

**OPERATIONS INFORMATION LETTER (OIL) 7/2007 Rev. 1****Betriebshandbuch (OM) Teil – D**Hintergrund

EEC 3922/91 i.d.g.F., Anlage III (EU OPS 1) 1.1045 erfordern die Erstellung eines Betriebshandbuches Teil – D: Schulung, welches alle Anweisungen und Informationen zu enthalten hat, die flugbetriebliches Personal als Schulung zur Ausübung seiner Tätigkeiten benötigt.

Zweck

Leitfaden zur vereinheitlichten und erleichterten Erstellung eines Betriebshandbuches Teil – D : Schulung.

Luftfahrtunternehmen sind angehalten, bei der Erstellung ihres Betriebshandbuches für Schulung diesen Leitfaden als Grundlage heranzuziehen sowie ihre derzeit in Verwendung befindlichen Betriebshandbücher mit dieser Anleitung in Übereinstimmung zu bringen.

**Operations Manual (OM) Part – D**Background

EEC 3922/91 as amended, Annex III (EU OPS 1) 1.1045 require that an operator shall prepare an Operations Manual Part – D: Training, which contains all instructions and information necessary for operations personnel to perform their duties.

Purpose

Guidance material to streamline and to ease the preparation work for the construction of an Operations Manual Part – D: Training.

Operators are invited to use this guidance material as a base when preparing an Operations Manual; the presently used manual should be adapted accordingly.

## OM Part – D

and associated documents – structure  
(Operational Guidance Material)

<b>2 Philosophy, policies and aims</b> .....	3
2.1 “Norming” of data (avoiding unnecessary reductions) .....	3
2.2 Logical structure involving all concerned documents .....	3
2.3 Covering different constellations (companies with / without their own TRTO, etc.) ..	3
2.4 Covering all JAR-FCL 1 and EU-OPS 1 requirements .....	3
2.5 User-friendly manuals (from the end-user’s point of view) .....	3
2.6 Layouts - easy to use, enabling good overview .....	4
<b>3 Concept</b> .....	4
3.1 AOC-Holder with integrated TRTO .....	4
3.2 AOC-Holder with separate TRTO .....	5
3.3 AOC-Holder without TRTO and with little or without training activities (TRIs/ TREs): .....	7
<b>4 Proposed Main Structure (Details)</b> .....	8
4.1 AOC-Holder with integrated TRTO: .....	8
4.2 AOC-Holder with separate TRTO: .....	18
4.3 AOC-Holder without own TRTO: .....	25
<b>5 References</b> .....	34

# Guidance Material OM Part – D

## 1 Background

This document shall serve commercial air transport companies (AOC-holders) as a guide for establishing consistent training documents. It shows, as a recommendation, the preferred structures of several document types such as OM Part – D, appendices, syllabi, TRTO-manual, etc. The propositions contained in this document mainly follow EU-OPS 1 Subpart P, but are described in more detail, where it is deemed necessary.

## 2 Philosophy, policies and aims

When establishing this document, the following philosophy (with respective policies and aims) has been applied:

- “Norming“ of data (avoiding unnecessary redundancies)
- Logical structure involving all concerned documents
- Covering different constellations (companies with / without their own TRTO, small structures, holding structures, etc.)
- Covering all JAR-FCL 1 and EU-OPS 1 requirements
- User-friendly manuals (from the end-user’s point of view)
- Layouts - easy to use, enabling good overview

### 2.1 “Norming” of data (avoiding unnecessary reductions)

The documents shall be designed in a way which avoids repetitions in different manuals or documents. Instead of repetitions, **references shall be used.**

### 2.2 Logical structure involving all concerned documents

The layout and structure of the manuals and additional documents shall be clear, uniquely identifiable and related to the structure of respective non EU-OPS 1 documents (i.e. TRTO manual), where such other documents are required.

### 2.3 Covering different constellations (companies with / without their own TRTO, etc.)

AOC-holders can have their own FTO or TRTO (flying training organisation / type rating training organisation) or they can “out-source” the training to an adequate organisation. Big structures (holding) may include different organisations for their flight operation (AOC) and their training (TRTO). Very small companies may rely on “external” training organisations, but may want to have their own TRIs / TREs. Therefore this document covers the following constellations:

- AOC-Holders with integrated TRTO (integrated structure)
- AOC-Holders with separate TRTO (holding structure)
- AOC-Holders without TRTO, but with own TRIs/TREs (small company structure)
- AOC-Holders without own training activities (small company structure).

### 2.4 Covering all JAR-FCL 1 and EU-OPS 1 requirements

Due to the fact that there are remarkable differences between the training requirements defined by JAR-FCL 1 and the ones defined by EU-OPS 1, an integration of both legal backgrounds shall be implemented into the training documents, making sure that any single course contains all necessary JAR-FCL 1- and EU-OPS 1 items.

### 2.5 User-friendly manuals (from the end-user’s point of view)

Different groups of involved people (training responsible post-holders, administrating staff, instructors, students, etc.) have to use the training documents and manuals. Therefore it is most useful to design the manuals in a way that these groups have easy-to-use documents for their day-to-day operation.

# Guidance Material OM Part – D

## 2.6 Layouts - easy to use, enabling good overview

An easy overview over the different contents of the documents has to be guaranteed. A clear policy shall be established (what can be found in which manual and document).

## 3 Concept

The following documents concepts have been defined:

1. AOC-Holder with integrated TRTO (“integrated” structure)
2. AOC-Holders with separate TRTO (“holding” structure)
3. AOC-Holders with little or no training activities (“small company” structure)

### 3.1 AOC-Holder with integrated TRTO

What (Item):	Manual:	Chapter:	Sub-Chapter/Item-No:	Remarks/Reference:
<b>Requirements</b> (Qualification Requirements for all crew functions)  - all EU-OPS 1 Req. - all JAR-FCL 1 Req. - all ACG Req. - all Operator Req.	OM-A	5	5.2 Flight Crew 5.3 Cabin Crew 5.4 Training/Checking Staff 5.5 Other ops personnel  Define “standards of performance” for each crew function.	Where courses are mentioned, state the reference into OM-D (for course outlines)  <b>ONLY define requirements for respective functions !</b>
<b>OM-D General</b>	OM-D	0	0.0 Contents & LEP*) ( if not Part of OM-A) 0.1 Manual Administration (if not part of OM-A) 0.2 Philosophy (of training) 0.3 Policies (of training)	State reference(s) to other OM parts, if applicable  *) LEP = List of effective pages
<b>Organisation</b>	OM-D	1	1.1 Organisation (Training and Checking Staff)	Organisation of the AOC-Holders, not of the TRTO!
<b>Course-Outlines</b> Define clear tables containing the main parts/phases and/or modules of the respective courses	OM-D	2	2.0 General 2.1 Flight Crew 2.2 Cabin Crew 2.3 Ops Personnel (including crews) 2.4 Ops Personnel other than crews 2.5 Training Personnel	State the reference into the respective syllabus (Appendix to the OM-D and the TRTO-manual).  <b>No DETAILS, only OVERVIEW !</b>
<b>Procedures</b> Definition of the procedures for training / checking	OM-D	3	3.1 Training/Checking 3.2 Failure (training or check) to pass 3.3 Safety Statement (no abnormal/emergency during commercial operation)	The whole chapter 3.1 can be put into an appendix to the OM-D and the TRTO-manual.
<b>Documents</b> Which documents have to be used and where and how long do they have to be stored.	OM-D	4		The whole chapter can be put into an appendix to the OM-D and the TRTO-manual
<b>Syllabi</b> Detailed descriptions of the training steps, “introduction” for stu-	Appendix to the OM-D and the		0. Title sheet, place and person’s details 1. Control sheets (all training steps)	“Out-sourced” parts or modules shall be integrated (i.e. ground courses,

## Guidance Material OM Part – D

dents and instructors.	TRTO-manual		<ol style="list-style-type: none"> <li>2. General (Information for students and instructors)</li> <li>3. Modules (Details)</li> <li>4. Training phases (detailed descriptions and goals)</li> <li>5. Forms (all forms to be used)</li> <li>6. Supervision reports</li> </ol>	simulator training, etc.) into '4. Training phases'.
<b>Appendices</b> Descriptions and additional information, as procedures, syllabi, lesson plans, training handouts, etc.	Appendix to the OM-D (and the TRTO-manual)			In order to avoid redundancies (i.e. between OM-D and TRTO-manual), "general" information, valid in different contexts, shall appendices.
<b>TRTO-References</b>	TRTO-Reference Sheet	0	<ol style="list-style-type: none"> <li>0.1 Content</li> <li>0.2 System for Updating</li> <li>0.3 Numbering/language</li> <li>0.4 Structure of document</li> </ol>	shall contain references for all items mentioned in the "TRTO"-Approval References.
		1	<ol style="list-style-type: none"> <li>1.1 The TRTO</li> <li>1.2 Infrastructure</li> <li>1.3 Support</li> <li>1.4 Quality System</li> </ol>	<b>References into the respective OM (operations manual) parts</b>
		2	<ol style="list-style-type: none"> <li>2.1 Structure of the Training Organisation</li> <li>2.2 Head of Training</li> <li>2.3 Personnel for theoretical knowledge instruction</li> <li>2.4 Personnel for synthetic flight instruction</li> <li>2.5 Personnel for flight/type rating instruction</li> <li>2.6 Training programme for approved TR Courses</li> <li>2.7 Documents for the Training</li> </ol>	<b>References into the respective OM (operations manual) parts</b>
		3	<ol style="list-style-type: none"> <li>3.4 Staff Training <ul style="list-style-type: none"> <li>- Theory-instructors</li> <li>- Training captains</li> <li>- SFI/TRI</li> <li>- SFE/TRE</li> <li>- etc.</li> </ul> </li> </ol>	<b>References into the respective OM (operations manual) parts</b>

### 3.2 AOC-Holder with separate TRTO

What (Item):	Manual:	Chapter:	Sub-Chapter/Item-No:	Remarks/Reference:
<b>Requirements</b> (Qualification Requirements for all crew functions)  - all EU-OPS 1 Req. - all JAR-FCL 1 Req. - all ACG Req.-	OM-A	5	5.2 Flight Crew 5.3 Cabin Crew 5.4 Training/Checking Staff 5.5 Other ops personnel  <b>Define "standards of performance" for each crew</b>	Where courses are mentioned, state the reference into OM-D (for course outlines)  <b>ONLY define requirements for respective</b>

## Guidance Material OM Part – D

- all Operator Req.			function.	functions !
<b><u>OM-D General</u></b>	OM-D	0	0.0 Contents & LEP* (if not Part of OM-A) 0.1 Manual Administrations (if not part of OM-A) 0.2 Philosophy (of training) 0.3 Policies (of training)	State reference(s) to other OM parts, if applicable  *: LEP = List of effective pages
<b><u>Organisation</u></b>	OM-D	1	1.1 Organisation (Training and Checking Staff)	Organisation of the AOC-Holders, not of the TRTO!
<b><u>Course-Outlines</u></b> Define clear tables containing the main parts/phases and/or modules of the respective courses	OM-D	2	2.0 General 2.1 Flight Crew 2.2 Cabin Crew 2.3 Ops Personnel (including crews) 2.4 Ops Personnel other than crews	State the reference into the respective syllabus (Appendix to the OM-D and the TRTO-manual).  <b>No DETAILS, only OVERVIEW !</b>
<b><u>Procedures</u></b> Definition of the procedures for training / checking	OM-D	3	3.1 Training/Checking 3.2 Failure (training or check) to pass 3.3 Safety Statement (no abnormal/emergency during commercial operation)	The whole chapter or 3.1 can be put into an appendix to the OM-D and the TRTO-manual.
<b><u>Documents</u></b> Which documents have to be used and where and how long do they have to be stored.	OM-D	4		The whole chapter can be put into an appendix to the OM-D and the TRTO-manual
<b><u>Syllabi</u></b> Detailed descriptions of the training steps, "introduction" for students and instructors.	Appendix to the OM-D and the TRTO-manual		0. Title sheet, place and person's details 1. Control sheets (all training steps) 2. General (Information for students and instructors) 3. Modules (Details) 4. Training phases (detailed descriptions and goals) 5. Forms (all forms to be used) 6. Supervision reports	"Out-sourced" parts or modules shall be integrated (i.e. ground courses, simulator training, etc.) into '4. Training phases'.
<b><u>Appendices</u></b> Descriptions and additional information, as procedures, syllabi, lesson plans, training handouts, etc.	Appendix to the OM-D (and the TRTO-manual)			In order to avoid redundancies (i.e. between OM-D and TRTO-manual), "general" information, valid in different contexts, shall be integrated into appendices.
<b><u>TRTO-Manual</u></b> acc. "TRTO"-Approval Reference Guide (FA)	TRTO-Manual	0	0.1 Content 0.2 System for Updating 0.3 Numbering/language 0.4 Structure of document	
<b><u>Type Rating Training Organisation</u></b>	TRTO-Manual	1	1.1 The TRTO 1.2 Infrastructure 1.3 Support 1.4 Quality System	<b>Describe the "company TRTO" !</b>

## Guidance Material OM Part – D

<p><b>Training Manual</b> A description of the organisation used for the training, of the different courses offered (including the references into the respective courses syllabi), and of additional (i.e. JAR-FCL 1 only) courses, which are not necessarily mentioned in the OM-D</p>	TRTO-Manual	2	<p>2.1 Structure of the Training Organisation 2.2 Head of Training 2.3 Personnel for theoretical knowledge instruction 2.4 Personnel for synthetic flight instruction 2.5 Personnel for flight/type rating instruction 2.6 Training programme for approved TR Courses 2.7 Documents for the Training</p>	<p><b>Describe the organisation, responsibilities, duties and rights !</b></p> <p><b>Put here the JAR-FCL 1 relevant descriptions or references into the respective appendices to the OM-D and TRTO-manual.</b></p>
<p><b>Flight Operations (OM)</b></p>	TRTO-Manual	3	<p>3.1 General/Basic OM-A 3.2 Technical Matters 3.3 Route Manual</p>	<p>References into the OM-A References into the OM-B References into the OM-C</p>
<p><b>Staff Training</b></p>	TRTO-Manual	3	<p>3.4 Staff Training - Theory-instructors - Training captains - SFI/TRI - SFE/TRE - etc.</p>	<p>Outlines of the courses (all steps, theory and practice) (like OM-D, but for training personnel)</p> <p><b>Reference to the respective syllabus (appendix to the TRTO-manual, and, if applicable, to the OM-D)</b></p>

### 3.3 AOC-Holder without TRTO and with little or without training activities (TRIs/ TREs):

What (Item):	Manual	Chapter:	Sub-Chapter/Item-No:	Remarks/Reference:
<p><b>Requirements</b> (Qualification Requirements for all crew functions)</p> <ul style="list-style-type: none"> <li>- all EU-OPS 1 Req.</li> <li>- all JAR-FCL 1 Req.</li> <li>- all ACG Req.</li> <li>- all Operator Req.</li> </ul>	OM-A	5	<p>5.2 Flight Crew 5.3 Cabin Crew 5.4 Training/Checking Staff 5.5 Other ops personnel</p> <p><b>Define “standards of performance” for each crew function.</b></p>	<p>Where courses are mentioned, state the reference into OM-D (for course outlines)</p> <p><b>ONLY define requirements for respective functions !</b></p>
<p><b>OM-D General</b></p>	OM-D	0	<p>0.0 Contents &amp; LEP*) (if not Part of OM-A) 0.1 Manual Administrations (if not part of OM-A) 0.2 Philosophy (of training) 0.3 Policies (of training)</p>	<p>State reference(s) to other OM parts, if applicable</p> <p>*) LEP = List of effective pages</p>
<p><b>Organisation</b></p>	OM-D	1	<p>1.1 Organisation (Training and Checking Staff)</p>	<p>Organisation of the AOC-Holders, not of the TRTO!</p>
<p><b>Course-Outlines</b> Define clear tables containing the main parts/phases and/or</p>	OM-D	2	<p>2.0 General 2.1 Flight Crew 2.2 Cabin Crew 2.3 Ops Personnel (includ-</p>	<p>State the references into the respective syllabus (Appendix to the OM-D and the TRTO-</p>

## Guidance Material OM Part – D

modules of the respective courses.			ing crews) 2.4 Ops Personnel other than crews 2.5 Training Personnel	manual). <b>No DETAILS, only OVERVIEW !</b>
<b>Procedures</b> Definition of the procedures for training / checking	OM-D	3	3.1 Training/Checking 3.2 Failure (training or check) to pass 3.3 Safety Statement (no abnormal/emergency during commercial operation)	The whole chapter 3.1 can be put into an appendix to the OM-D and the TRTO-manual.
<b>Documents</b> Which documents have to be used and where and how long do they have to be stored.	OM-D	4		The whole chapter can be put into an appendix to the OM-D and the TRTO-manual.
<b>Syllabi</b> Detailed descriptions of the training steps, "introduction" for students and instructors.	Appendix to the OM-D and the TRTO-manual		0. Title sheet, place and person's details 1. Control sheets (all training steps) 2. General (Information for students and instructors) 3. Modules (Details) 4. Training phases (detailed descriptions and goals) 5. Forms (all forms to be used) 6. Supervision reports	"Out-sourced" parts or shall be integrated (i.e. ground courses, simulator training, etc.) into '4. Training phases'.
<b>Appendices</b> Descriptions and additional information, as procedures, syllabi, lesson planes, training handouts, etc.	Appendix to the OM-D			Any information which, for better document maintenance and overview, is not implemented in the manuals (OM A-D).

## 4 Proposed Main Structure (Details)

{ } - expressions (in italic) within the following tables represent optional entries which have to contain informations only if the mentioned courses are used/offered by the operator.

### 4.1 AOC-Holder with integrated TRTO:

Manual	Item-No (acc. subpart P)	Item-Title (acc. subpart P)	Contents & level of details:	Remarks:
<b>OPERATIONS MANUAL - PART A "GENERAL/BASIC"</b>				
OM-A	<b>5</b>	<b>Chapter 5: Qualification Requirements</b>	All requirements that have to be met by a person for a specified function. <b>Define "standards of performance" for crew function</b>	Description of the "requirements": list containing all necessary requirements and training steps.
OM-A	<b>5.1</b>	<b>- open -</b>	optional information (e.g. philosophy, policies, etc.)	acc. Operator
OM-A	<b>5.2</b>	<b>Flight Crew</b>	Prerequisites for obtaining a flight deck function	EU-OPS 1 & JAR-FCL 1 !

## Guidance Material OM Part – D

OM-A	5.2.1	Commander	all requirements (summary)	div. JARs (JAR-FCL 1 and EU-OPS 1) <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.2	<i>Relieve Cmdr</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.3	<i>Co-pilot</i>	<i>all requirements (summary)</i>	div. JARs (JAR-FCL 1 and EU-OPS 1) <b>Reference to respective OM-D entry</b>
OM-A	5.2.4	Pilot under supervision	respective requirements (as a summary)	acc. Operator & JARs
{OM-A}	5.2.5	<i>System panel operator</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.6	<i>Operation on more than one type or variant</i>	<i>requirements to fly more than one aeroplane type or variant (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry (if required)</b>
{OM-A}	5.2.7	<i>Recency</i>	<i>all requirements (summary) for different aircraft types</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.8	<i>Security &amp; Emergency</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.9	<i>Dangerous Goods</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.10	<i>Qualification to fly in either pilot's seat</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.11ff	<i>"Special" modules, such as</i>  <ul style="list-style-type: none"> <li>- <b>AWO</b></li> <li>- <b>ETOPS</b></li> <li>- <b>MNPS</b></li> <li>- <b>RNP</b></li> <li>- <b>RVSM</b></li> <li>- <b>other</b></li> </ul>	<i>all requirements (summary) and training steps for</i> <ul style="list-style-type: none"> <li>- <i>all weather operations</i></li> <li>- <i>extended twin operations</i></li> <li>- <i>minimum navigation performance specs</i></li> <li>- <i>area navigation performance</i></li> <li>- <i>reduced vertical separation minima</i></li> <li>- <i>etc.</i></li> </ul>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
OM-A	<b>5.3</b>	<b>Cabin Crew</b>	Prerequisites for obtaining a cabin crew function	JAR- OPS 1
OM-A	5.3.1	Senior cabin crew member	all requirements (summary)	acc. Operator' & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.2	<i>Cabin crew members (required)</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.3	<i>Additional cabin crew members</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.4	<i>Cabin crew member during familiarisation flights</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.5	<i>Cabin crew</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1

## Guidance Material OM Part – D

		<i>members operating on more than one type or variant</i>		<b>Reference to respective OM-D entry (if required)</b>
{OM-A}	5.3.6	<i>Security &amp; emergency</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.7	<i>Dangerous goods</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.8ff	<i>other requirements for cabin crew</i>	<i>other qualifications requirements (e.g. "recency", etc.)</i>	acc. Operator's needs & JARs <b>Reference to respective OM-D entry</b>
OM-A	<b>5.4</b>	<b>Training, checking and supervision personnel</b>	Prerequisites for obtaining a training function	OPS & JAR-FCL 1 (if applicable)
OM-A	5.4.1	Flight Crew	all requirements (summary)	acc. Operator's needs & JARs <b>Reference to respective OM-D entry</b>
OM-A	5.4.1.1	Ground Instructor Flight Crew	all requirements (summary)	
OM-A	5.4.1.2	Training Captain (supervision)	all requirements (summary)	including "qualification to fly in either pilot's seat"
OM-A	5.4.1.3	Flight Instructor	all requirements (summary)	CRI, SFI or TRI
OM-A	5.4.1.4	Examiner	all requirements (summary)	CRE, SFE or TRE
OM-A	5.4.2	Cabin Crew	Prerequisites for obtaining a training function for cabin crew members (summary)	
OM-A	5.4.2.1	Ground Instructor Cabin Crew	all requirements (summary)	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
OM-A	5.4.2.2	Supervision Cabin crew member	all requirements (summary)	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
OM-A	5.4.2.3	Examiner	all requirements (summary)	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	<b>5.5</b>	<b>Other operations personnel</b>	<i>Prerequisites for obtaining another operations function</i>	acc. Operator's needs
{OM-A}	5.5.1	<i>Ground dispatcher</i>	<i>all requirements (summary)</i>	acc. Operator's needs & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.5.2	<i>Handling personnel</i>	<i>all requirements (summary)</i>	acc. Operator's needs & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.5.3 ff	<i>other personnel</i>	<i>all requirements (summary)</i>	acc. Operator's need & JARs <b>Reference to respective OM-D entry</b> <b>NO MAINTENANCE Functions (→ JAR-66!)</b> <b>NO Post-Holder Func-</b>

## Guidance Material OM Part – D

				<b>tions</b> (→ OM-A, Chapter 1)
--	--	--	--	-------------------------------------

<b>OPERATIONS MANUAL – PART D: “TRAINING”</b>				
OM-D	all chapters	all	The OM-D shall mainly be a management tool, showing the organisation, the procedures and the “general” (overview) contents of the training. All details shall be added into APPENDICES.	
{OM-D}	0	<b>General</b>	<i>Optional chapter describing the contents of the OM-D</i>	acc. Operator’s needs
{OM-D}	0.0	<b>Contents &amp; LEP</b>	<i>If not part of the OM-A</i>	acc. Operator’s needs
{OM-D}	0.1	<b>Manual administration</b>	<i>Organisation and administration of the OM-D (if not yet part to the general description in the OM-A)</i>	acc. Operator’s needs
{OM-D}	0.2	<b>Philosophy</b>	<i>Description of the overall training philosophy</i>	acc. Operator’s needs
{OM-D}	0.3	<b>Policies</b>	<i>Description of general training policies</i>	acc. Operator’s needs
OM-D	1	<b>Organisation / Training &amp; Checking Personnel</b>	A description of the organisation of the company’s training (AOC-part of training description).	acc. Operator’s needs and JARs (JAR-FCL 1 implementation!)
OM-D	1.1	<b>Organisation</b>	Organisation of the trainings (AOC-part)	acc. Operator’s needs and JARs (JAR-FCL 1 implementation!)
OM-D	2	<b>Training Syllabi and Checking Programmes</b>	Outlines (all required steps are integrated, such as MCC, CRM, AWO, ETOPS, etc.) of all training courses	<b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.0	<b>General</b>	<i>General description covering the procedures and the means used for trainings. Other general information such as course identifiers (or naming rules), abbreviations, etc.</i>	acc. Operator’s needs and JARs (JAR-FCL 1 implementation!)
OM-D	2.1	<b>Flight Crew</b>	Outlines of the courses (containing all required steps and modules of theoretical and practical instruction and training)  <b>Definition “Standards of Performance” !</b>	<b>References to the respective syllabus (appendix to the OM-D)</b>
OM-D	2.1.1	Conversion	Outline of the conver-	acc. JAR-FCL 1 & EU-

## Guidance Material OM Part – D

			<p>sion courses (all steps for given different cases, theory and practice)</p> <p><b><u>Definition “Standards of Performance” !</u></b></p>	<p>OPS 1 and Operator's needs different cases:</p> <ul style="list-style-type: none"> <li>- Cmdr direct entry</li> <li>- PIC or COPI</li> <li>- with / without MCC</li> <li>- with / without “changing operator”</li> <li>- etc.</li> </ul> <p><b>References to the respective syllabus (appendix to the OM-D)</b></p>
{OM-D}	2.1.2	Command	<p>Outline of the command course (all steps, theory and practice)</p> <p><b><u>Definition “Standards of Performance” !</u></b></p>	acc. EU-OPS 1
{OM-D}	2.1.3	Relieve Commander	<p>Outline of the course (all steps, theory and practice)</p> <p><b><u>Definition “Standards of Performance” !</u></b></p>	acc. Operator's needs & <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.1.4	System panel operator	<p>Outline of the course (all steps, theory and practice)</p> <p><b><u>Definition “Standards of Performance” !</u></b></p>	acc. Operator's needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.1.5	Recurrent Training & Checking	<p>Outline of the course (3 years !!!) (all steps, theory and practice)</p> <p><b><u>Definition “Standards of Performance” !</u></b></p>	acc. Operator's needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.1.6	Recency (stand-alone course)	<p>Outline of the course (if required) (all steps, theory and practice)</p> <p><b><u>Definition “Standards of Performance” !</u></b></p>	acc. Operator's needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.1.7	Qualification to fly in either pilot's seat course (stand-alone course)	<p>Outline of the course (if required) (all steps, theory and practice)</p> <p><b><u>Definition “Standards of Performance” !</u></b></p>	acc. Operator's needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.1.8 ff	<p>other courses (stand-alone)</p> <p>NORMALLY INTEGRATED AS MODULES OF OTHER COURSES (such as conversion, command, etc.)</p>	<p>Special training modules, such as:</p> <ul style="list-style-type: none"> <li>- AWO</li> <li>- ETOPS</li> <li>- MNPS</li> <li>- RNP</li> <li>- RVSM</li> <li>- Airport qualification(s)</li> <li>- etc.</li> </ul> <p>(all steps, theory and practice)</p>	acc. Operator's needs & JARs  <b>References to the respective syllabus (appendix to the OM-D)</b>

## Guidance Material OM Part – D

			<b><u>Definition “Standards of Performance” !</u></b>	
OM-D	2.2	Cabin Crew	Outlines of the courses (containing all required steps and modules of theoretical and practical and instruction and training)  <b><u>Definition “Standards of Performance” !</u></b>	References to the respective syllabus (appendix to the OM-D)
OM-D	2.2.1	Conversion	Outlines of the conversion course (all steps for possible different cases, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. EU-OPS 1 and Operator’s needs References to the respective syllabus (appendix to the OM-D)
{OM-D}	2.2.2	Senior Cabin Crew	Outline of the conversion course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. EU-OPS 1 References to the respective syllabus (appendix to the OM-D)
{OM-D}	2.2.3 ff	other course	Special training modules (special routes, service, etc.) (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s need & needs & JARs References to the respective syllabus (appendix to the OM-D)
OM-D	2.3	Operations personnel including crews	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	References to the respective syllabus (appendix to the OM-D)
OM-D	2.3.1	Transportation of Dangerous Goods	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D)
OM-D	2.3.2	Security	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D)
{OM-D}	2.4	Operations personnel other than crews	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D)
{OM-D}	2.4.1 ff	courses	Outlines of the courses for (e.g.): - ground dispatchers - ground handling	acc. Operator’s needs & JARs References to the respective syllabus (ap-

## Guidance Material OM Part – D

			- etc. <b><u>Definition “Standards of Performance” !</u></b>	pendix to the OM-D) <b>NO MAINTENANCE Functions (→ JAR-66!) NO Post-Holder Functions (→ OM-A, Chapter 1)</b>
{OM-D}	<b>2.5</b>	<b>Training Personnel</b>	Outlines of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	<b>2.5.1</b>	<b>Flight Crew</b>	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.5.1.1	Ground Instructor (Flight Crew)	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs <b>References into the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.5.1.2	Training Captain	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.5.1.3	* Synthetic Flight Instructor (SFI)	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.5.1.4	* Type Rating Instructor (TRI)	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.5.1.5	** Synthetic Flight Examiner (SFE)	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D) BASIC COURSE BY NAA!</b>
{OM-D}	2.5.1.6	** Type Rating Examiner (TRE)	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D) BASIC COURSE BY NAA!</b>
{OM-D}	2.5.1.7 ff	other courses	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>

## Guidance Material OM Part – D

			<b><u>of Performance” !</u></b>	
<p>*: also acceptable: one signal category “flight instructor”, provided SFI- and TRI-parts are included in the course, and the final qualification is a TRI with simulator operation introduction.</p> <p>**: also acceptable: one signal “examiner”, provided SFE- and TRE-parts are including in the course (in the parts of the course not done by the authority, but by the operator’s seminars and introductions), and the final qualification is a TRE with simulator operation introduction.</p>				
{OM-D}	<b>2.5.2</b>	<b>Cabin Crew</b>	<p>Outline of the course (all steps, theory and practice)</p> <p><b><u>Definition “Standards of Performance” !</u></b></p>	acc. Operator’s needs & JARs <b>References into the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.5.2.1	Supervision Cabin Attendant	<p>Outline of the course (all steps, theory and practice)</p> <p><b><u>Definition “Standards of Performance” !</u></b></p>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b> <b>BASIC COURSE BY NAA!</b>
{OM-D}	2.5.2.2	Line Check Cabin Attendant	<p>Outline of the course (all steps, theory and practice)</p> <p><b><u>Definition “Standards of Performance” !</u></b></p>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b> <b>BASIC COURSE BY NAA!</b>
{OM-D}	2.5.2.3 ff	other courses	<p>Outline of the course (all steps, theory and practice)</p> <p><b><u>Definition “Standards of Performance” !</u></b></p>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
OM-D	<b>3</b>	<b>Procedures</b>	<p>Description of the administrative and of other procedures of the respective training courses, including general and special procedures</p> <p><b>whole chapter: may be contained in an appendix to the OM-D. In this case, state here the corresponding references.</b></p>	acc. Operator’s needs, including: - Training Records - Forms used - Storage - involved positions - etc.
OM-D	<b>3.1</b>	<b>Procedures for training and checking</b>	Administrative procedures (internal, external, ACG, etc.), including descriptions of the used forms and documents, and general descriptions of the procedures used during training courses (contained in the OM-D).	acc. Operator’s needs & ACG approval
OM-D	<b>3.1.1</b>	<b>Flight Crew</b>	Procedures of the flight crew training	acc. Operator’s needs (Courses according OM-D)

## Guidance Material OM Part – D

OM-D	3.1.1.1 ff	Procedures for courses acc. OM-D (Flight Crew)	Description of the procedures	acc. Operator's needs & ACG approval
OM-D	<b>3.1.2</b>	<b>Cabin Crew</b>	Procedures of the cabin crew training	acc. Operator's needs (Courses according OM-D)
OM-D	3.1.2.1 ff	Procedures for courses acc. OM-D (Cabin Crew)	Description of the procedures	acc. Operator's needs & ACG approval
OM-D	<b>3.1.3</b>	<b>Operations Personnel including crews</b>	Procedures of the training of "Operations personnel, including crews"	acc. Operator's needs (Courses according OM-D)
OM-D	3.1.3.1 ff	Procedures for courses acc. OM-D (Ops personnel, including crews)	Description of the procedures	acc. Operator's needs & ACG approval
OM-D	<b>3.1.4</b>	<b>Operations Personnel other than crews</b>	Procedures of the training of "Operations personnel, including crews"	acc. Operator's need & (Courses according OM-D)
OM-D	3.1.4.1 ff	Procedures for courses acc. OM-D (Ops personnel other than crews)	Description of the procedures	acc. Operator's needs & ACG approval
OM-D	<b>3.2</b>	<b>Procedures in case of failures</b>	Description of the procedures in the event that personnel do not achieve or maintain the required standards	acc. Operator's needs & ACG approval
OM-D	<b>3.3</b>	<b>Procedures for Simulation of Abnormals / Emergencies and IMC</b>	Description: Simulation of abnormal / emergency Situations and IMC by artificial means are not carried out during commercial air transportation flights	acc ACG approval
OM-D	<b>4</b>	<b>Documentation storage</b>	Description  whole chapter: <b>may be contained in an appendix to the OM-D and TRTO-manual. In this case, state here the corresponding references.</b>	acc. Operator's needs & JARs

### **Appendices – Training Syllabi**

Syllabus	<b>0</b>	<b>Title sheet</b>	containing: - Course identifier & type - Name of the Candidate & Licence (incl. number) {- <i>Place(s) of the courses</i> } { <i>Time(s) of the courses</i> }	also on the title sheet, if required: - Experience of the candidate (flight time / landings, etc.) - Pre-requires (ATPL,
----------	----------	--------------------	---	--

## Guidance Material OM Part – D

			{- Instructor(s)}	MCC, etc.)
Syllabus	1	<b>Control sheet(s)</b>	containing: - all training steps (to be signed off by the respective instructor) - all examinations (theory and practice with results)	serve for training “control”: 1. correct sequence of the items (“in chronological order”) 2. all steps are completed in the correct sequence before the next steps is begun 3. Completeness of the training
Syllabus	2	<b>General</b>	containing: - general information - Description of the course (for the student) - Description of the necessary procedures used for the course - etc.	clear instructions to students and instructors how the syllabus is to be understood and treated
Syllabus	3	<b>Module contents</b>	For each phase of the training: - all covered subjects - No. of lessons/hours for each item / subject.	Detailed description of all the items contained in the outlines (OM-D) of the respective course
Syllabus	4	<b>Training Phase</b>	For each phase / training step: - Description and contents - Goals and objectives - relevant information for trainees - relevant info for Instructors, e.g. for SIM-sessions: What to fly, environment, details of the SIM-Programme, etc. - Briefing info (if required) - De-Briefing sheets (where required) - etc.	In chronological order and according operator's needs. This part of the syllabus may also contain references into documents of third-party training organisation (outsourced parts of the training)
Syllabus	5	<b>Forms</b>	all forms used for the respective course	internal und external forms, such as IR/TR forms, ACG report forms, line check forms, etc.
Syllabus	6	<b>Supervision</b>	- description - programmes / items to be - de-briefing forms - etc.	Daily report sheets

### TRTO – REFERENCE SHEET

acc. TRTO-approval reference guide (edited ACG)

Item-No :	Item	OM reference
<b>0</b>	<b>Introdction</b>	<b>OM-A, chapter 0</b>
0.1	Content	OM-A, chapter 0
0.2	System for the up-date and revision	OM-A, chapter 0
0.3	Numbering and language of the documents	OM-A, chapter 0
0.4	Structure of the documents	OM-A, chapter 0

## Guidance Material OM Part – D

<b>1</b>	<b>The TRTO, Infrastructure, Support, Quality System</b>	<b>OM-A, chapter 1</b>
1.1	The Type Rating Training Organisation	OM-A, chapter 1
1.2	Infrastructure	OM-A, chapter 1
1.3	Support	OM-A, chapter 1
1.4	Quality System	OM-A, chapter 3
<b>2</b>	<b>Training / The Training Manual</b>	<b>OM-A &amp; OM-D</b>
2.1	Structure of the training organisation	OM-A, chapter 1, chapter 3
2.2	Head of the training	OM-A, chapter 1
2.3	Personnel for theoretical knowledge instruction	OM-A, chapter 1, chapter 5 / OM-D, chapter 2
2.4	Personnel for synthetic flight instruction	OM-A, chapter 5 / OM-D, chapter 2
2.5	Personnel for practical flight instruction	OM-A, chapter 5 / OM-D, chapter 2
2.6	Training programmes for approved courses	OM-D, chapter 2 / Appendices
2.7	Documents for the training	OM-D, chapter 4
<b>3</b>	<b>Flight operation / The Operations Manual</b>	<b>OM-A, OM-B, OM-C, OM-D</b>
3.1	General/Basic	OM-A
3.2	Aeroplane specific	OM-B
3.3	Route manual	OM-C
3.4	Staff training	OM-D

State all respective references into the Operations Manual (parts A through D, Appendices used)

### 4.2 AOC-Holder with separate TRTO:

Man-ual:	Item-No (acc. subpart P)	Item-Title (acc. subpart P)	Contents & level of details:	Remarks:
<b>OPERATIONS MANUAL – PART A “GENERAL/BASIC”</b>				
OM-A	<b>5</b>	<b>Chapter 5: Qualification Requirements</b>	All requirements that have to be met by a person for a specified function. <b>Define “standards of performance” for crew function</b>	Description of the “requirements”: list containing all necessary requirements and training steps.
OM-A	<b>5.1</b>	<b>- open -</b>	optional information (e.g. philosophy, policies, etc.)	acc. Operator
OM-A	<b>5.2</b>	<b>Flight Crew</b>	Prerequisites for obtaining a flight deck function	EU-OPS 1 & JAR-FCL 1
OM-A	5.2.1	Commander	all requirements (summary)	div. JARs (JAR-FCL 1 and EU-OPS1) <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.2	<i>Relieve Cmdr</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.3	<i>Co-pilot</i>	<i>all requirements (summary)</i>	div. JARs (JAR-FCL 1 and EU-OPS 1) <b>Reference to respective OM-D entry</b>
OM-A	5.2.4	Pilot under supervision	respective requirements (as a summary)	acc. Operator & JARs
{OM-A}	5.2.5	<i>System panel operator</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.6	<i>Operation on more than one type or variant</i>	<i>requirements to fly more than one aeroplane type or variant (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry (if required)</b>
{OM-A}	5.2.7	<i>Recency</i>	<i>all requirements (sum-</i>	acc. Operator & JARs

## Guidance Material OM Part – D

			<i>mary) for different aircraft types</i>	<b>Reference to respective OM-D entry</b>
{OM-A}	5.2.8	<i>Security &amp; Emergency</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.9	<i>Dangerous Goods</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.10	<i>Qualification to fly in either pilot's seat</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.11ff	<p><i>"Special" modules, such as –</i></p> <ul style="list-style-type: none"> <li>- <b>AWO</b></li> <li>- <b>ETOPS</b></li> <li>- <b>MNPS</b></li> <li>- <b>RNP</b></li> <li>- <b>RVSM</b></li> <li>- <i>other</i></li> </ul>	<p><i>all requirements (summary) and training steps for</i></p> <ul style="list-style-type: none"> <li>- <i>all weather operations</i></li> <li>- <i>extended twin operations</i></li> <li>- <i>minimum navigation performance specs</i></li> <li>- <i>area navigation performance</i></li> <li>- <i>reduced vertical separation minima</i></li> <li>- <i>etc.</i></li> </ul>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
OM-A	<b>5.3</b>	<b>Cabin Crew</b>	Prerequisites for obtaining a cabin crew function	JAR- OPS 1
OM-A	5.3.1	Senior cabin crew member	all requirements (summary)	acc. Operator' & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.2	<i>Cabin crew members (required)</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.3	<i>Additional cabin crew members</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.4	<i>Cabin crew member during familiarisation flights</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.5	<i>Cabin crew members operating on more than one type or variant</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry (if required)</b>
{OM-A}	5.3.6	<i>Security &amp; emergency</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.7	<i>Dangerous goods</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.8ff	<i>other requirements for cabin crew</i>	<i>other qualification requirements (e.g. "recency", etc.)</i>	acc. Operator's need & JARs <b>Reference to respective OM-D entry</b>
OM-A	<b>5.4</b>	<b>Training, checking and supervision personnel</b>	Prerequisites for obtaining a training function	OPS & JAR-FCL 1 (if applicable)
OM-A	5.4.1	Flight Crew	Reference to the TRTO-Manual	The description of the prerequisites and requirements shall be contained in the TRTO-manual.

## Guidance Material OM Part – D

OM-A	5.4.1.1	Ground Instructor Flight Crew	Reference to the TRTO- Manual	
OM-A	5.4.1.2	Training Captain (supervision)	Reference to the TRTO- Manual	including “qualification to fly in either pilot’s seat”
OM-A	5.4.1.3	Flight Instructor	Reference to the TRTO- Manual	CRI, SFI or TRI
OM-A	5.4.1.4	Examiner	Reference to the TRTO- Manual	CRE, SFE or TRE
OM-A	5.4.2	Cabin Crew	Prerequisites for obtain- ing a training function for cabin crew members (summary)	
OM-A	5.4.2.1	Ground Instructor Cabin Crew	all requirements (sum- mary)	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
OM-A	5.4.2.2	Supervision Cabin crew member	all requirements (sum- mary)	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
OM-A	5.4.2.3	Examiner	all requirements (sum- mary)	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	<b>5.5</b>	<b>Other operations personnel</b>	<i>Prerequisites for obtain- ing another operations function</i>	acc. Operator’s needs
{OM-A}	5.5.1	<i>Ground dispatcher</i>	<i>all requirements (sum- mary)</i>	acc. Operator’s needs & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.5.2	<i>Handling personnel</i>	<i>all requirements (sum- mary)</i>	acc. Operator’s needs & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.5.3 ff	<i>other personnel</i>	<i>all requirements (sum- mary)</i>	acc. Operator’s needs & JARs <b>Reference to respective OM-D entry</b> <b>NO MAINTENANCE Functions (→ JAR-66!)</b> <b>NO Post-Holder Func- tions</b> <b>(→ OM-A, Chapter 1)</b>

<b>OPERATIONS MANUAL – PART D “TRAINING”</b>				
OM-D	<b>all chapters</b>	<b>all</b>	The OM-D shall mainly be a management tool, show- ing the organisation, the procedures and the “gen- eral” (overview) contents of the training. All details shall be added into APPENDI- CES.	
{OM-D}	<b>0</b>	<b>General</b>	<i>Optional chapter describing the contents of the OM-D</i>	acc. Operator’s needs
{OM-D}	<b>0.0</b>	<b>Contents &amp; LEP</b>	<i>If not part of the OM-A</i>	acc. Operator’s needs
{OM-D}	<b>0.1</b>	<b>Manual admini- stration</b>	<i>Organisation and admini- stration of the OM-D (if not yet part to the general de- scription in the OM-A)</i>	acc. Operator’s needs
{OM-D}	<b>0.2</b>	<b>Philosophy</b>	<i>Description of the overall</i>	acc. Operator’s needs

## Guidance Material OM Part – D

			<i>training philosophy</i>	
{OM-D}	0.3	<b>Policies</b>	<i>Description of general training policies</i>	acc. Operator's needs
OM-D	1	<b>Organisation / Training &amp; Checking Personnel</b>	A description of the organisation of the company's training (AOC-part of training description) with respective into the TRTO-manual	acc. Operator's needs
OM-D	1.1	<b>Organisation</b>	Organisation of the trainings (AOC-part) with respective references into the TRTO-Manual	acc. Operator's needs
OM-D	2	<b>Training Syllabi and Checking Programmes</b>	Outlines (all required steps are integration, such as MCC, CRM, AWO, ETOPS, etc.) of all training courses	<b>References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)</b>
{OM-D}	2.0	<b>General</b>	<i>General description covering the procedures and the means used for trainings. Other general information such as course identifiers (or naming rules), abbreviations, etc.</i>	acc. Operator's needs
OM-D	2.1	<b>Flight Crew</b>	Outlines of the courses (containing all required steps and modules of theoretical and practical instruction and training)  <b><u>Definition "Standards of Performance" !</u></b>	<b>References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)</b>
OM-D	2.1.1	Conversion	Outline of the conversion courses (all steps for given different cases, theory and practice)  <b><u>Definition "Standards of Performance" !</u></b>	acc. JAR-FCL 1 & EU-OPS 1 and Operator's needs different cases: - Cmdr direct entry - PIC or COPI - with / without MCC - with / without "changing operator" - etc. <b>References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)</b>
{OM-D}	2.1.2	<i>Command</i>	<i>Outline of the command course (all steps, theory and practice)</i>  <b><u>Definition "Standards of Performance" !</u></b>	acc. EU-OPS 1
{OM-D}	2.1.3	<i>Relieve Commander</i>	<i>Outline of the course (all steps, theory and practice)</i>  <b><u>Definition "Standards of Performance" !</u></b>	acc. Operator's needs & <b>References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)</b>
{OM-D}	2.1.4	<i>System panel operator</i>	<i>Outline of the course (all steps, theory and practice)</i>	acc. Operator's needs & JARs <b>References to the re-</b>

## Guidance Material OM Part – D

			<b><u>Definition “Standards of Performance” !</u></b>	pective syllabus (appendix to the OM-D and/or TRTO-manual)
{OM-D}	2.1.5	Recurrent Training & Checking	Outline of the course (3 years !!!) (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)
{OM-D}	2.1.6	Recency (stand-alone course)	Outline of the course (if required) (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)
{OM-D}	2.1.7	Qualification to fly in either pilot’s seat course (stand-alone course)	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)
{OM-D}	2.1.8 ff	other courses (stand-alone)  NORMALLY INTEGRATED AS MODULES OF OTHER COURSES (such as conversion, command, etc.)	Special training modules, such as: - AWO - ETOPS - MNPS - RNP - RVSM - Airport qualification(s) - etc. (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs  References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)
OM-D	2.2	<b>Cabin Crew</b>	Outlines of the courses (containing all required steps and modules of theoretical and practical and instruction and training)  <b><u>Definition “Standards of Performance” !</u></b>	References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)
OM-D	2.2.1	Conversion	Outlines of the conversion course (all steps for possible different cases, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. EU-OPS 1 & Operator’s needs References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)
{OM-D}	2.2.2	Senior Cabin Crew	Outline of the conversion course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. EU-OPS 1 References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)
{OM-D}	2.2.3 ff	other course	Special training modules (special routes, service, etc.) (all steps, theory and practice)	acc. Operator’s needs & JARs References to the respective syllabus (ap-

## Guidance Material OM Part – D

			<b><u>Definition “Standards of Performance” !</u></b>	pendix to the OM-D)
{OM-D}	<b>2.3</b>	<b>Operations personnel including crews</b>	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)
{OM-D}	2.3.1	Transportation of Dangerous Goods	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator's needs & JARs References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)
{OM-D}	2.3.2	Security	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator's needs & JARs References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)
{OM-D}	<b>2.4</b>	<b>Operations personnel other than crews</b>	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator's needs & JARs References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)
{OM-D}	2.4.1 ff	courses	Outlines of the courses for (e.g.): - ground dispatchers - ground handling - etc.  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator's needs & JARs References to the respective syllabus (appendix to the OM-D) <b>NO MAINTENANCE Functions (→ JAR-66!)</b> <b>NO Post-Holder Functions (→ OM-A, Chapter 1)</b>
OM-D	<b>3</b>	<b>Procedures</b>	Description of the administrative and of other procedures of the respective training courses, including general and special procedures whole chapter: <b>may be contained in an appendix to the OM-D and TRTO-manual. In this case, state here the corresponding references.</b>	acc. Operator's needs, including: - Training Records - Forms used - Storage - involved positions - etc.
OM-D	<b>3.1</b>	<b>Procedures for training and checking</b>	Administrative procedures (internal, external, ACG, etc.), including descriptions of the used forms and documents, and general descriptions of the procedures used during training courses (contained in the OM-D)	acc. Operator's needs & ACG approval
OM-D	<b>3.1.1</b>	<b>Flight Crew</b>	Procedures of the flight crew training	acc. Operator's needs (Courses according OM-D)

## Guidance Material OM Part – D

OM-D	3.1.1.1 ff	Procedures for courses acc. OM-D (Flight Crew)	Description of the procedures	acc. Operator's needs & ACG approval
OM-D	<b>3.1.2</b>	<b>Cabin Crew</b>	Procedures of the cabin crew training	acc. Operator's need (Courses according OM-D)
OM-D	3.1.2.1 ff	Procedures for courses acc. OM-D (Cabin Crew)	Description of the procedures	acc. Operator's needs & ACG approval
OM-D	<b>3.1.3</b>	<b>Operations Personnel including crews</b>	Procedures of the training of "Operations personnel, including crews"	acc. Operator's needs (Courses according OM-D)
OM-D	3.1.3.1 ff	Procedures for courses acc. OM-D (Ops personnel, including crews)	Description of the procedures	acc. Operator's need & ACG approval
OM-D	<b>3.1.4</b>	<b>Operations Personnel other than crews</b>	Procedures of the training of "Operations personnel, including crews"	acc. Operator's need & (Courses according OM-D)
OM-D	3.1.4.1 ff	Procedures for courses acc. OM-D (Ops personnel other than crews)	Description of the procedures	acc. Operator's needs & ACG approval
OM-D	<b>3.2</b>	<b>Procedures in case of failures</b>	Description of the procedures in the event that personnel do not achieve or maintain the required standards	acc. Operator's needs & ACG approval
OM-D	<b>3.3</b>	<b>Procedures for Simulation of Abnormals / Emergencies and IMC</b>	Description: Simulation of abnormal / emergency Situations and IMC by artificial means are not carried out during commercial air transportation flights	acc ACG approval
OM-D	<b>4</b>	<b>Documentation storage</b>	Description whole chapter: <b>may be contained in an appendix to the OM-D and TRTO-manual. In this case, state here the corresponding references.</b>	acc. Operator's needs & JARs

<b>Appendices – Training Syllabi</b>				
Syllabus	<b>0</b>	<b>Title sheet</b>	containing: - Course identifier & type - Name of the Candidate & Licence (incl. number) {- <i>Place(s) of the courses</i> } {- <i>Time(s) of the courses</i> } {- <i>Instructor(s)</i> }	also on the title sheet, if required: - Experience of the candidate (flight time / landings, etc.) - Pre-requires (ATPL, MCC, etc.)
Syllabus	<b>1</b>	<b>Control sheet(s)</b>	containing: - all training steps (to be signed off by the respective instructor) - all examinations (theory and practice with results)	serve for training "control": 1. correct sequence of the items ("in chronological order") 2. all steps are completed in the correct sequence before the next steps is begun

## Guidance Material OM Part – D

				3. Completeness of the training
Syllabus	2	<b>General</b>	containing: - general information - Description of the course (for the student) - Description of the necessary procedures used for the course - etc.	clear instructions to students and instructors how the syllabus is to be understood and treated
Syllabus	3	<b>Module contents</b>	For each phase of the training: - all covered subjects - No. of lessons/hours for each item / subject.	Detailed description of all the items contained in the outlines (OM-D) of the respective course
Syllabus	4	<b>Training Phase</b>	For each phase / training step: - Description and contents - Goals and objectives - relevant information for trainees - relevant info for Instructors, e.g. for SIM-sessions: What to fly, environment, details of the SIM-Programme, etc. - Briefing info (if required) - De-Briefing sheets (where required) - etc.	In chronological order and according operator's needs. This part of the syllabus may also contain references into documents of third-party training organisation (outsourced parts of the training)
Syllabus	5	<b>Forms</b>	all forms used for the respective course	internal und external forms, such as IR/TR forms, ACG report forms, line check forms, etc.
Syllabus	6	<b>Supervision</b>	- description - programmes / items to be discussed - de-briefing forms - etc.	Daily report sheets

### **TRTO - MANUAL**

see "TRTO-approval reference guide" (edited by ACG-FA)

All the description of the courses for instructing and training personnel (ground instructors, line training captains, SFIs, TRIs, SFEs, TREs, cabin training personnel, etc.)

→ chapter 3,4 of the TRTO manual

The following TRTO-manual sub-chapters shall be referenced into the AOC-holder's Operations Manual:

- 3.1 General: OM - Part A
- 3.2 Technical: OM - Ppart B
- 3.3 Route: OM - Part C

### **4.3 AOC-Holder without own TRTO:**

Manual:	Item-No (acc. subpart P)	Item-Title (acc. subpart P)	Contents & level of details:	Remarks:
<b>OPERATIONS MANUAL – PART A "GENERAL/BASIC FOM"</b>				
OM-A	5	<b>Chapter 5:</b>	All requirements that have	Description of the "require-

## Guidance Material OM Part – D

		<b>Qualification Requirements</b>	to be met by a person for a specified function. <b>Define “standards of performance” for crew function</b>	ments”: list containing all necessary requirements and training steps.
OM-A	<b>5.1</b>	<b>- open -</b>	optional information (e.g. philosophy, policies, etc.)	acc. Operator
OM-A	<b>5.2</b>	<b>Flight Crew</b>	Prerequisites for obtaining a flight deck function	EU-OPS 1 & JAR-FCL 1
OM-A	5.2.1	Commander	all requirements (summary)	div. JARs (JAR-FCL 1 & EU-OPS 1) <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.2	<i>Relieve Cmdr</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.3	<i>Co-pilot</i>	<i>all requirements (summary)</i>	div. JARs (JAR-FCL 1 & EU-OPS 1) <b>Reference to respective OM-D entry</b>
OM-A	5.2.4	Pilot under supervision	respective requirements (as a summary)	acc. Operator & JARs
{OM-A}	5.2.5	<i>System panel operator</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.6	<i>Operation on more than one type or variant</i>	<i>requirements to fly more than one aeroplane type or variant (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry (if required)</b>
{OM-A}	5.2.7	<i>Recency</i>	<i>all requirements (summary) for different aircraft types</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.8	<i>Security &amp; Emergency</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.9	<i>Dangerous Goods</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.10	<i>Qualification to fly in either pilot’s seat</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.2.11ff	<i>“Special” modules, such as - <b>AWO</b> - <b>ETOPS</b> - <b>MNPS</b> - <b>RNP</b> - <b>RVSM</b>  - <i>other</i></i>	<i>all requirements (summary) and training steps for</i> - <i>all weather operations</i> - <i>extended twin operations</i> - <i>minimum navigation perfo specs</i> - <i>area navigation performance</i> - <i>reduced vertical separation minima</i> - <i>etc.</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
OM-A	<b>5.3</b>	<b>Cabin Crew</b>	Prerequisites for obtaining a cabin crew function	JAR- OPS 1
OM-A	5.3.1	Senior cabin crew member	all requirements (summary)	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.2	<i>Cabin crew members (required)</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>

## Guidance Material OM Part – D

{OM-A}	5.3.3	<i>Additional cabin crew members</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.4	<i>Cabin crew member during familiarisation flights</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.5	<i>Cabin crew members operating on more than one type or variant</i>	<i>all requirements (summary)</i>	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry (if required)</b>
{OM-A}	5.3.6	<i>Security &amp; emergency</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.7	<i>Dangerous goods</i>	<i>all requirements (summary)</i>	acc. Operator & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.3.8ff	<i>other requirements for cabin crew</i>	<i>other qualification requirements (e.g. "recency", etc.)</i>	acc. Operator's needs & JARs <b>Reference to respective OM-D entry</b>
OM-A	<b>5.4</b>	<b>Training, checking and supervision personnel</b>	Prerequisites for obtaining a training function	OPS & JAR-FCL 1 (if applicable)
OM-A	5.4.1	Flight Crew	all requirements (summary)	acc. Operator's needs & JARs <b>Reference to respective OM-D entry</b>
OM-A	5.4.1.1	Ground Instructor Flight Crew	all requirements (summary)	
OM-A	5.4.1.2	Training Captain (supervision)	all requirements (summary)	Including "qualification to fly in either pilot's seat"
OM-A	5.4.1.3	Flight Instructor	all requirements (summary)	CRI, SFI oder TRI
OM-A	5.4.1.4	Examiner	all requirements (summary)	CRE, SFE oder TRE
OM-A	5.4.2	Cabin Crew	Prerequisites for obtaining a training function for cabin crew members (summary)	
OM-A	5.4.2.1	Ground Instructor Cabin Crew	all requirements (summary)	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
OM-A	5.4.2.2	Supervision Cabin crew member	all requirements (summary)	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
OM-A	5.4.2.3	Examiner	all requirements (summary)	acc. Operator & EU-OPS 1 <b>Reference to respective OM-D entry</b>
{OM-A}	5.5	<i>Other operations personnel</i>	<i>Prerequisites for obtaining another operations function</i>	acc. Operator's needs
{OM-A}	5.5.1	<i>Ground dispatcher</i>	<i>all requirements (summary)</i>	acc. Operator's needs & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.5.2	<i>Handling personnel</i>	<i>all requirements (summary)</i>	acc. Operator's needs & JARs <b>Reference to respective OM-D entry</b>
{OM-A}	5.5.3 ff	<i>other personnel</i>	<i>all requirements (summary)</i>	acc. Operator's needs &

## Guidance Material OM Part – D

				JARs Reference to respective OM-D entry NO MAINTENANCE Functions (→ JAR-66!) NO Post-Holder Functions (→ OM-A, Chapter 1)
--	--	--	--	---

<b>OPERATIONS MANUAL – PART D “TRAINING”</b>				
OM-D	all chapters	all	The OM-D shall mainly be a management tool, showing the organisation, the procedures and the “general” (overview) contents of the training. All details shall be added into APPENDICES.	
{OM-D}	0	<b>General</b>	<i>Optional chapter describing the contents of the OM-D</i>	acc. Operator’s needs
{OM-D}	0.0	<b>Contents &amp; LEP</b>	<i>if not part of the OM-A</i>	acc. Operator’s needs
{OM-D}	0.1	<b>Manual administration</b>	<i>Organisation and administration of the OM-D (if not yet part to the general description in the OM-A)</i>	acc. Operator’s needs
{OM-D}	0.2	<b>Philosophy</b>	<i>Description of the overall training philosophy</i>	acc. Operator’s needs
{OM-D}	0.3	<b>Policies</b>	<i>Description of general training policies</i>	acc. Operator’s needs
OM-D	1	<b>Organisation / Training &amp; Checking Personnel</b>	A description of the organisation of the company’s training (AOC-part of training descriptions).	acc. Operator’s needs & JARs (JAR-FCL 1 implementation)
OM-D	1.1	<b>Organisation</b>	Organisation of the trainings (AOC-part)	acc. Operator’s needs & JARs (JAR-FCL 1 implementation!)
OM-D	2	<b>Training Syllabi and Checking Programmes</b>	Outlines (all required steps are integration, such as MCC, CRM, AWO, ETOPS, etc.) of all training courses	<b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.0	<b>General</b>	<i>General description covering the procedures and the means used for trainings. Other general information such as course identifiers (or naming rules), abbreviations, etc.</i>	acc. Operator’s needs & JARs (JAR-FCL 1 implementation!)
OM-D	2.1	<b>Flight Crew</b>	Outlines of the courses (containing all required steps and modules of theoretical and practical instruction and training)  <b>Definition “Standards of Performance” !</b>	<b>References to the respective syllabus (appendix to the OM-D)</b>
OM-D	2.1.1	Conversion	Outline of the conversion courses (all steps for given different cases, theory and practice)	acc. JAR-FCL 1 & EU-OPS 1 and Operator’s needs different cases: - Cmdr direct entry - PIC or COPI

## Guidance Material OM Part – D

			<b>Definition “Standards of Performance” !</b>	- with / without MCC - with / without “changing operator” - etc. <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.1.2	Command	Outline of the command course (all steps, theory and practice)  <b>Definition “Standards of Performance” !</b>	acc. EU-OPS 1
{OM-D}	2.1.3	Relieve Commander	Outline of the course (all steps, theory and practice)  <b>Definition “Standards of Performance” !</b>	acc. Operator’s needs & <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.1.4	System panel operator	Outline of the course (all steps, theory and practice)  <b>Definition “Standards of Performance” !</b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.1.5	Recurrent Training & Checking	Outline of the course (3 years !!!) (all steps, theory and practice)  <b>Definition “Standards of Performance” !</b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.1.6	Recency (stand-alone course)	Outline of the course (if required) (all steps, theory and practice)  <b>Definition “Standards of Performance” !</b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.1.7	Qualification to fly in either pilot’s seat course (stand-alone course)	Outline of the course (all steps, theory and practice)  <b>Definition “Standards of Performance” !</b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.1.8 ff	other courses (stand-alone)  NORMALLY INTEGRATED AS MODULES OF OTHER COURSES (such as conversion, command, etc.)	Special training modules, such as: - AWO - ETOPS - MNPS - RNP - RVSM - Airport qualification(s) - etc. (all steps, theory and practice)  <b>Definition “Standards of Performance” !</b>	acc. Operator’s needs & JARs  <b>References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)</b>
OM-D	2.2	Cabin Crew	Outlines of the courses (containing all required steps and modules of theoretical and practical and instruction and training)	<b>References to the respective syllabus (appendix to the OM-D)</b>

## Guidance Material OM Part – D

			<b>Definition “Standards of Performance” !</b>	
OM-D	2.2.1	Conversion	Outlines of the conversion course (all steps for possible different cases, theory and practice)  <b>Definition “Standards of Performance” !</b>	acc. EU-OPS 1 and Operator’s needs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.2.2	Senior Cabin Crew	Outline of the conversion course (all steps, theory and practice)  <b>Definition “Standards of Performance” !</b>	acc. EU-OPS 1 <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.2.3 ff	other course	Special training modules (special routes, service, etc.) (all steps, theory and practice)  <b>Definition “Standards of Performance” !</b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	<b>2.3</b>	<b>Operations personnel including crews</b>	Outline of the courses (all steps, theory and practice)  <b>Definition “Standards of Performance” !</b>	<b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.3.1	Transportation of Dangerous Goods	Outline of the course (all steps, theory and practice)  <b>Definition “Standards of Performance” !</b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	2.3.2	Security	Outline of the course (all steps, theory and practice)  <b>Definition “Standards of Performance” !</b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	<b>2.4</b>	<b>Operations personnel other than crews</b>	Outline of the course (all steps, theory and practice)  <b>Definition “Standards of Performance” !</b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D and/or TRTO-manual)</b>
{OM-D}	2.4.1 ff	courses	Outlines of the courses for (e.g.): - ground dispatchers - ground handling - etc.  <b>Definition “Standards of Performance” !</b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b> <b>NO MAINTENANCE Functions (→ JAR-66!)</b> <b>NO Post-Holder Functions (→ OM-A, Chapter 1)</b>
{OM-D}	<b>2.5</b>	<b>Training Personnel</b>	Outlines of the course (all steps, theory and practice)	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
{OM-D}	<b>2.5.1</b>	<b>Flight Crew</b>	Outline of the course (all steps, theory and practice)	acc. Operator’s needs & JARs

## Guidance Material OM Part – D

			<b><u>Definition “Standards of Performance” !</u></b>	References to the respective syllabus (appendix to the OM-D)
{OM-D}	2.5.1.1	Ground Instructor (Flight Crew)	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D)
{OM-D}	2.5.1.2	Training Captain	Outline of the conversion course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D)
{OM-D}	2.5.1.3	* Synthetic Flight Instructor (SFI)	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D)
{OM-D}	2.5.1.4	* Type Rating Instructor (TRI)	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D)
{OM-D}	2.5.1.5	** Synthetic Flight Examiner (SFE)	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D) <b>BASIC COURSE BY NAA!</b>
{OM-D}	2.5.1.6	** Type Rating Examiner (TRE)	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D) <b>BASIC COURSE BY NAA!</b>
{OM-D}	2.5.1.7 ff	other courses	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D)
<p>*: also acceptable: one single category “flight instructor”, provided SFI- and TRI-parts are included in the course, and the final qualification is a TRI with simulator operation introduction</p> <p>**: also acceptable: one single “examiner”, provided SFE- and TRE-parts are including in the course (in the parts of the course not done by the authority, but by the operator’s seminars and introductions), and the final qualification is a TRE with simulator operation introduction.</p>				
{OM-D}	<b>2.5.2</b>	<b>Cabin Crew</b>	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D)
{OM-D}	2.5.2.1	Supervision Cabin Attendant	Outline of the course (all steps, theory and practice)  <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs References to the respective syllabus (appendix to the OM-D) <b>BASIC COURSE BY NAA!</b>
{OM-D}	2.5.2.2	Line Check Cabin	Outline of the course (all	acc. Operator’s needs &

## Guidance Material OM Part – D

		<i>Attendant</i>	<i>steps, theory and practice)</i> <b><u>Definition “Standards of Performance” !</u></b>	JARs <b>References to the respective syllabus (appendix to the OM-D)</b> <b>BASIC COURSE BY NAA!</b>
{OM-D}	2.5.2.3 ff	<i>other courses</i>	<i>Outline of the course (all steps, theory and practice)</i> <b><u>Definition “Standards of Performance” !</u></b>	acc. Operator’s needs & JARs <b>References to the respective syllabus (appendix to the OM-D)</b>
OM-D	<b>3</b>	<b>Procedures</b>	Description of the administrative and of other procedures of the respective training courses, including general and special procedures  whole chapter: <b>may be contained in an appendix to the OM-D. In this case, state here the corresponding references.</b>	acc. Operator’s needs, including: - Training Records - Forms used - Storage - involved positions - etc.
OM-D	<b>3.1</b>	<b>Procedures for training and checking</b>	Administrative procedures (internal, external, ACG, etc.), including descriptions of the used forms and documents, and general descriptions of the procedures used during training courses (contained in the OM-D).	acc. Operator’s needs & ACG approval
OM-D	<b>3.1.1</b>	<b>Flight Crew</b>	Procedures of the flight crew training	acc. Operator’s needs (Courses according OM-D)
OM-D	3.1.1.1 ff	Procedures for courses acc. OM-D (Flight Crew)	Description of the procedures	acc. Operator’s need & ACG approval
OM-D	<b>3.1.2</b>	<b>Cabin Crew</b>	Procedures of the cabin crew training	acc. Operator’s needs (Courses according OM-D)
OM-D	3.1.2.1 ff	Procedures for courses acc. OM-D (Cabin Crew)	Description of the procedures	acc. Operator’s needs & ACG approval
OM-D	<b>3.1.3</b>	<b>Operations Personnel including crews</b>	Procedures of the training of “Operations personnel, including crews”	acc. Operator’s needs (Courses according OM-D)
OM-D	3.1.3.1 ff	Procedures for courses acc. OM-D (Ops personnel, including crews)	Description of the procedures	acc. Operator’s needs & ACG approval
OM-D	<b>3.1.4</b>	<b>Operations Personnel other than crews</b>	Procedures of the training of “Operations personnel other than crews”	acc. Operator’s needs & (Courses according OM-D)
OM-D	3.1.4.1 ff	Procedures for courses acc. OM-D (Ops personnel other than crews)	Description of the procedures	acc. Operator’s needs & ACG approval
OM-D	<b>3.2</b>	<b>Procedures in case of failures</b>	Description of the procedures in the event that personnel do not achieve or maintain the required standards	acc. Operator’s needs & ACG approval
OM-D	<b>3.3</b>	<b>Procedures for Simulation of</b>	Description: Simulation of abnormal / emergency Situa-	acc ACG approval

## Guidance Material OM Part – D

		<b>Abnormals / Emergencies and IMC</b>	tions and IMC by artificial means are not carried out during commercial air transportation flights	
OM-D	4	<b>Documentation storage</b>	Description whole chapter: <b>may be contained in an appendix to the OM-D and TRTO-manual. In this case, state here the corresponding references</b>	acc. Operator's needs & JARs

<b>Appendices – Training Syllabi</b>				
Syllabus	0	<b>Title sheet</b>	containing: - Course identifier & type - Name of the Candidate & Licence (incl. number) {- Place(s) of the courses} {- Time(s) of the courses} {- Instructor(s)}	also on the title sheet, if required: - Experience of the candidate (flight time / landings, etc.) - Pre-requires (ATPL, MCC, etc.)
Syllabus	1	<b>Control sheet(s)</b>	containing: - all training steps (to be singed off by the respective instructor) - all examinations (theory and practice with result s)	serve for training “control”: 1. correct sequence of the items (“in chronological order”) 2. all steps are completed in the correct sequence before the next steps is begun 3. Completeness of the training
Syllabus	2	<b>General</b>	containing: - general information - Description of the course (for the student) - Description of the necessary procedures used for the course - etc.	clear instructions to students and instructors how the syllabus is to be understood and treated
Syllabus	3	<b>Module contents</b>	For each phase of the training: - all covered subjects - No. of lessons/hours for each item / subject.	Detailed description of all the items contained in the outlines (OM-D) of the respective course
Syllabus	4	<b>Training Phase</b>	For each phase / training step: - Description and contents - Goals and objectives - relevant information for trainees - relevant info for Instructors, e.g. for SIM-sessions: What to fly, environment, details of the SIM-Programme, etc. - Briefing info (if required) - De-Briefing sheets (where required) - etc.	In chronological order and according operator's needs. This part of the syllabus may also contain references into documents of third-party training organisation (outsourced parts of the training)
Syllabus	5	<b>Forms</b>	all forms used for the respective course	internal und external forms, such as IR/TR

## Guidance Material OM Part – D

				forms, report forms, line check forms, etc.
Syllabus	6	Supervision	<ul style="list-style-type: none"> <li>- description</li> <li>- programmes / items to be discussed</li> <li>- de-briefing forms</li> <li>- etc.</li> </ul>	Daily report sheets

<b><i>TRTO - MANUAL of EXTERNAL ORGANISATION (“out-sourcing”)</i></b>
---

## 5 References

For the creation of the training documents, the following requirements and guidance material shall be consulted:

- EU-OPS 1 - Subpart N (Flight Crew)
- EU-OPS 1 - Subpart O (Cabin Crew)
- EU-OPS 1 - Subpart E (All Weather Operation)
- EU-OPS 1 - Subpart R (Transport of Dangerous Goods)
- EU-OPS 1 - Support S (Security)
- Temporary Guidance Leaflet (Operations) No. 44 JAR-OPS 1 AMT 13 SECTION 2 UPDATED TO INCORPORATE SECTION 2 TEXT PROPOSALS FROM SUSPENDED JAA NPAs

**NOTE: BE AWARE THAT OTHER DOCUMENTS MAY HAVE TO BE CONSULTED FOR THE COURSES, SUCH AS AWO, ETOPS, MNPS, RNP or RVSM – courses.**