Qualification RequirementChapter 5





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Chapter 5 Qualification Requirement

5.1 Employment Policy

Nesma Airlines ensures that all management and non-management positions within the organization that require the performance of functions relevant to the safety or security of aircraft operations are filled by personnel on the basis of knowledge, skills, training and experience appropriate for the position

5.1.1 Employment Procedures:

- 1. All departments shall coordinate with Administration department for their needs and requirements for new employees. Department's managers should have acceptance from the vice president and provide in their requirements all standards and qualifications of candidates.
- 2 Each department director/manager will interview relevant applicants after Receiving and reviewing their personal C.V ,all necessary documents , certificates and written test results (if applicable), these documents will be reviewed by the admin-dept. (in coordination with the concerned dept.) also, the admin-dept. will review .Medical check if required for all candidates including Drug and Alcohol test (if applicable.)
- **3.** After the concerned department assign successful applicant for the required position he/she will fill the employment application which be signed by applicant and the department director/manager, and then to be presented to the Vice president (CEO) for approval.
- **4.** According to the vice president approval the administration department will prepare the contract to be signed by the new employee and the vice president (CEO)

5.1.2 Qualification Requirements (Administrative Requirements)

All candidates prior to the date of employment must meet the following qualifications and requirements:

- A. Educational certificates.
- **B.** Original birth certificate.
- C. Approved medical check.
- **D.** No criminal record and a certificate of good conduct.
- **E.** Release from national service or exemption.
- **F.** Release from previous employer.
- **G.** 6 personal photos
- **H.** Copy of national I.D.

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5.1.3 Operations Department Employment (General Requirements)

The Operations Department shall coordinate with Administration Department its needs and requirements for flight crew and ensure in its recruitment of flight crew that they hold a good standard of education and have a high level of technical background.

The Flight Operations Department will interview relevant applicants after the Administration Department (in coordination with Flight Operations) has completely reviewed all necessary documents, certificates and psychometric test results including Interpersonal skills such as communication skills. Accordingly, Flight Operations Department will assign successful applicants for the required fleet.

All candidates prior to the date of employment must meet the following qualifications and requirements for flight crew:

- 1. Egyptian national has the priority.
- 2. Age:-
 - Minimum age is 18 years old,
 - Maximum age; has not started his 65th birthday (+) (ECAR 61.3)
- 3. Original/ endorsed birth certificate,
- 4. Minimum height 165cm. for male (160cm for females) and proportional with weight,
- **5.** Educational Certificates: A minimum of High school diploma or university degree.
- **6.** The appropriate: commercial pilot license with instrument rating,
- 7. Approved Medical Check, (including Drug and Alcohol Test) Pilots under 60 years old, the medical check is due each 12 months, while pilots over 60 years old, their medical checkup is due every 6 months.
- **8.** No criminal record and a certificate of good conduct (Security background),
- 9. Release from national service or exemption (if applicable),
- 10. Release from previous employer,
- 11. Approved English Language proficiency level.
- **12.** ECAA may allow a person has reached his (her) 60th birthday, but has not reached his (her) 65th birthday, to act a flight crewmember on any aircraft engaged in international commercial and transport operations.

Nesma Airlines shall not:

- Hire any person to serve as a pilot over 60th year's age, unless authorization is issued by the ECAA to Nesma Airlines for each person once after reaching his or her 60th birthday and once each year when reaching his or her 63rd birthday.
- Assign any pilot that has reached his or her 60th birthday with any kind of duties except actual flying duties on Nesma Airlines aircraft, Max flying hours for pilots over 60 years is 75% of normal pilot as mentioned at chapter 7 (flight limitations).
- Pilot that has reached his or her 60th birthday may serve as flight instructor, check airman or designated pilot examiner on simulator or Nesma Airlines aircraft.

Such person shall meet all requirements to act in the capacity of flight crewmember, including meeting the requirements of class I medical assessment not less than once every six calendar months.

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In-depth Interview

"In-depth Interview" conducted by a three-member committee, with the membership of Director of Operations, Chief Pilot and Training Manager.

For cabin crew the "In-depth Interview" conducted by Director of Operations, IFS Manager and the final interview is with the vice president.

The interview will evaluate the candidate on the following areas:

- 1. General knowledge;
- 2. English language;
- 3. Technical knowledge.
- **4.** Personnel skills
- 5. Credentials and licenses:
- **6.** Interpersonal skills;
- 7. Security background
- **8.** Medical fitness

Successfully passed applicants shall be scheduled for Basic Indoctrination prior to attend any technical courses (ECAR 121.415) (OM-D).

5.1.4 Licenses/qualification/Competency

Details of the required licenses, rating(s), qualification/competency, experience, training, checking and recency for crewmembers to conduct their duties are provided in part D Training Manual.

All crewmembers have to carry with them, the required licenses/certificates to exercise their duties (as issued/agreed by the authorities).

All crewmembers are responsible for the renewal of their licenses/certificates.

5.1.5 Recurrent Training and Checking

Ref: ECAR 121.441

Nesma Airlines ensures that each crewmember undergoes recurrent training and checking as required by the authorities (refer to Operations Manual part D).

5.1.6 Difference Course

Ref: ECAR 121.418

A crewmember is required to complete Nesma Airlines Difference Training before commencing unsupervised flying on commercial flights when:

- joining Nesma Airlines,
- Assigned to another airplane type.

The Difference training is conducted in accordance with the training programs approved by the authorities. These programs are available in part D Training Manual.

The amount of the training required for the conversion course can vary, taking into account the crewmember's previous training and experience.

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5.2 Flight Crew

5.2.1 General

5.2.1.1 Licenses

All flight crewmembers shall hold an applicable and valid license acceptable to the Authority and are suitably qualified and competent to conduct the duties assigned to them.

The holder of license or rating shall not exercise privileges other than those granted by that license or rating.

A license holder shall not exercise the privileges granted by any license or rating unless the holder maintains competency by meeting the relevant requirements.

The validity of the license is determined by the validity of the ratings there in and the medical certificate.

Pilots are required to have, on board the aircraft, the applicable licenses as detailed below:

- Captains (Pilots In Command)
 - Shall hold an Airline Transport Pilot License (ATPL).
- First officers (co-pilots)
 Shall hold an ATPL or a valid Commercial Pilot License (CPL) and Instrument Rating privileges

5.2.1.1.1 Minimum Qualification Requirements

A pilot shall fulfill the following minimum qualification requirements to join Nesma Airlines.

- Pilot-in-command:
 - Minimum 4000 hours total time;
 - Minimum of 500 hours PIC on Multi-Pilot Turbojet;
 - Minimum 1000 hours on Type;
 - Valid ICAO ATPL license, Instrument Rating on A320 aircraft and Medical certificate that shall be verified for authenticity by the ECAA.

The above requirements ensure that the prerequisite minimum level of line experience as accepted by the ECAA is complied with and may be relaxed in exceptional circumstances subject to the approval of the Head of Operations and acceptable to the ECAA.

- First Officer:
 - Minimum 500 hours total time on A320 aircraft;
 - Minimum of 150 hours PIC on Multi-Pilot Turbojet;
 - Minimum 0 hours on Type; and
 - Valid ICAO CPL or frozen ICAO ATPL, Instrument rating and Medical certificate acceptable to the ECAA.

The above requirements may be relaxed in exceptional circumstances subject to the approval of the Head of Operations and acceptable to the ECAA.

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5.2.1.2 Type rating

The holder of a pilot license shall not act in any capacity as a pilot, except as a pilot undergoing skill testing or dual training; unless the holder has, a valid and appropriate type rating.

A flight crewmember completes a Type Rating / Transition course which satisfies the applicable requirements when changing from one type of airplane to another type for which a different type rating is required.

Note: In order to change to a different variant of the airplane type, further differences training or familiarization are required.

A flight crewmember shall complete:

- **Differences training,** which requires additional knowledge and training on an appropriate training device:
 - When operating another variant of an airplane of the same type; or
 - When a change of equipment and /or procedures on types or variants currently operated,
- **Familiarization training**, which requires the acquisition of additional knowledge:
 - When operating another airplane of the same type or variant; or
 - When a change of equipment and/or procedures on types or variants currently operated

Nesma Airlines will specify in OM-D Training Manual Ch. 4 (Ground Training) & Ch. 5 (Flight Training) when such differences training or familiarization training is required. Competent Authority issues type rating (qualification) after the candidate has successfully passed the check.

Type ratings are valid for one year from the date of issue, or the date of expiry if revalidated within the validity period.

5.2.1.3 Nesma Airlines Proficiency Checks

Ref: ECAR 121.441

Each flight crewmember undergoes 2 proficiency checks every 12 months to demonstrate his competence in carrying out normal, abnormal and emergency procedures and handling.

The proficiency check shall be completed within the preceding 12 calendar months and, in addition, within the preceding 6 calendar months, proficiency training under ECAR 121.409(b). The proficiency check and the proficiency training required by this section may be completed in the calendar month before or the calendar month after in which that training or check is required. In order to satisfy this requirement they must occur in the same year and be separated by a period greater than four consecutive calendar months and less than eight consecutive calendar months.

- a) A proficiency check must meet the following requirements:
 - 1. It must include at least the procedures and maneuvers set forth in appendix F (ECAR 121); and
 - 2. An approved pilot examiner or an approved check airman must administer it.
- **b)** An approved aircraft simulator or other appropriate training device may be used in the conduct of a proficiency check.

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5.2.1.4 Line Checks

Ref: ECAR 121.440

Each flight crewmember undergoes a line check (at least ONE FLIGHT) shall demonstrate the knowledge of the operation approved as part of the Air Operator Certificate (AOC) (Ops. Specs. Ground Training Ref. OM-D—Ref. FCOM-PRO), to include:

- 1. Approaches authorized by Authority;
- 2. Ceiling and visibility requirements for takeoff, approach and landing;
- **3.** Allowance for inoperative ground components;
- **4.** Wind limitation (crosswind, headwind and tailwind)

The check is conducted by Pilot examine nominated by Nesma Airlines and acceptable to the Authority. The period of validity of a line check is 12 calendar months.

Line checks, completed in an airplane, are a test of a flight crewmember's ability to perform a complete line operation satisfactorily, including pre-flight and post-flight procedures and use of the equipment provided, and an opportunity for an overall assessment of his ability to perform the duties required. The route chosen is such as to give adequate representation of the scope of a pilot's normal operation

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5.2.2 Qualifications Requirements

Ref: ECAR 121 Subpart O Crewmember Qualifications

Any flight crewmember must satisfy recency of experience requirements by completing training and/or re-qualification – when applicable – on type/variant in accordance with Nesma Airlines training and evaluation programs.

5.2.2.1 Captain

- Must hold a valid Egyptian (ATPL) or an ICAO (ATPL) license with Egyptian CAA approval, and an appropriate type rating
- Must hold a valid medical certificate
- Must have successfully completed the command course (description given in Part D Training Manual).

Recent experience:

- (a) A pilot must not operate an aircraft as Pilot In Command unless he has carried out at least 3 take-off and 3 landings in the preceding 90 days, as pilot flying in an aircraft (or an approved simulator level D) of the type to be used.
- (b) In addition to meeting all applicable training and checking requirements of this Part, a required pilot cockpit crewmember who has not met the requirements of paragraph (a) of this section must reestablish recency of experience as follows:
 - 1. Under the supervision of a check airman, make at least three takeoffs and landings in the type aircraft in which that person is to serve or in an advanced simulator level D or visual simulator. When a visual simulator is used, the requirements of paragraph
 - (a) of this section must be met;
 - 2. The takeoffs and landings required in paragraph (b)(1) of this section must include;
 - I. At least one takeoff with a simulated failure of the most critical power plant;
 - II. At least one landing from an ILS approach to the lowest ILS minimum authorized for Nesma Airlines; and
 - **III.** At least one landing to a full stop.
- (c) A required pilot cockpit crewmember who performs the maneuvers prescribed in paragraph (b) of this section in a visual simulator must have previously logged 100 hours of flight time in the same type aircraft in which he is to serve; and Be observed on the first two landings made in operations under this section by an approved check airman who acts as pilot in command and occupies a pilot seat. The landings must be made in weather minimums that are not less than those contained in Nesma Airlines operations specifications for category I operations, and must be made within 45 days following completion of simulator training.
- (d) When using a simulator to accomplish any of the requirements of paragraph (a) or (b) of this section, each required cockpit crewmember position must be occupied by an appropriately qualified person and the simulator must be operated as if in a normal inflight environment without use of the repositioning features of the simulator.
- (e) A check airman who observes the takeoffs and landings prescribed in paragraphs (b)(1) and (c) of this section shall certify that the person being observed is proficient and qualified to perform flight duty in operations under this Part and may require any additional maneuvers that are determined necessary to make this certifying statement.

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On completion of the Command Line Check, new Pilots in Command will have the Authority to operate incorporating the following restrictions:

- Until completion of 100 hours in command on Type after completion of Line Training, new Pilots in Command will apply the following increments to LVP minima: Take-off and landing RVR + 100 meters.
- Until completion of 100 hours in command on type after completion of Line Training, new Pilots in Command will not permit Co-Pilots to make landings.
- New Pilots in Command will not normally be cleared into category "C" airfields until they have completed 300 hours in command on the new type.

Nesma Airlines Pilots in Command previously qualified on another type are not subject to these requirements.

5.2.2.2 First Officer (Co-pilot)

- Must hold a valid Egyptian (CPL or higher) license or an ICAO (CPL or higher) license with Egyptian CAA approval, the IFR and an appropriate type rating.
- Hold a valid medical certificate.

Recent experience:

- (a) A pilot must not operate an aircraft as First Officer unless he has carried out at least 3 take-off and 3 landings in the preceding 90 days, as pilot flying in an aircraft (or an approved simulator) of the type to be used.
- (b) In addition to meeting all applicable training and checking requirements of this Part, a required pilot cockpit crewmember who has not met the requirements of paragraph (a) of this section must reestablish recency of experience as follows:
 - 1. Under the supervision of a check airman, make at least three takeoffs and landings in the type aircraft in which that person is to serve or in an advanced simulator or visual simulator. When a visual simulator is used, the requirements of paragraph (c) of this section must be met;
 - 2. The takeoffs and landings required in paragraph (b)(1) of this section must include;
 - I. At least one takeoff with a simulated failure of the most critical power plant;
 - II. At least one landing from an ILS approach to the lowest ILS minimum authorized for Nesma Airlines: and
 - **III.** At least one landing to a full stop.
- (c) A required pilot cockpit crewmember who performs the maneuvers prescribed in paragraph (b) of this section in a visual simulator must:
 - 1. have previously logged 100 hours of flight time in the same type aircraft in which he is to serve; and
 - 2. Be observed on the first two landings made in operations under this section by an approved check airman who acts as pilot in command and occupies a pilot seat. The landings must be made in weather minimums that are not less than those contained in Nesma Airlines operations specifications for category I operations, and must be made within 45 days following completion of simulator training.
- (d) When using a simulator to accomplish any of the requirements of paragraph (a) or (b) of this section, each required cockpit crewmember position must be occupied by an appropriately qualified person and the simulator must be operated as if in a normal inflight environment without use of the repositioning features of the simulator.
- (e) A check airman who observes the takeoffs and landings prescribed in paragraphs (b)(1) and (c) of this section shall certify that the person being observed is proficient and

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(f) Qualified to perform flight duty in operations under this Part and may require any additional maneuvers that are determined necessary to make this certifying statemen 5.2.2.3.

Qualification: Captain. Recent experience:

Same as for Pilot in Command

5.2.2.3 Pilot qualification to operate in either seat

Pilots, whose duties also require them to operate in the other seat, will complete additional training and checking as specified in the part D Training Manual (5.1.8.2.)

This training will include at least the following:

- an engine failure during take-off;
- a one engine inoperative approach and go-around;
- A one engine inoperative landing.

When engine out maneuvers are carried out in an aircraft, the engine failure shall be simulated. Other seat checking may be concurrent with the proficiency check.

Note: Normal Line Captains having the training for either seats are not allowed to perform take-offs and landings from the right seat in normal situations. This is not valid when emergency situations require to do so.

5.2.2.4 Cruise Pilot or Flight Engineer

Nesma Airlines does not use cruise pilot or flight engineer

5.2.2.5 Flight Navigator or Radio Operator

Nesma Airlines does not utilize flight navigator or radio operator.

5.2.2.6 Minimum Qualifications for Flight Crewmembers

Nesma Airlines prohibits flight crewmembers from operation on aircraft if not qualified for duty in accordance with requirements specified as the following:

- i. Licenses/certification;
- ii. Specific qualifications (LVP, RVSM);
- iii. Equipment qualifications (TCAS/ACAS, GPWS/EGPWS, HGS);
- iv. Recency of experience;
- v. Medical status, including Medical Certificate;
- vi. Initial training and checking/line check/proficiency check/recurrent training and checking results;
- vii. Right seat qualification;
- viii. Type qualification;
- ix. Airport and route competence (including special airports);
- **x.** Instructor/evaluator/line check airman qualification;
- xi. CRM/Human Factors training;
- xii. Dangerous goods training;
- xiii. Security training;
- xiv. Accrued flight time, duty time, duty periods and completed rest periods for the purpose of fatigue management and compliance with ECAR 121.502 & 121.503 for duty time limitations.

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5.2.3 Other Qualifications Requirements

5.2.3.1 All Weather Operations (AWO)

Nesma Airlines is authorized for CAT I & CAT II and not authorized for CAT III operations. Qualification for LVO is specific to the Company's operations and the aircraft type.

A pilot with no Category II/III experience must complete the full training Programme as specified in the Operations Manual, Part D: Training. A pilot who had Category II/III experience with another JAA operator, or a pilot who was qualified for Category II/III operations on another aircraft type in the Company, may be assigned an abbreviated training course.

The simulator part of the course must be completed on a flight simulator approved for Category II/III training and checking.

Before commencing Category II/III operations, the following additional requirements are applicable to a new Pilot in Command, or a Pilot in Command who is new to the aircraft type:

- 300 hours experience on the type, which may include the hours spent on line training; and
- 100m must be added to the applicable Category II/III RVR minima, until accumulating at least 100 hours experience on the type. The required experience may include the hours spent on line training. This requirement is not applicable for a Pilot in Command previously qualified for Category II/III operations on another aircraft type in the Company or a Pilot in Command who was qualified for Category II/III operations with another JAA operator.

The period of validity for LVO qualification is 6 months from the end of the month of the LVO check. If a recurrent LVO check is conducted within the final 3 months of validity, the period of validity shall extend for a further 6 months from the expiry date of the previous check.

5.2.3.2 ETOPS

Nesma Airlines is not approved for ETOPS operations.

5.2.3.3 TCAS

The TCAS course is an academic knowledge and is fully integrated in the type-rating course. Details are included in part D Training Manual

5.2.3.4 FANS

Reserved

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5.2.4 Route and Aerodrome Competence

Nesma Airlines will ensures —through Crew Management System—that, prior to being assigned as Pilot In Command on a route or as pilot to whom the flight may be delegated by the Pilot In Command, the pilot has obtained adequate knowledge of the route to be flown and of the aerodromes (including alternates), facilities and procedures to be used.

Nesma Airlines shall ensure each pilot, prior to being used as PIC in operations, is currently qualified for operations into airports of intended landing in areas, on routes or route segments to be used in operations for Nesma Airlines. If an instrument approach is required into an airport for which the PIC has not made an actual approach, the PIC shall be accompanied by a pilot flight crewmember or pilot observer on the flight deck who is qualified for the airport unless either

- **a.** The approach to the airport is not over difficult terrain and the instrument approach procedures and aids available are similar to those with which the pilot is familiar, and the normal operating minima are adjusted by a process that adds a margin of safety that is approved or accepted by ECAA, or there is reasonable certainty that the approach and landing can be made in visual meteorological conditions, or
- **b.** Descent from the initial approach altitude to landing at the airport can be made by day in VMC, or
- **c.** Nesma Airlines qualifies the PIC to land at the airport by means a pictorial representation approved or accepted by the authority (Jeppesen Instrument Approach Charts)
- **d.** The airport is adjacent to another airport at which the PIC is currently qualified to land. The period of validity of the route and aerodrome qualification is 12 calendar months in addition to the remainder of the month of qualification, or the month of the latest operation. Operating on the route or to the aerodrome within the previous period of validity revalidates route and aerodrome competence qualification.

If revalidated within the final 3 calendar months of validity of a previous qualification, the period of validity is from the original expiration date plus 12 months.

5.2.4.1 Route Competence Training

Route competence training includes knowledge of:

- > terrain and minimum safe altitudes
- > seasonal meteorological conditions
- > meteorological, communications and air traffic facilities, services and procedures
- > search and rescue procedures
- > navigational facilities associated with the route along which the flight is to take place

Depending upon the complexity of the route the following methods of familiarization will be used:

- For less complex routes: self-briefing with documentation, or programmed instruction
- For more complex routes: in addition to the self-instruction, in-flight familiarization under supervision or familiarization in an approved simulator using a database appropriate to the route concerned.

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5.2.4.2 Aerodrome Competence Training

Aerodrome competence training includes knowledge of:

- > obstacles, general topography, lighting approach aids, minimum safety altitudes
- > Arrival, departure, holding and instrument approach procedures, as well as any procedure applicable to flight path over heavily populated areas.

Depending upon the complexity, aerodromes are classified in categories from A to C. Category A is given to the least demanding aerodrome; Category B and C are applied to more demanding aerodromes.

Refer to 8.1.2.5 Use of Aerodrome Category B and C.

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5.2.5 Crew Resource Management (CRM)

CRM is the effective utilization of all available resources (e.g. crewmembers, airplane systems, and supporting facilities) to achieve safe and efficient operation.

The objective of CRM is to enhance the communication and management skills of pilots, crewmembers and operational personnel. The emphasis is placed on the non-technical aspects of flight crew performance.

CRM training includes the following elements and is specified OM-D Training Manual

- > Statistics and examples of Human Factor related accidents;
- > Human perception, learning process;
- > Situational awareness;
- Management of workload, tiredness or fatigue, and vigilance-management of stress
- ➤ Nesma Airlines "Standard Operating Procedures";
- Personality type, delegation, leadership, effective communication skills;
- ➤ The CRM loop;
- ➤ Effective communication and co-ordination within the flight crew, and between crewmembers and other operational personnel;
- > Error chain and taking actions to break the error chain;
- > Implications of automation on CRM.

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5.2.6 Emergency and Safety Equipment

Ref: ECAR 121.417

Nesma Airlines ensures that each crewmember undergoes training and checking on the location and use of all emergency and safety equipment carried. Emergency and safety equipment training is part of Difference and recurrent training (<u>Refer to Operations Manual-part D</u>).

For Flight Crew, the period of validity of an Emergency and Safety Equipment check is 36 calendar months from the expiry date of the previous emergency and equipment check.

For Cabin Crew, the period of validity of an Emergency and Safety Equipment check is:

- ➤ Every 12 months, the use of life jacket, safety equipment and location, security procedures will be reviewed. (Refer to Operations Manual-part D)
- Every 24 months, the operations of all types of exits, slides and firefighting equipment, use of life rafts where fitted, will be practiced. (Refer to Operations Manual-part D)

Emergency and Safety training will take place in conjunction with cabin crew undergoing similar training on the location and use of all emergency and safety equipment carried, with emphasis on co-ordinate procedures and two-way communication between the flight deck and the cabin.

5.2.6.1 First Aid Training

Ref: ECAR 121.417

First Aid Training (Operations Manual-part D) First Aid training includes the following subjects:

- ➤ Medical and First Aid training includes:
 - Instruction on first aid and the use of first-aid kits;
 - First aid associated with survival training and appropriate hygiene; and
 - The physiological effects of flying, with particular emphasis on hypoxia.
- > Physiology of flight including oxygen requirements, and hypoxia;
- ➤ Medical emergencies in aviation.
- > Basic First Aid and survival training.

The use of appropriate airplane equipment including first-aid kits and first-aid oxygen.

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5.2.7 Dangerous Goods

Ref: ECAR 121.434

Nesma Airlines ensures that each crewmember has received training that covers at least the following (Refer to Operations Manual-part D):

- > general philosophy;
- ➤ limitations on dangerous goods in the air transport;
- > classification and list of dangerous goods;
- > package marking and labeling;
- ➤ loading, restrictions on loading and segregation;
- provision of information to the Pilot In Command;
- dangerous goods in passengers' baggage;
- > Emergency procedures.

The validity of the training is 2 years.

5.2.8 Security Training

Ref: ECAR 108

Nesma Airlines ensures that each flight crewmember undergoes the security training as specified in the part D training manual <u>Refer to Operations Manual-part D</u>).

The validity of the training is 1 years.

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5.2.9 Recurrent Training - Recurrent Checking

Each flight crewmember undergoes recurrent training and checking; all such training and checking is relevant to the type or variant of airplane on which the crewmember is operating.

5.2.9.1 Recurrent Training

The recurrent training program consists of:

- > Ground and Refresher training;
- ➤ Airplane/Flight simulator training;
- Emergency and Safety Equipment training (Refer to Operations Manual-part D);
- > CRM (Crew Resource Management) (Refer to Operations Manual-part D).

5.2.9.1.1 Ground and Refresher Training Includes:

- > aircraft systems review;
- > operational procedures and requirements;
- > Accident/incident and occurrence review.

Nesma Airlines ensures that each flight crewmember undergoes ground and refresher training at least every 12 calendar months, and a questionnaire or other method verifies knowledge of the ground and refresher training.

5.2.9.1.2 Aircraft/Flight Simulator Training

The aircraft/flight simulator training program is established to cover all major failures of aircraft systems and associated procedures over a period of 3 years.

Details are provided in part D Training manual (Operations Manual-part D).

Nesma Airlines ensures that each flight crewmember undergoes airplane/flight simulator training at least every 12 calendar months. Airplane/flight simulator training may be combined with Nesma Airlines proficiency check.

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5.2.9.2 Recurrent Checking

The recurrent checking program consists of:

- Nesma Airlines proficiency checks (Refer to Operations Manual-part D)
- Emergency and Safety Equipment checks (Refer to Operations Manual-part D)
- Line checks (Refer to Operations Manual-part D)

Each flight crewmember undergoes Nesma Airlines proficiency check to demonstrate his competence in carrying out normal, abnormal and emergency procedures. The period of validity of Nesma Airlines proficiency check is 6 months.

Each flight crewmember undergoes training and checking on the location and use of all emergency and safety equipment carried. The period of validity of an Emergency and Safety Equipment check is 36 calendar months.

- **Note 1**: Line checks, route and aerodrome competency and recent experience are intended to ensure the crewmember's ability to operate efficiently under normal conditions, whereas other checks and emergency and safety equipment training are primarily intended to prepare the crewmember for abnormal/emergency procedures.
- **Note 2**: When a flight crewmember undergoes Nesma Airlines proficiency check or line check, CRM skills are included in the overall assessment.

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5.2.10 Operation of More Than One Type or Variant

5.2.10.1 General

Nesma Airlines will ensure that a flight crewmember does not operate more than one type

5.2.11 Re-Qualification Curriculums For Flight Crewmembers Overdue Training Ref: ECAR 121.428

Time past month due	Required ground requalification segment	Required flight requalification segment	Additional qualification segments
Up to 12 calendar months	The portion of ground Recurrent training not accomplished when due.	The elements not accomplished when due: Proficiency check.	The modules not accomplished in the eligibility Period: Line check or special airports.
12 to 35 months	16 hours including HAZMAT, safety and emergency training hands on.	8 Hours Including proficiency check.	All qualification modules of the transition curriculum, Line check, or special airports. Airports.
36 to 59 months	24 hours Including HAZMAT, safety and emergency training hands on.	16 hours Including proficiency check.	All qualification modules of the transition curriculum, line check, Or special airports.
More than 59 months	Same as initial equipment training		

Details of the programs are included in Part D Training Manual (Operations Manual-part D)

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5.3 Cabin Crew

5.3.1 Qualification Requirements

5.3.1.1 Minimum Requirements

Refer to <u>5.1. Employment Policy</u>

5.3.1.2 Training and Checking Requirements

Nesma Airlines ensures that each cabin crewmember has completed appropriate training as specified below, before undertaking assigned duties.

- > initial training
- > conversion or difference training
- > familiarization flights

Following training, each cabin crewmember shall have passes the prescribed checks in order to verify proficiency in carrying out normal and emergency safety duties.

Details of the programs are included in part D training manual.

5.3.1.3 Senior Cabin Crewmember (Purser)

The Nesma Airlines nominates a Senior Cabin crewmember whenever more than one cabin crewmembers are assigned.

The senior cabin crewmember has responsibility to the Pilot in Command for the conduct and co-ordination of cabin safety and emergency procedures specified in the operation Manual The designated senior cabin crewmember shall have at least 3 years' experience as an operating crewmember, and shall complete an appropriate training course.

The operation could require establishing alternative minimum experience requirements.

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5.3.2 Dangerous Goods

Nesma Airlines ensures that each cabin crewmember has received training that covers at least the following:

- general philosophy
- > limitations on dangerous goods in the air transport
- > classification and list of dangerous goods
- package marking and labeling
- > loading, restrictions on loading and segregation
- > provision of information to the Pilot In Command
- dangerous goods in passengers' baggage
- > emergency procedures

The validity of the training is 2 years.

5.3.3 Security Training

Nesma Airlines will ensure that each cabin crewmember undergoes the security training as specified in the part D training manual.

5.3.4 Recurrent Training and Checking

Cabin crewmember will undergo recurrent training every 12 months to ensure continued proficiency with all equipment and application of procedures relevant to the aircraft types/variants operated.

The recurrent training and checking program includes theoretical and practical instruction. Emphasis on special subject will change every year.

The annual recurrent training covers:

- > emergency procedures including pilot incapacitation
- evacuation procedures including crew control techniques
- > touch-drills for opening normal and emergency exits
- location and handling of emergency equipment, including oxygen systems and
- > the donning by each cabin crewmember of lifejackets, portable oxygen and
- > protective breathing equipment (PBE)
- > first aid and the content of the first aids kits
- > stowage of articles in the cabin
- dangerous goods procedures
- > security procedures
- > incident and accident review
- > crew resource management

Every 2 years the recurrent training will also include:

- the operation and actual opening of all normal and emergency exits for passenger evacuation in an aircraft or representative training device
- demonstration of the operation of all other exits (including flight deck windows)
- Realistic and practical training in the use of all fire-fighting equipment, including protective clothing representative of that carried in the aircraft.

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This training will include:

- each cabin crewmember extinguishing a fire characteristic of an aircraft interior fire,
 except that instead of Halon an alternative extinguishing agent will be used
- the donning and use of protective breathing equipment by each cabin crewmember in an enclosed simulated smoke-filled environment
 - use of pyrotechnics (actual or representative devices)
 - > demonstration of the use of the life-raft or slide-raft where fitted

5.3.5 Operation on More Than One Type or Variant

Nesma Airlines shall ensure that each cabin crewmember does not operate on more than 2 airplane types. The cabin crewmember may operate on 2 aircraft types provided that for at least 2 of the types:

- non-type specific normal and emergency procedures are identical and
- safety equipment and type specific normal and emergency procedures are similar

In this context, variants of aircraft type are considered different types if they are not similar in all the following aspects:

- emergency exit operation
- location and type of portable safety equipment, and
- type specific emergency procedures

Within the A320, A330 and A340 aircraft families, the following applies:

• A319, A320 and A321 are considered as one type, the A321 being treated as a variant. Briefing for the A321 is recommended to identify the differences in type C door emergency opening and escape slide deployment sequence.

The above corresponds to the "generic" aircraft capabilities, but Nesma Airlines should ensure:

- similarity of procedures,
- Similarity of location and type of portable safety equipment.

Note: Portable equipment includes:

- firefighting equipment,
- protective breathing equipment (PBE),
- oxygen equipment,
- crew life jackets,
- torches,
- megaphones,
- first aid equipment,
- Survival and signaling equipment...

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5.3.6 Refresher Policy in Case of Flight Interruption

Ref: ECAR 121-428

Re-qualification curriculums for cabin crewmembers overdue training

Non Valid License	Valid License	TIME Interval Without Flying Duties
 Recurrent training depending on his/her last Recurrent. 4 sectors the assigned duties of a cabin crew member under the supervision of a cabin crew instructor / examiner who personally observes the performance of duties including 2 sectors under supervision of an ECAA inspector (or cabin crew examiner upon ECAA approval). 	• 4 sectors the assigned duties of a cabin crew member under the supervision of a cabin crew instructor / examiner who personally observes the performance of duties including 2 sectors under supervision of an ECAA inspector (or cabin crew examiner upon ECAA approval).	91 days – 12 months
 Recurrent training depending on his/her last Recurrent. <u>04 sectors</u> perform the assigned duties of a cabin crew member under the supervision of a cabin crew instructor / examiner who personally observes the performance of duties including 2 sectors under supervision of an ECAA inspector (or cabin crew examiner upon ECAA approval). 		12 months - up to 36 months.
A. A tailored basic indoctrination program. B. Initial general emergency training on A/C type. C. <u>06 sectors</u> perform the assigned duties of a cabin crew member under the supervision of a cabin crew instructor / examiner who personally observes the performance of duties including at least 2 sectors under supervision of an ECAA inspector (or cabin crew examiner upon ECAA approval).		More than 36 months.

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5.4 Training, Checking and Supervisory Personnel

Details of personnel having a training, checking function as well as qualification requirements are provided in part D Training manual for:

5.4.1 Flight Crew

Ground training instructors Simulator flight instructors: SFI Simulator flight Examiners: SFE Type Rating Instructors: TRI Type Rating Examiners: TRE

5.4.2 Cabin Crew

Safety training manager (In-Flight Service Manager) Safety training supervisor Safety training instructors Safety training designated Examiner

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5.5 Other Operations Personnel

Details of training for other operations personnel are provided in relevant Sectional Manuals.

5.5.1 Flight Operations Officers (Dispatchers)

Flight Operations Officers (Dispatchers) should have demonstrated a comprehensive knowledge in the use of Operations Manual, aviation legislation and laws, aviation regulations, ATC procedures, meteorology, aircraft general, performance and planning, computerized flight plan, navigation, radio communication, English language.

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5.6 Command Upgrade

5.6.1 General

It is the individual's responsibility to acquire the required pre-requisites i.e. ATPL, Flight Operations will assist in making the necessary arrangements for the various tests when requested by the individual in writing.

Promotion of first officer to captain is not automatic, as it is not the policy of the airline to upgrade first officers to captains as soon as they attain the minimum required hours. Upgrading shall depend on the airline requirement. To enable the Operations Department to select suitable candidates whenever upgrade to command is considered; all eligible first officers shall undergo an assessment program by order of seniority

5.6.2 Minimum Requirements

The following minimum requirements must be met prior to the initiation of candidate's assessment:

- 1. Minimum 4000 hours.
- 2. At least 2500 hours commercial jet.
- **3.** Minimum of six months of service as a cleared F/O with Nesma Airlines.
- **4.** Type Experience: at least 500 hours on type on which flight crewmember shall be upgraded.
- **5.** Age Limit:
 - (a) maximum age for command upgrade is fifty five (55) years at the start of the assessment process
 - **(b)** Minimum age for command upgrade is twenty five (25) years at the start of the assessment process.
- **6.** Must hold an Egyptian ATPL license.
- 7. Approval of the selection committee (ref. to Operations Manual-part D).
- **8.** Priority will be given for seniority in case of same qualification.

5.6.3 Declination of Upgrade

F/O who either had one attempt for command upgrade & is eligible for second chance or is eligible for his first attempt may choose not to be upgraded and shall remain as Permanent F/O with no future command upgrade. He shall maintain his seniority with all its other privileges.

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5.6.4 Command Upgrade Assessment Program

First Officers satisfying the criteria in (<u>Operations Manual-part D</u>) will undergo the command upgrade assessment program in the order listed hereafter:

5.6.4.1 Administrative Assessment

Flight Operations management will review the history of the candidate for the last 3 years as depicted in his administrative file and any other documented events that relate to:

- Discipline
- Cooperation & Reliability
- Casual Sick leaves record

For the purpose of assessing the individual's sick leaves record, the following shall be the basis for such assessment: Maximum of 21 casual sick leave days in any of the last five years or a total of 100 days in the last five years, for repetitive casual sick leave days crewmember had taken for period of one, two or three days (but shall not include period of hospitalization) whether or not supported by Nesma Airlines approved medical doctor.

Productivity

It is mandatory that all concerned Deck Crew Scheduling Section and Administration Department shall document and file any event related to the above criteria in order to gather the applicable data. After reviewing the relevant documents, the Selection Committee (OM- D,) shall approve, delay the upgrade for six months or deny permanently the individual's eligibility for command upgrade, according to the above events. If delaying the upgrade is decided by the Selection Committee, the candidate shall be informed that he should improve any of the criteria in order to be eligible for an upgrade.

If denying the upgrade is decided by the Selection Committee, the following action and procedure must be taken:

- 1. The consensus of the majority of Selection Committee shall be obtained.
- **2.** The candidate shall be classified as permanent F/O with no future fleet transfer or upgrade. He shall remain on his current fleet until the fleet is phased out.

(Incase Director Flight Operations overrules the panel, he must present a written justification to the President).

5.6.4.2 Command Upgrade Course

The candidate shall be scheduled to attend the following courses one time only during command upgrade assessment program or re-assessment program when applicable (OM-D)

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5.6.4.3 Instructors Evaluations

The instructor's evaluation shall consist of 3 evaluations submitted through forms based on their previous experience with the candidates. All instructors' evaluations forms will be stapled and delivered by hand to the Director Flight Operations.

Once completed Director Flight Operations shall call Chief Pilot to open and read the evaluation forms. If the candidate passes all assessments, he shall proceed to the next phase of assessment. If the candidate passes 1 instructors evaluation and fails only one, he shall proceed to the next phase of assessment with emphasized extended assessment training on weak aspects.

If the candidate has failed two instructors' evaluations after opening the evaluation forms, Director Flight Operations will ask all Check airmen/Instructors to meet with him, to discuss all evaluations. All concerned check airmen shall debate openly their differences and either a "Pass" or "Fail" assessment must be concluded with the consensus of all check airmen.

If the candidate fails his instructors' evaluations he shall be given another chance after a minimum period of six months, after the date of his last evaluation form was delivered to the Director of Operations. If the candidate fails the second instructors' evaluations he shall be given a second chance after a minimum period of six months. If the candidate fails his instructors' evaluations, Selection Committee shall decide on whether to classify the candidate as permanent F/O (he will drop to the bottom of the seniority list) or give him another flight assessment after a minimum period of six months.

5.6.4.4 Command Suitability Assessment

Flight Operations with the approval of the Accountable Executive will perform this assessment. This step is an assessment of the style of behavior and attitude of the candidate than an aptitude test. It bases the assessment on suitability of the candidate's personality, attitude and biographical data. If the candidate's style is acceptable, he shall proceed to the next phase of assessment.

If the candidate's style needs further maturation, then a delay period as recommend by the Selection Committee shall be mandated. If the candidate's style is not suitable, he shall be classified as permanent FO with no future upgrade.

5.6.4.5 Command Suitability Assessment Direct Hire

Flight Operations with the approval of the Accountable Executive will perform this assessment, and shall include the following: -

- > Training records review;
- Management recommendations.
- > Training department recommendations.
- ➤ Verification of minimum experience refer to 5.2.2.1. Captain.

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5.6.4.6 Oral Test

Chief Pilot and Instructor(s) will conduct the oral test. Chief Pilot or his deputy shall head and direct the test procedure. Duration will be approximately 2:30 hours. All manuals and relevant documents will be available for reference to check information when needed.

A sound knowledge of the following subjects is expected:

- 1. General Aviation Knowledge
- 2. Weather,
- **3.** Dangerous goods information (Emergency Response)
- 4. Jeppesen Airway manual,
- 5. Operations manual part A-Volume 1,
- **6.** SOP (relevant type),
- 7. MEL (relevant type),
- **8.** Aircraft systems and performance (relevant type).

If flight crewmember passes the test he shall be classified as potential Captain and must sign the Service Guarantee before being scheduled for Command upgrade training program. If flight crewmember fails the oral test, he shall be given a reset after a minimum of 6 months. Inability of the Flight crewmember to pass the second reset, will classify him as permanent F/O with no future upgrade. He shall drop to the bottom of seniority list. If flight crewmember passes the second attempt he will be classified as potential Captain and shall wait for the next command upgrade training program schedule.

5.6.4.7 Command Upgrade Simulator Training

If the candidate fails his first command upgrade simulator training he shall be given another chance after a minimum period of six months. When due for the second attempt, he shall bypass all other assessment steps and will be directly scheduled for his command upgrade simulator training.

If he fails his second attempt he shall be classified as permanent F/O, drops to the bottom of seniority list with no future upgrade and shall remain on his current fleet until the fleet is phased out.

5.6.5 Service Guarantee

Upgraded F/O's are required to submit a service guarantee as determined by the management at that time before initiating their command upgrade training program.

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