

	FLIGHT CREW TRAINING CHAPTER 0 DOCUMENT CONTROL	DOC REF	TSAL/FCT/DPM
		ED / REV / TR	06/00/06
		ISSUE DATE	19-Oct-2022



FLIGHT CREW T R A I N I N G

Department Procedures Manual (DPM)

EDITION NUMBER:	ED 06
REVISION NUMBER:	REV 00
TEMPORARY REVISION:	TR 06
MANUAL:	SOFT COPY
DATE:	19 Oct 22 (TR 06)
EMAIL:	vikram.dayal@airvistara.com
AUTHORITY:	Director of Training, TATA SIA

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		ISSUE DATE	19-Oct-2022

0.1 Index

Chapter Number	Contents	Page Number
Chapter 0	DOCUMENTATION CONTROL	1-20
Chapter 1	INTRODUCTION	1-06
Chapter 2	TRAINING	1-126
Chapter 3	STANDARDS	1-92
Chapter 4	RISK MANAGEMENT	1-28
Chapter 5	RECORDS	1-34
Chapter 7	APPENDIX	1-100

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	FLIGHT CREW TRAINING CHAPTER 2 TRAINING	DOC REF	TSAL/FCT/DPM
		ED / REV / TR	06 / 00 / 00
		ISSUE DATE	08-Apr-2022

2.1 Pilot's Recruitment

2.1.1 Pilot's Recruitment (Pre-Joining)

2.1.1.1 Procedure Author

Author for the latest revision: ACP – Training

2.1.1.2 Purpose of Procedure

To define the process of Pilot's Recruitment

2.1.1.3 Other Depts Involved in the Procedure

HR

FOPS

2.1.1.4 Record(s) Required for Filing

Description of Record

Application Form

Interview Form/ Results

Simulator Assessment Form

Written Examination Record

Any previous Trainings/Qualifications (recruitment stage)

All qualifications, ratings, licences, certificates etc (on joining)

Filed By

HR

HR

HR

HR

HR

FCT

2.1.1.5 Controlling / Reference Document for the Procedure

Name of Document: Operations Manual D

	FLIGHT CREW TRAINING CHAPTER 2 TRAINING	DOC REF	TSAL/FCT/DPM
		ED / REV / TR	06 / 00/ 00
		ISSUE DATE	08-Apr-2022

2.1.1.6 Procedure Details

2.1.1.6.1 Manager HR / FOPS

Identify the target number of pilots to be recruited for current financial year based on the Management decision and approval.

2.1.1.6.2 Manager HR

- Submit the advertisement requirements to Marketing department.
- Prepare the database of eligible candidates, who meet the stipulated requirements as outlined in Ops Manual D.
- Send the database to FOPS for review.

2.1.1.6.3 Manager FOPS

Shortlist potential candidates in co-ordination with FCT. Share the list of shortlisted candidates with HR.

2.1.1.6.4 Manager HR

Review shortlisted candidates' database provided by FCT/FOPS (AM – Licensing.).

- If the applicant is selected and application was for TFO then go to step 2.1.1.6.5
- If the applicant is selected and application was for other categories, then go to step 2.1.1.6.7
- If the applicant is not selected go to step 2.1.1.6.14

2.1.1.6.5 Manager HR

Finalise the written test venue and Date. The date will be finalized as per availability of the venue.

2.1.1.6.6 Manager HR

Invite applicants for the written test. Candidates will be subjected the written examination testing their general aviation knowledge.

- If the candidate passed the written examination, then go to step 2.1.6.7
- If the candidate failed the written examination, then go to step 2.1.6.14.

2.1.1.6.7 Manager HR

Invite the applicants for the interview. Interview date shall be finalised in conjunction with flight operations department considering the availability of the Management Pilot.

	FLIGHT CREW TRAINING CHAPTER 2 TRAINING	DOC REF	TSAL/FCT/DPM
		ED / REV / TR	06 / 00 / 00
		ISSUE DATE	08-Apr-2022

2.1.1.6.8 Manager HR

Upon confirmation from the candidate, arrangement for the candidates' logistics as per the policy if the candidate is from other station.

For Annexure A & B sample – Refer Appendix.

2.1.1.6.9 AM – CLTSC

Check candidates' relevant documents as shared by Manager HR as follows:

- Check the documents Validity as per Annexure A & Other documents as per Annexure B.
- Current Flying Licenses
- Log books and summary of flying hours.
Detailed year-wise Aircraft-wise record of previous flying preferably certified by the previous operator/flying club in CA 39 format. The form shall be current (not more than 6 months old) and shall contain carried forward hours as well as the total hours of the candidate till date.
- Medical Records (latest medical assessment issued by DGCA/ class 1 medical certificate)
- Any previous qualification offering continued credits for further training syllabus eg:
 - AVSEC, DGR, STOL, CAT II/III, RNP, SEP, CRM etc
 - Train The Trainer / FIDP, Trainer Approval(s) etc
- Record of accident/incident/BA positive instances duly certified by the previous operator/flying club.
- Other documents felt necessary by FCT.

Note: Manager HR shall liaise with CLTSC where necessary to determine adequacy of qualification / documentation. All joining crew licenses/Medical needs to be valid for minimum 3 months from joining date.

Highlight any flag to Manager HR during document scrutiny.

If License valid for 3 months, go to next step.

If License not valid for 3 months, postpone joining or obtain management approval for joining.

2.1.1.6.10 HR/FOPS Representative & Management Crew

Candidates are interviewed and assessed for the following criteria:

- Interpersonal skills
- Professionalism
- Technical Knowledge
- Communication

If candidate is successful at interview, go to step 2.1.1.6.11

If candidate is unsuccessful at interview, go to step 2.1.1.6.14

2.1.1.6.11 TRI/SFI

Assess the candidates on their simulator performance.

- If Candidate passed simulator assessment, then go to step 2.1.1.6.12
- If Candidate failed simulator assessment, then go to step 2.1.1.6.14

	FLIGHT CREW TRAINING CHAPTER 2 TRAINING	DOC REF	TSAL/FCT/DPM
		ED / REV / TR	06 / 00 / 00
		ISSUE DATE	08-Apr-2022

2.1.1.6.12 Manager - FOPS

Share the list of selected candidates with HR.

Coordinate Date of Joining of the selected candidates with HR, FCT & CLTSC.

2.1.1.6.13 Manager HR

- Arrange a detailed background check of the eligible candidates.
- Offer letter is prepared and sent to the selected candidates.

2.1.1.6.14 Manager HR

Send out rejection letters to:

- Applicants not meeting advertised requirements.
- Candidates who failed Interview or Simulator Assessment.

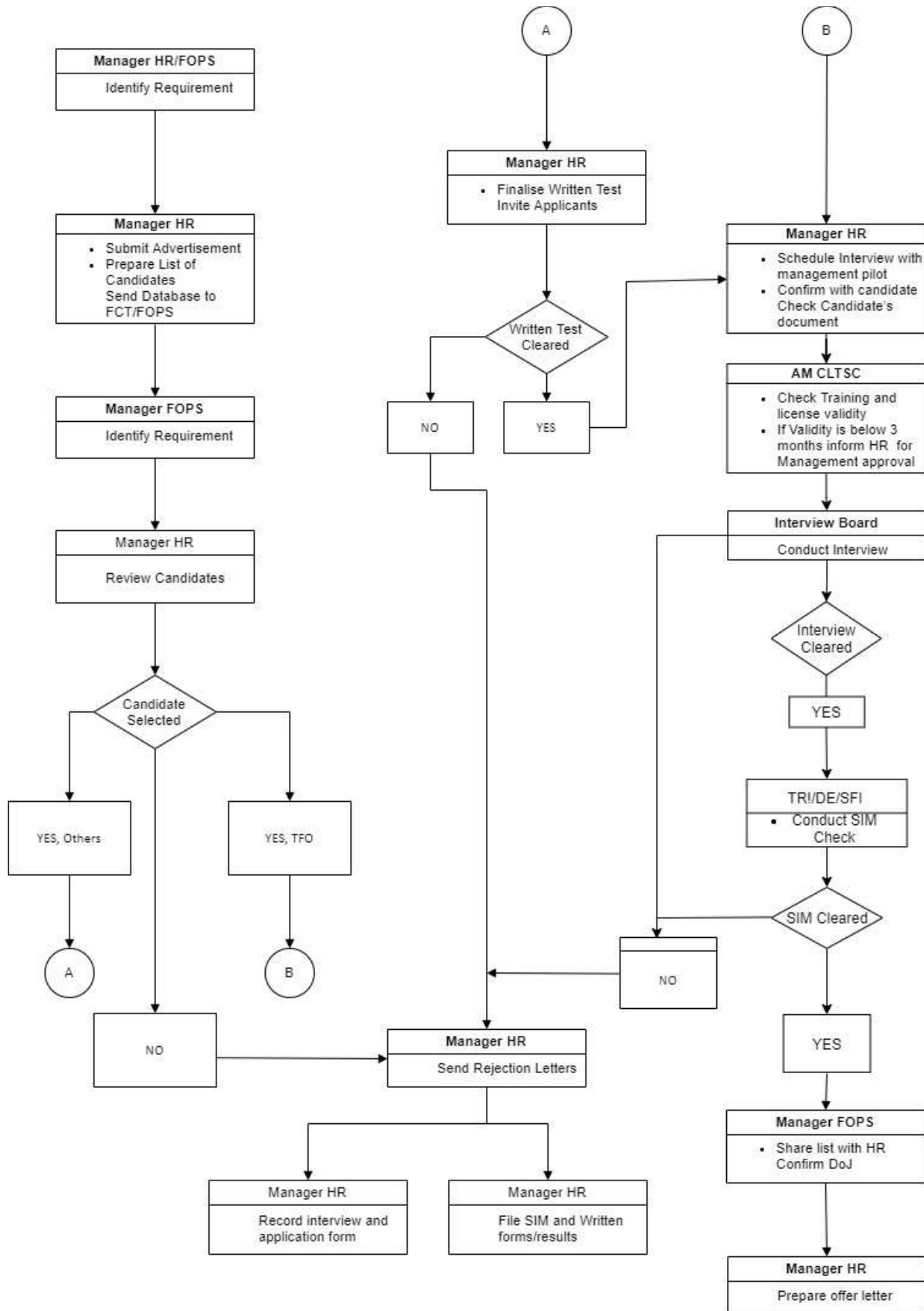
Note: Failure at any stage may be reconsidered after a cooling period of 06 months form date of declaration of the result as per policy. Re-assessment shall be considered as fresh application to include both, interview & simulator assessment. "Offer-revoke" shall be omitted from any future applications.

2.1.1.6.15 Manager (HR)/ Manager (FOPS)

- Application Form
- Written Examination records
- Interview Form
- Simulator Assessment Form

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2.1.1.7 Flow Chart



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		ED / REV / TR	06 / 00/ 00
		ISSUE DATE	08-Apr-2022

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		ED / REV / TR	06 / 00/ 00
		ISSUE DATE	08-Apr-2022

2.1.2 Pilot's Recruitment (on Joining & Post Joining)

2.1.2.1 Procedure Author

Author for the latest revision: ACP – Training

2.1.2.2 Purpose of Procedure

To define the process of Pilot's Recruitment

2.1.2.3 Other Depts Involved in the Procedure

HR

FOPS

2.1.2.4 Record(s) Required for Filing

Description of Record

Filed By

Application Form

HR

Interview Form/ Results

HR

Simulator Assessment Form

HR

Written Examination Record

HR

Any previous Trainings/Qualifications (recruitment stage)

HR


All qualifications, ratings, licences, Training documents, certificates etc (on joining)

CLTSC

2.1.2.5 Controlling / Reference Document for the Procedure

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	FLIGHT CREW TRAINING CHAPTER 2 TRAINING	DOC REF	TSAL/FCT/DPM
		ED / REV / TR	06 / 00/ 00
		ISSUE DATE	08-Apr-2022

2.1.2.6 Procedure Details

2.1.2.6.1 Manager FOPS

- a. Share the joining schedule to all stakeholders.

2.1.2.6.2 AM - CLTSC

- a. Check Crew Licenses & Training Documents as per Annexure A & B.
- b. Handover training file to the crew with printed induction brief.
- c. Brief the inducted crew as per the induction brief. (For Induction Brief - Refer chapter on Appendix)
- d. Any shortfall in documents needs to be closed by crew in 2 days.
- e. Any Flag needs to be highlighted to the management. Also, to HR, if needed.

2.1.2.6.3 Sr. Exe – CLTSC

- a. Update all crew license data in consolidated tracker in 2 working days from crew joining date.
- b. Data updated as mentioned above needs to be checked by another senior executive/AM.
- c. Enter Career flying hours in system for total flying experience as per CA 39 submitted by crew at time of joining.
- d. Enter Seasonal flying experience and Monsoon flying experience as declared in Annex A.

2.1.2.6.4 AM - CLTSC

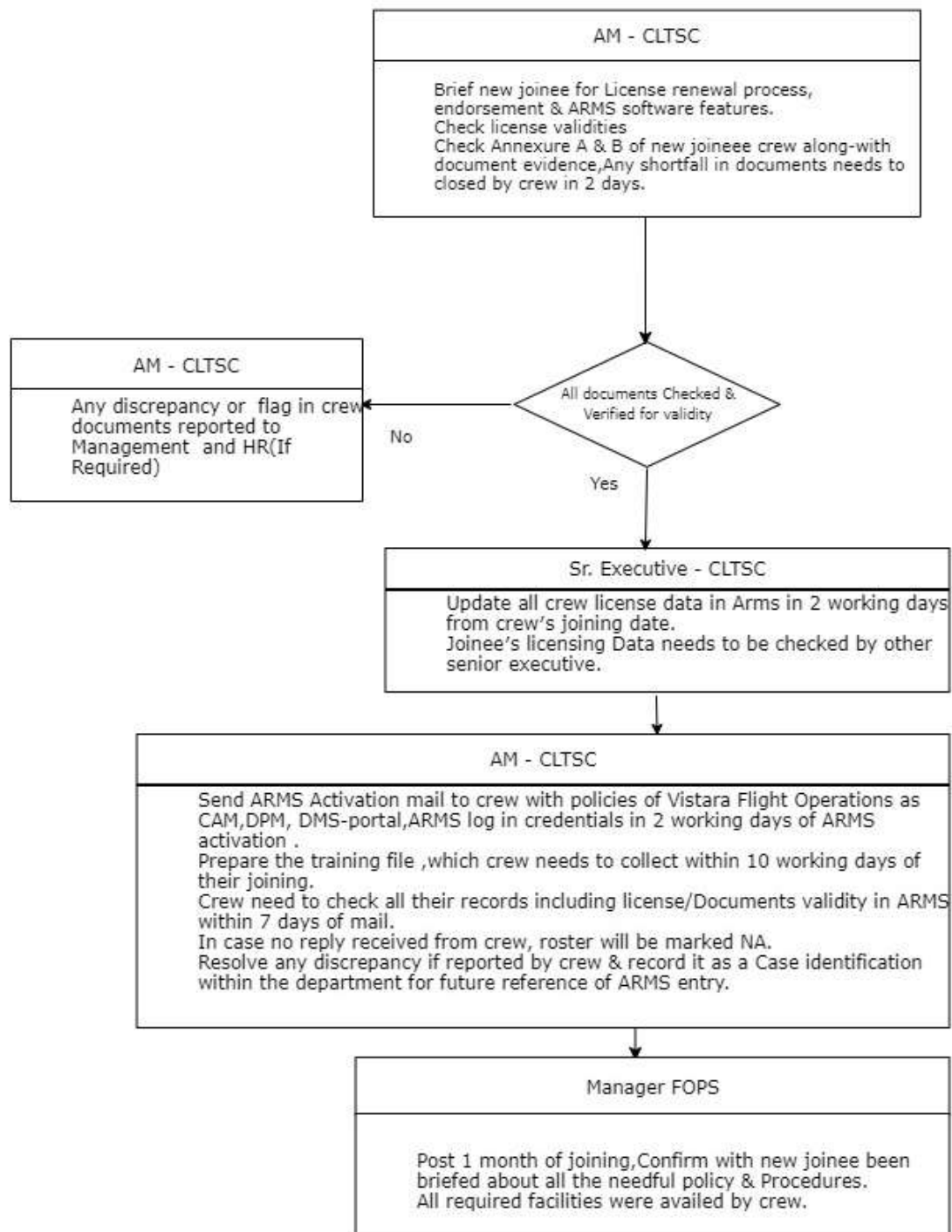
- a. Send ARMS Activation mail to crew with policies of Vistara Flight Operations as CAM, DPM, DMS-portal, ARMS log in credentials in 2 working days of ARMS activation.
- b. Crew need to check all their records including license/Documents validity in ARMS within 7 days of mail.
- c. In case no reply received from crew, roster will be marked NA.
- d. Resolve any discrepancy if reported by crew & record it as a Case identification within the department for future reference of ARMS entry.

2.1.2.6.5 Manager FOPS

- a. Post 1 month of joining, confirm with new joinee been briefed about all the needful policy & Procedures.
- b. All requirements as essential for commencement of line duty (AEP, Company ID card, training file, Scheduling system portal, etc.) are complied with by the crew.

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2.1.2.7 Flow Chart



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		ED / REV / TR	06 / 00 / 00
		ISSUE DATE	08-Apr-2022

2.3 ATRP - TFO Training (Rated/Non-rated)

2.3.1 Procedure Author

Author for the latest revision: ACP(Training).

2.3.2 Purpose of Procedure

To train and release online, Trainee First Officer Pilots rated/non-rated on the A320

2.3.3 Other Departments involved

- a) CRPS
- b) HR
- c) Regulatory Agencies

2.3.4 Record(s) Required for Filing

Description of Record	Filed By
Simulator/Training Documents	FOPS/FCT – Training
Filled SLF Documents	FOPS/FCT – Training
Filled ALC Report	FOPS/FCT – Training

2.3.5 Controlling Reference Document for the Procedure

Name of Document: Operations Manual D

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	FLIGHT CREW TRAINING CHAPTER 2 TRAINING	DOC REF	TSAL/FCT/DPM
		ED / REV / TR	06 / 00 / 00
		ISSUE DATE	08-Apr-2022

2.3.6 Procedure Details

Note: In case of any failure in training specified in the training process, the corrective training will be conducted as per the process outlined in DPM Chapter 2.9.

2.3.6.1 AM – Training & Licensing

- a) Liaise with HR/FOPS for the number of pilots for course.

2.3.6.2 Sr Executive Licensing

- a) To Verify & update Personnel Files

2.3.6.3 AM Ground Training

- a) Arrange for Ground Instructors, Training Class Room, Ground School as per OMD syllabus

2.3.6.4 Sr. Executive/Executive Simulator Planning

- a) Ensure crew has regulatory compliance and required qualifications prior to Simulator training.
- b) Simulator training as per OM-D syllabus (ref Appendix 03 & 04 as applicable)
- c) If not, alert relevant persons for follow up action to be taken and inform Asst. Chief Pilot - Training or CPT

2.3.6.5 Sr. Executive/Executive Line Training

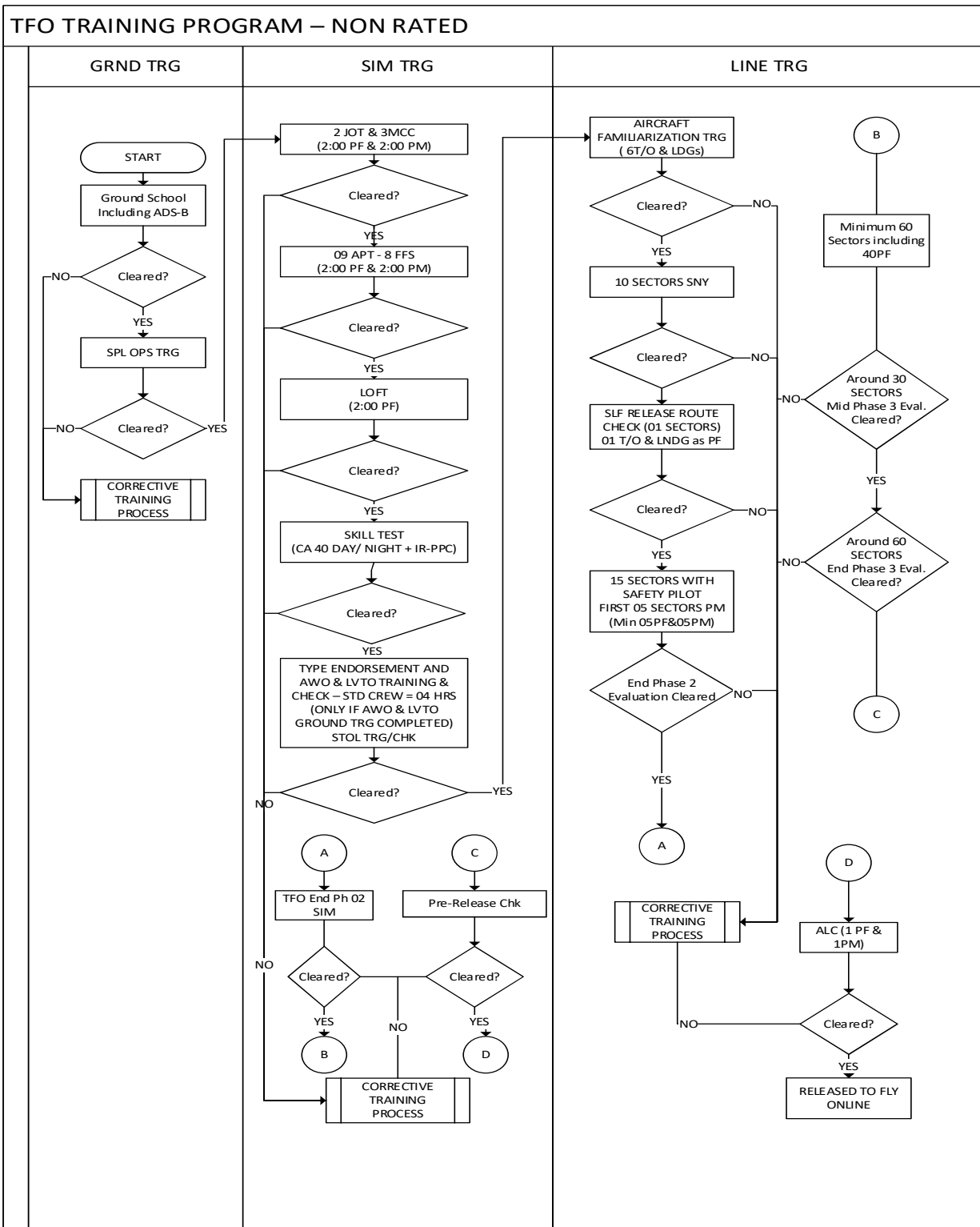
- a) Plan and roster crew for line training as per OM-D syllabus.
- b) Completion of syllabus and clearance from FCT, to plan for Line Release Check
- c) Line Release check will be considered as ALC

2.3.6.5 Designated ASST. CHIEF PILOT (TRAINING)'s/ACP'S

- a) Monitor and review crew's progress as per segregated trainee pool based on feedback from instructor and through Line Training Reports and update FCTM (CPT) about trainee's progress, as required.

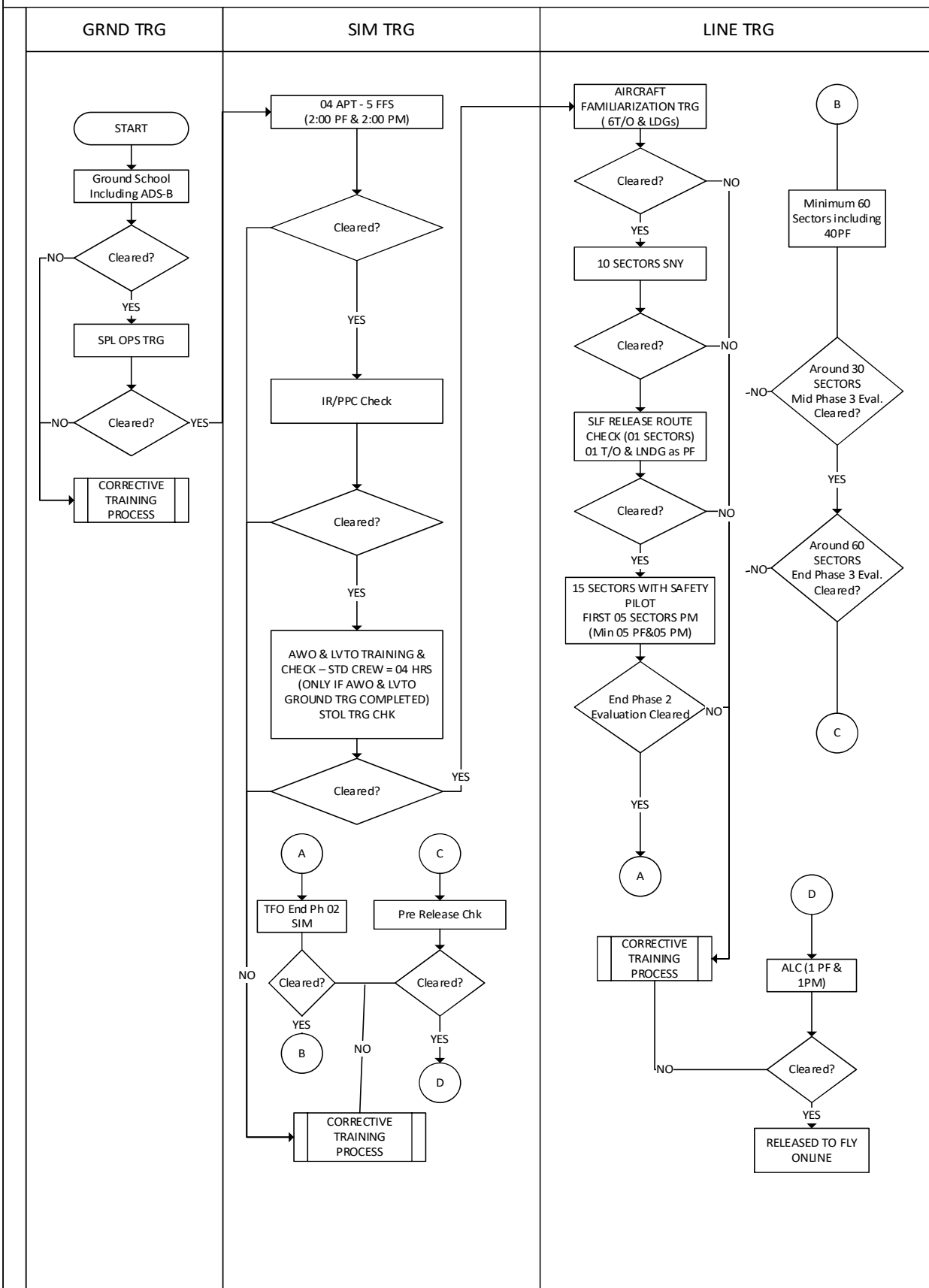
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2.3.7 Flow Chart



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TFO TRAINING PROGRAM – RATED



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