**KONTROLSARAKSTS**

**ATO DARBĪBAS ROKASGRĀMATAS (OM) ATBILSTĪBA**

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| **ATO pretendenta nosaukums:** |  |
| **ATO pretendenta numurs:**  | **LVA.ATO.XX.P** |
| **OM revīzijas Nr.:** |  | **PEL atbildīgais inspektors:** |  |
| **OM pārbaude uzsākta:** | *dd.mm.gggg.* | **OM pārbaude pabeigta:** | *dd.mm.gggg.* |
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| --- | --- | --- | --- | --- | --- |
| **Item****#** | **Subject** | **Sub****Item****#** | **Description***Supplementary information* | **TO BE COMPLETED BY THE ATO BEFORE MANUAL SUBMISSION** | **CAA Check** |
| **Location**(Section/Chapter/Page/§) | **Applicable**(Yes/No) | **FOR A FIRST ISSUE:**Reason if not applicable **OR****FOR A REVISION:**Abstract of changes or reference to an appropriate document |

**Part 0 – Manual Administration**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 01 | Title page | 01.01 | Title of the manual |  |  |  |  |
| 01.02 | A unique reference of the manual |  |  |  |  |
| 01.03 | Date of revision |  |  |  |  |
| 01.04 | Revision number |  |  |  |  |
| *The first issue shall be notified as “Original” or 1.0. The following revision shall be notified as “2.0,3.0,…”.* |
| 01.05 | Copy number |  |  |  |  |
| *There shall be at least one controlled hardcopy detained by the ATO management staff. A digital signed version (pdf) of this exemplar must be send to the CAA after approval.* |
| 02 | List of effective pages (LEP)orApproval page | 02.01 | The list of effective pages (LEP) gives for each page/part the revision number and date (and, in the case of a part, the number of pages).An approval page is used when the manual will be revised as a whole for each revision.The LEP or the approval page must be signed by **the Accountable Manager (AM)** and the **Compliance Monitoring Manager (CMM)**.The LEP or approval page can be signed by a CAA representative if requested. |  |  |  |  |
| 03 | Distribution list | 03.01 | Gives a cross reference of who is in possession of which copy number of the manual. |  |  |  |  |
| 04 | Record of revision | 04.01 | Gives all the revisions issued for this manual, their revision date and an abstract of the changes performed for each revision. |  |  |  |  |
| 05 | Revision Procedure | 05.01 | The procedure to follow to revise this manual. |  |  |  |  |
| 05.02 | By who and how amendment can be proposed. |  |  |  |  |
| 05.03 | Who is in charge to include the revision in the manual when it has been approved by the CAA. |  |  |  |  |
| 06 | Temporary revisions | 06.01 | What is the procedure to implement a temporary revision? |  |  |  |  |
| 06.02 | By who and how a temporary revision can be proposed. |  |  |  |  |
| 07 | Record of temporary revisions | 07.01 | Gives all the temporary revisions issued for this manual, their issue date and an abstract of the changes implemented by the temporary revision.This page must be signed by the compliance monitoring manager. |  |  |  |  |

**Part 1 – General**

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| 08 | A list and description of all volumes in the operations manual. | 08.01 | A summary which clearly defines the content and the purpose of each part of the manual. |  |  |  |  |
| 09 | Administration (function and management). | 09.01 | An organization chart providing the relationships between the post holders (AM, HT, CFI, CTKI, CMM and SM) their assistants/deputies and the rest of the staff. |  |  |  |  |
| 09.02 | The contact information of each post holders/assistants/deputies or refer to the OMM item 04. |  |  |  |  |
| 10 | Responsibilities (all management and administrative staff). | 10.01 | The responsibilities of each post holders/assistants/deputies and administrative staff must be described. |  |  |  |  |
| 11 | Student discipline and disciplinary action. | 11.01 | The rules that the student must follow while trained by the ATO. |  |  |  |  |
| 11.02 | The consequences and procedure in case of failing to comply with those rules. |  |  |  |  |
| 12 | Approval/authorisation of flights. | 12.01 | The procedure to authorise a flight (Dual, solo, solo x-country). |  |  |  |  |
| 12.02 | What are the requirements to authorise a flight? |  |  |  |  |
| 12.03 | Who are the responsible staff members allowed to authorise a flight. |  |  |  |  |
| 12.04 | What is the form used to authorised the solo flights and solo navigations (See item 15.05 and 27.03 of the training manual MCCF)? |  |  |  |  |
| 13 | Preparation of flying programme (restriction of numbers of aircraft in poor weather). | 13.01 | Who is responsible for the flying training programme/dispatching (A/C or FSTD). |  |  |  |  |
| 13.02 | Where is the flight planning available? |  |  |  |  |
| 13.03 | How is a flight booked (by a student or the ATO)? |  |  |  |  |
| 13.04 | What are the supporting tools to plan the flights. |  |  |  |  |
| 13.05 | What are the restrictions in terms of A/C numbers that the training staff can supervise at the same time in case of poor weather. |  |  |  |  |
| 13.06 | When and how a flight can be cancelled. |  |  |  |  |
| 13.07 | What are the consequences of a flight cancellation for the student and the ATO. |  |  |  |  |
| 13.08 | When must a student be present before the flight. |  |  |  |  |
| 13.09 | What is the procedure and the consequences in case of a “no show” either from a student or an instructor. |  |  |  |  |
| 14 | Command of aircraft. | 14.01 | Who is the PIC for each type of flight (dual, solo, SPIC, skill test…)? |  |  |  |  |
| 15 | Responsibilities of pilot-in-command. | 15.01 | Duties and responsibilities of the PIC prior, during and after the flight. |  |  |  |  |
| *i.e.: Airworthiness, insurance, maintenance log, A/C journey log.* |
| 16 | Carriage of passengers. | 16.01 | What are the rules of the school concerning carriage of passengers during training activities. |  |  |  |  |
| 17 | Aircraft documentation. | 17.01 | Which documents must be aboard an aircraft.A separation must be made between legal documents and ATO’s specific documents. |  |  |  |  |
| 18 | Retention of documents. | 18.01 | Define retention procedures for each type of document (ATO manuals, student folder, instructor folders, POH, document of reference, archives…): |  |  |  |  |
| *This item is also covered by item 35 of the organisation management manual checklist. The manner how the ATO will comply with ORA.GEN.220/ORA.ATO.120 must be described in one of those two items.* |
| 18.02 | Where they will be contained. |  |  |  |  |
| 18.03 | Who has access to those documents |  |  |  |  |
| 18.04 | Define the archiving procedure. |  |  |  |  |
| 19 | Fight crew qualification records (licences and ratings). | 19.01 | How the ATO keeps the qualification record over the training staff (instructor folder). |  |  |  |  |
| 19.02 | What are the documents to be kept within the instructor folder, under which form/structure? |  |  |  |  |
| 19.03 | How and with what means does the ATO oversight the validity of the licences, ratings and medical certificates of the training staff. |  |  |  |  |
| 19.04 | What are the safety nets to prevent an “unqualified” instructor to be scheduled for a training flight? |  |  |  |  |
| 20 | Revalidation medical certificates | 20.01 | How will the ATO manage the revalidation of the medical certificates and ratings of the training staff and the students. |  |  |  |  |
| 20.02 | What are the safety nets to prevent an expiration of a medical certificate and rating? |  |  |  |  |
| 21 | Flight duty period and flight time limitations (flying instructors). | 21.01 | What are the limits applied in the ATO for the full time FIs and the part time FIs? |  |  |  |  |
| *Those limits must be in accordance with part-ORO.* |
| 21.02 | How the duty and flight time will be tracked within the ATO. |  |  |  |  |
| 21.03 | How the instruction staff will warn the ATO of his aeronautical activities outside the ATO in order to prevent overwork and lack of performance. |  |  |  |  |
| 21.04 | What are the restrictions for the FIs working also in an airline. |  |  |  |  |
| 21.05 | What are the restrictions for the FIs having a small amount of instruction time. |  |  |  |  |
| 21.06 | What are the ATO flight time minima policies for the FIs having not flown since a while in the ATO. Define such policies for each type of aircraft/training (i.e. returning from sick leaves, long absence). |  |  |  |  |
| 22 | Flight duty period and flight time limitations (students). | 22.01 | Define the limitations for the students in terms of flight or simulated flight training in order to keep an optimal learning capacity. |  |  |  |  |
| 22.02 | How will report the student his aeronautical activities outside the ATO. |  |  |  |  |
| 23 | Rest periods (flight instructors). | 23.01 | Define the minimum rest period between flight training sessions for the FIs in order to maintain his awareness and flying skills. |  |  |  |  |
| *Those limits must be in accordance with part-ORO.* |
| 24 | Rest periods (students). | 24.01 | Define the minimum rest period between flight training sessions for the student in order to maintain his learning capacities. |  |  |  |  |
| 25 | Pilots’ log books. | 25.01 | Explain how the Pilot’s logbook of the students and the FIs must be fulfil for each type of flight (DUAL, PIC, SPIC, NAV, skill test…). |  |  |  |  |
| *All flights shall be logged in UTC.**The reference of the training lesson must be specified in the “remarks” column of the logbook.**Each entry in the student logbook shall be checked by the FI.* |
| 26 | Flight planning (general). | 26.01 | Define the procedure for the flight planning. |  |  |  |  |
| 26.02 | Where are the flight planning aids available (Meteo, flight plan, NOTAMs) |  |  |  |  |
| 26.03 | What is the candidate expected to have prepared to perform his flying training? |  |  |  |  |
| 26.04 | Check of the airworthiness of the A/C to be flown |  |  |  |  |
| 26.05 | Check of the proficiency of the crew. |  |  |  |  |
| 27 | Safety (general) – equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc... | 27.01 | What is the safety equipment aboard the aircrafts, in the ATO premises and on the Apron? |  |  |  |  |
| 27.02 | Is there a radio listening watch foreseen? |  |  |  |  |
| 27.03 | Describe the procedure in case of accident and incident or refer to the ERP. |  |  |  |  |
| 27.04 | What are the forms used to report accident and incident or refer to the ERP? |  |  |  |  |
| 27.05 | What is the chain of info and who is the responsible to handle the situation in case of accident/incident (safety pilots) or refer to the ERP. |  |  |  |  |
| 27.06 | What are the identified hazards of the training fields used by the ATO or give the reference of the document relating those hazards. |  |  |  |  |
| 27.07 | How will the student or the FI declare before a training flight that he is “fit to fly”? |  |  |  |  |

**Part 2 – Technical**

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| 28 | Aircraft descriptive notes. | 28.01 | Description of all aircraft types in use within the ATO. |  |  |  |  |
| 29 | Aircraft handling (including checklists, limitations, maintenance and technical logs, in accordance with relevant requirements, etc.). | 29.01 | Define the ATO policy in terms of aircraft handling per aircraft type. |  |  |  |  |
| *i.e.: Ground handling, RPM settings, leaning,* |
| 29.02 | Information over aircraft limitations per aircraft type or a reference to the document providing such information. |  |  |  |  |
| 29.03 | Checklists of every type of aircraft or a reference to the document providing such information. |  |  |  |  |
| 29.04 | Procedure for reporting of defect items before, during and after the flight. |  |  |  |  |
| 29.05 | Procedure to release an aircraft after maintenance. |  |  |  |  |
| 29.06 | Safety nets to prevent an unreleased aircraft to be flown. |  |  |  |  |
| 30 | Emergency procedures. | 30.01 | Describe the emergency procedures for each type of aircraft used by the ATO or where the information can be found. |  |  |  |  |
| 31 | Radio and radio navigation aids. | 31.01 | What are the radio and radio navigation aids available per aircraft type or a reference to the document providing such information. |  |  |  |  |
| 32 | Allowable deficiencies (based on MMEL, if available). | 32.01 | Describe the ATO minimum equipment list (MEL) allowed for each type of aircraft in use in the ATO in relation with the type of training flight (night, solo, X-country). |  |  |  |  |

**Part 3 – Route**

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| 33 | Performance (legislation, take-off, route, landing etc.). | 33.01 | For each type of aircraft in use in the ATO, what are the performances or where the information can be found. |  |  |  |  |
| 34 | Flight planning (fuel, oil, minimum safe altitude, navigation equipment etc.). | 34.01 | What are the ATO policies in relation with minimum safe altitude, fuel quantity, oil quantity, use of navigation equipment for each type of aircraft and type of training flight (solo, night, X-country, etc…). |  |  |  |  |
| 35 | Loading (load sheets, mass, balance, limitations). | 35.01 | What are the means and where the information can be found to perform the mass and balance calculation. |  |  |  |  |
| *What is the form or application to be used.* |
| 36 | Weather minima (flying instructors). | 36.01 | What are the specific ATO minima in terms of minimum visibility, ceiling, X-wind component for each type of training flight. |  |  |  |  |
| 37 | Weather minima (students – at various stages of training). | 37.01 | What are the specific ATO minima for each type of training flights/skill test in terms of minimum visibility, ceiling, X-wind component in regards with student experience. |  |  |  |  |
| 38 | Training routes/areas. | 38.01 | Main practice areas and routes used by the ATO for each specific training (Airwork, stalls and spins, T/G, night T/G, SID, STAR, ILS, holdings, hovering, slope landing, confined area, autorotation…). |  |  |  |  |
| 38.02 | Noise abatement procedures for those areas.  |  |  |  |  |
| 38.03 | Procedures to perform training flights abroad (flight plan, solo flights). |  |  |  |  |

**Part 4 – Personnel training**

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| 39 | Appointments of persons responsible for standards/competence of flight personnel. | 39.01 | Define the persons designated for the selection, initial evaluation, continuous evaluation and standardisation of the FIs. |  |  |  |  |
| 40 | Initial training. | 40.01 | Provide the training plan of the initial training that the new hired FIs and TKIs must performed before being scheduled for a training activity. |  |  |  |  |
| *A certificate, signed by the applicant and countersigned by the HT, must be delivered at the end of the initial training course.**Topics to be covered: SMS of the ATO, Manuals, forms, software in use within the ATO, FSTD instructor guide, etc...* |
| 40.02 | Forms to be used to report the initial training. |  |  |  |  |
| 41 | Refresher training. | 41.01 | Describe the training plan and content of the refresher training for the FIs and TKIs depending of their field of activity within the ATO. |  |  |  |  |
| 41.02 | When will the refresher trainings be organised. |  |  |  |  |
| *i.e.: A refresher training must be performed after a long absence, an update of training programmes and/or ATO SOPs, introduction of a new/updated regulation, introduction of a new type of A/C, update of any operational procedures.* |
| 41.03 | Forms to be used to report the refresher training. |  |  |  |  |
| 42 | Standardisation training. | 42.01 | Describe the training plan and content to standardise the FIs and TKIs for each type of training. |  |  |  |  |
| *Standardisation training is to prevent deviation from ATO SOPs or ATO training manuals.* |
| 42.02 | When will the standardisation training be organised. |  |  |  |  |
| 42.03 | Forms to be used to report the standardisation training. |  |  |  |  |
| *The forms assessing the standardisation training can be based on the CAA documents “FI Standardisation Certificate – DOC/L-TRA-0153-53E” and “TKI Standardisation Certificate – DOC/L-TRA-0153-54E”.**Standardisation training is to prevent deviation from ATO SOPs or ATO training manuals.* |
| 43 | Proficiency checks. | 43.01 | Describe for each type of training the content of a proficiency check that a FI or a TKI must perform. |  |  |  |  |
| *This proficiency check is not about the ratings of the FIs but the proficiency towards the ATO standards. This check must be developed in order to remain certain of the standardisation among the training staff.* |
| 43.02 | Define the criteria for this evaluation, define the key elements that must be evaluated (skill, behaviour, pedagogy…). |  |  |  |  |
| 43.03 | When will the proficiency checks be organised. |  |  |  |  |
| 43.04 | Forms to be used to report the proficiency check. |  |  |  |  |
| 44 | Upgrading training. | 44.01 | Define the training plan and content for a FI or TKI that is promoted to give instruction in a higher phase of the training or in another branch of the theoretical knowledge instruction/long briefing. |  |  |  |  |
| *A certificate, signed by the applicant and countersigned by the HT, must be delivered at the end of the upgrading training course.* |
| 45 | ATO personnel standards evaluation. | 45.01 | Define the procedure to evaluate ATO personnel standards. |  |  |  |  |
| *This evaluation should be composed of proficiency checks and standardisation trainings.* |