OM-D

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MALI AIR LUFTVERKEHR GES.M.B.H Luftverkehr GmbH

Reitbach 22
A-8763 MÖDERBRUGG / Austria

☎ +43 664 2065040
Fax. +43 3571 2632
E-Mail info@Mali Air Luftverkehr Ges.m.b.H.com
http://www.Mali Air Luftverkehr Ges.m.b.H.com

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0.1 Log of Revision, List of effective pages

0.1.1 Log of Revision(LOR)

Rev. No.	Page(s)	Date
0	all pages	28.04.2014

0.1.2 LIST OF EFFECTIVE PAGES

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0.1.3 Manual Administration

For the Manual Administration procedures of the Operational Manual Part (OM-D) refer to the following.

Subject	Manual	Chapter
Common Language	OM-A	
Use of Language	OM-A	
Terms, Abbreviations and Definitions	OM-A	
Practical Use of the Operations Manual	OM-A	
Manual Distribution	OM-A	
System of Amendment and Revision	OM-A	
Annotation of Page Layout	OM-A	

0.1.4 Philosophy of Training

Mali Air Luftverkehr Ges.m.b.H aims for the highest possible safety standards, for a reasonable cost, in its operation. One of the key solutions to this task is to develop and maintain excellent knowledge and skills for all operating personnel.
It is therefore the philosophy of Mali Air Luftverkehr Ges.m.b.H to provide to its employees a structured, above standard training in regard to quantity as well as to quality. Constant training and learning is mandatory for all Mali Air Luftverkehr Ges.m.b.H employees regardless of their position or function in the company.
It is the policy of Mali Air Luftverkehr Ges.m.b.H to train its employees to proficiency in their field of activity. Training efficiency and training quality is measured with continuous checking and evaluation. However, not all training activities must be directly related to immediate checking. It is of equal importance to provide a learning process which enables the employee to build experience and to thoroughly understand complex information, but also allows for trial-and error experience.
Training is a team effort involving equally trainer and trainee. All Mali Air Luftverkehr Ges.m.b.H personnel is expected to maintain a smooth and harmonic training culture and to identify and solve conflicts between individuals. It should be appreciated that the training process creates stress situations for all participants involved. A high level of tolerance towards human imperfection and constant open communication will support a convenient working climate.
Training must be clearly allocated in terms of time, responsibility and resources. There must be a clear dividing line between training and passenger transport.
The management of Mali Air Luftverkehr Ges.m.b.H takes the full responsibility for adequate planning, funding and execution of all training described in this part of the Operations Manual (OM).

0.1.5 Applicable Legislation

The Operations Manual Part D (OM-D) has been established according to the Mali Air Luftverkehr Ges.m.b.H Operations Specifications and is in compliance with all applicable national and European regulations in particular with regulation (EC)No 216/2008, its Implementing Rules and related AMC.

0.1.6 Relationship to ATO

Mali Air Luftverkehr Ges.m.b.H is an AOC holder without an own ATO.
Mali Air Luftverkehr Ges.m.b.H has therefore outsourced the major part of its training to external, certified organisations, as listed in Chapter 1.1 “Subcontracted Training Facilities”.

0.1.7 Policies of Training

0.1.7.1 Responsibilities and Supervision

Training organisation and supervision activities are under the direct responsibility of the Postholder Crew Training , as described in the Operations Manual Part A, Chapter 1.3.9 “Postholder Crew Training”

0.1.7.2 General Recurrent Training and Checking Program

Mali Air Luftverkehr Ges.m.b.H establishes a yearly training and checking plan. It covers both recurrent training and checking requirements. It is used as a basis for planning and carrying out training and checking activities. The recurrent training and checking is referred to in Chapter 2.2.3 (Flight Crew).

0.1.7.3 Initial Training and Checking Program

The initial Training and checking is referred to in the Chapters 2.2.1 (Flight Crew)

0.1.7.4 Training Enviroment and Facilities

Mali Air Luftverkehr Ges.m.b.H training activities shall be outsourced as much as possible from the operational environment in order to focus on the quality of the training. No operational activities shall interfere with the training and checking. Every effort shall be made to use adequate training facilities outside of Mali Air Luftverkehr Ges.m.b.H facilities.
Company aeroplanes shall be used in accordance with the policies laid down in OM-A and OM-B, concerning training and supervision flights.

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1 Organisation/Training and Checking Personnel

1.1 General

The Postholder Crew Training (PCT) makes sure, that all participants of intended training and/or checking fulfil all requirements as described in the Operations Manual Part A (OM-A), Chapter 5 "Qualification Requirements"
Due to the fact, that Mali Air Luftverkehr Ges.m.b.H is not having its own Approved Training Organisation (ATO), the Postholder Crew Training (PCT) subcontracts parts of the training to external, certified organisations.
All subcontracted Approved Training Organisations (ATO) are listed in this Operations Manual Part D (OM-D)
It is the aim of the Postholder Crew Training to have written (paper or electronically) agreements with all subcontractors concerning the period of contract, the content of the training and/or checking and other relevant items. These documentations are filed in a separate folder in the Avinoc system.
The Postholder Crew Training shall receive from the contractor all necessary documentation to prove that the facility, the equipment, the instructors and examiners are certified, approved and/or current.
In order to periodically evaluate the performance of the contractor, each candidate shall comment on the performance of the subcontractor by means defined by the quality manager (QM) of Mali Air Luftverkehr Ges.m.b.H.
All training and checking done by Mali Air Luftverkehr Ges.m.b.H and the subcontractors shall be recorded and stored in the Avinoc system at the employees folder concerned.

1.2 Organisational Structure

Refer to Operational Manual A (OM-A) 1.3.1.2. The responsibilities and duties of the Accountable Manager (ACM), the Quality Manager (QM) and the Postholder Crew Training (PCT) are described in the OM-A, Chapter 1.3, "Organization and Responsibilities".

1.2.1 Subcontracted Training Facilities

1.2.1.1 Training facilities

Aviation Academy Simulation GmbH Flugplatz 1 A-2542 Kottingbrunn Tel: +43 2252 4088 1402 www.aviationacademy.at	FSTD Registration: AT-FFS-1036 FSTD Qualification level: FFS Type or variant of aircraft: C525 Affected crew members: C525, C501 Training: All Weather Operation (LVO, LVTO) Reduced Vertical Separation Minimum (RVSM) Minimum Navigation Performance Specification (MNPS) ……Crew Resource Management (CRM)

FH Joanneum GmbH Luftfahrt/Aviation Alte Poststrasse 149 8020 Graz Tel.: +43 (0) 316 5453 - 8800	FSTD Registration: AT-FNPT-1030 FSTD Qualification level: FNPT II Type or variant of aircraft: Generic Multi Engine Piston Aircraft Affected crew members: C340 Training: All Weather Operation (LVO, LVTO) Crew Resource Management (CRM)
Scandinavian eTraining Center Tranebergs Strand 45 16740 Stockholm – Bromma/Schweden Tel: +46 (0) 184444160	Training: **Emergency and Safety Equipment Training** (additional training by CRI/TRI of Mali Air Luftverkehr Ges.m.b.H) **First Aid Training/Cardio Pulmonary Resuscitation Training** (additional training by first aid institutes which will be nominated prior Commencing the relevant training) **All Weather Operation** (additional training by GI of Mali Air Luftverkehr Ges.m.b.H) **Reduced Vertical Separation Minimum (RVSM) & Minimum Navigation Performance Specification (MNPS)** **Security** (additional training by GOM of Mali Air Luftverkehr Ges.m.b.H) **Fire Fighting** (additional practical training by Fire Fighting training facility of Austrian Airlines) **Dangerous Goods** (additional training by DGM of Mali Air Luftverkehr Ges.m.b.H (DG10) and Mr. R.F.Radke (Austro Control approved trainer for DG6, restricted for Class 7, Radioactive material. UN Numbers UN 2908, UN 2910, UN 2915 and UN 1845 as refrigerant)) **Crew Resource Management (CRM)** (additional training by first aid institutes which will be nominated prior Commencing the relevant training)
To be nominated	Training: **Fire Fighting** – practical Training in Fire Trainer (additional training by Scandinavian eTraining Center (Scandlearn))
To be nominated	Training: **Ditching** – practical Training

1.3 Nominated Training and Checking Personnel:

The requirements concerning training and checking personnel may be seen in the OM-A, Chapter 5.4 "Training, Checking and Supervision Personnel.
The same Chapter covers the subordination and superiority of all training and checking personal.
All authorisations assigned to the individual crewmember concerned are listed below.

Flight Crew:

C340

Name	Lic.No.	PIC	F/O	TRE	TRI	TC	GI	CRMI
TBN								
TBN								
TBN								
TBN								

C501

Name	Lic.No.	PIC	F/O	TRE	TRI	TC	GI	CRMI
TBN								
TBN								
TBN								
TBN								

C525

Name	Lic.No.	PIC	F/O	TRE	TRI	TC	GI	CRMI
TBN								
TBN								
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PIC	Pilot in Command	TRI	Type-rating Instructor
F/O	First Officer	GI	Ground Instructor
TRE	Type-rating Examiner	CRMI	Crew Resource Manager Instructor

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2 TRAINING SYLLABI AND CHECKING PROGRAMMES

2.1 General

Flight Crew members must hold applicable and valid licences, ratings, authorisations or certificates issued or validated by the National Civil Aviation Authority (NCAA), JAA or EASA Member States accepted by the NCAA and must be suitable qualified and competent to conduct the duties assigned to them.

Furthermore:

- All training and checking must be performed in accordance with all applicable national and European regulations in particular with regulation (EC)No 216/2008, its Implementing Rules;
- Each trainee is trained and examined according the information stated in the syllabi provided and maintained by the subcontracted training organisations and approved training facilities such as Approved Training Organisations (ATO).
- Crew members must attend and successfully pass, if applicable, the required training and/or checking by Mali Air Luftverkehr Ges.m.b.H, according to the syllabi in Appendix A
- The holder of a licence, rating, or authorisation shall not exercise privileges other than those granted by that licence, rating or authorisation;
- Each licence entitles its holder to exercise his authority and execute his responsibilities based upon such licence, only as long as it remains valid; and
- Final responsibility for retaining applicable licence, certificate, rating or authorisation and their specific validity, rest with its holder.

2.1.1 General Mali Air Luftverkehr Ges.m.b.H training tracks

This OM-D Chapter 2 provides a general framework for training and checking for Flight Crews and Operations Personnel

Notes:

- Once a flight crew member has started a conversion course/training she/he shall not undertake flying duties on another type of aeroplane until the course is completed or terminated

2.1.2 Prerequisites

Prior commencing training at Mali Air Luftverkehr Ges.m.b.H the Postholder Crew Training checks the status of required prerequisites. Then he assesses, the specific training required according to the previous experience of the trainee.
An individual training plan shall then be established. This training plan shall be kept current and shall become an integral part of the training syllabus.

2.1.3 Qualification requirements

Minimum qualification for Flight Crew and Operations Personnel other than Crews, as well training, checking and supervision personnel are defined in OM-A, Chapter 5 “Qualification requirements”.

2.1.4 Syllabi

The corresponding Mali Air Luftverkehr Ges.m.b.H course syllabi are available in the OM-D, Appendix A "Syllabi". For subcontracted training, the syllabi shall be audited by the Postholder Crew Training (PCT) prior training in order to maintain standards of Mali Air Luftverkehr Ges.m.b.H.

2.1.5 Forms

The corresponding forms to be used are available in the OM-D, Appendix B "Forms"

2.1.6 Checking

Mali Air Luftverkehr Ges.m.b.H shall ensure, that each participant provided with training by an outsourced training facility, undergoes a check covering the training in order to verify proficiency in carrying out normal, abnormal and emergency safety duties.
The corresponding tests to be used by Mali Air Luftverkehr Ges.m.b.H, will be updated regularly to reflect the actual topics in the respective course. These test sheets with the answer grid are available in the OM-D, Appendix C "Tests".

2.1.7 Standards of Performance

Flight Crew

The overall performance standards are defined in Appendix 9 to FCL.520.A and Appendix 9 to FCL.740 under section "Flight Test Tolerance" as stated below:

The applicant shall demonstrate the ability to:

a) Operate the aeroplane within its limitations
b) Complete all manoeuvres with smoothness and accuracy
c) Exercise good judgement and airmanship
d) 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 co-ordination and incapacitation procedures, if applicable, and
g) Communicate effectively with the other crew members, if applicable

The following limits are for general guidance. The instructor/examiner shall make allowance for turbulent conditions and the handling qualities and performance of the type of aeroplane used.

Height:	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°
	Precision approach	half scale deflection, azimuth and glide path
Heading:	all engines operating	±5°
	with simulated engine failure	±10°
Speed:	all engines operating	±5 knots
	with simulated engine failure	+10 knots/ -5 knots

The actual content of Skill Tests and Proficiency Checks are defined in Appendix 9 to FCL.520.A and Appendix 9 to FCL.740.

The official authority guidelines published by Austro Control GmbH provide guidance for application of performance standards.

Detailed “Standards of Performance” are defined in each module.

Satisfactory performance (S) is defined as:

- The ability to perform the required tasks of operation (ground or flight) for the certificate or rating sought with the approved standards
- To demonstrate the mastery of the aeroplane or subject with a successful outcome of each task performed
- To demonstrate a sound judgement and crew resource management
- To demonstrate the mastery of procedures and processes on ground and when airborne
- To pass written tests with a minimum of 75 %

Unsatisfactory performance (US) is defined as:

- Consistently exceeding tolerances stated in each task objective, or failure to take prompt, corrective action when tolerances are exceeded, is indicative of unsatisfactory performance, any action, or lack thereof, by the candidate, which requires corrective intervention by the instructor/examiner to maintain the safety of the flight shall be disqualifying.
- Failing a written test by a grade of below 75%

The CRM aspect shall be taken into consideration when instructing, checking and debriefing the trainees. However, a “fail” should not be given solely based on the assessment of CRM skills.

2.1.7.1 Grading system

For line checks, skill tests, LPC and OPC the grading is “pass” or “fail” only. In the case of an item failed, the trainee has the provision to repeat this item once (not applicable for line check). A written qualification of the performance shall highlight the technical and non-technical skills of the applicant.

For theoretical knowledge tests, the minimum passing grade is 75%. Internal tests administered by Mali Air Luftverkehr Ges.m.b.H shall normally be of a multiple choice type.

The final qualification of a check or course has to address CRM as well. The qualification form leaves space for comments and remarks. The instructor shall highlight excellent, standard and weak points of the trainee´s performance.

Grading system for Skill Test, OPC, LPC		
Result	Meaning	Action
All items “pass”	Check passed	---
1 to 5 items “failed”	Check partially not passed	The failed items shall be repeated
Failure during repetition	If, during re-test/check any one item failed (including those previously passed), the whole test/check has to be repeated.	Procedure according OM-D Chapter 3.2 “Procedure to be applied in the event that personnel does not achieve or maintain required standards”.
More than 5 items “fail”	Test/Check is failed	Procedure according to OM-D Chapter 3.2 “Procedures to be applied in the event that personnel does not achieve or maintain required standards”

Table 2.1 “Grading System”

2.1.7.2 Reporting

Whenever a failure or unsatisfactory performance occurs in a Skill Test, Proficiency Check, Line Check, Written Test or any other assessment of training undertaken by an instructor, the Postholder Crew Training shall be informed immediately.

2.1.8 Monitoring of Operational Performance

The Postholder Crew Training and/or Flight Operations or their deputies shall monitor the performance of Flight Crews in the day-to-day activities during normal flying and especially during line checks. If they identify substandard performance, the Postholder Crew Training shall organise appropriate additional training and define the goal and time frame.

Refer also to OM-A, Chapter 2.1, “Supervision of the Operation by the Operator”

2.1.9 Methodology on CRM Skill Assessment

Assessment and Feedback of Non-Technical Skills

The term “non-technical skills” differentiates the associated skills from their technical counterparts such as traditional “stick-and-rudder” skills. The generic term non-technical skill comprises all crew resource management (CRM) skills.

Non-technical skills are defined as pilot´s attitudes and behaviours not directly related to aircraft control, system control and standard operating procedures (SOPs). Classic examples of non-technical skills are in-cockpit authority, crew coordination and cooperation, communication, decision making, conflict and error management, stress and workload management, attention, vigilance and confidence. In short, non-technical skills cover both the social and cognitive side of the pilot.

Technical skills and non-technical skills have significant interconnections and can strongly influence each other. Therefore, it is important that any discussion of one also consider the other. It´s called “total feedback”.

In order to benefit from “total feedback”, a methodology is needed for a structured assessment of non-technical skills.

The methodology and its principles

The methodology for assessing non-technical skills involves the application of a set of specific principles as part of the crew training:

- Some preconditions must be established before the methodology can be used successfully
- It is important to follow the principles in order to enhance objectivity, to achieve coordinated application and to prevent abuse
- “Assessment” is preferred instead of “appraisal” or “evaluation”, even though the words share similar meaning – to measure performance against a set of standards

Principle 1: Coupling of technical and non-technical skills
Principle 2: Measurement through the technical outcome and its consequences
Principle 3: Observe facts and behaviour as basis
Principle 4: Define semantics clearly
Principle 5: Repetitive behaviour observation required
Principle 6: Access to training of non-technical skills

Training

In order to achieve the outlines of the statements in the previous paragraphs, Mali Air Luftverkehr Ges.m.b.H trains its assessing personnel (Training Captains, Type-rating Instructors, Examiners, etc.) in the field of CRM skill assessment including the use of appropriate terminology.
For the initial CRM assessment training within Mali Air Luftverkehr Ges.m.b.H, a one day course shall be organised.
An annual recurrent training of a half day shall be organised in order to implement the latest developments of CRM skill assessment and to outline the Mali Air Luftverkehr Ges.m.b.H requirements.

Standards of performance

The CRM skill assessor shall be able to:

- Define non-technical skills as pilot´s attitudes and behaviours not directly related to aircraft control, system control and SOPs
- Outline, that it is beneficial to provide feedback for non-technical skills performance
- Assess technical and non-technical skills in parallel through examination of observable outcomes
- Use the developed non-technical language and make sure that the personnel is able to understand the language
- Calibrate the assessment with other instructors, in order to arrive at a similar conclusion when observing the same behaviours

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2.2 Flight Crew

2.2.1 Conversion Training and Checking

Training tracks:
The following table 2.2, “Training Tracks”, gives an overview of all required courses provided by Mali Air Luftverkehr Ges.m.b.H and the subcontracted training organisations for conversion training and checking.
The column indicating CO means “Changing Operator”, the column indicating CT means “Changing Type”.
If the conversion course includes both, changing operator and changing type, all items of the table have to be covered.
The Postholder Crew Training will assess the amount of conversation training according to the trainee´s experience, records and prerequisites. He will select the topics and content to be instructed together with the responsible person (e.g. Postholder Maintenance, Postholder Flight Operations, Postholder Ground Operations).

Note 1:
A “Difference Training” on an appropriate training device is needed to acquire additional knowledge and training, if

- Operating another variant of an aeroplane of the same type or another type of the same class currently operated; or
- New technical equipment is being installed or added to an existing aeroplane; or

Note 2:
A “Familiarisation Training” leading to the acquisition of additional knowledge is needed it

- Operating another of the same type or variant; or
- New technical equipment is being installed or added to an existing aeroplane; or
- New procedures are being introduced.

The Postholder Crew Training will develop an adequate syllabus.

Once an operator conversion course has been commenced, the flight crew member shall not be assigned to flying duties on another type or class of aircraft until the course is completed or terminated. Crew members operating only performance class B aeroplanes may be assigned to flights on other types of performance class B aeroplanes during conversion courses to the extent necessary to maintain the operation.

As a general rule, keep in mind that:

- Simulator training can only begin when the ground training has been finished;
- Flight training can only begin when simulator training and “On-Type-Training” has been finished

Conversion Course

	Step	Module	Validity	Reference	CO	CT	Syllabus Form	Facility	Instructor Examiner	Check
T	1	Company Introduction		2.4.1	Yes		Syllabus 1	Mali Air Luftverkehr Ges.m.b.H	ACM/PCT	No
	2	Security Training	12	2.4.3	Yes		Syllabus 2	Scandlearn Mali Air Luftverkehr Ges.m.b.H	ACM/SM	MC
	3	Quality System Training	12	2.4.4	Yes		Syllabus 3	Mali Air Luftverkehr Ges.m.b.H	QM	No
	4	Transportation of Dangerous Goods	24	2.4.2	2)	2)	Syllabus 4	Scandlearn Mali Air Luftverkehr Ges.m.b.H	Scandlearn DG Instr.	Questionnaire
	5	Safety Management System	12	2.4.5	Yes		Syllabus 5	Mali Air Luftverkehr Ges.m.b.H	SM	Questionnaire
	6	Aeroplane Systems, Performance, Mass & Balance	12	2.2.6.1	2)	1)	ATO	Mali Air Luftverkehr Ges.m.b.H	GI/TRI	MC
	7	Operational Procedures		2.2.6.2	Yes	Yes	Syllabus 19	Mali Air Luftverkehr Ges.m.b.H	PCT/TC	No
	8	Pilots Incapacitation	12	2.2.6.3	2)	Yes		Mali Air Luftverkehr Ges.m.b.H	GI	No
	9	Crew Resource Management	12	2.2.6.4	3)	4)	Syllabus 6	Scandlearn Mali Air Luftverkehr Ges.m.b.H	CRMI	Assessment
	10	Emergency and Safety Equipment Training	12	2.2.6.5	2)	2)	Syllabus 11	Scandlearn Mali Air Luftverkehr Ges.m.b.H Aviation Academy Simulation	GI	MC
	11	First Aid & Aero Medical Topics	12	2.2.6.5	6)		Syllabus 18	Scandlearn Mali Air Luftverkehrs ges.m.b.H	Scandlearn First Aid Instr.	No
	12	All Weather Operation / Low Visibility Operation	6	2.2.6.7	2)	2)	Syllabus 21	Aviation Academy Simulation FH Joanneum Mali Air Luftverkehr Ges.m.b.H	GI	Questionnaire
	13	Ditching Training			6)	2)	Training Org.	TBN	Ditching Instr.	No

	Step	Module	Validity	Reference	CO	CT	Syllabus Form	Facility	Instructor Examiner	Check
Simulator Training	13	Performance Based Navigation		2.2.6.8	2)	YES	Syllabus 13	Mali Air Luftverkehr Ges.m.b.H	Self-study	MC
	14	RVSM	36	2.2.6.9	2)	YES	Acc. Scandlearn	Scandlearn Mali Air Luftverkehr Ges.m.b.H	Self-study	MC
	15	Simulator Training Incl LVO		2.2.6.10 2.2.6.11	5)	1)	Syllabus 21	Aviation Academy Simulation FH Joanneum	TRI/SFI CRI	No
	16	Operator Proficiency Check (incl LVO)	6	2.2.6.11	Yes	Yes	App. B Form7-9	Aviation Academy Simulation FH Joanneum Mali Air Luftverkehr Ges.m.b.H	TRE	SIM Check
	17	Licence Proficiency Check (incl LVO)	12	2.2.6.12	Yes		App. B Form7-9	Aviation Academy Simulation Mali Air Luftverkehr Ges.m.b.H	TRE	SIM Check
	18	Qualification to operate in either pilots seat	12	2.2.6.14	Yes	Yes	Syllabus 14 App. B Form7-9	Aviation Academy Simulation Mali Air Luftverkehr Ges.m.b.H	TRE	No
	19	Route and Aerodrome Competence Training	12	2.2.6.16	Yes	Yes	App. B Form 5	Mali Air Luftverkehr Ges.m.b.H	TRI/TC	No
	20	Line Flying under Supervision		2.2.6.18	Yes	Yes	Syllabus 15	Mali Air Luftverkehr Ges.m.b.H	TC	No
	21	Line Check	12	2.2.6.19	Yes	Yes	App. B Form 4	Mali Air Luftverkehr Ges.m.b.H	TC	Line Check

Table 2.2 “Training Tracks”

1) Part of the Type Rating Course
2) Aeroplane-type specific items have to be covered
3) Operator’s CRM
4) Type specific CRM included in Type Rating Course
5) Simulator session, part of “candidate evaluation” preceding the OPC
6) Only if the flight crew member has not previously completed an operator’s conversion course

2.2.2 Nomination to Commander Course

General

Mali Air Luftverkehr Ges.m.b.H offers its co-pilots a career planning which leads to an upgrading to commander. Not every co-pilot however is able to achieve this responsible position, be it for a lack of technical or flying skill, lack of teamwork sensibility or psychological / personal limitations.

The prerequisites as laid down in OM-A chapter 5.2.1.1 “Pilot in Command” have to be fulfilled.

A co-pilot will normally be proposed for upgrading by the Postholder Flight Operations. The Postholder Flight Operations and the Postholder Crew Training shall analyse all available documentation and support or reject this proposal. The Postholder Crew Training will specify the amount of training required.

Training tracks:

The table below provides an overview of all required courses provided by Mali Air Luftverkehr Ges.m.b.H and the subcontracted training organizations for:

- Nomination as Commander (CMD) during a conversion course, changing on a new type;
- Nomination as Commander from F/O to CMD on same, current type of aeroplane.

The column indicating “ST” means Same Type, the column indicating “CT” means Changing Type

	Step	Module	Validity	Reference	ST	CT	Syllabus Form	Facility	Instructor Examiner	Check
Ground Training	1	Psychological Assessment		2.2.6.19	Yes	Yes				Assessment
	2	Commander’s Responsibilities		2.2.6.20	Yes	Yes	Syllabus 16	Mali Air Luftverkehr Ges.m.b.H	PCT	No
	3	CRM Command Course		2.2.6.4	Yes	Yes	Syllabus 8	Mali Air Luftverkehr Ges.m.b.H	CRMI	Assessment
	4	Operational Procedures		2.2.6.2	Yes	Yes	Syllabus 19	Mali Air Luftverkehr Ges.m.b.H	PCT/TC	No
	5	Conversion Training and Checking		2.2.1		Yes	ATO	Aviation Academy Simulation	GI	Written Test
	6	Command Course Technical Training		2.2.6.21	2)	1)	Syllabus 17	Mali Air Luftverkehr Ges.m.b.H	GI	Questionnaire

	Step	Module	Validity	Reference	CO	CT	Syllabus Form	Facility	Instructor Examiner	Check
Simulator Training	7	Command Course Simulator Training (incl. LVO)		2.2.6.9	Yes	1)	ATO	1.2.1 Mali Air Luftverkehr Ges.m.b.H	TRI/SFI	No
	8	Operator Proficiency Check (incl. LVO)	6	2.2.6.10	Yes	Yes	App.B Form 7-9	Aviation Academy Simulation	TRE	SIM Check
	9	Licence Proficiency Check (incl LVO)	12	2.2.6.11	Yes		App.B Form 7-9	Aviation Academy Simulation	TRE	SIM Check
	10	Skill Test Type Rating (incl. LVO)	12	2.2.6.12		1)	FO_LFA_PEL_202 V1.0 Austro Control	Aviation Academy Simulation	TRE	SIM Check

	Step	Module	Validity	Reference	CO	CT	Syllabus Form	Facility	Instructor Examiner	Check
Flight Training	11	Flight Training after Skill Test		2.2.6.16	Yes	Yes		Mali Air Luftverkehr Ges.m.b.H	TRI	No
	111	Line Flying under Supervision		2.2.6.17	Yes	Yes	Syllabus 15	Mali Air Luftverkehr Ges.m.b.H	TC	No
	20	Line Check	12	2.2.6.18	Yes	Yes	App. B Form 4	Mali Air Luftverkehr Ges.m.b.H	TC	Line Check

Table 2.3 “Nomination to Commander Training tracks”

1) Part of the Type Rating Course
2) A multiple-choice test with 50 questions shall be completed

2.2.3 Recurrent Training and Checking

General

The recurrent training and checking serves the company to verify the level of competence of each crew member by assessing the knowledge base by a check or a test.
Flight Crew recurrent training and checking tracks
This table provides an overview of all required courses provided by Mali Air Luftverkehr Ges.m.b.H and the subcontracted training organizations for recurrent training and checking:

	Step	Module	Validity	Reference	Syllabus Form	Facility	Instructor Examiner	Check
Ground Training	1	Security Training		2.4.3	Syllabus 2	Scandlearn Mali Air Luftverkehr Ges.m.b.H	ACM/PCT Self-study	Questionnaire
	2	Quality System Training	12	2.4.4	Syllabus 3	Mali Air Luftverkehr Ges.m.b.H	QM	No
	3	Safety Management System	12	2.4.5	Syllabus 5	Mali Air Luftverkehr Ges.m.b.H	SM	Questionnaire
	4	Aeroplane Systems, Performance, Mass & Balance	24	2.2.6.1	ATO	Mali Air Luftverkehr Ges.m.b.H	TRI Self-study	Questionnaire
	5	Operational Procedures	12	2.2.6.2	Syllabus 19	Mali Air Luftverkehr Ges.m.b.H	PCT/TC	No
	6	Pilots Incapacitation (theoretical instructions)	12	2.2.6.3		Mali Air Luftverkehr Ges.m.b.H	GI	No
	7	Crew Resource Management	12	2.2.6.4	Syllabus 6	Mali Air Luftverkehr Ges.m.b.H	CRMI	Assessment
	8	Transportation of Dangerous Goods	24	2.4.2	Syllabus 4	Scandlearn Mali Air Luftverkehr Ges.m.b.H	DGI Self-study	Questionnaire
	9	Emergency and Safety Equipment Training	12	2.2.6.5	Syllabus 11 App.B Form 6	Scandlearn Mali Air Luftverkehr Ges.m.b.H	GI Self-study	Questionnaire
	10	Cold Weather Operation	12	2.2.6.22	Syllabus 20	Mali Air Luftverkehr Ges.m.b.H	Self-study	Questionnaire
	11	All Weather Operation / Low Visibility Operation	12	2.2.6.7	Syllabus 20, 1.2.1	Mali Air Luftverkehr Ges.m.b.H	GI	No
	12	Language Proficiency (E)	3/6/uldt		LPE Form		LPE	Acc, CAA

	Step	Module	Validity	Reference	Syllabus Form	Facility	Instructor Examiner	Check
Simulator Training	13	Operator Proficiency Check (incl. LVO)	6	2.2.6.10	App.B Form 7 - 9	Aviation Academy Simulation	TRE	SIM Check
	14	Licence Proficiency Check (incl LVO)	12	2.2.6.11	App.B Form 7 - 9	Aviation Academy Simulation	TRE	SIM Check
	15	Qualification to Operate in Either Pilots Seat (if required)	12	2.2.6.13	Syllabus 14 Form 3	Mali Air Luftverkehr Ges.m.b.H 1.2.1	TRE	No
	16	Route and aerodrome competence	12	2.2.6.15	Form 5	Mali Air Luftverkehr Ges.m.b.H 1.2.1	TRI	No
Flight Training	17	On Type Training (ESET)	36	2.2.6.14.1	Syllabus 11 App.B Form 6	Mali Air Luftverkehr Ges.m.b.H	TC	No
	18	On Type Training (Tech)	24	2.2.6.14.2	CAME	Mali Air Luftverkehr Ges.m.b.H	Maint.	No
	19	Line Check	12	2.2.6.18	App.B Form 4	Mali Air Luftverkehr Ges.m.b.H	TC	Line Check

Table 2.4 “Flight Crew Recurrent Training and Checking Tracks”

Note 1: The Language Proficiency (E) revalidation is delegated to each Flight Crew Member individually. The Flight Crew Member shall have the opportunity to gain a Level 5 or 6 in English proficiency, should his English be sufficient for such a level. Otherwise a Mali Air Luftverkehr Ges.m.b.H Language Assessor, if available, shall revalidate the Language Proficiency of the candidate following the requirements determined by the CAA.

Note 2: The validity periods shall be counted from the end of the month when the check was taken. When the training or checks required above are undertaken within the last three months of the validity period, the new validity period shall be counted from the original expiry date.

2.2.4 Recent experience

In order to comply with FCL.060, a pilot of Mali Air Luftverkehr Ges.m.b.H shall not operate an aeroplane as part of the minimum certificated crew, either as pilot flying or pilot non-flying, unless he has carried out three take-offs and three landings in the previous 90 days as pilot flying in an aeroplane, or in a simulator, of the same class/type.

Extension:

The 90 day period prescribed above may be extended up to a maximum of 120 days by line flying (4 sectors) under the supervision of a Training Captain, Type Rating Instructor or Examiner.
For periods beyond 120 days, the recency requirement is satisfied when the pilot passes the Operator Proficiency Check.
Should a period of 120 days be exceeded, in which, additionally, the Operator Proficiency Check was due, the recency requirement is satisfied when the pilot passes the Operator Proficiency Check and does line flying (4 sectors) under the supervision of a Training Captain, Type Rating Instructor or Examiner.
Should a pilot does not meet the recency to conduct the combined Operator / Licence Proficiency Check, a renewal of the expired type-rating may be organised with the respective ATO to conduct the required training, followed by the combined LPC/OPC.

2.2.5 Other courses

2.2.5.1 Steep Approaches

Mali Air Luftverkehr Ges.m.b.H shall ensure that Steep Approaches are trained according to an approved syllabus, either in a steep approach certified simulator or in the respective steep approach certified aeroplane, according the Operations Manual Part B, Chapter 2 “Normal Operations” and the respective, approved aeroplane’s Aircraft Flight Manual supplement (for steep approach).

2.2.5.2 ATPL Course

An ATPL skill test can either be done on request by a co-pilot, having accumulated 1500 flight hours, in combination with a License Proficiency Check (LPC); or in case of an upgrading to commander in combination with the first proficiency check (same type) or skill test (new type) as Pilot in Command (PIC).

- Part-FCL.520.A describes all requirements in detail.
- The ATPL skill test shall be taken by a Type Rating Examiner (TRE), who shall be appointed by the National Civil Aviation Authority (NCAA)

2.2.5.3 Differences Training and Familiarisation Training

a) Differences Training

Mali Air Luftverkehr Ges.m.b.H ensures that a flight crew member completes a differences training on an appropriate training device or the aeroplane:

- when operating another variant of an aeroplane of the same type or another type of the same class currently operated; or
- when changing equipment and/or procedures on types or variants currently operated.

Differences training for another variant shall be subcontracted to a Approved Training Organisation (ATO), which provides such training according to the case concerned.
The Postholder Crew Training together with the Postholder Flight Operations shall evaluate the training required and the ATO, which must be proposed to the NCAA for approval in advance.
As soon as changing equipment and/or procedures on types or variants currently operated, which has not the nature of differences training, it shall be conducted by Mali Air Luftverkehr Ges.m.b.H.

b) Familiarisation Training

Mali Air Luftverkehr Ges.m.b.H ensures that a flight crew member completes familiarisation training, which requires the acquisition of additional knowledge:

- when operating another aeroplane of the same type or variant; or
- when changing equipment and/or procedures on types or variants currently operated.

Familiarisation training, which has not the nature of differences training, shall be conducted by Mali Air Luftverkehr Ges.m.b.H. The Postholder Crew Training is responsible to gather information, publish documentation and, where applicable, organise training.
For changes in procedures, the Postholder Flight Operations decides whether a classroom training is required or a publication, as described in the Operations Manual Part A, Chapter 2.2 „System of Promulgation of Additional Operational Instructions and Information“ is adequate.

2.2.5.4 Operation on more than one Type or Variant

Before flight crew members exercise the privileges of two licence endorsements, the following requirements must be fulfilled:

- A flight crew member does not operate more than two aeroplane types or variants for which a separate licence endorsement is required.
- Only aeroplanes within one licence endorsement are flown in any one flight duty period
- The recent experience requirements must be fulfilled (refer to the Operations Manual Part A, Chapter 5.2.7 “Recent Experience” and Operations Manual Part D, Chapter 2.1.6 “Recency”).
- The flight crew members must have completed two consecutive proficiency checks and must have 500 hours in the relevant crew position in commercial air transport operations with the same operator.
- In case of a pilot having experience with an operation and exercising the privileges of 2 licence endorsement, and then being promoted to command with the same operator on one of those types, the required minimum experience as commander is 6 month and 300 hours, and the pilot must have completed 2 consecutive operator proficiency checks before again being eligible to exercise 2 licence endorsement.
- A minimum of three months and 150 hours experience on aeroplanes within the first type rating must be achieved which must include at least 1 proficiency check before the flight crew member commences the training of another type or variant.
- After completion of the initial line check on the new type, 25 hours flying or 10 sectors must be achieved solely on aeroplanes of the new type rating.

The privileges of two licence endorsements requires flight crew members to perform recurrent training and checking including one Operator Proficiency Check (OPC), one Licence Proficiency Check (LPC) combined with the Operator Proficiency Check (OPC) and one Line Check per calendar year on each individual aeroplane type concerned.

When engaging the services of flight crew members who are working on a freelance or part-time basis, Mali Air Luftverkehr Ges.m.b.H shall verify that all applicable requirements of this Subpart and the relevant elements of Annex I (Part-FCL) to Regulation (EU) No 1178/2011, including the requirements on recent experience, are complied with, taking into account all services rendered by the flight crew member to other operator(s) to determine in particular:

- the total number of aircraft types or variants operated; and
- the applicable flight and duty time limitations and rest requirements.

Each crewmember has independently and without being asked to report all service times and flown types under other commercial operators.

2.2.6 Training Modules

2.2.6.1 Aeroplane Systems

All technical systems of the aeroplane, their limitations and normal, abnormal and emergency behaviour including consultation of the aeroplane's MEL need to be known.

Performance, mass & balance, limitations of the flight envelope and type specific requirements have to be known perfectly.

1) Standards of Performance

   The candidate shall be able to
   - use the acquired knowledge and skills of all technical systems and their operation in normal, abnormal and emergency cases
   - calculate performance and mass & balance data and interpret the results for plausibility

2) Training

   Conversion Course:

   Theoretical instruction covering all systems, mass & balance, performance and other requirements according to the approved syllabus of the ATO.

   Time-allotment: according to the approved syllabus

   Practical training is conducted on computer based equipment, fix base trainer and in the simulator according to the approved syllabus of the ATO.

   Time-allotment: according to the approved syllabus

   a) Recurrent Training and Checking:

      An annual ground recurrent course, including checks for aeroplane systems, limitations, performance, mass & balance is conducted.

      Time-allotment: 7 lessons (1 lesson = 45 minutes)

   b) Nomination to Commander Course:

      As in a) above, however, if the Nomination to Commander takes place on the same type flown as before as co-pilot, the trainee shall answer the test for the technical part, performance and mass & balance.

      Theoretical instruction means:

      - Classroom instructions;
      - Self-study with guidance material from the manufacturer
      - Use of movies, Power Point Presentations or CBT
      - Use of a mock-up system

As training documentation, the OM-B (AFM), and technical descriptions of the systems shall be used. For the calculation of the load sheet and mass & balance, the original forms and books / Mali Air Luftverkehr Ges.m.b.H shall be used.

Practical training / exercise means:

- Hands-on training in a simulator or other suitable training device
- Fill out load sheets and do performance calculations, discuss plausibility of results

2.2.6.2 Operational Procedures

Mali Air Luftverkehr Ges.m.b.H uses, to a great extent, the checklists and standard operating procedures (SOP) as developed by the respective manufacturer. Since most ATOs apply the same philosophy, the basic operational procedures represent the Mali Air Luftverkehr Ges.m.b.H environment. However, there might be some differences in lay-out or application, the trainee has to be made aware of.

The knowledge of the reasons and effects of de- and anti-icing on ground play a vital part in safe flying. Every pilot shall be able to analyse the situation and take appropriate actions in cold or adverse weather operation.

Standards of Performance

The candidate shall be able to

- have knowledge and skills of applying SOPs and checklists correctly and timely;
- have knowledge and skills of reacting correctly in cold or adverse weather situations;
- be prepared to transform this knowledge to aeroplane training and line flying.

1) Training

a) Conversion Course:

Theoretical instruction covering company-, type- and route specific items as applied in Mali Air Luftverkehr Ges.m.b.H daily operation.

Practical training during the simulator exercises, the skill test and during the line introduction.

b) Recurrent Training and Checking:

Theoretical instruction through self-briefing with teaching and information material.
Practical training during simulator exercises and the line check.

c) Nomination to Commander Course:

Theoretical instruction and checking as in a) above.
Practical training during simulator exercises, familiarisation flights and the line check.

Theoretical instruction means:

- Classroom instructions;
- Bulletins and information material for self-study
- As training documentation, the OM-A, chapter 8.2.4 “De-icing and Antiicing on the Ground” and AEA anti- / de-icing bulletin shall be used.

2.2.6.3 Pilot Incapacitation

Incapacitation of a crew member is defined as any condition which affects the health of a crew member during the performance of duties, associated with the duty / position assigned to him, which renders him incapable of performing the assigned duty.

The flight and cabin crew is to be trained to recognise and handle pilot's incapacitation.

1) Standards of Performance

The candidate shall be able to

- recognise gradual, sudden or complete incapacitation;
- know and to take appropriate actions, if pilots incapacitation is recognised;
- maintain control of the aeroplane in single pilot operation at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt.

2) Training

a) Conversion Course:

Theoretical instruction in the different forms of incapacitation and the correct reaction of the other crew member(s). Medical as well as type specific items shall be discussed.

Practical training / exercise in a simulator or in the actual aeroplane.

b) Recurrent Training and Checking:

Theoretical instruction: Every year, pilot's incapacitation shall be discussed during the ESET course thoroughly, including cockpit-cabin communication.

Practical training: Every 3 years, an exercise in a simulator or in the aeroplane shall cover securing a pilot and supplying him with oxygen in his seat.

c) Nomination to Commander Course:

Theoretical and practical instruction as in b) above.

Theoretical instruction means:

- Classroom instructions during ground course;
- Discussions during familiarisation flights

As training documentation, the OM A, chapters 6, "Crew Health Precautions" and 8.3.14, "Incapacitation of Crew Members" shall be used.

Practical instruction means:

- Exercise in a simulator or aeroplane (on ground)

2.2.6.4 Crew Resource Management

Besides the skills needed for operating the aeroplane safely and supervising the flight progress, flight crews need to know the interaction between crew members, passengers and any other people involved in the operation. CRM gives an insight of psychological interference between humans and how this can influence the daily operation. The aim of CRM training is to learn how to positively use such knowledge to influence daily operation with the aim of preventing incidents and accidents. Communication and management skill of the flight crew members shall be enhanced through CRM.

1) Standards of Performance

The candidate shall be able to

- use knowledge and skills in human behaviour and -aspects in general
- incorporate CRM skills in daily operation
- discover potentially dangerous situations in the team and solve them
- apply clear and unambiguous communication within the team and the company

2) Training

a) Conversion Course:

If a candidate has not previously performed an approved initial CRM course and holds the required certificate, the candidate shall participate in an Introductory (initial) CRM course, according to Appendix A, Syllabus 06.

Additionally, the candidate has to attend the Operator's CRM Training, according to Appendix A, Syllabus 09 and/or Aeroplane Type Specific CRM Training, according to Appendix A, Syllabus 10.

During the Company Introduction and Familiarisation, the Mali Air Luftverkehr Ges.m.b.H instructors shall point out Mali Air Luftverkehr Ges.m.b.H safety culture, philosophy, communication and feedback policy.
Practical training (LOFT) is accomplished in the simulator and during line introduction.

Time-allotment:	- Initial CRM course:	2-day course
	- Operator's CRM course:	2 lessons (1 lesson = 45 minutes)
	- Aeroplane type-specific CRM:	2 lessons (1 lesson = 45 minutes)

b) Recurrent Training:

Theoretical instruction covering all CRM items shall be instructed/trained/facilitated over a period of three years.

The corresponding Syllabus 07 may be found in Appendix A. It lists all CRM topics, which shall be covered in a 3-year cycle, structured in 3 different courses.

Time-allotment: - 7 lessons per year (1 lesson = 45 minutes)

c) Nomination to Commander Course:

Theoretical instruction covering the additional aspects of CRM, a commander shall know and a repetition of basic CRM. The individual items may be found in the corresponding Syllabus 08 in Appendix A.

Time-allotment: - 7 lessons (1 lesson = 45 minutes)

Theoretical instruction means:

- Classroom instructions;
- Use of movies, Power Point Presentations or CBT
- As training documentation, case-based studies shall form the realistic background. Studies in the field of aviation or other industries shall be brought to the attention of the trainees in a clear and understandable manner.

Practical training / exercise means:

- Role play with scenarios taken from the aviation community
- Case-based team discussions with presentation of the findings

2.2.6.5 Emergency and Safety Equipment Training (ESET)

In case of accidents or severe incidents all crew members have to be able to analyse the situation quickly and assess the best actions to be taken. They know by heart what to do and where the emergency equipment is located. There is usually no time to look it up in a manual.

ESET involves fire and smoke fighting, preparations to be made in case of an emergency landing, the faultless operation of all types of exits and the associated procedures to deplane the passengers in the most expeditious way. The preparation of survival equipment as well as crowd control and leadership are vital for a safe evacuation.

Fire and smoke fighting and suppression techniques have to be known thoroughly to grant a successful approach to save life and equipment.

Good communication, preparation and teamwork are essential in any case of emergency. Knowing the task of fellow crewmembers helps organise and optimise one's task.

Emergency and safety equipment training may be combined with emergency and safety equipment checking and should be conducted in an aircraft or a suitable alternative training device.

1) Standards of Performance

The candidate shall

- have thorough knowledge and skills of the location and use of all emergency equipment on board
- be proficient in door operation in normal and emergency cases, also during night operation, in a smoke filled environment and/or under stress;
- take over responsibility towards the passengers and crewmembers in case of an emergency;
- know the importance of a good communication between cockpit and cabin;
- know the specific survival options in the regions flown;
- perform the emergency equipment check faultlessly.

2) Training

a) Conversion Course:

Theoretical instruction covering all aeroplane-type related ESET topics according to Appendix A, Syllabus 11.

Time-allotment: 7 lessons (1 lesson = 45 minutes)

b) Recurrent Training and Checking (annual):

Annual emergency and safety equipment training and checking should cover all requirements for each type.

Theoretical instruction covering the related topics annually according to Appendix A, Syllabus 11.

Time-allotment: 4 lessons (1 lesson = 45 minutes)

c) Nomination to Commander Course:

Theoretical instruction on all relevant aeroplane systems (doors, oxygen, fire protection and fighting, survival equipment etc.) and the operation / limitation thereof. The duties of each crew member in case of an emergency have to be known in detail. Knowledge of search and rescue provisions (Jeppesen chapter “Emergency”) as well as occurrences reporting as described in the OM-A, chapter 11, “Handling of Accidents and Incidents”

d) Difference Training:

Theoretical instruction means:

- Classroom instruction;
- Self-study with guidance material of the manufacturer(s);
- Use of movies, Power Point Presentations, CBT;
- Discussions of recent accidents with the help of detailed accident reports

As training documentation the OM-A, chapter 11, “Handling of Accidents and Incidents” “shall primarily be used

2.2.6.6 First Aid & Aero Medical Topics

Medical emergencies or injuries / illnesses need to be treated immediately and professionally.

Depending on the scope of operation, there is a wide variety of first aid equipment on board. It is imperative that the crew know the location and use of such equipment and are trained accordingly.

Some medical problems are more prominent in aeroplanes, like

- Hypoxia (low level of oxygen)
- Hyperventilation
- Contamination of the skin/eyes by aviation fuel or hydraulic or other fluids
- Hygiene and food poisoning
- Malaria

Also the dry air, high cabin altitude, fear of flying or claustrophobia effect may cause medical or psychological problems, which have to be treated by the crew.

1) Standards of Performance

   The candidate shall

   - have knowledge and understanding of anatomy- and physiology basics with the emphasis on physiology of the flight;
   - have knowledge and skills in first aid methods, practices and techniques;
   - have knowledge of the use of the medical equipment carried on board;
   - immediately assist or treat someone injured or suddenly taken ill (with emphasis on resuscitation techniques) before professional care can be provided;
   - be proficient to use all first aid kits on board and first aid oxygen systems.

2) Training

   The first aid training is conducted every year. All types of first aid equipment on board shall be handled and the content as well as its proper use be shown. Training shall be given by a medically competent instructor and is integrated as follows:

   a) Conversion Training:

   When the flight crew member has not previously completed an operator's conversion course, he/she should undergo general first aid training.

   Theoretical instruction covering all aero-medical topics with regard to the type of operation and its associated medical challenges. Food poisoning as well as eating rules on board and before a flight should be addressed. It is imperative that the crew know the location and use of such equipment and are trained accordingly Instruction shall cover possible medical problems arising while in flight (from bruises over heart attacks to birth and death) as well as the psychological background in case of fear of flying, claustrophobia, stress symptoms etc.

   Practical training with a defibrillator (if on board), anatomical dummies (re-animation) or other medical devices.

b) Recurrent Training:

Theoretical instruction covering all topics as well as aeroplane- and route specific items, new developments in the fields of vaccination or increased danger of a disease etc. It is imperative that the crew know the location and use of such equipment and are trained accordingly.

Medical treatment and hygiene after an evacuation or continuous maintenance of good medical fitness during a possible survival trek (according to the aeroplane's operation spectrum) shall be addressed as well.

Theoretical instruction means:

- Classroom instructions (Scandlearn);
- Self-study with guidance material of medical institutes or –companies;
- Use of movies or Power Point Presentations;
- As training documentation, the CSPM, OM-A chapter 6, "Crew Health Precautions" and emergency first aid kits similar to the ones carried on board shall be used.

Practical training / exercise means:

- Hands-on training in using defibrillator (if carried on board)
- Hands-on training with dummies for reanimation techniques (Cardio Pulmonary Resuscitation, CPR)
- Interpretation of guidance material and user manuals of pharmaceutics

3) References to syllabi and forms may be found in tables: 2.6, 2.9

2.2.6.7 All Weather / Low Visibility Operation (LVO)

Low visibility operation (take-off below 400m down to 150m RVR and approaches to CAT I minima) is a demanding task and needs a careful theoretical instruction and practical exercises in the simulator.

Mali Air Luftverkehr Ges.m.b.H pilots are qualified for LVTO (150m) and CAT I approaches. Since aerodromes implement “low visibility procedures” in RVR below 400m, also CAT I pilots need the theoretical and practical knowledge of low visibility operations on ground.

The knowledge of the weather phenomena leading to fog, snow or heavy rain as well as their impact to the visibility form the basic understanding. The technical systems and operational practices regarding to the aeroplane and company SOPs have to be known in depth. Any failure of aerodrome ground installation, communication or aeroplane systems requires immediate action. Downgrading possibilities offer the pilot a framework for decisions and actions to be taken.

Note 1: In order to start training under this syllabus, the trainee must at least:

- Hold a valid commercial, instrument rating license (CPL / IR)
- Hold a valid medical certificate class 1 or 2
- Have completed a multi crew concept (MCC) course
- Have a valid type rating on the respective aircraft type or at least the normal and abnormal training and checking completed

Note 2: Only an authorized flight training organisation may conduct initial training.

1) Standards of Performance

The candidate shall

- have thorough knowledge and skills of flight procedures and minima;
- know the requirements regarding to ground and aeroplane installation;
- know the reasons for downgrading and take actions accordingly;
- be able to explain the lay-out of ground markings and colour coding of approach, runway and taxi lights;
- show prompt decisions to be taken in case of any malfunctions during any phase of flight;
- give accurate approach and take-off briefings for low visibility operation

Especially for Low Visibility Operation (CAT I Approaches & LVTO) the candidate shall have knowledge of

- the qualification requirements for pilots to obtain and retain approval to conduct LVOs;
- the precautions to be followed with regard to surface movement during operations when the RVR is 400 m or less;
- the Characteristics and limitations of the ILS;
- the Characteristics of the visual aids;
- the characteristics of fog;
- the effects of precipitation, ice accretion, low level wind shear and turbulence;
- the effect of specific aeroplane/system malfunctions;
- the use and limitations of RVR assessment systems;
- the principles of obstacle clearance requirements;

- the recognition of an action to be taken in the event of failure of ground equipment;
- the significance of decision heights based upon radio altimeters and the effect of terrain profile in the approach area on radio altimeter readings and on the automatic approach system;
- the importance and significance of alert height, if applicable, and the action in the event of any failure above and below the alert height;
- the monitoring of automatic flight control systems;
- the incapacitation procedure at low visibility T/O.

And the candidate shall be able to

- handle operating limitations resulting from airworthiness certification;
- check satisfactory functioning of equipment (on ground and in flight);
- handle the effect of minima caused by changes in the status of ground installations;
- put actions to be taken in the event of failures (Engine, Electrical System, Hydraulics, Flight control System);
- handle the effect of unserviceabilities and use of MEL;
- to guide the visual cues required at DH together with information on maximum deviation allowed from glide path or localizer;
- put actions in the event of any failure above and below the alert height
- to monitore the automatic flight control systems
- handle incapacitation procedure at low visibility T/O

2) Training

a) Conversion Course:

Candidates with AWO experience with Mali Air Luftverkehr Ges.m.b.H may undertake an abbreviated ground, simulator and/or flight training course.

Candidates with previous AWO experience with another Operator may undertake an abbreviated ground training course.
Candidates without AWO experience may undertake a complete ground, simulator and/or flight training course.

Time-allotment: - according Appendix A, Syllabus 21

b) Recurrent Training and Checking:

The regular training and checking is conducted every twelve months.

Theoretical brush-up of the basics of all-weather operation shall be conducted during the simulator briefing. In case of new or modified aeroplane systems or operational changes, a NTS (Notice to Staff) shall be distributed.
Practical exercises in a FSTD, preferably combined with an OPC or LPC, shall be conducted. Low visibility take-offs and approaches shall be performed.

Time-allotment: sufficient time shall be reserved during the briefing, the simulator session and the debriefing.

c) Nomination to Commander Course:

Theoretical instruction / refresher of basic all weather operation in general and regarding to aeroplane specifications. Thorough knowledge of the legal background and the operational requirements (crew, aeroplane, aerodrome). Decision taking in case of system malfunctioning or weather deterioration. Accurate paperwork.

Practical instruction and checking in a simulator performing the required take-offs and landings in low visibility and including management skill in handling failures.

Time-allotment: sufficient time shall be reserved during the briefing, the simulator session and the debriefing.

Theoretical instruction means:

- Classroom instruction
- Self-study with appropriate guidance material
- Training documentation, OM-A chapter 8.4, OM-B (AFM) shall be used.

Practical training / exercise means:

- Hands-on training in FSTD

2.2.6.8 Performance Based Navigation

Performance-based navigation (PBN) represents a shift from sensor-based to performance-based navigation. PBN specifies that aircraft RNP and RNAV systems performance requirements be defined in terms of accuracy, integrity, availability, continuity and functionality required for the proposed operations in the context of a particular airspace, when supported by the appropriate navigation infrastructure.

The flight crews shall be able to handle the FMS for RNAV operations and know when RNAV operations are permitted. They know the specific normal procedures related to RNAV according to the OM-A and OM-B , and know the contingency procedures and phraseology in case of RNAV system malfunction.

1) Standards of Performance

   The candidate shall be able to

   - operate in the PRNAV environment according to regulations, including pre-flight duties, in-flight FMS programming, ATC phraseology and contingency procedures.

2) Training

   a) Conversion Course:

      The PBN subject shall initially be studied in a self-briefing session and finalised with a multiple choice questionnaire.

   b) Recurrent training

      The recurrent training is organised via the regular recurrent syllabus during the Ground Refresher Training (GRT), briefing, the simulator session and the debriefing.

Theoretical instruction means:

- Self-study with guidance material from Mali Air Luftverkehr Ges.m.b.H;
- Studying of the OM-A, chapter 8.3.2.c. “Area Navigation (RNAV)” and the respective OM-B of the aeroplane type.

2.2.6.9 Reduced Vertical Separation Minimum (RVSM), Minimum Navigation Performance Specification (MNPS)

The goal of RVSM is to reduce the vertical separation above FL290 from the current 2000-ft minimum to 1000-ft minimum. This will allow aircraft to safely fly more optimum profiles, gain fuel savings and increase airspace capacity.

The MNPS are used in specific areas; e.g. North Atlantic (NAT). In order to operate in the RVSM MNPS environment, the flight crew is required to have knowledge in this subject, such as:

- History
- Lateral and vertical limits
- Benefits of RVSM / MNPS
- Equipment requirements
- Review of procedures
- Flight planning and operation
- Contingency procedures

1) Standards of Performance

The candidate shall be able to

- understand RVSM / MNPS airspace operations;
- understand requirements, limitations, and operating procedures for safely and accurately operating within RVSM-MNPS airspace.

2) Training

a) Conversion Course:

Theoretical instruction covering the subjects as listed above.

b) Recurrent training

Is organised every 36 months.

Theoretical instruction means:

- Classroom instruction;
- Studying of the Operations Manual A, Chapter 8.3.2.5 “Reduced Vertical Separation Minimum”
- Use of movies, Power Point Presentations, CBT

Practical training / exercise means:

- MNPS and Route Introduction (see OM-D, Chapter 2.2.6.15)

2.2.6.10 Simulator Training

Aeroplane training enables the trainee to implement the topics learned in the ground training into flying scenarios. Simulator training usually represents all tasks (e. g. cockpit preparation, briefings, checklist works and SOPs) applied as in line flight.

System failures, fire and smoke can be demonstrated under realistic conditions and the reaction of the trainees be watched accordingly. The unique feature of simulators being able to review portions of the exercise shall be utilised to explain system- and trainee reaction to a problem and thus creating an immediate learning effect.

Simulator training is extremely helpful in exercising IFR drills, LVTO and LVO approaches with and without system failures and in demanding weather conditions. Reaction to TCAS and GPWS alerts can also be trained realistically.

1) Standards of Performance

The candidate shall

- have a thorough knowledge and skills of flying within the defined envelope, with smooth flight control inputs and with a good overview of the flight progress;
- give knowledge and skills of abnormal and emergency procedures and the successful application of checklists in case of system failures;
- show intuitive reaction to failures not covered by checklists and requiring immediate action or decision without developing too much stress;
- have skill of situation based communication with the cabin crew member and passengers as well as ATC and company;
- understand all IFR related procedures and limitations.

2) Training

a) Conversion Course:

Theoretical instruction with a thorough briefing before the session and a detailed debriefing after the session with an accurate assessment of the performance of the trainee. The aspect of multi-crew-cooperation and crew resource management should also be addressed to both, the commander and the co-pilot.

Practical training shall be done in a full flight simulator for the benefit of a realistic flying scenario in normal, abnormal and emergency situations and LOVT exercises.

Time-allotment: - according to the approved syllabus of the ATO

b) Recurrent Training and Checking:

The training is conducted every twelve months and is integrated as follows:

All aeroplane systems shall be reviewed over a period not exceeding three years. The instructor shall include the topics in his briefing before the simulator exercise. Practical instruction dealing with the relevant system failures will be accomplished in a simulator.

Time-allotment: - according to the approved Mali Air Luftverkehr Ges.m.b.H syllabus

c) Nomination to Commander Course:

Every simulator exercise shall be performed with a standard crew and as far as practicable consisting of LOFT exercises. Adequate time shall be given to the up-grader for analysing a situation and taking steps to organise the work required as if this was a real flight.

The final exercise shall be of a LOFT type flight with multiple failures increasing the stress level of the trainee to a point where the successful termination of the flight requires not only technical and operational knowledge, but also a judgement with common sense about the proper actions to be taken.

Time-allotment: - according to the approved Mali Air Luftverkehr Ges.m.b.H syllabus

Theoretical instruction means:

- Classroom instructions;
- Self-study with guidance material of the manufacturer;
- Use of movies, Power Point Presentations, CBT.
- As training documentation, the OM-B, AFM, QRH, etc. shall be used.

Practical training / exercise means:

- Hands-on training in the simulator

2.2.6.11 Low Visibility Operation (LVO)

Low visibility operation (take-off below 400m down to 150m RVR and approaches to CAT I minima) is a demanding task and needs a careful theoretical instruction and practical exercises in the simulator.

Mali Air Luftverkehr Ges.m.b.H pilots are qualified for LVTO (150m) and CAT I approaches. Since aerodromes implement “low visibility procedures” in RVR below 400m, also CAT I pilots need the theoretical and practical knowledge of low visibility operations on ground.

The technical systems and operational practices regarding to the aeroplane and company SOPs have to be known in depth. Any failure of aerodrome ground installation, communication or aeroplane systems requires immediate action. Downgrading possibilities offer the pilot a framework for decisions and actions to be taken.

In order to start training under this syllabus, the trainee must at least:

- Hold a valid commercial, instrument rating license (CPL / IR)
- Hold a valid medical certificate class 1 or 2
- Have completed a multi crew concept (MCC) course
- Have a valid type rating on the respective aircraft type or at least the normal and abnormal training and checking completed

Prerequisites:

- The training and checking shall be conducted in an FSTD.

1) Standards of Performance

The candidate shall have knowledge of

- the qualification requirements for pilots to obtain and retain approval to conduct LVOs;
- the precautions to be followed with regard to surface movement during operations when the RVR is 400 m or less;
- the Characteristics and limitations of the ILS;
- the Characteristics of the visual aids;
- the characteristics of fog;
- the effects of precipitation, ice accretion, low level wind shear and turbulence;
- the effect of specific aeroplane/system malfunctions;
- the use and limitations of RVR assessment systems;
- the principles of obstacle clearance requirements;
- the recognition of an action to be taken in the event of failure of ground equipment;
- the significance of decision heights based upon radio altimeters and the effect of terrain profile in the approach area on radio altimeter readings and on the automatic approach system;
- the importance and significance of alert height, if applicable, and the action in the event of any failure above and below the alert height;
- the monitoring of automatic flight control systems;
- the incapacitation procedure at low visibility T/O.

The candidate shall be able to

- handle operating limitations resulting from airworthiness certification;
- check satisfactory functioning of equipment (on ground and in flight);
- handle the effect of minima caused by changes in the status of ground installations;
- put actions to be taken in the event of failures (Engine, Electrical System, Hydraulics, Flight control System);
- handle the effect of unserviceabilities and use of MEL;
- to guide the visual cues required at DH together with information on maximum deviation allowed from glide path or localizer;
- put actions in the event of any failure above and below the alert height
- to monitore the automatic flight control systems
- handle incapacitation procedure at low visibility T/O

2) Checking

Checking the theoretical knowledge by multiple choice test and Practical checking in a FSTD.

3) Training

a) Conversion Course:

Candidates with AWO experience with Mali Air Luftverkehr Ges.m.b.H may undertake an abbreviated ground, simulator and/or flight training course.

Candidates with previous AWO experience with another Operator may undertake an abbreviated ground training course.
Candidates without AWO experience may undertake a complete ground, simulator and/or flight training course.

These trainings are contracted to an ATO, according to OM-D, chapter 1.2.1

Time-allotment: - according to the approved syllabus of the ATO

b) Recurrent Training and Checking:

The regular training and checking is conducted every twelve months.

Theoretical brush-up of the basics of all-weather operation shall be conducted during the simulator briefing. In case of new or modified aeroplane systems or operational changes, a NTS (Notice to Staff) shall be distributed.
Practical exercises in a simulator, preferably combined with an OPC or LPC, shall be conducted. Low visibility take-offs and approaches shall be performed.

Time-allotment: sufficient time shall be reserved during the briefing, the simulator session and the debriefing.

c) Nomination to Commander Course:

Theoretical instruction / refresher of basic all weather operation in general and regarding to aeroplane specifications. Thorough knowledge of the legal background and the operational requirements (crew, aeroplane, aerodrome). Decision taking in case of system malfunctioning or weather deterioration. Accurate paperwork.

Practical instruction and checking in a simulator performing the required take-offs and landings in low visibility and including management skill in handling failures.

Time-allotment: sufficient time shall be reserved during the briefing, the simulator session and the debriefing.

Theoretical instruction means:

- Classroom instruction
- Self-study with appropriate guidance material
- Training documentation, OM-A chapter 8.4, OM-B (AFM) shall be used.

Practical training / exercise means:

- Exercise in a FSTD
- Hands-on training in a full-flight simulator

2.2.6.12 Operator Proficiency Check OPC

With a successfully passed OPC, the pilot shows his ability to perform his duties according to Mali Air Luftverkehr Ges.m.b.H philosophy, procedures and standards.

The validity periods shall be counted from the end of the month when the check was taken. When the training or checks required above are undertaken within the last three months of the validity period, the new validity period shall be counted from the original expiry date.

Prerequisites:

- The OPC shall be conducted by a TRE.
- If the check is to be conducted in an aeroplane, the TRE may be part of the active flight crew
- The check has to be conducted without external references when the flight crew member is required to operate under IFR.
- Engine failures in an aeroplane shall be simulated.

4) Standards of Performance

The candidate shall

- have knowledge and skills of his ability to handle the aeroplane safely under normal, abnormal and emergency situations;
- quickly assess a situation and re-plan adequately;
- show good decision making skills;
- perform accurate checklist work;
- execute orders efficiently;
- perform as a team member and include the whole crew in the process;
- show good situational and navigational awareness.

5) Checking

Practical checking in a simulator or in an aeroplane.

It shall include a normal crew composition and shall include a LOFT exercise as far as practicable and is integrated as follows:

a) Conversion Course:

The OPC shall include the basic requirements as listed in b) below and shall focus on the application of Mali Air Luftverkehr Ges.m.b.H flight and operational procedures.

The proficiency check shall be undertaken before commencing commercial air transport operations.

Time allotment per crew: - Briefing: 2 hours
- Simulator: 4 hours
- Debriefing: 1 hour

The OPC may be combined with the Skill Test or the LPC.

The validity periods shall be counted from the end of the month when the check was taken. When the training or checks required above are undertaken within the last three months of the validity period, the new validity period shall be counted from the original expiry date.

b) Recurrent Checking:

Basic OPS requirements for an OPC are

- Rejected take-off (LVTO if appllicable)
- Take-off with an engine failure between V1 and V2 (LVTO if applicable)
- Precision instrument approach to minima with one engine inoperative (may be LVO)
- Non-precision approach to minima
- Missed approach on instruments from minima with one engine inoperative (may be LVO)
- Landing with one engine inoperative

Time allotment per crew: - Briefing: 1 hour
- Simulator: 4 hours
- Debriefing: 1 hour

The OPC may be combined with the LPC.

6) The forms according Appendix B 7 to 3 (3 year cycle) shall be used

7) Procedures may be found in Chapter 3.1.1.8 “OPC (C340, C501, C525)

2.2.6.13 License Proficiency Check LPC

The term Licence Proficiency Check (LPC) is defined in OPS 1 and means the same as the term “Proficiency Check Type Rating Multi Pilot Aeroplane (TR MPA)” defined in FCL 1.

The only difference is the integration of operational aspects defined by the operator when performing an LPC. This further means that an examiner taking an LPC should be familiar with Mali Air Luftverkehr Ges.m.b.H philosophy, policies and procedures.

Prerequisites

- The check has to be conducted without external references when the flight crew member is required to operate under IFR.
- The LPC shall be conducted in a simulator
- A LPC has to be conducted by a TRE
- The corresponding Form acc. Appendix B 7-9 shall be used and submitted
- A maximum of two consecutive LPC’s shall be done by the same TRE

1) Standards of Performance

The candidate shall

- have knowledge and skills of his ability to handle the aeroplane safely under normal, abnormal and emergency situations;
- quickly assess a situation and re-plan adequately;
- show good decision making skills in case of a system failure;
- perform accurate checklist work;
- execute orders efficiently;
- perform as a team member and include the whole crew in the process;
- show good situational and navigational awareness.

2) Checking

a) Conversion Course:

See JAR FCL 1.245; and for the content of the check Appendices 1 and 2 of JAR FCL 1.240.

Time allotment per crew: - Briefing: 2 hours
- Simulator: 4 hours
- Debriefing: 1 hour

The LPC may be combined with the OPC.

b) Recurrent Checking:

See JAR FCL 1.245 and for the content of the check Appendices 1 and 2 of JAR FCL 1.240.

Time allotment per crew: - Briefing: 1 hour
- Simulator: 4 hours
- Debriefing: 1 hour

The LPC may be combined with the OPC.

c) Nomination to Commander Course:

Requirements as in b) but with a view towards decision making, leadership and problem solving, not pure flying skills are the main topics. The LPC is required to be conducted in the left hand seat. A successful LPC leads to the “PIC” entry in the license.

3) The Form acc. Appendix B 7-9 shall be used.

4) Procedures may be found in Chapter 3.1.1.7 “Type-Rating Revalidation”

2.2.6.14 Skill Test Type Rating

After having successfully completed the theoretical and simulator instruction in a type conversion the trainee shall demonstrate his ability to operate the aeroplane under normal, abnormal and emergency conditions. This shall be demonstrated in a simulator and conducted by a TRE (not having conducted the last two sessions preceding the check).

The exercise shall be flown with a normal crew composition and as far as practicable under LOFT conditions. The trainee shall also demonstrate his CRM skills.

A skill test on any aeroplane type is performed only once after the initial type rating training. Any subsequent checks, either for revalidation (type rating valid), renewal (type rating expired) or upgrading from co-pilot to commander on the same type of aeroplane are named proficiency checks (OPC or LPC).

1) Standards of Performance

   The candidate shall be able to

   - have knowledge and skills of his ability to handle the aeroplane safely under normal, abnormal and emergency situations;
   - quick assessment of a situation and adequate re-planning;
   - show good decision making skills in case of a system failure;
   - perform accurate checklist work;
   - execute orders efficiently;
   - perform as a team member and include the whole crew in the process;
   - show good situational and navigational awareness.

2) Checking

   a) Conversion Course:

   See FCL.625 and FCL.740 Appendix 9 for the lay-out and for the content of the check.
   Time allotment per crew: - Briefing: 2 hours
   - Simulator: 4 hours
   - Debriefing: 1 hour

   The Skill Test may be combined with the OPC.

   b) Nomination to Command Course:

   If the co-pilot is being up-graded on a new type of aeroplane, the successfully passed skill test indicates that he has completed the simulator training, his upgrading and therefore gets his “PIC” and type entry in the license.
   Time allotment per crew: - Briefing: 2 hours
   - Simulator: 4 hours
   - Debriefing: 1 hour

   The Skill Test may be combined with the OPC.

3) The Form acc. Appendix B 7-9 shall be used

2.2.6.15 Qualification to Operate in Either Pilot's Seat

Commanders, whose duties also require them to operate the aeroplane from the right-hand seat safely (e. g. for all Training Captains, TRI, TRE) shall complete additional training and checking which is usually being done during an OPC or LPC in a simulator.

If a one-engine out manoeuvre is being carried out in an aeroplane, the engine failure has to be simulated.

If the difference between the left and right-hand seat is not significant (lay-out similar, identical instrumentation, all system controls within reach, use of autopilot, etc.) all other practice regarding normal and abnormal flight operation can be conducted in either seat.

For initial training, the Postholder Crew Training shall assess the candidate's previous experience and set up a training programme.

When operating in the right-hand seat, the checks required for operating in the left hand seat must be valid and current.

1) Standards of Performance

   The candidate shall

   - have knowledge and skills of operating the aeroplane from the right hand seat within the prescribed tolerances.
   - have knowledge and skills of perfectly handling abnormal and emergency situations from the right hand seat

2) Training

   Training in a simulator is conducted every six months with a corresponding briefing and debriefing as follows:

   Theoretical instruction covering the CRM items of an unusual crew combination. It should include the manipulations, responsibilities and task delegation. If there is a different lay-out of the right-hand instrumentation or different procedures apply, these items shall be covered as well.

   Practical training and checking in a simulator covering all requirements for a right hand seat qualification which includes at least the following items:

   - An engine failure during take-off
   - A one-engine inoperative approach and go-around
   - A one engine inoperative landing

2.2.6.16 On-Type Training

2.2.6.16.1 On-Type Training (ESET)

On type training enables the trainee to adapt himself to the emergency equipment and procedures applied in the specific type of aeroplane. The general ESET knowledge will be focused on the daily operation and the area of operation.
The cockpit preparation as well as the safety and security check can be trained in no hurry to give the trainee confidence in performing according to Mali Air Luftverkehr Ges.m.b.H standards.

All available emergency, first aid and survival equipment will be explained for their location and use. The emergency equipment checking during cockpit and cabin preparation shall be trained to a satisfactory level.

The operation of all entry, service and access doors as well as emergency exits shall be explained and hands-on training done where practicable.

Note:

Company Conversion Course: This training has to be performed before starting the “Line Flying under Supervision” on the respective aeroplane type.

1) Standards of Performance

   The candidate shall

   - have the knowledge and the skills of emergency equipment location, handling and procedures;
   - operate all doors and exits safely, precisely and timely;
   - be ready to act instantly and correctly in case of an incident or accident.

2) Training

   a) Conversion Course:

      Theoretical instruction covering emergency equipment and procedures according to the OM-B. Practical training in the actual aeroplane by applying checklists, locating emergency equipment and operating doors and exits. Security and safety check of the aeroplane have to be exercised according to Appendix A, Syllabus 12.

   b) Recurrent Training

      Every year: Next to the classroom training according to Syllabus 11, each crew member shall complete Form 6 (Emergency Safety Equipment) for each aeroplane type actually operating according to his/her flight crew licence

      Every 36 months: Practical training covering the related topics every 36 months according to Appendix A, Syllabus 12.

   c) Nomination to Commander Course:

Theoretical instruction covering all emergency equipment on board and relevant procedures as mentioned in detail in the OM-B. Leadership aspects regarding to possible emergency situation on the aeroplane actually flown.
Practical training in the aeroplane by applying checklists, locating and – as far as practicable – operating emergency equipment and doors and exits. Safety and security checklists and procedures shall be done using the respective checklists / guidelines

2.2.6.16.2 On Type Training (Tech)

The aeroplane exterior inspection ("walk-around") makes the candidate familiar with all important points of the aeroplane which need to be inspected before a flight begins. Using the manufacturer's checklist, he will get familiar with all vital exterior parts to be inspected and assessed for condition.

If the aeroplane exterior inspection shall also include instructions on changing of oil, servicing the aeroplane or operating access panels reserved for mechanic's use, the instruction has to be given by a licensed technician (JAR part 66, B1 certified staff with respective type rating).

1) Standards of Performance

The candidate shall

- have the knowledge and the skills about limitations on tire wear etc;
- know the way around the aeroplane which leaves no point undetected;
- know the principle of assessing any damage and recording it;
- be competent in making acceptance of the aeroplane before a flight.

2) Training

a) Conversion Course:

Theoretical and practical training with an instructor covering all details of the aeroplane to be assessed. Examples of damages or non-standard items shall be taken to visualise the requirements. Proper aeroplane Tech Logbook entries and consultation of MEL shall be instructed.

Service points (water, sewage, oil) shall be opened for instruction as well as access doors normally not used (landing gear doors etc.)

b) Recurrent Training:

If the pilot is required to servicing the aeroplane abroad, he shall be given a refresher course every 2 years. A licensed technician (see above) has to give this instruction.

c) Nomination to Commander Course:

As in a) above.

Pre-flight Inspection shall be performed in accordance with the appropriate AFM/FCOM checklists used by flight crew members (Mali Air Luftverkehr Ges.m.b.H CAME 1. Pre-flight Inspections). The initial or recurrent training is valid for 24 months.

2.2.6.17 Route and Aerodrome Competence

Navigating in an area means adequate knowledge of RVSM, MNPS, RNP, broadcast procedures, weather and geographical phenomena. Aerodromes are classified in categories A, B or C (refer to OM-A, Chapter 8.1.4) and require appropriate briefing and/or preparation. Operation into war and crisis zones requires special attention.

1) Standards of Performance

The candidate shall

- have knowledge and skills about the requirements of the region of intended operation
- be proficient when operation into category B and C aerodromes
- know the company specific requirements or procedures to be applied
- be competent to safely operate the aeroplane in respect of routes and aerodromes.
- know the route specific procedures and limitations with respect to communication, navigation and surveillance in normal and abnormal operating conditions.

2) Training

a) Conversion Course:

Theoretical instruction covering:

- the area and route of intended operation and its requirements regarding to safe navigation and operation;
- The requirements of the aeroplane to operate legally and safely in this area and on this route;
- The categorisation of aerodromes and the prerequisites to be completed before operating into aerodromes of categories B or C;
- The operation into war and crisis zones;

Practical instruction as applicable:

- In-flight introduction to selected category B / C aerodromes or a specific route (minimum 2 sectors)
- Category C aerodromes require simulator training (where the aerodrome scenery must be approved) or training in the aeroplane at the respective aerodrome

b) Recurrent Training:

- The validity for Category B aerodromes is 12 months. For category C aerodromes, the validity depends on the individual aerodrome, therefore training shall be organised accordingly.
- Revalidation of a Category B aerodrome is achieved by completing Form 5 for the respective aerodrome.
- During line-checks the route and aerodrome competence may be assessed.

The 12-month period should be counted from the last day of the month:
(1) when the familiarisation training was undertaken; or

(2) of the latest operation on the route or area to be flown and of the aerodromes, facilities and procedures to be used.

When the operation is undertaken within the last 3 calendar months of that period, the new 12-month period should be counted from the original expiry date.

c) Nomination to Commander Course: As in a) above

Theoretical instruction means:

- Classroom instructions;
- Self-study with guidance material provided by Mali Air Luftverkehr Ges.m.b.H or Jeppesen;
- As training documentation, the OM-C, “Route and Aerodromes”, Jeppesen and even “Google earth” shall be used
- Practical training as in a) above

Practical instruction means:

It shall be completed in the simulator or in the aeroplane. The briefing shall incorporate the following points:

- Route general information: countries over flown, availability of adequate aerodromes, awareness of restrictions, FIR boundaries, weather phenomena
- Pre-flight planning, minimum equipment, survival equipment and procedures
- En-route awareness, OEI circles, re-planning possibilities, fuel management
- Communications: VHF, HF, air-to-air frequencies
- Navigation, position awareness, navigation cross-checks, fuel checks, chart plotting
- Surveillance: oceanic clearance request, position reporting, FL changes under HF, TCAS
- Abnormal operations: engine failure, decompression, weather avoidance
- Reporting

2.2.6.18 Flight Training after Skill Test

The flight training makes the trainee familiar with the real aeroplane and shows him the insignificant differences to the flight characteristics as trained in the simulator. Flight training shall in first priority be used to train a stabilised climb-out, downwind, base and final approach with successful landings.

The demonstration of different flap settings, speeds, flight guidance settings and spatial orientation shall give the trainee an additional benefit. Adherence to accurate altitude and heading tracking as well as relevant SOPs during visual circuit flying enables the trainee to show his flight management skills.

During flight training, no abnormal or emergency situations shall be simulated.

1) Standards of Performance

   The candidate shall

   - have knowledge and skills of the execution of visual traffic patterns;
   - show landings within the defined touch-down zone at a comfortable level;
   - show a good spatial orientation throughout the flight;
   - have skills of flying within the performance envelope of the aeroplane;
   - show skills of a good altitude and heading tracking;
   - show skills of applying checklists and SOPs;

2) Training

   a) Conversion Course:

      Theoretical instruction covering visual pattern flying and landing techniques and procedures to be applied in case of an emergency. Practical training which includes at least four to six landings (depending on the previous experience) in an aeroplane representing as close as possible the type to be operated in the following line training.

   b) Nomination to Commander Course:

      As in a) above. If the trainee is not changing type, the Postholder Crew Training shall assess the amount of training. Generally, at least four take-offs and landings should be executed.

      Theoretical instruction means:

      - Thorough briefing by the TRI / TRE conducting the flight training;
      - As training documentation, the OM-B and guidance material from the manufacturer (visual circuits) shall be used.

      Practical training / exercise means:

      - Hands-on training in the aeroplane. The candidate shall be trained to proficiency regardless of the minimum amount of landings required.

2.2.6.19 Line Flying Under Supervision (LIFUS)

Line flying under supervision enables the trainee to get accustomed to the operation of the aeroplane with the help and assistance of the Training Captain. The trainee will only be released for the line check if the Training Captain is confident the trainee's performance has reached Mali Air Luftverkehr Ges.m.b.H standards and he will be in a position to fulfil all tasks without help.

A Training captain rated on the aeroplane will accompany the trainee during LIFUS.

The Training Captain usually occupies a pilot seat and is part of the operating crew

The theoretical and practical knowledge base has to be transferred to the daily operation with Mali Air Luftverkehr Ges.m.b.H. LIFUS shall give the trainee the possibility to gradually adapt himself to the demanding tasks of a commercial operation.

The minimum amount of flight time / flight legs is depicted in the table below. The instructor shall, however, assess the situation and require additional training, if the trainee has not yet reached the targets of LIFUS.

1) Standards of Performance

   The candidate shall

   - have knowledge and skills of transforming theory into practice;
   - develop a continuous improvement;
   - develop a good systematic work regarding to by-heart items and checklist work;
   - get confidence in his position within the crew;
   - develop a good time and flight management;
   - include the needs of passengers and the company in the daily work;
   - apply CRM techniques in organising work and solving problems.

2) Training

   a) Conversion Course:

      Practical training in the aeroplane with the aim of flying the aeroplane safely and with a good passenger comfort. The different modes of operating the flight guidance, navigation, autopilot etc. shall be covered during LIFUS.

   b) Command Course:

      In addition to the goals listed in a) above, the trainee shall be given instruction in managing and supervising a flight operation from the initiation to the completion of administration after the flight. A cornerstone of the LIFUS will be the development of team leader qualities and decision making.

      Further instructions shall cover correct technical problem handling (MEL, consequences, operational limitations etc.) and human problem handling (unruly passenger, incorrect behaviour of crew members, communication breakdown etc.).

Theoretical instruction means:

- Instructions during safe phases of the flight or during off-hours;
- Self-study with guidance material of the company (OM-A/B,etc.)

Mali Air Luftverkehr Ges.m.b.H minimum requirements on Line Flying under Supervision (LIFUS):

Co-Pilot:

Undertaking first conversion course	50 hours or 20 route sectors	
Undertaking conversion-course changing aeroplane type	20 route sectors	
Undertaking conversion course changing operator	10 route sectors	
Undertaking conversion course changing operator and aeroplane type	20 route sectors	
Upgrading to Commander already qualified on the aeroplane type concerned	10 route sectors	
Conversion course changing operator with upgrading to Commander already qualified on the type of aeroplane concerned	20 route sectors	
Upgrading to Commander and converting to a new aeroplane type (Command course and conversion course changing aeroplane type combined)	20 route sectors	

Commander:

Undertaking conversion course changing operator	10 route sectors	
Undertaking conversion course changing aeroplane type	20 route sectors	
Undertaking conversion course changing operator and aeroplane type	20 route sectors	

Table 2.5 “Line Flying und Supervision (LIFUS)”

2.2.6.20 Line Check

The line check is intended to measure the performance level of a pilot regarding to his theoretical and practical knowledge base. It covers a minimum of two sectors of a normal commercial flight whereby the trainee shall perform the duties of pilot flying as well as pilot non flying.

The line check is an instrument to “streamline” operation according to Mali Air Luftverkehr Ges.m.b.H policy as well as to provide feedback from the operation to the Postholders.

The Training Captain shall occupy an observer seat, where applicable. In the case of long haul operation he might be cruise relief pilot but shall not occupy either pilot’s seat during take-off, climb, initial cruise, approach and landing phase. His CRM assessment shall solely be based on observations made on those phases where he is not part of the active flight crew.

Line checks may be conducted by a suitably qualified commander nominated by the operator, trained in CRM concepts and the assessment of CRM skills.

When pilots are assigned duties as pilot flying and pilot monitoring they should be checked in both functions.

1) Standards of Performance

   The candidate shall

   - have knowledge and skills of handling the aeroplane safely and within all limits;
   - have knowledge and skills of good checklist work and SOP application;
   - have knowledge and skills of all administrative work

2) Checking

   a) Conversion Course:

      Practical checking of the knowledge and skill basis to operate the aeroplane safely, according to Mali Air Luftverkehr Ges.m.b.H SOPs and within all tolerances. The route and aerodrome proficiency shall be assessed.

   b) Recurrent Checking:

      The validity of the line check is 12 months. Checking as in a) above, with a specific view to the yearly goals, established by the flight safety officer.

      The validity periods shall be counted from the end of the month when the check was taken.When the training or checks required above are undertaken within the last three months of the validity period, the new validity period shall be counted from the original expiry date.

   c) Command Course:

      Practical checking as in a) above and additionally the commander’s leadership and decision making proficiency, in regard to the management of the flight operation.

2.2.6.21 Command Course Psychological Assessment

Being a commander means filling a highly trusted position within the company. Therefore it is of utmost importance that Mali Air Luftverkehr Ges.m.b.H checks the aptitude of an up-grader thoroughly. A commander has a huge responsibility towards his crew, the passengers and the aeroplane as well as the reputation of the company. He must reflect the philosophy of Mali Air Luftverkehr Ges.m.b.H and be fully committed towards the company.

The nomination of a co-pilot for the proposed position of a commander shall be examined by the Postholder Crew Training, Postholder Flight Operations and the Accountable Manager. The analysed company history and training standards reflect the basic requirements for an upgrading. The impression of his ability to fulfil all vital aspects of being a commander shall form the psychological background of a basic agreement to proceed.

To avoid the impression by the candidate of being accepted or rejected for personal reasons of the superiors, an external, intensive psychological assessment will be assigned. That company has only limited records of the candidate for reason of avoiding any preoccupation.

1) Standards of Performance

   The candidate shall

   - have knowledge of his trustworthiness towards the crew, the passengers, the aeroplane and the company;
   - have skills in understanding complex situations and finding a solution within a reasonable time frame;
   - have indication of becoming a good team leader;
   - have knowledge of his understanding of responsibility;
   - show a positive attitude towards his step of upgrading to commander.

2) Assessment

   To guarantee a clear and neutral statement about the ability of a Co-pilot to become Commander with Mali Air Luftverkehr Ges.m.b.H, there shall be no employee of Mali Air Luftverkehr Ges.m.b.H be present at the psychological assessment.

   The findings will be communicated in writing to Mali Air Luftverkehr Ges.m.b.H and the candidate.

   If it is a clear “yes” or “no” the result will be accepted by both.

   If the findings indicate weakness that doesn’t allow a clear statement, the Postholders will analyse the situation again. The company will use its proven test forms and assessment tools to get a clear picture of the candidate.

   If, with additional training or teaching an improvement to an acceptable level is possible, the candidate might be given a second chance.

3) The assessment by the psychologist is being treated confidential – no syllabus

2.2.6.22 Commander's Responsibilities

Being a commander means not only changing from the right to the left seat. Flying and technical skill remain basically the same. For a co-pilot it is not easy to discover which additional responsibilities or workload are loaming for him in his future as a commander.

The company has a clear view of how it wants the commanders to act and to be ambassadors of Mali Air Luftverkehr Ges.m.b.H. relies to a high degree on customer satisfaction and wants its customers to be treated the way they deserve.

The commander is responsible towards local authorities, air traffic control, handling agents, maintenance and many more. He has to sign receipts and documents, which makes him legally responsible in the name of the company. He is responsible for the crew, the passengers and the aeroplane.

1) Standards of Performance

   The candidate shall

   - have knowledge of the legal framework he will be working in;
   - have skills in finding the appropriate regulatory articles in the OMs;
   - have knowledge of Mali Air Luftverkehr Ges.m.b.H business philosophy;
   - have knowledge and understanding of the safety and quality culture within Mali Air Luftverkehr Ges.m.b.H.

2) Training:

   Time-allotment for this classroom training shall be 4 lessons (1 lesson = 45 minutes)

3) Checking

   No Checking applies

2.2.6.23 Command Course Technical Training

A Commander needs to have a thorough knowledge of the technical systems on board, their limitations and the influence of failures to the conduct of the flight operation. He has to know the defined procedures in case of a technical problem and the paperwork associated with a technical problem.

In case of a technical problem abroad the commander has to know the procedures and possibilities to rectify the problem with the help of a licensed maintenance provider.

1) Standards of Performance

   The candidate shall

   - have knowledge and skills of all technical systems and their operation in normal, abnormal and emergency case;
   - have skills of accurately completing the Journey and Tech Log;
   - have knowledge and skill of applying the MEL correctly;
   - have knowledge of procedures to work efficiently with maintenance providers;
   - be ready to give skills of this accumulated knowledge in the simulator.

2) Training

   The training is integrated as follows:

   The Postholder Crew Training, C.A.M.E. or a technical instructor shall give an in depth instruction into the aeroplane systems that are not yet covered by the GRT. He shall explain the MEL in depth as well as procedures in connection with maintenance providers.

   Theoretical instruction means:

   - Classroom instructions;
   - Self-study with guidance material of the manufacturer;
   - Use of movies, Power Point Presentations, CBT

   As training documentation, the OM-B (AFM) and technical descriptions of the systems shall be used. For the calculation of load sheet and mass & balance the original forms and books / computers as the ones available in the cockpit shall be used.

   Practical training / exercise means:

   - Hands-on training in a simulator or other suitable training device
   - Hands-on training on the aeroplane (system access possibilities)
   - Fill out the journey log and the technical log

2.2.6.24 Cold Weather Operations

This module is often named “winter operations” in popular words. The operation under adverse weather conditions like, snow or ice, requires knowledge of the negative effects on the performance and handling of the aeroplane. The measures to be taken to prevent such negative effects must be known by the pilots. Flight preparation, performance calculation and de-icing applications require full attention of the pilots. Possible aerodynamic penalties resulting from ice accretion or snow build-up must be understood.

Good knowledge of cold weather operation is a key element in providing safe flights the whole year round.

1) Standards of Performance

The candidate shall

- have knowledge of the legal requirements in cold weather operation;
- have knowledge and skill about interpreting the respective manual chapters and tables concerning cold weather operations;
- know the requirements and effects of applying anti-ice and de-ice measures to the aeroplane;
- know the procedures and wordings for communicating with ground staff;
- be competent to safely operate the aeroplane in respect of adverse weather.

2) Training

The cold weather competence is valid for one year. Distributing the AEA bulletin and additional in-house information will provide training to all pilots.

The training and checking shall be completed at the end of November (every year).

Recurrent training and checking:

- Effects of temperatures well below standard during flight operation;
- Corrections applied for use of engine and airframe anti-ice regarding fuel burn and performance;
- Contaminated runways, effects on take off and landing, wind limitations, braking action, runway friction coefficient;
- De-icing procedures on ground, responsibilities of the Flight Crew, clear ice checks;
- Fluid Types and their limitations, Hold Over Times (HOT);
- Quick Reference Handbooks (QRH), special checklists.

Theoretical instruction means:

- Self-study with AEA documentation and other guidance material;
- Discussions during line checks.

Documentation: OM-A 8.2.4 “De-icing and Anti-icing on the Ground”, AFM, AOM
Re-commendations for De-icing / Anti-icing of Aircraft on the Ground”.

Checking:
Answer a multiple-choice test

2.3 Cabin Crew

N/A

2.4 Operations Personnel including Crews

Personnel which is directly involved in flying operations (Flight Crew,Ground Operations Personnel, Maintenance Personnel, Ground Support Staff) need to know the following modules.

All such employees of Mali Air Luftverkehr Ges.m.b.H shall have a Company Introduction and training in Transportation of Dangerous Goods, Security, Quality System and Safety Management System, because these are considered vital topics for a smooth operation.

The table below provides an overview of all required courses, provided by Mali Air Luftverkehr Ges.m.b.H and possibly, by a contractor. If this would be the case, it shall always be in close co-ordination with the Postholder Crew Training

	Step	Module	Validity	Reference	Syllabus Form	Facility	Instructor Examiner	Check
Ground Training	1	Company Introduction	unltd	2.4.1	Syllabus 1	Mali Air Luft-verkehr Ges.m.b.H	ACM	No
	2	Transportation of Dangerous Goods	24	2.4.2	Syllabus 4	Mali Air Luft-verkehr Ges.m.b.H	DGI	Questionnaire
	3	Security	12	2.4.3	Syllabus 2	Mali Air Luft-verkehr Ges.m.b.H	ACM	Questionnaire
	4	Quality System	12	2.4.4	Syllabus 3	Mali Air Luft-verkehr Ges.m.b.H	QM	No
	5	Safety Management System	12	2.4.5	Syllabus 5	Mali Air Luft-verkehr Ges.m.b.H	SM	Questionnaire

Table 2.12 “Training tracks Operations Personnel including Crew”

2.4.1 Company Introduction

Every company has its own philosophy and working style. The new employee shall have the opportunity to have a look behind the scene; get to know Mali Air Luftverkehr Ges.m.b.H decision making people as well as his direct supervisors and have his questions answered by responsible people.

Flight operations, training, dispatch and administrative departments shall be introduced to the new employee. The quality, security and safety management course shall be integrated in the Company Introduction since these topics play an important role in the Mali Air Luftverkehr Ges.m.b.H operation. Preferably a member of the operational management (e.g. Accountable Manager, Postholder) shall head the course.

1) Standards of Performance

   For the candidate to

   - recognise the Company's history;
   - know and apply Mali Air Luftverkehr Ges.m.b.H management philosophy;
   - making decisions based on the 4P-concept (philosophy, policy, procedure, practice) when specific procedures are not available;
   - know the structure and content of Mali Air Luftverkehr Ges.m.b.H Operations Manuals (OM), as well as the system of amendments and revisions;
   - be the "ambassador" of Mali Air Luftverkehr Ges.m.b.H;
   - exercise top level customer care.

2) Training

   The company introduction is planned at the beginning of the new employment.

   Theoretical instruction means:

   - Classroom instruction
   - Power Point Presentation

   Discussions

   Practical training / exercise means:

   - Fill out Journey/Tech Log and administrative forms used in daily operation
   - Visit to the departments

2.4.2 Transportation of Dangerous Goods (DG)

Personnel must receive training in the requirements commensurate with their responsibilities. Such training must include:

- general familiarization training, which must be aimed at providing familiarity with the general provisions,
- function-specific training, which must provide detailed training in the requirements applicable to the function for which that person is responsible, and
- safety training, which must cover the hazards presented by dangerous goods, safe handling and emergency response procedures.
- Training must be provided or verified upon the employment of a person in a position involving the transport of dangerous goods by air.

Note:
Dangerous goods are present in aviation even though it is not obvious they fall under this topic. Aeroplane batteries, the oxygen system, PBEs, dry ice, life vest etc. contain dangerous goods but must be carried on board. The passengers bring dangerous goods in the form of duty-free liquids, lighters, cosmetic products, lithium battery powered phones, electronic gadgets etc.

Many of these products are accepted for carriage, in certain quantities only or with restrictions on loading. The declared dangerous goods intended for transportation in the cargo compartment need a clear declaration, an approved acceptance procedure and handling by authorised and trained people.

1) Standards of Performance

The candidate shall be able to

- explain the difference between a dangerous goods approval and operations without such approval;
- be aware of and being able to locate hidden dangerous goods;
- know the specification of dangerous goods (accepted, exempted, forbidden);
- know the labels and markings used to specify the dangerous goods;
- safely handle possible dangerous goods incidents and reporting;
- know the Emergency Procedures in connection with dangerous goods;
- pass the written test with a grading of 80%.

2) Training

The training is conducted in a bi-annual cycles and is integrated as follows:

a) Conversion course syllabus:

Theoretical instruction covering general knowledge about the

- nature of dangerous goods and how to recognise them;
- labelling, marking, packing and handling of dangerous goods;
- limitations;
- detecting undeclared dangerous goods;
- information to passengers;
- handling of emergencies in connection with dangerous goods

b) Recurrent Training and Checking:

DG training has to be performed every two years. Information regarding new developments in the field of dangerous goods shall be distributed by the Postholder Crew Training whenever they become available.

Training documentation:

- OM-A, chapter 9, “Dangerous Goods and Weapons”:
- IATA Dangerous Goods Regulations;
- IATA Table 2.3A “Provisions for dangerous goods carried by passengers or crew”.
- Instructions for the transport of DG UN 2915 and UN 2908 (requires level 6). The syllabus for level 6 will be provided by an authorized Trainer before each training.

2.4.3 Security (SEC)

Security plays an important role in civil aviation. Years of steady improvement in security procedures as well as tighter legislation have led to a decrease in unlawful interference against civil aviation. To keep that level of security as high as possible it its important every person involved in air transport gets a thorough training in security matters. They need to know what to do and who to inform in case of an unlawful interference.

The aim of the security training is to familiarize all appropriate personnel with the relevant requirements of the National Aviation Security Programme (NASP) established by Austria.

In addition to Flight Crew, Mali Air Luftverkehr Ges.m.b.H defines “appropriate personnel” as follows:

- Accountable Manager;
- Postholders and their deputies;
- Quality Manager
- Maintenance Personnel
- Ground Support Personnel
- Ground Operations Personnel

1) Standards of Performance

The candidate shall be able to

- know relevant security procedures applicable to Mali Air Luftverkehr Ges.m.b.H activities;
- take action to prevent acts of unlawful interference, bomb threat, hijacking, and sabotage;
- minimise the consequences of such events should they occur;
- demonstrate the knowledge and competence in security matters;
- know the consequences of assigning flights over or into war and crisis zones;
- apply relevant security procedures in his daily work;
- explain the specific set of actions to prevent unlawful interference;
- apply the security check and – if necessary – search in daily operations;
- crews only: work accurately and efficiently by use of a checklist in search of a bomb or Improvised Explosive Device (IED) and locate the least-risk bomb location specific to the aeroplane;

2) Training

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

a) Conversion course syllabus:

Theoretical instruction covering general knowledge about the

- nature of unlawful interference;
- provisions for applying security measures in daily work;
- notification to the Commander and the Company in case of a suspected unlawful interference;
- detecting loopholes in security procedures;
- work and task of the Mali Air Luftverkehr Ges.m.b.H Emergency Team;
- handling of situations in connection with unlawful interference.

Practical training by role playing, simulating an act of unlawful interference on board an aeroplane.

b) Recurrent training and checking syllabus:

Theoretical training every year, preferably by Mali Air Luftverkehr Ges.m.b.H Security Officer. Information regarding new developments in the field of security shall be distributed by the Security Officer whenever they become available.

2.4.4 Quality System

The basic idea behind all JAA and OPS regulation is a well established quality system covering all relevant departments and aspects of Mali Air Luftverkehr Ges.m.b.H. It is essential that all employees know the quality system of Mali Air Luftverkehr Ges.m.b.H and live accordingly.

Mali Air Luftverkehr Ges.m.b.H´s Quality Manager shall audit all internal departments on a regular basis. Therefore, the employees have to know how their work and organisation has to be structured to meet the quality.

The main input to maintain or even enhance the quality system is a good functioning feedback system.

1) Standards of Performance

   The candidate shall be able to

   - realise the importance of a well established feedback system;
   - organise his work to meet the quality requirements;
   - find and use the correct forms to report a particular event;
   - behave correctly when facing an inspection or audit (internal or external).

2) Training

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

   a) Conversion course syllabus:

      Theoretical instruction covering general knowledge about the

      - Philosophy;
      - Establishing a quality based working environment;
      - Duties and responsibilities within the quality system concerning actions by crews;
      - Reporting and feedback system for the accident prevention and flight safety program;
      - Inspections (SAFA, etc.).

      Recurrent training and checking syllabus:

      Theoretical training every year, preferably by Mali Air Luftverkehr Ges.m.b.H´s Quality Manager. Information regarding new developments in the field of quality shall be distributed by the Quality Manager whenever they become available.

      Training documentation:

      - OM-A Chapter 3, “Quality System”:
      - Study material provided by the Quality Manager

2.4.5 Safety Management System

The management of Mali Air Luftverkehr Ges.m.b.H has dedicated the following elements to be the core of the Safety Management System, which has to be ”lived” by each individual employee of Mali Air Luftverkehr Ges.m.b.H:

- achieve the highest safety standards;
- observe all applicable legal requirements and international standards, and best effective practices;
- provide all appropriate resources;
- enforce safety as one primary responsibility of all employees;
- ensure that the policy is understood and maintained.

Therefore it is in the responsibility of the Safety and Security Manager and the Postholder Crew Training to adequately train the employees in regard to their function within the company.

Mali Air Luftverkehr Ges.m.b.H communicates objectives and procedures to all operational personnel in regard to enhance safety.
The Safety & Security Manager shall ensure that all staff are fully aware of the safety system in order to

- convey safety critical information;
- explain why particular actions are taken;
- explain why safety procedures are introduced and changed;
- and to convey “nice to know” information

The main input to maintain or even enhance the safety management system for each individual is a good understanding of the safety relevant topics.

1) Standards of Performance

   The candidate shall be able to

   - realise the importance of a well established safety management system;
   - organise his work to meet the safety requirements;
   - learn from “Accident/Incident Reviews;
   - be open for safety management issues.
   - be able to use FRF & anonymous reporting system
   - know the functioning of flight safety database and flight data monitoring system

2) Training

   a) Conversion course syllabus:

      Theoretical instruction covering general knowledge of the

      - SMS philosophy;
      - establishing a safety based working environment;
      - explanation to why safety procedures are introduced and changed;
      - reporting and feedback system for the safety management system
      - Incidents and occurrences within SRK
      - Accident / Incident review

- Data Monitoring System

b) Recurrent training and checking (according to the table above) syllabus:

The training shall preferably be conducted by the Mali Air Luftverkehr Ges.m.b.H Flight Safety Manager. Information regarding new developments in the field of safety shall be distributed by the Flight Safety Officer whenever they become available.

Training documentation:

• OM-A Chapter 11, 5 “Additional Safety Reporting procedures”:
• Study material provided by the Flight Safety Officer

3 Procedures

Chapter 3 describes procedures relating to the organisation, control and supervision of the training and checking for operations personnel of Mali Air Luftverkehr Ges.m.b.H.
Procedures and processes are set-up for training and checking, including the explanation of required official forms, licence and logbook entries.
The Operations Manual Part D (OM-D) is an integral part of the Quality System.

3.1 Procedures for Training and Checking

Refer to the Operations Manual A, Chapter 2.2.1 “Licence and Qualification Validity” for details.

Short and Long Term Planning
In order to comply with the above reference, the BizFlight.net (Aircraft Management Software) is used for the short and long term planning in order to check the training and checking needs for any period of time defined for an individual crew member.

Employee Base Sheet
The Employee Base Sheet incorporates the name, address, contacts and other personal data in the first part. The second part is divided into licence relevant (aeroplane type related, FCL) and non-type related (OPS) subjects. Both are implemented in the Avinoc Sytem, to which each Crew Member has appropriate access.
Each crew member has to prove all entries regarding conduct of OPS relevant training and checking as well as the summary of all expiry data concerned.
All training & checking data is entered by the Postholder Crew Training or his deputy or a designated person (especially trained on that programme). He is therefore responsible, that all training & checking is done in due time.

3.1.1 Flight Crew

3.1.1.1 Reporting System

The Postholder Crew Training, representing Mali Air Luftverkehr Ges.m.b.H, is responsible for reporting towards the Federal Office of Civil Aviation NCAA, Safety – Division Flight Personnel, 3003 Bern, concerning official documents and forms for each individual crew member in regard of licence issue, revalidation or renewal.
Mainly the check delegation practice as described in Chapter 3.1.1.6 and the process required for the recurrent training and checking resolving in a license revalidation is in the liability of the Mali Air Luftverkehr Ges.m.b.H .management under the supervision of the NCAA.
Communication between the NCAA, regarding training and checking, and Mali Air Luftverkehr Ges.m.b.H. training and checking matters, are in the responsibility of the Postholder Crew Training.

3.1.1.2 Notification for Training and Checking

As described in Chapter 1.1 “General”, all subcontracted training organisations are listed in Chapter 1.2.1 “Subcontracted Training Facilities” approved to be used for training and checking. As long as each function, position, training and/or check will be in the frame of this manual, a supplementary notification to the NCAA is not required.

3.1.1.3 Determination of Training Required

In regard of Chapter 2, “Training Syllabi and Checking Programs”, each individual candidate nominated for a specific training shall be carefully evaluated in order to receive adequate training for the function to be trained. The activity table below may be used as a guideline to set up the required training steps and to complete the training in a given time frame.

Activity Legend: 1 Accountable Manager 2 Postholder Flight Operation 3 Postholder Crew Training 4 Postholder Ground Operation	5 Type Rating Examiner 6 Type Rating Instructor 7 Quality Manager 8 Candidate	**Responsibility**							
		1	2	3	4	5	6	7	8
Financial Aspects									
Definition of training budget		●							
Agreement of training rate		●							
Training Contracts									
Selection of training facilities				●					
Submission of training facility for approval				●					
Terms and definitions of contracts		●		●					
Agreement and signing of contracts		●							
Organisation of Training									
Monitoring of qualification validity				●					
Monitoring of recency				●					
Long-term and short-term planning				●					
Scheduling of trainees				●					
Travel and hotel accommodation		●		●					
Implication on duty rosters			●		●				
Training Programs									
Definition of standard of performance				●					
Realisation and revision of programs			●	●					
Realisation and revision of company syllabus			●	●					
Submissions and co-operation involving the Authority				●					
Submission of program to training facilities				●					
Submission of program and company syllabus to candidate				●					
Training and Checking Evaluation									
Check delegation				●					
Submission of feedback							●		●
Analyses of feedback				●					
Assessment of training success			●	●		●		●	
Adoption of future training programs		●	●	●					
Training Administration									
Assessment of performance						●			
Inspecting of documentation, and forms				●					
License revalidation, renewal				●					●
Completion of the “Summary of Checks and Courses”				●					
Documentation and form submission to the Authority				●					
Supply of required forms				●					
Documentation and form storage				●					
Revision of the Operations Manual Part D				●					

3.1.1.4 Evaluation of Training Facilities and Infrastructure

It is the task and responsibility of the Postholder Crew Training to evaluate different training facilities and its infrastructure and to negotiate on terms and conditions of a possible contract.
The facility shall be checked on the specifics of the training and checking offered (e.g. authorisation, simulator approval, syllabi approval, instructor approval etc.)
Together with the Accountable Manager, the final decision of a chosen facility is taken, and terms and conditions are finalised in order to sign a contract.

3.1.1.5 Examiner Delegation for Skill Test, OPC and LPC

In the context of scheduling training and checking, the Postholder Crew Training has the authority to delegate senior type rating examiners or type rating examiners for the planned examinations.
The minimum examiner rotation will be 2 / 1 / 2, which means that a flight crew member performs a maximum of 2 examinations in sequence by the same type rating examiner.
Exemption of the rotation rule exists, when a candidate does not achieve or maintain the required standard. Procedures for such circumstances are described in Chapter 3.2 “Procedures to be applied in the event that personnel does not achieve or maintain required standards”.
The final responsibility for the examiner rotation for each flight crew member concerned, rests with the examiner and licence holder himself.

3.1.1.6 Check Delegation for Line Check

The Postholder Crew Training will perform Line Check (LC) delegation according to the long and short time planning. As a policy, a rotation of the Training Captain (TC) conducting line checks as applicable to examiners as described in Chapter 3.1.1.5 “Examiner Delegation for Skill, OPC, LPC” should be applied. However, the rotation of a Training Captain conducting line checks is not a legal requirement and may be disregarded for operational reasons.

3.1.1.7 Type-Rating Revalidation

Type-rating revalidation is the action taken within the period of validity of a rating or approval that allows the holder to continue to exercise the privileges of a rating or approval for a further specified period as listed in the Operations Manual Part A, Chapter 2.2.1 ”Licence Qualification and Validity” consequent upon the fulfilment of the recurrent training and checking.
It is the final responsibility of the individual flight crew member to ensure that she/he is in the possession of a valid and properly rated licence, appropriate to her/his function at all times when engaged in flight duties and to take all necessary action for the maintenance and renewal of her/his license.
Should a holder become aware that his license, competence or certificate become invalid, she/he shall inform the Postholder Crew Training in due time.

3.1.1.8 Operator Proficiency Check (C340, C501, C525)

The Operator Proficiency Check (OPC) is subject of the recurrent training and checking as described in Chapter 2.2.3 “Recurrent Training and Checking”. The OPC may be combined with the Licence Proficiency Check (LPC), if the period of validity requires this practice.
An initial type rating, an ATPL skill test or an initial PIC skill test may include the OPC.

Process Operator Proficiency Check

Task	Responsibility	Task completed	Document/Form
Defines the timeframe of the beginning for the operator proficiency check in the Long Term Planning	PCT	6 months	
Informs PFO, PGO	PCT	90 days	
Makes arrangement with the TRE for several possibilities for the PC, in close co-ordination with Ground Ops	PCT	60 days	
Reserves aeroplane acc. availability and availability of the TRE	PGO	60 days	
Informs candidate of check dates	PCT	60 days	
Candidate performs operator proficiency check	TRE		FO_LFA_PEL_129 4.0 v. 26.06.2012 Appendix B Form 7 to 9 (3 years cycle)
Check documentation completed	TRE	Asap after OPC	FO_LFA_PEL_129 4.0 v. 26.06.2012 Appendix B Form 7 to 9 (3 years cycle)
Handover all required documents to the PCT	Candidate	Asap after OPC	
Controls all documents of its completeness and stores them in the candidate’s file at the Avinoc system	PCT	Asap after OPC	
Confirms the entry in her/his file at the Avinoc system	Candidate	10 days after OPC	
End of process			

3.1.1.9 Nomination to Commander

Process for Nomination to Commander

Task	Responsibility	Task completed	Document/Form
Decision to be taken, that a Nomination to Commander shall take place, after the candidate has been selected	ACM, PCT, PCO		
Makes reservation for a Command CRM Course	PCT	asap	
Makes reservation at the ATO for the SIM training and PIC skill test	PCT	asap	
Informs PFO of course dates	PCT	asap	
Enters course dates into the crew plan	PFO	45 days before course starts	
Informs candidate of course dates, flight(s), hotel and rental car	PCT	15 days before course starts	
Commander responsibilities course	PCT/PFO	15 days before course starts	
Candidate performs ground and simulator training	TRI ATO	Acc. sim plan	Training documentation
Candidate performs PIC skill test	TRE	Acc. sim plan	OM-D App. B Form 7-9
Course documentation	TRE, ATO	asap after SIM Check	OM-D App. B Form 7-9 Training documents
Handover all required documents to the PCT	Candidate	After return from training facility	All training & checking documents
Controls all documents of its completeness, makes copies of the relevant doc's and stores them in the candidate's file	PCT	After return from training facility	Complete training & Checking documentation
Sends the required forms to: Austro Control GmbH 1030 Wien Schnirchgasse 11	Candidate		OM-D App. B Form 7-9
Candidate receives the licence check its entries, sign it and passes a copy to PCT	Candidate		Candidates licence
Candidate stores the licence in the candidate's file at the Avinoc system	Candidate		Candidates licence
PCT confirms entry in the Avinoc system	PCT		
Req. familiarisation flights to be performed	TC	Acc crew plan	
Recommends the candidate for the final upgrading line check	TC		
Upgrading final line check to be performed	TC	Acc crew plan	OM-D App. B Form 4
Candidate released for his function. Inform ACM, PFO, PGO	PCT		OM-D App. B Form 4
Completes line check form and stores it in the candidate's file, updates the Avinoc system	PCT	10 days after line check	
End of process			

3.1.1.10 OPS Courses

The following process applies for Flight Crew and Cabin Crew involved in one, two or three day courses such as: ESET course, Security & Safety course, DG course, First Aid course, CPR course, CRM (initial, recurrent, command) courses, actual ditching and firefighting course.

Process for OPS Courses

Task	Responsibility	Task completed	Document/Form
Defines the timeframe in the Long & Short Term Planning	PCT	6 months	
Makes reservations with the contractor, if applicable	PCT	3 months	
Informs PFO of planned courses	PCT	60 days before course starts	
Enters course dates into the crew plan	PFO	45 days before course starts	
Informs candidate of course dates, flight(s),	PCT	45 days before course starts	
Candidate performs training	ATO, PCT		
Course documentation to be completed	ATO, PCT	asap	
Handover all required documents to the PCT	Candidate	After return from training facility	Training & Checking documentation
Controls all documents of its completeness, makes copies of the relevant doc's and stores them in the candidate's file at the Avinoc system	PCT	After return from training facility	Training & Checking documentation
Confirm entries in the Avinoc system	Candidate	10 days after training	
Destroys the old version	Candidate	10 days after training	
End of process			

3.1.1.11 Annual Line Check

Process for Annual Line Check

Task	Responsibility	Task completed	Document/Form
Defines the timeframe in the Short Term Planning	PCT	90 days	
Informs PFO of intended line checks	PCT	60 days	
Enters line check dates into the crew plan	PFO	45 days	
Informs candidate of intended line check	PCT	30 days	
Candidate performs line check	TC		OM-D App. B Form 4
Line check form to be completed	TC	asap	OM-D App. B Form 4
Handover line check form to the PCT	Candidate	Asap after line check	OM-D App. B Form 4
Controls form of its completeness, and stores it in the candidate's file	PCT	10 days after line check	OM-D App. B Form 4
Up-dates the Avinoc and completes the Employee Sheet	PCT	10 days after line check	
Destroys the old version	Candidate	10 days after line check	
End of process			

3.1.1.12 Verification of Documentation

Verification of Completeness and Correctness

The Postholder Crew Training should inspect and evaluate all forms and documents for correctness and completeness prior submission to the Authority. Following completion of the training and checking program, each candidate will be responsible to receive and handover the required documents as listed in the company syllabus. Examiners are requested to submit the CAA Forms to the Postholder Crew Training for assessment and
inspection. Subsequent to the verification of all documents the Postholder Crew Training will activate the administrative process as described in the Chapters above, "Document Flow and Storage". The responsibilities and activities are listed in Chapter 3.1.1.3 "Determination of Training Required".

Verification of Performance

The Postholder Crew Training shall assess forms and documents provided by the subcontracted training facilities to evaluate the candidate's performance and qualifications.

3.1.1.13 Training Captain Issues

Credit

Applicants holding or having held an instructor rating in accordance with FCL (FI, TRI,CRI, IRI, STI or SFI) may be credited with the elements of teaching and learning already demonstrated for the instructor rating held.
The PCT will determine well experienced Captains holding an valid instructor licence for the function as a TC for Mali Air Luftverkehr Ges.m.b.H.

Line check under supervision

As flight crews shall be assessed on their CRM skills, Training Captain applicants shall conduct a line check under supervision of the PCT or PFO from an observer seat where installed. Where no observer seat is installed, the seat nearest to the cockpit is to be used in a way that the flight crew can be observed and listened to.
A supervising Postholder or Deputy will have to be a Commander in any case. If he is currently qualified on the type, he may be part of the active flight crew.

Training Captain changing Operator while maintaining aeroplane type

A Commander formally accepted as Training Captain with the previous operator, who is joining Mali Air Luftverkehr Ges.m.b.H on the same aeroplane type with the intention to continue the Training Captain activity will have to fulfil the requirements according Chapter 1.2 of the
Training Captain syllabus and has conducted the line flying under supervision according to the syllabus Conversion Course Flight Crew .Where the area and/or kind of operation are different, the line flying under supervision shall be increased as outlined in the article above.

Age Limit

Where the Training Captain is part of the minimum flight crew according to Mali Air Luftverkehr Ges.m.b.H Operations Manual, the composition of the flight crew members must ensure that no more than one license holder has attained age 60 to 64.

3.1.2 Cabin Crew

Not Applicable

3.2 Procedures to be Applied in the Event that Personnel does not Achieve or Maintain Required Standards

3.2.1 General

Any failed test, examination or check of a candidate requires immediate action by the responsible instructor or examiner.
The Postholder Crew Training shall be informed immediately, in order to evaluate the situation

3.2.1.1 First Fail

When a candidate fails a test, an examination or a check, the repetition will be taken only after a suitable time has passed to review and train the failed subject(s). The instructor/examiner must assess the performance of the candidate.
In close co-operation with the Postholder Crew Training, the examiner/instructor will decide in each case individually of the additional training to be performed by the candidate.
In case of a flight crew having failed a LST, LPC or OPC, the first repetition has to be taken by the original examiner. Written permission from the CAA is required for an exemption.

3.2.1.2 Second Fail

After the second fail, the training will usually be discontinued. In exceptional cases the candidate may be eligible for a second repetition. The Postholder Flight Operations and the Postholder Crew Training must assess and analyse the circumstances. Special attention should also be paid to the instructor's and examiner's work. If not only the performance of the candidate is the reason of the failed examination, the responsible inspector of the NCAA must be informed and may participate in the consultation hearing.

Refer to Chapter 3.2.1.3 "Consultation Hearing".

In case of a flight crew having failed a LST, LPC or OPC, the second repetition has to be taken by the original examiner. Written permission from the NAA is required for an exemption.

3.2.1.3 Consultation Hearing

Should a crew member fail to achieve or maintain the required standards, as described in Chapter 2.1.7, a consultation hearing according the scheme below may be held:

Participants:

- Crew member concerned
- Examiner and/or inspector of the Authority
- Postholder Flight Operation
- Postholder Crew Training

3.3 Procedure to ensure that Abnormal or Emergency Situations are not Simulated During Commercial Air Transportation Flights

All abnormal and emergency flight training and checking is done in an approved flight simulator during the various training and checking phases as described in this manual.
It is the policy of Mali Air Luftverkehr Ges.m.b.H, that no abnormal or emergency situations are trained with simulated system failures or simulated partial system failures during any commercial operation. The same applies for simulation of Instrument Meteorological Conditions (IMC) by artificial means.

Each flight crew member receives this order during the Company Introduction as described in Chapter 2.4.1 “Company Introduction”. It is important that each flight crew member is aware of the potential risk.

4 Documentation Storage

4.1 General

Documents, forms, exams and tests are valuable tools for crew training supervision, traceability and quality control.
Concise and conscientious documentation of crew training is essential to ensure an efficient and effective training environment, supervision and control to prove that training matters have been properly conducted.

The control and analysis of these forms and documentation is constantly monitored by the Postholder Crew Training and by the Quality Manager by performing audits and inspections.

Records of training documentation shall be assessed, analysed regularly, as described in the Operations Manual Part A, Chapter 3.3 “Quality policy”, to ensure they are correct, complete and accurate.

For the procedure for document storage refer to the Operations Manual Part A, Chapter 2.1.3 “Procedures for Document Storage”.

Any original information, or copies thereof, which concern the crew training and checking, must be preserved for the required period and be accessible to the Federal Office for Civil Aviation (NCAA) and the Quality Manager.

Mali Air Luftverkehr Ges.m.b.H preserve the information used for the preparation and execution of a flight and personnel training records, even if Mali Air ceases to be the operator of that aircraft or the employer of that crew member, provided this is within the timescales prescribed in Operations Manual Part A, Chapter 2.1.3.

If a crew member becomes a crew member for another operator, the crew member’s records are available to the new operator, provided this is within the timescales prescribed in Operations Manual Part A, Chapter 2.1.3.

4.2 The Employee Folder

All training and checking matters of each individual crew member are collected and stored in the Employee Folder in the Avinoc Sytem, according the following chapters:

Flight Crew

Index	
1	Employee Base Sheet
2	Licence and Licence Attachment
3	Medical Certificate
4	Type Rating 1: Training & Checking (LPC)
5	Type Rating 2: Training & Checking (LPC)
6	Type Rating 3: Training & Checking (LPC)
7	Type Rating 1: Training & Checking (OPC)
8	Type Rating 2: Training & Checking (OPC)
9	Type Rating 3 Training & Checking (OPC)
10	CRM Training
11	ESET, DG, Security, First Aid, Safety
12	Line Check
13	Open
14	Different

4.3 Security of Records and Documents

All records and documentation filed in each crew member's Employee Folder shall be stored and locked at the premises of Mali Air Luftverkehr Ges.m.b.H.
On request by the crew member concerned, the correspondent Employee Folder shall be made available for consultation.

4.4 Contractor Folder

In that folder all contracts including appropriate certificates are included.

4.5 Crew Training Folder

It is the working and storage tool of the Postholder Crew Training and his deputy.

Index	
1	Contacts
2	Correspondence Mali Air Luftverkehr Ges.m.b.H
3	Correspondence ACG
4	Correspondence General
5	Revisions Operation Manual Part D (OM-D)
6	AOC List of Pilots
7	Audits and Inspections
8	FCL Documents
9	OPS Documents
10	Open
11	Open
12	Different

4.6 Electronic Document Storage

The Operations Manual Part D (OM-D) and its amendments are stored on the Avinoc System/Mali Air Luftverkehr Ges.m.b.H under Subtitle “Files”

The Postholder Crew Training is responsible for updating all crew training and checking data, in order that other authorized users have the most accurate data available.

The Postholder Crew Training maintains his personal working data on the Company Server. If needed, the administrator may have access to these data.

Appendix A: Syllabi - Overview

Number	Syllabus - Title
1	Company Introduction
2	Security Training
3	Quality System Training
4	Dangerous Goods Training
5	Safety Management Training
6	CRM Initial
7	CRM Recurrent
8	CRM Command Course
9	CRM Changing Operator
10	CRM Changing Aeroplane
11	Emergency and Safety Equipment Training (ESET)
12	On-Type Training (Conversion and 3 year recurrent)
13	Performance Based Navigation
14	Qualification to Operate in Either Pilot´s Seat
15	Conversion Course (Flight Crew)
16	Commander´s Responsibilities
17	Command Course
18	First Aid and Aeromedical Topics
19	Operational Procedures
20	Cold Weather Operation
21	Low Visibility Operation
22	
23	
24	

Appendix B: Forms - Overview

Number	Title
1	Inventory of Experience – Flight Crew
2	Training Order of Events – Flight Crew
3	Qualification to Operate in Either Pilot's Seat
4	Line Check Pilots
5	Aerodrome Competence Qualification
6	Emergency and Safety Equipment
7	OPC 1/Aircraft
8	OPC 1/Simulator
9	OPC 2/Aircraft
10	OPC 2/Simulator
11	OPC 3/Aircraft
12	OPC 3/Simulator

Appendix A: Syllabi

Content of Appendix A:

Number	Syllabus - Title
1	Company Introduction
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17	Command Course
18	First Aid and Aeromedical Topics
19	Operational Procedures
20	Cold Weather Operation
21	Low Visibility Operation
22	
23	
24	

Training Syllabus

for

Mali Air Luftverkehr Ges.m.b.H Flugverkehrs GmbH

Company Introduction

According to OM-D, 2.4.1

01 Company Introduction

3-letter code: …… Licence No: ……

Name:……

Company Introduction Course	Instructor

Welcome - Introduction of the company history, activities & outlook to actual projects - Management philosophy - Operating philosophy - SAFETY is CULTURE, ultimate without compromise	ACM/PFO
Documentation - Distribution of OM A, OM B, OM-C, CSPM and other Ops relevant items	PFO
Quality System - Quality System and Documentation - Operations Manual - Manual Distribution and Amendment System - Procedures Manual - Individual Familiarity with the Quality System - Retention of Records - Non-conformities and Corrective Action - Feedback and Feedback process	QM
Crew Training - Distribution of "New Employment" Folder - Explanations of the different forms and appendices and how to fill them out - Training requirements and files - Duty to check and report all training relevant expiry dates	PCT
Operations Manual Part A / CSPM - Instruction concerning all chapters and important parts of the OM-A and the CSPM	PFO
Security / Safety - Mali Air Luftverkehr Ges.m.b.H security programme - Security procedures, unlawful interference - Documentation, Forms, Seals - Examples of security relevant cases - Safety Management System	FSO
OM-A, Chapter 8 - Flight crew: OM-A, Chapter 8	PFO
Administration, Admin Personnel - Insurance coverage - Avinoc System - expense Forms / Credit Card Forms, how to fill out,	ACM/PFO
Coordination Crew – Dispatch - 24 h concept, Contracts Flight Planning - Expectations - Jeppesen revision - EFB - Relations clients / pilots / dispatch	PGO
Coordination Crew – Maintenance - Expectations - How to save material, tear and wear - Cleaning inside / outside, DO's and DON'T's.	PM
Introduction of the different flight ops related forms (Annex OM A) and reporting cycle - Technical- & Journey Log (explain HIL), - Introduction Forms - Data monitoring	PFO
Operations Manual Part B - Instruction concerning all chapters and important parts of the OM-B	PFO
Questions, Feedback	PCT
Time-allotment: **Flight Crew: 8 Lessons (1 lesson = 45 minutes)**	

Responsible instructor: Postholder Crew Training

Name: ……..

Signature: ……

Date: ……

Training Syllabus

for

Security Training

According to OM-D, 2.2.1

02 Security Training

3-letter code: …… Licence No: ……

Name:……

Refer to OM-D 2.3.3
The time in brackets indicates the time allocated during the recurrent training

Schedule	Topic	Instructor

45 min (15 min)	**General** ➢ Objectives and organisation of aviation security ➢ International aviation security conventions and legal requirements ➢ Basic knowledge of dangerous or suspected items, weapons, explosives and other devices ➢ Threat assessment and determination of new threatening group profiles ➢ Airport security and protection including GA stands or airports without baggage screening ➢ Pre-departure check, paperwork ➢ Protection on the ground ➢ Stores and servicing ➢ Procedures for entering the cockpit ➢ Procedures for handling potentially unruly passengers ➢ Procedures for handling deportees	Security Officer Mali Air Luftverkehr Ges.m.b.H
45 min (15 min)	**Hijacking** ➢ Response to hijacking ➢ Hostage negotiation techniques ➢ Police organisation and procedure ➢ Emergency procedures on the ground ➢ Situational training regarding various threat conditions and case studies ➢ Handling of the media and post event debriefing	
45 min (15 min)	**Sabotage** ➢ Identification and handling of weapons and dangerous goods devices ➢ Response to and handling of bomb threats on the ground ➢ Aircraft search procedures including guidance on least-risk bomb locations, where practicable ➢ Emergency procedures in the air ➢ Emergency procedures on the ground ➢ Situational training regarding various threat conditions and case studies ➢ Handling of the media and post event debriefing	
1:15 (30 min)	Field introduction, repetition and training, including practical examination of each participant ➢ Pre-departure, security check, including catering search ➢ Sealing procedure ➢ Turnaround, triangle flights & night stoop procedures ➢ Handling of unruly passengers, announcements ➢ Procedures for entering the cockpit ➢ Aircraft search procedures including guidance of least-risk bomb locations, where practicable	
(15 min)	Review of past months incidents linked with security issues: description of incident, reporting process, corrective actions implemented	
(10 min)	Review/presentation of OM-A (Chapter 10), CSPM (Chapter 9) and ERP amendments and changes	
30 min	Written test	

Initial Training:	Total time of instruction: 3 h 30 min
Recurrent Training:	Total time of instruction: 1 h 25 min

Security Training

Responsible instructor: Security Officer:

Name: ……..

Signature: ……..

Date: ……..

Training Syllabus

for

Quality System Training

According to OM-D, 2.2.1

03 Quality System Training

3-letter code: …… Licence No: ……

Name:……

Quality System Training

Topics	Instructor
The philosophy of Quality	Quality Manager
Mali Air Luftverkehr Ges.m.b.H Quality-based targets	
Quality in our Manuals, Duties & Responsibilities	
Feedback philosophy, policies and procedures	
Inspections (SAFA, SASA)	

Total time of instruction: 2 Lessons à 45 minutes

Responsible instructor: Quality Manager

Name: ……..……

Signature: ……..…

Date: ……..

Training Syllabus

for

Transportation of Dangerous Goods

Inital-/Refresher Training ICAO/IATA Cat. 10
(Flight Crew)

According to OM-A Chapter 9 and OM-D Chapter 2.2.1

04 DG

3-letter code: …… Licence No: ……

Name:……

Phase	Topic

Transportation of Dangerous Goods

General Philosophy	Governmental Bodies
	Legal Basis
	Philosophy of transport of dangerous goods
	IATA DGR
	Definition of dangerous goods
	Shipper's and Operator's responsibilities
	Training
Limitations	Forbidden Dangerous Goods
	Dangerous Goods Forbidden unless Exempted
	Hidden Dangerous Goods
	Dangerous Goods carried by Passengers or Crew
	Prohibited Dangerous Goods
	Goods Acceptable with the Operator's Approval
	Identification & Quantity Limitations
	Radioactive Material-Excepted Packages
Marking and Labelling	Types of Marking and Quality
	Marking Requirements
	Radioactive Marking
	Additional Markings
Emergency Response	Consumer Product Warnings
	Types / Classes of Labelling
	Information by the PIC in case of In-Flight
	Dangerous Goods Incidents Checklist
	Cabin Checklist In-Flight Incidents
	Procedures for Ground Incident
	Dangerous Goods Accident and Incident
	Reporting
Total time of instruction:	4 Lessons à 45 minutes

Responsible instructor: DG Instructor

Name: ……..……

Signature: ……..…

Date: ……..

Training Syllabus

for

Safety Management System

According to
OM-A, Chapter 11
And
OM-D, Chapter 2.2.1

05 SMS

3-letter code: …… Licence No: ……

Name:……

This syllabus contains all relevant topics for initial and recurrent training (annual, biannual) in regard to the Safety Management System. It is the responsibility of the Flight Safety Officer to allocate the required time for each topic for the relevant group of participants.

Topic	Time
Safety Policy	
Safety objectives / SPI level	
SMS organisational structure	
Internal co-ordination / FS database	
External co-ordination	
SMS documentation	
SMS manual	
SRB issue review	
Incident and occurrence within SRK	
Accidents / Incidents and Occurrences worldwide	
Data Monitoring System	

Responsible instructor: Flight Safety Officer

Name: ……

Signature ……

Date: ……

Training Syllabus

for

CRM Initial

According to
OM-D, Chapter 2.2.1

06 CRM initial

3-letter code: …… Licence No: ……

Name:……

CRM Subjects	
General Principles	
Human factors in aviation. General instructions on CRM principles and objectives	In depth
Human performance and limitations	
From the perspective of the individual Crew member	
Personality awareness, human error and reliability, attitudes and behaviours, self-assessment	In depth
Stress and stress management	
Fatigue and vigilance	
Assertiveness	
Situation awareness, information acquisition and processing	
From the perspective of the whole aeroplane crew	
Error prevention and detection	In depth
Shared situation awareness, information acquisition and processing	
Workload management	
Effective communication and coordination between all crew members including the cabin crew as well as inexperienced crew members, cultural differences	
Leadership, cooperation, synergy, decision-making, delegation	
Individual and team responsibilities, decision-making and actions	
Identification and management of the passenger human factors: crowd control, passenger stress, conflict management , medical factors	
From the perspective of the operator and the organisation	
Company safety culture, SOP's, organizational factors, factors linked to the type of operations	In depth
Effective communication and coordination with other operational personnel and ground services	
Participation in flight and cabin safety incident and accident reporting	
Case based studies	

Responsible instructor: CRM Instructor

Name: ……

Signature ……

Date: ……

Training Syllabus

for

CRM Recurrent

According to
OM-D, Chapter 2.2.6.4 (Flight Crew)

07 CRM Recurrent

3-letter code: …… Licence No: ……

Name:……

Mark the appropriate cycle, within the 3-year period

☐ Year 1 (Date: ……..)

Personality awareness, human error and reliability, attitudes and behaviours, self-assessment
Stress and stress management
Error detection and prevention
Shared situation awareness, information acquisition and processing
Workload management
Company safety culture, SOP's, organizational factors, factors linked to the type of operation
Case based studies

☐ Year 2 (Date: ……..)

Fatigue and vigilance
Assertiveness
Effective communication and coordination between all crew members, operational personnel and ground services, cultural differences
Leadership, cooperation, synergy, decision making, delegation
Individual and team responsibilities, decision making and action
Case based studies

☐ Year 3 (Date: ……..)

Situation awareness, information acquisition and processing
Identification and management of the passenger human factors: crowd control, passenger stress, conflict management, medical factors
Specifics related to aeroplane types, flight crew and cabin crew composition and number of passengers
Automation, automation philosophy
Case based studies

Responsible instructor: CRM Instructor

Name: ……

Signature ……

Date: ……

Training Syllabus

for

CRM Command Course

According to
OM-D, Chapter 2.2.6.4 (Flight Crew)

08 CRM Command Course

3-letter code: …… Licence No: ……

Name:……

CRM Subjects	
General Principles	
Human factors in aviation. General instructions on CRM principles and objectives	Overview
Human performance and limitations	
From the perspective of the individual Crew member	
Personality awareness, human error and reliability, attitudes and behaviours, self-assessment	Overview
Stress and stress management	
Fatigue and vigilance	
Assertiveness	
Situation awareness, information acquisition and processing	
From the perspective of the whole aeroplane crew	
Error prevention and detection	In depth
Shared situation awareness, information acquisition and processing	
Workload management	
Effective communication and coordination between all crew members including the cabin crew as well as inexperienced crew members, cultural differences	
Leadership, cooperation, synergy, decision-making, delegation	
Individual and team responsibilities, decision-making and actions	
Identification and management of the passenger human factors: crowd control, passenger stress, conflict management , medical factors	
From the perspective of the operator and the organisation	
Company safety culture, SOP's, organizational factors, factors linked to the type of operations	In depth
Effective communication and coordination with other operational personnel and ground services	
Participation in flight and cabin safety incident and accident reporting	
Case based studies	

Responsible instructor: CRM Instructor

Name: ……

Signature ……

Date: ……

Training Syllabus

for

CRM Changing Operator

According to
OM-D, Chapter 2.2.6.4 (Flight Crew)

09 CRM Changing Operator

3-letter code: …… Licence No: ……..

Name:……

CRM Subjects	
From the perspective of the whole aeroplane crew	
Error prevention and detection	In depth
Shared situation awareness, information acquisition and processing	
Workload management	
Effective communication and coordination between all crew members including the cabin crew as well as inexperienced crew members, cultural differences	
Leadership, cooperation, synergy, decision-making, delegation	
Individual and team responsibilities, decision-making and actions	
Identification and management of the passenger human factors: crowd control, passenger stress, conflict management , medical factors	
From the perspective of the operator and the organisation	
Company safety culture, SOP's, organizational factors, factors linked to the type of operations	In depth
Effective communication and coordination with other operational personnel and ground services	
Participation in flight and cabin safety incident and accident reporting	
Case based studies	Required

Responsible instructor: CRM Instructor

Name: ……

Signature ……

Date: ……

Training Syllabus

for

CRM Changing Aeroplane Type

According to
OM-D, Chapter 2.2.6.4 (Flight Crew)

10 CRM Changing Aeroplane Type

3-letter code: …… Licence No: ……

Name:……

CRM Subjects	
From the perspective of the whole aeroplane crew	
Error prevention and detection	Relevant to the type(s)
Shared situation awareness, information acquisition and processing	
Workload management	
Effective communication and coordination between all crew members including the cabin crew as well as inexperienced crew members, cultural differences	
Leadership, cooperation, synergy, decision-making, delegation	
Individual and team responsibilities, decision-making and actions	
Identification and management of the passenger human factors: crowd control, passenger stress, conflict management , medical factors	
Specifics related to aeroplane types (narrow/wide bodies, single/multi deck), flight crew and cabin crew composition and number of passengers	In depth
Automation, philosophy of the use of automation	
Specific type-related differences	
From the perspective of the operator and the organisation	
Company safety culture, SOP's, organizational factors, factors linked to the type of operations	Relevant to the type(s)
Effective communication and coordination with other operational personnel and ground services	
Participation in flight and cabin safety incident and accident reporting	
Case based studies	

Responsible instructor: CRM Instructor

Name: ……

Signature ……

Date: ……

Training Syllabus

for

Emergency and Safety Equipment Training

According to
OM-D, Chapter 2.2.6.5 (Flight Crew)

11 ESET

3-letter code: …… Licence No: ……

Name:……

Conversion and annual recurrent ESET course (classroom)

Topic
Actual donning of a life jacket and handling of an infant life vest as fitted in the respective aeroplane
Actual donning of a PBE, relevant to the aeroplane type
Actual handling of a fire extinguisher, relevant to the aeroplane type
Instruction on the location and use of all emergency and safety equipment on board by PowerPoint Presentation
Instruction on the location and use of all exits by PowerPoint Presentation
Handling of emergency and first aid oxygen systems as used on board, including masks
Security procedures (sealing, checking, searching)
Stowage of articles in the cabin

Responsible instructor: Name: ……

Signature ……

Date: ……

Training Syllabus

for

On-Type Training
(ESET)
(Conversion and 3 year recurrent)

According to
OM-D, Chapter 2.2.6.14

12 On-Type Training

3-letter code: …… Licence No: ……

Name:……

To be performed on the applicable aircraft type or for door operation/fire-fighting & smoke in a representative mock-up or for pilot incapacitation training in a representative simulator.

Topics	Instructor
ESET, on Type ▪ Location of all Emergency and Safety Equipment according to the AFM, OM-B, CSPM ▪ Perform Checklist for Emergency Equipment pre- flight check	TC/TRI
Evacuation and Pilot Incapacitation ▪ Actual opening and operation of all normal and emergency exits in normal and emergency mode, including failure of power assist systems where fitted (if allowed); ▪ Preparation of life raft for ditching procedure (where applicable); ▪ Emergency and Evacuation procedures according to AFM, OM-B, CSPM, checklist; ▪ Operation of pilots seat mechanism; ▪ Coordination Cockpit – Cabin; ▪ Use of pilots checklist; Actual handling of emergency exits, life raft and actual pilot incapacitation procedures after the type rating or refresher training (cabin crew) and for recurrent training.	TC/TRI
Fire-fighting & Smoke Training ▪ each crew member extinguishing a fire characteristic of an aeroplane interior fire except that, in the case of Halon extinguishers, an alternative extinguishing agent may be used ▪ the donning and use of protective breathing equipment by each crew member in an enclosed, simulated smoke-filled environment	GI/TRI
Security ▪ Discuss Security Check & Search procedures according to the checklist ▪ locate possible hiding places	TC/TRI
Cockpit Preparation ▪ Electrical Power off condition or with GND power ▪ According to Checklist and AFM/FCOM Note: required only after an Initial Type Rating	TC/TRI

Responsible instructor: Name: ……

Signature ……

Date: ……

Training Syllabus

for

Performance Based Navigation

According to
OM-D, Chapter 2.2.6.7

13 PBN

3-letter code: …… Licence No: ……..

Name:……

Self-Study Session
➢ B-RNAN ➢ P-RNAV ➢ RNP-RNAV ➢ Limitations of RNAV
➢ Navigation Accuracy ➢ Total System Error ➢ Navigation Sensors for FMS / RNAV
➢ R-NAV Procedures ➢ R-NAV Waypoint Monitoring ➢ R-NAV Waypoint Types ➢ Path Terminator for R-NAV Design ➢ Navigation Database
Normal Procedures ➢ Minimum check of SID/STAR ➢ Reasonable check in flight ➢ Monitor navigation performance
Contingency Procedures RNAV related System Malfunctions not RNAV related
P-RNAV Communication / Phraseology
Questionnaire

Study material and Questionnaire can be found under Scandlearn login “Mali Air Luftverkehr Ges.m.b.H” as well as under “ www.ececnav.com”

Candidate: Name:……..

Signature: ……..

Date: ……..

Scandlearn Questionnaire Result: ……..

Training Syllabus

for

Qualification to Operate in Either Pilot´s Seat

According to
OM-D, Chapter 2.2.6.13

14 Qualification to Operate in Either Pilots Seat

3-letter code: …… Licence No: ……

Name:……

Qualification to operate in either pilots seat

The below mentioned exercises are minimum requirements. For initial training, the Postholder Crew Training shall assess the candidate's previous experience and set up an individual schedule.

Course Topics
Briefing about the specific differences - two CMD flying: assignment of command - Co-pilot on LH seat (Sim): task allocation
Take-off briefing and take off as PF
Engine or system failure during Take-Off
Pilot's (CMD) incapacitation during T/O
Engine failure after V2
One Engine Inoperative Approach with Go Around
One Engine inoperative Landing

Control Sheet and Log of Simulator Training:

Minimum Required		Subject	Number performed		Conditions	Progress
PF	PNF		PF	PNF		
1		Take-off briefing				
1		Sim. eng. failure after V2				
1		Sim. OEI approach and go-around				
1		Sim. OEI landing				
Training completed Date: ……		Instructor: ……....	3-letter code: …….		Signature: ……....	
		Candidate: ……..	3-letter code: …….		Signature: ……..	

Training Syllabus

for

Conversion Course

Flight Crew

According to
OM-D, Chapter 2.2.1

14 Conversion Course

3-letter code: …… Licence No: ……

Name:……

Control Sheet					
Step	Module	Reference	N/A	Date	Instructor
1	Company Introduction				
2	Security Training				
3	Quality System Training				
4	Dangerous Goods Training				
5	Safety Management System				
6	Aeroplane Systems				
7	Operational Procedures				
8	Pilot incapacitation				
9	Crew Resource Management				
10	Emergency and Safety Equipment Training				
11	All Weather Operation				
12	PBN				
13	RVSM / MNPS				
14	Simulator Training				
15	Operator Proficiency Check				
16	License Proficiency Check				
17	Qualification to Operate in Either Pilots Seat (if required)				
18	Route and Aerodrome Competence Training (Sim., if applicable)				
19	On Type Training (ESET)				
20	Line Flying under Supervision				
21	Line Check				

Introduction

Welcome to the Mali Air Luftverkehr Ges.m.b.H Conversion Course – Flight Crew.

This syllabus will lead you through your training, covering all required subjects. All necessary papers and forms are part of this syllabus.

The syllabus in fact serves for two purposes: It first is a guide for you and for your instructors, leading you through the different steps of the training. The function of the syllabus is covered by the different chapters giving you the needed information for preparation. The second function is to gain a complete record of the training you do. This record is a requirement of the Authority and therefore this syllabus is also an 'official' document. Though, please, take care of it, it is the only original, which, after the training is completed, will be stored together with other documents in your personal Employee Folder.
Important: Always present this syllabus to the instructor you will be working with! The syllabus remains with you during the entire training! Don't lose it!

And now the Mali Air Luftverkehr Ges.m.b.H Team wishes you all the best for your training. We are looking forward to work with you, intending to reach the goal of the training efficiently and effectively!

On-type Training (ESET)

Subject	Qty.	Location/Action	Candidate Sign.	Instr. Sign.
Commander's life vest		Take out of storage and replace after use		
Commander's smoke goggles Commander's oxygen mask		Wear the equipment with intercom communication between all crewmembers		
Commander's emergency torch		Location: ……....		
F/O's life vest		Take out of storage and replace after use		
F/O's smoke goggles F/O's oxygen mask		Wear the equipment with intercom communication between all crew members		
F/O's emergency torch		Location: ……..		
Emergency axe		Location: ……..		
Survival kit (if applicable)		Location: …… Contents: …….. ……..		
Halon fire extinguisher		Location: …… Operation and safety precautions …….. …….. …….. ……..		
First aid kit		Location: ……..		
Safety information cards		Location: ……..		
Emergency locater transmitter (ELT)		Location: …… Contents: ……..		

		……..		
Emergency lights		Operation: ……. Location: …….. …….. …….. ……..		
Fire resistant gloves (if available)		Location: …….		
Passenger oxygen system		Operation: ……. …….. …….. …….. ……..		
Protective Breathing Equipment (PBE)		Location: ……. Operation and Safety Precautions: …….. …….. …….. ……..		
Normal and Emergency Exits		Touch drills for opening normal and emergency exits for passenger evacuation		

The following subjects shall be instructed/explained during the line flying under supervision phase, in due consideration of the previous experience of the flight crew member.

Subject (Technical)	To instruct and to explain	Candidate sign.	Instructor sign.
Locations	All locations important for flight crew (meeting point, briefing room, AIS, Meteo)		
Paper storage	OFP's, fuel reports, etc.		
Limitations	Aeroplane limitations explained, applied		
Anti/de-ice system	Icing conditions explained, systems correctly applied		
Engine start	Correct starting sequence, starter cycle limitations known		
Engine limits	Limitations known, power setting applied correctly during all phases of flight		
FMS initialisation	Correct initialisation of FMS, including position and performance initialisation, etc.		
FMS flight plans	Correct programming of active /alternate flight plans, handling of waypoints, directs, flight plan changes, etc.		
FMS fuel pages	Usage of respective pages / figures		
FMS air data	Usage of respective pages / figures		
FMS progress	Usage of respective pages / figures		
FMS handling	Usage of function keys, structures of different pages explained		
Fuel - Refuelling	Correct calculation / application of refuelling (incl. operation of fuel panel)		
Fuel – X-feeding	Application of correct x-feeding in flight		
Hydraulic system	Normal / abnormal ops explained (incl. electrical requirements)		
WX radar	Functions explained, correctly applied		
Electrical system	Different systems (AC, DC; inverter) normal, abnormal explained		
Fire protection system	System explained		
Subject (Operational)	**To instruct and to explain**	**Candidate sign.**	**Instructor sign.**
Meteo / minima	Correct application of Meteo information (WX situation interpretation) and company / Jeppesen minima		

Fuel calculations	Application of dest/altn. planning		
Performance	Correct calculations applied for different RWY's (nml, short, wet, contaminated)		
ATC procedures	Correct start-up procedure, voice, etc.		
Briefings	T/O / approach briefings complete, intentions mentioned		
Route manual	Destinations and alternates approach and departure charts studied, FMS programming and go-around procedures reviewed		
Flight deck preparation	Efficiently preformed, all items done in good time		
Take-off sequence	After T/O sequence applied correctly		
Cross wind operation	T/O's and landings performed correctly in cross wind conditions		
Subject (Emergency)	**To instruct and to explain**	**Candidate sign.**	**Instructor sign.**
Evacuation	Procedure explained correctly, known by heart		
Engine failure / fire	Recognition (feathered, not feathered if appl.) explained, immediate actions known		
Smoke in cockpit	Immediate actions known, procedures applied		
Rapid decompression	Procedures known, by heart items Explained		
Emergency equipment	Locations explained		
Safety equipment	Locations explained		

Progress Report

Debriefing			
APPLICANT NAME :	SIGNATURE :	DATE:	TOTAL SECTORS (AFTER TODAY):
COMMANDER NAME:	SIGNATURE:	A/C TYPE :	ACCUMULATED BLOCK TIME (AFTER TODAY):
FLIGHT CONDITIONS: ☐ LIGHT ☐ MODERATE ☐ SEVERE			A/C REGISTRATION:
ICING CONDITIONS: ☐ YES ☐ NO			
ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
REMARKS: …… …… ……			

Debriefing			
APPLICANT NAME :	SIGNATURE :	DATE:	TOTAL SECTORS (AFTER TODAY):
COMMANDER NAME:	SIGNATURE:	A/C TYPE :	ACCUMULATED BLOCK TIME (AFTER TODAY):
FLIGHT CONDITIONS: ☐ LIGHT ☐ MODERATE ☐ SEVERE			A/C REGISTRATION:
ICING CONDITIONS: ☐ YES ☐ NO			
ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
REMARKS: …… …… ……			

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FLIGHT CONDITIONS: ☐ LIGHT ☐ MODERATE ☐ SEVERE			A/C REGISTRATION:
ICING CONDITIONS: ☐ YES ☐ NO			
ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
REMARKS: …… …… ……			

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FLIGHT CONDITIONS: ☐ LIGHT ☐ MODERATE ☐ SEVERE			A/C REGISTRATION:
ICING CONDITIONS: ☐ YES ☐ NO			
ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
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ICING CONDITIONS: ☐ YES ☐ NO			
ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
REMARKS: …… …… ……			

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ICING CONDITIONS: ☐ YES ☐ NO			
ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
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ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
REMARKS: …… …… ……			

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REMARKS: …… …… ……			

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ICING CONDITIONS: ☐ YES ☐ NO			
ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
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ICING CONDITIONS: ☐ YES ☐ NO			
ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
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COMMANDER NAME:	SIGNATURE:	A/C TYPE :	ACCUMULATED BLOCK TIME (AFTER TODAY):
FLIGHT CONDITIONS: ☐ LIGHT ☐ MODERATE ☐ SEVERE			A/C REGISTRATION:
ICING CONDITIONS: ☐ YES ☐ NO			
ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
REMARKS: …… …… ……			

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APPLICANT NAME :	SIGNATURE :	DATE:	TOTAL SECTORS (AFTER TODAY):
COMMANDER NAME:	SIGNATURE:	A/C TYPE :	ACCUMULATED BLOCK TIME (AFTER TODAY):
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ICING CONDITIONS: ☐ YES ☐ NO			
ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
REMARKS: …… …… ……			

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FLIGHT CONDITIONS: ☐ LIGHT ☐ MODERATE ☐ SEVERE			A/C REGISTRATION:
ICING CONDITIONS: ☐ YES ☐ NO			
ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
REMARKS: …… …… ……			

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FLIGHT CONDITIONS: ☐ LIGHT ☐ MODERATE ☐ SEVERE			A/C REGISTRATION:
ICING CONDITIONS: ☐ YES ☐ NO			
ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
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APPLICANT NAME :	SIGNATURE :	DATE:	TOTAL SECTORS (AFTER TODAY):
COMMANDER NAME:	SIGNATURE:	A/C TYPE :	ACCUMULATED BLOCK TIME (AFTER TODAY):
FLIGHT CONDITIONS: ☐ LIGHT ☐ MODERATE ☐ SEVERE			A/C REGISTRATION:
ICING CONDITIONS: ☐ YES ☐ NO			
ROUTE(S) FLOWN : …… ……	PF / PNF: …….. ……..	BLOCK TIME: …… ……	NUMBER OF PAX: …… ……
REMARKS: …… …… ……			

Training Syllabus

for

Commander´s Responsibilities

According to
OM-D, Chapter 2.2.6.20

16 Commanders Responsibilities

3-letter code: …… Licence No: ……..

Name:……

Course	Instructor
<u>Welcome</u> ➢ Introduction about what a Commander has to expect and what the PFO expects from a Mali Air Luftverkehr Ges.m.b.H Commander. ➢ Outlook to actual projects.	PFO
<u>Safety culture</u> ➢ Explanation and discussion about safety culture and company culture in general.	PFO
<u>Authority, duties and responsibilities</u> ➢ Position ➢ Subordination ➢ Power and authorities ➢ General responsibilities ➢ Supervision and coordination of flight duty	PFO
<u>Operations Manuals and SOPs</u> ➢ Review of the Manual system ➢ Review of the Companies SOPs	PFO
<u>Organizational factors</u> ➢ Additional duties to expect as a Commander ➢ Representation of Mali Air Luftverkehr Ges.m.b.H	PFO

Responsible instructor: Postholder Flight Operations:

Name: …….

Signature: …….

Date: ……..

Training Syllabus

for

Nomination to Commander Course

According to
OM-D, Chapter 2.2.2

17 Command Course

3-letter code: …… Licence No: ……..

Name:……

Control Sheet			
Item	Module	Date	Instructor
Psychological Assessment	2.1.7.21		
Commander's Responsibilities	2.1.7.22		
CMD CRM Course	2.1.7.4		
Conversion Training	2.1.1		
Command Course Technical Training	2.1.7.23		
Command Course Simulator Training	2.1.7.11		
OPC / LPC / Skill test	2.1.7.12/13/14		
On Type Training	2.1.7.16		
Route & Aerodrome Competence	2.1.7.17		
Line Flying under Supervision	2.1.7.19		
Line Check	2.1.7.20		

1.1 Introduction

Welcome to the Mali Air Luftverkehr Ges.m.b.H Commander Course.

This syllabus will lead you through your training, covering all required subjects. All necessary papers and forms are part of this syllabus.

The syllabus in fact serves for two purposes: It first is a guide for you and for your instructors, leading you through the different steps of the training. The function of the syllabus is covered by the different chapters giving you the needed information for preparation. The second function is to gain a complete record of the training you do. This record is a requirement of the Authority and therefore this syllabus is also an 'official' document. Though, please, take care of it, it is the only original, which, after the training is completed, will be stored together with other documents in your personal Employee Folder (according the Operation Manual Part A, Chapter 2.1.4).

Important: Always present this syllabus to the instructor you will be working with! The syllabus remains with you during the entire training! Don't lose it!

And now the Mali Air Luftverkehr Ges.m.b.H Instructor Team wishes you all the best for your training. We are looking forward to work with you, intending to reach the goal of the training efficiently and effectively!

Primary Target

The primary target of the Command Course is to train the future Commander to obtain the authority, duties and responsibilities as described in the Operation Manual Part A, Chapter 1.4 “Authority, Duties and Responsibilities of the Commander”.

Simulator Training

Three LOFT sessions shall be completed especially designed to Commanders duties, responsibilities, leadership and decision making.

General Session program:

Time: Action:
T-2:00 Meeting in the briefing room (at simulator facility), Briefing
T-1:10 Break
T-1:00 Briefing (continued)
T-0:10 Break
T Simulator session (first half)
T+1:55 Break
T+2:05 Simulator session (second half)
T+4:00 Break
T+4:20 Debriefing (open end)

The following tolerances shall apply for given conditions:

Heading:	+/- 5° +/- 10° (after steep turn and with OEI)
Tracking:	+/- 5° on radio aids Half scale deflection (prec. appr.) on azimuth and glide path
Altitude:	+/- 100 feet
Airspeed:	+/- 5 KIAS (when ordered or prescribed) +10 / -5 KIAS OEI +/- 15 KIAS during system or instrument failure - 0 KIAS for AFM required minimum speeds
ILS minimum:	+ 50 ft / - 0 ft (DH) for go-around
Non-precision:	+ 50 ft / - 0 ft (MDA) for go-around
Circling altitude:	+ 100 ft / -0 ft

Preparation:

The preparation for the simulator session must be done prior to the session and includes the following:

- route preparation (OFP’s, fuel, mass & balance, performance)
- bring along the following (per crew):
  - the syllabus
  - required Jeppesen charts
  - 1 complete checklist set (2 x normal, 1 x emergency)
  - 1 OM-A
  - 1 OM-B
  - prepared OFPs, mass & balance and spare sets

Simulator Session 1

The session trains the future commander's ability to handle difficult communication situations as a leader, target-oriented and crew-conscious. The nature of the communication problems is both, technical and human. A future commander shall be able to lead his/her crew even in adverse situations.

Major topics are:

- MEL application
- Communication failure (technical) and respective procedures
- Difficult communication (human)
- Pilot incapacitation

Special targets „Communication Problems"

- The candidate handles radio communication failure according the correct procedures.
- The candidate leads her/his crew even in difficult situations (human problems, abnormal situations) and commands clearly where necessary.
- The candidate recognizes an incapacitation of the COPI and handles the aircraft in difficult situations alone.

Item	To train	Time	Remarks	Sign
I. Preparation	• OFP • Mass & balance • Fuel Planning • Performance calc. • Meteo • Decisions load, fuel, alternates, etc.			
II. Quick turn- - around (LOFT)	• Systematic (checklist) • MEL • Crew coordination/MCC • Completeness	00:10		
III. Engine Start (LOFT)	• Checklist work (2 men!) • Callouts PF / PNF • Instrument scanning • Start malfunctions • Limitations	00:10		
IV. Taxiing (LOFT)	• Braking smoothly • Power setting • MEL • Taxi check • Take-off briefing • Line-up (centerline)	00:05		
V. Take-off - with engine - flame-out (LOFT)	• Power setting • Instrument check • Centerline • Callouts • Rotation	00:02		
VI. After T/O With engine failure (LOFT)	• Sequence • Engine failure • Crew coordination / MCC • Malfunction procedure • Resource management • Workload distribution • Flight path	00:08		
VII. Climb (LOFT)	• Departure route • Speeds • Crew coordination / MCC • Engine restart • Power setting • Controls handling • Cabin / PAX information	00:10		
VIII. Cruise (LOFT)	• Level-off • Power management • Electrical Smoke • Decisions • Crew coordination/MCC • Cabin /PAX information	00:20		

IX. Descent (LOFT)	• Descent path • Airport selection • Checklists (emergency) • Approach briefing • Cabin / PAX information	00:10		
X. Non-precision - approach - (one man ops) (LOFT)	• VDP Definition • RMU use • Flight path/altitudes • MDA/VDP	00:15		
XI. Go-around (LOFT)	• Sequence • Flight Path • Speeds • A/C Control • Cabin/PAX Information	00:10		
XII. ILS approach - one eng. out (LOFT)	• Approach briefing • RMU usage • Gear malfunction (stuck up) • Cabin / PAX information	00:10		
XIII. Go-around (LOFT)	• Sequence • Flight Path • Speeds • A/C Control • Cabin/PAX Information	00:10		
XIV. ILS approach - with hydraulic problem (LOFT)	• Approach path • RMU usage • Speeds • Landing preparation	00:05		
XIII. Landing	• Approaching RWY • Landing technique • Speeds • Centerline • Evacuation	00:05		

Debriefing

Self-assessment by the candidate

General impression
Try to assess the general impression of the entire simulator session. Note the positive points as well as the points, which have to improve.

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Simulator Session 2

This session shows the candidate the troubles which can occur, when different problems arise within the “interfaced” systems. Priority handling as well as emergency checklist work are emphasized in this session.

Major topics are:

- LVTO with engine failure after rotation
- Proceeding to the T/O alternate
- Use of WX radar
- OEI operation with hydraulic problem
- Smoke (electrical source)
- OEI ILS approach, in smoke and with partial panel
- OEI non-precision approach with manual gear extension
- Evacuation on the RWY

Special targets „Emergency Operation“

- The candidate keeps control even in “heavy” situations and takes correct decisions.
- The candidate clearly sets priorities and acts accordingly.
- The candidate coordinates and commands her/his crew in difficult situations and leads her/his crew through adverse dispositions

Item	To train	Time	Remarks	Sign
I. Preparation	• OFP • Mass & balance • Fuel Planning • Performance calc. • Meteo • Decisions load, fuel, alternates, etc.			
II. Quick turn- - around (LOFT)	• Systematic (checklist) • MEL • Crew coordination • Completeness	00:10		
III. Engine Start (LOFT)	• Checklist work (2 men!) • Callouts PF / PNF • Instrument scanning • Start malfunctions • Limitations	00:10		
IV. Taxiing (LOFT)	• Braking smoothly • Power setting • MEL • Taxi check • Take-off briefing • Line-up (centerline)	00:05		
V. Take-off - with engine - flame-out (LOFT)	• Power setting • Instrument check • Centerline • Callouts • Rotation	00:02		
VI. After T/O (LOFT)	• Sequence • Engine failure • Crew coordination / MCC • Malfunction procedure • Resource management • Workload distribution • Flight path	00:08		
VII. Climb (LOFT)	• Departure route • Speeds • Crew coordination / MCC • Engine restart • Power setting • Controls handling • Use of WX radar • Cabin / PAX information	00:10		
VIII. Cruise (LOFT)	• Level-off • Power management • Communication failure • Abnormal procedures • Problems with COPI • (does not accept PIC • decisions) • Decisions • Crew coordination • Cabin /PAX information	00:20		

IX. Descent (LOFT)	• Descent path • Checklists (emergency) • Approach briefing • FMS programming • Cabin / PAX information	00:10		
X. Non-precision - approach - (one man ops) (LOFT)	• Sequence • Flight path • Engine failure handling • Speeds • A/C control • Cabin / PAX infomation	00:10		
XII. ILS approach - one eng. out (LOFT)	• Approach briefing • FMS usage • Use of WX radar • FGC programming • Cabin / PAX information	00:10		
XIII. Landing	• Approaching RWY • Engine handling • Landing technique • Centerline • After landing	00:05		

Debriefing

Self-assessment by the candidate

General impression
Try to assess the general impression of the entire simulator session. Note the positive points as well as the points, which have to improve.

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Training Syllabus

for

First Aid and Aeromedical Topics

According to
OM-D, Chapter 2.2.6.6

18 First Aid and Aeromedical Topics

3-letter code: …… Licence No: ……

Name:……

First Aid and Aeromedical Topics

Medical aspects and first aid training includes the following subjects:

Items		Instructor
Physiology of flight including oxygen requirements and hypoxia		Medical doctor
Medical emergencies in aviation including: ➢ asthma ➢ choking ➢ heart attacks ➢ stress reactions and allergic reactions ➢ shock ➢ stroke ➢ epilepsy ➢ diabetes ➢ air sickness ➢ hyperventilation ➢ gastro-intestinal disturbances and ➢ emergency childbirth		
Practical cardio-pulmonary resuscitation by each crew member in regard to the aeroplane environment and using a specifically designed dummy		
Basic first aid and survival training, including the care of: ➢ the unconscious ➢ burns ➢ wounds; and ➢ fractures and soft tissues injuries		
Travel health and hygiene including: ➢ the risk of contact with infectious diseases especially when operating into tropical areas. Reporting of infectious diseases, protection from infection and avoidance of water-borne and food-borne illness. The training shall include the means to reduce such risks ➢ hygiene on board ➢ death on board ➢ handling of clinical waste ➢ aircraft disinfection and ➢ alertness management, physiological effects of fatigue, sleep physiology, circadian rhythm and time zone changes.		
The use of the contents of the first aid kit and the medical kit.		
Time-allotment: 4 Lessons	3 lessons a´45 minutes self-study 1 lesson a´45 minutes medical doctor	

Self-study at scandlearn with written test. A medical doctor will add practical exercises to complete all items required.

Responsible instructor: Name: ……

Signature ……

Date: ……

Training Syllabus

for

Operational Procedures

According to
OM-D, Chapter 2.2.6.6

19 Operational Procedures

3-letter code: …… Licence No: ……

Name:……

Topic	Instructor
Checklists	PFO or delegated TC
Standard Operating Procedures (SOPs)	
Servicing and safeguarding procedures	
Anti- and De-icing procedures	

De-/anti-icing: This is usually a separate course (self-study with a multiple-choice test) within Mali Air training schedule. However, aeroplane specific items shall be discussed.

Responsible instructor: PFO or delegated TC

Name: ……

Signature ……

Date: ……

Training Syllabus

for

Cold Weather Operation

According to
OM-D, Chapter 2.1.7.24

20 Cold Weather Operation

3-letter code: …… Licence No: ……

Name:……

Cold Weather Operation

The knowledge in this topic can be gathered through self-study of the relevant papers. They will be distributed by the Postholder Crew Training in October to prepare the crews of the approaching winter time.

Study material consists of the “AEA guide for De- and Anti-icing”, manufacturer’s guidelines, Scandlearn access and links to various internet pages.

Every pilot has to answer a multiple choice test on Scandlearn Module.

Topics	Topics Instructor
Icing principles	Self-study
De- / anti-icing on ground: When, Why, How	
Contaminated runway / crosswind	
Performance impact due to snow on the aeroplane or on the wing and fuselage	
Low fuel temperature	
De-icing fluids, characteristics	
De-icing on ground, checklists, hold over time	
In-flight Ice protection	
Operational aspects (alternate aerodromes)	
Correct administration (entry in Tech & Logbook)	

Name: .....

Signature .....

Date: .....

Training Syllabus

for

Low Visibility Operation

According to
OM-D, Chapter 2.2.6.7

21 Low Visibility Operation

3-letter code: …… Licence No: ……

Name:……

Initial Ground Training Course for Low Visibility Operation

Low Visibility Operation

Content	Date	Instructor
The qualification requirements for pilots to obtain and retain approval to conduct LVOs.		
Precautions to be followed with regard to surface movement during operations when the RVR is 400 m or less		
The Characteristics and limitations of the ILS		
The Characteristics of the visual aids		
The characteristics of fog		
The effects of precipitation, ice accretion, low level wind shear and turbulence		
The effect of specific aeroplane/system malfunctions		
The use and limitations of RVR assessment systems		
The principles of obstacle clearance requirements		
Recognition of an action to be taken in the event of failure of ground equipment.		
The significance of decision heights based upon radio altimeters and the effect of terrain profile in the approach area on radio altimeter readings and on the automatic approach system		
The importance and significance of alert height, if applicable, and the action in the event of any failure above and below the alert height.		
The importance of correct seating and eye position		

Flight Simulator Training and/or Flight Training		
Content	Date	Instructor
The operating limitations resulting from airworthiness certification.		
Checks of satisfactory functioning of equipment (on ground and in flight)		
Effect of minima caused by changes in the status of ground installations		
Actions to be taken in the event of failures: • Engine failure • Electrical system • Hydraulics • Flight control system		
Effect of unserviceabilities and use of MEL		
Guidance on the visual cues required at DH together with information on maximum deviation allowed from glide path or localizer		
The importance and significance of alert height if applicable and the action in the event of any failure above and below the alert height		
The monitoring of automatic flight control systems.		
Incapacitation procedure at low visibility T/O		

If the result of training is not satisfactory, the minima of the trainee concerned has to be increased by a value determined by the Postholder Crew Training.

Satisfactory: ☐	Non Satisfactory: ☐	
Minima applicable:	T/O:	
	APP:	

Signature:

Trainee: Postholder Crew Training:

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Appendix B: Forms

Content of Appendix B:

Number	Title
1	Inventory of Experience – Flight Crew
2	Training Order of Events – Flight Crew
3	Qualification to Operate in Either Pilot's Seat
4	Line Check Pilots
5	Aerodrome Competence Qualification
6	Emergency and Safety Equipment
7	OPC 1/Aircraft
8	OPC 1/Simulator
9	OPC 2/Aircraft
10	OPC 2/Simulator
11	OPC 3/Aircraft
12	OPC 3/Simulator

Inventory of Experience

Name	TLC	Function/Aeroplane Type	Licence

General:
This form shall be used to establish the Training Track and Training Schedule necessary to meet regulatory and operational requirements.

	□ Copilot:	New type & Company Conversion
	□ Copilot:	Company Conversion
	□ Commander:	New type & Company Conversion
	□ Commander:	Company Conversion

Hired by Mali Air Luftverkehr Ges.m.b.H:

Starting Date: _____ /_____/ 20____

As: □ Copilot:

□ Commander:

Status: □ Full Time:

□ Free-lance (part-time):

PERSONAL DATA

Pilot Licence: □ ATPL (A) □ CPL (A)

Licence No: _____

Medical (Class1) ____ / ____ /20___

TR/IR No 1: Type: _____ Valid: ____ / ____ /20 ___ □ F/O □ CMDR

TR/IR No 2: Type: _____ Valid: ____ / ____ /20 ___ □ F/O □ CMDR

Remarks: _____

_____

Inventory of Experience

Aeroplane Type(s)				Total Time
SPA SE				
SPA ME				
MPA				
Night				
IFR				
PIC				
F/O				
DUAL				
STD/FNPT/SIM				
Grand Total Flt Time				

Inventory of Experience

Status:		
CPL:		Date: ……
ATPL:		Date: ……
MCC:		Date: ……
Initial Ditching Training:		Date: ……
Fire-fighting:		Date: ……
Skill Test / LPC	A/C Type 1: ……..	Date: ……
Skill Test / LPC	A/C Type 2: ……	Date: ……
AWO:	A/C Type 1:	Category: ……..
AWO:	A/C Type 2:	Category: ……..
CRM initial:		Date: ……
Last CRM recurrent:		Date: ……
DG initial:		Date: ……
Last DG recurrent:		Date: ……
RVSM EUR:		Date: ……

Remarks: ……

……

Please forward copies of your license, your medical certificate, as well as of any training performed as listed above.

Signature of Pilot: ……....

Training Order of Events

Participant Name	

The entire Company Conversion is based on the following table “Order of Events” which may vary depending on your previous experience and function. It should be followed according to the steps.

The column “CO” means “Change of Operator” (same Type) and “CT” means “Change of Type”. If it is a change of operator and a change of type, all items have to be covered. “DT” means “difference training” from the previous to the new version of aeroplane.

The Postholder Crew Training assesses the individual training needs and only he will mark “not applicable” where indicated.

	Step	Module	N/A	CO	CT
Ground Training	1	Company Introduction		Yes	
	2	Security Training		Yes	
	3	Quality System Training		Yes	
	4	Dangerous Goods Training		DT	
	5	Safety Management System		Yes	Yes
	6	Aeroplane Systems		DT	Yes
	7	Operational Procedures		DT	Yes
	8	Pilot’s Incapacitation		DT	Yes
	9	Crew Resource Management		Yes	Yes
	10	Emergency and Safety Equipment Training		Yes	Yes
	11	All Weather Operation		Yes	Yes
	12	RVSM/MNPS			DT
	13	Simulator Training			Yes
Simulator Training	14	Operator Proficiency Check		Yes	Yes
	15	Licence Proficiency Check			Yes
	16	Skill Test Type Rating			Yes
	17	Qualification to Operate in Either Pilots Seat		Yes	Yes
	18	Route and Aerodrome Competence Training		Yes	Yes
Flight Training	19	On Type Training		Yes	Yes
	20	Flight Training Type Rating			Yes
	21	Route and Aerodrome Competence Training		Yes	Yes
	22	Line Flying under Supervision		Yes	Yes
	23	Line Check		Yes	Yes

Postholder Crew Training: Name: ……

Signature ……

Date: ……

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Qualification to Operate in Either Pilot's Seat
(according to OM-D, chapter 2.2.6.13)

This form is an integrated part of the training and checking conducted during the recurrent training and checking.

References

APPLICANT NAME:	SIGNATURE:	LICENCE NUMBER
TRE NAME:	SIGNATURE.	LICENCE NUMBER.
ATO:	LOCATION:	DATE:
SIMULATOR/ AEROPLANE TYPE:	SIM. LEVEL:	

Pilot Qualification to Operate in Either Pilot's Seat

Objective:

Commanders whose duties require them to operate in the right-hand seat and/or carry out duties of the Co-pilot must complete an additional training and checking from the right-hand seat as follows

Minimum required	**Subject**	**Number Performed**	**Conditions**
PF		PF	
1	An engine failure during take-off		
1	A one engine inoperative approach and go-around		
1	A one engine inoperative landing		

Line Check Flight Crew OM-D 2.2.6.18		
Applicant's Name:		License Nr.
Applicant's function: □ CMDR □ Copilot		Other Crewmember:
Aeroplane Type:		
Training Captain's Name:		License Nr:
Date	Day ___ Month ___ Year _____	Location:
Details of Flight	Leg 1: Dep: …… Dest: ……..… Block time: ……. □ PF □ PNF Leg 2: Dep: ……... Dest: ……..… Block time: …….. □ PF □ PNF	
Topics discussed / executed	□ RVSM □ Pilot's incapacitation □ Emergency Equipment □ Airport qualification for ..... □ CAT II □ Low visibility Appr. performed at: ..... □ Autoland performed at airport:	
Result of line check	□ Passed □ Failed	
SIGNATURES		
Training Captain:	Applicant:	Postholder Crew Training:

Detailed qualifications see following pages.

LINE CHECK DETAILS	APPLICANT'S NAME:		
Flight Preparation	**Pass**	**Fail**	**Remarks**
Flight preparation as a teamwork			
Accuracy of NOTAM, Wx briefing			
Fuel decision			
Time management			
Cockpit Preparation	**Pass**	**Fail**	**Remarks**
Security and safety check			
Exterior check, cockpit set-up			
Mass & balance, documents, MEL			
Navigation set-up FMS and charts			
Cabin preparation / coordination			
Ground Operation	**Pass**	**Fail**	**Remarks**
Passenger handling & information			
Coordination with ground personnel			
Engine start, checklist work			
Taxi to the runway			
Take-off briefing, general briefing			
Line-up, vigilance towards traffic			
Take-off, initial climb	**Pass**	**Fail**	**Remarks**
SOP during take-off roll, rotation			
Gear, flap retraction, acceleration, ATC			
Navigation in terminal area			
Noise abatement			
Workload distribution			
Administrative work			
En route	**Pass**	**Fail**	**Remarks**
Route competence, TCAS, RVSM, RNAV			
Thrust/power and speed management			
Altitude selection			
Weather watch en route, dest / altn			
Workload distribution			
Coordination Cockpit – Cabin – PAX			
Approach briefing and preparation			
Landing distance requirements			
Descent profile			
Approach	**Pass**	**Fail**	**Remarks**
Navigation set-up and -tracking			
Profile vs terrain or chart restrictions			
Speed control and configuration			
ILS, VOR, NDB or visual final intercept			
Stabilized final approach			
Go-around briefing, nav setting			
Landing	**Pass**	**Fail**	**Remarks**
Touch-down distance			
Use of spoilers, reverse and brakes			
Parking, engine shut-down			
Passenger care			
Coordination with handling agent			
Securing the aeroplane			
Post-flight duties, administration			

CRM assessment

	Main Topics	Details	Very poor	Poor	Acceptable	Good	Very good	Remarks
Teamwork, Communication	Team building	Establishes atmosphere for open comm. / participation						
		Encourages inputs/feedbacks from crew						
	Consideration of others	Open for suggestions of other C/M						
		Takes condition of other C/M into account						
	Supporting of others	Helps other C/M in demanding situations						
		Offers assistance						
	Conflict solving	Keeps calm						
		Suggests solutions						
Leadership	**Main Topics**	**Details**						**Remarks**
	Use of authority / Assertiveness	Makes own position clear						
		Takes initiative						
		Motivates Crew						
	Maintaining Standards	Ensures SOP compliance						
		Intervenes if deviation from standards happen						
	Planning and coordination	Encourages Crew participation						
		Clearly states intentions / goals						
	Workload management	Distributes tasks among the crew						
		Prioritizes tasks						
		Allocates enough time to complete tasks						

	Main Topics	Details	Very poor	Poor	Acceptable	Good	Very good	Remarks
Situational awareness	System awareness	Monitors changes in system status						
		Acknowledges entries / changes to system						
	Environmental awareness	Collects environmental information						
		Shares environmental information with crew						
	Anticipation	Discusses contingency strategies						
		Identifies possible / future problems						
	Main Topics	**Details**						**Remarks**
Decision making	Diagnosis	Gathers information and identifies problems						
		Reviews casual factors with other C/M						
	Options	States / sees alternative course of action						
		Asks other C/M for their opinion						
	Risk assessment	Considers risk / benefits of alternative actions						
		Talks about possible risks						
	Workload management	Checks outcome against planned action						
		Changes plans if necessary						

Further remarks by the Instructor	
CRM assessment	
PASS	**FAIL**
SIGNATURE confirming having written / read the above statements	
Training Captain	Candidate

Aerodrome Competence Qualification

According to
OM-A 8.1.4
OM-D, Chapter 2.2.6.15

Aerodrome:	Aerodrome (ICAO Code)
……	……

Name:	First Name:	Licence No:
……	……	……
Aeroplane Type:	Date:	Signature:
……	……	……

Self-study syllabus for Category B or C aerodromes

Signing the Form “Aerodrome Qualification” on page 1, the named flight crew member certifies that he has fulfilled the requirements according to OM-A, chapter 8.1.4 and OM-D, chapter 2.2.6.15, and has used the list and graph below as a guidance to obtain the required knowledge to operate to/from the aerodrome concerned.

Subject	
National regulations and entry requirements	Note any requirement(s), which exceed(s) a valid passport or valid ID: …… ……
Measuring system and units of measurement	Note any differences, which are not commonly used in Central Europe: …… ……
Aerodrome infrastructure and operational hours	Note the operational hours of the aerodrome concerned: …… ……
Aerodrome geographical location, terrain consistency and aerodrome obstacles	Use the graph on page 5 to enter the relevant items
Minimum safe altitudes	State the chart (e.g. Jeppesen), where this information is given: ……..……..
Prohibited, restricted and danger areas	Use the graph on page 5 to enter these area(s)
Aerial sporting and recreational activities	State accordingly: …… …… ……
Aprons, taxiways and check location data	State the chart (e.g. Jeppesen), where this information is given: ……..……..
Surface movement guidance and control systems including markings	State the chart (e.g. Jeppesen), where this information is given: ……..……..
Low visibility procedures (LVP)	☐ Yes ☐ No
Approach, runway and taxiway lighting system(s)	State the chart (e.g. Jeppesen), where this information is given:

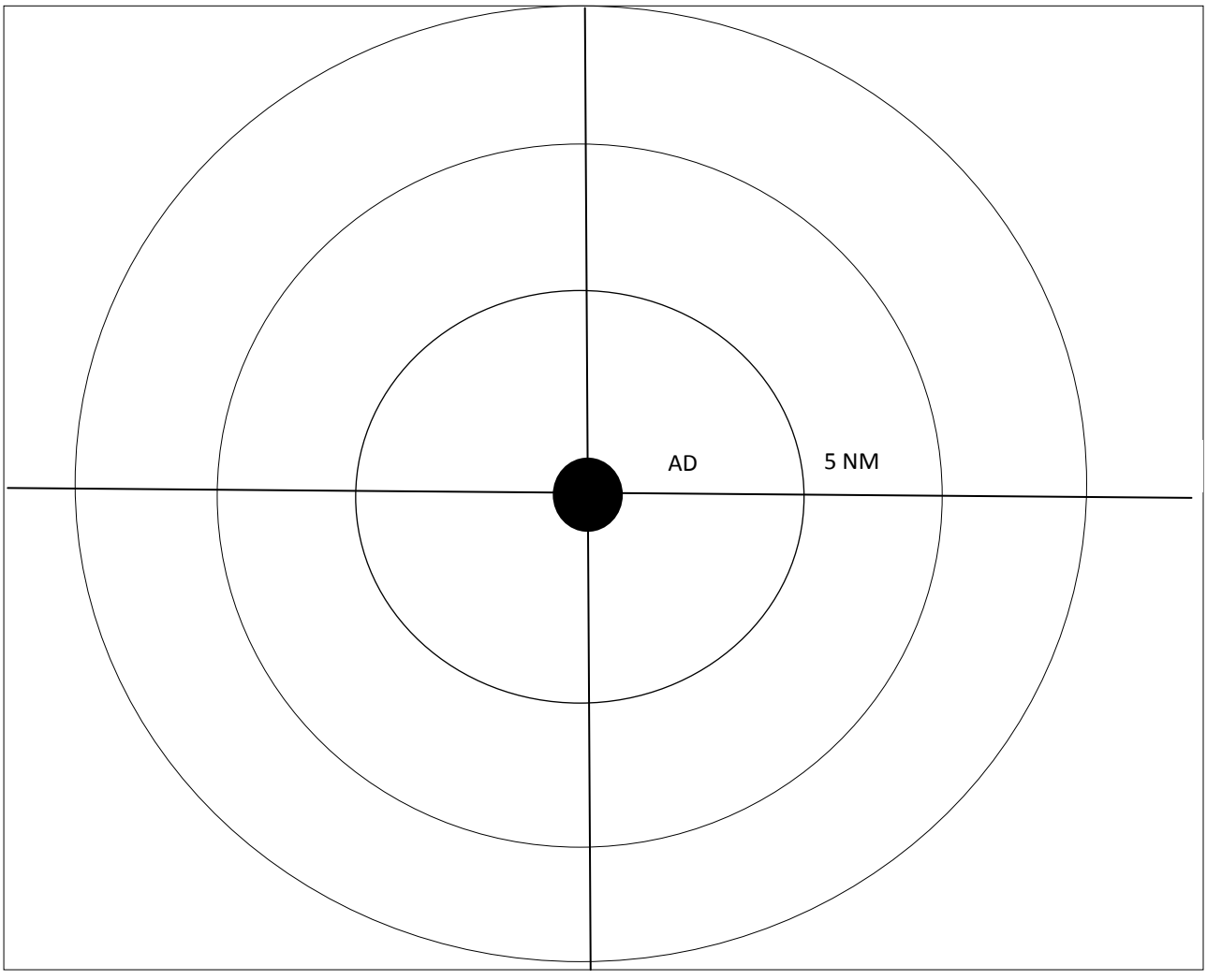
	……..……..
Runway(s) physical characteristics and declared distances for take-off and landing	Refer to the chart (e.g. Jeppesen), where this information is given: ……..……and state the distances for 2 RWYs:
	Rwy 1: Ldg beyond threshold: ……..…meters Ldg beyond glide slope: ……..meters Take-off: ……meters Width: ……meters
	Rwy 2: Ldg beyond threshold: ……..…meters Ldg beyond glide slope: ……..meters Take-off: ……meters Width: ……meters
Air Traffic Services, procedures and practices	Note any specials (e.g. comm. failure procedure), which are given for this aerodrome: ……. ……. ……. …….. …….. ……..
Radio navigation facilities / aids / systems	Note all items with the corresponding frequency: Facility: Frequency: …… …… …… …… …… ……

Holding, approach including circling and departure procedures	Name the most likely holding, STAR, approach and circling, SID in the regard of arrival, respectively departure: Holding: …….. STAR: …… Approach: …….. Circling: …….. STAR: ……..
Performance limitations and implications	Are you in possession of the relevant APG performance charts? ☐ Yes ☐ No
Regional supplementary procedures and local traffic regulations	☐ Yes ☐ No If yes, state the chart, where this information is given: ……
Fire-fighting and rescue services	State the services given: …… State the fire-fighting category of the aerodrome concerned: ……...
Noise abatement procedures	State the chart (e.g. Jeppesen), where this information is given: ……..……..
Charts, maps and documentation including performance data (IRT's)	Are you in possession of these items? ☐ Yes ☐ No
Local and seasonal meteorological	Note these conditions, if applicable:

conditions	…… …… …… ……
Bird migration and areas with sensitive fauna	Note these conditions, if applicable: …… …… …… ……

Passenger facilities and handling services including fuel and anti- / de-ice services	PAX facilities: ☐ Yes ☐ No Handling services: ☐ Yes ☐ No Jet A1 fuel: ☐ Yes ☐ No Anti-/de-ice service: ☐ Yes ☐ No Catering: ☐ Yes ☐ No
Maintenance facilities and organisations for the aeroplane concerned	☐ Yes ☐ No

Area of the aerodrome concerned
* Mark relevant restricted / prohibited / danger areas around the aerodrome
* Mark adjacent aerodromes, which could be mixed up with the destination
* Mark dominating terrain / obstacles (reasons for MSA)



Emergency and Safety Equipment

According to
OM-A 8.1.4
OM-D, Chapter 2.2.6.5

Name: ……	First Name: ……	Licence No: ……
Aeroplane Type: ……	Date: ……	Signature: ……

Subject	Qty.	Location/Action	Candidate Sign.	Instr. Sign.
Commander's life vest		Take out of storage and replace after use		
Commander's smoke goggles Commander's oxygen mask		Wear the equipment with intercom communication between all crewmembers		
Commander's emergency torch		Location: ……....		
F/O's life vest		Take out of storage and replace after use		
F/O's smoke goggles F/O's oxygen mask		Wear the equipment with intercom communication between all crew members		
F/O's emergency torch		Location: …….		
Emergency axe		Location: …….		
Survival kit (if applicable)		Location: ……. Contents: …….. ……....		
Halon fire extinguisher		Location: ……. Operation and safety precautions …….. …….. …….. ……....		
First aid kit		Location: …….		
Safety information cards		Location: …….		
Emergency locater transmitter (ELT)		Location: ……. Contents: …….. ……....		

Emergency lights		Operation: …… Location: …….. …….. …….. ……..		
Fire resistant gloves (if available)		Location: ……		
Passenger oxygen system		Operation: …… …….. …….. …….. ……..		
Protective Breathing Equipment (PBE)		Location: …… Operation and Safety Precautions: …….. …….. …….. ……..		
Normal and Emergency Exits		Touch drills for opening normal and emergency exits for passenger evacuation		

Operational Check 1

According to
OM-D, Chapter 2.2.6.10

OPC 1/Aircraft

3-letter code: …… Licence No: ……

Name:……

OPC 1 on aircraft

Introduction:
This form covers all requirements of EU FCL and OPS 1 over a period of three years and incorporate all aero-plane systems.
This set of papers represents the syllabus as well as the course and check confirmations.
The Postholder Crew Training is responsible for the availability and storage of this original check form.

Handling of this form:
Before each training and checking event, this original form is handed to the respective crewmember.
After the training and checking event this original form shall be handed back to the Postholder Crew Training, either by the respective crewmember or the Instructor/Examiner.
The designated TRE is responsible for the OPC documents and LPC documents, including the required paperwork within this syllabus. If OPC/LPC is performed, the Austro Control Form FO_LFA_PEL_129_v1_0 has to used additionally in order to forward it to the authority for revalidation of the licence concerned.
Note: All emergencies and abnormalities shall be done simulated and with no passengers on board!

Applicant Name:		Licence Type/Nr.		Valid:	Medical valid:
PIC: ☐	CoPi: ☐	JAR.FCL 1.245 (TR/IR) ☐	EU-OPS 1.450 (AWO) ☐	1.965 (OPC) ☐	1.968 (RH seat) ☐
TRE Name:		Licence Type/Nr.		Exam.Authorisation Nr.	Exam. valid:
Seat:		Left: ☐		Right: ☐	Rear: ☐

Aircraft Type:		Registration:	Date of Check:
Leg 1:	From:	To:	Via:
Block Off:	Dep:	Arr:	Block On:
Leg 2:	From:	To:	Via:
Block Off:	Dep:	Arr:	Block On:
Landings:	Time on Controls:		

Departure Aerodrome (ICAO Code):	Met.Cond.:
Departure Procedure:	
Arrival Aerodrome (ICAO Code):	Met Cond.:
Arrival Procedure:	

Flight Preparation	**P**	**F**	**Remarks**
Use of checklists prior engine start, starting procedures, radio and navigation equipment check/setting, communication setting			
Before take-off checks			
Take-off with simulated engine failure	**P**	**F**	**Remarks**
as close as possible after V2			
Rejected take-off before V1			
Instrument flight procedures	**P**	**F**	**Remarks**
Adherence to SID / STAR and ATC instructions			
CAT 1 ILS approaches:	**P**	**F**	**Remarks**
manually, without FD (skill test only)			
manually with one or two eng inoperative			
Non precision approach down to MDH/A			
Missed approach procedures	**P**	**F**	**Remarks**
Go around with one engine inoperative (man) after instrument approach out of MDH/A/DH/A			
Landings	**P**	**F**	**Remarks**
with critical engine inoperative (2eng A/C)			
Qualification to operate in either Pilot's seat (OPS 1.968)	**P**	**F**	**Remarks**
Take off with sim eng failure between V_1 and V_2			
Go around with one engine inoperative (man) after instrument approach out of MDH/A/DH/A			
Landing with critical engine inoperative			
Normal/abnormal operation of systems	**P**	**F**	**Remarks**
Engine			
Fuel system			
Autopilot / Flight director			
Stall warning / stability augmentation			
Abnormal / Emergency procedures	**P**	**F**	**Remarks**
Fire drills incl. evacuation			
Engine failure /shutdown /restart			
Windshear at take-off / landing (if applicable)			
Other emergency procedures acc. OM-B			
1:			
2:			
Relief Pilot Training	**P**	**F**	**Remarks**
Items acc. to OM-B			
Recency according JAR-FCL (circle Y or N)			
10 Route sectors within the past 12 month (performed in A/C) or	**Y**	**N**	
1 Route sector with examiner within the past 12 month	**Y**	**N**	

CRM Assessment:

Signature TRE: Signature Applicant:

Operational Check 1

According to
OM-D, Chapter 2.2.6.10

OPC 1/Simulator

3-letter code: …… Licence No: ……

Name:……

OPC 1 on Simulator					
Introduction: This form covers all requirements of EU FCL and OPS 1 over a period of three years and incorporate all aero-plane systems. This set of papers represents the syllabus as well as the course and check confirmations. The Postholder Crew Training is responsible for the availability and storage of this original check form. **Handling of this form:** Before each training and checking event, this original form is handed to the respective crewmember. After the training and checking event this original form shall be handed back to the Postholder Crew Training, either by the respective crewmember or the Instructor/Examiner. The designated TRE is responsible for the OPC documents and LPC documents, including the required paperwork within this syllabus.					
Applicant Name:		Licence Type/Nr.		Valid:	Medical valid:
PIC: ☐	CoPi: ☐	JAR.FCL 1.245 (TR/IR) ☐	EU-OPS 1.450 (AWO) ☐	1.965 (OPC) ☐	1.968 (RH seat) ☐
TRE Name:		Licence Type/Nr.		Exam.Authorisation Nr.	Exam. valid:
Seat:		Left: ☐		Right: ☐	Rear: ☐

Aircraft Type:		JAA Simulator ID:	Date of Check:
Leg 1:	From: LOWG	To: LOWL	Via:
Block Off:	Dep:	Arr:	Block On:
Leg 2:	From: LOWL	To: LOWS	Via:
Block Off:	Dep:	Arr:	Block On:
Landings:	Time on Controls:		

Departure Aerodrome (ICAO Code): LOWG	Met.Cond.: RWY 17, Vis: 150m Wind: 170/8 Ceiling: OVC 100 ft Temp:18/DP17 ONH: 998 hPa
Departure Procedure: MILGO 4G, LNZ, FL100 SQ 1516	
Arrival Aerodrome (ICAO Code): LOWL	Met Cond.: RWY 26 Vis:1300m Wind: 280/5 Ceiling: BKN 250 ft Temp; -5/DP-6 QNH: 1000 hPa
Arrival Procedure: LNZ HLDG, ILS RWY 26 O/N	
Alternate: LOWS	Met Cond.: RWY 15 Vis:10km Wind: 150/10 Ceiling: BKN 3200ft Temp; -4/DP-6 QNH: 1000 hPa Windshear wrng on final
Arrival Procedure: NDB Approach via SBG VOR,	

Program		
Departure:	Malfunctions	Remarks
LVTO LOWG (150m)	Hydraulic Press low before V1, Take-off abort	
Reset		
LVTO LOWG (150m) Follow Milgo 4 G dep	V1 +5 engine failure left engine Engine shutdown/restart	
Enroute:		
Establish on L604 inbd. LNZ Climb FL 110	Approach to stall/recover	
LNZ HLDG	Correct entry	
	Oil pressure warning, engine precautionary shut down	
ILS 26	SE ILS manual no FD	
	SE GA	
VOR 08	RV VOR Approach RWY 08	

Flight Preparation	**P**	**F**	**Remarks**
Use of checklists prior engine start, starting procedures, radio and navigation equipment check/setting, communication setting			
Before take-off checks			
Take-off with simulated engine failure	**P**	**F**	**Remarks**
Between V_1 and V_2			
Rejected take-off before V_1			
Instrument flight procedures	**P**	**F**	**Remarks**
Adherence to SID / STAR and ATC instructions			
CAT 1 ILS approaches:	**P**	**F**	**Remarks**
manually, without FD (skill test only)			
manually with one or two eng inoperative			
Non precision approach down to MDH/A			
Missed approach procedures	**P**	**F**	**Remarks**
Go around with one engine inoperative (man) after instrument approach out of MDH/A/DH/A			
Landings	**P**	**F**	**Remarks**
with critical engine inoperative			
All weather operations	**P**	**F**	
Take-off at min authorized RVR/150m (OPS 1.450)			
Qualification to operate in either Pilot's seat (OPS 1.968)	**P**	**F**	**Remarks**
Take off with engine failure between V_1 and V_2			
Go around with one engine inoperative (man) after instrument approach out of MDH/A/DH/A			
Landing with critical engine inoperative			
Normal/abnormal operation of systems	**P**	**F**	**Remarks**
Engine			
Fuel system			
Autopilot / Flight director			
Stall warning / stability augmentation			
Abnormal / Emergency procedures	**P**	**F**	**Remarks**
Fire drills incl. evacuation			
Engine failure /shutdown /restart			
Windshear at take-off / landing			
Other emergency procedures acc. OM-B			
1:			
2:			
Relief Pilot Training	**P**	**F**	**Remarks**
Items acc. to OM-B			
Recency according JAR-FCL (circle Y or N)			
10 Route sectors within the past 12 month (performed in A/C) or	**Y**	**N**	
1 Route sector with examiner within the past 12 month	**Y**	**N**	

CRM Assessment:

Signature TRE: Signature Applicant:

Operational Check 2

According to
OM-D, Chapter 2.2.6.10

OPC 2/Aircraft

3-letter code: …… Licence No: ……

Name:……

OPC 2 on aircraft

Introduction:
This form covers all requirements of EU FCL and OPS 1 over a period of three years and incorporate all aero-plane systems.
This set of papers represents the syllabus as well as the course and check confirmations.
The Postholder Crew Training is responsible for the availability and storage of this original check form.

Handling of this form:
Before each training and checking event, this original form is handed to the respective crewmember.
After the training and checking event this original form shall be handed back to the Postholder Crew Training, either by the respective crewmember or the Instructor/Examiner.
The designated TRE is responsible for the OPC documents and LPC documents, including the required paperwork within this syllabus. If OPC/LPC is performed, the Austro Control Form FO_LFA_PEL_129_v1_0 has to used additionally in order to forward it to the authority for revalidation of the licence concerned.
Note: All emergencies and abnormalities shall be done simulated and with no passengers on board!

Applicant Name:		Licence Type/Nr.		Valid:	Medical valid:
PIC: ☐	CoPi: ☐	JAR.FCL 1.245 (TR/IR) ☐	EU-OPS 1.450 (AWO) ☐	1.965 (OPC) ☐	1.968 (RH seat) ☐
TRE Name:		Licence Type/Nr.		Exam.Authorisation Nr.	Exam. valid:
Seat:		Left: ☐		Right: ☐	Rear: ☐

Aircraft Type:		Registration:	Date of Check:
Leg 1:	From:	To:	Via:
Block Off:	Dep:	Arr:	Block On:
Leg 2:	From:	To:	Via:
Block Off:	Dep:	Arr:	Block On:
Landings:	Time on Controls:		

Departure Aerodrome (ICAO Code):	Met.Cond.:
Departure Procedure:	
Arrival Aerodrome (ICAO Code):	Met Cond.:
Arrival Procedure:	

Flight Preparation	**P**	**F**	**Remarks**
Use of checklists prior engine start, starting procedures, radio and navigation equipment check/setting, communication setting			
Before take-off checks			
Take-off with simulated engine failure	**P**	**F**	**Remarks**
as close as possible after V2			
Rejected take-off before V1			
Instrument flight procedures	**P**	**F**	**Remarks**
Adherence to SID / STAR and ATC instructions			
CAT 1 ILS approaches:	**P**	**F**	**Remarks**
manually, without FD (skill test only)			
manually with one or two eng inoperative			
Non precision approach down to MDH/A			
Missed approach procedures	**P**	**F**	**Remarks**
Go around with one engine inoperative (man) after instrument approach out of MDH/A/DH/A			
Landings	**P**	**F**	**Remarks**
with critical engine inoperative (2eng A/C)			
Qualification to operate in either Pilot's seat (OPS 1.968)	**P**	**F**	**Remarks**
Take off with sim eng failure between V_1 and V_2			
Go around with one engine inoperative (man) after instrument approach out of MDH/A/DH/A			
Landing with critical engine inoperative			
Normal/abnormal operation of systems	**P**	**F**	**Remarks**
Pressurization and airconditioning			
Electrical system			
Anti-, deicing system			
GPWS / WXRAD / RALT / XPDR			
Radios / Instruments / NAV / FMS			
Abnormal / Emergency procedures	**P**	**F**	**Remarks**
Engine failure /shutdown /restart			
Cabin press failure / emergency descent			
Incapacitation of flight crew member			
Other emergency procedures acc. OM-B			
1:			
2:			
Relief Pilot Training	**P**	**F**	**Remarks**
Items acc. to OM-B			
Recency according JAR-FCL (circle Y or N)			
10 Route sectors within the past 12 month (performed in A/C) or	**Y**	**N**	
1 Route sector with examiner within the past 12 month	**Y**	**N**	

CRM Assessment:

Result: **Pass**: □ **Partial Pass*:** □ **Fail*:** □

*State failed items under “Remarks”

Remarks: (use reverse side if necessary)

Signature TRE: Signature Applicant:

Operational Check 2

According to
OM-D, Chapter 2.2.6.10

OPC 2/Simulator

3-letter code: …… Licence No: ……

Name:……

OPC 2 on Simulator

Introduction:
This form covers all requirements of EU FCL and OPS 1 over a period of three years and incorporate all aero-plane systems.
This set of papers represents the syllabus as well as the course and check confirmations.
The Postholder Crew Training is responsible for the availability and storage of this original check form.

Handling of this form:
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After the training and checking event this original form shall be handed back to the Postholder Crew Training, either by the respective crewmember or the Instructor/Examiner.
The designated TRE is responsible for the OPC documents and LPC documents, including the required paperwork within this syllabus.

Applicant Name:	Licence Type/Nr.	Valid:	Medical valid:

PIC: ☐	CoPi: ☐	JAR.FCL 1.245 (TR/IR) ☐	EU-OPS 1.450 (AWO) ☐	1.965 (OPC) ☐	1.968 (RH seat) ☐

TRE Name:	Licence Type/Nr.	Exam.Authorisation Nr.	Exam. valid:
Seat:	Left: ☐	Right: ☐	Rear: ☐

Aircraft Type:		JAA Simulator ID:	Date of Check:
Leg 1:	From: LOWG	To: LOWL	Via: FRE
Block Off:	Dep:	Arr:	Block On:
Leg 2:	From: LOWL	To: LOWS	Via:
Block Off:	Dep:	Arr:	Block On:
Landings:	Time on Controls:		

Departure Aerodrome (ICAO Code): LOWG	Met.Cond.: RWY 17, Vis: 150m Wind: 170/8 Ceiling: OVC 100 ft Temp:18/DP17 ONH: 998 hPa
Departure Procedure: MILGO 4G, LNZ, FL100 SQ 1516	
Arrival Aerodrome (ICAO Code): LOWL	Met Cond.: RWY 08 Vis:1300m Wind: 280/5 Ceiling: BKN 250 ft Temp; -5/DP-6 QNH: 1000 hPa
Arrival Procedure: RV VOR 08	
Alternate: LOWS	Met Cond.: RWY 15 Vis:10km Wind: 150/10 Ceiling: BKN 3200ft Temp; -4/DP-6 QNH: 1000 hPa Windshear wrng on final
Arrival Procedure: NDB Approach via SBG VOR,	

Program		
Departure:	Malfunctions	Remarks
LVTO LOWG (150m)	Gen warning before V1, Take-off abort	
Reset		
LVTO LOWG (150m) Follow Milgo 4 G dep	V1 +5 engine failure left engine Engine shutdown/restart	
Enroute:		
Establish on L604 inbd. LNZ Climb FL 340	Fl 320 climbing, cabin pressure failure Emergency descent blw 130 (if practicable/MFA)	
LNZ HLDG	Correct entry	
	Oil pressure warning, engine precautionary shut down	
VOR 08	SE VOR SE GA followed RV ILS 26 ENG ANTI ICE failure	
ILS 26	SE ILS manual no FD Flaps U/S	Incapacitation of PF
	SE ldg	

Flight Preparation	**P**	**F**	**Remarks**
Use of checklists prior engine start, starting procedures, radio and navigation equipment check/setting, communication setting			
Before take-off checks			
Take-off with simulated engine failure	**P**	**F**	**Remarks**
as close as possible after V2			
Rejected take-off before V1			
Instrument flight procedures	**P**	**F**	**Remarks**
Adherence to SID / STAR and ATC instructions			
CAT 1 ILS approaches:	**P**	**F**	**Remarks**
manually, without FD (skill test only)			
manually with one engine inoperative			
Non precision approach down to MDH/A			
Missed approach procedures	**P**	**F**	**Remarks**
Go around with one engine inoperative (man) after instrument approach out of MDH/A/DH/A			
Landings	**P**	**F**	**Remarks**
with critical engine inoperative (2eng A/C)			
All weather operation	**P**	**F**	**Remarks**
Take- off at min authorized RVR/150m (OPS 1.450)			
Qualification to operate in either Pilot's seat (OPS 1.968)	**P**	**F**	**Remarks**
Take off with engine failure between V_1 and V_2			
Go around with one engine inoperative (man) after instrument approach out of MDH/A/DH/A			
Landing with critical engine inoperative			
Normal/abnormal operation of systems	**P**	**F**	**Remarks**
Pressurization and airconditioning			
Electrical system			
Anti-, deicing system			
GPWS / WXRAD / RALT / XPDR			
Radios / Instruments / NAV / FMS			
Abnormal / Emergency procedures	**P**	**F**	**Remarks**
Engine failure /shutdown /restart			
Cabin press failure / emergency descent			
Incapacitation of flight crew member			
Other emergency procedures acc. OM-B			
1:			
2:			
Relief Pilot Training	**P**	**F**	**Remarks**
Items acc. to OM-B			
Recency according JAR-FCL (circle Y or N)			
10 Route sectors within the past 12 month (performed in A/C) or	**Y**	**N**	
1 Route sector with examiner within the past 12 month	**Y**	**N**	

CRM Assessment:

Result: **Pass**: □ **Partial Pass*:** □ **Fail*:** □

*State failed items under “Remarks”

Remarks: (use reverse side if necessary)

Signature TRE: Signature Applicant:

Operational Check 3

According to
OM-D, Chapter 2.2.6.10

OPC 3/Aircraft

3-letter code: …… Licence No: ……

Name:……

OPC 3 on aircraft					
Introduction: This form covers all requirements of EU FCL and OPS 1 over a period of three years and incorporate all aero-plane systems. This set of papers represents the syllabus as well as the course and check confirmations. The Postholder Crew Training is responsible for the availability and storage of this original check form. **Handling of this form:** Before each training and checking event, this original form is handed to the respective crewmember. After the training and checking event this original form shall be handed back to the Postholder Crew Training, either by the respective crewmember or the Instructor/Examiner. The designated TRE is responsible for the OPC documents and LPC documents, including the required paperwork within this syllabus. If OPC/LPC is performed, the Austro Control Form FO_LFA_PEL_129_v1_0 has to used additionally in order to forward it to the authority for revalidation of the licence concerned. **Note: All emergencies and abnormalities shall be done simulated and with no passengers on board!**					
Applicant Name:		Licence Type/Nr.		Valid:	Medical valid:
PIC: ☐	CoPi: ☐	JAR.FCL 1.245 (TR/IR) ☐	EU-OPS 1.450 (AWO) ☐	1.965 (OPC) ☐	1.968 (RH seat) ☐
TRE Name:		Licence Type/Nr.		Exam.Authorisation Nr.	Exam. valid:
Seat:		Left: ☐		Right: ☐	Rear: ☐
Aircraft Type:		Registration:		Date of Check:	
Leg 1:	From:	To:		Via:	
Block Off:	Dep:	Arr:		Block On:	
Leg 2:	From:	To:		Via:	
Block Off:	Dep:	Arr:		Block On:	
Landings:	Time on Controls:				
Departure Aerodrome (ICAO Code):		Met.Cond.:			
Departure Procedure:					
Arrival Aerodrome (ICAO Code):		Met Cond.:			
Arrival Procedure:					

Flight Preparation	**P**	**F**	**Remarks**
Use of checklists prior engine start, starting procedures, radio and navigation equipment check/setting, communication setting			
Before take-off checks			
Take-off with simulated engine failure	**P**	**F**	**Remarks**
as close as possible after V2			
Rejected take-off before V1			
Instrument flight procedures	**P**	**F**	**Remarks**
Adherence to SID / STAR and ATC instructions			
CAT 1 ILS approaches:	**P**	**F**	**Remarks**
manually, without FD (skill test only)			
manually with one or two eng inoperative			
Non precision approach down to MDH/A			
Missed approach procedures	**P**	**F**	**Remarks**
Go around with one engine inoperative (man) after instrument approach out of MDH/A/DH/A			
Landings	**P**	**F**	**Remarks**
with critical engine inoperative (2eng A/C)			
Qualification to operate in either Pilot's seat (OPS 1.968)	**P**	**F**	**Remarks**
Take off with sim eng failure between V_1 and V_2			
Go around with one engine inoperative (man) after instrument approach out of MDH/A/DH/A			
Landing with critical engine inoperative			
Normal/abnormal operation of systems	**P**	**F**	**Remarks**
Engine			
Pressurization and airconditioning			
Pitot / static system			
Hydraulic system			
Flight control and trim system			
Landing gear and brake system			
Slat and flap system			
Abnormal / Emergency procedures	**P**	**F**	**Remarks**
Smoke control and removal			
Engine failure /shutdown /restart			
Incapacitation of flight crew member			
Other emergency procedures acc. OM-B			
1:			
2:			
Relief Pilot Training	**P**	**F**	**Remarks**
Items acc. to OM-B			
Recency according JAR-FCL (circle Y or N)			
10 Route sectors within the past 12 month (performed in A/C) or	**Y**	**N**	
1 Route sector with examiner within the past 12 month	**Y**	**N**	

CRM Assessment:

Result: **Pass**: □ **Partial Pass*:** □ **Fail*:** □

*State failed items under “Remarks”

Remarks: (use reverse side if necessary)

Signature TRE: Signature Applicant:

Operational Check 3

According to
OM-D, Chapter 2.2.6.10

OPC 3/Simulator

3-letter code: …… Licence No: ……..

Name:……

OPC 3 on simulator					
Introduction: This form covers all requirements of EU FCL and OPS 1 over a period of three years and incorporate all aero-plane systems. This set of papers represents the syllabus as well as the course and check confirmations. The Postholder Crew Training is responsible for the availability and storage of this original check form. **Handling of this form:** Before each training and checking event, this original form is handed to the respective crewmember. After the training and checking event this original form shall be handed back to the Postholder Crew Training, either by the respective crewmember or the Instructor/Examiner. The designated TRE is responsible for the OPC documents and LPC documents, including the required paperwork within this syllabus. If OPC/LPC is performed, the Austro Control Form FO_LFA_PEL_129_v1_0 has to used additionally in order to forward it to the authority for revalidation of the licence concerned.					
Applicant Name:		Licence Type/Nr.		Valid:	Medical valid:
PIC: ☐	CoPi: ☐	JAR.FCL 1.245 (TR/IR) ☐	EU-OPS 1.450 (AWO) ☐	1.965 (OPC) ☐	1.968 (RH seat) ☐
TRE Name:		Licence Type/Nr.		Exam. Authorisation Nr.	Exam. valid:
Seat:		Left: ☐		Right: ☐	Rear: ☐
Aircraft Type:		JAA Simulator ID:		Date of Check:	
Leg 1:	From:	To:		Via:	
Block Off:	Dep:	Arr:		Block On:	
Leg 2:	From:	To:		Via:	
Block Off:	Dep:	Arr:		Block On:	
Landings:	Time on Controls:				
Departure Aerodrome (ICAO Code): LOWL Departure Procedure: LIMRA 1T		Met.Cond.: RWY 08, RVR 150m, -SN 080/3, OVC 100ft, -3/-4, 998, NOSIG			
Arrival Aerodrome (ICAO Code): LOWG Arrival Procedure: VOR 35 (ILS on MTNCE)		Met Cond.: RWY 35, RVR 550, 310/8, BKN 400ft, -4/-6 1000, NOSIG			
Alternate Aerodrome (ICAO Code): LOWK Arrival Procedure: ILS 28		Met Cond: RWY 28, VIS 8km, 280/12, SCT 2300ft, -2/-5 1001, NOSIG			

Program		
Departure:	Malfunctions	Remarks
LVTO LOWL (150m)	Different AS Indication Take-off abort	
Reset		
LVTO LOWL (150m) Follow LIMRA 1T SID	V1 +5 engine failure left engine Engine shutdown/restart	
Enroute:	trim runaway	
Establish on L604 inbd. GRZ Climb FL 340	Fl 320 climbing, cabin pressure failure Emergency descent blw 130 (if practicable/MFA)	
GRZ HLDG	Correct entry	
	Oil pressure warning, engine precautionary shut down	
VOR 35	SE VOR, flaps U/S SE GA Missed App, RQ to Altn ENG ANTI ICE failure	
Enroute (FL 100)	Hydr. Warning Odeur in cockpit (electric)	
ILS 28	SE ILS manual no FD Hydraulic failure, manual extension	Incapacitation of PF
	SE ldg	

Flight Preparation	**P**	**F**	**Remarks**
Use of checklists prior engine start, starting procedures, radio and navigation equipment check/setting, communication setting			
Before take-off checks			
Take-off with simulated engine failure	**P**	**F**	**Remarks**
as close as possible after V2			
Rejected take-off before V1			
Instrument flight procedures	**P**	**F**	**Remarks**
Adherence to SID / STAR and ATC instructions			
CAT 1 ILS approaches:	**P**	**F**	**Remarks**
manually, without FD (skill test only)			
manually with one or two eng inoperative			
Non precision approach down to MDH/A			
Missed approach procedures	**P**	**F**	**Remarks**
Go around with one engine inoperative (man) after instrument approach out of MDH/A/DH/A			
Landings	**P**	**F**	**Remarks**
with critical engine inoperative (2eng A/C)			
All weather Operations	**P**	**F**	**Remarks**
Take-off at min authorized RVR/150m (OPS 1.450)			
Qualification to operate in either Pilot's seat (OPS 1.968)	**P**	**F**	**Remarks**
Take off with sim eng failure between V_1 and V_2			
Go around with one engine inoperative (man) after instrument approach out of MDH/A/DH/A			
Landing with critical engine inoperative			
Normal/abnormal operation of systems	**P**	**F**	**Remarks**
Engine			
Pressurization and airconditioning			
Pitot / static system			
Hydraulic system			
Flight control and trim system			
Landing gear and brake system			
Slat and flap system			
Abnormal / Emergency procedures	**P**	**F**	**Remarks**
Smoke control and removal			
Engine failure /shutdown /restart			
Incapacitation of flight crew member			
Other emergency procedures acc. OM-B			
1:			
2:			
ACAS Event			
Relief Pilot Training	**P**	**F**	**Remarks**
Items acc. to OM-B			
Recency according JAR-FCL (circle Y or N)			
10 Route sectors within the past 12 month (performed in A/C) or	**Y**	**N**	
1 Route sector with examiner within the past 12 month	**Y**	**N**	

CRM Assessment:

Result: **Pass**: □ **Partial Pass*:** □ **Fail*:** □

*State failed items under “Remarks”

Remarks: (use reverse side if necessary)

Signature TRE: Signature Applicant:

INTENTIONALLY LEFT BLANK

INTENTIONALLY LEFT BLANK

INTENTIONALLY LEFT BLANK