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## How to Start a Flight Training Unit – 1999

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# How to Start a Flight Training Unit

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This guide is designed to assist you in planning and organizing your efforts to start a commercial air service conducting flight training. Chapter 1 contains information relevant to a Flight Training Unit that will be operating an aeroplane or helicopter. Chapter 2 contains similar information that is relevant to a Flight Training Unit that will be operating a glider, balloon, gyroplane or an ultra-light aeroplane. Chapter 3 has additional information for Canadian Flight Training Units who are planning to operate a flight training service in Mexico or the United States of America under the provisions of the North American Free Trade Agreement.

## **What do I need to do to start a Flight Training Unit?**

### **Who do I contact if I have any questions?**

### **Are there any forms to fill out?**

### **Is there a fee to pay?**

These and other questions will be answered by reviewing the enclosed guidance material to assist you in understanding the Transport Canada regulatory requirements to operate a flight training service. The basis for this information can be found in the *Canadian Aviation Regulations* (CARs) and incorporated Standards. You will find several references to the CARs to help you locate the actual regulations that pertain to the various aspects of a flight training operation.

### *Canadian Aviation Regulations*

PART I	General Provisions
PART II	Identification, Registration and Leasing of Aircraft
PART III	Aerodromes and Airports
PART IV	Personnel Licensing and Training
PART V	Airworthiness
PART VI	General Operating and Flight Rules
PART VII	Commercial Air Services
PART VIII	Air Navigation Services

Further information regarding Flight Training Units may be obtained by contacting your local Transport Canada Regional Office or Service Centre.

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# Flight Training Units Operating an Aeroplane or Helicopter

## General Information

Prior to starting a Flight Training Unit operating an aeroplane or helicopter, you will require a document issued by Transport Canada that authorizes you to conduct the commercial air service: a Flight Training Unit Operator Certificate (FTUOC).

You will need personnel, aircraft and facilities to conduct the training operations and dispatch your aircraft.

There is an application process for you to indicate your intentions to Transport Canada. Two forms are required to be completed. The first form is the "Statement of Intent" (26-0380) in which you identify yourself and provide basic information on the proposed service. This serves as your first official contact with Transport Canada to begin certification of your operation. The second form is the "Application for Flight Training Unit Operator Certificate" (26-0344) where details of the planned operation are identified. This application form is to be submitted along with the required fee.

Aerial Sightseeing privileges are automatically added to a FTUOC. Be forewarned that Aerial Sightseeing involves the operating of an aircraft for the purpose of providing recreation to passengers which originates and terminates at the same airport and nothing else. If you wish to provide a charter service which involves the carriage of passengers and/or cargo from point A to point B you must apply for an Air Operator Certificate.

Regional Flight Training Inspectors will assist you in the certification process. The entire process from initial contact to issuance of your operator certificate may take up to two months, or longer, depending on the complexity of your operation. The certification process includes the review of the submitted forms, verification of the information, and an inspection of your aircraft and facilities for compliance with the regulations and standards. When all requirements have been met and the certification

process is complete, a Flight Training Unit Operator Certificate will be issued. You may then commence your flight training operations.

You are also reminded that there may be local municipal or provincial government requirements that must be met prior to conducting business.

## Canadian Ownership Requirements

To hold a flight training unit operator certificate, apart from operations under NAFTA, a person must be a Canadian (CAR 406.04). The definition of Canadian is set out in the Canada Transportation Act:

*"Canadian" means a Canadian citizen or a permanent resident within the meaning of the Immigration Act, a government in Canada or an agent of such a government or a corporation or other entity that is incorporated or formed under the laws of Canada or a province, that is controlled in fact by Canadians and of which at least seventy-five per cent, or such lesser percentage as the Governor in Council may by regulation specify, of the voting interests are owned and controlled by Canadians;*

When it comes to corporations, flight training inspectors are not expected to make an economic or business determination as to whether a company is "in fact" controlled by Canadians. This determination can best be made in HQ by officers in the Domestic Air Policy Branch. If there is any doubt or question as to whether a corporate applicant is Canadian, this should be referred to the Chief of Flight Training in HQ who will in turn seek an opinion from Domestic Air Policy.

## Personnel

A Flight Training Unit is required to have an adequate organizational structure that is capable of exercising supervision and operational control of the training operations. This includes, but is not limited to, ground instructors, flight instructors and a person responsible for the aircraft maintenance control system. In consideration of the size of the organization, a person may be appointed to exercise the duties of more than one position. There must be sufficient instructional staff who are collectively qualified to conduct the types of flight training for which the unit is authorized. Details for flight instructor qualifications can be found in CAR 425.21.

One of the flight instructors is to be appointed by the Flight Training Unit as the Chief Flight Instructor. This is a significant position, on this person's shoulders rests the responsibility of operational control for the Flight Training Unit. The Flight Training Unit must also appoint persons to be ground instructors, these appointments must be approved by the Chief Flight Instructor.

During the inspection of your facilities prior to issuance of the operator certificate, an inspector will review your instructor records, required by and CAR section 406.25. These must include confirmation of the following:

- (a) the appointment of a flight instructor who will be the Chief Flight Instructor (CAR section 406.21) and the acceptance of the position of Chief Flight Instructor (CAR section 406.22); and
- (b) the appointment and approval of ground instructors.

### Note

A sample letter for CFI appointment and acceptance is located on page 1-17. Also a sample Instructor Record is located on page 1-19.

A person may be appointed as an **Authorized Person** to handle some of the administrative procedures involved with issuance of a Student Pilot Permit and other temporary pilot privileges. The Personnel Licensing section of your regional office will provide more information on how someone at your Flight Training Unit may be appointed.

When it comes time for the flight testing of your trainees, you will have to arrange for a flight test to be conducted by an Inspector from Transport Canada or a Designated Flight Test Examiner. You should ask your regional Flight Training inspector to explain the **Designated Flight Test Examiner Program** to you. You may be eligible to have one of the flight instructors at your Flight Training Unit appointed as an examiner.

## Aircraft

### Aircraft Requirements

The Flight Training Unit must have aircraft to conduct the in-flight training operations. The aircraft may be owned by the Flight Training Unit or leased to the Flight Training Unit. The equipment, registration and flight authority requirements for training aircraft are detailed in subsections 405.23, 406.31 and 406.32 of the CAR's.

The equipment and flight instrument requirements vary with respect to the meteorological conditions and flight rules under which the aircraft operate. An aeroplane certified for spins must be available when that maneuver is to be conducted as a requirement of the training syllabus. A helicopter capable of full-on autorotational landings must be available when that maneuver is to be conducted as a requirement of the training syllabus.

A Certificate of Airworthiness must be issued and in effect for each training aircraft. An amateur built aircraft is not eligible to be operated by a Flight Training Unit. That aircraft would not have a current Certificate of Airworthiness issued pursuant to CAR section 507.02.

### Aircraft Registration

The Flight Training Unit must register its aircraft commercially. The requirements for registration are contained in CARs Part II - Subpart 2 - Marking and Registration of Aircraft. Whether you already own the aircraft, or are obtaining one through purchase or lease, your local Transport Canada office will provide guidance in the registration process.

### Aircraft Liability Insurance

You will require aircraft liability insurance which must be in effect no later than the date on which you begin your flight training operations. The details of the requirements can be found in section 606.02 of the CAR's. It is suggested that you contact an Aviation Insurance Broker at your earliest opportunity to arrange for suitable coverage.



Addition of Aircraft to Operating Certificate (Refer to page 1-21)

On initial application of a new aircraft to an operating certificate this form is to be completed by the Flight Training Unit in conjunction with form 26-0344 “Application for Flight Training Unit Operator Certificate”. It is also to be completed when a Flight Training Unit adds another aircraft to their Operator Certificate that is of the same type (i.e. add a C-152 where C-152’s are already on the Operator Certificate). This form ensures that the Flight Training Unit has verified and confirmed that the aircraft is suitably equipped for the type of flight training being conducted thus eliminating the need for the inspector to inspect the aircraft.

#### Aircraft Maintenance

A Flight Training Unit must have an approved maintenance control system to ensure that there is a means to service, repair and maintain the aircraft. This will include the appointment of a person responsible for the maintenance control system, and, the establishment of a maintenance control manual pursuant to CAR section 406.38.

It is suggested that you contact your local Transport Canada office for further information and coordination with an Inspector from the Maintenance and Manufacturing section.

#### Approved Maintenance Organization

A Flight Training Unit may also be an Approved Maintenance Organization. In such cases, there may be certain overlapping requirements, for example, personnel, training and record keeping. Transport Canada Inspectors will provide guidance for your specific situation.

#### First Aid Kits

CAR’s 705.90 and 725.90 apply to Air Operator Certificate holders. They refer to the Aviation Occupational and Health (OSH) Regulations which detail the requirements for first aid stations (kits), in aircraft.

Those Flight Training Unit’s (FTU) who also hold an Air Operator Certificate are required to comply with CAR’s 705.90 and 725.90. There are many FTU’s not holding an Air Operator Certificate to which CAR’s 705.90 and 725.90 do not apply. However, in the interest of flight safety it is suggested that FTU Operator Certificate holders also follow the guidelines in the Aviation OSH Regulations.

The following is a guideline which is mandated by the Aviation OSH Regulations:

At least one first aid kit shall be provided for every aircraft. Every first aid kit shall be:

- (a) available and accessible;
- (b) inspected regularly and its contents maintained in a clean, dry and serviceable conditions; and
- (c) clearly identified by a conspicuous sign.

#### Note

The first aid kit shall be inspected on a annual basis, dated and signed by the person how conducted the inspection. Generally this person can be someone from management (eg. Operations Manager, Chief Pilot, Chief Flight Instructor, Aircraft Maintenance Engineer or the Director of Maintenance))

#### First Aid Supplies and Equipment

On each aircraft in which the number of employees working at any time is between 1 to 6, a first aid kit of the following type shall be provided:

ITEM	SUPPLIES AND EQUIPMENT	QUANTITY FOR FIRST AID KIT
1.	Antiseptic - wound solution, 60 mL or antiseptic swabs (10 pack)	1
2.	Applicator - disposable (10 pack) (not needed if antiseptic swabs used)	1
3.	Bandage - adhesive strips	25
4.	Bandage - gauze 7.5 cm x 4.5 m	2
5.	Bandage - triangular 100 cm folded and 2 safety pins	2
6.	Container - First Aid Kit	1
7.	Dressing - burn 10 cm x 10 cm	4
8.	Dressing - compress, sterile 7.5 cm x 12 cm approx.	2
9.	Dressing - gauze, sterile 7.5 cm x 7.5 cm approx.	4
10.	Hand Cleanser or cleansing towellettes, 1 package	1
11.	Manual - First Aid, current edition	1
12.	Pad with shield or tape for eye	1
13.	Record - First Aid (section 10.7)	1
14.	Scissors - 10 cm	1
15.	Splint set with padding - assorted sizes	1
16.	Tape - Adhesive, surgical 1.2 cm x 4.6 m	1
17.	Tweezers - splinter	1
18.	Latex Gloves	1 pair

Where there is a hazard of a skin or eye injury from a hazardous substance on an aircraft, the employer shall provide for immediate use by employees a means of washing the skin or irrigating the eyes.

This is only a guidance for the first aid contents, it does not cover the regulations regarding trained employees or keeping records for first aid treatment. Details can be found in Part X of the Aviation Occupation Safety and Health regulations.

#### Fire Extinguishers

Survival and emergency equipment shall be overhauled at the intervals recommended by the manufacturer. CAR's 625 Appendix C, Item 10 refers.

## Aircraft Leasing

In Canada, unlike other countries in the world, registration of an aircraft is not based on financial title, but on who has “legal custody and control” of the aircraft. Having legal custody and control means that the registered owner is completely responsible for the operation and maintenance of the aircraft (see Section 202.35 of the Canadian Aviation Regulations (CARs)).

#### The “Usual” Leasing Situation

One means of transferring legal custody and control is through a lease agreement whereby the Certificate of Registration in the name of the lessor, as registered owner, is canceled and the aircraft is re-registered in the name of the lessee. Most leased Canadian aircraft are registered in the name of the lessee. This kind of leasing situation involves private or commercial aircraft.

#### CARs 203

There are other leasing situations permitted by the CARs where the leased aircraft is operated by the lessee (who has legal custody and control) while the aircraft remains registered to the lessor. This is permitted primarily to facilitate leasing of aircraft without having to go through the re-registration process. The situations do not apply in respect of the operation of a private aircraft.

#### Note

Flight Training Unit operators requiring assistance with CARs 203 leasing situations should contact the Transport Canada, Civil Aviation regional office nearest to them. The General Aviation Branch is the focal point and can provide specific information on requirements and assist in guiding operators through the process.

## Facilities

### Classrooms

Suitable classrooms or other facilities are required for ground school instruction and preparatory ground instruction. An operational area, which forms the heart of your training operations, is required for flight planning and dispatch. A private area is preferred for flight instructors to conduct one-on-one pre-flight and post-flight debriefings with your trainees. Relevant training aids will enhance the learning experience for your trainees and enable them to acquire new knowledge or skills that will be retained for a longer time. You must have a means of communications with a local Flight Service Station for weather information and filing flight plans; also, for emergency assistance related to your operations.

### Synthetic Flight Training Equipment

If you plan to use a ground based instrument trainer at your Flight Training Unit, you should ensure that it meets the requirements of CAR section 606.03, which references the *Aeroplane and Rotorcraft Simulator Manual (TP 9685)*. If the trainer does not meet the requirements of section 606.03, then trainees would not receive credit for experience in those devices.

### Library of Publications

The *List of Civil Aviation Publications (TP 3680)* provides the necessary reference for you to obtain relevant required publications. Local bookstores or specialty bookstores may be sources for additional training books and manuals.

### Aerodrome Requirements

You must specify a main base for the intended training. You must show that you have continuous use of the aerodrome used as the main base. Continuous use means the FTU has use of the aerodrome when needed for flight training operations. The aerodrome must be suitable for the safe operation of the aircraft. Operating limitations and operational performance data specified in the aircraft flight manual (CAR section 405.24) must be adhered to. The *Canada Flight Supplement* may be used to locate reference information for certified and registered aerodromes. You require permission from the airport/aerodrome operator to use that facility.

Additionally, the following aerodrome information must be provided:

1. The location of the aerodrome including the latitude, longitude and proximity of the nearest town.
2. A description of the aerodrome's physical characteristics including:
  - (a) Runway length and declared distances: Sufficient to allow for training aircraft to make a normal take-off and landing under calm wind conditions with temperatures equal to the mean high temperature for the hottest month of the year in the operating area.
  - (b) Runway width: At least the width of the wingspan for single-engine aeroplanes and the wingspan plus 15 metres for multi-engine aeroplanes.
  - (c) Runway, taxiway and apron surface construction: Asphalt, gravel, grass, water.
  - (d) The dimensions of the areas at either side and ends of the runway: The open areas surrounding the runway should be 1.5 times the wing span from the runway centre line for width and 30 metres at either end.
  - (e) Location of all obstacles in the immediate vicinity of the aerodrome: Subject to powerplant, landing gear and flap configurations, training aircraft should be able to clear all obstacles during normal take-off and landing by at least 50 feet without exceptional piloting skills. In the case of a multi-engine aircraft, this obstacle clearance criteria should be able to be accomplished, without exceptional piloting skills, after the failure of the critical engine immediately after  $V_R$ .
  - (f) If night training is being proposed, the available aerodrome lighting to ensure conformance with CAR 602.40
  - (g) Aerodrome markers, markings and signs: Wind direction indicators must be visible from either end of the runway on the ground.
3. The type of emergency response services and how they are called to the aerodrome.
4. The communication services utilised to communicate aerodrome/runway conditions and onsite air to ground communications (ATC, UNICOM, CARS, etc.).

5. How the aerodrome apron operations are to be managed safely and efficiently.

By following these guidelines, this will ensure that you will be operating from an aerodrome that meets the requirements specified in CAR 405.24.

#### Radio Station Licence

Many Flight Training Units use a radio at their base of operations for purposes of operational control. If you plan to do so, then we suggest that you contact Industry Canada to obtain information on their requirements for licensing a radio.

#### Restricted Radiotelephone Operator's Certificate

Persons operating an aeronautical radio in an aircraft or a base radio at a Flight Training Unit require certification of proficiency from Industry Canada. Dispatchers, flight instructors, trainees, and all other persons operating your radios will require a Restricted Radiotelephone Operator's Certificate. You should contact Industry Canada for further information.

## Flight Training Operations

#### Flight Training Program Outline

The flight training program outline for trainees, detailed in CAR section 405.13, must be available for review prior to certification of your Flight Training Unit.

#### PSTAR Exam

Prior to issuance of a Student Pilot Permit, the pre-solo written examination (PSTAR) must be successfully completed. Flight Training Units that will be conducting training toward the Pilot Permit - Recreational or Private Pilot Licence, may be permitted to invigilate this examination at their facility provided that they can provide a suitable level of security that the examination requires. Such security could be provided by a lockable file cabinet or other suitably secured storage device. For Instructions on the development and administration of the exam refer to page 1-23. To receive a hard copy and/or an electronic copy on 3½" diskette, contact your local Transport Canada office. A sample answer sheet is provided on page 1-25.

#### Pilot Training Records

In cases where a Pilot Training Record is required to be maintained pursuant to CAR Standard 425.33, the record may be the one obtained from Transport Canada or a record developed by your Flight Training Unit and approved which must be approved by Transport Canada.

#### Daily Flight Sheets

A daily flight record, for the purpose of operational control, is to be established and maintained for your Flight Training Unit, pursuant to CAR section 406.56. The record may be maintained on hard copy. Electronic records must be readily printed on paper upon request. (CAR section 103.05). The record will be reviewed during your base inspection to ensure it contains the items required by CAR Standard 426.56.

#### Journey Log Book

The requirement to keep a journey log is stated in CAR section 605.92, and the details of the entries are specified in CAR section 605.94 and Schedule 1. Since a Flight Training Unit will be maintaining a daily flight record, the unit may, pursuant to CAR subsection 605.94(2), elect to "make a single entry in a journey log in respect of a series of flights". In such cases, the Flight Training Unit will need to ensure that the appropriate entries are being completed. CAR section 406.57 requires that a Flight Training Unit "designate a person to make journey log entries in accordance with section 605.94".

## Airspace Requirements

Consideration should be given to airspace requirements such as airspace for aerobatic instruction, location of the lake for seaplane training (in a built-up area or not), and proximity to approach aids for instrument training etc. These items may involve discussions by the applicant with other agencies such as ATC and should be started very early in the certification process.

## Satellite Base Requirements

Temporary flight training operations may be conducted at a satellite base. This would require an amendment to your FTUOC to include an Operations Specification for such an activity.

The types of training authorized are the same as that authorized for the main base provided there are sufficient aircraft and staff available. A flight instructor must be appointed to be responsible for the operational control at the satellite base. A Class 4 flight instructor conducting flight training must be under the direct supervision of a Class 1 or 2 flight instructor who must also be present during flight operations at the satellite base.

You are required to submit an application indicating the proposed operation along with a fee for amendment of your FTUOC. An inspection by Transport Canada may be required, depending on the location and type of operation. Your regional Flight Training Inspector will inform you if one is necessary.

The following information is required to apply for a satellite base:

1. Complete application form “Application for Flight Training Unit Operator Certificate” form 26-0344 outlining:
  - (a) the location of the satellite base,
  - (b) training authority requested at the satellite base, and
  - (c) type and registration of aircraft to be used.
2. Complete “Addition of Aircraft to Operating Certificate” form,
3. Letter from airport manager authorizing training at the satellite base,
4. A statement signed by the Chief Flight Instructor of acceptance of the responsibility for supervision of flight training operations at the satellite base
5. Information with respect to:
  - (a) the name of the person assigned to be responsible for flight training operations (CAR 406.58)
  - (b) arrangements for aircraft maintenance
  - (c) the proposed cross country route
  - (d) practice area
  - (e) the period of operation of the satellite base
  - (f) a copy of the flight training program outline (CAR 406.13)



## Certification Process

Contact your local Transport Canada Regional Office or Service Centre early in the application process. This will help us help you. We will provide you with information that directly pertains to your operation, as well as supplementary information that may influence some of your early decisions. The following is a list of the steps involved in the certification of a new Flight Training Unit operating an aeroplane or helicopter:

1. Complete and submit the form "Statement of Intent" (26-0380). For verification of the legal status of your company, copies of business documents, as outlined on the reverse of the form must also be included.
2. Complete and submit the form "Application for a Flight Training Unit Operator Certificate" (26-0344).
3. The following items must be submitted, usually but not necessarily accompanying your application:
  - (a) the planned routes for your proposed first solo cross-country for private pilot training (CAR section 406.55)
  - (b) a copy of your flight training program outline, which includes information applicable for all the types of training conducted at your flight training unit. (CAR Standard 425.13)
  - (c) a copy of the statement of acceptance for position of Chief Flight Instructor, signed by that person, supported by a resume of qualifications and experience. (CAR section 406.22)
  - (d) your Maintenance Control Manual for review and approval by the Maintenance and Manufacturing branch of Transport Canada. (CAR section 406.38(l)(a))
4. Verification of liability insurance or proof of insurability for your aircraft will be required prior to issuance of your operator certificate. (CAR section 606.02)
5. Submit the fee required by CAR section 104.01.

#### Base Inspection

When you are suitably equipped and staffed in accordance with the regulations, you should contact your local Transport Canada office to arrange for the inspection of your aircraft and facilities. This inspection is conducted to confirm that you meet all the regulatory requirements of the CARs and are able to conduct a safe operation. The inspection is normally conducted by a Regional Flight Training Inspector. Your Chief Flight Instructor must be in attendance for the base inspection. Please call early to arrange for a mutually suitable date and time.

When all of the forms have been reviewed and the information verified, your Maintenance Control Manual approved by Maintenance and Manufacturing, the inspection of your aircraft and facilities completed, and the required fee paid, then a Flight Training Unit Operator Certificate will be issued for your operation.

For self audit purposes, a copy of the Flight Training Unit Monitoring Inspection Report is attached on page 1-27.

We wish you success in conducting a safe flight training operation.

## Education Tax Credit

In order for students to apply for the Tuition Tax Credit or the Education Tax Credit in the case of full-time attendance your school must be certified as a private educational institution.

The Eligibility Criteria are as follows:

- To have a business name and give the courses or training in Canada.
- To be a private school or college, a professional organization or business providing courses, other than courses designed for university credits.
- To offer a qualifying educational program, that is, courses specifically designed to furnish a person with skills for, or to improve a person's skills in, a recognized occupation.
- To be provincially licensed as a private vocational, trade school, or the equivalent, if that is a requirement of the province where the courses are given.
- To submit a written request for certification by the Minister of Employment and Immigration to:

Certification of Private Educational Institutions  
Human Resources Development Canada  
Phase IV, 4<sup>th</sup> Floor  
Place du Portage  
140 Promenade du Portage  
Hull, Quebec K1A 0J9

Detailed information concerning Education Tax Credits and Tuition Tax Credits can be found in the Revenue Canada Taxation's Interpretation Bulletins IT-515 and IT-516. For additional information, please call at (819) 953-1923

### Note

For this program, Flight Training Units are required to obtain a Revenue Canada Form TL11B (Tuition Fees Certificate - Flying School or Club). Form TL11B must be issued to a student who has enrolled in a course certified by the Minister of Human Resources. You may obtain this form electronically from the internet at:  
<http://www.rc.ca/menu/EmenuGNN.html>.



## APPOINTMENT OF A CHIEF FLIGHT INSTRUCTOR

### COMPLETED BY FLIGHT TRAINING UNIT

Name of Flight Training Unit		Hours of Operation	
Mr <input type="checkbox"/> Ms <input type="checkbox"/>	Name of Chief Flight Instructor (CFI):		Work Hours
Aircraft Category: <input type="checkbox"/> AEROPLANE <input type="checkbox"/> HELICOPTER	Licence Number		Instructor Rating Class and Valid-to-Date *
<p>The above mentioned candidate is appointed as Chief Flight Instructor (CFI) in accordance with CAR 406.21(1).</p> <p>I certify that the CFI has the qualifications required for the position in accordance with CAR 406.22 and 426.22. He/she is employed on a <b>full-time</b> basis during flight training operations in accordance with CAR 426.11(1)(c)(ii).</p> <p>In accordance with CAR 426.11 (2)(ii), a <u>personal resume</u> of the CFI's qualifications and experience is <u>enclosed</u>.</p>			
Name of President or the Manager Flight Operations ( <b>in block letters</b> ):			
Signature:		Date:	

### COMPLETED BY CHIEF FLIGHT INSTRUCTOR (CFI)

<p>In accordance with CAR 406.22, I hereby declare having the qualifications required, to act as a CFI.</p> <p>I further acknowledge that I know, accept and will carry out the responsibilities of the position, as set out in CAR 426.22.</p>	
Signature:	Date:

**Note:** If the Chief Flight Instructor has a Class 3 Flight Instructor Rating "for aeroplane category Flight Training Unit only", NO OTHER Flight Instructor can be employed at that Flight Training Unit (CARS 426.22 b).

**Note:** Any change in the appointment of the CFI must be addressed to the Minister within 10 working days in accordance with CAR 406.21 (2).

## SAMPLE INSTRUCTOR RECORD

### FLIGHT INSTRUCTOR RECORD

#### COMPLETED BY CFI

Name of Instructor		
Licence Number	Last Medical Exam Date:	Medical Certificate Valid to Date
Instructor Rating Class		Instructor Rating Valid to Date
Instrument Rating Group		Instrument Rating Valid to Date

### GROUND INSTRUCTOR RECORD

#### COMPLETED BY CFI

Name of Instructor		Licence Number:
In accordance with CAR 406.24, I have briefed the instructor mentioned above, on the objectives and standards of the training to be conducted and that this instructor has demonstrated a satisfactory level of practical and theoretical knowledge of the subject areas mentioned below.		
SUBJECT	DATE OF BRIEFING	CFI's SIGNATURE

**Note:** In accordance with CAR 406.25 a Flight Training Unit shall, at its main base, establish, maintain and retain for at least 2 years after an entry is made, for each ground instructor and each flight instructor, a record that meets the licensing requirements.

## ADDITION OF AIRCRAFT TO OPERATING CERTIFICATE

### COMPLETED BY FLIGHT TRAINING UNIT:

Name and Address of FTU

Aircraft Type:

Registration:

#### Flight Instruments and Equipment:

The flight instruments and equipment must meet the minimum Training Aircraft Requirements as specified in Section 425.23 of the Canadian Aviation Regulations. Please check off the appropriate boxes.

☐ 425.23(1)(a)(b)

☐ 425.23(3)

☐ 425.23(1)(c)

☐ 425.23(4)

☐ 425.23(2)

#### Type of Training this Aircraft will be used for:

☐ Recreational Pilot Permit

☐ Flight Instructor Rating

☐ Private Pilot Licence

☐ Aerobatics

☐ Commercial Pilot Licence

☐ Instrument Flight Training (VFR)

☐ VFR Over-the-Top

☐ Instrument Flight Training (IMC)

☐ Multi Engine Rating

☐ Other:

Signature: (Person authorized by Flight Training Unit to Execute this Application)

Date:

### TRANSPORT CANADA USE ONLY

I certify the aircraft and equipment are adequate for the operations covered by this application.

Signature: (Superintendent Flight Training)

Date:

**Note:** When application is made to add an aircraft to a Flight Training Unit Operator Certificate, this form shall be completed and attached to Form 26-0344 - Flight Training Unit Operator Certificate.





# **AUTHORIZED FLIGHT TRAINING UNIT PSTAR INSTRUCTIONS**

Instructions for the development and administration of “The Student Pilot Permit or Private Pilot Licence for Foreign and Military Applicants, Air Regulations” (PSTAR) written examination.

## **Development**

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1. Select from the Study and Reference Guide for Student Pilot Permit or Private Pilot Licence for Foreign and Military Applicants, Air Regulations (TP11919) a minimum of two questions from each section with 10 or fewer questions (currently sections 1, 2, 4, 10 and 14), and a minimum of three questions from each of the remaining sections.
2. Select sufficient remaining questions from TP11919 relevant to the operational requirements of the authorized Flight Training Unit (FTU) to total a 50 question stand alone PSTAR written examination. Should an FTU wish to administer a local procedures examination, it shall be a completely separate paper.
3. Develop a minimum of two PSTAR written examinations, using different questions to sample applicant’s knowledge. These examinations should be changed yearly or sufficient examinations developed to ensure all relevant TP11919 questions are used.

## **Administration**

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1. Use the PSTAR answer sheets, reproduced locally as required, or develop your own.
2. The pass mark is 90% and the time limit is 1 1/2 hours with up to 20% allowance for applicants whose mother tongue is other than English or French.
3. An FTU flight or ground instructor shall correct the examinations of those who pass to 100% and ensure applicants thoroughly review their weak areas.
4. Follow the administrative and reporting procedures upon completion of this examination.

# PSTAR EXAMINATION ANSWER SHEET / FEUILLE DE RÉPONSES D'EXAMEN PSTAR (TP11919)

*Please print / S.V.P. Écrire en lettres moulées*

Name in full / Nom et prénoms		Date	
Flight Training Unit / Unité de formation		Address / Adresse	
Assessment / Note obtenue  <span style="font-size: 2em;">/ 50</span>		<input type="checkbox"/> Passed / Réussite  <input type="checkbox"/> Failed / Échec	

## INSTRUCTIONS

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Complete above information before commencing examination.</li> <li>2. Read carefully each question and its numbered answers.</li> <li>3. When you have decided which answer is correct, place an <input checked="" type="checkbox"/> in the corresponding space on this sheet.</li> <li>4. If you change your mind, block out incorrect answer. If <input checked="" type="checkbox"/> more than one answer is given to a question, question will be marked wrong.</li> <li>5. BEFORE FIRST SOLO FLIGHT IS AUTHORIZED, the candidate MUST correctly answer a minimum of 45 of the 50 questions on the examination paper and the questions answered incorrectly are to be reviewed and sufficient instruction given to the student to ensure that the correct responses are understood.</li> </ol> | <ol style="list-style-type: none"> <li>1. Inscrivez les renseignements demandés ci-dessus avant de commencer l'examen.</li> <li>2. Lisez attentivement chaque question et les réponses numérotées s'y rapportant.</li> <li>3. Lorsque vous avez trouvé la réponse, faites un <input checked="" type="checkbox"/> dans le cadre correspondant.</li> <li>4. Si vous changez d'idée, noircissez complètement la réponse incorrecte. <input checked="" type="checkbox"/> Si vous donnez plus d'une réponse à une même question, cela comptera pour une erreur.</li> <li>5. AVANT QUE SON PREMIER VOL EN SOLO SOIT AUTORISÉ, le candidat DOIT répondre correctement à au moins 45 des 50 questions de l'examen. De plus, les questions auxquelles auront été données des réponses incorrectes seront passées en revue de façon à garantir que l'étudiant comprenne les bonnes réponses.</li> </ol> |
|---|---|

**EXAMPLE of answer / EXEMPLE de réponse = (3) = ☐ ☐ ☒ ☐**

1   2   3   4				1   2   3   4				1   2   3   4				1   2   3   4				1   2   3   4								
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Candidate/Signature du candidat

Signature and licence # of Instructor assessing answer sheet /Signature et # licence de l'instructeur qui évalue la feuille de réponses

Signature and licence # of Instructor supervising correction to 100%/Signature et # licence de l'instructeur chargé de la correction à 100%

**If applicable, this answer sheet is to be retained on the Candidate's file until forwarded to Transport Canada with application for licence.  
Si applicable, la feuille de réponses doit être conservée dans le dossier du candidat jusqu'à ce qu'elle soit expédiée à Transports Canada avec la demande de licence.**

# FLIGHT TRAINING UNIT MONITORING INSPECTION REPORT

Date of Inspection

Inspector \_\_\_\_\_

5258 -

5260 -

FTU ID-

## 1. Flight Training Unit - CAR 406

Name of FTU		Mailing Address
e-mail Address		
Telephone Number	Fax Number	Location
FTU Certificate Number (5260)		Date of Certification
Proof of Liability Insurance - CAR 606.02 Yes <input type="checkbox"/> No <input type="checkbox"/> Date of Issue		
Specification/Special Conditions - CAR 406.12		
Comments		

## 2. Types of Training Authorized - CAR 406.12

<input type="checkbox"/> RPP	<input type="checkbox"/> PPL	<input type="checkbox"/> CPL	<input type="checkbox"/> Night
<input type="checkbox"/> Multi	<input type="checkbox"/> IFR	<input type="checkbox"/> Seaplane	<input type="checkbox"/> Aerobatic
<input type="checkbox"/> VFR OTT	<input type="checkbox"/> Flight Instructor Rating		
Types of Helicopter Authorized			
Comments			

## 3. Satellite Bases - CAR 406.58

☐

Not Applicable

Location - CAR 405.24	Authorized Until
Type and Number of Aircraft - CAR 406.13, 405.23, 425.23	
Name of Instructor at Satellite - CAR 406.58	Class
Comments	

#### 4. Personnel - CAR 406.21 - 406.25

CFI	Class	Licence Number	
Person Responsible for Maintenance Control System - CAR 406.36		Licence Number	
Authorized Person	Licence Number	Authorization	Valid-to-Date
		SPP, RPP, PPL, CPL, Night, ME, Land/Sea, VFR - OTT, AC Type	
		SPP, RPP, PPL, CPL, Night, ME, Land/Sea, VFR - OTT, AC Type	
		SPP, RPP, PPL, CPL, Night, ME, Land/Sea, VFR - OTT, AC Type	
Comments			

#### Flight Instructor Record - CAR 406.25

Name - CAR 405.21	Licence No.	MC Valid-to-Date (Y/M/D)	Instructor Class	Valid-to-Date (Y/M/D)	IFR Group Rating	Valid-to-Date (Y/M/D)

## Flight Instructor Record cont'd

Name - CAR 405.21	Licence No.	MC Valid-to- Date (Y/M/D)	Instructor Class	Valid-to- Date (Y/M/D)	IFR Group Rating	Valid-to- Date (Y/M/D)
<b>Flight Instructor Record</b>						
Established		Maintained		Retained for 2 Years		
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments						

## Ground School - CAR 406.25

Conducted by Operator	<input type="checkbox"/>	Other <input type="checkbox"/> (Specify)	
		Contract Available Yes <input type="checkbox"/> No <input type="checkbox"/>	
Instructor Name - CAR 406.24	Qualifications	Date of Briefing/Appointment Letter	Date of Last Monitor by CFI or Delegate
<b>Ground School Instructor Record</b>			
Established		Maintained	
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments			

## 5. Acknowledgments

		Satisfactory	
Chief Flight Instructor - CAR 406.21/22		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Daily Flight Record - CAR 406.56		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Number of PSTAR Examinations on Hand	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PSTAR Examination Security		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Solo Cross Country Route(s) - CAR 406.55			
1. _____			
2. _____			
3. _____			
4. _____			
Comments			

## 6. Trainee Records

### Flight Training Program Outline - CAR 405.13

	Available		Suitable	
Recreational Pilot Permit	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Private Pilot Licence	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Commercial Pilot Licence	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Night Rating	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
VFR - OTT Rating	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Multi Engine Rating	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Instrument Rating	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Flight Instructor Rating	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Seaplane Rating	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Aerobatic Training	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
PSTAR, Corrected, Dated and Signed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Daily Flight Record	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Student Records - Current and Complete	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pilot Training Record	Form 26-0313(A) <input type="checkbox"/>	Form 26-0316(H) <input type="checkbox"/>	Alternate <input type="checkbox"/>	
Comments				



## 7. Publications - Reference Material - CAR 426.22(5)(h)(j)

	Last Amendment		Last Amendment
A.I.P.		F.I.G. - VFR - OTT	
Aeronautics Act		F.I.G. - Seaplane	
CAR's		F.I.G. - Multi	
Canada Air Pilot		F.I.G. - GPS	
Canada Flight Supplement		Flight Training Manual	
Enroute Charts		Instrument Procedures Manual	
Flight Instructor Guide		Human Factors Instructor Guide	
Study and Reference Guides		Flight Test Standards	
	Last Amendment		Last Amendment
SPP		RPP	
RPP		PPL/CPL	
PPL		Flight Instructor	
CPL		Multi	
Instructor Rating		Instrument Rating	
Instrument rating			
Sample Exam - RPP/PPL			
Critical Surface Contamination			
Comments			

## 8. Supervision - CAR 426.22(5)

Flight Instructors (Class 1, 2, 3)

Class 4 Instructors

Ground Instructors

Authorization of Student Flying/Flight Watch

Comments

## 9. Ground Training and Briefing Facilities - CAR 406.52, 426.52

Briefing Area(s)/Description		Adequate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ground School Facilities/Description		Adequate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Attendance Records		Adequate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Procedures if Lectures Missed		Adequate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Training Aids	Available	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Adequate
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Comments				

  

Frequency of Schedule of Classes	
Private	
Commercial	
Comments	

## 10. Flight Training Device - CAR 606.03 ☐ Not Applicable

Type/Model	Approved For				
Used For	<input type="checkbox"/> PPL	<input type="checkbox"/> CPL	<input type="checkbox"/> Night	<input type="checkbox"/> IFR	<input type="checkbox"/> VFR-OTT
Other					
Instruments	<input type="checkbox"/> Serviceable		<input type="checkbox"/> Unserviceable		
Radio Nav Equipment	<input type="checkbox"/> Serviceable		<input type="checkbox"/> Unserviceable		
Comments					

## 11. Flight Training at Aerodrome/Heliport - CAR 405.24

Military Aerodrome

Suitable for Training

Yes ☐

No ☐

Restriction/Details

Comments

Seaplane Facilities

☐

Not Applicable

Docks ☐

Mooring ☐

Refueling ☐

Fire Precautions

Obstructions ☐

Aeroplane/Boat Congestion

Take Off, Landing Distance Available/Conditions

Suitable for Training

Yes ☐

No ☐

Comments

## 12. Training Aircraft

Number and Type of Training Aircraft Operated

### 13. Aircraft Inspected - CAR 425.23, 605

Proof of Liability Insurance	Filed: Yes <input type="checkbox"/> No <input type="checkbox"/>		Valid to Date	
Aircraft Type				
Registration				
C of R				
C of A				
Journey Log/Daily Flight Record				
AAIR/Annual				
Radio Licence				
Weight and Balance				
Flight Manual				
Intercept Orders				
First Aid Kit				
Safety Belt/Shoulder Harness				
Survival Equipment				
Fire Extinguisher				
ELT and Placard				
Cabin Marking/Placards				
Checklists Normal/Emergency	/	/	/	/
Pitot/Static System				
Encoding Altimeter				
Transponder Check				
Compass/Card				
<b>Training Aircraft Requirements (A/C Equipped for...)</b>				
VFR				
VFR - OTT				
IFR Training				
IFR Training in IMC				
Use of Deferred Defects - CAR 605.94(1)	Suitable	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Comments				

## 14. Summary

General Remarks and Recommendations

Documentation Secured for Further Investigation Yes ☐ No ☐

Receipt Given to:

FTU flight test record reviewed with CFI Yes ☐ N/A ☐

FTU written exam record reviewed with CFI Yes ☐ N/A ☐

FTU CADORS reviewed with CFI Yes ☐ N/A ☐

## 15. Follow Up Action Required

Yes ☐ No ☐

		Date
Follow Up Letter Sent		
Reply Due		
Inspector Signature		

## 16. Review of Recommendation

	Signature	Date
Regional Superintendent - Flight Training		
Regional Manager General Aviation		
Entered in FTAE		

## 17. Follow Up

Date Follow-Up Response Received	
Date of Rectification of Deficiencies	
Inspector's Signature	
Date Entered into FTAE	

## Reference Page

### Flight Training Unit Monitoring Inspection CAR - Canadian Aviation Regulation

<b>Finding</b>	<b>Reference</b>	<b>Section</b>
Operator Certificate	CAR 406.11	1
Liability Insurance	CAR 606.02	1
Operations Specifications	CAR 406.12	1
Satellite Bases	CAR 406.58	3
Chief Flight Instructor	CAR 406.22	4
Maintenance Personnel and Facilities	CAR 406.37	4
Instructor Records	CAR 406.25	4
Ground Instructors	CAR 406.24	4
Solo Cross Country Routes	CAR 406.55	5
Daily Flight Record	CAR 406.56	5
Flight Training Program Outline	CAR 405.13	6
Pilot Training Records	CAR 405.33	6
Publications	CAR 406.22, 426.22(5)	7
Authorization of Training Flights	CAR 405.32	8
Ground Training Facilities	CAR 406.52	9
Approved Synthetic Flight Training Equipment	CAR 606.03	10
Flight Training at Aerodrome/Heliport	CAR 405.24	11
First Aid Kit	CAR 602.59, 602.60, 624.39	13
Safety Belt/Shoulder Harness	CAR 406.33	13
Survival Equipment	CAR 602.61	13
ELT and Placard	CAR 605.38	13
Checklists	CAR 406.34, 602.60	13
Compass Calibration	CAR 625 Appendix C Para 8	13
Training Aircraft Requirements	CAR 405.23	13
Passenger Briefings	CAR 602.87	13
Defects Recorded in Journey Log	CAR 605.94(1) Schedule I Item 8	13





# Flight Training Units Operating a Glider, Balloon, Gyroplane or an Ultra-Light Aeroplane

## General Information

A Flight Training Unit operating a glider, balloon, gyroplane or ultralight aeroplane does not require a certificate issued by Transport Canada, but is instead required to provide certain information to Transport Canada prior to commencing operations. It may also be necessary to obtain approval of certain elements of your operation from Transport Canada before you begin.

The required information includes details of your planned operations and basically answers questions such as **Who you are, Where you will operate, How you plan to conduct operations and What kind of training you will offer.** The specific items are outlined in CAR section 406.05.

You will require personnel and aircraft to conduct the training operations. For personnel licensing purposes:

1. a balloon includes any lighter-than-air aircraft;
2. a glider includes a powered glider; and
3. an ultra-light aeroplane includes an advanced ultra-light aeroplane, a powered parachute and a powered para-glider.

When all of the above items have been taken care of, you may then commence your flight training operations.

You are also reminded that there may be local municipal or provincial government requirements that must be met prior to conducting business.

## Personnel

A Flight Training Unit operating a glider, balloon, gyroplane or an ultra-light aeroplane is required to have adequate personnel to conduct and supervise the training operations. This includes, but is not limited to, ground instructors and flight instructors who are collectively qualified to conduct the flight training operations.

One of the flight instructors is to be appointed by the Flight Training Unit as the Chief Flight Instructor. This is a significant position since it is on this person's shoulders that rests the responsibility of operational control of the Flight Training Unit. The Flight Training Unit must also appoint persons to be ground instructors, who must subsequently be approved by the Chief Flight Instructor.

Prior to operations, instructor records are to be in place and maintained in accordance with CAR section 406.25. They are to include written confirmation of:

1. the appointment of a flight instructor who will be the Chief Flight Instructor (CAR section 406.2 1);
2. the acceptance of the position of Chief Flight Instructor (CAR section 406.22); and
3. the appointment and approval of ground instructors. (CAR section 406.24)

### Note

A sample letter for CFI appointment and acceptance is located on page 13 in Chapter 1. Also a sample Instructor Record is located on page 14 Chapter 1.

A person may be appointed as an **Authorized Person** to handle some of the administrative procedures involved with issuance of a Student Pilot Permit and other temporary pilot privileges. The Personnel Licensing section of your local Transport Canada office will be able to provide more information on how someone at your Flight Training Unit may be appointed.

## Aircraft

### Aircraft Requirements

The Flight Training Unit must have sufficient aircraft to conduct the proposed flight training operations. The aircraft may be owned by the Flight Training Unit or leased to the Flight Training Unit. The requirements for training aircraft are outlined in CAR section 405.23 with regard to equipment requirements, CAR section 406.31 with regard to registration, and CAR section 406.32 with regard to flight authority.

Your aircraft must meet the general equipment rules in Subpart 5 of Part VI and when used for dual flight instruction, must also have engine power controls and flight controls that are easily reached and that operate in a normal manner from both pilot stations.

### Aircraft Registration

The Flight Training Unit must have its training aircraft registered as private aircraft. Requirements for registration are contained in CARs Part II - Identification, Registration and Leasing of Aircraft - Subpart 2 - Marking and Registration of Aircraft. Whether you already own the aircraft, or are obtaining the aircraft by means of purchasing or leasing, your local Transport Canada office will provide guidance in the registration process.

### Flight Authority

For all aircraft, other than an ultra-light aeroplane, a flight authority is required. This authority may be a Certificate of Airworthiness, a Special Certificate of Airworthiness or a Flight Permit, pursuant to CAR Subpart 507.

Amateur built aircraft may be used at a Flight Training Unit where the operation is not being regulated under the authority of a Flight Training Unit operator certificate.

### Aircraft Liability Insurance

For your aircraft you will require liability insurance which must be effective no later than the date on which you begin your flight training operations. The details of the requirements can be found in CAR section 606.02. It is suggested that you contact an Aviation Insurance Broker at your earliest opportunity to arrange for suitable coverage.

### Aircraft Maintenance

The normal regulations that apply to the maintenance of a glider, balloon, gyroplane or an ultra-light aeroplane are also the same regulations that apply when those aircraft are operated at a Flight Training Unit. Those rules are specified in CARs Part V - Airworthiness and Subpart 5 of Part VI - General Operating and Flight Rules.

It is suggested that you contact your local Transport Canada office for further information and coordination with an inspector from the Maintenance section.

## Flight Training Operations

For a Flight Training Unit operating an ultra-light aeroplane, a syllabus should be developed for ground and flight training for the Pilot Permit - Ultra-light Aeroplane and the Flight Instructor Rating - Ultra-light Aeroplane.

Prior to issuance of a Student Pilot Permit a pre-solo examination is required to be successfully completed by your students. For a Flight Training Unit operating an ultra-light aeroplane, you are required to produce a pre-solo examination that includes the subjects listed in Standard subparagraph 421.19(2)(d)(i). For students at that Flight Training Unit, confirmation of successful completion of the above examination is required prior to issuance of the permit. For students at a Flight Training Unit operating a glider, confirmation of successful completion of an examination on the subjects outlined in CARs Standard 421.19(2)(d) (ii) is required prior to issuance of the permit. For students at a Flight Training Unit operating a balloon or gyroplane, the pre-solo written examination (PSTAR) must be successfully completed at a Transport Canada office prior to issuance of the permit.

For a Flight Training Unit operating a glider, a daily flight record, for the purpose of operational control, is to be established and maintained for the Flight Training Unit, pursuant to CAR section 406.56. The record may be a paper record or an electronic record that may be readily printed on paper upon request. (CAR section 103.05).

The requirement to keep a journey log is stated in CAR section 605.92, and the details of the entries are specified in CAR section 605.94 and Schedule 1. Since a Flight Training Unit operating a glider will be maintaining a daily flight record, the unit may, pursuant to CAR subsection 605.94(2), elect to "make a single entry in a journey log in respect of a series of flights". In such cases, the Flight Training Unit will need to ensure that the appropriate entries are being completed as required, and to that end CAR section 406.57 requires that a Flight Training Unit will need to "designate a person to make journey log entries in accordance with section 605.94".

### Aerodrome

The aerodrome for your operations must be suitable for your aircraft to be operated safely within the operating limitations and operational performance data specified in the aircraft flight manual (CAR section 405.24). The *Canada Flight Supplement* may be used to locate reference information for certified and registered aerodromes at which you plan to locate your Flight Training Unit.

### Radio Station Licence

Many Flight Training Units use a radio at their base of operations for purposes of operational control. If you plan to do so as well, then we suggest that you contact Industry Canada to obtain information on their requirements for licensing such a radio.

#### Restricted Radiotelephone Operator's Certificate

Persons operating an aeronautical radio in an aircraft or a base radio at a Flight Training Unit require certification of proficiency from Industry Canada. Your dispatchers, flight instructors and trainees, and any other persons operating your radios will require a Restricted Radiotelephone Operator's Certificate. It is suggested that you contact Industry Canada for further information.

#### Inspection

All Flight Training Units are subject to inspection at any time by Transport Canada Inspectors who have the authority to determine that your aircraft, personnel, facilities, and records meet the requirements outlined in the Canadian Aviation Regulations.

We wish you success in conducting a safe flight training operation.



## NAFTA Operations in USA or Mexico

### General Information

Part of the North American Free Trade Agreement deals with Specialty Air Services which includes flight training. A person who is a citizen of Canada is eligible to establish a flight training service in Mexico or the United States of America provided that certain conditions are met. One of the conditions that pertains to all planned flight training operation is that the person obtains an authorization from Transport Canada for the operation. In the case of an aeroplane or helicopter operation, a Flight Training Unit Operator Certificate is also required and the details for obtaining such a certificate are contained in Chapter 1. The details of the authorization procedure are contained in the Canadian Aviation Regulations, section 400.05 - Authorization to Operate a Flight Training Service Under NAFTA

It is suggested that you contact a Transport Canada office to obtain further information.

### Contact Information Office

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