

Flight Training Unit Plan of Supervision

New Hires

- company indoctrination by working the dispatch counter/area (ie. one or two weeks)
- shadow-sit in on the briefings by a Class I or Class II
- create a binder of memos or SOPs to read and become familiar with
- go on a fam flight conducted by CFI/senior instructor (sit in the back seat and observe the format, company procedures and fam with local area)
- a/c type exams and/or checkouts
- ground tour with SOPs, "copy of duties and responsibilities"
- familiarization/evaluation flight/briefings with CFI (aircraft and area)
- introduce the supervising instructor
- open book exam on the company policies/procedures
- formal introduction to company procedures
- ground school - preparatory ground instruction, flight briefing monitor
- flight supervising - 2x/year
- PTR monitoring
- new hire for ground school instruction - check qualifications
- general orientation (coffee, meet staff, telephone, operating hours, customer service, dispatch, location and perusal emergency procedures manual, operating certificates)
- appoint supervisor/mentor (job shadow)
- meeting schedule
- progress review
- introduction to staff
- outside resources - Transport/DFTE
- review job description
- describe training program and commence
- expectations

SOPs or Company Policy & Procedures

- weather minima for training (should be same as the program outline)
- training of air exercises
- defect reporting (should be as per MCM) and rectification
- aircraft handling (ie. standard approach speeds, configuration)
- flight watch (ie. safety pager) and company emergency response procedures
- training areas (location, transiting, noise sensitive areas, altitudes, etc.)
- signing out procedures, reservations/bookings, etc.
- "instructor handbook"
- a/c rental procedures

- winter operations
- a/c checkouts
- local flying procedures
- standardization of ground school and flight lessons
- monitoring and standard lesson plans
- pre/post standardization format
- organization chart
- pay schedule
- hiring standards process/orientation
- duty hours
- filling out PTR's
- emergency handling and response
- dispatch procedures
- care of aircraft (securing of aircraft)
- follow training syllabus
- student complaint & feedback from students
- supervisor/instructor procedures
- dress code
- payment policy for student and payment procedures
- every student will have a primary and secondary (back up) instructor to insure continuity of training
- arrival at work
- goal statement
- teaching standards

Meetings/Communication

- regular scheduled meetings (include instructor issues, student issues, etc.) with fixed agenda (chair, presenters, submissions, follow up)
- specialty meetings (seasonal, post occurrence, guest speakers, big changes)
- aircraft maintenance complaints or considerations
- specialty for winter operations, summer operations or "accident/occurrence follow-up (change of CARs, licensing standards, etc.)
- maintain a company logbook or status board at the dispatch counter which would track on-going issues, problems (ie. specific NOTAMS pertaining to solo XC routes, fuel pump unservicability, etc.)
- ensure positives discussed not just the problem areas
- maintain an open door policy between students/instructors/CFI/maintenance
- newsletters or memo-type communiqué
- regularly meet to discuss instructional techniques either for G/S, PGI or in-flight (lousy weather days might accommodate this)
- monthly meetings to include: weather, maintenance, OPS, schedule, concerns, updates, new policies
- communications - a) CFI/instructor b) CFI/student c) instructor/instructor

- assign Class I , II to supervise Class IV
- bulletin board
- chain of command
- conflict resolution/arbitration
- setting an example

Class IV Supervision

- daily briefings to discuss proposed training for each student
- weather/NOTAMS and limitations
- monitor G/S (review the applicable lesson plan, then sit in, listen and provide feedback to the Class IV)
- monitor PGI
- supervisory flights at random (rather than a scheduled flight) that will be a continuation of the student's training and not "a test flight"
- conducting regular ground briefings with instructors
- regular weekly monitor of PTRs (this will prevent incorrect training practices or unnecessary repetition)
- discuss and map out strategies for progression of training
- 2-way dialogue must take place at all times
- more than just the minimum supervision as per CARs
- supervising instructor sits in on PGI, G/S, or on some flights in the rear seat, etc.
- pre-solo, pre-flight test
- develop and promote a MENTORSHIP
- mutual "checkride" with supervising instructor every three months
- "howgozit?" meetings with students
- new hire checkout
- operational control: sign out, wx, clothing, pre-flight briefings
- assign supervising instructor
- supervising instructor should be made aware of all Class IV activities

Supervision of Class III, II, I's

- it is necessary and required by the CARs
- ensures consistent training practices throughout the company
- monitor the PTRs regularly

- flight reviews/progress checks for their students
- could assign Class II or I to supervise Class III's and the CFI supervise the Class II or I
- CFI is responsible for all instructor supervision-delegated or otherwise
- CFI - one on one meetings
- company meetings: brainstorm, standardize, S.O.P's, "howzitgoin?"
- CFI should fly with all instructors to check competency

Groundschool Instructors

- obtain from TC examination statistics for recent G/S, review and incorporate any necessary changes to the syllabus
- obtain feedback from students (ie. course evaluation)
- regular scheduled or random monitors that result in a formal critique for the G/S Instructor
- establish standards for subjects or sections of G/S based on the applicable Study and Reference Guide
- new hire - check qualifications
- should propose topics and curriculum and have it approved by CFI
- CFI should monitor ground school and test results to find weak areas

Recurrent Training for Staff Instructors

- with CFI or senior instructors
- identify any weak areas that may require review or instruction (ie. flight test record from TC or training techniques such as steep turns and forced approach)
- 2 hours/year suggested
- incentives for upgrading (ie. CFI to provide any necessary ground instruction or air instruction or provide use of the a/c for flight test)
- annual training and open book exams for company manuals, fleet aircraft and SOPs and operational CARs

Documents

- develop a system to ensure continued validity of staff licence and medical certificates

- develop a checklist to regularly check the staff document validity (ie. BF or reminders on computer scheduling programs)
- apply the above to the student files
- assign an aircraft to one instructor for the purpose of ensuring aircraft documents are always there and valid and to report aircraft general condition, cleanliness, etc. to CFI or maintenance
- have the students check the documents and airworthiness for every flight
- have the students and rental pilots present their personal documents for every flight

Inventory

- PTR - for instructor (performance)
- Chief Ground School Instructor - monitor
- templates - standardize syllabus
- OPS manual
- Instructor mutual flights - training (record)
- inhouse checkride
- instructor files - licence, medicals, etc..
- computer tracking - instructor - hours, medical due, licence due
- monthly audit
- CFI or ACFI on all times
- daily preflight - staff together
- renters - briefed/monitored
- set briefing for person left in charge

Delegation of Duties

Some duties and responsibilities may be delegated, but, remember:

1. train to ensure sufficient knowledge(and familiarization with CARs) to carry out these duties;
2. must monitor to ensure the delegated duties are carried out properly; and
3. provide feedback

Thanks to all that participated!!!