicable, additional specifications may apply. They are specified below;
- for the recurrent training programme: include upset prevention elements of the following table at least every 12 calendar months, such that all the elements are covered over a period not exceeding 3 years, see "Edelweiss EBT programme" or "Overview UPRT elements in EBT" (refer to OM D Edelweiss EBT programme).

Elements and respective components of upset prevention training are provided in the following table:

Elements and components	Ground training	FFS training
A: Aerodynamics:		
General aerodynamic characteristics	•	
Aeroplane certification and limitations	•	
Aeroplane performance (high and low altitudes)	•	•
Aerodynamics (high and low altitudes)	•	•
Angle of attack (AOA) and stall awareness	•	•
stall-warning device activation	•	•
Mach effects	•	•
Aeroplane stability	•	•
Control surface fundamentals / use of trims	•	•
Icing and contamination effects	•	•
B: Causes of and contributing factors to upsets		
Environmental	•	
Pilot-induced	•	
Mechanical (aeroplane systems)	•	

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Elements and components	Ground training	FFS training
C: Safety review		
Safety review of accidents and incidents relating to aeroplane upsets	•	
D: g-load awareness and management		
Positive/negative/increasing/decreasing g-loads	•	•
Lateral g awareness (sideslip)	•	•
g-load management	•	•
E: Energy management		
Kinetic energy vs potential energy vs chemical energy [1]	•	•
Kinetic energy vs potential energy vs effect of thrust-drag ratio on the total energy [2]	•	•
F: Flight path management		
Relationship between pitch, power and performance	•	•
Manual and automation inputs for guidance and control	•	•
Type-specific characteristics	•	•
Management of go-arounds from various stages during the approach	•	•
Automation management	•	•
Proper use of rudder	•	•
G: Recognition		
Type-specific examples of physiological, visual and instrument clues during developing and developed upsets	•	•
Pitch/power/roll/yaw	•	•
Effective scanning (effective monitoring)	•	•
Type-specific stall protection systems and cues	•	•
Criteria for identifying stalls and upsets	•	•
H: System malfunction		

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Elements and components	Ground training	FFS training
including handling and operational considerations		
Flight control defects	•	•
Engine failure (partial or full)	•	•
Instrument failures	•	•
Loss of reliable airspeed	•	•
Automation failures	•	•
Fly-by-wire protection degradations	•	•
Stall protection system failures including icing alerting systems	•	•
I: Manual handling skills [1)] no autopilot, no autothrust, without flight directors		
Flight at different speeds, including slow flight, and altitudes within the full normal flight envelope		•
Procedural instrument flying and manoeuvring including instrument departure and arrival		•
Visual approach		•
Go-arounds from various stages during the approach	•	•
Steep turns		•

[1] Only applicable during operator conversion and recurrent training

[2] Only applicable during full type rating courses

Additional exercises for operator conversion, recurrent training and full type rating courses

The following recovery exercises are included in the recurrent training programme, such that all exercises are covered over a period not exceeding 3 years (refer to OM D Edelweiss EBT programme).

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	Exercises for recovery from developed paths	Ground training	FFS Training
1	Timely and appropriate intervention	•	•
2	Recovery from stall events, in the following configurations: • take-off configuration; • clean configuration low altitude; • clean configuration near maximum operating altitude; • landing configuration during approach phase.	•	•
3	Recovery from nose high at various bank angles	•	•
4	Recovery from nose low at various bank angles	•	•
5	Consolidated summary of aeroplane recovery techniques	•	•

Additional exercises for operator conversion, recurrent training and full type rating courses

Flight path management (manual or automatic, as appropriate) during unreliable airspeed indication and other failures at high altitude in aeroplanes with a maximum cruising altitude above FL300 are integrated into the full type rating courses, operator conversion training and recurrent training at least every 12 calendar months, such that all elements are covered over a period not exceeding 3 years. The following training elements are included:

Element	TK Instruction	FSTD / Aeroplane training
Basic flight physics principles concerning flight at high altitude, with a particular emphasis on the relative proximity of the critical Mach number and the stall, pitch behaviour, and an understanding of the reduced stall angle of attack when compared with low altitude flight.	•	•

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Element	TK Instruction	FSTD / Aeroplane training
Interaction of the automation (autopilot, flight director, auto-throttle/auto-thrust) and the consequences of failures inducing disconnection of the automation.	•	•
Consequences of an unreliable airspeed and other failures indication at high altitude and the need for the flight crew to promptly identify the failure and react with appropriate (minimal) control inputs to keep the aircraft in a safe envelope.	•	•
Degradation of FBW flight control laws/modes and its consequence on aircraft stability and flight envelope protections, including stall warnings.	•	•
Practical training, using appropriate simulators, on manual handling at high altitude in normal and in non-normal flight control laws/modes, with particular emphasis on pre-stall buffet, the reduced stall angle of attack when compared with low altitude flight, and the effect of pitchinputs on the aircraft trajectory and energy state.		•
The requirement to promptly and accurately apply the stall recovery procedure, as provided by the aircraft manufacturer, at the first indication of an impending stall. Differences between high-altitude and low-altitude stalls must be addressed.	•	•
Procedures for taking over and transferring manual control of the aircraft, especially for FBW aeroplanes with independent side-sticks.	•	•
Task sharing and crew coordination in high workload/stress conditions with appropriate call-out and	•	•

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Element	TK Instruction	FSTD / Aero-plane training
acknowledgement to confirm changes to the aircraft flight control law/mode.		

Note 1:
Edelweiss will ensure that personnel providing FSTD UPRT are competent and current to deliver the training, and understand the capabilities and limitations of the device used.
Note 2:
Differences related to UPRT for Mixed Fleet Flying (A320/A340) operations are regulated according to the AIRBUS “Upset Prevention and Recovery Training DR table”: UPRT can be credited on among A320, A340 provided that the knowledge differences identified are taken into account for initial and recurrent training. The differences between the A320 and A340 have been assessed as maximum to be level A training and are addressed through self-review by individual pilots or during the briefing of an EBT session.

2.1.23.5 UPRT Programme for CCQC

UPRT Programme for CCQC

UPRT differences training in each CCQC consists of the following 7 topics:

- Aerodynamics
- Causes and contributing factors of upsets
- g-Load awareness and management
- Energy management
- Flight path management
- Recognition
- System malfunctions

UPRT differences training in the CCQC is set up according to the Airbus publication “Upset Prevention and Recovery Training DR Table”.

The publication requires for all CCQC (A320 and A340):

- differences training Level A and
- differences checking Level A for all of the above listed 7 topics.

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In all EDW CCQC training programmes, additionally to self-instruction (FCOM, SOP, CBT), the UPRT differences training will be instructed during a specified simulator session.

2.1.23.6 Human Factors

Human Factors

Threat and Error Management (TEM) and Crew Resource Management (CRM) principles will be integrated into the UPRT. In particular, the surprise and startle effect, and the importance of resilience development will be emphasised. Training will also emphasise that an actual upset condition may expose flight crew to significant physiological and psychological challenges, such as visual illusions, spatial disorientation and unusual g-forces, with the objective to develop strategies to deal with such challenges.

2.1.23.7 Priorities

Priorities

- Upset prevention training will use a combination of manoeuvre-based and scenario-based training. Scenario-based training may be used to introduce flight crew to situations which, if not correctly managed, could lead to an upset condition. Relevant TEM and CRM aspects will be included in scenario-based training.
- In order to avoid negative training and negative transfer of training, the selected upset prevention scenarios and exercises take into consideration the limitations of the FSTD and the extent to which it represents the handling characteristics of the actual aeroplane. If it is determined that the FSTD is not suitable, Edelweiss will ensure that the required training outcome can be achieved by other means.

2.1.23.8 Go-arounds

Go-arounds

The go-around exercises are conducted from various altitudes during the approach with all engines operating, taking into account the following considerations:

- Un-planned go-arounds expose the crew to the surprise and startle effect;
- Go-arounds with various aeroplane configurations and different weights; and
- Balked landings (between Decision Altitude and touchdown or after touchdown unless thrust reversers have been activated).

2.1.23.9 Stall event recovery training

Stall event recovery training

Stall event recovery training takes into account the capabilities of the FFS used. Most current and grandfathered FFS models are deficient in representing the aeroplane in the

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aerodynamic stall regime, thus practising of 'full stall' in such a device could potentially result in negative training or negative transfer of training.
When using current or grandfathered FFS, the stall event recovery exercises will only be conducted as approach-to-stall exercises.

Stall event recovery training will emphasise the requirement to reduce the angle of attack (AOA) whilst accepting the resulting altitude loss. High-altitude stall event training will be included so that flight crew appreciate the aeroplane control response, the significant altitude loss during the recovery, and the increased time required. The training will also emphasise the risk of triggering a secondary stall event during the recovery.
Recovery from a stall event will always be in accordance with the Airbus stall event recovery procedures.

2.1.23.10 Nose high and nose low recovery training

Nose high and nose low recovery training

Nose-high and nose-low recovery training will be in accordance with the strategies recommended by Airbus.

2.1.23.11 UPRT Instructors

UPRT Instructors

Edelweiss has a comprehensive training and standardisation programme in place to provide FSTD instructors with additional training to ensure such instructors have and maintain complete knowledge and understanding of the UPRT operating environment, and skill sets. The standardisation and training will ensure that these instructors:

- are able to demonstrate the correct upset recovery techniques for the specific aeroplane type;
- understand the importance of applying the published procedures for recovery manoeuvres;
- understand the capabilities and limitations of the FSTD used for UPRT;
- are aware of the potential of negative transfer of training that may exist when training outside the capabilities of the FSTD;
- understand and are able to use the IOS of the FSTD in the context of effective UPRT delivery;
- understand and are able to use the available means for providing accurate feedback on flight crew performance;
- understand the importance of adhering to the FSTD UPRT scenarios that have been validated by the training programme developer; and
- understand the missing critical human factor aspects due to the limitations of the FSTD and convey this to the flight crew receiving the training.

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2.1.23.12 Related route and aerodrome knowledge

Related route and aerodrome knowledge

Route and aerodrome knowledge related to the prevention of aeroplane upsets will include understanding of:

a. the relevant environmental hazards, such as:
    - Clear Air Turbulence (CAT),
    - Intertropical Convergence Zone (ITCZ),
    - thunderstorms,
    - microbursts
    - icing,
    - mountain waves,
    - wake turbulence, and
    - temperature changes at high altitude;
b. the evaluation and management of the associated risks of the relevant hazards in (a); and
c. the available mitigating procedures for the relevant hazards in (a) related to the specific route, route area, or aerodrome used by Edelweiss. Edelweiss publishes specific information in the route and aerodrome briefing publications (CCI, CP).

2.1.24 Adverse Weather Operations

General:

Purpose

- The candidates are to be trained in knowledge and procedures in the topics of adverse weather or environmental conditions they may encounter in flight operations.
- The training for operations near volcanic ash has the is designed to increase flight crew awareness and vigilance related to volcanic activity and emphasize the possibility that they may be the first to observe an eruption or be required to pass information related to a new eruption to the appropriate authorities for dissemination.

Standard of Performance

- Proficiency to perform safe operations under adverse weather conditions.

Training/Evaluation Topics

Training and evaluation will be completed during initial GND and simulator training, and subsequently during recurrent simulator training at least once every 36 months for:

- anti-ice/de-ice policies and procedures

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General:

- contaminated runway operations
- thunderstorm avoidance, including weather radar system
- cold weather operations
- windshear avoidance and recovery (predictive and actual): see end of this paragraph.

2.1.24.1 Initial Ground Training Adverse Weather Operations

Aim of the course:

Proficiency to perform safe operations under adverse weather conditions.

Give the trainees a good overview and knowledge of adverse weather operation.

Pre-entry requirements:

Participants must be Edelweiss pilots during an operator- or a type-conversion training.

Overview and Summary:

Subjects:	Initial Ground Training Adverse Weather Operations
Phases:	3 Phases
Tests:	N/A only Questionnaire during WBT
Duration:	04:00 h
Trainer:	Self-Study
Record of attendance:	ILIAS-MINT sign-off function

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1.1	**Cold Weather Operation** • Introduction • De-/anti-icing policies and procedures	WBT LP: G3X.Adverse_WX	01:40

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Phase	Course content and subjects	Materials / References	Time
	• Airport Surface Condition, Contaminated runways operations, including the effect of type and depth of contaminants on performance		
1.2	**Basic Meteorology** • WX-General • WX-Phenomenons • Wind • Thunderstorm, Thunderstorm avoidance • Windshear, Turbulence • Fog • ITC • WX-Charts Circulars	WBT LP: G3X.Adverse_WX	01:40
1.3	**Global Reporting Format (GRF)** • Use of Runway condition reports RCR vs. GRF • Assessment and Presentation of RWY Condition Report • SNOWTAM / RCR • Runway surface condition descriptors and effects on performance • Runway condition codes / RCAM / Braking action • Differences FICON (FAA) / AMSCR (Canada) • AIREP - Required landing distance / Assessment of braking action • AIREP – Pilot report • Policies and Procedures • Calculation of landing distance at time dispatch • Landing distance at time of arrival (LDTA) • Take of calculations • Examples • In-flight check of the landing distance at time of arrival - aeroplanes & reporting on runway breaking action	WBT LP: G3X.Adverse_WX	00:40

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Phase	Course content and subjects	Materials / References	Time

2.1.24.2 Simulator and Flight Training and Checking Adverse Weather Operations

The aspects of adverse weather operations are incorporated into the whole simulator training and checking programme. Evaluation of the Standards of Performance takes place during Skill Test / LPC / OPC and LC.

Note: It must be understood that training and checking of windshear avoidance and recovery cannot be safely accomplished in an aircraft. Therefore a FFS will be used.
Note: Information related to the risk management of flight operations with known or forecast volcanic ash contamination is contained in ICAO Doc 9974 (Flight Safety and Volcanic Ash).

2.1.24.3 Recurrent Training and Checking Adverse Weather Operations

General:

Every 12 months in due time before the start of the winter season, flight crews receive recurrent training by means of a WBT called “cold weather operations”. Additionally, flight crew members need to pass a test with a minimum of 15 questions covering the topic of cold weather operations.

Aim of the course:

All pilots involved shall be competent and qualified to handle all cold weather phenomena.

Pre-entry requirements:

Edelweiss pilots who have passed the initial training concerning cold weather operations.

Overview and Summary:

Subjects:	Cold weather operations recurrent training
Phases:	WBT
Tests:	Cold weather operations refresher test (minimum 15 questions)
Duration:	01:30 hours

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Trainer:	-
Record of attendance:	ILIAS database

Syllabus: Theoretical Knowledge

Course content and subjects	Materials / References	Time
Aircraft De-/Anti-icing • Environmental conditions • Effects of icing • Regulations • De-/Anti-icing methods • De-/Anti-icing Fluids • Application of Fluids • Holdover time	WBT	01:00
Airport Surface Conditions • Contaminant Removal • Friction Characteristics • Measured Breaking Coefficient		
Operation • Introduction • Exemplary Flight from Ramp to Parking		
Case study and summary • Different examples and summary		
Test	ILIAS	00:30

2.1.24.4 Windshear Avoidance and Recovery Training (Predictive and Actual)

Flight crew members complete training and, when applicable, an evaluation, for demonstration of competence, in windshear avoidance and recovery from predictive and actual windshear.

Conversion training	Recurrent training / checking
During ground and simulator training.	During recurrent simulator training / checking once every 36 months.

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The briefing may contain review of topics such as conditions conducive to windshear; effects on aircraft performance; indications of windshear presence; avoidance and recovery techniques and windshear case studies or scenarios.

2.1.24.5 Renewal Training Adverse Weather Operations

Will be part of simulator training and checking.

Simulator Refresher Training incorporates the above topics during Briefing, Operation and Debriefing.

2.1.25 Training to operate in either Pilot's Seat

Purpose

The training and checking to operate in either Pilot's Seat serves for Commanders (TC and TRI), whose duties also require them to operate in the right-hand seat and carry out the duties of copilot, or commanders required to conduct training or examining duties from the right-hand seat. The training and checking programme ensures that they are proficient in conducting the relevant normal, abnormal and emergency procedures from either seat.

Standard of Performance

- Proper fulfillment as PF and as PM of all duties and tasks related to the right-hand seat position.
- Comfortable flight operation as PF conducted from the right-hand seat.

Programme

These commanders shall complete additional training and checking as follows. This includes any safety critical item where the action to be taken by the pilot is different depending on which seat they occupy.

Note: Edelweiss assessed the requirements and there are no other safety critical items between each pilot’s seat.

- An engine failure during take-off
- A one engine inoperative approach and go-around
- A one engine inoperative approach and landing
- UPRT according syllabus.
- Low visibility operations (LVO) recurrent training and checking as PM.

This training is integrated into the conversion and recurrent checking programme.

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When operating in the right-hand seat, the required checks for operating in the left-hand seat must, in addition, be valid and current.

Qualification Form

After passing the above training and checking, the Edelweiss qualification form shall be filled in, containing the statement “Qualified for right-hand seat operation”

Recurrent Training and Checking

The above training and checking will be conducted with every OPC, which means twice a year (minimum: at least every 12 months), in the full flight simulator.

(Ref: ORO.FC.135)

2.1.26 CRP (Cruise Relief Pilot) Training

Purpose

The course for Cruise Relief Pilot (CRP) is intended for First Officers in order to attain the company qualification required for assignment as Relief Commander on enlarged flights, when the aircraft is flying above FL 200.

Prerequisites

This course is eligible for F/O which fulfil the requirements as stipulated in OM A Qualification Requirements.

The course may be attended shortly before reaching the requirements, however the nomination as CRP will take place only when all requirements are met.

Standard of Performance

- Safe operation in connection with failures during cruise from LH seat.
- Thorough analysis and efficient crew cooperation in normal, abnormal and emergency operation.
- Adequate decision making and leadership as Relief Commander.
- Demonstrate practice of drills and procedures, which would normally be the CMD's responsibility.

Legal background: Minimum requirements for a pilot relieving the commander

- valid Airline Transport Pilot License
- conversion training and checking (including type rating training), refer to OM D Conversion Course A320.
- all recurrent training and checking, refert to OM D Recurrent Training and Checking.

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- route competence qualification, refert to OM D Route and Area Competence Training.

CRP Initial Training Programme

Day 1: CRP Ground course	Lesson	Time	Instructor
OC Theory	CRP.OC	3:00	OC
Ilias Module	CRP web based training	2:30	selfstudy

Day 2: CRP Simulator Training		1 Trainee	2 Trainees	3 Trainees	Instructor
Briefing	CRP.OT	2:00			CMD TRI
A340 Simulator Training	S3X.CRP1	2:00	3:00	4:30	
Debriefing		1:00			
Training Topics	1. Flying all manoeuvres from LH seat 2. Performing the tasks of a CRP from the LH seat in respect to crew coordination, cooperation, communication 3. Leadership & decision making				

Day 3: CRP Simulator Check		1 Trainee	2 Trainees	3 Trainees	Instructor
Briefing	S3X.CRP2	1:00			CMD TRI
A340 Simulator Check		2:00	3:00	4:30	
Debriefing/Qualification		1:00			
Qualified Training Topics	1. Flying all manœuvres from LH seat 2. Performing the tasks of a CRP from the LH seat in respect to crew coordination, cooperation, communication 3. Leadership & decision making 4. Apply the required contingency procedures 5. Appropriate workload management and situational awareness				

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Day 4: CRP Check	
Either	
on A320 (2 long sectors, each min 3:00 airborne time) or	The CRP check may be combined with a regular line check and is a company requirement only. If not combined with a regular line check, the TC/TRI may occupy the LH seat and the new CRP the RH seat. The check will serve the real-time assessment of situational awareness concerning relief pilot aspects of the flight.
on A340 (1 LH sector or 2 sectors as described above)	

CRP Recurrent Training Programme

Once a year, a CRP Recurrent Training exercise (S3X.CRP2) is conducted in the full flight simulator.

CRP Refresher		1 Trainee	2 Trainees	3 Trainees	Instructor
Briefing	S3X.CRP2	1:00			CMD TRI
A340 Simulator		2:00	3:00	4:00	
Debriefing		1:00			
Training Topics	1. Flying all manoeuvres from LH seat 2. Performing the tasks of a CRP from the LH seat in respect to crew coordination, cooperation, communication 3. Leadership & decision making 4. Apply the required contingency procedures 5. Appropriate workload management and situational awareness				

Forms

Refer to OM D Qualification procedures for the appropriate form.

2.1.27 Differences Training, Familiarisation, Equipment and Procedure Training

General:

Edelweiss operates aircraft of different types (A320 and A340) but no variants within one type according to Airbus OSD. Nevertheless, aircraft differences that require emphasis typically also include another level of technology, ergonomics, operational differences

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General:

and handling characteristics (e.g. approved modifications). To extend the privileges within the same or to another variant within one type rating, Edelweiss will organise appropriate differences or familiarisation training.

- Differences training requires the acquisition of additional knowledge and training on an appropriate training device or the aircraft.
- Familiarisation training requires the acquisition of additional knowledge.

The differences and familiarisation training is including the relevant elements defined in the Airbus “A320/A340 Operational Suitability Data (OSD) Flight Crew” and Airbus “A320/A340 Family Difference Requirement Tables and TASE Flight Crew”.

Description of DR tables

The differences pertinent to the flight crew between a base aircraft and a candidate aircraft are divided in the DR tables into 3 categories:

Aircraft general/design
This part describes the major differences related to the aircraft general presentation and operational limitations associated with the aircraft operations (dimensions, weights, maximum operating speeds, envelopes, etc.). Limitations regarding aircraft systems are listed in the DR system part of the table.
Aircraft systems
This part lists the differences related to systems. It is organized according to the ATA 100 specification and then identifies for each ATA chapter or sub-chapter the applicable differences in term of: • System design and architecture • Normal operations • Controls and indications • Limitations
Aircraft maneuvers/procedures
This part identifies the differences regarding the aircraft maneuvers and procedures. It is organized as follow: • Normal maneuvers / procedures arranged per flight phase • Abnormal and emergency maneuvers / procedures arranged per flight phase • Abnormal and emergency procedures arranged per ATA chapters

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Effect of the differences
For each difference listed in the DR table, an analysis is performed to determine its effect on both flight characteristics and procedures.

Effect on flight characteristics
If the difference has no impact on the handling qualities perceivable by the flight crew and on performance, the “FLT CHAR” (Flight Characteristics) column is set to “NO”. Note: The FLT CHAR is never set to “YES” in DR tables between variants or DR tables for aircraft modification.
Effect on procedures
When the normal, abnormal or emergency procedure associated with the listed difference are impacted in such a way that additional knowledge, skills or attitude are needed for the crew to accomplish the new procedure on the candidate aircraft, then the “PROC CHG” (Procedure Change) is set to “YES”.

Difference levels
Difference levels are used to identify the extent of difference between a base and a candidate aircraft with reference to the differences described in the DR table.
These levels are proportionate to the differences between a base and a candidate aircraft.
A range of five difference levels in order of increasing requirements, identified as “A” through “E”, are each specified for training, checking, and currency:

Training difference levels

Level A	Level B	Level C	Level D	Level E
applicable to difference items that can be adequately addressed through selfinstruction. The level A items do not require any specific training media and an existing	applicable to difference items considered as “complex” (systems or procedures made of many combined elements that are not self-explanatory at first glance). The lev-	applicable to difference items considered as “complex” and having specific difference in Human-Machine Interface and Function. The level C items require to be	applicable to difference items that require to be trained with a full crew and with guided-instruction. In this context, guided instruction is defined by the use of an inter-	applicable to difference items that require to be trained with a full crew, with guided instruction and a high-fidelity environment. Level E training is not applicable to an

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Level A	Level B	Level C	Level D	Level E
descriptive documentation is sufficient.	el B items require to be trained with aided-instruction. In this context, aided instruction is defined either as instructor assistance, an animated training media used in self-paced learning, video or any other aided instruction means.	trained on an interactive training device with functional fidelity environment. Functional fidelity refers to the degree to which a simulated task environment behaves in a way similar to the real task environment.	active training device with functional and physical fidelity environment and with instructor guidance.	DR table between variants or an DR table for aircraft modification.

Currency difference levels

Level A	Level B	Level C	Level D	Level E
Level A currency means that the training item does not require any currency i.e. the item does not need to be regularly practiced in operation or be regularly self-reviewed by the pilot to maintain a safe aircraft operation.	Level B currency means that when the knowledge part of the training item needs to be practiced regularly in operation or be regularly self-reviewed by the pilot to maintain a safe aircraft operation.	Level C currency means that the skills part (as well as the knowledge part if applicable) of the training item needs to be practiced regularly in operation or in a training device with HMI and functional fidelity environment to maintain a safe aircraft operation.	Level D currency means that the skill and attitude parts (as well as the knowledge part if applicable) of the training item need to be practiced as a crew regularly in operation or in a training device with HMI (human machine interface), functional and physical fidelity environment to maintain a safe aircraft opera-	Level E currency means that when the skill and attitude parts (as well as the knowledge part if applicable) of the training item need to be practiced regularly in operation or in a high-fidelity training device. Level E currency is not applicable to an DR table between variants or an DR table for air-

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Level A	Level B	Level C	Level D	Level E
			tion.	craft modification.

Checking difference levels

Level A	Level B	Level C	Level D	Level E
Under EASA regulation, there is no skill test required after the familiarization or difference training between variants or for an aircraft modification. There is also no proficiency check required for a variant or an aircraft modification. Therefore, the checking column is always assigned as level A i.e. no checking.				

Aim of the training:

The purpose of this training is to ensure that:

a. flight crew members are well familiarized with the significant differences in equipment and/or procedures between concurrently operated A320 and A340.
b. flight crew member's competencies required for safe operation are acquired and continuously maintained over time.

Applicability:

The training is applicable for Edelweiss pilots:

a. In an Operator conversion course
b. In a type-rating course (may be combined with the Operator Conversion Course)
c. During a type renewal training after absence on type
d. Before a modified aicraft or a variant of the same type enters the EDW-fleet

Edelweiss DR Tables A320:

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GENERAL DIFFERENCES REQUIREMENTS TABLE A320						
DIFFERENCE AIRCRAFT AS SPECIFIED IN TABLE				**COMPLIANCE METHOD**		
BASE AIRCRAFT: HB-JJN				**TRAINING**	**CHECKING/ CURRENCY**	
General	Differences	Flight characteristics	Procedure change	A/B/C/D/E	FLT CHK	REC EXP
DIMENSIONS	Different Wingspan due to Sharklet	No	No	A	A	A
GENERAL	STOP RUDDER INPUT Warning installed	No	No	B (Video)	A	A
	Back-Up Speed Scale (BUSS) installed: Refer to Maneuver DR.	No	No	A	A	A
	BACF function installed	No	No	A	A	A
	Different location and use of emergency and safety equipment	No	Yes	B	A	B (12m)
LIM (LIM-AGOPS)	Narrow RWY Operations certification	No	No	A	A	A
	Tailwindlimit 15kt Take-Off iso 10kt	No	No	A	A	A
	Tailwindlimit 10kt Landing iso 15kt	No	Yes	A	A	A
	Max PA 39'100 ft iso 39’800ft	No	No	-	-	-
LIM (LIM-AGWGHT)	Max ZFM 62’500kg iso 61’000kg	No	Yes	-	-	-
	Max LM 66’000kg iso 64’500kg	No	Yes	-	-	-
LIM (LIM-AFS)	CAT II / CAT III Operations with Automatic rollout in the case of one engine inoperative: Maximum Crosswind value reduced from 20 kt to 15 kt.	No	No	A	A	B (36m)

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GENERAL DIFFERENCES REQUIREMENTS TABLE A320						
	CAT II / CAT III Operations with Automatic rollout: One engine inoperative or one thrust reverser inoperative, the remaining reverse thrust is limited to idle installed	No	Yes	A	A	B (36m)
	Automatic Landing altitude 9’200ft iso 2’500ft	No	Yes	A	A	A
	CAT III with minimum DH 22ft iso 20ft	No	Yes	-	-	-
LIM (LIM-NAV)	OPS to 73°N iso 82°N	No	Yes	A	A	A
LIM (PER-LOD-CGO)	Different max. cargo hold capacities	No	No	A	A	A

SYSTEM DIFFERENCES REQUIREMENTS TABLE A320						
DIFFERENCE AIRCRAFT AS SPECIFIED IN TABLE				**COMPLIANCE METHOD**		
BASE AIRCRAFT: HB-JJN				**TRAINING**	**CHECKING/ CURRENCY**	
General	Differences	Flight characteristics	Procedure change	A/B/C/D/E	FLT CHK	REC EXP
AIRCOND (21)	ACSC (Air Conditioning System Controller) not installed	No	No	A	A	A
	Temperature Control on FAP not installed	No	Yes	A	A	A
PRESS (21)	RPCU (Residual Pressure Control Unit) not installed	No	No	A	A	A
VENT (21)	FSC (Fan Speed Controller) installed	No	No	A	A	A

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SYSTEM DIFFERENCES REQUIREMENTS TABLE A320						
CARGO (21)	Cargo ventilation- system/ -valve & Extraction fan installed	No	Yes	A	A	A
	AFT Cargo Ventilation installed	No	Yes	A	A	A
	AFT Cargo Heating installed	No	Yes	A	A	A
	AFT Cargo Isolation Valve installed	No	Yes	A	A	A
AUTOFLT (22)	Backup Navigation Function of the MCDU not installed	No	Yes	A	A	A
	GLS (GBAS Landing System, GNSS Landing System) installed	No	Yes	A	A	B (36m)
	FCU EXPEDITE P/B not installed	No	No	A	A	A
COMM (23)	3rd RMP installed	No	No	A	A	A
	HF not installed	No	Yes	A	A	A
	Datalink with HF capability installed	No	No	A	A	A
	EVAC CMD no Cockpit Audio Warning not installed	No	No	A	A	A
ELEC (24)	GAPCU (ground and aux power control unit) not installed	No	No	A	A	A
	Yellow C/Bs FLT ON BAT ONLY installed	No	No	A	A	A
	RAT supplies EMER GEN with gear down not installed	No	No	A	A	A
	EMER ELEC on BAT at gear down installed	No	Yes	A	A	A

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SYSTEM DIFFERENCES REQUIREMENTS TABLE A320						
	Commercial Button not installed	No	Yes	A	A	A
EQPMT (25)	4th Occupant Folding Seat & OXY Mask not installed	No	No	A	A	A
	Foot Warmer installed	No	No	A	A	A
FIRE PROT (26)	CIDS-SDF (smoke detection function) not installed	No	No	A	A	A
	Cargo Fire Prot 2 Bottles installed	No	No	A	A	A
FLT CTRL (27)	Introduction of Loads Alleviation Function (LAF) through spoiler deflection and ailerons installed	No	No	A	A	A
	Adapted flight control law reconfiguration after loss of yaw damper if Sharklets installed. Note: Refer to DR Maneuvers	No	Yes	A	A	A
	Characteristic speeds computed with weight information from FMS instead of FAC if Sharklets installed.	No	No	A	A	A
	The ECAM warning message “Pitch Trim/ MCDU/CG Disagree” is displayed in case of discrepancy between the real pitch trim value and the pitch trim entered in the MCDU if Sharklets installed.	No	No	A	A	A
	Oral message: “STOP RUDDER INPUT” with	No	No	B (Video)	A	A

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SYSTEM DIFFERENCES REQUIREMENTS TABLE A320						
	master warning light if installed					
FUEL (28)	Total usable Fuel different than 24'209l	No	No	A	A	A
	FTIS (Fuel Tank Inerting System) installed	No	No	A	A	A
	Cockpit Refuel Panel installed	No	Yes	A	A	A
	Fuel Leak Detection installed	No	No	A	A	A
	Left Wing Refuel Coupling not installed	No	Yes	A	A	A
ICE/RAIN PROT (30)	Dual Ice Detection System installed	No	No	A	A	A
IND/REC SYS (31)	Cabin Ready Button / Memo not installed	No	No	A	A	A
	Display of Delta ISA not installed	No	No	A	A	A
	Metric Altitude Indication on PFD not installed	No	No	A	A	A
	Tail Strike Pitch Limit Indicator not installed	No	No	A	A	A
	MORA (Minimum Off Route Altitude) not installed	No	No	A	A	A
	ILS PB labled LS not installed	No	No	-	-	-
	LCD DU not installed	No	No	-	-	-
	Additional red "STALL STALL" message on the PFD installed	No	No	A	A	A
	BUSS activation after 3 ADRs have been switch-	No	Yes	A	A	A

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SYSTEM DIFFERENCES REQUIREMENTS TABLE A320						
	ed off installed: Refer to DR manoeuvre					
	Display Management Computer Configuration ECAM DUs (Upper/ Lower) supplied by DMC (1/1) iso (1/2)	No	Yes	A	A	A
IND/REC SYS (31)	This EIS standard enables the following evolutions: LVR TOGA FMA message • "LVR TOGA" message displayed in white on FMA initially introduced in the frame of the NEO soft go-around function is now available for any variant.	No	No	A	A	B (36 m)
LDG GEAR (32)	NWS hydraulically powered by G/Y Hyd Sys not installed	No	Yes	A	A	A
	Electrical Alternate Braking not installed	No	No	A	A	A
	Parking Brake Monitoring installed	No	No	A	A	A
LIGHTS (33)	Different position of navigation and strobe lights on the sharklet fairing (LEDs). Addition of a blue light for prediction of the LEDs end of life: Refer to DR Maneuvers	No	Yes	A	A	A
NAV (34)	ISIS not installed	No	No	A	A	A

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SYSTEM DIFFERENCES REQUIREMENTS TABLE A320						
	Additional STBY Altimeter in Meter installed	No	No	A	A	A
	2 ADF installed	No	No	A	A	A
	DDRMI installed	No	No	A	A	A
SURV (34)	ADS-B OUT not installed	No	No	A	A	A
	PWS Predictive Windshear System not installed	No	Yes	A	A	A
	TCAS installed	No	No	A	A	A
	T2CAS not installed	No	No	A	A	A
	TCAS ALT max range +/- 7000 ft iso. 9900 ft	No	No	A	A	A
	RAAS installed	No	No	A	A	A
	GPWS, EGPWS with different modes	No	No	A	A	A
	Multiscan weather radar not installed	No	No	A	A	A
LIM-SURV	Man-made Obstacle Function installed	No	No	A	A	A
OXY (35)	Gaseous Oxygen Generators in lavatories installed	No	No	A	A	A
INF SYS (46)	CPDLC / DCDU / FANS B+ not installed	No	No	A	A	A
	The BACF with additional MCDU pages installed	No	No	A	A	A
DOORS (52)	Bulk Cargo Door installed	No	No	A	A	A
	CDLS ON/OFF Control Switch installed	No	No	A	A	A
	Cockpit Door Backup (CDLS Backup) installed	No	No	A	A	A
	Dead Bolt on Cockpit Door not installed	No	No	A	A	A

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SYSTEM DIFFERENCES REQUIREMENTS TABLE A320						
ENGINES (70)	Avail Indication During Engine Start not installed	No	No	A	A	A
PRO-SPO (45)	Engine CFM56-5B4/P "TI" (SAC-TI) intermix not installed	No	Yes	-	-	-
PRO-NOR-SOP (06)	IRS Alignment Based on GPS Position not installed	No	No	A	A	A
PRO-ABN (35)	OXY ECAM Advisory other than <600 psi	No	No	A	A	A

MANOEUVRE DIFFERENCES REQUIREMENTS TABLE A320						
DIFFERENCE AIRCRAFT AS SPECIFIED IN TABLE				**COMPLIANCE METHOD**		
BASE AIRCRAFT: HB-JJN				**TRAINING**	**CHECKING/ CURRENCY**	
General	Differences	Flight characteristics	Procedure change	A/B/C/D/E	FLT CHK	REC EXP
PRE-FLIGHT	Walkaround: Different navigation and strobe light position if Sharklets installed	No	Yes	A	A	B (12m)
TAXI	The minimum turning radius is 22.9 m/75 ft due to different wing span if Sharklets installed	No	No	A	A	B (12m)
ALL PHASES	Strobe lights can be switched off in-flight if Sharklets installed	No	Yes	B	A	B (12m)
ABN-LANDING	CAT II / CAT III Operations with automatic rollout: In case of one engine inoperative or one thrust reverser inoperative, the pilot should select REV IDLE on the remaining engine (instead of REV	No	Yes	A	A	B (36m)

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MANOEUVRE DIFFERENCES REQUIREMENTS TABLE A320						
	MAX) if Sharklets installed					
ABN-FLT-CTRL (27)	For the malfunctions implying the loss of yaw damper (AUTO FLT FAC1 + 2 FAULT and AUTO FLT YAW DAMPER SYS), the ECAM displays “ALTN LAW: PROT LOST” but the flare mode remains active for landing as in normal law if Sharklets installed	No	Yes	A	A	B (12m)
NAV (34)	BUSS (Backup speed/ Altitude scale) installed	No	Yes	D	A	D (36m)

Edelweiss DR Tables A340:

GENERAL DIFFERENCES REQUIREMENTS TABLE A340						
DIFFERENCE AIRCRAFT AS SPECIFIED IN TABLE				**COMPLIANCE METHOD**		
BASE AIRCRAFT: HB-JMG				**TRAINING**	**CHECKING/ CURRENCY**	
General	Differences	Flight characteristics	Procedure change	A/B/C/D/E	FLT CHK	REC EXP
GENERAL	Different location and use of emergency and safety equipment	No	Yes	B	A	B (12m)
	Different passenger seating capacity	No	No	A	A	A

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SYSTEM DIFFERENCES REQUIREMENTS TABLE A340						
DIFFERENCE AIRCRAFT AS SPECIFIED IN TABLE				COMPLIANCE METHOD		
BASE AIRCRAFT: HB-JMG				TRAINING	CHECKING/CURRENCY	
General	Differences	Flight characteristics	Procedure change	A/B/C/D/E	FLT CHK	REC EXP
N/A	N/A	N/A	N/A	N/A	N/A	N/A

MANOEUVRE DIFFERENCES REQUIREMENTS TABLE A340						
DIFFERENCE AIRCRAFT AS SPECIFIED IN TABLE				COMPLIANCE METHOD		
BASE AIRCRAFT: HB-JMG				TRAINING	CHECKING/CURRENCY	
General	Differences	Flight characteristics	Procedure change	A/B/C/D/E	FLT CHK	REC EXP
N/A	N/A	N/A	N/A	N/A	N/A	N/A

Overview and Summary:

Subjects:	Flight Crew Differences and Familiarisation Training
Phases:	3 Phases: 1. Self-study of FCOM, FCTM, difference file, other publications 2. Web-based trainings 3. Simulator
Tests:	N/A
Duration A320:	03:00 h classroom or self-study during Operator Conversion and/or Type-Rating Training. The Training may be reduced according to the trainees needs (e.g. implementation of new minor modifications).
Duration A340:	01:00 h classroom or self-study during Operator Conversion and/or Type-Rating Training. The training may be reduced according to the trainee's needs (e.g. implementation of new minor modifications).
Trainer:	N/A for self-study, TKI for classroom, SFI/TRI for Simulator instruction

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Record of attendance:	Ilias for WBT, Training record for classroom and Simulator

Syllabus: Differences and Familiarisation Training A320

Phase	Course content and subjects	Materials / References	Time
1	**Training difference levels A** • DR Level A with items that are adequately addressed by self-instruction through descriptive documents.	G32.DIFF Self-study FCOM FCTM	1:45
2	**Training difference levels B** • DR Level B is addressed with aided-instruction as instructor assistance, an animated training media used in self-paced learning, a video or any other aided instruction means.	G32.DIFF WBT Classroom	0:30
3	**Training difference levels D** • DR Level D requires to be trained with a full crew and with guided instruction. It's done either in the FFS or in an FTD.	G32.DIFF Briefing-room FFS FTD	0:45

Syllabus: Differences and Familiarisation Training A340

Phase	Course content and subjects	Materials / References	Time
1	**Training difference levels A** • DR Level A with items that are adequately addressed by self-instruction through descriptive documents.	G34.DIFF Self-study FCOM FCTM	00:20
2	**Training difference levels B**	G34.DIFF WBT Classroom	00:40

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Phase	Course content and subjects	Materials / References	Time
	• DR Level B is addressed with aided-instruction as instructor assistance, an animated training media used in self-paced learning, a video or any other aided instruction means.		
3	**Training difference levels D** • DR Level D requires to be trained with a full crew and with guided instruction. It's done either in the FFS or in an FTD.	G34.DIFF Briefing-room FFS FTD	N/A

2.1.28 Requalification (Renewal) Training

2.1.28.1 General

General:

Renewal: (of, e.g. a rating or certificate) means the administrative action taken after a rating or certificate has lapsed for the purpose of renewing the privileges of the rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.

- A renewal becomes necessary as soon as a rating has lapsed.

Refresher training for renewal of a type rating will be required if a flight crew member has lapsed his license revalidation due to absence, illness, or other reasons.

Ref: AMC1 FCL.740(b)

Overview of the renewal process:

- Perform an assessment of the candidates experience and knowledge.
- Deliver a training completion certificate or, if no training was necessary, submit a statement including sufficient reasoning. The following FOCA form 60.531 «Aeroplane CR/TR Renewal Refresher Training Details» may be used.
- Recommend the candidate for the renewal proficiency check

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Aim of the course:

The objective of the refresher training is for the applicant to reach the level of proficiency necessary to safely operate the relevant type of aircraft. The amount of refresher training needed will be determined on a case-by-case basis by OT (HT / CFI), taking into account the following factors:

- the experience of the applicant;
- the amount of time elapsed since the aircraft type was last flown;
- the complexity of the respective Airbus type;
- whether the applicant has a current rating on another aircraft type;

Where considered necessary, the performance of the applicant may be assessed during an FSTD session on the relevant type.

Pre-entry requirements:

Hold or has held a valid type rating A320 or A340.

Credits for previous experience:

See pre-entry requirements and renewal training guidelines.

Standard of performance:

At the end of Renewal Training, the respective crew member shall be able to operate the aircraft in a safe and efficient manner regarding the tasks of his crew member station as specified in OM A Flight Crew ("Standard of Performance").

Training Program:

Normally it can be expected that the amount of training needed to reach the desired level of proficiency will increase analogously to the time elapsed since the aircraft type was last flown.

Taking into account the factors listed above, OT may also decide that the applicant already possesses the required level of proficiency, and that no refresher training is necessary. In such a case, the training record will contain a respective statement including sufficient reasoning.

After having determined the needs of the applicant, OT will develop a specific training programme using the Renewal Guideline Training Table (2.1.28.5) as reference, focusing on the aspects where the applicant has shown the greatest needs. The time since the last flight or SIM duty on any of the MFF types must be taken into account for renewal training, and not just the time since rating expiry.

Renewal and Refresher training will include theoretical knowledge instruction, as necessary, such as for type-specific system failures. The performance of the applicant will be

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Training Program:

tracked (via Mint Progress Record) and additional instruction will be provided to the applicant, where necessary, to reach the standard required for the proficiency check.

Training Devices:

All approved training devices are listed on the Training List of simulators used by Edelweiss, published on Yonder.

Overview and Summary:

Subjects:	Technical, operational, and type-specific topics concerning the A320 or A340
Phases:	Renewal Training consists of the following training elements: 1. Theoretical Knowledge Verification Check 2. Practical training and checking sessions in the full flight simulator (FFS) 3. Line Flying under supervision (LIFUS) and Linecheck on the A320 or A340 aircraft
Tests:	• ILIAS Theoretical Knowledge verification: • OPC/LPC • Line check following LIFUS iaw. syllabus
Duration:	According to OT/CFI evaluation and syllabus guidance.
Trainer:	Edelweiss Flight Crew Instructor (TKI, SFI, TRI, TRE)
Record of attendance:	Completion of each training session has to be properly documented. MINT sign-off function, Training record, BAZL Form 60.530 for LPC, ILIAS records

2.1.28.2 Syllabus: Renewal Training A320 or A340 Theoretical Training and Checking

The ground training takes place in the following locations:

- LAT facilities for ESET
- EDW Classroom or home study for WBT

All ground modules refer to the applicable Airbus documentation (FCOM, FCTM. QRH, FS+) and Company manuals (OM A, CSPM, SOP, Operational Documentation).

Refer to OM D Syllabus: Renewal Training Guideline.

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2.1.28.3 Syllabus: Renewal FFS Training - Normal and Abnormal Operations

Refer to OM D Syllabus: Renewal Training Guideline.

2.1.28.4 Syllabus: LIFUS Training

Refer to OM D Syllabus: Renewal Training Guideline.

2.1.28.5 Syllabus: Renewal Training Guideline

Renewal Training Guideline **May be adapted by CFI / OT according to indivual assessment and circumstances** **Training Record to be completed in all cases**		
Interrruption since last SIM or FLT duty as PF	**Inexperienced Flight Crew** **<1000h A3XX**	**Experienced Fligh Crew** **>1000h A3XX**
0-3 months	EBT Day 1+2 Check	EBT Day 1+2 Check
3-6 months	Theoretical Knowledge Verification	Theoretical Knowledge Verification
	SBF 1 (2 hours)	SBF 1 (2 hours)
	EBT Day 1+2 Check	EBT Day 1+2 Check
	LIFUS 2 sectors with TRI	---
6-12 months	Theoretical Knowledge Verification	Theoretical Knowledge Verification
	SBF 1 (2 hours)	SBF 1 (2 hours)
	SBF 2 (4 hours)	SBF 2 (4 hours)
	EBT Day 1+2 Check	EBT Day 1+2 Check
	LIFUS 4 sectors with TRI	LIFUS 2 sectors with TRI
	Line Check	Line Check

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Renewal Training Guideline May be adapted by CFI / OT according to indivual assessment and circumstances Training Record to be completed in all cases		
1-3 years	Theoretical Knowledge Verification	Theoretical Knowledge Verification
	SBF 1 (2 hours)	SBF 1 (2 hours)
	SBF 2 (4 hours)	SBF 2 (4 hours)
	SIM 3 – Major Malfunctions	SIM 3 – Major Malfunctions
	EBT Day 1+2 Check	EBT Day 1+2 Check
	6 LIFUS sectors with TRI	LIFUS 4 sectors with TRI
	LIFUS 4 sectors with TC	LIFUS 2 sectors with TC
	Line Check	Line Check
> 3 years	Special consideration required: it might be that the applicant should again undergo the full training programme required for the initial issue of the rating	

2.1.28.6 Administration

Following successful completion of the required training, the candidate will be released by OT for the proficiency check. On completion of the entire assigned syllabus, OT will sign the statement on the training record that all training and the proficiency check have been successfully completed.

Thereafter, the training record and the proficiency check form will be submitted to the competent authority of the state which has issued the license.

2.1.28.7 Requalification of Lapsed ESET / Recurrent Ground Training

The respective flight crew member will be suspended from flight duty until successful completion of the lapsed training/check. OP will take action to schedule the crew member for the respective training/check activity.

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2.1.28.8 Refresher Training with a valid Type Rating

Following a prolonged interruption, but within the validity period of the type rating, the following refresher training guidelines apply. Individual needs shall be assessed by the CFI/OT and the program adapted accordingly.

Refresher Training Guideline **May be adapted by CFI / OT according to indivual assessment and circumstances**		
Interrruption since last SIM or FLT duty as PF on type	**SFF Pilot**	**MFF Pilot active on the other type**
0-3 months	Recency if required	Recency if required
3-6 months	Theoretical Knowledge Verification	Theoretical Knowledge Verification
	SBF 1 (2 hours)	SBF 1 (2 hours)
	LIFUS 2 sectors with TRI	---
6-12 months	Theoretical Knowledge Verification	Theoretical Knowledge Verification
	SBF 1 (2 hours)	SBF 1 (2 hours)
	SBF 2 (4 hours)	---
	EBT Day 1+2 Check	EBT Day 1+2 Check
	LIFUS 4 sectors with TRI	---

2.1.29 Recency Training

Purpose

Recency Training will be required if a flight crew member does not have the stipulated required recent experience on A320/A340.

Regulation

The regulations of recency requirements are laid down in OM A Recency. If the crew member does not comply with these requirements, he shall complete a training flight with

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a TRI of that aircraft type. The training flight shall be performed in the aircraft or an FFS Level D of the aircraft type to be used.

Training Programme

OT will delegate the respective crew member to a simulator training (FFS), conducted by a TRI of the respective aircraft type. The simulator programme will consist of takeoffs, complete visual traffic patterns or complete IFR procedures starting from the Initial Approach Fix, and landings flown up to proficiency and will contain at least the required number of missing takeoffs and landings.

No qualification will be issued. OT will report the recency training to OP (crew planning).

2.1.30 LOS / LOFT Training

Purpose

LOS (Line operational simulation) is an effective tool for realistic training and exposure to multi-crew cooperation and to CRM.

Terminology

Note the following terminology:

- Line Operational Simulation (LOS): Training or evaluation session conducted in a "line environment" setting (uninterrupted planned scenario with specific technical and CRM objectives). Under LOS, instruction and training is based on technical and CRM learning objectives, and includes behavioural observation and assessment of crew performance. LOS scenarios are to be as standardized and scripted as possible. A simple menu of weather conditions and/or abnormals is not acceptable as it increases the subjectivity of the presentation.

Specific training activities under LOS include the following:

- LOFT (Line Oriented Flight Training): A Line Operational Simulation (LOS) training session conducted during flight crew initial qualification and/or recurrent training. LOFT is conducted in real time as a line operation with no interruption by the instructor during the session except for a non-disruptive acceleration of uneventful enroute segments.
- SPOT (Special Purpose Operational Training): A simulator training session under LOS designed to address specific training objectives based on technical and CRM requirements. A SPOT scenario may consist of full or partial flight segments depending on the training objectives for the flight.
- LOE (Line Operational Evaluation): An evaluation of individual and crew performance in a flight simulation device conducted as a real-time LOS scenario.

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Standard of Performance

- Demonstrate ability in optimum use of available technical, operational and crew resources.
- Demonstrate ability to conduct the training competently in a realistic line flight environment.

Training Programme

- LOS is an integral part of initial simulator training, and subsequently during recurrent simulator (SBT; Scenario Based Training) on day 2 of each EBT module.
- LOS is administered real-time, following the script of the lessonplan in order to provide consistency and fairness;
- LOS requires that flight crew CRM skills are observed and appropriately debriefed after completion of the simulator session.

Note: See respective syllabi and simulator lesson-plans.

2.1.31 Flight Training

Purpose

- Experience the insignificant difference between the aeroplane and the simulator.
- Gain confidence in the own ability to safely conduct a landing in the new aeroplane type.

Standard of Performance

- Land the aircraft safely and with reasonable smoothness.
- Maintain control at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt.
- Be proficient to perform safe flight operations well within all limits.
- Be ready for LIFUS.

Training Programme

Flight Training after Conversion Course.

For pilots with more than 500 hours MPA experience in aeroplanes of similar size and performance:

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Circuits	Touch & Go	Go Around	Fullstop
5	3	1	at least 1

For ATPL Ab Initio students or pilots with less than 500 hours MPA experience in aeroplanes of similar size and performance:

Circuits	Touch & Go	Go Around	Fullstop
7	5	1	at least 1

Flight Training after Command Course

Circuits	Touch & Go	Go Around	Fullstop
5	3	1	at least 1

Other cases

6 landings of which at least one should be a full stop landing.

Planning Considerations:

Every Flight Training is approved by a "Schulungsauftrag" from the Head of Training. Beforehand, the CFI shall get the approval from the aerodrome authority to perform the training. He will also nominate the CMD responsible for the whole operation.

Aerodrome

All aerodromes are checked and approved concerning noise abatement procedures; flight path of the circuit; downwind altitude and obstacles, which should not complicate the flight path nor training.

Performance

RWY condition must be dry, damp or wet. Minimum RWY length: 2300m. For A340, the minimum RWY length will be calculated based on actual conditions, calculating with the T/O roll starting 600m after the RWY threshold.

Minimum RWY width: 40m for A320 and 45m for A340. Calculate landing distance and T/O performance. Both calculations must be fulfilled by the available RWY length and obstacles, preferably with a good safety margin.

The accelerate-stop-case during touch-and-go (touchdown latest 600m after threshold, then engine failure during spool-up) will use less RWY length compared to a normal T/O

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with engine failure just before V1, but only if the spool-up is initiated immediately after touch-down, latest 600m after threshold. After reaching V1 during spool-up, the touch-and-go will be continued if an engine should fail.

Performance Background

The spinup latest 600 m after threshold guarantees a much better performance than a standing T/O which begins 600m after RWY threshold, as the aircraft already has a GND speed of around 100 kts. So it can be said that the safety margin in flight training is always considerably higher than the figure shown in the last column of the following table.

The calculations have been conducted for the following scenario:

Airport Elevation 1084 ft/MSL (same as Epinal), 0 Wind, T20° C, QNH 1013hPa, A/Ice off.

T/O: Flaps 2, Packs off, FWD CG, TOGA, minimum possible V1.

LDG: From threshold height 50 ft to full stop; Flaps Full, Packs on, Max braking, Reverse.

	Weight	RWY	ASD	LDG Dist	T/O after 600m: Safety margin to 2300m RWY
A320	50,0 t	dry	1141m	839m	559m
A320	50,0 t	wet	1367m	1076 m	333m
A340	Calculation to be based on figures and conditions of the actual flight training.				

Fuel Consumption

Fuel calculation shall allow for the flight to the training aerodrome, for all the circuits and for the flight back or to the next destination according standard procedures. Calculate with following fuel consumption per circuit: A320: 400 kg fuel, A340: 700 kg fuel.

Meteorological Conditions for visual Circuits

Visual circuits have to be performed in VMC. Minimum 1600 ft/AAE and minimum visibility 5 km.

Meteorological Conditions IMC

For conduct of flight training using IMC approaches:

The officially published weather minima specified in the approach chart for the respective approach at the aerodrome are applicable, but at least 250ft ceiling and 800m MET visibility. If a simulated engine failure is to be performed during take-off, the lowest minima are 400 ft ceiling and 2000m MET visibility.

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Crosswind / Turbulence

Crosswind conditions above 15 kts or strong turbulence are usually not suitable for conduct of flight training.

Specific Procedures

In order to minimise risk of tail strikes, no T/O shall be performed with flaps 1 if performance permits.

Edelweiss has established specific procedures for the conduct of the flight training circuits. They are published in the respective lesson plans (F32.FT).

Sequence

Provided the flight training in the aeroplane during the type rating conversion course does not exceed 2 hours, this aeroplane training may be completed after the student pilot has completed the simulator training and has successfully undertaken the type rating skill test.

Lesson plans

F32.FT

2.1.32 Zero Flight Time Training

Purpose

- Conversion Course: Gain confidence in the own ability to safely conduct landings in the new aeroplane type.
- Command Course: Gain confidence in the own ability to safely conduct landings in the new function as commander, flying in the left-hand seat.

Legal Regulation for ZFTT

The legal regulation for pilots undertaking a zero flight time type rating (ZFTT) course (aeroplanes) is as follows:

- A pilot undertaking instruction at a ZFTT course shall have completed, on a multi-pilot turbo-jet aeroplane certificated to the standards of CS-25 or equivalent airworthiness code or on a multi-pilot turbo-prop aeroplane having a maximum certificated take-off mass of not less than 10 tonnes or a certificated passenger seating configuration of more than 19 passengers, at least: 500 hours flight time or 100 route sectors (if a FFS qualified to level DG or D is used during the course).
- When a pilot is changing from a turbo-prop to a turbo-jet aeroplane or from a turbo-jet to a turbo-prop aeroplane, additional simulator training shall be required.

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- complete six take-offs and landings in an FSTD not later than 21 days after the completion of the skill test under the supervision of a type rating instructor for aeroplanes ('TRI(A)') occupying the other pilot seat.

(Ref: FCL.730.A)

Standard of Performance

- Maintain control at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt.
- Safe landings with reasonable smoothness.
- Be proficient to perform safe flight operations well within all limits.
- Be ready for LIFUS.

Training Programme

Training exercises normally involving take-off and landing in various configurations will be completed in the full flight simulator. The session should be flown in normal operation. For command course, at least one engine failure shall be integrated into the programme.

Special attention should be given to the taxiing technique.

- Conversion course for F/O: this simulator session must be conducted by a TRI(A) occupying the left-hand seat.
- Conversion course for CMD: this simulator session must be conducted by a TRI(A) occupying the right-hand seat.
- Command course: this simulator session must be conducted by a TRI(A) occupying the right-hand seat.

In all cases at least:

Circuits	Touch & Go	Go Around	Fullstop
7	5	1	at least 1

Considerations

- The TRI should give consideration to varying conditions, for example:
- runway surface conditions;
- runway length;
- flap setting;
- power setting;
- crosswind and turbulence conditions;
- MTOW and MLW.

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Lesson plan

For TR- or OCC on A320:

- FFS 14 – Landing Training/ZFTT/UPRT

For CCQC A320-A340 / A340-A320 & OCC A340:

- S3X.ZFTT/UPRT

2.1.33 Skill Test / LPC

Purpose

For issue (initial, revalidation, renewal) of the type rating, a is required to undergo in a FFS:

- a LPC (license proficiency check) in case of revalidation and renewal of a type rating;
- a skill test (in case of initial type rating)

to demonstrate adequate competency of aircraft operation.

Standard of Performance

Proficient operation throughout the range of the test by demonstrating the ability to:

a. operate the aeroplane within its limitations, corrected to make allowance for turbulent conditions and the handling qualities and performance of the aircraft type;
b. complete all manoeuvres with smoothness and accuracy;
c. exercise good judgement and airmanship;
d. demonstrate and apply aeronautical knowledge;
e. maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt;
f. understand and apply crew coordination and incapacitation procedures, if applicable;
g. communicate effectively with the other crew members.

The examiner will evaluate adherence to:

a. Normal procedures and manoeuvres (SOP), including:

- PM/ PF and other flight crew task sharing;
- positive transfer of aircraft control;
- consistent checklist philosophy;
- emphasis on a “fly, navigate, communicate” priority;
- proper use of all levels of flight automation.

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b. Non-normal procedures and manoeuvres, including

- rejected takeoff;
- emergency evacuation;
- engine fire and failure;
- emergency descent (if applicable).

c. CRM concepts

Conditions

- Required examiner certificate for ATPL Skill Test: TRE or SFE delegated by FOCA.
- Required examiner certificate for MP(A) TR Skill Test: TRE or SFE.
- Required examiner certificate for MP(A) TR Revalidation Proficiency Check: TRE or SFE.
- The EDW type rating courses either contain ZFTT or flight training in the aircraft.
- The skill test is performed in a multi-crew environment. Another applicant or another EDW type rated qualified pilot will be planned as the second pilot.

- The programme of the test is designed for an operation under IFR, and as far as possible accomplished in a simulated commercial air transport environment.
- An essential element to be checked by the examiner is the ability to plan and conduct the flight from routine briefing material. This briefing material is supplied to the applicants in the EDW trainee's handouts for the test.
- The programme of the test is designed so that the applicants operate as PF, except for abnormal and emergency procedures, which are conducted as PF or PM.
- For the initial issue of an ATPL, the programme of the test is designed so that the ability of the applicants to act as PM can be evaluated.
- The examiner may allocate to the applicants either the left-hand or the right-hand seat for the skill test if all items can be executed from the selected seat. Candidates not trained for operation on either seat will only be allocated to their standard seat.
- The following matters are specifically checked by the examiner for applicants extending to the duties of a PIC, irrespective of whether the applicants act as PF or PM:

  a. managing crew cooperation;
  b. maintaining a general survey of the aircraft operation by appropriate supervision;
  c. setting priorities and making decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.

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- Prior to taking the skill test, the examiner shall check the EDW training record of the applicant to confirm that all required instruction of the respective aircraft type has been conducted.
- Prior to entering the FSTD, the certification of the FSTD shall be verified by the examiner. All restrictions and limitations indicated on the device's qualification certificate shall be considered.
- Failure to achieve a pass in all sections of the test in two attempts will require further training. There is no limit to the number of skill tests that may be attempted.
- Applicants who fail to achieve a pass in all sections of a proficiency check before the expiry date of a class or type rating shall not exercise the privileges of that rating until a pass in the proficiency check has been achieved.

Test Programme

- Items to be covered are given in Appendix 9 to Part-FCL and possibly the OSD. The EDW test programmes are designed to comply with this Appendix 9 and the OSD (if applicable).
- BAZL Form 60.530 reflects the requirements of Appendix 9 and therefore shall be the leading document for the examiner to make sure that all relevant items are conducted. If an OSD item must be considered, this would be mentioned in the EDW examiner's test programme handout.
- Section 6 is not part of the ATPL skill test. If applicants only fail or do not take Section 6, the type rating will be issued without CAT II or CAT III privileges. Note that the EDW test programme always contains LVO testing according to section 6.
- ATPL SKILL TEST IN AN EBT MODULE: The skill test in accordance with Appendix 9 may be combined with an EBT module. It may follow the same process already described in mixed EBT for the LPC (e.g. EVAL + manoeuvres validation phase for the pilot performing the ATPL skill test). The same rationale can be applied to the regular skill test.

Contents of the ATPL/type rating skill test and proficiency check (the aircraft and weather conditions as well as the sequence of events will be published in the EDW test programme handout for the examiner):

- Flight planning/preparation
- Cockpit inspection and preparation
- Use of checklists
- Taxiing
- Take offs, missed approach procedures, landings
- Normal and abnormal systems operations
- Abnormal and emergency procedures
- Adherence to departure and arrival routes and ATC instructions
- Flight maneouvres
- Instrument flight procedrues
- 1 engine failure between V1 and V2

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- 1 approach (3D) to DH/A of 200 ft or to higher minima if required by the approach procedure; manually (AP OFF, ATHR OFF) without FD (Skill Test only).
- 1 approach (3D) to DH/A of 200 ft or to higher minima if required by the approach procedure;
- manually (AP OFF, ATHR OFF), with one engine simulated inoperative during final approach, either until touchdown or through the complete missed approach procedure (as applicable), starting:
    - before passing 1000 ft above aerodrome level; or
    - after passing 1000ft above aerodrome level
- 1 approach (2D) down to the MDH/A.
- • To establish or maintain PBN privileges, at least one of the two above mentioned approaches is of a PBN type, i.e. RNP approach.
- 1 manual go-around OEI after an instrument approach on reaching DH, MDH/A or MAPt.
- 1 landing with OEI.
- 1 landing with 2 engines inoperative on the same wing (A340 skill test only).
- 1 On Ground Emergency Evacuation (IOSA requirement).

2.1.34 Technical Instruction

General:

Edelweiss requires all pilots to be trained in following technical related topics:

- Aircraft technical documentation (QRH, FCOM, FCTM, AFM, MEL Training, use of ELB)
- Maintenance (Maintenance programme, troubleshooting workflow etc.)
- Fleet specific:
    - Preflight check (PFC)
    - technical differences

Aim of the course:

Each flight crew member completes the following training during an operation conversion course or the required elements for a type conversion course or command course.

Pre-entry requirements:

- N/A

2.1.34.1 Technical Instruction Initial Training

Overview and Summary:

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Subjects:	Theoretical instruction
Trainer:	TM, TO or TKI, TC (LIFUS & linecheck)
Record of attendance:	Training record

Course / Training Type	Operator Conversion Course	Conversion Course A320	CCQC 320-340	CCQC 330-340	CCQC 340-320	Command Course
1. Aircraft Technical Documentation	X					
2. Maintenance Instruction	X					
3. PFC**	X	X	X	X	X	X
Technical Differences**			X	X	X	
4. Aircraft Visit		X	X	X	X	
*MCC Visit**		X				
5. Technical Instruction Command Refresher						X

** combined with aircraft visit upon availability, non-compulsory element*

****web based training

For combined courses (e.g OCC & CCQC), the required elements have to be conducted only once.

Syllabus: Initial Training

Elements	Course content and subjects	Materials / References	Time
1	**Aircraft Technical Documentation** Training in • the use of aircraft manufacturer manuals such as FCOM, QRH, FCTM, AFM, and the FLYSMART App • Use of ELB • Use of MEL ◦ scope, extent and use of the MEL; ◦ the operator's MEL procedures; ◦ elementary maintenance procedures	EDW Classroom G3X.Aircraft Technical Documentation OM D MEL Training Programme	07:30

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Elements	Course content and subjects	Materials / References	Time
	◦ commander responsibilities		
2	**Maintenance Instruction** Training in • Maintenance program • Maintenance setup and responsibilities • Maintenance support / troubleshooting workflows (MCC, Airmen, ACARS) • Company specific procedures (e.g bird strike asessment, lighting strike, Dip stick) • Flight kit info	EDW Classroom G3X.Maintenance Instruction	2:00
3	**Preflight Check** Training in conducting the preflight check (PFC) Additional training during LIFUS	WBT	1:00
	Technical Differences Training in technical differences and perculiarities, which are related to Edelweiss' operation	WBT	00:30
4	**Aircraft visit** Aircraft visit, cabin and cockpit, avionics compartment, opening of gear doors, opening of external panels, external pneumatic, overflow valves, cargo door operation, fuel panel operation	On aircraft	01:30
5	**Technical Instruction Command Refresher** Refresher training in all relevant competencies of this chapter during an upgrade course.	G3X.Technical Instruction Command Refresher Classroom	01:30

2.1.34.2 Technical Instruction Recurrent Training

Syllabus: Recurrent Training

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Phase	Course content and subjects	Materials / References	Time
1	**Aircraft Technical Documentation** Use of MEL: During recurrent training and checking	OM D Recurrent Training and Checking	N/A SIM
2	Maintenance N/A		
3	**Preflight Check** Training: • Self-study of the relevant documentation (SOP: Exterior Walkaround, PFC Manual) and the PFC WBT (ILIAS) prior to the annual Line Check. Check: • The correct conduct of the PFC is assessed during Line Check.	WBT	01:00
4	**Aircraft visit** N/A		
5	**Technical Instruction Command Refresher** N/A		1:30

2.1.35 OPC

Purpose

Each flight crew member undergoes the operator proficiency check (OPC) in a FFS to demonstrate competence in carrying out normal, abnormal and emergency procedures.

Standard of performance

Proficient operation throughout the range of the OPC by demonstrating the ability to:

a. operate the aeroplane within its limitations, corrected to make allowance for turbulent conditions and the handling qualities and performance of the aircraft type;

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b. complete all manoeuvres with smoothness and accuracy;
c. exercise good judgement and airmanship;
d. demonstrate and apply aeronautical knowledge;
e. maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt;
f. understand and apply crew coordination and incapacitation procedures, if applicable;
g. communicate effectively with the other crew members.

The examiner will evaluate adherence to:

a. Normal procedures and manoeuvres (SOP), including

- PM/ PF and other flight crew task sharing;
- positive transfer of aircraft control;
- consistent checklist philosophy;
- emphasis on a “fly, navigate, communicate” priority;
- proper use of all levels of flight automation.

b. Abnormal procedures and manoeuvres

c. CRM concepts: The CRM assessment should take place in a line-oriented flight scenario (LOFT or line-oriented section of the OPC) . This assessment complements the CRM assessment taking place during the line check, but is not part of the line check.

Conditions

- Required examiner certificate: TRE or SFE. The SFE/TRE must be trained in CRM concepts and the assessment of CRM skills.
- The recurrent aircraft/FSTD training of a single task or manoeuvre should be separate from, and should not take place at the same time as an operator proficiency check of the item.
- The OPC is performed in a multi-crew environment. Another applicant or EDW type rated qualified pilot will be planned as the second pilot.
- The programme is designed by EDW for an operation under IFR, and as far as possible accomplished in a simulated commercial air transport environment.
- The programme of the test is designed so that the applicants operate as PF, except for abnormal and emergency procedures, which are conducted as PF or PM.
- Each flight crew member undergoes the OPC as part of the normal flight crew complement. The examiner may allocate to the applicants either the left-hand or the right-hand seat if all items can be executed from the selected seat. Candidates not trained for operation on either seat will only be allocated to their standard seat.
- The following matters are specifically checked by the examiner for applicants extending to the duties of a PIC, irrespective of whether the applicants act as PF or PM:
    - managing crew cooperation;

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    - maintaining a general survey of the aircraft operation by appropriate supervision;
    - setting priorities and making decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.
- Each OPC contains a line-oriented flight, during which a complementary CRM assessment takes place in conditions that reproduce a realistic operational environment.
- Prior to entering the FSTD, the certification of the FSTD shall be verified by the examiner. All restrictions and limitations indicated on the device's qualification certificate shall be considered.

OPC Programme

- The published EDW programme always fulfills the requirements for OPC as well as for LPC, allowing combination of OPC and LPC. While LVO testing is part of the OPC, for licensing purposes (CAT II/III privileges) it has to be filled in section 6 of the BAZL form 60.530.
- Aircraft and weather conditions as well as the sequence of events will be published in the EDW test programme handout for the examiner. The OPC will include the following manoeuvres:
- Rejected take-off
- Take-off with engine failure between V1 and V2
- 3D approach operation to minima with one engine inoperative
- 2D approach operation to minima
- At least one of the 3D or 2D approach operations should be an RNP approach operation
- Missed approach on instruments from minima with one engine inoperative
- Landing with one engine inoperative
- Low visibiliy operations:
    - 1 Rejected take-off at minimum RVR before V1
    - 1 Cat III Approach with G/A
    - 1 Cat III Approach with Landing
- 1 On Ground Emergency Evacuation (IOSA requirement)

Interval

This check must be passed before commencing commercial air transport operations.

The validity period of the OPC shall be 6 calendar months. Pilots qualified for mixed fleet flying (operating A320/A340) conduct their OPC alternatively on each type.

When the OPC is undertaken within the last 3 months of the validity period, the new validity period shall be counted from the original expiry date.

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2.1.36 LIFUS

Purpose

Line flying under supervision provides the opportunity for a flight crew member to carry into practice the procedures and techniques he has been made familiar with during the ground and flying training of a conversion course.

Standard of Performance

Proficiency to perform safe operations within the operational frame of Edelweiss commercial flight operations. At the end of LIFUS the respective crew member shall be able to perform a safe and efficient flight conducted within the tasks of his crew member station and fulfil the Standards of Performance according OM A:

- For commanders: OM A Standard of performance
- For copilots: OM A Standard of performance

At the end of LIFUS the candidate shall be ready for the line check.

Conduct

LIFUS is accomplished under the supervision of a TRI or TC.

LIFUS includes an amount of PF and PM duties sufficient to develop and display proficiency. Whenever feasible, the amount of PF training shall be at least 50% and the amount of PM training shall be at least 25% of the total LIFUS.

Note: a sector is defined to be a complete flight with a cruise phase of not less than 15 minutes.

A line check (called “final line check”) will be completed upon completion of LIFUS.

LIFUS after ZFTT

Pilots shall:

- commence line flying under supervision not later than 21 days after the completion of the skill test.
- complete 6 take-offs and landings in a FSTD not later than 21 days after the completion of the skill test under the supervision of a type rating instructor for aeroplanes (TRI(A)) occupying the other pilot seat. The number of take-off s and landings may be reduced when credits are defined in the data established in accordance with Regulation (EU) 748/2012. If these take-off s and landings have not been performed within 21 days, Edelweiss provides refresher training as follows: If the 21 days are exceeded by not more than 14 days, complete an additional 4 take-off’s and landings in a FSTD under the supervision of a TRI(A) occupying the other pilot seat. If the 21 days are exceeded by more than 14 days,

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the whole training content of the ZFTT as described in the OM D will have to be repeated. In this case, the Head of Training may define additional refresher training measurements.

- conduct the first four take-off s and landings of the LIFUS in the aeroplane under the supervision of a TRI(A) occupying the other pilot seat. The number of take-off s and landings may be reduced when credits are defined in the data established in accordance with Regulation (EU) 748/2012. The applicable number of landings can be found in the tables below.

(Ref: ORO.FC.220, OSD A320, OSD A340)

LIFUS for Category II/III

The specific requirements for LIFUS for Category II/III operations are laid down in OM D Low Visibility Operations Training and Checking.

(Ref: ORO.FC.205)

2.1.36.1 Additional F/O on Observer Seat during LIFUS

For conversion training of new F/O, the NPCT will normally assign an additional experienced F/O onto the flight deck observer seat for the first flights of the LIFUS. Exceptions may be granted by the NPCT.

The following assignments for additional F/O shall be planned:

A320	**F/O without experience on type**	**F/O with experience on type**
	• After skill test but before starting LIFUS, two days as observer on the observer seat shall be planned. • Thereafter, additional F/O on first 2 rotation-days to be planned.	None
A340	**F/O without experience on long haul operations**	**F/O with experience on long haul operations**
	• The first rotation shall be planned either with enlarged crew or with an additional F/O.	None

2.1.36.2 LIFUS Risk Mitigation Measures

Flights with augmented crew: List of risk mitigation measures for LIFUS and final line check:

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Phase	Hazard	Risks	Mitigation
Preflight	high intensity phases	various	For supervision, TC/TRI is on flight deck.
Taxi + T/O			
Climb up to FL 200			
Cruise	ITCZ / squall lines / tropical storms	inadequate avoidance	For supervision, TC/TRI is on flight deck.
	isolated TS	inadequate avoidance	Same situation and risks as in SH ops. Competency gained in SH ops, no further mitigation required.
	areas of turbulence	inadequate manoeuvres or speed management	
	entering OTS	entering without proper clearance	if CMD has previous LH experience of this region: situation well known, no further mitigation required; otherwise TC/TRI must be supervising the situation on flight deck.
	entering CPDLC / ADS airspace		
	Areas with class G airspace (e.g. Mogadishu) or with no ATC services for provision of traffic separation.	inadequate precaution measures	
	extended areas with risk of high level icing	inadequate precaution measures	
	major malfunctions or situations which might make a diversion necessary	less than optimum operational decisions	For supervision of diversion decision, call TC/TRI onto flight deck.
	areas with terrain above 12'000 ft	inadequate reaction in case of emergency descent	Same situation and risks as in SH ops. Competency gained in SH ops, no further mitigation required.
	areas with high terrain requiring decompression routes	inadequate descent strategy in case of emergency descent	For supervision, TC/TRI is on flight deck.
Approach Briefing	high intensity phases	various	TC/TRI is on flight deck.
Descent			

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Approach			
Landing + Taxi			

2.1.36.3 LIFUS for Operator Conversion Course

Trainee	Minimum sectors or hours	Instructor
Pilot with valid A320 type rating and previous operator experience on A320, converting operator only.	20 sectors and minimum 10 days LIFUS	LIFUS: TC / TRI Line Check: 4 sectors
Pilot with valid A340 type rating and previous operator experience on A340, converting operator only.	4 LH sectors	CMD 4 LH sectors: TC / TRI F/O 4 LH sectors: TRI Line Check: 2 sectors
Pilot with valid A320 and A340 type ratings and previous operator experience on these types, converting operator only.	6 sectors on A320 plus 2 LH sectors on A340	CMD 6 sectors A320: TC / TRI F/O 6 sectors A320: TRI Line Check A320: 3 sectors CMD 2 LH sectors A340: TC / TRI F/O 2 LH sectors: TRI Line Check A340: 2 sectors
Pilot with valid A330 and A340 type ratings and previous operator experience on these types, converting operator only.	4 LH sectors on A330 or A340	CMD 4 LH sectors: TC / TRI F/O 4 LH sectors: TRI Line Check: 2 sectors

2.1.36.4 LIFUS for Conversion Course A320

The LIFUS programme is structured according to OSD - Flight Crew A320.

Trainee	Minimum sectors or hours	Instructor
F/O	100 hours or 50 sectors	First 10 sectors: TRI Thereafter: TC / TRI Line Check: 3 sectors

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Commander	60 hours or 24 sectors	First 10 sectors: TRI Thereafter: TC / TRI Line Check: 3 sectors

Ab initio F/O need to pass a written or online knowledge test in order to be admitted for their initial line check after LIFUS.

Note: OT has published a “Leitfaden für CMD LIFUS” as an appendix to the OM D in the Edelweiss share point for instructors ("OT Leitfaden und Reglemente für Instruktoren") .

Note: LIFUS of an F/O A320 may be combined with an upgrading candidate provided that both candidates have fulfilled 20 sectors with a good training performance according to the standards stated in “Leitfaden A320 CMD LIFUS”. A release has to be given by the TC in the training record.

2.1.36.5 LIFUS for CCQC A340 / A320

The LIFUS programme is structured according to OSD - Flight Crew A320.

Trainee	Minimum sectors or hours	Instructor
CMD and F/O	CMD: 20 sectors F/O: 26 sectors Of the first 6 sectors with a TRI, at least 5 should be flown as PF (safety permitting).	First 6 sectors: TRI Thereafter: TC / TRI Line Check: 3 sectors

Note 1: LIFUS shall commence as soon as possible within 21 days after completion of the skill test. If LIFUS has not been commenced within the 21 days, Edelweiss shall provide appropriate training acceptable to the Authority.

Note 2: After completion of the initial line check on the new type, 50 hours flying or 20 sectors must be achieved solely on A320.

2.1.36.6 LIFUS for CCQC A330 / A340

The LIFUS programme is structured according to OSD - Flight Crew A340.

Trainee	Minimum sectors or hours	Instructor
CMD and F/O	CMD: 2 sectors as PF	First 2 sectors: TRI

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	F/O: 2 sectors as PF	Thereafter: TC / TRI Line Check: 2 sectors

Note 1: LIFUS shall commence as soon as possible within 21 days after completion of the skill test. If LIFUS has not been commenced within the 21 days, Edelweiss shall provide appropriate training acceptable to the Authority.

2.1.36.7 LIFUS for CCQC A320 / A340

The LIFUS programme is structured according to the “Airbus OSD A340” recommendations.

LIFUS after Zero Flight Time Training

The LIFUS programme is structured according to OSD - Flight Crew A340.

Trainee	Minimum sectors or hours	Instructor
Pilot with valid A320 type rating converting to A340.	6 sectors LH, of which 4 sectors must contain oceanic operations[1]; of these 4 oceanic sectors, at least 2 must be crossing the Atlantic Ocean (i.e. destinations NAT, Central America, Caribbean, SAT. Plus 2 sectors LH or SH. No specific sequence of the sectors is defined. Of the first 6 sectors with TRI, at least 5 should be flown as PF (safety permitting).	First 6 sectors: TRI TRI on pilot seat Thereafter: TC / TRI TC / TRI on observer seat
Additional requirement for F/O with less than 2000h on A320 and for CMD without LH experience comparable to EDW operations.	4 sectors LH or SH. No specific sequence of the sectors is defined.	

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Total	8 (12) sectors 50 hours	Line Check: 2 sectors

[1] The term “oceanic operations” consists of flights crossing an ocean outside of radar coverage/guidance. For the present Edelweiss network, the following destinations contain oceanic operations: SEZ, MRU, HKT, MLE, SGN plus all destinations in the regions: NAT, SAT, Central America, Caribbean.

Note: LIFUS shall commence as soon as possible within 21 days after completion of the skill test. If LIFUS has not been commenced within the 21 days, Edelweiss shall provide appropriate training acceptable to the Authority.

Note: OT has published a “Leitfaden für CCQC LIFUS” as an appendix to the OM D in the Edelweiss share point for instructors ("OT Leitfaden und Reglemente für Instruktoren").

2.1.36.8 LIFUS during Command Course

Trainee	**Minimum sectors or hours**	**Instructor**
Pilot upgrading to CMD on A320	Up to proficiency, but minimum 10 sectors	Fist 10 sectors: TRI TRI on F/O's seat First 6 sectors to be conducted with an additional F/O occupying the observer’s seat.
	Thereafter, 40 sectors	TC / TRI on observer seat Regular FO in righ-hand seat. (exception see note 2 below)
Total	Thereafter, Line Check (3 sectors)	TC (delegated by Head of Training) on observer seat

Note 1: OT has published a “Leitfaden für CMD LIFUS” as an appendix to the OM D in the Edelweiss share point for instructors ("OT Leitfaden und Reglemente für Instruktoren") .

Note 2: LIFUS of a Pilot upgrading to CMD on A320 may be combined with an initial LIFUS F/O A320 provided that both candidates have fulfilled 20 sectors with a good training performance according to the standards stated in “Leitfaden A320 CMD LIFUS”. A release has to be given by the TC in the training record.

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Note 3: Additionally during the LIFUS phase, an observer flight in the cabin will be planned. The goal is to get an impression of all duties of Cabin Crew members during their daily duties.

2.1.37 Line Check

Purpose

Line checks are considered an important factor in the development, maintenance and refinement of high operating standards, and can provide Edelweiss with a valuable indication of the usefulness of its training policy and methods. Line checks are a test of a flight crew member's ability to perform a complete line operation satisfactorily, including preflight and post flight procedures and use of the equipment provided, and an opportunity for an overall assessment of his ability to perform the required duties.

The line check is part of the Mixed EBT programme and will be qualified accordingly (refer to OM D EDW qualification system).

Conduct

All line checks are to be performed in an aeroplane under the supervision of a TC.The TC shall occupy an observer's seat where installed. In the case of enlarged long-haul operations, the TC may fulfil the function of a cruise relief pilot and may not occupy either pilot's seat during takeoff, departure, initial cruise, descent, approach and landing. Ad hoc line checks may be ordered by OC or OT without prior notice to the pilot under check. In such a case, questions shall be restricted to the actual route operation.

Programme

The programme of a line check covers at least the following points:

Pre-flight and post-flight procedures.
Correct conduct of PFC (Aircraft Pre Flight Check).
Teamwork within flight personnel as well as with ground personnel.
General flight operation as PF and as PM.
Normal procedures and manoeuvres (SOP), including • PM/ PF and other flight crew task sharing; • positive transfer of aircraft control; • consistent checklist philosophy; • emphasis on a "fly, navigate, communicate" priority; • proper use of all levels of flight automation.

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Non normal procedures and manoeuvres shall be evaluated as far as they occur.
Technical and operational knowledge of the operations approved under the AOC, to include: aeroplane performance; M&B; authorized approaches; ceiling and visibility requirements for T/O, approach and landing; allowance for inoperative flight and ground equipment; wind limitations; required runway lighting.
NAT HLA and ETOPS knowledge; knowledge and competence in the field of adverse weather operations; RVSM and RNP knowledge; knowledge about aeroplane systems and limitations; knowledge and operation of FANS/CPDLC/ADS equipment.
Non-technical skills (CRM).
Company or official regulations.
Knowledge about the flown route and the area.
Knowledge and handling of mPilot and EFB.

A line check is required every 12 months. It consists of at least 2 sectors. Each pilot should be checked

- on one sector as pilot flying and
- on another sector as pilot non-flying.

The commander, or the cruise relief pilot, should also demonstrate his ability to manage the operation and take appropriate command decisions.

Route

The route chosen should be such as to give adequate representation of the scope of a pilot's normal operations. When weather conditions preclude a manual landing, an automatic landing is acceptable. The line check is not intended to determine competence on any particular route.

CRM

The flight crew must be assessed on their CRM skills. If the check-pilot is part of the active crew, parts of CRM cannot be assessed. If the TC is fulfilling the function of a cruise relief pilot, his CRM assessments shall solely be based on observations made during the initial briefing, cabin briefing, flight crew compartment briefing and those phases where he occupies the observer's seat. CRM assessment should not be used as a reason for a failure of the line check, unless the observed behaviour could lead to an unacceptable reduction in safety margin. (Ref: ORO.FC.115)

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Pilots operating both A320 and A340

One line check is required every 12 months. For pilots operating both A320 and A340, the line check will alternatively be taken between the 2 types. Each line check revalidates the line check for the other type.

(Ref: ORO.FC.140 / ORO.FC.230)

2.1.38 Recurrent Training and Checking

General

A flight crew member shall:

a. undergo recurrent flight and ground training relevant to the type or variant, and associated equipment of aircraft on which he or she operates, including training on the location and use of all emergency and safety equipment carried on board the aircraft
b. be periodically checked to demonstrate competence in carrying out normal, abnormal and emergency procedures.

The recurrent training and checking consists of:

a. Recurrent Ground Training (also named GRT; Ground Recurrent Training) and
b. Simulator / Aeroplane Training

and is structured according to the principles of Mixed EBT and will fulfill all the requirements of ORO.FC.230. Edelweiss ensures that training programmes include the relevant de-identified feedback from the management system, including occurrence reporting and flight data monitoring programmes.

Note: ORO.FC.231 is applicable for full EBT only.

A) Ground Recurrent Training

The training includes:

- Bulletins, information and memos (including written or online tests) published by OT and OC.
- Simulator briefing.
- Chief Pilot's hour and similar events.
- Recurrent Ground Course (RGC).

Ground Recurrent Training & Checking (Syllabus / Footprint)

The training shall be conducted within the time-frames shown in the table below.

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Phases	Training Module	Recurrent (every # year)	Ref OM-D
Ground Recurrent Training	Dangerous Goods Training	2	Training for Transportation of DG
	MEL Training	2	MEL Training Programme
	CRM – Recurrent Training	1	CRM Training
	Accident, Incident and Occurrence Review	1	Accident, Incident and Occurrence Review
	Operational procedures and requirements, aeroplane systems and limitations	1	Aeroplane Systems and Limitations Training
	Performance, Mass and Balance	1	Performance, Mass and Balance Training
	Adverse Weather / Ground de-icing and anti-icing	1	Adverse Weather Operations
	ETOPS (n/a for A320 only)	1	Long Range Navigation, OTS, ETOPS, EROPS Training
	Low Visibility Operations	1	Low Visibility Operations Training and Checking
	Aerodrome cat B + C competence training	1	Route and Aerodrome Competence Training
	UPRT	1 (all within 3 years)	Aircraft Upset Prevention and Recovery Training
	Pilot incapacitation	1	Pilot Incapacitation Training
	Common Language Training	1	Common Language Training
	Management System continuous Training	3	Management System Training
	Fatigue Risk Management Training	3	Training for Fatigue Risk Management (FRM)
	Security Training	1	Recurrent Training
	ESET	1 (some 3)	ESET (Flight Crew)

Note:
Knowledge of the ground and refresher training is verified by a questionnaire or other suitable methods. For details refer to the corresponding syllabus.

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Emergency and safety equipment checks: The items to be checked shall be those for which training has been carried out.

B) Simulator (Aeroplane) Training & Checking

A full flight simulator shall be used. In conjunction with the normal recurrent training and OPC, a pilot's knowledge and ability to perform his tasks is checked. The recurrent FSTD training of a single task or manoeuvre is separate from, and not takes place at the same time as, an operator proficiency check of the item. The training programme in the full flight simulator shall be established such that each pilot will be exposed to at least one malfunction for each characteristic (refer to OM D Equivalency of malfunctions) per year.

MFF

Flight Crew qualified on 2 Edelweiss aircraft types, the simulator training and checking is conducted alternatively between the 2 types. During the training the respective differences between the 2 aircraft types shall be emphasized.

Simulator / Aeroplane Training (Footprint / Syllabus)

For all items to be covered in regards to Mixed EBT, also refer to OM D Simulator Design Procedure (Recurrent Training & Checking) and the Edelweiss EBT Programme.

The training shall be conducted within the time-frames shown in the table below.

Phases	Training Module	Recurrent (every # year)	Ref OM-D
Aeroplane / Simulator	Aeroplane Systems and Limitations	2 (all within 3 years)	Aeroplane Systems and Limitations Training
	Line Oriented Simulation (LOS)	1	LOS / LOFT Training
	Basic Procedures, Techniques and Manoeuvres	1	Basic Procedures, Techniques and Manoeuvres
	CRM Training	1	CRM Training
	Adverse Weather Operations	1	Adverse Weather Operations
	GPWS (CFIT) Escape Manoeuvre	1	GPWS Escape Manoeuvre Training
	UPRT (Upset Prevention and Recovery Training)	1 (all within 3years)	Aircraft Upset Prevention and Recovery Training
	ETOPS/EROPS (n/a for A320 only)	1	Long Range Navigation, OTS, ETOPS, EROPS Training
	Low Visibility Operations	1	
	TCAS Escape Manoeuvre	1	

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	Special Airport Qualification RVSM and RNP Seat-specific Qualification (PIC only)	1 3 6 months	Low Visibility Operations Training and Checking TCAS Procedure Training Route and Aerodrome Competence Training RVSM and RNP Training Training to operate in either Pilot's Seat
	Pilot incapacitation (practical training)	3	Pilot Incapacitation Training
	Route and Airport Qualification	1	Route and Aerodrome Competence Training
	Special Airport Qualification	1	
	LPC / OPC	6 months	Skill Test / LPCOPC
	Line Check	1	Line Check

Overview (Recurrent training and checking)

Phase	Location	Instructor/ Examiner	Duration
Simulator Training: Refresher	LAT briefing room and simulator	TRI / SFI	1 day twice a year
License Proficiency Check	LAT briefing room and simulator	TRE / SFE	1 day per year
OPC	LAT briefing room and simulator	TRE / SFE	1 day twice a year (may be combined with LPC)
Ground and Refresher Training / RGC / ESET	LAT class room	suitably qualified personnel	1 day per year
PFC Recurrent Training	EDW class room or at aircraft	qualified instructor (see §1.3)	integrated in RGC (every 2 years)
Dangerous Goods Training	EDW class room	DG Instructor	integrated in RGC (every 2 years)
Demonstration in the use of life-rafts, where fitted	LAT slide raft training facility	suitably qualified personnel	integrated in ESET (every 3 years)

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Security Training	EDW class room	suitably qualified personnel	integrated in RGC (every year)
Actual fire fighting and handling equipment	LAT fire training facility	suitably qualified personnel	integrated in ESET (every 3 years)
CRM (see Recurrent CRM Training)	EDW class room	CRM Trainer	½ day (every year)
Line Check	On aircraft	TC / TRI	1 day (every year)
LPL 4, 5, (6)	Online	LPL Exam centre	2 hours (frequency: 4 years for level 4, 6 years for level 5) (counting as ½ day in total duration)
LPL 4 (backup process)	Aircraft and briefing room	English Language Assessor	2 hours (every 4 years) (counting as ½ Day in total duration)
Total Duration			7 ½ days per year

For details refer to:

- A320/A340 Refresher/Check-Simulator programmes.
- RGC/ESET-Lessonplan (see intranet).

It is an Edelweiss policy that cabin crew and flight crew accomplish joint recurrent CRM, safety and emergency training.

Period of validity

	Validity	**Revalidation**
Ground and Refresher Training	12 months in addition to the remainder of the month of issue.	If conducted within the final 3 calendar months of validity, the period of validity shall extend until 12 calendar months from the previous expiry date.[1]
Line Check		
Simulator Refresher Training		
CRM		
ESET		
OPC	6 months in addition to the remainder of the month of issue.	If conducted within the final 3 calendar months of validity, the period of validity shall

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		extend until 6 calendar months from the previous expiry date.[1]
LPL 4	4 years in addition to the remainder of the month of issue	The language proficiency revalidation may be done within the last 12 months before expiry.
LPL 5	6 years in addition to the remainder of the month of issue	The language proficiency revalidation may be done within the last 12 months before expiry

[1] When the recency, training or check is completed before the last 3 months of the validity period, the new validity period should be counted from the end of the month when the recency, training or check was completed and not from the original expiry date. The revalidation of instructor qualifications (e.g. TRI, CRM- or EBT-instructor) are specified in the respective chapters.

2.1.39 ESET (Flight Crew)

Objective

The Emergency and Safety Equipment Training shall enable the crew to properly act in case of situations concerning medical problems, fire and smoke occurrences on board and during on ground emergencies.

Initial training

On the initial conversion course and on subsequent conversion courses as applicable, the following is addressed

- Instruction on first-aid in general (initial conversion course only); instruction on first-aid as relevant to the aircraft type of operation and crew complement, including those situations where no cabin crew is required to be carried (initial and subsequent)
- Aero-medical topics, including: hypoxia; hyperventilation; contamination of the skin/eyes by aviation fuel or hydraulic or other fluids; hygiene and food poisoning; and malaria
- The effect of smoke in an enclosed area and actual use of all relevant equipment in a simulated smoke-filled environment
- Actual fire fighting, using equipment representative of that carried in the aircraft on an actual or simulated fire except that, with Halon extinguishers, an alternative extinguisher may be used

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- The operational procedures of security, rescue and emergency services
- Survival information appropriate to their areas of operation (e.g. polar, desert, jungle or sea) and training in the use of any survival equipment required to be carried
- The comprehensive drill to cover all ditching procedures where flotation equipment is carried. This includes practice of the actual donning and inflation of a lifejacket, together with a demonstration or audio-visual presentation of the inflation of life-rafts and/or slide-rafts and associated equipment. This practice is, on an initial conversion course, conducted using the equipment in water, although previous certified training with another operator or the use of similar equipment will be accepted in lieu of further wet-drill training
- Instruction on the location of emergency and safety equipment, correct use of all appropriate drills, and procedures that could be required of flight crew in different emergency situations
- Evacuation of the aircraft (or a representative training device) by use of a slide where fitted

The emergency and safety equipment training programme is combined with emergency and safety equipment checking and shall be conducted in an aeroplane or a suitable alternative training device.

Recurrent training

The annual emergency and safety equipment training and checking programme must include the following:

Aim of the course:

Each flight crew member shall complete annual recurrent ground training relevant to the type or variant of aircraft on which he/she operates, technical ground training and training on the location and use of all emergency and safety equipment carried according ORO.FC.130, ORO.FC.230 Recurrent training & checking and AMC1 ORO.FC.230 Recurrent training and checking.

The emergency and safety equipment training and checking includes a joint practice in aircraft evacuations so that all who are involved are aware of the duties other crew members.

The emergency and safety equipment training and checking takes place in conjunction with cabin crew undergoing similar training with emphasis on coordinated procedures and two-way communication between the flight crew compartment and the cabin.

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Pre-entry requirements:

For flight crew member a previously completed “Initial conversion course according ORO.FC.220 and AMC1 ORO.FC.220” is recommended.

Credits for previous experience:

N/A

Overview and Summary:

Subjects:	Flight Crew – Recurrent Training Emergency and safety equipment training and checking
Phases:	The training includes 7 Phases
Tests:	ILIAS Progress Test
Duration:	05:30 depending on year circle including WBT
Trainer:	Crew Safety Trainer
Record of attendance:	MINT sign-off function, Training record

Syllabus: Flight Crew – Recurrent Training Emergency and safety equipment training and checking

Phase	Course content and subjects	Devices	Training	Time
1	**Equipment A320 & A340:** • actual donning of a life-jacket, where fitted[1] • actual donning of protective breathing equipment, where fitted[1] • actual handling of fire extinguishers of the type used[1] • instruction on the location and use of all emergency and safety equipment carried on the aircraft[1]	WBT	Theroretical	00:15 min
		Equipment Parcour	Practical	00:30 min per group
2	**Door & Exits A320 & A340:** • instruction on the location and use of all types of exits	WBT	Theoretical	00:15 min

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Phase	Course content and subjects	Devices	Training	Time
	• actual operation of all types of exits[2] • demonstration of the method used to operate a slide where fitted[2]			
		CEET or Door Training Device	Practical	00:30 min per group
3	**Fire-fighting:** • actual fire-fighting using equipment representative of that carried in the aircraft on an actual or simulated fire except that, with Halon extinguishers, an alternative extinguisher may be used[2]	Fire House	Practical	00:30 min per group
4	**Smoke-Training:** • the effects of smoke in an enclosed area and actual use of all relevant equipment in a simulated smoke-filled environment[2]	CEET or Fire House	Practical	00:30 min per group
5	**Life-rafts A340:** • Demonstration of the use of the life-raft, or slide raft, where fitted[2] • use of pyrotechnics (actual or representative devices)[2]	Life-raft Pyrotechnic equipment	Practical	00:30 min per group
6	**Ground Training:** • Technical ground training / Aircraft systems[1] • Normal procedures, which include flight planning, ground handling and flight operations, including performance, mass and balance, fuel schemes, selection of alternates, and ground de-icing/anti-icing[1] • Abnormal and emergency procedures, which include pilot incapacitation[1]	WBT and / or Classroom	Theroretical	01:30

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Phase	Course content and subjects	Devices	Training	Time
	• Review of relevant samples of accident/incident and occurrences to increase awareness of the occurrences that may be relevant for the intended operation[1]			
7	**Progress test and practical assessment:** • The knowledge of the ground training is verified by a questionnaire Test in ILIAS • Pracitcal assessment will be done during all practical phases	ILIAS CEET	Test Practical assessment	01:00 ILIAS test Practical assessment time is integrated above

[1] Every year according AMC1 ORO.FC.230 Recurrent training and checking

[2] Every 3 years according AMC1 ORO.FC.230 Recurrent training and checking

Further information on the 3-year cycle can be found in the compliance matrix: Flight Crew – Recurrent Training - Emergency and safety equipment training

2.1.39.1 Flight Crew - General first aid training

Aim of the course:

On the initial conversion course and on subsequent conversion courses as applicable, the following should be addressed:

- Instruction on first-aid in general (initial conversion course only); instruction on first-aid as relevant to the aircraft type of operation and crew complement, including those situations where no cabin crew is required to be carried (initial and subsequent).
- Aero-medical topics, including: hypoxia; hyperventilation; contamination of the skin/eyes by aviation fuel or hydraulic or other fluids; hygiene and food poisoning; and malaria.

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Pre-entry requirements:

When the flight crew member has not previously completed an operator's conversion course, he/she undergoes a general first-aid training.

Credits for previous experience:

N/A

Overview and Summary:

Subjects:	Flight Crew – General first aid training
Phases:	The training includes 3 Phases
Tests:	N/A
Duration:	1:00 h for ground course
Trainer:	Medical Trainer
Record of attendance:	MINT sign-off function, Training record

Syllabus: Flight Crew – General first aid training

Phase	Course content and subjects	Devices	Training	Time
1	Instruction on first-aid in general (initial conversion course only); instruction on first-aid as relevant to the aircraft type of operation and crew complement, including those situations where no cabin crew is required to be carried (initial and subsequent). • assessing a casualty • seeking medical advice (ground and/or in flight)	WBT and / or Classroom	Theoretical	00:20 h
2	**Aero-medical topics including:** • hypoxia • hyerventilation • contamination of the skin/eyes by aviation fuel or hydraulic or other fluids	WBT and / or Classroom	Theoretical	00:20 h

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Phase	Course content and subjects	Devices	Training	Time
	• ear, nose and throat problems such as barotraumas			
3	**Travel health and hygiene including:** • hygiene and food poisoning • malaria	WBT and / or Classroom	Theoretical	00:20 h

2.1.40 Accident, Incident and Occurrence Review

Purpose

The training in the field of “Accident, Incident and Occurrence Review” has been identified as a most valuable tool to assist in prevention of incidents and accidents.

Standard of Performance

- Enhanced awareness in the fields of risk assessment and team behaviour.
- Enhanced adherence to established procedures (SOP).

Training

The module “Accident, Incident and Occurrence Review” is integrated into the specific modular CRM training programmes. It is mainly based on case based studies.

It is conducted by means of both classroom training and practical exercises (including group discussions and accident and serious incident reviews) to analyse communication problems and instances or examples of a lack of information or crew management.

Additional areas which warrant extra attention, as identified by the accident prevention and flight safety programme (e.g. human error and reliability, error chain, error prevention and detection), will be integrated.

The programme will take into account the de-identified results of the CRM assessments of crews, and information identified by the accident prevention and flight safety programme.

2.1.41 CRM Training

2.1.41.1 General

Crew Resource Management (CRM) is the effective utilization of all available resources (e.g. crew members, airplane systems, supporting facilities and persons) to achieve a safe and efficient operation. The objective of CRM is to enhance the communication and

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management skills of the flight crew member concerned. Emphasis is placed on the non-technical knowledge, skills and attitudes of flight crew performance. CRM training has to be provided by properly qualified trainers.

CRM training reflects the culture of Edelweiss as well as the type of operation. CRM training is conducted in the non-operational environment (classroom and computer-based training's) and in the operational environment (flight simulation training device (FSTD), mockups and aircraft). Whenever possible, classroom training is conducted in a group session away from the pressures of the usual working environment, so that the opportunity is provided for flight crew members to interact and communicate in an environment conducive to learning.

Computer-based training is not conducted as a stand-alone training method, but may be conducted as a complementary training method.

Whenever practicable, parts of the CRM training are conducted in FSTDs that reproduce a realistic operational environment and permit interaction. This includes but is not limited to line-oriented flight training (LOFT) scenarios. Edelweiss provides combined training for flight crew and cabin crew during recurrent CRM training.

Combined CRM training is conducted by flight crew CRM trainer or cabin crew CRM trainer. Provision are made for transfer of relevant knowledge and skills between flight crew and cabin crew CRM trainers.

Management system: CRM training addresses hazards and risks identified by the management system of Edelweiss and as described in ORO.GEN.200. Whenever practicable, the compliance-based approach concerning CRM training is substituted by a competency-based approach such as evidence-based training.

2.1.41.2 Initial operator's CRM Training

Initial CRM training programs are designed to provide knowledge of, and familiarity with, human factors relevant to flight operations. The initial training of Edelweiss covers all elements specified in Table 1 - Flight crew CRM training.

The flight crew member completes the initial operator's CRM training once. When the type of operation of the previous operator is not different, Edelweiss does not provide the initial operator's CRM training to this flight crew member a second time. Minimum training times for initial operator's CRM training: 18 training hours with a minimum of 12 training hours in classroom training.

Initial operator's CRM training should:

- cover the applicable provisions of AMC1 ORO.FC.115, including the training elements as specified in Table 1 thereof; and
- be conducted by a flight crew CRM trainer who is qualified as specified in AMC3 ORO.FC.115.

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Aim of the course:

The Initial CRM training programs is designed to provide knowledge of, and familiarity with, human factors relevant to flight operations.

The trainees will get to know the basic principles of CRM (Crew Resource Management). Also they will learn more about the importance of Teamwork, Human Error Management, Situational Awareness, Communication, Stress- und Workload Management, Resilience, Assertiveness and Decision-Making.
With many case based studies and group exercises, the trainees will get an insight of the challenges and duties as a pilot. The trainees have already theoretical knowledge of CRM/HPL. Therefor this training should be the transfer from the experiences and learnings from flight school and the daily work and challenges as a future pilot. The training will also make clear how to use the tools required for their daily business.

Pre-entry requirements:

N/A

Credits for previous experience:

The flight crew member should complete the initial operator's CRM training once. When the type of operation of a new operator is not different, the new operator should not be required to provide the initial operator's CRM training to this flight crew member a second time.

Overview and Summary:

Subjects:	Flight Crew –Initial Operator Crew resource management (CRM) training
Phases:	The training includes 6 Phases
Tests:	N/A
Duration:	2 Day
Trainer:	Flight Crew CRM Trainer
Record of attendance:	MINT sign-off function, Training record

Phase	Course content and subjects	Devices	Training	Time
1	**General principles:**	Classroom	Theoretical	01:10 min

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Phase	Course content and subjects	Devices	Training	Time
	• Human factors in aviation (2) • General instructions on CRM principles and objectives (2) • Human performance and limitations (2) • Threat and error management (2)			
2	**Relevant to the individual flight crew member:** • Personality awareness (2) • Human error and reliability (2) • Attitudes and behaviours, self-assessment and self-critique (2) • Stress and stress management (2) • Fatigue and vigilance (2) • Assertiveness (2) • Situation awareness (2) • Information acquisition and processing (2)	Class-room	Theoreti-cal	02:25 min
3	**Relevant to the flight crew:** • Automation and philosophy on the use of automation (2) The objective of this training should be to provide appropriate knowledge, skills and attitudes for managing and operating auto-mated systems. Special attention should be given to how automation increases the need for crews to have a common under-standing of the way in which the system performs, and any features of automation that make this understanding difficult The training covers: ◦ use and knowledge of automation ◦ recognition of systems and human limitations associated with the use of automation ◦ application of the operations policy concerning the use of automation as stated in the operations manual	Class-room and / or CEET	Theoreti-cal and / or practi-cal	02:25 min

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Phase	Course content and subjects	Devices	Training	Time
	◦ system and human limitations associated with the use of automation, giving special attention to issues of mode awareness, automation surprises and over-reliance including false sense of security and complacency • Specific type-related differences (1) • Monitoring and intervention (1) The training covers: ◦ CRM-related aspects of operation monitoring before, during and after flight, together with any associated priorities ◦ guidance to the pilot monitoring on when it would be appropriate to intervene, if felt necessary, and how this should be done in a timely manner ◦ Reference to the procedures for structured intervention as specified in the operations manual			
4	**Relevant to the entire aircraft crew:** • Shared situation awareness, shared information acquisition and processing (2) • Workload management (2) • Effective communication and coordination inside and outside the flight crew compartment (2) • Leadership, cooperation, synergy, delegation, decision-making, actions (2) • Resilience development (2) Resilience development involves an ongoing and adaptable process including situation assessment, self-review, decision and action. The training in resilience development enables crew members to draw the right conclusions from both positive and negative experiences. Based on those experiences, crew members are better pre-	Classroom	Theoretical	03:20 min

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Phase	Course content and subjects	Devices	Training	Time
	pared to maintain or create safety margins by adapting to dynamic complex situations The training covers: ◦ main aspects of resilience development ◦ ability to learn ('knowing what has happened') ◦ ability to monitor ('knowing what to look for') ◦ ability to anticipate ('finding out and knowing what to expect') ◦ ability to respond ('knowing what to do and being capable of doing it') • Mental flexibility The training covers: ◦ understand that mental flexibility is necessary to recognise critical changes The phrase 'understand that mental flexibility is necessary to recognise critical changes' means that crew members are prepared to respond to situations for which there is no set procedure ◦ reflect on their judgement and adjust it to the unique situation The phrase 'reflect on their judgement and adjust it to the unique situation' means that crew members learn to review their judgement based on the unique characteristics of the given circumstances. ◦ avoid fixed prejudices and over-reliance on standard solutions The phrase 'avoid fixed prejudices and over-reliance on standard solutions' means that crew members learn to update solutions and standard response sets, which have been formed on prior knowledge ◦ remain open to changing assumptions and perceptions The phrase 'remain open to changing			

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Phase	Course content and subjects	Devices	Training	Time
	assumptions and perceptions' means that crew members constantly monitor the situation, and are prepared to adjust their understanding of the evolving conditions • Performance adaptation The training covers: ◦ mitigate frozen behaviours, overreactions and inappropriate hesitation The phrase 'mitigate frozen behaviours, overreactions and inappropriate hesitation' means that crew members correct improper actions with a balanced response ◦ adjust actions to current conditions The phrase 'adjust actions to current conditions' means that crew members' responses are in accordance with the actual situation • Surprise and startle effect (2) The training covers: ◦ unexpected, unusual and stressful situations ◦ surprises and startle effects ◦ management of abnormal and emergency situations ◦ development and maintenance of the capacity to manage crew resources ◦ acquisition and maintenance of adequate automatic behavioural responses ◦ recognising the loss and re-building situation awareness and control • Cultural differences (2) The training covers: ◦ cultural differences of multinational and cross-cultural crews ◦ different cultures may have different communication specifics, ways of understanding and approaches to the same situation or problem			

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Phase	Course content and subjects	Devices	Training	Time
	◦ difficulties may arise when crew members with different mother tongue communicate in a common language which is not their mother tongue ◦ cultural differences may lead to different methods for identifying a situation and solving a problem			
5	**Relevant to the operator and the organisation:** • Operator's safety culture and company culture (2) The training covers: ◦ operator's safety culture ◦ company culture ◦ type of operations and the associated procedures ◦ areas of operations that may lead to particular difficulties or involve unusual hazards • Standard operating procedures (SOPs) (2) • Organisational factors, factors linked to the type of operations (2) • Effective communication and coordination with other operational personnel and ground services (2) • Case studies (2) The training covers: ◦ aircraft type-specific case studies, based on the information available from the management system of Edelweiss* ◦ accident and serious incident reviews to analyse and identify any associated non-technical causal and contributory factors, and instances or examples of lack of CRM ◦ analysis of occurrences that were well managed	Classroom	Theoretical	02:40

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Phase	Course content and subjects	Devices	Training	Time
6	**Progress test:** • No test	N/A	N/A	N/A

(1) 'Required' means training that should be instructional or interactive in style to meet the objectives specified in the CRM training programme or to refresh and strengthen knowledge gained in a previous training

(2) 'In-depth' means training that should be instructional or interactive in style taking full advantage of group discussions, team task analysis, team task simulation, etc., for the acquisition or consolidation of knowledge, skills and attitudes. The CRM training elements should be tailored to the specific needs of the training phase being undertaken

2.1.41.3 Conversion Course CRM Training

When the flight crew member undertakes a conversion course with a change of aircraft type or when joining an operator, elements of CRM training are integrated into all appropriate phases of the operator's conversion course, as specified in Table 1 - Flight crew CRM training.

Aim of the course:

The Operators Conversion Course CRM training programs ensures that all applicable elements of CRM training, as specified in Table 1 of AMC1 ORO.FC.115, are integrated into all appropriate phases of the conversion training.

Pre-entry requirements:

For flight crew member a previously completed Initial CRM course is compulsory.

Credits for previous experience:

N/A

Overview and Summary:

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Subjects:	Flight Crew – Operator Conversion Course Crew resource management (CRM) training
Phases:	The training includes theoretical phases
Tests:	N/A
Duration:	1/2 Day
Trainer:	Flight Crew CRM Trainer
Record of attendance:	MINT sign-off function, Training record

Phase	Course content and subjects	Devices	Training	Time
1	**General principles (only when joining an operator):** • Human factors in aviation (1) • General instructions on CRM principles and objectives (1) • Human performance and limitations (1) • Threat and error management (1)	Classroom	Theoretical	00:30
2	**Relevant to the individual flight crew member (only when joining an operator):** • Personality awareness, human error and reliability, attitudes and behaviours, self-assessment and self-critique (1) • Stress and stress management (1) • Fatigue and vigilance (1) • Assertiveness, situational awareness, information acquisition and processing (1)	Classroom	Theoretical	0:30
3	**Relevant to the flight crew:** • Automation and philosophy on the use of automation (2) The objective of this training should be to provide appropriate knowledge, skills and	Classroom	Theoretical	01:00

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Phase	Course content and subjects	Devices	Training	Time
	attitudes for managing and operating automated systems. Special attention should be given to how automation increases the need for crews to have a common understanding of the way in which the system performs, and any features of automation that make this understanding difficult The training covers ◦ use and knowledge of automation ◦ recognition of systems and human limitations associated with the use of automation ◦ application of the operations policy concerning the use of automation as stated in the operations manual ◦ system and human limitations associated with the use of automation, giving special attention to issues of mode awareness, automation surprises and over-reliance including false sense of security and complacency • Specific type-related differences (2) • Monitoring and intervention (2) The training covers: ◦ CRM-related aspects of operation monitoring before, during and after flight, together with any associated priorities ◦ guidance to the pilot monitoring on when it would be appropriate to intervene, if felt necessary, and how this should be done in a timely manner ◦ Reference to the procedures for structured intervention as specified in the operations manual			
4	**Relevant to the entire aircraft crew:** • Shared situation awareness, shared information acquisition and processing (1)	Classroom	Theoretical	01:00 min

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Phase	Course content and subjects	Devices	Training	Time
	• Workload management (1) • Effective communication and coordination inside and outside the flight crew compartment (1) • Leadership, cooperation, synergy, delegation, decision-making, actions (1) • Resilience development (1) Resilience development involves an ongoing and adaptable process including situation assessment, self-review, decision and action. The training in resilience development enables crew members to draw the right conclusions from both positive and negative experiences. Based on those experiences, crew members are better prepared to maintain or create safety margins by adapting to dynamic complex situations The training covers: ◦ main aspects of resilience development ◦ ability to learn (‘knowing what has happened’) ◦ ability to monitor (‘knowing what to look for’) ◦ ability to anticipate (‘finding out and knowing what to expect’) ◦ ability to respond (‘knowing what to do and being capable of doing it’) • Mental flexibility The training covers: ◦ understand that mental flexibility is necessary to recognise critical changes The phrase ‘understand that mental flexibility is necessary to recognise critical changes’ means that crew members are prepared to respond to situations for which there is no set procedure			

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Phase	Course content and subjects	Devices	Training	Time
	◦ reflect on their judgement and adjust it to the unique situation The phrase 'reflect on their judgement and adjust it to the unique situation' means that crew members learn to review their judgement based on the unique characteristics of the given circumstances. ◦ avoid fixed prejudices and over-reliance on standard solutions The phrase 'avoid fixed prejudices and over-reliance on standard solutions' means that crew members learn to update solutions and standard response sets, which have been formed on prior knowledge ◦ remain open to changing assumptions and perceptions The phrase 'remain open to changing assumptions and perceptions' means that crew members constantly monitor the situation, and are prepared to adjust their understanding of the evolving conditions • Performance adaptation The training covers: ◦ mitigate frozen behaviours, overreactions and inappropriate hesitation The phrase 'mitigate frozen behaviours, overreactions and inappropriate hesitation' means that crew members correct improper actions with a balanced response ◦ adjust actions to current conditions The phrase 'adjust actions to current conditions' means that crew members' responses are in accordance with the actual situation • Surprise and startle effect (1) The training covers:			

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Phase	Course content and subjects	Devices	Training	Time
	◦ unexpected, unusual and stressful situations ◦ surprises and startle effects ◦ management of abnormal and emergency situations ◦ development and maintenance of the capacity to manage crew resources ◦ acquisition and maintenance of adequate automatic behavioural responses ◦ recognising the loss and re-building situation awareness and control • Cultural differences (1) The training covers: ◦ cultural differences of multinational and cross-cultural crews ◦ different cultures may have different communication specifics, ways of understanding and approaches to the same situation or problem ◦ difficulties may arise when crew members with different mother tongue communicate in a common language which is not their mother tongue ◦ cultural differences may lead to different methods for identifying a situation and solving a problem			
5	**Relevant to the operator and the organisation:** • Operator's safety culture and company culture (1) The training covers: ◦ operator's safety culture ◦ company culture ◦ type of operations and the associated procedures ◦ areas of operations that may lead to particular difficulties or involve unusual hazards	Classroom	Theoretical	01:00

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Phase	Course content and subjects	Devices	Training	Time
	• Standard operating procedures (SOPs) (1) • Organisational factors, factors linked to the type of operations (1) • Effective communication and coordination with other operational personnel and ground services (1) • Case studies (2) The training covers: ◦ aircraft type-specific case studies, based on the information available from the management system of Edelweiss* ◦ accident and serious incident reviews to analyse and identify any associated non-technical causal and contributory factors, and instances or examples of lack of CRM ◦ analysis of occurrences that were well managed			
6	**Progress test:** • No test	N/A	N/A	N/A

(1) 'Required' means training that should be instructional or interactive in style to meet the objectives specified in the CRM training programme or to refresh and strengthen knowledge gained in a previous training
(2) 'In-depth' means training that should be instructional or interactive in style taking full advantage of group discussions, team task analysis, team task simulation, etc., for the acquisition or consolidation of knowledge, skills and attitudes. The CRM training elements should be tailored to the specific needs of the training phase being undertaken

2.1.41.4 Command Course CRM Training

Edelweiss ensures that elements of CRM training are integrated into the command course, as specified in Table 1 - Flight crew CRM training.

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Aim of the course:

Edelweiss ensures that elements of CRM training are integrated into the command course, as specified in AMC1 ORO.FC.115 Table 1 of (g).

Pre-entry requirements:

According to OM D Command (Upgrading) Course A320

Credits for previous experience:

N/A

Overview and Summary:

Subjects:	Flight Crew – Command Course Crew resource management (CRM) training
Phases:	The training includes 5 Phases
Tests:	N/A
Duration:	1 Day
Trainer:	Flight Crew CRM Trainer
Record of attendance:	MINT sign-off function, Training record

Phase	Course content and subjects	Devices	Training	Time
1	**General principles:** • Human factors in aviation (1) • General instructions on CRM principles and objectives (1) • Human performance and limitations (1) • Threat and error management (1)	Classroom	Theoretical	00:45 min
2	**Relevant to the individual flight crew member:** • Personality awareness (2) • Human error and reliability (2)	Classroom	Theoretical	01:15 min

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Phase	Course content and subjects	Devices	Training	Time
	• Attitudes and behaviours, self-assessment and self-critique (2) • Stress and stress management (2) • Fatigue and vigilance (2) • Assertiveness (2) • Situation awareness (2) • Information acquisition and processing (2)			
3	**Relevant to the flight crew:** • Automation and philosophy on the use of automation (2) The objective of this training should be to provide appropriate knowledge, skills and attitudes for managing and operating automated systems. Special attention should be given to how automation increases the need for crews to have a common understanding of the way in which the system performs, and any features of automation that make this understanding difficult The training covers: ◦ use and knowledge of automation ◦ recognition of systems and human limitations associated with the use of automation ◦ application of the operations policy concerning the use of automation as stated in the operations manual ◦ system and human limitations associated with the use of automation, giving special attention to issues of mode awareness, automation surprises and over-reliance including false sense of security and complacency • Specific type-related differences (1) • Monitoring and intervention (1) The training covers:	Classroom and / or Skyguide Visit	Theoretical and / or practical	02:00 min

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Phase	Course content and subjects	Devices	Training	Time
	◦ CRM-related aspects of operation monitoring before, during and after flight, together with any associated priorities ◦ guidance to the pilot monitoring on when it would be appropriate to intervene, if felt necessary, and how this should be done in a timely manner ◦ Reference to the procedures for structured intervention as specified in the operations manual			
4	**Relevant to the entire aircraft crew:** • Shared situation awareness, shared information acquisition and processing (2) • Workload management (2) • Effective communication and coordination inside and outside the flight crew compartment (2) • Leadership, cooperation, synergy, delegation, decision-making, actions (2) • Resilience development (2) Resilience development involves an ongoing and adaptable process including situation assessment, self-review, decision and action. The training in resilience development enables crew members to draw the right conclusions from both positive and negative experiences. Based on those experiences, crew members are better prepared to maintain or create safety margins by adapting to dynamic complex situations The training covers: ◦ main aspects of resilience development ◦ ability to learn ('knowing what has happened') ◦ ability to monitor ('knowing what to look for') ◦ ability to anticipate ('finding out and knowing what to expect')	Classroom and / or Skyguide Visit	Theoretical and / or practical	02:00 min

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Phase	Course content and subjects	Devices	Training	Time
	◦ ability to respond ('knowing what to do and being capable of doing it') • Mental flexibility The training covers: ◦ understand that mental flexibility is necessary to recognise critical changes The phrase 'understand that mental flexibility is necessary to recognise critical changes' means that crew members are prepared to respond to situations for which there is no set procedure ◦ reflect on their judgement and adjust it to the unique situation The phrase 'reflect on their judgement and adjust it to the unique situation' means that crew members learn to review their judgement based on the unique characteristics of the given circumstances. ◦ avoid fixed prejudices and over-reliance on standard solutions The phrase 'avoid fixed prejudices and over-reliance on standard solutions' means that crew members learn to update solutions and standard response sets, which have been formed on prior knowledge ◦ remain open to changing assumptions and perceptions The phrase 'remain open to changing assumptions and perceptions' means that crew members constantly monitor the situation, and are prepared to adjust their understanding of the evolving conditions • Performance adaptation The training covers: ◦ mitigate frozen behaviours, overreactions and inappropriate hesitation The phrase 'mitigate frozen behaviours, overreactions and inappropri-			

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Phase	Course content and subjects	Devices	Training	Time
	ate hesitation' means that crew members correct improper actions with a balanced response ◦ adjust actions to current conditions The phrase 'adjust actions to current conditions' means that crew members' responses are in accordance with the actual situation • Surprise and startle effect (2) The training covers: ◦ unexpected, unusual and stressful situations ◦ surprises and startle effects ◦ management of abnormal and emergency situations ◦ development and maintenance of the capacity to manage crew resources ◦ acquisition and maintenance of adequate automatic behavioural responses ◦ recognising the loss and re-building situation awareness and control • Cultural differences (2) The training covers: ◦ cultural differences of multinational and cross-cultural crews ◦ different cultures may have different communication specifics, ways of understanding and approaches to the same situation or problem ◦ difficulties may arise when crew members with different mother tongue communicate in a common language which is not their mother tongue ◦ cultural differences may lead to different methods for identifying a situation and solving a problem			
5	**Relevant to the operator and the organisation:**	Classroom and / or	Theoretical and /	01:00

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Phase	Course content and subjects	Devices	Training	Time
	• Operator's safety culture and company culture (2) The training covers: ◦ operator's safety culture ◦ company culture ◦ type of operations and the associated procedures ◦ areas of operations that may lead to particular difficulties or involve unusual hazards • Standard operating procedures (SOPs) (2) • Organisational factors, factors linked to the type of operations (2) • Effective communication and coordination with other operational personnel and ground services (1) • Case studies (2) The training covers: ◦ aircraft type-specific case studies, based on the information available from the management system of Edelweiss* ◦ accident and serious incident reviews to analyse and identify any associated non-technical causal and contributory factors, and instances or examples of lack of CRM ◦ analysis of occurrences that were well managed	Skyguide Visit	or practical	
6	**Progress test:** • No test	N/A	N/A	N/A

(1) 'Required' means training that should be instructional or interactive in style to meet the objectives specified in the CRM training programme or to refresh and strengthen knowledge gained in a previous training

(2) 'In-depth' means training that should be instructional or interactive in style taking full advantage of group discussions, team task analysis, team task simulation, etc., for the

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acquisition or consolidation of knowledge, skills and attitudes. The CRM training elements should be tailored to the specific needs of the training phase being undertaken

2.1.41.5 Recurrent CRM Training

Annual recurrent CRM training is provided in such a way that all CRM training elements specified for the annual recurrent training in Table 1 - Flight crew CRM training are covered over a period not exceeding 3 years.

It is an Edelweiss policy that FOO, cabin crew and flight crew accomplish joint recurrent CRM training.

The revision of the programme takes into account information from the management system of Edelweiss including the results of the CRM assessment. Minimum training times for combined CRM training: 6 training hours over a period of 3 years.

Aim of the course:

Edelweiss provides a combined training for flight crew and cabin crew during recurrent CRM training.

The annual recurrent CRM training is provided in a way that all CRM training elements specified for the annual recurrent training are covered over a period not exceeding 3 years. However, due to the nature of this training far more contents than those listed in each programme module will emerge during group discussions in joint training with Flight Crew and Cabin Crew. The CRM recurrent training programme is updated every year. The revision of the program take into account information from the management system of Edelweiss.

The CRM training is conducted in the non-operational environment. Tools such as group discussions, team task analysis, team task simulation and feedback are used. The group session is away from the pressures of the usual working environment, so that the opportunity is provided for flight crew members to interact and communicate in an environment conducive to learning.

The CRM Training is according to EASA ORO.FC.230 Recurrent training & checking and AMC1 ORO.FC.230 (a) (3) Recurrent training & checking and Table 1 of AMC1 ORO.FC.115.

Pre-entry requirements:

For flight crew member a previously completed “Initial conversion course according to ORO.FC.220 and AMC1 ORO.FC.220” is compulsory.

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Credits for previous experience:

N/A

Overview and Summary:

Subjects:	Flight Crew – Recurrent Training Crew resource management (CRM) training
Phases:	The training includes 5 Phases, Phase 6 is not applicable
Tests:	N/A
Duration:	02:00 h annually
Trainer:	CRM Trainer
Record of attendance:	MINT sign-off function, Training record

Phase	Course content and subjects	Devices	Training	Time
1	**General principles:** • Human factors in aviation (1) • General instructions on CRM principles and objectives (1) • Human performance and limitations (1) • Threat and error management (1)	Class-room	Theoreti-cal	00:10 min
2	**Relevant to the individual flight crew member:** • Personality awareness (1) • Human error and reliability (1) • Attitudes and behaviours, self-assessment and self-critique(1) • Stress and stress management (1) • Fatigue and vigilance (1) • Assertiveness (1) • Situation awareness (1) • Information acquisition and processing (1)	Class-room and/ or CEET	Theoreti-cal and / or practi-cal	00:25 min

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Phase	Course content and subjects	Devices	Training	Time
3	**Relevant to the flight crew:** • Automation and philosophy on the use of automation (2) * The objective of this training should be to provide appropriate knowledge, skills and attitudes for managing and operating automated systems. Special attention should be given to how automation increases the need for crews to have a common understanding of the way in which the system performs, and any features of automation that make this understanding difficult The training covers: ◦ use and knowledge of automation ◦ recognition of systems and human limitations associated with the use of automation ◦ application of the operations policy concerning the use of automation as stated in the operations manual ◦ system and human limitations associated with the use of automation, giving special attention to issues of mode awareness, automation surprises and over-reliance including false sense of security and complacency • Specific type-related differences (1) • Monitoring and intervention (1) The training covers: ◦ CRM-related aspects of operation monitoring before, during and after flight, together with any associated priorities ◦ guidance to the pilot monitoring on when it would be appropriate to intervene, if felt necessary, and how this should be done in a timely manner ◦ Reference to the procedures for structured intervention as specified in	Classroom and / or CEET	Theoretical and / or practical	00:25 min

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Phase	Course content and subjects	Devices	Training	Time
	the operations manual			
4	**Relevant to the entire aircraft crew:** • Shared situation awareness, shared information acquisition and processing (1) • Workload management (1) • Effective communication and coordination inside and outside the flight crew compartment (1) • Leadership, cooperation, synergy, delegation, decision-making, actions (1) • Resilience development (1) Resilience development involves an ongoing and adaptable process including situation assessment, self-review, decision and action. The training in resilience development enables crew members to draw the right conclusions from both positive and negative experiences. Based on those experiences, crew members are better prepared to maintain or create safety margins by adapting to dynamic complex situations. The training covers: ◦ main aspects of resilience development ◦ ability to learn ('knowing what has happened') ◦ ability to monitor ('knowing what to look for') ◦ ability to anticipate ('finding out and knowing what to expect') ◦ ability to respond ('knowing what to do and being capable of doing it') • Mental flexibility The training covers: ◦ understand that mental flexibility is necessary to recognise critical changes The phrase 'understand that mental flexibility is necessary to recognise	Classroom and / or CEET	Theoretical and / or practical	00:30 min

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Phase	Course content and subjects	Devices	Training	Time
	critical changes' means that crew members are prepared to respond to situations for which there is no set procedure ◦ reflect on their judgement and adjust it to the unique situation The phrase 'reflect on their judgement and adjust it to the unique situation' means that crew members learn to review their judgement based on the unique characteristics of the given circumstances. ◦ avoid fixed prejudices and over-reliance on standard solutions The phrase 'avoid fixed prejudices and over-reliance on standard solutions' means that crew members learn to update solutions and standard response sets, which have been formed on prior knowledge ◦ remain open to changing assumptions and perceptions The phrase 'remain open to changing assumptions and perceptions' means that crew members constantly monitor the situation, and are prepared to adjust their understanding of the evolving conditions • Performance adaptation The training covers: ◦ mitigate frozen behaviours, overreactions and inappropriate hesitation The phrase 'mitigate frozen behaviours, overreactions and inappropriate hesitation' means that crew members correct improper actions with a balanced response ◦ adjust actions to current conditions The phrase 'adjust actions to current conditions' means that crew members' responses are in accordance with the actual situation			

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Phase	Course content and subjects	Devices	Training	Time
	• Surprise and startle effect (1) The training covers: ◦ unexpected, unusual and stressful situations ◦ surprises and startle effects ◦ management of abnormal and emergency situations ◦ development and maintenance of the capacity to manage crew resources ◦ acquisition and maintenance of adequate automatic behavioural responses ◦ recognising the loss and re-building situation awareness and control • Cultural differences (1) The training covers: ◦ cultural differences of multinational and cross-cultural crews ◦ different cultures may have different communication specifics, ways of understanding and approaches to the same situation or problem ◦ difficulties may arise when crew members with different mother tongue communicate in a common language which is not their mother tongue ◦ cultural differences may lead to different methods for identifying a situation and solving a problem			
5	**Relevant to the operator and the organisation:** • Operator's safety culture and company culture (1) The training covers: ◦ operator's safety culture ◦ company culture ◦ type of operations and the associated procedures	Classroom and / or CEET	Theoretical and / or practical	00:30

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Phase	Course content and subjects	Devices	Training	Time
	◦ areas of operations that may lead to particular difficulties or involve unusual hazards • Standard operating procedures (SOPs) (1) • Organisational factors, factors linked to the type of operations (1) • Effective communication and coordination with other operational personnel and ground services (1) • Case studies (2) The training covers: ◦ aircraft type-specific case studies, based on the information available from the management system of Edelweiss ◦ accident and serious incident reviews to analyse and identify any associated non-technical causal and contributory factors, and instances or examples of lack of CRM ◦ analysis of occurrences that were well managed			
6	**Progress test:** • No test	N/A	N/A	N/A

(1) 'Required' means training that should be instructional or interactive in style to meet the objectives specified in the CRM training programme or to refresh and strengthen knowledge gained in a previous training
(2) 'In-depth' means training that should be instructional or interactive in style taking full advantage of group discussions, team task analysis, team task simulation, etc., for the acquisition or consolidation of knowledge, skills and attitudes. The CRM training elements should be tailored to the specific needs of the training phase being undertaken

* Automation and philosophy on the use of automation is conducted in the FSTD according to AMC1 ORO.FC.115 (f) (1) (iii)

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Further information on the 3-year cycle can be found in the compliance matrix: Flight Crew – Recurrent Training - Crew resource management (CRM) training

2.1.41.6 CRM content overview

CRM Table 1 indicates which elements of CRM are included in each type of training. 'Required' means training that should be instructional or interactive in style to meet the objectives specified in the CRM training programme or to refresh and strengthen knowledge gained in a previous training. 'In-depth' means training that should be instructional or interactive in style taking full advantage of group discussions, team task analysis, team task simulation, etc., for the acquisition or consolidation of knowledge, skills and attitudes. The CRM training elements are tailored to the specific needs of the training phase being undertaken.

Table 1 – Flight crew CRM training acc. to Table 1 of AMC1 ORO.FC.115

CRM training elements	**Initial operator's CRM training**	**Operator conversion course when changing aircraft type**	**Operator conversion course when joining an operator**	**Annual recurrent training**	**Command course**
General principles					
Human factors in aviation; General instructions on CRM principles and objectives; Human performance and limitations; Threat and error management.	In-depth	Not required	Required	Required	Required
Relevant to the individual flight crew member					
Personality awareness, human error and reliability, atti-	In-depth	Not required	Required	Required	In-depth

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tudes and behaviours, self-assessment and self-critique; Stress and stress management; Fatigue and vigilance; Assertiveness, situational awareness, information acquisition and processing.					
Relevant to the flight crew					
Automation and philosophy on the use of automation	Required	In-depth	In-depth	In-depth	In-depth
Specific type-related differences	Required	In-depth	Not required	Required	Required
Monitoring and intervention	Required	In-depth	In-depth	Required	Required
Relevant to the entire aircraft crew					
Shared situational awareness, shared information acquisition and processing; Workload management; Effective communication and coordination inside and outside the flight crew compartment; Leadership, cooperation, synergy, delegation, decision-making, actions;	In-depth	Required	Required	Required	In-depth

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Resilience development; Surprise and startle effect; Cultural differences.					
Relevant to the operator and the organisation					
Operator's safety culture and company culture, standard operating procedures (SOPs), organisational factors linked to the type of operations; Effective communication and coordination with other operational personnel and ground services.	In-depth	Required	In-depth	Required	In-depth
Case studies	In-depth	In-depth	In-depth	In-depth	In-depth

2.1.41.7 Assessment of CRM skills

Assessment of CRM skills is the process of observing, recording, interpreting and debriefing crews and crew member's performance using an accepted methodology in the context of the overall performance.

The flight crew member's CRM skills are assessed in the operational environment, but not during CRM training in the non-operational environment. Nevertheless, during training in the non-operational environment, feedback from the flight crew CRM trainer or from trainees on individual and crew performance may be given to the crew members concerned.

The assessment of CRM skills include debriefing the crew and the individual crew member; serve to identify additional training, where needed, for the crew or the individual crew member; and be used to improve the CRM training system by evaluating de-identified summaries of all CRM assessments.

The assessment should be based on the following principles:

a. only observable behaviours are assessed;

b. the assessment should positively reflect any CRM skills that result in enhanced safety; and

c. assessments should include behaviour that results in an unacceptable reduction in safety margin.

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d. Edelweiss establishes procedures, including additional training, to be applied in the event that flight crew members do not achieve or maintain the required CRM standards.

De-identified summaries of all CRM assessments should be used to provide feedback and such feedback should be used to update and improve CRM training.

The Methodology of CRM skills assessment can be found in the “OT Leitfaden&Reglemente für Instruktoren”.

2.1.42 Basic Procedures, Techniques and Manoeuvres

Purpose

Mastering of all basic procedures and manoeuvres is of great importance for a safe conduct of aircraft flight operations.

Additionally to any type-specific training items, Edelweiss instructors will therefore at all times emphasise basic procedures and manoeuvres.

Training

During the following training events:

- Operator and type conversion course
- Command course
- Re-qualification training
- Recurrent training

The below stated basic procedures and manoeuvres shall always be emphasised by the instructors:

a. Normal procedures and manoeuvres (SOP), including
    - use of normal checklist;
    - departure and approach procedures;
    - engine management;
    - ATC communications;
    - PM/ PF and other flight crew task sharing;
    - sterile flight deck procedure;
    - flight deck access;
    - positive transfer of aircraft control;
    - consistent checklist philosophy;
    - emphasis on a “fly, navigate, communicate” priority;

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- autopilot management and proper use of all levels of flight automation.
- approach technique: all approaches shall be flown as stabilised approaches (SAp) and all non-precision approaches shall be flown using the continuous descent final approaches (CDFA) technique unless otherwise approved by the authority for a particular approach to a particular runway.

b. Non-normal procedures and manoeuvres, including

- use of abnormal and emergency checklist;
- emergency handling;
- rejected take-off;
- emergency evacuation;
- engine fire and failure;
- emergency descent.
- pilot incapacitation.

Checking

During line check, the above stated items a) shall be evaluated. Non-normal procedures and manoeuvres shall be evaluated as far as they occur.

During OPC / LPC, the above stated items a) and b) shall be evaluated.

2.1.43 F/O Curriculum

Purpose

This course gives the First Officers / Senior First Officers background information about different operational and commercial topics.

Prerequisites

TBD

Programme

TBD

2.1.44 Flat Panel Trainer (FPT)

Purpose

The FPT is a PC based procedural and familiarization training tool, used during Conversion Courses, that gives pilots the ability to “learn by doing”. Pilots can train normal and abnormal procedures in a fully simulated cockpit. It combines use of multiple

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touch-sensitive screens that display simulated panels in the same size as the actual aircraft panels and hardware replica panels. It enables the trainees to train the Edelweiss SOPs in an interactive way. The FPT is classified as FSTD Level 1 (e-training and part task devices). Training with FPT is supplementary and not compulsory.

Standard of Performance

The respective Flight Crew Member is able to apply a wide range of normal and abnormal procedures in the FPT, before starting training in the FFS.

2.1.45 Flight Training Device (FTD)

The FTD provides an effective training for pilots in use of an automated flight deck, systems integration and standard oper- ating procedures in normal, abnormal and emergency conditions. This device is ideal for training prior to entering a full flight simulator (FFS).

The EASA Level 2 FTD qualification features an aircraft-specific shell and flight deck, offering the form, fit, feel and function of a full flight simulator without the motion. The experience is further enhanced by sophisticated sound and audio simulation and a 220° field of view, multi-channel visual system that provides cues in day, dusk and night VFR and IFR conditions.

2.1.46 Maintenance Check Flight (MCF) - Course

2.1.46.1 MCF Level A - Course

General:

A Level A maintenance check flight (MCF) is a flight where the use of abnormal or emergency procedures is expected as defined in the aircraft flight manual or where it is required to prove the functioning of a backup system or other safety devices.

Aim of the course:

This course provides the required knowledge and competence for the safe and efficient conduct of MCF Level A.

The syllabus covers the initial training and the recurrent training for MCF Level A.

For further details regarding training refer to the MCF Manual Training, Recurrent Training.

Pre-entry requirements:

- MCF - Commander:
  - Hold a valid type rating
  - 1000 flight hours on aircraft of the same aircraft category

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Pre-entry requirements:

- 400 hours as a pilot-in-command in a complex motor-powered aircraft
- 50 hours on the particular aircraft type
- Adequate qualification level

Note: If a new aircraft type is introduced and the pilot's qualification is assessed, a pilot having less than 50 hours experience on the particular aircraft type may be selected.

- MCF – First Officer:
  - Adequate experience on respective type as First Officer
  - Adequate qualification level

Overview and Summary:

Subjects:	Theoretical and practical knowledge to conduct MCF
Phases:	3 Phases: 1. Classroom, 2. Simulator Training, 3. LIFUS
Tests:	Standard of Performance for SIM and LIFUS
Duration:	30:00 h
Trainer:	• Edelweiss TKI with MCF Qualification for Ground Course • SFI with MCF Qualification for Simulator Phase • TRI with MCF Qualification for LIFUS for CMD • CMD with MCF Qualification for LIFUS for F/O
Record of attendance:	MINT sign-off function, Certificate of completed Course

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1	**Organisation and interfaces internal and external:** • Organisation TO / TE / T • Introduction of the staff and their tasks • Interfaces LX Technics, OCC, Crew Office, Network planning	EDW Classroom PP	00:30

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Phase	Course content and subjects	Materials / References	Time
	• MRO providers		
	Administrative Processes: • Introduction to documentation and IT (In Service Aircraft Technical Flight Manual (ISATFM), MCF Manual, sharepoint) • Planning process of an MCF • MCF in other countries • MCF flight profile	EDW Classroom PP, MCF Manual, ISATFM	02:00
	Legal Aspects: • Regulations concerning MCF (EASA Air Operations – MCF)	EDW Classroom PP, EASA Air Ops	00:30
	Recency and recurrent training: • Recency and recurrent training aspects	EDW Classroom	00:15
	Execution of MCF: • Organisation of MCF • Crew regulations and other persons on board • Briefing aspects • Flight preparation (aircraft status, w&b) • Equipment and instruments (FMS, instruments and sensor data) • CRM, organisation on board, response to emergency situations • Ground checks and engine runs (technique for testing) • Taxi and RTO tests (technique for testing) • Flight test, review of test points and possible related failure • Post flight procedures	EDW Classroom PP, MCF Manual	02:45
	ISATFM:	EDW Classroom ISATFM	06:00

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Phase	Course content and subjects	Materials / References	Time
	• Detailed introduction to ISATFM and identify critical test points		

Syllabus: Simulator Training

Phase	Course content and subjects	Materials / References	Time
2	**Simulator Training:** • Full Flight Simulator FFS N1 (Full MCF program in normal operation) including briefing and debriefing.	LAT MCF N1	06:00
	Simulator Training: • Full Flight Simulator FFS F1 (Failure session) including briefing and debriefing.	LAT MCF F1	06:00

Syllabus: LIFUS

Phase	Course content and subjects	Materials / References	Time
3	**MCF on aircraft including briefing**	Aircraft	06:00

Syllabus: Recurrent Training

Phase	Course content and subjects	Materials / References	Time
	Simulator Training: • Full Flight Simulator FFS F1 (Failure session) including briefing and debriefing.	LAT MCF F1	06:00

Every 36 month a recurrent training is planned and conducted in an FFS for CMD, F/O and the Task Specialist.

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Recency:

MCF CMD and F/O shall have carried out at least one “Level A MCF” within the preceding 36 months.

- The recency is regained after performing a level A MCF as either observer, pilot monitoring or after acting as PIC for a level A MCF in a simulator.

2.1.46.2 MCF Level B - Course

General:

A Level B maintenance check flight (MCF) is any MCF other than a 'Level A' MCF.

Aim of the course:

This course provides the required knowledge and competence for the safe and efficient conduct of MCF Level B.

The syllabus covers the initial training for MCF Level B.

For further details regarding training refer to the MCF Manual Training, Recurrent Training.

Pre-entry requirements:

- MCF - Commander:
  - Hold a valid type rating
  - 1000 flight hours on aircraft of the same aircraft category
  - 400 hours as a pilot-in-command in a complex motor-powered aircraft
  - 50 hours on the particular aircraft type
  - Adequate qualification level

Note: If a new aircraft type is introduced and the pilot's qualification is assessed, a pilot having less than 50 hours experience on the particular aircraft type may be selected.

- MCF – First Officer:
  - Adequate experience on respective type as First Officer
  - Adequate qualification level

Overview and Summary:

Subjects:	Theoretical and practical knowledge to conduct MCF Level B
Phases:	1 Phase: Classroom

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Tests:	None
Duration:	06:00 h
Trainer:	Edelweiss TKI with MCF Qualification for Ground Course
Record of attendance:	MINT sign-off function, Certificate of completed Course

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1	**Organisation and interfaces internal and external:** • Organisation TO / TE / T • Introduction of the staff and their tasks • Interfaces LX Technics, OCC, Crew Office, Network planning • MRO providers	EDW Classroom PP	00:30
	Administrative Processes: • Introduction to documentation and IT (In Service Aircraft Technical Flight Manual (ISATFM), MCF Manual, sharepoint) • Planning process of an MCF • MCF in other countries • MCF flight profile	EDW Classroom PP, MCF Manual, ISATFM	02:00
	Legal Aspects: • Regulations concerning MCF (EASA Air Operations – MCF)	EDW Classroom PP, EASA Air Ops	00:30
	Level B MCF: • Examples and specials of Level B MCF	EDW Classroom	00:15
	Execution of MCF: • Organisation of MCF • Crew regulations and other persons on board • Briefing aspects	EDW Classroom PP, MCF Manual	02:45

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Phase	Course content and subjects	Materials / References	Time
	• Flight preparation (aircraft status, w&b) • Equipment and instruments (FMS, instruments and sensor data) • CRM, organisation on board, response to emergency situations • Ground checks and engine runs (technique for testing) • Taxi and RTO tests (technique for testing) • Flight test, review of test points and possible related failure • Post flight procedures		

2.1.47 Company Intro OT

General:

Edelweiss ensures that the flight crew is competent to conduct the intended operations. Therefore, it is ensured that each flight crew member completes a Edelweiss Company Intro OT to ensure familiarity with the duties and responsibilities; relevant state regulations, authorised operations, and relevant sections of the OM.

Aim of the course:

The training ensure familiarity with the duties and responsibilities; relevant state regulations, authorised operations, and relevant sections of the OM.

Pre-entry requirements:

Participants must be Edelweiss pilots during an operator conversion training.

2.1.47.1 Initial Company Intro OT

Overview and Summary:

Subjects:	Company Intro OT
Phases:	1 phase
Tests:	N/A
Duration:	01:30 hours

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Trainer:	OT Member
Record of attendance:	MINT sign-off function

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1.1	**Company Intro OT** • Duties and responsibilities • Relevant state regulations • Authorised operations • Training in the Operations Manual • Relevant sections of the OM • Elementary maintenance procedures in accordance with Commission Regulation (EU) No 1321/2014 • Pilot-in-command/commander responsibilities	EDW Classroom PPT LP: G3X.Comp_Intro_OT	01:30

2.1.47.2 Recurrent Company Intro OT

N/A

2.1.47.3 Renewal Company Intro OT

N/A

2.1.48 Training in Normal and Non-Normal Procedures and Manoeuvres (SOP & SEP)

General:

Edelweiss ensures that the flight crew is competent to conduct the intended operations. Therefore, it is ensured that each flight crew member successfully completes training and checking in normal and non-normal procedures and manoeuvres.

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2.1.48.1 Initial Training in Normal and Non-Normal Procedures and Manoeuvres

Aim of the course:

Training and an evaluation in aircraft systems and limitations, to include a demonstration of competence in the operation of aircraft systems. The training ensure familiarity with normal and non-normal procedures and manoeuvres such as:

- Pilot Monitoring (PM) Pilot Flying (PF) and other flight crew division of duties (task sharing)
- Positive transfer of aircraft control
- Consistent checklist philosophy
- Emphasis on a prioritization of tasks (e.g. “fly, navigate, communicate”)
- Proper use of all levels of flight automation.

Training in normal and non-normal procedures and maneuvers will also be part of the Edelweiss flight trainings (Simulator, LIFUS).

Pre-entry requirements:

Participants must be Edelweiss pilots during an operator- or a type-conversion training.

Overview and Summary:

Subjects:	Training in normal and non-normal procedures and manoeuvres (SOP & SEP)
Phases:	1 phase
Tests:	No test during classroom training
Duration:	06:00 hours
Trainer:	Edelweiss Flight Crew Instructors/Examiners (TKI, SFI, TRI, TRE)
Record of attendance:	MINT sign-off function

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1.1	**SOP & SEP**	EDW Classroom PPT	06:00

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Phase	Course content and subjects	Materials / References	Time
	• Training and an evaluation in aircraft systems and limitations, to include a demonstration of competence in the operation of aircraft systems • Review and explanation of SOP & SEP • Normal and non-normal, QRH • Procedures and manoeuvres. • Pilot Monitoring, Pilot Flying, flight crew division of duties (task sharing) • Positive transfer of aircraft control • Consistent checklist philosophy • Emphasis on a prioritisation of tasks (e.g. “aviate, navigate, communicate”) • Proper use of all levels of flight automation • Flight preparations for inexperienced FOs	LP: G3X.SOP_SEP	

2.1.48.2 Recurrent Training in Normal and Non-Normal Procedures and Manoeuvres (SOP & SEP)

Will be part of simulator training and checking according to OMD Recurrent Training and Checking → B) Simulator (Aeroplane) Training & Checking.

2.1.48.3 Renewal Training in Normal and Non-Normal Procedures and Manoeuvres (SOP & SEP)

Will be part of simulator training and checking according to OMD Requalification (Renewal) Training.

2.1.49 Volcanic Ash Training

General:

Give the trainees a good overview of volcanic ash. Training and evaluation will be completed during initial training to include the consequences of:

- inadvertent entry into a volcanic ash cloud, or
- unanticipated volcanic eruptions along the route of flight (OMD content deleted - new chapter)

Training/Evaluation Topics

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General:

- Training and evaluation will be completed during initial GND and simulator training, and subsequently during recurrent simulator training at least once every 36 months.

2.1.49.1 Initial Ground Training Volcanic Ash

Aim of the course:

Proficiency to perform safe operations under adverse weather conditions.

Give the trainees a good overview and knowledge of adverse weather operation.

Pre-entry requirements:

Participants must be Edelweiss pilots during an operator- or a type-conversion training.

Overview and Summary:

Subjects:	Initial Ground Training Volcanic Ash
Phases:	1 phase
Tests:	N/A only Questionnaire during WBT
Duration:	01:00 hour
Trainer:	Self-study
Record of attendance:	ILIAS-MINT sign-off function

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1.1	**Volcanic Ash** • Normal and abnormal operating procedures • Pre-flight planning • In-flight monitoring of volcanic ash cloud affected areas and avoidance procedures • Diversion • Communications with ATC • In-flight monitoring of engine and systems potentially affected by volcanic ash cloud contamination	WBT G3X.Volcanic_Ash	01:00

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Phase	Course content and subjects	Materials / References	Time
	• Recognition and detection of volcanic ash clouds and reporting procedures • In-flight indications of a volcanic ash cloud encounter • Procedures to be followed if a volcanic ash cloud is encountered • Unreliable or erroneous airspeed • Non-normal procedures for engines and systems potentially affected by volcanic ash cloud contamination • Engine-out and engine relight • Escape routes • Operations to/from aerodromes/operating sites contaminated with volcanic ash		

2.1.49.2 Recurrent Training Volcanic Ash

Will be part of simulator training and checking.

Simulator Refresher Training incorporates the above topics during briefing, operation and debriefing.

2.1.49.3 Renewal Training Volcanic Ash

Will be part of simulator training and checking.

2.1.50 Human Trafficking

General:

Edelweiss ensures that the flight crew is competent to recognize the signs of Human Trafficking. Therefore, it is ensured that each flight crew member successfully completes the training to develop the necessary skills to detect these signs.

Aim of the course:

Training and development take part in the following topics:

- Identify potential cases of human trafficking
- Identify the acts that may constitute a trafficking situation
- Describe the characteristics of trafficking and spot the signs of possible victims

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Aim of the course:

- Understand and apply the company procedure concerning human trafficking

Pre-entry requirements:

Participants must be Edelweiss-Pilots during an operator- or a type-conversion training

Overview and Summary:

Subjects:	Human Trafficking Training
Type of Training:	WBT
Duration:	00:45 h
Trainer:	Self-study
Record of attendance:	ILIAS database

2.1.50.1 Initial Training Human Trafficking

Syllabus: Theoretical Knowledge

Course content and subjects	Materials / References	Time
Human Trafficking • Definition: What is human trafficking (HT)? • Elements: The act, the means, the scope (what, how, why) • Trends and statistic • Signs of human trafficking • Practical examples • Corporate Lufthansa Group agreed procedure	WBT LP: G3X.Human_Trafficking	**00:45**

2.1.50.2 Recurrent Training Human Trafficking

N/A

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2.1.50.3 Refresher Training Human Trafficking

N/A

2.2 Cabin Crew

Training

A detailed program and syllabus is established by Edelweiss for each training course to cover the duties and responsibilities to be discharged by the cabin crew members. Each training course includes theoretical and/or practical instruction together with individual or collective practice, as relevant to each training subject, in order that the cabin crew member achieves and maintains the adequate level of proficiency.

Each training course will be conducted in a structured and realistic manner and performed by personnel appropriately qualified for the subject to be covered.

The training methods should include the use of cabin training devices, audio-visual presentations, computer-based training and other types of training, as most appropriate to the training element; and a reasonable balance between the different training methods should be ensured so that the cabin crew member achieves the level of proficiency necessary for a safe performance of all related cabin crew duties and responsibilities.

2.2.1 Cabin Crew Basic Course

General

“Cabin crew member” means any crew member, other than a flight crew member, who performs, in the interests of safety of passengers, duties assigned to him/her by the operator or the commander in the cabin of an aeroplane.

Edelweiss ensures that all cabin crew members comply with the requirements of Part-CC (Aircrew), Subpart CC (AirOPS) and any other safety requirements applicable to cabin crew.

Edelweiss ensures that all crew members assigned to duties in the passenger compartment comply with all requirements prescribed in the EDW operation manuals, especially with the CSPM.

The Cabin Crew member must have successfully completed the Edelweiss “Cabin Crew Basic Course” on one aircraft type (A320 or A340) consisting of the following 3 parts before operating as a “minimum required” cabin crew member:

- OM D Initial Training Course
- OM D Aircraft type specific training and operator conversion training
- OM D Familiarisation

(Ref: ORO.CC.115)

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2.2.1.1 Initial Training Course

Aim of the course:

Edelweiss ensures that each cabin crew member has, before undertaking aircraft type specific training and operator conversion training (A320 or A340), successfully completed an initial training course. Furthermore acquiring sufficient general knowledge and basic proficiency required to perform the duties and discharge the responsibilities related to the safety of passengers and flight during normal, abnormal and emergency operations will be ensured by Edelweiss.

The training is provided at Edelweiss and at LAT as subcontracted training organisation.

The training program must be approved by the FOCA, in accordance with Appendix 1 to Part-CC, and the checking prescribed in CC.TRA.220.

Pre-entry requirements:

General Requirements

Edelweiss ensures that each cabin crew member:

- is at least 18 years of age.
- has successfully completed the initial training course in accordance with CC.TRA.220 and holds a cabin crew attestation in accordance with CC.CCA.100.
- has completed the appropriate aircraft type specific training and operator conversion training (A320 and A340) and/or differences training.
- shall undergo recurrent training as outlined in the OM D.
- is competent to perform his/her duties in accordance with procedures specified in the Operations Manual.

Medical Requirements

Each new Edelweiss C/C passes a medical examination before first assignment so as to check the medical fitness to discharge his/her duties. The medical examination interval is 5 years. The medical examinations must always be carried out by a FOCA approved AME. At the discretion of the AME additional tests may be indicated. Additional medical examinations may also be necessary following a prolonged period of illness or if there is any doubt about the fitness of the C/C.

- The following medical requirements are applicable:
- Good health;
- Free from any physical illness which might lead to incapacitation or inability to perform C/C duties;
- Normal cardiorespiratory function;
- Normal central nervous system;
- Adequate visual acuity 6/9 with or without glasses;
- Adequate hearing; and

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Pre-entry requirements:

- Normal function of ear, nose and throat.

(Ref: ORO.MLR.115)

2.2.1.1.1 Elements during initial training course and examination

a. **General theoretical knowledge of aviation and aviation regulations covering all elements relevant to the duties and responsibilities required from cabin crew:**
    1. Aviation terminology, theory of flight, passenger distribution, areas of operation, meteorology and effects of aircraft surface contamination.
    2. Aviation regulations relevant to cabin crew and the role of the competent authority.
    3. Duties and responsibilities of cabin crew during operations and the need to respond promptly and effectively to emergency situations.
    4. Continuing competence and fitness to operate as a cabin crew member, including as regards flight and duty time limitations and rest requirements.
    5. The importance of ensuring that relevant documents and manuals are kept up-to-date, with amendments provided by the operator as applicable.
    6. The importance of cabin crew performing their duties in accordance with the operations manual of the operator.
    7. The importance of the cabin crew's pre-flight briefing and the provision of necessary safety information with regards to their specific duties.
    8. The importance of identifying when cabin crew members have the authority and responsibility to initiate an evacuation and other emergency procedures.
    9. Basic flight subjects such as major aircraft components, critical surfaces (including contamination), pressurization system, weight and balance, turbulence, communications equipment and air traffic control.

b. **Communication:**
   During training, emphasis shall be placed on the importance of effective communication between cabin crew and flight crew, including communication techniques, common language and terminology.

c. **Introductory course on human factors (HF) in aviation and crew resource management (CRM)**
   This course shall be conducted by at least one cabin crew CRM instructor. The training elements shall be covered in depth and shall include at least the following:
    1. General: human factors in aviation, general instructions on CRM principles and objectives, human performance and limitations;

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2. Relevant to the individual cabin crew member: personality awareness, human error and reliability, attitudes and behaviours, self-assessment; stress and stress management; fatigue and vigilance; assertiveness; situation awareness, information acquisition and processing.

d. **Passenger handling and cabin surveillance:**
   1. The importance of correct seat allocation with reference to aeroplane mass and balance, special categories of passengers and the necessity of seating able-bodied passengers adjacent to unsupervised exits.
   2. The importance of rules covering safe stowage of cabin baggage and cabin service items and the risk of it becoming a hazard to occupants of the passenger compartment or otherwise obstruction or damaging emergency equipment or exits.
   3. Advice on the recognition and management of passengers who are, or become, intoxicated with alcohol or are under the influence of drugs or are aggressive.
   4. Precautions to be taken when live animals are carried in the passenger compartment.
   5. Duties to be undertaken in the event of turbulence, including securing the passenger compartment.
   6. Methods used to motivate passengers and the crowd control necessary to expedite an emergency evacuation.

e. **Medical Aspects and First Aid Training**
   Refer to OM D Medical Aspects and First Aid Training

f. **Dangerous goods in accordance with the applicable ICAO Technical Instructions.**
   Refer to OM D Training for Transportation of DG

g. **General security aspects in aviation, including awareness of the provisions laid down in Regulation (EC) No 300/2008.**
   Refer to OM D Initial Security Training for Crew Members

h. **Fire and smoke training:**
   1. Emphasis on the responsibility of cabin crew to deal promptly with emergencies involving fire and smoke and, in particular, emphasis on the importance of identifying the actual source of the fire.
   2. The importance of informing the flight crew immediately, as well as the specific actions necessary for coordination and assistance, when fire or smoke is discovered.
   3. The necessity for frequent checking of potential fire-risk areas including toilets, and the associated smoke detectors.
   4. The classification of fires and the appropriate type of extinguishing agents and procedures for particular fire situations.

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5. The techniques of application of extinguishing agents, the consequences of misapplication, and of use in a confined space including practical training in fire-fighting and in the donning and use of smoke protection equipment used in aviation.
6. The general procedures of ground-based emergency services at aerodromes.

i. **Survival training:**
   1. Principles of survival in hostile environments (e.g. polar, desert, jungle, sea) and
   2. Water survival training which shall include the actual donning and use of personal flotation equipment in water and the use of slide-rafts or similar equipment, as well as actual practice in water.

j. **Additional procedures will also be trained:**
   1. Flight deck: sterile flight deck, flight deck access
   2. Function and operation on cabin emergency equipment and safety checks
   3. Fueling with passengers on board
   4. Mandatory briefings and safety checks

Overview and Summary:

Subjects:	Initial Training Course
Phases:	1 Phase: 1. Classroom
Tests:	FRMT, Dangerous Goods, Security, ESET and EOP, General theoretical Knowledge SOP, Medical
Duration:	Total 189:15 h 111:15 h Part CC / 78:00 h Product
Trainer:	Edelweiss TKI, LAT-Instructor, Security Trainer, DG CBTA Trainer, Crew Safety Trainer (CST)
Record of attendance:	MINT sign-off function, ILIAS

Syllabus: Theoretical Knowledge

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Phase	Course content and subjects	Materials / References	Time
1.1	**Welcome Day**	EDW Classroom	
	• Security/Aviation Security (Part 1/2) incl. Test	OM D Training of Security Procedures	01:30
	• Management System (CEO introduction)	OM D Management System Training	01:30
	• Safety Management System	OMM Safety Management System	01:45
	• WBT: ◦ Fatigue Risk Management Training incl. Test ◦ Misuse of psychoactive substances Training incl. Test ◦ Compliance Monitoring	WBT OM D Fatigue Risk Management Training (FRM) OM D Training on Misuse of Psychoactive Substances	01:00 01:00 01:30
1.2	**General theoretical knowledge of aviation and aviation regulations covering all elements relevant to the duties and responsibilities required from cabin crew: (SOP)** • Elements of OM D Elements during Initial Training Course and Examination ◦ a) 2/3/4/5/6/7 ◦ h) 6 ◦ j) 1/3/4 ◦ Elements of CSPM Standard Operating Procedures Incl. Test	EDW Classroom CSPM Standard Operating Procedures OM D Elements during Initial Training Course and Examination	12:30

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Phase	Course content and subjects	Materials / References	Time
1.3	**Flight and Duty time limitations and rest requirements** • Elements of OM D Elements during Initial Training Course and Examination ◦ a) 4	EDW Classroom OM D Elements during Initial Training Course and Examination	02:00
1.4	**Aviation terminology** • Elements of OM D Elements during Initial Training Course and Examination ◦ a) 1/9	EDW Classroom OM D Elements during Initial Training Course and Examination	01:30
1.5	**CRM** • Introductory Course on human factors in aviation and Operator's CRM training Elements of OM D Introductory Course on Human Factors in Aviation and CRM	EDW Classroom OM D Introductory Course on Human Factors in Aviation and CRM	20:00
1.6	**Aviation Security** • Elements of OM D Initial Security Training for Crew Members (Common Training) incl. Test (Part 2/2)	LAT Classroom OM D Training of Security Procedures	06:00

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Phase	Course content and subjects	Materials / References	Time
1.7	**Dangerous Goods** • Initial CBTA DG incl. Test	LAT Classroom OM D Training for Transportation of DG	06:30
1.8	**Medical Aspects and First Aid Training** • All Elements of OM D Medical Aspects and First Aid Training Incl. Test	EDW Classroom OM D Medical Aspects and First Aid Training	26:00
1.9	**Emergency procedures (EOP) Emergency and safety equipment training (ESET)** • Elements of OM D Elements during Initial Training Course and Examination ◦ a) 8 ◦ d) 1/2/3/4/5/6 ◦ h) 1/2/3/4/5 ◦ i) 1/2 ◦ j) 2 incl. Test	LAT OM D Elements during Initial Training Course and Examination	24:00
1.10	**Pre-flight Briefing and Flight Preparation** • Elements of OM D Elements during Initial Training Course and Examination ◦ a) 7 ◦ j) 4	EDW Classroom OM D Elements during Initial Training Course and Examination	03:30
1.11	**Edelweiss Data Protection Training for Crews**	WBT	01:00
1.12	**EDW Product Lessons**	EDW Classroom	78:00

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2.2.1.2 Aircraft type specific training and operator conversion training

General

- Edelweiss operates 2 different aircraft types: Airbus A320 and A340.
- The initial training programme is combined with the first aircraft type-specific training and operator conversion training (ORO.CC.120). The initial training programme also comprises emergency procedures training which is not aeroplane type related.
- Following completion of an aircraft type-specific training, the following consolidation phases are applicable:
  - A320 (CC/SC): 3 months
  - A340 (CC/SC): 2 months
- During each consolidation phase, no more than 7 days of absences (VAC, TZV, UBU) may be scheduled.
- In case of absences exceeding these limitations, the training programme will be established by OTK on a case-by-case basis.
- Aircraft type-specific training and operator conversion training for the second aircraft type should not take place before the end of the consolidation phase. **No absences (e.g. VAC) exceeding 8 days are to be scheduled before commencing operator conversion training. The training programme, in case of longer absences (e.g. ILL) or part-time working contracts, will be established on a case-by-case basis by OTK.**
- Edelweiss will determine the content of the aircraft type specific and operator conversion training taking account of the cabin crew member's previous training.
- Operator conversion training is conducted in a structured and realistic manner.
- Aircraft type-specific training is conducted in a structured manner.
- Operator conversion training and if necessary aircraft type-specific training, includes the use of all safety equipment and all normal and emergency procedures applicable and involves training and practice on either a representative training device or on the actual aeroplane.
- Edelweiss will implement the mandatory training elements provided in the OSD as the basis when developing the training programmes and syllabi. Edelweiss will also consider the non-mandatory (recommendations) elements for the relevant type that are provided in the OSD established in accordance with Commission Regulation (EU).

(Ref: ORO.CC.125 & No 748/2012)

2.2.1.2.1 Elements during the Aircraft type specific training course

The following aircraft type specific training elements will be covered as relevant to the aircraft type:

a. Aircraft description

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1. type of aircraft, principal dimensions, narrow or wide bodied, single or double deck;
2. speed, altitude, range;
3. passenger seating capacity;
4. flight crew number and minimum number of required cabin crew;
5. cabin doors/exits location, operation and sill height;
6. cargo and unpressurised areas;
7. aircraft systems relevant to cabin crew duties;
8. flight crew compartment - general presentation, pilot seats and their mechanism, emergency exits, storage;
9. required cabin crew stations - emergency assignments;
10. flight crew compartment security - general: door components and use;
11. access to avionics bay;
12. lavatories - general: doors, systems, calls and signs; and
13. least risk bomb location.

b. Safety and emergency equipment, locations and operation, and aircraft systems installed. Each cabin crew member will receive realistic training on, and demonstration of, the location and use of all aircraft type specific safety and emergency equipment and aircraft systems installed, with emphasis on the following:
    1. slides;
    2. life-rafts and slide-rafts, including the equipment attached to, and/or carried in, the raft;
    3. drop-out oxygen system; and
    4. communication equipment.
    5. aircraft interior, passenger seats and restraints;
    6. crew member seats and restraints;
    7. aircraft-specific duties and responsibilities;
    8. galley systems;
    9. lighting systems

c. Operation of doors and exits
    1. This training will include failure of power assist systems where fitted and the action and forces required to operate and deploy evacuation slides. Training will include operation and actual opening of the flight crew compartment security door when installed.
    2. Demonstration of the operation of all other exits including the flight crew compartment windows.

d. Fire and smoke protection equipment
    1. Each cabin crew member will be trained in using fire and smoke protection equipment

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e. Evacuation slide training
    1. Each cabin crew member should descend an evacuation slide from a height representative of the aircraft main deck sill height.
    2. The slide will be fitted to a representative training device.
    3. A further descent will be made when the cabin crew member qualifies on an aircraft type in which the main deck exit sill height differs significantly from any aircraft type previously operated.

f. Operation of equipment related to pilot and cabin crew incapacitation. The training should cover any type specific elements or conditions relevant to cabin crew actions to be taken in case of pilot and cabin crew incapacitation. Each cabin crew member should be trained to operate all equipment that must be used in case of pilot and cabin crew incapacitation.

2.2.1.2.2 Elements during Operator conversion training course

The following subjects will be covered:

a. Description of the cabin configuration. The description covers all elements specific to the operator's cabin configuration and any differences with those previously covered including:
    1. required and additional cabin crew stations - location (including direct view), restraint systems, control panels;
    2. passenger seats - general presentation and associated operator's specific features and equipment;
    3. designated stowage areas;
    4. lavatories - operator's specific features, equipment and systems additional to the aircraft type specific elements;
    5. galley - location, appliances, water and waste system, including shut-off, sinks, drains, stowage, control panels, calls and signs; and where applicable
    6. crew rest areas - location, systems, controls, safety and emergency equipment;
    7. cabin dividers, curtains, partitions;
    8. stowage for the containment of waste;
    9. passenger hand rail system (lavatories); and
    10. in-flight entertainment (IFE) system, if installed (e.g. central system or handheld device(s) such as PEDs for the use by passenger(s) as applicable) and its safety aspects.

b. Safety and emergency equipment. Each cabin crew member should receive realistic training on and demonstration of the location, removal and use of all safety and emergency equipment carried, including:
    1. life-jackets, infant life-jackets and flotation devices;
    2. first-aid and drop-out oxygen, including supplementary systems;
    3. fire extinguishers and protective breathing equipment (PBE);

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4. crash axe;
5. emergency lights including torches;
6. communication equipment, including megaphones;
7. slide-rafts and life-rafts' survival packs and their contents;
8. pyrotechnics (actual or representative devices);
9. first-aid kits, emergency medical kits and their contents; and
10. other portable safety and emergency equipment, where applicable.

c. Normal and emergency procedures. Each cabin crew member should be trained on the operator's normal and emergency procedures as applicable, with emphasis on the following:
    1. passenger briefing, safety demonstration and cabin surveillance;
    2. severe air turbulence;
    3. non-pressurization, slow and sudden decompression, including the donning of portable oxygen equipment by each cabin crew member;
    4. other in-flight emergencies; and
    5. carriage of special categories of passengers (SCPs).

d. Passenger handling and crowd control. Training will be provided on the practical aspects of passenger preparation and handling, as well as crowd control, in various emergency situations as applicable to Edelweiss's specific aircraft cabin configuration, and covers the following:
    1. communication between flight crew and cabin crew and use of all communication equipment, including the difficulties of coordination in a smoke-filled environment;
    2. verbal commands;
    3. the physical contact that may be needed to encourage people out of a door/exit and onto a slide;
    4. redirection of passengers away from unusable doors/exits;
    5. marshalling of passengers away from the aircraft;
    6. evacuation of special categories of passengers with emphasis on passengers with disabilities or reduced mobility; and
    7. authority and leadership.

e. Fire and smoke training
    1. Each cabin crew member should receive realistic and practical training in the use of all fire-fighting equipment, including protective clothing representative of that carried in the aircraft.
    2. Each cabin crew member should:
        i. extinguish an actual fire characteristic of an aircraft interior fire except that, in the case of halon extinguishers, an alternative extinguishing agent will be used; and
        ii. exercise the donning and use of PBE in an enclosed simulated smoke-filled environment with particular emphasis on identifying

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the actual source of fire and smoke.

f. Evacuation procedures. Training should include all the operator's procedures that are applicable to planned or unplanned evacuations on land and water. It should also include, where relevant, the additional actions required from cabin crew members responsible for a pair of doors/exits and the recognition of when doors/exits are unusable or when evacuation equipment is unserviceable.

g. Pilot incapacitation procedures
    1. Each cabin crew member is trained in the procedure for pilot incapacitation.

h. Applicable security requirements and procedures

i. Crew resource management
    1. Each cabin crew member completes the operator's CRM training covering the applicable training elements to the level specified in the relevant column of Table 1 OMD Training Elements of CRM.
    2. When a cabin crew member undertakes the operator's conversion training on an aircraft type, the applicable training elements specified in Table 1 OMD Training Elements of CRM should be covered to the level specified in column 'Operator's aircraft type conversion training'.
    3. The operator's CRM training and CRM training covered during operator aircraft type conversion training is conducted by at least one cabin crew CRM Trainer.

2.2.1.2.3 Aircraft type specific and operator conversion course

Aim of the course

Each cabin crew member completes the following Aircraft type specific training and operator conversion training if converting from another operator or to another type (A320 or A340). Trainees achieve the theoretical and practical standards of performance under normal and abnormal conditions. For conversion courses (A320, A340) the applicable new type specific training requirements will be covered.

Pre-entry requirements

Participants must hold a valid cabin crew attestation issued in accordance with Annex V (Part-CC) to Regulation (EU) No 1178/2011. The syllabus takes into account the cabin crew previous training as documented in his/her training record. Each cabin crew member shall have completed appropriate operator conversion training and aircraft type specific training, as well as the associated checks, before:

- being first assigned by Edelweiss to operate as a cabin crew member; or

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Pre-entry requirements

- being assigned by Edelweiss to operate on another aircraft type; or
- being assigned on a variant of an aeroplane type currently operated; or
- operating with different safety equipment, safety equipment location or normal and emergency procedures on currently operated aeroplane types or variants.

Overview and Summary

Subjects:	Aircraft type specific training and operator conversion training
Phases:	3 Phases: 1 Classroom, 2 AC Visits, 3 Introduction flights
Tests:	FRMT, psychoactive substances, DG, Security, ESET
Duration:	35:30 h
Trainer:	Edelweiss TKI, LAT-Instructor, Crew Safety Trainer (CST)
Record of attendance:	MINT sign-off function, ILIAS

Syllabus: Theoretical Knowledge

Phase	Course content and subject	References / Lesson-plan	Time
1.1	**Welcome Day** [1)]	EDW Classroom	
	• Management System (CEO introduction)	OM D 2.3.4 LP: Welcome Day - Management System	**01:30**
	• Safety Management System	OMM 9.1.2 LP: Welcome Day - SMS	**01:45**
	• WBT: ◦ Fatigue Risk Management Training incl. Test ◦ Misuse of psychoactive substances Training incl. Test	WBT OM D 2.3.3 OM D 2.3.6 OM D 2.3.4.2	 **01:00** **01:00** **01:00**

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Phase	Course content and subject	References / Lesson-plan	Time
	◦ Compliance Monitoring incl. Test		
1.2	**Standard Operating Procedures (SOP)** • CSPM 2, including pre-flight briefing and flight preparation ◦ Elements of OM D 2.2.1.2.1 a) 1/2/3/4 ◦ Elements of OM D 2.2.1.2.2 a)	EDW Classroom CSPM OM D 2.2.1.2.1 OM D 2.2.1.2.2 LP: CC - SOP	**03:45**
1.3	**CRM** • Operator's CRM Training [2)] ◦ Elements of OM D 2.2.1.2.2 i) 1/2 • Aeroplane Type Specific CRM for A320 and A340 [3)] ◦ Elements of OM D 2.2.1.2.2 i) 3	EDW Classroom OM D 2.2.7.3/.7 OMD 2.2.7.4/.7 LP: CC – OCC CRM	**06:00**
1.4	**Aviation Security incl. Test [4)]**	OM D LP: Aviation Security	**01:00**
1.5	**Dangerous Goods [4)]** Initial DG Training CAT 11 incl. Test	LAT Classroom OM D 2.3.2	**04:00**
1.6	**Medical Aspects and First Aid Training [4)]** • Elements of OM D 2.2.1.2.2 b) 9	EDW Classroom OM D 2.2.8 LP: CC - Medical	**02:00**
1.7	**Emergency Procedures EP/ESET** • Elements of OM D 2.2.1.2.1 ◦ a) 5/6/8/9/10/13 ◦ b) 1/2/3/4/7 ◦ c) 1/2 ◦ d) 1 ◦ e) 1/2/3 ◦ f) • Elements of OM D 2.2.1.2.2 ◦ a) 6	LAT OM D 2.2.1.2.1 OM D 2.2.1.2.2	**08:30**

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Phase	Course content and subject	References / Lesson-plan	Time
	◦ b) 1/2/3/4/5/6/7/8/9/10 ◦ c) 1/2/3/4/5 ◦ d) 1/2/3/4/5/6/7 ◦ e) 1/2 ◦ f) ◦ g) 1		

1) The Welcome Day is only necessary for direct entry CCM with existing valid cabin crew attestation issued in accordance with Annex V (Part-CC) to Regulation (EU) No 1178/2011.

2) Required when changing operator, not required when changing type only.

3) Aeroplane Type Specific CRM Training only required for AC Type not previously rated on by Edelweiss.

4) Only required for direct entry CCM with existing valid cabin crew attestation issued in accordance with Annex V (Part-CC) to Regulation (EU) No 1178/2011.

Syllabus: AC familiarisation visits

Phase	Course content and subjects	Material / Devices	Time
2.1	**Aircraft visit A320** [1)] • Elements of OM D 2.2.1.2.1 ◦ a) 7/11/12 ◦ b) 5/6/8/9 • Elements of OM D 2.2.1.2.2 ◦ a) 1/2/3/4/5/7/8/9/10 • All elements of OM D 2.2.1.4.1 ◦ b) 1-16	 OM D 2.2.1.3.1 OM D.2.2.1.3.2 OM D 2.2.1.4.1	03:00 h
2.1	**Aircraft visit A340** [1)] • Elements of OM D 2.2.1.2.1 ◦ a) 7/11/12 ◦ b) 5/6/8/9	 OM D 2.2.1.2.1	03:00 h

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Phase	Course content and subjects	Material / Devices	Time
	• Elements of OM D 2.2.1.2.2 ◦ a) 1/2/3/4/5/7/8/9/10 • All elements of OM D 2.2.1.4.1 ◦ b) 1-16	OM D.2.2.1.2.2 OM D 2.2.1.4.1	

[1)] For basic training course only one AC Visit for the corresponding AC Type is required. The other AC Type will be trained in Aircraft type specific and operator conversion course.

Syllabus: Familiarisation flights

Phase	Course content and subjects	Material / Devices	Time
3	**Familiarisation flights A320/A340** • Elements of OM D 2.2.1.2.1 ◦ a) 7/11/12 ◦ b) 5/6/8/9 • Elements of OM D 2.2.1.2.2 ◦ a) 1/2/3/4/5/7/8/9/10 • All elements of OM D 2.2.1.4.1	 OM D 2.2.1.2.1 OM D.2.2.1.2.2 OM D 2.2.1.4.1	N/A

2.2.1.3 Differences Training

General:

Differences training is in addition to aircraft type specific training and operator conversion training. It will be completed before operating:

- on a variant of an aeroplane type currently operated; or
- with different safety equipment, safety equipment location, or normal and emergency procedures on currently operated aeroplane types or variants.

The training programme will be determined in comparison with aircraft type specific training and operator conversion training and will also consider the cabin crew member's previous training. The training is based on the Airbus Operational Suitability Data (OSD)

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General:

and the Difference requirement table and Cabin aspects of special emphasis (DR).

3 Training difference levels are used to identify differences between a base and a candidate aircraft. The levels 1 to 3 represent a minimum training requirements level.

Level 1: Applicable to aircraft with minor differences that can be adequately addressed through self-instruction. Level 1 training represents a knowledge requirement such that, once appropriate information is provided, understanding and compliance can be assumed to take place. Compliance with Level 1 training can be achieved by methods such as (non-exhaustive list of examples):

- Issuance of operating manual page revisions
- Cabin crew operating bulletins
- Hand-outs/emails

Level 2: Applicable to aircraft with differences that can be adequately addressed through aided instruction. At Level 2, aided instruction is appropriate to ensure crew understanding, emphasize issues, provide a standardized method of presentation of material, or to aid retention of material following training. Compliance with Level 2 training can be achieved by methods such as (non-exhaustive list of examples):

- Classroom training/instructions
- Computer Based Training (WBT)
- Stand up lectures
- Audio/visual presentations

Level 3: Applicable to aircraft with differences that affect knowledge, skills, attitude and that can only be addressed through the use of devices capable of hands-on/practical training. Training devices are required to supplement instruction to ensure attainment or retention of crew skills and attitude to accomplish the more complex tasks. Compliance with Level 3 practical training is achieved by the use of a representative device or aircraft, as specified in ORO.CC.115(c).

Note: The level 3 assessment training is assessed on a case-by-case basis.

If introducing a new variant or an aircraft with significant modifictions, the training will be designed according to these requirements.

Aim of the course:

The purpose of this training is to ensure cabin crew members are well familiarised with the significant differences in equipment and/or procedures between currently operated

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Aim of the course:

aircraft variants.

Pre-entry requirements:

Edelweiss cabin crew members flying the A320 / A340. The differences are also part of the Aircraft type specific and operator conversion courses. Qualified CCM must complete this training and checking before the first flight on a Type.

Edelweiss DR Tables:

DIFFERENCE AIRCRAFT A320 AS SPECIFIED IN TABLE														**Training difference levels**		
General	IHX	IHY	IHZ	IJU	IJV	IJW	JJK	JJL	JJM	JJN	JLR	JLS	JLT	Level 1	Level 2	Level 3
Overhead Screens / Safety Movie	x	x	x	x	x	x	x			x	x	x	x		x	
Airshow (incl. connecting PAX info)	x	x	x	x	x	x	x				x	x	x		x	
Class Divider	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
Stowage														x		
Temperature Control on FAP								x	x	x	x	x	x		x	
WTR SYSTEM DEPR on FAP				x	x	x									x	
Emergency Radio Beacon										x	x	x	x			Equipment-parcours LAT
Emergency power switch											x	x	x		x	
FDW Facing Jumpseat 2R											x	x	x			Equipment-parcours LAT

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DIFFERENCE AIRCRAFT A320 AS SPECIFIED IN TABLE														Training difference levels		
Automatic fire extinguisher LAVs F&G											x	x	x	x		
Lavatory door mounted											x	x	x	x		
Enhanced CIDS FAP											x	x	x	x		
Differences Location only																
Megaphone	1	1	1	2	2	2	1	1	1	1	2	2	2		x	Equipment-parcours LAT
Water shut off Valve Galley	3	3	3	3	3	3	3	3	3	3	4	4	4		x	

1. Hatrack 1ABC
2. Door 1L
3. Galleywall 2R near Sink
4. Galleywall 2L

DIFFERENCE AIRCRAFT A340 AS SPECIFIED IN TABLE						Training difference levels		
General	JMC	JMD	JME	JMF	JMG	Level 1	Level 2	Level 3
C-Class seat with 3-point seat belt	x						x	
C-Class extension belt	x					x		
No infant allowed on C-Class seats 12AB, 15AB & 17AB	x						x	
VCC	x						x	
Hand held Emergency Radio Beacon	x					x		

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DIFFERENCE AIRCRAFT A340 AS SPECIFIED IN TABLE						Training difference levels		
Differences Location only								
Automated External Defibrillator (AED)	2	1	1	1	1		x	
Universal Precaution Kit (UPK)	2	1	1	1	1		x	
First Aid Kit (FAK) Station 2	3	1/4	1/4	1/4	1/4		x	
Emergency Medical Kit (EMK)	2	1	1	1	1		x	
Pocket Mask Kit (PMK) Station 2	3	1	1	1	1		x	
120 lt, 310 lt Oxygen Bottle & PBE Station 2	6	5	5	5	5		x	

1. Hatrack Row 9JK
2. Comp. 420
3. Comp. 421
4. Stowage C4
5. Hatrack 11A & Hatrack 11K
6. F6 & F402

Overview and Summary:

Subjects:	Cabin Crew Differences Training
Phases:	The training consists of 3 phases with different training levels according to Airbus DR.
Tests:	ILIAS Examination, 15 Questions (for A320) / 20 Questions (for A340), passmark 80%
Duration:	According to individual training needs
Trainer:	N/A for self-study topics, designated person for Jumpseat instruction, Crew Safety Trainer for ESET LAT.
Record of attendance:	A Taining record shall be established

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Syllabus: Differences Training A320

Phase	Course content and subjects	Materials/ References	Time
1	**Equipment and systems A320**		
1.1	**General Location of the Emergency Equipment** The Location and function of all emergency equipment will be explained in the Web Based Training “Differences Training” and also in equipmentparcours according Aircraft type specific and operator conversion courses.	WBT	Total: 00:40
1.2	**Adult/ Child single chamber life jacket**	N/A	
1.3	**Loop/ Extension belt for regular seat belt**	N/A	
1.4	**Galley: emergency power switch** • Location and function	WBT	
1.5	**Galley and Lavatory: Water shut off valve** • Location and function	WBT	
1.6	**FWD-facing Cabin Crew Jumpseat** • Location and function	WBT and practical training	00:10
1.7	**FAP Handling** • WTR SYSTEM DEPR • Temeprature Control on FAP	WBT	
1.8	**Overhead Screens / Safety Movie / Airshow**	WBT	
1.9	**Megaphone** • Location	WBT	

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Phase	Course content and subjects	Materials/ References	Time
2.0	**Practical training A320**		
2.1	**Radio Beacon** • Location and function (JJN/JLR/JLS/JLT)	Part of Equipmentparcours LAT	00:05
2.2	**FWD-facing Cabin Crew Jumpseat** • Location and function (JLR/JLS/JLT)	WBT and practical training	00:10
3.0	**ILIAS Examination** • 15 Questions about the differences ◦ Passmark 80%	ILIAS	00:30

Syllabus: Differences Training A340

Phase	Course content and subjects	Materials/ References	Time
1.0	**Cabin Layout**	WBT	00:30
1.1	**Passenger seating capacity** • Seat map of two class configuration and cabin sections • Additional C-Class seats		
1.2	**Required cabin crew stations and emergency assignments** • Location of cabin crew jumpseats incl. VCC		
1.3	**Passenger Seats** • Business class seat description		

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Phase	Course content and subjects	Materials/ References	Time
	• Use of 3-point seat belt, infant loop belt & extension belt		
2.0	**Equipment & Systems**	WBT	01:00
2.1	**Location of safety equipment** • Location of safety equipment • Difference ELT of A340 fleet		
2.2	**Galley** • Location and description • Location of water shut off valves • Location of circuit breaker panels		
2.3	**Oxygen System** • PAX seating restrictions		
2.4	**Video Control Centre (VCC)** • Location • Cabin relevant functions • Remote Control Centre (RCC)		
2.5	**Communication Equipment** • Location & quantity of handsets		
2.6	**Mood Light Control Panel (MCLP)**		

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Phase	Course content and subjects	Materials/ References	Time
	• Panel differences		
3.0	**ILIAS Examination** • 20 questions • Passmark 80%	ILIAS	00:30

2.2.1.4 Familiarisation

General

Edelweiss will ensure that, following completion of aircraft type specific training and operator conversion training, each cabin crew member undertakes familiarisation prior to operating as one of the minimum number of cabin crew required.

New entrant cabin crew

Each new entrant cabin crew member with or without previous comparable operating experience will:

- Participate in a visit to the aeroplane to be operated; and
- Participate in familiarisation flights as described below.

Cabin crew operating on a subsequent aeroplane type

A cabin crew member assigned to operate on a subsequent aeroplane type with Edelweiss should either:

- Participate in a familiarisation flight as described below; or
- Participate in an aeroplane visit to the aeroplane to be operated.

2.2.1.4.1 Elements during Familiarisation

The purpose of aeroplane visits is to familiarise each cabin crew member with the aeroplane environment and its equipment. Accordingly, aeroplane visits will be conducted by suitably qualified persons. The aeroplane visit will provide an overview of the aeroplane's exterior, interior and systems including the following:

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a) Familiarisation Flights

- On familiarisation flights, the cabin crew member should participate as part of the operating crew in addition to the minimum crew complement up to proficiency.
- Familiarisation flights will be conducted under the supervision of a CCI.
- Familiarisation flights will be structured and involve the cabin crew member in the participation of safety related pre-flight, inflight and postflight duties.
- Familiarisation flights will be operated with the cabin crew member in the Edelweiss uniform.
- Familiarisation flights will form part of the training record for each cabin crew member.

b) Familiarisation Visits

An aeroplane familiarisation visit may be combined with the required training (i.e. the aircraft type specific training or the operator conversion training).

The purpose of aeroplane visits is to familiarise each cabin crew member with the aeroplane environment and its equipment. Accordingly, aeroplane visits will be conducted by suitably qualified persons. The aeroplane visit will provide an overview of the aeroplane's exterior, interior and systems including the following:

1. Interphone and public address systems;
2. Evacuation alarm systems;
3. Emergency lighting;
4. Smoke detection systems;
5. Safety/emergency equipment;
6. Flight crew compartment;
7. Cabin crew stations;
8. Lavatories;
9. Galleys, galley security and water shut-off;
10. Cargo areas if accessible from the passenger compartment during flight;
11. Circuit breaker panels located in the passenger compartment;
12. Crew rest areas;
13. Doors/exit location and its environment;
14. IFE system used for conveying safety-related information; and
15. all Safety checks
16. Pilot incapacitation

2.2.1.5 Operation on more than one type or variant

General

- Edelweiss operates 2 different aircraft types, Airbus A320 and A340.

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Variants / Similarity

Variants of an aeroplane type are considered to be different types if they are not similar in all the following aspects:

- Emergency exit operation.
  These include, but are not limited to, the following:
  - door/exit arming and disarming
  - direction of movement of the operating handle
  - direction of door/exit opening; power assist mechanisms
  - assisting evacuation means.

Note: Self-help exits, for example Type III and Type IV exits, need not be included in this assessment.

- Location and type of portable safety and emergency equipment.
  These include, but are not limited to, the following:
  - All portable safety and emergency equipment is stowed in the same, or in exceptional circumstances, in substantially the same location.
  - All portable safety equipment requires the same method of operation.
  - Portable safety and emergency equipment includes:
    - Fire-fighting equipment
    - Protective breathing equipment (PBE)
    - Oxygen equipment
    - Crew life-jackets
    - Torches
    - Megaphones
    - First-aid equipment
    - Survival and signaling equipment.
- Type specific emergency procedures.
  These include, but are not limited, to the following:
  - Land and water evacuation
  - In-flight fire
  - Decompression
  - Pilot incapacitation.

Changing aeroplane type during a series of flights

When changing aeroplane type or variant during a series of flights, the cabin crew safety briefing should include a representative sample of type specific normal and emergency procedures and safety equipment applicable to the actual aeroplane type to be operated for the immediately subsequent flight sector.

(Ref: ORO.CC.250)

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2.2.2 Refresher Training

2.2.2.1 Requirements

If a cabin crew member, during the preceding six months, within the validity period of the last relevant Recurrent Training and checking:

- has not performed any flying duties, the Cabin Crew member shall before being reassigned to such duties, complete refresher training and checking for each aircraft type to be operated; or
- has not performed flying duties on a particular aircraft type, the Cabin Crew member shall, before being reassigned to duties, complete on that aircraft type:
    - Refresher Training and checking; or
    - two re-familiarisation flights in accordance with ORO.CC.135.

2.2.2.2 Refresher Training Programme

Syllabus Refresher Training

Subject	Lesson	Location	Hours
Door Training: Operation of doors and exits (normal and emergency, incl. failure of power assist system); Evacuation procedures (land and water); (incl. Checking)	KRT 1.1 KRT 1.2	LAT	01:30 h
Safety and emergency equipment.	KRT 2.0	LAT	01:00 h
Safety Check; Flight Crew compartment; Operation of all other exits (Flight Deck); Emergency procedures (incl. crowd control and pilot incapacitation).	KRT 3.1 KRT 3.2	Aircraft Visit	02:00 h
Additional procedures (Incl. Test)	KRT 4.0	EDW Classroom	00:30 h

Refresher Training program

For each aircraft type shall at least cover:
Emergency procedures:

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Training on emergency procedures should include pilot incapacitation procedures and crowd control techniques as applicable to the aircraft type.
Evacuation procedures (land and water).
Operation and actual opening, by each cabin crew member, of each type or variant of normal and emergency exits and of the flight crew compartment security door in the normal and emergency modes: • Operation of doors and exits by each cabin crew member should include failure of power assist systems were fitted as well as the action and forces required to operate and deploy evacuation slides.
Demonstration of the operation of all other exits including the flight crew compartment windows.
Location and handling of all relevant safety and emergency equipment installed or carried on-board.
Additional procedures will also be trained: • Crew coordination and communication; • Flight deck: sterile flight deck, flight deck access; • Flight and cabin crew member incapacitation; • Function and operation on cabin emergency equipment and safety checks; • Passenger acceptance and handling, carry-on baggage; (cabin baggage, hand baggage); • Personal electronic devices; • Fueling with passengers on board; • Turbulence; • Mandatory briefings and safety checks.
Checking (OM D Checking of Cabin Crew Members): • Hands-on demonstration door operation (normal & emergency mode); • On-line test.

No Refresher Training is required if the Cabin Crew Member has completed a Recurrent Training and checking during the preceding six months.

If the period of the last Recurrent Training and checking exceeds six months, Edelweiss may replace Refresher Training by Recurrent Training and checking if the reinstatement of the cabin crew member's flying duties commences within the validity period of the last recurrent training and checking.

If the validity period of the last recurrent training and checking has expired, the Cabin Crew Member must be re-qualified via an aircraft type specific and operator conversion training according to OMD Aircraft Type Specific and Operator Conversion Training.

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2.2.3 Recurrent Training

2.2.3.1 General

Each cabin crew member shall complete annually recurrent training and checking. Recurrent training will cover the actions assigned to each member of the cabin crew in normal and emergency procedures and drills relevant to each aircraft type and/or variant to be operated. Edelweiss will ensure that the recurrent training and checking programme, approved by the Authority, includes the required theoretical and practical instruction, together with individual practice. Recurrent training is conducted by suitably qualified persons.

2.2.3.2 Period of validity

- The annual recurrent training validity period shall be 12 calendar months counted from the end of the month when the check was taken.
- If the recurrent training and checking are undertaken within the last 3 calendar months of the validity period, the new validity period shall be counted from the original expiry date.
- For the triennial training elements specified below, the validity period shall be 36 calendar months counted from the end of the month when the checks were taken.

2.2.3.3 Course overview

Elements of the Edelweiss cabin crew recurrent training programme are according to ORO.CC.140 Recurrent training and according to AMC1 ORO.CC.140 Recurrent training.

Course overview

Subject	Contents (described in OM D)	Location	Interval
ESET (pracitcal and theoretical training)	OM D ESET (Cabin Crew)	LAT	every year
Medical Training	OM D Recurrent Medical Training - First Aid Equipment Training	EDW classroom	every year
Dangerous Goods Training	OM D Training for Transportation of DG	WBT	every 2 years
Management System Training	OM D Management System Training	EDW classroom and/or WBT	every 3 years

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Subject	Contents (described in OM D)	Location	Interval
Fatigue Risk Management Training	OM D Training for Fatigue Risk Management (FRM)	WBT	every 3 years
Security Procedures (recurrent)	OM D Recurrent Training	LAT	every year
CRM: Annual Recurrent Training Course	OM D Annual Recurrent CRM Training	LAT	every year

It is an Edelweiss policy that cabin crew and flight crew accomplish joint recurrent CRM, security, safety and emergency training.

Exception: In case of short-term absence of flight crew participants (e.g. illness), the CRM training may take place with the flight crew CRM Trainer substituting the role of the flight crew participants.

2.2.3.4 ESET (Cabin Crew)

The annual emergency and safety equipment training programme must include the following:

Aim of the course:

Each cabin crew member shall complete annually recurrent training and checking according to ORO.CC.140 Recurrent training and AMC1 ORO.CC.140 Recurrent training.

The Recurrent training covers the actions assigned to each member of the cabin crew in normal and emergency procedures and drills relevant to each aircraft type and/or variant to be operated.

Pre-entry requirements:

The trainee is an active EDW Cabin Crew member in the regular edelweiss flight operation.

Credits for previous experience:

N/A

Overview and Summary:

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Subjects:	Cabin Crew – Recurrent Training Emergency and safety equipment training
Phases:	The training includes 8 Phases
Tests:	ILIAS Progress Test
Duration:	08:00 depending on year circle including WBT
Trainer:	Crew Safety Trainer
Record of attendance:	MINT sign-off function, Training record

Phase	Course content and subjects	Devices	Training	Time
1	**Equipment A320 & A340:** • location and handling of all safety and emergency equipment installed or carried on board (1) • donning of life-jackets (1) • donning of portable oxygen (1) • donning of protective breathing equipment (PBE) (1) • actual handling of fire extinguishers of the type used (1) • instruction on the location and use of all emergency and safety equipment carried on the aircraft (1) • practical demonstration of the oxygen system equipment relevant to pilot incapacitation (2) • all relevant oxygen systems (1)	WBT	Theoretical	00:15 min
		Equipment Parcour	Practical	00:30 min per group
2	**Door & Exits A320 & A340:** • Touch-drills by each cabin crew member for simulating the operation of each type or variant of normal and emergency doors and exits for passenger evacuation (1) • Operation and actual opening by each cabin crew member of each type or variant of	WBT	Theoretical	00:15 min
		CEET or Door Training Device	Practical	00:30 min per

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Phase	Course content and subjects	Devices	Training	Time
	normal and emergency exits in the normal and emergency modes (2) • Demonstration of the operation of all other exits including the flight crew compartment windows (2) • normal and emergency doors/exits should cover failure of power assist systems where fitted (2) • This should include the actions and forces required to operate and deploy evacuation slides, and additional training when relevant for cabin crew members responsible for a pair of doors/exits (2)			group
3	**Fire-fighting:** • realistic and practical training in the use of all fire-fighting equipment • protective clothing, representative of that carried in the aircraft (2) • extinguishing a fire characteristic of an aircraft interior fire (2) • donning and use of PBE in an enclosed simulated smoke-filled environment (2) • all firefighting equipment, including protective clothing, representative of that carried in the aircraft should include individual practice by each cabin crew member to extinguish a fire characteristic of an aircraft interior fire except that, in the case of halon extinguishers, an alternative extinguishing agent may be used (2) • Training should place particular emphasis on identifying the actual source of fire or smoke (2)	Fire House	Practical	00:30 min per group
4	**Smoke-Training:**	CEET or Fire House	Practical	00:30 min per

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Phase	Course content and subjects	Devices	Training	Time
	• donning and use of PBE in an enclosed simulated smoke-filled environment (2)			group
5	**Life-rafts A340:** • Demonstration of the use of the life-raft, or slide raft, where fitted (2) • use of pyrotechnics (actual or representative devices) (2)	Life-raft Pyrotechnic equipment	Practical	00:30 min per group
6	**Ground Training:** • Actual operation by each cabin crew member of the flight crew compartment security door, in both normal and emergency modes (2) • Pilot incapacitation and of the seat and restraint system (2) • stowage of articles in the passenger compartment (1) • procedures related to aircraft surface contamination (1) • emergency procedures (1) • evacuation procedures (1) • crowd control techniques (1) • incident and accident review (1) • practical demonstration of the use of flight crew checklists (1) * • normal and emergency procedures for special categories of passengers (SCPs) (2) • specific procedures, route structure, passenger profiles, aircraft types operated, seasonal demands and operations for the carriage of SCPs (2)	WBT / Classroom / CEET	Theoretical / Practical	03:00
7	**Lower Deck Mobile Crew Rest:**	WBT / Classroom /	Practical	00:30 min per

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Phase	Course content and subjects	Devices	Training	Time
	• Demonstration of the LDMCR components and LDMCR operation, normal, emergency and evacuation • Location and handling of safety and emergency equipment installed in the LDMCR	CEET		group
8	**Progress test and practical assessment:** • The knowledge of the ground training is verified by a questionnaire Test in ILIAS • Pracitcal assessment will be done during all practical phases	ILIAS CEET	Test Practical assessment	01:00 ILIAS test Practical assessment time is integrated above

(1) Every year according to ORO.CC.140 and AMC1 ORO.CC.140 Recurrent training and checking
(2) Every 3 years according to ORO.CC.140 and AMC1 ORO.CC.140 Recurrent training and checking
* Not applicable for EDW procedure
Further information on the 3-year cycle can be found in the compliance matrix: Cabin Crew – Recurrent Training - Emergency and safety equipment training.

2.2.4 Checking of Cabin Crew Members

During and following completion of the following training, as well as on line operations, each C/C undergoes checks covering the training received in order to verify his proficiency in carrying out normal and emergency safety duties.

	Method of Test	Instructor Category
Initial Training Course	Written or online test	Ground Instructor

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Aircraft type specific training and operator conversion training (A320/ A340)		
Difference Training		
Senior Cabin Crew Course		
Recurrent Training	Practical, written or on-line test	
Refresher Training	Hands-on demonstration and written or on-line test	Classroom: Ground Instructor Re-Familiarisation Flights: Cabin Crew Instructor
Re-Familiarisation	Line Check	Cabin Crew Instructor (1)
Line Operation		

(1) = Line Check C/C

The personnel performing these checks shall be suitably qualified.

(Ref: ORO.CC.125 / ORO.CC.140 / ORO.CC.145 / ORO.CC.115 / ORO.CC.215)

2.2.5 Line Check

Line checks for cabin crew serve the purpose to evaluate the performance of cabin crew members concerning their line operation. Line checks for cabin crew members will be conducted on regular line or other commercial flights.

The programme of a line check (theoretical and practical) covers at least the following points:

- Appearance, Uniform
- Customer Care
- Team Behaviour
- Attitude
- Knowledge of Emergency Procedures and Equipment
- Knowledge of Medical Items
- Knowledge of all revisions issued within one year period.

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- Check if the manuals are complete and up to date.
- Sales on Board
- Inflight Service
- General Knowledge
- Public Address
- Flight Time Limitations

Additional items for Senior Cabin Crew line checks are:

- Briefing
- Teambuilding
- Leadership qualities
- Organizational skills
- Troubleshooting

OPK is responsible for planning the line checks and OMCC is responsible for tracking the line checks.

The period of validity of a line check shall be 12 months. If issued within the final 3 calendar months of validity of previous line check, the period of validity shall be extended from the date of issue until 12 calendar months from the expiry date of that previous line check. However, as these checks are part of the internal quality system and not part of a legal requirement, a cabin crew member will not be suspended from line operation if the validity date of the previous line check has expired. In this case, a line check must be completed within 3 calendar months of the expiry date. Deviations from this requirement must be explained in written form by the OMCC to PC and PCT.

S/C line checks are conducted by another S/C with S/C checker qualification.

C/C line checks are conducted by any qualified S/C (after completition of the S/C Training Part 1-3).

The result of a line check is held down on specific forms for C/C and S/C.

For illustration, the form for line checks of C/C is shown below.

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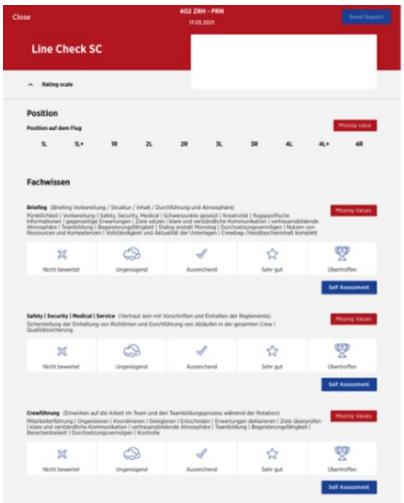

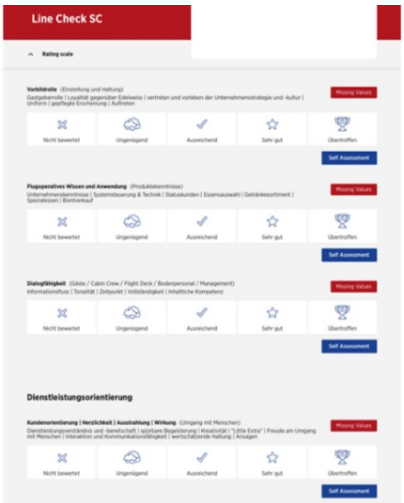

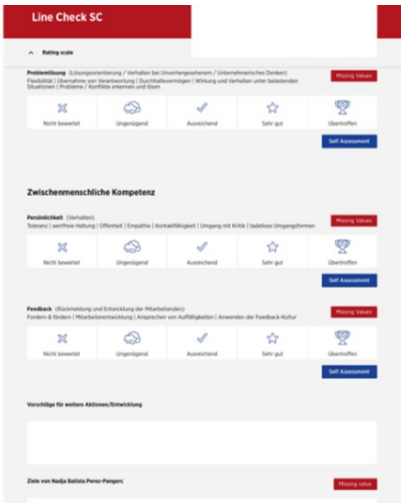

2.2.6 Senior Cabin Crew Training Course

General:

The purpose of the training programme is to:

- Train the participant for the mission as Senior Cabin Crew Member
- Fulfil the required standard of performance in order to be promoted to SC and to act as SC in Edelweiss operations

Aim of the course:

The senior cabin crew member shall be responsible to the commander for the conduct and coordination of normal and emergency procedures specified in the operations manual, including for discontinuing non-safety-related duties for safety or security purposes.

Recorded qualification after course parts completed:

Part 1: SCSH

Part 2: EF32C SCLH SCSH

Part 3: CCCheck EF32C EFSC32 EFSC33/4 SCLH SCSH

Pre-entry requirements:

Edelweiss shall nominate cabin crew members to the position of senior cabin crew member only if they:

- have at least one year of experience as operating cabin crew member; and
- have successfully completed the senior cabin crew selection process.

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Overview and Summary:

Subjects:	Senior Cabin Crew Training
Phases:	3 phases: 1. Shorthaul, 2. Longhaul, 3. CC Checker
Tests:	General knowledge incl. PRM, SEP, SOP
Duration:	Total 12 days (if phases 3.0.1 - 3.0.3 are applicable: 13 days) Part 1: 7 days (53:30 h) Part 2: 4 days (27:00 h) Part 3: 1 day (07:00 h) (if phases 3.0.1 - 3.0.3 are applicable: 2 days (14:00 h))
Trainer:	Edelweiss Cabin Crew Ground Instructor, TKI, Crew Safety Trainer (CST), Cabin Crew Management
Record of attendance:	Mint sign-off function, attendance sheet, ILIAS

2.2.6.1 Syllabus: Senior Cabin Crew Shorthaul Part 1

Syllabus: Senior Cabin Crew Shorthaul Part 1

Phase	Course content and subjects	Materials / References	Time
1.1	**Leadership & Communication** • Performance-Spectrum and competences of an S/C • Individual and team responsibilities, decision-making • Leadership – Styles • Duties and responsibilities of an S/C according performance mandate (incl. signing)	EDW Classroom Corresponding lessonplan	08:00
1.2	**MySkills & Feedback** • Feedback culture • MySkills Guideline	EDW Classroom Corresponding lessonplan	01:30
1.3	**Pre-flight Briefing** • Operating as a crew;	EDW Classroom	06:30

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Phase	Course content and subjects	Materials / References	Time
	• Allocation of cabin crew stations and responsibilities; and • Consideration of the particular flight, aircraft type, equipment, area and type of operation, including extended range operations with four-engine aeroplanes (EROPS) and special categories of passengers with emphasis on passengers with disabilities or reduced mobility, infants and stretcher cases. • The above contents will be trained in three parts: ◦ Part 1: Theory ◦ Part 2: Flight Preparation & Flypad & Introduction Flights ◦ Part 3: Practice	Corresponding lessonplan	
1.4	**Technics & Maintenance** • ELB handling	EDW Classroom Corresponding lessonplan	01:00
1.5	**S/C Responsibilities** • Announcements • S/C Orders according CSPM • Formalities (PAX-list, Loadsheet, Cargo Manifest, Flight Report, General Declaration, Passenger Disturbance Report, VIP/Special Treatment, Special Request, Speeches, Coordination with Ground Staff, Flypad)	EDW Classroom Corresponding lessonplan	03:00
1.6	**Human Factors and CRM** • CRM according to OM D Senior Cabin Crew Course CRM Training	EDW Classroom Corresponding lessonplan	04:30

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Phase	Course content and subjects	Materials / References	Time
1.7	**Security** • Aircraft Security – Tigers • Airport Security – Foxes • Unruly Passenger • Aircraft Security	EDW Classroom Co-Moderation FEDPOL & EDW Security Instructor Corresponding lessonplan	02:30
1.8	**First Aid** • General instruction on aero-medical aspects, management of illnesses and injuries • Administrative tasks when using medical equipment • Procedures & Handling • Share the experience	EDW Classroom Corresponding lessonplan	02:00
1.9	**Cooperation with the Crew** • discipline, responsibilities and chain of command; • importance of coordination and communication; and • pilot incapacitation.	EDW Classroom Corresponding lessonplan	02:00
1.10	**Flight Duty and Legal Requirements (FTL)** • Flight and duty time limitations and rest requirements (FTL)	EDW Classroom Corresponding lessonplan	02:30
1.11	**Accident and Incident Reporting (IQSMS)** • Accident and incident reporting	EDW Classroom Corresponding lessonplan	01:00

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Phase	Course content and subjects	Materials / References	Time
1.12	**Review of Operator Requirements and Legal Requirements** • passenger briefing, safety briefing card • securing of galleys • stowage of cabin baggage • electronic equipment • procedures when fuelling with passengers on board • turbulence • documentation	EDW Classroom Corresponding lessonplan	01:30
1.13	**PRM** • Legal Requirements • IATA Codes • Factors to accept PRM's • PRM Examination: at least 15 questions with 80% passmark	EDW Classroom ILIAS Examination Corresponding lessonplan	03:00
1.14	**SOP & SEP** • Training in standard operating procedures • Training in standard emergency procedures	EDW Classroom Corresponding lessonplan	01:30
1.15	**Inflight Product & Service** • Service A320 • S/C as host & awareness • Loading irregularities	EDW Classroom Corresponding lessonplan	03:00
1.16	**CEO Hour**	EDW Classroom	01:30
1.17	**Aircraft visit A320**	OM D Familiarisa-	03:00

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Phase	Course content and subjects	Materials / References	Time
	• All elements of OM D Familiarisation	tion	
1.18	**Company Knowledge** • Basic company knowledge • Aviation related business economics • Leadership in accordance with company decisions	EDW Classroom Corresponding lessonplan	01:00
1.19	**Examination** • General knowledge examination with focus on A320 • At least 30 questions with 80% passmark	EDW Classroom Corresponding lessonplan	00:30
1.20	**Course Closing** • Q&A session • Signing performance mandate • Graduation event	EDW Classroom Corresponding lessonplan	01:00
1.21	**Familiarisation flights A320** • All elements of OM D Familiarisation	OM D Familiarisation	At least 5 flight duty days
1.22	**Simulator Session** • To support the comprehension of flight deck procedures and crew cooperation, the SC will be planned as observer during a simulator session. Scheduling shall take place after completing course part 1 and before commencing course part 3	LAT Simulator	04:00

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Phase	Course content and subjects	Materials / References	Time
1.23	**Experience on A320** • minimum 50 flight duty days or 100 legs on A320 before Final Line Check A320		At least 50 flight duty days or 100 legs
1.24	**Final Line Check A320** • Final Line Check A320 constitutes successful completion of phase 1	OM D Line Check	1 flight duty

2.2.6.2 Syllabus: Senior Cabin Crew Longhaul Part 2

Syllabus: Senior Cabin Crew Longhaul Part 2

Note: Final Line Check A320 must be passed before commencing phase 2.

Phase	Course content and subjects	Materials / References	Time
2.1	**Share the experience Shorthaul** • Course Opening • Review of experiences as SC SH	EDW Classroom Corresponding lessonplan	03:00
2.2	**Leadership/ Managing groups** • Legal aspects of unruly passengers • Communication models • PDR • Case based studies	EDW Classroom Corresponding lessonplan	02:00
2.3	**Leading in Difficult Situations** • Managing skills	EDW Classroom	02:00

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Phase	Course content and subjects	Materials / References	Time
	• Self Assessment	Corresponding lessonplan	
2.4	**A320 C-Class Introduction** • Instruction basic knowledge • Learning techniques • Performance evaluation	EDW Classroom Corresponding lessonplan	01:30
2.5	**Preparation for A340, Irregularities & Familiarisation Flights** • Additional duties and responsibilities on long-haul • Decision making during irregularities • Behaviour on layovers • Familiarisation flights	EDW Classroom Corresponding lessonplan	02:00
2.6	**Security** • Share the experiences • Risk & threat management • Tokyo Convention	EDW Classroom Corresponding lessonplan	01:30
2.7	**SOP & SEP** • Training in standard operating procedures • Training in standard emergency procedures	EDW Classroom Corresponding lessonplan	01:30
2.8	**Flight and Duty Time Limitations and Rest Requirements (FTL)** • EASA / GAV • Regulations • MFDP & IFR calculations	EDW Classroom Corresponding lessonplan	02:30

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Phase	Course content and subjects	Materials / References	Time
2.9	**Inflight Product & Serice A340** • Longhaul specific service duties	EDW Classroom Corresponding lessonplan	02:00
2.10	**Pre-flight Briefing** • operating as a crew; • allocation of cabin crew stations and responsibilities; and • consideration of the particular flight, aircraft type, equipment, area and type of operation, including extended range operations with four-engine aeroplanes (EROPS) and special categories of passengers with emphasis on passengers with disabilities or reduced mobility, infants and stretcher cases.	EDW Classroom Corresponding lessonplan	01:30
2.11	**Announcements on Board Theory**	EDW Classroom Corresponding lessonplan	01:30
2.12	**Intercultural Competence**	EDW Classroom Corresponding lessonplan	02:00
2.13	**Aircraft Visit A340** • All elements of OM D Familiarisation	OM D Familiarisation	03:00
2.14	**Examination** • General knowledge examination with focus on A340 • At least 30 questions with 80% passmark	EDW Classroom ILIAS	00:30

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Phase	Course content and subjects	Materials / References	Time
2.15	**Course Closing** • Q&A session • Graduation event	EDW Classroom Corresponding lessonplan	00:30
2.16	**Familiarisation flights A340** • All elements of OM D Familiarisation	OM D Familiarisation	At least 6 long-haul legs
2.17	**Experience A340** • At least 8 rotations / 16 legs on A340		
2.18	**Final Line Check A340** • Final Line Check A340 constitutes successful completion of phase 2	OM D Line Check	

2.2.6.3 Syllabus: Senior Cabin Crew Part 3

Syllabus: Senior Cabin Crew Part 3

Note: Final Line Check A340 must be passed before commencing phase 3.
If a senior cabin crew member has not completed a CCI course OM D Line Introduction Cabin Crew Member elements of phase 3.0.1-3.0.3 are applicable and must be completed before initiating sections 3.1-3.3.

Phase	Course content and subjects	Materials / References	Time
3.0.1 *Only appli-*	**Company Introduction (EDW specific Elements)** Requirements	EDW Classroom Corresponding	02:00

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Phase	Course content and subjects	Materials / References	Time
cable for S/C without previous company CCI course	• Organisation of Edelweiss • Legal basis (AIR OPS Subart CC and other documents) • Edelweiss manuals and directives Training and Checking Administration • Records and forms • Control, analysis, and storage of records • Feedback system as part of the Edelweiss quality system)	lessonplan	
3.0.2 *Only applicable for SC without previous company CCI course*	**Teaching Activity and Learning Behavior** The Learning Process • Motivation • Perception and understanding • Learning methods The Teaching Process • Elements of effective teaching • Teaching methods • Planning of instructional activity Training Philosophies • Importance of a planned syllabus • Integration of theoretical knowledge Human Performance and Limitation • Physiological factors • Psychological factors • Human information processing • Behavioural attitudes Feedback System	EDW Classroom Corresponding lessonplan	03:00

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Phase	Course content and subjects	Materials / References	Time
	• The drawing up of comments, recommendations and improvements The need of concise communication Handling of underperforming Crew • Procedures to be applied in the event that candidates do not achieve or maintain the required standard Candidate's Evaluation • The role of a Cabin Crew Instructor during supervision and its analysis • Assessment of student performance • Analysis of student's errors		
3.0.3 *Only applicable for SC without previous company CCI course*	**Techniques for Supervision** • The cabin environment • In-flight situational awareness • Briefing structure (topics and targets) • Candidate's self-assessmnt and self-critic	EDW Classroom Corresponding lessonplan	02:00
3.1	**Share the Experience Longhaul** • Course Opening • Share the experience • Leadership / managing groups • Communication between Flight deck and S/C • Leading in difficult situations • Summary after one year experience in the new duty Shorthaul and Longhaul	EDW Classroom Corresponding lessonplan	03:30

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Phase	Course content and subjects	Materials / References	Time
3.2	**Checking, Supervision and Qualifying of Cabin Crew Members** • All elements of OM D Checking of Cabin Crew Members	EDW Classroom Corresponding lessonplan OM D Checking of Cabin Crew Members	02:30
3.3	**Q&A** • Daily Review • Course Closing & Distribution of SC Diploma • Graduation constitutes to successful completion of phase 3	EDW Classroom Corresponding lessonplan	01:00

2.2.7 CRM Training

2.2.7.1 General

CRM is the effective utilization of all available resources (e.g. crew members, aircraft systems, and supporting facilities) to achieve safe and efficient operation.

The objective of CRM is to enhance the communication and management skills of the crew member, as well as the importance of effective coordination and two-way communication between all crew members.

Training environment: CRM training is conducted in the non-operational environment (classroom and computer-based) and in the operational environment (cabin training device and aircraft).

Classroom training: Whenever possible, classroom training is conducted in a group session away from the pressures of the usual working environment, so that the opportunity is provided for cabin crew members to interact and communicate in an environment conducive to learning.

Computer-based training: Computer-based training should not be conducted as a stand-alone training method, but may be conducted as a complementary training method.

Cabin training devices and aircraft: Whenever practicable, relevant parts of CRM training are conducted in representative cabin training devices that reproduce a realistic

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operational environment, or in the aircraft. During practical training, interaction should be encouraged.

Integration into cabin crew training: CRM principles are integrated into relevant parts of cabin crew training and operations, including checklists, briefings and emergency.

Combined CRM training for flight crew and cabin crew: Edelweiss provides combined training for flight crew and cabin crew during recurrent CRM training. The combined training addresses at least:

- effective communication, coordination of tasks and functions of flight crew and cabin crew; and
- mixed multinational and cross-cultural flight crew and cabin crew, and their interaction, if applicable.
- Combined CRM training should be conducted by flight crew CRM trainer or cabin crew CRM trainer.
- There should be an effective liaison between flight crew and cabin crew training departments. Provision should be made for transfer of relevant knowledge and skills between flight crew and cabin crew CRM trainers.

Management system: CRM training should address hazards and risks identified by the management system of Edelweiss as described in ORO.GEN.200.

Competency-based CRM training: Whenever practicable, the compliance-based approach concerning CRM training may be substituted by a competency-based approach. In this context, CRM training should be characterised by a performance orientation, with emphasis on standards of performance and their measurement, and the development of training to the specified performance standards.

Note: In case of short-term absence of a cabin crew CRM Trainer (e.g. illness), the CRM training may take place with a flight crew CRM Trainer substituting the missing cabin crew CRM Trainer.

2.2.7.2 Introductory Course on human factors in aviation and CRM

The Introductory Course on human factors in aviation and CRM provides cabin crew members with a basic knowledge of Human Factors relevant to the understanding of CRM. It covers all elements in the following Table. The CRM training table recapitulates all elements relevant to CRM training for cabin crew, specifying the following:

- The elements of the introductory course on CRM required for the cabin crew initial training course, where 'in-depth' means a training that should be instructional or

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interactive in style taking full advantage of group discussions, team task analysis, team task simulation, etc., for the acquisition of knowledge, skills and attitudes.

- The elements identified as 'not required' for the cabin crew initial training, are listed for information as they are covered during other training in accordance with the applicable requirements of Annex III (Part-ORO) to Commission Regulation (EU) No 965/2012.

CRM TRAINING TABLE **Training elements**	**Introductory course on CRM**
General principles	
Human factors in aviation; General instructions on CRM principles and objectives; Human performance and limitations; Threat and error management.	In-depth
Relevant to the individual cabin crew member	
Personality awareness, human error and reliability, attitudes and behaviours, self-assessment and self-critique; Stress and stress management; Fatigue and vigilance; Assertiveness: situation awareness, information acquisition and processing.	In-depth
Relevant to the entire aircraft crew	
Shared situation awareness, shared information acquisition and processing; Workload management; Effective communication and coordination between all crew members including the flight crew as well as other operation personnel and ground services also with inexperienced cabin crew members; Leadership, cooperation, synergy, delegation, decision-making, actions; Resilience development; Surprise and startle effect; Cultural differences; Identification and management of passenger human factors: crowd control, passenger stress, conflict management, medical factors.	Not required (covered under CRM training required by Part-ORO)

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Specifics related to aircraft types (narrow-/wide-bodies, single-multi-deck), flight crew and cabin crew composition and number of passengers	
Relevant to the operator and the organisation (principles)	
Operator's safety culture and company culture, standard operating procedures (SOPs), organisational factors, factors linked to the type of operations; Effective communication and coordination with other operational personnel and ground services; Participation in cabin safety incident and accident reporting.	Not required (covered under CRM training required by Part-ORO)
Case studies	

2.2.7.3 Operator's CRM Training

The operator's CRM training of Edelweiss should be the application of the knowledge gained in the Introductory CRM Course to enhance communication and co-ordination skills of cabin crew members relevant to Edelweiss's culture and type of operation.

The operator's CRM training should cover all elements listed in Table 1 - Cabin crew CRM training. Several training elements are specified as 'not required' for the operator's CRM training, since they are covered under the introductory CRM course for cabin crew as required in Annex V (Part-CC) to Commission Regulation (EU) No 1178/2011.

2.2.7.4 Operator Aircraft Type Conversion CRM Training

Airplane Type Specific CRM is integrated into all appropriate phases of Edelweiss's conversion training on the specific airplane type. Airplane Type Specific CRM is the application of the knowledge gained in previous CRM training on the specifics related to aircraft type, including, narrow/wide bodied airplanes, single/multi deck airplanes, and flight crew and cabin crew composition. If the cabin crew member undertakes the operator's conversion training on an aircraft type, the applicable CRM training elements are covered as specified in OM D Training Elements of CRM Table 1 - Cabin crew CRM training. A cabin and flight crew CRM trainer participates in joint training activities and exercises with cabin crew members for the purpose of enhancing onboard coordination and mutual understanding of the human factors involved in addressing emergency situations and security threats.

2.2.7.5 Annual Recurrent CRM Training

When a cabin crew member undergoes annual recurrent training, CRM training is integrated into all appropriate phases of the recurrent training and may include stand-alone modules. It includes realistic operational situations and areas as identified by Edelweiss's accident prevention and flight safety program. The definition and implementation of the CRM training program should be managed by a cabin crew CRM trainer. When CRM training is provided by stand-alone modules, it shall be conducted by

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at least one cabin crew CRM trainer. Annual recurrent CRM training is provided in such a way that all CRM training elements specified for the annual recurrent training in OM D Training Elements of CRM Table 1 - Cabin crew CRM training are covered over a period not exceeding 3 years. Edelweiss updates the recurrent CRM training program over a period not exceeding 3 years. The revision of the program should take into account information from the operator's management system.

Aim of the course:

Edelweiss provides a combined training for flight crew and cabin crew during recurrent CRM training.

The annual recurrent CRM training is provided in a way that all CRM training elements specified for the annual recurrent training are covered over a period not exceeding 3 years. However, due to the nature of this training far more contents than those listed in the annually compliance matrix will emerge during group discussions in joint training with Flight Crew and Cabin Crew. The CRM recurrent training programme is updated every year. The revision of the program take into account information from the management system of Edelweiss.

The CRM training is conducted in the non-operational environment. Tools such as group discussions, team task analysis, team task simulation and feedback are used. The group session is away from the pressures of the usual working environment, so that the opportunity is provided for crew members to interact and communicate in an environment conducive to learning.

The CRM Training is according to EASA AMC1 ORO.CC.140 (a) (3) Recurrent training and Table 1 of AMC1 ORO.CC.115(e).

Pre-entry requirements:

The trainee is an active EDW Cabin Crew member in the regular edelweiss flight operation.

Credits for previous experience:

N/A

Overview and Summary:

Subjects:	Syllabus Cabin Crew – Recurrent Training Crew resource management (CRM) training
Phases:	The training includes 5 Phases / Phase 6 is not applicable

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Tests:	N/A
Duration:	02:00
Trainer:	CRM Trainer
Record of attendance:	MINT sign-off function, Training record

Phase	Course content and subjects	Devices	Training	Time
1	**General principles:** • Human factors in aviation (1) • General instructions on CRM principles and objectives (1) • Human performance and limitations (1) • Threat and error management (1)	Classroom	Theoretical	00:10 min
2	**Relevant to the individual cabin crew member:** • Personality awareness (2) • Human error and reliability (2) • Attitudes and behaviours, self-assessment and self-critique(2) • Stress and stress management (2) • Fatigue and vigilance (2) • Assertiveness (2) • Situation awareness (2) • Information acquisition and processing (2)	Classroom and / or CEET	Theoretical and / or practical	00:25 min
3	**Relevant to the entire aircraft crew:** • Shared situation awareness, shared information acquisition and processing (2) • Workload management (2) • Effective communication and coordination between all crew members including the flight crew as well as inexperienced cabin crew members (2) • Leadership, cooperation, synergy, delegation, decision-making, actions (2)	Classroom and / or CEET	Theoretical and / or practical	00:30 min

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Phase	Course content and subjects	Devices	Training	Time
	• Resilience development (2) The training covers: ◦ Mental flexibility ▪ understand that mental flexibility is necessary to recognise critical changes; ▪ reflect on their judgement and adjust it to the unique situation; ▪ avoid fixed prejudices and over-reliance on standard solutions; and ▪ remain open to changing assumptions and perceptions. ◦ Performance adaptation ▪ mitigate frozen behaviours, overreactions and inappropriate hesitation; and ▪ adjust actions to current conditions. • Surprise and startle effect (2) The training covers: ◦ Unexpected, unusual and stressful situations ◦ including interruptions and distractions ◦ the crew is trained to master sudden events and associated uncontrolled reactions • Cultural differences (2) The training covers: ◦ cultural differences of multinational and cross-cultural crews ◦ different cultures may have different communication specifics, ways of understanding and approaches to the same situation or problem ◦ difficulties may arise when crew members with different mother tongue communicate in a common language which is not their mother tongue ◦ cultural differences may lead to different methods for identifying a situation and solving a problem			

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Phase	Course content and subjects	Devices	Training	Time
	• Identification and management of the passenger human factors: crowd control, passenger stress, conflict management, medical factors (2) • Specifics related to aircraft types (narrow-/ wide-bodied), flight crew and cabin crew composition and number of passengers (2)			
5	**Relevant to the operator and the organisation:** • Operator's safety culture and company culture (2) The training covers: ◦ operator's safety culture ◦ company culture ◦ the type of operations and the associated procedures ◦ areas of operations that may lead to particular difficulties or involve unusual hazards • Standard operating procedures (SOPs) (2) • Organisational factors, factors linked to the type of operations (2) • Effective communication and coordination with other operational personnel and ground services (2) • Participation in cabin safety incident and accident reporting (2) • Case studies (3) The training covers: ◦ aircraft type-specific case studies, based on the information available from the management system of Edelweiss ◦ accident and serious incident reviews to analyse and identify any associated non-technical causal and contributory factors ◦ instances or examples of lack of CRM ◦ analysis of occurrences that were well managed	Classroom and / or CEET	Theoretical and / or practical	00:30

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Phase	Course content and subjects	Devices	Training	Time
6	**Progress test:** • No test	N/A	N/A	N/A

(1) 'Required' means training that should be instructional or interactive in style to meet the objectives specified in the CRM training programme or to refresh and strengthen knowledge gained in a previous training

(2) 'Required' means training that should be instructional or interactive in style to meet the objectives specified in the CRM training programme or to refresh and strengthen knowledge gained in a previous training 3-year cycle

(3) 'In-depth' means training that should be instructional or interactive in style taking full advantage of group discussions, team task analysis, team task simulation, etc., for the acquisition or consolidation of knowledge, skills and attitudes. The CRM training elements should be tailored to the specific needs of the training phase being undertaken

Further information on the 3-year cycle can be found in the compliance matrix: Cabin Crew – Recurrent Training - Crew resource management (CRM) training

2.2.7.6 Senior Cabin Crew Course CRM Training

CRM training for senior cabin crew members should be the application of knowledge gained in previous CRM training and operational experience relevant to the specific duties and responsibilities of a senior cabin crew member. Edelweiss ensures that for the senior cabin crew member course the CRM training elements are integrated into the training, as specified in Table 1 - Cabin crew CRM training.

During the training the senior cabin crew member should demonstrate the ability:

- to manage the operation; and
- to take appropriate leadership and management decisions.

(Ref: AMC1 to ORO.CC.115 (e))

2.2.7.7 Training Elements of CRM

Table 1 Cabin crew CRM training acc. to Table 1 of AMC1 ORO.CC.115(e)

CRM training elements	Operator's CRM training	Operator type con-	Annual training	Senior cabin Crew member

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		version training		**(SCCM) course**
General principles				
Human factors in aviation; General instructions on CRM principles and objectives; Human performance and limitations; Threat and error management.	Required	Not required	Required	Required
Relevant to the individual cabin crew member				
Personality awareness, human error and reliability, attitudes and behaviours, self-assessment and self-critique; Stress and stress management; Fatigue and vigilance; Assertiveness, situation awareness, information acquisition and processing.	Required	Required	Required (3-year cycle)	Required
Relevant to the entire aircraft crew				
Shared situation awareness, shared information acquisition and processing; Workload management; Effective communication and coordination between all crew members including the flight crew as well as other operation personnel and ground services also with inexperienced cabin crew members; Leadership, cooperation, synergy, delegation, decision-making, actions; Resilience development; Surprise and startle effect; Cultural differences;	In-depth	Required (when relevant to the type(s))	Required (3-year cycle)	In-depth

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Identification and management of the passenger human factors: crowd control, passenger stress, conflict management, medical factors.				
Specifics related to aircraft types (narrow-/wide-bodied, single-/multideck), flight crew and cabin crew composition and number of passengers	Required	In-depth	Required (3-year cycle)	In-depth
Relevant to the operator and the organisation				
Operator's safety culture and company culture, standard operating procedures (SOPs), organisational factors, factors linked to the type of operations; Effective communication and coordination with other operational personnel and ground services; Participation in cabin safety incident and accident reporting.	In-depth	Required (when relevant to the type(s))	Required (3-year cycle)	In-depth
Case studies	In-depth	Required (when relevant to the type(s))	In-depth	In-depth

Table 1 above specifies which CRM training elements are covered in each type of training. The levels of training in Table 1 can be described as follows:

- 'Required' means training that should be instructional or interactive in style to meet the objectives specified in the CRM training programme or to refresh and strengthen knowledge gained in a previous training.
- 'In-depth' means training that should be instructive or interactive in style taking full advantage of group discussions, team task analysis, team task simulation, etc., for the acquisition or consolidation of knowledge, skills and attitudes. The CRM training elements should be tailored to the specific needs of the training phase being undertaken.

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2.2.8 Medical Aspects and First Aid Training

2.2.8.1 Initial Medical Training - First aid equipment training

Aim of the course:

During the initial training the procedures, resources and first aid subject areas are addressed to each cabin crew member include testing and evaluation.

Content:

- General instruction on aero-medical aspects and survival
- The physiological effects of flying with particular emphasis on hypoxia, oxygen requirements, Eustachian tubal function and barotraumas
- Basic first-aid
- In-flight medical emergencies and associated first-aid covering:
    - The use of appropriate equipment including first-aid oxygen, first-aid kits and emergency medical kits and their contents
    - Practical cardio-pulmonary resuscitation training by each cabin crew member using a specifically designed dummy and taking account of the characteristics of an aircraft environment
- Travel health and hygiene
- Alertness management, physiological effects of fatigue, sleep physiology, circadian rhythm and time zone changes

Each cabin crew member shall be able to manage medical events and administer first aid to passengers, or in some situations to other crew members. The cabin crew member shall be competent in the content and appropriate use of any first aid equipment and should be familiar with the contents of the medical kit carried on the aircraft and be able to support a health care professional who volunteers assistance.

The training objective is to recognize a medical emergency and to provide basic care until trained medical help is available, from on-board health professionals, from ground-based support teams (remote assistance) or from care providers after landing.

The initial training is built into scenario-based training.

Pre-entry requirements:

Basic trainees prerequisites for participation is for Cabin Crew Member a minimum 18 years of age.

Credits for previous experience:

N/A

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Overview and Summary:

Subjects:	Cabin Crew – Initial Medical Training First aid equipment training
Phases:	The training includes 8 phases
Tests:	ILIAS progress test
Duration:	26:00 h for ground course
Trainer:	Medical instructor and in tropical medicine educated trainer
Record of attendance:	MINT sign-off function, training record

Phase	Course content and subjects	Devices	Training	Time
1	General instruction on aero-medical aspects, management of illnesses and injuries, life-threatening medical emergencies and survival		Theoretical	01:00
2	The physiological effects of flying with particular emphasis on: • Relative hypoxia • Oxygen requirements • Changes in atmospheric pressure • Cabin depressurization • Decompression sickness • eustachian tubal function • ear, nose and throat problems such as barotraumas • Trapped gas • Cabin air quality	WBT and / or Classroom Scenario-based training	Theoretical & Practical & Check	01:15
3	Basic first-aid, including care of: • air sickness • gastro-intestinal disturbances/abdominal problems (vomiting, diarrhea, pain, heartburn, bleeding) • hyperventilation • burns • wounds and bleeding • epistaxis	WBT and / or Classroom Scenario-based training Various Bandages and	Theoretical & Practical & Check	02:30

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Phase	Course content and subjects	Devices	Training	Time
	• fractures and soft tissue injuries • head, neck, eye, musculoskeletal, chest and adominal injury • the unconscious • recovery and lateral position	wound dummies		
4	In-flight medical emergencies and associated first-aid covering: • assessing a casualty • asthma • chronic lung diseases, persistent coughing • stress and allergic reactions • shock • diabetes • choking • thrombosis (DVT) • childbirth and pregnancy related problems • stroke • heart attack, angina pectoris • assess ABC (adult, child, infant) • behavioural/psychological disorders (panic attack, alcohol intoxication, irrational behaviour) • epilepsy/seizure • headache • seeking medical advice (ground and/or in flight) • death on board • documentation to be completed • PIC notification and communication	WBT and / or Classroom Scenario-based training	Theoretical & Practical & Check	06:30
5	The use of appropriate equipment including: • first-aid oxygen • first-aid kits • emergency medical kits and their contents • universal precaution kit • pocket mask kit	Equipment Parkour: EMK, Oxygen, FAK, UPK, PMK, AED	Theoretical & Practical & Check	03:30

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Phase	Course content and subjects	Devices	Training	Time
	• automated external defibrillator and other emergency medical equipment			
6	Practical cardio-pulmonary resuscitation training: • by each cabin crew member using a specifically designed dummy and taking account of the characteristics of an aircraft environment	Rescue Dummies AED PMK Oxygen	Theoretical & Practical & Check	06:00
7	Travel health and hygiene including: • hygiene on board • risk of contact with infectious diseases especially when operating into tropical and sub-tropical areas. • reporting of communicable diseases, protection against infectious diseases and avoidance of water-borne and food-borne illness. Training shall include the means to reduce such risks. • handling of clinical waste/biohazard waste disposal • aircraft disinfection and disinsection (application of insecticide) • handling of death on board • alertness management, physiological effects of fatigue (fatigue management), sleep physiology, circadian rhythm and time zone changes and jet lag • personal safety (e.g. use of alcohol, other drugs, traffic safety) • special categories of passengers with emphasis on passengers with disabilities or reduced mobility (incl. evacuation) • Ergonomie, advice for healthy work • immunization	WBT and / or Classroom	Theoretical & Practical & Check	04:30

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Phase	Course content and subjects	Devices	Training	Time
8	Progress test: • The knowledge of the ground training is verified by a questionnaire Test in ILIAS	ILIAS	Test	00:45

2.2.8.2 Recurrent Medical Training - First aid equipment training

Aim of the course:

During the recurrent training the procedures, resources and first aid subject areas are addressed to each cabin crew member include testing and evaluation.

Each cabin crew member shall be able to manage medical events and administer first aid to passengers, or in some situations to other crew members. The cabin crew member shall be competent in the content and appropriate use of any first aid equipment and should be familiar with the contents of the medical kit carried on the aircraft and be able to support a health care professional who volunteers assistance.

The training objective is to recognize a medical emergency and to provide basic care until trained medical help is available, from on-board health professionals, from ground-based support teams (remote assistance) or from care providers after landing.

The recurrent training is built into scenario-based training.

The contents of the CCA training elements will be reviewed during the recurrent training to an appropriate depth as required by experienced cabin crew attending their annual courses in order to ensure that knowledge and skills are to the appropriate level/ standard.

The depth of the respective training elements varies every year.

Pre-entry requirements:

The trainee is an active edelweiss Cabin Crew member in the regular edelweiss flight operation.

Credits for previous experience:

N/A

Overview and Summary:

Subjects: Cabin Crew – Recurrent Medical Training

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	First aid equipment training
Phases:	The training includes 8 Phases
Tests:	ILIAS Progress Test
Duration:	03:00 h depending on year cycle including possible WBT
Trainer:	Medical Trainer
Record of attendance:	MINT sign-off function, Training record

Phase	Course content and subjects	Devices	Training	Time
1	General instruction on aero-medical aspects, management of illnesses and injuries, life-threatening medical emergencies and survival		Theoretical	00:05 min
2	**The physiological effects of flying with particular emphasis on:** • Relative hypoxia • Oxygen requirements • Changes in atmospheric pressure • Cabin depressurization • Decompression sickness • eustachian tubal function • ear, nose and throat problems such as barotraumas • Trapped gas • Cabin air quality	WBT and / or Classroom (Scenario-based training)	Theoretical & Practical & Check	00:15 min
3	**Basic first-aid, including care of:** • air sickness • gastro-intestinal disturbances/abdominal problems (vomiting, diarrhea, pain, heartburn, bleeding) • hyperventilation • burns • wounds and bleeding • epistaxis • fractures and soft tissue injuries • head, neck, eye, musculoskeletal, chest and adominal injury	WBT and / or Classroom (Scenario-based training) Various Bandages and wound dummies	Theoretical & Practical & Check	00:20 min

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Phase	Course content and subjects	Devices	Training	Time
	• the unconscious • recovery and lateral position			
4	**In-flight medical emergencies and associated first-aid covering:** • assessing a casualty • asthma • chronic lung diseases, persistent coughing • stress and allergic reactions • shock • diabetes • choking • thrombosis (DVT) • childbirth and pregnancy related problems • stroke • heart attack, angina pectoris • behavioural/psychological disorders (panic attack, alcohol intoxication, irrational behaviour) • epilepsy/seizure • headache • seeking medical advice (ground and/or in flight) • death on board • documentation to be completed • PIC notification and communication	WBT and / or Classroom (Scenario-based training)	Theoretical & Practical & Check	00:45 min
5	**The use of appropriate equipment including:** • first-aid oxygen • first-aid kits • emergency medical kits and their contents • universal precaution kit • pocket mask kit • automated external defibrillator and other emergency medical equipment	Equipment Parcour: EMK, Oxygen, FAK, UPK, PMK, AED	Theoretical & Practical & Check	00:20 min
6	**Practical cardio-pulmonary resuscitation training:**	Rescue Dummies AED	Theoretical & Prac-	00:45 min

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Phase	Course content and subjects	Devices	Training	Time
	• by each cabin crew member using a specifically designed dummy and taking account of the characteristics of an aircraft environment	PMK Oxygen	tical & Check	
7	**Travel health and hygiene including:** • hygiene on board • risk of contact with infectious diseases especially when operating into tropical and sub-tropical areas. • reporting of communicable diseases, protection against infectious diseases and avoidance of water-borne and food-borne illness. Training shall include the means to reduce such risks. • handling of clinical waste/biohazard waste disposal • aircraft disinfection and disinsection (application of insecticide) • handling of death on board • alertness management, physiological effects of fatigue (fatigue management), sleep physiology, circadian rhythm and time zone changes and jet lag • personal safety (e.g. use of alcohol, other drugs, traffic safety) • special categories of passengers with emphasis on passengers with disabilities or reduced mobility (incl. evacuation) • immunization	WBT and / or Classroom	Theoretical	00:15 min
8	**Progress test and practical assessment:** • The knowledge of the ground training is verified by a questionnaire Test in ILIAS • Pracitcal assessment will be done during all practical phases.	ILIAS Hands-on	Test Practical assessment	00:15 min Practical assessment time is integra-

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Phase	Course content and subjects	Devices	Training	Time
				ted abov e

Information:

The medical team keep statistics on the medical incidents on board. If cases occur more often, if a special situation occurs on board or the health situation at the destinations changes (e.g. death on board, corona pandemic, Zika virus, etc.) then this topic is dealt with in the following RGC.

BLS-AED with practical hands-on training is repeated in-depth annually in order to maintain the quality as possible, as well as based on the recommendation of the Swiss Resuscitation Council.

2.3 Operations Personnel (including crews)

2.3.1 General

Management System Training

All Edelweiss Operations Personnel must undergo Management System Training as described in OM D Management System Training. For flight and cabin crew as well as for FOO (refer to OM D Operations Personnel (other than crews)) this training is established for initial and continuous training.

At present time, Edelweiss does not employ any separate personnel solely for tasks concerning OM D Operations Personnel (including crews), however, if such personnel would be employed, it would have to undergo Management System Training as described in OM D Management System Training.

2.3.2 Training for Transportation of DG

Foreword

A safe and efficient air transport system is dependent on a competent workforce. It has recognized that this can be achieved through the implementation of a competency-based approach to training and assessment. The ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284, “Technical Instructions”) require that employers ensure personnel are competent to perform any function for which they are responsible prior to performing it. A competency-based approach to training and assessment is an effective way to ensure this requirement is met.

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Main objectives of competency based training and assessment for DG

The aim of a competency-based approach to training and assessment is its potential to encourage and enable personnel to reach their highest level of capability while ensuring a basic level of competence as a minimum standard. This is achieved by:

1. targeting specific training needs
2. supporting continuous learning and performance improvement
3. gearing towards learning rather than simply passing a test
4. ensuring the integration of the knowledge, skills and attitudes (KSA) needed to perform effectively; and
5. establishing a standardised and well-trained team of competent instructors and assessors.

2.3.2.1 Training Needs Analysis

2.3.2.1.1 Tasks and Involved Personnel

Edelweiss operates passenger aircraft and accepts dangerous goods as cargo and according to the provisions for passengers and crew. Personnel from Edelweiss directly involved in the transportation of dangerous goods are Flight Crew, Cabin Crew and Flight Operations Officers. Other personnel handling dangerous goods within the chain of transportation are subcontracted and listed below.

2.3.2.1.1.1 Personnel Overview

Functions/Tasks	Reference
Nominated Persons	Edelweiss Nominated Persons are not directly involved in handling daily transportation of dangerous goods, only high level decision making. Operational decision making concerning dangerous goods is made by subcontractor in coordination with the Edelweiss FOO.
Operational point of contact for DG (including DG coordinators abroad)	Refer to OM D Other Personnel/Subcontracted Personnel. For internal coordination personnel refer to OM D Flight Operations Officer (FOO). The FOO shall coordinate with the outside stations DG issues if these cannot be solved by the respective stations
Personnel in charge of establishing and maintaining the DG training programme	Within the training department of Edelweiss, the CTKI establishes the needs for training operation personnel and coordinates with internal qualified trainers as well as external sup-

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Functions/Tasks	Reference
	plier of the DG training (LAT) the implementation of the DG Training programme. The CTKI possesses the relevant expertise and qualification as flight captain and trainer. The CTKI and the internal trainers, who are crew members, receive respective training according to their duties and responsibilities. Any training subcontracted will have to meet Edelweiss' requirements and is subject to national regulations. This will be audited in regular intervals.
The personnel in charge of the conduction of training (instructors)	Edelweiss conducts training for its operation personnel internally as well as externally via a training provider (e.g. LAT). Internally, the CTKI possesses the relevant expertise and qualifications as flight captain and trainer. The CTKI and the internal trainers, who are crew members, receive respective training according to their duties and responsibilities. Any subcontracted training will have to meet Edelweiss' requirements and is subject to national regulations. This will be audited in regular intervals. The external training providers being subcontracted will have to meet Edelweiss requirement and national regulations which will be audited in regular intervals.
The personnel in charge of the conduction of assessments (assessors)	Edelweiss conducts assessments for its operations personnel internally as well as externally via a training provider (e.g. LAT). For the continuous assessment EDW will define / nominate personnel in the operation area (FC & CC). Internally, the CTKI and internal trainers receive respective assessment training according to their duties and responsibilities. The subcontracted external training providers will have to meet Edelweiss' requirements and are subject to national regulations. This will be audited in regular intervals.
Personnel in charge of auditing DG topics/supervising	All auditors, Quality & Risk Manager Ground Operations (ground operations and cargo auditors), CTKI (operational Training Department) are involved in auditing DG topics and hence trained and qualified for their relevant responsibilities concerning DG (e.g. ground operations area, training depart-

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Functions/Tasks	Reference
	ment).
Personnel in charge of auditing /supervising (not DG related)	All auditors involved in auditing are trained and qualified for their relevant responsibilities (e.g. ground operations area, training department).
Personnel in charge of collecting safety data	Edelweiss personnel who are collecting safety data are experts in their role as Administrator (e.g. IQSMS). The safety data is submitted to the corresponding department. (e.g. OT).
Preparing consignments (COMAT)	N/A No personnel within EDW is involved in the preparation of DG COMAT shipments.
Organising DG Transport	
Personnel responsible for the planning of aircraft loading (such as load masters…)	Refer to OM D Other Personnel/Subcontracted Personnel.
Flight operations officers and flight dispatchers	Refer to OM D Edelweiss Operational Personnel Responsibilities and Duties.
Applying for approvals and exemptions according to ICAO TIs Part 1, Chapter 1	Quality & Risk Manager Ground Operations
Customer Service Desk	
Personnel in charge of passengers and/or cargo booking/selling, answering questions, handling claims, etc.	Refer to OM D Other Personnel/Subcontracted Personnel.
Accepting passenger and crew baggage (check-in), managing aircraft boarding areas and other tasks	Refer to OM D Other Personnel/Subcontracted Personnel.

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Functions/Tasks	Reference
involving direct passenger contact at an airport	
Processing or accepting goods (cargo):	
DG cargo	Refer to OM D Other Personnel/Subcontracted Personnel.
Cargo other than DG	Refer to OM D Other Personnel/Subcontracted Personnel.
Handling	
Handling of baggage	Refer to OM D Other Personnel/Subcontracted Personnel.
Handling of cargo in warehouse	Refer to OM D Other Personnel/Subcontracted Personnel.
Loading and unloading unit load devices and/or aircraft cargo compartments	Refer to OM D Other Personnel/Subcontracted Personnel.
Managing DG in flight	
Flight crew	Refer to OM D Edelweiss Operational Personnel Responsibilites and Duties.
Cabin crew	Refer to OM D Edelweiss Operational Personnel Responsibilites and Duties.
Personnel with a function related to the cargo	N/A
Task specialists (SPO)	N/A

2.3.2.1.1.2 Edelweiss Operational Personnel Responsibilities and Duties

2.3.2.1.1.2.1 Flight Crew

The Flight Crew Standard of performance is described in OM A Flight Crew.

In addition, the following are tasks the flight crew would typically perform and for which training and assessment would therefore be required:

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- **Transporting cargo/baggage**
  - Manage dangerous goods pre- and during flight:
    - Detect presence of dangerous goods not permitted in baggage
    - Interpret NOTOC
    - Apply procedures in the event of an emergency
    - Inform flight operations officer/flight dispatcher/air traffic control in the event of an emergency
    - Inform emergency services of the dangerous goods on board in the event of an emergency
- **Collecting safety data**
  - Report dangerous goods accidents
  - Report dangerous goods incidents
  - Report undeclared/mis-declared dangerous goods
  - Report dangerous goods occurrences

2.3.2.1.1.2.2 Cabin Crew

The Cabin Crew Standard of performance is described in OM A Cabin Crew.

In addition, the following are tasks the cabin crew would typically perform and for which training and assessment would therefore be required:

- **Accepting passenger and crew baggage**
  - Accept baggage
    - Apply operator requirements
    - Verify passenger baggage requirements
    - Advise pilot-in-command
- **Transporting cargo/baggage**
  - Manage dangerous goods pre- and during flight
    - Detect presence of dangerous goods not permitted in baggage
    - Apply procedures in the event of an emergency
    - Inform flight operations officer/flight dispatcher/air traffic control in the event of an emergency
    - Inform emergency services of the dangerous goods on board in the event of an emergency
- **Collecting safety data**
  - Report dangerous goods accidents
  - Report dangerous goods incidents
  - Report undeclared/mis-declared dangerous goods
  - Report dangerous goods occurrences
  - Subcontractors Personnel

2.3.2.1.1.2.3 Flight Operations Officer (FOO)

The FOO duties and responsibilities are described in OM A Flight Operations Officer (FOO).

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The FOO receive appropriate training for their duties and responsibilities including their contribution concerning the handling of dangerous goods.

In addition, the following are tasks the FOO would typically perform and for which training and assessment would therefore be required:

- **Transporting cargo/baggage**
  - Manage dangerous goods pre- and during flight:
    - Interpret NOTOC
    - Apply procedures in the event of an emergency
    - Inform emergency services of the dangerous goods on board in the event of an emergency
- **Collecting safety data**
  - Report dangerous goods accidents
  - Report dangerous goods incidents
  - Report undeclared/mis-declared dangerous goods
  - Report dangerous goods occurrences

2.3.2.1.1.2.4 Other Personnel/Subcontracted Personnel

Edelweiss has various contract agreements with worldwide handling organisations to handle Edelweiss flight operations on the ground.

The duties and responsibilities of the personnel from the subcontracted organisations are found in the relevant contracts which also include adherence to national and international regulations and/or Edelweiss' requirements. Contracts are to be found in Teams “Ground Contracts” (restricted access).

A working list with the actual handling organisations is available within the ground operations department. The working list is to be found in Teams “Station Management” (restricted access).

Existing agreements require subcontractors to maintain the necessary training qualifications, which is audited by Edelweiss at regular intervals according OMM Compliance Management.

Examples of subcontractor personnel:

- Personnel responsible for processing goods presented as general cargo
- Personnel responsible for processing or accepting dangerous goods consignments
- Personnel responsible for handling cargo in a warehouse, loading and unloading unit load devices and loading and unloading passenger baggage and aircraft cargo compartments
- Personnel responsible for accepting passenger and crew baggage, managing aircraft boarding areas, and other functions involving direct passenger contact at an airport
- Personnel responsible for planning of aircraft loading (passengers, baggage, mail and cargo)

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2.3.2.2 Training Specification

Edelweiss personnel are trained for the functions for which they are responsible as described in OM D Edelweiss Operational Personnel Responsibilities and Duties. The personnel overview in OM D Personnel Overview shows all personnel involved into the Edelweiss operations, including subcontracted staff.

Edelweiss' own staff involved in DG transportation are listed below according to the functions/tasks:

Edelweiss Functions/Tasks
Nominated persons
Operational point of contact for DG (including DG coordinators abroad)
Personnel in charge of establishing and maintaining the DG training programme
The personnel in charge of the conduction of training (instructors)
The personnel in charge of the conduction of assessments (assessors)
Personnel in charge of auditing DG topics/supervising
Personnel in charge of auditing /supervising (not DG related)
Personnel in charge of collecting safety data
Organising DG Transport
Flight operations officers and flight dispatchers
Customer Service Desk: subcontracted
Processing or accepting goods (cargo): subcontracted
Handling: subcontracted
Managing DG in flight
Flight crew
Cabin crew

Hence, all Edelweiss staff involved are assigned within the functions of Flight Crew, Cabin Crew and Flight Operations Officers, requiring training specifications/elements found in the flight crew and cabin crew training courses.

The responsibilities have been determined for the respective personnel according to the following approach:

1. relevant competencies are clearly defined for a particular role
2. there is an explicit link between competencies and training, required performance on the job, and assessment

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3. competencies are formulated in a way that ensures they can be trained for, observed and assessed
4. trainees successfully demonstrate competency by meeting the associated competency standard
5. all personnel involved have a common understanding of the competency standards
6. clear performance criteria are established for assessing competence.

2.3.2.2.1 Competencies Requirements

The following table describes the competencies with regards to the relevant knowledge, skills and attitudes applicable to the role of the respective personnel and is used when designing the training and assessment of the trainee.

Trainers are standardised to deliver the DG competency based training and assessment through appropriate regular trainer development events and use of standardised training material. The trainers are trained to use the competency framework within the dangerous goods training by ensuring that technical dangerous goods training elements are delivered, understood and applied through acquired technical and non-technical skills on handling dangerous goods according to their functions and tasks.

According to Edelweiss policy and the training DG analysis, the competencies of FOO have been aligned with those of the Edelweiss Flight Crew due to existing cooperation and coordination of tasks.

2.3.2.2.1.1 Flight Crew and FOO

Competency requirements: Application of Procedures		
Objective of training	**Description of competencies**	**Observable behaviour**
Demonstrates skills to properly handle DG in the working environment.	• Identifies the applicable procedures for handling DG • Applies the procedures as per applicable regulations and operating procedures.	• Knows where to find relevant information, procedures and rules for handling DG • Complies with applicable regulations and is able to identify DG on board and handle it safely • Is able to apply knowledge and associated procedures in the respective operational environment during normal and abnormal situations.

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Competency requirements: Communication		
Objective of training	**Description**	**Observable behaviour**
Demonstrates the necessary communication skills with regards to dangerous goods occurrences.	• Transfer of information • Keeping a line of communication • Reporting to all involved parties about dangerous goods occurrences.	• Asks relevant and effective questions when identifying dangerous goods • Listens actively and showing understanding of the received information • Demonstrates what and with whom to communicate about dangerous goods, or when dealing with a dangerous goods incident/accident • Conveys information clearly, timely, and in a structured manner • Provides feedback with regards to dangerous goods, or a dangerous goods incident/accident towards passengers, crew, operator, either verbally or through reporting.

Competency requirements: Situational Awareness		
Objective of training	**Description**	**Observable behaviour**
Demonstrates appropriate awareness with regards to the overall situation in case of dangerous goods occurrences.	Awareness of the: • aircraft environment • presence and location of possible hidden dangerous goods • condition of passengers and crew when dealing with a dangerous goods occurrence.	• Familiarity with the state of the aircraft environment, including the possible presence of dangerous goods and its location • Assesses the situation in the cabin and the condition of occupants • Time awareness when dealing with a dangerous goods incident • Identifies threats to the safety of the aircraft, passengers and crew and acts accordingly.

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Competency requirements: Workload Management		
Objective of training	**Description**	**Observable behaviour**
Demonstrates appropriate skills in managing workload when dealing with a dangerous goods incident.	• Physical and emotional control • Efficiency • Timeliness when dealing with a dangerous goods occurrence.	• Remains calm and careful when dealing with a dangerous goods incident/accident • Appreciates the danger of interruptions and distractions when dealing with a DG incident and remains focused on task • Appreciates importance of team dynamics to avoids overload • Appreciates importance of post incident monitoring when planning tasks.

Competency requirements: Problem Solving & Decision Making		
Objective of training	**Description**	**Observable behaviour**
Demonstrates the ability to decide for the safest outcome.	• Dedicates all efforts until all problems are solved • Seeks advice as required • Involves all team members as required.	• Takes individual and team coordinated actions when handling DG • Considers possible hazards, and avoids unnecessary risks • Consults respective persons/sources of information to come up with the safest and most efficient solution • Considers implementation and review of decisions as required.

Competency requirements: Leadership & Teamwork		
Objective of training	**Description**	**Observable behaviour**
Demonstrates the ability to take initiative, and effectively works as a team in handling DG.	• Encourages inputs from others and actively works towards a shared situational awareness of all teammembers	• Demonstrates appropriate leadership by taking initiative when handling DG • Appreciates the importance of the safety of the aircraft and occupants

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Competency requirements: Leadership & Teamwork		
	• Supports others, seeks inputs and/or delegates tasks as necessary.	• Gives, anticipates or carries out instructions accordingly • Acknowledges other crew members capabilities and involves them accordingly in handling DG • Recognises own limitations, and hands over control if necessary.

Competency requirements: Passenger Management		
Objective of training	**Description**	**Observable behaviour**
Demonstrates the ability to maintain control over the aircraft and occupants in order to avoid panic and gain passengers support in handling DG.	• Maintain overall control of situation • Understand passengers emotions • Applies associated procedures to manage passengers on board.	• Supports personal emotional control and resilience when handling DG in normal and abnormal situations • Maintains the necessary level of communication. gains support of passengers • Appreciates the importance of the safety of passengers and applies applicable procedures accordingly • Demonstrates knowledge about the equipment and drills/procedures in case of an incident on board as well as if an evacuation is deemed necessary • Demonstrates attention for passengers who require special assistance.

2.3.2.2.1.2 Cabin Crew

Competency requirements: Application of Procedures		
Objective of training	**Description**	**Observable behaviour**
Demonstrates skills to properly handle DG in the working environment.	• Identifies the applicable procedures for handling DG • Applies the procedures as per applicable regulations and operating procedures.	• Knows where to find relevant information, procedures and rules for handling DG • Complies to applicable regula-

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Competency requirements: Application of Procedures		
		tions and is able to identify DG on board and handle it safely • Is able to apply knowledge and associated procedures in the respective operational environment during normal and abnormal situations.

Competency requirements: Communication		
Objective of training	**Description**	**Observable behaviour**
Demonstrates the necessary communication skills with regards to dangerous goods occurrences.	• Transfer of information • Keeping a line of communication • Reporting to all involved parties about dangerous goods occurrences.	• Asks relevant and effective questions when identifying dangerous goods • Listens actively and shows understanding of the received information • Demonstrates what and with whom to communicate about dangerous goods, or when dealing with a dangerous goods incident/accident • Conveys information clearly, timely, and in a structured manner • Provides feedback with regards to dangerous goods, or a dangerous goods incident/accident towards passengers, crew, operator, either verbally or through reporting.

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Competency requirements: Situational Awareness		
Objective of training	**Description**	**Observable behaviour**
Demonstrates appropriate awareness with regard to the overall situation in case of dangerous goods occurrences.	Awareness on the: • Aircraft environment • Presence and location of possible hidden dangerous goods • Condition of passengers and crew when dealing with a dangerous goods occurrence.	• Familiarity with the state of the aircraft environment, including the possible presence of dangerous goods and its location • Assesses the situation in the cabin and the condition of occupants • Time awareness when dealing with a dangerous goods incident • Identifies threats to the safety of the aircraft, passengers and crew and acts accordingly.

Competency requirements: Workload Management		
Objective of training	**Description**	**Observable behaviour**
Demonstrates appropriate skills in managing workload when dealing with a dangerous goods incident.	• Physical and emotional control • Efficiency • Timeliness when dealing with a dangerous goods occurrence.	• Remains calm and careful when dealing with a dangerous goods incident/accident • Appreciates the danger of interruptions and distractions when dealing with a DG incident and remains focused on the task • Appreciates importance of team dynamics to avoids overload • Appreciates importance of post incident monitoring when planning tasks.

Competency requirements: Problem Solving & Decision Making		
Objective of training	**Description**	**Observable behaviour**
Demonstrates the ability to decide for the safest outcome.	• Dedicates all efforts until all problems are solved	• Takes individual and team coordinated actions when handling DG • Considers possible hazards, and avoids unnecessary risks

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Competency requirements: Problem Solving & Decision Making		
	• Seeks advice as required • Involves all team members as required.	• Consults respective persons/sources of information to come up with the safest and most efficient solution • Considers implementation and review of decisions as required.

Competency requirements: Leadership & Teamwork		
Objective of training	**Description**	**Observable behaviour**
Demonstrates the ability to take initiative, and effectively works as a team in handling DG.	• Encourages inputs from others and actively works towards a shared situational awareness of all teammembers • Supports others, seeks inputs and/or delegates tasks as necessary.	• Demonstrates appropriate leadership by taking initiative when handling DG • Appreciates the importance of the safety of the aircraft and occupants • Gives, anticipates or carries out instructions accordingly • Acknowledges other crew members capabilities and involves them accordingly in handling DG • Recognises own limitations, and hands over control if necessary.

Competency requirements: Passenger Management		
Objective of training	**Description**	**Observable behaviour**
Demonstrates the ability to maintain control over the occupants of the aircraft in order to avoid panic and gain passengers support in handling DG.	• Maintains overall control of situation • Understands passengers emotion • Applies associated procedures to manage passengers on board.	• Supports personal emotional control and resilience when handling DG in normal and abnormal situations • Maintains the necessary level of communication gain support of passengers • Appreciates the importance of the safety of passengers and applies applicable procedures accordingly • Demonstrates knowledge about the equipment and drills/procedures in case of an incident on

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Competency requirements: Passenger Management		
		board as well as if an evacuation is deemed necessary • Demonstrates attention for passengers who require special assistance.

2.3.2.3 Training Plan

2.3.2.3.1 Training Requirement: Syllabus Initial and Recurrent

As a result of Edelweiss' Training needs analysis, the following DG Training requirement list describes the Edelweiss personnel training needs.

Syllabus Topics/Modules			Function		
			FOO	Flight Deck	Cabin Crew
Understanding the basics of dangerous goods					
0.1	**Dangerous goods applicability**				
	0.1.1	Understand the definition	Yes	Yes	Yes
	0.1.2	Recognise the legal framework (global, national)	Yes	Yes	Yes
	0.1.3	Identify the application and scope	Yes	Yes	Yes
	0.1.4	Differentiate hazard and risk	Yes	Yes	Yes
0.2	**Understanding the general limitations**				
	0.2.1	Develop a sense of hidden dangerous goods	Yes	Yes	Yes
	0.2.2	Recognise potential hidden dangerous goods	Yes	Yes	Yes
	0.2.3	Familiarise with passenger provisions	Yes	Yes	Yes
0.3	**Identifying roles and responsibilities**				
	0.3.1	Clarify the individual and collective role of the supply chain stakeholders	Yes	Yes	Yes
	0.3.2	Understand the passenger's responsibilities	Yes	Yes	Yes
	0.3.3	Recognise the impact of State & operator variations	Yes	Yes	Yes
0.4	**Understanding the importance of classification & packaging**				
	0.4.1	Identify the general information about classes, divisions	Yes	Yes	Yes

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Syllabus Topics/Modules			Function		
	0.4.2	Understand general principles of packing groups	Yes	Yes	N/A
	0.4.3	Consider multiple hazards	Yes	Yes	N/A
0.5	**Understanding hazard communication**				
	0.5.1	Recognise the basic marking requirements	Yes	Yes	Yes
	0.5.2	Recognise the basic labelling requirements	Yes	Yes	Yes
	0.5.3	Identify the required documentation	Yes	Yes	Yes
0.6	**Familiarising with emergency response**				
	0.6.1	Create awareness about emergency procedures	Yes	Yes	Yes
	0.6.2	Understand the employer's emergency response requirements	Yes	Yes	Yes
Accepting passenger and crew baggage					
1	**Accept baggage**				
	1.1	Apply operator requirements	N/A	N/A	Yes
	1.2	Verify passenger baggage requirements	N/A	N/A	Yes
	1.3	Advise pilot-in-command, when applicable	N/A	N/A	Yes
Transporting cargo/baggage					
2	**Manage dangerous goods pre and during flight**				
	2.1	Address dangerous goods not permitted in baggage	Yes	Yes	Yes
	2.2	Interpret NOTOC	Yes	Yes	N/A
	2.3	Apply procedures in the event of an emergency	Yes	Yes	Yes
	2.4	Inform flight operations officer/flight dispatcher/air traffic control in the event of an emergency	Yes	Yes	N/A
	2.5	Inform emergency services of the dangerous goods on the NOTOC in the event of an emergency	Yes	Yes	N/A
Collecting safety data					
3	3.1	Report dangerous goods accidents	Yes	Yes	Yes
	3.2	Report dangerous goods incidents	Yes	Yes	Yes
	3.3	Report undeclared/mis-declared dangerous goods	Yes	Yes	Yes
	3.4	Report dangerous goods occurrences	Yes	Yes	Yes

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Note: According to the Edelweiss training needs analysis, the subject areas to be trained for flight crew and FOO are similar according to their respective responsibilities, so that the Edelweiss FOO receive the same training as Edelweiss Flight Crew.

The depth of training each person receives is defined according to the functions performed and the stage at which the training is being delivered. E.g. initial training being more in-depth compared to recurrent training for refreshing knowledge and skills.

2.3.2.3.2 Initial Training for Transportation of Dangerous Goods

2.3.2.3.2.1 Syllabus and Lessonplan: Flight Crew and FOO Initial Dangerous Goods Training

Note: According to the Edelweiss' training needs analysis, the subject areas to be trained for flight crew and FOO are similar according to their respective responsibilities, so that the Edelweiss FOO receive the same training as Edelweiss Flight Crew.

General:

Target group:

For trainees accomplishing their initial training to become a flight crew or flight crew members who need an initial course on dangerous goods due to expired recency.

Course description:

The course is delivered in a face to face context and can additionally partly include computer-based training combined with facilitated sessions from a trainer to ease learning. Should it be deemed necessary and feasible, some contents could also be delivered via virtual classrooms in a synchronous context from a distant location.

The aim of this training programme is to train and check flight crew members to proficiency in order to handle dangerous on board and coordinate all normal and emergency procedures as laid down by the regulations and guidance for common best practices. It is designed for new flight crew entrants to acquire their dangerous goods qualification and develop their competencies in this particular field. The training covers the relevant training elements specific to the job function of a flight crew member as required by the regulations.

Since the trainees allocated to this course are new entrants the training include the necessary basic elements and aims at acquiring the knowledge, developing the skills and attitude required in this area of their responsibilities. Furthermore, this training does not only cover the technical aspect of dangerous goods knowledge but enables the development of those competencies that are required to successfully accomplish the allocated tasks to handle dangerous goods in normal and abnormal situations.

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General:

Note: The duration of the sessions in the training programme are presented in net hours without any break. However, within the principles of Competency Based Training and Assessment, the aim is to train the trainees to proficiency and the time needed by the individual trainees might differ according to their ability and competence to successfully accomplish the training elements, tasks, knowledge checks and development of skills.

Methodology:

- Instruction/facilitation
- Scenario based training/ practical training
- Group discussion
- Team task analysis
- Knowledge check.

Scenario based training is incorporated to provide the trainees with the opportunity to practice applying newly learned skills (technical as well as non-technical) in situations involving dangerous goods within their area of responsibility. In terms of non-technical skills the participants will have the opportunity to develop and enhance skills such as but not limited to:

- communication
- situation awareness
- problem solving & decision making
- workload management etc.

Aim of the course:

- This course is designed to train flight crew on knowledge and skills to handle dangerous on board and discharge their responsibilities during normal operations, abnormal and emergency situations according to the associated procedures.
- The training enables the trainee to develop skills and competencies required to fulfil their tasks in the operational environment.
- All participants undergo relevant exam to demonstrate that they have attained the level of knowledge required to operate according to the laid down procedures.
- Practical sessions integrated into the initial training of the flight crew enables the trainees to apply knowledge & learned skills to demonstrate their competencies in this field through group exercises incorporating a facilitated team task analysis.

Pre-entry requirements:

- Has passed any applicable selection process to join as a flight crew.

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Pre-entry requirements:

- Is mentally and physically fit to attend the course and accomplish the relevant theoretical contents and practical exercises.

Syllabus and Lessonplan: Flight Crew and FOO Initial Training

Overview and Summary:

Subjects:	Flight Crew and FOO Initial Training Dangerous Goods
Phases:	4 Phases
Tests:	ILIAS DG
Duration:	Total duration 6.5 hrs Practical training 1 hours (simulation exercises, hands on training etc.) Self-study WBT/CBT (as applicable) Knowledge check WBT/CBT (0.5 hrs)
Trainer:	DG Instructors and Assessors (outsourced to LAT)
Record of attendance:	MINT sign-off function, Ilias

Phase	Course content and subjects	Training type / Methodology	Time
1	**Training element: Understanding the Basics of Dangerous Goods** • Training Objectives: ◦ understand the definition and characteristics of dangerous goods ◦ identify related legislation and documents flight crew members should be familiar with and refer to ◦ understand the general philosophy and gain a general awareness of the risks associated with the transportation of dangerous goods by air ◦ appreciate the associated procedures laid down for carriage of dangerous goods to enable their safe transportation	**Phase 1 - 3:** Instruction/ Facilitation Scenario based training/ practical training Group discussion Team task analysis Knowledge check	**All Phases:** 06:30

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Phase	Course content and subjects	Training type / Methodology	Time
	◦ ability to identify items and determine if they meet the criteria of dangerous goods ◦ understand how dangerous goods are safely transported by air ◦ acknowledge the role and contribution of flight crew members to the safe transportation of dangerous goods on board the aircraft ◦ be aware of the impact of State and operator variations ◦ be able to identify associated handling labels, hazard labels, additional labels, and storage labels etc. and appreciate the importance of recognising such classification and packaging ◦ understand the classification of dangerous goods and identify the applicable limitations ◦ Appreciate the importance of basic emergency response and be able to apply associated emergency procedures. • Scope: This training element is designed to enable the trainees to acquire the necessary knowledge on the basics of dangerous goods in air operations in order to develop the necessary skills required for the role and responsibility of flight crew members. Examples of the training elements are, but not limited to: ◦ Dangerous goods applicability ▪ Understand the definition ▪ Recognise the legal framework (global, national) ▪ Identify the application and scope ▪ Differentiate hazard and risk ◦ Understanding the general limitations ▪ Develop a sense of forbidden dangerous goods ▪ Recognise the potential hidden dangerous goods		

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Phase	Course content and subjects	Training type / Methodology	Time
	▪ Familiarise with passenger's provisions ◦ Identifying roles and responsibilities ▪ Clarify the individual and collective role of the supply chain stakeholders ▪ Understand the passengers responsibilities ▪ Recognise the impact of State & operator variations ◦ Understanding the importance of classification & packaging ▪ Identify the general information about classes, divisions ▪ Understand general principles of packing groups ▪ Consider multiple hazards ◦ Understanding hazard communication ▪ Recognise the basic marking requirements ▪ Recognise the basic labelling requirements ▪ Identify the required documentation ◦ Familiarising with basic emergency response ▪ Create awareness about general emergency procedures ▪ Under the employer's emergency response requirements.		
2	**Training element: Transporting Cargo/Baggage** • Training Objectives: ◦ gain knowledge and develop skills associated with procedures involving carriage of dangerous goods in the cabin as well as cargo ◦ identify information which are presented on relevant documentation for carriage of dangerous goods on board		

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Phase	Course content and subjects	Training type / Methodology	Time
	◦ gain knowledge and develop skills to manage dangerous goods while applying the associated procedures ◦ appreciate the importance of being vigilant to detect forbidden and hidden dangerous goods ◦ develop skills to deal with dangerous goods incidents on board and apply the respective procedures while effectively communicating and coordinating the actions with crew members and other personnel incl. emergency services ◦ recognise the importance of effective communication when coordinating issues with dangerous goods. • Scope: This training element is designed to enable the trainees to acquire the necessary knowledge on the applicable regulations and procedures concerning the transportation of dangerous goods in the cabin as well as cargo and hence the associated procedures. This enables the flight crew to develop the necessary skills they require to properly deal with situations involving permitted dangerous goods in passenger baggage and as cargo. Furthermore the trainee will appreciate the importance to adherence to provisions laid down for crew members also. Examples of the training contents are, but not limited to: ◦ Managing dangerous goods pre and during flight: ▪ Address dangerous goods not permitted in baggage ▪ Interpret NOTOC ▪ Apply procedures in the event of an emergency ▪ Inform flight operations officer/ flight dispatcher/air traffic control in the event of an emergency		

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Phase	Course content and subjects	Training type / Methodology	Time
	▪ Inform emergency services of the dangerous goods on the NOTOC in the event of an emergency. ◦ Examples of scenario based training & problem solving exercises (practical/ hands-on exercise) are, but not limited to: ▪ handling events involving dangerous goods identified for carriage as baggage ▪ deal with an occurrence/ incident/ accident involving DG on board or in the vicinity of the aircraft on ground requiring coordinated actions between flight crew, cabin crew and other personnel incl. items such as but not limited to: ▪ application of procedures ▪ applying emergency response drills as laid down by the regulations ▪ handling spillages ▪ fire-fighting actions associated with dangerous goods occurrences ▪ protection of the passengers etc. ◦ interpreting NOTOC and extracting relevant information etc.		
3	**Training element: Collecting Safety Data** • Training Objectives: ◦ understand situations which require reporting and identify the relevant information to include into the report ◦ appreciate the importance of reporting and informing the respective departments and organisations etc. in the event of a dangerous goods occurrence related to the flight as per laid down pro-		

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Phase	Course content and subjects	Training type / Methodology	Time
	cedures. • Scope: ◦ Collecting safety data ▪ Report dangerous goods accidents ▪ Report dangerous goods incidents ▪ Report undeclared/mis-declared dangerous goods ▪ Report dangerous goods occurrences • This training element provides knowledge and develop skills by enabling the trainees to apply such knowledge and skills through exercises related to their area of responsibility in reporting. • Exercises involving reporting processes provide the trainees with the opportunity to practice applying learned skills for reporting situations involving dangerous goods within their area of responsibility, such as but not limited to: ◦ Distinguish between relevant and non-relevant information for reports ◦ Consult applicable documentation/ available information to extract relevant contents for the reports ◦ Practice reporting ◦ Familiarisation of the operator's reporting system etc.		
4	**Training element: Knowledge Check** • Session Objectives: ◦ Demonstrate level of understanding on dangerous goods regulations, associated procedures as relevant to the job function of the trainee. • Scope: ◦ A multiple choice exam on the knowledge required for the specific job func-	Multiple choice exam	

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Phase	Course content and subjects	Training type / Methodology	Time
	tion contained within the modules is accomplished through the web based system where the candidate would require a pass mark of at least 80%. ◦ If the candidate does not achieve the required pass mark, the failure policy of the operator/ organisation will apply.		

Note: Flight Crew Initial Dangerous Goods Training is outsourced to LAT.

2.3.2.3.2.2 Syllabus and Lessonplan: Cabin Crew Initial Dangerous Goods Training

General:

Target group:

For trainees accomplishing their initial training to become a cabin crew or cabin crew members who need an initial course on dangerous goods due to expired recency.

Course description:

The course is delivered in a face to face context and can additionally partly include computer-based training combined with facilitated sessions from a trainer to ease learning. Should it be deemed necessary and feasible, some contents could also be delivered via virtual classrooms in a synchronous context from a distant location.

The aim of this training programme is to train and check cabin crew members to proficiency in order to handle dangerous on board and coordinate all normal and emergency procedures as laid down by the regulations and guidance for common best practices. It is designed for new cabin crew entrants to acquire their dangerous goods qualification and develop their competencies in this particular field. The training covers the relevant training elements specific to the job function of a cabin crew member as required by the regulations.

Since the trainees allocated to this course are new entrants the training include the necessary basic elements and aims at acquiring the knowledge, developing the skills and attitude required in this area of their responsibilities. Furthermore, this training does not only cover the technical aspect of dangerous goods knowledge but enables the development of those competencies that are required to successfully accomplish the allocated tasks to handle dangerous goods in normal and abnormal situations.

Note: the duration of the sessions in the training programme are presented in net hours without any break. However, within the principles of Competency Based Training and Assessment, the aim is to train the trainees to proficiency and the time needed by

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General:

the individual trainees might differ according to their ability and competence to successfully accomplish the training elements, tasks, knowledge checks and development of skills.

Methodology:

- Instruction/facilitation
- Scenario based training/ practical training
- Group discussion
- Team task analysis
- Knowledge check.

Scenario based training is incorporated to provide the trainees with the opportunity to practice applying newly learned skills (technical as well as non-technical) in situations involving dangerous goods within their area of responsibility. In terms of non-technical skills the participants will have the opportunity to develop and enhance skills such as but not limited to:

- communication
- situation awareness
- problem solving & decision making
- workload management etc..

Aim of the course:

- This course is designed to train cabin crew on knowledge and skills to handle dangerous on board and discharge their responsibilities during normal operations, abnormal and emergency situations according to the associated procedures.
- The training enables the trainee to develop skills and competencies required to fulfil their tasks in the operational environment.
- All participants undergo relevant exam to demonstrate that they have attained the level of knowledge required to operate according to the laid down procedures.
- Practical sessions integrated into the initial training of the cabin crew enables the trainees to apply knowledge & learned skills to demonstrate their competencies in this field through group exercises incorporating a facilitated team task analysis.

Pre-entry requirements:

- Has passed any applicable selection process to join as a cabin crew
- Is mentally and physically fit to attend the course and accomplish the relevant theoretical contents and practical exercises.

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Syllabus and Lessonplan: Cabin Crew Initial Training

Overview and Summary:

Subjects:	Cabin Crew Initial Training Dangerous Goods
Phases:	4 Phases
Tests:	ILIAS DG
Duration:	Total duration 6.5 hrs Practical training 1 hours (simulation exercises, hands on training etc.) Self-study WBT/CBT (as applicable) Knowledge Check WBT/CBT (0.5 hrs)
Trainer:	DG Instructors and Assessors (outsourced to LAT)
Record of attendance:	MINT sign-off function, Ilias

Phase	Course content and subjects	Training type / Methodology	Time
1	**Training element: Understanding the Basics of Dangerous Goods** • Training Objectives: ◦ understand the definition and characteristics of dangerous goods ◦ identify related legislation and documents cabin crew members should be familiar with and refer to ◦ understand the general philosophy and gain a general awareness of the risks associated with the transportation of dangerous goods by air ◦ appreciate the associated procedures laid down for carriage of dangerous goods to enable their safe transportation ◦ ability to identify items and determine if they meet the criteria of dangerous goods ◦ understand how dangerous goods are safely transported by air	**Phases 1 - 3:** Instruction/ Facilitation Scenario based training/ practical training Group discussion Team task analysis Knowledge check	**All Phases:** 06:30

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Phase	Course content and subjects	Training type / Methodology	Time
	◦ acknowledge the role and contribution of cabin crew members to the safe transportation of dangerous goods in the cabin ◦ be aware of the impact of State and operator variation ◦ be able to identify associated handling labels, hazard labels, additional labels, and storage labels etc. and appreciate the importance of recognising such classification and packaging ◦ Understand the classification of dangerous goods and identify the applicable limitations ◦ Appreciate the importance of basic emergency response and be able to apply associated emergency procedures. • Scope: This training element is designed to enable the trainees to acquire the necessary knowledge on the basics of dangerous goods in air operations in order to develop the necessary skills required for the role and responsibility of cabin crew members. Examples of the training elements are, but not limited to: ◦ Dangerous goods applicability ▪ Understand the definition ▪ Recognise the legal framework (global, national) ▪ Identify the application and scope ▪ Differentiate hazard and risk ◦ Understanding the general limitations ▪ Develop a sense of forbidden dangerous goods ▪ Recognise the potential hidden dangerous goods ▪ Familiarise with passenger's provisions ◦ Identifying roles and responsibilities		

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Phase	Course content and subjects	Training type / Methodology	Time
	▪ Clarify the individual and collective role of the supply chain stakeholders ▪ Understand the passengers responsibilities ▪ Recognise the impact of State & operator variations ◦ Understanding the importance of classification & packaging ▪ Identify the general information about classes, divisions ◦ Understanding hazard communication ▪ Recognise the basic marking requirements ▪ Recognise the basic labelling requirements ▪ Identify the required documentation for DG shipments ◦ Familiarising with basic emergency response ▪ Create awareness about general emergency procedures ▪ Under the employer's emergency response requirements.		
2	**Training element: Accepting Passenger and Crew Baggage & Transporting Cargo/Baggage** • Training Objectives: ◦ gain knowledge and develop skills associated with procedures involving carriage of dangerous goods in the cabin by crew members and passengers ◦ identify information which are presented to passengers concerning carriage of dangerous goods on board ◦ gain knowledge and develop skills to manage dangerous goods while applying the associated procedures		

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Phase	Course content and subjects	Training type / Methodology	Time
	◦ appreciate the importance of being vigilant to detect forbidden and hidden dangerous goods ◦ develop skills to deal with dangerous goods incidents on board and apply the respective procedures while effectively communicating and coordinating the actions with other crew members ◦ recognise the importance of effective communication when coordinating issues with dangerous goods. • Scope: This training element is designed to enable the trainees to acquire the necessary knowledge on the applicable regulations and procedures concerning the transportation of dangerous goods in the cabin and hence the associated procedures. This enables the cabin crew to develop the necessary skills they require to properly deal with situations involving acceptance of passenger baggage. Furthermore the trainee will appreciate the importance to adherence to provisions laid down for crew members also. Examples of the training contents are, but not limited to: ◦ Accept baggage ▪ Apply laid down requirements ▪ Verify passenger baggage requirements ◦ Transporting cargo/baggage ▪ Manage dangerous goods pre and during flight ▪ Address dangerous goods not permitted in baggage ▪ Apply procedures in the event of an emergency ◦ Examples of scenario based training & problem solving exercises (practical/ hands-on exercise) are, but not limited to:		

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Phase	Course content and subjects	Training type / Methodology	Time
	▪ handling events involving dangerous goods identified for carriage as baggage ▪ deal with an occurrence/ incident/ accident involving DG on board or in the vicinity of the aircraft on ground requiring coordinated actions between flight crew and cabin crew incl. items such as but not limited to: ▪ handling spillages, ▪ fire-fighting actions associated with dangerous goods occurrences, ▪ protection of the passengers etc.		
3	**Training element: Collecting Safety Data** • Session Objectives: ◦ understand situations which require reporting and identify the relevant information to include into the report ◦ appreciate the importance of reporting and informing the respective departments and organisations etc. in the event of a dangerous goods occurrence related to the flight as per laid down procedures. • Scope: ◦ Collecting safety data ▪ Report dangerous goods accidents ▪ Report dangerous goods incidents ▪ Report undeclared/mis-declared dangerous goods ▪ Report dangerous goods occurrences ◦ This training element provides knowledge and develop skills by enabling the trainees to apply such knowledge and		

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Phase	Course content and subjects	Training type / Methodology	Time
	skills through exercises related to their area of responsibility in reporting. ◦ Exercises involving reporting processes provide the trainees with the opportunity to practice applying learned skills for reporting situations involving dangerous goods within their area of responsibility, such as but not limited to: ▪ Distinguish between relevant and non-relevant information for reports ▪ Practice reporting ▪ Familiarisation of the operator's reporting system etc.		
4	**Training element: Knowledge Check** • Session Objectives: ◦ Demonstrate level of understanding on dangerous goods regulations, associated procedures as relevant to the job function of the trainee. • Scope: ◦ A multiple choice exam on the knowledge required for the specific job function contained within the modules is accomplished through the web based system where the candidate would require a pass mark of at least 80%. ◦ If the candidate does not achieve the required pass mark, the failure policy of the operator/ organisation will apply.	Multiple choice	

Note: Cabin Crew Initial Dangerous Goods Training is outsourced to LAT.

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2.3.2.3.2.3 Instructors and Assessors for Initial Training

Instructors and Assessors receive dangerous goods training relevant to the group of personnel they are allocated to train and/or assess. To be able to apply the principles of CBTA trainers and assessors receive respective training on applying CBTA into the training and assessment of dangerous goods.

2.3.2.3.3 Recurrent Training for Transportation of DG

Edelweiss ensures that all staff who require dangerous goods training receive recurrent training at intervals of no longer than 2 years.

If the recurrent training is undertaken within the last 3 calendar months of the validity period, the new validity period should be counted from the original expiry date. If the recurrent training takes place before the last 3 months of the validity period a new expiry date will be issued.

DG Recurrent Training for all EDW personnel takes place during their respective recurrent training via WBT in a self-learning context and a practical simulated exercise for flight crew and cabin crew.

2.3.2.3.3.1 Instructors and Assessors for Initial and Recurrent Training

Instructors and assessors receive dangerous goods training relevant to the group of personnel they are allocated to train and/or assess. To be able to apply the principles of CBTA, trainers and assessors receive respective training on applying CBTA into the training and assessment of dangerous goods.

The Edelweiss internal trainers for DG CBTA are qualified as Crew Safety Trainers and have the necessary skills to train and assess technical and non-technical knowledge and skills. Within their standardisation training Edelweiss internal trainers will all receive appropriate DG CBTA training.

DG Instructors and Assessors are managed in the Edelweiss MINT System.

Legal Basis: Ordinance on Air Transport (SR 748.411), Art. 16c

For further information refer to OM D DG CBTA Trainer.

2.3.2.3.3.2 Syllabus and Lessonplan: Flight Crew and FOO Recurrent Dangerous Goods Training

Note: According to the Edelweiss' training needs analysis, the subject areas to be trained for flight crew and FOO are similar according to their respective responsibilities, so that the Edelweiss FOO receive the same training as Edelweiss Flight Crew.

General:

Target group:
For flight crew required to renew their DG recency.

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General:

Course description:

The course is delivered through a computer-based training (CBT) that allows asynchronous self-study from a distant location or synchronous self-study at a single location. The CBT is enhanced and incorporates a higher level of interaction of the trainee.

The aim of this training programme is to train and check flight crew members to proficiency in order to handle dangerous goods on board and coordinate all normal and emergency procedures as laid down in the operator's manual. It is designed for the operator´s flight crew to renew their dangerous goods recency and rehearse their competencies in this particular field. The training covers the relevant training elements specific to the job function of a flight crew member as assigned by the operator.

Since the flight crew members allocated to this course are current in terms of dangerous goods proficiency, the training elements are based on previously acquired training in this field and are designed to rehearse and enhance existing skills in this area of their responsibilities. Furthermore, this training does not only cover the technical aspect of dangerous goods knowledge but enables the development of those competencies that are required to successfully accomplish the allocated tasks to handle dangerous goods in normal and abnormal situations.

Note: the duration of the sessions in the training programme are presented in net hours without any break. However, within the principles of Competency Based Training and Assessment, the aim is to train the trainees to proficiency and the time needed by the individual trainees might differ according to their ability and competence to successfully accomplish the training elements, tasks, knowledge checks and development of skills within the WBT.

Aim of the course:

- This course is designed to refresh flight crew knowledge and skills to handle dangerous goods on board and discharge their responsibilities during normal operations, abnormal and emergency situations according to the operator´s procedure.
- The training enables a high trainee engagement to develop skills and competencies required to fulfil their tasks in the operational environment.
- All participants undergo relevant exam to demonstrate that they have attained the level of knowledge required to operate according to the operator's procedures.
- A practical session integrated into the annual recurrent training of the flight crew enables the trainees to apply knowledge & learned skills to demonstrate their competencies in this field through a group exercise incorporating a facilitated team task analysis.

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Pre-entry requirements:

- Is within the validity of 24 months of their last dangerous goods training
- Would need to be scheduled for the practical part within the validity period.

Syllabus and Lessonplan: Flight Crew and FOO Recurrent Training

Overview and Summary:

Subjects:	Flight Crew and FOO Recurrent Training Dangerous Goods
Phases:	5 Phases
Tests:	ILIAS DG
Duration:	Total duration 2.5 hrs Practical training 0.5 hours (cabin training devices, simulation exercises etc.) Self-study WBT/CBT (1.5 hrs) Knowledge Check WBT/CBT (0.5 hrs)
Trainer:	WBT self-study + DG Instructor and Assessor for practical training phase
Record of attendance:	MINT sign-off function, Ilias

Phase	Course content and subjects	Training type / Methodology	Time
1	**Understanding the Basics of Dangerous Goods** • Training Objectives: ◦ Understand and appreciate the importance of the applicable regulations; ◦ be able to identify dangerous goods, interpret relevant labelling and associated hazards and risks; ◦ understand the applicable restrictions; ◦ gain knowledge on the applicable limitations to enable the safe transportation of DG; ◦ be able to identify hidden and undeclared DG; ◦ be familiarised with special provisions for DG carried by passengers or crew;	WBT	00:40

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Phase	Course content and subjects	Training type / Methodology	Time
	◦ understand exceptions applicable for DG owned by the operator; ◦ be able to identify the roles & responsibilities of those involved in the transportation chain of DG; ◦ gain an awareness about general emergency procedures; ◦ be able to apply the procedures. • Scope: ◦ Within the concept of CBTA, Module 1 deals with the following areas as deemed necessary for the respective cycle of the recurrent training, based on the training analysis carried out through continuous assessment of performance: ▪ Dangerous Goods applicability; and/or ▪ Understanding the general limitations; and/ or ▪ Identifying roles and responsibilities; and /or ▪ Understanding the importance of classification and packaging; and/ or ▪ Understanding hazard communication; and/ or ▪ Familiarising with basic emergency response etc. ◦ This module refreshes knowledge already acquired through previous training. After a review of knowledge, the trainees are required to apply such knowledge by carrying out some problem solving through incorporated knowledge and skills exercises associated with their area of responsibility. ◦ Examples of such problem solving exercises are, but not limited to: ▪ identify a piece of DG item and the associated risks as per allocated		

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Phase	Course content and subjects	Training type / Methodology	Time
	classes, interpret the marking and labelling etc.; and /or ▪ making a decision about an identified DG and use the Table 2.3 A to decide upon course of actions; and/ or ▪ deal with a hidden DG ; and/or ▪ demonstrate awareness of general emergency procedures and the airline's emergency response requirements etc.		
2	**Transporting Cargo/Baggage** • Training Objectives: ◦ to appreciate the importance of being able to identify and handle dangerous goods permitted and not permitted in baggage ◦ be able to interpret the NOTOC and extract relevant information for decision making ◦ demonstrate ability in applying skills and making decisions in handling dangerous goods during normal and abnormal situations as an individual flight crew member and as part of a team ◦ be able to apply associated skills and procedures as required in case of an emergency in the hold or cabin ◦ to appreciate the coordination with the other crew members and consult the ICAO ERG to determine respective handling information and be able to take appropriate course of actions in the event of an emergency ◦ be able to communicate relevant information to flight operations/ flight dispatch/ air traffic control in the event of an emergency	WBT	00:50

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Phase	Course content and subjects	Training type / Methodology	Time
	◦ to be able to coordinate with the emergency services relevant course of actions for dangerous goods being carried as per NOTOC or dangerous goods causing an issue on board, in case of an emergency. • Scope: ◦ Within the concept of CBTA, Module 2 deals with the following areas as deemed necessary for the respective cycle of the recurrent training, based on the training analysis carried out through continuous assessment of performance: ▪ Manage dangerous goods pre and during flight incl.: ▪ identification of dangerous goods permitted and not permitted in passenger baggage ▪ apply operator requirements and normal handling procedures ▪ interpretation of NOTOC ▪ apply procedures in the event of an emergency ▪ coordination with crew members and ground staff as applicable ▪ informing of flight operations officer/flight dispatcher/air traffic control in the event of an emergency ▪ informing of emergency services of dangerous goods in case of an emergency. ◦ This module refreshes knowledge and skills already acquired through previous training by enabling the trainees to apply such knowledge and skills through scenario based training & problem solving exercises related to their area of responsibility.		

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Phase	Course content and subjects	Training type / Methodology	Time
	◦ Scenario based training elements provide the trainees with the opportunity to practice applying learned skills (technical as well as non-technical) in situations involving dangerous goods within their area of responsibility. In terms of non-technical skills the participants will have the opportunity to rehearse and enhance skills such as but not limited to: ▪ communication, ▪ situation awareness, ▪ problem solving & decision making ▪ workload management etc. ◦ Examples of such scenario based training & problem solving exercises are, but not limited to: ▪ handling events involving dangerous goods identified for carriage as baggage; ▪ deal with an occurrence/ incident/ accident involving DG on board or in the vicinity of the aircraft on ground requiring coordinated actions between flight crew, cabin crew and other personnel incl. items such as but not limited to: ▪ application of procedures ▪ applying emergency response drills as laid down by the regulations, ▪ handling spillages, ▪ fire-fighting actions associated with dangerous goods occurrences, ▪ protection of the passengers etc. ▪ interpreting NOTOC and extracting relevant information etc.		
3	**Collecting Safety Data**	WBT	00:10

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Phase	Course content and subjects	Training type / Methodology	Time
	• Training Objectives: ◦ Demonstrate understanding on situations which require reporting and identify the relevant information to include into the report ◦ • appreciate the importance of reporting and informing the respective departments and organisations etc. in the event of a dangerous goods occurrence related to the flight as per laid down procedures. • Scope: ◦ Within the concept of CBTA, Module 3 deals with the following areas as deemed necessary for the respective cycle of the recurrent training, based on the training analysis carried out through continuous assessment of performance: ▪ Reporting of dangerous goods accidents ▪ Reporting of dangerous goods incidents ▪ Reporting of undeclared/ mis-declared dangerous goods ▪ Reporting of dangerous goods occurrences. ◦ This module refreshes knowledge and skills already acquired through previous training by enabling the trainees to rehearse and demonstrate such knowledge and skills through exercises related to their area of responsibility in reporting. ◦ Exercises involving reporting processes provide the trainees with the opportunity to practice applying learned skills for reporting situations involving dangerous goods within their area of responsibility, such as but not limited to:		

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Phase	Course content and subjects	Training type / Methodology	Time
	▪ Distinguish between relevant and non-relevant information for reports, ▪ Consult applicable documentation/ available information to extract relevant contents for the reports, ▪ Practice reporting, ▪ Familiarisation of the operator's reporting system etc.		
4	**Knowledge Check** • Training Objectives: ◦ Demonstrate level of understanding on dangerous goods regulations, associated procedures as relevant to the job function of the trainee. • Scope: ◦ A multiple choice exam on the knowledge required for the specific job function contained within the modules is accomplished through the web based system where the candidate would require a pass mark of at least 80%. ◦ If the candidate does not achieve the required pass mark, the failure policy of the operator/ organisation will apply.	Multiple choice exam	00:30
5	**Practical Exercise** • Training Objectives: ◦ Demonstrate ability and competencies to apply learned skills into a scenario based exercise ◦ Demonstrate ability to reflect on own and group performance regarding the application of skills and required competencies through team exercise , group discussion and task analysis.	Classroom or CEET	00:30

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Phase	Course content and subjects	Training type / Methodology	Time
	• Scope: ◦ A practical team exercise on handling a situation dealing with dangerous goods associated with a flight crew member field of responsibility is accomplished within an area representative to that of their working environment. ◦ An adapted competency framework with the relevant observable behaviours, tailored to handling of dangerous goods, is used to assess the performance of the team performing the exercise. After completion of the exercise a group discussion with those who performed the exercise as well as others attending as observers is facilitated by the trainer/ assessor to enable the trainees to reflect upon expected individual and team performance to successfully handle such a situation in real life.		

2.3.2.3.3.3 Syllabus and Lessonplan: Cabin Crew Recurrent Dangerous Goods Training

General:

Target group:
For cabin crew required to renew their DG recency.

Course description:
The course is delivered through a computer-based training (CBT) that allows asynchronous self-study from a distant location or synchronous self-study at a single location. The CBT is enhanced and incorporates a higher level of interaction of the trainee.

The aim of this training programme is to train and check cabin crew members to proficiency in order to handle dangerous goods on board and coordinate all normal and emergency procedures as laid down in the operator's manual. It is designed for the operator´s cabin crew to renew their dangerous goods recency and rehearse their competencies in this particular field. The training covers the relevant training elements specific to the job function of a cabin crew member as assigned by the operator.

Since the cabin crew members allocated to this course are current in terms of dangerous goods proficiency, the training elements are based on previously acquired training in this

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General:

field and are designed to rehearse and enhance existing skills in this area of their responsibilities. Furthermore, this training does not only cover the technical aspect of dangerous goods knowledge but enables the development of those competencies that are required to successfully accomplish the allocated tasks to handle dangerous goods in normal and abnormal situations.

Note: The duration of the sessions in the training programme are presented in net hours without any break. However, within the principles of Competency Based Training and Assessment, the aim is to train the trainees to proficiency and the time needed by the individual trainees might differ according to their ability and competence to successfully accomplish the training elements, tasks, knowledge checks and development of skills within the WBT.

Aim of the course:

- This course is designed to refresh cabin crew knowledge and skills to handle dangerous goods on board and discharge their responsibilities during normal operations, abnormal and emergency situations according to the operator´s procedure.
- The training enables a high trainee engagement to develop skills and competencies required to fulfil their tasks in the operational environment.
- All participants undergo relevant exam to demonstrate that they have attained the level of knowledge required to operate according to the operator's procedures.
- A practical session integrated into the annual recurrent training of the cabin crew enables the trainees to apply knowledge & learned skills to demonstrate their competencies in this field through a group exercise incorporating a facilitated team task analysis.

Pre-entry requirements:

- Is within the validity of 24 months of their last dangerous goods training.
- Would need to be scheduled for the practical part within the validity period.

Syllabus and Lessonplan: Cabin Crew Recurrent Training

Overview and Summary:

Subjects:	Cabin Crew Recurrent Training Dangerous Goods
Phases:	5 Phases
Tests:	ILIAS DG

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Duration:	Total duration 2.5 hrs Practical training 0.5 hours (cabin training devices, simulation exercises etc.) Self-study WBT/CBT (1.5 hrs) Knowledge Check WBT/CBT (0.5 hrs)
Trainer:	WBT self-study + DG Instructor and Assessor for practical training phase
Record of attendance:	MINT sign-off function, Ilias

Phase	Course content and subjects	Training type / Methodology	Time
1	**Understanding the Basics of Dangerous Goods** • Training Objectives: ◦ understand and appreciate the importance of the applicable regulations ◦ be able to identify dangerous goods, interpret relevant labelling and associated hazards and risks ◦ understand the applicable restrictions ◦ gain knowledge on the applicable limitations to enable the safe transportation of DG ◦ be able to identify hidden and undeclared DG ◦ be familiarised with special provisions for DG carried by passengers or crew ◦ understand exceptions applicable for DG owned by the operator; ◦ be able to identify the roles & responsibilities of those involved in the transportation chain of DG ◦ gain an awareness about general emergency procedures ◦ be able to apply the procedures. • Scope: ◦ Within the concept of CBTA, Module 1 deals with the following areas as deemed necessary for the respective cycle of the recurrent training, based on the	WBT	00:40

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Phase	Course content and subjects	Training type / Methodology	Time
	training analysis carried out through continuous assessment of performance: ▪ Dangerous Goods applicability; and/or ▪ Understanding the general limitations; and/ or ▪ Identifying roles and responsibilities; and /or ▪ Understanding the importance of classification and packaging; and/ or ▪ Understanding hazard communication; and/ or ▪ Familiarising with basic emergency response etc. ◦ This module refreshes knowledge already acquired through previous training. After a review of knowledge, the trainees are required to apply such knowledge by carrying out some problem solving through incorporated knowledge and skills exercises associated with their area of responsibility. ◦ Examples of such problem solving exercises are, but not limited to: ▪ identify a piece of DG item and the associated risks as per allocated classes, interpret the marking and labelling etc.; and /or ▪ making a decision about an identified DG and use the Table 2.3 A to decide upon course of actions; and/ or ▪ deal with a hidden DG ; and/or ▪ demonstrate awareness of general emergency procedures and the airline's emergency response requirements etc.		
2	**Accepting Passenger and Crew Baggage & Transporting Cargo/Baggage**	WBT	00:50

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Phase	Course content and subjects	Training type / Methodology	Time
	• Training Objectives: ◦ to appreciate the importance of being able to identify and handle dangerous goods permitted and not permitted in baggage ◦ demonstrate ability in applying skills and making decisions in handling dangerous goods during normal and abnormal situations as an individual cabin crew member and as part of a team ◦ be able to apply associated skills and procedures as required in case of an emergency in the hold or cabin ◦ to appreciate the coordination with the flight crew to consult the ICAO ERG to determine respective handling information and be able to take appropriate course of actions in the event of an emergency. • Scope: ◦ Within the concept of CBTA, Module 2 deals with the following areas as deemed necessary for the respective cycle of the recurrent training, based on the training analysis carried out through continuous assessment of performance: ▪ Manage dangerous goods pre and during flight incl.: ▪ identification of dangerous goods permitted and not permitted in passenger baggage ▪ apply operator requirements and normal handling procedures ▪ apply procedures in the event of an emergency ▪ coordination with crew members and ground staff as applicable. ◦ This module refreshes knowledge and skills already acquired through previous		

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Phase	Course content and subjects	Training type / Methodology	Time
	training by enabling the trainees to apply such knowledge and skills through scenario based training & problem solving exercises related to their area of responsibility. ◦ Scenario based training elements provide the trainees with the opportunity to practice applying learned skills (technical as well as non-technical) in situations involving dangerous goods within their area of responsibility. In terms of non-technical skills the participants will have the opportunity to rehearse and enhance skills such as but not limited to: ▪ communication, ▪ situation awareness, ▪ problem solving & decision making ▪ workload management etc. ◦ Examples of such scenario based training & problem solving exercises are, but not limited to: ▪ handling events involving dangerous goods identified for carriage as baggage; ▪ deal with an occurrence/ incident/ accident involving DG on board or in the vicinity of the aircraft on ground requiring coordinated actions between flight crew and cabin crew incl. items such as but not limited to: ▪ handling spillages, ▪ fire-fighting actions associated with dangerous goods occurrences, ▪ protection of the passengers etc.		
3	**Collecting Safety Data**	WBT	00:10

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Phase	Course content and subjects	Training type / Methodology	Time
	• Training Objectives: ◦ Demonstrate understanding on situations which require reporting and identify the relevant information to include into the report ◦ appreciate the importance of reporting and informing the respective departments and organisations etc. in the event of a dangerous goods occurrence related to the flight as per laid down procedures. • Scope: ◦ Within the concept of CBTA, Module 3 deals with the following areas as deemed necessary for the respective cycle of the recurrent training, based on the training analysis carried out through continuous assessment of performance: ▪ Reporting of dangerous goods accidents ▪ Reporting of dangerous goods incidents ▪ Reporting of undeclared/ mis-declared dangerous goods ▪ Reporting of dangerous goods occurrences ◦ This module refreshes knowledge and skills already acquired through previous training by enabling the trainees to rehearse and demonstrate such knowledge and skills through exercises related to their area of responsibility in reporting. ◦ Exercises involving reporting processes provide the trainees with the opportunity to practice applying learned skills for reporting situations involving dangerous goods within their area of responsibility, such as but not limited to:		

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Phase	Course content and subjects	Training type / Methodology	Time
	▪ Distinguish between relevant and non-relevant information for reports, ▪ Practice reporting, ▪ Familiarisation of the operator's reporting system etc.		
4	**Knowledge Check** • Session Objectives: ◦ Demonstrate level of understanding on dangerous goods regulations, associated procedures as relevant to the job function of the trainee. • Scope: ◦ A multiple choice exam on the knowledge required for the specific job function contained within the modules is accomplished through the web based system where the candidate would require a pass mark of at least 80%. ◦ If the candidate does not achieve the required pass mark, the failure policy of the operator/ organisation will apply.	Multiple choice exam	00:30
5	**Practical Exercise** • Training Objectives: ◦ Demonstrate ability and competencies to apply learned skills into a scenario based exercise ◦ Demonstrate ability to reflect on own and group performance regarding the application of skills and required competencies through team exercise , group discussion and task analysis. • Scope: ◦ A practical team exercise on handling a situation dealing with dangerous goods	Classroom or CEET	00:30

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Phase	Course content and subjects	Training type / Methodology	Time
	associated with a cabin crew member field of responsibility is accomplished within an area representative to that of the working environment of the cabin crew. ◦ An adapted competency framework with the relevant observable behaviours, tailored to handling of dangerous goods, is used to assess the performance of the team performing the exercise. After completion of the exercise a group discussion with those who performed the exercise as well as others attending as observers is facilitated by the trainer/ assessor to enable the trainees to reflect upon expected individual and team performance to successfully handle such a situation in real life.		

2.3.2.4 Assessment Plan

The Edelweiss assessment plan provides the process and tools for gathering valid and reliable evidence at different stages during training.

2.3.2.4.1 Assessment Type

During training, all Edelweiss trainees are faced with situations/tasks to enable development and application of skills, knowledge and attitudes. This part is a non-recorded assessment but enables the trainee to identify strengths and weaknesses for respective performance improvement.

After training, all trainees receive a DG knowledge check to assess their understanding of the respective contents and applicable skills as relevant to their responsibilities and duties.

This assessment of knowledge is accomplished through a multiple-choice quiz.

Furthermore, a team task analysis in the form of a practical exercise or scenario-based training, is carried out to enable the trainees to undergo a situation dealing with dangerous goods and discuss the applied skills and competencies with all the participants using a lesson learned methodology.

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2.3.2.4.2 Assessment Scheduling

Assessments are scheduled during different phases of training:

Initial training

During the initial training a continuous assessment of the progress of the trainees is identified through allocated tasks, e.g. dealing with a situation involving dangerous goods where feedback will be provided. A one-time final assessment, in the form of a knowledge check is to be accomplished and recorded at the end of the initial training in the Edelweiss ILIAS and MINT System.

Recurrent training

During the recurrent training a continuous assessment of the progress of the trainees is provided in the self-study web base training through allocated tasks, e.g. dealing with a situation involving dangerous goods where interactive feedback will be provided by the WBT system. A one-time final assessment, in the form of a knowledge check is to be accomplished and recorded at the end of the initial training in the Edelweiss ILIAS and MINT System.

In addition, a practical group exercise is used to discuss competency learned and applied using the competency-based framework.

2.3.2.4.3 Assessment Procedure

Initial training

An assessment of knowledge and skills is incorporated into the different sessions and the trainees will coached accordingly.

A separate module with a knowledge check and a pass mark of 80% is to be accomplished at the end of the training to determine the successful accomplishment of this initial training. If the 80% has not been reached the trainee will have to repeat the second knowledge check and achieve the pass mark of 80%. If the trainee fails a second time the progress of the trainee will be analysed by the Edelweiss CTKI before further decisions are taken.

Recurrent training

During the recurrent self-study training a self-assessment of knowledge and skills is incorporated into the different sessions of the web-based training to provide the trainees with respective feedback on their course of actions when accomplishing tasks.

A separate module with a knowledge check and a pass mark of 80% is to be accomplished at the end of the web-based training to determine the successful accomplishment of this recurrent training. If the 80% has not been reached the trainee will have to repeat the second knowledge check and achieve the pass mark of 80%. If the

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trainee fails a second time the progress of the trainee will be analysed by the Edelweiss CTKI before further decisions are taken.

2.3.2.4.4 Assessors

Assessors are used to monitor and assess the performance of trainees in a face to face training context. They are qualified and trained personnel in the field of CBTA and dangerous goods with special focus on assessing competencies of trainees using an established competency framework.

2.3.2.5 Continuous Assessment Plan/Evaluation of Effectiveness of Training and Assessment Programme

2.3.2.5.1 Continuous Assessment Procedure and Types

A continuous assessment takes place through the following:

- Feedback from trainees/employees through reports and performance analysis/de-briefing
- Feedback from instructors and assessors on performance of trainees, course contents, deficiencies etc.
- Feedbacks from audits carried out by internal and external auditors
- Feedback through monitoring of dangerous goods handling throughout the organization etc.
- Every year between the DG CBTA Trainings, the whole situation on handling dangerous goods is monitored by the Reporting System IQSMS. Any observations which require attention of the crew members will be published as information and the associated training elements will be discussed in other training as applicable.
- DG CBTA within 24 months to strengthen knowledge and skills on DG handling as well as integration of DG awareness into other training as applicable/ possible.

2.3.2.5.2 Continuous Assessment Process

The continuous assessment is embedded into the SMS process of Edelweiss to acquire the necessary feedback through monitoring to enable appropriate analysis followed by corrective actions as required.

2.3.2.5.3 Assessors

Appropriate standardisation of the assessors takes place at a defined interval of 2 years to ensure adequate level of calibrated judgment and a high degree of inter-rater reliability. Should the SMS detect any measures required for assessors, before the 24 months interval, this will be implemented accordingly.

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2.3.2.6 Training Records

Edelweiss maintains a record of training and assessment in the ILIAS and MINT systems. The training and assessment records are retained for a minimum period of 36 months in the system.

The training record includes:

- The individual's name
- The month of completion of the most recent training and assessment
- The validity of the qualification
- A description, copy or reference to training and assessment materials used
- The competencies that have been acquired
- The identification of instructors and assessors
- Evidence, which shows that the personnel have been assessed as competent.

2.3.3 Fatigue Risk Management Training (FRM)

Requirements

For an FRM to be effective, all personnel who contributes to FRM safety performance need to have appropriate training.

Edelweiss provides initial and recurrent fatigue management training for the following target group:

- crew members (cabin crew members, flight crew members)
- personnel responsible for preparation and maintenance of crew rosters (crew schedulers, dispatchers)
- management personnel concerned[1] (operational decision-makers, all members of the FSAG and personnel involved in overall operational risk assessment and resource allocation, senior management, in particular the executive accountable for the FRM and senior leadership in any department managing operations within the FRM.[2]

FRM training should ensure that all involved personnel are trained to undertake their responsibilities in the FRM. Standards for initial and recurrent training are specified in the FRM documentation.[2]

The content of training programs should be adapted according to the knowledge and skills required for each group to play their part effectively in the FRM. All groups require basic education about the dynamics of sleep loss and recovery, the effects of the daily cycle of the circadian body clock, the influence of workload, and the ways in which these factors interact with operational demands to produce fatigue.[3]

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Training Programme

This training follows a programme established by Edelweiss and is described in the operation manual. The training syllabus shall cover the possible causes and effects of fatigue and fatigue countermeasure.[4]

These training packages draw on fatigue-related safety data and scientific research. Each package includes a self-study Web Based Training (WBT) that lasts 60 minutes.

1. WBT- FRM Initial Training for Crew Members
2. WBT- FRM Initial Training Crew Scheduling & Ground Ops
3. WBT- FRM Initial Training for Crew Members WBT – FRM Initial Training for Senior Management and FSAG Members
4. WBT- FRM Reccurent Training for Crew Members
5. WBT- FRM Reccurent Training Crew Scheduling & Ground Ops
6. WBT- FRM Reccurent Training for Senior Management and FSAG Members

The trainings mentioned above are designed, realised and coducted in close cooperation with FSAG.

1. ORO.FT 250 (a)
2. ICAO FRMS Implementation Guide 6.2.1
3. ICAO FRMS Implementation Guide 6.2.2
4. ORO.FTL 250 (b)

a. Initial Training[3] for FRM

Subject	Initial training of crew members	Initial training of crew scheduling	Initial training of senior management & FSAG
An overall understanding of Crew Member fatigue and the safety risk that it represents to the organization.			X
An overview of the FRM structure and how it works in Edelweiss organization,	X	X	X
including the concepts of shared responsibility and effective reporting culture,		X	X

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Subject	Initial training of crew members	Initial training of crew scheduling	Initial training of senior management & FSAG
and the role of the FSAG.			X
Understanding the responsibility as a crew member and those of the operator in the FRM, as well as the responsibility in ensuring adequate rest and fitness for flight duty.[1]	X		
The responsibilities and accountabilities of different stakeholders in the FRM, including themselves.			X
The importance of accurate fatigue data (both subjective and objective). Where applicable, the effects of long range operations and heavy short range schedules on individuals.[2]	X		
Causes and consequences of fatigue in the operations in which they work Including the effect of fatigue on performance.[3] Including the effect of operating through and within multiple time zones.[4]	X		
A robust understanding of how scheduling affects sleep opportunities and can disrupt the circadian biological clock cycle, the fatigue risk that this creates and how it can be mitigated through scheduling.		X	
Comprehensive training in the use and limitations of any scheduling tools and bio-mathematical models or other algorithms that may be used to predict the levels of crew member fatigue across schedules and rosters.		X	

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Subject	Initial training of crew members	Initial training of crew scheduling	Initial training of senior management & FSAG
Their role in the FRM in relation to fatigue hazard identification and risk assessment.		X	
Processes and procedures for assessing the potential fatigue impact of planned scheduling changes, and for ensuring that the FSAG is engaged early in the planning of changes with significant potential to increase fatigue risk.		X	
Processes and procedures for implementing scheduling changes recommended by the FASG.		X	
An overview of the types of fatigue mitigation strategies and FRM safety assurance metrics used by the organization.			X
Linkages between the FRM and other parts of the operator's safety management system.			X
Linkages between the FRM and other parts of the organization, for example the scheduling department, flight operations medical department, etc.			X
Regulatory requirements for the FRM			X
How to identify fatigue in themselves and others	X	X	X
Personal strategies that they can use to improve their sleep at home and to minimize their own fatigue risk, and that of others, while they are on duty, including fatigue countermeasures.[5]	X	X	X
Basic information: the influence of lifestyle, including nutrition, exercise, and family life, on fatigue[6]	X	X	X

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Subject	Initial training of crew members	Initial training of crew scheduling	Initial training of senior management & FSAG
the basics of fatigue including sleep fundamentals and the effects of disturbing the circadian rhythms.[7] the causes of fatigue, including medical conditions that may lead to fatigue.[8] on sleep disorders and their treatment, where to seek help if needed and their possible treatments, and any requirements relating to fitness to fly.[9]			
FRM processes in which they play a vital role, particularly in the use of fatigue reporting systems and implementing mitigations	X		
EASA FTL Regulations. Applicable regulatory requirements for flight, duty and rest.[10]	X	X	X

1. AMC1 ORO.FTL.250 (j)
2. AMC1 ORO.FTL.250 (h)
3. AMC1 ORO.FTL.250 (d)
4. AMC1 ORO.FTL.250 (i)
5. AMC1 ORO.FTL.250 (e)
6. AMC1 ORO.FTL.250 (f)
7. AMC1 ORO.FTL.250 (b)
8. AMC1 ORO.FTL.250 (c)
9. AMC1 ORO.FTL.250 (g)
10. AMC 1 ORO.FTL.250 (a)

b. Fatigue Risk Management Recurrent Training

Edelweiss ensures that all staff who requires FRM training receives FRM recurrent training at intervals of 3 years. The nature of FRM recurrent training needs to be

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decided by the Fatigue Safety Action Group (FSAG), in consultation with professional trainers (internal or external to the operator) as needed.

For possible FRM recurrent training subjects refer to table "Initial Training" above.

c. Tests / Records

The WBTs mentioned above are didactically structured in such a way that the learning content is regularly tested within the module to verify understanding of the responsibilities of the participants. The LMS (Learning Management System) tracks the learning progress of the participants and guarantees an exact indication of the time spent.

2.3.4 Management System Training

2.3.4.1 General requirements

The Management System Training is an integral part of the Edelweiss's training programme as required by the relevant requirements and standards for all functions. All Edelweiss employees must undergo a Management System Training as described in the OMM. The Training consists of classroom instruction and/or self-study via media (newsletter, flight safety magazines, power point, e-learning, etc.) and is specified in the respective syllabus and lesson plans according to Document 49 (Part of the OMM). The Safety Management System is part of the Management System Training.

The Safety Manager and Compliance Monitoring Manager provides/plans the elements (content) for all trainings regarding the Management System. The Head of Training ensures, that there is a Management System Training available and that it meets acceptable standards.

Course Overview

Subject	Location	Interval	Tracking
Basic Training	WBT and/or Class-room	Initial	Mint
Advanced Training	WBT and/or Class-room	Initial	Mint
Continuous Training Basic and Advanced	WBT and/or Class-room	Every 3 years[1]	Mint

[1] CAMO staff: every 2 years

2.3.4.2 Basic Training - All employees ("Welcome Day")

This training includes all fundamentals of the organisation's management system. It ensures that all employees are aware of their responsibilities. Edelweiss has designed a "Welcome Day", which covers all topics according to the Syllabus of Doc49.

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- For Flight Crews, the basic management system training is integrated in the Conversion Course Changing Operator (OCC) and/or Aeroplane Type.
- For Cabin Crews, the basic management system training is integrated in the Aircraft Type Specific Training and Conversion Course and/or Refresher Training.
- All other employees take part at the “Welcome Day” during their first 60 days of employment. Either during a Conversion Course for Flight Crews or during a Conversion Course for Cabin Crews.

Standard of Performance

- Understand the basic Management System and its legal basis;
- Understand Edelweiss Policies;
- Understand the Safety- and Compliance Management System of Edelweiss;
- Understand own duties and responsibilities.

2.3.4.3 Advanced Training – Management Personnel, Auditors and Inspectors

The advanced management system training shall ensure that the management personnel are able and skilled to establish, implement and maintain an effective management system. The content of the basic management system training is the prerequisite for advanced management system training or an integral part.

The Training ist mandatory for:

- Accountable Manager
- Nominated Persons
- Safety Manager
- Compliance Monitoring Manager
- Deputies of the above listed positions
- Other employees with safety relevant functions, under the direction of the above listed positions
- Auditors
- Inspectors

Standard of Performance

- Detailed and comprehensive knowledge of Edelweiss’s structure and vision;
- Detailed and comprehensive knowledge of the vision, mission and core values;
- Detailed and comprehensive knowledge of the scope of activity and philosophy;
- Detailed and comprehensive knowledge of policies and procedures.

2.3.4.4 Continuous Training

The purpose of the Continuous Management System Training is to ensure that all employees of Edelweiss are continuously maintaining and improving the Standard of

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Performance regarding all aspects, philosophies, policies and procedures of the management system. The training is reviewed periodically for its effectiveness to ensure continuing relevance to Edelweiss. Management System Continuous Training covers the Safety Management System and is also integrated into the FOO recurrent training programme.

The Continuous Training may be integrated into the recurrent training and checking classroom programme for Cabin Crew, Flight Crew and Instructors. Periodically, Edelweiss designs also a standalone Continuous Training for all groups requiring Management System Trainings. It is based on a systematic analysis of factual data and results of:

- Hazard identification and Risk Management;
- Safety Performance Monitoring;
- Studies, Investigations, Surveys and Reviews including Management Evaluation;
- If applicable, Flight Data Monitoring;
- Audit and Inspections, especially findings, corrective and preventive actions;
- Reporting and Feedback System.

2.3.5 Training of Security Procedures

Requirements

Flight and cabin crew operations personnel including ground operations personnel / FOO shall receive training in all relevant elements of aviation security, including policies and procedures, which addresses appropriate crew communication, coordination and action in response to acts of unlawful interference. The trainings are designed according to the national aviation security programme (NASP).

Ground operations personnel / FOO shall receive training in cabin safety and emergency procedures, including bomb search procedures relevant to operational control personnel.

Security procedures will only be instructed by suitably qualified persons. Requirements for security instructors are laid down in OM D Personnel, who perform security functions, shall complete the initial security training prior to being assigned to operational duties.

Standard of Performance

The objective of the aviation security training programme is to ensure that above mentioned personnel have adequate knowledge in the field of aviation security and are able to take appropriate action to prevent acts of unlawful interference such as sabotage or seizure of aeroplane and to minimize the consequences of such events should they occur.

2.3.5.1 Initial Security Training for Crew Members (Common Training)

The following initial security training elements will be covered as well as checked:

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- Determination of the seriousness of any occurrence;
- Causes of disruptive behaviour on board and management of such types of incidents;
- Crew communication and coordination;
- Behaviour of a passenger, passenger as a potential threat to civil aviation, behavioral detection;
- Policy and procedures associated with flight deck access;
- Appropriate self-defence responses;
- Use of non-lethal protective devices assigned to crew members for use as authorized by the State;
- Understanding the behaviour of terrorists so as to facilitate the ability to cope with hijacker behavior and passenger responses;
- Situational training exercises regarding various threat conditions;
- Flight deck procedures to protect the aircraft;
- Aircraft search procedures;
- As practicable, guidance on least-risk bomb locations.

2.3.5.2 Security Training Air Crew (Cabin Crew & Flight Crew)

General:

Edelweiss Air ensures that Air Crew, Cabin Crew and Flight Crew, are provided with a specific initial training to provide them with knowledge and skills to deal with the security related components or events. The training includes theoretical, practical and on-the-job training elements.

Aim of the course:

Objectives:

- Control of access to the flight deck
- Awareness of the relevant legal requirements
- Emergency procedures in flight
- Hijacking
- Bomb threats and sabotage
- Knowledge of elements contributing to the establishment of a robust and resilient security culture in the workplace and in the aviation domain, including inter alia, insider threat and radicalisation
- Determination of the seriousness of the occurrence
- Crew communication and coordination
- Behaviour of a passenger, passenger as a potential threat to civil aviation, behavioural detection
- Appropriate self-defense responses
- Use of non-lethal protective devices assigned to crew members whose use is authorised by FOCA

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Aim of the course:

- Understanding of behaviour of terrorists so as to facilitate the ability of crew members to cope with hijackers behaviour and passenger response
- In case where cabin crew are required, live situational training exercises regarding various threat conditions
- Flight crew compartment procedures to protect the aircraft
- Guidance on the least risk bomb locations

The training is according NASP 11.2 and AMC1 ORO.GEN.110(a)) / IOSA SEC 2.1.1 & 2.1.2.

Pre-entry requirements:

N/A (integrated course)

Overview and Summary:

Subjects:	Air Crew - Cabin Crew and Flight Crew
Phases:	9 Phases
Tests:	ILIAS Progress Test
Duration:	06:00 h
Trainer:	Security Trainer
Record of attendance:	MINT sign-off function

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1	**Introduction** a. Knowledge of previous acts of unlawful interference with civil aviation, terrorist acts and current threats; ◦ Explain why civil aviation is an attractive target for terrorist groups and others in attempting unlawfully to interfere with civil aircraft; ◦ Describe previous acts of unlawful interference; and ◦ Describe current threats	Classroom / WBT PPT & Movies	00:30

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Phase	Course content and subjects	Materials / References	Time
	b. Knowledge of the legal framework for aviation security. ◦ Name the major international organisations responsible for setting security standards and their broad aims; ◦ State the responsibility of the Federal Office of Civil Aviation; ◦ Know the legal bases of aviation security in Switzerland; and ◦ State the legal powers in aviation security in Switzerland (e.g. role of the police). c. Crew communication and coordination (see 8) d. Understanding of behaviour of terrorists so as to facilitate the ability of crew members to come with hijackers behaviour and passenger response; e. In case where cabin crew are required, live situational training exercises regarding various threat conditions; f. Knowledge of elements contributing to the establishment of a robust and resilient security culture in the workplace and in the aviation domain, including inter alia, insider threat and radicalisation.		
2	**Standard Pre-Flight Procedures / Aircraft Protection** a. Knowledge of how to protect and prevent unauthorised access to aircraft; ◦ Knowledge of relevant protection requirements in the critical part; ◦ Knowledge of relevant protection requirements in areas other than the critical part; ◦ Knowledge of exemptions and special protection requirements; ◦ Knowledge of access control and physical protection methods. b. Flight crew compartment procedures to protect the aircraft (see 6 (a))	Classroom & WBT PPT & Movies	00:30

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Phase	Course content and subjects	Materials / References	Time
	c. Knowledge of procedures for sealing aircraft, if applicable; ◦ Knowledge of physical protection procedures (e.g. tamper evident seals); ◦ Knowledge of documentation procedures; ◦ Awareness of signs that might indicate a seal has been interfered with. d. knowledge of identification card systems used at the airport; ◦ Knowledge of authorisations, including identification cards and vehicle passes, providing access to airside areas and ability to identify those authorisations; ◦ The differences between permanent and temporary passes; and ◦ The steps to follow when checking a pass. e. knowledge of procedures for challenging persons and of circumstances in which persons should be challenged and reported; and ◦ Understanding the importance of interpersonal skills; ◦ Knowledge of challenging techniques; and ◦ Understanding the importance of challenging persons not acting according to procedures, not wearing the correct identification, being present in areas to which they are not allowed access or acting in an otherwise suspicious manner. f. Knowledge of emergency response procedures. ◦ Explain the procedure to be followed if a threat is believed to be present; ◦ Explain the procedure to be followed if a prohibited article is found; Know the procedures to follow in case of failure of the security control.		

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Phase	Course content and subjects	Materials / References	Time
3	**Standard Pre-Flight Procedures / Aircraft Security Search** a. Knowledge of the legal requirements for aircraft security searches; ◦ Knowledge of the relevant search requirements; ◦ Describe the circumstances in which a cabin may be exempted from search ◦ Explain special search procedures b. Knowledge of the configuration of the type(s) of aircraft on which the person is to implement aircraft security searches ◦ To know all the elements to be searched on the respective type(s) of aircraft and to know how to search them (how to open the compartments, etc.) c. Ability to identify prohibited articles ◦ Describe and identify prohibited articles ◦ Explain the essential components of an improvised explosive device and an improvised incendiary device ◦ Identify characteristics of explosives and incendiary materials ◦ State examples of prohibited articles and what might cause an example to be regarded as suspicious ◦ Explain the difference between a suspicious item and a prohibited article d. Ability to respond appropriately to the detection of prohibited articles ◦ To actively know the action to take upon discovering a prohibited article or the ◦ action to take when suspicions are aroused that a person may be in possession of a potential weapon ◦ To actively know the procedures to follow if a threat is believed to be present; ◦ To actively know the action to be taken in case of an alarm ◦ Explain how to deal with bomb threat	Classroom & WBT PPT & Movies	01:00

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Phase	Course content and subjects	Materials / References	Time
	e. Knowledge of how prohibited articles may be concealed; and ◦ State methods of concealment that have been used in the past; ◦ Describe signs that might indicate an article has been interfered with; ◦ Describe examples of suspicious circumstances; ◦ Explain the importance of general awareness and of taking appropriate action if something potentially suspicious is seen. f. Ability to implement aircraft security searches to a standard sufficient to reasonably ensure the detection of concealed prohibited articles ◦ Knowledge of the different methods used for an aircraft security search as well as their capabilities and limitations ◦ Inspection techniques including areas to be inspected and access to these areas ◦ procedures, observation requirements, percentage of random searches; ◦ To understand the importance of a systematic search ◦ To know how to properly install physical protection (e.g. sealing procedures as appropriate) and to know the procedures to follow in case of missing physical protections ◦ Logs – record keeping: ▪ Flight number; ▪ Destination; ▪ Origin of previous flight; ▪ Aircraft security search performed yes/no; ◦ If a search was performed: ▪ Date and time the search was completed; ▪ Name and signature of the person responsible for the search.		

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Phase	Course content and subjects	Materials / References	Time
4	**Acceptance of In-Flight Supplies** a. Knowledge about the designated suppliers of in-flight supplies ◦ Knowledge of ground handling partners ◦ General awareness about security controls applied by supplier. b. Acceptance procedures for in-flight supplies ◦ Explain reception and handling procedures ◦ Knowledge of tamper evident sealing and reaction procedures for broken seals ◦ Explain cases and actions in case of interruption of the secure supply chain ◦ Knowledge of documentation requirements c. Ability to identify prohibited articles ◦ Describe and identify prohibited articles ◦ Explain the essential components of an improvised explosive device and an improvised incendiary device ◦ Identify characteristics of explosives and incendiary materials ◦ State examples of prohibited articles and what might cause an example to be regarded as suspicious ◦ Explain the difference between a suspicious item and a prohibited article d. Ability to respond appropriately to the detection of prohibited articles; and ◦ To actively know the action to take upon discovering a prohibited article or the action to take when suspicions are aroused that a person may be in possession of a potential weapon ◦ To actively know the procedures to follow if a threat is believed to be present ◦ To actively know the action to be taken in case of an alarm ◦ Explain how to deal with bomb threat e. Knowledge of how prohibited articles may be concealed	Classroom & WBT PPT & Movies	00:25

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Phase	Course content and subjects	Materials / References	Time
	◦ State methods of concealment that have been used in the past ◦ Describe signs that might indicate an article has been interfered with ◦ Describe examples of suspicious circumstances ◦ Explain the importance of general awareness and of taking appropriate action if something potentially suspicious is seen		
5	**Boarding Procedures** a. Awareness of security during boarding and deboarding procedures ◦ Head count / missing passenger procedures ◦ Communication between flight deck, cabin and ground staff ◦ Behaviour of a passenger, passenger as a potential threat to civil aviation ◦ Knowledge of transit procedures ◦ Special procedures (DEPU, DEPA, INAD, Tigers) ◦ De-boarding procedures (incl. Cabin baggage, delivery-at-aircraft etc.) b. Baggage reconciliation procedures ◦ Reasons for baggage reconciliation ◦ Process and responsibilities for baggage reconciliation ◦ Coordination with ground staff	Classroom & WBT PPT & Movies	00:20
6	**Standard In-Flight Procedures** a. Access to flight deck ◦ Knowledge of restrictions for access to flight deck ◦ Knowledge of procedures for access to flight deck b. Unruly passengers ◦ Understanding the seriousness and the characteristics of the problem	Classroom & WBT PPT & Movies	01:00

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Phase	Course content and subjects	Materials / References	Time
	◦ Behaviour of a passenger, passenger as a potential threat to civil aviation, behavioral detection ◦ Knowledge of the company policy and the detailed procedures ◦ Understanding the legal abilities of the crew members ◦ Knowledge of restraining devices on board the aircraft and the responsibilities of the crew members ◦ Knowledge of the warning and reporting system ◦ Knowledge of communication system between the ground staff and crew c. Tigers and Foxes (if applicable) ◦ Awareness of tigers' and foxes' roles and responsibilities ◦ Knowledge of procedures to follow in presence of tigers.		
7	**Standard Post-Flight Procedures:** a. Reporting ◦ Understand incident reporting procedures; and ◦ Knowledge of relevant documentation procedures. b. Quality assurance ◦ Understand the importance of internal quality control procedures; ◦ Knowledge of the different types of quality control activities; and ◦ Understand the relevant persons who may conduct quality control activities.	Classroom & WBT PPT & Movies	00:15
8	**Emergency Procedures** a. Determination of the seriousness of the occurrence b. Appropriate self-defence response (team drill)	Classroom & WBT PPT & Movies Practical training Care team	01:30

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Phase	Course content and subjects	Materials / References	Time
	c. Use of non-lethal protective devices assigned to crew members whose use is authorised by FOCA (flex cuffs / handcuff) d. Contacts and responsibilities ◦ Knowledge of reporting lines and contacts ◦ Knowledge of responsibilities of different actors (Tigers, airport, police, FOCA) e. Hijacking ◦ Situational training - threat conditions and case studies ◦ Emergency procedures on the ground / in the air ◦ Knowledge of possible scenarios ◦ Knowledge of flight deck and cabin crew procedures ◦ Knowledge of alert procedures ◦ Role of Tigers (if applicable) f. Bomb threats and sabotage ◦ Identification and handling of weapons and dangerous goods ◦ Knowledge on the least risk bomb locations ◦ Responses and handling of bomb threats ◦ Emergency procedures on the ground ▪ Evacuation procedures ▪ Process for aircraft positioning and off-loading ▪ Appropriate actions after off-loading, including passenger information and handling ◦ Emergency procedures in the air ▪ Knowledge of flight deck and cabin crew procedures ▪ Knowledge of notification process and options g. Post-incident procedures ◦ Knowledge of communication and information procedures		

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Phase	Course content and subjects	Materials / References	Time
	◦ How to deal with passengers.		
9	**Progress Test** • A progress Test has to be done in ILIAS	ILIAS	00:30

2.3.5.3 Initial Security Training for FOO

a. **Module #** b. **Name of Module** c. **Duration of Training** d. **Instructor** e. **Training Facility**	**Learning objectives**
a. #1.2 b. Country Risks and layover security c. 1h 15’ d. EDW SEC Instructor e. EDW in-house	• Introduction of EDW SEC department (ESY). Who is who! • Introduction of country specific risks during layover • Personal precautions and behavior during layover ◦ Hotel security ◦ Sealing of crewbags ◦ Fire ◦ Earthquake ◦ Tsunami ◦ Tropical storm ◦ Smuggling ◦ Criminal activities ◦ Demonstrations ◦ Terrorism
a. #2.2 b. Introduction in Aviation Security	a. knowledge of previous acts of unlawful interference with civil aviation, terrorist acts and current threats

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a. Module # b. Name of Module c. Duration of Training d. Instructor e. Training Facility	Learning objectives
c. 45' d. EDW SEC instructor e. EDW in-house	• Explain why civil aviation is an attractive target for terrorist groups and others in attempting unlawfully to interfere with civil aircraft; • Describe previous acts of unlawful interference; and • Describe current threats. b. knowledge of the legal framework for aviation security • Name the major international organizations responsible for setting security standards and their broad aims; • State the responsibility of the Federal Office of Civil Aviation; • Know the legal bases of aviation security in Switzerland; and • State the legal powers in aviation security in Switzerland (e.g. role of the police).
a. #3.2 b. Standard pre-flight procedures "Aircraft Protection" c. 15' d. EDW SEC instructor e. EDW in-house	a. Knowledge of how to protect and prevent unauthorised access to aircraft; • Knowledge of relevant protection requirements in the critical part; • knowledge of relevant protection requirements in areas other than the critical part; • Knowledge of exemptions and special protection requirements; • Knowledge of access control and physical protection methods. b. Knowledge of procedures for sealing aircraft, if applicable;

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a. Module # b. Name of Module c. Duration of Training d. Instructor e. Training Facility	Learning objectives
	• Knowledge of physical protection procedures (e.g. tamper evident seals); • Knowledge of documentation procedures; • Awareness of signs that might indicate a seal has been interfered with. c. Knowledge of identification card systems used at the airport; • Knowledge of authorisations, including identification cards and vehicle passes, providing access to airside areas and ability to identify those authorisations; • The differences between permanent and temporary passes; and • The steps to follow when checking a pass. d. Knowledge of procedures for challenging persons and of circumstances in which persons should be challenged and reported; and • Understanding the importance of interpersonal skills; • Knowledge of challenging techniques; and • Understanding the importance of challenging persons not acting according to procedures, not wearing the correct identification, being present in areas to which they are not allowed access or acting in an otherwise suspicious manner. e. Knowledge of emergency response procedures. • Explain the procedure to be followed if a threat is believed to be present; • Explain the procedure to be followed if a prohibited article is found;

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a. Module # b. Name of Module c. Duration of Training d. Instructor e. Training Facility	Learning objectives
	• Know the procedures to follow in case of failure of the security control.
a. #4.2 b. Standard pre-flight procedures “Aircraft Search” c. 15’ d. EDW SEC instructor e. EDW in-house	a. knowledge of the legal requirements for aircraft security searches; • Knowledge of the relevant search requirements; • Describe the circumstances in which a cabin may be exempted from search; • Explain special search procedures. b. knowledge of the configuration of the type(s) of aircraft on which the person is to implement aircraft security searches; • To know all the elements to be searched on the respective type(s) of aircraft and to know how to search them (how to open the compartments, etc.) c. ability to identify prohibited articles; • Describe and identify prohibited articles; • Explain the essential components of an improvised explosive device and an improvised incendiary device; • Identify characteristics of explosives and incendiary materials; • State examples of prohibited articles and what might cause an example to be regarded as suspicious; and • Explain the difference between a suspicious item and a prohibited article. d. ability to respond appropriately to the detection of prohibited articles;

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a. Module # b. Name of Module c. Duration of Training d. Instructor e. Training Facility	Learning objectives
	• To actively know the action to take upon discovering a prohibited article or the action to take when suspicions are aroused that a person may be in possession of a potential weapon; • To actively know the procedures to follow if a threat is believed to be present; • To actively know the action to be taken in case of an alarm; • Explain how to deal with bomb threat. e. knowledge of how prohibited articles may be concealed; and • State methods of concealment that have been used in the past; • Describe signs that might indicate an article has been interfered with; • Describe examples of suspicious circumstances; • Explain the importance of general awareness and of taking appropriate action if something potentially suspicious is seen. f. ability to implement aircraft security searches to a standard sufficient to reasonably ensure the detection of concealed prohibited articles. • Knowledge of the different methods used for an aircraft security search as well as their capabilities and limitations; • Inspection techniques including areas to be inspected and access to these areas, procedures, observation requirements, percentage of random searches; • To understand the importance of a systematic search;

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a. Module # b. Name of Module c. Duration of Training d. Instructor e. Training Facility	Learning objectives
	• To know how to properly install physical protection (e.g. sealing procedures as appropriate) and to know the procedures to follow in case of missing physical protections; • Logs – record keeping: ▪ Flight number; ▪ Destination; ▪ Origin of previous flight; ▪ Aircraft security search performed yes/no: If a search was performed: ▪ Date and time the search was completed; ▪ Name and signature of the person responsible for the search.
a. #5.2 b. Standard pre-flight procedures "Acceptance of in-flight supplies" c. 35' d. EDW SEC instructor e. EDW in-house	a. Knowledge about the designated suppliers of in-flight supplies • Knowledge of ground handling partners; • General awareness about security controls applied by supplier. b. Acceptance procedures for in-flight supplies • Explain reception and handling procedures; • Knowledge of tamper evident sealing and reaction procedures for broken seals; • Explain cases and actions in case of interruption of the secure supply chain; and • Knowledge of documentation requirements. c. ability to identify prohibited articles; • Describe and identify prohibited articles;

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a. Module # b. Name of Module c. Duration of Training d. Instructor e. Training Facility	Learning objectives
	• Explain the essential components of an improvised explosive device and an improvised incendiary device; • Identify characteristics of explosives and incendiary materials; • State examples of prohibited articles and what might cause an example to be regarded as suspicious; and • Explain the difference between a suspicious item and a prohibited article. d. ability to respond appropriately to the detection of prohibited articles; • To actively know the action to take upon discovering a prohibited article or the action to take when suspicions are aroused that a person may be in possession of a potential weapon; • To actively know the procedures to follow if a threat is believed to be present; • To actively know the action to be taken in case of an alarm; • Explain how to deal with bomb threat. e. knowledge of how prohibited articles may be concealed; and • State methods of concealment that have been used in the past; • Describe signs that might indicate an article has been interfered with; • Describe examples of suspicious circumstances;

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a. Module # b. Name of Module c. Duration of Training d. Instructor e. Training Facility	Learning objectives
	• Explain the importance of general awareness and of taking appropriate action if something potentially suspicious is seen.
a. #6.2 b. Standard pre-flight procedures “Boarding procedures” c. 30’ d. EDW SEC instructor e. EDW in-house	a. Awareness of security during boarding and de-boarding procedures • Head count / missing passenger procedures; • Communication between flight deck, cabin and ground staff; • Knowledge of transit procedures; • Special procedures (DEPU, DEPA, INAD, Tigers); and • De-boarding procedures (incl. Cabin baggage, delivery-at-aircraft etc.). b. Baggage reconciliation procedures • Reasons for baggage reconciliation; • Process and responsibilities for baggage reconciliation; and • Coordination with ground staff.
a. #7.2 b. Standard in-flight procedures c. 15’ d. EDW SEC instructor e. EDW in-house	a. Access to Flight Deck • Knowledge of restrictions for access to flight deck; • Knowledge of procedures for access to flight deck; b. Tigers and Foxes • Awareness of tigers’ and foxes’ roles and responsibilities; • Knowledge of procedures to follow in presence of tigers.

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a. Module # b. Name of Module c. Duration of Training d. Instructor e. Training Facility	Learning objectives
a. #9.2 b. Restraint techniques c. 10' d. EDW SEC instructor e. EDW in-house	Unruly passengers Security measures for unruly passengers: • Knowledge of restraining devices on board the aircraft and the responsibilities of the crew members.
a. #10.2 b. Standard post-flight procedures c. 30' d. EDW SEC instructor e. EDW in-house	a. Reporting • Understand incident reporting procedures; and • Knowledge of relevant documentation procedures. b. Quality assurance • Understand the importance of internal quality control procedures; • Knowledge of the different types of quality control activities; and • Understand the relevant persons who may conduct quality control activities.
a. #11.2 b. Emergency Procedures c. 45' d. EDW SEC instructor e. EDW in-house	a. Contacts and responsibilities • Knowledge of reporting lines and contacts; • Knowledge of responsibilities of different actors (Tigers, airport, police, FOCA). a. Bomb threats and sabotage • Identification and handling of weapons and dangerous goods; • Responses and handling of bomb threats;

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a. Module # b. Name of Module c. Duration of Training d. Instructor e. Training Facility	Learning objectives
	• Emergency procedures on the ground: ◦ Evacuation procedures; ◦ Process for aircraft positioning and off-loading; ◦ Appropriate actions after off-loading, including passenger information and handling. • Emergency procedures in the air. ◦ Knowledge of flight deck and cabin crew procedures; ◦ Knowledge of notification process and options. b. Post-incident procedures • Knowledge of communication and information procedures; • How to deal with passengers.
a. #12.2 b. Test c. 20’ d. EDW SEC Instructor e. EDW in-house	Test (Paper)
Total: 5h 35’	

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2.3.5.4 Security Training for Senior Cabin Crew (Supervision)

a. Module # b. Name of Module c. Duration of Training d. Instructor e. Training Facility f. Type of Training	Learning objectives
a. #1.1 b. Training for Supervisors c. 1h d. EDW SEC instructor (SEC) EDW Cabin Instructors (CAB) e. EDW in-house f. Combined Training: Parts marked with SEC are included in the Security Training; Parts marked with CAB included in the general training.	• knowledge of the relevant legal requirements and how they should be met; (SEC) • knowledge of supervisory tasks; (CAB) • knowledge of internal quality control; (SEC) • ability to respond appropriately to the detection of prohibited articles; (SEC) • knowledge of emergency response procedures; (SEC & CAB) • ability to provide mentoring and on-the-job training and to motivate others; and, where the persons designated tasks so require: (CAB) • knowledge of conflict management; (CAB)

2.3.5.5 Recurrent Security Training

Recurrent training is:

- integrated into the annual recurrent ground course for crews;
- organized individually on annual basis for ground operations personnel / FOO.

The compilation of the recurrent training programme is respecting the different requirements of FOCA (National Civil Aviation Security Programme) and of IOSA:

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	FOCA / NASP requirements	IOSA requirements
Flight Crew	A recurrent training shall be undertaken within 13 months after the initial course and each year thereafter. The yearly recurrent training shall be given in such a way that every 4 years the whole course is reviewed.	Recurrent training shall be satisfactorily completed once every 36 months.
Cabin Crew		Recurrent training shall be satisfactorily completed once every 36 months.
Ground operations personnel / FOO		Recurrent training in aviation security regarding cabin safety and emergency procedures relevant to operational control personnel, including bomb search procedures, shall be satisfactorily completed during initial training and once every 3 calendar years

The recurrent training programme is respecting the above stated requirements and always includes at least the following elements:

Recurrent training	F	C	G
Threat assessment	X	X	X
Review of recent incidents	X	X	X
Emergency procedures	X	X	X
Security manual amendments	X	X	X

The training of cabin crew should be joint with flight crew.

Aim of the course:

Edelweiss Air ensures that Air Crew are provided with a specific initial training and with recurrent training (within 3 years) to provide them with knowledge and skills to deal with the security related components or events. The training includes theoretical, practical and on-the-job training elements.

Objectives:

- Control of access to the flight deck;
- Awareness of the relevant legal requirements;
- Emergency procedures in flight;
- Hijacking;
- Bomb threats and sabotage;

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Aim of the course:

- Knowledge of elements contributing to the establishment of a robust and resilient security culture in the workplace and in the aviation domain, including inter alia, insider threat and radicalization;
- Determination of the seriousness of the occurrence;
- Crew communication and coordination;
- Behaviour of a passenger, passenger as a potential threat to civil aviation, behavioural detection;
- Appropriate self-defense responses;
- Use of non-lethal protective devices assigned to crew members whose use is authorized by FOCA;
- Understanding of behavior of terrorists so as to facilitate the ability of crew members to cope with hijackers behavior and passenger response;
- In case where cabin crew are required, live situational training exercises regarding various threat conditions;
- Flight crew compartment procedures to protect the aircraft;
- Guidance on the least risk bomb locations.

The training is according to NASP A10a and AMC1 ORO.GEN.110(a)) / IOSA SEC 2.1.3

Pre-entry requirements:

N/A

Credits for previous experience:

N/A

Overview and Summary:

Subjects:	Operational Ground Personnel – Air Crew
Phases:	9 Phases
Tests:	ILIAS Progress Test
Duration:	06:00 Recurrent within 3 years cycle including WBT
Trainer:	Security Trainer
Record of attendance:	MINT sign-off function

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Phase	Course content and subjects	Material / Devices	Time
1	**INTRODUCTION:** a. knowledge of previous acts of unlawful interference with civil aviation, terrorist acts and current threats; ◦ Explain why civil aviation is an attractive target for terrorist groups and others in attempting unlawfully to interfere with civil aircraft; ◦ Describe previous acts of unlawful interference; and ◦ Describe current threats b. knowledge of the legal framework for aviation security. ◦ Name the major international organisations responsible for setting security standards and their broad aims; ◦ State the responsibility of the Federal Office of Civil Aviation; ◦ Know the legal bases of aviation security in Switzerland; and ◦ State the legal powers in aviation security in Switzerland (e.g. role of the police).	Classroom or WBT PPT & Movies	00:30
	c. Crew communication and coordination.	See 8	
	d. Understanding of behavior of terrorists so as to facilitate the ability of crew members to come with hijackers behavior and passenger response; e. In case where cabin crew are required, live situational training exercises regarding various threat conditions; f. knowledge of elements contributing to the establishment of a robust and resilient security culture in the workplace and in the aviation domain, including inter alia, insider threat and rad-		

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Phase	Course content and subjects	Material / Devices	Time
	icalization;		
2	**STANDARD PRE-FLIGHT PROCEDURES / AIRCRAFT PROTECTION:** a. knowledge of how to protect and prevent unauthorised access to aircraft; ◦ Knowledge of relevant protection requirements in the critical part; ◦ Knowledge of relevant protection requirements in areas other than the critical part; ◦ Knowledge of exemptions and special protection requirements; ◦ Knowledge of access control and physical protection methods. b. Flight crew compartment procedures to protect the aircraft; c. knowledge of procedures for sealing aircraft, if applicable; ◦ Knowledge of physical protection procedures (e.g. tamper evident seals); ◦ Knowledge of documentation procedures; ◦ Awareness of signs that might indicate a seal has been interfered with. d. knowledge of identification card systems used at the airport; ◦ Knowledge of authorisations, including identification cards and vehicle passes, providing access to airside areas and ability to identify those authorisations; ◦ The differences between permanent and temporary passes; and ◦ The steps to follow when checking a pass.	Classroom or WBT PPT & Movies See 6 (a)	00:30

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Phase	Course content and subjects	Material / Devices	Time
	e. knowledge of procedures for challenging persons and of circumstances in which persons should be challenged and reported; and ◦ Understanding the importance of interpersonal skills; ◦ Knowledge of challenging techniques; and ◦ Understanding the importance of challenging persons not acting according to procedures, not wearing the correct identification, being present in areas to which they are not allowed access or acting in an otherwise suspicious manner. f. knowledge of emergency response procedures. ◦ Explain the procedure to be followed if a threat is believed to be present; ◦ Explain the procedure to be followed if a prohibited article is found; ◦ Know the procedures to follow in case of failure of the security control.		
3	**STANDARD PRE-FLIGHT PROCEDURES / AIRCRAFT SECURITY SEARCH:** a. knowledge of the legal requirements for aircraft security searches; ◦ Knowledge of the relevant search requirements; ◦ Describe the circumstances in which a cabin may be exempted from search; ◦ Explain special search procedures. b. knowledge of the configuration of the type(s) of aircraft on which the person is to implement aircraft security searches; ◦ To know all the elements to be searched on the respective type(s) of aircraft and to know how to search them (how to open the compartments, etc.).	Classroom or WBT PPT & Movies	01:00

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Phase	Course content and subjects	Material / Devices	Time
	c. ability to identify prohibited articles; ◦ Describe and identify prohibited articles; ◦ Explain the essential components of an improvised explosive device and an improvised incendiary device; ◦ Identify characteristics of explosives and incendiary materials; ◦ State examples of prohibited articles and what might cause an example to be regarded as suspicious; and ◦ Explain the difference between a suspicious item and a prohibited article. d. ability to respond appropriately to the detection of prohibited articles; ◦ To actively know the action to take upon discovering a prohibited article or the ◦ action to take when suspicions are aroused that a person may be in possession of a potential weapon; ◦ To actively know the procedures to follow if a threat is believed to be present; ◦ To actively know the action to be taken in case of an alarm; ◦ Explain how to deal with bomb threat. e. knowledge of how prohibited articles may be concealed; and ◦ State methods of concealment that have been used in the past; ◦ Describe signs that might indicate an article has been interfered with; ◦ Describe examples of suspicious circumstances; ◦ Explain the importance of general awareness and of taking appropriate action if soething potentially suspicious is seen. f. ability to implement aircraft security searches to a standard sufficient to reasonably ensure the detection of concealed prohibited articles.		

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Phase	Course content and subjects	Material / Devices	Time
	◦ Knowledge of the different methods used for an aircraft security search as well as their capabilities and limitations; ◦ Inspection techniques including areas to be inspected and access to these areas, ◦ procedures, observation requirements, percentage of random searches; ◦ To understand the importance of a systematic search; ◦ To know how to properly install physical protection (e.g. sealing procedures as appropriate) and to know the procedures to follow in case of missing physical protections; ◦ Logs – record keeping: ▪ Flight number; ▪ Destination; ▪ Origin of previous flight; ▪ Aircraft security search performed yes/no; ◦ If a search was performed: ▪ Date and time the search was completed; ▪ Name and signature of the person responsible for the search.		
4	**ACCEPTANCE OF IN-FLIGHT SUPPLIES:** a. Knowledge about the designated suppliers of in-flight supplies ◦ Knowledge of ground handling partners; ◦ General awareness about security controls applied by supplier. b. Acceptance procedures for in-flight supplies ◦ Explain reception and handling procedures; ◦ Knowledge of tamper evident sealing and reaction procedures for broken seals; ◦ Explain cases and actions in case of interruption of the secure supply chain; and	Classroom or WBT PPT & Movies	00:25

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Phase	Course content and subjects	Material / Devices	Time
	◦ Knowledge of documentation requirements. c. ability to identify prohibited articles; ◦ Describe and identify prohibited articles; ◦ Explain the essential components of an improvised explosive device and an improvised incendiary device; ◦ Identify characteristics of explosives and incendiary materials; ◦ State examples of prohibited articles and what might cause an example to be regarded as suspicious; and ◦ Explain the difference between a suspicious item and a prohibited article. d. ability to respond appropriately to the detection of prohibited articles; and ◦ To actively know the action to take upon discovering a prohibited article or the action to take when suspicions are aroused that a person may be in possession of a potential weapon; ◦ To actively know the procedures to follow if a threat is believed to be present; ◦ To actively know the action to be taken in case of an alarm; ◦ Explain how to deal with bomb threat. e. knowledge of how prohibited articles may be concealed. ◦ State methods of concealment that have been used in the past; ◦ Describe signs that might indicate an article has been interfered with; ◦ Describe examples of suspicious circumstances; ◦ Explain the importance of general awareness and of taking appropriate action if something potentially suspicious is seen.		

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Phase	Course content and subjects	Material / Devices	Time
5	**BOARDING PROCEDURES:** a. Awareness of security during boarding and de-boarding procedures ◦ Head count / missing passenger procedures; ◦ Communication between flight deck, cabin and ground staff; ◦ Behaviour of a passenger, passenger as a potential threat to civil aviation; ◦ Knowledge of transit procedures; ◦ Special procedures (DEPU, DEPA, INAD, Tigers); and ◦ De-boarding procedures (incl. Cabin baggage, delivery-at-aircraft etc.). b. Baggage reconciliation procedures ◦ Reasons for baggage reconciliation; ◦ Process and responsibilities for baggage reconciliation; and ◦ Coordination with ground staff.	Classroom or WBT PPT & Movies	00:20
6	**STANDARD IN-FLIGHT PROCEDURES:** a. Access to flight deck ◦ Knowledge of restrictions for access to flight deck; ◦ Knowledge of procedures for access to flight deck; b. Unruly passengers ◦ Understanding the seriousness and the characteristics of the problem; ◦ Behaviour of a passenger, passenger as a potential threat to civil aviation, behavioural detection; ◦ Knowledge of the company policy and the detailed procedures; ◦ Understanding the legal abilities of the crew members;	Classroom or WBT PPT & Movies	01:00

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Phase	Course content and subjects	Material / Devices	Time
	◦ Knowledge of restraining devices on board the aircraft and the responsibilities of the crew members; ◦ Knowledge of the warning and reporting system; ◦ Knowledge of communication system between the ground staff and crew; c. Tigers and Foxes (if applicable) ◦ Awareness of tigers' and foxes' roles and responsibilities; ◦ Knowledge of procedures to follow in presence of tigers.		
7	**STANDARD POST-FLIGHT PROCEDURES:** 1. Reporting ◦ Understand incident reporting procedures; and ◦ Knowledge of relevant documentation procedures. 2. Quality assurance ◦ Understand the importance of internal quality control procedures; ◦ Knowledge of the different types of quality control activities; and ◦ Understand the relevant persons who may conduct quality control activities.	Classroom or WBT PPT & Movies	00:15
8	**EMERGENCY PROCEDURES:** a. Determination of the seriousness of the occurrence; b. Appropriate self-defence response (team drill); c. Use of non-lethal protective devices assigned to crew members whose use is authorised by	Classroom or WBT PPT & Movies Practical training	01:30

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Phase	Course content and subjects	Material / Devices	Time
	FOCA (flex cuffs / handcuff); d. Contacts and responsibilities; ◦ Knowledge of reporting lines and contacts; ◦ Knowledge of responsibilities of different actors (Tigers, airport, police, FOCA). e. Hijacking; ◦ Situational training - threat conditions and case studies; ◦ Emergency procedures on the ground / in the air: ▪ Knowledge of possible scenarios; ▪ Knowledge of flight deck and cabin crew procedures; ▪ Knowledge of alert procedures; ▪ Role of Tigers (if applicable). f. Bomb threats and sabotage; ◦ Identification and handling of weapons and dangerous goods; ◦ Knowledge on the least risk bomb locations; ◦ Responses and handling of bomb threats; ◦ Emergency procedures on the ground: ▪ Evacuation procedures; ▪ Process for aircraft positioning and off-loading; ▪ Appropriate actions after off-loading, including passenger information and handling. ◦ Emergency procedures in the air: ▪ Knowledge of flight deck and cabin crew procedures; ▪ Knowledge of notification process and options. g. Post-incident procedures ◦ Knowledge of communication and information procedures;	Care Team	

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Phase	Course content and subjects	Material / Devices	Time
	◦ How to deal with passengers.		
9	**Progress test:** • A progress Test has to be done in ILIAS	ILIAS	00:30

Further information on the 3-year cycle can be found in the compliance matrix: Air Crew Security Recurrent Training

Tests / Records

Each security training for flight- and cabin crew will be terminated by a written or an online test for all participating staff to verify understanding of their responsibilities.

The records of security training are tracked for all staff in MINT/Enzian (EDW Database-Systems).

2.3.6 Training on misuse of psychoactive substances

All Edelweiss personnel involved in safety sensitive activities are adequately trained to recognize potential problems on misuse of psychoactive substances and know the established procedures and policies in the OMM and OM A. The training material (WBT) consists of:

- Statistics on alcohol and other drug use
- the effects of psychoactive substances on individuals and on flight safety
- established procedures within the organisation to prevent misuse of psychoactive substances
- individual responsibilities with regard to applicable legislation and policies on psychoactive substances
- prevention, training and education of misuse of psychoactives substances according ICAO Doc 9654
- assistance provided by a support programme (published on COSMOS).

2.3.7 MEL Training Programme

General:

This training ensures that all personnel assigned to, or directly involved in, ground and flight operations are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole.

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Aim of the course:

a. Ground Personnel Training Programme
For the purpose of the MEL training programme, ground personnel includes flight dispatchers and operations officers. Training for ground personnel includes:
   1. the scope, extent and use of the MEL;
   2. placarding of inoperative equipment;
   3. deferral procedures;
   4. dispatching; and
   5. any other operator's MEL related procedures.

b. Flight Crew Personnel Training Programme
Training for flight crew includes:
   1. the scope, extent and use of the MEL;
   2. the operator's MEL procedures;
   3. elementary maintenance procedures in accordance with Commission Regulation (EC) No 2042/2003; and
   4. Commanders responsibilities.

c. Maintenance Personnel Training Programme
MEL training for Maintenance personnel is detailed in the continuing airworthiness maintenance exposition CAME.

(Ref: ORO.GEN.110 and AMC1 to ORO.GEN.110)

Pre-entry requirements:

- N/A

2.3.7.1 Initial Training

Syllabus: Initial Training

Phase	Course content and subjects	Materials / References	Time
1	**Ground Operations Personnel**	EDW Classroom OM D Initial Training FOO	02:00
2	**Flight Crew Personnel**	EDW Classroom OM D PFC Training	Included in lesson, refer to OM D PFC

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Phase	Course content and subjects	Materials / References	Time
			Training
3	**Maintenance Personnel**	Refer to CAME	-

2.3.7.2 Recurrent Training

Syllabus: Recurrent Training

Phase	Course content and subjects	Materials / References	Time
1	**Ground Operations Personnel**	EDW Classroom OM D Recurrent Training FOO	02:00
2	**Flight Crew Personnel**	EDW Classroom OM D Recurrent Training and Checking	02:30
3	**Maintenance Personnel**	Refer to CAME	-

2.4 Operations Personnel (other than crews)

2.4.1 FOO Instructor Qualification

No minimum requirement exists by the state for a FOO instructor. However, the following minimum company requirements shall be achieved to become a FOO instructor:

- Currently qualified as FOO
- Have at least two years of experience as FOO
- Current in the subjects covered by the training program for FOO, including the operator-specific policy and procedures
- Have adequate instructional skills or attend instructor training
- Completion of the FOO instructor selection process.

After successful selection as FOO instructor, the new FOO instructor shall attend an instructor training for FOO instructor if not already completed such a course.

Following requirements shall be maintained to remain current as a qualified FOO instructor:

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- If more than 24 months have passed since the delivery of the last FOO course, the FOO instructor shall attend a recurrent instructor training.

2.4.1.1 Selection of FOO Instructor

Task	Means	Responsibility
Announcement for need of Instructor	OG Info via Intranet, Mail or OCC Meeting	OG
Application	Written Application	Candidate
Neutral Assessment based on Selection Criteria	Assessment of candidate: • Assessment of training records • Assessment of performance • Assessment of experience • Assessment of instructional skills by preparing and delivering a brief training presentation • Assessment of FOO knowledge and skills by completion of tasks and case studies	Selection Board
Decision	Information to NPGO	Head of Selection Board
Publication	Personal to candidate / OCC Meeting to all OG Staff	Head of Selection Board

The selection board for FOO instructor will consist at least of:

- OGE (Head of selection Board)
- OGD

The selection board will be preferable augmented by a further FOO instructor.

OGE will set up and lead the selection board.

2.4.2 FOO Evaluator Qualification

No minimum requirement exists by the state for personnel delegated to evaluate the competency of FOO. However, the following company requirements shall be achieved to become a qualified person delegated to evaluate the competency of an FOO:

- Be current and qualified as an FOO

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- Be a recognized company FOO instructor

Following requirements shall be achieved to remain current as a qualified person delegated to evaluate the competency of an FOO:

- Must be current and qualified as an FOO
- Must be a current qualified FOO instructor

All cadre members responsible for OCC or Flight Dispatch and qualified as FOO are automatically qualified as FOO evaluator.

2.4.2.1 Re-Evaluation Process of FOO Evaluator

No persons are authorized to evaluate the competency of a FOO without the authorization of the nominated person ground operations (NPGO). The authorization of a FOO evaluator is valid for 36 months and shall be renewed every 36 months.

Process for re-evaluation of FOO evaluator:

Task	Means	Interval	Respon-sibility
Re-Evalua-tion of FOO evaluator	Assessment of personality: • Assessment of FOO qualification • Assessment of FOO Instructor qualification if appl. • Assessment of cadre status. if appl. • Assessment of Performance	Every 36 months	NPGO
Decision	• Update of FOO evaluator list • Personal information to FOO evaluator		NPGO

2.4.3 Flight Operations Officer (FOO)

The FOO competency-based and assessment training program is based on the standards and recommended practices of EASA ORO GEN 110, ICAO Doc 7192, ICAO doc 9868, ICAO Doc. 10106 and the IOSA Standards.

For continuous improvement and effectiveness as well as incorporation of the latest regulatory and operational changes, all FOO training programs are to be organised, reviewed and updated periodically by the Manager Flight Dispatch.

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2.4.3.1 FOO Qualification

Prior to being assigned to any duties and tasks with responsibility for operational control and/or flight dispatch, all personnel shall be trained and demonstrate knowledge and proficiency by a final on the job assessment of competency in the job-role specific competencies to:

- assist the pilot-in-command in flight preparation and provide the relevant information required
- assist the pilot- in-command in preparing the operational and ATS flight plans and file a flight plan with the appropriate ATC unit
- furnish the pilot in command while in flight by appropriate means with information that may be necessary for the safe conduct of the flight
- in the event of an emergency, initiate relevant emergency procedures as specified in the EDW CERM.

Upon completion of the FOO basic training, including final assessment of competency and after successfully passing the final assessment of competency in the job-role specific competencies, the individual personnel is considered as qualified to fulfil their assigned duties and tasks as FOO operations controller control and/or FOO flight dispatcher.

Any personnel failing the assessment of competency will be re-instructed in the relevant competencies before being assigned to any duties as FOO operations controller and/or FOO flight dispatcher.

Upon completion of the yearly flight dispatcher/operations controller recurrent training each FOO shall complete a written knowledge test in the topics of the recurrent training.

The final assessment of competency shall be conducted by accompanying a flight dispatch or operational control shift and using the appropriate assessment of competency form:

- FOO Flight Dispatch Assessment of Competency Initial
- FOO Operational Control Assessment of Competency Initial

Assessments of competency can only be performed by a qualified FOO evaluator.

The term assessment of competency is equal to the term evaluation of competency.

2.4.3.2 FOO Re-Qualification

Any FOO who has not performed any duties in the job-role specific duty as Flight Dispatcher and/or Operations Controller for a period of 12 consecutive months shall not be assigned to any such FOO duties until the specific FOO has been re-qualified, by demonstrating knowledge and proficiency in accordance with OM D FOO operator specific job-role training. The re-assessment of competencies shall be performed by a qualified FOO evaluator.

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The re-assessment of competency shall be conducted by accompanying a flight dispatch or operational control shift and using the appropriate assessment of competency form:

- FOO Re-Assessment of Competency

2.4.3.3 Selection Process FOO

Prior to being hired as FOO by Edelweiss, the applicant must pass an internal selection process.

Prior to being admitted to the internal selection process, the applicant must fulfil at least one of the following requirements:

- Have, as a minimum, one year of experience as an FOA in the operational control of air transport, or
- Have satisfactorily completed a formal training course as flight operations officer or flight dispatcher, or
- Have satisfactorily completed the Bachelor of Science ZFH in Aviatik, or
- Holds a valid PPL, CPL or ATPL license, or
- Have, as a minimum, 2 years of experience in operational function of an airport or handling agent (e.g. operations steering, load control, ramp agent etc.), or
- Have, as a minimum, a total of two years of service in any one or combination of the following:
    - Flight crew member in air transport operations
    - Meteorologist in an organisation dispatching aircraft
    - Air traffic controller
    - Technical supervisor of FOO personnel
    - Technical supervisor of air transportation systems.

In addition to the requirements above, the following requirements are applicable:

- Speaking, reading and writing capability in English and German
- Minimum age of at least 21 years at time of hiring
- Be willing and capable to work on different shifts (including night shift)
- Be able to work under pressure
- Possess good communication skills

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2.4.3.4 Flight Operations Officer (FOO) Training

All personnel involved in the system of operational control shall be competent and qualified to ensure safe and secure conduct of each flight at a level of the operator and role specific qualification in accordance with OM A Flight Operations Officer Duties and Responsibility (FOO), OM A Operational Control.

Prior to being assigned to any operational control tasks, the newly hired personnel used in the system of operational control shall demonstrate knowledge and proficiency in the competencies of operational control in the assigned responsibility to carry out the appropriate Flight Operation Officer (FOO = Operational Controller & Flight Dispatcher) tasks.

2.4.3.5 Initial FOO Training

The Training of an FOO is divided into three categories:

- Flight Operations Officer (FOO) basic training
- Operator job-role specific training:
  - Flight Operations Officer (FOO) flight dispatcher training
  - Flight Operations Officer (FOO) operations controller training

The Flight Operations Officer (FOO) basic training shall be successfully completed prior to attending the job-role specific training for flight dispatcher or operations controller.

2.4.3.5.1 Flight Operations Officer (FOO) Basic Training

The FOO basic training covers relevant competencies to achieve initial competency standards for integration into the operational control related job functions for flight dispatch and/or operational control. An FOO shall not be authorized for flight dispatch and/or operational control tasks without successful qualification in the role-specific flight dispatch and/or operational control training. The duration of flight operations officer (FOO) basic training is depending on the already existing skills, knowledge, and experience of the individual to be trained. However, the FOO basic training shall not be less than the below published minimum hours:

- Theoretical Training:
  - Minimum: 58:30 h

The FOO shall demonstrate knowledge and/or proficiency in the competency of Flight Operation Officer (FOO) basic training. To demonstrate knowledge and/or proficiency, an assessment of competency shall be done after each competency subject. A final assessment of competencies for FOO basic training shall be passed prior to start with the specific job-role training as flight dispatcher and/or operations controller.

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Competencies	Minimum Hours per Subject	Remarks
Air law	02:00	The Content is specified in the FOO Basic Training lesson plan
Flight performance	05:00	
Aircraft general knowledge and instrumentation	03:00	
Navigation	04:00	
Meteorology	05:00	
Mass and balance	02:00	
Flight planning and monitoring (including special airports)	10:00	
Operational procedures (including communication with aircraft)	12:00	
Principles of flight	03:00	
Human performance (CRM)	02:00	FOO shall participate in CRM courses outlined in OM D CRM Training
Aviation Security / unlawful events	05:30	OM D Training of Security Procedures
Dangerous Goods	03:00	OM D Training for Transportation of DG
Management System basic Training (SMS)	02:00	OM D Management System Training
Total Minimum hours:	58:30	

Note: Defined training hours can be extended by the instructor according to any already existing skills, knowledge and experience of the individual trainee.

The course contents of the competencies are specified in the FOO basic syllabus.

2.4.3.5.2 Syllabus Flight Operations Officer (FOO) Basic Training

General:

The Flight Operation Officer (FOO = Operational Controller & Flight Dispatcher) competency-based and assessment training is based on the standards and recommended practi-

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General:

ces of EASA ORO.GEN.110, ICAO Doc 7192, ICAO Doc 9868, ICAO Doc. 10106 and the IOSA Standards.

Aim of the course:

All personnel involved in the system of operational control shall be competent and qualified to ensure safe and secure conduct of each flight at a level of the operator and role specific qualification in accordance with OM-A Flight Operations Officer duties and responsibility (FOO), OM-A Operational Control.

Pre-entry requirements:

Prior to being assigned to any duties and tasks with responsibilities for operational control and/or flight dispatch, all personnel shall be trained and demonstrate knowledge and proficiency by a final on the job assessment of competency in the job-role specific competencies to:

- assist the pilot-in-command in flight preparation and provide the relevant information required
- assist the pilot- in-command in preparing the operational and ATS flight plans and file a flight plan with the appropriate ATC unit
- furnish the pilot in command while in flight by appropriate means with information that may be necessary for the safe conduct of the flight
- in the event of an emergency, initiate relevant emergency procedures as specified in the EDW CERM.

Standards of Performance:

At the end of the FOO training the FOO shall be able to ensure a safe and secure conduct of each flight at a level of the operator and role specific qualification in accordance with OM A Flight Operations Officer Duties and Responsibility (FOO), OM A Operational Control.

Overview and Summary:

Subjects:	Flight Operations Officer (FOO) Basic Training
Type of Training:	Classroom, self-study and web-based-training
Tests:	Management System basic Training, DG, Security, assessments of competencies

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Duration:	58:30 h
Trainer:	• Edelweiss FOO Instructor • Technical Pilot or Engineering Staff • Subject Matter Experts
Record of attendance:	MINT sign-off function, ILIAS, training files on Edelweiss SharePoint

Syllabus: Theoretical Training & Checking

A part of the theoretical training is performed using a CBT/WBT program. Additionally, a course introduction and several classroom lessons with the assistance of an instructor are provided.

The FOO trainee shall demonstrate knowledge and/or proficiency in the competency of Flight Operation Officer (FOO) Basic Training. To demonstrate knowledge and/or proficiency, an assessment of competency shall be done after each competency subject. A final assessment of competencies for FOO Basic Training shall be passed prior to start with the specific job-role training as Flight Dispatcher and/or Operations Controller.

Course Content and Subjects	Materials/References	Time
Air Law • Conventions and agreements • National organisations and rulemaking process • Rules of the air, general air services and airspace • ATC separation and clearances • Search and rescue (SAR) • Security • ATS flight plan (FPL) • Flight safety, accident and incident • Assessment of competency Purpose: The FOO will be aware of rules & regulations and can identify appropriate ATS practices and procedures.	EDW Classroom Self-Study WBT Q & A Assessment of competency	02:00
Flight Performance • Certification standards • Influencing variables on performance	EDW Classroom Self-Study Q & A	05:00

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Course Content and Subjects	Materials/References	Time
• Takeoff performance • Accelerate-stop distance • Balanced field length • Takeoff climb • Obstacle limits • Reduced/de-rated thrust • Cruise • Cost index • Driftdown • Landing performance • Quick turnaround limits • Assessment of competency Purpose: The FOO knowns basic flight performance elements and can identify operational flight performance risk, restrictions, and limitations to ensure a safe and secure flight operation.	Assessment of competency	
Navigation • Basics of general navigation • Latitude, longitude • Time and time conversions • Determining sunrise, sunset, civil twilight • Directions • Distance • Charts • Basics of radio navigation • NDB • VOR • DME • ILS • Radar • GPS/GNSS • RNAV • FMS • RNP • Satellite augmentation systems • Assessment of competency	EDW Classroom Self-Study WBT Q & A Assessment of competency	04:00

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Course Content and Subjects	Materials/References	Time
Purpose: The FOO knows fundamentals of navigation, equipment and facilities used in navigation. The FOO is thereafter able to identify the requirements of navigation equipment and facilities for flight operations in case of any malfunctions and restrictions.		
Aircraft General Knowledge and Instrumentation • Units and basic definitions • Lift • Drag • Thrust • Weight • Flight mechanics • System design, loads, stresses, maintenance • Hydraulics • Landing gear • Primary and secondary flight controls • Pneumatics • Air conditioning systems • Ice and rain protection • Fuel • Electrics • Engines and APU • Flight management and navigation • Automatic flight • Communications • Fire protection • Equipment and furnishings • Indicating and recording systems • Assessment of competency Purpose: The FOO can identify the main components and systems of an aircraft and their basic functions, aircraft general knowledge and instrumentation. The FOO can identify possible consequences to flight operations in case of technical malfunctions.	EDW Classroom Q & A Assessment of competency	03:00

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Course Content and Subjects	Materials/References	Time

Meteorology
 	
• Atmosphere, composition, extent, vertical division
• Air temperature, definition and units
• Atmospheric pressure and density
• International standard atmosphere (ISA)
• Altimetry
• Wind
• Clouds and fog
• Precipitation
• Air masses and fronts
• Pressure systems
• Climatology
• Icing conditions
• Turbulence
• Wind shear
• Thunderstorms
• Flight hazards
• Meteorological information
  ◦ Available reports/charts
  ◦ Weather retrieval FPM (SA, FC, FT, VA, WST, WS, SNOWTAM)
  ◦ SWC retrieval via FPM
  ◦ Hurricane / Typhon information retrieval via NOAA / NRL
  ◦ Solar / Geostorm information via SWPC NOAA
• Weather analysis
  ◦ Decoding and interpretation of METAR, TAF, Sigmets, Ashtam, SNOTAM, Hurrican / Typhon information, Solar / Geostorm reports
  ◦ Significant weather charts
  ◦ Application of change indicators
  ◦ Application of landing minima
  ◦ Types of approaches
  ◦ System degradation (Notam)
  ◦ RVR vs Met visibility
  ◦ Wind versus a/c performance limits (Variation)
  ◦ Hazardous WX / Icing cond.
  ◦ Runway reports, Snowtam
  ◦ Seasonal Meterological Conditions and Hazards
	EDW Classroom WBT
	LSI - Ops Control & LSI Dispatch
	
	Q & A
	Assessment of competency
		05:00

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Course Content and Subjects	Materials/References	Time
• Anti-icing, de-icing ◦ Importance for de- and Anti-icing of an aircraft ◦ Holdover times ◦ ZRH De-Icing procedures (pre-de-icing, General / on-request) • Volcanic activities ◦ Volcancic Ash / Eruption information retrieval via VAAC ◦ Operator policy and procedures ◦ Hazards of volcanic activities • Assessment of competency Purpose: The FOO can interpret meteorological information, reports, forecasts and warnings correctly and efficiently. The FOO can identify potential risks and hazards to flight operations.		
Mass and Balance • Importance of structural limitations • Mass terms • Mass limits, structural limitations • Cargo compartment limitations • Mass calculations • Definition of center of gravity (CG) • Load and trim sheet, general considerations • Payload planning • Assessment of competency Purpose: The FOO can identify the basic requirements for load planning, calculation of payload, loadsheet preparation and aircraft balance. The FOO can identify and apply solutions in case of operational restrictions and limitations.	EDW Classroom Q & A Assessment of competency	02:00
Operational Procedures • Operational control responsibilities ◦ OM A Operational control	EDW Classroom Self-Study	12:00

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Course Content and Subjects	Materials/References	Time
• AOC & Operator Specifications ◦ Understanding of AOC & Operator Specification ◦ Location of certificates • Operating manuals ◦ OM A / OM B / OM C / OM D ◦ LSI, LSI Dispatch, FOSI • Aircraft airworthiness ◦ Aircraft status ◦ Maintenance setup • MEL/CDL • Operational limitations and minima ◦ Planning minima, pre-flight planning requirements, airports suitability • Duty time limitations and rest requirements • Operational flight plan contents ◦ OM A OFP Description • Abnormal and emergency procedures • ◦ Introduction to FACT24 ◦ Pink Folder - CERM - Crisis and Emergency Response Manual • Communication systems and procedures ◦ SATCOM ◦ Radio Stockholm ◦ CUT ◦ ACARS ◦ Mobilphone • Netline++ Basic ◦ Login / start-up ◦ Settings ◦ Gant Chart ◦ LDM / MVT / SLOT ◦ LX operated EDW flights • Assessment of competency Purpose: The FOO is aware of all relevant manuals, operational manuals, forms and checklists for the assigned operational control functions. The FOO learns and can apply the Edelweiss policies, procedures, and guidance respective to the assigned operational	OM A Flight Preparation Instructions FOSI OM C LSI Dispatch LSI - Ops Control Q & A Assessment of competency	

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Course Content and Subjects	Materials/References	Time
control functions.		
Flight Planning and Monitoring • AIP/NOTAM analysis ◦ Notam-System – FPM FB ◦ Relevant NOTAM for flight planning ◦ Create, change a Company NOTAM ◦ Retrieval if AIP ◦ AIP principles • Equipment requirements • Airport suitability ◦ Requirement for adequate airport • Fuel requirements ◦ Fuel Policy ◦ Certified Fuel ◦ Tank capacities per aircraft • ATC/ATM ◦ AFTM principles ◦ Eurocontrol Learning Zone ◦ Introduction to the EUROCONTROL Network Manager Operations Centre [NMO-NMOC-INTRO] Fundamentals of ATFCM [NMO-FMP-1] • Flight Planning in-flight ◦ FPM inflight application ◦ mandatory inputs ◦ route profile ◦ FL-profile • Flight Explorer ◦ Introduction ◦ System environment ◦ Airport function ◦ Flight watch ◦ Flight display variations • ATS FPL and ATS FPL Filing ◦ ATS basic (AIP, RAD, etc.) ◦ Airspace structure ◦ AIS/FIO and AFP filing ◦ IFPS function	EDW Classroom Self-Study WBT Q & A Assessment of competency	10:00

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Course Content and Subjects	Materials/References	Time
◦ CFMU (Air traffic management) ◦ CFMU Software • Flight Planning pre-flight ◦ Principles of planning (EASA-OPS) ◦ MTT, ESAD, weight reduction ◦ A/C weight limits ◦ Ops Spec / Air Operator Certificate ◦ Reference Manuals and Documents (e.g. FOSI, RFC, OM, MEL, Notam) ◦ FPM environment ◦ Routes, SID,STAR ◦ Schedule ◦ New Flight ◦ Flight Plan Products ◦ NOTAM ◦ Other functions ◦ Communication ◦ Route-handling ◦ Optimum Routes ◦ Map ◦ RAIM Prediction / RAIM Report (LSI Dispatch / OM A) ◦ SLOT handling • Special Airports ◦ Introduction and explanation of special procedures, processes, and regulation specials airports of EDW network • Europe Route Competency ◦ WK Destination ◦ Routing ◦ Security and Safety Restrictions ◦ Overflight Permits ◦ A/C requirements ◦ Optimum vs company routes ◦ Lido General Part (RAR / CRAR) • Flight Monitoring ◦ Duties of OCC in accordance with OM A Operational Control • Assessment of competency Purpose: The FOO can complete a legal operational flight plan in ac-		

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Course Content and Subjects	Materials/References	Time
cordance with the Edelweiss and regulatory policies. Procedures and guidance. The FOO can identify and apply MEL and CDL restrictions. The FOO knows the principles and can actively conduct flight monitoring.		
Principles of Flight • Units and basic definitions • Operating limitations • Air flow and wing design • Drag and lift • Lift control devices • High speed aerodynamics • Static and dynamic stability • Flight controls • Trim • Assessment of competency Purpose: The FOO receives an understanding and knowledge of principles of flight and the main aerodynamic forces, as well as the main flight controls of the Edelweiss fleet.	EDW Classroom Self-Study WBT	03:00
Human Performance (CRM)	OM D CRM Training	02:00
Aviation Security • Security procedures • Aviation security • Security (unlawful events) Purpose: The FOO is aware of aviation security history. The FOO can identify potential security risks and apply the Edelweiss security procedures.	EDW Classroom Test OM D Training of Security Procedures	05:30
Dangerous Goods • Initial DG Training incl. Test	LAT Classroom OM D Training for	03:00

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Course Content and Subjects	Materials/References	Time
	Transportation of DG Test	
Management System Basic Training • Including Safety Management System	EDW WBT OM D Management System Training	02:00

Note: Defined training hours can be extended by the instructor according to the skills, knowledge and experience of the individual trainee.

2.4.3.5.3 FOO Flight Dispatcher Training

Flight dispatcher training covers relevant competencies to achieve initial competency for the job function of flight dispatcher tasks.

An FOO flight dispatcher shall not be authorised for flight dispatcher tasks without successful qualification in the role-specific flight dispatcher training.

The duration of FOO flight dispatcher training shall not be less than the below published minimum hours:

- Theoretical Training:
  - Minimum: 42.5 hours
- Practical on-the job training under supervision of a qualified FOO Flight Dispatcher:
  - Minimum: 10 shifts / 85 hours

The FOO shall demonstrate knowledge and/or proficiency in the competency of Flight Operation Officer (FOO) Flight Dispatcher training. To demonstrate knowledge and/or proficiency, an assessment of competency shall be done after each competency subject. A final assessment of competencies for FOO flight dispatcher training shall be passed prior to start with practical on-job training as flight dispatcher.

Competencies	Minimum hours per subject
Advanced Flight planning for longhaul flight planning	22:00
EDTO - Extended Diversion Time Operation	04:00
Route competency	08:00

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Competencies	Minimum hours per subject
Flight Dispatch Tasks	08:00
Total Minimum hours:	42:00

Note: Defined training hours can be extended by the instructor according to any already existing skills, knowledge and experience of the individual trainee.

The course contents of the competencies are specified in the FOO flight dispatcher syllabus.

Practical on-job training

To demonstrate knowledge and/or proficiency in competencies of flight dispatch as well as to demonstrate the ability to analyse weather, create accurate flight plans and provide assistance to flights, the individual FOO will be subjected to practical training under supervision of a qualified FOO flight dispatcher.

Prior to being assigned to any duties and tasks with responsibility for flight dispatch, the individual FOO shall demonstrate knowledge and/or proficiency in a final on the job assessment of competency performed by a qualified FOO evaluator.

2.4.3.5.4 Syllabus Flight Operations Officer (FOO) Flight Dispatcher Training

General:

The Flight Operation Officer (FOO = Operational Controller & Flight Dispatcher) competency-based and assessment training is based on the standards and recommended practices of EASA ORO.GEN.110, ICAO Doc 7192, ICAO doc 9868, ICAO Doc. 10106 and the IOSA Standards.

Aim of the course:

All personnel involved in the system of operational control shall be competent and qualified to ensure safe and secure conduct of each flight at a level of the operator and role specific qualification in accordance with OM A Flight Operations Officer Duties and Responsibility (FOO), OM A Operational Control.

Pre-entry requirements:

Prior to being assigned to any duties and tasks with responsibility for flight dispatch, all personnel shall be trained and demonstrate knowledge and proficiency by a final on-the-job assessment of competency in the job-role specific competencies to:

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Pre-entry requirements:

- assist the pilot-in-command in flight preparation and provide the relevant information required
- assist the pilot- in-command in preparing the operational and ATS flight plans and file a flight plan with the appropriate ATC unit
- furnish the pilot in command while in flight by appropriate means with information that may be necessary for the safe conduct of the flight
- in the event of an emergency, initiate relevant emergency procedures as specified in the EDW CERM.

Standards of Performance:

At the end of the FOO training the FOO shall be able to ensure a safe and secure conduct of each flight at a level of the operator and role specific qualification in accordance with OM A Flight Operations Officer Duties and Responsibility (FOO), OM A Operational Control.

Overview and Summary:

Subjects:	Flight Operation Officer (FOO) Flight Dispatcher Training
Type of Training:	Classroom, self-study and web based training
Tests:	Assessment of competencies
Duration:	42:00 h
Trainer:	• Edelweiss FOO instructor • Technical Pilot or Engineering Staff • Subject Matter Experts
Record of attendance:	MINT sign-off function, ILIAS, training files on Edelweiss SharePoint

Syllabus: Theoretical Training & Checking

A part of the theoretical training is performed using a CBT/WBT program. Additionally, a course introduction and several classroom lessons with the assistance of an instructor are provided.

The FOO trainee shall demonstrate knowledge and/or proficiency in the competency of Flight Operation Officer (FOO) Flight Dispatcher training. To demonstrate knowledge and/or proficiency, an assessment of competency shall be done after each competency

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subject. A final assessment of competencies for FOO Flight Dispatcher training shall be passed prior to start with the specific job-role training as Flight Dispatcher.

Course Content and Subjects	Materials/References	Time
Advanced Flight Planning for Longhaul Flight Planning • Driftdown A340 • Planning documents needed • Route selection • Routing handling • Selection of enroute alternates • ADDE fuel considerations • RNP RNAV / RAIM (LSI Dispatch / OM A) • PBCS incl. test • Assessment of competency Purpose: The FOO has knowledge and can apply the EDW flight planning policy and procedures during flight planning.	EDW Classroom Self-Study LSI Dispatch OM A Flight Preparation Instructions OM B OM C FOSI Q & A Assessment of competency	22:00
EDTO - Extended Diversion Time Operation • EDTO (EROPS) A340 legal requirements • EDTO (EROPS) A340 Operator policies and procedures • STOPS vs EROPS • EROPS planning requirement • Two Engine out • Fuel jettison • Assessment of competency Purpose: The FOO knows the principles of EDTO. The FOO knows the policies and procedures of EDTO. The FOO can identify EDTO areas and apply the correct procedures during flight planning.	EDW Classroom LSI Dispatch OM A Flight Preparation Instructions OM C FOSI Q & A Assessment of competency	04:00
Route Competency • **North Atlantic** ◦ NAT tracks system	EDW Classroom Self-Study	08:00

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Course Content and Subjects	Materials/References	Time
◦ Track MSG, FLS, required equipment ◦ Validity periods ◦ NAT entry/exit points, FLAS ◦ AFP specials ◦ A/C requirements ◦ Optimum routes NAT HLA • **Asia** ◦ WK destination ◦ Routing ◦ Terrain / driftdown ◦ Security and safety restrictions ◦ Overflight permits ◦ A/C requirements ◦ Optimum vs company routes ◦ Lido General Part (RAR / CRAR) • **North America** ◦ WK destination ◦ Routing ◦ Terrain / driftdown ◦ Security and safety restrictions ◦ Overflight permits ◦ A/C requirements ◦ Optimum vs company routes ◦ Lido General Part (RAR / CRAR) • **South America** ◦ WK Network ◦ Routing ◦ Terrain / driftdown ◦ Security and safety restrictions ◦ Overflight permits ◦ A/C requirements ◦ Optimum vs company routes ◦ Lido General Part (RAR / CRAR) • **Africa** ◦ WK Network ◦ Routing ◦ Terrain / driftdown ◦ Security and safety restrictions ◦ Overflight permits ◦ A/C requirements ◦ Optimum vs company routes	WBT Q & A Assessment of competency	

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Course Content and Subjects	Materials/References	Time
◦ Lido General Part (RAR / CRAR) • Assessment of competency Purpose: The FOO is aware of the Edelweiss area of operations, has knowledge of the area specific requirements and can apply them during flight planning.		
Flight Dispatch Task • preparation of the OFP • ensure a common set of flight documents is used • Briefing documents & briefing • Teams flight dispatch tools and structure • Dispatch checklist • Filing of the ATS flight plan • ATS slot handling • seasonal payload offer • overflight permissions • adaptation of OFP according to MEL/CDL • adaptation of OFP according to performance restrictions • assurance of completeness of required flight documentation • support of training flights • support of test flights • Assessment of competency Purpose: The FOO can identify and apply all Flight Dispatch tasks during flight planning.	EDW Classroom Q & A Assessment of competency	08:00

Note: Defined training hours can be extended by the instructor according to the skills, knowledge and experience of the individual trainee.

2.4.3.5.5 FOO Operations Controller Training

Operations controller training covers relevant competencies to achieve initial competency for the job function of operations controller tasks.

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An FOO operations controller shall not be authorised for operations controller tasks without successful qualification in the role-specific operations controller training.

The duration of FOO operations controller training shall not be less than the below published minimum hours:

- Theoretical Training:
  - Minimum: 42.0 hours
- Practical on-the job training under supervision of a qualified FOO Operations Controller:
  - Minimum: 10 shifts / 85 hours

The FOO shall demonstrate knowledge and/or proficiency in the competency of Flight Operation Officer (FOO) Operations Controller training. To demonstrate knowledge and/or proficiency, an assessment of competency shall be done after each competency subject. A final assessment of competencies for FOO Operations Controller training shall be passed prior to start with practical on-job training as operations controller.

Competencies	Minimum Hours per Subject
Netline ++ Advanced	16:00
ENZIAN	01:00
OCC Tasks and responsibilities	12:00
Irregularity handling	08:00
OCC IT Systems	05:00
Total Minimum hours:	42:00

Note: Defined training hours can be extended by the instructor according to any already existing skills, knowledge, and experience of the individual trainee.

The course contents of the competencies are specified in the FOO operations controller syllabus.

Practical on-the-job training

To demonstrate knowledge and/or proficiency in competencies of operational control duties and to provide assistance to flights, the individual FOO will be subjected to practical training under supervision of a qualified FOO Operational Controller.

Prior to being assigned to any duties and tasks with responsibility for Operational Controller, the individual FOO shall demonstrate knowledge and/or proficiency in a final on the job assessment of competency performed by a qualified FOO evaluator.

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2.4.3.5.6 Syllabus Flight Operations Officer (FOO) Operations Controller Training

General:

The Flight Operation Officer (FOO = Operational Controller & Flight Dispatcher) competency-based and assessment training is based on the standards and recommended practices of EASA ORO.GEN.110, ICAO Doc 7192, ICAO doc 9868, ICAO Doc. 10106 and the IOSA Standards.

Aim of the course:

All personnel involved in the system of operational control shall be competent and qualified to ensure safe and secure conduct of each flight at a level of the operator and role specific qualification in accordance with OM A Flight Operations Officer Duties and Responsibility (FOO), OM A Operational Control.

Pre-entry requirements:

Prior to being assigned to any duties and tasks with responsibility for operational control, all personnel shall be trained and demonstrate knowledge and proficiency by a final on the job assessment of competency in the job-role specific competencies to:

- assist the pilot-in-command in flight preparation and provide the relevant information required
- assist the pilot- in-command in preparing the operational and ATS flight plans and file a flight plan with the appropriate ATC unit
- furnish the pilot in command while in flight by appropriate means with information that may be necessary for the safe conduct of the flight
- in the event of an emergency, initiate relevant emergency procedures as specified in the EDW CERM.

Standards of Performance:

At the end of the FOO training the FOO shall be able to ensure a safe and secure conduct of each flight at a level of the operator and role specific qualification in accordance with OM A Flight Operations Officer Duties and Responsibility (FOO), OM A Operational Control.

Overview and Summary:

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Subjects:	Flight Operation Officer (FOO) Operations Controller Training
Type of Training:	Classroom, self-study and web-based training
Tests:	Assessment of competencies
Duration:	42:00 h
Trainer:	• Edelweiss FOO Instructor • Technical Pilot or Engineering Staff • Subject Matter Experts
Record of attendance:	MINT sign-off function, ILIAS, training files on Edelweiss SharePoint

Syllabus: Theoretical Training & Checking

A part of the theoretical training is performed using a CBT/WBT program. Additionally, a course introduction and several classroom lessons with the assistance of an instructor are provided.

The FOO trainee shall demonstrate knowledge and/or proficiency in the competency of Flight Operation Officer (FOO) Operations Controller training. To demonstrate knowledge and/or proficiency, an assessment of competency shall be done after each competency subject. A final assessment of competencies for FOO Operations Controller training shall be passed prior to start with the specific job-role training as Operations Controller.

Course Content and Subjects	Materials/References	Time
NetLine++ Advanced • Move and Swap aircraft • Aircraft change between different operators • In-flight return • Ramp return • Diversion • New Flight Publication • Cancellation of flight • Triangle flight process • Tag-on flight process • Assessment of competency	EDW Classroom LSI - Ops Control Q & A Assessment of competency	16:00

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Course Content and Subjects	Materials/References	Time
Purpose: The FOO has knowledge and proficiency to use NetLine++.		
ENZIAN • Flightwatch • Flight reports • PAX and catering • General function e.g. set of EET, speed level etc. • Mainform: add/delete flights • Airport Contacts via Crew Office • Daily flight programme • Fix, unfix, connect flights -> see logo upper left corner • Flight view (flight leg all tabs) • Assessment of competency Purpose: The FOO has knowledge and proficiency to use ENZIAN.	EDW Classroom LSI - Ops Control Q & A Assessment of competency	01:00
OCC Tasks and Responsibilities **Responsibilities:** • booking figures (passenger and cargo/mail) • weather phenomena en-route and at destinations • technical status of the fleet • equipment or facilities on aerodromes and en-route • ATS performance • crew availability • punctuality • operation performed by other carriers on behalf of Edelweiss (wet lease-in) • political actions/curfews/strikes • incidents/accidents/hijacking of aircraft or persons • bomb threats/black-mailing • missing aircraft position report **Tasks:** • assist the CMD whenever a flight runs into operational problems • inform the onward CMD in due time of irregularities	EDW Classroom LSI - Ops Control & LSI - Dispatch Q & A Assessment of competency	12:00

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Course Content and Subjects	Materials/References	Time

• aircraft assignment
• aircraft changes
• preparation of flight documentation for short-haul flights[1]
• ensure that short-haul flight preparation and aircraft assignment is in accordance with the safety and security restrictions
• ensure a common set of flight documents is used
• ATS slot handling
• ATS flight plan filing of the short-haul flights (Europe and North Africa)
• aircraft tracking in accordance with FOSI Aircraft Tracking
• Flight Following (MVT Control)
• Flight Monitoring which includes:
  ◦ Communication of all available and relevant safety, security, ATS and ground handling information between the flight crew and operational control personnel on the ground
  ◦ Provision of critical assistance to the flight crew in the event of an in-flight emergency or security issue, or upon request from the flight crew
• Crew control function outside of the crew office opening hours in accordance with OM A Flight Time Limitations
• handling of post flight documentation
• publication of time critical company NOTAM for stakeholders (e.g. Flight Ops, Safety division, Security division etc.)
• RAIM prediction on request of the PIC
• Initializing, amending, completing and sending of the daily OPS report
• Assessment of competency
 	
Purpose:
The FOO is able to identify and apply all OCC tasks to ensure a safe and secure operation.		

Irregularity • Decision making	EDW Classroom LSI - Ops Control	08:00

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Course Content and Subjects	Materials/References	Time
• OPS Plan • Management SMS • Irregularity Checklist • Irregularity Report • Irregularity Manual • PRN Fog tool • LAS und SEZ Delay info to station (see Dispatch NOTAM) • Emergency and abnormal situations • Assessment of competency Purpose: The FOO knows how to handle an irregularity, emergency and abnormal situation.	& LSI - Dispatch Irregularity Manual CERM Pink File Q & A Assessment of competency	
OCC IT Systems • Outlook ◦ E-Mail structure ◦ SMS via Outlook ◦ Management SMS ◦ Templates ◦ INAD Checkport Mail ◦ Stretcher Prozess • Teams ◦ Structure ◦ File structure ◦ OG Chanels ◦ Phone ◦ Chat ◦ Power Bi • Edelweiss Sharepoint / Intranet / Extranet ◦ Structure ◦ File structure ◦ OCC contact list ◦ Access to files ◦ Emergency in Office ◦ COSMOS ◦ Sharepoint Groups ◦ Intranet Flight desk – Flights – Briefing	EDW Classroom LSI - Ops Control & LSI - Dispatch Q & A Assessment of competency	05:00

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Course Content and Subjects	Materials/References	Time
◦ SMS to crew via briefing ◦ New unread files / Must read files • Team viewer ◦ Crew info screen ◦ Flight watch crew briefing room / OCC • Cut ◦ Phraseology • Airport Operational System (AOS) ◦ Overview ◦ Most important pages • ALTEA CM / FM ◦ Flight overview ◦ Staff list ◦ Find PAX ◦ Timatic ◦ Seatmap ◦ EZFW ◦ Deadload • Sita Text ◦ File structure ◦ Sita ◦ AFTN • Mobile ◦ SMS ◦ Whats up group ◦ PAX SMS Purpose: The FOO knows all OCC IT systems and how to use them.		

Note: Defined training hours can be extended by the instructor according to the skills, knowledge and experience of the individual trainee.

2.4.3.6 FOO Recurrent Training

Edelweiss FOO shall be kept at a high level of proficiency throughout their employment. This is ensured by the recurrent training for FOOs. The following courses and activities are held as refresher training in the specified intervals:

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Topic	Time	Interval	Remarks
Air law	1 Day	36 months[1]	All enclosed topics will be covered once every 36 month and are divided into three FOO recurrent trainings. At least one FOO recurrent training is conducted once a year.
Flight performance			
Aircraft General knowledge and instrumentation			
Navigation			
Meteorology			
Mass and balance			
Flight planning and monitoring (Including Special Airports)			
Operational procedures (Including communication with aircraft)			
Principles of flight			
FOO Competency Check Flight Dispatch or Operations Controller	1 Day	Yearly	
Human performance (CRM)	3 hrs	36 months	FOO shall participate in CRM courses outlined in OM D CRM Training
Aviation Security / unlawful events	3 hrs	36 months	OM D Training of Security Procedures
Dangerous Goods	2 hrs	24 months	OM D Training for Transportation of DG
Operational emergency and abnormal procedures	2 hrs	24 months	Emergency Response Training (CERM)
Management System basic Training (SMS)	2 hrs	36 months	OM D Management System Training
Flight deck familiarisation flight	1 flight	12 Months[2]	OM D Flight Deck Familiarisation Flight

[1] The 36-month validity period shall be calculated from the original qualification date.

[2] 12 months plus or minus one month from the original qualification date.

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Note: Notwithstanding the 36-month interval, recurrent training may also be performed at shorter intervals and adjusted to the needs identified after an assessment of the training needs conducted by the FOO Evaluator.

2.4.3.7 Scheduling of FOO Recurrent Training

Recurrent training shall not exceed the specified intervals defined in the FOO recurrent training.

Recurrent training must be scheduled within the FOO training intervals after the completed FOO training.

It's the task of planer of the FOO duty roster to schedule the FOO specific recurrent training within the specified recurrent training intervals. The planer shall also update the Edelweiss training record System (Mint) to ensure oversight and in-time scheduling of the required recurrent training.

The planer of the FOO duty roster as well as the manager flight dispatch receive a monthly FOO training report of all specific FOO training and expiry dates to ensure in-time scheduling of the required recurrent training.

2.4.3.8 Flight Deck Familiarisation Flight

Purpose

The flight deck familiarisation flights for the FOO serve the following purposes:

- To experience inflight the practical application and quality of the preflight planning.
- To experience the requirements for in-flight support, its benefit to the crew and its importance for an overall smooth flight operation.
- To get acquainted with specific problems associated with a route or flight (ATC, meteo, range etc.).
- To familiarise the FOO with cockpit work load (procedures, requirements etc.).
- To familiarise the FOO with the facilities, specific operational conditions and Edelweiss organisation at the destination, as far as possible.

Policy

Prior to being assigned to any job-role specific FOO duty, every FOO shall perform 1 flight deck familiarisation flight.

Every FOO shall perform 1 flight deck familiarisation flight every 12 month plus or minus 1 month. From the original qualification date.

The manager flight dispatch collects and stores the flight deck familiarisation flight records on Edelweiss SharePoint in accordance with OM A FOO Records. The tracking of the flight deck familiarisation flight is done in the Edelweiss training record System (Mint).

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Procedure

The flight deck familiarisation flights shall be performed in the cockpit under the regulations laid down in OM A Flight Procedures.

Before performing a flight deck familiarisation flight, the FOO shall, attend the pilot's flight preparation/briefing.

In order to represent the operational environment of FOO responsibility and tasks, the flight deck familiarisation flights shall be done over any area or route segment where responsibility for operational control will be exercised.

2.4.3.9 Training Records

All training and competencies will be recorded in an employee's training file on SharePoint and tracked in the Edelweiss training record System (Mint). It lies within the responsibility of the nominated person ground operations (NPGO) to ensure storage, retention, identification, retrieval, disposition and protection from unauthorised access of these records. Training records shall be retained as per OM A Operational Control and Supervision.

2.4.3.10 Training Material

The FOO instructors shall create, review and renew the training material on a regular basis but at least once every year.

No standardised recurrent training material is used. A new training course will be created for each FOO recurrent training in accordance with the required topics outlined in OM D FOO Recurrent Training.

2.4.4 Security Managers Training

The Edelweiss Security manager must have sufficient experience in the field of aviation security. He will receive external education and training in an appropriate Training Facility (e.g. IATA Training Center GVA) so that he has an in-depth knowledge of the following:

- Knowledge of previous acts of unlawful interference with civil aviation, terrorist acts and current threats;
- Knowledge of the legal framework for aviation security;
- Knowledge of the objectives and organisation of aviation security, including the obligations and responsibilities of persons implementing security controls;
- Knowledge of access control procedures;
- Knowledge of identification card systems used at the airport;
- Knowledge of procedures for challenging persons and of circumstances in which persons should be challenged or reported;
- Knowledge of reporting procedures;

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- Ability to identify prohibited articles;
- Ability to respond appropriately to security related incidents;
- Knowledge of how human behaviour and responses can affect security performance;
- Ability to communicate clearly and confidently.
- Knowledge of the capabilities and limitations of security screening equipment or screening methods used;
- Knowledge of the protection requirements of air carrier materials used for passenger and baggage processing.
- Knowledge of internal, national, Community and international quality control;
- Ability to motivate others;

2.4.5 Security Instructor Training

2.4.5.1 Minimum requirements in terms of education and professional experience

- Must have sufficient experience in the field of aviation security
- Knowledge of the OMA, CSPM and FAM.
- Understanding of CRM and security topics.
- Successful Background Check according NASP.
- Certification from an educational or training institute, or international organization, recognized by the appropriate authority or
- Competencies in instructional techniques; and
- Competencies in security elements to be thought

2.4.5.2 Theoretical Training

He will receive external education and training in an appropriate Training Facility (e.g. IATA Training Center GVA) so that he has an in-depth knowledge of the following:

- Knowledge of previous acts of unlawful interference with civil aviation, terrorist acts and current threats;
- Knowledge of the legal framework for aviation security;
- Knowledge of the objectives and organisation of aviation security, including the obligations and responsibilities of persons implementing security controls;
- Knowledge of access control procedures;
- Knowledge of identification card systems used at the airport;

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- Knowledge of procedures for challenging persons and of circumstances in which persons should be challenged or reported;
- Knowledge of reporting procedures;
- Ability to identify prohibited articles;
- Ability to respond appropriately to security related incidents;
- Knowledge of how human behaviour and responses can affect security performance;
- Ability to communicate clearly and confidently.
- Knowledge of the capabilities and limitations of security screening equipment or screening methods used;
- Knowledge of the protection requirements of air carrier materials used for passenger and baggage processing.
- Knowledge of internal, national, Community and international quality control; ability to motivate others;

2.4.5.3 Certification Assessment

After a successful background check and theoretical training, the new instructor has to undergo a certification assessment at the premises of FOCA in Berne. The assessment consist of a theoretical and a practical part.

If successful, the FOCA will issue a certificate as security instructor, valid for 5 years.

2.4.5.4 Practical Training

Minimum one instruction under supervision

2.4.5.5 Recurrent Training

A recurrent training in aviation security once every 3 years and in cases where the competencies have not been exercised for more than 6 months, before returning to instructional duties.

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2.5 Training and Checking Personnel

2.5.1 General

2.5.1.1 Personnel Providing Training, Checking and Assessment

All training, checking and assessment required in the Edelweiss Air AOC or ATO is conducted by appropriately qualified personnel. Edelweiss provides FOCA direct access to MINT where all lists of instructors and TC accessible.

In the case of flight and flight simulation training, checking and assessment, the personnel that provide the training and conduct the checking or assessment is qualified in accordance with Annex I (Part- FCL) to Regulation (EU) No 1178/2011. Additionally, the personnel providing training and conducting checking towards specialised operations is suitably qualified for the relevant operation.

Training and checking should be provided by the following personnel:

- Flight training by a type rating instructor (TRI) or, in the case of the FSTD content, a synthetic flight instructor (SFI). The TRI or SFI should satisfy Edelweiss's experience and knowledge requirements sufficiently to instruct on aircraft systems and operational procedures and requirements. (Refer to SFI Course A320/A340 or OM D TRI Course A320/A340)
- Operator proficiency check and skill test by a type rating examiner (TRE) or a synthetic flight examiner (SFE). The TRE or SFE is trained in CRM concepts and the assessment of CRM skills. (Refer to OM D Examiners)
- The line check is conducted by a suitably qualified commander nominated by Edelweiss Air (Refer to OM D Training Commander). This commander is trained as a minimum in:
    - how to perform a check
    - flight techniques applicable to checks performed in flight
    - techniques of briefing and debriefing
    - CRM concepts and CRM assessment
- SPO (e.g. MCF SIM-Training) only by suitably qualified SFI/TRI
- Ground and refresher training by suitably qualified personnel (Refer to OM D Theoretical Knowledge Instructors (TKI))
- Emergency and safety equipment training and checking by suitably qualified personnel (Refer to OM D Crew Safety Trainer (CST))
- CRM (Refer to OM D CRM Training)
    - Integration of CRM elements into the different phases of training by all the personnel conducting the training
    - Edelweiss ensures that all personnel conducting such training are suitably qualified to integrate elements of CRM into this training
    - Classroom CRM training by at least one CRM trainer who may be assisted by experts in order to address specific areas.

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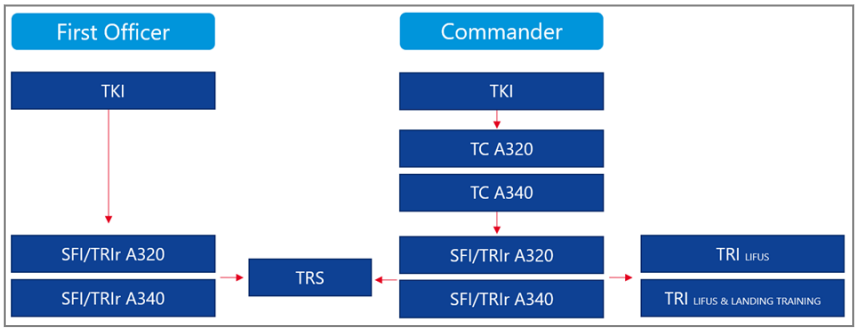
2.5.1.2 Instructor Upgrading Training

An exemplary Edelweiss flight crew instructor career contains positions/steps and may be upgraded to the next higher level or extended, according to the actual demand and under consideration of the instructor's qualifications. No right for admission for the next step is granted. The sequence may be adapted according to operational needs.

The respective training is conducted according to the approved training course for the respective category of licence, rating, privileges or certificate.



2.5.1.3 Common Duties and Obligations

The duty of all training personnel is to instruct in their given field in such a way that all training standards can be achieved by the trainees.

Training personnel will follow the given lessonplans or create them at their own, always respecting the requirements and the given frame as laid down by the authorities, the company and the OM D.

Checking personnel will take checks as laid down by the authorities, the respective lessonplan or the OM D.

The duty of all checking personnel is to set up the examination in a way that the knowledge and/or the skills in the given field can be checked. The setup must also enable a fair qualification of all candidates. The personnel conducting examinations are appropriately qualified and free from conflict of interest.

2.5.1.4 Common Language

All training personnel must demonstrate a sufficient level of proficiency in the common language of the respective course, or English, to adequately perform their duties.

2.5.1.5 Legal Background

The following is an excerpt of Part-FCL Subpart J, Section 1, reflecting common requirements for instructors. For Edelweiss this Subpart applies to SFI and TRI.

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2.5.1.5.1 Flight Instruction in Aircraft (FCL.900)

According to FCL.900, a person shall only carry out flight instruction in aircraft when he/she holds:

- a pilot licence issued or accepted in accordance with this Regulation;
- an instructor certificate appropriate to the instruction given, issued in accordance with this Subpart;

2.5.1.5.2 Synthetic Flight Instruction (FCL.900)

According to FCL.900, a person shall only carry out synthetic flight instruction or MCC instruction when he/she holds an instructor certificate appropriate to the instruction given, issued in accordance with this Subpart.

2.5.1.5.3 Introduction of New Aircraft (FCL.900)

1. In the case of introduction of new aircraft, when compliance with the requirements established in this Subpart is not possible, the competent authority may issue a specific certificate giving privileges for flight instruction. Such a certificate shall be limited to the instruction flights necessary for the introduction of the new type of aircraft and its validity shall not, in any case, exceed 1 year.
2. Holders of a certificate issued in accordance with above paragraph (1) who wish to apply for the issue of an instructor certificate shall comply with the prerequisites and revalidation requirements established for that category of instructor. Notwithstanding FCL.905.TRI(b), a TRI certificate issued in accordance with this (sub)paragraph will include the privilege to instruct for the issue of a TRI or SFI certificate for the relevant type.

2.5.1.5.4 General Requirements (FCL.915)

- An applicant for an instructor certificate shall be at least 18 years of age.
- Additional requirements for instructors providing flight instruction in aircraft: An applicant for or the holder of an instructor certificate shall hold at least the licence and, where relevant, the rating for which flight instruction is to be given; and shall have:
- completed at least 15 hours of flight as a pilot on the class or type of aircraft on which flight instruction is to be given, of which a maximum of 7 hours may be in an FSTD representing the class or type of aircraft, if applicable; or
- passed an assessment of competence for the relevant category of instructor on that class or type of aircraft;
- be entitled to act as PIC on the aircraft during such flight instruction.

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2.5.1.5.5 Credit for Further Ratings and for Revalidation (FCL.915)

- Applicants for further instructor certificates may be credited with the teaching and learning skills already demonstrated for the instructor certificate held.
- Hours flown as an examiner during skill tests or proficiency checks shall be credited in full towards revalidation requirements for all instructor certificates held.
- Credit for extension to further types takes into account the relevant elements as defined in the operational suitability data (OSD) established in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012.

2.5.1.5.6 Instructor Competences (FCL.920)

All instructors shall be trained to achieve the following competences:

- Prepare resources,
- Create a climate conducive to learning,
- Present knowledge,
- Integrate Threat and Error Management (TEM) and crew resource management,
- Manage time to achieve training objectives,
- Facilitate learning,
- Assess trainee performance,
- Monitor and review progress,
- Evaluate training sessions,
- Report outcome.

2.5.1.5.7 Evaluation & Standardisation

The Edelweiss flight and ground instructors and assessors will be periodically evaluated, according to her function, to ensure compliance with required qualification and performance standards.

The intent of this provision is to ensure instructors, evaluators, and line check airmen are standardised and meet the knowledge, skill, experience and flight instruction requirements of the state and Edelweiss operation.

2.5.1.5.8 Management System Training

All Edelweiss instructors must undergo Management System Training as described in OM D. Contents of the initial (OM D Management System Training) and the continuous Management System training (OM D Recurrent Training and Checking) is the same as for active flight crew.

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The Edelweiss SMS training is an element of the Safety Promotion component of the SMS framework. For this reason, Edelweiss will only outsource flight operations functions to external service providers with an appropriated individual involvement in the Edelweiss SMS.

2.5.2 Flight Instruction

2.5.2.1 MPL Instructor

Prerequisites

Edelweiss conducts type rating courses for MPL trainees under contract of LAT. The German LBA (Luftfahrtbundesamt) is supervising the training and will issue the MPL license. Edelweiss instructors and examiners participating as SFI, TRI, SFE or TRE will have to undergo the required MPL instructor training programme as set up by the LBA. Nevertheless, the legal requirements as set up by FCL.925 are stated below:

Requirements

a. Instructors conducting MPL training shall:

   have successfully completed an MPL instructor training course at an ATO, and for the basic, intermediate and advanced phases of the MPL integrated training course:

   - be experienced in multi-pilot operations; and
   - have completed initial CRM training with an approved commercial air transport operator.

b. MPL instructors training course

   1. The MPL instructor training course shall comprise at least 14 hours of training.Upon completion of the training course, the applicant shall undertake an assessment of instructor competencies and of knowledge of the competency-based approach to training.
   2. The assessment shall consist of a practical demonstration of flight instruction in the appropriate phase of the MPL training course. This assessment shall be conducted by an examiner. Upon successful completion of the MPL training course, the ATO shall issue an MPL instructor qualification certificate to the applicant.

c. In order to maintain the privileges, the instructor shall have, within the preceding 12 months, conducted within an MPL training course:

   - 1 simulator session of at least 3 hours; or
   - 1 air exercise of at least 1 hour comprising at least 2 take-offs and landings.

d. If the instructor has not fulfilled the requirements of (c), he shall:

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- receive refresher training at an ATO to reach the level of competence necessary to pass the assessment of instructor competencies; and
- pass the assessment of instructor competencies as set out in (b)(2).

(Ref: FCL.925)

2.5.2.2 Training Commander (TC)

Prerequisites

- Edelweiss only nominates suitably qualified commanders, trained in CRM concepts and the assessment of CRM skills.
- A commander nominated for that purpose does not necessarily need to be an instructor (e.g. TRI) or an examiner (e.g. TRE).

Requirements

Based on the Guidance Material of FOCA, Edelweiss has defined the following requirements:

- 600 flight hours within Edelweiss operations.
- 800 hours as CMD on Airbus FBW aircrafts.
- good operational knowledge within the Edelweiss operation.
- at least 2 proficiency checks with good gradings.
- high sensitivity in the area of CRM.
- conduct Teaching & Learning module incl. practical introduction set up by the NP Crew Training.
- introduction to administration and qualification of crew members related to “line flying under supervision” including “line checks”.

Privileges

TC are entitled to

- Conduct LIFUS with trainees on regular line flights from any cockpit seat (RH seat only if RH seat qualification completed and current), under the condition that the trainee has been released by TRI for LIFUS with TC, and that the trainee has a valid license and has passed his IR-, TR- or annual proficiency check on the respective aircraft type.
- Take line checks of flight crew members.

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Training Programme

Part 1: To conduct LIFUS Instruction (restricted to TC-Phase)			
Ground Course	Teaching & Learning	3 d	OM D Teaching and Learning Module
	Introduction to Administration	2 h	LP TC.IA
Simulator Training	SIM 2 of TRI Course A320 / A340 including training to operate in either pilot's seat	4 h	OM D TRI Course A320/A330/A340 OM D Adverse Weather Operations
	Training to operate in either pilot's seat	½ h	OM D Training to operate in either Pilot's Seat
Aeroplane Training	4 legs as TC on pilot's seat with real trainee under supervision of a TRI	4 l	n/a
Part 2: To conduct Line Checks			
Ground Course	Introduction to Qualification	2 h	LP TC.IQ
	Instructor Standardisation Programme for Mixed EBT	2 d	OM D Instructor Standardisation Programme for Mixed EBT
Aeroplane Training	Line Check as TC under supervision of the CFI or a delegated TC/TRI	2 l	OM D Line Check

Revalidation

For Revalidation, a TC must at least:

- take one line check per calendar year
- undergo a supervision and qualification (LIFUS or Line Check) performed by OT or delegate at least every 3 years (earliest 12 months prior expiry date)
- maintain his qualification to operate in either pilot's seat as described in OM D Training to operate in either Pilot's Seat
- If not fulfilled: take one line check under the supervision of the Head of Training or his deputy.

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2.5.2.3 Synthetic Flight Instructor (SFI) and Type Rating Instructor (TRI)

2.5.2.3.1 SFI General Regulations

Purpose

The purpose of the course is to obtain the SFI(A) rating for A320 respectively for A340.

Course objective

The course gives adequate training to the applicant in theoretical knowledge instruction, multi-crew co-operation and synthetic flight instruction in order to instruct for the respective type ratings.

Legal background

Legal Background is laid down in Part-FCL Subpart J, Section 7, reflecting specific requirements for the synthetic flight instructor (SFI).

Privileges and conditions (FCL.905.SFI)

The privileges of SFI are to carry out synthetic flight instruction, within the relevant aircraft category, for:

- the revalidation and renewal of an IR, provided that they hold or have held an IR in the relevant aircraft category;
- the issue of an IR, provided that they hold or have held an IR in the relevant aircraft category and have completed an IRI training course.

The privileges of SFI for multi-pilot aeroplanes are to carry out synthetic flight instruction for:

- the issue, revalidation and renewal of type ratings for multi-pilot aeroplanes;
- the MCC training course;
- the MPL course on the basic, intermediate and advanced phases, provided that, for the basic phase, they hold or have held an FI(A) or an IRI(A) certificate.

Restricted privileges (FCL.910.SFI)

The privileges of SFIs shall be restricted to the FTD 2/3 or FFS of the aircraft type in which the SFI training course was taken. The privileges may be extended to other FSTDs representing further types of the same category of aircraft if the holders have:

- completed the simulator content of the relevant type rating course;
- completed the relevant parts of the technical training and the FSTD content of the flight instruction syllabus of the applicable TRI course;

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- conducted on a complete type rating course at least 3 hours of flight instruction related to the duties of an SFI on the applicable type under the supervision and to the satisfaction of a TRE or an SFE qualified for this purpose.

The privileges of the SFI shall be extended to further variants in accordance with the OSD if the SFI has completed the type relevant parts of the technical training and the FSTD content of the flight instruction syllabus of the applicable TRI course.

Prerequisites (FCL.915.SFI)

An applicant for an A320 respectively A340 SFI certificate shall:

- hold or have held a CPL, MPL or ATPL in the appropriate aircraft category;
- have completed the proficiency check for the issue of the respective type rating in an FFS representing the applicable type, within the 12 months preceding the application;
- have at least 1 500 hours flight time as a pilot on multi-pilot aeroplanes as applicable;
- have completed, as a pilot or as an observer, within the 12 months preceding the application, at least:
    - 3 route sectors on the flight deck of the applicable aircraft type; or
    - 2 line-orientated flight training-based simulator sessions conducted by qualified flight crew on the flight deck of the applicable type. These simulator sessions shall include 2 flights of at least 2 hours each between 2 different aerodromes, and the associated pre-flight planning and de-briefing;

SFI training course (FCL.930.SFI)

The training course for the SFI includes:

- the FSTD content of the applicable type rating course;
- the relevant parts of the technical training and the FSTD content of the flight instruction syllabus of the applicable TRI training course, which includes:
- 25 hours of teaching and learning. Applicants holding or having held an instructor certificate shall be fully credited towards this requirement.
- 10 hours of technical training, including revision of technical knowledge, the preparation of lesson plans and the development of classroom/simulator instructional skills;
- 10 hours of flight instruction on a simulator representing A320 respectively A340.

An applicant for an SFI certificate who holds a TRI certificate for the relevant type shall be fully credited towards the require- ments of this paragraph.

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Revalidation (FCL.940.SFI)

To revalidate an SFI certificate, applicants shall fulfil, before the expiry date of the SFI certificate, at least two out of the following three requirements:

- have completed at least 50 hours as instructors or examiners in FSTDs, of which at least 15 hours in the period of 12 months immediately preceding the expiry date of the SFI certificate;
- have completed instructor refresher training as an SFI at an ATO;
- have passed the relevant sections of the AoC (assessment of competence) in accordance with point FCL.935 (use FOCA Form 60.723).
- Additionally, applicants shall have completed, on an FFS, the proficiency checks for the issue of the specific aircraft type ratings representing the types for which privileges are held.
- For at least each alternate revalidation of an SFI certificate, holders shall pass the AoC.
- If an SFI holds a certificate in more than one type of aircraft within the same category, the assessment of competence taken on one of those types shall revalidate the SFI certificate for the other types held within the same category of aircraft, unless otherwise is determined in the OSD.

For revalidation, use FOCA Form 60.745 (SFI/TRI (A) Revalidation/Renewal).

Renewal (FCL.940.SFI)

To renew the SFI certificate, applicants shall, within the period of 12 months immediately preceding the application for the renewal, comply with all of the following conditions:

- have completed instructor refresher training as an SFI at an ATO;
- have passed the assessment of competence in accordance with point FCL.935 (use FOCA Form 60.723);
- have completed, on an FSTD, the skill test for the issue of the specific aircraft type ratings representing the types for which privileges are to be renewed.

For renewal, use FOCA Form 60.745 (SFI/TRI (A) Revalidation/Renewal).

For the individual refresher training refer to OM D Individual Refresher Training.

Not line-qualified SFI

SFI which are not line-qualified (e.g. due to age limitation) will be planned for a one-day jump seat observation on a regular Edelweiss line flight each year in order to maintain familiarity with the current type related line operations.

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2.5.2.3.2 SFI Course

Course Syllabus for SFI A320/A340 Training Course

The training course consists of four parts:

- Part 1: FSTD content of the applicable type rating course;
- Part 2: teaching and learning instruction
- Part 3: technical theoretical knowledge instruction (technical training);
- Part 4: flight instruction.

Part 1 FSTD content of the applicable type rating course

See OM D Introduction for respective type rating courses.

Part 2 Teaching and Learning

See OM D Teaching and Learning Module

Part 3 Technical Theoretical Knowledge Instruction

The technical TKI comprises the same syllabus as described for TRI Course “Part 1: TRI restricted to Simulator Instruction” acc. to OM D Common Language.

Part 4 Simulator Training

The simulator training comprises the same syllabus as described for TRI Course “Part 1: TRI restricted to Simulator Instruction” acc. to OM D TRI Course A320/A340.

SFI Aircraft Type Extension (from SFI A320 to SFI A340 or vice versa):

The privileges may be extended to other FSTDs representing the further type when the holder has:

a. satisfactorily completed the simulator content of the relevant type rating course; and
b. have completed a LPC on a FFS, representing the applicable type, and conducted on a complete type rating course at least 3 hours of flight instruction related to the duties of an SFI on the applicable type under the supervision and to the satisfaction of a TRE qualified for this purpose. This requirement is to be fulfilled by conducting the relevant sections of the assessment of competence (see OM D Introduction, use FOCA form 60.722).

After completion, use FOCA Form 60.757 to apply for type extension.

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2.5.2.3.3 TRI General Regulations

Purpose

The purpose of the course is to obtain the TRI Rating for A320 or A340.

Course objective

The aim of the TRI training course is to train applicants to the level of competence defined in OM D Instructor competences (FCL.920)) and adequate for a TRI.

Legal background

Legal Background is laid down in Part-FCL Subpart J, Section 4, reflecting specific requirements for the type rating instructor (TRI).

Privileges and conditions (FCL.905.TRI)

The privileges of a TRI for the respective aircraft type are to instruct for:

- the revalidation and renewal of IRs, provided the TRI holds a valid IR;
- the issue of a TRI or SFI certificate, provided that the holder meets all of the following conditions:
    - has at least 50 hours of instructional experience as a TRI or SFI;
    - has conducted the flight instruction syllabus of the relevant part of the TRI training course (at least 10 hours) to the satisfaction of the head of training of an ATO;
- the issue, revalidation and renewal of the respective type rating;
- MCC training;
- the MPL course on the basic, intermediate and advanced phases, provided that, for the basic phase, they hold or have held an FI(A) or IRI(A) certificate;
- The privileges of a TRI include privileges to conduct EBT practical assessment at an EBT operator, provided that the instructor complies with the requirements of Part-ORO for EBT instructor standardisation at that EBT operator.

Restricted privileges (FCL.910.TRI)

If the TRI training is carried out in FSTDs only, the privileges of TRIs shall be restricted to training in FSTDs. This restriction shall however include the following privileges for conducting, in the aircraft:

- LIFUS and landing training, provided that the TRI training course has included the training specified in OM D Extension of TRI privileges: LIFUS (FCL.930.TRI(a)(4)(i))
- The restriction to FSTD shall be removed if TRIs have completed an assessment of competence (AoC) in the aircraft.

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Note concerning FCL.935.TRI: An AoC for a TRI for MPA shall be conducted in an FFS. If no FFS is available or accessible, an aircraft shall be used. The TRI (restricted) privileges can be extended to conduct LIFUS and landing training. See OM D Extension of TRI privileges: LIFUS.

Prerequisites (FCL.915.TRI)

An applicant for an A320 or A340 TRI certificate shall:

- hold a CPL, MPL or ATPL pilot licence on the applicable aircraft category;
- have completed 1500 hours flight time as a pilot on multi-pilot aeroplanes; and
- have completed, within the 12 months preceding the date of application, 30 route sectors, including take-offs and landings, as PIC or co-pilot on the applicable aeroplane type, of which 15 sectors may be completed in an FFS representing that type.

TRI Training course (FCL.930.TRI)

The TRI training course includes:

- 25 hours of teaching and learning. Applicants holding or having held an instructor certificate shall be fully credited towards this requirement;
- 10 hours of technical training, including revision of technical knowledge, the preparation of lesson plans and the development of classroom/simulator instructional skills;
- 10 hours of flight instruction on the appropriate aircraft or a simulator representing that aircraft;
- additional specific training before conducting LIFUS;
- additional specific training before conducting landing training. That training in the FSTD shall include training for emergency procedures related to the aircraft.

An applicant for a TRI certificate who holds an SFI certificate for the relevant type shall be fully credited towards the requirements of this paragraph for the issue of a TRI certificate restricted to flight instruction in simulators.

Assessment of competence (FCL.935.TRI)

The assessment of competence for a TRI for MPA shall be conducted in an FFS. If no FFS is available or accessible, an aircraft shall be used.

Revalidation

For revalidation and renewal of a TRI (A) certificate, FOCA Form 60.745 has to be used.

To revalidate a TRI(A) certificate, applicants shall, within the 12 months immediately preceding the expiry date of the certif- icate fulfil at least two out of the three following requirements:

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- conduct one of the following parts of a complete type rating or recurrent training course: simulator session of at least 3 hours or one air exercise of at least 1 hour comprising a minimum of two take-offs and landings;
- complete instructor refresher training as a TRI(A) at an ATO;
- pass the AoC (assessment of competence) in accordance with point FCL.935 (use FOCA Form 60.723), in order to demonstrate to the TRE their ability to instruct a pilot to the level required for the issue of a type rating, including pre- flight, post-flight and theoretical knowledge instruction.

For at least each alternate revalidation of a TRI certificate, holders shall pass the AoC in accordance with point FCL.935. If TRIs hold a certificate on two or more of the A320/A330/A340 types, the AoC taken on one of those types of aircraft shall revalidate the TRI certificate for the other types, unless it is otherwise determined in the OSD. Therefore, before applying for revalidation, check the current OSD revision.

Renewal

To renew a TRI certificate, applicants shall, within the 12 months immediately preceding the date of the application, have passed the AoC in accordance with point FCL.935 and shall have completed the following:

- at least 30 route sectors, including take-offs and landings on the applicable aeroplane type, of which maximum 15 sectors may be completed in an FFS;
- instructor refresher training as a TRI at an ATO which shall cover the relevant elements of the TRI training course;

If a certificate on two or more of the A320/A330/A340 types, the AoC taken on one of those types of aircraft shall renew the TRI certificate for the other types, unless it is otherwise determined in the OSD. Therefore, before applying for renewal, check the current OSD revision.

For the individual refresher training refer to OM D Individual Refresher Training.

2.5.2.3.4 TRI Course

2.5.2.3.4.1 General

- The training course will develop safety awareness throughout by teaching the knowledge, skills and attitudes relevant to the TRI task, and will be designed to give adequate training to the applicant in theoretical knowledge instruction, flight instruction and FSTD instruction to instruct for an aeroplane type rating for which the applicant is qualified.
- The TRI(A) training course will give particular emphasis to the role of the individual in relation to the importance of human factors in the man-machine environment and the role of CRM.

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- Special attention will be given to the applicant's maturity and judgment including an understanding of adults, their attitudes and variable levels of learning ability.
- During the training course the applicants will be made aware of their own attitudes to the importance of flight safety.
- A similar number of hours should be used for the instruction and practice of pre-flight and post flight briefing for each exercise. The flight instruction should aim to ensure that the applicant is able to teach the air exercises safely. The content of the training programme will cover training exercises applicable to the aeroplane type rating courses.
- Airmanship is a vital ingredient of all flight operations. Therefore, in the following air exercises the relevant aspects of airmanship are to be stressed at the appropriate times during each flight.
- The student instructor will learn how to identify common errors and how to correct them properly, which should be emphasised at all times.

2.5.2.3.4.2 Flight Instruction Syllabus

- The course is related to the respective Edelweiss aircraft fleet (A320/A340).
- TEM, CRM and the appropriate use of behavioural markers are integrated throughout.
- The content of the training programme covers the significant exercises applicable to A320/A340.
- The TRI candidate will be taught and made familiar with the FFS, its limitations, capabilities and safety features, and the instructor station, including emergency evacuation.
- The applicant for a TRI(A) certificate will be taught and made familiar with giving instruction from the instructor station.
- Before being checked for base training instruction, the applicant will be taught and made familiar with giving instruction from all operating positions, including demonstrations of appropriate handling exercises.
- Training courses are developed to give the applicant experience in training a variety of exercises, covering both normal and abnormal operations.
- The syllabus is tailored appropriate to A320/A340, using exercises and malfunctions considered more demanding for the student. This includes engine-out handling and engine-out operations in addition to representative exercises from the type transition course.
- The applicant will be required to plan, brief, train and debrief sessions using all relevant training techniques.

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2.5.2.3.4.3 Training Programme

TRI restricted to Simulator Instruction	Briefing	Training/ Time	Reference
Prerequisites • See OM D TRI General Regulations • CMD: Fulfil all requirements of a Training Commander acc. to OM D Training Commander • F/O: Hold an ATPL icluding: • 600 flight hours within Edelweiss operations. • 800 hours on Airbus FBW aircrafts. • good operational knowledge within the Edelweiss operation. • at least 2 proficiency checks with good gradings. • high sensitivity in the area of CRM. • conduct Teaching & Learning module incl. practical introduction set up by the NP Crew Training. • 4 hours introduction to administration and qualification of crew members (Lesson-plans TC.IA and TC.IQ)			
Ground Course Teaching & Learning Day 1 Teaching & Learning Day 2 Teaching & Learning Day 3 Introduction to Administration Introduction to Qualification Technical Theoretical Knowledge Preparation of Lesson Plan Development of classroom / simulator instructional skills self-study “Instructor Guide UPRT” including ILIAS test	-	9:00 8:00 8:00 2:00 2:00 3:00 5:00 7:00 2:00	OM D Teaching and Learning Module OM D Teaching and Learning Module OM D Teaching and Learning Module OT OT LP TRI.TK LP TRI.TK LP TRI.TK -

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TRI restricted to Simulator Instruction			Briefing	Training/ Time	Reference
Simulator Introduction as observer	OBS 1	Observation of an A320/A340 simulator session (e.g. refresher) conducted by a qualified flight crew.	2:00	4:00	n/a
Simulator Introduction while handling IOS under supervision of a SFI/TRI	INS 1	Handling of simulator instructor station during a simulator session of an A320/ A340 type rating course or a refresher session.	2:00	3:00	n/a
Simulator Instruction under supervision of a TRI	INS 2	Briefing, conducting of the flight instruction and debriefing of a simulator session of an A320/A340 type rating course or a refresher session.	2:00	3:00	n/a
	INS 3	Briefing, conducting of the flight instruction and debriefing of a simulator session of an A320/A340 type rating course or a refresher session.	2:00	3:00	n/a
Simulator Training under supervision of a TRI	SIM 1	Training as stated in note 3 below	2:00	3:00 (4:00 if 2 trainees)	LP TRI.SIM1
	SIM 2	Training as stated in note 3 below	2:00	4:00	LP TRI.SIM2
	SIM 3	Training as stated in note 3 below	2:00	3:00 (4:00 if 2 trainees)	LP TRI.SIM3

Note 1:
The “Teaching & Learning” module is required for TRI candidates with no former

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experience as Training Commander (TC) and with no valid or expired flight instructor certificates (CRI, FI, IRI, or equivalent).

Note 2:
The technical theoretical knowledge instruction comprises training to include the revision of technical knowledge, the preparation of lesson plans and the development of classroom instructional skills to enable the TRI to instruct the technical theoretical knowledge syllabus.

Particular attention will be given to the aspects of multi-crew cooperation.The type rating theoretical syllabus will be used to develop the TRI's teaching skills in relation to the type technical course syllabus. The course instructor will deliver example lectures from the applicable type technical syllabus and the TRI candidate will prepare and deliver lectures on topics selected by the course instructor from the type rating course.

Note 3:
UPRT requirements for instructors are documented in OM D UPRT Instructors.

Note4:
Contents of Simulator Training Programme:
The applicant for a TRI(A) certificate will receive instruction in an FFS to a satisfactory level in:

SIM1 Right hand seat familiarization as PF

- pre-flight preparation and use of checklists;
- taxiing;
- take-off, transition to instruments after lift-off;
- crosswind take-off followed by windshear;
- rejected take-off prior to reaching V1;
- engine failure during take-off, after V1;
- OEI approach and G/A;
- OEI approach and crosswind landing;
- high mach buffeting, fly-by-wire specific flight characteristics, steep turns;
- stall recovery; Alpha prot and Alpha max recovery;
- Dual hydraulic failure;
- Landing direct law, no flaps;
- Two engines inoperative on same wing (A340);
- other emergency and abnormal operating procedures;
- Cat 3 approach go-around due aircraft deficiency;
- Cat 3 approach go-around due weather;
- Cat 3 approach go-around due offset position or Autoland warning;
    - Cat 3 approach full stop landing.

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Note: For SFI Training for F/O, this part will be flown as left hand seat familiarization.

SIM2 Aeroplane training techniques for LIFUS and landing training

- methods for giving appropriate commentary;
- particularities of handling the aeroplane in touch and go manoeuvres;
- circuit training as PF (LH and RH seat); TRI manipulations, with and without malfunctions, with and without mistakes by “trainee”.
- intervention strategies (coaching, take-over, dual input) developed from situations role-played by a TRI course instructor, taken from but not limited to:
    - take-off configuration warning;
    - over controlling;
    - high flare: long float;
    - long flare;
    - baulked landing;
    - immediate go-around from touch;
    - too high on approach: no flare;
    - incorrect configuration;
    - TAWS warning;
    - misuse of rudder;
    - over control in roll axis during flare;
    - incapacitation;
    - actual abnormal or emergencies.

SIM3 Preparation to train emergency or abnormal procedures

As preparation for training of emergency or abnormal procedures in an aeroplane, FFS training includes the following:

- appropriate methods and minimum altitudes for simulating failures;
- incorrect rudder inputs;
- failure of a critical engine;
- approach and full-stop landing with simulated engine-out.

The abnormal manoeuvres refer to engine-out handling as necessary for completion of type rating training.

Note 4: Programme for removal of TRI restriction: see OM D Removal of TRI Restriction.

2.5.2.3.4.4 Long Briefings

The list of long briefings is to be found as a lesson plan of the TRI course “TRI.LB”.

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2.5.2.3.4.5 TRI Type Extension (General)

The privileges of a TRI are restricted to the type of aeroplane in which the training and the assessment of competence was taken. Unless otherwise determined in the OSD, to extend the privileges of TRIs to further, TRIs shall have:

a. completed within the 12 months preceding the application, at least 15 route sectors, including take-offs and landings on the applicable aircraft type, of which 7 sectors may be completed in a FSTD;
b. completed the technical training (10 hours, see lessonplan TRI.TK);
c. completed the flight instruction parts of the relevant TRI course. The mentioned flight instruction parts are the following simulator sessions as outlined in OM D TRI Course A320/A340:
    - INS 1 (Briefing time 1:15 hours / Simulator time 3 or 4 hours)
    - INS 2 (Briefing time 1:15 hours / Simulator time 3 or 4 hours)
    - INS 3 (Briefing time 1:15 hours / Simulator time 3 or 4 hours)
d. Note: At least one of the 3 simulator lessons must be 4 hours in order to achieve the required 10 hours of flight instruction;
e. passed the relevant sections of the assessment of competence (see OM D Assessment of Competence, use FOCA form 60.723) in order to demonstrate to a TRE qualified for this purpose his ability to instruct a pilot to the level required for the issue of a type rating, including pre-flight, post-flight and theoretical knowledge instruction.

After completion, use FOCA form 60.747 to apply for type extension.

The privileges of a TRI shall be extended to further variants in accordance with the OSD.

2.5.2.3.4.6 TRI Type Extension A320

Airbus has published Operational Suitable Data (OSD - Flight Crew A320). Chapter 11 of these OSD defines instructor ratings and examiner privileges.

Prerequisites

For holders of a valid A340 or A330/A350 or A380 TRI certificate, the following applies in lieu of FCL.910.TRI(b)(1): TRI privileges shall be extended to A320 type rating when the TRI has completed within the last 12 months preceding the application, at least 15 route sectors, including take offs and landings, on any of the A320 or A330/A350 or A340 or A380, of which:

(i) 4 sectors shall be completed in-flight on an A320 aircraft;

(ii) 7 sectors may be completed in an FFS.

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Note: For CAT operators, the number of sectors completed as part of LIFUS following qualification on A320 count towards the required number of sectors on A320.

Note: For holders of a valid A380 TRI certificate, (i) is 6 sectors instead of 4.

Extension of privileges to A320 TRI (unrestricted):

For holders of a valid A340, A330/A350 or A380 TRI certificate, that is not restricted to training in the FFS, the extension of TRI privileges to the A320 requires the completion of the following training:

a. LIFUS training and landing training in a FSTD: The A320 FFS session for LIFUS and landing training “S3X.LIF/S3X.LT”. It consists of TRI training on the LH and RH pilot seat. Duration 4:00 hrs.
b. Training on the use of the device: An A320 FFS session consisting of simulator instruction while handling IOS under supervision of a TRI. The new TRI is occupying the simulator instructor station. He will be taught in using the device and made familiar with the FFS its limitations, capabilities and safety features, and the IOS, including emergency evacuation. Duration 3:00 hrs. After the above training:
c. AoC for TRI in the A320 FFS session (CCQC or recurrent training). The AoC must be taken by a TRE(MPA) who carries the license endorsement “FCL.1005.TRE (a)(5) A320”. Duration 4:00 hrs.

Extension of privileges to A320 TRI (restricted):

Holders of a valid A340, A330/A350 or A380 TRI (restricted) certificate will not need technical or flight instruction training.

The following training on the use of the device is required:

a. An A320 FFS session consisting of simulator instruction while handling IOS under supervision of a TRI. The new TRI is occupying the simulator instructor station. He will be taught in using the device and made familiar with the FFS its limitations, capabilities and safety features, and the IOS, including emergency evacuation. Duration 3:00 hrs.

   After the above training:

b. AoC for TRI in the A320 FFS session (CCQC or recurrent training). The AoC must be taken by a TRE(MPA) who carries the license endorsement “FCL.1005.TRE (a)(5) A320”. Duration 4:00 hrs.

Note: FOCA will require an AoC for issue of a TRI type extension. In total this means: 1 A320 SIM Session (AoC) is required.

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Administration

FOCA forms 60.747 (TRI type extension) and 60.723 (AoC for instructors) have to be handed to FOCA.

On form 60.747 it has to be noted that the programme of the TRI Type Extension has been conducted according to OSD Airbus A320. Attach the pages of OSD chapter 11 to the application form.

2.5.2.3.4.7 TRI Type Extension A340

Airbus has published Operational Suitability Data (OSD - Flight Crew A340).

Chapter 11 of these OSD defines instructor ratings and examiner privileges.

Prerequisites

For holders of a valid A320 or A330/A350 or A380 TRI certificate, the following applies in lieu of FCL.910.TRI(b)(1): TRI privileges shall be extended to A340 type rating when the TRI has completed within the last 12 months preceding the application, at least 15 route sectors, including take-offs and landings, on any of the A320 or A330/A350 or A340 or A380, of which:

(i) 4 sectors shall be completed in-flight on an A340 aircraft;

(ii) 7 sectors may be completed in an FFS.

Note: For CAT operators, the number of sectors completed as part of LIFUS following qualification on A340 count towards the required number of sectors on A340.

Note: For holders of a valid A330 TRI certificate, (i) is 2 sectors instead of 4.

Extension of privileges to A340 TRI (unrestricted):

For holders of a valid A320, A330/A350 or A380 TRI certificate, that is not restricted to training in the FFS, the extension of TRI privileges to the A340 requires the completion of the following training:

a. LIFUS training and landing training in a FSTD: The A340 FFS session for LIFUS and landing training “S3X.LIF/S3X.LT”. It consists of TRI training on the LH and RH pilot seat. Duration 4:00 hrs.
b. Training on the use of the device: An A340 FFS session consisting of simulator instruction while handling IOS under supervision of a TRI. The new TRI is occupying the simulator instructor station. He will be taught in using the device and made familiar with the FFS its limitations, capabilities and safety features, and the IOS, including emergency evacuation. Duration 3:00 hrs.
   Note: Holders of an A330 TRI license will not require this training session.

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After the above training: c)Aoc for TRI in the A340 FFS session (CCQC or recurrent training). The AoC must be taken by a TRE(MPA) who carries the license endorsement “FCL.1005.TRE (a)(5) A340”.

Extension of privileges to A340 TRI (restricted):

Holders of a valid A320, A330/A350 or A380 TRI (restricted) certificate will not need technical or flight instruction training.

The following training on the use of the device is required:

d. An A340 FFS session consisting of simulator instruction while handling IOS under supervision of a TRI. The new TRI is occupying the simulator instructor station. He will be taught in using the device and made familiar with the FFS its limitations, capabilities and safety features, and the IOS, including emergency evacuation. Duration 3:00 hrs. Note: Holders of an A330 TRI license will not require this training session. After the above training:
e. AoC for TRI in the A340 FFS. The AoC must be taken by a TRE(MPA) who carries the license endorsement “FCL.1005.TRE (a)(5) A340”. Duration 4:00 hrs.

Note: FOCA will require an AoC for issue of a TRI type extension. In total this means: 2 A340 SIM Sessions for A320 TRI, 1 A340 SIM Session for A330 TRI (AoC only) is required.

Administration

FOCA forms 60.747 (TRI type extension) and 60.723 (AoC for instructors) have to be handed to FOCA.

If necessary: use FOCA form 60.537 (Confirmation of LIFUS), in order to remove the A340 operator restriction (“Restriction to Edelweiss Air”) from the licence. Removal of the operator restriction is a prerequisite for a TRI Type Extension.

On form 60.747 it has to be noted that the programme of the TRI Type Extension has been conducted according to OSD Airbus A340. Attach the pages of OSD chapter 11 to the application form.

2.5.2.3.4.8 Extension of TRI privileges: LIFUS

a) Legislation

- FCL 910.TRI and FCL.930.TRI(a)(4)(i) are stating that TRI restricted to training in FSTDs may extend their privileges for conducting LIFUS in the aircraft, provided that the TRI training course has included additional specific training before conducting LIFUS.
- AMC1 FCL.930.TRI is specifying this additional training: the applicant should receive training in an aircraft in-flight under the supervision of a TRI(A). At the

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completion of training the applicant instructor should be required to conduct a training flight under the supervision and to the satisfaction of a TRI(A) nominated for this purpose by the training organisation.

b) LIFUS Training Programme in FSTD

Simulator Session	S3X.LIF
Instructor briefing	1:00 hr
Flight session	4:00hrs
Instructor debriefing	1:00 hr

Purpose of the simulator session:

- Familiarisation as pilot flying (PF) on both seats;
- Using methods of providing appropriate commentary and intervention strategies developed from situations role played by the TRI training instructor.

Exercises on RH seat:

- Pre-flight preparation and use of checklists
- Taxiing
- MEL item
- RTO close to V1
- RTO at low speed
- Engine failure after V1 (tailstrike awareness and avoidance, beta target)
- OEI approach (overcontrolling)
- OEI landing (crosswind)
- Take-off (overcontrolling)
- Emergency and abnormal operating procedures (dual HYD failure)
- Task sharing, handover of controls and decision-making
- Cruise (effect of ATC-delaying actions on endurance, alternate airport management and diversion)
- Approach and landing (high flare, no flare, long float)
- Go around after touchdown (rejected / baulked landing)
- Circuit (traffic awareness when flying in pattern)
- Fullstop, emergency evacuation procedure.

On LH seat:

- same programme, but select another severe malfunction (emergency electrical configuration)
- additional visual circuits if time permits.

c) LIFUS Training Programme on Aircraft

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Instructor briefing	1:00 hr
Instructor debriefing	1:00 hr

Complete one route sector on an EDW flight where the candidate observes a TRI who conducts LIFUS.

d) LIFUS Checkout on Aircraft

Complete 1 route sector LIFUS (including briefing and debriefing) with real trainee under the supervision and to the satisfaction of a TRI(MPA).

e) Standard of Performance

- Is proficient in carrying out the required practices, procedures, instructional techniques and methods during actual flight operations;
- Is proficient in performing safe and professional flight operations through the application of standard operating procedures (SOP) as LIFUS instructor for the respective aircraft type and area of operations.

2.5.2.3.4.9 Extension of TRI privileges: Landing Training

a. Legislation

FCL 910.TRI and FCL.930.TRI(a)(4)(ii) are stating that TRI restricted to training in FSTDs may extend their privileges for conducting landing training in the aircraft, provided that the TRI training course has included additional specific training before conducting landing training. That additional training in the FSTD shall include training for emergency procedures related to the aircraft.

Note that the above mentioned legislation is enabling an extension of the restricted TRI privileges for landing training. Do not confuse it with the requirements for “unrestricted TRI” licensing as outlined in OM D 2.5.10 and FCL.930.TRI / FCL.935.TRI. The below mentioned “satisfaction of a TRI” is not the same as an assessment of competence, which has to be taken by a TRE (see OM D 2.5.11).

a. Landing Training Programme in FSTD

Simulator Session	S3X.LT
Instructor briefing	1:00 hr
Flight session	4:00hrs
Instructor debriefing	1:00 hr

Programme of the simulator session:

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- Landing training and t-n-go procedure (including considerations for crew duty assignments and callouts).
- Training of the flight profile of the circuit (including altitude- and speed-schedule; configuration; time checks).
- Use of abbreviated flight training checklist;
- appropriate use and programming of autoflight systems.

Exercises:

- Pre-flight preparation and use of checklists
- Landing training requirements and briefing (consider aerodrome, performance and associated risks for t-n-go and RTO, fuel requirements, meteorogical requirements)

LH seat training:

- Taxiing
- T/O
- 4 Traffic patterns (operating at low altitude, look-out for traffic)
- 4 T-n-go's (decision for t-n-go or fullstop; bird strikes; fuel consumption and fuel checks)
- 1 G/A with engine failure. TRI will insert additional associated malfunction (e.g. engine fire or flight control degradation)
- 1 Traffic pattern OEI with G/A OEI
- 1 Traffic pattern OEI with fullstop
- Repeat above programme for RH seat training.

a. Landing Training Checkout on Aircraft

- Complete at least 4 landings and 1 t-n-go with real trainee under the supervision and to the satisfaction of a TRI.

a. Standard of Performance

- Proficient instructional skills in providing flight training.
- Control of the aircraft at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt.

2.5.2.3.5 Removal of TRI Restriction

If the TRI assessment of competence was conducted in an FFS, the TRI certificate is restricted to flight instruction in FFS. The restriction shall be lifted when the TRI has passed the assessment of competence on an aircraft according to FCL.935.TRI, see OM D Removal of TRI Restriction.

The FOCA form to be used is 60.722 “Instructor Assessment of Competence”.

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The following flight training is foreseen, however the requirements listed on the above mentioned FOCA form are overruling and must be adhered to. Check the FOCA form prior to flight training, as the contents might change from time to time.

A320 Flight Training	Exercise	Briefing	Aircraft	Instructor
A320	Circuit training normal and abnormal ops	1:30	≅1:00	TRI
A320	Circuit Training Introducing a CMD or F/O under supervision	1:00	≅0:45	TRI as supervisor
Total		*2:30*	*≅1:45*	

A340 Flight Training	Exercise	Briefing	Aircraft	Instructor
A340	Circuit training normal and abnormal ops	1:30	≅1:00	TRI
A340	Circuit training introducing a CMD or F/O under supervision	1:00	≅0:45	TRI as supervisor
Total		*2:30*	*≅1:45*	

2.5.2.4 Examiners

2.5.2.4.1 Synthetic Flight Examiner (SFE) and Type Rating Examiner (TRE)

General

Holders of an examiner certificate shall:

- hold an equivalent licence, rating or certificate to the ones for which they are authorised to conduct skill tests, proficiency checks or assessments of competence and the privilege to instruct for them;
- be qualified to act as PIC on the aircraft during a skill test, proficiency check or assessment of competence when conducted on the aircraft.

Prerequisites for examiners

- Participants must be SFI or TRI at least.
- Minimum instruction experience as Flight Instructor, SFI or TRI: 12 months (Edelweiss requirement).
- Have completed 1 500 hours of flight time as a pilot of multi-pilot aeroplanes of which at least 500 hours shall be as PIC.

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- For the initial issue of an TRE certificate, have completed at least 50 hours of flight instruction as a TRI or SFI
- Nomination by the Edelweiss selection board. This decision of the selection board will lead to a proposal to the FOCA. FOCA is the only authority which is entitled to nominate examiners.
- Further prerequisites may be set up by FOCA.
- Passing the “Initial Examiner Course” set up by the FOCA is the prerequisite for the authorisation as examiner.
- Applicants for an SFE(A) certificate shall hold or have held an ATPL(A) and a type rating for the applicable type of aeroplane.
- Applicants for an examiner certificate shall demonstrate that they have not been subject to any sanctions, including the suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with this Part, for non-compliance with the Basic Regulation and its Implementing Rules during the last 3 years.

Course programme for SFE and TRE authorisation

Concept and course programme will be defined by the Swiss FOCA.

Note: Point FCL.1000 (Examiner certificates) also includes conditions and derogations for special situations which at present time are not applicable for EDW (e.g. new aircraft in an operator's fleet, examination outside the territory of the member states).

Privileges of SFE(A)

The privileges of SFEs are to conduct in an FFS, or for the AoC on the applicable FSTD:

- skill tests and proficiency checks for the issue, revalidation or renewal of type ratings for aeroplanes;
- proficiency checks for the revalidation or renewal of IRs if combined with the revalidation or renewal of a type rating, provided that they have passed a proficiency check for the aircraft type including the instrument rating within the last year;
- skill tests for ATPL(A) issue;
- skill tests for MPL issue, provided that they have complied with the requirements laid down in point FCL.925 (MPL Instructor);
- AoC for the issue, revalidation or renewal of an SFI certificate in the relevant aircraft category, provided that they have completed at least 3 years as an SFE(A) and have undergone specific training for the AoC in accordance with point FCL.1015 (b) (Examiner Standardisation)

(for details, see FCL.1005.SFE).

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Privileges of TRE(A)

The privileges of a TRE(A) are to conduct:

- skill tests skill tests for the initial issue of type ratings for aeroplanes;
- proficiency checks for revalidation or renewal of type ratings, EIRs and IRs;
- skill tests for ATPL(A) issue;
- skill tests for MPL issue, provided that the examiner has complied with the requirements in FCL.925 (MPL Instructor)
- assessments of competence (AoC) for the issue, revalidation or renewal of a TRI or SFI certificate in the applicable aircraft category, provided that the examiner has completed at least 3 years as a TRE and have undergone specific examiner standardisation training for the AoC in accordance with point FCL.1015 (b).

Note: ATPL skill tests may only be taken by TRE and Senior TRE. Written FOCA delegation is required.

Limitation of privileges in case of vested interests (FCL.1005)

Examiners shall not conduct:

- skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate to whom they have provided more than 25% of the required flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken;
- skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected.

Validity (FCL.1025)

An examiner certificate shall be valid for 3 years.

Revalidation (FCL.1025)

To revalidate an examiner certificate, holders shall comply with all of the following conditions:

- Before the expiry date of the certificate, have conducted at least six skill tests, proficiency checks or assessments of competence;
- in the period of 12 months immediately preceding the expiry date of the certificate, have completed an examiner refresher course which is provided by the competent authority or which is provided by an ATO and approved by the competent authority.
- one of the skill tests, proficiency checks or AoC conducted shall take place in the period of 12 months immediately preceding the expiry date of the examiner certificate and shall:

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  - have been assessed by an inspector from the competent authority or by a senior examiner specifically author- ised to do so by the competent authority responsible for the examiner certificate (see OM D 2.5.11); or
  - comply with the requirements in point FCL.1020. (i.e. demonstrate their competence through the conduct of a skill test, proficiency check or AoC in the examiner role, including briefing, conduct of the skill test, proficiency check or AoC, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation.

- If applicants for the revalidation hold privileges for more than one category of examiner, all examiner privileges may be revalidated if applicants comply with the requirements for one of the categories of examiner certificates held, in agree- ment with the competent authority.
- When applying for revalidation, use the latest edition of the respective FOCA Form for Revalidation of the Examiner Authorisation (FOCA Form 67.940).

Renewal (FCL.1025)

If the certificate has expired, before resuming the exercise of the privileges, the applicants shall in the period of 12 months immediately preceding the application for the renewal:

- attend an examiner refresher course provided by the FOCA or by an ATO and approved by the FOCA and
- comply with the requirements of FCL.1020 (Examiners assessment of competence according to OM D § 2.5.11).
- an examiner certificate shall only be revalidated or renewed if applicants demonstrate continued compliance with the requirements laid down in points FCL.1010 (Prerequisites for examiners) and FCL.1030 (Conduct of skill tests, profi- ciency checks and AoC);
- in no case any examiner duty shall be resumed without valid FOCA examiner authorisation.

For renewal, use FOCA Form 67.940 (Revalidation/Renewal Examiner Authorisation)

2.5.2.4.2 Senior Flight Examiner

Prerequisites

Senior Flight Examiners:

- shall have a minimum of 3 years of experience or have conducted at least 30 skill- or proficiency checks as Flight Examiner.
- shall be respected by the aviation community.
- shall have comparable qualifications to a Flight Inspector.

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- shall have close co-operation with the respective FOCA Flight Inspector, which is based on mutual trust and respect.
- shall be in a position to have the necessary time available to fulfil their tasks.
- shall be loyal to the task and towards FOCA.

Nomination

Nomination of Senior Flight Examiners shall be done according to the needs of FOCA.

As a general guideline, the number of Senior FEs will not be more than 1 Senior Flight Examiner per 7 Flight Examiners.

Instruction

After nomination, a senior Flight Examiner Candidate shall:

- undertake a Senior Flight Examiner Course.
- perform an initial Flight Examiner Supervision under the supervision of the respective FOCA Flight Inspector.

Tasks

Senior Flight Examiners:

- are close collaborators with the respective FOCA Flight Inspector and with the CCE.
- shall support and assist the respective Flight Inspector and the CCE.
- shall act as a point of contact with their assigned Flight Examiners.
- shall supervise their assigned Flight Examiners for the benefit of standardised pilot Skill Tests and LPC/OPC.
- shall assist FOCA and CCE in Flight Examiner Refresher Courses.
- shall follow the activities of their assigned Flight Examiners and report relevant observation.
- shall assist FOCA and CCE on request in any Flight Examiner related tasks.
- shall help FOCA in developing and improving Flight Examiner training.
- may take examiners assessment of competence according to FCL.1020. Note: Delegation by FOCA is required.
- ATPL skill tests may only be taken by TRE and Senior TRE. Written FOCA delegation is required.

(Ref: AMC1 FCL.1020 / 1025)

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2.5.2.4.3 Company Chief Examiner

- Edelweiss designates a CCE who preferably holds an MP(A) Senior Flight Examiner Authorisation.
- The CCE reports to the FOCA/SBFP Inspector in all matters relevant to licensing.
- The CCE shall be the person in charge of the Edelweiss Flight Examiner Team.
- He is the first point of contact for the Edelweiss Flight Examiners in respect of their duties.
- He shall manage the activities of all his Flight Examiners.
- He shall provide a list of planned Skill Tests and Proficiency Checks to the FOCA on a monthly basis. Exemptions may be granted by FOCA only.
- He shall check all the examination forms (including all the required attachments) either by himself or by establishing an examination form quality control system within the company. All examination forms shall be sent to FOCA through the Company Chief Flight Examiner or the designated quality control unit.
- He is responsible for the correct application of FCL requirements during LPC's within his organisation, including avoidance of situations whereby two company flight examiners simultaneously examine each other.
- He is the point of contact for any problems relating to LPC's discovered by the FOCA Quality Control division.
- He is responsible for evaluating the need for new Flight Examiners within the organisation.
- He is responsible for preparing a Flight Examiner candidate for the FOCA assessment.
- He shall support his Flight Examiner candidates in order to pass the initial Flight Examiner supervision taken by the FOCA Inspector, or a delegated FOCA Inspector.
- He shall ensure that all Edelweiss Flight Examiners are able to take at least the minimum number of Proficiency Checks/Skill Tests in order to fulfil the revalidation criteria.
- He shall coordinate the administration of Flight Examiner Authorisations for initial issue and revalidation.
- He shall ensure that the Supervision of his Flight Examiners is carried out by himself, or by a Senior Flight Examiner of Edelweiss.
- He is responsible for ensuring that his Flight Examiners attend the Flight Examiner revalidation course in due time.
- He shall select and nominate Senior Flight Examiners to FOCA if he needs assistance in supervising his Company Flight Examiners. FOCA shall verify this nomination.

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- He is responsible for reporting any changes affecting the status of Edelweiss Flight Examiners, such as: contact details (address), medical problems - particularly those affecting, or likely to affect, the capacity of the examiner to continue in his duties, retirement, loss of ratings, leaving the company, etc.

Administrative notes:

- A CCE may conduct the “Assessment of Competence” for Examiners (SFE, TRE).
- The CCE must delegate the assessment to a Senior Flight Examiner, if he can not conduct the assessment himself.
- The CCE has to be supervised by FOCA and not by a Company Senior Examiner.

(Ref: AMC1 FCL.1020)

2.5.2.5 Assessment of Competence

General

An A320/A340 SFI or TRI applicant shall pass an assessment of competence to demonstrate to an examiner the ability to instruct a student pilot to the required level. The assessment shall be performed on respective FSTD or aircraft type.

The term “Assessment of Competence” replaces the formerly used term “Supervision”. There are two types of assessment of competences (AoC):

- AoC for Examiners (SFE, TRE)
- AoC for Instructors (SFI, TRI)

AoC includes

- the demonstration of the competencies as described in OM D Instructor competences (FCL.920), during pre-flight, postflight and theoretical knowledge instruction;
- oral theoretical examinations on the ground, pre-flight and post-flight briefings and in-flight demonstrations in the appropriate aircraft type or FSTD;
- exercises adequate to evaluate the instructor's competencies.

AoC for examiners (SFE, TRE)

- The initial AoC will be conducted by FOCA
- For revalidation and renewal of examiner authorisation, the following applies:

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- The Company Chief Examiner “CCE” (refer to OMD Company Chief Flight Examiner (CCE)) may conduct an AoC for examiners (TRE, SFE).
- The Company Chief Examiner “CCE” may delegate the authority to conduct an AoC for Examiners (TRE, SFE) to a senior TRE (refer to OMD Senior Flight Examiners).
- An AoC for examiners is conducted during a proficiency check or a skill test.
- FOCA form 67.930 “Examiner Assessment of Competence (AoC)” has to be used. FOCA form 60.723 is not applicable for AoC for examiners
- Only the FOCA may conduct an AoC of the CCE.

AoC for instructors (SFI, TRI)

- The Company Chief Examiner “CCE” (refer to OMD Company Chief Flight Examiner (CCE)) may conduct an AoC for Instructors (TRI, SFI).
- The Company Chief Examiner “CCE” may delegate the authority to conduct an AoC for Instructors (TRI, SFI) to a TRE/SFE. Written FOCA delegation is not required.
  - A TRE may conduct AoCs for the issue, revalidation or renewal of a TRI/SFI certificate within the applicable aircraft category, provided that the examiner has completed at least 3 years as a TRE.
  - A SFE may conduct AoCs in a FFS for the issue, revalidation or renewal of a SFI certificate within the applicable aircraft category, provided that the examiner has completed at least 3 years as a SFE.
- FOCA form 60.723 “Instructor Assessment of Competence” has to be used.

Conduct of the assessment of competence

a. AoC performed on A320/A340 aircraft
   - The AoC will be conducted in the frame of a flight training session with an actual student, where the candidate acts as TRI under supervision. Alternatively, the examiner or another instructor functions as “student”.
   - The examiner acts as PIC, except in circumstances agreed upon by the examiner when another instructor is designated as PIC for the flight.
   - The candidate occupies the seat normally occupied by the instructor (pilot seat).
   - Programme according to Lessonplan S3xx.AOC (use the MINT form "TRE/TRI/SFI/TC AoC and Supervision").

b. AoC performed on A320/A340 simulator
   - The AoC will be conducted in the frame of a simulator training session, where the candidate acts as TRI/SFI under supervision.

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- The candidate occupies the seat normally occupied by the instructor (instructor seat).
- The examiner, another instructor or a real crew under instruction functions as “student”.
- The assessment should consist of at least 3 hours of flight instruction on the applicable FFS or FTD 2/3.
- Programme according to Lessonplan S3xx.AOC (use the MINT form "TRE/TRI/SFI/TC AoC and Supervision").

Revalidation

When an assessment of competence is required for revalidation of an instructor certificate, an applicant who fails to achieve a pass in the assessment before the expiry date of an instructor certificate shall not exercise the privileges of that certificate until the assessment has successfully been completed.

Standard of performance

AMC 1 FCL.920 (Instructor competences and assessment) defines the following performance standards to be demonstrated:

Competence	Performance	Knowledge
Prepare resources	• ensures adequate facilities; • prepares briefing material; • manages available tools; • plans training within the training envelope of the training platform, as determined by the EDW ATO.	• understands objectives; • available tools; • competency-based training methods; • understands the training envelope of the training platform, as determined by the EDW ATO and avoids training beyond the boundaries of this envelope.
Create a climate conducive to learning	• establishes credentials, role models appropriate behaviour; • clarifies roles; • states objectives; • ascertains and supports trainees needs.	• barriers to learning; • learning styles.

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Competence	Performance	Knowledge
Present knowledge	• communicates clearly; • creates and sustains realism; • looks for training opportunities.	• teaching methods.
Integrate TEM or CRM	• makes TEM or CRM links with technical training; • makes upset prevention links with technical training.	• HF, TEM or CRM; • Causes and countermeasures against undesired aircraft states.
Manage time to achieve training objectives	• allocates time appropriate to achieving competency objective.	• syllabus time allocation.
Facilitate learning	• encourages trainee participation; • shows motivating, patient, confident and assertive manner; • conducts one-to-one coaching; • encourages mutual support.	• facilitation; • how to give constructive feedback; • how to encourage trainees to ask questions and seek advice;
Assesses trainee performance	• assesses and encourages trainee self-assessment of performance against competency standards; • makes assessment decision and provide clear feedback; • observes CRM behaviour.	• observation techniques; • methods for recording observations.
Monitor and review progress	• compares individual outcomes to defined objectives; • identifies individual differences in learning rates; • applies appropriate corrective action.	• learning styles; • strategies for training adaptation to meet individual needs.

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Competence	Performance	Knowledge
Evaluate training sessions	• elicits feedback from trainees; • tracks training session processes against competence criteria; • keeps appropriate records.	• competency unit and associated elements; • performance criteria.
Report outcome	• reports accurately using only observed actions and events.	• phase training objectives; • individual versus systemic weaknesses

- The applicant is required to explain the relevant exercises and to demonstrate their conduct to the 'student', where appropriate. Thereafter, the 'student' executes the same manoeuvres (if the 'student' is the examiner or another instructor, this can include typical mistakes of inexperienced students). The applicant is expected to correct mistakes orally or, if necessary, by intervening physically.
- The assessment of competence should also include additional demonstration exercises, as decided by the examiner and agreed upon with the applicant before the assessment. These additional exercises should be related to the training requirements for the applicable instructor certificate.
- All relevant exercises should be completed within a period of 6 months. However, all exercises should, where possible, be completed on the same day. In principle, failure in any exercise requires a retest covering all exercises, with the exception of those that may be retaken separately. The examiner may terminate the assessment at any stage if they consider that a retest is required.

(Ref: FCL.920 FCL.935; AMC1 FCL.920: AMC1 FCL.935 and AMC4 FCL.935).

2.5.2.6 Training Supervisor (TRS)

2.5.2.6.1 TRS for EDW Training Courses

Privileges

A Training Supervisor (TRS) is the link between OT and the participants of the respective course. As the first contact person for the trainees, he shall support them as far as practicable regarding administration, schedule changes, license issues, access badges, logins etc.

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Courses

Training Supervisors are provided for following courses:

- OCC
- Conversion Courses and CCQC A320, A340
- Command Course

Assignments

- Welcomes the trainees and introduces himself at the start of the course as their first contact person.
- Keeps himself well informed about the performance curve of every trainee.
- Informs OT about irregularities and problems.
- Executes the decisions taken by OT.
- Conducts “knowledge verifications” and “knowledge tests” according to course syllabus.
- Issues a final qualification (within four weeks after completion of the course) about every participant of the following courses:
  - OCC
  - Command Course

Prerequisites

A candidate must hold a valid qualification as TC, SFI or TRI since at least 12 months.

2.5.2.6.2 TRS for LAT ab-initio Training Courses

Privileges

See above OM D Training Supervisor

Courses

Training Supervisors are provided for following courses:

- EDW - LAT ab-initio training course

Assignments

Is an integral part of the LAT Training Supervisor Team and acts according to their specific regulations.

Prerequisites

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- A candidate must hold a valid qualification as FI, CRI or SFI.
- A candidate must have 12 months flight experience as pilot within Edelweiss operations.

2.5.2.7 Cabin Crew Line Instructors

General:

- Each training course is conducted in a structured and realistic manner and performed by personnel appropriately qualified for the subject to be covered.
- In the context of conducting checks/supervision, Edelweiss nominates suitably qualified/experienced personnel.
- The term “Cabin Crew Instructor” (CCI) is used for supervisors for (re)-familiarisation flights and/or in-flight checks only.
- Theoretical and specialised knowledge is taught by a classroom instructor.

Applicability for C/C Instruction:

Cabin Crew Instruction is conducted in the following circumstances:

a. Integration of a new aeroplane type
If a new aeroplane is being added to the Edelweiss fleet, it might be necessary to make use of special resources for its introduction, such as CCI rated on the aeroplane type from the manufacturer, CCI from another operator using the same type of aeroplane or other instructing personnel (e.g. Training CMD, TKI).
Before conducting any duty as CCI, fulfilment of the “Company Introduction” requirements stipulated in the above table must be granted.
Proof of the corresponding qualification and training shall be recorded and reported to FOCA.
An Edelweiss CCI may extend the function to the new aeroplane type after having undergone training according to AIR OPS Subpart CC for changing aeroplane type.

b. CCI changing operator while maintaining aeroplane type
A CCI who is changing from another operator with the same aeroplane type with the intention to continue the CCI activity within Edelweiss must undergo the regular training according to AIR OPS Subpart CC for changing operator. Additionally, the requirements stipulated in “Company Introduction” in the above table must be fulfilled.

c. CCI changing operator and aeroplane type
A CCI who is changing from another operator and aeroplane type with the intention to continue the CCI activity within Edelweiss must undergo the regular training according AIR OPS Subpart CC for changing operator and aeroplane type. Additional-

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Applicability for C/C Instruction:

ly, the requirements stipulated in “Company Introduction” in the above table must be fulfilled.

CCI Categories:

Edelweiss differentiates between 3 categories of CCI:

- OM D Line Introduction Cabin Crew Member (EFCC or Einführungs-C/C)
- OM D Line Check Cabin Crew Member (EFSC or Einführungs-S/C)
- OM D Line Check Senior Cabin Crew Member (SCCC or S/C-Checker)

The following table outlines the applicable instructions for the respective CCI category:

CCI Function	CC Instructions	SC Instruction	CC Line Check	SC Line Check	CC Refam	SC Refam
EFCC	x	-	-	-	x	-
EFSC	C-CL A320 only	x	x	-	-	x
SCCC	C-CL A320 only	x	x	x	-	x

“x” = permitted; ” –“ = not permitted

Note: The CCI qualifications are stored electronically in MINT.

2.5.2.7.1 Line Introduction Cabin Crew Member

Duties and Responsibilities of Line Introduction Cabin Crew Member (EFCC):

- A Line Introduction Cabin Crew Member (EDW term: “Einführungs-C/C”) is a CCI entitled to perform supervision of cabin crew trainees during familiarisation flights.
- The Line Introduction Cabin Crew Member ensures that the Edelweiss standards are upheld by the supervised cabin crew member during the familiarisation flights and notifies OTK and PC, if required, if these standards are not achieved and maintained.

Prerequisites for Line Introduction Cabin Crew Member (EFCC):

- A candidate must have a valid qualification as cabin crew.

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Prerequisites for Line Introduction Cabin Crew Member (EFCC):

- Edelweiss will only nominate company CCI having a deeper understanding on how to judge, realise and introduce procedures. They shall have, as a minimum, the same knowledge and abilities as those they will have to supervise.
- Line Introduction Cabin Crew Members have to be qualified on the aircraft type with a minimum experience of 1 year after start of conversion training.
- Be well familiar with Edelweiss's philosophy, procedures, organisation as well as area and kind of operation;
- Have a thorough knowledge of the administrative procedures, contents of Operations Manuals, operational documents, forms and related records;
- The selection process shall take place according to OM D Selection Process for Instructors, Examiners and S/C.

Training Programme Basic Course Line Introduction Cabin Crew Member (EFCC):

Subjects:	Line Introduction Cabin Crew Member (EFCC)
Phases:	1
Tests:	ILIAS Examination, Practical assessment
Duration:	2 days (14:00 h)
Trainer:	Edelweiss Cabin Crew Ground Instructor, Cabin Crew Management
Record of attendance:	MINT sign-off function, attendance sheet

Overview and Summary:

- Location: EDW Classroom

The course is set up by PCT and consists of the following modules:

Syllabus: Line Introduction Cabin Crew Member (EFCC)

Phase	Course content and subjects	Materials / References	Time
1.1	**Company Introduction (EDW specific Elements)** Requirements • Organisation of Edelweiss	EDW Classroom Instructor PCT / P Corresponding lessonplan	01:15

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Phase	Course content and subjects	Materials / References	Time
	• Legal basis (AIR OPS Subart CC and other documents) • Edelweiss manuals and directives Training and Checking Administration • Records and forms • Control, analysis and storage of records • Feedback System as part of the Edelweiss quality system)		
1.2	**Teaching Activity and Learning Behaviour** The Learning Process • Motivation • Perception and understanding • Learning methods The Teaching Process • Elements of effective teaching • Teaching methods • Planning of instructional activity Training Philosophies • Importance of a planned syllabus • Integration of theoretical knowledge Human Performance and Limitation • Physiological factors • Psychological factors • Human information processing • Behavioural attitudes Feedback System	EDW Classroom Instructor: PCT Corresponding lessonplan	11:30

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Phase	Course content and subjects	Materials / References	Time
	• The drawing up of comments, recommendations and improvements The need of concise communication Handling of underperforming Crew • Procedures to be applied in the event that candidates do not achieve or maintain the required standard Candidate's Evaluation • The role of a Cabin Crew Instructor during supervision and its analysis • Assessment of student performance; • Analysis of student's errors		
1.3	**Techniques for Supervision** • The cabin environment; • In-flight situational awareness; • Briefing structure (topics and targets); • Candidate's self-assessmnt and self-critic	EDW Classroom Instructor: PCT / OMCC Corresponding lessonplan	01:15

Training Programme Recurrent Training Line Introduction Cabin Crew Member (EFCC)

In order to maintain the qualification as Line Introduction Cabin Crew Member, the CCI shall attend at least once per calendar year an Edelweiss recurrent training course (EFCC Refresher), covering the topics, case studies and selected subjects in the field of:

Phase	Course content and subjects	Materials / References	Time
1.1	• Learning and teaching • Resource management • Motivation • Flight Safety • Human performance and limitations • Feedback System	Instructor PCT Corresponding lessonplan	08:15

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Phase	Course content and subjects	Materials / References	Time
	• Techniques for supervision • Qualification, handling of under-performing crew		

The duration of this course will be 1 day, the course is set up by PCT.

If a CCI does not partake the refresher course once per calendar year, the respective CCI qualification will expire at the end of the calendar year and remains inactive until the refresher course has been completed. A training program for CCI with long-term absences will be established individually by OTK.

2.5.2.7.2 Line Check Cabin Crew Member

Duties and Responsibilities of Line Check Cabin Crew Member (EFSC):

- Line Check Cabin Crew Member are entitled to take cabin crew line checks.
- Line Check Cabin Crew Member perform supervision of Senior Cabin Crew trainees during familiarisation flights and for shorthaul business class familiarisation flights of Cabin Crew trainees.
- Line Check Cabin Crew Member ensure that the Edelweiss standards are upheld by the supervised cabin crew member during the familiarisation and check flights. They will notify OTK and PC, if required, if these standards are not achieved and maintained.

Prerequisites for Line Check Cabin Crew Member (EFSC):

- They must have a valid qualification as Senior Cabin Crew Member.
- They must have successfully completed the entire S/C Initial Training Programme.
- The Line Check Cabin Crew Member shall have, as a minimum, the same knowledge and abilities as those they will have to supervise.
- They must have a minimum experience of 1 year on the aircraft type after start of conversion training.
- They must be well familiar with Edelweiss's philosophy, procedures, organisation as well as area and kind of operation.
- They must have a thorough knowledge of the administrative procedures, contents of operations manuals, operational documents, forms and related records
- The nomination process shall take place according to OM D Selection Process for Instructors, Examiners and S/C.

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Prerequisites for Line Check Cabin Crew Member (EFSC):

Training Programme Basic Training Line Check Cabin Crew Member (EFSC):

The qualification as Line Check Cabin Crew Member is acquired after successfully completing the Senior Cabin Crew Basic Training Programme as described in OM D Syllabus: Senior Cabin Crew Part 3.

Subjects:	Line Check Cabin Crew Member (EFSC)
Phases:	1
Tests:	N/A
Duration:	1 day (7:00 h)
Trainer:	Edelweiss Cabin Crew Ground Instructor
Record of attendance:	MINT sign-off function, attendance sheet

Overview and Summary:

- Location: EDW Classroom

The course is set up by PCT and consists of the following modules:

Syllabus: Line Check Cabin Crew Member (EFSC)

Phase	Course content and subjects	Materials / References	Time
1.1	**Share the Experiences Longhaul** • Leadership/ Managing gorups • Communication between flight deck and SC • Leading in difficult situations • Summary after one year of experience in the new duty shorthaul and longhaul	EDW Classroom Instructor PCT Corresponding lessonplan	03:30
1.2	**Checking, Supervision and Qualifying of Cabin Crew Members** • Learning and teaching • Resource management • Motivation	EDW Classroom Instructor: PCT Corresponding lessonplan	02:30

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Phase	Course content and subjects	Materials / References	Time
	• Flight Safety • Human performance and limitations • Feedback System • Techniques for supervision DW Classroom • Qualification, handling of under-performing crew		
1.3	**Q&A** • Daily Review • Course Closing & Graduation	EDW Classroom Instructor: PCT	01:00

Training Programme Recurrent Training Line Check Cabin Crew Member (EFSC)

In order to maintain the qualification as Line Check Cabin Crew Member, the CCI shall attend at least once per calendar year an Edelweiss recurrent training course (SC Refresher), covering the topics, case studies and selected subjects in the field of:

Phase	Course content and subjects	Materials / References	Time
1.1	• Learning and teaching • Resource management • Motivation • Flight Safety • Human performance and limitations • Feedback System • Techniques for supervision • Qualification, handling of under-performing crew	Instructor PCT Corresponding lessonplan	08:00

The duration of this course will be 1 day, the course is set up by PCT.

If a CCI does not partake the refresher course once per calendar year, the respective CCI qualification will expire at the end of the calendar year and remains inactive until the refresher course has been completed. A training program for CCI with long-term absences will be established individually by OTK.

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2.5.2.7.3 Line Check Senior Cabin Crew Member

Duties and Responsibilities of Line Check Senior Cabin Crew Member (SCCC):

- In addition to the duties and responsibilities for line check Cabin Crew Member, line check Senior Cabin Crew Member are entitled to take Senior Cabin Crew line checks.
- Line Check Senior Cabin Crew Member ensure that the Edelweiss standards are upheld by the supervised (Senior) Cabin Crew Member during the familiarisation and check flights. They will notify OTK and PC, if required, if the standards are not achieved or maintained.

Prerequisites for Line Check Senior Cabin Crew Member (SCCC):

- They must have a valid qualification as Senior Cabin Crew Member.
- The Line Check Senior Cabin Crew Member shall have, as a minimum, the same knowledge and abilities as those they will have to supervise.
- They must have a minimum experience of 3 years on the aircraft type after start of conversion training in the role as Senior Cabin Crew Member.
- They must be well familiar with Edelweiss`s philosophy, procedures, organization as well as area and kind of operation.
- They must have a thorough knowledge of the administrative procedures, contents of Operations Manuals, operational documents, forms and related records.
- The selection process shall take place according to OM D Selection Process for Instructors, Examiners and S/C.

Training Programme Basic Training Line Check Senior Cabin Crew Member (SCCC):

The qualification as Line Check Senior Cabin Crew Member is acquired after successfully completing the Line Check Senior Cabin Crew Member course.

Subjects:	Line Check Senior Cabin Crew Member (SCCC)
Phases:	1
Tests:	ILIAS examination, practical assessment
Duration:	1 day (6:30 h)
Trainer:	Edelweiss Cabin Crew Ground Instructor, Cabin Crew Management
Record of attendance:	MINT sign-off function, attendance sheet

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Overview and Summary:

- Location: EDW Classroom

The course is set up by PCT and consists of the following modules:

Syllabus: Line Check Senior Cabin Crew Member (SCCC)

Phase	Course content and subjects	Materials / References	Time
1.1	**Role & Responsibility** • Leading by example • Creating a motivational workspace • Self assessment and reflection	EDW Classroom Instructor PCT / PC Corresponding lessonplan	01:15
1.2	**Cooperation** • Standardisation and quality management • Cooperation with Cabin Crew Management	EDW Classroom Instructor: PCT / PC Corresponding lessonplan	00:45
1.3	**Challenge & Promote** • Identifying quality standards • Performance Evaluation Process • Challenging feedback situations	EDW Classroom Instructor: PCT / PC Corresponding lessonplan	01:30
1.4	**Case Base – Professional Exchange** • Position as SCCC • Sharing experiences	EDW Classroom Instructor: PCT / PC Corresponding lessonplan	02:00
1.5	**Q&A**	EDW Classroom	01:00

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Phase	Course content and subjects	Materials / References	Time
	• Course review • Course closing & graduation	Instructor: Corresponding lessonplan	

Training Programme Recurrent TrainingLine Check Senior Cabin Crew Member (SCCC)

In order to maintain the qualification as Line Check Senior Cabin Crew Member, the CCI shall attend at least once per calendar year an Edelweiss recurrent training course (SC Checker Refresher), covering the topics, case studies and selected subjects in the field of:

Phase	Course content and subjects	Materials / References	Time
1.1	• Learning and teaching • Resource management • Motivation • Flight Safety • Human performance and limitations • Feedback System • Techniques for supervision • Qualification, handling of under-performing crew	Instructor PCT / PC Corresponding lessonplan	08:00

The duration of this course will be 1 day, the course is set up by PCT.

If a CCI does not partake the refresher course once per calendar year, the respective CCI qualification will expire at the end of the calendar year and remains inactive until the refresher course has been completed. A training program for CCI with long-term absences will be established individually by OTK.

2.5.3 Ground Instruction

2.5.3.1 Teaching and Learning

Teaching and Learning

The course syllabus of the teaching and learning part is guided by the contents of the FI training course, as established in AMC1 FCL.930.FI.

The teaching and learning module consists of the following parts:

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Teaching and Learning	EDW Class Room	25:00 hrs	3 days	Instructor: SFI / TRI

Pedagogics	Fundamentals: The Learning Process / The Teaching Process
	Training Philosophies
	Instruction Techniques
	Human Performance and Limitations relevant to Flight Instruction
	Hazards involved in simulating System Failures and Malfunctions during Flight
	Social skills and crew resources
	Decision making, Threat and Error Management (TEM)
	Training on Aircraft (during Line Operations)
Qualifying / Examination	Target/Objective Definition
	Standards of Performance, students performance and process
	Qualifying - Disqualifying – Instructing
	Lesson Plan Management - Briefing – Debriefing
	Student Evaluation and Testing, Assessment of Student Performance.
Security & Emergency	Incidents - Accidents (Case Studies)
	General Safety Aspects
	Human Factors
	Crew Coordination
Type Specific	Adherence to standard operating procedures and checklists;
	Seat and Type Specific Training Aspects (e.g. RH Seat flying for CMD; Fly-by-Wire Problematics)
Procedures for Training	Simulator Serviceability (SFI/TRI only).
	Training in Operation of Simulators (SFI/TRI only).
	Training Programme development including Weather and environmental Conditions (SFI/TRI only).
	Changes and improvement in training programme, syllabi and associated documentation and forms;
	Teaching material, facility and infrastructure;

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	Planned and ongoing training activities – theoretical and practical
	EDW and FOCA training and checking administration.

Note: Pilots holding or having held one of the following ratings are credited for the Teaching and Learning Module: FI, CRI, IRI, SFI, TRI, MCCI. Nevertheless, already qualified instructors joining Edelweiss will receive refresher training according to OM D Instructor refresher and standardization training and an introduction to administration and qualification by the Head of Training.

At the end of the course, the candidate should be able to instruct with the following performance standards:

Competence	Performance	Knowledge
Prepare resources	• ensures adequate facilities; • prepares briefing material; • manages available tools.	• understand objectives; • available tools; • competency-based training methods.
Create a climate conducive to learning	• establishes credentials, role models appropriate behaviour; • clarifies roles; • states objectives; • ascertains and supports trainees needs.	• barriers to learning; • learning styles
Present knowledge	• communicates clearly; • creates and sustains realism; • looks for training opportunities.	• teaching methods.
Integrate TEM or CRM	• makes TEM or CRM links with technical training.	• HF, TEM or CRM.
Manage time to achieve training objectives	• allocates time appropriate to achieving competency objective.	• syllabus time allocation.

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Facilitate learning	• encourages trainee participation; • shows motivating, patient, confident and assertive manner; • conducts one-to-one coaching; • encourages mutual support.	• facilitation; • how to give constructive feedback; • how to encourage trainees to ask questions and seek advice;
Assesses trainee performance	• assesses and encourages trainee self-assessment of performance against competency standards; • makes assessment decision and provide clear feedback; • observes CRM behaviour.	• observation techniques; • methods for recording observations.
Monitor and review progress	• compares individual outcomes to defined objectives; • identifies individual differences in learning rates; • applies appropriate corrective action.	• learning styles; • strategies for training adaptation to meet individual needs.
Evaluate training sessions	• elicits feedback from trainees; • tracks training session processes against competence criteria; • keeps appropriate records.	• competency unit and associated elements; • performance criteria.
Report outcome	• reports accurately using only observed actions and events.	• phase training objectives; • individual versus systemic weaknesses

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2.5.3.2 Theoretical Knowledge Instructor (TKI)

Obligations, Responsibilities and Duties

A TKI is entitled to do theoretical knowledge instruction (theory courses) covering subjects for which he is adequately qualified.

Responsibilities and duties are:

- to conduct the theoretical knowledge instruction parts of Edelweiss Air's courses according given course programmes and lesson plans or other documents at the highest possible level of quality and professionalism.
- to ensure the completeness of theoretical knowledge instruction courses according given legislation and course documents.
- to best use instructor's skills in aiming for an effective and efficient achieving of the respective course goals and standards of performance.
- to watch and report the progress of their trainees using the given forms and documents attached to the respective course syllabus (training records).
- to communicate problems observed during a course to the CTKI in order to find solutions or corrections together with the CTKI.
- to request course programme changes and to make propositions accordingly in case of an evidence that a given course programme does not guarantee the reaching of the given goals or standards of performance.
- to keep themselves up-to-date regarding instructor skills and knowledge needed for the respective instruction activities, including pedagogical and didactic know-how.
- to participate in refresher courses organised by the CTKI.
- TKI are responsible to the CTKI.

Prerequisites

- TKI should be or have been professionally involved in the field of their instruction.
- TKI for Cabin Crew have to be well qualified cabin crew members.
- They must have an in-depth knowledge of their specific field of instruction.
- They must have attended the training programme (see below). If a candidate has a professional background as teacher, he will only have to pass the “Company Intro”-part of the course.

Selection Process

For selection process, see OM D Procedures (“Selection Process for Instructors”). FOCA does not require that TKIs must be acceptable to the authority.

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Training Programme: Flight Crew TKI Course

This course is set up by OT and consists of the following modules:

Company Introduction (EDW specific Elements)	Requirements	• Organisation of Edelweiss. • Legal basis (EASA AIR OPS CAT, Subpart FC, and other documents) • EDW Manuals, Documents and Administration • Motivation • Perception and understanding • Learning methods • Elements of effective teaching • Teaching methods • Planning of instructional activity • Importance of a planned syllabus • Integration of theoretical knowledge
Teaching Activity and Learning Behaviour:	The Learning Process	
	The Teaching Process	
	Training Philosophies	
Qualifying:	Target/Objective Definition	
	Standards of Performance	
	Qualifying - Disqualifying - Instructing	
Practical Exercise	Sample lesson analysed with video system	

After passing the above training programme, the respective Flight Crew TKI is suitably qualified and entitled to conduct theoretical knowledge instruction. It is not required to submit a CV to the FOCA and the FOCA will not issue a formal accept.

Revalidation Flight Crew TKI

Each Flight Crew TKI should attend an instructor meeting once a year.

2.5.3.3 Crew Safety Trainer (CST)

2.5.3.3.1 Prerequisites

The Edelweiss Crew Safety Trainer shall:

- fulfill the minimum requirements according TKI
- fulfill the minimum requirement according CRM Trainer
- have demonstrated good knowledge in the field competence for which they shall be planned for instruction

2.5.3.3.2 Obligations, Responsibilities and Duties

The Edelweiss Crew Safety Trainer is responsible for the transfer of knowledge during ground based training for flight crew and cabin crew.

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Crew Safety Trainer shall have practical background in aviation in the areas relevant for the training provided and have un- dergone a course of training in instructional techniques.

2.5.3.3.3 Standards of Performance

The Edelweiss Crew Safety Trainer shall have the knowledge and competence to fulfil the duties and responsibilities of a TKI efficiently, effectively and safely.

The Edelweiss Crew Safety Trainer shall be capable of relaying the topic he is instructing in accordance with company's philosophy, policy and procedures. He shall do so in an enthusiastic manner and actively promote involvement of trainees.

2.5.3.3.4 Training Programme

An Edelweiss Crew Safety Trainers shall complete the following trainings:

- Teaching and Learning Module according OM D Teaching and Learning Module
- Flight Crew CRM Trainer according OM D Flight Crew CRM Trainer
- Cabin Crew CRM Trainer according OM D Cabin Crew CRM Trainer
- Security Instructor Training according OM D Security Instructor Training
- Dangerous Goods CBTA Trainer according to OM D DG CBTA Trainer

Theoretical and practical Crew Safety Trainer course:

Course content and subjects	Duration
Crew Safety Trainer Training • Knowledge of theoretical and practical safety training • Laws & Regulations & Training goals • Normal and emergency procedures and drills • Aircraft type specific training • Operator specific training elements • Location and handling of all safety and emergency equipment	2 days
Practical observer lesson or day • The trainee will observe a crew safety lesson	Corresponding safety lesson
Practical supervision • The trainee will conduct a crew safety lessons with assistance and in presence of the nominated experienced crew safety trainer (1)	Minimum 3 corresponding safety lessons (2)

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Course content and subjects	Duration
• Written feedback will be given after each supervision day or lesson.	
Final Crew Safety Trainer Check: • The trainee will conduct a crew safety training day independently • The practical final check will be assessed and documented	Corresponding safety lesson / day

Note:(1) Nominated experienced crew safety trainer: For assessing Edelweiss Crew Safety Trainer, Edelweiss may nominate experienced crew safety trainer who have demonstrated continued compliance and capability with the provisions for a Edelweiss Crew Safety Trainer. They will be nominated by the CTKI.
(2) Practical Supervision phase depending on experience of trainee. Decision by CTKI assessment & check. When first trainer training without experience minimum 3 corresponding safety lessons.

2.5.3.4 CRM Trainer

2.5.3.4.1 Flight Crew CRM Trainer

a. Applicability

The provisions described herein:

1. should be fulfilled by flight crew CRM trainers responsible for classroom CRM training; and
2. are not applicable to:
    - instructors, holding a certificate in accordance with Commission Regulation (EU) No 1178/2011, when conducting CRM training in the operational environment; and
    - trainers or instructors when conducting training other than CRM training, but integrating CRM elements into this training.

b. Qualification of Flight Crew CRM Trainer

1. Prerequisites. A flight crew CRM trainer should:
    i. have adequate knowledge of human performance and limitations (HPL), whilst:
        A. having obtained a commercial pilot licence in accordance with Commission Regulation (EU) No 1178/2011; or

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B. having followed a theoretical HPL course covering the whole syllabus of the HPL examination;

ii. have completed flight crew initial operator's CRM training;

iii. have received training in group facilitation skills;, except for instructors holding a certificate in accordance with Commission Regulation (EU) No 1178/2011; and

2. In order to qualify as flight crew CRM trainer, a person meeting the pre-requisites should:
   i. have adequate knowledge of the relevant flight operations at Edelweiss, in accordance with (d);
   ii. receive the initial training in accordance with (c)(3); and
   iii. be assessed by Edelweiss CTKI or a delegate in accordance with (f).
3. In order to act as flight crew CRM trainer at Edelweiss, a qualified and current flight crew CRM trainer should meet one of the following conditions:
   i. have adequate knowledge of the relevant flight operations at Edelweiss, in accordance with (d); or
   ii. be part of a team of trainers in accordance with (e).
4. The period of validity of the flight crew CRM trainer qualification should be 3 years. This period of validity may be counted from the end of the month.
5. Recency and renewal of the flight crew CRM trainer qualification:
   i. The flight crew CRM trainer should complete CRM trainer refresher training within the last 12 months of the 3-year validity period; and
   ii. the flight crew CRM trainer should meet one or both of the following conditions:
      A. conduct at least 3 CRM training events within the 3-year validity period
      B. be assessed within the last 12 months of the 3-year validity period in accordance with (f); and
   iii. If the flight crew CRM trainer qualification has expired, it can be renewed if all of the conditions below are met. The validity should be 3 years after completion of (A) and (C) below, whichever comes first:
      A. complete CRM trainer refresher training
      B. receive refresher training on knowledge of the relevant flight operations, as necessary
      C. be assessed in accordance with (f).

c. Training of Flight Crew CRM Trainer

1. Edelweiss trains flight crew CRM trainers, according to CRM Trainer course syllabi. Edelweiss ensure that the initial and refresher training of the flight crew CRM trainers is conducted by flight crew CRM trainers with a minimum experience of 3 years.
2. Training of flight crew CRM trainers is both theoretical and practical. Practical elements include the development of specific trainer skills, particularly the integration of CRM into Edelweiss line operations.

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3. The basic initial training of flight crew CRM trainers include the following:
    i. introduction to CRM training and competencies for CRM trainers:
        A. ability to interact with and manage a group
        B. ability to pre-plan an objective and timely training session
        C. ability to deliver a good balance or "telling", "sellin'" and "facilitating"
        D. ability to connect realistically poor and good CRM to the operations
        E. ability to assess the performance, the progress and needs of trainee in a meaningfully way
    ii. Edelweiss management system as defined in point (a)(7) of AMC1 ORO.FC.115; and
    iii. characteristics of the flight crew CRM training as defined by table 1 of AMC1 ORO.FC.115 and its integration into line operations:
        A. of the different types of CRM trainings (initial, recurrent, etc.);
        B. of combined training; and
        C. training related to the type of aircraft or operation
    iv. Instructors holding a certificate in accordance with Commission Regulation (EU) No 1178/2011 may be credited towards (i) and (ii) if they have completed the refresher training defined in (4).
4. The refresher training of flight crew CRM trainers include new methodologies, procedures and lessons learned, as well as additional topics such as the following:
    i. Group facilitation skills incl. team dynamics, moderation skills and use of questions
    ii. Course preparation, defining objectives and selecting methods to best convey knowledge (e.g. lecture, group work, case analysis, gamification, scenario based training, individual research)
    iii. Safety culture and management systems
    iv. An example of an analysis of CRM factors in an accident or serious incident
    v. New developments or research in human factors and CRM
    vi. TEM principles and their practical implementation in normal operations
5. Instructors, holding a certificate in accordance with Commission Regulation (EU) No 1178/2011, who are also CRM trainers, may combine the CRM trainer refresher training with instructor refresher training if the instructor refresher training meets all of the conditions defined in (4).

d. Knowledge of relevant Flight Operations

1. Edelweiss evaluate the experience and knowledge of the flight crew CRM trainer. The evaluation include at least:
    i. the operational experience of the flight crew CRM trainer as a flight crew member
    ii. whether this experience as flight crew member or former flight crew member covers the aircraft category, the aircraft generation and the form of operations, as relevant to Edelweiss.

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2. If the flight crew CRM trainer does not have the relevant knowledge of the relevant flight operation based on the evaluation, Edelweiss will not accept the candidate as an Edelweiss CRM trainer.
3. Edelweiss assesses their CRMT as stated in (f).

e. Team of CRM Trainers

If the flight crew CRM trainer is qualified in accordance with (b) but does not meet the conditions defined in (d), he or she may be assisted by a training assistant that has the knowledge of the relevant Edelweiss flight operations. Edelweiss ensure that all the following conditions are met:

1. The training assistant should meet the condition defined in (c) but needs not meet the conditions defined in (b). The training assistant should be an instructor or have experience in ground training.
2. The flight crew CRM trainer and the training assistant should prepare the training session together and adapt it to the operational needs of Edelweiss.
3. If the flight crew CRM trainer and the training assistant have already provided training for Edelweiss or for a similar operator, Edelweiss may determine that condition (2) is met.
4. The flight crew CRM trainer and the training assistant should provide the training together.
5. The flight crew CRM trainer remains responsible for the training.

f. Assessment of flight crew CRM trainer

1. Edelweiss ensure that the process for the assessment is describing methods for observing, recording, interpreting and debriefing the flight crew CRM trainer. All personnel involved in the assessment must be credible and competent in their role. For the methodology of CRM skills assessment Edelweiss uses the guideline "OT Leitfaden & Reglemente für Instruktoren".
2. The assessment enable the flight crew CRM trainer to demonstrate his knowledge and ability to train the CRM training elements in the non-operational environment. Special attention should be given in fields such as group management, group dynamics and personal awareness ;
3. The initial assessment of a flight crew CRM trainer by Edelweiss may take place when conducting their first CRM training course.
4. The assessment of flight crew CRM trainers should be conducted by flight crew CRM trainers with a minimum of 3 years’ experience.

Edelweiss CRM Trainer Assessment

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CRM Trainer Assessments	Methods for Observing, Recording, Interpreting and Debriefing
The CRMT will be observed during a normal CRM lesson during a ground course. The assessment may take place during the following courses: • Initial operator's CRM training • Operator conversion course when changing aircraft type • Operator conversion course when joining an operator • Annual recurrent training • Command course	The assessor should be physically present during the course. Special consideration is given to the knowledge, skills and attitudes of the CRM trainer candidate. The assessment and all impressions are recorded according to the assessment checklist below. A facilitated debriefing is conducted. This ensures that the candidate makes the analysis of their own performance. The written record is stored in the personal file of the CRM Trainer.

Table 1 - Process for the assessment of a CRM trainer

The checklist provides guidance on the assessment of an Edelweiss flight crew CRM trainer. If a flight crew CRM trainer is competent in his/her role, the response to the questions should be 'yes'. When answering the questions, justifications and examples related to the responses given should be provided.

Questions to assess a Flight Crew CRM Trainer	Response (yes/no)
Did the CRM trainer identify and respond to the trainees' needs relative to expertise/experience?	
Did the CRM trainer show how CRM is integrated in technical training and line operations?	
Did the CRM trainer incorporate company CRM standards when appropriate?	
Did the CRM trainer identify and discuss the non-technical reasons involved in accidents, incidents and events included in case studies?	
Did the CRM trainer regularly check for understanding and resolve ambiguities?	

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Questions to assess a Flight Crew CRM Trainer	Response (yes/no)
Did the CRM trainer demonstrate effective instruction and facilitation skills?	
Did the CRM trainer demonstrate group management, group dynamics and personal awareness	

Table 2 - Flight crew CRM trainer assessment checklist

g. Selection of a Flight Crew CRM Trainer

Edelweiss only select a qualified and current flight crew CRM trainer meeting the conditions defined in (d) or (e).

2.5.3.4.2 Cabin Crew CRM Trainer

Applicability:

The provisions described herein should be fulfilled by cabin crew CRM trainers responsible for classroom CRM training and are not applicable to trainers or instructors conducting training other than CRM training, but integrating CRM elements into this training. Nevertheless, trainers or instructors who are integrating CRM elements into the aircraft type training, recurrent training or senior cabin crew member training should have acquired relevant knowledge of human performance and limitations, and have completed appropriate CRM training.

Qualification of cabin crew CRM trainer:

Edelweiss Air has established a training and standardisation programme for cabin crew CRM trainers (OM D Training and standardisation for CRM trainers). The cabin crew CRM trainer, in order to be suitably qualified, should have adequate knowledge of the relevant flight operations; have received instructions on human performance and limitations (HPL); have completed an introductory CRM course, as required in Annex V (Part-CC) to Commission Regulation (EU) No 1178/2011, and an operator's CRM training, as specified in Table 1 of OM D Training Elements of CRM; have received training in group facilitation skills; have received additional training in the fields of group management, group dynamics and personal awareness; and have demonstrated the knowledge, skills and credibility required to train the CRM training elements in the non-operational environment, as specified in Table 1 of OM D Training Elements of CRM.

An experienced CRM trainer may become a cabin crew CRM trainer if he/she demonstrates a satisfactory knowledge of the relevant flight operations and the cabin crew working environment, and fulfils the provisions specified if he/she has received

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instructions on human performance and limitations (HPL); and have demonstrated the knowledge, skills and credibility required to train the CRM training elements in the non-operational environment, as specified in Table 1 of OM D Training Elements of CRM.

Training of cabin crew CRM trainer:

Training of Edelweiss cabin crew CRM trainers is both theoretical and practical. Practical elements include the development of specific trainer skills, particularly the integration of CRM into day-to-day operations. The basic training of cabin crew CRM trainers includes the training elements for cabin crew, as specified in Table 1 of OM D Training Elements of CRM. In addition, the Edelweiss basic training includes the following:

- introduction to CRM training;
- operator's management system (EDW Safety Management System);
- characteristics, as applicable:

a. of the different types of CRM trainings (initial, recurrent, etc.);
b. of combined training; and
c. related to the type of aircraft or operation.

The refresher training of Edelweiss cabin crew CRM trainers includes new methodologies, procedures and lessons learned. The training of Edelweiss cabin crew CRM trainers is conducted by cabin crew CRM trainers with a minimum of 3 years' experience. Assistance may be provided by experts in order to address specific areas.

The Edelweiss assessment of cabin crew CRM trainer:

An Edelweiss cabin crew CRM trainer is assessed when conducting the first CRM training course. This first assessment is valid for a period of 3 years. Assessment is the process of observing, recording, interpreting and debriefing the cabin crew CRM trainer. All personnel involved in the assessment are credible and competent in their role. They will be nominated by the CTKI

The Edelweiss assessment is based on the following principles:

a. only observable behaviours are assessed;
b. the assessment should positively reflect any CRM skills that result in enhanced safety; and
c. assessments should include behaviour that results in an unacceptable reduction in safety margin.
d. Edelweiss establishes procedures, including additional training, to be applied in the event that CRM Trainer do not achieve or maintain the required standards.

The Methodology of CRM skills assessment can be found in the “OT Leitfaden&Reglemente für Instruktoren”.

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The checklist below (Table 1) provides guidance on the assessment of a edelweiss cabin crew CRM trainer. If a cabin crew CRM trainer is competent in his/her role, the response to the questions in Table 1 should be 'yes'. When answering the questions in Table 1, justifications and examples related to the responses given should be provided.

Questions to assess a cabin crew CRM trainer	**Response yes/no**
Did the CRM trainer demonstrate the knowledge required for the role?	
Did the CRM trainer support CRM concepts?	
Did the CRM trainer encourage trainees to participate, share their experiences and self-analyse?	
Did the CRM trainer identify and respond to the trainees' needs relative to expertise/experience?	
Did the CRM trainer show how CRM is integrated in technical training and line operations?	
Did the CRM trainer incorporate company CRM standards when appropriate?	
Did the CRM trainer identify and discuss the non-technical reasons involved in accidents, incidents and events included in case studies?	
Did the CRM trainer regularly check for understanding and resolve ambiguities?	
Did the CRM trainer demonstrate effective instruction and facilitation skills?	
Did the CRM trainer demonstrate group management, group dynamics and personal awareness?	

Table 1 — Cabin crew CRM trainer assessment checklist

Recency and renewal of qualification as cabin crew CRM trainer:

For recency of the 3-year validity period, the cabin crew CRM trainer should:

- conduct at least 2 CRM training events in any 12-month period;
- be assessed within the last 12 months of the 3-year validity period;
- and complete CRM trainer refresher training within the 3-year validity period.
- The next 3-year validity period should start at the end of the previous period.

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- For renewal, i.e. when a cabin crew CRM trainer does not fulfil the provisions, he/she should, before resuming as cabin crew CRM trainer:
- comply with the qualification provisions of the assessment as in the description above and complete a CRM trainer refresher training.

2.5.3.4.3 Syllabus: CRM Trainer Course

General:

The Edelweiss CRM Trainer course is both theoretical and practical. Practical elements include the development of specific trainer skills, particularly the integration of CRM and HPL into line operations.

The Edelweiss CRM Trainer course delivers the whole HPL elements required to meet EASA requirements for CRM trainers and delivers the CRM elements required to meet EASA CRM training and competencies for CRM trainers.

The training content of this course applies to both - Flight Crew and Cabin Crew CRM Trainers

Aim of the course:

The initial training of Edelweiss CRM trainers includes whole theoretical HPL and introduction to CRM training and competencies for CRM trainers:

- Ability to interact with and manage a group, training in group facilitation skills,
- Ability to pre-plan an objective and timely training session
- Ability to deliver a good balance or "telling", "selling" and "facilitating"
- Ability to connect realistically poor and good CRM to the operations
- Ability to assess the performance, the progress and needs of trainee in a meaningfully way
- Edelweiss management system
- Characteristics of the Edelweiss flight crew/cabin crew CRM training, different types of CRM trainings, combined training and training related to the type of aircraft or operation

Pre-entry requirements:

Each new Edelweiss CRM trainer should pass an Edelweiss assessment for CRM trainers.

Overview and Summary:

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Subjects:	CRM Trainer Course
Phases:	25 Phases
Tests:	N/A
Duration:	4 Days
Trainer:	Edelweiss CRM Trainer with a minimum of 3 years' experience
Record of attendance:	Training record & MINT

Phase	Course content and subjects	Materials / References	Time
1	**Applied Aviation Physiology** The Atmosphere • Composition of the Atmosphere and Human Biology Respiratory and Cardiovascular System • The Interaction of Respiration and Cardiovascular System • The Respiratory System • The Cardiovascular System • Respiration and Circulatory System in High Altitude Hypoxia and Hyperventilation • Types and Reasons for Hypoxia • Hypoxic Hypoxia • Time of Useful Consciousness (TUC) • Hyperventilation • Decompression Sickness • Process of Decompression • Physiological Effects of Decompression High Altitude Environment • Ozone • Radiation	EDW Classroom (all phases)	4 Days (all phases)

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Phase	Course content and subjects	Materials / References	Time
	• Humidity and Relative Humidity General Problem Areas for Pilots • Barotraumas • Gastrointestinal Problems • 3 Orthopedic Problems / Back Pain • Hypotension and Hypertension • Obesity and Coronary Artery Disease • Diabetes Mellitus • Toxic Substances • Climatic Factors, Travelling and Tropical Medicin Automation • Automation of Cockpit Work • Basic Concepts of Automation • Advantages and Disadvantages of Automation • Ironies of Automation • How to Deal with Automation • Automation and Monitoring • Challenges of Monitoring Automated Systems • Strategies to Reduce Human Error		
2	**Human Performance and Limitation** Key Competencies for Professional Pilots • Three Areas of Competencies • Aviation Psychology and Aviation Physiology		
3	**Memory and the Process of Learning** The Process of Learning • Learning Theories Memory • Remembering and Forgetting		
4	**Basic Aspects of Aviation Related Health** Fit to Fly • “I’M SAFE” and Fit to Fly		

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Phase	Course content and subjects	Materials / References	Time
	• Cold and Influenza • Food Hygiene and Nutrition • Body Temperature Regulation • Incapacitation During Flight Alcohol and Drugs • Tobacco • Caffeine • Alcohol and Pilot's Profession • Alcohol in Every Day Life • Consequences of Alcohol and Drugs for Flying • Capabilities • Alcohol Abuse and Addiction • How to Behave		
5	**Perception** Basics of Perception • Perception and Flying • The Three Steps of the Perception Process • Top-Down and Bottom-Up Process Visual Perception • Composition of the Human Eye • Composition of the Retina • Visual Acuity and Eye Diseases • Inflight Vision and Visual Strategies • Stereopsis • Perception Errors During Flight • Perception Errors During Approach • Perception Errors During Landing Acoustic Perception • Structure of the Ear • Noise and Sound • Hearing Loss and Precautions		

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Phase	Course content and subjects	Materials / References	Time
6	**Spatial Orientation** Acceleration • Acceleration in Flight • Physiological Effects of G-Loads Spatial Orientation During Flight • Senses Used for Spatial Orientation • Causes for Spatial Disorientation • Structure and Function of the Semicircular Canals • Spatial Disorientation Caused by the Semicircular Canals • Structure and Function of the Statoliths • Spatial Disorientation Caused by the Statoliths • Measures to Prevent Spatial Disorientation Motion Sickness • Causes of Air Sickness • Symptoms of Air Sickness • How to Cope with Air Sickness		
7	**Information Processing, Assertiveness, Situational Awareness, Information Acquisition and Processing** Human Information Processing • Perception and Information Processing • Mental Schemas • Attention and Vigilance • Hypo-vigilance during Flight		
8	**Threat and Error Management** Concepts of Flight Safety • The SHELL Model • The Error Chain Model Threat Management		

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Phase	Course content and subjects	Materials / References	Time
	• The Concept of Threats in Aviation • Briefings as a Countermeasure to Threats • Situation Awareness as a Countermeasure to Threats Error Management • The Concept of Human Errors in Aviation Human Errors Related to Training Phase • Human Errors Related to Proficiency Level • Countermeasures to Human Error • Procedural Errors and Violations Undesired Aircraft States • The Concept of Undesired Aircraft States Risk Assessment • Subjective Versus Evidence Based Risk Assessment Basic Concepts of Aeronautical Decision Making • Basics of Decision Making Safety Culture • Elements of a Safety Culture • Living a Safety Cultur		
9	**Personality and Motivation, Personality Awareness, Human Error and Reliability, Attitudes and Behaviours, Self-Assessment and Self-Critique** Personality • A Model of Human Personality • Hazardous Attitudes • Behaviour Self-Concept		

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Phase	Course content and subjects	Materials / References	Time
	• Theories of the Self • The “Ideal Pilot” Motivation • Definition and Function of Motivation • Sources of Motivation		
10	**Human Communication, Effective Communication and Coordination between all Crew Members including the Flight Crew as well as inexperienced Cabin Crew Members** Basics of Human Communication • Basic Components of Human Communication • The Communication Model of Schulz von Thun • Nonverbal Communication Special Aspects of Human Communication • Communication Errors in the Cockpit as Accident Cause • Professional Verbal Communication Dealing with Criticism • Definition of Feedback • The Advantage of Feedback • How to Give Feedback • How to Receive Feedback • Tips for the Practical Application		
11	**Workload Management, Fatigue and Vigilance, Stress and Stress Management** Sleep and Sleep Management • The Process of Sleep • Body Rhythms • Sleep Disorders and Sleep Deficit • Fatigue		

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Phase	Course content and subjects	Materials / References	Time
	Stress and Stress Management • Arousal, Performance and Stress • The Stress Process		
12	**Group, Team and Leadership, Leadership, Cooperation, Synergy, Delegation, Decision-making, Actions** Interact with and manage a group, training in group facilitation skills The Group • Definition and Characteristics of a Group • Common Norms and Standards • Group-Specific Role Structure • Typical Role Patterns in Groups • Typical Development of Groups • Working in Groups The Team • Definition of “Team” • Coaction and Cooperation • Factors of Successful Teamwork Leadership • Definition of “Leadership” • Some Leadership Theories • The Trans-Cockpit Hierarchy Gradient		
13	**Conflict Management** Basics of Conflict Management • Types of Conflicts • Dynamics and Escalation of Conflicts • Symptoms and Causes of Conflicts Coping with Conflicts • Coping with Conflicts		

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Phase	Course content and subjects	Materials / References	Time
	• Phases of Conflict Resolution • Techniques of Conflict Resolution		
14	**Laws and Regulations** • General instructions		
15	**CRM General Instructions on CRM Principles and Objectives / Human Factors in Aviation** • History & Case study • Accident statistic		
16	**Resilience Development** • Mental flexibility • Performance adaptation		
17	**Cultural Differences** • different cultures • different communication • difficulties and methods for identifying a situation and solving a problem		
18	**Automation and Philosophy, Monitoring and Intervention** • Appropriate knowledge, skills and attitudes for managing and operating automated systems. • Monitoring and intervention		
19	**Startle & Surprise Effect** • surprises and startle effects • management of abnormal and emergency situations		

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Phase	Course content and subjects	Materials / References	Time
20	**Non-technical Skills (NOTECHS)** • Co-operation • Leadership & Management skills • Situation awareness • Decision making NOTECHS • Categories • Elements • Observebal Behaviors		
21	**Identification and Management of the Passenger Human Factors: Crowd Control, Passenger Stress, Conflict Management, Medical Factors** Specifics related to aircraft types (narrow-/wide-bodied, single-/multi-deck), flight crew and cabin crew composition and number of passengers • Case Study & Group Discussion • Mind Mapping		
22	**Competency Based Training** • Specific training needs • Knowledge, skills and attitudes • Continuous learning • Performance improvement		
23	**Procedures for Training, Combined training, Different types of CRM Trainings** • Pre-plan an objective and timely training session • Telling, selling and facilitating • Realistically poor and good CRM to the operations • Assess the performance, the progress and needs of trainee in a meaningfully way		

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Phase	Course content and subjects	Materials / References	Time
	• Characteristics of the Edelweiss flight crew and Cabin Crew CRM training, different types of CRM trainings • Combined training and training related to the type of aircraft or operation		
24	**Operator's Safety Culture and Company Culture, Organisational Factors, Factors linked to the Type of Operations, Standard Operating Procedures (SOPs)** • Safety culture • Company culture • Type of operations and the associated procedures		
25	**Edelweiss Management System** • • CRM program and information from the operator's management system, ES & OT • • Collecting of all data from the operator management system • • Definition of key elements (TEM etc.)		

2.5.3.4.4 Selection Process

see OM D Procedures (Selection Process for Instructors)

2.5.3.4.5 Training and Standardisation for CRM Trainers

- Teaching & Learning Module = 3 days
- HPL and CRM Course = 4 days
- One Course as Observer
- Instruction under Supervision: each CRM course as co-trainer.

The whole CRMT Training shall be monitored and pursued according to the "Ausbildungsübersicht CRMT" file. After completion of the training this, file has to be forwarded to the Team Leader CRM Training.

Minimum training times:

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- basic training: 18 training hours when the operator can justify that the trainee already has received sufficient and suitable instruction on training skills in order to conduct CRM training courses; or 30 training hours for trainees not fulfilling above;
- refresher training: 6 training hours. 'Training hours' means actual training time excluding breaks.

2.5.3.4.6 Examination

- Presently active CRM trainers may at any time be checked through a FOCA audit or inspection.
- The CRM trainer will be judged by the examiner according to the given criteria for examinations.

2.5.3.4.7 Revalidation

- Give at least 6 courses within 3 years.
- The CRM trainer/instructor logs and documents the given CRM courses.

2.5.3.5 DG CBTA Trainer

General:

The course is delivered in a classroom environment, suitable for both theoretical instruction and practical application of learned concepts through group discussions and the accomplishment of tasks.

The aim of this course programme is to familiarise both established and newly appointed trainers (who accomplished their technical training on their respective subjects) with competency-based training and assessment (CBTA) concepts and to offer integrated practical training, in order to acquire or enhance the necessary skills related to CBTA.

Since the instructors/trainers allocated to this course are expected to be trained, current and fully licensed in their specific field of expertise, the training elements covered in this course programme are designed to enhance existing skills and serve as an introductory- and standardisation module to familiarise instructors/trainers with concepts strictly related to CBTA.

Refer to OM D Instructors and Assessors for Initial and Recurrent Training.

Aim of the course:

- This training describes the required contents for the CBTA training for Edelweiss Crew Safety Trainers.
- After completion the trainer will be competent to deliver training in their respective area within CBTA principles.

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Aim of the course:

Pre-entry requirements:

Edelweiss CRM Trainer / Crew Safety Trainer

Overview and Summary:

Subjects:	DG CBTA Instructor Training
Type of Training:	Classroom
Duration:	1 day
Trainer:	Experienced CBTA / EBT trainer with extended DG knowledge
Record of attendance:	MINT sign-off function

Syllabus: Theoretical Knowledge

Phase	Course content and subjects	Materials / References	Time
1	**Understanding the Basics of CBTA** **Training methods: a historical evolution towards CBTA** Session Objectives: • Understand the evolution from task-based to skill-based training • Understand and appreciate the need for evolution from skill-based to competency-based training • Understand that different assessment methods and grading scales exist **What is a competency, and what is observable behaviour?** Session Objectives: • Understand the definition of 'a competency', including at least these elements:	EDW Classroom PPT	01:30

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Phase	Course content and subjects	Materials / References	Time
	◦ Human performance ◦ Observation of behaviours ◦ Knowledge, skills and attitudes • Understand the definition of 'a behaviour' • Demonstrate understanding on the link between competencies and behaviours • Demonstrate understanding on the difference between 'behaviour in general' and 'required behaviour specific to a task or to the job function' • Appreciate the importance of behavioural observation during training to assess and even predict successful performance and debrief as such. **What is a generic competency framework?** Session Objectives: • Understand the different components of a competency framework • Understand and appreciate that each competency requires behaviours which mobilise knowledge, skills and attitudes • Appreciate the generic competency framework as a starting point for further application on specified conditions, tasks or responsibilities **Competency based training** Session Objectives: • Understand the difference between EBT and CBTA • Understand the difference between task-based and competency-based training • Understand and appreciate CBTA in relation to threat and error management • Appreciate the need for root cause analysis • Demonstrate application of root cause analysis • Understand 'Startle' and 'resilience'		

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Phase	Course content and subjects	Materials / References	Time
	• Appreciate competence and confidence as drivers for increased resilience		
	CBTA in Practical (Scenario-Based) Exercises **How to apply a generic competency framework on specific training scenarios?** Session Objectives: • Demonstrate working with a generic competency framework • Demonstrate adapting a generic competency framework into an adapted model • Appreciate the importance on keeping the adapted model within the scope of the generic competency framework as laid down by the operator. For comparison, a pre-defined adapted competency framework is presented at the conclusion of the exercise, followed by a guided discussion. **How to design a training scenario based on required competencies and behaviours?** Session Objectives: • Demonstrate working with an adapted competency model • Demonstrate designing a training scenario based on an adapted competency model	EDW Classroom PPT	02:00
	CBTA: Assessment/Grading and Debriefing **How to assess/grade?** Session Objectives: • Understand the difference between assessment and grading • Demonstrate understanding on the ORCA-method	EDW Classroom PPT	01:30

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Phase	Course content and subjects	Materials / References	Time
	• Demonstrate understanding on the VENN-model when assessing competencies • Demonstrate understanding on identifying 'praise' and 'learning areas' • Demonstrate understanding on a five-point grading scale • Demonstrate understanding on compensating, and how to avoid it **Debriefing: how to provide feedback?** Session Objectives: • Appreciating timing and location when debriefing • Understand the concept of facilitated debriefing • Demonstrate understanding on facilitated debriefing methods • Understand the difference between high-level and low-level facilitation • Appreciate acceptability, understandability and actionability		
	Collecting and using Data **Instructor concordance?** Session Objectives: • Understand and appreciate Instructor concordance • Appreciate methods to increase Instructor concordance • Get familiar with Instructor competencies, and required behaviours **Using data to improve a training program?** Session Objectives:	EDW Classroom PPT	01:00

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Phase	Course content and subjects	Materials / References	Time
	• Get familiar with the concept of data collection for training purposes		
	DG Knowledge Test Session Objectives: • Examination of the relevant DG knowledge	ILIAS	00:30

2.5.3.6 Security Instructor

Privileges

A Security Instructor is entitled to perform security instruction for cabin crew members, pilots and ground personnel (OCC staff).

Prerequisites

- The candidate shall have successfully completed a background check according to the Edelweiss Air Security Program (§ 11.1.3).
- The candidate must have an in-depth knowledge of the work environment in the relevant field of aviation security.
- The candidate must have knowledge of instructional techniques (e.g. “teaching and learning course” or a professional background as a teacher).

Selection Process

For selection process, see OM D Procedures (“Selection Process for Instructors”).

Candidates must send a completed instructor application form, accompanied by relevant documentation to the FOCA for approval (see annex 11-E of the NASP). This form is also necessary for subcontracted instructors (e.g. instructor at LAT). If a Security Manager is acting as a Security Instructor, no certification is needed due to prior FOCA approval.

Qualification of Instructors qualified before 29 April 2010

Instructors who were recruited or who were providing training specified in the NASP before 29 April 2010 shall, as a minimum:

- have knowledge and competencies as specified in chapter “Training Program for Security Instructors”;

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- deliver only courses which are approved by the FOCA (refer to initial and recurrent security training in OM D Training Syllabi and Checking Programmes).

Training Programme for Security Instructors

In order to be certified as an instructor qualified to give security training; a person shall have knowledge of the work environment in the relevant aviation security field and qualifications and competencies in the following areas:

- certification from an educational or training institute, or international organization, recognized by the appropriate authority;
- instructional techniques; and
- security elements to be taught. The person must possess knowledge in one or more of the following areas (as relevant to the tasks that are to be instructed):
- international, regional and national aviation security regulations;
- security systems and access control;
- ground and in-flight security;
- pre-boarding screening;

The training syllabus of the instructor training course shall be send to the FOCA for approval. The FOCA maintains a list of courses which have already been approved.

Recurrent Training for Security Instructors

The FOCA ensures that instructors receive appropriate recurrent training or information on developments in the relevant fields.

Withdrawal of Instructor Certification

Where the FOCA is no longer satisfied that training delivered by a qualified instructor is resulting in the relevant competencies, the FOCA will either withdraw approval of the course or ensure that the trainer is suspended or removed from the list of qualified instructors, as appropriate.

Revalidation

Revalidation requirements: N/A

2.5.3.7 Cabin Crew Ground Instructor

The Edelweiss Cabin Crew Ground Instructor is responsible for the transfer of knowledge during ground-based training for cabin crew including Edelweiss product lessons and pre-flight briefing.

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The Edelweiss Cabin Crew Ground Instructor may only be planned in addition to a Crew Safety Trainer for trainings with safety items. CRM and Security Training is performed by the corresponding certified trainer.

The Edelweiss Cabin Crew Ground Instructor shall have sufficient practical background in aviation, particulary in the areas relevant for the training provided and have undergone a course of training in instructional techniques.

Standards of Performance:

The Edelweiss Cabin Crew Ground Instructor shall have the knowledge and competence to fulfil the duties and responsibilities efficiently, effectively, and safely.

The Edelweiss Cabin Crew Ground Instructor shall be capable of relaying the topic he is instructing in accordance with the company's philosophy, policies and procedures. He shall do so in an enthusiastic manner and actively promote involvement of trainees.

Aim of the course:

This course describes the training of new Edelweiss Cabin Crew Ground Instructors to ensure a sufficient level of knowledge is achieved for the applicable lessons as described in general.
The aim is professional theoretical training in the area basic knowledge crew safety training and instructional techniques. Furthermore, there is practical training directly in corresponding lessons.
The training course ends with a practical final check.

Pre-entry requirements:

- At least 1 year experience as cabin crew member
- Extensive knowledge of Flight Safety Procedures / CSPM / FAM
- Representative and communicative personality
- Knowledge of MS Office programs, especially Teams, Word and Power Point
- Enjoyment of instruction in the classroom
- Will and high ability for team and conceptive work

Credits for previous experience:

In exceptional cases the practical supervision may shortened (or extended), based on the Trainees performance and previous instructional experience. Decision by PCT.

Overview and Summary:

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Subjects:	Syllabus Edelweiss Cabin Crew Ground Instructor
Phases:	The training includes 5 Phases
Tests:	Practical final check
Duration:	2 days theory & 3 practical supervison phases
Trainer:	Experienced cabin crew ground instructor (1)
Record of attendance:	Training record

Syllabus: Cabin Crew Ground Instructor

Phase	Course content and subjects	Materials / References	Time
1	**Basic knowledge safety training:** • This course provides the basic knowledge of crew safety training. Note: This course does not replace training as a crew safety trainer.	Classroom Theoretical Syllabus: Basic knowledge safety training	1 day
2	**Practical observer:** • The trainee instructor will observe the corresponding lessons of cabin initial training and prepare an assignment which will be used as base for the instructional techniques course.	Classroom Theoretical and practical LP: See corresponding training lessons	Corresponding lessons
3	**Instructional techniques:** • Learning and Teaching Process • The trainees will gain more security, creativity and learning-promoting methods. Furthermore, the trainees improve skills in planning, conducting, and evaluating their lessons.	Classroom Theoretical and practical Syllabus: Instructional techniques	1 day

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Phase	Course content and subjects	Materials / References	Time
4	**Practical supervision:** • Trainee will conduct the lessons with assistance and in presence of the nominated experienced cabin crew ground instructors (1) • Written feedback will be given after each supervision day or lesson.	Classroom Theoretical and practical LP: See corresponding training lessons	Corresponding lessons
5	**Practical final check:** • Trainee will conduct the corresponding lessons independently • The practical final check will be assessed and documented by a nominated experienced cabin crew ground instructor (1)	Classroom Theoretical and practical LP: See corresponding training lessons	Corresponding lessons

(1) Nominated experienced cabin crew instructor: For assessing Edelweiss Cabin Crew Ground Instructors, Edelweiss may nominate experienced cabin crew instructors who have demonstrated continued compliance with the provisions for a Edelweiss Cabin Crew Ground Instructor and capability. They will be nominated by PCT.

2.5.3.8 Medical Instructor

Privileges

A Medical Instructor is entitled to perform medical instruction of flight and cabin crew members or trainees.

Prerequisites

- A candidate must have (or have had) a valid qualification as cabin crew; or alternatively, the candidate must complete a course on knowledge of the relevant Edelweiss flight operations.
- They must successfully have passed a profound professional medical education.
- They must have attended the instructional techniques course (see OM D Cabin Crew Ground Instructor)[1].

[1] Not required if the candidate has a professional background as teacher.

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Selection Process

For selection process, see OM D Selection Process for Instructors, Examiners and S/C.

Training Programme

See training programme OM D Cabin Crew Line Instructors.

Recurrent Training for Medical Instructors

Train the trainer course for CPR	Every 2 years
Train the trainer course for automatic de-fi-brillation	
First Aid	
Tropical Medicine	

Evaluation & Standardisation

An Edelweiss Medical Instructor will be periodically (minimum once within 3 years) evaluated on their competency (skills, attitude and knowledge). The evaluation and standardisation is the process of observing, recording, interpreting and debriefing the Medical Instructor. All personnel involved in the assessment are credible and competent in their role. They will be nominated by the CTKI.

The methodology of skills assessment can be found in the “OT Leitfaden & Reglemente für Instruktoren”.

2.5.4 Standardisation Programmes

2.5.4.1 Instructor Refresher and Standardisation Training

2.5.4.1.1 General

General:

Edelweiss provides a refresher and standardisation training for instructors according to the following table:

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Training Vessel	Refresher Training	Standardisation Training	Reference	Responsible
Refresher Seminar	X	X	OM D Refresher Seminar	Head of Training
Individual Refresher Training	X		OM D Individual Refresher Training	Head of Training CFI
Instructor Meeting		X	OM D Content List Refresher & Standardisation Training	NPCT/ Head of Training
ICAP (Mixed EBT)		X	OM D Instructor Concordance Assurance Programme (ICAP)	NPCT
Regular publication of Unité de Doctrine		X	Cockpit Training Hub	CFI

Note: As an operator with an integrated ATO, Edelweiss instructors perform their duties for Edelweiss ATO (e.g. conversion courses) and Edelweiss AOC (recurrent training and checking / mixed EBT). Therefore Edelweiss may use common standardisation exercises for both, the AOC and ATO part, in qualifying the trainees.

2.5.4.1.2 Refresher Training (ATO)

Aim of the course:

The refresher training is to refresh and expand knowledge as well as to maintain the abilities in order to remain qualified and competent to execute the duties of an instructor. It may also be a corrective measure of an individual instructor standard evaluation.

Pre-entry requirements:

- Edelweiss instructors (SFI/TRI)
- Edelweiss TC (for standardization purposes only)
- Edelweiss instructor aspirants

2.5.4.1.2.1 Refresher Seminar

Overview and Summary:

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Scope:	The refresher training is held in form of a refresher seminar and is organized according to FCL.940.TRI (a)(1)(ii). The goal is to develop and implement a common understanding, level of knowledge and behaviour to reach a mutual consistent understanding during the daily training activity. It is used for the revalidation of a TRI and SFI certificate.
Condition & Method:	The seminar is held in the form of either one or more of the following: • two-way online meetings • face-to-face seminars • e-learning
Content:	The content will be selected from the table in OM D Content List Refresher & Standardisation Training, with emphasis on the point-of-view of an instructor. The programme of the seminar may be amended by topics of the standardisation training. For additional considerations, proceed according to the table below (organization of the refresher seminar).
Frequency of conduct:	1 x per year
Attendance:	Attendance from the participating SFI and TRI will be required for the whole duration of the seminar including breakout groups and workshops in case that the seminar shall be credited to (re-)validate an instructor licence. Edelweiss TC may also be participating at the seminar.
Duration:	2 days, whereof 6 hours should be solely contents out of AMC1 FCL.940.TRI (a)(1)(ii).
Trainer:	Head of Training, Deputy Head of Training, CFI, OT Personnel, TRI/SFI
Notification to FOCA:	FOCA will be informed in due time before the date of the seminar. An attendance form will be completed and signed by the HT or his deputy, following attendance and satisfactory participation by the TRIs and SFIs. Copies of the completion certificates will be forwarded to the FOCA.
Responsible:	Head of Training
Record of attendance:	MINT, Certificate for trainees (electronic MINT certificate via e-mail)

Organisation of the Refresher Seminar:

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Nr.	Step	Task
1	Evaluation of the content	• Selected required topics from the content list • Review innovation and changes • Review previous seminar content and ensure sequential and logical arrangements of the subjects • Consider feedbacks of the previous seminars • Define break-out groups and work shops
2	Evaluation and selection of speakers	• Identify and select the speakers by subject, qualification and experience • Arrange and coordinate
3	Development of the programme	• Establish agenda, programme and course administration • Prepare / delegate preperation of presentations • Develop hand-outs, if required
4	Organise the course	• Booking of infrastructure/facilities
5	Notification to FOCA	Submit to assigned FOCA inspector: • the seminar agenda; • the programme including details of the content
6	Information	• Send the invitation to instructors
7	Conduct of the seminar	• Lead through the seminar
8	Administration	• Issue «Attendance Form» to participants only who attended the whole seminar • Evaluate feedbacks • Debrief with the seminar-team and speakers • Forward copies of the completion certificates to FOCA

2.5.4.1.2.2 Individual Refresher Training

For the fulfilment of the TRI or SFI instructor renewal requirements, or as a corrective measure as a result of ATO standard evaluation of a TRI or SFI, an individual refresher training programme is required.

The training programme is developed by the CFI on a case by case basis based on the candidate's assessment as specified below:

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Preparation of the Individual Refresher Training

Nr	Step	Task
1	Assessment of candidate	Verify and determine the individual deficiencies: • Theoretical knowledge; • Teaching and learning capabilities; • Flight instruction and associated skills
2	Determine training programme	Define the needs, content and amount of training considering: • Experience of the candidate • Previous performance • Individual deficiencies • The amount of training needed should be increased with the time lapse • Technical elements of the TRI/SFI training, as determined by the assessment of the candidate by the ATO
3	Select instructor	• Assign instructor; • Verify qualification and validity
4	Develop training programme	Establish individual training programme according to needs and prepare training record. Take into account: • Specific recurrent training requirements (e.g. UPRT) • Subjects, topics, methods and assessments of the programme • Topics from the refresher seminar For the renewal programme, the ATO shall focus on the aspects where the applicant has the greatest needs.
5	Information FOCA	Inform assigned inspector
6	Organise and conduct the training	Perform the training according to the defined training programme
7	Record keeping and information	• Complete training record

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Nr	Step	Task
		• Send relevant documents to FOCA for issue of the respective licence
8	Verify effectivenes	Verify the achievement of the standards in: • Theoretical knowledge • Teaching and learning capabilities Flight instruction and associated skill.

2.5.4.1.3 Standardisation Training (AOC)

Aim of the course:

The standardisation training aims to standardise all instructors in the relevant instructor competencies and to develop and maintain a common understanding, level of knowledge and behaviour. Edelweiss instructors shall receive an effective and regulatory compliant training within a safe flight operation environment.

Pre-entry requirements:

- Edelweiss instructors
- Edelweiss TC
- Edelweiss instructor aspirants

Overview and Summary:

Scope:	The standardisation training is integrated in the regular EDW instructor meeting.
Condition & Method:	The instructor meeting and is held in the form of either one or more of the following: • two-way online meetings • face-to-face seminars • e-learning
Content:	The content will be selected from the table in OM D Content List Refresher & Standardisation Training, with emphasis on the point-of-view of an instructor. The programme of the instructor meeting may be amended by topics of the refresher training. For additional considerations, proceed according to the table below (organisation of the instructor meeting).

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Frequency of Conduct:	Min. 3 x per year
Attendance:	TRI, SFI at least 2 per year, TC at least 1 per year
Duration:	1 day
Trainer:	OT personnel (NPCT, Deputy NPCT, CFI), CTKI, TRI, SFI
Responsible:	NPCT
Record of attendance:	MINT

Organisation of the Instructor Meeting:

Nr.	Step	Task
1	Evaluation of the content	• Selected required topics from the content list. Refer to OM D Content List Refresher & Standardisation Training. • Consider results of the management system and ATO personnel standard evaluation (Refer to OM D ATO Personnel Standards Evaluation) • Analyse student performance • Review previous meetings
3	Development of the programme	• Establish Agenda, programme • Prepare or delegate preparation of presentation
4	Organise the course	• Booking of infrastructure/ facilities • Prepare handouts • Prepare Standardisation Exercises (ICAP)
5	Information to FOCA	• Inform assigned inspector
6	Information	• Send invitation to instructors
7	Conduct of the training	• Lead through the standardisation training
8	Administration	• Create and send protocol to instructors

2.5.4.1.4 Content List Refresher & Standardisation Training

Content List:

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Nr	Training Topic	R	S
1	New, current or changes of rules or regulations, with emphasis on knowledge of Part-FCL and operational requirements	X	
2	Teaching and learning; Edelweiss training philosophy	X	
3	Qualifying and concordance training (including actual qualification exercises)	X	X
4	Instructional techniques (including briefing and de-briefing)	X	X
5	TEM	X	
6	The role of the instructor	X	X
7	CRM and human factors	X	
8	Flight Safety and flight data monitoring	X	
9	Incident and accident prevention	X	
10	Airmanship; multi-crew cooperation	X	
11	Legal aspects and enforcement procedures	X	
12	Obersvational and flying skills	X	
13	Reporting	X	
14	Review of recent Edelweiss training courses	X	
15	Presentation and review of upcoming refresher and prof check programmes	X	
16	Procedures (SOP)	X	X
17	Presentations of the annual Airbus flight safety conference	X	

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Nr	Training Topic	R	S
18	Aircraft systems	X	
19	Weather related topics	X	
20	Additional topics selected by the FOCA authority	X	X
21	ICAP (Instructor Concordance and Assurance Programme) specific data analysis	X	X
22	Significant changes in in the content of the relevant part of the aviation system	X	
23	Developments in competency-based instruction	X	

R = Refresher Training

S = Standardisation Training

2.5.4.2 Instructor Standardisation Programme for Mixed EBT

Purpose

This course shall enable EDW instructors and examiners (SFI, SFE, TRI, TRE and TC) to:

- understand and apply the differences between legacy training and training according to EBT principles;
- enable them to make effective assessments, provide guidance to flight crew members to improve performance and make recommendations for additional training where necessary;
- develop their competence to undertake mixed EBT training and evaluation.

Standard of performance

At the end of the course, the instructors should:

- master the instructor observable behaviors (iOB), as defined in the EBT instructor competency framework (see GM3 ORO.FC.146(c))
- be able to perform instruction and evaluation duties and manage according to EBT principles the Full spectrum of assignments, from ground instruction to evaluations in dynamic flight situations.

Prerequisites

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This course is designed for SFI, SFE, TRI, TRE and TC who are acting as instructors or examiners within EDW.

Legal requirements

- The requirements are laid down in the EASA Regulatory guidance for transition to EBT. This guidance material also states that a functional system for ensuring instructor concordance should be developed during the Mixed EBT phase.
- Legislation is describing the instructor standardisation for the EBT mixed phase. The instructor training course should at least cover:
- Instructor standardisation
- Instructors concordance
- Recurrent training for instructors

Syllabus

Course administration and overview

- Duration
  - The duration of the instructor difference course for Mixed EBT is 2 days (daily 0800 – 1200 and 1330 -1700)
- Instructors
  - At least one TRI designated by the Head of Training
  - One specialist for EBT software application used by EDW (“Mint”)

- Trainees
  - SFI, SFE, TRI, TRE and TC

- Group size (number of trainees)
  - Optimum size is 5 -15 trainees per course

- Infrastructure
  - Classroom with flipchart and equipment for computer and video projection (e.g beamer)

Day 1

Welcome, Agenda, Administration
Unit 1: • Why a change • Philosophy of EBT
Unit 2:

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• Principles of EBT (4 pillars of EBT) • The EDW slogan for EBT • Mixed EBT vs EBT
Unit 3: • General Structure Mixed EBT Module and phase structure (Briefing, EVAL, MV, SBT, ISI, debriefing)
Unit 4: Show: • the Sim training items; • theoretical knowledge contents; • difference between legacy training (all major malfunctions) and equivalency of malfunctions; • the 5 characteristics of malfunctions.
Break
Unit 5: • Grading system methodology: Competencies, OB's, VENN model
Unit 6: • Group exercises A: understanding of competencies and the grades 1-5
Lunch Break
Unit 7: • Group exercises B: training of grading system (grades 1-5)
Break
Unit 8: • Group exercises C: identifying the possible root cause
Unit 9: • EDW low grade policy
Recap and open questions

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Day 2

Recap of day 1
Unit 10: • Legal requirements for instructors and examiners in mixed EBT (and in EBT)
Unit 11: • Instructor competency framework, IOB's, assessment of competence (for EBT)
Unit 12: • Instructor concordance
Unit 13: • Concordance training exercises D (will be a requirement for implementation of EBT)
Break
Unit 14: • Facilitated debriefing: • Structure • EDW debriefing form for facilitated debriefing. • Open questions: w-questions as a tool for facilitated debriefing. • The role of the instructor • Case-based examples: Group exercises for better understanding of the facilitated debriefing method.
Lunch Break
Unit 15: • Facilitated Debriefing: • Group exercises F: training of a structured and facilitated debriefing (fact-collection, debriefing-agenda, root cause evaluation, "core-message" for trainee)
Break
Unit 16: • Data levels, Data protection, MINT
Recap and open questions
Course feedback

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2.5.4.3 Instructor Standardisation Programmes for EBT

2.5.4.3.1 EBT Instructor Initial Standardisation Programme

Purpose

This course shall enable EDW instructors and examiners (SFI, SFE, TRI, TRE and TC) which are already trained in mixed EBT to:

- understand the differences between mixed EBT and EBT;
- enable them, according to EBT standards, to make effective assessments, provide guidance to flight crew members to improve performance and make recommendations for additional training where necessary;
- develop their competence to undertake EBT training and evaluation.

Standard of performance

TBD / Will be defined in due time before implementing EBT.

Prerequisites

This course is designed for rated instructors and examiners (SFI, SFE, TRI, TRE, TC) which are trained in instruction for mixed EBT.

Legal requirements

TBD / Will be defined in due time before implementing EBT.

Syllabus

TBD / Will be defined in due time before implementing EBT.

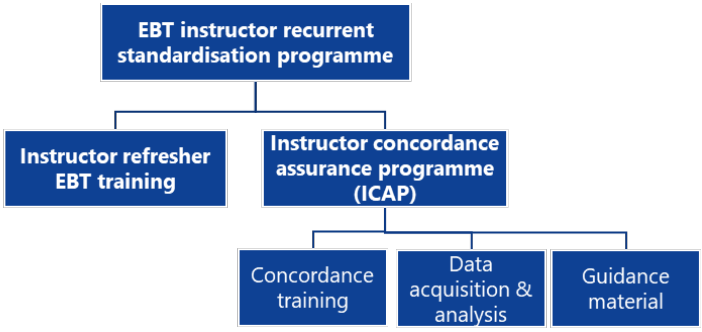
Validity

TBD / Will be defined in due time before implementing EBT.

2.5.4.3.2 EBT Instructor Recurrent Standardisation Programme

AMC2 ORO.fc.146(c)

TBD / Will be defined in due time before implementing EBT.



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2.5.4.3.2.1 Instructor Refresher EBT Training

GM2 ORO.FC.146(c)(a)

TBD / Will be defined in due time before implementing EBT.

2.5.4.3.2.2 Instructor Concordance Assurance Programme (ICAP)

GM1 ORO.FC.231(a)(4)

Instructor concordance is a tool for continuous improvement of the EBT programme as data reliability results in a more accurate and effective training. The Edelweiss ICAP consists of following three elements:

1. Concordance training
2. Data acquisition and analysis
3. Guidance material

Identified areas of weak concordance within the instructor group will drive improvement in the quality and validity of the grading system.

As reference for the determination of the concordance-level, a “EDW concordance standard” is defined by the training management. Measures for instructors who do not meet the concordance required will be defined by the CFI.

2.5.4.3.2.2.1 Concordance Training

GM2 ORO.FC.146(c)(b)

GM1 ORO.FC.231(a)(4)

This training is one of the measures to ensure standardisation and concordance within the EBT instructor group. Through uniform standardisation training material in form of case studies (e.g. videos or written cases), individual instructor concordance will be verified.

The concordance training consists of:

- Instructors grading the same controlled content, followed by
- A subsequent comparison of intra-group variance and
- Alignment of root cause analyses between instructors.

The training may be conducted as WBT or in the virtual classroom / classroom as part of the “Flight Instructors Meetings”.

The concordance training is assessed trough:

- The use of EBT metrics (Grade 1 – 5, competencies, observable behaviours)

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- Uniformed and control standardisation material (scripted case studies) where at least three different levels of performance are included and for all competencies in a frequency of 72 months.
- 3-5 scripted case studies (movies, verbal or written format) of different flight scenarios.

The results of each instructor are gathered electronically and the data analysis enables:

- Insights of instructor group homogeneity (agreement)
- Insights of instructor accuracy (alignment)

Throughout a WBT or during classroom, each instructor has to grade 3-5 scripted cases studies (movies, verbal or written format). Subsequently the grading is compared within the group of instructors, as well as against the “EDW concordance standard”. Any deviations within the group, as well as against the “EDW concordance standard” will be analyzed, presented and discussed during the “Flight Instructors Meetings” to improve the instructor’s grading performance.

The concordance training varies in content and scale depending on the need for concordance improvement.

Concordance training for each EBT instructor is conducted at least once every year.

2.5.4.3.2.2.2 Data Acquisition and Analysis

GM1 ORO.FC.231(a)(4)(d)(1)

The EBT data analysis is the second measure to ensure standardisation and concordance within the EBT instructor group. Instructors need to have sufficient concordance based on a defined amount of EBT data gathered and entered during checking and training events. Normalisation may be necessary as there is no homogeneity of all EBT modules and the pilots that the instructor assessed.

The analysis consists of several statistical methods, gauging both individual instructor metrics as well as group instructor metrics.

The analysis includes:

- Intra-group variance measurements
- The amount of training and checking events

The purpose of this system is not to spy on instructors or to pressure individuals to change their grading. The pursuit of a uniform assessment throughout the instructor group is the focus.

EBT instructor data analysis for each is conducted at least once every year.

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2.5.4.3.2.2.3 Guidance Material

Guidance material helps the instructor in the duty of grading. Reference books, like the “EBT guide for instructors” will provide information about EBT principles, procedures and practical examples which can help the instructors during their daily EBT work. Further EBT guidance will be discussed and presented during the “Flight Instructors Meetings”.

2.5.5 OT Management

2.5.5.1 General

Following positions within OT are considered to be part of the OT management:

Titel
Head of Training
Deputy Head of Training
CFI SH
CFI LH
CTKI

2.5.5.2 Initial Training

OT management personnel is trained according to the requirements in the OMM and according to the specific position (refer to the respective performance mandate).

As a minimum this training includes:

- Training for Fatigue Risk Management (Refer to OM D Training for Fatigue Risk Management (FRM))
- Management System Training (Refer to OM D Management System Training)

On an individual basis and needs, additional educations and trainings may be conducted (e.g. EASA regulations training).

2.5.5.3 Recurrent Training

Recurrent training for OT management includes:

- Training for Fatigue Risk Management (Refer to OM D Training for Fatigue Risk Management (FRM))
- Management System Training (Refer to OM D Continuous Training)

To ensure that all members of the OT management are maintained trained and competent to perform their tasks and in order to exchange relevant information and discuss training related topics, following meetings and workshops are established:

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- OT meeting (monthly)
- OT Klausur (yearly)

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3 Procedures

3.1 Administration procedures

3.1.1 Evaluation of training facility and infrastructure

For existing and potential new training locations, an evaluation will be held before assigning any training to this facility:

Phase	Task	Responsibility
Evaluation of new training facility (subcontractor)	Visit and inspect infrastructure: • Classrooms • Briefing rooms • Simulators • Accommodations Check certificates and approvals of devices, take copies thereof.	OT
Analysis	All training facilities must satisfy the requirements for adequate instruction. Simulator certification and approval must satisfy the qualification requirements prescribed in Part-OR, subject to the conditions specified in the FSTD qualification level according to EASA Commission Regulation (EU) No 290/2012. Applicable certification standard: EASA CS-FSTD(A). Analysis of the differences between the aeroplane system equipment and the simulator: any major differences must be published in the simulator training programme.	OT
Negotiation	Define MoU and Pricing.	OT / EF
Contracting	Sign Contract	E / O
Auditing	A continuous periodical (at least every 3 years) evaluation in the form of an audit of the training facility and infrastructure to include all contracted training provisions (e.g. facilities, personnel, programmes) will be held to ensure compliance with the required standards.	OSQ

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For training not conducted on a CS-FSTD certified simulator, skill tests would have to be carried out on the aeroplane. For this reason, EDW will not accept training on any such simulator.

3.1.2 Requirements for facilities, training aids and equipment

Training facilities, devices and course materials shall reasonably reflect the configuration of the fleet for which the respective training is being conducted.

Differences in equipment configuration may be acceptable, provided that the differences are clearly identified in the training programme.

A MEL (Minimum Equipment List) for the FSTD is published on Intranet / OT Sharepoint.

Critical components of the training devices must be fully serviceable. For simulators, the simulator motion, the visual system, and the instrumentation are regarded as critical components. For in-depth training on specific aircraft systems, MEL allowances may be permissible under PAX operations, but unsuitable for the training to be conducted (e.g. for training on the aircraft electric system, this system must be completely serviceable). Minor deficiencies that do not adversely affect training and/or examination, may be accepted by the respective instructor or examiner.

Instructors and examiners shall not accept a training device with deficiencies that might, in the judgement of the respective instructors or examiners, adversely affect training and/or examination.

Zero flight time simulator training shall only be conducted in level D or equivalent simulators and be approved by the FOCA.

3.1.3 Procedure for booking of subcontracted training

OP is responsible for booking any subcontracted training. Prime tasks are

- negotiating the simulator schedule with the respective Simulator Lessor (e.g. LAT).
- negotiating the ground training with the respective facility (e.g. LAT).

Subcontractor	Booking	Cancellation	Responsibility
LAT	By phone or email as much in advance as possible, typically 4 months in advance of the respective training event.	By phone or email as much in advance as possible, if necessary on short notice. No cancellation fees.	OT
Other Subcontractor	Booking procedure to be negotiated prior to contract.	Cancellation procedure to be negotiated prior to contract.	OT / E

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3.1.4 Organisation of in-house courses

OP is responsible for booking the EDW in-house classrooms. The classrooms can be booked via the MS Outlook Calendar Function.

OT is responsible for checking that the required infrastructure (e.g. beamer, pinboard) is properly prepared prior to the course.

In case of non-availability of the EDW classrooms, further rooms can be booked at a suitably equipped external facility (e.g. LAT).

3.2 Procedures for scheduling and planning

3.2.1 Determination of training

Conversion Training

Standard conversion course	Check prerequisites of respective course fulfilled.	OT
	Plan standard conversion course.	OP
Direct Entry pilot requiring other than standard conversion course	Check license and medical certificate.	OT
	Analyse training records.	OT
	Check fulfilment of training and checking items according to the table in OM D Flight Crew (“Overview Conversion and Recurrent Training”)	OT
	If applicable, submit request for approval to FOCA.	OT
	After approval, plan tailored conversion course.	OP
After every conversion course	New MINT expiry dates are checked for completeness and correctness	OP

Recurrent Training

OP monitors the validity of each recurrent training and checking.

Simulator training and check	Check expiry date (Enzian/MINT).	OP
	Negotiate simulator schedule.	
	Plan the crew for respective training.	
	Control of completion of simulator activity.	

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Ground recurrent training / Recurrent CRM / Line check	Check expiry date (Enzian/MINT).	
	Plan the crew for respective training.	
	Control of completion of training / check.	
After every conversion course	New MINT expiry dates are checked for completeness and correctness	

English Language Proficiency

OP monitors the validity of each language proficiency license, plans the conduction of the exam and ensures that the trainee has conducted the revalidation assessment within the period of validity.

LPL Level 4 and 5	Check expiry date monthly (MINT) of all LPL level 4 & 5 license, which will expire in the next 12 months .	OP
	Plan the affected crew members a 2 hours slot in the next month (maximum 3 months), but in any case prior the expiry date.	
	Inform the crew members about the planned assessment with the pre-defined notification in the duty roster. Refer to the standardized information leaflet provided by OT.	
	After the successful assessment, when the new license is received from the authorities, enter new expiry date into MINT and send new license to the crew member.	
Monitoring	Contact any crew member whose license will expire < 9 months personally to ensure a timely revalidation. All crew members shall revalidate their LPL Level between 9-12 months prior the expiry date. Exceptions may be granted by the NPCT.	

3.2.2 Planning of training

Task	Frequency	Tool	Responsibility
Publish tables in MINT showing special qualifications (SFI, TRI, TC, SFE, TRE, righthand seat qualification, special airports, etc)	After each change	MINT	OT

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Planning of crew demand	At least 2x per year	OC assessment tools	OC
Decision for training courses	At least 2x per year	Directive to OT	OC
Nomination of trainees after verification of the fulfillment of all prerequisites according to OM A & OM D	monthly	Defined screening and nomination process	OC
Definition of training	monthly	Excel “Ausbildungsübersicht”	OT
Notification of specific and/or individual training demands	1 x per month prior to scheduling	E-mail directive to OP “Planungsvorgaben für das Crew Training”	OT
Planning of training courses	monthly	MINT	OP
Publication of training courses	monthly	Intranet	OP

Short term planning is conducted within the monthly crew rostering process by OP.

OT is responsible for

- delivering all agreed course, simulator and training data to OP.

OP is responsible for

- Continuously recording and updating all relevant crew data (e.g. license, medical, training and check expiry data) in the MINT System.
- Negotiating the simulator schedule with the respective Simulator Lessor (e.g. LAT).
- Communication of all flight crew qualifications changes to OP by means of Entries into Enzian/MINT.

3.2.3 Notification of training and checking

Training / checking within frame of OM D	No notification to FOCA required.
Training / checking not in frame of OM D	OT submits request for approval to FOCA. FOCA approval required prior to training.

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Renewal of license	Renewal according published FOCA procedure (see “FOCA Examiner Guide”). OT establishes the required training programme and the training record.
ATPL skill test	OT applies to FOCA min. 2 weeks in advance, with the following information and documents: • Name and Swiss license number of Candidate. • Type of skill test required. • Type of simulator. • Meeting point and time. • Form 60.530 page 1 and 2. • Copy of the relevant pages of the logbook.
Part-FCL checking activities	Report via check form 60.530. The forms are filled in by the respective TRE or SFE who will hand them to OT. OT will send the forms to the FOCA.
Yearly summary	Standard training activities contained in the OM-D will be reported by OT to the assigned surveillance inspector of the FOCA as a summary once per year (December).

3.2.4 Notification to the candidates

The candidates will be invited to training or checking as follows:

- via the monthly crew roster.
- via the course programme (conversion course)
- via simulator schedule published in the intranet.
- In special cases (e.g. repetition of a failed check) the candidate may be invitated by OT on shorter notice, but latest 2 days before the respective training or checking activity.

3.2.5 Delegation for skill test, LPC and OPC

OP ensures that only properly qualified personnel are planned and delegated to take the respective checks.

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The authorisations of each examiner are shown in the Enzian/MINT System.

OP may not accept any wishes of trainees for specific examiners.

In special cases (e.g. repetition of a failed check) OT may directly assign a specific examiner.

Ordering	OT
Analysis of check expiry date (Enzian/MINT)	OP
Scheduling Examiner + Candidates	OP
Verification of irregularities	OT
Notification to Crew Planning	OT

3.2.6 Delegation of foreign examiner

Not applicable.

3.2.7 Procedures for changing instructors

Every student in an EDW training course has an assigned instructor, called Training Supervisor (TRS). The function of the TRS is outlined in OM D Training Supervisor.

The maximum number of assigned students to the TRS is monitored by the CFI. It will normally not be above a ratio of 6:1.

Every EDW instructor holding the required instructor qualification may provide instruction to an assigned trainee. There's no minimum/maximum amount of training that has to be provided by the same instructor.

EDW provides the following procedures for changing instructors:

Unscheduled short term change	The Crew Control will assign a new instructor holding an applicable instructor rating. No notification to the CFI or the Head of Training is required.
Scheduled long term or permanent change	The Crew Control / OP will assign a new instructor holding an applicable instructor rating. The CFI and the Head of Training have the right to initiate an instructor change, if this is advisable due to disciplinary actions

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	or human factors between the instructor and the trainee. If a trainee wants to apply for a change of instructor due to human factors, he may do this only once per training course.
Actions required for student transfer	The Crew Control / OP takes all necessary actions for a student transfer. If a transfer to another TRS is required, the CFI will inform the new TRS about the reason for the change.
Recording and documenting of instructor changes	The reason for an instructor change due to disciplinary actions of the trainee or human factors between the instructor and the trainee will be recorded in the “Schlussqualifikation” of the course. Changes of other nature (e.g. schedule)

3.3 Procedures for briefing & debriefing

3.3.1 Briefing

All briefing activities shall take place in a designated briefing room.

3.3.1.1 Briefing for non EBT related proficiency check / skill test

The briefing should cover the following:

- Welcome & Formalities
- Check of licence, medical, language proficiency, FOCA form 60.530 etc.
- Examination sequence;
- Requirements, limitations and objective of the examination;
- Freedom for the candidates to ask questions;
- Limitations and operating procedures to be followed (e.g. FCOM, SOP);
- Weather assessment;
- Contents of exercise to be performed;
- T/O performance calculations and speeds;

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- Use of R/T and liaison with the simulated ATC;
- Intervention by examiner, when necessary;
- Prompting the candidate regarding required sequence of events (e.g. following a go-around)
- Theoretical knowledge:
    - Verification of theoretical knowledge according section 0 of FOCA form 60.530.

3.3.1.2 Briefing for EBT - Day 1

The session starts with a briefing. The instructor should use the Power Point presentation created by OT in order to guide the trainee through the briefing. The presentation can be individualized by the instructor but the main structure, shown below, must be maintained:

Briefing Day 1 (Duration including break 1:15 hrs)

Welcome & Formalities: • Document check • Verification of ILIAS aircraft system test • Verification if ESQ is required
Overview: • Structure of EBT module • Scenario description EVAL + MV • EBT grading system methodology • Handling of repositionings
Verification of theoretical knowledge: • Questions about technical systems, procedures, OM A and operational documentation • Contributes to the knowledge grade of EBT Day 1
Flight preparation: • Crew briefing and fuel decision • General and departure briefing • T/O performance calculation • Quick return / Overweight landing

3.3.1.3 Briefing for EBT - Day 2

The session starts with a briefing. The instructor should use the Power Point presentation created by OT in order to guide the trainee through the briefing. The presentation can be individualized by the instructor but the main structure, shown below, must be maintained:

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Briefing Day 2 (Duration including break 1:15)

- Review of Day 1 and focus competencies for Day 2
- Description of SBT, ISI and UPRT procedure handling
- Description of the OB of the defined focus competencies of Day 2
- Recently revised items
- Presentation of the CFI training topics

3.3.2 Debriefing

3.3.2.1 General

The debriefing should comprise a fair and unbiased review based on observed actions and facts. A debriefing is successful if the trainees have a clear understanding of their performance, particularly in areas that can be improved. The debriefing should commence with a statement of the outcome, so that the crew members know immediately whether the check and or session has been completed successfully, or if additional training is required. The instructor should state the reason for additional training required and the effect on licenses or ratings held.

3.3.2.2 Facilitation technique

The method used for debriefing is the so-called “facilitation technique”. It shall be applied for EBT and non EBT debriefings. This technique refers to an active training method, which uses effective questioning, listening and a non-judgemental approach, and is particularly effective in developing skills and attitudes, assisting trainees in developing insight and their own solutions, resulting in better understanding, retention and commitment. Trainees are encouraged to analyse and critique their performance while instructors should provide feedback to the crew to encourage changes needed and also to provide specific recommendations to improve individual crew member’s performance. The main role of the instructor during the facilitated de-briefing is to guide the self-assessment of the trainees, to enable them to focus on the main areas of their performance (good and weak) and to develop a route cause for possible learning areas.

In order to support this concept of self-assessment, a concise debriefing form was created which should be filled out by each trainee at the beginning of the debriefing phase. While the crew fills out the topics provided on the form, the instructor should sort out all his notes from the SIM session, derive positive processes based on the facts, as well as learning areas, i.e. unsuccessful actions or actions that did not take place at all and their causes. Further, the instructor should define the grading of each competency and fill them out in the MINT form (if applicable).

Next, the trainees should, based on their filled debriefing form, reflect their insights and point of view of the session. Instructors should provide feedback to the crew to encourage changes needed and also to provide specific recommendations to improve individual crewmember’s performance.

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Artfully employing this technique of facilitation means that students are given the opportunity to discover what they are doing and the effect it has on others and the task, so that they can make the decision themselves to alter their behavior or even reinforce any positive behavior. This process should be made as easy as possible.

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DEBRIEFING FORM

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Individual session objectives *(to be defined during briefing)*

Positive key points *(What went well?)*

Negative key points *(What did not go well?)*

Root cause *(Why?)*

Affected competency

KNO PRO COM FPA FPM LTW PSD SAW WLM

Root cause *(Why?)*

Affected competency

KNO PRO COM FPA FPM LTW PSD SAW WLM

Take-home message

(Which specific action/behaviour do I maintain and deliberately do the same next time?)

Take-home message

(What do I change to prevent this mistake/behaviour next time?)

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3.3.2.3 Debriefing for EBT - Day 1

The debriefing of the EBT session on day 1 should be structured as follows:

- SIM session analyse (trainees & instructor)
- Decision about outcome of LPC / OPC (passed/failed)
- Facilitated debriefing with trainee 1 and trainee 2 based on root cause
- Focus competencies of day 2 are defined (all grades < 3 must be selected as focus competencies)
- Formalities and administrative tasks:
  - Fill in BAZL form 60.530 and send form to training@flyedelweiss.com
  - Fill in MINT form “EBT day 1 – Performance Evaluation”
  - All examiner actions completed according “Low Grade Policy.

3.3.2.4 Debriefing for EBT - Day 2

The debriefing of the EBT session on day 2 should be structured as follows:

- SIM session analyse (trainees & instructor)
- Facilitated debriefing with trainee 1 and trainee 2 based on root cause
- Formalities and administrative tasks:
  - Fill in MINT form “EBT day 2 – Refresher training”
  - All actions by the instructor defined by the “Low grade policy for Mixed EBT” must be completed.

3.4 Procedures for checks and examinations

3.4.1 Examiner rotation

Limitation of privileges in case of vested interests

Examiners shall not conduct:

a. skill tests or assessments of competence of applicants for the issue of a license, rating or certificate:
   - to whom they have provided more than 25% of the required flight instruction for the license, rating or certificate for which the skill test or assessment of competence is being taken; or
   - when they have been responsible for the recommendation for the skill test

b. skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected. (ref: FCL.1005)

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Responsibilities

The final responsibility of the examiner rotation for each flight crew member concerned rests with the examiner and the license holder himself.

3.4.2 Conditions for examination

3.4.2.1 Recurrent checking

- All pilots engaged in line flying are regularly planned to the respective examinations.
- For each pilot, 2 simulator proficiency checks will be planned per 12-month-period.
- Only candidates whose standards of performance are out of doubt will be planned for an examination.

3.4.2.2 Authorisation for test and completion of conversion course

Only candidates which have completed the required instruction in accordance with the syllabus and whose standards of performance are out of doubt will be planned for an examination.

The Head of Training will issue the authorisation and confirm the completion of the training course. Before signing the ATO confirmation on FOCA form 60.530 for the Skill Test TR MP(A), he will verify that the student has:

- achieved the required level of knowledge;
- completed all subjects of the applicable syllabus successfully;
- fulfilled the appropriate experience requirements are achieved and all training course requirements

3.4.3 Examination programme preparation

EDW simulator training and checking syllabi and the respective briefing guidance are developed and prepared in accordance with

- FOCA regulations and
- EDW regulations outlined in OM A chapter 5 “Qualification Requirements”

The syllabi and the working papers (session outlines) provide the necessary information overview for content and purpose. They are published as secure files in the EDW sharepoint for EDW instructors/examiners.

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Task	Frequency	Tool	Respon-sible
Evaluation of • standard of perform-ance • FDM • Feedback Systems • Data analysis of Mixed EBT	2x per year	• Part-FCL (Contents of the ATPL / type rating / training / skill test and proficiency check. • FDM / Feedback results	OT
Development of examination programme: • Order of events • Sim Exercise • Environment	2x per year	• Part-FCL (Contents of the ATPL / type rating / skill test and proficiency check. • recommendations by FOCA / Part-FCL • elements of EBT data analy-sis, defined by CFI	Simulator Design Team
Validation of programme			OT
Publication of briefing out-line	2x per year	• Intranet (for candidates) in an extent that will allow them a proper preparation. • EDW sharepoint for instruc-tors/examiners	OT
Download of briefing outline prior examination		• Intranet	Candi-date

3.4.4 Conduct of the examination

- The examiner will verify the validity of the simulator certificate.
- The examination will be conducted in accordance with the EDW Standard Operating Procedures (SOP), EDW checklists and within the limitations contained in the FCOM.
- The test/check shall be performed under IFR and in the standard multi-crew environment.
- The applicant shall act both as PF and as PM in the sections specified by the examiner.

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- An essential element is the ability to plan and conduct the flight from routine briefing material.

The examination is intended to simulate a practical flight. Accordingly, the examiner will set practical scenarios as far as possible in a simulated commercial air transport environment, while ensuring that the applicant is not confused.

The applicant must have a clear understanding of the required manoeuvres to be performed, without providing the applicant the detailed chronological sequence of the manoeuvres or malfunctions prior to the event. This is not intended to preclude the applicant from knowing the city pairs to the flown or the general manoeuvre requirements prior to the examination, but merely to ensure that the script is not known to the applicant.

- Performance data for take-off, approach and landing shall be calculated by the applicant.
- Decision heights/altitude, minimum descent heights/altitudes and missed approach point shall be determined by the applicant.
- The examiner will maintain an assessment record for reference during the debrief.
- Where changes arise to a planned examination an examiner should be satisfied that the applicant understands and accepts the changes. Otherwise, the examination should be terminated.

An examination is comprised of:

- oral examination on the ground including aircraft general knowledge and performance; planning and operational procedures and other relevant items;
- pre-flight briefing;
- in-flight exercises; and
- post-flight de-briefing

The applicant shall demonstrate the ability to:

- operate the aeroplane within its limitations;
- complete all manoeuvres with smoothness and accuracy;
- exercise good judgement and airmanship;

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- apply aeronautical knowledge;
- maintain control of the aeroplane at all times;
- understand and apply crew co-ordination and incapacitation procedures;
- communicate effectively with the other crew members.

For Pilot-in-Command, the following matters shall be specifically checked:

- management of crew co-operation;
- maintaining a general survey of the aeroplane operation by appropriate supervision; and
- setting priorities and making decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.

3.4.5 Flight tolerances

The following limits are for general guidance. The examiner shall make allowance for turbulent conditions and the handling qualities and performance.

Height / Altitude

- Generally ±100 feet
- Starting a go-around at decision height + 50 feet/-0 feet
- Minimum descent height / altitude + 50 feet/-0 feet

Tracking

- On radio aids ± 5°.
- Angular deviations half scale deflection, azimuth and glide path (e.g. LPV, ILS, MLS, GLS).
- 2D (LNAV) and 3D (LNAV/VNAV) “linear” lateral deviations: cross-track error/ deviation shall normally be limited to ± ½ the RNP value associated with the procedure. Brief deviations from this standard up to a maximum of 1 time the RNP value are allowable.
- 3D linear vertical deviations (e.g. RNP APCH (LNAV/VNAV) using BaroVNAV): not more than - 75 feet below the vertical profile at any time, and not more than + 75 feet above the vertical profile at or below 1000 ft above aerodrome level.

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Heading

- all engines operating ± 5°
- with simulated engine failure ± 10°

Speed

- all engines operating ± 5 knots
- with engine failure +10 knots/ -5 knots

3.4.6 Termination of the examination

At the discretion of the examiner, any manoeuvre or procedure of the examination may be repeated once by the applicant. The examiner may stop the examination at any stage if it is considered that the applicant's demonstration of flying skill requires a complete re-examination.

The discretion of the examiner to repeat a manoeuvre or procedure should not be used if he considers that further training is required. If the applicant's performance is such that more than 2 items need repeating, the candidate may not be up to the required standard. A complete re-examination will be required.

Situations where a mistake has serious safety consequences, or requires the intervention of the examiner for safety reasons, will lead to the failure of the examination and shall not be repeated.

Should an applicant choose not to continue an examination for reasons considered

- adequate by an examiner, the applicant will be assessed as having failed those items/sections not attempted;
- inadequate by an examiner, the applicant shall retake the entire test.

3.4.6.1 Passed test

In order to achieve the overall grading "passed", the applicant shall pass all sections of the examination.

Exception: In case the applicant does not conduct or not pass section 6 (LVO section), the type rating will be issued without Cat II or III privileges.

3.4.6.2 Partial passed test

The examiner may judge the examination as "partial passed" if up to 2 items have been failed.

Note that after "partial passed", the whole examination has to be repeated.

There are 2 exceptions:

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1. If the examination was terminated for reasons considered adequate by the examiner (e.g. technical malfunction of the simulator), only these items/sections not completed will be tested during a subsequent examination.
2. If section 0 (examination of theoretical knowledge) has been judged as failed, this section may at the discretion of the examiner be repeated outside of a simulator.

3.4.6.3 Failed test

Failure of more than 2 items will in any case be judged as a failed examination.

The applicant has to take the entire examination again.

Failure to achieve a valid pass in two attempts shall require further training. For details see OM D Procedures in case of failure.

3.4.7 Skill test for issue of an ATPL

- To apply for a first ATPL, the candidate needs at least 1'500 total hours and a valid Part-FCL license.
- Applicants for the issue of an ATPL shall have fulfilled the requirements for the type rating of the aircraft used in the skill test.
- Skill Tests for issue of an ATPL may only be taken by a SFE or TRE.
- The skill test consists of the current EDW LPC programme and will also serve as LPC.
- The skill test must be applied to FOCA 4 weeks in advance, for details see OM D Notification of training and checking.

After a passed skill test, the examiner completes:

- Form 60.530 skill test - all pages
  - Details of flight
  - Test result
  - Remarks
  - Examiner data and signature
  - Signs off Simulator Check Form in MINT.

The ATO and the Candidate are to have a copy of at least page 1 of the completed form 60.530. The Skill Test will be recorded in the Enzian/MINT system.

- The examiner makes an entry in the Candidate's logbook as follows:

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“Skill test ATPL(A) / TR pass
Function ..... type .....
Location ..... date.....
Examiner data and signature”

- The examiner makes no entry in the candidate's license

OT will send following forms to the FOCA:

- 60.530 Application and report form
- Copy of the relevant pages of the logbook
- Copy of the medical certificate.

3.4.8 Skill test for issue of a type rating

EDW and the candidate are to have a copy of at least page 1 of the completed form 60.530.

- The examiner makes following entry in the candidate's logbook

“Skill test TR MPA(A) pass
Function ..... type .....
Location ..... date.....
Examiner data and signature”

- Examiner makes no entry in the candidate's license
- Signs off Simulator Check Form in MINT.

The Skill Test will be recorded in the Enzian/MINT system.
OT will send following forms to the FOCA:

- 60.530 Application and report form
- copy of the relevant pages of the logbook
- copy of the medical certificate.

3.4.9 License proficiency check

The examiner completes

- Form 60.530 proficiency check - all pages

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- Details of flight
- Check result
- Remarks
- Confirmation - achievement of minimum experience
- Examiner data and signature
- Signs off Simulator Check Form in MINT.

The candidate is to have a copy of at least page 1 of the completed form 60.530.

- The examiner makes an entry in the Candidate's logbook as follows:

“Proficiency check TR MP(A) pass. Function ..... type ..... Location ..... date..... Examiner data and signature”

- The examiner makes following entry in the Candidate’s license:

“Type ...., IR CAT, Function ..... valid until ..... Examiner data and signature”

OT will send following forms to the FOCA:

- Application and report form
- Copy of the relevant pages of the logbook
- Copy of the medical certificate
- Copy of the Candidate's license with the new entry

The candidate now has permission to fly as pilot according the valid license.

3.4.10 OPC Operator proficiency check

EDW has the policy to combine the OPC with the LPC every 6 months.

Logbook entry as described above.

After completion of the check, the examiner signs off the Simulator Check Form in MINT. The OPC will be recorded in the Enzian/MINT system.

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3.4.11 Line check

After completion of the check, the TC signs off the Linecheck Form in MINT.

The line check will be recorded in the Enzian/MINT system.

3.4.12 Procedure for issue or signing of license

The following table shows the authorised personnel for issuing, revalidation and renewal of licenses:

	Validity in months	1. Issue		Revalidation			Renewal	
	IR	Skill test	Li-cense entry	Accord-ing	Prof.che ck	License entry	Prof check	Li-cense entry
TR A320 TR A340	12	TRE	FOCA	Part-FCL	TRE / SFE	TRE	TRE	FOCA

3.4.13 OT handouts for license administration

For facilitation of all administrative tasks concerning skill test, license revalidation and renewal, OT has published two hand- outs:

- OT Training Topics: Guidelines of how to understand procedures (e.g. clarification of fuel imbalance procedure) and for administrative matters (e.g. “Erlangen der ATPL”)
- “OT Leitfaden & Reglemente für Instruktoren”: Guidelines for qualification and administrative purposes

3.4.14 Knowledge verification

General:

Students shall receive theoretical knowledge instruction according to the lesson plans of the applicable syllabus. Statements of goals/learning objectives and what the students are supposed to learn are prescribed in the lesson plans. On completion of the defined training phases, the candidates have to pass a written or online test or exam (e.g. normally in the ILIAS LMS).

Admittance:

The requirements for a successful progress and admittance to the test or exam related to theoretical knowledge instructions are, that the trainee has:

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Admittance:

- completed all subjects of the applicable syllabus
- has attained the required amount of classroom instruction
- achieved the level of knowledge measured against defined learning objectives
- passed all progress checks or tests successfully, if applicable and specified so in the syllabus.

Responsibility:

The overall responsible for theoretical knowledge examinations is the CTKI. The content of the test or exam is set up by the CTKI or is delegated to the responsible theoretical knowledge instructor beforehand.

Form and Conduct of Examination:

The form of the test will be suitably adapted (e.g. multiple choice system or calculating a load sheet). The minimum level required for proficiency is 80%. No penalty marking shall be applied. Before signing the training record, the CTKI or the responsible theoretical knowledge instructor will check the successful outcome of the test or exam. In case of a student resit, the CTKI or the responsible theoretical knowledge instructor will act according to OM D Procedures in Case of Failure and, in case of retest, set up a new test according to the student's needs (e.g. a questionnaire out of another database). Therefore the CTKI or TKI is responsible for the login of the LMS-tests during the defined time frames.

Following guideline applies for the organisation and conduct of a progress test where applicable, or of a theoretical knowledge examination:

Organisation of the Progress Tests or Examinations

Nr	Step	Task
1	Preparation	Production of examination questions shall: • be related to learning objectives • be based on the specified course/training material • have different degrees of difficulty as relevant to the learning objective of the topic • be defined and appropriately distributed for all applicable topics of the subject.
2	Release of progress test	Submit progress test to HT or CTKI for internal approval.

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Nr	Step	Task
3	Notification / Scheduling	• Explain the types, purposes, contents and the schedule of progress tests or examination to the students during the classroom lessons • Explain the rules and regulations prior to the progress test / check.
4	Conduct	• Prepare progress test, classroom and seating (if applicable) • Clarify the rules and regulations • Invigilation of the conduct of the test • Timekeeping.
5	Evaluation and grading	• Mark/review questionnaire, evaluate and calculate the result, if not done by the system (e.g. ILIAS) • Grade the test anwers – minimum grade of 80% required to pass • In case of failure; identify failed learning objectives individually and • collectively, if feasable • Provide feedback / result to students.
6	Administration	• Complete the students training record/form as applicable • Submit progress test report form to HT/CTKI and provide feedback concerning the student's performance and pass grade.

Theoretical Knowledge Verification - Recurrent Training & Checking:

In order to regularly verify the theoretical knowledge of the pilots, a written test will have to be conducted prior each EBT module every 6 months. This test includes operational questions (e.g. OM A, LVP) and a selection of technical questions (aircraft systems).

Number of questions:	30
Time limit:	No time limit
Passed:	minimum 80% correct answers

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Repetition:	In case of failure, the trainee shall contact ilias@flyedelweiss.com. 1 x repetition will be granted. If failed again, according to CFI measures.
Open book:	Allowed
Preparation:	FCOM, QRH, FCTM, SOP Manual, OMA, Airbus WBTs (ILIAS), OT Quick Reference Guide A3XX, valid Memos & Bulletins
Conduction:	The test shall be completed earliest 14 days prior to the simulator check
Verification:	The test results must be presented to the examiner (printed or electronically)

Refer to OM D Aeroplane Systems and Limitations Training.

The CTKI maintains and improves the questionnaire databases continuously. This includes the feedbacks from instructors and students and actualization according to other needs (e.g. technical status of aircraft).

3.5 Qualification procedures

3.5.1 EDW qualification system

Edelweiss uses following qualification and grading methods for flight crews. For cabin crew refer to OM D Cabin Crew Procedures.

Training or Checking Event	Qualification Method	Form
EBT Day 1 - OPC only	EBT grading system and prose text	EBT Day 1 – Performance Evaluation
EBT Day 1 - LPC and OPC combined	EBT grading system and prose text	EBT Day 1 – Performance Evaluation
ATPL skilltest	EBT grading system and prose text	EBT Day 1 – Performance Evaluation
EBT Day 2	EBT grading system	EBT Day 2 – Refresher Training
Line Check	EBT grading system and prose text	Line Check
Final Line Check	EBT grading system and prose text	Line Check
OPC for a direct entry pilot at the end of an OCC	EBT grading system and prose text	Non EBT Simulator Check

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Licence proficiency check after licence renewal	EBT grading system and prose text	Non EBT Simulator Check
Skilltest at the end of a CCQC	EBT grading system and prose text	Non EBT Simulator Check
OPC after Upgrading course	EBT grading system and prose text	Non EBT Simulator Check
CRP Training Simulator (S3X.CRP1)	Good Points Main Topic Item to be improved	Progress Record
CRP Check simulator (S3X.CRP2)	Passed/Failed, prose text	CRP Check/Refresher Form
CRP Line Check (Aircraft)	Passed/Failed, prose text	CRP Check/Refresher Form
CRP Refresher (Simulator)	Passed/Failed, prose text	CRP Check/Refresher Form
Simulator & Aircraft Training Phase	Good Points Main Topic Item to be improved	Progress Record
TRE/TRI/SFI/TC AoC and Supervision	EBT grading system and prose text	TRE/TRI/SFI/TC AoC and Supervision
Theoretical Knowledge Verification	Passed / Failed by percentage	Various forms

3.5.2 EBT Grading System

3.5.2.1 Principles

EBT means assessment and training based on operational data that is characterised by developing and assessing the overall capability of a pilot across a range of competencies (competency framework). In the EBT framework, knowledge, skills and attitudes will be reinforced by using a set of 9 competencies as the programme baseline.

3.5.2.2 Data categorisation

The data of the qualified events are divided into different levels. Distribution and access to them will be granted to specific personnel only.

Data level 0 – Competent or not competent

Contains the information, whether or not a pilot is competent or not

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Data level 1 – Competencies grading

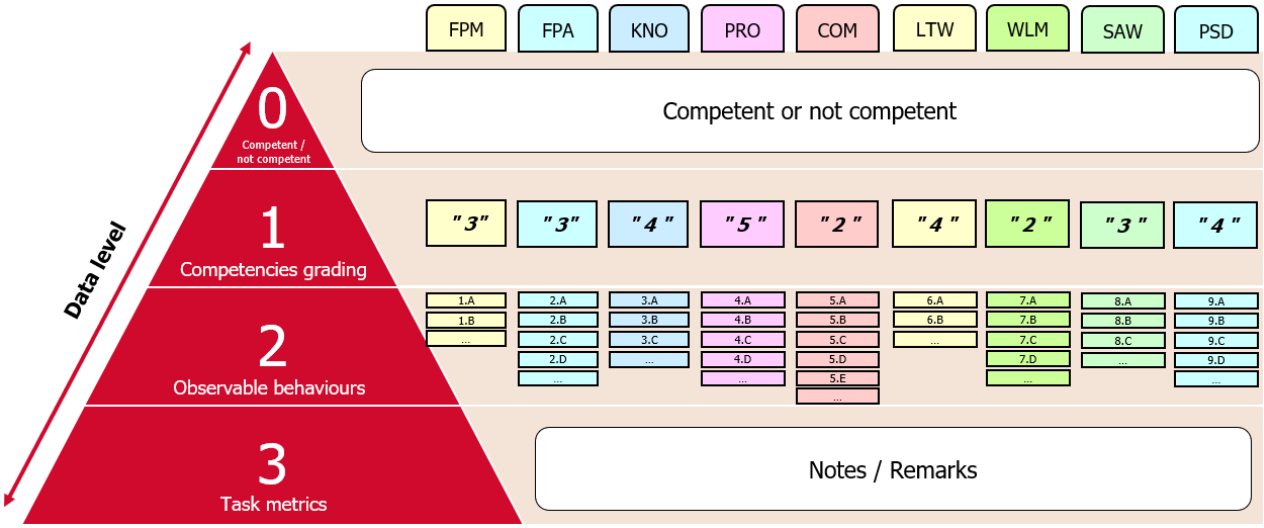
Describes the level of performance of each competency, based on a 5-point grading scale.

Data level 2 – Observable behaviours

Contains the list of critical (missing) OB's, which led to the grading, during the qualified phase.

Data level 3 – Task metrics

Contains other information such as data based on tasks.



3.5.2.3 Grading scale

EDW uses a 5-step grading scale. Each competency shall be evaluated and categorized on a scale from 1 to 5. It defines the grading, in relation to the Observable Behaviours (OBs) and the Threat and Error Management, in four dimensions:

- **Observable Behaviours:**

a. **How well** the flight crew member demonstrated the OBs when they were required;
b. **How many** OBs the flight crew member demonstrated over the flight or the simulator session when they were required;
c. **How often** the flight crew member demonstrated the OBs when they were required;

Threat and Error Management:

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a. What was the **outcome** of the threat management, error management and undesired aircraft state management relating specifically to the competency being assessed.

Grade	Description
1	The pilot **did not** apply the respective competency **effectively**, by **rarely** demonstrating **any** of the observable behaviors when required, which **resulted in an unsafe** situation.
2	The pilot applied the respective competency at the **minimum acceptable** level, by **only occasionally** demonstrating **some** of the observable behaviors when required, but which overall did **not result in an unsafe** operation.
3	The pilot applied the respective competency **adequately**, by **regularly** demonstrating **many** of the observable behaviors when required, **which resulted in a safe** operation.
4	The pilot applied the respective competency **effectively**, by **regularly** demonstrating **almost all** of the observable behaviors when required, which **resulted in a safe operation**.
5	The pilot applied the respective competency in an **exemplary** manner, by **always** demonstrating **all** the observable behaviors when required, which significantly **enhanced safety, effectiveness and efficiency**.

For some training and checking events it is possible that some competencies cannot be observed. For such rare cases, no grading should be selected and the option “NO” (Not Observed) should be selected on the MINT forms.

Further:

- For EBT Day 1 – Performance Evaluation: A grading for all nine competencies should be selected. The selection of “NO” might only be applicable in very rare cases.
- For EBT Day 2 – Refresher Training and EBT Line Check: A single SBT will usually not allow a judgement of all 9 competencies. However, the whole programme of Day 2 or a Line Check should allow a grading for all nine competencies. The

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selection of “NO” might only be applicable if the observations are insufficient to give a reasonable grade.

3.5.2.4 9 Competencies and their observable behaviors (OBs)

0. Application of knowledge (KNO)		
Demonstrates knowledge and understanding of relevant information, operating instructions, aircraft systems and the operating environment.		
0.1	**Systems & limitations**	Demonstrates practical and applicable knowledge of limitations and systems and their interaction.
0.2	**Procedural**	Demonstrates required knowledge of published operating instructions.
0.3	**Environmental**	Demonstrates knowledge of the physical environment, the air traffic environment and the operational infrastructure (including air traffic routings, weather, airports)
0.4	**Regulatory**	Demonstrates appropriate knowledge of applicable legislation.
0.5	**Information sources**	Knows where to source required information.
0.6	**Interest in learning**	Demonstrates a positive interest in acquiring knowledge.
0.7	**Effectivity of application**	Is able to apply knowledge effectively.

1. Application of procedures and compliance with regulations (PRO)		
Identifies and applies appropriate procedures in accordance with published operating instructions and applicable regulations.		
1.1	**Source of information**	Identifies where to find procedures and regulations.
1.2	**Timely application**	Applies relevant operating instructions, procedures and techniques in a timely manner.
1.3	**Adherence to procedures**	Follows SOPs unless a higher degree of safety dictates an appropriate deviation.
1.4	**Operation of systems**	Operates aircraft systems and associated equipment correctly.
1.5	**System monitoring**	Monitors aircraft systems status.

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1. Application of procedures and compliance with regulations (PRO)		
1.6	**Compliance**	Complies with applicable regulations.
1.7	**Procedural knowledge**	Applies relevant procedural knowledge.

2. Communication (COM)		
Communicates through appropriate means in the operational environment, in both normal and non-normal situations.		
2.1	**Ensuring reception**	Determines that the recipient is ready and able to receive information.
2.2	**Appropriate communication**	Selects appropriately what, when, how and with whom to communicate.
2.3	**Accuracy**	Conveys messages clearly, accurately and concisely.
2.4	**Ensuring understanding**	Confirms that the recipient demonstrates understanding of important information.
2.5	**Active listening**	Listens actively and demonstrates understanding when receiving information.
2.6	**Quality of questions**	Asks relevant and effective questions.
2.7	**Escalation**	Uses appropriate escalation in communication to resolve identified deviations.
2.8	**Non-verbal communication**	Uses and interprets non-verbal communication in a manner appropriate to the organizational and social culture.
2.9	**Radiotelephony**	Adheres to standard radiotelephone phraseology and procedures.
2.10	**Datalink**	Accurately reads, interprets, constructs and responds to datalink messages in English.

3. Aeroplane flight path management – Automation (FPA)		
Controls the flight path through automation.		
3.1	**AFS handling**	Uses appropriate flight management, guidance systems and automation, as installed and applicable to the conditions.
3.2	**Instrument scan & correction**	Monitors and detects deviations from the intended flight path and takes appropriate action.

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3. Aeroplane flight path management – Automation (FPA)		
3.3	**Operational performance**	Manages the flight path safely to achieve optimum operational performance.
3.4	**Maintaining flightpath**	Maintains the intended flight path during flight using automation while managing other tasks and distractions.
3.5	**Level/Mode of AFS**	Selects appropriate level and mode of automation in a timely manner considering phase of flight and workload.
3.6	**AFS monitoring**	Effectively monitors automation, including engagement and automatic mode transitions.

4. Aeroplane flight path management – Manual control (FPM)		
Controls the flight path through manual control.		
4.1	**Manual A/C control**	Controls the aircraft manually with accuracy and smoothness as appropriate to the situation.
4.2	**Instrument scan & correction**	Monitors and detects deviations from the intended flight path and takes appropriate action.
4.3	**Pitch & power**	Manually controls the aeroplane using the relationship between aeroplane attitude, speed and thrust, and navigation signals or visual information.
4.4	**Operational performance**	Manages the flight path safely to achieve optimum operational performance.
4.5	**Maintaining flightpath**	Maintains the intended flight path during manual flight while managing other tasks and distractions.
4.6	**Level/Mode of FG system**	Uses appropriate flight management and guidance systems, as installed and applicable to the conditions.
4.7	**FG system monitoring**	Effectively monitors flight guidance systems including engagement and automatic mode transitions.

5. Leadership and teamwork (LTW)		
Influences others to contribute to a shared purpose. Collaborates to accomplish the goals of the team.		
5.1	**Encouragement**	Encourages team participation and open communication.
5.2	**Initiative & direction**	Demonstrates initiative and provides direction when required.
5.3	**Involving others**	Engages others in planning.
5.4	**Open minded**	Considers inputs from others.

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5. Leadership and teamwork (LTW)		
5.5	**Feedback**	Gives and receives feedback constructively.
5.6	**Conflict management**	Addresses and resolves conflicts and disagreements in a constructive manner.
5.7	**Decisiveness**	Exercises decisive leadership when required.
5.8	**Responsibility**	Accepts responsibility for decisions and actions.
5.9	**Reliability**	Carries out instructions when directed.
5.10	**Intervention strategies**	Applies effective intervention strategies to resolve identified deviations.
5.11	**Cultural challenges**	Manages cultural and language challenges, as applicable.

6. Problem solving and decision making (PSD)		
Identifies precursors, mitigates problems, and makes decisions.		
6.1	**TEM**	Identifies, assesses and manages threats and errors in a timely manner.
6.2	**Situation catch (SPORDEC)**	Seeks accurate and adequate information from appropriate sources.
6.3	**Diagnosis**	Identifies and verifies what and why things have gone wrong, if appropriate.
6.4	**Persistence**	Perseveres in working through problems while prioritizing safety.
6.5	**Options (SPORDEC)**	Identifies and considers appropriate options.
6.6	**Risks & decisions (SPORDEC)**	Applies appropriate and timely decision-making techniques.
6.7	**Check (SPORDEC)**	Monitors, reviews and adapts decisions as required.
6.8	**Improvisation**	Adapts when faced with situations where no guidance or procedure exists.
6.9	**Resilience**	Demonstrates resilience when encountering an unexpected event.

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7. Situation awareness and management of information (SAW)		
Perceives, comprehends, and manages information and anticipates its effect on the operation.		
7.1	**A/C technical situation**	Monitors and assesses the state of the aeroplane and its systems.
7.2	**A/C energy state**	Monitors and assesses the aeroplane's energy state, and its anticipated flight path.
7.3	**General environment**	Monitors and assesses the general environment as it may affect the operation.
7.4	**Validation of information**	Validates the accuracy of information and checks for gross errors.
7.5	**Condition of others**	Maintains awareness of the people involved in or affected by the operation and their capacity to perform as expected.
7.6	**What If scenarios**	Develops effective contingency plans based upon potential risks associated with threats and errors.
7.7	**Ensuring awareness**	Responds to indications of reduced situation awareness.

8. Workload management (WLM)		
Maintains available workload capacity by prioritising and distributing tasks using appropriate resources.		
8.1	**Self-control**	Exercises self-control in all situations.
8.2	**Task scheduling**	Plans, prioritizes and schedules appropriate tasks effectively.
8.3	**Time management**	Manages time efficiently when carrying out tasks.
8.4	**Delivery of assistance**	Offers and gives assistance.
8.5	**Delegation**	Delegates tasks.
8.6	**Openness for assistance**	Seeks and accepts assistance, when appropriate.
8.7	**Monitoring & cross-check**	Monitors, reviews and cross-checks actions conscientiously.
8.8	**Task completion**	Verifies that tasks are completed to the expected outcome.

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8. Workload management (WLM)		
8.9	**Interruption management**	Manages and recovers from interruptions, distractions, variations and failures effectively while performing tasks.

3.5.2.5 Grading methodology

General

The instructor observes the trainees' demonstrated performance (positive and negative), identify positives and learning areas and work with the participants to find solutions.

The instructor continuously takes notes during the respective session. Finally, he assigns what he has seen to the corresponding competencies. In doing so, he refers to the competency description of the respective competencies. Observable Behaviors (OBs) help the instructor where necessary with the assignment.

Root Cause analysis

To find the root cause(s) of unsuccessfully flown manoeuvres is of utmost importance when defining the affected competency. Any area of competency assessed as not meeting the required level of performance should be associated with an observable behavior that could lead to an unsafe situation.

Compensation between competencies

There is no compensation between competencies.

Example:

Performing a perfect landing on the wrong RWY will be graded as:

Flight Path Management – Manual (FPM) = 5

Situation Awareness (SAW) = 1

Linking OBs and Competencies

Grades may be determined over the flight or the simulator session as follows::

- For each assigned grade (<4) of a competency, the observed performance must be identified with one or more OBs; and
- the OBs should link the observed performance to the competency; they **are not to be used as a checklist.** This means: when observing a task, first think which competency might be affected and in the second step search an applicable OB.
- OBs should be an illustration for the assembled facts during the session and they can assist the instructor to ensure a correct grading of each competency. The primary purpose of the OB's is not to collect as many data as possible, but to enable competency grading and root cause analysis.

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- Instructor's observations, the OBs and the facilitated debriefing should enable the instructor to determine the root cause of any deficiencies.

Round up/down competency grading

Whenever the demonstrated competency seems to lie between two grading marks, following method should be applied:

1. Study the definition of the grading scale. In most cases this should enable a clear allocation. If still in doubt;
2. Between grade "2" and "3": If the instructor judges the overall performance within a competency to be competent, grade "3" should be chosen. If the instructor considers remedial action to be necessary, the competency should be graded as "2".
3. Between grade "1" and "2": If the instructor considers remedial action to be necessary but the safety of line operation not to be endangered, the competency should be graded as "2".

3.5.2.6 Low grade policy for mixed EBT

Following policy defines how to deal with gradings during:

- Performance Evaluation (EBT Day 1)
- Refresher Training (EBT Day 2)
- Line Check

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EBT day 1 – Performance Evaluation (EVAL + MV)				
Task Grading according BAZL Form 60.530	**All items and all sections passed**		**Some items and some sections failed**	
Competency Grading (Level 1)	**All gradings ≥ "3"**	**1x grade "2"** **Or** **2x grade "2"** **(1 or 2 critical competency)**	**1x grade "1"** **or** **≥ 3x grade "2"**	**EBT day 1 not conducted or not completed due to unforeseen circumstances.** **(Trainee not available, Examiner not available, FSTD breakdown etc.)**
Results (Level 0)	→ **Competent** → **Performance Evaluation passed** → Continue with day 2	→ **Competent** → **Performance Evaluation passed** → Continue with day 2	→ **Not competent: Not released for line operation** → **Performance Evaluation failed** → **EBT module not completed**	→ **Performance Evaluation not conducted** → **Released for line operation as long as licence is valid**
Actions by examiner day 1	**After session:** - Sort out notes from the session and grade competencies according first judgements. - De-Briefing according to defined facilitation technique and debriefing structure. - Define focus competencies for both trainees for EBT day 2 and seek out EDW 2 letter code of instructor day 2. - Fill out and sign off EDW qualification form "EBT Day 1 - Performance Evaluation" on MINT. - Fill out FOCA form 60.530 and send form to licensing@flyedelweiss.com. - If yet unable to sign off MINT form "EBT Day 1 – Performance Evaluation". o Inform instructor of EBT day 2 about focus competencies for EBT day 2.	**After session:** - Sort out notes from the session and grade competencies according first judgements. - De-Briefing according to defined facilitation technique and debriefing structure. - Define focus competencies for both trainees for EBT day 2 and seek out EDW 2 letter code of instructor day 2. All critical competencies of day 1 must be defined as focus competencies for day 2. - Fill out and sign off EDW qualification form "EBT Day 1 - Performance Evaluation" on MINT. - Fill out FOCA form 60.530 and send form to licensing@flyedelweiss.com. - If for any reason unable to sign off MINT form "EBT Day 1 – Performance Evaluation". o Inform instructor of EBT day 2 about focus competencies for EBT day 2. - Inform CFI within 48 hours.	**After session:** - Sort out notes from the session and grade competencies according first judgements. - De-Briefing according to defined facilitation technique and debriefing structure. - Fill out and sign off EDW qualification form "EBT Day 1 - Performance Evaluation" on MINT. - Select "No focus competencies for day 2" and tip in your EDW 2 letter code. - Fill out FOCA form 60.530 and send form to licensing@flyedelweiss.com. - Inform instructor of EBT day 2 about immediate actions or changes for EBT day 2 without delay. - Inform OP about necessary changes in flight schedule of trainee (Not released for line operation) without delay. - Inform CFI without delay.	- Inform CFI without delay. - If possible: Postpone Performance Evaluation to EBT day 2 session (next day).
Actions by CFI	- NIL	- Analyse of trainee training history & competencies: o If affected competency was already graded "1" or "2" in the previous EBT session, individual training is compulsory in the SBT phase. o If affected competency was already graded "1" or "2" in the previous two EBT sessions, additional FSTD training is required within 3 months. o Decide about necessity of training measures. - Record CFI action / comment in MINT.	- Analyse of trainee training history & competencies: o Additional FSTD training is required before new performance evaluation. - Record CFI action / comment in MINT. - Inform OP about additional FSTD training. - Inform trainee about next steps.	- If Performance Evaluation is performed during EBT day 2 session: o Organisation of a new EBT day 2 session in cooperation with OP. - If Performance Evaluation is not performed during EBT day 2 session: o Organisation of two new EBT sessions (EBT day 1 and EBT day 2) in cooperation with OP. o Inform trainee about next steps.
Outcome	→ **Continue with EBT day 2**	→ **Continue with EBT day 2**	→ **Repeat EBT module after additional FSTD training**	**EBT module not completed** → **Rescheduling of new sim sessions**

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EBT day 2 – Refresher Training (SBT)				
Competency Grading (Level 1)	**All gradings ≥ "3"**	**1x grade "2"** **Or** **2x grade "2"** **(1 or 2 new critical competency)**	**1x grade "1"** **or** **≥ 3x grade "2"** **or** **≥1 critical competencies of day 1 not graded ≥ "3"**	**EBT day 2 not conducted or not completed due to unforeseen circumstances** **(Trainee not available, EBT instructor not available, FSTD breakdown etc.)**
Results (Level 0)	→ **Competent: Released for line operation** → **EBT module completed**	→ **Competent: Released for line operation** → **EBT module completed**	→ **Not competent: Not released for line operation** → **EBT module not completed**	→ **EBT module not completed** → **Released for line operation as long as licence is valid**
Actions by instructor day 2	**After session:** - Sort out notes from the session and grade competencies according first judgements. - De-Briefing according to defined facilitation technique and debriefing structure. - Fill out and sign off EDW form "EBT Day 2 - Refresher Training" on MINT.	**After session:** - Sort out notes from the session and grade competencies according first judgements. - De-Briefing according to defined facilitation technique and debriefing structure. - Fill out and sign off EDW form "EBT Day 2 - Refresher Training" on MINT. - Inform CFI within 48 hours.	**After session:** - Sort out notes from the session and grade competencies according first judgements. - De-Briefing according to defined facilitation technique and debriefing structure. - Fill out and sign off EDW form "EBT Day 2 - Refresher Training" on MINT. - Inform OP about necessary changes in flight schedule of trainee (Not released for line operation) without delay. - Inform CFI without delay.	- Inform CFI and OP without delay.
Actions by CFI	- NIL	- Analyse of trainee training history & competencies: o Decide about necessity of training measures. - Record CFI action / comment in MINT. - If an additional training or checking event is required: o Inform and transfer training report to OC (forwarded by CFI). o Inform trainee about next steps.	- Analyse of trainee training history & competencies: o Define additional FSTD training within 3 months. - Record CFI action / comment in MINT. - Inform OP about necessary additional FSTD training. - Inform trainee about next steps. - Inform and transfer training report to OC (forwarded by CFI).	- Organisation of a new EBT day 2 in cooperation with OP.
Outcome	**EBT module completed**	**EBT module completed**	**EBT module not completed** → **Repeat EBT day 2 after additional FSTD training**	**EBT module not completed** → **Rescheduling of a new EBT day 2**

Line Check				
Competency Grading (Level 1)	**All gradings ≥ "3"**	**1x grade "2"**	**≥ 1x grade "1"** **or** **≥ 2x grade "2"**	**Line Check not conducted due to unforeseen circumstances** **(Crew member not available, Instructor not available, ACFT not available etc.)**
Results (Level 0)	→ **Line Check passed** → **Competent: Released for line operation**	→ **Line Check passed** → **Competent: Released for line operation**	→ **Line Check failed** → **Not competent: Not released for line operation**	→ **Line Check not conducted** → **Released for line operation as long as licence is valid**
Actions by line check instructor	**After flight:** - Sort out notes from the flight and grade competencies according first judgements. - De-Briefing according to defined facilitation technique and debriefing structure. - Fill out and sign off EDW form "Line Check" on MINT.	**After flight:** - Sort out notes from the flight and grade competencies according first judgements. - De-Briefing according to defined facilitation technique and debriefing structure. - Fill out and sign off EDW form "Line Check" on MINT. - Inform CFI within 48 hours.	**After flight:** - Sort out notes from the session and grade competencies according first judgements. - De-Briefing according to defined facilitation technique and debriefing structure. - Fill out and sign off EDW form "Line Check" on MINT. - Inform OP about necessary changes in flight schedule of trainee (Not released for line operation) without delay. - Inform CFI without delay.	- Inform CFI and OP without delay.
Actions by CFI	- NIL	- Analyse of trainee training history & competencies: o Decide about necessity of training measures. - Record CFI action / comment in MINT. - If an additional training or checking event is required: o Inform OC about training measures. o Inform trainee about next steps.	- Analyse of trainee training history & competencies: o Define additional training measures within 3 months. - Record CFI action / comment in MINT. - If required: Inform OP about necessary additional FSTD training. - Inform OC about training measures. - Inform trainee about next steps.	- Organisation of a new EBT line check in cooperation with OP.
Outcome	**Line Check passed**	**Line Check passed**	**Line Check failed**	**Line Check not conducted**

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3.5.2.7 Low grade policy for EBT

TBD / Will be defined in due time before implementing Full EBT for groups of pilots.

3.5.2.8 EBT data collection and use of MINT forms

EBT is a data driven training concept and data level 0 – data level 3 are electronically collected (also see OM D EBT Grading System) with the following MINT qualification forms:

Form Name	**EBT day 1 – Performance Evaluation**	**EBT day 2 – Refresher Training**	**EBT Line Check**
Setup	Setup	Setup	Setup
Authority items / Additional information	I. Authority items	I. Additional information	I. Additional information
EBT data level 3	II. Specific task evaluation		
Repeated Tasks	III. Repeated Tasks		
EBT data level 1 and 2	IV. Competencies	II. Competencies	II. Competencies
Overall comments	V. Overall comments		III. Overall comments
EBT data level 0 and KPIs	VI. Results	III. Results	IV. Results

For detailed description of the forms refer to the respective chapter of the “Edelweiss EBT Guide” (Training Material).

After the checking / training event, the qualification report will be automatically sent to the following recipients:

Qualification Report / Recipient	**Trainee**	**TRI / TRE of the session**	**CFI**	**OC (Fleet Chief)**
EBT day 1 – Performance Evaluation	X	X	X	X
Instructor preparation report for EBT Day 2 - Refresher Training		X		
EBT day 2 – Refresher Training	X	X	X	
EBT Line Check	X	X	X	X

3.5.2.9 Verification of the accuracy of the grading system

To move from a Mixed EBT to EBT, it is required to demonstrate good accuracy of the grading system. The authority may not allow EBT unless the accuracy of the grading system is demonstrated.

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Mixed EBT implementation offers a valuable opportunity to trim the accuracy of the grading system.

As a minimum, EDW will compare that the rates of pilots graded 1 or 2 and LPCs failures, or marginal pass are consistent. When a discrepancy is found a route cause analysis is necessary. A mismatch may indicate that instructors are grading too high in EBT (LPCs failure rate or marginal pass is much higher than the rate of 1 or 2 in EBT) or too low, however other route causes may be the reason for this mismatch (e.g. the EBT programme has a lower/higher level of difficulty than the regular LPC difficulty).

The verification is necessary from a systemic point of view and the intention is not to measure individual pilot against Appendix 9 criteria. Concordance agreement between instructors may be high; however, the whole community of instructors may be grading too low or too high (accuracy).

The statistical result of the verification against Appendix 9 criteria can provide the operator with a criterion-referenced system to adjust the accuracy of the grading system.

3.5.3 Comments or disagreements of qualifications

The trainee receives his qualification as an e-mail. To acknowledge the receipt of the qualification, he/she needs to forward the e-mail to training@flyedelweiss.com. With this action, he/she confirms that the qualification was read and understood.
He/she may write any comment as text directly into the e-mail. The comment will be saved electronically directly on the qualification. Not writing any comment in the Email means that the trainee agrees with the qualification.

Note: After EBT Day 2, the trainee will only be informed if the training standards are below the minimum acceptable level according the low grade policy.

3.5.4 Procedures in case of failure

3.5.4.1 Administrative items

After a failed check or test, proceed according the low grade policy or according the following table (for non EBT tests or checks). The examiner makes no entry in the candidate's license and logbook. Investigation of failure and consecutive actions (skill test / proficiency check / line check):

Action	Responsibility
Notification to OT and Crew Control	TRE (line check: TC)
Form 60.530 must be sent to the FOCA	OT (Admin)
Suspension from flight duty until successful repetition of the Check.	OC

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Analysis of failure (personal, human aspects, training, environment)	TRE (line check: TC) with OT
Decision and definition of further training	OT
Organisation of training	OT
Planning of the crew for respective training	OCP
Conduct of training	TRI
Repetition of Check	TRE (line check: TC)
Notification to OT and OP	TRE (line check: TC)

In case of failures during conversion courses and initial command courses, the candidate will be notified by the CFI orally and in writing of the main reasons for his failure and the possibility for further course.

3.5.4.2 Waiting times and restrictions

Procedures, waiting times and restrictions in case of failure are laid down in OM A Qualification Requirements.

For waiting times in case of failure refer to OM A Waiting times.

For consequences in case of failure refer to OM A Training and checking Events: Consequences in case of failure and the tables listed below.

3.5.4.2.1 Operator Conversion Course (OCC)

Operator Conversion Course (OCC)		
Training Events		
1st escalation phase	2nd escalation phase	3rd escalation phase
The Training Supervisor (TRS) informs the CFI respectively CTKI as soon as any problems are showing up. The CFI decides and organizes up to 30% additional training in FFS or LIFUS. If the successful outcome of the training is in danger, the CFI will issue a special qualification. During a perform-	OT may approve additional training exceeding 30% of the amount of originally scheduled FFS or LIFUS after consultation of OC.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.

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ance review meeting, the CFI and OT will disclose the special qualification to the trainee.		
Checking Events		
Written or online Test		
1st failure	2nd failure	3rd failure
The involved instructor will decide about additional training before repetition of the failed test.	Second failures of the same test shall be brought to the attention of the CTKI who will decide about further action.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding. More than two repetitions will only be granted in exceptional cases.
First Operator proficiency check (OPC)		
1st failure	2nd failure	3rd failure
With a competency grading of 2 or lower, the event is graded as failed. After consultation of the involved instructor(s), OT will decide about necessary actions and additional training before repetition of the failed test. A second chance will be given except if circumstances indicate that there is no realistic chance for success.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding. A third chance will only be given if circumstances indicate that there is a realistic chance for success.	More than two repetitions will not be granted.
First Linecheck after LIFUS		
1st failure	2nd failure	3rd failure
With a competency grading of 2 or lower, the event is graded as failed. After consultation of the involved instructor(s), OT will decide about necessary actions and additional training before repetition of the failed test. A second chance will be given except if circum-	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding. A third chance will only be given if circumstances indicate that there is a realistic chance for success.	More than two repetitions will not be granted.

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stances indicate that there is no realistic chance for success.		
Important Notes: • A failed OCC will lead to the termination of employment.		

3.5.4.2.2 Type Conversion Course

Type Conversion Course		
Training Events		
1st escalation phase	2nd escalation phase	3rd escalation phase
The Training Supervisor (TRS) informs the CFI respectively CTKI as soon as any problems are showing up. CFI decides and organizes up to 30% additional training in FFS or LIFUS. If the successful outcome of the training is in danger, the CFI will issue a special qualification. During a performance review meeting, the CFI and OT will disclose the special qualification to the trainee.	OT may approve additional training exceeding 30% of the amount of originally scheduled FFS or LIFUS after consultation of OC.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.
Checking Events		
Written or online Tests		
1st failure	2nd failure	3rd failure
The involved instructor will decide about additional training before repetition of the failed test.	Second failures of the same test shall be brought to the attention of the CTKI who will decide about further action.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.More than two repetitions will only be granted in exceptional cases.
Skill Test		
1st failure	2nd failure	3rd failure

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With a competency grading of 2 or lower, the event is graded as failed. After consultation of the involved instructor(s), OT will decide about necessary actions and additional training before repetition of the failed test. A second chance will be given except if circumstances indicate that there is no realistic chance for success.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding. A third chance will only be given if circumstances indicate that there is a realistic chance for success.	N/A
Flight Training after Skill Test (including ZFTT)		
1st failure	2nd failure	3rd failure
The involved TRI will decide on site if additional training up to a total of 14 landings will enable a realistic chance for success. Normally, no repetition of the flight training will be granted. A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.	N/A	N/A
Line Check after LIFUS		
1st failure	2nd failure	3rd failure
With a competency grading of 2 or lower, the event is graded as failed. After consultation of the involved instructor(s), OT will decide about necessary actions and additional training before repetition of the failed test. A second chance will be given except if circumstances indicate that there is no realistic chance for success.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding. A third chance will only be given if circumstances indicate that there is a realistic chance for success.	N/A

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Important Notes:

- For pilots conducting combined OCC and type conversion, the failed course will lead to the termination of employment (see OCC).

3.5.4.2.3 Command Course

Command Course		
Training Events		
1st escalation phase	2nd escalation phase	3rd escalation phase
The Training Supervisor (TRS) informs the CFI respectively CTKI as soon as any problems are showing up. CFI decides and organizes up to 30% additional training in FFS or LIFUS. If the successful outcome of the training is in danger, the CFI will issue a special qualification. During a performance review meeting, the CFI and OT will disclose the special qualification to the trainee.	OT may approve additional training exceeding 30% of the amount of originally scheduled FFS or LIFUS after consultation of OC.	OT will inform OC if the successful outcome of the training is in danger. A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.
Checking Events		
Written or online Tests		
1st failure	2nd failure	3rd failure
The involved instructor will decide about additional training before repetition of the failed test.	Second failures of the same test shall be brought to the attention of OT who will decide about further action. A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.	More than two repetitions will not be granted.
Skill Test or Proficiency Check		

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1st failure	2nd failure	3rd failure
With a competency grading of 2 or lower, the event is graded as failed. After consultation of the involved instructor(s), OT will decide about necessary actions and additional training before repetition of the failed test. A second chance will be given except if circumstances indicate that there is no realistic chance for success.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.More than one repetition will not be granted.	N/A
Flight Training after Skill Test (including ZFTT)		
1st failure	2nd failure	3rd failure
The involved TRI will decide on site if additional training up to a total of 14 landings will enable a realistic chance for success. No repetition of the flight training will be granted A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.	N/A	N/A
Line Check heck after LIFUS		
1st failure	2nd failure	3rd failure
With a competency grading of 2 or lower, the event is graded as failed. After consultation of the involved instructor(s), OT will decide about necessary actions and additional training before repetition of the failed test. A second chance will be given except if circumstances indicate that there	More than one repetition will not be granted. A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.	N/A

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is no realistic chance for success.		

3.5.4.2.4 CRP Course

Cruise Relief Pilot (CRP) Course		
Training Events		
1st escalation phase	2nd escalation phase	3rd escalation phase
The involved instructor informs the CFI as soon as any problems are showing up. The CFI decides and organizes up to 1 additional training session in FFS. If the successful outcome of the training is in danger, the CFI will issue a special qualification. During a performance review meeting, the CFI will disclose the special qualification to the trainee.	OT may approve additional training exceeding 1 Session originally scheduled in FFS after consultation of OC.	OT will inform OC if the successful outcome of the training is in danger. A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.
Checking Events		
Written or online Tests		
1st failure	2nd failure	3rd failure
The involved instructor will decide about additional training before repetition of the failed test.	Second failures of the same test shall be brought to the attention of the CTKI who will decide about further action.	More than two repetitions will not be granted. A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.
CRP Simulator Check		
1st failure	2nd failure	3rd failure
With a low grading (weak area) the event is graded as failed. A Special Qualification Meeting (SQM) will be held to decide about the further proceeding. A second chance will only be given if circumstances indicate that	More than one repetition will normally not be granted.	N/A

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there is a realistic chance for success.		
CRP Line Check		
1st failure	2nd failure	3rd failure
With a low grading (weak area) the event is graded as failed. A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.A second chance will only be given if circumstances indicate that there is a realistic chance for success.	More than one repetition will normally not be granted.	N/A

3.5.4.2.5 Recurrent Checking

Recurrent Training and Checking		
Training Events		
EBT day 2- Refresher Training (SBT)		
1st unsatisfactory performance	2nd unsatisfactory performance	3rd unsatisfactory performance
Act according to the “EDW Low Grade Policy Day2”.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.OT will decide about necessary actions before permitting a third and last training.	Further training will only be given if circumstances indicate that there is a realistic chance for success.
CRP Recurrent Training		
1st unsatisfactory performance	2nd unsatisfactory performance	3rd unsatisfactory performance
After consultation of the involved instructor(s), OT will decide about necessary actions and additional training modules.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding. OT will decide about necessary actions before permitting a third and last training.	After a third failure the flight crew member will not be accepted for further CRP activity within EDW.

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License renewal training and other trainings of similar extent		
1st unsatisfactory performance	2nd unsatisfactory performance	3rd unsatisfactory performance
After consultation of the involved instructor(s), OT will decide about necessary actions and additional training modules.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding.OT will decide about necessary actions before permitting a third and last training.	After a third failure the flight crew member will not be accepted for further pilot activity within EDW.
Checking Events		
Written or online Tests		
1st failure	2nd failure	3rd failure
For EBT theoretical knowledge verification refer to OM D Knowledge verification	For EBT theoretical knowledge verification refer to OM D Knowledge verification	For EBT theoretical knowledge verification refer to OM D Knowledge verification
For all other tests, the involved instructor will decide about additional training before repetition of the failed test.	A Special Qualification Meeting (OT/OC) will be held. The outcome shall be brought to the CTKI who will define the additional training, if applicable.	More than two repetitions (=3 failures) will not be granted.
EBT day 1- Performance Evalutation (EVAL+MAV)		
1st failure	2nd failure	3rd failure
Act according to the “EDW Low Grade Policy Day1”.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding. OT will decide about necessary actions / training before permitting a third and last check accordingly.	After a third failure the flight crew member will not be accepted for further pilot activity within EDW.
Line Check		
1st failure	2nd failure	3rd failure
Act according to the “EDW Low Grade Policy Line Check”.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding. OT will decide	After a third failure the flight crew member will not be accepted for further pilot activity within EDW.

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	about necessary actions / training before permitting a third and last check accordingly.	
Language Assessment (LPL-4)		
1st failure	2nd failure	3rd failure
After consultation of the involved instructor(s), OT will decide about necessary actions and additional training before repetition of the failed training or check. A second chance will be given except if circumstances indicate that there is no realistic chance for success.	A Special Qualification Meeting (SQM) will be held to decide about the further proceeding If a pilot has failed his LPL- 4 twice, OT will decide about necessary actions /training before permitting a third and last check accordingly.	After a third failure the flight crew member will not be accepted for further pilot activity within EDW.

3.5.5 Student discipline and disciplinary action

3.5.5.1 Discipline

Expectations of student's behaviour are:

- compliance with the procedures;
- following the instructions of instructor, OM and lessonplans;
- understanding and applying time management, taking unforeseen situations into account;
- appropriate learning interests and commitment;
- accurate preparation for each training session;
- clarifying doubts or confusions;
- providing information as early as possible if a lesson if a lesson cannot be attended;
- remaining in good health (influence of alcohol, drugs, medicines, blood donation, smoking, etc.).

3.5.5.2 Inadmissible behaviour

Possible inadmissible behaviours are:

- irresponsible attitude
- clear and distinct lack of attitude

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- violation of legal requirements and/or provisions of the EDW documentation
- any other behaviour not consistent with the qualities required of a pilot
- any behaviour or attitude that endangers safety
- influence of alcohol or drugs
- medication whether prescribed or not, unless approval has been given by an Aero-Medical Examiner (AME)

3.5.5.3 Unsatisfactory performance

Unsatisfactory performance will lead to suspension of training. Indicators of unsatisfactory performance are:

- Continued failed tests and examinations;
- Continued learning disabilities or heavy difficulties; remedial training remains unsatisfactory
- Long term interruption(s) of the applicable training course;
- Repeatedly absences without communication;
- Continued missing interests and commitment

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3.5.5.4 Disciplinary Action Process and Procedure for Suspending a Student from Training

		Root Cause	Classification	Action
Analysis of the ATO-System	Procedure	• Was the procedure clearly and correctly defined? • Was the task, procedure or action understood?	Failure of the provided provision, procedure and guideline	HT/CFI/CTKI: Review and correct provisions and procedures Preventive action and awareness
	Training	• Was the learning subject, including the objective, instructional method and technique, complete, accurate and appropriately defined?		HT/CFI/CTKI: Review the training effectiveness according to OMD 3.9 and enhance the training course standard.
Analysis of student discipline and performance	Inadmissible behaviour or violation	• Was the action intended? • Were the results as intended?	Sabotage or malevolent act	HT: Severe sanction required • Exclusion • Regress • Initiate legal action
		• Was the violated procedure understood? • Knowingly violated?	Reckless violation	HT/HR: Final Warning and impose actions
		• Could this happen to anybody else? • Did it already occur?	Negligent/careless error	HT: Provide additional explanation and/or instruction
	Unsatisfactory performance	• Was the learning subject, including the objective, instructional method and technique, complete, accurate and appropriately defined?	Act according to OM D 3.5.4.2 Waiting Times and Restrictions.	

3.6 Simulator Design Procedure (Recurrent Training & Checking)

3.6.1 Training structure and training content

3.6.1.1 Design levels and training topics

The SIM design process

EBT modules are designed by the EDW design team and are based on the following data sources:

- EBT data (outer data loop) (provided by CFI)

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- EBT compliance list (formed by the skill retention and EBT topics)

A second design process is made during the EBT module itself. With the evidence (inner data loop) gathered during the check on EBT day 1, the instructor can adapt the training program to the individual needs of the trainee on EBT day 2. The instructor has the possibility to select a range of different scenario options, each based on different focus competencies.

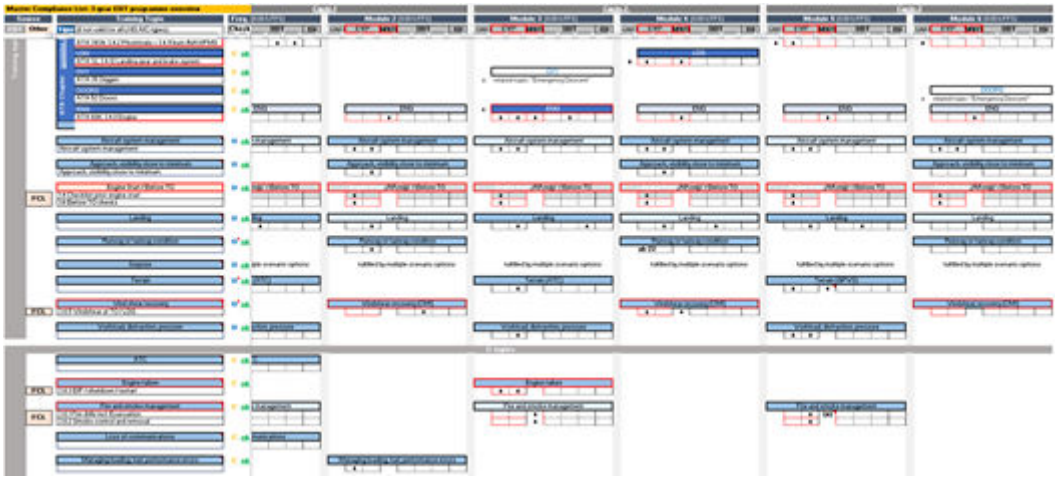
3.6.1.2 Edelweiss EBT programme

The "Edelweiss EBT programme" is the primary document used by Edelweiss for the creation and design of each EBT module. The file contains:

- legal training items prescribed by EASA and the national authorities,
- EBT programme assessment and training topics by considering:
    - aircraft generation 4 (A320/A340) characteristics
    - their distribution across a 3-year period at a defined frequency
- UPRT
- CRM elements
- further training or checking items

During the design process, it is used for the development of the SIM design document.

Extract from the "Edelweiss EBT programme":



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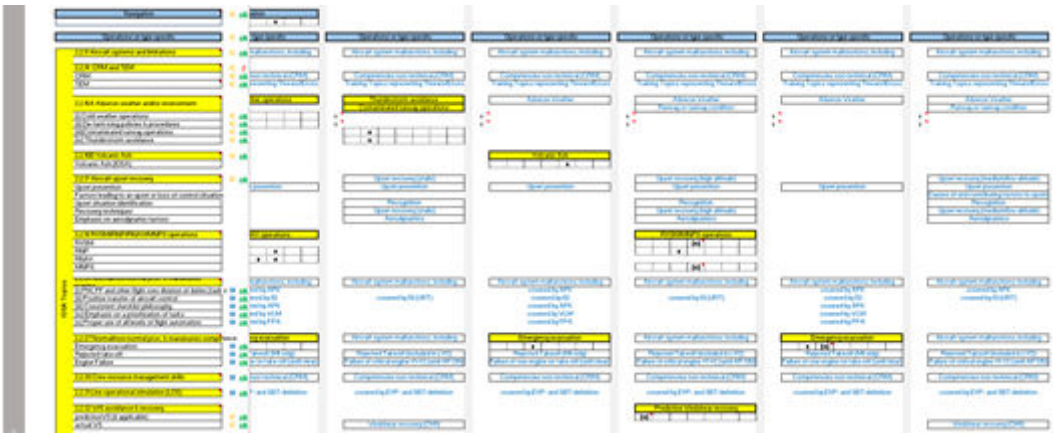

The master file is stored on the sharepoint:

PRO-EDW-OT Evidence Based Training - Dokumente\EBT 1 - Training structure and content\Course Design\Edelweiss EBT programme.

3.6.1.3 Skill retention and EBT training topics

The assessment and training of EBT and skill retention topics are distributed across a 3-year period at a defined frequency. The distribution of the skill retention topics is derived from the legal checking requirements (OPC and LPC) while the EBT training topics and their frequency are the result of the data analysis.

Overview of the skill retention and EBT topics with their associated training frequency:

Frequency A: **included in every EBT module**	**Frequency B:** **included once every year**	**Frequency C:** **included once every 3 years**

Section 1 – Skill retention		
Go around, all engines operative	Rejected Takeoff	Emergency descent
	Failure of critical engine between V1 and V2 (until AP on)	
	Failure of one engine on take-off (until clean)	
	Engine out approach and landing	
	Engine out approach and go around	

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	Pilot qualification to operate in either pilot's seat	

Section 2 – EBT topics		
Adverse Weather	Upset prevention and recovery training (UPRT)	ATC
Automatic management	Adverse wind	Engine failure
Competencies non-technical (CRM)	Aircraft system malfunction, including operations under MEL	Fire and smoke management
Compliance	Aircraft system management	Loss of communications
Go-around management	Approach, visibility close to minimum	Managing loading, fuel, performance errors
Manual aircraft control	Landing	Navigation
Monitoring, cross-checking, error management, mismanaged aircraft state	Surprise	Operations- or type specific
Unstable approach	Terrain	Operations of special airport approval
	Windshear recovery	Pilot incapacitation
	Workload, distraction, pressure	
	Runway or taxiway condition	
	Traffic	

3.6.1.4 Upset prevention and recovery training (UPRT)

Most UPRT items will be trained in EBT module 2, 4, 6 and are mostly part of the In-Seat Instruction.

Differences related to UPRT for Mixed Fleet Flying (A320/A340) operations are regulated according to the AIRBUS "Upset Prevention and Recovery Training DR table".

The differences between the A320 and A340 have been assessed as maximum to be level A training and are addressed through self-review by individual pilots or during the briefing of a EBT session.

Those differences have to achieved through self-review of the FCOM by the trainees.

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3.6.1.5 Equivalency of malfunctions

Equivalent groups of aircraft system malfunctions can be determined by reference to malfunction characteristics and the underlying elements of crew performance required to manage them. Demonstrated proficiency in the management of one malfunction is then considered equivalent to demonstrated proficiency for the other malfunctions in the same group. Each pilot will receive assessment and training in the management of aircraft system malfunctions.

Aircraft system malfunctions that place a significant demand on a proficient crew are organized by reference to the following five characteristics:

Characteristic	Description of required crew performance	Examples
Immediacy	System malfunctions requiring immediate and urgent crew intervention or decision	Fire, smoke, loss of pressurization at high altitude, failures during take-off, brake failure during landing
Complexity	System malfunctions requiring complex procedures	Multiple hydraulic system failures, smoke and fumes procedures
Degradation of aircraft control	System malfunctions resulting in significant degradation of flight controls in combination with abnormal handling characteristics	Jammed flight controls, certain degradation of FBW control
Loss of instrumentation	System failures that require monitoring and management of the flight path using degraded or alternative displays	Unreliable primary flight path information, unreliable airspeed
Management of consequences	System failures that require extensive management of their consequences (independent of operation or environment)	Fuel leak

Each pilot will be exposed to at least one malfunction for each characteristic per year.

3.6.1.6 General structure – Module, Session and Phase

The training structure contain 3 categories:

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1. EBT module
2. EBT session
3. EBT phase.

EBT Module

An EBT module is a combination of sessions in a qualified FSTD and forms part of the three-year cycle of recurrent assessment and training. Hence, we have 6 EBT modules which last each 6 months, separated by a period of not less than 3 months. The change to the next EBT module will always take place on June 1st and December 1st of each year on all aircraft types.

	2021 / 2024 / 2027 …		**2022 / 2025 / 2028 …**		**2023 / 2026 / 2029 …**	
	01.06. – 30.11.	01.12. – 31.05.	01.06. – 30.11.	01.12. – 31.05.	01.06. – 30.11.	01.12. – 31.05.
EBT module 1			X			
EBT module 2				X		
EBT module 3					X	
EBT module 4						X
EBT module 5	X					
EBT module 6		X				

The validity period of an EBT module shall be 12 months.

EBT session

An EBT session is a single defined period of training in a qualified FSTD that normally forms part of an EBT module. Hence, each EBT module consists of two sessions (two days), the Performance Evaluation on day 1 and the Refresher Training on day 2.

EBT phase

An EBT phase is a single defined stage of training in a qualified FSTD that forms part of an EBT session: Evaluation Phase, Manoeuvre Validation Phase, Scenario Based Training Phase, In-Seat Instruction. Each EBT phase is designed based on several EBT topics.

3.6.2 EBT day 1 – Performance Evaluation

Structure:

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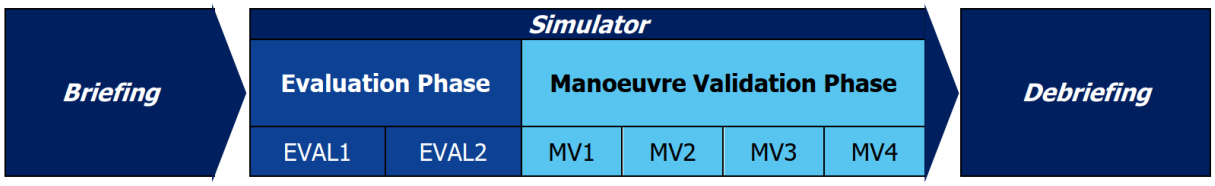
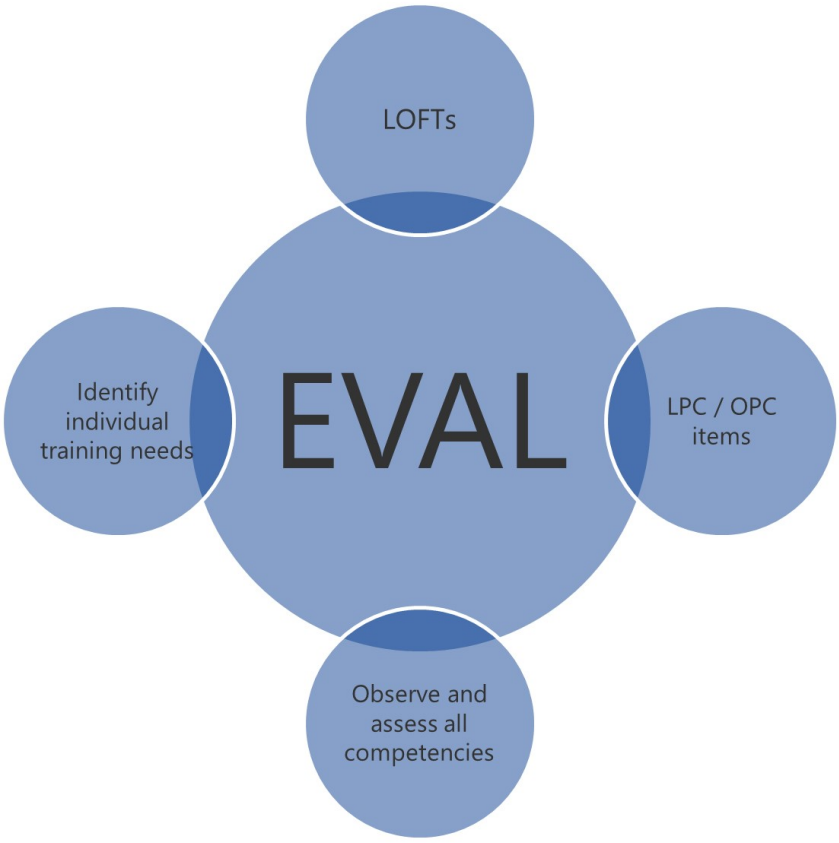


3.6.2.1 Evaluation Phase (EVAL)

Goal of the evaluation phase is to assess and collect data from the current state and training performance of the crew based on their competencies. By using LOFT scenarios, the assessment should be representative of the operator environment. During the evaluation phase, the instructor does not provide assistance to the trainees. Instead, he concentrates on the observation, runs the scenario and plays the role of the interfaces (ATC, cabin crew, etc.) if required. If it is necessary for the instructor to intervene, this intervention should be taken into account when assessing the performance. Through this phase, the so-called “Evidence” is gathered, by identifying individual training needs and collecting data to further develop and validate the effectiveness of the training system.



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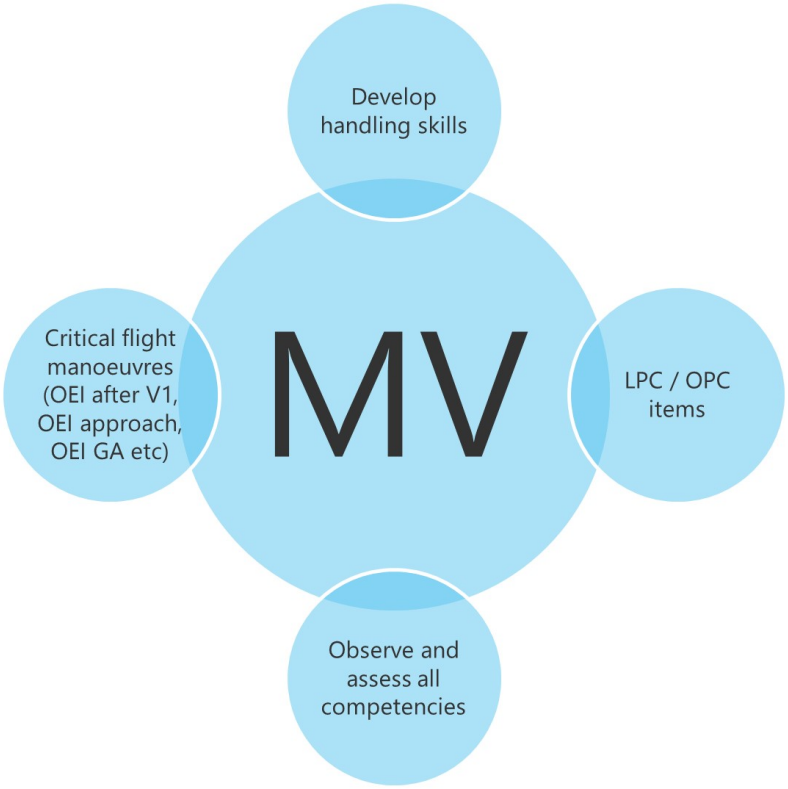
3.6.2.2 Manoeuvre Validation Phase (MV)

The aim of the Manoeuvre Validation Phase is to practise and sharpen the handling skills of each pilot when flying critical flight manoeuvres so as to maintain a defined level of proficiency in respect of psychometrics and manual flying skills. This phase integrates well-known manoeuvres such as OEI go-around, GPWS etc.

In order to gain a greater efficiency as well as to focus on the intended manoeuvres, this phase is not part of a LOFT and repositioning of the simulator are often used. Although the focus is on the PF's individual skills, the PM must act as in any regular flight and intervene if necessary.



3.6.3 EBT day 2 – Refresher Training

Structure:

3.6.3.1 Scenario-Based Training Phase (SBT)

This phase focuses on the further development of competencies. For this phase, four LOFT scenarios are planned, SBT1, SBT2, SBT3, SBT4.

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Each scenario includes three different options, each focusing on different competencies. Which options are selected depends on the focus competencies identified on day 1. By selecting the most beneficial scenario options, the crew should receive the most beneficial training in terms of competencies and resilience. The scenarios can be a short flight from A to B or start already in the cruise flight shortly before the top of descent. During this phase, the instructor should give inputs as little as possible and as much as necessary.

Choosing the right SBT options for EBT day 2

Focus competencies are defined at the end of EBT day 1 by the examiner and filled out on the MINT form “EBT day 1 - Performance Evaluation”. Once the MINT form is finalized, an automatic mail, with the focus competencies of both trainees will be sent to the instructor of EBT day 2. With this information, the instructor will be able to design a crew specific training session based on the focus competencies.

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EBT day 2 consists of three SBT scenarios (SBT1, SBT2, SBT3, SBT4) and each scenario offers three selectable options each covering different competencies. Prior to the refresher training, the instructor will have to select the most appropriate scenario options in order to create the most beneficial training in terms of competence development for the crew.

3.6.3.2 In-Seat Instruction (ISI)

A training method used in the Refresher Training is the so-called In-Seat Instruction (ISI), in which the instructor can perform predetermined exercises acting, in a pilot seat, as pilot flying (PF) or pilot monitoring (PM) for:

- the demonstration of techniques and/or
- triggering the other pilot to intervene or interact.

This part of the EBT programme is dedicated to developing and consolidating the role of Pilot Monitoring (PM) and UPRT (PF training in recoveries).

In the ISI, the instructor takes one of the pilot seats to fly a short, predefined scenario. The instructor intentionally makes realistic mistakes in the process. The goal of this sequence is to give the trainee the opportunity to sharpen his or her skills regarding monitoring and intervention. The instructor should follow the given instructions as closely as possible.

By completely reversing roles, this technique illustrates, the use of procedures in a correct or incorrect way.

3.7 Procedures for selection of new personnel

3.7.1 Selection process for instructors, examiners and S/C

Any flight instruction may only be given by instructors which have passed the EDW selection process.

Task	Means	Responsibility
Announcement for need of Instructor	Intranet: OT Info Intranet: P Info	OT P
Application	Written Application	Candidate
Neutral Assessment based on Selection Criteria	1. Assessment of Personality. ◦ Assessment of training records. ◦ Assessment of performance. ◦ Assessment of experience. ◦ Assessment of recommendations (e.g. peer-rating). 2. Interview by OT	Selection Board

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Task	Means	Responsibility
	◦ Assessment of personality. ◦ Assessment of didactic capabilities. ◦ Assessment of technical and operational knowledge. 3. Assessment of flying skills in the simulator: ◦ If in doubt about flying performances. ◦ For all instructors entering from outside the LH-Group.	
Decision	Information to O	Head of Selection Board
Veto Right	Directive to head of the selection board	O / OT (see below)
Publication	Intranet: OT Info / P Info	Head of Selection Board

The selection board for TKI, SFI, TRI, TC and for examiners will consist at least of:

- OT
- OC (no physical presence required)
- Flight instructors (via peer-rating)

OT will set up and lead the selection board.
The selection board will preferably be augmented by further flight instructors.
A peer-rating for instructors is the preferred occasion to nominate a new instructor/ examiner.
Veto right: O

Note concerning the selection of examiners:

FOCA is the only authority which is entitled to nominate examiners.

The nomination of the EDW selection board will lead to a selection within the applicants of EDW. The decision of the selection board will not lead to a direct nomination, but to a proposal to the FOCA.

The selection board for cabin crew TKI, CCI and S/C will consist at least of

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- P
- EH (except for selection of Line Introduction C/C)
- Line check C/C (=Teamleaders) (at least 2)

P will

- inform OT about the pending selection.
- take recommendations given by Teamleaders.
- set up and lead the selection board.

The selection board will preferably be augmented by further instructors. Veto right for selection of CCI and TKI: OT

3.8 Procedures for instructors and examiners

3.8.1 Recurrent qualification process

The recurrent qualification process for Instructors, Examiners, and TC includes:

a. Participation in the yearly EDW Standardisation Meeting for Training and Checking Personnel (see OM D Standardisation meeting for training and checking personnel.
b. Right hand seat qualification recurrent programme, as described in OM D Training to operate in either Pilot's Seat
c. Supervised training or examination sessions (simulator or aircraft) in the frame of an assessment of competence as laid down in OM D Training and Checking Personnel for SFI, TRI, SFE and TRE. For these assessments of competence, a written qualification will be issued. For TC refer to OM D Training Commander.

   The purpose of the qualification is to ensure that the candidate meets the required qualification and performance standards.

   The qualifications will be based on observation of their respective teaching or training activity. A written qualification will be issued.

   For qualification of TC, Instructors and Examiners, the following form will be used:

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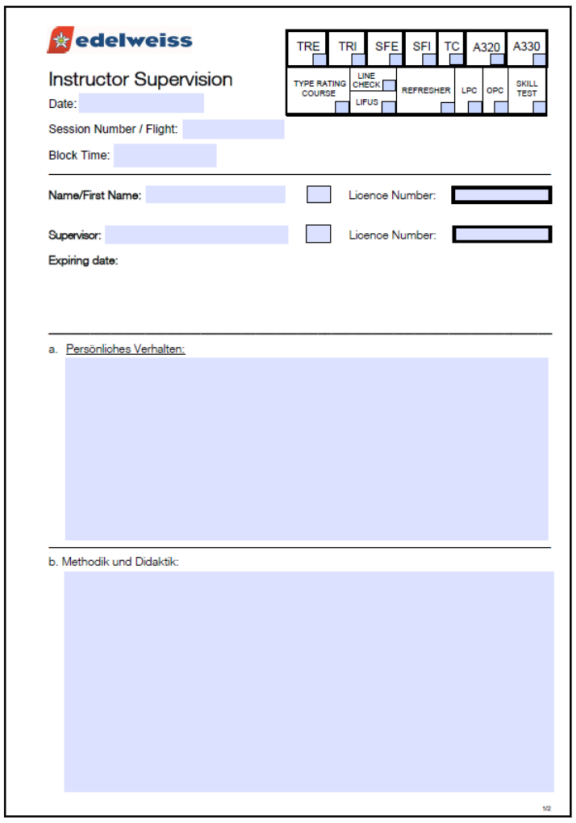

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Instructor Supervision

Date:

Session Number / Flight:

Block Time:

TRE	TRI	SFE	SFI	TC	A320	A330
TYPE RATING COURSE	LINE CHECK / LIFUS		REFRESHER	LPC	OPC	SKILL TEST

Name/First Name: Licence Number:

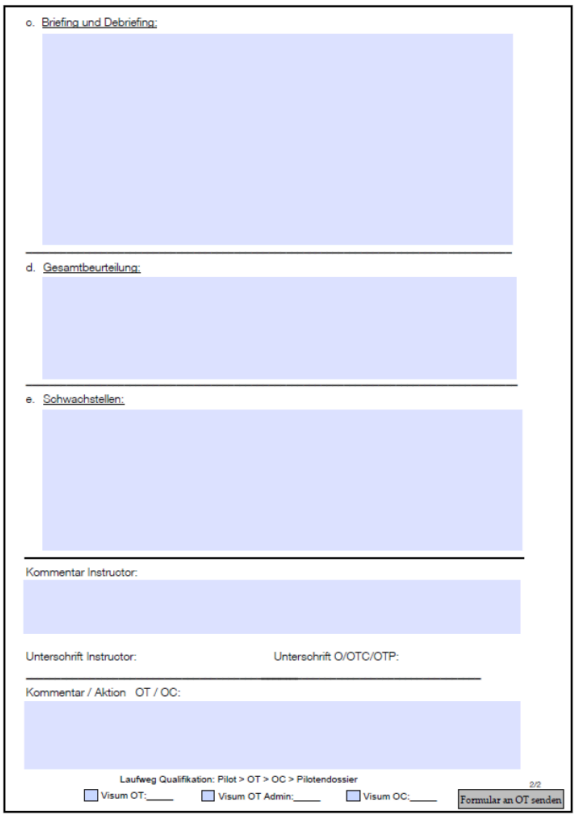
Supervisor: Licence Number:

Expiring date:

a. Persönliches Verhalten:

b. Methodik und Didaktik:

1/2



c. Briefing und Debriefing:

d. Gesamtbeurteilung:

e. Schwachstellen:

Kommentar Instructor:

Untersohrift Instructor: Untersohrift O/OTC/OTP:

Kommentar / Aktion OT / OC:

Laufweg Qualifikation: Pilot > OT > OC > Pilotendossier

Visum OT:____ Visum OT Admin:____ Visum OC:____

2/2

Formular an OT senden

d. For TC, SFI, TRI, SFE and TRE, the required minimum numbers of training events and/or examinations per year are listed in OM D Training and Checking Personnel.

3.8.2 Flight and duty time limitations

Basically, OM A Chapter 7 is ruling the flight and duty time limitations for crew.

As long as instructors and examiners are giving instruction or taking examinations in an aircraft, they are acting as flight crew and the respective limitations stipulated in OM A Chapter 7 are applicable.

Additionally, the following limitations are applicable for simulator assignments (Instructors, examiners, trainees):

a. In order to enable an adequate fatigue management, 12 hours of rest time prior to the simulator briefing will be planned. This time frame is not a legal limitation and may be reduced in case of daily irregularity.

b. Duty starts with the simulator briefing (according to exercise normally 1 or 2 hours prior to the simulator time) and it ends after debriefing (normally 1 hour after simulator time).

c. After end of debriefing, the minimum rest time according OM A chapter 7 must be adhered to prior to the next flight assignment.

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d. The total daily simulator time (excluding briefing/debriefing) for instructors and examiners shall not exceed 6 hours.

Additionally, for flight trainings (i.e. circuits for landing training) with an aircraft, the maximum number of landings per TRI at controls shall be limited to 18. Latest after 9 landings, a break of 15 minutes shall be granted.

3.8.3 Standardisation meeting for training and checking personnel

All categories of flight crew examiners, TRI, SFI and TC shall attend at least once a calendar year an EDW standardisation meeting set up by OT, covering topics, case studies and selected subjects in the field of:

- Learning and teaching
- Resource management
- Multi crew co-operation
- Procedures (SOP)
- Aircraft Systems
- Training Philosophy
- Flight Safety
- Qualification
- Concordance and other EBT related items

with emphasis on the point-of-view of an instructor.

These meetings are called “Flight Instructors Meetings”. OT will organize 3 to 5 of these meetings per year.

For the flight safety part of the meetings, ES will be invited.

One of this meetings will be set up as a 2-day TRI/SFI/TC refresher seminar. It is described in OM D Training and Checking Personnel.

3.8.4 Standards and level of performance of instructors

SFI, TRI and TC are trained and standardized as laid down in OM D Training and Checking Personnel.

The standardisation training (see OM D Training and Checking Personnel) has the purpose to develop and implement a common understanding, level of knowledge and behaviour to reach a mutual consistent understanding during the daily training activity within EDW. The content of the standardisation training based on a systematic analysis of factual data and results derived from the management system and from personnel standard evaluations (“MAG”).

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The initial training (see OM D Training and Checking Personnel) is provided to instructors in order to gain the required knowledge, skills and certificate to conduct the duties of an instructor within EDW.

The refresher training has the purpose to refresh and increase knowledge as well as to maintain the abilities in order to remain qualified and competent to conduct the duties of an instructor within EDW. EDW is setting up an annual TRI/SFI refresher seminar (see OM D Training and Checking Personnel) and several instructors meetings, which all serve the purpose of keeping high standards and level of performance of the instruction personnel.

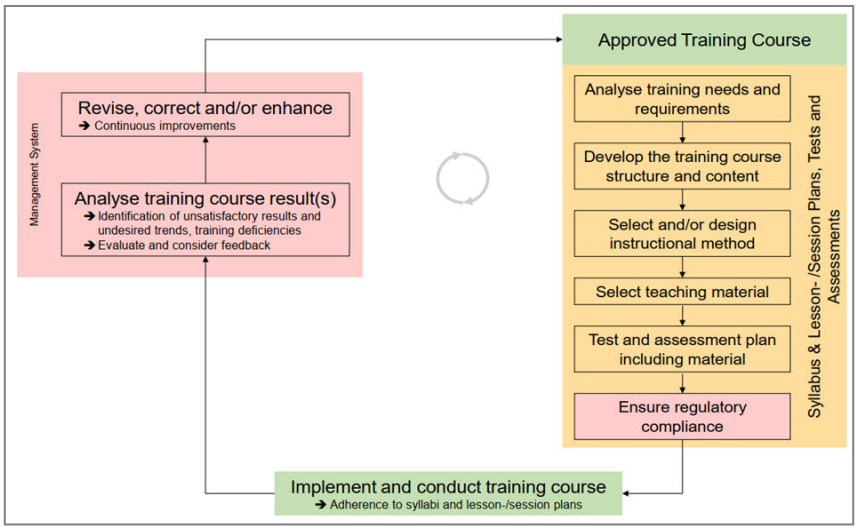
The management system training is undergone by all employees, see OM D Flight Crew.

A periodical competence evaluation is set up in the form of an assessment of competence. For details, see OM D Training and Checking Personnel.

3.9 Procedures for Monitoring of Compliance, Training Standards and Training Effectiveness

3.9.1 General

Edelweiss is intending that all students receive an effective and regulatory compliant training within a safe flight operation environment. OT will continuously determine whether a training course has met its objectives in an effective and efficient manner and seek to detect training deficiencies. The training courses will regularly be analysed by an evaluation of the training standard:



3.9.2 Development of Training Courses

Edelweiss uses the following guideline for the development of training courses:

Nr	Step	Task
1	Analyse	• Training need

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Nr	Step	Task
		• Regulatory requirement • Applicable learning objectives • Required tests and assessments
2	Course design and development of syllabus	• Setup the main structure according to EDW template • Establish course objectives and performance • Ensure that the syllabus is presented in a format which can be used without difficulty • Ensure that the syllabus is in compliance with the system of amendment and revision • Setup the content of the training / attendance record • Formulate the aim of the course • Setup the pre-entry requirements • Note the credits of previous experience • Setup an overview of training course subjects, phases / stages , progress tests / checks, summary of hours • List the applicable teaching materials • Develop a detailed breakdown of the content of the theoretical knowledge instruction and flying training / practical training • Ensure a logical sequence • Specify the subjects to be assessed and/or tested, as applicable
3	Preparation of lesson / session plans	• Setup the units / lecture and describe the subject / topic / exercises to be covered in a logical sequence • Specify learning objective and ensure compliance with prescribed learning objectives, as applicable • Develop exercises, workshops, studies and case-based exercises, as applicable • in case of simulator training: an outline of events, including elements describing the simulated scenario • Allocate teaching method based on educational best practices • Specify the applicable theoretical models, teaching aids / means, materials • Setup the time schedule • Setup minimum hours per subject / topic / exercise and in total • Develop assessments, checks and/or tests, as applicable

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Nr	Step	Task
4	Implementation	• Implement and conduct training courses
5	Evaluate and review	• Consider the results out of the training course analysis • Consider student and instructor feedbacks • Consider changes in EU Regulation, OSD, Aircraft design etc.

3.9.3 Training Standard Evaluation

Edelweiss training standard evaluation consists of the following steps. Their initiation is event based by the Head of Training or a CFI. An additional training standards evaluation takes place at regular intervals:

- internal processes according to SMS
- during the OT meetings
- during the annual OT-workshop (*OT Klausur)*

The result of the training standard evaluation will be used for the continuous improvement of training and checking programmes.

Step	Task	Frequency	Responsibility
General assessment and data collection	Verify that OT has sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements.	Yearly	HT, NPCT
	Analyse training course results including student progress, performance and completion of training	Event based	CFI
	Analyse Number of courses and students	Yearly	HT, NPCT, CFI
	Analyse occurrences during training	continuously	HT, NPCT
	Analyse results of audits/inspections	continuously	HT, NPCT
	Analyse: • Adherence to syllabi and lesson/session plans • Use of teaching material and means of demonstration • Instructor teaching skills/capabilities, instructional techniques and knowledge transfer	continuously	HT, NPCT, CFI, CTKI

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Step	Task	Frequency	Responsibility
	• Student and instructor feedbacks • Student learning, discipline and behaviour		
Review and enhancement	Revise, correct and or enhance, as applicable: • Learning objectives and standard of performance	Event based	HT, NPCT, CFI, CTKI
	Individual training subjects, unit/lecture,		
	Training activities, exercises		
	Time constraints and allocation of minimum hours		
	Structure, sequence and phases		
	Manner in which theoretical topics are integrated in practical instruction		
	Instructional techniques and methods		
	The adequacy of infrastructure, facilities, equipment and tools including teaching material		
	Ensure regulatory compliance including FOCA administrative requirements;	continuously	HT, NPCT
Evaluation	Initiate standard and performance evaluation	Event based	HT, NPCT
	Initiate corrective measures		
	Initiate identification of unsatisfactory progress		
	Initiate action to correct unsatisfactory progress		

3.9.3.1 Continuous Improvement of Training and Checking Programmes

Verification and monitoring of the standards of performance and the continuous development of training programmes are key processes to achieve a high level of proficiency of all flight crew.

Therefore the following tasks are taken:

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Task	Frequency	Responsibility
Integration of results of the training standard evaluation	Event based	OT
Evaluation of training and qualification records of all trainees. Preparation and evaluation of respective statistics (MINT).	continuous	OT
Report and evaluate key points found in line operations, simulator and line training/checking and crew reports in the frame of training meeting and instructor meeting.	3 x per year	OT
OT informs the Safety Review Board / Management Evaluation about key points found in line operations, simulator and line training/checking and crew reports.	2 x per year	OS
Evaluation of the above inputs in order to adapt and improve the training and checking programmes either individually (customised for a specific pilot) or collectively (customised for a group of pilots e.g. Commanders).	continuous	OT
Ensure continuous regulatory compliance including FOCA administrative requirements.	continuous	OT
During and after training, there's an evaluation of training and qualification records of all trainees. After completion of each training, the training records are systematically checked for completeness by OT Admin and signed by OT (HT or CFI). See also OM D Documentation Storage.	continuous	OT

3.9.3.2 Continuous Improvement of Training and Checking Programmes for Mixed EBT

Following steps are taken to assure that key findings (deficiencies, trends, weak areas etc.) of the competency based performance evaluation are considered during the design of the recurrent training and checking programme and are implemented accordingly. (See also OM D Simulator Design Procedure (Recurrent Training & Checking)).

Task	Frequency / Point in Time	Responsibility / Attendee
Evaluation of MINT reports (feedback process) of the EBT programme: • Identify trends and ensure corrective action where necessary • Identify collective training needs	Continuous	CFI

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Task	Frequency / Point in Time	Responsibility / Attendee
• Identify instructor standardisation needs		
EDW Evidence Meeting: • Definition of key elements to be trained in the upcoming module • Relevant information (trends, FDM data etc.) from ES shall be considered • Definition of task grading (if required) for the next EBT module • Definition of standardisation needs of the instructors (to be adressed during the yearly Instructor Seminar)	2 x per year (ca. 1 month prior LHG Group Evidence Meeting	HT, CFI, (EBT Manager)
LHG Group Evidence Meeting -> presentation of EDW training needs	2 x per year	Attended by HT or CFI or (EBT Manager)
Simulator design workshop in collaboration within LHG	2 x per year	Attended by designated EDW Sim Design Member
Recurrent programme is checked and compared to EDW needs	After publication of final version	CFI
Additional EDW specific changes and task gradings are implemented	Prior publication to instructors and crews	CFI / Sim Design
Statistical data including average gradings, statistics about critical OBs, trends, lesson learned etc. and how these data influence future module development must be sent to FOCA.	Every 6 months	CFI

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3.9.3.3 Internal Feedback System for Detecting Training Deficiencies

Interdependent components		
	Manage-ment	EDW management system evaluations
		Training standard evaluation and continuous improvement, see also OM D Continuous Improvement of Training and Checking Programmes
		Feedback system
		Student evaluation and feedback
	Instructors	Results out of ATO personnel standard evaluation
		Results out of Refresher Training
		Number of instructor changes and related reason
		Student feedback
		Concordance training
	Students	Training progress with achieved/failed learning objectives
		Evaluation of MINT reports / statistics
		Tests and examinations results
		Required review procedure
		Teaching materials used
		Instructional methods and techniques applied

3.9.4 ATO personnel standards evaluation

Accountable Manager (ACM)

The accountable Manager is supported and evaluated by the board of directors:

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Key Element	Reference	Frequency
Organisation overall performance: • Safety standards • Effectiveness of the management system • Economical robustness • Other elements acc. OMM “duties and responsibilities”.	• Organisation Management Manual • Management evaluation • Safety key indicators • Internal/external audits/ inspections. • Occurrence reporting and feedback • Financial key indicators	Yearly

Head of Training

The competence of the Head of Training is supported and evaluated by the Accountable Manager or his deputy, the general reference for the overall performance is the OMM (duties and responsibilities) and the LA (Leistungsauftrag):

Key Element	Reference	Frequency
Status of: • Overall safety standards • Realization of the oganisation's vision and philosophy; • Development and implementation of the training programme including continued improvement. • Management of occurrences, including error management. • Implementation of corrective and preventive action.	• Organisation Management Manual • Management evaluation • Internal/external audits/ inspections. • Occurrence reporting and feedback	Yearly
Management Skills: • Aptitude, knowledge, practice, organisation, decision-making, involvement, controlling, time management, direct	• Organisation Management Manual • Management evaluation • Internal/external audits/ inspections. • Reporting and feedback	Yearly

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and information management; • Internal and external impact for the organisation and individuals; • Performance of subordinates; • Subordinates, employees and student satisfaction	• Yearly employee qualification	
Status of the planned ongoing training activities-theoretical and practical-including coordination and monitoring of instructors, students performance and dispatch reliability.	• Monthly F2F and Meetings • CFI, CTKI Training activity reporting; • Occurance and feedback reporting	Monthly
Students: • overall performance and progress; • discipline and behaviour	Instructors and CFI reporting of individual student performance and progress, discipline and disciplinary action (OMA)	Continuous

Chief Flying Instructor (CFI)

The competence of the Chief Flying Instructor is supported and evaluated by the Head of Training, the general reference for the overall performance is the LA (Leistungsauftrag):

Key Element	Reference	Frequency
Status of: • Safety performance of the daily flight training activity; • Implementation and improving of standard operating procedures; • Development, implementation and improvement of flight session plans;	• Organisation Management Manual • Management evaluation • Occurrence reporting and feedback • Yearly employee qualification	Yealy

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• Standardisation and improving of flying instructor knowledge and skills		
Management Skills: • Aptitude, knowledge, practice, organisation, decision-making, involvement, controlling, time management, direct and information management; • Internal and external impact for the organisation and individuals; • Performance of instructors;	• Organisation Management Manual • Management evaluation • Internal/external audits/ inspections. • Reporting and feedback • Yearly employee qualification	Yearly
Status of the planned ongoing flight training activities- including coordination and monitoring of instructors, students performance and dispatch reliability.	• Monthly training Meeting • Instructor training activity reporting; • Occurance and feedback reporting	Monthly
Students: • individual performance and progress; • discipline and behaviour	• Instructors reporting of individual student performance and progress, discipline and disciplinary action (OMA)	Continuous

Chief Theoretical Knowledge Instructor (CTKI)

The competence of the Chief Theoretical Knowledge Instructor is supported and evaluated by the Head of Training, the general reference for the overall performance is the LA (Leistungsauftrag):

Key Element	Reference	Frequency
Status of: • Development, Implementation and improving of theretical knowledge lesson plans	• Organisation Management Manual • Management evaluation • Theoretical knowledge instructor feedback	Yearly

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including associated teaching material; • Adherence to prescribed training programme, syllabi and associated lesson plans; • Standardisation and improving of classroom teaching skills/capabilities and knowledge transfer of theoretical knowledge instructor;	• Yearly employee qualification • Students performance, pass ratio, feedback and satisfaction	
Status of: • Planned and ongoing theoretical knowledge instructor activitiy-including scheduling, coordination and monitoring of instructors, facilities and teaching material;	• MINT training organisation tool • Instructors training activity and reporting; • Student notification and feedback;	Continuous
Students: • individual performance and progress; • discipline and behaviour	• Instructors reporting of individual student performance and progress, discipline and disciplinary action (OMA)	Continuous

Instructors for flight instructions all categories

The competence of the flight instructions are supported, standardised and evaluated by de HT and the CFI:

Key Element	Reference	Frequency
Status of: • Basic Aeronautical and technical knowledge • Threat and error management and decision making; • Adherence to SOP, checklists and manuals provided by the aircraft manufacturer;	• Training organisation documentation (e.g. progress records) • Proficiency checks; • Instructor assessment of competence; • Standardisation training; • Refresher training; • Occurrence reporting;	Continuous

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• Adherence to prescribed training programme, syllabi and associated lesson plans; • Effective and efficient instructional technique/skills • The accuracy and adequacy during the evaluation/analysis of student performance and learning process; • Meaningfulness of qualifications • Ascertain and support of student needs; • Social skills and CRM; • Record keeping an information management;	• Continuous briefings and updates	
Students: • individual performance and progress; • discipline and behaviour	• Syllabus and flight session targets, students training forms and records; • Students performance, pass ratio, feedback and satisfaction; • Student discipline and disciplinary action;	• Continuous

Other ATO Personnel

The competence of other ATO personnel (e.g. Training support) is standardised based on:

- The Management System basic Training (OMM Chapter 9, DOC49)
- Evaluated by means of the yearly employee qualification by the Accountable Manager (delegated to the respective group leader).

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3.10 Documentation procedures

3.10.1 Verification of training and checking documents

Phase	Task	Responsibility
Control of document	**Completeness** FOCA Forms Qualification forms	 OP Licencing CFI
	Correctness FOCA Forms Qualification forms	 OP Licencing CFI
	Accuracy FOCA Forms Qualification forms	 OP Licencing CFI
Analysis	Each document must be analysed for: • need for feedback • action of OT of any kind	OT
Issue of qualification	For detailed description see Process Manual: • PM 253 OT Issue of Pilot Qualification & Supervision of Performance • PM 318 PCT Issuing of Cabin Crew Attestation CCA • PM 413 OG Issue of a FOO Qualification	OT P OG

Edelweiss flight crew qualification with a noted “not qualified”, a grading "1" or subsequent gradings "2" in the same competency of the recurrent training and checking programme will require a comment or an action of OT and/or OC (see also OM D Qualification Procedures).

3.10.2 Use of documents

For training and examination purposes, only those documents authorized and published by EDW may be used by the Instructors, Examiners, TCs and Flight Crew.

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3.10.3 Training documents

OT prepares a training record form reflecting the course syllabus for each trainee who will attend a training course.

All relevant training documents and the training record form are given to the candidates during the courses.

3.10.3.1 Documents for progress control

Nr	Step	Task	Responsibility
1	After each FFS session or LIFUS	Fill out training record of each trainee's training documentation	Instructor
2		Fill out "Discuss"-section in MINT for instructors (Edelweiss SharePoint). Note that it is compulsory to insert the same feedback or qualification text into the "Discuss"-section as was inserted into the training record. The "Discuss"-section may be used to state additional personal remarks (e.g. individual impression) of the instructor/examiner.	Instructor
3	Prior each FFS session or LIFUS	Read the "Discuss"-section as deemed necessary to get an overview of the trainee's performance and training needs for the next session / LIFUS	Subsequent instructor

Note: The training record will contain all completed steps, meaning that signing an entry off (by appropriately qualified instructors or examiners) means that the candidate was qualified for the respective step.

3.10.3.2 Documents for examination results

- All test and examination results (amount of points and percentage) are entered into the training record. The respective check forms (qualification forms, written tests etc.) have to be forwarded by the respective instructor/examiner to OT.

3.10.3.3 Format of training record

EDW training records are formatted in the following manner (see example below) and are handed out to the trainees in paper format. After completion of training, they are stored in the personal file of the trainee (for storage of records, see OM D Documentation Storage).

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Training program for **TRI MP(A) Renewal**

Training Program for: Rank | Name | Licence

Renewal of TRI MP(A) Certificate

Recent Flight Experience	Number of Sectors	date	Signature Head of Training
completed within the last 12 months preceding the application at least 30 route sectors, to include take-offs and landings on the applicable aeroplane type, of which not more than 15 sectors may be completed in a FFS.			
	Min 30		

Relevant Parts of a TRI Course at an ATO	time	responsible	date	Signature Instructor
Teaching and Learning; Preparation of Lesson Plans; Techn Training	12 h	TRI		
Development of instructional Skills	3 h	TRI		
or:				
Participate at EDW TRI Refresher Seminar	15 h	TRI		
	15 h			

Flight Instruction	time	responsible	date	Signature TRI
Flight Instruction under Supervision of a TRI(A) on the appropriate Aircraft or FFS	3 h	TRI		
	3 h			

Assessment of Competence	time	responsible	date	Signature TRE
AoC for TRI under Supervision of a TRE(A)	3 h	TRE		
	3 h			

TRI MP(A) Renewal Program according to FCL.940.TRI successfully completed

Date

FHCT

Signature

Stamp

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3.10.3.4 Attendance records

- During training courses, individual attendance of trainees will be appropriately recorded.
- In general the attendance will be recorded in the individual training record of the student.
- In some cases (e.g. RGC or CRM courses) the attendance of theoretical knowledge instruction performed in classes will be recorded in a specific classroom attendance record form.

3.10.4 Log book entries

As laid down in OM A Flight time / block time, every pilot must keep a pilot log book and carry it on the aircraft as a personal record. The pilot log book serves as proof for the flight hours required for the extension of the pilot licence or as confirmation to obtain authorisations and licences necessary for flying experience.

The official means provided by FOCA is the BAZL dLogbook (dlog.bazl.admin.ch).

Other electronic / computerised and paper solutions are acceptable if the applications including the associated format of the log book complies in detail with AMC1 FCL.050.

As pilots hired by EDW will already at least carry a CPL, they should be well familiar with the rules for pilot log books as laid down in AMC1 FCL.050.

If deemed necessary, the EDW Instructors will instruct and guide their students concerning the use and details to record flight time.

After training events, the instructor needs to sign off the respective training in the training record.

He shall regularly check the accuracy and completeness of the candidate's entries in the log book.

On completion of the training course, the log book and/or the Training Record will be completed as follows:

Event	Log book entry
Type Rating Training Course	Type Rating Training Course A3xx Prerequisites are fulfilled and training is completed Location and date Stamp of EDW CH.ATO.0193. CFI/HT Name, licence number and signature

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Event	Log book entry
Training for Renewal of Type Rating	Training for renewal TR A3xx is completed Location and date Stamp of EDW CH.ATO.0193. CFI/HT Name, licence number and signature
Training for ATPL Skill Test	Training / Experience for ATPL (A) completed Location and date Stamp of EDW CH.ATO.0193. CFI/HT Name, licence number and signature
Skill test / License Proficiency Check	Skill test (or Proficiency Check) A320 passed Place and Date Examiner name, license number and signature
ATPL Skill Test	The ATPL skill test may be combined with TR MP(A) skill test or proficiency check. For applicable log book entry see: OM D Skill test for issue of an ATPL and OM D Skill test for issue of a type rating

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3.11 Safety procedures

3.11.1 Simulated IMC, abnormals and emergencies

It is important that flight crew members recognise the potential risk when simulating abnormal or emergency situations.

Among others, the following manoeuvres and procedures cannot be safely accomplished in an aircraft:

- Windshear avoidance and recovery;
- Response to GPWS alerts and warnings and the avoidance of controlled flight into terrain (CFIT);
- Response to TCAS/ACAS alerts.

To achieve and maintain risk awareness and to realize correct behaviour, it is specified that the NP Crew Training enforces that during commercial operation and most important during line flying under supervision:

- No abnormal or emergency situations are trained or simulated. For exceptions, see OM D Simulated malfunctions below.
- IMC by artificial means are not simulated.
- Flight Safety must at all times have priority.

During TC/TRI training, this order will explicitly be pointed out to the candidates.

Any violation of this policy is to be reported.

3.11.2 Simulated malfunctions

All abnormal and emergency procedures and skills are mainly to be instructed, reviewed or trained in flight simulators during training phases. EDW restricts the simulation of abnormal operation during flight training to the absolute minimum, i.e. this simulation may only be done if the respective training syllabus so requires (e.g. for TRI course and CMD course). The in-flight simulation of emergencies while passengers and/or cargo are being transported on board the aircraft is prohibited. During flight training, the demonstration of abnormal and emergency conditions is limited to:

- degraded flight control law (A320 direct law) for TRI course. This must be limited to at least 500 ft/GND;
- simulated one engine inoperative (OEI) operation for CMD course and for TRI course. Simulated OEI operation is achieved by reducing the respective engine

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thrust to idle. Initiation of OEI operation is limited to at least 500 ft/GND. If a go around is attempted with a simulated OEI condition, it must be initiated at least 500 ft above ground. Any G/A below 500 ft/GND must be performed according SOP.

3.12 Additional procedures

3.12.1 Carriage of passengers in training flights

For training flights, the OM A chapter 8.7 (“non revenue flights, training and test flights”) is applicable.

- Only additional flight crew members, inspectors of the FOCA and technicians, all fulfilling a specific duty on board, may be accepted.
- FOCA Inspectors and maintenance personnel for servicing of the aircraft are accepted as passengers on flights to/from the training base.
- The rules determining minimum number of cabin crew are also applicable for training flights.
- Door operation and the functions to be performed in an emergency or a situation requiring emergency evacuation are performed by the trainees which are capable of handling the emergency equipment.

The CMD may decide to omit the demonstration of safety belt, oxygen mask, life vest and emergency evacuation if all persons on board are familiar with the demonstration of their use.

3.12.2 Introduction of new policies, rules, instructions and procedures

Main means for deciding on new policies, rules, instructions and procedures are

- Operations Meeting
- OT Meeting
- Policies & Procedures

According to circumstances, additional participants as required to ensure optimum decision making will be invited to the meetings.

The meetings will determine the necessary changes of OM and SOP as well as publication of associated bulletins and Memos.

OT will determine the amount (if any) of associated crew training necessary before the effective date of the respective change.

Revisions of procedures will be published approximately 10 - 14 days ahead of the effective date.

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New procedures requiring crew training will become effective only after completion of training of the respective crew members.

All respective crew training will be documented and filed within OT.

3.12.3 Introduction of new aircraft types, systems and modifications

For the introduction of new aircraft types, systems and modifications/upgrades, relevant Operations and Training Meetings will be held.

TO and T as well as the respective manufacturer (e.g. Airbus, Rolls Royce, CFM, Honeywell, LIDO Lufthansa Flight Nav Systems) will be contacted or invited to these meetings.

The meetings will determine the necessary changes of OM and SOP as well as publication of associated bulletins and Memos. OT in coordination with ES will determine the amount (if any) of associated crew training necessary before the effective date of the respective change. All respective crew training will be documented and filed within OT.

For introduction of new aircraft types:

- EDW will book initial instruction courses provided by the aircraft manufacturer to ensure proper training and instruction competence for its EDW flight instructors.
- Close communication with OP has to be established to avoid any shortcomings in crew planning.
- Close cooperation with FOCA will be required.

3.12.4 Formal communication procedures

Formal and regular communications between and among management, instructors, examiners, TC and Flight Crew is established in order to to achieve continuous improvement of ground, simulator and aircraft training, and line operations.

Occasion	Contents	Frequency	Responsibility
Presentation to SRB/ME	Relevant training items and trends Presentation of SKPI	2 x per year	OT
Flight Instructors Meetings	Training items Policies Instructions Procedures Personal items Feedbacks	2 x per year	OT

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TRI / SFI / TC Refresher Seminar	See OM D Training and Checking Personnel	1 x per year	OT
Standardisation Meeting for training and checking personnel	Ditto	1 x per year	OT
OC hour	Forum (open discussion) between Flight Crew and relevant management (OC, OT).	- “Chief Pilot’s hour” during RGC lunch.	OC
Pilot Meetings	Forum (open discussion) between Flight Crew and relevant management (E, OC, OT).	- Frequency up to OC.	OC
Flight Crew Report	Feedback of all kind concerning flight ops and training matters via IQSMS.	After flight, check or training activity	Flight Crew
OT Intranet Feedback Form	Feedback of all kind concerning checking and training matters.	After check or line ops or training activity	Trainee
Pilot Qualification Form	Feedbacks concerning the respective training session.	After test or check	Flight Crew
“MAG, Jahresqualifikation”	Formal feedback and qualification to crew member.	1 x per year	OC

3.12.5 License holders with an OML or aged 60 years or more

Age 65

By monitoring with the Enzian/MINT system, EDW will ensure that the holder of a pilot license who has attained the age of 65 years will not act as a pilot of an aircraft engaged in EDW commercial air transport. (Ref: FCL.065)

OML

By monitoring with the Enzian/MINT system, EDW will ensure that pilots with an OML on their medical certificate are only assigned to flight duty when the other pilot is fully qualified on the relevant type of aircraft, is not subject to an OML and has not attained the age of 60 years. (Ref: AMC1 ORO.FC.100(c))

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3.12.6 Revocation, suspension and limitation of licenses

Licenses, ratings and certificates may be limited, suspended or revoked by the FOCA when the pilot does not comply with the requirements of Part-FCL, Part-MED or the applicable operational requirements.

When the pilot has his license suspended or revoked, he shall immediately return the license or certificate to the FOCA. (Ref: FCL.070)

3.12.7 Circumstances in which type ratings are required

EDW will ensure that holders of a pilot license will not act as pilots of aircraft engaged in EDW commercial air transport unless they have a valid and appropriate type rating, except when undergoing skill tests, or proficiency checks for renewal of type ratings, or receiving flight instruction. (Ref: FCL.700)

3.12.8 Variants of type ratings

In order to extend his privileges to another variant of aircraft within one type rating, the pilot shall undertake differences or familiarisation training. The differences or familiarisation training will be defined by EDW and approved by the FOCA and shall include the relevant elements defined in the operational suitability data.

If the variant has not been flown within a period of 2 years following the differences raining, further differences training or a proficiency check in that variant shall be required to maintain the privileges.

The differences training will be tracked by EDW and shall be entered in the pilot's logbook or equivalent record and signed by the instructor as appropriate. (Ref: FCL.710)

3.12.9 Requirements for the issue of type ratings

3.12.9.1 Training course

The applicant for the type rating A320/A340 shall pass the respective type rating training course as defined in OM D Flight Crew.

3.12.9.2 Theoretical knowledge examination

The applicant for the type rating shall pass a theoretical knowledge examination organised by EDW to demonstrate the level of theoretical knowledge required for the safe operation of the aircraft type. The theoretical knowledge examination shall be written and comprise at least 100 multiple-choice questions distributed appropriately across the main subjects of the syllabus. The final examination should be conducted as a supervised written (including computer-based) knowledge test without reference to course material. The student should be advised of any areas of lack of knowledge displayed during the examination and, if necessary, given remedial instruction. A

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successful pass of the theoretical knowledge course and final examination is a pre-requisite for progression to the flight training phase of the type rating course.

3.12.9.3 Skill Test

The applicant for the type rating shall pass the skill test as described in OM D Flight Crew to demonstrate the skill required for the safe operation of the aircraft.

The applicant shall pass the skill test within a period of 6 months after commencement of the type rating training course and within a period of 6 months preceding the application for the issue of the type rating.

(Ref: FCL.725)

3.12.10 Validity and renewal of type ratings

The period of validity of A320/A340 type ratings shall be 1 year.

Renewal: If a class or type rating has expired, the applicant shall:

- take refresher training at the ATO, when necessary to reach the level of proficiency necessary to safely operate the relevant type of aircraft; and
- pass a proficiency check as described in OM D Flight Crew (Ref: FCL.740)

3.12.11 Experience requirements and prerequisites for type ratings

An applicant for the first type rating course for A320 / A340 shall be a student pilot currently undergoing training on an MPL training course or comply with the following requirements:

- have at least 70 hours of flight experience as PIC on aeroplanes;
- hold or have held a multi-engine IR(A);
- have passed the ATPL(A) theoretical knowledge examinations; and except when the type rating course is combined with an MCC course:
- hold a certificate of satisfactory completion of an MCC course in aeroplanes; or
- hold a certificate of satisfactory completion of MCC in helicopters and have more than 100 hours of flight experience as a pilot on multi-pilot helicopters; or
- have at least 500 hours as a pilot on multi-pilot helicopters; or
- have at least 500 hours as a pilot in multi-pilot operations on single-pilot multi-engine aeroplanes, in commercial air transport in accordance with the applicable air operations requirements;
- provide a certificate of completion of the advanced UPRT course.

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An applicant for the issue of additional multi-pilot type ratings shall hold a multi-engine IR(A).

(Ref: FCL.720.A)

3.12.12 Procedure for the use of FFS

This process is applicable for every new training programme (ATO and AOC) in every full flight simulator (FFS):

No	Task	Responsibility
1	Check that the simulator, which is intended for the conduction of the new training programme is listed in the “List of Simulators used by Edelweiss”.	CFI
2	Check that all failures, which are trained in the training programme are programmed in the respective databases of that simulator.	CFI
3	Check that all airports, which are used in the training programme, are in the airport database of the respective simulator.	CFI
4	Perform a lesson check-out of the specific programme. In exceptional cases (e.g. SIM away from homebase, used at irregular intervals), the check-out may be performed by the first SFI/TRI/TRE using the SIM.	SIM Design or delegate
5	The FSTDs have to be documented in the respective syllabus and need an approval from FOCA for all trainings according to ORO.FC.145(c).	NPCT

The check of the failure and airport database may be performed by:

- A proactive verification with the simulator provider (e.g. e-mail to LAT) or;
- A check that:
  - the failures for the intended training have already been trained before on that particular simulator and no change notification was received from the simulator provider, and
  - all airports used for the intended training have already been used on that particular simulator and no change notification was received from the simulator provider.

Note: The information about any changes of the airport & failure database will be provided by the FFS provider (defined per SLA) and passed on to OT.

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3.13 Cabin crew procedures

3.13.1 Attestation of initial training course

EDW will deliver an attestation of safety training to a cabin crew member after he/she has completed the initial training course and successfully passed the respective checks. The following attestation form will be used:

1. CABIN CREW ATTESTATION

Issued in accordance with Part-CC

2. **Reference number:** CH – 22 – 1007 – 02 – 123456
3. **State of Issue:** Switzerland
4. **Full name of holder:** Max Mustermann
5. **Date and place of birth:** 01/10/2003, Zürich ZH

6. **Nationality:** Swiss
7. **Signature of holder:**

8. **Competent authority:** Federal Office of Civil Aviation, CH-3003 Bern

edelweiss 9. **Issuing body:** Edelweiss Air AG, Operations Center, CH-8058 Zurich-Airport
1007-02

10. **Signature of Issuing Officer:**
Head of Training

11. **Date of Issue:** 01/01/2022

12. The holder may only exercise the privileges to act as cabin crew on aircraft engaged in commercial air transport operations if he/she complies with the requirements in Part-CC for continuous fitness and valid aircraft type qualifications.

EASA Form 142 Issue 1

Instructions

- Size shall be one eighth A4, and the material used shall prevent or readily show any alterations or erasures.

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- The attestation reference number shall commence with the UN country code of the Member State (CH), followed by at least the two last number of the year of issue and an individual issue number assigned by the competent authority.
- The attestation of cabin crew initial training course is recognised in all Member States and it is not necessary to re-issue the document when working in another Member State.
- The attestation states a reference to the approval of the Authority.
- Standard date format shall be used: i.e. day/month/year in full (e.g. 12/12/2006).
- The laminated attestation shall be retained by the holder.
- One physical copy of the attestation shall be stored in the line file, one copy electronically.
- Copies of all issued attestations will be sent electronically to the Authority by PCT.

3.13.2 Validity of the cabin crew attestation

The cabin crew attestation shall be issued with unlimited duration and shall remain valid unless:

a. it is suspended or revoked by the competent authority; or
b. its holder has not exercised the associated privileges during the preceding 60 months on at least one aircraft type.

3.13.3 Suspension and revocation of the cabin crew attestation

In case of suspension or revocation of their cabin crew attestation by FOCA, cabin crew members shall:

- be informed in writing of this decision, and of their right of appeal in accordance with national law;
- not exercise the privileges granted by their cabin crew attestation;
- inform, without undue delay Edelweiss; and
- return their attestation in accordance with the applicable procedure established by FOCA.

3.13.4 Written or online tests

Each C/C has to pass a multiple choice written or online test (e.g. on the Ilias LMS) after completion of the respective training course.

The renewal takes place during the annual ESET.

Course	Test Requirements	Validity
Initial Training Course	80%	1 year
Aircraft Type Specific Training	80%	1 year

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Operator's Conversion Training	80%	1 year
Differences Training	80%	1 year
Recurrent Training	80%	1 year
Refresher Training	80%	1 year
Senior C/C Course	80%	N/A

3.13.5 Procedures in case of failure

Line Checks: If a cabin crew member fails the line check or a part of it, he will be scheduled for a second test. He will not be suspended from any flight duty. Should the cabin crew member fail the second test, a performance discussion with PC and EH will be scheduled.

Recurrent Training: If a cabin crew member fails a test, he will be scheduled for a second test. He will be suspended from flight duty on all aeroplane types until he has passed the second test. Should the cabin crew member fail the second test, a performance discussion with PC and EH will be scheduled.

Initial Training Course: If a cabin crew member fails a test, he will be scheduled for a second test before commencing conversion training. In case of a second failure, line management will establish individual proceedings.

Aircraft type specific training and operator conversion training: In case of test failure the participant will have to undergo a second test before commencing flight duty on the respective aeroplane type. If the course is intended to replace a former aeroplane type qualification, then the old rating will be cancelled as soon as the test of the new aeroplane has been successfully passed.

Line Checks, Recurrent Training, Initial Training Course, Aircraft type specific training and operator conversion training:

- All above mentioned second tests will be taken earliest on the day after the first test.
- Should the cabin crew member fail the second test, a performance discussion will be scheduled with PC and EH, during which the cabin crew member should receive a warning of potential termination. Failure of a third test might result in dismissal, unless comprehensible and exonerating reasons are provided.
- The Head of Cabin Crew Management (PC) will have the lead in deciding about subsequent steps to be taken. He shall involve OT before deciding.

All failures will be registered in the personal file of the candidates.

CCI: Cabin Crew Instructors who do not achieve or maintain the standards required by Edelweiss will be contacted by OTK. If further steps are necessary, these will be taken in coordination with OT.

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3.14 FOO procedures

3.14.1 Written or online tests

Each FOO has to pass the following written or online tests after completion of the respective training course.

Course	Form of Test	Test Requirements	Validity
Initial Training Course	Multiple choice	80%	1 year
Recurrent Training (Dispatch Refresher)	Multiple choice	80%	1 year
Proficiency Check	Conduct of flight planning	80%	1 year

3.14.2 Procedures in case of failure

- First failure of training or test shall be brought to the attention of OG (Head of Ground Operations).
- Failure of training or tests shall be dealt with by OG and the involved instructor.
- He will decide about necessary actions and additional training before repetition of the failed check.
- Any further tests will be taken earliest on the following day after the previous test.
- Second failure shall be brought to the attention of OG and OT.
- OG after consultation of OT will decide about further action. More than three repetitions will not be granted.

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4 Documentation Storage

4.1 Flight Crew Records

4.1.1 General

- OT will control each record to be complete, correct and accurate.
- OT will monitor the standard of performance of the respective flight crew member.
- OT will analyse the record for the need for feedback or action of any kind and take appropriate action.

4.1.2 Storage

Storage

Personnel records will be stored for the periods indicated in the following table:

Flight crew licence and cabin crew attestation	As long as the crew member is exercising the privileges of the licence or attestation for the aircraft operator
Crew member training, checking and qualifications	3 years
Records on crew member recent experience	15 months
Crew member route and aerodrome/task and area competence, as appropriate	3 years
Dangerous goods training, as appropriate	3 years
Training/qualification records of other personnel for whom a training programme is required	last 2 training records

Edelweiss will maintain records of all training, checking and qualifications of each crew member and make such records available, on request, to the crew member concerned.

Edelweiss will preserve the information used for the preparation and execution of a flight and personnel training records, even if Edelweiss ceases to be the operator of that aircraft or the employer of that crew member, provided this is within the time-scales prescribed in the above table.

If a crew member becomes a crew member for another operator, Edelweiss will make the crew member's records available to the new operator, provided this is within the time-scales prescribed in the above table.

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4.1.3 Electronic Data Access & Security

Training records and EBT related data are electronically stored in MINT and are protected accordingly. The objective of protecting the data gathered in EBT is to avoid inappropriate use of it to ensure the continued availability of such data.

Access

- Data access is restricted to authorised persons of OT (Flight Crew Training) identified by their position, namely Head of Training, his deputy, CFI and CCE and to the Authorities. OT administration personnel dealing with data must have signed a confidentiality agreement.
- Gradings and appraisals of checks, evaluations and assessment of competences will be disclosed to OC (Flight Operations), namely Head of Flight Operations, his deputy and the fleet chief and his respective deputies (Team Leaders).

Publication

Sharing safety information is a fundamental principle of aviation safety in helping to reduce accident rates. All training related learnings, publications, FDM data, feedback from management systems, occurrence reporting, data and statistics will be de-identified in a manner that will not allow to unveil the name(s) of involved crew member.

4.1.4 Archive

After the storage period, the records will be transferred to the in-house archive.

<table>
<tr><th>Document</th><th>Storage Period</th><th>Stored by</th><th>Transfer to Archive</th><th>Archived by</th><th>Period of awaiting to destroy</th></tr>
<tr><td>Flight- Duty and Rest Time</td><td>24 months</td><td>OC / Enzian</td><td rowspan="6">After storage period</td><td>OC / Enzian</td><td rowspan="6">3 years after termination of employment</td></tr>
<tr><td>Licence / Medical Certificate / Type Qualification</td><td>Note 1</td><td>OC</td><td>OC</td></tr>
<tr><td>Conversion Training and Checking</td><td rowspan="3">3 years</td><td rowspan="3">OT</td><td rowspan="3">OT</td></tr>
<tr><td>Command Course, incl. Checking</td></tr>
<tr><td>Recurrent Training and Checking (LPC, OPC, Line Check, ESET)</td></tr>
</table>

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Training and Check to operate in either Pilot's Seat					
Recent Experience	15 months	OC / Enzian		OC	
Route and Aerodrome Competency	3 years	OT		OT	
Training and qualification for specific operations (e.g. ETOPS, LVP, RVSM, ACAS, EGPWS)					
CRM / Security / Dangerous Goods Training Records	3 years				

Note 1: As long as the Flight Crew Member is exercising the privileges of the licence for Edelweiss.

4.2 Cabin Crew Records

PCT will

- Before storing, control each record to be complete, correct and accurate
- Before storing, monitor the standard of performance of the respective cabin crew member.
- Before storing, analyse the record for the need for feedback or action of any kind and take appropriate action.
- Maintain records of all training and checking.
- Keep a copy of the attestation of safety training.
- Keep the training records and records of medical examinations or assessments up to date, showing in the case of the training records the dates and contents of the conversion, differences and recurrent training received.
- Make the records of all initial, conversion and recurrent training and checking available, on request, to the cabin crew member concerned.

Storage

- During the storage period, the records are stored in the PCT offices and are easy accessible for the FOCA.

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Archive

- After the storage period, the records will be transferred to the in-house archive

Document	Storage Period	Stored by	Transfer to Archive	Archived by	Period of awaiting to destroy
Flight-duty and rest time	15 months	P / Enzian	After storage period	P	3 years after termination of employment
Cabin Crew Attestation CCA	Note 1	PCT			
All training records	Note 2				
All checking records					
Medical examination or assessments records	Note 3				

Note 1: Until 12 months after C/C Member has left the employ of Edelweiss Air, but at least 5 years.

Note 2: As long as the C/C Member is employed by Edelweiss Air, but at least 3 years.

Note 3: Until 12 month after the Cabin Crew Member has left the employ of Edelweiss Air.

(Ref: ORO.MLR.115)

4.3 FOO Records

Before storing, OG will

- control each record to be complete, correct and accurate
- monitor the standard of performance of the respective FOO
- analyse the record for the need for feedback or action of any kind and take appropriate action
- enter the completed training course and date into MINT

Storage

- During the storage period, the records are stored in the personal dossier and are easily accessible for the FOCA.

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Archive

- After the storage period, the records will be transferred to the in-house archive.

Document	Storage Period	Stored by	Transfer to Archive	Archived by	Period of awaiting to destroy
Initial training and assessment of competency	Note 1	OG	After storage period	OG	3 years after termination of employment
Recurrent training and knowledge test	3 years				
Annual assessment of competency records					
Flight deck familiarisation flight records	1 year				
Dangerous goods training records	3 years				
Security training records	Note 1				

Note 1: As long as the FOO is employed by Edelweiss Air.

4.4 Preservation of Documentation

Any original documentation, or copies thereof, that Edelweiss Air is required to preserve is preserved for the required retention period even if Edelweiss Air ceases to be the operator of the aeroplane.

Where a crew member, in respect of whom Edelweiss Air has kept a record, becomes a crew member for another operator, this record is made available to the new operator.

4.5 Production of Training and Checking Records

On request, the records, certificates and documents concerning training, checking and occurrences must be made available to the crew member or employee concerned.

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