



***SYRIANAIR***

***FLIGHT OPERATIONS  
TRAINING MANUAL***


***OM – D***

**MANUAL No. (2)**









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### **GENERAL**

This Operations Manual-D is produced for SYRIANAIR Flight Operations Department based on SCARs, regulations and national variants as they apply.

The content of this manual is approved and accepted by the Syrian Civil Aviation Authority, SCAA. It does not supersede Airplane Flight Manuals or any approved documentation.

In case of conflict with the applicable national regulations, the later apply. Any questions with respect to information contained in this manual should be directed to the (CP) DTS, SYRIANAIR Flight Operations.

This Operations Manual has been prepared for use by SYRIANAIR training staff and management. The Operations Manual, parts thereof and subparts are issued to each Instructor/Check airman and to all other people and offices concerned with flight training.

All Instructional Staff and members of management shall be familiar with the, laws, regulations, procedures and the contents of this manual relevant to the performance of their duties. The language used throughout this Manual is the English Language.


The Operations Manual-D applies to both female and male crew members and Flight Operations Staff, although references are made in the text to the masculine gender only.

This Manual will be issued to individuals or offices. It is not transferable and is accountable for by the office or individual to whom they are issued.

This Manual applies for all types crew (A340, A320, IL-76-T, ATR-72)


**Approved by**  
**Captain Bachar Dirani**  
**CHIEF PILOT**

Signature

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<b>Structure of Manual (SOM)</b>
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	List of effective Pages
	Distribution List
	Global table of Contents
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Chapter 1	Organization and Responsibilities
Chapter 2	Quality System
Chapter 3	Training Policies and Procedures
Chapter 4	Ground Training
Chapter 5	Flight Training
Chapter 6	Initial Operating Experience
Chapter 7	Safety Training
Chapter 8	Flight Operations Services Training
Chapter 9	AIRBUS A320 TO A340 CCQ Transition Training
Chapter 10	Forms

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## Revision Bulletin

### Temporary Revision (TR) items explanation:

In the following you will find explanation of the most important changes in this revision.  
**Not** all the orthographic or editorial changes and corrections are explained in this bulletin.

#### 0 administration and control of operation manual

- 1- CHIEF PILOT
- 2- Revision Bulletin
- 3- Record of Revisions
- 4- LEP

#### 1 organization and responsibilities

No Significant Change

#### 2 quality system

No Significant Change

#### 3 Training Policies and Procedures

- 1- 3.16.3 Recent Experience for Captain and First Officer changed

#### 4 Ground Training

No significant change

#### 5 Flight Training

No significant change

#### 6 Initial Operating Experience

No significant change

#### 7 Safety Training

No significant change

#### 8 Flight Operations Services Training


No significant change

#### 9 AIRBUS A320 TO A340 CCQ Transition Training

No significant change


#### 10 Forms

No significant change


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### Distribution List


Distribution of this manual shall include, but is not limited to, the following:

<b>Title of Holder</b>	<b>Copy Nr.</b>	<b>Title of Holder</b>	<b>Copy Nr.</b>
Director General	1		
General Library	2		
Flight operations Director	3		
Chief Pilot	4		
Quality Assurance Director	5		
Safety Manager	6		
Systems & Procedures Section	7		
Quality Control Section	8		
Ops. Safety & accident prevention	9		
Reserved	10		
Training Director	11		
Training & Standards Section	12		
Training Centers	13-15		
SCAA	16		
Audit Copy	17		
FC'S	18-21		
Instructors	22-30		

- 1- Copies Nr from 1 through Nr 12 and from Nr 16 through Nr 17 a hard copy is distributed.
- 2- Copies Nr from 18 through 30 and from Nr 13 through Nr 15 a Soft Copy downloaded to the (CDs) and a (CD) is distributed to each FC instructor and Soft Copy downloaded to each e-mail contacting training center.

Each person to whom a Manual or appropriate part thereof is furnished has an assigned serial number and shall keep it up to date with the changes and additions furnished.  
The revisions are to be inserted on receipt.

Whilst it is subject to limited distribution, the Operations Manual shall conform to all the normal requirements outlined in this Section and the following Sections in relation to manual distribution, maintenance and control.

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## **0. ADMINISTRATION AND CONTROL**

### **0.1 INTRODUCTION**

The SYRIANAIR Operations Manual Part 'D' is referred to hereafter as Training Manual


This "Manual addresses the **Training, Qualification, Checking and Certification** requirements for Flight Crews in accordance with SCAR's requirements, and complies with all the applicable terms and conditions of SYRIANAIR Operator's Certificate (AOC) and Ops Specifications. The manual is applicable to the Training of Flight crew, Instructors and Checkairmen.

The Training Manual **defines** the Flight Operations Standards and Training Section **policies** and procedures, **sets** minimum Training and Qualifications standards, describes the **roles** and **responsibilities** of the Training Management personnel, **provides** guidelines for training syllabi and processes, and it is the primary source of **reference** out of which all training documents and processes flow.

Responsibility for the contents of Training Manual, and their proper implementation, rests with Standards and Training manager who is the required nominated person.

### **0.2 STRUCTURE AND CONTENTS**

The Operations Manual Part 'D' Training is divided into chapters in order to cover SYRIANAIR Administrative needs.


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## 0. ADMINISTRATION AND CONTROL

### 0.3 ABBREVIATIONS

The following list contains abbreviations used in the Training Manual (also refer to Operations Manual Part A: General/Basic):


A/C	Aircraft
AH	Alert Height
AMC	Acceptable Means of Compliance (SCAR's)
AME	Authorized Medical Examiner
AOC	Air Operator's Certificate
APU	Auxiliary Power Unit
ATC	Air Traffic Control
ATP	Airline Transport Pilot
ATPL	Airline Transport Pilot License
AWO	All Weather Operations
CBT	Computer-Based Training
CM 1 or 2	Crew member in the left-hand (1) or right-hand seat (2)
CPL	Commercial Pilot License
CRM	Crew Resource Management
CP	Chief Pilot
DQA	Director Quality Assurance
EASA	European Aviation Safety Agency
EDTO	Extended Diversion Time Operations
FBS	Fixed-Base Simulator
FBW	Fly by Wire
FC	Fleet Captain
FCL	Flight Crew Licensing
FD	Flight Director
FEE	Flight Engineer Examiner
FNPT	Flight and Navigation Procedures Trainer
FFS	Full Flight Simulator
FL	Flight Level
FOD	Flight Operations Director
FS	Flight Senior
FTD	Flight Training Device
FTO	Flying Training Organization
HOD	Head of Department
HPL	Human Performance and Limitations, HF
ICAO	International Civil Aviation Organization
IEM	Interpretative and Explanatory Material
IFR	Instrument Flight Rules
IFS	Inf1ight Supervisor

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## 0. ADMINISTRATION AND CONTROL

### 0.3 ABBREVIATIONS (cont.)

JAR	Joint Aviation Regulations
JAR FCL	JAR Flight Crew Licensing Requirements
JAR STD	JAR Synthetic Training Device Requirements
LEP	List of Effective Pages
LC	Line Checkairman
LI	Line Instructor
LOFT	Line Oriented Flight Training
LVP	Low Visibility Procedures
LVTO	Low Visibility Takeoff
MCC	Multi Crew Cooperation
ME	Multi Engine
MMEL	Master Minimum Equipment List
MFF	Mixed Fleet Flying
MPA	Multi Pilot Airplane
MTS	Manager Training and Standards
OTD	Other Training Devices
PEC	Pressure Error Correction
PC	Proficiency Check
PPC	Panel Proficiency Check (for flight engineers)
PF	Pilot Flying
PIC	Pilot-in-Command
PICUS	Pilot-in-Command under supervision
PM	Pilot Monitoring
R/T	Radiotelephony
RVR	Runway Visual Range
RVSM	Reduced Vertical Separation Minima
SE	Single-engine
SC	Simulator Checkairman
SI	Simulator Instructor
SIM	Simulator
SSEC	Static Source Error Correction
STM	Standards and Training Manager
TAC	Temporary Airman's Certificate
TD	Training Directive
TR	Temporary Revision
VDP	Visual Descent Point
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions
VPO	Vice President Operations
ZFTT	Zero Flight Time Training


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## 0. ADMINISTRATION AND CONTROL

### 0.4 DEFINITIONS

The following definitions are used in the Training Manual (also refer to Operations Manual Part 'A' General\Basic)

<p><b>Alert Height:</b> The Alert Height is a specific radio height, based on the characteristics of the airplane and its fail-operational landing system. In operational use, if a failure occurred above the Alert height in one of the redundant operational systems in the airplane (including, where appropriate, ground roll guidance), the approach would be discontinued and a go-around executed, unless reversion to a higher decision height is possible. If a failure in one of the required redundant operational systems occurred below the alert height, it would be ignored and the approach continued.</p>	
<b>Category (of aircraft)</b>	Categorization of aircraft according to specified basic characteristics, e.g. airplane, helicopter, glider, free balloon
<b>Conversion (of a license)</b>	The issue of a license on the basis of a license issued by an ICAO contracting State.
<b>Decision Height</b>	Decision Height is the wheel height above the runway elevation, by which a go-around must be initiated, unless adequate visual reference has been established, and the aircraft position and approach path have been assessed as satisfactory to continue the approach and landing in safety.
<b>Dual instruction time</b>	Flight time, or instrument ground time, during which a person is receiving flight instruction from a properly authorized Instructor
<b>Flight time</b>	The total time that an aircraft first moves under its own power, or commences push-back, for the purpose of taking off, until the moment it is parked at the end of the flight.
<b>Go-around</b>	A go-around is the transition from an approach to a stabilized climb
<b>Instrument time</b>	Instrument flight time or instrument ground time
<b>Instrument flight time.</b>	Time during which a pilot is controlling an aircraft in flight Solely by reference to instruments.
<b>Instrument ground time.</b>	Time during which a pilot is receiving instruction in simulated instrument flight in synthetic training devices (STDs).
<b>Multi-crew co- operation</b>	The functioning of the flight crew as a team of co-operative members, led by the Pilot-in-Command


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## 0. ADMINISTRATION AND CONTROL

### 0. 4 DEFINITIONS (cont.):

<b>Multi-pilot airplanes</b>	Airplanes certificated for operation with a minimum flight crew at least 2 pilots
<b>Night</b>	The period between the end of evening civil twilight and the beginning of morning civil twilight, or such other period between sunset and sunrise as may be prescribed by the appropriate Authority
<b>Other Training Devices (OTD)</b>	Training aids other than full flight simulators (FFS), flight training devices (FTD) or flight and navigation procedures trainers (FNPT), which provide means for training where a complete simulation of the flight deck environment is not necessary.
<b>Private pilot</b>	A pilot who holds a license which prohibits the piloting of aircraft in operations for which remuneration is given.
<b>Professional pilot</b>	A pilot who holds a license which permits the piloting of aircraft in operations for which remuneration is given
<b>Proficiency Checks</b>	Demonstrations of skill, including such oral examinations as the Examiner may require, conducted to re-validate or renew Ratings.
<b>Rating</b>	An entry in a license stating special conditions, privileges or limitations pertaining to that license
<b>Direct Entry Pilot</b>	New-hire pilot with license qualifications and experience that satisfy Company recruitment policies (and which are acceptable to JCAA.
<b>Renewal (of a Rating or Approval)</b>	The administrative action taken after a rating or approval has lapsed, which renews the privileges, of the rating or-approval for a further specified period, consequent upon fulfillment of the applicable renewal requirements
<b>Revalidation (of a Rating or approval).</b>	The administrative action taken, within the period of validity of a rating or approval, which allows the holder to continue to exercise the privileges of that rating or approval for a further specified period, consequent upon fulfillment of the applicable revalidation requirements
<b>Route sector</b>	A flight comprising take-off, departure, cruise of not less than 15 minutes, arrival, approach and landing phases.
<b>Single-pilot airplanes</b>	Airplanes certificated for operation by one pilot.
<b>Skill tests</b>	Skill tests are demonstrations of skills for initial issue of a license or rating, including such oral examinations as the Examiner may require.




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## 0. ADMINISTRATION AND CONTROL

### 0. 4 DEFINITIONS (cont.):


<b>Solo flight time</b>	Flight time during which a student is the sole occupant of an aircraft
<b>Instructor</b>	PIC selected by SYRIANAIR to conduct Training events as per the duties assigned, and not authorized to conduct checks.
<b>Checkairman</b>	PIC selected by SYRIANAIR and authorized by SCAA to conduct Training and checking events, as per duties assigned.
<b>Type (of aircraft)</b>	All aircraft of the same basic design, including all modifications except those modifications which result in a change of handling, flight characteristics or flight crew compliment
<b>SCAA Designee</b>	Full Checkairman nominated by SYRIANAIR and authorized by SCAA to represent Civil Aviation Authority during checks.

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## 0. ADMINISTRATION AND CONTROL

### 0.5 SYNONYMS


Terms used in this manual	Synonyms
about	approximately
aerodrome	airport
aeroplane	Airplane, aircraft
AFM	Airplane Flight Manual
at the same time	Simultaneously
authorization	authorization
A320	Airbus 320
A340	Airbus 340
IL-76-T	IL-76-T
Before	Prior
CAT I, II and III	Category I, II and III
Commander	Pilot-in-command, pilot in command, PIC CP, CPT, Cpt, Captain
Copilot	Co-Pilot, Co-pilot, First Officer, FO, F/O
Country	State
Crewmember	Crew member -member crew
Datalink	ACARS
dead-head	Flight crew member traveling as passenger, proceeding
EDP	Electronic Data Processing
en-route	En-route, en route
evacuation route	emergency escape path
Familiarization	familiarization
flight crew	persons on the flight deck, responsible for the conduct of the flight: Commander, Cruise Captain, First Officer, Second Officer
flight deck	Flight-deck, cockpit
go-around	G/A, go around, go-round, missed approach
hand baggage	hand baggage, carry-on baggage
if possible	preferably
License	license
Limit	limitation
Limited	restricted
live vest	life jacket
hand luggage	carry-on baggage
next	following, subsequent
New Hire.	Ready-entry, direct entry
Previous	preceding
programme(s)	Program (s)

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## 0. ADMINISTRATION AND CONTROL

### 0. 5 SYNONYMS (cont.):

quantity	amount
seat belts	safety belts
sector	leg
stair / jet way	stairs, steps
stand- by	stand by
standardization	standardization
sufficient	adequate
take-off	T/O, take off
to allow	To permit
to board	To embark
to de-board	To disembark
to enter	To write, to fill in
to file	To keep (documents)
to get	To obtain
to replace	To exchange (parts)
to send to	To distribute, to submit to transmit
to stay	To remain
transport	carriage
weight	mass

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## 0. ADMINISTRATION AND CONTROL

### 0. 6 SYSTEM OF AMENDMENT AND REVISION

#### 0. 6.1 FOD Responsibility

The contents of SYRIANAIR Operations Manual (OM-D) and the respective revisions shall be controlled and authorized by the FOD. They will be produced either by a third party or by the relative Flight Operations Section.

All publications requiring an approval/acceptance by the SCAA shall be forwarded to them before publication by the FOD. After receiving the approval/acceptance of the Authority the publication shall be issued via the Library to an authorized holder.

If time does not permit -to achieve prior approval by the SCAA, information requiring immediate notification, or safety related items will be issued without such approval. In such cases the information is issued via a Training Directive (TD) Clearly- indicating that this is of temporary nature and will be followed either by a permanent approved revision or will be withdrawn after a defined period of time. A list indicating the TD's issued and still in force is kept with the Library.

A complete set of SYRIANAIR Operations Manual Part D including amendment and revision services is supplied to SCAA.

#### 0. 6. 2 MANUAL HOLDER RESPONSIBILITY

Each authorized holder of an Operations Manual Part D is personally responsible that his copy is properly amended and/or revised. This is to be documented by filling in the revision record which is part of each copy. Unscheduled inspections may be performed to verify compliance. Non-conformities shall be reported to the DTS.

#### 0.6.3 TRAINING DIRECTIVES (TD)


If there is a need for immediate revision, amendments shall be initiated via a TD; they shall be followed by a formal amendment as soon as practical. If authorities' approval/ acceptance is required the SCAA will be informed without undue delay.

#### 0.6.4 MANUAL DISTRIBUTION

The Operations Manual Part D including the necessary amendments/revisions shall be distributed to the authorized users as expeditiously as possible. The normal distribution is done via Flight Operations Library or via e-mail.

#### 0.6.5 NON-AUTHORIZED COPIES

Non-authorized copies shall not be used for the conduct of flight operations.

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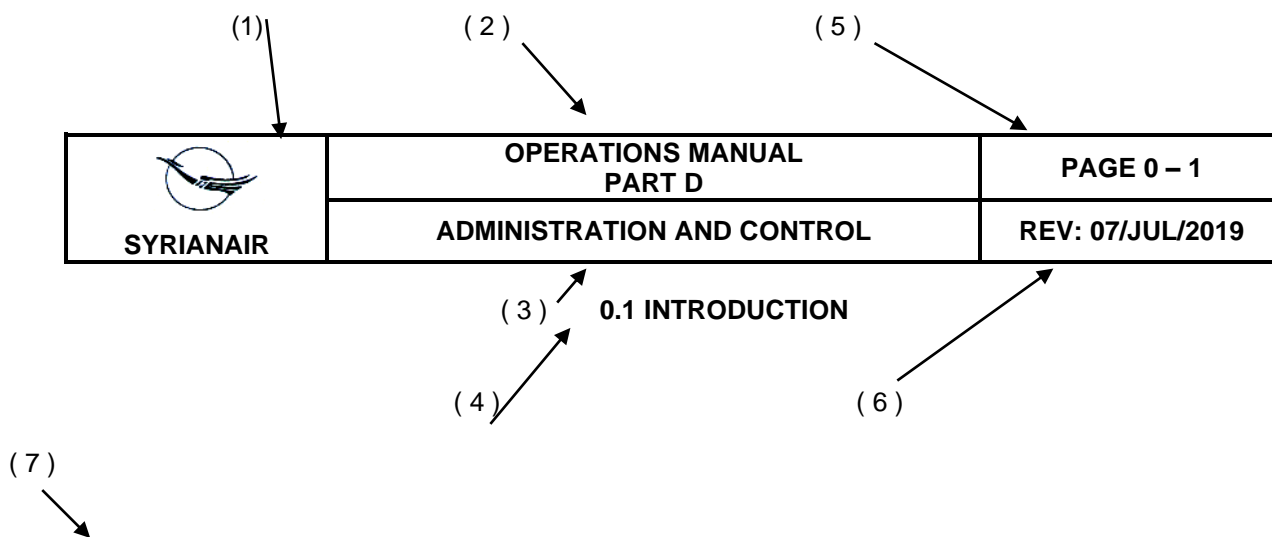
## 0. ADMINISTRATION AND CONTROL

### 0.6.6 HANDWRITTEN AMENDMENTS

Handwritten amendments shall not be used throughout the Operations Manual.


### 0.6.7 PAGINATION

Example is as below:



- ( 1 ) SYRIANAIR LOGO.
- ( 2 ) OM Part D: General / ADMINISTRATION AND CONTROL.
- ( 3 ) Name of Chapter.
- ( 4 ) Name of Subchapter.
- ( 5 ) Chapter and Page number.
- ( 6 ) Revision Number.
- ( 8 ) End of Page.

Every Chapter is preceded by a Table of Content for that Chapter.

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## 0. ADMINISTRATION AND CONTROL

### 0.6.8 Summary of Document Control and Management

All departments within SYRIANAIR shall implement a document control system for the management and control of operational records to ensure the content and retention of records complies with the requirements of the authorities or the company. So as to attain standardization the following elements will be adhered to;

#### **IDENTIFICATION**

All documents will be clearly identified with a cover sheet that conforms with the requirements contained in the Quality manual section 6 page 6-2.

#### **Legibility**

Documents will be written in either English or Arabic with preference given to type face copy. In the event that the document is hand written (e.g. training course attendance lists,) the information will be in block letters using a black pen.

Script writing will be avoided where possible.

#### **Maintenance**

Documents will be stored in metal cabinets that if housed in rooms which have sprinkler fire protection will be waterproof. Cabinets will be lockable.

#### **RETENTION and RETRIEVAL**

Documents will be stored in such a way that they are easily accessible and clearly marked with information that indicates the length of time they are to be retained.

#### **PROTECTION and SECURITY**

Confidential documents or documents that could be detrimental to SYRIANAIR image will be given levels of security as determined by the SYRIANAIR security department.

When records are maintained electronically, such records have a back-up system takes place (Daily at 14.30 LT in Company Server) to ensure such records are not lost. (process)

#### **DISPOSAL of or DELETION of DOCUMENTS**

Hard copy and computer documents must have authorization from the head of department prior to disposal or deletion.

Hard copy will be shredded and recycled by a contractor or SYRIANAIR department approved by the head of security.


Electronic documents will be deleted to the deleted file then the deleted file will be cleared.

Either hard copy or electronic disposal, head of department will be informed by email that the disposal process has been accomplished

### 0.6.9 External Sources Training Documents

Such documents (as FCTM, Books, CD) will be distributed by Systems and Procedure section.


**NOTE:** For Document Control Details Refer to Quality Assurance Manual Chapter 5.

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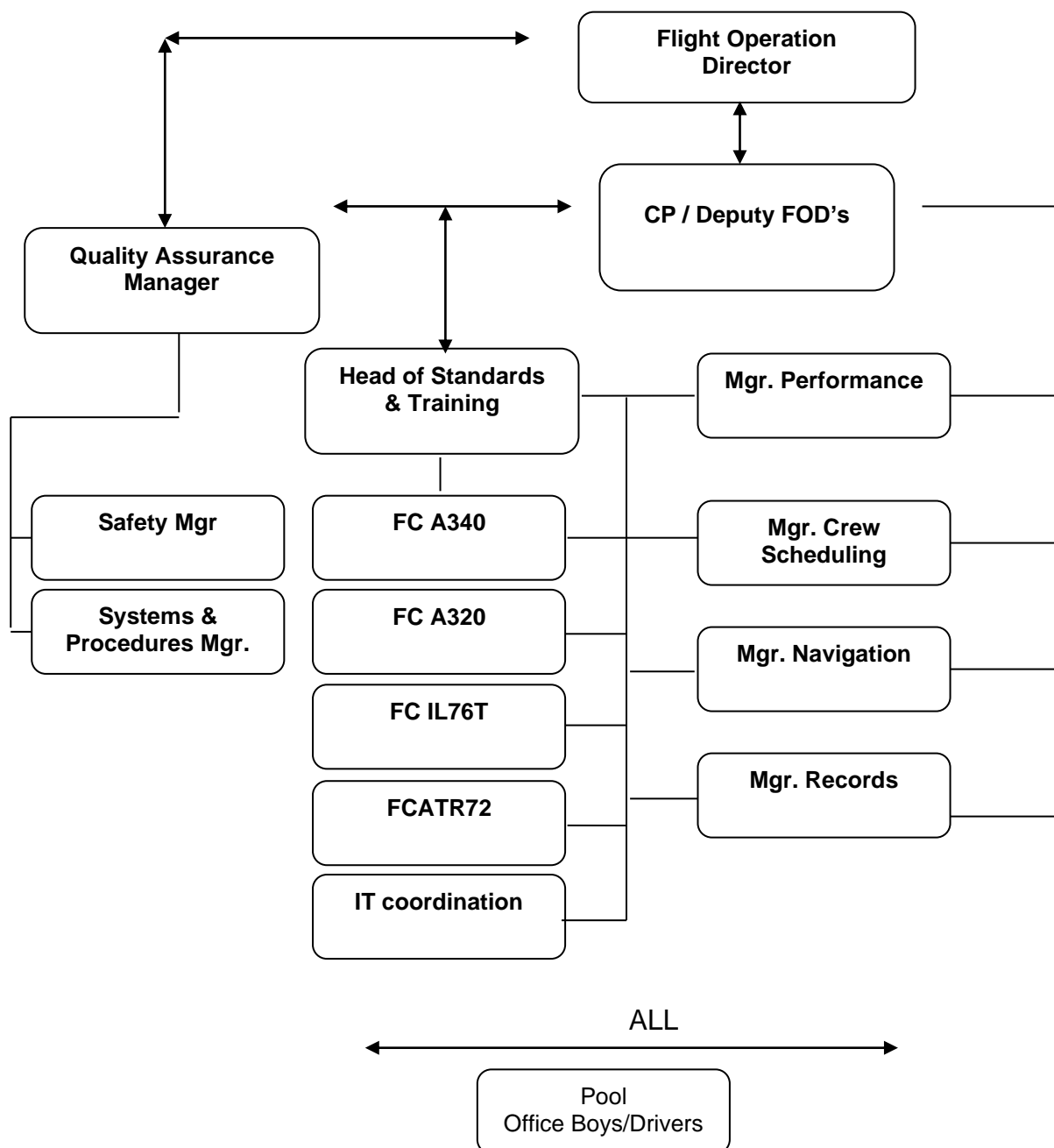


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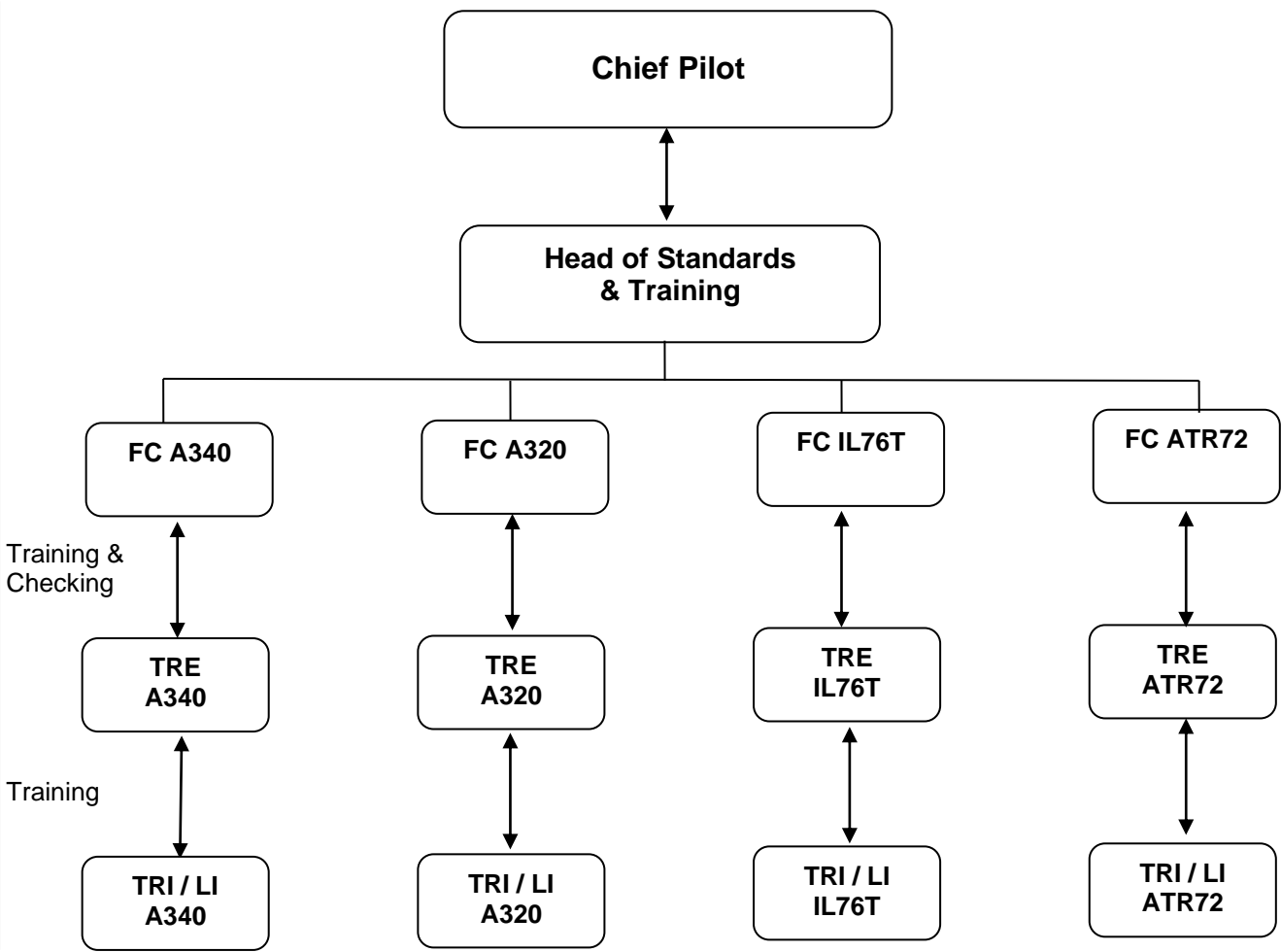
## 1. ORGANIZATION AND RESPONSIBILITIES


### 1.1 ORGANIZATION STRUCTURE

#### 1.1.1 FLIGHT OPERATIONS ORGANIZATION CHART



1.1.2 TRAINING DIVISION ORGANIZATION CHART



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## 1.2 JOB DESCRIPTION

### 1.2.1 GENERAL DUTIES AND RESPONSIBILITIES

#### Personnel appointed as:

- Chief Pilot
- Head of Standards & Training
- Type Rating Examiner (checkairman)
- Type Rating Instructor
- Line Instructor (LI)
- Simulator Instructors (SI)
- Ground Instructor.

Are subject to the duties, responsibilities and qualification requirements specified in this Chapter.

All instructors / checkairman appointed by Syrianair shall be selected and trained in accordance with the requirements specified in this chapter of the Training Manual.

Checkairmen **must** be **authorized** by SCAA such authorization is subject to satisfying the training, revalidation and renewal requirement specified in this Chapter.

Instructors shall be nominated and selected by Syrianair. They shall be subject to the training, revalidation and renewal requirements specified in this Chapter.


All Checkairmen shall hold the license, rating and qualification for which they are conducting instruction and/or checking (unless specified otherwise) and, in the case of Checkairmen and Line Instructor, he shall be entitled to act as Pilot-in-Command of the aircraft during such training.

All Instructors/ Checkairmen who hold an authorization prior to the implementation of these regulations shall be kept, provided that they have demonstrated a sound working knowledge of Operations Manual Part D, to the satisfaction of and SCAA. Thereafter re-authorizations will be subject to completion of the revalidation and renewal requirements set out in this Chapter.

**Note:** If an Instructor/ Checkairman fails to achieve a pass in all sections of a proficiency check before the expiry date of an Instructor/ Examiner authorization, he shall not exercise the privileges of that rating until the proficiency check has successfully been completed.

A clear statement of the individual duties and responsibilities applicable to each training and checking appointment is specified below. Additionally, all flight crew appointed to training and checking positions are subject to the following general responsibilities:

- To ensure that an **adequate briefing** is provided prior to any training exercise or session, so that the trainee is never in any doubt about what he is expected to do and to achieve.
- To **familiarize themselves** with a trainee's previous performance record, via the available

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Training reports, and if possible within the time available, to plan the training to cover known areas of weakness.

- **Debrief** the trainee on his performance after the completion of the training lesson, ensuring that all vital points are covered and remedial action is taken when performance is unsatisfactory.
- To ensure that, during any training activity, they concentrate on delivering **training** rather than **checking**.
- To ensure that all applicable **Training Forms** are fully **completed** in a timely and legible fashion.
- To ensure that a comprehensive and legible training **report is completed** after each training session, or at each flight during line training. The report shall clearly indicate areas in which **progress** has been made, as well as areas where **further improvement is required**, together with any specific **recommendations** for subsequent training.
- When appropriate, to **recommend (or not)** that a trainee is ready to progress to the next stage of training, or to undergo a proficiency check, **skill test** or a **line check** after completion of the specified training. When making such a recommendation, the instructor shall always consider the best interests of the trainee, and if there is any doubt whatsoever about his ability to pass the necessary check, must consider a recommendation for further training.
- **To ensure** that procedures and maneuvers are trained in accordance with Company **SOPs**, the contents of the applicable manuals, and the relevant regulatory requirements.
- **To ensure** that trainees are **familiar** with the latest operational procedures and recent amendments.
- To make **proposals** for **improving** the standard and efficiency of training, the contents of training syllabi, and the safety of line operations.
- To **participate** in regular **Training Meetings**, as scheduled by the concerned Director Fleet/ DTS, as well as other working groups tasked with specific projects related to flight training and course development.
- To **assist**, as required, in the **development** and **updating** of training **syllabi**, lesson plans, visual aids, CBT courseware, and related questionnaires.
- To **assist**, as required, in the development and **updating** of the **Operations Manual**.

### 1.2.2 CHIEF PILOT

He is a Nominated Person as required by **SCAR's** and must be acceptable to the SCAA.

Chief Pilot is accountable to the FOD in maintaining and implementing the most up to date training methods, procedures and checking of flight crews within Syrianair in

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Order to achieve a high safety standard. He is the Head of Flight Operations Standardization Team and is responsible for training. DST coordinates with the FOD the technical demands concerning crew qualification, the compliance with, qualifications requirements, recency qualifications requirements and the required fleets' strength.

The DST defines the processes required for crew training and determines suitable procedures to ensure performance of services. He guides and monitors the service, regardless of whether the services are performed by in-house training or delegated to suppliers within the airline or to external contractors. In any case the relevant procedural instructions published by the DST are binding, the training manual (OM-D), is the operating instruction/specifications and working document for Training and Standards.


The DST shall be a senior Syrianair training captain holding a valid, appropriate type-rating and a Check Airman authorization for the aircraft he is current on. He should preferably have a sound training background and comprehensive knowledge about SCARs as well as good managerial and administrative skills, being in a position to use appropriate computer applications. The DST is expected to set and improve, pilots training, the Operations Department standardization policies and instructors' training, standardizations with the purpose of ensuring that the operation of all fleet is carried out safely.

He is the owner of Syrianair Operations Manual, Part D: Training, OM-D.

### **Reports to: Flight Operations Director (FOD)**

#### **His responsibilities are:**


1. Publish, amend and revise OM- D.
2. Develop, publish and revise training strategies and programs (i.e. Training Syllabi) Flight training syllabus includes line oriented flight training, LOFT, aircraft upset, response to TCAS/ACAS, special training and special airports, etc..... Ground training syllabus should provide joint CRM training to include Cabin crew and Dispatchers, aircraft performance, SEP training, aircraft general and systems, low visibility operations, aviation security and dangerous goods;
3. Ensure that all Instructors, Checkairmen and Flight crew are properly trained, qualified and standardized for their assigned tasks, and are certified by Syrianair and approved by the State.
4. Publish, select and maintain in-house training soft- and hardware (i.e. CBT- Software, Paperback Training Handouts), use trend analysis for training program improvement;
5. Ensure the functioning of the Quality System within his area of responsibility;
6. Writes and keeps up to date adequate job descriptions for flight operations personnel reporting to him;
7. Monitor training provided by third parties
8. Ensure that training aids used (i.e. MFTDs Simulators, Full Flight Simulators) have been approved as necessary by the Authority SCAA, for the kind of training administered and are serviceable;
9. Develop and maintain all forms required for any kind of training and checking administered and processes them as applicable;
10. Recommend in his function as Head of the Standardization Team procedural and

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standardization changes throughout flight operations activities to the FODs whenever this is necessary and provides justification for such proposed Changes

11. Assure on a tactical and strategic basis that an adequate number of instructors for all training activities to be accomplished are held available to cover RJA training needs;
12. Assure that all training is conducted in such a way that qualified personnel are made available in a timely manner;
13. Make recommendations to the FOD in terms of appointments, promotions, demotions, dismissals and any other disciplinary action within his area of responsibility;
14. Closely co-ordinate with SCAA on all SCARs subject matters as they apply to his area of responsibility;
15. Direct and monitor outsourced training activities within Syrianair as far as they fall under SCARs training requirements for flight operations;
16. Monitor and verify the adherence to training standards and standardization among the instructors
17. Develop and maintain relevant statistical data;
18. Liaise with other management personnel, departments and stakeholders in his area of responsibility;
19. Represent Flight Operations on national and international training meetings;
20. Responsible for the final release of:
  - The Flight Crew direct entry
  - Fleet transfer
  - Upgrade
21. On behalf of the Operations Department chairs the following:
  - FOAP
  - Periodic check airman meeting for standardization.
22. Shall be a member of:  
FOP, FOAP and the SCAA/ ATC committees
23. Is responsible for all check airmen – technically.
24. Is responsible for updating & strict adherence to all policies laid down in Crew Qualification Chapter
25. To be responsible when required by FOD to manage strategic projects and necessary liaise with other departments and outside agencies.
26. Supervises the discharge of the duties of the Training and Standards Manager.
27. Is responsible for Maintaining and updating all crew members seniority list.
28. Reviews technical or safety irregularities and procedures, to recommend solutions to problems or changes in procedures.
29. Ensures that there is an initial and recurrent training program for instructors and check airmen in accordance with SCARs.
30. Implement and maintain Human Factors, CRM concepts and philosophy in all aspects of the Flight Operations, and incorporate CRM practices in all training levels.

**Relationships:** Liaise with other management personnel, departments, SCAA and stakeholders in his area of responsibility.

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DTS is responsible to the FOD for all flight deck crew training. He will be responsible for the following functions in addition to the duties and responsibilities in the Operations Manual Part 'A': General Basic:


- Manage and organize all courseware, training and check forms, and all Flight Operations training facilities.
- Together with fleet management maintain all flight crew training records and documentation.
- To recommend the appointment of training personnel as recommended by the fleet management
- Ensure that the standard of all pilots is maintained to a required level.
- Ensure that Flight Instruction and Instructors alone and remain standardized.

### 1.2.3 HEAD OF STANDARDS & TRAINING

The Standards & Training Manager shall be a Syrianair training captain holding a valid appropriate type-rating, and Checkairman authorization for the fleet to which he is assigned, with sound managerial and administrative skills. He reports directly to the CP.

**He is responsible for the following duties:**

1. Responsible for all simulator and base training activities of the fleets they are assigned to;
2. Any other duties as are assigned to him by the DTS
3. Ensure that all required recurrent (LINE / SIM) checks and training are conducted in due time.
4. Ensure that all recurrent requirements are submitted to the schedule unit by the 20th of the month in liaison with Fleet Captains.
5. Ensure that a follow up on crew performance after any SB or SAR grading in Simulator or Line check
6. Ensure all progress checks are conducted to all trainees during initial or upgrade and directs the Standards & Training checkairman to carry spot checks when authorized by FOD (written approval)
7. In charge of initial flight crew qualification, recency and follow up in the following training programs:
  - CRM
  - EDTO (when applicable)
  - RVSM
  - CAT II and CAT III
  - Low Visibility Takeoff
  - SEP
  - Airport qualification
  - RNAV/ RNP
  - GPS Approaches (when applicable)
  - Dangerous Goods
  - Security
  - Initial, Recurrent, Conversion, Requalification, Recency, Familiarization,

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Differences, Captain Upgrade and any other specialized training.

8. Ensure that all refresher courses are conducted in due time
9. Ensure that all crewmembers hold the required licenses and have completed all training requirements required by SCAA
10. Establish up to date seniority list
11. Shall be a member of:
  - FOP
  - FOAP
12. Conduct standardization meetings (at least once every 45 days) with flight instructor to ensure that training methods are up to date and training policies are implemented by all concerned (including outsourced training centers instructors).
13. Ensure that all the required TRG is conducted in due time. Monitor the results of all successful and unsuccessful ground and flight training examinations, forward results to DTS and suggests methods to improve success rate.
14. To supervise the training progress and to inform the Standards & Training section when progress check is due.
15. Ensure that suitable training syllabi established for all required training requirements.
16. To establish the professional prerequisites concerning employment / training / up grading of crew in coordination with FOD, CP, and Fleet Captains.
17. To ensure OMD & Fleet Training Manuals are maintained to comply with airline, manufacture and CAA requirements (Including the outsourced training centers library).
18. Submit to Civil Aviation Authority a list of check airmen activities during the previous month
19. Keeps records of all activities of Training and Standards in relation to the upgrade training, failure, technical termination, training for check airmen, etc.
20. Ensures that all checks are conducted in due time in accordance with the SCARs and airline regulations.
21. Study incident/accident reports sent by the Fleet Captains and evaluate important ones for discussion during the recurrent training
22. Supervises blue line pilots, new captains and new first officers until removal of restrictions
23. Ensure that once transition training has commenced on the new type, crewmembers are not allowed to operate their previous aircraft type without the appropriate training and examinations.
24. Deputizes for CP for day-to-day administration matters, except budget, disciplinary and strategically matters.

**Relationship:** Liaise with other management personnel, departments and stakeholders in his area of responsibility.


#### **1.2.4 Reserved**

#### **1.2.5 Checkairman/ Instructor assignment**

##### **1.2.5.1 General**

Checkairmen & Instructors are quality assurance and guardians of standardization. Check airmen appointments are conditional to the SCAA approval and certification. SCAA is the only



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authority to appoint check airman as SCAA designee/ examiners. Line and/ or Simulator instructors need not be approved by SCAA, but shall satisfy the applicable SCAA regulations, before exercising their duties.

#### 1.2.5.2 Checkairman / Instructor Assignment Criteria


- A. Recommendation for check airman/ Instructor shall be made by FOAP. A nominee will be proposed by the Standards & Training Section after a meeting with the concerned check airman on the type. The panel must take the following into consideration when recommending a check airman/ Instructor.

1. Experience- Minimum experience required:

Status	Min. Hours on Type (Company requirements)	Qualified Crewmember
Line Instructor	750 Hrs	Current PIC*
Sim Instructor	750 Hrs	Current PIC or medically unfit
TRI	1000 Hrs	Current PIC
TRE	1000 Hrs	Current PIC
Check airman	2000 Hrs	Current PIC

\* Pilot in command time requirements for transitioning TRI/TRE may be reduced to not less than 100 hours by the Instructor Selection Board, if required, in order to inaugurate operations of a new type aircraft.

2. Professional ability and a record that does not reflect failure in any check during the previous three years.
  3. Ability to communicate
  4. Ability to cooperate and coordinate with others in the organization.
  5. Personality traits (Impartiality, Integrity, Patience)
  6. Teaching ability.
  7. Good Command of English Language.
- B. If the Job Title permits
- C. If not disciplinary actioned, has negative attitude, or excessive casual sick leaves.
- D. Deviation from the minimum required hours can only be done when a new type of aircraft is introduced or by FOAP.
- E. Final approval of the nominees by the FOD.
- F. Personal/Training file, work history and attendance record: There should be no record of disciplinary problems or other undesirable personality factors during the previous 3 years that may indicate unsuitability for a training position. In the case of pilots serving

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less than 3 years in Syrianair a character reference from the previous employer should be sought.

The purpose of the initial screening shall be to identify and eliminate those applicants who are obviously unsuitable for the position, i.e. those pilots with a marginal record of performance or discipline (e.g. Grades C or below in a proficiency check, or a warning letter), or who do not meet the minimum experience requirements. All those rejected at this stage' shall be advised in writing by the respective Director Fleet of the reason(s) for their rejection, so they may have an opportunity to address the issues raised.

The list of suitable candidates shall be forwarded to FOD by the respective DTS in order to conduct the final selection interview.

#### **1.2.5.3 KNOWLEDGE AND SKILL ASSESSMENT**

The purpose of this phase is to ensure that the applicants possess a suitable standard of general aeronautical and specific technical knowledge, as well as a high degree of operating skill on the airplane type concerned. The assessment shall consist of the following:

- Good personal, mature.
- Suitability and above average performance
- Exhibit good personal and professional discipline.

No passing grade is specified for this test. Each submission shall be assessed subjectively by the Concerned DF, in consultation with DTS (or his deputy), to determine the quality of the candidate's work and their motivation.

#### **1.2.5.4 DESIRABLE INSTRUCTOR QUALITIES**


- Ability to communicate
- Appearance
- Courteous
- Professional ability
- Impartial
- Integrity
- Understanding nature
- Knowledgeable, verbally fluent and able to impart knowledge
- Enthusiastic and self-confident
- Friendly and warm with a mature personality

#### **1.2.5.5 TRAINING MANPOWER REQUIREMENTS**

DTS shall be responsible for establishing and advising all concerned of the training manpower requirements for each Fleet.

#### **1.2.5.6 SERVICE REQUIREMENTS**

All pilots holding a training appointment shall serve a minimum of 3 years for their initial

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appointment. Should they wish to resign from their appointment, after completion of the minimum service period of 18 months before resignation acceptance a recommendation is made by CP and Final approval by FOD FOAP is mandatory.

## 1.2.6 TRAINING AND VALIDITY REQUIREMENTS

### 1.2.6.1 GENERAL

Personnel selected for Instructor and Checkairman positions shall be required to carry out additional training in accordance with the requirements specified in this section.

Prior to the start of training for line Instructor, simulator instructor, and checkairman, the Standards and Training section shall ensure that each pilot has completed:

- **Instructional Technique course**
- **Basic Flight Instructor Course:** This course is designed to familiarize new instructors with the theory of teaching and learning, as well as basic practical instructional techniques in the classroom and an aircraft. It also fulfils the initial training requirements for a Type Rating Instructor, as specified in SCARs.
- **A course on the training and assessment of CRM skills**, and on the conduct and facilitation of LOFT sessions, in accordance with the syllabus specified in the specific Fleet Training Manual.

For instructors (line and simulator), and Checkairman, a Certificate of Authorization to conduct the duties of the applicable training or checking position must be issued by SCAA, and retained on the individual's personal training file.

### 1.2.6.2 INITIAL QUALIFICATION TRAINING


The initial qualification course for a new Instructor/ Checkairman assumes that the candidate has been selected in accordance with the policy and procedures specified in this manual. If the candidate is being re-appointed as Instructor/ Checkairman, and his previous authorization has lapsed, then the training course shall be in accordance with the renewal requirements specified in this Section.

The Instructor/ Checkairman training courses shall consist of the following:

#### 1. Training Management Briefing (1 day):

This briefing will be conducted to individuals or groups by the Training and Standards or by an authorized qualified person and is intended to thoroughly familiarize the trainee Instructor(s) with:


- The contents of Operations Manual Part D, the applicable Fleet Training Manual, and the SCAA regulations and requirements, which are relevant to the duties and responsibilities of a Type Rating Instructor.
- The training forms, administrative procedures and training syllabi utilized by an Instructor/ Checkairman in the performance of his duties.

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- The appropriate corrective action in the case of unsatisfactory checks.
- The contents and requirements of the Type Rating Instructor course.
- Safety measures for emergency situations that are likely to develop during a check.
- Flight instructor's duties, functions and responsibilities.
- The applicable SCARs.

## **2. Instructional Technique Course: that includes:**

- Fundamentals of Teaching Processes and Examinations.
- Human Performance issues.
- Class room training techniques
- Planning Instructional Activity
- Sending Instructional Skills
- Receiving Skills
- Lesson Plans
- Teaching Methods, Lecture, Demonstration Performance, Guided Discussion and Programmed Instruction and course development
- Elements of effective teaching.
- Proper evaluation of student performance and testing.
- Briefing and Debriefing.
- Oral Quizzing.
- Critique, Evaluation and Testing.
- Training program development
- Training Administration.
- Learning Process, Human behavior, Flight Behavior, Human needs and how people learn.
- Laws of learning, levels of Learning and Rate of learning
- Motivation and obstacles to learning
- Memory, Retention Storing Forgetting and recall
- Aviation Instruction and Techniques of Flight Instruction
- Skill acquisition and development, Psychological issues in skill acquisition
- Defense Mechanisms, Arousal, Fatigue, Stress and Anxiety
- Elements of Flight Instruction
- Human factors in flight Instruction and Attitudes
- Fault analysis and Error Correction
- Reasons of students' failure
- Human performance and Limitations relevant to Flight Instruction
- Training philosophies
- Adult Learning
- Effective Communication
- Instructor Student Relationship
- Responsibilities of the flight instructor
- What are the student types?
- The Instructional technique that is recommended to be applied to different students' types

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- How to provide adequate instruction
- Students' behavior during training phases
- Instructors' behavior during training phases
- Failed situation, causes of failure, student behavior during failure and the instructor reaction to student failure.
- Flight instructor as a psychologist, why is it important to include psychological issues in flight instructor training.
- Critique, characteristics and ground rules.

### **3. Basic Flight Instructor Course.**

### **4. A course on the Training and Assessment of CRM skills**

#### **1.2.6.3 Training Requirements:**

Prior to the start of training for line Instructor, simulator instructor, line check airman, simulator check airman, and Standard check airman, the Standards and Training section should ensure that each pilot has completed:

1. Company policies and procedures lectures.
2. Training Management Briefing.
3. Instructional Technique course.
4. Basic Flight Instructor Course.
5. A course on the training and Assessment of CRM skills.
6. Recurrent Training & Proficiency checks on the particular aircraft type.


#### **1.2.6.3.1 Line Instructor (Aircraft/ All seats)**

A qualified and current PIC selected as line instructor on his current type shall complete the following program:

- 1) 4 hours of Full Simulator training that includes:
  - a. Flight Training and practice in the required maneuvers in both the left and right pilot seats including appropriate safety measures and;
  - b. Potentially hazardous situations involving trainee errors, particularly those related to low altitude and emergency maneuvers and the corrective action that should be taken in these situations. (Error Recovery Techniques).
  - c. Hazards associated with simulating system failures in flight.
- 2) 4 Sectors of line training under supervision where the candidate conducts a normal flight while occupying Right hand seat.

#### **Duties:**

- Conducts line training on aircraft for flight crewmembers undergoing any training program and can-do instrument check.

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#### **1.2.6.3.2 Simulator Instructor**

A current type LI / TRI / or TRE or medically unfit instructor, selected as simulator instructor shall complete the following:

- 1) 2 sessions (3 hours each) of FFS where the candidate observes training as well as methods of operating the simulator and fault initiation and simulator serviceability, in addition to lesson plan management, briefing and de-briefing.
- 2) 2 sessions (3 hours each) of FFS where the candidate trains under supervision. SCAA designee shall observe the final session.
- 3) For medically unfit instructor (not any more line pilot), two flights annually for the observation of type related line operations.

#### **Duties**

- Conducts Simulator training for flight crewmembers undergoing any training program.
- Conducts recurrent proficiency checks on simulator for qualified flight crewmembers.
- Conducts LOFT Training Sessions.
- Conducts CAT II & III simulator training phase for flight crewmembers undergoing any training program.


#### **1.2.6.3.3 TYPE RATING INSTRUCTOR (TRI)**

A qualified and current PIC selected, as line instructor on his current type, to conduct simulator and aircraft training, shall complete the following program:

- 1) 4 hours of Full Simulator training that includes:
  - a) Flight Training and practice in the required maneuvers in both the left and right pilot seats including appropriate safety measures and;
  - b) Potentially hazardous situations involving trainee errors, particularly those related to low altitude and emergency maneuvers and the corrective action that should be taken in these situations. (Error Recovery Techniques).
  - c) Hazards associated with simulating system failures in flight.
- 2) 2 hours of ZFT on how to conduct base training (both seats) performing normal and abnormal procedures.

#### **Duties:**

- Conducts base training on aircraft for flight crewmembers undergoing any training program and can-do instrument check.

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- Conduct of simulator training for license holders, required for the issue of type rating in accordance with an approved course syllabus;
- Conduct of recurrent simulator training sessions for pilots already qualified on type;
- Conduct proficiency check and/or skill test.
- In the event that a trainee is not recommended, then he must advise the CP or his nominated Deputy by the quickest means available, and submit a full report describing areas of weakness, and recommendations for further training or other appropriate remedial action.
- Conduct of Line training, in accordance with the applicable syllabus.
- After ensuring completion of all applicable line training requirements, and that a satisfactory level of proficiency and knowledge has been achieved, recommend a trainee to undergo an Initial Line Check.
- Conduct of Line checks.

#### **1.2.6.3.4 TYPE RATING EXAMINER (TRE)**


The candidate must have fully qualified as a captain on the applicable type aircraft. Must be qualified as a TRI for a minimum experience of 200 hours (100 hours for previously qualified TRE on another equipment) and must complete the following program:

- 1) 4 hours of Full Simulator training that includes:
  - a) Flight Training and practice in the required maneuvers in both the left and right pilot seats including appropriate safety measures and;
  - b) Potentially hazardous situations involving trainee errors, particularly those related to low altitude and emergency maneuvers and the corrective action that should be taken in these situations. (Error Recovery Techniques).
  - c) Hazards associated with simulating system failures in flight.
- 2) Advanced courses specialized in evaluation and assessment of instructor performance and training performance.

#### **Duties:**

- Conduct of Base Training Checks.
- Conduct of simulator training.
- Conducts final simulator check (skill test) on simulator for qualified flight crewmembers undergoing transition training
- Conduct of Instrument Renewal checks on aircraft and simulator.
- Conduct of proficiency checks for the revalidation or renewal of license. I
- Conduct of written and aural tests for crews.
- Conduct of Low Visibility Procedure Checks (LVTO and CAT II / III approaches) on simulator and aircraft.
- Conduct of Line Checks.
- Signing of license and other related documentation required for the initial issue and/or revalidation of type and instrument ratings.



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- Reporting to the Standards and Training Manager by the quickest means available, any failure of a check. A full report shall be submitted, describing the circumstances and reasons for the failure, as well as any recommendations for further training or any other appropriate remedial action.
- Conduct the duties of a LI or TRI, when so required.
- When training conducted by TRE, check shall be done by another TRE.

#### **1.2.6.3.5 Checkairman**


A qualified and current PIC selected as Checkairman

- Check airman is a well-qualified and current PIC appointed by FOD.
- The checkairman must have the experience and qualities necessary to ensure the maintenance of high standard in the airline.
- He / she shall complete the following training program:
  - 1) 4 hours of Full Simulator training, that includes (same as **1.2.6.3.1.**).
  - 2) 4 Sectors of line training under supervision where the candidate conducts a normal flight while occupying Right Hand seat and;
  - 3) Conducts a line check in an airplane observed by a qualified SCAA inspector or Syrianair checkairman designated by SCAA. A special attention must be given on the candidates' knowledge in:
    - a) SCAR (operational topics).
    - b) Company procedures/ SOP.
    - c) Route structure; and
    - d) Equipment
  - 3) 2 hours of ZFT on how to conduct base training (both seats) performing normal and abnormal procedures.
  - 4) 1 hour of Base Training (Both seats) trained by checkairman observed by qualified SCAA inspector or SCAA designee.
  - 5) Advanced courses specialized in evaluation and assessment of instructor performance and training performance.

#### **Duties:**

- Conducts recurrent, line & proficiency checks on base aircraft.
- Conducts SIM training & check.
- Conducts Base training & checks on base aircraft.
- Conducts assessment flights for F/O's undergoing command upgrade assessment program.
- Conducts CAT II & CAT III line training for base aircraft.
- Conducts final line check on base aircraft for qualified pilots undergoing transition training.
- Conducts spot checks when asked by FOD or Standard and Training manager
- Conducts line assessment flights for F/O undergoing command upgrade assessment program.



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- Evaluate instructors and check pilots (line & proficiency) performance.
- Observe final checks on the types on behalf of the management
- Conducts line training.

### 1.2.7 Check airmen/ Instructors review

CP shall Make an annual review and evaluate the performance of every Checkairman/ Instructor including but not limited to cooperation, reliability, casual sick leaves record and productivity, CP must appoint a Checkairman to do the evaluation process (during training or checking sessions) he shall submit his recommendation to FOD for further follow up and action. FOD can ask for FOAP meeting to discuss & evaluate the performance of any instructor/checkairman. FOAP is the only authority that can relieve the crewmember from his assigned instructor/ checkairman duties at time his performance and productivity warrants such action.

### 1.2.8 Simulator Recurrent Training for Check Airman/ Instructor

Each Check Airman/ Instructor shall perform the following maneuvers in each simulator recurrent training:

- From the Right-Hand Seat:
  - a. Normal Take/Off and Landing/ max crosswind.
  - b. Engine failure Take/Off, Landing/ 15 Kts crosswind.
  - c. Go around with engine failure (Manual Flying).
  - d. At least one full emergency procedure.
- From the Left-Hand Seat:  
Normal recurrent training program.

### | 1.2.9 Instructors/ Check Airman / training center Recency:


Instructor/ Check Airman shall participate in eight training/ checking events per year.

**Note 1:** Training Events are: ground, simulator, base and line training and/ or Checking.

**Note 2:** whenever minimum number of training events is not fulfilled, a revalidation shall be done with a training event under supervision before being scheduled on any training or checking.

**Note 3:** To provide familiarity with current and type rated line operations, all non-line qualified instructors (simulator instructors medically unfit) are to be scheduled on one observation flight consisting of two sectors every six months on the relevant type, whenever observation is not feasible, LOFT session will be arranged with Syrianair instructor assigned by Training and Standards Sec. in which company SOPs, Operations Specifications, Line orientation are covered.

**Note 4:** The company should perform regular check performed by the standard and training section.

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#### 1.2.10 Instructor/ Checkairman Re-activation/ Re-Qualification

An Instructor/Checkairman whose duties were interrupted or transferred to another fleet within Syrianair will require the following Training:

1. Lecture to cover latest procedures, regulations by Standards and Training section.
2. practical training supervised by an approved company TRE as follows:
  - a) **Line Instructor:**
    - 4 Hours at Simulator R/H seat.
    - 4 Sectors at Line Training R/H seat
  - b) **TRI (A/C all seats):**
    - 4 Hours at Simulator Training as in 1.2.6.2.3 (1-a)
    - 4 Sectors at Line Training as in 1.2.6.2.3 (2)
  - c) **TRE (A/C all seats):**
    - 4 Hours at Simulator Training as in 2.6.2.3 (1-a)
    - 4 Sectors at Line Training as in 1.2.6.2.3 (2)
  - d) **Simulator Instructor:**
    - 3 Hours at Simulator Observing training
    - 3 Hours training under supervision
    - 2 observation flights annually to observe line operation (if not an active line pilot)
  - e) **Checkairman**
    - **b** + 2 Hours at ZFT on how to conduct base training (both seats) performing normal/abnormal procedures.
  - f) **Checkairman shall not be released before being approved by SCAA.**

#### 1.2.11 Instructors Meeting

- Chief Pilot (CP) shall chair the annual and when conditions warrant the Check Airmen/ Instructors meeting to discuss standardization and training matters relevant to the fleet.
- Standards and Training shall ensure that each Instructor/Check Airman attend at least one meeting per year.
- Minutes of the meeting shall be distributed to all Instructors and Check Airmen, and relevant issues shall be circulated to concerned crew members.

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## 02. QUALITY SYTEM

### 2.1 INTRODUCTION

A quality assurance system for training activities shall be established and maintained as part of the overall quality assurance program, in accordance with the requirements of Syrianair quality policy, SCARs.

Syrianair's Flight Operations quality assurance program is fully described in Operations Manual Part 'A': General/Basic, Chapter 3 and Supervised by Quality department.

The training quality assurance system is designed to monitor training activities, to detect deviations from set rules and standards, as part of the broader principles prescribed in the Flight Operations Quality Assurance Program It will enable Syrianair to monitor compliance with relevant SCAA regulations and requirements, and any other standards established by Syrianair or the SCAA to ensure safe and effective training.

### 2.2 PILOT AND INSTRUCTOR SELECTION

Quality control for training will begin at the selection stage, for both pilots and instructors.

The pilot selection procedures shall assess not only technical skills and experience, but also the personality, attitudes and aptitudes of all pilot applicants. Accordingly, flight crew shall only be employed by Syrianair after a thorough selection process, which includes a psychometric assessment conducted by the Syrianair FOAP, and an interview with the Pilot Selection Panel.

Instructor selection shall be in accordance with the policies and procedures specified in Chapter 1.2.5. of this manual.


All Instructors/ Check Airmen (employed or subcontracted) shall be audited annually to assure compliance with approved standards.

(Standards and Training Sec. shall assign a qualified Check Airman/ Instructor to perform the audit).

### 2.3 SIMULATORS AND TRAINING FACILITIES

The utilization of any simulator for training and checking purposes by Syrianair shall be subject to specific approval by the SCAA. This approval shall be subject to the following:

- Qualification in accordance with the standards specified in SCARs (this qualification shall be revalidated every 12 months).
- Conduct of a regular schedule of testing for each simulator, in order to assure that it reflect the configuration of the fleet reasonably and satisfy the quality assurance requirements of the company and SCARs.
- Application of a system to monitor the ongoing serviceability and suitability of the simulator for training and checking purposes.

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Responsibility for proper approval and monitoring of the simulators is the responsibility of the CP, in conjunction with the **contracted training center manager**.

All training facilities/ simulators shall be audited annually to assure compliance with approved standards.

## **2.4 FEED BACK SYSTEM**

Trainees at all levels shall be requested to complete a course critique or feedback form, included in the student's training files, which will be returned to the office of the applicable Director Fleet. Instructors shall also maintain a constant liaison with their Fleet Captain, in order to identify issues requiring their mutual attention.

Fleet Captain will ensure that the Director Training and Standard is informed of all feedback received that may be of relevance to the overall training system, and to ensure that appropriate follow-up actions are taken.

Training reports, and the results of skill tests and proficiency checks, shall be used to monitor the progress of all trainees and pilots. All such records shall be correctly and accurately completed by all concerned training and checking personnel, and properly maintained under the overall supervision of the respective Fleet Captain, who shall ensure that the Director Training and Standard is aware of course progress and any problems as they arise.

## **2.5 STANDARDIZATION FLIGHTS**

As means of insuring compliance with company SOPs, **a process of standardization flights will be implemented**. These flights will be conducted by TRE / Check airman, the results of which shall be reported back to the concerned fleet office on the form provided.

There will be no pass or fail during these flights, only recommendations made to the fleet office regarding each individual flight. A debriefing to the crew is optional and only upon their request. If a debriefing is required, the respective fleet office will conduct it based on the standardization form.

## **2.6 TRAINING SUB-CONTRACTORS**

If sub-contractors are utilized to provide training services and/or training facilities for Syrianair, they shall, to the maximum extent possible, be limited to well-established companies, or individuals with a reputation for quality and expertise.

The ultimate responsibility for the standard of training services and/or training facilities provided by any sub-contractor remains with the CP, even if that organization is approved by SCAA. Director Training and Standard (CP) shall ensure that subcontractors conform to the relevant regulatory and company requirements, and shall conduct inspections to monitor the necessary compliance. He shall ensure that any training subcontractor has the **necessary authorizations and/or approvals, as appropriate**, and commands the resources and competence to undertake the contracted task as equipments, facilities, and instructors.

In the event that a non-approved training organization is contracted to provide training services for Syrianair, the Company shall be responsible for the conduct of all necessary theoretical knowledge examinations and skill tests, in order to meet the standards of SCAA. If it is

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In the event that a non-approved training organization is contracted to provide training services for Syrianair, the Company shall be responsible for the conduct of all necessary theoretical knowledge examinations and skill tests, in order to meet the standards of SCAA.

If it is necessary for Syrianair to conduct type-rating training utilizing the facilities of a non-approved training organization, then arrangements shall be made with SCAA for the inspection and approval of the facilities, and special approval of the applicable type-rating course.


Training personnel must advise their respective manager of any deficiencies in the training services and/ or training facilities provided by a sub-contractor.

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### 3. TRAINING POLICIES AND PROCEDURES

#### 3.1. GENERAL

The CP (or his Deputy shall be responsible, in cooperation with the FC or Instructors/ Checkairmen, for establishing the syllabus and detailed structure of each training course conducted by Syrianair. He shall ensure that sufficient ground training courses and simulator training programs are arranged to accommodate planned operations. He will also be responsible for ensuring that sufficient training and checking staff are available to meet the training requirements. He will also ensure that all training courses provided for Syrianair. Flight crews are approved by the SCAA.

Training personnel have a personal responsibility for ensuring that the records they are required to submit are both accurate and complete. Each item of training has an objective which should be understood and each Training Captain must be aware of the objectives and standards required.

**Navigators and Flight Engineers** will undergo the same training program as First officers except ZFTT and base training and the PC will be substituted by PPC for F/E.

**Radio Operators and Load Masters** will undergo training according to relevant SCARs and IL-76 training manuals.

##### 3.1.1 FLIGHT CREWMEMBER TRAINING

##### 3.1.2 TRAINEE SELECTION

The selection of trainees for a particular program is covered in the Operations Manual Part A and will be accomplished with reference to the Operations Manual Part D: Training.

##### 3.1.3 PROGRAM SELECTION

The selection of a particular program for a trainee will be based upon qualification of the crewmember being in agreement with the definition and premise for the training program.

##### 3.1.4 CADET FIRST OFFICER

Upon satisfactory completion of the required preliminary training and basic flight training, the Cadet First Officer will enter the training program shown in Figure 1.

##### 3.1.5 LI AND TRI/TRE

As operational requirements dictate, certain crewmembers will be selected to become Type Rating Instructors (TRIs), Type Rating Examiners (TREs) and Line Instructors (LIs). These specialists are required within the Flight Training and Flying departments. the ratio will be.

- One line instructor (LI) for each 10 crew
- One type instructor (TRI) for each 5 crew
- Two type examiner (TRE) for each type.


##### 3.1.6 GROUND INSTRUCTORS

As operational requirements dictate, certain crewmembers/operational personnel will be selected to become Class Room Instructor (CRI) or Class Room Examiners (CREs).

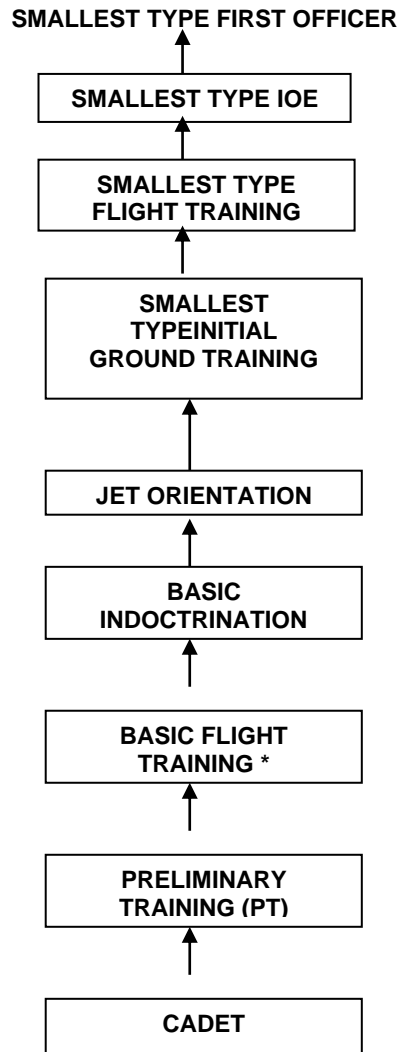
##### 3.1.7 CREWMEMBER MOVEMENT THROUGH EQUIPMENT


- Selection of crewmembers for the purpose of initial, transition and upgrading will be done through the Pilot Review Board (PRB). **(Refer to Seniority rules).**

Following are the bases for movement:

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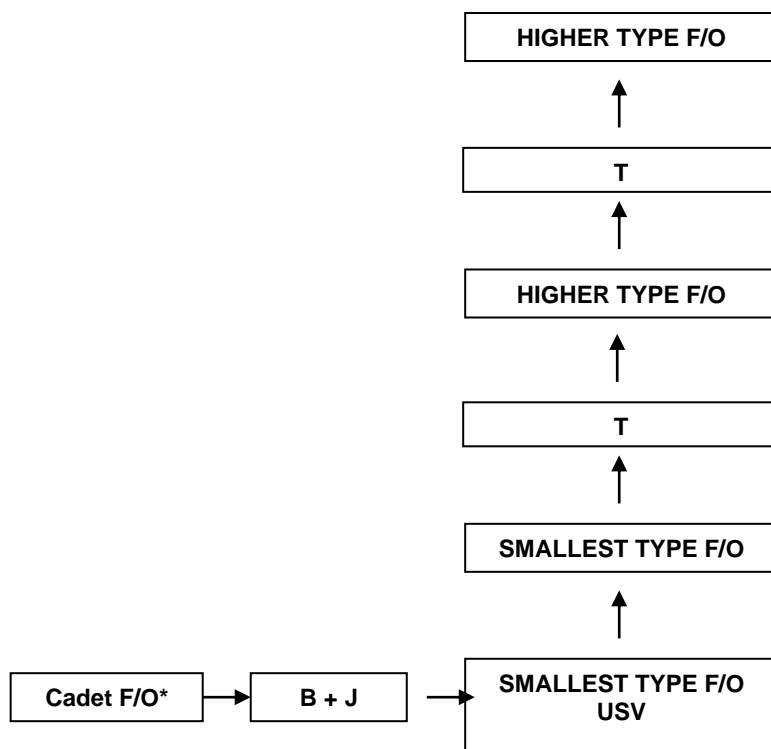
## 1. Cadet Training Plan:



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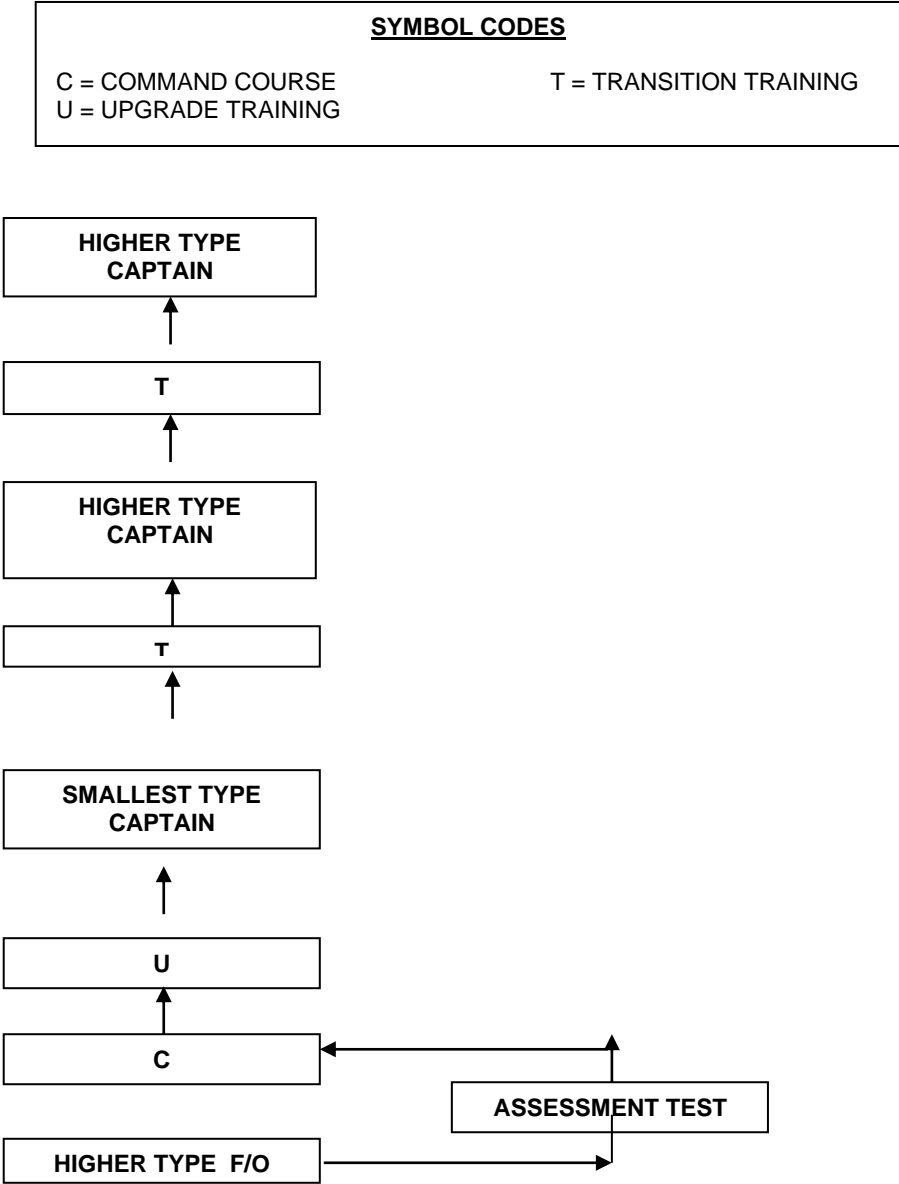
## 2. First Officer Movement through Equipment

<b><u>SYMBOL CODES</u></b>	
B = BASIC INDOCTRINATION	T = TRANSITION TRAINING
J = JET ORIENTATION	




\* Basic Flight Training consists of CPL, IR and Multi-Engine Land Aeroplane

**3. First Officer Upgrade and Captains Movement through Equipment**





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### 3.1.8 RECURRENT TRAINING ( continuing Qualification)

The Recurrent Training requirements are accomplished by a combination of ground, flight training courses and checks.

#### 1. Ground Training

All Crewmembers will satisfactorily complete the Recurrent Ground Training course once within a year divided to 2 phases (one each 6 months).

#### 2. Flight Training


- i All crewmembers must complete Recurrent Flight Training each 6 months. In addition, within the preceding six calendar months, each Pilot in Command must complete a Pilot Proficiency Check (PPC), PPC is required **semiannually**.
- ii For Pilots, a PPC will be conducted during the Recurrent Flight Training required under (i) above in accordance with SCAR.

#### 3. Line Check

All crewmembers will satisfactorily pass an **annual** Line Check.

### 3.1.9 REQUALIFICATION

1. This type of training is defined as that category of training conducted specifically to restore a previously qualified crewmember to qualified status.
2. To be eligible for re-qualification training, a crewmember must have been previously qualified by Syrianair in that aircraft type and duty position and have subsequently lost that qualification.
3. A crewmember may lose qualification status and become "unqualified" for any of the following reasons:
  - i Failure to accomplish all of the recency of experience requirements required by the regulations (non-current);
  - ii Failure to complete recurrent training within the regulation's eligibility period (becoming overdue)
  - iii Failure of a check-ride (becoming disqualified)
4. If a crewmember fails a check ride in one airplane, he cannot fly in revenue service in another airplane until his qualification has been Re-established.
5. Re-qualification training combines a ground, flight and qualification curriculum sectors, as applicable. The training and qualification sectors are determined by the reasons for, and the length of crewmember unqualified status.
6. The figures under 3.1.11 (figure, 4, 5 and 6) outline training requirements for qualification of crewmembers. It is recognized that all situations cannot be covered. However, most will fall into the categories outlined. Others will be treated individually as necessary. In all cases, re-qualification training will be accomplished to proficiency. The tables assume

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7. The crewmember has functioned in the position for which re-qualifying and is currently serving as a Syrianair crewmember.
8. All simulator and aircraft training times in the following tables are programmed hours. The crewmember may complete the course in less than programmed time, provided, he is individually recommended by a qualified check airman as having satisfactorily met the standard of proficiency.
9. Additional time may be scheduled upon the recommendation of the instructor or check airman. In the even the simulator is not available; re-qualification may be accomplished completely on the aircraft.

### **3.1.10 REFRESHER TRAINING**

This training although is not required by regulations, the Company believes it is necessary. Therefore, since it is training beyond that required by SCARs, Syrianair is not required to attain approval.


The following outlines the Refresher Training requirements for crewmembers whom are current on their previous aircraft but have attended training on a different type aircraft and are re-qualifying on the previous aircraft.

#### **1. Recency of Experience Not Expired**

- i If the crewmember has attended only ground school for the new aircraft, he will complete a 6 hours systems refresher on the previous aircraft.
- ii If the crewmember has attended ground school and simulator training on the new type aircraft, he will complete a 12 hours systems refresher and simulator recurrent training on the previous aircraft.
- iii If the crewmember has attended ground school, simulator and aircraft base training on the new type aircraft:
  - If both aircraft are similar, i.e. the previous type was wide body and the new aircraft wide body, or narrow body to narrow body, no aircraft base training is required. Only 12 hours systems refresher and simulator recurrent training are necessary.
  - If the previous and new aircraft are not similar, i.e. narrow body to wide body or wide body to narrow body, fly by wire and old generation aircraft, aircraft base training with 3 landings in addition to the 12 hours system refresher and simulator recurrent training.

#### **2. Recency of Experience Expired**

If the recency of experience requirement – i.e. Recurrent, PPC, 3 take offs and landing, etc., - has expired on the previous aircraft, the crewmember shall complete Recurrent Ground Training and Re-qualification Flight Training (as outlined under 3.1.11 / 3.1.12).

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### 3. Line Operational Time

If a crewmember fails to meet 100 hours of line operational time within a 120-day activity period after completing an aircraft rating or proficiency check, the time may be extended to 150 days provided the crewmember is declared proficient by a check pilot who supervised him in a line operating flight.

#### 3.1.11 REQUALIFICATION REQUIREMENTS

##### 3.1.11.1 Ground Training

The following table indicates the training requirements and is based upon the length of time since the equipment was last flown in any status.

POSITION	UP TO 12 MONTHS	OVER 12 MONTHS
All Crewmembers	Recurrent	Transition / Initial

**Figure 4**

##### 3.1.11.2 Flight Training

The following tables indicate the training requirements for flight crewmembers and are based upon the length of time since he last flown in any status. Refer to training codes at the end of this section.

1. 31-89 days must successfully complete a line check (minimum 2 Sectors) with an Instructor (on R/H seat for captains).

- For MFF pilots: more than 45 days on each type must successfully complete a line check with an instructor on that type.

2. Recurrent Training and/or Proficiency Check **expired**.

3. (3 to 6 months).

No	Phase	Duration		Approved instructor
		Days	Hours	
1	Refresher (CBT)	1	6:00	CBT
2	SIM (Abnormal Phase)	1	4:00	SI/ TRI / TRE
3	LOFT	N/R	N/R	
4	Sim Final Check (Proficiency check)	1	2:00	TRE
5	ZFT	N/R	N/R	
6	Base	N/R	N/R	
7	Line Training	*2 sectors		LI/ TRI
8	Line check	2 sectors		TRE

- TRE will occupy a pilot seat.
- Safety F/O is required.
- PC is a demonstration of skill, including such as oral examination

#### 4. ( 6 to 9 months )

No	Phase	Duration		Approved instructor
		Days	Hours	
1	Refresher (CBT)	2	12:00	CBT
2	SIM normal	1	2:00	
3	SIM (Abnormal Phase)	1	2:00	SI/ TRI / TRE
4	LOFT	N/R	N/R	
5	Sim Final Check (Proficiency check)	1	2:00	TRE
6	ZFT	N/R	N/R	
7	Base	N/R	N/R	
8	Line Training	*4 sectors		LI/ TRI
9	Line check	2 sectors		TRE

- First 2 sectors TRI / TRE occupying a pilot seat.
- Safety F/O is required
- PC is a demonstration of skill, including such as oral examination.

#### 5. (9 to 12 months)

No	Phase	Duration		Approved instructor
		Days	Hours	
1	Refresher (CBT)	3	18:00	CBT
2	SIM normal	1	2:00	
3	SIM (Abnormal Phase)	1	2:00	SI/ TRI / TRE
4	LOFT	N/R	N/R	
5	Sim Final Check (Proficiency check)	1	2:00	TRE
6	ZFT	N/R	N/R	
7	Base	N/R	N/R	
8	Line Training	*20 sectors		LI/ TRI
9	Line check	2 sectors		TRE

- First 2 sectors TRI / TRE occupying a pilot seat.
- Safety F/O is required
- PC is a demonstration of skill, including such as oral examination.

## 6. (12 to 24 months)

No	Phase	Duration		Approved instructor
		Days	Hours	
1	Recurrent training	5	30:00	
2	Performance	included	included	
3	Safety Training	included	included	
2	SIM normal	1	2:00	
3	SIM (Abnormal Phase)	1	2:00	SI/ TRI / TRE
4	LOFT	included	included	
5	Sim Final Check (Proficiency check)	1	2:00	TRE
6	ZFT	1	2 :00	
7	Base	N/R	N/R	
8	Line Training	*20 sectors		LI/ TRI
9	Line check	2 sectors		TRE

- First 2 sectors TRI / TRE occupying a pilot seat.
- Safety F/O is required
- PC is a demonstration of skill, including such as oral examination.

## 7. ( more than 24 months )


A full transition course).

### 3.1.12 ROUTE, AREA AND AIRPORT QUALIFICATION

#### 1. General Route and Airport Qualification

In order to meet the requirements of SCAR, Syrianair disseminates the necessary information to the pilot in command by utilizing the system illustrated in the following table:

See figure 5 below

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ROUTE AND AIRPORT INFORMATION		
INFORMATION	DISSEMINATION METHOD	
	PRE-FLIGHT BRIEFING BY FLIGHT DISPATCH	JEPPESEN MANUAL
Weather Characteristics Appropriate to the Season	YES	--
Navigation Facilities	--	YES
Communication Facilities, including Airport Visual Aids	--	YES
Kinds of Terrain and Obstructions	--	YES
Minimum Safe Flight Levels	--	YES
En-route and Terminal Area Arrival and Departure Procedures Holding Procedures and Authorized Instrument Approach Procedures for the Airports involved	--	YES
Congested Areas and Physical Layout of Each Airport in the Terminal Area in which the Pilot will Operate	--	YES
Notices to Airmen	YES	--

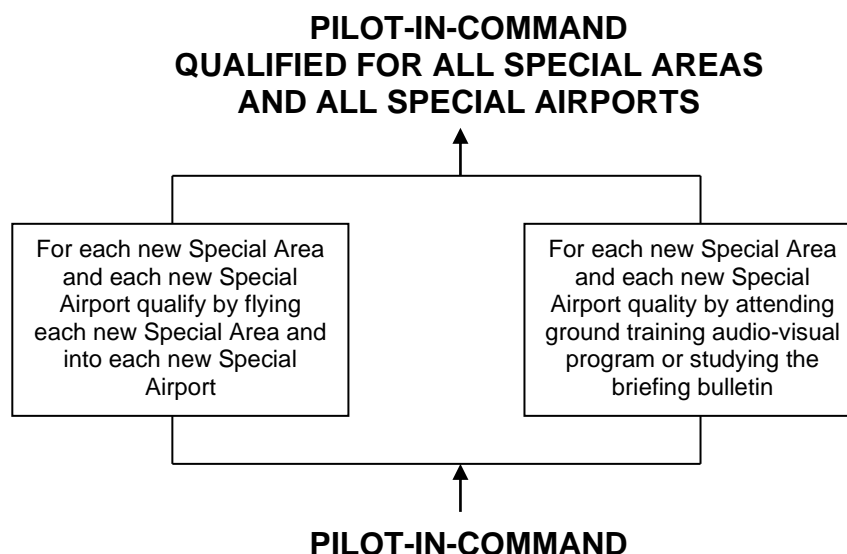
**Figure 5**

## 2. Special Area and Airport Qualification

In order to comply with Operations Manual Part A requirements and the requirements of SCAR, the training programs will provide a method of initially qualifying and re-qualifying the pilot in command for operations into Special Areas and Special Airports.

Figure 6 illustrates the training methods used to initially qualify the pilot in command and the training required for Special Areas and Special Airports.

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**Figure 6**

### **3.1.13 TRAINING PROGRAM IMPROVEMENT**

Crew operational non-compliances, training deficiencies and examination trends (simulator, aircraft and line operations) shall be utilized by the Standards and Training for trend analysis and training program improvement.

This is accomplished by collecting data through training and checking follow-up sheets, line operations, IOE and line checks every three (3) months, the grading scale (as in OMD 3.4.4) will help in locating areas of required improvement.


As training is carried out by an outsource centers, Syrianair emphasizes on the proper training and assessment by their instructors.

Syrianair TRI and or TRE will participate in the follow up of progress.

A meeting (each six months) will be scheduled to follow up the progress of training; this meeting will be attended by:

- FOD.
- CP.
- Training manager.
- Fleet instructor (minimum 1 from each type).


Results of meeting will be distributed to instructors to comply with. (Refer to OM-A 0.3.14)

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## **3.2. CABIN CREW TRAINING**

### **3.2.1 GENERAL**

The purpose of this section of the Operations Manual Part D: Training is to provide information relating to training program, selection, and trainee movement through the Cabin Crew programs. All cabin crews are trained and rated on all company types.

### **3.2.2 TRAINEE SELECTION**

The selection of trainees for a particular program is covered in the Operations Manual Part A and will be accomplished with references to the Operations Manual Part D: Training.

### **3.2.3 PROGRAM SELECTION**

The selection of a particular program for a trainee will be based upon qualification of the crewmember being in agreement with the definition and premise for the training program.

### **3.2.4 CABIN CREW MOVEMENT THROUGH EQUIPMENT**


Cabin Crew is normally trained to fly on all types.

### **3.2.5 SEPI AND SEPE TRAINING**

As operational requirements dictate, certain cabin crewmembers will be selected to become Safety and Emergency Procedures Instructor (SEPI) or Safety and Emergency Procedures Examiner (SEPE) for refresher courses. These specialists are required to perform Line Safety Checks during operational flights.


### **3.2.6 IN-FLIGHT SERVICE TRAINING**

In-Flight Service training will be carried in accordance with the training program in the Appendix Section in this manual.

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### 3.3 FLIGHT OPERATIONS SERVICES TRAINING

#### 3.3.1 GENERAL

This section provides information relating to training program selection and trainee movement through the Flight Operations Services Training program.

#### 3.3.2 TRAINEE SELECTION

The selection of trainees for a particular program is covered in the Operations Manual Part A and will be accomplished with reference to the Operations Manual Part D: Training.

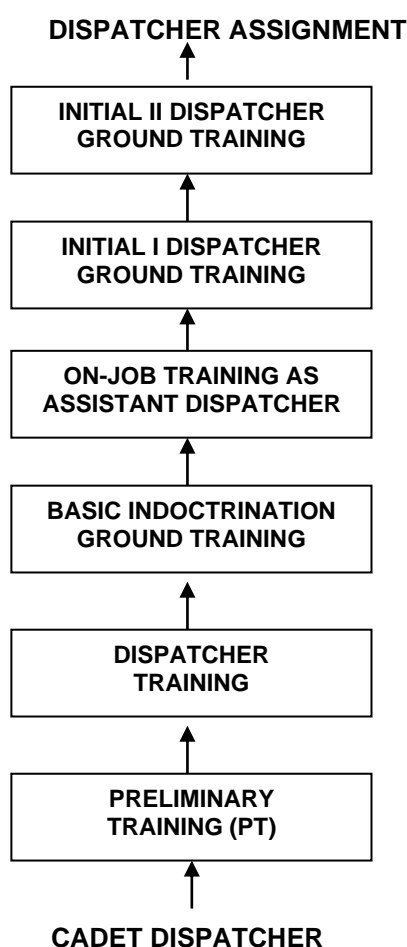
#### 3.3.3 PROGRAM SELECTION


The selection of a particular program for a trainee will be based upon his qualification being in agreement with the definition and premise for the training program.

#### 3.3.4 CADET DISPATCHER

Upon satisfactory completion of the required screening and selection tests, the new hire Cadet Dispatcher will enter the training program shown in Figure 7.

#### Dispatchers

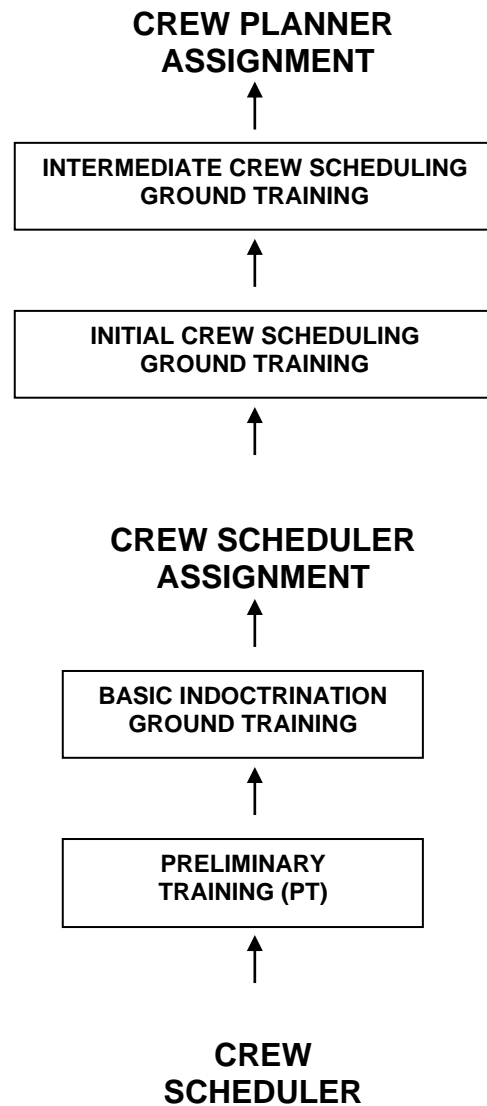


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### 3.3.5 CADET CREW SCHEDULER

Upon satisfactory completion of the required screening and selection tests, the Cadet Crew Scheduler will enter the training program shown in Figure 8.

#### Crew Schedulers



**Figure 8**

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### **3.4 TRAINING, TESTING AND CHECKING**

#### **3.4.1 GENERAL**

1. Flight training, both in the aircraft and the simulator, will be conducted in accordance with the Company's Standard Operating Procedures (SOP) and FCTM, emphasizing on PF/PM duties CRM concept, Transfer of control, proper use of check list, priorities, the proper use of automation, priorities (Aviate – –Navigate-Communicate), and handling the emergencies.  
Guidance of procedures is detailed in FCOM" s and in OM – A chapter 8 (8.1.13) From time to time supplementary guidance may be issued in the form of Notices to Flight Instructors / Check Airmen.
2. The success of a training organization depends largely on the quality of training personnel and the value of procedures used in the training.
3. Standard Operating Procedures must be strictly adhered to so that a trainee receives standardized information from all Instructors.
4. The function of the TRE / TRI / flight instructor is basically either Training or Checking. It is important, yet difficult to draw a line between those two functions; this section;
  - i Provides a clear distinction between training and checking, and
  - ii Contains a system for evaluation and specified tolerances, to be followed by the Flight Instructor / TRI / TRE for the purpose of standardizing the assessment process.
5. The Flight Instructors / TRIs / TREs shall make the progress report after each detail when the events of the exercise (line check, PC, etc.,) are still clear in their mind. When progress is unsatisfactory, the matter shall be discussed with the Standards & Training Manager and Chief Pilot. It may be in everybody's interest to change the Instructor, not only to obtain a second opinion, but also to give the trainee every opportunity to show an improvement.
6. To optimize the Company's training activity, the Instructors have been provided with general Guidelines for Instructors, evaluating, and checking in 3.4.2 & 3.4.3 and FCTM.
7. Line Instructors, Type Rating Instructors and Examiners shall perform their duties without interference or influence from any source.

#### **3.4.2 TRAINING**

1. Trainee Pilots vary in age, experience and ability. Therefore, they will learn in different rates. To resolve this situation the training management is adopting the concept of TRAINING TO PROFICIENCY. However, the programmed hours for each training program are designed so that an average pilot can cope with.
2. Training should be oriented to WHY and HOW a particular procedure or maneuver should be performed as stated in the manual rather than JUST DO IT as understanding and insight represents the concrete base on which a layer on layer of training to higher level of intellectual application can be achieved.
3. The small number of trainees in each training situation together with the fact that the trainee is liable to be in sustained contact with a training pilot for some considerable time, means that the character and quality of the trainers' inter-active skills will have a crucial bearing on efficient use of training time and quality of the outcome.
4. The emphasis should be on training the pilot and permitting him to practice during the training phase rather than on checking and testing him.
5. There are significant differences between PROCEDURES and TECHNIQUES

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Simply because each individual may perform a certain procedure in different ways for example:

- Initiating descent
- Reducing speed to 250 knots below 10,000 feet etc.....

The flight instructor should understand this significant difference and should not be offended if the trainee elects to perform a procedure with a different technique

6. All training courses should define the required operational standards and performance objectives within standardized environmental conditions. Training programs should then ensure that the defined standards are reached at each step before moving on to the next. **Unsatisfactory maneuver will be repeated 2 times only. In case of unsatisfactory performance, CP approval is required for further training of another 2 times only.**
7. If the trainee is unable to demonstrate satisfactory performance further training will be suspended pending a remedial action by the Training Department in accordance with the training control policy in this chapter.

### 3.4.3 CHECKING


#### 3.4.3.1 General

1. Bearing in mind that we have based our training guidelines on Proficiency, we have established our basis of checking on Competence.
2. Since experience is an asset that cannot be taught, the examiner should bear in mind the level of experience of each individual pilot undergoing the check, especially if this pilot is recently hired or newly promoted to another type.
3. The role of the examiner/check airman during a TYPE RATING CHECK exercise is not to provide TRAINING, it is solely to observe and evaluate the pilots' performance and to determine his/her competence and ability to apply Correct Procedures with the specified tolerances.
4. During check & evaluation, crew will be briefed on type of failures and maneuvers that might be presented, but not the sequence or the circumstances under which the failures and maneuvers are presented.
5. During PROFICIENCY CHECK, if the pilot being checked fail, any of the required maneuvers, the examiner shall STOP the CHECK and may give additional TRAINING to the pilot during the course of the proficiency check. The proficiency shall be resumed and the failed maneuvers **shall be repeated once**, in addition to repeating the maneuvers failed, the examiner giving the proficiency check may require the pilot being checked to repeat any other maneuvers he finds are necessary to determine the pilots' proficiency.
6. If the pilot undergoing the check is unable to demonstrate satisfactory performance to the examiner, further scheduling for this pilot will be suspended pending a remedial action by the Training Department in accordance with the training control policy in this chapter.
7. Trainee should demonstrate proficiency and knowledge level adequate for operating aircraft above training standards before starting line training.
8. Confidential reports will monitor progress of standards, and crews will be informed about out comings to improve training process.

#### 3.4.3.2 Type Rating Check (Flight Check), Final Release Check

**No training is allowed during type rating certification.**

1. TRE is the only person authorized to sign the type rating check, he shall perform the

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2. check or attend the check, which is normally conducted by the instructor pilot who trained the pilot under check
3. The result of the check should be either satisfactory or unsatisfactory depends on the compliance of the pilot under check to the specified tolerances set forth in this section.

### **3.4.3.3 Proficiency Check**

1. TRI is authorized to conduct proficiency check during simulator recurrent training.
2. The provisions of items 3.4.3.1 (4+5) above shall be applied.
3. The result of the PC should be either satisfactory or unsatisfactory.

## **3.4.4 ASSESSMENT AND GRADING SYSTEM**

### **3.4.4.1 General**

1. It would be impossible to devise a complete and detailed formula by which an examiner can assess whether a trainee has passed or failed his check. However, it is essential that the highest degree of standardization in assessment to be achieved.
2. The system of assessment and evaluation contains an acceptable performance guide lines in the general areas (knowledge-skills-management), grading scale, and specified tolerances for all maneuvers, to standardize the evaluation process among Instructor and Examiner as much as possible.
3. Tolerances for any check or evaluation are detailed under paragraph 3.4.4.4. Flight within these tolerances should not be achieved at the expense of smoothness and good co-ordination.

### **3.4.4.2 Grading Scale**

The grading scale other than PC and Flight Check is as follows:

1. US = Unsatisfactory or Failed
2. S = Satisfactory
3. SB = Satisfactory with Briefing.


### **3.4.4.3 Acceptable Performance Guide Lines and Tolerances**

It is the factors which will be taken into account by the examiner in deciding at the required level of competence and has met the objective of the three major areas of the training whether the candidate has met the objective of the maneuver or procedure

#### **1. Knowledge (Oral or Written)**

Evaluation shall be based on the trainees has a practical knowledge of the airplane:

- i Airplane systems:
  - Power Plant
  - System components
  - Operational performance
  -

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- Limitations
- Normal procedures
- Abnormal procedures
- Emergency procedures.
- ii General aeronautical knowledge

## 2. Flying Skills

Evaluation shall be based on:

- i Complying with FCOM/OM standard operating procedures under normal, abnormal and emergency situation under various meteorological conditions.
- ii Flying technique and accuracy.
- iii Airplane configuration, altitude and speed control.

## 3. Management

Evaluation shall be based on:

- i Good planning in all phases of flight.
- ii Timely correct decisions.
- iii Crew co-ordination.

- IV. Use of available resources.
- V. Adherence to clearance and safe heights.
- VI. Situation awareness.
- VII. General outlook to his flying performance and conduct.

### 3.4.4.4 Tolerances

The air speed, altitude and heading tolerances given hereunder represent the minimum performance expected in good flying conditions. Exceeding these tolerances before corrective action is initiated is an indication of an unsatisfactory performance.

It is a fact that even a good pilot may relax his attention to accuracy for a few moments under suitable circumstances, and exceed these tolerances without deserving to fail the test. The decision as to when, how long a candidate may exceed these tolerances without being classified unsatisfactory is left to the examiners' discretion.


A trainee performance within tolerance does not mean that he may ignore applying correct procedures.

### 1. Take-off and Area Departure

- i Normal, Cross Wind, Instrument and Engine Failure

Heading	± 5°
Target Speed	± 5 Kts



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## ii Area Departure

Heading	$\pm 10^\circ$
Target Speed	$\pm 10$ Kts
Altitude	$\pm 100$ feet

**Note:** Speed should not exceed 250 Kts below FL 100.

## 2. Rejected Take-off

Evaluation shall be based on:

- i Prompt application of braking, speed brake and reverse.
- ii Keeping aircraft within the physical limits of the runway and its centerline.
- iii Application of the correct abnormal or emergency procedures and checklist as laid down in FCOM.
- iv Application of the correct evacuation procedures and emergency drill as laid down in FCOM.

## 3. Steep Turns

Roll out Heading	$\pm 10^\circ$ (of the entry or specified heading)
Target Speed	$\pm 10$ Kts
Altitude	$\pm 100$ feet
Bank Angle	$45^\circ \pm 5^\circ$

## 4. Stall

Evaluation shall be based on maneuver entry and recovery technique according to the procedures as specified in the FCOM in keeping the limits and tolerance of the specific types.

## 5. Cruise


Evaluation shall be based on:

- i Flight level selection
- ii Awareness of maneuver margins
- iii Awareness of fuel management (specific range, step climb)
- iv Use of weather radar.
- v Cruise flight path accuracy.

## 6. Area Arrival and Holding

Evaluation shall be based on the trainees' ability to:

- i Complete the appropriate approach briefing as prescribed in FCOM.
- ii Complete descent check as prescribed in FCOM.

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- iii Adherence to actual or simulated ATC clearances and assigned radials, altitude and use of available navigation facilities as appropriate.

**Heading**  $\pm 10^\circ$   
**Target Speed**  $\pm 10$  Kts  
**Altitude**  $\pm 100$  feet

**Note:** Speed should not exceed 250 kts below FL100.

## 7. Instrument Approaches (Precision and Non-Precision)

The instrument approach begins when the airplane is over the initial approach fix for the approach procedure being used (or handed-over to the final approach controller in the case of a long final approach) and ends when the transition to a missed approach configuration is completed.

Evaluation shall be based on aircraft configuration and air speed as prescribed by specified FCOM/OM.

**Heading**  $\pm 10^\circ$   
**Target Speed**  $\pm 10$  Kts  
**Altitude**  $\pm 100$  feet  
**ILS Deviation** one-quarter scale deflection (Glide Slope or Localizer)

### Non-Precision

**VOR** one-quarter scale deflection of the Course Deviation Indicator (CDI)  
**ADF**  $\pm 5^\circ$  (of RMI or bearing pointer from the desired bearing)

### Final Approaches

**MDA/DH** + 50/ - 0 feet  
**Speed**  $\pm 5$  Kts


### Circling Approaches

### Missed Approach

Evaluation shall be based on the trainees' ability to

- Take the missed approach decision at the correct time.
- Accurate and safe transition from approach and landing configuration to climb configuration.
- Fly the airplane throughout the missed approach procedure from MDA/DH to the missed approach altitude under normal conditions and with a simulated engine failure.

Descent below MDA/DH, as appropriate, prior to the initiation of the missed approach procedure shall be considered unsatisfactory.

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**Heading/Track**                     $\pm 5^{\circ}$   
**Target Speed**                    $\pm 5$  Kts  
**Altitude**                         100 Feet

### **3.4.5 TESTING**

#### **3.4.5.1 Objective**

Oral or written tests shall be performed to evaluate the trainees' competence in acquiring the knowledge required for each training phase.

#### **3.4.5.2 Oral Test**

1. Oral test shall be administered in the following conditions:
  - i As a part of the approved SCAR training programs (Proficiency check)
  - ii At the end of SIM. Initial and transition training (type rating certification oral)
  - iii At the end of Final Release Check (Company requirements).
  - iv Following a recommendation for system knowledge remedial (ground course) by Instructor/Examiner.
2. Oral Tests required by (iv) in paragraph (1) above shall be administered by the Training Department as follows:
  - i Two instructor pilots and chaired by the most senior pilot.
  - ii The result of the test shall be a minimum passing grade of 70%.
  - iii The instructor pilot and the trainee shall sign the form and hand it over to the CP.

#### **3.4.5.3 Written Exam**

1. Written final exam shall be administered by the Standards and Training as a part of SCAR approved initial, upgrade and transition training program and shall be conducted at the end of the ground school phase.
2. The written exam consists of 100 questions covering all aircraft systems and performance.
3. A minimum passing grade of 70% corrected to 90% is required.


#### **4. Re-Take Policy**

In case of failure during oral or written test a re-take shall be conducted within one (1) week from the date of the first take.


#### **3.4.5.4 Home Studies**

A home study (open book) in the form of questionnaire will be applied to each individual crewmember twice a year as a refresher and on the following subjects:

- OM – A.
- OM – C.

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Crew fails to return the questionnaire within specified time will be removed from line operation with pay roll penalty.

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### 3.5 TRAINING CONTROL

#### 3.5.1 GENERAL

To ensure that all Company Flight Crewmembers are trained to the high standards demanded by modern technology and to ensure that flight crew proficiency is to the highest possible Qualified and Standardized level, the following training control policy will be adopted:

1. All simulator and flight checks will be conducted in accordance with SCAR regulation.
2. After every check, the Examiner involved is required to complete the appropriate form and deliver without delay to Standards and training for:
  - i Simulator Proficiency Checks, Aircraft Flight Checks, Release Checks and Final Release Checks.
  - ii Annual Line Checks, Spot Checks and Route Checks.
3. Normally the trainee is expected to achieve the required Proficiency within the planned hours. Provisions are made for extension of training at every stage for those who may require additional hours.
4. All examinations shall be conducted by a TRE other than one who conducted the training when conditions permit. For PPC same instructor may carry out training and checking in simulator if he is an approved TRE.
5. Training for New policies, rules, instructions and procedures, and new aircraft type, system & fleet modifications, upgrades, will be carried out by related personnel and circulated by System and Procedures section (Refer to OM-A 0.3.14).

#### 3.5.2 GROUND SCHOOL


##### 1. Ground Training other than Recurrent Ground Training

Company pass mark for ground school (other than recurrent ground training) is 70%, should a trainee fails to achieve it, he may retake the examination within seven (7) days. Failure to achieve 70% in the second attempt, the trainee shall be given appropriate additional ground training (for a maximum of 20 hours **on his expense**) after which he will be given the final chance for the required exam. Failure to achieve the pass mark:

- i Cadet trainees will not be considered for any further training.
- ii Flight Deck Crew under transition or upgrade training will go back to his original position and will not be considered for any training for a minimum period of two (2) years.

##### 2. Annual Recurrent Ground Training

There will be a test based on subjects according to recurrent option (A-B-C-D). This test will be carried out before recurrent training (2week) and consists of 50 questions that will be answered at home Minimum pass mark is 70%. Flight Crew who fails to achieve the pass mark shall be removed from flying status and attends a retake within two (2) days.

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### **3.5.3 FLIGHT TRAINING**

#### **3.5.3.1 Flight Training other than Recurrent Flight Training**

1. At the end of the Normal Simulator Sessions and Failure Sessions, a Progress Report must be submitted by the Instructor. The Progress Report must contain the trainee's progress and shall be transmitted to the Chief Pilot by means of Fax or Email.
2. The Chief Pilot is authorized to approve one remedial sessions per trainee (2 hours) during the course provided the Instructor states in his recommendation that the trainee will be able to achieve the required proficiency within the remedial hours. The additional hours will be utilized for remedial at the discretion of the instructor to enable the trainee complete the current session satisfactorily before proceeding to the next lesson.
3. If the Instructor recommendation states that the trainee will require more than one remedial session in either phase as outlined under item (2) above, with the approval of the FOD, the CP shall arrange an evaluation by a TRE. Subject the evaluation report, the Flight Operations Director may either authorize one additional remedial session or authorize termination of the training and refer the case to the PRB for decision.
4. The LOFT session will be an evaluation for the proficiency check.
5. The Simulator Proficiency Check will be carried out by a TRE assigned by the Manager Flight Operations Training.

#### **3.5.3.2 Recurrent Flight Training**

Should a crewmember fail his proficiency check, he will be retrained on his failing items as soon as possible, to bring him up to standard, which will include:


1. Up to 10 hours VACBI/CBT supplemented by 5 hours technical briefing to review the failure items conducted by a flight instructor.
2. Maximum of one hour of simulator session (training and PC).

### **3.5.4 AIRCRAFT BASE TRAINING**

1. Aircraft Base Training can be conducted in a FFS approved for ZFT for pilot who has more than 500 flight hours.
2. The CP is authorized to extend the training by a maximum of 50% of the applicable programmed hours (in chapter 5 of this manual) on the recommendations of the TRI/TRE if in his opinion the trainee will be able to achieve the required proficiency within the additional hours.
3. Should the trainee fail his flight check, the trainee may be given additional training prior to the flight check retake provided the total hours are within the provision of item (2) above.
4. The flight check shall be conducted or observed by an Examiner.
5. During aircraft base training, a safety-first officer will be required.

### **3.5.5 INITIAL OPERATING EXPERIENCE (IOE)**

1. Two LI / TRI shall be scheduled during the planned IOE program, one for each phase, each one carrying out 50% of the programmed hours.
2. The Chief Pilot is authorized to extend the training by 50% of the planned hours for each

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phase provided the LI/TRI states in his recommendation that the trainee will be able to achieve the required proficiency within the additional hours. The additional hours will be utilized for remedial at the discretion of the LI/TRI to enable the trainee complete the current phase satisfactorily before proceeding to the next phase.

3. If the LI/TRI recommendation states that the trainee will require more than the additional hours outlined under item (2) above the CP, shall with the approval of the FOD, arrange an evaluation flight with another TRI/TRE (from the management). Subject to the evaluation report, the Flight Operations Director may authorize further extension of 25% of the programmed hours for that phase or authorize termination of the training and refer the case to the PRB for decision.
4. A trainee first officer should reach a standard where he can continue his training without a safety-first officer by the end of first phase.

**Note:** First Officer with less than 300 hours since Final Release Check shall not be scheduled as safety first officer.

5. A safety-first officer shall be scheduled with a new command Captain (F/O to Captain) for the first five flights, then the rest of training will be carried out without a safety-first officer.

## 6. Progress Reports

- i Each LI/TRI shall submit a progress report for each training phase containing the trainee's ability to complete the IOE phase within the programmed hours or the requirement for additional training.
- ii Recommendation to fly without a safety-first officer in accordance with item 3.5.5 (4) above.


### 3.5.6 RELEASE CHECKS

1. On satisfactory completion of the programmed IOE hours, trainee captain shall fly a number of hours/sectors with F/O occupying the R/H seat under the supervision of TRI/TRE, at which a recommendation for a Final Release Check should be attained.
2. A captain flying under supervision shall occupy the L/H seat and will act as the pilot-in-command however the TRI/TRE shall relieve him from his command whenever air safety is in question.

3. The release check flight sectors shall be scheduled to at least two different regions (Africa, Europe, and Middle East) as much as possible in accordance with the fleet route structures.

**Note:** It is not mandatory to schedule the release checks with the same TRI/TRE.

4. All the release check flight sectors shall be completed satisfactorily. In case of an unsatisfactory completion of any of the required sectors, a repeat shall be scheduled to the same sector with another TRI/TRE.

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### 3.5.7 FINAL RELEASE CHECKS

On satisfactory completion of the programmed release check and a final recommendation has been attained, the following Final Release checks will be carried out prior to crewmember release:

#### 1. Command Final Release Check

Final Release Check shall consist of two (2) flights of at least 2 sectors with the CP as TRE.

Both Final Release Checks will be conducted with a F/O occupying the R/H seat and must be satisfactory. Any disagreement i.e. one fail and one pass a retake of the failed check must be done.

#### 2. First Officer Final Release Check

Final Release Check shall consist of two (2) flights of at least two sectors each of selected routes conducted by TRE. In case of an unsatisfactory completion of any of the required Final Release Checks, a repeat shall be scheduled.

#### 3. After Final Release Check the following applies:


- i First Officer – After release, a spot check to be carried out within two months.
- ii Captain first command  
Restricted Captain Minima under Operations Manual Part A Chapter 8: (8.1.22) shall apply:
  - No takeoff and landing for first officers for 100 hours.
  - After 100 hours or 50 sectors whichever comes first, spot check flight to be carried out by a TRI/TRE.
- iii Newly released captains and first officers are not to be scheduled together before 100 hours from release for captain, and 300 hours for F/O.
- iv Restriction for CAT II/III as per the applicable CAT II/III regulations.
- v Charters  
No crewmember shall be scheduled to operate a charter flight, outside the Company's network until he accumulated a minimum of 300 hours on the type to be flown (training hours are not included).

Newly introduced aircraft where the above minimum cannot be satisfied are excluded. However, adequate measure should be enforced in selecting crew for operation of charters on case by case basis to ensure safe operation.

#### 4. Flight Engineer final release check:

Final Release Check shall consist of two (2) flights of at least two sectors each of selected routes conducted by TRE/FEE. In case of an unsatisfactory completion of any of the required Final Release Checks, a repeat shall be scheduled.



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### 3.5.8 ANNUAL LINE CHECK

An annual line check on the line, minimum two sectors, to be carried out once every 12 calendar months for pilots.

1. Should a crewmember fail his line check, he shall be suspended from flying status and retrained on his failing items as soon as possible to bring him up to standard, as follows:
  - i Up to ten (10) hours technical briefing supplemented by VACBI/CBT to review the failure item(s) conducted by a flight instructor.
  - ii Line check of minimum 4 sectors conducted by a TRI/TRE.
2. If the same crewmember fails his check again, he shall be suspended from flying status and retrained to achieve the required standard as follows:
  - i Up to twenty (20) hours classroom briefing supplemented by VACBI/CBT to review the failure items conducted by a flight instructor.
  - ii Two (2) line training flights of minimum (2) sectors each conducted by TRI/TRE followed by Release check of minimum four (4) sectors carried out by TRE appointed by CP.

### 3.5.9 SUMMARY OF CREW COMPLEMENT FOR TRAINING & CHECKING


Irrespective of other circumstances, the flight crews complement for any training or check flight shall be in accordance with the following requirements:

Training / Check	Left Hand Seat	Right Hand Seat	Jump Seat
Base Training / Check	TRE / Trainee	TRE / Trainee	Safety Pilot <sup>(1)</sup>
New Command IOE	Trainee	TRE / TRI / LI	Safety Pilot <sup>(2)</sup>
Captain IOE	Trainee	LI / TRI / TRE	--
F/O IOE	TRE / TRI / LI	Trainee	Safety Pilot <sup>(3)</sup>
Final Release Check-Captain	Trainee	F/O	TRE
Final Release Check-F/O	TRE	Trainee	Safety Pilot
Command Evaluation	TRE / TRI / LI	F/O	
Re-Qualification Line Check Captain → F/O	Captain	Trainee	TRE
Annual Line Check	Captain	F/O	TRE / TRI / LI

- (1) TRE conducting an aeroplane check may act as Cover Pilot during aeroplane training.
- (2) Minimum of 5 flights.
- (3) During first phase.

### 3.5.10 TRAINING MONITORING PROCESS

The progression through all training phases results (including recurrent training) shall be monitored and counter signed by the CP.

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### **3.5.11 SKILL TEST**

The TRE / SFI shall ensure that the flight crew will have a clear understanding of the required maneuvers to be performed in their respective skill test, without providing the flight crew the detail sequence of maneuver or malfunctions prior to the respective maneuver or malfunctions being administered in accordance with the skill test form.

### **3.5.12 SPOT CHECK**

Spot check is a check that will be carried out to crew member without any prior notification or scheduling, the purpose is the follow up of the standard of individuals.

There will be no limiting number of checks to an individual within any 12 calendar months.

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### 3.6 ZERO FLIGHT TIME TRAINING (ZFTT)

#### 3.6.1 GENERAL APPROVAL REQUIREMENTS

Zero flight time training is adopted by Syrianair, Provided the following guideline are applied:

1. The course requires SCAA approval prior to commencement;
2. The flight simulator to be used shall be qualified to either Level C or D, in accordance with SCAR;
3. The flight simulator shall be fully serviceable during ZFTT;
4. ZFTT will be conducted after the completion of transition course in order to assure that the training is customized to pilot experience.
5. Approval for ZFTT for a further type of aeroplane shall only be given if Syrianair has not less than 90 days operational experience on that aeroplane type;
6. Additional take-off and landing exercises shall be included at the end of approved transition (type rating) course, and shall consist of at least **6 take-offs and landings(2 of them with engine failure)** under the instruction of a TRI or a TRE. Inclusion of visual circuits during the later stages of simulator training are mandatory.

#### 3.6.2 PILOT EXPERIENCE REQUIREMENTS


- 1- Captains and First Officers who have attained more than 500 flight hours on multi-pilot turbine-powered aircraft will undergo standard ZFTT.
- 2- First Officers who have attained less than 500 flight hours on multi-pilot turbine-powered aircraft will undergo base training, and with more than 500 flight hours will undergo ZFTT that includes an extra ten normal takeoffs and landings.

#### 3.6.3 LINE FLYING AFTER ZFTT

Line flying under supervision shall commence as soon as possible but not later than **25 days** after completion of the ZFTT.


The **first four** take-offs and landings carried out by a pilot following ZFTT shall be flown under the supervision of a TRI/TRE who shall occupy a pilot's seat.

Final demonstration of competency for ZFTT candidates is completed during line check, after completion of line training.

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### 3.7 TRAINING RECORDS

Flight crew training records shall be maintained on the appropriate form, as specified in the Appendix Chapter of this manual.

Once a check, test or training requirement has been completed, the Instructor Examiner conducting the check, test or training will forward the completed forms to the Standards and Training section.

The Head of Standards and Training must ensure that the forms have been completed correctly, **and that copies are retained on the individual flight crewmember's personal file.** A scanned copy of records will be copied to a CD and kept at CP records. Pilot Check Report forms and associated documentation shall be forwarded to the SCAR in accordance with the SCAR requirements.

Records of the following flight crew training, checks and documentation shall be maintained in each pilot's personal file for a period of 5 years, another digital copy will be kept at CP records. These records must include:


1. Pilot License;
2. Medical Certificate;
3. Initial Training Record;
4. Transition training and checking;
5. Command training and checking;
6. Recurrent training and checking;
7. Training and checks necessary to operate in either pilot's seat;
8. Route and Aerodrome Competence;
9. Training and checks necessary for special or supplementary qualifications, such as LVOPS, CFIT, RVSM, Security, and Icing / Contamination, etc.

Personal files shall be maintained in secure storage. Any crewmember shall be provided with access, on request, to the records detailing their own transition courses and recurrent training and checks.

Prior to the commencement of any training course, an individual Training File shall be prepared for each trainee by Training and Standards Section: Instructors are required to complete the authorized, relevant forms and records on a daily basis. On completion or termination of the course, the instructor or examiner is responsible for the safe return of the completed Training File to the MTS who will file and forward the relevant reports and forms to the S&T Manager (or nominated deputy), and the Crew Scheduling office, as appropriate.

Instructors are required to complete the relevant forms and records on a daily basis. On completion or termination of the course, the Instructor or examiner is responsible for the safe return of the completed Training File to the Training Department. The Standards and Training is responsible to forward the relevant reports and forms to the SCAR.

Before the start of any training, the concerned crewmember should collect the appropriate,


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authorized training file from the Standards and Training Section, understand its contents, and sign the appropriate page. He should have his file with him throughout his training and must ensure that it is presented to the instructor who should complete and sign the relevant section at the end of each training phase or flight; the trainee should submit a copy of the relevant page to the Standards and Training section. Furthermore, each trainee should submit his file for periodic **inspections** to Standards and Training section on a monthly basis or every 50 hours whichever is earlier, and for **endorsement** at the end of each training phase. Upon completion of training, files must be returned to the Standards and Training Section.

### 3.7.1 TRAINING RECORDS KEEPING PERIOD

1. Records for the following mandatory training and checks shall be maintained for a **minimum of five (5) years**, by Standards and Training section as detailed in table below:

Record	Record Maintained By	Validity Period
Proficiency Check (PC)	Standards and Training Section	Five (5) Years
Recurrent Simulator Training	Standards and Training Section	Five (5) Years
Type Rating Instrument Rating Tests	Standards and Training Section	Five (5) Years
Medical Certificate	Standards and Training Section	Five (5) Years
Pilot License	Standards and Training Section	Five (5) Years
Line (route) Checks	Standards and Training Section	Five (5) Years
Emergency and Safety	Standards and Training Section	Five (5) Years
Recurrent CRM Training	Standards and Training Section	Five (5) Years
Recurrent Ground Training	Standards and Training Section	Five (5) Years
Route and Aerodrome Qualifications	Standards and Training Section	Five (5) Years
EDTO Qualifications	Standards and Training Section	Five (5) Years
CAT II/III Qualifications	Standards and Training Section	Five (5) Years
Dangerous Goods Training	Standards and Training Section	Five (5) Years
Recent Experience Requirement	Standards and Training Section	Five (5) Years
LI/TRI/TRE License	Standards and Training Section	Five (5) Years
Security Training	Standards and Training Section	Five (5) Years

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2. The Standards and Training shall be responsible for maintaining a record of expiry dates of the above regular checks, training requirements and associated licenses and qualifications.
3. The responsible in Standards and Training shall ensure that advance notification (2 months from the date of expiry of the qualification or training) is provided to the concerned pilot and the Crew Scheduling, so that the appropriate action is taken to re-validate the qualification or training prior to its expiry date.

### 3.7.2 LINE TRAINING COMPLETION FORM

#### STANDARDS & TRAINING

**To: Chief Pilot**

**Date:     /     / 20**

**Sub: Line Training Completion**


This is to certify that (Captain - F/o) has (completed / failed) his Transition Line Training on the aircraft type ( ..... ) and he is now released to fly as:

- **Released Captain.**
- **Released F/O.**
- **Failed Check and requires more Training.**

**TRE: -----**

**LIC No.: -----**


CC: CP.  
Personal File.  
Crew Scheduling (Observe Minimum Experience pairing limitation)

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### 3.8 VALIDITY PERIODS FOR TRAINING AND CHECKS

TRAINING / CHECK	VALIDITY PERIOD	REMARKS
Proficiency Check (PC)	(6) calendar months for Commanders First officers (P 4 CH 1 S 12-12.30 b 1)	If issued within the final 6 calendars months of validity of a person's PC the validity shall extend from the date of issue until 6/12 calendar months from the expiry date of the Previous PC.
Simulator Recurrent Training	6 calendar months. Training conducted in conjunction with Recurrent PC.	If issued within the final 3 calendars months of validity of a person's PC the validity shall extend from the date of issue until 6/12 calendar months
Type Rating	Issued after successful completion of a check ride / skill test and re-validated by successful completion of PC. Valid for 12 calendar months.	Validity for 12 calendar months, in addition to the remainder of the month of issue, or the delay of expiry if re-validated within the 3 months immediately preceding the current expiry dates.
Instrument Rating	Issued after successful completion of a check ride / skill test and re-validated by successful completion of PC. Valid for 12 calendar months.	Validity for 12 calendar months, in addition to the remainder of the month of issue, or the delay of expiry if re-validated within the 3 months immediately preceding the current expiry dates.
Line Check	12 calendar months, in addition to the remainder of the month in which the check was conducted.	Line check may be conducted up to 3 months prior to the current expiry date, and be extended for a further 12 calendar months from the expiry dates.
Safety and Emergency	<p>1. The annual emergency And safety equipment check is valid for 12 calendar months.</p> <p>2. The bi-annual emergency And safety equipment check shall be 2 calendars years in addition to The remainder of the month of its issue.</p>	<p>If the training/check is conducted within 3 calendar months of validity of a previous annual emergency and safety equipment check, period of validity is extended for 12 calendar months from the expiry date of the previous annual emergency and safety equipment check.</p> <p>If completed within the final 3 calendar months of validity of a previous bi-annual check, the validity shall extend from the date of this check until 2 calendar years from the expiry date of the previous bi-annual emergency and safety equipment checks.</p>

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TRAINING / CHECK	VALIDITY PERIOD	REMARKS
Dangerous Goods	The expiry date of applicable to Dangerous Goods training shall be 31 December. Following attendance at the most recent course, the expiry date shall be advanced to 31 December 2 years later.	
Recurrent CRM Training	12 calendar months.	If completed within the final 3 months validity, period of validity shall be extended for 12 calendars months from the date expiry date of the previous CRM training.
Recurrent Ground Training	12 calendar months.	If completed within the final 3 months validity, period of validity shall be extended for 12 calendars months of the previous Recurrent Ground Training.
Pilot Incapacitation	Training on incapacitation should be carried out every 12 calendar months by means of class-room instruction, discussion, video presentation, or other similar means.	Practical training in a simulator shall be carried out every 3 years.
Route and Aerodrome Qualifications	12 calendar months in addition to the remainder of qualification or the month of the latest operation on the route or to the aerodrome.	
Recent Experience Qualifications	Refer to Operations Manual Part A, Chapter 5.	
Low Visibility CAT II Operations	Within the validity of the Proficiency Check (PC), a minimum of three (3) CAT II/III approaches shall be conducted during simulator training and checking.	
Qualifications to Operate in either Pilots' seat	A Commander, whose duties is required to operate from either the right-hand seat (RHS) shall undergo training during the recurrent simulator training session every 6 months on the practice of appropriate drills and procedures from the RHS.	
Security Training	12 calendar months, should cover all the subjects related to security issues,	

### 3.9 EXPIRY OF MANDATORY TRAINING AND CHECKS

1. Records for the following mandatory training and checks shall be maintained for a minimum of five (5) years, by the Standards and Training Sections detailed in table below:


Record	Record Maintained By	Validity Period
Proficiency Check (PC)	Flight Operations Training Department	Five (5) Years
Recurrent Simulator Training	Flight Operations Training Department	Five (5) Years
Type Rating Instrument Rating Tests	Flight Operations Training Department	Five (5) Years
Medical Certificate	Flight Operations Training Department	Five (5) Years
Pilot License	Flight Operations Training Department	Five (5) Years
Line Checks	Flying Department	Five (5) Years
Emergency and Safety (including Security)	Flight Operations Training Department	Five (5) Years
Recurrent CRM Training	Flight Operations Training Department	Five (5) Years
Recurrent Ground Training	Flight Operations Training Department	Five (5) Years
Route and Aerodrome Qualifications	Flying Department	Five (5) Years
EDTO Qualifications (When Applicable)	Flight Operations Training Department	Five (5) Years
CAT II/III Qualifications	Flight Operations Training Department	Five (5) Years
Dangerous Goods Training	Flight Operations Training Department	Five (5) Years
Recent Experience Requirement	Flying Department	Five (5) Years
LI/TRI/TRE License	Flight Operations Training Department	Five (5) Years
Right Seat Qualifications	Flight Operations Training Department	Five (5) Years

2. The Standards and Training shall be responsible for maintaining a record of expiry dates of the above regular checks, training requirements and associated licenses and qualifications.
3. The responsible in Standards and Training and the Flying Departments, as applicable (responsible department specified in the table), shall ensure that advance notification (2 months from the date of expiry of the qualification or training) is provided to the concerned department, including the concerned pilot and the Crew Scheduling, so that the appropriate action is taken to re-validate the qualification or training prior to its expiry date.

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### 3.10 SERVICE REQUIREMENTS

Type of Appointment	Total-Time required in the Training prior to fleet Transfer
Line Instructor (LI)	1 Year
Type Rating Instructor (TRI)	2 Years
Type Rating Examiner (TRE)	3 Years

Any pilot refuses training (transition/upgrade) will not be considered for any training for a period of two years following the refusal.

Failure on transition / upgrade training of a crewmember will bring him/her back to previous type. Accordingly, he/she will not be eligible for any upgrading for the next two years.

All pilots holding a Training appointment shall serve a minimum of 24 months on their respective fleet, and the movement for fleet transfer will be as below:

#### 1. Line Instructor

On completing 1 year as a Line Instructor, the movement to the next fleet, if he so desires should be as a Line Captain. After completing 6 months or 300 hours as a Line Captain, he will be eligible to be upgraded to Line Instructor at the following selection board meeting. If he resigns from his Line Instructor position prior to this completing the 1 year period, and is eligible for transfer to the next assigned fleet, he will remain as a Line Captain on the next assigned fleet for a period of 1 year plus the uncompleted part of his Line Instructor assignment prior to his being eligible to be upgraded to Line Instructor at the following selection board meeting.


#### 2. Type Rating Instructor

On completing 1 year as a TRI, and 2 years in the Training department, the movement to the next assigned fleet if he so desires will be as a Line Instructor and the RHS check should be completed along with the skill test. After completing 6 months as a LI, he will be eligible to be upgraded to TRI at the following selection board meeting.

#### 3. Type Rating Examiner


On completing 1 year as TRE and 3 years in the Training department of the respective fleet, the movement to the next assigned fleet should be as a TRE, and the RHS check should be completed along with the skill test. RHS Training (on the aircraft) will be done on completing 3 months, 300 hrs. and 50 sectors.

**Note:** If and when, the Company may require the services of the TRE on the previous fleet due to operational requirement, he must comply, and the maximum period will be **1 year** on the previous fleet.

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### 3.11 APPROVAL REQUIREMENTS


1. All training conducted within Syrianair or training sub-contractor including training facilities, devices, equipments and course materials shall be approved by SCAR.
2. In addition to the above, **annual evaluation** for the training facilities, devices, equipment course materials, and instructors shall be conducted by the Standards and Training to ensure compliance with company standards.
3. Only authorized handouts shall be used and distributed to trainees during their ground training.
4. Instructors, Examiners shall conduct all training examinations in accordance with the applicable forms provided.

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### 3.12 FLIGHT CREW TRAINING AND EXAMINATION

#### FLIGHT CREW TRAINING AND EXAMINATION


			Initial / Transition	Recurrent
<b>A.</b>	1	<b>Ground Training Syllabus</b> Company Indoctrination	√	N/A
	2	Aircraft Systems and Limitations Training	√	1
	3	Emergency and Safety Training	√	1
	4	Security Training	√	1
	5	Dangerous Goods Training	√	1
	6	Crew Resource Management (CRM) Training	√	1
	7	Aircraft Performance	√	1
	8	Adverse Weather / De-icing	√	1
	9	Specialized Training a. Low Visibility Operations b. Long Range Navigation c. Reduced Vertical Separation Minima (RVSM) and Required Navigation Performance (RNP) Training d. Extended Diversion Time Operations(EDTO) e. Command Training f. English Language Training g. Operations Requirements / Specifications h. aircraft upset recovery	√  √  N/A √ √ √ √	1 N/A N/A  N/A *3 1 2 1
	10	Examination / Certification	√	1

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			Initial / Transition	Recurrent
<b>B.</b>		<b>Simulator and/or Aircraft Training Syllabus</b>		
	1	Normal and Non-normal Procedures/Maneuvers	✓	1
	2	Crew Resource Management (CRM) Training	✓	1
	3	Line Oriented Flight Training (LOFT)	✓	1
	4	Adverse weather Operations+ (W/S)	✓	1/2
	5	GPWS (CFIT) Escape Maneuver	✓	1
	6	Abnormal Attitude Recovery	✓	1
	7	Specialized Training		
		a. Low Visibility Operations	✓	1
		b. TCAS Escape Maneuver	✓	1
		c. Special Airport Qualification	✓	1
		d. Reduced Vertical Separation Minima (RVSM) and Required Navigation Performance (RNP) Training	✓	1
		e. Upset Recovery	✓	1
		f. Seat-specific Qualification	✓	1
		g. Rejected Take-off	✓	1
		h. Emergency Evacuation	✓	1
	8	Examination / Certification	✓	1
	9	PPC	✓	2/1
<b>C.</b>		<b>Aircraft Training Syllabus</b>	✓	N/A
<b>D.</b>		<b>Line Training Syllabus</b>		
	1	Line Flying Under Supervision (Operating Experience)	✓	N/A
	2	Route and Airport Qualification	✓	1
	3	Special Airport Qualification	✓	*
	4	Examination / Certification	✓	1

#### Legend

1. Denotes a training or/and examination event that must have been satisfactorily completed in the **previous calendar year**. Each instructor may determine whether to only administer training or administer a practical examination of the listed maneuvers and procedures. Ground training elements as they pertain to recurrent training may be accomplished during other phases of training such as simulator, Aircraft, and or line training.
2. Denotes a training and/or examination event that must have been satisfactorily completed in the previous two (2) calendar years. Each instructor may determine whether to only administer training or administer a practical examination of the listed maneuvers and procedures.
3. Denotes a training and/or examination event that must have been satisfactorily completed in the previous three (3) calendar years. Each Operator may determine whether to only administer training or administer a practical examination of the listed maneuvers and procedures, Ground training elements as they pertain to recurrent training may be accomplished during other phases of training such simulator, Aircraft, and or line training.


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- 1/3\*** - Safety Equipment training must have been administered in the previous calendar year; emergency drills must have been practiced in the previous three (3) calendar years.
- \* -** Special Airport Qualification – Recurrent Training may be accomplished in a variety of ways, such as, approved pictorial means, actual flight entry/exit, briefings, and home study.
- 2/1 -** Demonstration of competence in normal and non-normal procedures and maneuvers shall be satisfactorily completed twice within any one year period, except once within any one year period when completed in accordance with a comprehensive training and evaluation program approved by the regulatory authority of the State.
- \*3-** English language training and evaluation will be required to demonstrate a sufficient level of English language proficiency that will ensure effective communication during the performance of duties by flight crew members whose duties include communication with ATC, and who conduct flights into areas where English is required for Air Traffic Control (ATC) communications. To be completed during initial ground training and subsequently once every 3 calendar years.  
Evaluation interval may be extended to 6 years based on proficiency level of the applicant.
- a) language proficiency at the Operational Level (Level 4) is evaluated BY SCAA at least once every three years; and
- b) Language proficiency at the Extended Level (Level 5) is evaluated BY SCAA at least once every six years.

### **3.12.1 Training and Qualification Program**


As part of crew continuous qualification and evaluation during a period of 1 year which will be in parallel with Line check evaluation flight, LOFT, and Proficiency check evaluation, Syrian air adopted the following:

- 1- TRE/Simulator instructor shall study the history of trainee training jacket to build up a first evaluation before commencing evaluation flight or training.
- 2- Line proficiency check is carried out during commercial flights and intended for the evaluation of normal operations, crew performance, and task sharing.
- 3- Proficiency Checks carried out during simulator recurrent training for continuing qualification curricula, this check is carried out each 6 months and based on the evaluation of crew coordination during abnormal and emergency conditions.
- 4- LOFT training which is carried out once a year to evaluate CRM and Safety standard of crew.
- 5- As a yearly assessment of crew, an evaluation on the second semiannual simulator recurrent training will be carried out during LOFT (2 hours second LOFT training) to qualify and evaluate the crew standard in the following:
  - CRM.
  - Crew Task Shearing.
  - Crew Performance.
  - Crew Response to failures and adherence to SOP.
- 6- This advanced training and evaluation program can be divided between simulator sessions during the second yearly recurrent training but the evaluation will be completed by LOFT session (as in 5 above).

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### **3.13 STANDARDIZATION MEETINGS POLICIES & PROCEDURES**


Standardization meetings shall be held every 6 months to assess the standards of flight crew and adopt measures to ensure compliance with company standards and determined areas where improvement is required.

The Standardization Meetings shall be attended by:

1. Chief Pilot. (CP)
2. Fleet Captains.
3. Head of Standards and Training.
4. Instructors (At least one from each fleet)
5. Flight Crew


**The main scope of the meeting will be the study of training records, extract trends, and establish remedial actions and set new improved standards.**

CP shall arrange for the meetings and ensure implementation of the results of the meetings.

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### **3.14 FLIGHT CREWMEMBERS – EMPLOYMENT REQUIREMENTS**

#### **3.14.1 Introduction**

Minimum age for Command upgrade is 26 years.  
Maximum age for command upgrade is 50 years.  
Maximum age to act as cockpit crew member is 65 years.  
Maximum age to act as Cabin Crew member is 50 years (female) 55 years (males).

Flight Crewmembers are employed in accordance with the following requirements:


#### **3.14.2 Pilots - Syrian Nationals (Cadets)**

1. Age: 19 to 28 years inclusive
2. Height: 164 Cms min., 193 Cms max.
3. Weight: Proportional to height
4. Eye sight: 10/10 with corrected lenses (max 7/10 without) and no color deficiencies.
5. Education:
  - i. Secondary School Certificate or its equivalent. Minimum 75%. College education preferable.
  - ii. Must read, write and speak English fluently.
  - iii. Must pass Company screening tests in English, Mathematics, Physics, abstract reasoning and mechanical comprehension.
  - iv. Must pass Syrianair Crewmembers Recruitment Panel.
6. Health: Must pass Company medical and qualify for SCAA First Class Physical
7. Pass the Psychological test carried out by Medical center.
8. Pass the Psychometric test carried out by Flight Operations.
9. Pass employment security acceptance.

#### **3.14.3 First Officers - Syrian Nationals (Non-Syrian Nationals not allowed)**

##### **3.14.3.1 Qualifications**

1. Valid SCAA Commercial Land Pilot Certificate with instrument rating and minimum LVL 4 in English proficiency.
2. Age: 20 - 32 inclusive (refer to EXPERIENCE requirement below).
3. Height: 164.0 - 193.0 Cm.
4. However, a Syrian national direct hire candidate whose height is between 163 Cm - 165 Cm may be considered for employment,
5. Provided the applicant can demonstrate the ability to manipulate all required flight controls and switches without undue effort. This demonstration must be evaluated by a Training Captain designated by the Director Flight Operations.
6. Satisfactory completion of high school.
7. Must be sufficiently fluent in Aviation English language to ensure effective communication with ATC. He should be sufficiently fluent in English for effective necessary communication between flight crew and cabin crew and for adequate understanding of company manuals and documentation.
8. Current SCAA First Class Medical Certificate.
9. No pilot applicant will be accepted to any Company Flight Training Program at any time if:

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- He has previously tested positive for drugs, nor can he apply in the future for any safety related position in the Company.
- Pass the Company Psychometric Test.
- Must pass Syrianair Crewmembers Recruitment Panel.
- Graduated from an approved Flying School / College by SCAA.
- Pass employment security acceptance.
- Must pass psychoactive substances test by medical center.

### 3.14.3.2 Experience

Minimum hours to meet Syrian licensing.

### 3.14.4 Cadet Training

All Cadets, who have been accepted by the Flight Operations Division, for the purposes of training, whether for ground or for flying duties shall be under the following parameters:

1. A cadet, who is accepted by the Flight Operations, has no official status in the Airline, till the day he completes his training successfully and his case is referred to Administration for employment.
2. A cadet, who fails the required examinations, on any ground training, shall be given one more chance in a week's time.
3. If he fails his second chance, his case is to be considered by the Chief Pilot whether he should be given further tutoring or dismissal.
4. A flying cadet, after completion of his Ground training successfully, should be able to achieve first solo in a maximum of 15 hours.
5. If he fails, based upon the Flying School recommendation, a further 5 hours may be granted through the Manager Training.
6. If he fails to solo after 5 additional hours, then his training is discontinued.
7. Passing mark for ground training is 70%.
  - i. An absence of over 5 % in any phase of the Training Program will result in his/her withdrawal from the Training Program.
  - ii. In the case where the Cadet provides justifiable reasons for his/her absences, the Manager Training may schedule him/her in the next available Training Program.
  - iii. An unjustifiable absence of over 5 % in any phase of the Training Program will result in his/her case being referred to the appropriate Flight Operations Selection Board.


### 3.14.5 Direct Hire Captains - Other Nationals (Not allowed)

### 3.14.6 Priority for Training

Priority for Training will be based on the following:

1. Date of employment as a Pilot holding a Commercial Multi Engine with Instrument Rating.
2. The trainee initial seniority is the date he starts ground school for his initial equipment. If the trainee does not satisfactorily complete the training program, his initial seniority date is the starting date of the subsequent training program in which he is involved, subject to satisfactory completion of the program.




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3. When 2 or more trainees complete Ground School on the same date, further priority for Training will be determined on the basis of date of employment.
4. Highest score where (1 / 2) doesn't apply. If the score is the same the oldest having priority.
5. Training Department / Flying Department will make every effort to complete the training of the students as quickly as possible. As soon as the trainee gets his cockpit release will be enrolled in the present allowances policy.
6. The trainee line seniority will be determined as per the Seniority Policy.


### 3.14.7 Seniority

1. To provide uniformity in the administration of Flight Crewmembers, a Seniority List will be published every January of each year based on questionnaire results carried out before each simulator, and simulator results if failed.
2. The actual date of first release in rank will be the date of seniority on the first equipment (cockpit crew release). In case a crewmember is held back because of Company requirements in which case he will retain his last seniority.
3. In case of a pilot who leaves the company without an official release from the job, he will lose seniority and when he returns to job again he will be located at the bottom of seniority of his current rank at the new date of joining.
4. New Pilots seniority will be based on the date of Cockpit release.
5. The seniority of Second Officers (Reserved).
6. The seniority of Professional Flight Engineers will follow the same lines as pilots' seniority criteria (as in 2,3,4, above)

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### 3.15 EMPLOYMENT – PERSONNEL OTHER THAN CREWMEMBERS

#### 3.15.1 Cabin Attendant Employment

##### 3.15.1.1 Employment

1. Age: 18 - 28 years inclusive
2. Height: 158 Cm min
3. Weight: Proportional to Height
4. Education:
  - Secondary School Certificate
  - Must read, write & speak English fluently.
  - Must pass Company screening test in English
5. Health: Pass Company Medical examination
6. Pass the Company Selection Panel. The selection will go through the following phases:
  - i. **File review through the following criteria:**
    - Age
    - Appearance
    - Qualification
    - Past Experience
  - ii. **Interview based on the following criteria:**
    - Appearance
    - Weight and Height
    - Personality
    - Ability to Communicate
    - Past Aviation Experience
    - English Language

##### 3.15.1.2 Probation


All Trainee Cabin Attendants will remain in a probationary status for a period of 3 months after release as a qualified Cabin Attendant on the line.

The Company may at any time and solely at its discretion terminate a Cabin Attendant during his/her probationary period.

#### 3.15.2 Dispatchers

##### 3.15.2.1 Employment

1. Age: 21-28 years
2. Education: High School Certificate
3. Dispatcher candidates must successfully complete appropriate training.
4. Dispatcher candidates must successfully complete training on systems and performance for each aircraft type, which they will dispatch.
5. **Other Country Nationals (Not Applicable).**

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### **3.15.2.2 Certification**

No employee shall be utilized as Dispatcher until he has qualified in accordance with SCAR and Syrianair Regulations and has been licensed by SCAA.


### **3.15.3 Crew Schedulers**

#### **3.15.3.1 Employment**

1. Age: 18-28 years
2. Education: High School Certificate
3. Crew scheduling candidates must successfully complete scheduling training course and basic indoctrination.
4. Crew scheduling candidates must successfully complete five months on-the-job training.

#### **3.15.3.2 Approval**

No employee shall be utilized as a Crew Scheduler until he has qualified in accordance with Syrianair Regulations.

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### 3.16 QUALIFICATION REQUIREMENTS

#### 3.16.1 Captain

1. A valid SCAA ATPL with valid instrument and type rating.
2. A valid medical certificate.

#### 3.16.2 First Officer

1. A valid SCAA license CPL with valid instrument; and
2. A valid medical certificate.

#### 3.16.3 Recent Experience for Captain and First Officer ( SCAR P4 Ch1 / 11.5 )

Syrianair requires that a pilot must not operate an aircraft as a commander or a first officer unless, he has carried out at least 3 take-offs and 3 landings as pilot flying in an airplane or an approved ZFT simulator of the type to be operated in the preceding 90 days.

Any pilot who did not complete 3 takeoffs and landings in the previous 90 days shall regain his/her recency by performing 3 takeoffs and landings under the supervision of a TRI ( one takeoff and landing shall be practiced with simulated failure of the critical engine) ( SCAR PT4 Ch1 / 12.24 a 3 )

The above mentioned 3 takeoffs and landings to regain recency, including the simulated critical engine failure could be carried out in an approved ZFT simulator during recurrent training ( SCAR PT4 Ch1 / 12.24 b ).

#### 3.16.3.1 Recent Experience/ Mixed Fleet Flying A340/ A320

Syrianair requires that a pilot must not operate an aircraft as a commander or as first officer unless, he has carried out at least 3 take-offs and landings as pilot flying in an aircraft or in an approved simulator on either type to be operated in the preceding 90 days and at least one take-off and landing in each type every 45 days.

#### 3.16.4 Pilot Qualification to Operate in Either Seat (SCAR P4 CH 1 SEC 12/ 2.5b3)

A pilot whose duties require him to operate in either seat, will complete additional training and checking as specified in the Operations Manual, Part "D" – Training.


Other seat checking may be concurrent with the Proficiency Check.

Other than the above, if company requirement dictates a line Captain to operate from the right seat, he shall complete the required right-hand seat qualification training and checking as specified in the Operations Manual Part D: Training prior to such assignment.

#### 3.16.5 Recent Experience for F/E(SCAR P2 CH1 SEC 1/1.7)


A person must not act as a flight engineer of an aircraft that is of a type and design that requires a flight engineer unless that person has:

1. Passed a panel proficiency check (PPC) every six calendar months in that type of aircraft conducted by SCAA inspector or designated flight engineer examiner approved by SCAA.
2. Completed every alternate check in a simulator of that type of aircraft as approved by SCAA.

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### 3.17 OTHER QUALIFICATION REQUIREMENTS

#### 3.17.1 Low Visibility Operations (LVO) Qualifications

Qualification for LVO is specific to the Company's operations and the aircraft type.

A pilot with no Category II/III experience must complete the full training program as specified in the Operations Manual Part "D" – Training. A pilot who had Category II/III experience with another operator, or a pilot who was qualified for Category II/III operations on another aircraft type in the Company, may be assigned an abbreviated training course.

The simulator part of the course must be completed on a flight simulator approved for Category II/III training and checking.

Before commencing Category II/III operations, the following additional requirements are applicable to a new Commander, or a Commander who is new to the aircraft type:

1. 300 hours experience on the type, which may include the hours spent on line training; and

The period of validity **for LVO qualification is 12 calendar months** from the end of the month of the LVO check provided simulated LVO is practiced on line and recorded on LVO personal pilot log. If a recurrent LVO is conducted within the final 3 months of validity, the period of validity shall extend for a further 12 months from the expiry date of the previous check.

#### 3.17.2 Extended Diversion Time Operations (EDTO)

RESERVED.

#### 3.17.3 Fans (Reserved)

Before commencing use of FANS equipment on line, a pilot is required to undergo FANS training. Details are contained in Operations Manual Part "D" – Training.


#### 3.17.4 P-RNAV

Before commencing use of P-RNAV operations on line, a pilot is required to undergo P-RNAV training. Details are contained in Operations Manual Part "D" – Training.

#### 3.17.5 TCAS

The TCAS course is a academic knowledge and is fully integrated in the type rating course and recurrent simulator training.

Details are included in the Operations Manual Part "D" – Training.

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### 3.17.6 ROUTE AND AERODROME COMPETENCE (SCAR P4 CH 1 SEC 12 / 12.32)

Prior to being assigned as Commander on a route, the pilot will have been familiarized with the route to be flown and the aerodromes (including alternates), facilities and procedures to be used.

The period of validity of the route and aerodrome qualification is **12 calendar months** from the end of the month of qualification, or the end of the month of the latest operation.

Operating on the route or to the aerodrome within the period of validity revalidates the route and aerodrome competence qualification.

If revalidated within the final 3 calendar months of the validity period, the period of validity is extended for 12 months from the end of the previous validity period.

### 3.17.7 Route Competence Training

Route competence training includes knowledge of:

1. Terrain and minimum safe altitudes.
2. Seasonal meteorological conditions.
3. Meteorological, communications and air traffic facilities, services and procedures.
4. Search and rescue procedures.
5. Navigational facilities associated with the route along which the flight is to take place.

Depending upon the complexity of the route the following methods of familiarisation will be used:

- **For less complex routes:** self-briefing with documentation, or programmed instruction
- **For more complex routes:** in addition to the self-instruction, in-flight familiarisation under supervision or familiarisation in an approved simulator using a database appropriate to the route concerned.


### 3.17.8 Aerodrome competence training

Aerodrome competence training includes knowledge of:

1. Airport obstacles, general topography, physical layout lighting approach aids, minimum safety altitudes.
2. Arrival, departure, holding and instrument approach procedures, as well as any procedure applicable to flight path over heavily populated areas and areas of high air traffic density.

Depending upon the complexity, aerodrome is classified in categories from A to C. Category A is given to the least demanding aerodrome; Category B and C are applied to more demanding aerodromes.



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### 3.17.9 CREW RESOURCE MANAGEMENT (CRM) (SCAR P4 CH 1 SEC 12 / 12.13)

CRM is the effective utilization of all available resources e.g. crewmembers, aeroplane systems and supporting facilities to achieve safe and efficient operation.

The objective of CRM is to enhance the communication and management skills of pilots. Emphasis is placed on the non-technical aspects of flight crew performance.


Initial CRM training is specified in the Operations Manual Part “D” – Training.

The period of validity for CRM training is **One year**.

CRM skills are included in the assessment of the Operator Proficiency Check and Line Check.

CRM training: Table 1 indicates which elements of CRM that all be included in each type of training . The training elements in Table 1 , Column (a) shall be covered within a three year cycle to the level required by Column (e) . Annual Recurrent CRM Training

Training elements (a)	Introductory CRM course (b)	Operator's CRM training	Aero plane type specific CRM (d)	Annual recurrent CRM training (e)	SCCM course (f)
General Principles					
Human factors in aviation General instructions on CRM	In depth	Not required	Not required	Not required	Overview
Human performance and limitations					
From the perspective of the individual cabin crew member					
Personality awareness , human error and reliability , altitude and behaviors, self-assessment	In depth	Not required	Not required	Overview (three year cycle)	Not required
Stress and stress management					
Fatigue and vigilance assertiveness					
Situation awareness, information acquisition and processing					
From the perspective of the whole airplane crew					
Error prevention and detection	Not required	In depth	Relevant to the type(s)	Overview (three year cycle)	Reinforcement (Relevant to the senior cabin crew duties )
Shared situation awareness, information acquisition and processing					
Workload management					
Effective communication and coordination between all crew member including the flight crew as well as inexperienced cabin crew members , cultural differences					
Leadership, cooperation synergy , decision-making, delegation					
Individual and team responsibilities, decision making and action					

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Training elements (a)	Introductory CRM course (b)	Operator's CRM training	Aero plane type specific CRM (d)	Annual recurrent CRM training (e)	SCCM course (f)
From the perspective of the whole airplane crew					
Identification and management of the passenger human factors: crowd control, passenger stress, conflict management, medical factors	Not required	In depth	Relevant to the type(s)	Overview (three year cycle)	Reinforcement (Relevant to the senior cabin crew duties )
Specifics related to airplane types (narrow/wide bodies, single/multi deck), flight crew and cabin crew composition and number of passengers		Not required	In depth		
From the perspective of the operator and the organization					
Company safety culture, SANNEX, organizational factors, factors linked to the type of operations	Not required		Relevant to the type(s)	Overview (three year cycle)	Reinforcement (Relevant to the senior cabin crew duties )
Effective communication and coordination with other operational personal and ground services					
Participation in cabin safety incident and accident reporting					
Case based studies (see note )		Required	Required		
Note : in column (d) , if relevant airplane type specific case based studies are not available , then case based studies relevant to the scale and scope of the operation that be considered .					

### 3.17.10 EMERGENCY AND SAFETY EQUIPMENT (SCAR P4 CH 1 SEC 12 / 12.15)

Flight crew members are required to undergo training and checking on the location and use of all the emergency and safety equipment on-board. Emergency and safety equipment training is part of transition training and recurrent training.

1. Every year, the use of life jacket, safety equipment and location, security procedures will be renewed.
2. Every 3 years, the operation of all types of exits, slides and firefighting equipment, use of life raft where fitted will be practiced.


Emergency Safety Equipment Training is specified in the Operations Manual Part “D” – Training.

The period of validity of an Emergency and Safety Equipment check is 12 calendar months from the end of the month of the check. If a recurrent Emergency and Safety Equipment check is conducted within the final 3 months of the validity period, the period of validity shall extend for a further 12 calendar months from the expiry date of the previous check.

Emergency and Safety Equipment training will take place in conjunction with cabin crew undergoing such training to emphasize the importance of co-ordination and two-way communication between the flight deck and the cabin during evacuation and emergencies.

### 3.17.11 DANGEROUS GOODS (SCAR P4 CH 1 SEC 12 / 12.14)

A pilot is required to undergo Dangerous Goods training as specified in the Operations Manual Part “D” – Training. The period of validity of Dangerous Goods Training is **1 year** from the end of the month of the training.

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### 3.17.12 SECURITY TRAINING (SCAR P4 CH 1 SEC 12 / 12.1)

Crew members are required to undergo Aviation Security Training to include policies and procedures that address appropriate crew communication, coordination and action in response to acts of unlawful interference.

The period of validity of Security Training is **12 calendar** months from the end of the month of the training. If Security training is conducted within the 3 months of the validity period, the period of validity shall extend for a further 12 calendar months from the expiry date of the previous check.


### 3.17.13 Upset Recovery Training

(a) Upset prevention training should:

- (1) Consist of ground training and flight training in an FSTD ;
- (2) Include upset prevention elements from Table 1 for the conversion training course; and
- (3) Include upset prevention elements in Table 1 for the recurrent training at least every 12 calendar months, such that all the elements are covered over a period not exceeding 3 years.

**Table 1: Elements and respective components of upset prevention training**

Elements and components		Ground training	FSTD/Aeroplane training
<b>A.</b>	<b>Aerodynamics</b>	.	.
1.	General aerodynamic characteristics	.	.
2.	Aeroplane certification and limitation	.	.
3.	Aeroplane ( high and low altitude )	.	.
4.	Aeroplane performance (high and low altitude)	.	.
5.	Angle of attack (AOA) and stall awareness	.	.
6.	Stick shaker or other stall-warning device activation (as applicable)	.	.
7.	Stick pusher (as applicable)	.	.
8.	Mach effects (if applicable to the aeroplane type)	.	.
9.	Aeroplane stability	.	.
10.	Control surface fundamentals	.	.
11.	Use of trims	.	.
12.	Icing and contamination effects	.	.
13.	Propeller slipstream (as applicable)	.	.
<b>B.</b>	<b>Causes of and contributing factors to upsets</b>	.	.
1.	Environmental	.	.
2.	Pilot-induced	.	.
3.	Mechanical (aeroplane systems)	.	.
<b>C.</b>	<b>Safety review of accidents and incidents relating to aeroplane upsets</b>	.	.
1.	Safety review of accidents and incidents relating to aeroplane upsets	.	.
<b>D.</b>	<b>g-load awareness and management</b>	.	.
1.	Positive /negative /increasing/decreasing g-load	.	.
2.	Lateral g awareness(sideslip)	.	.
3.	g-load management	.	.
<b>E.</b>	<b>Energy management</b>	.	.
1.	Kinetic energy vs chemical energy (power)	.	.
<b>F.</b>	<b>Flight path management</b>	.	.
1.	Relationship between pitch power and performance	.	.
2.	Performance and effects of differing power plants(if applicable)	.	.
3.	Manual and automation inputs for guidance and control	.	.
4.	Type-specific characteristics	.	.
5.	Management of go-around from various stages during the approach	.	.
6.	Automation management	.	.
7.	Proper use of rudder	.	.

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Elements and components (next page )		Ground training	FSTD/Aeroplane training
<b>G.</b>	<b>Recognition</b>		
1.	Type-specific examples of physiological, visual and instrument clues during developing and developed upsets	.	.
2.	Pitch/power/roll/yaw	.	.
3.	Effective scanning(effective monitoring)	.	.
4.	Type-specific stall protection systems and cues	.	.
5.	Criteria for identifying stalls and upsets	.	.
<b>H.</b>	<b>System malfunction (including immediate handling and subsequent operational considerations, as applicable)</b>		
1.	Flight control defects	.	.
2.	Engine failure (partial or full)	.	.
3.	Instrument failures	.	.
4.	Loss of reliable airspeed	.	.
5.	Automation failures	.	.
6.	Fly-by-wire protection degradation stall protection system failures including icing alerting systems	.	.
<b>I.</b>	<b>Manual handling skills</b> (no autopilot, no auto-thrust/auto-throttle and, where possible, without flight directors)		
1.	Flight at different speeds , including slow flight , and altitude within the full normal flight envelope	.	.
2.	Procedural instrument flying and maneuvering including instrument departure and arrival	.	.
3.	Visual approach	.	.
4.	Go – around from various stages during the approach	.	.
5.	Steep turns	.	.

(b) Upset recovery training should:

- (1) Consist of ground training and flight training in an FFS qualified for the training task;
- (2) Be completed from each seat in which a pilot's duties require him/her to operate; and
- (3) Include the recovery exercises in Table 2 for the recurrent training, such that all the exercises are covered over a period not exceeding 3 years

**Table 2: Exercises for upset recovery training**

exercises		Ground training	FFS training
<b>A.</b>	<b>RECOVERY FROM DEVELOPED UPSETS</b>		
1.	Timely and appropriate intervention	.	.
2.	Recovery from stall events, in the following configurations: -take-off configuration -clean configuration low altitude - clean configuration near maximum Operating altitude , and -landing configuration during the approach phase	.	.
3.	Recovery from nose high at various bank angles	.	.
4.	Recovery from nose low at various bank angles	.	.
5.	Consolidated summary of aeroplane recovery techniques	.	.

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### **3.18 RECURRENT TRAINING REQUIREMENT**

#### **3.18.1 RECURRENT TRAINING AND RECURRENT CHECKING (SCAR P4 CH 1 SEC 12 / 12.2)**

A pilot is required to undergo recurrent training and checking relevant to the aeroplane type he operates, as follows:

##### **3.18.1.1 Recurrent Training**

The recurrent training program consists of:

1. Ground and Refresher training
2. Aeroplane / Flight simulator training
3. Emergency and Safety Equipment training (refer to 5.2.6); and
4. CRM (Crew Resource Management) training (refer to 5.2.5)
5. Security Training.
6. Dangerous Goods Transport.

##### **3.18.1.2 Ground and Refresher Training**

A pilot is required to undergo ground and refresher training every 12 calendar months to verify his operational knowledge.

##### **3.18.1.3 Aeroplane / Flight Simulator Training**

A pilot is required to undergo aeroplane / flight simulator training every 6 calendar months. This training includes the License Proficiency Check, which may be combined with the PC. The License Proficiency Check is valid for 6 months from the end of the month of the check. Type ratings, which are valid for 1 year from the date of issue, are renewed during the License Proficiency Check. If a License Proficiency Check is conducted within 3 months of its expiry, it will be re-validated for a further 6 months from the expiry date of the previous License Proficiency Check.

The airplane/flight simulator training program will cover all major aircraft systems and associated procedures over a period of 2 years.


Details are provided in the Operations Manual Part “D” – Training.

##### **3.18.1.4 Recurrent Checking**

The recurrent checking program consists of the:

1. Proficiency Check.
2. Emergency and Safety Equipment check.
3. Line Check.

Each flight crewmember undergoes an operator proficiency check to demonstrate his


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competence in carrying out normal, abnormal and emergency procedures. The period of validity of an operator proficiency check is 6 months.

Each flight crewmember undergoes training and checking on the location and use of all emergency and safety equipment carried. The period of validity of an Emergency and Safety Equipment check is 12 calendar months.

**Note 1:** Line checks, route and aerodrome competency and recent experience are intended to ensure the crew member's ability to operate efficiently under normal conditions, whereas other checks and emergency and safety equipment training are primarily intended to prepare the crew member for abnormal/emergency procedures.


**Note 2:** When a flight crewmember undergoes an operator proficiency check or line check CRM skills are included in the overall assessment.

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## 4. GROUND TRAINING

### 4.1 BASIC INDOCTRINATION For initial training and qualification

#### 4.1.1 GENERAL

1. The objective of this course is to prepare new pilots, flight engineers and dispatchers for entry into the appropriate ground training.
2. To prepare type rated contract pilots for entry into appropriate flight training for their aircraft assignment.

#### 4.1.2 PREREQUISITE

This course is predicated on the fact that the trainee is a new-hire crewmember with no operational experience with Syrianair. The cadet pilot will have a SCAR Commercial multi-engine license with instrument rating.

The contracted pilots will have previous jet operating experience.

#### 4.1.3 TRAINING LOCATION

Training will be conducted by Syrianair at training center in Damascus.

#### 4.1.4 TRAINING AIDS


1. Visual Aids
2. Training Films
3. Slides

#### 4.1.5 METHODS OF INSTRUCTION

1. Lecture
2. Demonstration
3. Class Participation
4. Follow-up Reading Material

#### 4.1.6 CURRICULUM

Subject	Program Hours
Duties and Responsibilities	2
Syrian Civil Aviation Regulations	2
Meteorology	5
Windshear	1
Operations Manual Part A	2
Jeppesen Manual	10
Operations Specifications	2
Safety & Security Training	2
Operations Manual Part C	2
Flight Operations	2
Weight and balance	5
Examination	5
<b>Total</b>	<b>50</b>

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#### **4.1.7 COURSE LAYOUT**

##### **4.1.7.1 Duties and Responsibilities**

1. Organization of Flight Training
2. Policy When in Training
3. Personal Equipment
4. Personal Documents
5. Manuals
6. Others

##### **4.1.7.2 Syrian Civil Aviation Regulation (SCAR)**

1. General
2. Specific Related to Assignment

##### **4.1.7.3 Meteorology**

1. Physical Properties of Air.
2. METAR
3. TAF
4. Turbulence
5. Thunderstorms
6. Icing

##### **4.1.7.4 Windshear**


1. Windshear weather
2. Lessons learned from windshear encounters
3. Effects of windshear on airplanes
4. Windshear recovery techniques (predictive & actual)

##### **4.1.7.5 Operations Manual Part A**

1. Manual layout
2. Administration
3. Specifics related to assignment
4. Publication and Revision

##### **4.1.7.6 Jeppesen Manual**

1. General
  2. Specifics related to assignment
-

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#### **4.1.7.7 Operations Specifications**

1. General
2. Operational Specifics

#### **4.1.7.8 Safety Training**

1. For course details, see Safety Training chapter in this manual (Chapter 7).

#### **4.1.7.9 Operation Manual Part C**

1. Layout
2. Use
3. Publication and Revision

#### **4.1.7.10 Flight Operations**

1. Procedures and Responsibilities

#### **4.1.7.11 Weight and Balance**

1. Cargo constrain system(ballets, ULD, nets).
  2. Preflight inspection of cargo.
  3. Cargo loading and unloading procedure.
  4. Load configuration.


#### **4.1.7.12 Examinations**

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## 4.2 JET ORIENTATION

### 4.2.1 OBJECTIVE

The purpose of this course is to train the Turbo-prop flight crew or cadet pilots, the theory and operation of jet transport category aircraft. The training will prepare the trainee for entry into Initial Training on Turbo-jet aircraft.

### 4.2.2 PREREQUISITES

The course is predicated on the fact that the trainee is a new hire crewmember with no previous Jet experience.

### 4.2.3 TRAINING LOCATION

Training will be conducted by Syrianair at training center in Damascus.

### 4.2.4 TRAINING AIDS


1. Visual Aids
2. Training Films
3. Slides

### 4.2.5 METHODS OF INSTRUCTION

1. Lecture
2. Demonstration
3. Class Participation
4. Follow-up Reading Material

### 4.2.6 CURRICULUM

Subject	Program Hours
Introduction "Glass Cockpit"	1
Jet Engines	10
Basic Electricity	3
Basic Pneumatics	3
Basic Hydraulics	5
Aerodynamics	10
Navigation/IRS	2
Aircraft Tour	3
Performance	5
Examination	3
<b>TOTAL</b>	<b>45</b>

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## **4.2.7 COURSE LAYOUT**

### **4.2.7.1 Introduction**

1. Syrianair expectations
2. Procedures
3. Facilities

### **4.2.7.2 Jet Engines**

- |                            |                        |
|----------------------------|------------------------|
| 1. Basic Principles        | 7. EPR System          |
| 2. Sections of Jet Engines | 8. Fuel System         |
| 3. N1 and N2               | 9. Oil System          |
| 4. Gear Box Drive          | 10. Surge Bleed System |
| 5. Engine Controls         | 11. Fire Detection     |
| 6. EGT System              |                        |

### **4.2.7.3 Basic Electricity**

1. Basic Electricity
2. Basic Generator Operation
3. CSD System

### **4.2.7.4 Basic Pneumatics**

1. Bleed Air
2. Air Conditioning
3. Pressurization

### **4.2.7.5 Basic Hydraulics**

1. Hydraulic Theory
2. Components

### **4.2.7.6 Aircraft Tour**


1. Component Location

### **4.2.7.7 Basic Aerodynamics**

1. Dutch Roll
2. Tuck under
3. Sub/Supersonic flights

### **4.2.7.8 Performance**

1. Basic Performance
  2. Aircraft Weights
  3. Calculating Takeoff weight
-

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### **4.3 INITIAL GROUND TRAINING ALL TYPES (A340, A320, IL-76-T, ATR-72)**

**4.3.1** Initial ground school is the major training for type's transition.

#### **4.3.2 INITIAL GROUND TRAINING**

##### **4.3.2.1 Objective**

The purpose of this course is to train the crewmember to be proficient in the operational theory and procedures related to the aircraft systems and emergency equipment. The training will prepare the trainee to meet the entry requirements of Flight Training and provide the basis for standardized operation of the first type for trainee.

##### **4.3.2.2 Prerequisite**

This course is predicted on the fact that the crewmember having satisfactorily completed the basic indoctrination course and jet orientation training and being a graduate from an approved Flight Academy who has not served in a cockpit position and holding an approved commercial pilot license with multi engine and instrument rating.

##### **4.3.2.3 Training Location**

Training will be conducted at an approved Training Center.

##### **4.3.2.4 Training Aids**

1. VACBI training in a classroom monitored by ground instructor
2. Training Films
3. Training Panels
4. Video Tapes
5. Overhead Projector
6. Cockpit Procedures Training (CPT-Aircraft)


##### **4.3.2.5 Methods of Instruction**

1. Lecture
2. Demonstration
3. Class Participation

##### **4.3.2.6 Curriculum**

Curriculum is based on program that covers the following systems:

1. Aircraft systems & limitations study.
  2. De-icing and Adverse Weather.
  3. Safety.
  4. Security.
  5. Dangerous goods handling and transport.
-

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6. Performance.
7. Weight and balance.
8. RVSM.
9. RNP/ MNPS.
10. FBS ECAM and CPT
11. Aircraft upset recovery (conditions leading to, identification, recovery, aerodynamics factors)
12. Crew Incapacitation procedures.
13. Exam

**The course duration is:**

1. 15 days for ground school.
2. 10 hours FBS.
3. 18 hours FFS
4. 2 hours Loft.
5. 2 hours check

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**4.3.2.7 Course Layout**

**1. Introduction**


- i Course Outline
- ii Course Requirements
- iii Training Material
- iv General Aircraft Information

**2. Power Plant**

- i Engine Description and Components
- ii Engine Instruments
- iii Thrust Reverser
- iv Lubrication System and Servicing
- v Fuel System Description and Controls
- vi Fire and Overheat Protection System
- vii Ignition System
- viii Malfunction Indications
- ix Operating Procedures

**3. Hydraulics**

- i Hydraulic Power and Distribution
- ii Landing Gear Systems
- iii Brakes and Anti-Skid
- iv Nose Wheel Steering
- v Primary Flight Controls
- vi Secondary Flight Controls
- vii Stall Warning
- viii Malfunction Indications
- ix Operating Procedures

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#### **4. Avionics**

- i Flight Instruments and Air Data System
- ii Auto Pilot / Flight Director
- iii Communication Systems
- iv Automatic Recording Systems
- v Navigation System
- vi Weather Radar
- vii Global Positioning System (GPS)
- viii Malfunction Indications
- ix Operating Procedures

#### **5. Electrical**

- i AC Power and Distribution
- ii DC Power and Distribution
- iii Essential Power System
- iv Standby Power System

#### **6. Auxiliary Power Unit**

- i. Malfunction Indications
- ii. Operating Procedures

#### **7. Conditioning**


- i Pneumatic Air Systems
- ii Air Conditioning System
- iii Pressurization System
- iv Equipment Cooling
- v Cargo Compartment Heating
- vi Cargo Compartment Fire Protection
- vii Ice and Rain Protection
- viii Cockpit Window Heating
- ix Pilot Static and Temperature Probe Heat
- x Rain Repellent
- xi Malfunction Indications
- xii Operating Procedures

#### **8. Ground De-icing / Anti-Icing and Adverse Weather Operation**

For course details, see 4.3.7 in this Chapter.

#### **9. Safety**

Course details are in Chapter 7.

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## **10. Dangerous Goods**

Course details are in Chapter 7.

## **11. Performance**


- i** Performance Limitations
- ii** Obstacle principles and limiting factors
- iii** Engine Ratings
- iv** Take-Off Performance:
  - T.O Weight Computations
  - T.O. Speeds
  - T.O. Data Car
  - Operation on Contaminated R/W
- v** In-Flight Performance:
  - En-route
  - Cruise
  - Descent
  - In-Flight Diversion
- vi** Landing Performance:
  - Weight Limitations
  - Landing Speeds, Data Card
  - Landing on Wet Runways
- vii** Engine Out Performance:
  - In-Flight Performance
  - Drift Down
  - Fuel Computations
- viii** Flight Planning
- ix** Fuel planning
- x** Diversion planning
- xi** Use of Airport Analysis Charts
- xii** Flight Planning Tables

## **12. Weight and Balance**

- i** Weight, C.G Limitations
- ii** Passengers, Cargo Loading
- iii** Fuel loading
- iv** Trim sheet, weight and balance

## **13. RVSM**

For course details, see 4.3.10 in this chapter.

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## **14. RNP**

For course details, see 4.3.11 in this chapter.

## **15. CPT**

- i Procedures Drills
- ii System Review

## **16. MEL /CDL**

Effect of inoperative or missing equipments.

## **17. Examinations**

### **4.3.3 INSTRUCTOR INITIAL GROUND TRAINING**

#### **4.3.3.1 Objective**

The objective of this course is to qualify Syrianair Crewmembers for responsibilities as an instructor and prepare the trainees to entry requirement of flight training.

1. To provide participants with new knowledge and arts in the area of training.
2. To enhance their instructional skills including those of presentation, communication and psychological understanding.
3. To develop the participant's positive attitudes toward self-learning and transfer of knowledge to others.

#### **4.3.3.2 Prerequisite**

This course is predicated on the candidate being recommended for training in accordance with procedures outlined in the Operations Manual Part A. It further assumes that all pre-reading assignment has been completed prior to the start of classroom training.

#### **4.3.3.3 Training Location**


Training will be conducted by an approved Training Center.

#### **4.3.3.4 Training Aids**

1. Pre-work documentation
2. Overhead projection / Multimedia projection
3. Classroom Handouts
4. Video tapes / CDs

#### **4.3.3.5 Methods of Instruction**

1. Lectures
  2. Demonstration
  3. Role Plays and Class Participation
  4. Video Tape Analysis
-

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#### **4.3.3.6 Curriculum**

1. Pre-work – Completed prior to training
2. The learning processes
3. Understanding the Psychology of training
4. Effective communication
5. Fundamentals of the training
6. The teaching processes
7. Teaching methods
8. The instructor as a critic
9. Evaluation
10. Instructor characteristics and responsibilities
11. Techniques of flight instruction
12. Planning Instructional activity.
13. Hazards of simulating failures in commercial flights.
14. The simulated or actual weather and environmental conditions necessary to conduct each simulator or aircraft training/evaluation session to be administered

**Course duration 7 days.**

#### **4.3.3.7 Course Layout**

#### **4.3.4 EXAMINER INITIAL GROUND TRAINING**

##### **4.3.4.1 Objective**

The objective of this course is to qualify Syrianair crewmember for responsibilities as examiner and prepare the trainees to meet entry requirements of flight training.

##### **4.3.4.2 Prerequisite**

This course is predicated on the candidate's prior qualification as a crewmember and a TRI / SFI / SEP Instructor on the respective equipment, satisfactorily completed Flight Instructor Initial Ground Training and being recommended for training in accordance with the procedures outlined in the Operations Manual Part A.

##### **4.3.4.3 Training Location**

Training will be conducted at an approved Training Center.


##### **4.3.4.4 Training Aids**

1. Visual Tapes
2. Training Films
3. Flight Instructor handbook
4. Student Response Monitor Classroom

##### **4.3.4.5 Methods of Instruction**

1. Lecture
2. Demonstration
3. Class Participation
4. Video Tape



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#### **4.3.4.6 Curriculum**

##### **Subject**

1. Duties, functions, authority and responsibilities
2. SCARs
3. OM Part A / OM Part D
4. Methods and techniques to conduct training
5. Evaluation, Testing and Corrective actions
6. The approved methods, procedures, limitations
7. for performing the required normal/abnormal
8. procedures of the airplane

**Course duration 5 days**

#### **4.3.4.7 Course Layout**

### **4.3.5 ROUTE AND AERODROME QUALIFICATIONS (A340, A320, IL-76-T, ATR-72)**

#### **4.3.5.1 Objective**

The purpose of this course is to provide a pilot in command with the necessary and required current information pertinent to the routes and aerodromes into which he will be operating (special training).

#### **4.3.5.2 Prerequisite**

This course is predicated on the pilot in command is either being a qualified line captain on the aircraft to which he is assigned or undergoing initial, upgrade or transition ground training leading to this qualification. The respective fleet captain will select pilots for this course who require initial airport qualification or will be operating into a special area or airport as defined including RVSM airspace.

#### **4.3.5.3 Training Location**

Training will be conducted by Syrianair at Training Center in Damascus.


#### **4.3.5.4 Training Aids**

The training aids used in this presentation will vary depending on the subject and objective of the training element. Generally, the course will be presented utilizing the Syrianair Operations Manual Part C: Route and Aerodrome Instructions & Information and the Jeppesen Airways Manual.

#### **4.3.5.5 Methods of Instruction**

The method of instruction is generally self study. For Area qualification, the qualification is satisfied by:

- Completion of a Standard Area Briefing (applicable to all Areas), which requires pilots to familiarize themselves with relevant contents of the Jeppesen Airways Manual (including

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relevant National Differences from ICAO standards in ATC, Emergency, Communications and Transponder procedures).

- Meteorological Briefing contained in the Operations Manual Part C, prior to operating within a particular Area, and
- Completion of any special Area Qualification requirements specified in the Operations Manual Part C – Section Definitions.

For Aerodrome Qualification requirements, the Operations Manual Part C – Route and Aerodrome Instructions and Information provides a list of all aerodromes to which Syrianair operates and which have been categorized as B and C. Prior to operating to a Category B or Category C aerodrome, the pilot-in-command shall:

- For a Category B aerodrome, self-brief by means of reference to appropriate documentation.
- For a Category C aerodrome, in addition to self briefing, training can include specific briefing; simulator and line training requirements (refer to Flight Training Chapter and IOE Chapter).

#### **4.3.5.6 Curriculum**

The curriculum will cover the following subjects related to the specific area, route, or aerodrome involved.

1. Meteorology / Seasonal Meteorological Conditions
2. Navigation Facilities
3. Communication and Air Traffic Facilities
4. Terrain and Minimum Safe Altitudes
5. Flight Levels
6. En-route and Terminal Area Procedures
7. Airport Characteristics
8. Notices to Crewmembers


#### **4.3.6 TCAS TRAINING (A340, A320, IL-76-T, ATR-72)**

##### **4.3.6.1 Objective**

This course is intended to ensure that all pilots are knowledgeable and proficient with all aspects of the proper operation of TCAS/ACAS equipment in Company aero planes, and with the procedures to be applied in the event of a TA and/or RA being issued by the system.

##### **4.3.6.2 Prerequisite**

Crewmembers attending this course are either currently qualified on the aircraft or undergoing initial, upgrade or transition ground training leading to this qualification.

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#### **4.3.6.3 Training Location**

Training will be conducted by an approved Training Center.

#### **4.3.6.4 Training Aids**

1. VACBI/CBT
2. Video Tapes (as applicable)

#### **4.3.6.5 Methods of Training**

1. VACBI/CBT
2. Simulator

#### **4.3.6.6 Curriculum**

##### Subject

TCAS Theory

TCAS Equipment

ATC

TCAS Operations

Examination

**Course duration 3 hours.**

#### **4.3.6.7 Course Layout**

##### **4.3.6.7.1 TCAS Theory**

1. General Concepts
2. Limitations

##### **4.3.6.7.2 TCAS Equipment**


1. Control/Indications
2. Interfaces
3. Tests, Failures and Malfunctions

##### **4.3.6.7.3 ATC**

1. Considerations and Communications
2. Emergency Authority
3. Reports

##### **4.3.6.7.4 TCAS Procedures**

1. TCAS display symbology and interpretation
2. Use of TA ONLY mode

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3. Crew coordination / SOPs for TA and RA
4. Reporting requirements

#### **4.3.7 COLD WEATHER / GROUND DE-ICING/ANTI-ICING / ADVERSE WEATHER INITIAL TRAINING (A340, A320, IL-76-T, ATR-72)**

##### **4.3.7.1 Objective**

The purpose of this course is to ensure the safe operation of aircraft in adverse weather conditions like (cold weather, icing conditions, volcanic ash, thunderstorms avoidance, contaminated runway ops, etc.) This training will be covered during VACBI self study course within Initial , and recurrent training courses.

##### **4.3.7.2 Prerequisite**

Crewmembers attending this course are either currently qualified on the aircraft or undergoing initial, upgrade or transition ground training leading to this qualification.

##### **4.3.7.3 Training Location**

Training will be conducted at an approved Training Center.

##### **4.3.7.4 Training Aids**

1. VACBI / SIM (adverse weather operation)
2. Video

##### **4.3.7.5 Methods of Instruction**

1. VACBI.
2. Self study.

##### **4.3.7.6 Curriculum**


###### Subject

1. effect of icing on aircraft
2. Holdover Time
3. Aircraft De-icing/Anti-icing Inspection Procedures
4. Communication
5. Aircraft Surface Contamination
6. De-icing/Anti-icing Procedures
7. Cold Weather Pre-flight Inspection
8. Recognition of Contamination on Aircraft
9. Volcanic ash detection, avoidance, and response.
10. Thunder storms avoidance.
11. Contaminated Runway Operations.
12. Examination

**Course duration 6 hours**

##### **4.3.7.7 Course Layout**

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#### **4.3.7.7.1 Aircraft Contamination/De-icing/Anti-icing**

1. Effects of Aircraft Contamination on Performance
2. Aircraft Inspection & Recognition of contamination
3. Types of Fluids and their characteristics
4. De/Anti-icing Procedures/communication
5. Hold over Time/Use of Hold over Timetable

#### **4.3.7.7.2 Cold Weather Operations**

1. Recommended Pre-flight Inspection
2. MEL Considerations

#### **4.3.7.7.3 Volcanic Ash**

1. Effects of volcanic Ash on Aircraft
2. Detection/Avoidance of volcanic Ash
3. Response to Volcanic Ash Encounter

#### **4.3.7.7.4 Thunder Storms Avoidance**

1. Thunder Storms Nature and Areas of Potential Hazards
2. Avoidance Techniques

#### **4.3.7.7.5 Contaminated Runway Operations**

1. Types and effects of Contamination on T/O and landing
2. Use of Performance Charts for contaminated Runways


#### **4.3.7.7.6 Examination**

### **4.3.8 CREW RESOURCE MANAGEMENT (CRM) INITIAL GROUND TRAINING (A340, A320, IL-76-T, ATR-72)**

#### **4.3.8.1 Objective**

The purpose of the CRM Course is to enhance the communication and management skills of flight crewmembers. The emphasis is placed on threat and error management and the non-technical aspects of flight crew performance.

**Note:** Combined CRM training for flight crew, cabin crew and or dispatcher should be conducted whenever possible

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#### **4.3.8.2 Prerequisite**

This course is predicated on the requirement of SCAR that every flight crewmember to attend and complete approved CRM Initial training.

#### **4.3.8.3 Training Location**

Training will be conducted by an approved Training Center.

#### **4.3.8.4 Training Aids**

1. CRM Handbook
2. Handouts
3. Visual Aids
4. Video Tapes

#### **4.3.8.5 Methods of Instruction**

1. Facilitation (Facilitators must be trained in human performance and factors)
2. Accident Analysis
3. Individual/Team Participation
4. Workshop Drill

#### **4.3.8.6 Curriculum**

##### Subject

1. Introduction
2. Workshop Theory and Analysis
3. Situational Awareness
4. Communication
5. Command and Leadership
6. Decision Making
7. Teamwork
8. Stress

**Course Duration 16 hours**


#### **4.3.8.7 Course Layout**

##### **4.3.8.7.1 Introduction**

1. Course Plan
2. Operational Integrity

##### **4.3.8.7.2 Workshop Theory and Analysis**

1. Safety Chain

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2. Ground Rules
3. Grid Style Description

#### **4.3.8.7.3 Situational Awareness**

1. Low Vs High Situational Awareness
2. Identifying Clues to Loss of Situational Awareness
3. Error Chain & Risk Window
4. Exercises

#### **4.3.8.7.4 Communication**

1. Communicating Skills
2. Process
3. Advocacy
4. Inquiry
5. Exercise

#### **4.3.8.7.5 Leadership**

1. Situational Leadership
2. The Four Leadership Styles
3. Ego State
4. The Grid
5. Grid Style Description Analysis

#### **4.3.8.7.6 Decision Making**

1. Process
2. Judgment
3. Techniques


#### **4.3.8.7.7 Teamwork**

1. Crew Concept
2. Synergy
3. Conflict Resolution
4. Exercise

#### **4.3.8.7.8 Stress**

1. Sources and Effects
2. Management

**Note:** Combined CRM training for flight crew, cabin crew and whenever possible dispatcher should be conducted to improve coordination and mutual understanding of CRM and human factors in addressing emergency situations and security threats.

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#### **4.3.9 INITIAL CATEGORY II GROUND TRAINING (A340, A320, ATR-72)**

##### **4.3.9.1 Objective**

The purpose of this course is to train pilots in the applicable regulations and procedures governing the execution of approaches and landings to Category II (CAT II) minima.

##### **4.3.9.2 Prerequisite**

This course is predicated on the crewmembers having completed the A320 type Initial/Transition Ground Training Course.

##### **4.3.9.3 Training Location**

Training will be conducted by an approved Training Center.

##### **4.3.9.4 Training Aids**

1. VACBI / CBT
2. OM A

##### **4.3.9.5 Methods of Instruction**

1. VACBI
2. Simulator

##### **4.3.9.6 Curriculum**

###### Subject

1. Introduction
2. CAT II
3. Systems and Avionics
4. Crew Procedures
5. Examination


**Course duration 6 hours**

##### **4.3.9.7 Course Layout**

###### **4.3.9.7.1 Introduction**

1. Advantages and Disadvantages of Lower Minima
2. Review of Training Materials



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#### **4.3.9.7.2 Category II**

1. Regulations
2. Ground Facilities
3. Characteristics of Ground Equipment
4. Resolution of Decision
5. Variables Affecting Cues
6. Airborne Equipment Required
7. Category II Operational Limitations
8. Category II Operational Procedures

#### **4.3.9.7.3 Systems and Avionics**

11. Radio Altimeter
12. Annunciator Panels
13. Autopilot
14. Flight Director
15. Auto Throttle
16. Auto Go-Around
17. Instrument Failure
18. Pitch Trim
19. Other Equipment

#### **4.3.9.7.4 Crew Procedures**

1. Syrianair OM A.
2. Call Outs
3. Missed Approach
4. Minima

#### **4.3.9.7.5 Examination**

### **4.3.10 INITIAL RVSM TRAINING (A340, A320, IL-76T)**

#### **4.3.10.1 Objective**


The objective of this course is to prepare flight crew, who are required to operate in Reduced Vertical Separation Minimum (RVSM) airspace.

#### **4.3.10.2 Prerequisite**

This course is predicated on the fact that the flight crew is either currently qualified on the respective aircraft or undergoing initial, upgrade or transition ground training leading to this qualification.

#### **4.3.10.3 Training Location**

The training will be conducted by an approved Training Center.

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#### **4.3.10.4 Training Aids**

1. VACBI
2. Hand-outs / FCOM
3. Operations Manual Part A

#### **4.3.10.5 Method of Instruction**

1. VACBI
2. Hands on Training

#### **4.3.10.6 Curriculum**

##### Subjects

1. Radio Telephone
2. ATC Clearances
3. Visual Perception
4. Altitude Capture Characteristics
5. Airframe Operating Restrictions
6. Operating Procedures
7. Examination

**Course duration 6 hours**

#### **4.3.10.7 Course Layout**

##### **4.3.10.7.1 Radio Telephony**

Knowledge and understanding of standard ATC phraseology used in each area of operations.

##### **4.3.10.7.2 ATC Clearances**


Importance of crewmembers crosschecking to ensure that ATC clearances are promptly and correctly complied with.

##### **4.3.10.7.3 Visual Perception**

Problems of visual perception of other aircraft at 300m (1000 ft) planned separation during darkness, when encountering local phenomena such as northern lights, for opposite and same direction traffic, and during turns.

##### **4.3.10.7.4 Altitude Capture Characteristics**

1. Characteristics of aircraft altitude capture system, which may lead to overshoots.
2. Relationship between the aircraft's altimetry, automatic altitude control and transponder systems in normal and abnormal conditions.

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#### **4.3.10.7.5 Airframe Operating Restrictions**

Any airframe operating restrictions, if required for the specific aircraft group, related to RVSM airworthiness approval.

#### **4.3.10.7.6 Operating Procedures**

1. Flight Planning
2. Pre-flight Procedures at the aircraft for each flight
3. Procedures prior to RVSM airspace entry
4. In-flight Procedures (Contingency Procedures)
5. Post Flight Procedures

#### **4.3.10.7.7 Examination**

### **4.3.11 RNP INITIAL TRAINING (A340, A320, IL-76T, ATR-72)**

#### **4.3.11.1 Objective**

The objective of this course is to prepare flight crew, who required to operate in an RNP environment. Training in the use of RNAV systems installed in Syrianair aircraft is integrated into the type-rating courses undertaken by all pilots. No additional system knowledge or training is therefore necessary to operate the equipment in an RNP environment. However, Syrianair shall conduct initial training on RNP for all pilots undergoing an initial training / transition training course, in order to facilitate safe and efficient operation in RNP airspace (as outlined under Curriculum).

The course will deal with aircraft upset recovery and flight crews awareness and action, this training is also introduced during simulator training.

#### **4.3.11.2 Prerequisite**


This is based on the fact that the flight crew is undergoing initial, upgrade, transition ground training leading to this qualification.

#### **4.3.11.3 Training Location**

Training will be conducted at an approved Training Center.

#### **4.3.11.4 Training Aids**

1. VACBI/CBT
2. Briefing
3. Simulator

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#### 4.3.11.5 Methods of Instructions

1. VACBI/CBT
2. Briefing
3. Self-study
4. simulator

#### 4.3.11.6 Curriculum

##### Subjects

General concept of RNP

Minimum equipment for operation in RNP airspace

Operating Procedures

Requirement to advise ATC in the event of reduction in navigation accuracy below applicable level

Examination

**Course duration 4 hours**

#### 4.3.12 EDTO INITIAL GROUND TRAINING

RESERVED

#### 4.3.13 SECURITY TRAINING (A340, A320, IL-76-T, ATR-72)


##### 4.3.13.1 Objective

The purpose of Security training for flight crew is to ensure that every Syrianair crew member is aware and complies with the following:

- The relevant national security programs of Syria.
- Syrianair Security Manual and Security Policy.
- Chicago convention, Annex 17, ICAD Security Manual, SCARs, and AVSEC Conventions.
- Understand the responsibility for personal security, security control of people and aircraft.
- Assist in the process of aircraft search.
- Alert procedures.
- Appropriate crew communication, coordination and actions in response to acts of unlawful interference such as unruly passengers, bomb threat, sabotage or unlawful seizure of airplanes and to minimize the consequences of such events should they occur.
- Handling of unruly passengers, Bomb Threat and Hijacking.
- Crisis management, Command and Control.
- CB device activated.
- 

General Training may be achieved by means of handouts, leaflets, circulars, slide presentations, videos and lectures.

Theoretical and practical training must be balanced for the best level of understanding.

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#### **4.3.13.2 TRAINING REQUIREMENTS**

Syrianair shall ensure that all crewmembers receive the appropriate security training as specified by SCARs and Syrianair Security Manual

#### **4.3.13.3 VALIDITY**


Each crewmember shall undergo an annual Security Refresher Training course. The period of validity shall be 12 calendar months and the remainder of the month of completion. If completed within the final 3 months of validity, the next period of validity shall extend from the date of completion until 12 calendar months from the expiry date of the previous Security Refresher Training.

#### **4.3.13.4 SYLLABUS**

The syllabus shall be approved by the SCAA and include the latest information and requirements of International and the National authority.  
And it will be balanced (theoretical & practical).

Security Training shall include:

- Briefing on recent incidents that have occurred worldwide.
- Briefing on the present security risks applicable to Captain's Authority
- Understand the responsibility for security control of people and aircraft
- Aircraft security, cockpit security, baggage security, cargo & mail catering security
- Assist in the process of aircraft search
- Alert procedures
- Security countermeasures
- Weapons, explosives, fuses, timers and methods of concealment
- Appropriate crew communication, coordination and actions in response to acts of unlawful interference such as unruly passengers, bomb threat, sabotage or unlawful seizure of airplanes and to minimize the consequences of such events should they occur.
- Handling of unruly passengers, Bomb Threat and Hijacking procedures and response.
- Crisis management, Command and Control.
- CB device activated.
- Bomb Threat.
- Flight Crew Compartment security.
- Airplane Search Procedure.
- Determination of the seriousness of the occurrence;
- Crew communication and coordination;
- Appropriate self-defense responses;
- Use of non-lethal protective devices assigned to crew members for use as authorized by the State;
- Understanding the behavior of terrorists so as to facilitate the ability to cope with hijacker behavior and passenger responses;
- Situational training exercises regarding various threat conditions;
- Flight deck procedures to protect the aircraft; viii. Aircraft search procedures;
- As practicable, guidance on least-risk bomb locations.

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#### **4.3.13.5 INITIAL SECURITY COURSE**

As per SCAA approved course, Refer to OM-D, Supplementary Training.

#### **4.3.13.6 REFRESHER SECURITY TRAINING**

As per SCAA approved course, Refer to OM-D, Supplementary Training.

#### **4.3.14 WINDSHEAR TRAINING (A340, A320, IL-76-T, ATR-72)**

##### **4.3.14.1 Objective**

The objective of this training is to provide flight crewmembers with knowledge and proficiency in the application of windshear (predictive & actual) avoidance and recovery techniques.

##### **4.3.14.2 Curriculum**

The windshear avoidance and recovery training shall be conducted during initial, transition and recurrent training.

The training shall consist of:

1. Ground training (VACBI / CBT, Video, Instructor Briefing)
2. Simulator training incorporated in initial, transition and recurrent simulator training.

#### **4.3.15 CFIT/GPWS TRAINING**

##### **4.3.15.1 Objective**

The objective of this training is to provide flight crewmembers with the knowledge and proficiency in the application of EGPWS procedures with particular emphasis on avoidance , and the execution of CFIT escape maneuvers.

##### **4.3.15.2 Curriculum**

The CFIT / EGPWS training shall be conducted during initial, transition, and recurrent training.


The training shall consist of:

1. Ground training (VACBI/CBT, Video, Instructor Briefing)
2. Simulator training incorporated in initial, transition and recurrent simulator training.
3. The emphasis during execution of CFIT maneuver that it requires full aircraft performance unlike the G/A.

#### **4.3.16 Upset Recovery Initial Training (A340, A320, IL-76-T, ATR-72)**

Upset recovery training is usually done verbally or by video presentation and must cover the following:

- Factors leading to upset
- Identification of upset situation
- Recovery techniques
- Aerodynamic factors

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#### **4.4.1 TRANSITION GROUND TRAINING ALL TYPES (A340, A320, IL-76-T, ATR-72)**

##### **4.4.1.1 Objective**

The purpose of this course is to train the crewmember to be proficient in the operational theory and procedures related to the aircraft systems and emergency equipments. This training will prepare the trainee to meet the entry requirements of Flight Training and provide the basis for standardized operation of any fleet.

***ANY DIFFERENCES OR PARTICULAR EXTRA SUBJECT TO AN AIRCRAFT TYPE, IT WILL BE DEALT WITH IN THE TRAINING SYLLABUS.***

***DIFFERENCES BETWEEN SAME TYPE (E.G ENGINES, CFM / V2500), THEN IT WILL BE HANDLED IN SPECIAL COURSE.***

##### **4.4.1.2 Prerequisite**

This course is predicted on the crewmember having already qualified as a crewmember on another Syrianair aircraft type.

##### **4.4.1.3 Training Location**

Training will be conducted by an approved Training Center.

##### **4.4.1.4 Training Aids**


1. Visual Aids
2. Training Films
3. Training Panels
4. Video Tapes
5. Overhead Projector
6. Video/Audio Base Instructions (VACBI) Courseware

##### **4.4.1.5 Methods of Instruction**

1. Lecture
2. VACBI
3. Demonstration
4. Class Participation
5. Classroom Drill

##### **4.4.1.6 Curriculum**

Many part of the curriculum is accomplished by using the VACBI System. Therefore, the programmed hours for those elements of the course are nominally depending upon individual progress, so these timings will vary between trainees to satisfactory complete that unit of instruction.

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### Subject


1. Aircraft General
2. Air Conditioning / Pressurization/Ventilation
3. Auto Flight
4. Communication
5. Electrical
6. Fire Protection
7. Flight Controls
8. Fuel
9. Hydraulics
10. Ice and Rain
11. Indicating/Recording System
12. Landing Gear
13. Lights
14. Navigation
15. Oxygen
16. Pneumatics
17. APU
18. Doors
19. Power Plant
20. FMGS
21. ECAM
22. TCAS
23. RNP/Aircraft Upset Recovery
24. RVSM
25. Safety & Security
26. De-icing / Anti-icing
27. Performance
28. Dangerous Goods
29. Differences

**Course duration 15 days**

#### **4.4.1.7 Course Layout**

- 1. Aircraft General**
  - 2. Air Conditioning / Pressurization / Ventilation**
    - i. System description
    - ii. Normal operations
    - iii. Abnormal operations
  - 3. Auto Flight**
    - i. System presentation
    - ii. System description
    - iii. Normal operations
-



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#### **4. Communication**

- i. System description
- ii. Normal operations
- iii. Abnormal operations

#### **5. Electrical**

- i. System description
- ii. Normal operations
- iii. Abnormal operations

#### **6. Fire Projection**

- i. System description
- ii. Normal operations
- iii. Abnormal operations

#### **7. Flight Controls**

- i System description
- ii Normal and Reconfiguration Laws
- iii Normal operations
- iv Abnormal operations

#### **8. Fuel**

- I. System description
- II. Normal operations
- III. Abnormal operations

#### **9. Hydraulics**

- i. System description
- ii. Normal operations
- iii. Abnormal operations


#### **10. Ice and Rain**

- I. System description
- II. Normal operations
- III. Abnormal operations

#### **11. Indicating / Recording System ECAM**

##### **ECAM**

- ECAM description
- Normal operations
- Reconfiguration and Abnormal operations

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## **EFIS**

- EFIS description
- PFD/ND presentation
- Normal operation

## **Recording**

- System description

## **12. Landing Gear**

- I. System description
- II. Normal operations
- III. Abnormal operations

## **13. Lights**

- I. System description
- II. Normal operations

## **14. Navigation**

- I. System description
- II. Normal operations
- III. Abnormal operations

## **15. Oxygen**

- I. System description
- II. Normal operations

## **16. Pneumatics**


- I. System description
- II. Normal operations
- III. Abnormal operations

## **17. APU**

- I. System description
- II. Normal operations
- III. Abnormal operations

## **18. Doors**

- I. System description
  - II. Normal operations
  - III. Abnormal operations
-

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## **19. Power Plant**

- I. System description
- II. Normal operations
- III. Abnormal operations

## **20. FMGS**

## **21. ECAM**

## **22. TCAS**

For course details see 4.3.6 in this Chapter. No requirement for the additional training under curriculum (4.3.6.6).

## **24 RNP**

For course details see 4.3.11 in this Chapter. There is no requirement for this training if the crewmember was operating in an RNP environment on another Syrian air aircraft.

## **25. RVSM**

For course details see 4.3.10 in this Chapter. There is no requirement of the flight crewmember was operating in RVSM airspace on another Syrianair aircraft.

## **26. SAFETY & SECURITY**


Course details in Chapter 7.

## **27. Ground De-icing / Anti-icing**

For course details, see 4.3.7 in this Chapter.

## **28. Performance**

- I. Performance Limitations
- II. Engine Ratings
- III. Take-Off Performance:
  - T/O Weight Computations
  - T/O. Speeds
  - T/O. Data Card
  - Operation on Contaminated R/W
- IV. In-Flight Performance:
  - En-route
  - Cruise
  - Descent
  - In-Flight Diversion
- V. Landing Performance:

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- Weight Limitations
- Landing Speeds, Data Card
- Landing on Wet Runways

**VI. Engine Out Performance:**

- In-Flight Performance
- Drift Down
- Fuel Computations

**VII. Flight Planning**

**VIII. Use of Airport Analysis Charts**

**IX. Flight Planning Tables**

**29. EDTO**

For course details, see 4.3.12 in this Chapter.

**30. Dangerous Goods**

Course details in Chapter 7.

**4.4.2 INSTRUCTOR / EXAMINER TRANSITION GROUND TRAINING**

Trainees transitioning to another Syrianair aircraft type as an instructor or examiner will have the following ground training topics incorporated in the flight training portion:

1. Operations Manual Part A and Part D
2. The applicable SCAR
3. The limitations contained in Syrianair Operations Specification
4. The approved methods, procedures and limitations for performing the required normal, abnormal and emergency procedures applicable to the aircraft onto which the trainee is being trained.


**4.4.3 CAT II TRANSITION GROUND TRAINING**

Crewmembers who require CAT II Transition Ground Training will attend CAT II Initial Ground Training Course.

**4.4.4 FLYING MORE THAN ONE TYPE**

The following are Syrian Airlines' requirements that shall be fulfilled by flight crew prior to MIXED FLEET FLYING (MFF) A340/ A320 operation with 2 license endorsements;

- a. Before commencing training for and operation of another type, flight crewmembers shall have completed 3500 hours flying on the Syrian airlines types without any deficiencies.
- b. After completion of the initial line check on the new type, 15 Sectors up to 20 sectors shall be achieved on aeroplane of the new type rating.
- c. All requirements with regards to recurrent training and checking, and recent experience shall be maintained for each type, two proficiency check for A 340 and one proficiency check for A320 shall be achieved every 12-calendar month. (For details refer to OM-A paragraph 4.4).

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## **4.5 UPGRADE GROUND TRAINING**

### **4.5.1 COMMAND GROUND TRAINING**

#### **4.5.1.1 Objective**

To provide a first officer ready for promotion, a refresher using company manuals and documents, covering subject matter that will benefit a new Captain before starting his type rating.

#### **4.5.1.2 Prerequisite**

This course is predicated on the crewmember holding an ATP license and having been selected by the PRB for command training.

#### **4.5.1.3 Training Location**

Training will be conducted by an approved Training Center.

#### **4.5.1.4 Training Aids**

1. Visual Aids
2. Training Films
3. Company Manuals

#### **4.5.1.5 Method of Instruction**

1. Lecture
2. Class Participation


#### **4.5.1.6 Curriculum**

##### Subject

1. Performance
2. Procedures
3. Flight Planning
4. MEL, CDL, OM Part A
5. Forms / Aircraft Technical Log
6. Command Objective
7. Report Writing
8. CRM

**Course duration 5 days**

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#### **4.5.1.7 Course Layout**

##### **4.5.1.7.1 Basic Performance Refresher**

1. Takeoff and Landing Performance
2. Rejected Takeoff/Go & No-Go decision
3. Windshear

##### **4.5.1.7.2 Procedures**


1. Bomb Threat / Hijacking
2. F/O performance rules

##### **4.5.1.7.3 Flight Planning**

1. Fuel calculation, tankering and minimum fuel
2. Weather requirements at departure and destinations and alternate airfields
3. New Captain's minima

##### **4.5.1.7.4 MEL, CDL**

1. Understanding MEL / CDL
2. Operations Manual Part A – PIC duties and responsibilities, company procedures and requirements.

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## **4.6 DIFFERENCES GROUND TRAINING**


### **4.6.1 DIFFERENCES GROUND TRAINING (ALL TYPES)**

#### **4.6.1.1 Objective**

1. The objective of this course is to train the crewmember in the differences between Syrianair aircraft and the aircraft the crewmember has been qualified.
2. Different training for crewmembers, who have qualified and served on a particular airplane type, when the company finds different training is necessary before a crewmember serves in the same capacity on a particular variation of that airplane.

#### **4.6.1.2 Course Duration**


Course duration will vary subject to differences, so it will be specified accordingly.

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## 4.7 ALTP COURSE

RESERVED

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## **4.8 RECURRENT GROUND TRAINING ALL TYPES (A340, A320, IL-76-T, ATR-72)**

### **4.8.1 RECURRENT GROUND TRAINING**

#### **4.8.1.1 Objective**

The purpose of this course is to ensure the continued competence/qualification of Syrianair flight crewmembers and to comply with the provisions of SCAR by Semi-annual (each 6 months) recurrent training on subjects related to efficient and safe flight operations.

#### **4.8.1.2 Prerequisite**

This training is designed for crewmember, who are currently qualified on Syrianair aircraft specific type.

#### **4.8.1.3 Training Location**

Training will be conducted by an approved Training Center.

#### **4.8.1.4 Training Aids**

1. Videos
2. Training Panels
3. Overhead Projector
4. VACBI/CBT


#### **4.8.1.5 Methods of Instruction**

1. Lecture
2. Self-study

#### **4.8.1.6 Curriculum**

##### Subjects

1. Aircraft System Review
  2. Normal Procedures/SOP
  3. Abnormal Procedures/Emergency Procedures for Aircraft
  4. Topic Discussion
  5. Emergency Procedures (1)
  6. Dangerous Goods (2)
  7. Safety & Security (3)
  8. Ground De-icing / Anti-icing (4)
  9. Performance Review (VACBI or Lecture)
  10. CRM (5)
  11. RVSM (6)
  12. RNP (7)
  13. Examination
-

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**Course Duration 5 days on recurrent 1 course and 3 days on recurrent 2 courses**

### **Legend**

- |                                  |                             |
|----------------------------------|-----------------------------|
| (1) Emergency Procedures:        | Course details in Chapter 7 |
| (2) Dangerous Goods:             | Course details in Chapter 7 |
| (3) Safety& Security:            | Course details in Chapter 7 |
| (4) Ground De-icing/Anti- Icing: | Course details under 4.8.6  |
| (5) CRM:                         | Course details under 4.8.7  |
| (6) RVSM:                        | Course details under 4.3.10 |
| (7) RNP:                         | Course details under 4.3.11 |

### **4.8.1.7 Continuous Reading Program**

As an integral part of recurrent training, each crewmember will participate in a continuous reading program consisting of:

1. Operations Engineering Bulletin
2. Recurrent Training Bulletin
3. Operation Bulletin
4. Safety Bulletin
5. Policy Bulletin
6. Air Crew Notices

These bulletins are issued by Syrianair/ Aircraft Manufacturers any time, there are operational requirement/revisions need to be commissioned to crew members.

### **4.8.2 RESERVED**

### **4.8.3 RESERVED**

### **4.8.4 COLD WEATHER / GROUND DE-ICING / ANTI-ICING / ADVERSE WEATHER Recurrent Training(A340, A320, IL-76-T, ATR-72)**

#### **4.8.4.1 Objective**


The purpose of this course is to ensure the safe operation of aircraft in adverse weather conditions like (cold weather, icing conditions, volcanic ash, thunderstorms avoidance, contaminated runway ops, etc.) This training will be covered during VACBI self study course.

#### **4.8.4.2 Prerequisite**

This training is designed for crewmember, who are currently qualified on Syrianair Aircraft.

#### **4.8.4.3 Training Location**

Training will be conducted by an approved Training Center.

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#### **4.8.4.4 Training Aids**

1. VACBI/CBT
2. Video

#### **4.8.4.5 Methods of Instruction**

1. VACBI.
2. Self-Study.

#### **4.8.4.6 Curriculum**

##### Subject

1. effect of icing on aircraft
2. Holdover Time
3. Aircraft De-icing/Anti-icing Inspection Procedures
4. Communication
5. Aircraft Surface Contamination
6. De-icing/Anti-icing Procedures
7. Cold Weather Pre-flight Inspection
8. Recognition of Contamination on Aircraft
9. Volcanic ash detection, avoidance, and response.
10. Thunder Storms Avoidance.
11. Contaminated Runway Operations.
12. Examination

**Course duration 1 day.**

#### **4.8.4.7 Course Layout**

##### **4.8.4.7.1 Aircraft Contamination/de-icing or anti-icing**


1. Effects of Aircraft Contamination on Performance
2. Aircraft Inspection & Recognition of contamination
3. Types of Fluids and their characteristics
4. De/Anti-icing Procedures/communication
5. Hold over Time/Use of Hold over Timetable

##### **4.8.4.7.2 Cold Weather Operations**

1. Recommended Pre-flight Inspection
2. MEL Considerations

##### **4.8.4.7.3 Volcanic Ash**

1. Effects of volcanic Ash on Aircraft
2. Detection/Avoidance of volcanic Ash
3. Response to Volcanic Ash Encounter

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#### **4.8.4.7.4 Thunder Storms Avoidance**

1. Thunder Storms Nature and Areas of Potential Hazards
2. Avoidance Techniques

#### **4.8.4.7.5 Contaminated Runway Operations**

1. Types and effects of Contamination on T/O and landing
2. Use of Performance Charts for contaminated Runways

#### **4.8.4.7.6 Examination**

### **4.8.5 CREW RESOURCE MANAGEMENT (CRM) RECURRENT TRAINING (A340, A320, IL-76-T, ATR-72)**

#### **4.8.5.1 Objective**

The purpose of this course is to ensure the continued competence of Syrianair flight crewmembers in CRM principles, the emphasis is placed on threat and error management and the non-technical aspects of flight crew performance.

#### **4.8.5.2 Prerequisite**

This course is designed for Syrianair flight crewmembers, who are currently qualified on Syrianair aircraft.

#### **4.8.5.3 Training Location**

Training will be conducted by an approved Training Center.

#### **4.8.5.4 Training Aids**


1. Handouts
2. Visual Aids
3. Video Tapes

#### **4.8.5.5 Methods of Instruction**

1. Facilitation (Facilitators must be trained in human performance and factors)
2. Case Study
3. Individual/Team Participation

#### **4.8.5.6 Curriculum**

1. Review incidents/accidents to analyze communication problem and instances or example of a lack of information or crew management.

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2. The type of training may be all class-room, all video or a combination of these depending on the subject being covered in a particular training period.
3. As an integral part of Recurrent Training each crewmember will participate in a continuing education program including:
  - i. Human Factor related documents, which needs to be communicated to crewmembers.
  - ii. Safety Bulletins
4. Curriculum will vary from time to time. However, the following subjects, areas represent the training to be conducted.

#### Subject

1. Situational Awareness
2. Communication
3. Command and Leadership
4. Decision Making
5. Teamwork
6. Stress

#### **Course duration 1 day.**

**Note:** Combined CRM training for flight crew, cabin crew and whenever possible dispatcher should be conducted to improve coordination and mutual understanding of CRM and human factors in addressing emergency situations and security threats.

### **4.8.6 TCAS RECURRENT TRAINING(A340, A320, IL-76-T, ATR-72)**

#### **4.8.6.1 Objective**

The purpose of this course is to ensure that Syrianair flight crewmembers maintain the appropriate knowledge and skill, and to cover any significant issues or operational concerns that have been identified by the Company or the Industry. **Flight training is conducted during simulator training.**

Recurrent training shall also address any changes to fitted equipment, system logic, parameters or procedures, and any unique TCAS/ACAS characteristics of which pilots should be aware.

#### **4.8.6.2 Prerequisite**


This course is designed for Syrianair crewmembers who are currently qualified in Syrianair Aircraft.

#### **4.8.6.3 Training Location / Aids**

The TCAS Recurrent training will be conducted during the simulator recurrent training program, via both briefing and maneuver training in the simulator.

### **4.8.7 CAT II RECURRENT TRAINING (A340, A320, ATR-72)**

Refer to Recurrent Flight Training in Chapter 5.

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## 5. FLIGHT TRAINING (A340, A320, IL-76-T, ATR-72)

### 5.1 GENERAL

#### 5.1.1 PURPOSE

The purpose of this chapter is to detail the specific Flight Training Courses administered by the Flight Training Department.

#### 5.1.2 EVALUATIONS

The trainee must demonstrate proficiency in the required skills, knowledge, and CRM orientation, in order to satisfactorily complete a course.

#### 5.1.3 INITIAL, TRANSITION AND UPGRADE TRAINING MANOEUVRES AND PROCEDURES

The maneuvers and procedures utilized during Initial, Transition, and Upgrade training will conform to the requirements of SCAR.

#### 5.1.4 PROFICIENCY CHECK MANEUVERS AND PROCEDURES

The maneuvers and procedures required during Proficiency Checks will conform to SCAR.

#### 5.1.5 PROGRAM HOURS


All simulators and aircraft training times referred to in this Chapter are programmed hours. A crewmember may complete training in less than the programmed time. Training time reduction shall not exceed the minimum hours outlined in this chapter. The crewmember shall be recommended by a qualified SFE/TRE as having met the standards of proficiency and approved by the Flight Operation Training.

Initial, Upgrade and Transition simulator programmed hours include Simulator Proficiency check.

#### 5.1.6 TRAINING LOCATION

All the training under this chapter will be conducted as follows:

1. Flight Simulator training and checking will be conducted by Company SFI / TRI / TRE or other approved SFEI / TRE at approved Training Centers outside the Republic of Syria.
2. Base training conducted on an aircraft or on a simulator approved for ZFTT and checking will be conducted by Company Examiners or other approved Examiners.
3. All training aids (mockup, simulator, training documents, or course materials) reflect company respective fleet configuration.

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### 5.1.7 AIRCRAFT BASE TRAINING (ACTUAL) (A340, A320, ATR-72, IL76)

Syrian Air shall carry out ZFTT training (not to conduct base training on all types where ZFTT is available). On types where ZFTT is not available the following criteria for Base Training shall be carried out:

1. Aircraft shall be fully serviceable with no malfunctions affecting the flight (Flight controls, Engines & Instruments, Landing gears and braking systems, Navigation)
2. Weather conditions (visibility 10km, ceiling 5000ft), and
  - a. Maximum cross-wind is 15Kts, maximum tailwind is 5Kts,
  - b. Minimum runway length 8000ft, minimum runway width 45m/150ft,
  - c. Runway is not slippery.
3. Only simulated engine outs, standard approaches and touch and goes are allowed,
4. TRI/TRE must occupy the other pilot seat and a safety pilot must occupy the observer seat.
5. Training for the following maneuvers is not permitted in actual base training: Response to TCAS/GPWS alerts and CFIT or windshear avoidance and recovery, these maneuvers must be performed in the simulator part of training.

### 5.1.8 SIMULATOR MINIMUM SERVICEABILITY REQUIREMENTS

Training devices (simulator, instrument trainers, etc) shall be serviceable to meet reliable training close to specific type they are trained on.

If a device does not simulate the training subject up to a 100 % reality, this subject will not be trained upon to avoid unrealistic training, such training subject will be waived to the next simulator training except for major failures that are included in PPC then a repair must be performed.

All training devices shall be able to simulate major failures up to 100 % level.

### 5.1.9 LOFT TRAINING

LOFT is a non- interrupted flight scenario that demonstrates real flight (weather, performance, malfunctions, and planning) and it is a requirement of and accepted by SCAA.


All LOFT trainings are CRM oriented and shall demonstrate its concept.

LOFT is a training session and will not affect PPC result.

Simulator training or evaluation administered real – time in a line environment setting. Simulator session should be an uninterrupted planned scenario with specific technical and CRM objectives where such skill are observed and debriefed upon completion.

## 5.2 INITIAL FLIGHT TRAINING

Initial flight training in general will be conducted after completion of the ground school successfully and will be continued on line as line training according to trainee position as explained in (5.7.1).

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## **5.2.1 LINE INSTRUCTOR (LI) INITIAL FLIGHT TRAINING**

### **5.2.1.1 Objective**

The objective of this course is to qualify Syrianair crewmembers for responsibilities as a line instructor for the first time.

### **5.2.1.2 Prerequisite**

This course is predicated on the candidate's prior qualification as a crewmember on the respective equipment and satisfactory completion of Initial Instructor Technique Ground Training.

### **5.2.1.3 Training Location**

Training will be conducted by an approved Training Centers outside the Republic of Syria and by Syrianair for base flight training.

### **5.2.1.4 Training Aids**

#### **5.2.1.4.1 The Appropriate Full Flight Simulator**

1. A320-200
2. A340
3. IL-76-T
4. ATR-72

#### **5.2.1.4.2 Appropriate Aircraft**

1. A320-200
2. A340
3. IL-76-T
4. ATR-72


### **5.2.1.5 Methods of Instruction**

1. Briefing
2. Demonstration
3. Procedures Drills
4. Critique

### **5.2.1.6 Curriculum**

The following simulator training and line training will be used to qualify pilots for instructor duties:

<u>Subject</u>	<u>Program Hours</u>
Simulator Training	4
Line (Training Sectors)	4

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### 5.2.1.7 Course Layout

#### 5.2.1.7.1 Simulator Training

The simulator training (4 hours) during this stage of the course are intended to:

1. Act as a refresher, allowing the trainee instructor to practice various normal and non-normal maneuvers, and to confirm a high standard of proficiency can be consistently demonstrated. Particular emphasis shall be placed on strict adherence to SOP's and standard calls.
2. Qualify the instructor to act as pilot-in-command from the RHS (CM2), and to confirm his ability to act as both PF and PM during normal and non-normal operations whilst occupying either pilot's seat. This training shall include the conduct of CAT II/III approaches and landings, and rejected takeoffs from the RHS.
3. Familiarize the trainee instructor with practical line instructional techniques and procedures, including fault analysis and correction.
4. Provide practical training in recovery from unusual configurations and situations that may be encountered during instructional duties in the aeroplane. A most important goal is for the trainee instructor to understand when it is appropriate and necessary to intervene and take control of the aircraft. The TRI / TRE will simulate a trainee.

#### 5.2.1.7.2 Line Training

The trainee shall operate eight (4) sectors during flights including Final Evaluation (trainee pilot occupying R/H seat). The following line training shall be carried out in the aeroplane:

1. A minimum of **four (3) sectors** as PF in the RHS shall be conducted by the trainee instructor, under the supervision of a TRE, who shall occupy the LHS. The **final forth sector** will be an assessment.

It is preferable to conduct the forth sector (assessment) with a trainee if available.

### 5.2.2 TYPE RATING INSTRUCTOR (TRI) INITIAL FLIGHT TRAINING

#### 5.2.2.1 Objective

The objective of this course is to qualify Syrianair crewmembers for responsibilities as a TRI for the first time.


#### 5.2.2.2 Prerequisite

This course is predicated on the candidate's prior qualification as a crewmember on the respective equipment and either satisfactory completion of Initial Instructor Technique Training or qualified as Line Instructor as in 5.2.3.

#### 5.2.2.3 Training Location

Training will be conducted by an approved Training Centers outside the Republic of Syria and by Syrianair for base flight training.



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#### **5.2.2.4 Training Aids**

##### **5.2.2.4.1 The Appropriate Full Flight Simulator**

All aircraft types (IL76 FIXED)

##### **5.2.2.4.2 Appropriate Aircraft**

All aircraft types

#### **5.2.2.5 Methods of Instruction**

1. Briefing
2. Demonstration
3. Procedures Drills
4. Critique

#### **5.2.2.6 Curriculum**

The following simulator training and line training will be used to qualify pilots for TRI duties:

<u>Subject</u>	<u>Program Hours</u>
Administrative Briefing	5
Simulator Training (Sessions)	3
Line Training (Sectors)	3

#### **5.2.2.7 Course Layout**

##### **5.2.2.7.1 Administrative Briefing**

This briefing will be conducted to individuals or groups by the Flight Operations Training, and is intended to thoroughly familiarize the trainee instructor(s) with:


1. The contents of Operations Manual Part D and the SCAR regulations and requirements, which are relevant to the duties and responsibilities of a Type Rating Instructor.
2. The Training forms, administrative procedures and training syllabi utilized by a TRI in the performance of his duties.
3. The contents and requirements of the Type Rating Instructor course.

##### **5.2.2.7.2 Simulator Training**

The training undertaken during this course is designed to qualify a candidate to conduct Simulator Training, and shall consist of the following:

##### **1. Instructor Panel Handling ( 1 sessions)**

The candidate shall observe 2 simulator training sessions being conducted by a qualified

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TRI/TRE. The conducting TRI shall familiarize the candidate with the operation of the simulator and the instructor panel, simulator serviceability and shall also introduce him to various techniques and procedures used during simulator

Training (e.g. position freeze, slewing, re-positioning, speed-up, hazards associated with simulating system failure in flight, etc.).

## **2. Demonstration of Instructional Proficiency ( 1 sessions)**

The primary purpose of this phase of training shall be to ensure that the candidate can apply the fundamental instructional theory and teaching techniques acquired in the Line Instructor Training course in the practical environment of the simulator.

One session shall be conducted by a qualified TRI/TRE, who can also act as a trainee pilot when required and the second session shall be conducted by the trainee under the supervision of a qualified TRI.

During both sessions, the candidate shall be required to prepare appropriate briefings and lesson plans prior to these sessions, as per current syllabus.

Coverage of these specific training exercises is necessary to satisfy the applicable SCAR training requirements.


The candidate shall be trained and assessed on the following:

- i** Briefing and lesson plan preparation
- ii** Time management skills
- iii** Structure of the briefing (logical sequencing of contents, statement of objectives, etc.)
- iv** The vital importance of a logical and effective lesson plan.
- v** Content of the briefing and de-briefing, i.e. accuracy and scope of the information conveyed, appropriate emphasis on vital and important information.
- vi** Conduct of the briefing and de-briefing, including use of training aids and resources (white board, overhead slides, multimedia presentations, models, etc.).
- vii** Interaction with trainees, including the proper application of questions, and appropriate responses to trainee questions.

The conducting TRI / TRE shall provide coaching and assistance as required for the candidate during the conduct of this simulator training. However, the demonstration of an appropriate degree of basic instructional proficiency, to the satisfaction of the conducting instructor, shall be required upon completion of the session.

### **5.2.2.7.3 Line Training**

This stage of the training is intended to qualify the trainee to conduct line training duties from associated pilot's seat.

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The Line Training programmed hours under Line Instructor Training (5.2.1.7.2) will apply. For previously qualified Line Instructors, the line training requirement does not apply.

### **5.2.3 TYPE RATING EXAMINER (TRE) INITIAL FLIGHT TRAINING**

#### **5.2.3.1 Objective**

The objective of this course is to qualify Syrianair crewmembers for responsibilities as flight TRE.

#### **5.2.3.2 Prerequisite**

This course is predicated on the candidate's prior qualification as a crewmember and Type Rating Instructor (TRI) on the respective equipment and satisfactory completion of TRE Initial Ground Training.

#### **5.2.3.3 Training Location**

Training will be conducted by an approved Training Centers outside the Republic of Syria and by Syrianair for base flight training.

#### **5.2.3.4 Training Aids**

##### **5.2.3.4.1 The Appropriate Full Flight Simulator**

All aircraft types (IL76 FIXED)

##### **5.2.3.4.2 Appropriate Aircraft**

All aircraft types

##### **5.2.3.4.3 Methods of Instruction**

1. Briefings
2. Demonstration
3. Procedural Drills
4. Critique


#### **5.2.3.5 Curriculum**

The following simulator and aircraft training will be used to qualify pilots for TRE duties:

##### Subject

##### Program Hours

- |   |     |
|---|-----|
| 1. Observation of one recurrent training and PC | 8/6 |
| 2. Conduct one recurrent training and 2 PCs     | 6/6 |
| 3. under the supervision of a TRE               |     |
| 4. Observation of one aircraft training         |     |
| 5. Conduct aircraft training for one trainee    |     |
-

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#### 5.2.3.6 Course Layout

1. TRE trainee shall observe one training session (4hours) and PC conducted by a TRI/TRE in approved simulator.
2. The trainee shall conduct two training sessions and PCs in an approved simulator. The trainee TRE shall carry out briefing, conduct the check and subsequent debrief, and then complete all necessary paper work, except for any signature and license entries, which shall be made by TRE conducting training for trained TRE.

**Note:** Written authorization by the SCAA must be received, prior to the applicant conducting the duties of a TRE.

3. Authorization to conduct aircraft training and checking (Base Training) shall be subject to completion of the following qualification requirements (in addition to (1) and (2) above):
  - i Holds a current TRE authorization from SCAA.
  - ii Undergo two hours simulator training, covering the TRE's role during circuit training and the exercises required in the aeroplane to complete a type-rating check.
  - iii Observation of the conduct of aeroplane training, and
  - iv Conduct aeroplane training for one trainee, under the supervision of a TRE already holding such an authorization. This requirement and the requirement under (ii) and (iii) above can be conducted in a simulator approved for ZFT (Zero Flight Time) training.

#### 5.2.4 SIMULATOR FLIGHT INSTRUCTOR (SFI) INITIAL FLIGHT TRAINING


##### 5.2.4.1 Course Layout

A crewmember for initial appointment as an SFI shall complete the FULL TRI qualifications course specified in 5.2.2, with the exception of the Line Training requirement specified on 5.2.2.7.3. This requirement shall be waived subject to SCAA approval, in the case of a TRI or TRE currently employed by the Company who wishes for whatever reason to transfer to the position of SFI.

##### 5.2.4.2 SFI rating extension or transfer to another aircraft type

If the privileges of an SFI rating are to be extended or transferred to another aeroplane type, then the following training requirements shall apply:

1. Satisfactory completion of the simulator content of the applicable type rating course; and
2. Conduct of a minimum of 3 simulator sessions of an approved training course, or recurrent training, including briefing and debriefing, under the supervision and to the satisfaction of a qualified TRE, or a TRI.
3. Satisfactory completion of a Final Evaluation session, to be conducted during a recurrent training simulator session, under the observation of a TRE nominated by the Manager Flight Operations Training.

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## 5.2.5 CAT II INITIAL AND TRANSITION FLIGHT TRAINING

### 5.2.5.1 Objective

The purpose of this qualification is to enable pilots and crewmembers to carry out approaches and landings to Category II Decision Height and RVR minima.

### 5.2.5.2 Prerequisite

This qualification is predicated on the crewmember being currently qualified on A340, A320, ATR72 aircraft and having completed the Category II Ground Training.

### 5.2.5.3 Training and Location

Training will be conducted by a Company TRE or an approved TRE at an approved Training Centers outside the Republic of Syrian.

### 5.2.5.4 Training Aids

Full Flight Simulator for all aircraft types (IL76 FIXED)

### 5.2.5.5 Curriculum

<u>Subject</u>	<u>Program Hours/Crew *</u>
FFS	2


\* Captain and First Officer

### 5.2.5.6 Course Layout

Initial CAT II training in a simulator approved for this purpose will be divided into phases, initially covering normal operations with no aeroplane or equipment failures, but including Low Visibility conditions which may be encountered. Subsequent phases of the training shall include detail

Scenarios involving aeroplane and equipment failures that could affect Category II for a minimum of:

1. First phase initial Category II training shall include at least the following exercises:
  - i. Approach using the appropriate flight guidance, auto pilots and control systems installed in the aeroplane, down to the applicable decision height, including acquisition of the necessary visual references required to continue with a landing utilizing automatic flare, landing and rollout guidance; and
  - ii. Approach with all engines operating, using the appropriate flight guidance systems, auto pilots and control systems installed in the aeroplane, down to the applicable decision height, followed by a missed approach utilizing the auto pilot (all without external visual reference).

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2. Second phase training must include at least the following exercises:
  - i Approaches with engine failure at various stages on the approach;
  - ii Approaches with critical equipment failures (e.g. electrical systems, auto flight systems, ground and/or airborne ILS systems and status monitors);
  - iii Approaches where failures of auto flight equipment at low level require either:
    - Reversion to manual flight to control flare, landing and roll out, or to carry out a missed approach: or
    - Reversion to manual flight, or a downgraded automatic mode, to control missed approaches from at or below decision height, including those which may result in a touchdown on the runway;
  - iv Failures of the systems which will result in excessive localizer and/or glide slope deviation, both above and below decision height, in the minimum visual conditions authorized for the operation;
  - v Failures and procedures specific to aeroplane type or variant;
  - vi Practice in handling faults which require a reversion to higher minima;
  - vii Practice in handling the aeroplane (if applicable) when, during a fail-passive Category III approach, a fault causes the auto pilot to disconnect at/below decision height, with the last reported RVR 300m or less; and
3. The approach and landing procedure for all Syrian Air aircraft is based on the use of the autopilot. Such approaches and landings will be made by the Captain from the left seat as PF.
4. Qualification for the First Officer as PM will be based on the ability to perform duties assigned to the PM with full Syrian crew coordination during CAT II approaches.
5. Successful completion of the CAT II simulator training shall include the following:
  - i. One fully automatic approach and landing to a touch and go or full stop from a simulated 100 ft DH, 350 meter RVR.
  - ii. One auto approach with a manual landing from a simulated 100 ft DH, 350 meter RVR.
  - iii. One fully automatic approach, engine out to a simulated 100 ft DH, 350 meter RVR followed by a go-around.

**Note:** Each flight crewmember must complete a check before conducting CAT II operations; however this check may be replaced by the successful completion of the minimum 8 approaches and/or landings, described under 5.2.8.7 below.

## 6. Low Visibility Takeoff

The initial CAT II training shall include Low Visibility Takeoff training. Prior to being authorized to conduct takeoffs on RVRs below 400m and not less than 150m RVR for Category C aeroplane, the following additional simulator training requirements must be satisfied:

- i . Normal takeoff in minimum authorized RVR conditions;

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- ii. Takeoff minimum authorized RVR conditions with an engine failure below  $V_1$  resulting in a rejected takeoff.

The above training shall be carried out in a simulator approved for this purpose and shall include the use of any special procedures and equipment.

#### 5.2.5.7 CAT II Operation Training Requirements


Crew Category	Ground Training	Full Flight Simulator		Line Training Under Supervision
		Usable For ZFTT	Not Usable for ZFTT	
No previous CAT 2/3 Experience	Full Initial Course Required	Min 10 approaches and/or landings to include a check		1 Practice Approach
			Min 10 Approaches And/ or landings to include a check	3 Practice Approaches
Previous CAT 2 /3 experience	Maybe abbreviated having regard to previous experience	Min 8 approaches and/or landings to include a check		1 Practice Approach
			Min 8 Approaches And/or landings to include a check	3 Practice Approaches

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### 5.3 UPGRADE FLIGHT TRAINING

#### 5.3.1 UPGRADE FLIGHT TRAINING

##### 5.3.1.1 Objective

The purpose of this course is to train the crewmember in the operation of the aircraft. The training will include aircraft systems, operation, flight characteristics and airline procedures so that he may, after successful completion, operate the Syrianair aircraft in a standard, safe, and efficient manner. The training will prepare the trainee to meet the entry requirements of IOE.

##### 5.3.1.2 Prerequisite

This course is predicated on the crewmember having satisfactorily completed Syrianair Command Training Course and Upgrade Ground Training and having been a Syrianair Senior First Officer, who is upgrading to smallest aircraft type in the company as Captain (PIC).

##### 5.3.1.3 Training Location

Training will be conducted by an approved training center and by Syrianair for base flight training.

##### 5.3.1.4 Training Aids


1. Full Flight Simulator (FFS)
2. Fixed Base Simulator (FBS)
3. Aircraft

##### 5.3.1.5 Methods of Instruction

1. Briefings
2. Demonstration
3. Procedural Drills
4. Critique

##### 5.3.1.6 Curriculum

<u>Subject</u>	<u>Program Hours (PF)</u>
1. Fixed Base Simulator	10
2. Full Flight Simulator	18
3. LOFT	2
4. Aircraft	2
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### **5.3.1.7 Course Layout**

#### **5.3.1.7.1 Fixed Base Simulator**


1. Instrument Flying
2. System review
3. General Handling

#### **5.3.1.7.2 Full Flight Simulator**

1. Familiarization
2. Approaches
3. Normal Operating Procedures
4. GPWS / CFIT
5. Windshear (predictive & actual)
6. TCAS/ACAS Procedures & response
7. Abnormal / Emergency Procedures (including crew incapacitation, rejected take-off, emergency evacuation, engine fire & failure and emergency descend)
8. Proficiency Check

#### **5.3.1.7.3 Aircraft**

1. Familiarization
  2. Touch and Go
  3. Approaches
  4. Flight Check
-

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## 5.4 TRANSITION FLIGHT TRAINING

### 5.4.1 TRANSITION FLIGHT TRAINING

Crewmember requiring to Transition from type to another one (aircraft transition), must follow an Initial Flight Training outlined in this chapter.

#### 5.4.1.1 Objective

The purpose of this course is to train the crewmember in the operation of the aircraft. The training will include aircraft systems, operation, flight characteristics, and airline procedures so that he may, after successful completion, operate the Syrianair aircraft in a standard, safe and efficient manner. The training will prepare the trainee to meet the entry requirements of Initial Operating Experience (IOE).

#### 5.4.1.2 Prerequisite

This course is predicated on the crewmember having satisfactorily completed A340, A320, ATR72, and IL-76T Transition Ground Training.

#### 5.4.1.3 Training Location

Training will be conducted by an approved Training Centers outside the Republic of Syria and by Syrianair for base flight training.

#### 5.4.1.4 Training Aids

1. Fixed Base Simulator (FBS)
2. Full Flight Simulator (FFS)
3. Aircraft (For Types were ZFTT is not implemented)

#### 5.4.1.5 Methods of Instruction

1. Briefings
2. Demonstration
3. Procedural Drills
4. Observation
5. Critique


#### 5.4.1.6 Curriculum

##### 1. Captain

##### Subject

##### Program Hours (PF)

Fixed Based Simulator	7.0
Full Flight Simulator	15.0
LOFT	2.0
Aircraft (For Types were ZFTT is not implemented)	1.0
	-----
	25

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## 2. First Officer

<u>Subject</u>	<u>Program Hours (PF)</u>
Fixed Based Simulator	13.0
Full Flight Simulator	15.0
LOFT	2.0
Aircraft (For Types were ZFTT is not implemented	1.0
	-----
	31

### 5.4.1.7 Course Layout

#### 5.4.1.7.1 Fixed Base Simulator


1. Instrument Flying
2. System review
3. General Handling

#### 5.4.1.7.2 Full Flight Simulator

1. Familiarization
2. Approaches
3. Normal Operating Procedures
4. GPWS/CFIT
5. Windshear (predictive & actual)
6. Abnormal / Emergency Procedures(including crew incapacitation, rejected take-off, emergency evacuation, engine fire &failure and emergency descend)
7. Upset recovery.
8. TCAS/ACAS Procedures & response
9. Proficiency Check
10. LOFT

#### 5.4.1.7.3 Aircraft (For Types were ZFTT is not implemented

1. Familiarization
2. Touch and Go
3. Approaches
4. Flight Check

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## 5.5 R / H SEAT QUALIFICATION

### 5.5.1 OBJECTIVE

The objective of this course is to train the crewmembers to safely operate the aircraft from the right seat and to perform the duties of a qualified first officer. The training will include normal and emergency procedures and emphasize aircraft handling from the right seat so that he may, after successful completion, operate the Syrianair aircraft in a standard, safe and efficient manner.

### 5.5.2 PREREQUISITE

This course is predicated on the trainee being a Syrianair captain current and fully qualified on the respective type.

### 5.5.3 TRAINING LOCATION

Training will be conducted by Company TRI / TRE or an approved Training Center.

### 5.5.4 TRAINING AIDS

Training aids used in this course will be the appropriate full flight simulator (IL76 FIXED).

### 5.5.5 METHODS OF INSTRUCTION

1. Briefings
2. Demonstration
3. Procedural Drills
4. Critique

### 5.5.6 CURRICULUM

#### Subject

#### Program Hours (PF)

Full Flight Simulator (IL76 FIXED)

1

This includes time for the partial PC to demonstrate right seat proficiency.


### 5.5.7 COURSE LAYOUT

Full Flight Simulator (IL76 FIXED):

1. Cockpit Pre-flight and normal procedures
2. A normal takeoff, an ILS approach, missed approach ( 20 kts cross wind )
3. An engine out at takeoff, and engine out ILS approach and missed approach( 20 kts cross wind )
4. Rejected Takeoff
5. Normal landing

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**Note:** Statement will be placed on the training and PC forms showing right seat training was satisfactorily completed and proficiency was demonstrated.

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## 5.6 RECURRENT FLIGHT TRAINING

### 5.6.1 RECURRENT TRAINING (A340, A320, IL-76-T, ATR-72)

#### 5.6.1.1 Objective

The objective of this course is to ensure the continued competence of flight crewmembers and to comply with provisions of SCAR through the medium of annual recurrent training on subjects related to efficient and safe flight operations.

#### 5.6.1.2 Prerequisite

This training is designed for crewmembers, who are currently qualified on Syrianair aircraft and who have completed Recurrent Ground Training for that aircraft.

#### 5.6.1.3 Training Location

Training will be conducted by a Company SFI / TRI / TRE or approved TRE at an approved Training Centers outside the Republic of Syria.

#### 5.6.1.4 Training Aids

1. A-320 Full Flight Simulator
2. A340 Full Flight Simulator
3. IL-76T FIXED Flight Simulator
4. ATR Full Flight Simulator

#### 5.6.1.5 Methods of Instruction

1. Briefings
2. Demonstration
3. Procedural Drills
4. Critique


#### 5.6.1.6 Curriculum

A technical Knowledge will be based on self home study and demonstrated to SFI by the answered questionnaire sheet prior to the recurrent flight training.

The course serves as a check/review of the crewmember's operating proficiency and knowledge of normal and emergency procedures. A review of new procedures and equipment modifications is also done.

Ground school for subjects requiring renewal will be in the form of following lectures:

- Dangerous goods.
- CRM.
- Safety Training.
- Security Training.

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## 1. Pilots

Subject

Program Hours (PF)

Full Flight Simulator

6

**Note:** Right seat qualified captains will apply requirement in (5.5.7).

The training form will be annotated to show both left and right seat training was satisfactorily completed.

### 5.6.1.7 Course Layout

#### 1. Briefing

- i Bulletin Review
- ii Aircraft Limitations
- iii Simulator Activity Review
- iv Current FCOM/OM revision

#### 2. Simulator

- i Approaches
- ii Maneuvers
- iii Normal Procedures
- iv GPWS/CFIT
- v Windshear (predictive & actual)
- vi Abnormal / Emergency Procedures (including crew incapacitation, rejected take-off, emergency evacuation, engine fire & failure and emergency descend)
- vii Upset recovery.
- viii CAT II
- ix Low Visibility Take-off
- x TCAS/ACAS Procedures & response
- xi Right Seat (if applicable)
- xii LOFT

### 5.6.1.8 EDTO Recurrent

RESERVED.

### 5.6.2 PROFICIENCY CHECKS (A340, A320, IL-76-T, ATR-72)


#### 5.6.2.1 Objective

The objective of this check is to maintain high standards of proficiency among line captains, first officers (and flight engineers, navigator, radio operator if applicable).

#### 5.6.2.2 Prerequisite

The Proficiency Check is designed for crewmembers, who are currently qualified on Syrian aircraft.



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### 5.6.2.3 Training Location

Check will be conducted by a Company Examiner or approved Examiner at approved Training Centers outside the Republic of Syrian.

### 5.6.2.4 Training Aids

1. Full Flight Simulator (IL76 FIXED)

### 5.6.2.5 Methods of Checking

The Checkairman will observe and confirm the crewmembers' operating skills and knowledge by following the established Proficiency Check curriculum.

### 5.6.2.6 Curriculum

A detailed briefing session will be accomplished prior to the flight, so as to review the objectives to be advised during the flight check.

The check serves as an evaluation of the Crewmember's operating proficiency and knowledge of the normal and emergency procedures, authorized approaches, WX limitations for T/O approach and landing (ceiling, visibility, wind components) and the allowance for inoperative ground components and its effects.

PC items conducted during training satisfactorily with no remark will be considered as done.


All SCAR required maneuvers are included in the PC Form.

#### 1. Pilots

<u>Subject</u>	<u>Program Hours (PF)</u>
Briefing/De-briefing	2
Full Flight Simulator	2
	-----
	4

### 5.6.2.7 General Regulations

1. All simulator proficiency checks will operate with full sets of crew. A right seat qualified captain may be substituted for a first officer.
2. During a proficiency check, when the Examiner determines that a maneuver is unsatisfactory, the checkairman may continue training, then repeat the maneuver. Training may not be conducted without recording the failure of the maneuver.
3. If a crewmember **fails** to satisfactorily complete his proficiency check, he must be removed from line operation. The SCAA must be informed of the failure in writing prior to his re-check.

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### 5.6.2.8 Guidelines for TRI/TRE

1. Training and checking cannot be conducted simultaneously. When training is required, the check must be temporarily suspended, training conducted, and then the check resumed.
2. When training to proficiency is required, the checkairman must record the maneuvers, which were initially failed and in which training was given.
3. When training to proficiency is conducted and the check is subsequently completed within the original simulator session, the overall grade for the check may be recorded as satisfactory.

### 5.6.3 INSTRUCTORS RECURRENT / REQUALIFICATION REQUIREMENT

Instructor to be current must fulfill the following minimum annual requirement as appropriate as in the following table:

Category	SIM	FH	L/C	R/H	STD	GS	ST
GI	N/A	N/A	N/A	N/A	2	2	N/A *
SFI	2	N/A	N/A **	1	1	N/A	1 *
LI	2	150	2	2	1	1	1 *
TRI	2	150	2	2	1	1	1 *
TRE	2	150	1	1	1	1	1 *

\* Every three years

\*\* Observation Flight.

SIM Simulator Training / PC

FH Minimum flying hours as a Pilot

L/C Line Check

R/H Right hand seat training in the simulator

STD Standardization Meetings


GS Ground school sessions (instructional technique refresher).

ST Supervised training either simulator or aircraft check

GI Ground Instructor


N/A Not Applicable

**Note:** The SFI in addition to the above requirements shall undergo one line operations observations flights of minimum of 2 sectors to be familiarize with current and type related line operations.

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### 5.7.1 LINE TRAINING

1. It's not allowed under any condition to perform in-Flight simulation emergencies while passengers or Cargo are being carried.
2. For All Crews, twelve sectors of observation flight will be scheduled before transition course.
3. Proficiency check is required prior starting line training.
4. Base check. These flights are not counted as part of the required line training sectors.
5. On line Training, at least 1/8 of the sectors will be as PM, but will not be deducted from total required sectors.
6. Training section should ensure in coordination with scheduling section that each trainee operates to cover almost all destinations of the fleet with minimum interruption of training if possible. In addition, each trainee should preferably be scheduled to fly with all available instructors.
7. Line Training shall cover the following subjects (where Applicable):
  - OM – A CH 8 :
  - MNPS if applicable.
  - RVSM.
  - RNP.
  - Authorized approaches.
  - Airports, routes, and route segments qualifications
  - Category C airport operation.
  - T/O and Landing weather minima's(ceiling, visibility, wind components)
  - Inoperative Ground Equipments allowance and effects.
  - Aircraft limitations..
  - Emergency by heart check lists discussion.
  - Terrain and minimum safe altitudes
  - Seasonal meteorological conditions;
  - Meteorological, communication and air traffic facilities, services and procedures;
  - Search and rescue services for the areas over which the aircraft will be flown;
  - Navigational facilities and procedures, including any long-range navigation procedures associated with the route along which the flight is to take place;
  - Procedures applicable to flight paths over heavily populated areas and areas of high air traffic density;
  - Airport obstructions, physical layout, lighting, approach aids and arrival, departure, holding and instrument approach procedures and applicable operating minima.
8. A progress evaluation flight shall be completed on every 50 hours or every 30 days whenever is applicable.  
Trainee shall present the Training file to the Training section for approval to continue line training.
9. Inability of any trainee to be released without safety F/O or to fly with F/O on the RH seat will require FOAP to review and recommend an applicable action including termination of employment.

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10. Under no circumstances are two trainees allowed to be scheduled on the same flight for the purpose of line training.

11. The final line check shall consist of two sectors one as PF and the other as PM for all type of training programs. Such check shall be carried out by TRE or TRI.

12. Each phase of line flight training should be evaluated as:

- **SAT**
- **MAR**
- **UNSAT**

The overall performance can accordingly be graded as

- **Normal Progress**
- **Slow Progress**
- **UNSAT**

Any **Marginal** evaluation must be re-evaluated on the next training flight by either the same or different instructor. If same or new marginal evaluation is obtained in

Any flight phase, Dir. Training and Standards shall stop the training and ask for FOAP to convene to discuss the case and recommend the applicable course of action.

If **Slow Progress** due system knowledge technical or flying ability is reported, Director training shall discuss the case and recommend one or all the following:

- CBT / ORAL / Observation Flight.

If any **UNSAT** evaluation is obtained by the trainee, Dir. Training & Standards shall stop the training and ask for FOAP to convene to discuss and recommend the best course of action.


## 5.7.2 GRADING & COMMENTS DURING LINE TRAINING

Direct Entry and New Revision Line training is to be conducted as follows:

- No grading for the first twelve sectors. Related comments mentioned in the training file must only be for organization, familiarization, general training and safety.
- The remaining flight sectors should be with grading and comments till the, recommendation flight.
- During final check, questions are not recommended during the flight itself except, when raised by the situation.

## 5.7.3 RECOMMENDATION AND CHECKING

All line-training hours/ sectors are exclusive of the final check. Furthermore, recommendations for the final check may not precede the accumulation of the minimum required line training hours/ Sectors prescribed, except for Transition training only.

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#### 5.7.4 TRAINING EXTENSIONS

This Extension policy applies **(not applicable for command upgrade):**

A maximum of two extra flights can be given to any trainee for continuing the training without the need for a safety pilot onboard and/ or to undergo his final line check. This extension is dependent only on the recommendation of FOAP and the instructors involved upon a thorough review of the training file.

**Note:** A maximum of two extensions events can be granted in a training program.

#### 5.7.5 REQUIRED SECTORS

Following minimum sector and hours will be flown before final check:

##### 1- A320 Ab-initio - Jet Familiarization Course

- First 20 sectors with **TRI**.
- After **TRI** approval
- Pilot will continue his required sectors with **LI**.

The pre check and check sectors will be carried out by **TRE**.

##### 2- Transition course

- Line Training: required sectors (15 up to 20).
- CAPT shall carry out his/here sectors with **TRI**
- For (F/O) First 2 sectors with **TRI**.
- After **TRI** approval F/O will continue his required sectors with **LI**.

The pre check and check sectors will be carried out by **TRI**.

##### 3- Command Upgrade ( F/O to Captain)

- Line Training required sectors (50 up to 70)
- First (10 up to 20) sectors with **TRI**.
- After **TRI** approval Pilot will continue his required sectors with **LI** .and experience F/O on the right seat.


The final check sector will be carried out by **TRE**.

**Note:** If the **TRI** does not transfer Trainee after first 10 sectors to **LI** the trainee will continue up to 20 sectors and if he fails again to transfer, he will be given an Extra 5 sectors only. If he fails after that his training will be terminated.

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## 6. INITIAL OPERATING EXPERIENCE (IOE)

### 6.1 GENERAL

#### 6.1.1 PURPOSE

This chapter is published to provide specific guidelines for crewmembers and check airmen involved with Initial Operating Experience (IOE) operations and line checks.

#### 6.1.2 EVALUATION OF IOE PROGRESS

The crewmember must demonstrate proficiency in the required skills and knowledge in order to satisfactorily complete IOE requirements and be recommended for release check.

#### 6.1.3 FLIGHT PROFICIENCY AND STANDARDS

IOE supervision and line checks will be conducted in compliance with this chapter, the Operations Manual Part A, the applicable FCOM and other related publications.

#### 6.1.4 IOE REQUIREMENTS

Absolute minimum time requirements for the IOE period are established by SCAR. Company policy may exceed the SCAR requirements but will not be less restrictive.

The current company minimum requirements are indicated in this chapter.

This chapter may contain planned hours, which exceed company minimums. Planned hours are based on average crewmember ability and are used for management planning purposes. Actual hours may vary according to individual crewmembers but:

1. May not be less than company minimums
2. May be increased by the CP, FOD and PRB as detailed under Chapter 3 (Training Control).


#### 6.1.5 GUIDELINES

Due to the nature of IOE supervision, it is not possible to detail every task and situation, which will be encountered during the period. However, the following guidelines will be complied with during the crewmember's IOE performance.

##### 6.1.5.1 Captain

Performance of Pilot-in-Command duties will be under the supervision of a qualified LI/TRI/TRE. The LI/TRI/TRE will occupy a pilot station.

IOE shall include enough time and PF & PM duties as per IOE form.

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#### **6.1.5.2 First Officer**

Performance of Second-in-Command duties will be under the supervision of a qualified

LI/TRI/TRE. The LI/TRI/TRE will occupy a pilot station.

IOE shall include enough time and PF & PM duties as per IOE form.

#### **6.1.5.3 Flight Engineer**

**Performance of flight engineer duty will be under the supervision of released FE**

#### **6.1.5.4 All Flight Crewmembers**


Each phase of the operation will be closely supervised to ensure preparation for the release check and final release check in the following areas:

1. Dispatch
2. Preflight
3. Pushback and Taxi
4. Takeoff
5. Climb
6. Cruise (RVSM, RNP, MNPS as appropriate) \*
7. Descent
8. Approach
9. Landing and Taxi
10. Parking
11. Post Flight
12. Flight Operations Policy

\* As reflected in the respective IOE form.

#### **6.1.5.5VIP Fleet**

RESERVED.

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## 6.2 TRANSITION AND UPGRADE IOE

### 6.2.1 IOE (TRANSITION AND UPGRADE)

#### 6.2.1.1 Objective

The objective of this IOE time is to provide operating experience to the crewmember during line operation. The line experience will include aircraft systems operation, flight characteristics, planning and performance and airline policy and procedures.

After successful completion of this IOE, the crewmember will be able to operate the aircraft during Line Operations in a standard, safe and efficient manner.

#### 6.2.1.2 Prerequisite

This IOE is predicated on the crewmember having satisfactorily completed Syrianair Transition Flight Training.

#### 6.2.1.3 Location

Supervision of IOE will occur during normal revenue operations at locations dictated by the flying schedule.

#### 6.2.1.4 Methods of Supervision

1. Briefings
2. Demonstrations
3. Observations
4. Review
5. Critique

#### 6.2.1.5 Planned Hours

##### 1. Captains

- First Command

##### Subject

##### Planned PF Hours

Initial Operating Experience

200

OR 50 up to 70, MAX 90 PF sectors

PM

10 sectors

- Transition from other type

##### Subject

##### Planned PF Hours


Initial Operating Experience

60

OR 20 MIN 30 MAX PF sectors

PM

10 sectors

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## 2. First Officers

- First Type

Subject

Planned PF Hours

Initial Operating Experience  
OR 50 up to 70, MAX 90 PF sectors  
PM10 sectors

200


- Transition from other type

Subject

Planned PF Hours


Initial Operating Experience  
PM

60  
OR 20 MIN 30 MAX PF sectors  
10 sectors

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### 6.3 NEW TYPE UPGRADE IOE

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## 6.4 NEW TYPE UPGRADE IOE


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## 6.5 LINE CHECKS

### 6.5.1 FINAL RELEASE LINE CHECKS (ALL AIRCRAFT TYPES)

#### 6.5.1.1 Objective

The objective of this check is to ensure high standards of proficiency among line flight crewmembers. A successful check confirms the crewmember operating skills and knowledge are adequate to safely continue in line operations.

#### 6.5.1.2 Prerequisite

The Line Check / Release Check and Final Release Check is predicated upon the crewmember having completed all Initial or Transition training, Proficiency checks, and IOE requirements. The Final Release Check will be conducted by a Checkairman.

#### 6.5.1.3 Location

Release/Final Release Check and Annual Checks are conducted during revenue line operations at locations dictated by the flying schedule.

#### 6.5.1.4 Methods of Checking

1. Checks will be conducted primarily by observation of the crewmember's operating skills and demonstrated knowledge.
2. Use of questions during flight will normally be limited to portions of cruise flight when workload permits. Questions will not be used during critical phases of flight.
3. Requirements of Flight Operations Policy will be adhered to while conducting checks. Emergency situations will not be simulated but may be discussed during cruise flight, when workload permits. However, it is emphasized that the prerequisite for line checks is that the crewmember has satisfactorily demonstrated his skills in emergency handling during his Proficiency Check.
4. Checks are to be conducted in a professional and pleasant manner, which will allow the crewmember to demonstrate his best operating skills and knowledge.


#### 6.5.1.5 Briefings

Detail briefings will be conducted before flight to review the objectives of the Line Check.

#### 6.5.1.6 Checks / Oral Exams

The following charts contain minimum check duration and oral exam requirements.

##### 1. Captain Checks

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### RELEASE CHECK

	REQUIREMENTS
AIRCRAFT	As per Type
ORAL EXAM	NO
COMMAND F/O TO CAPT)	70
TRANSITION	20 SEC

### FINAL RELEASE CHECK

	REQUIREMENTS
AIRCRAFT	As per Type
ORAL EXAM	YES
MINIMUM FLTS / SECTORS *	2 FLTS *

\* Two flights of minimum two sectors each

### ANNUAL LINE CHECK

	REQUIREMENTS
AIRCRAFT	As per Type
ORAL EXAM	NO
MINIMUM FLTS / SECTORS	2 SEC


\* Two flights of minimum two sectors each

## 2. First Officer Checks

### FINAL RELEASE CHECK

	REQUIREMENTS
AIRCRAFT	As per Type
ORAL EXAM	YES
MINIMUM FLTS / SECTORS *	2 FLTS *

\* Two flights of minimum two sectors each.

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### ANNUAL LINE CHECK


	REQUIREMENTS
AIRCRAFT	As per Type
ORAL EXAM	NO
MINIMUM FLTS / SECTORS	2 SEC

### 3. Flight Engineers Checks

#### FINAL RELEASE CHECK


	REQUIREMENTS
AIRCRAFT	As per Type
ORAL EXAM	YES
MINIMUM FLTS / SECTORS *	2 FLTS *

\* Two flights of minimum two sectors each.

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## **6.6 REQUALIFICATION**

### **6.6.1 REQUALIFICATION ALL TYPES**

#### **6.6.2 Objective**


The objective of this IOE time is to provide sufficient operating time under supervision for the crewmember to regain familiarity with the line operation of a particular Syrian aircraft.

Refer to CHAPTER 3 (3.1.11) for full details of re-qualification).

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## 6.7 ROUTE AND AERODROME QUALIFICATION

### 6.7.1 ROUTE AND AERODROME QUALIFICATION (A340, A320, IL-76-T, ATR-72)

#### 6.7.1.1 Objective

The objective of this IOE time is to ensure the Commander has the necessary and current information pertinent to routes and operations as required by SCAR and company policy. These special qualifications requirements are applicable only to Commanders.

#### 6.7.1.2 Prerequisite

This IOE is predicated on the pilot crewmember having satisfactorily completed Syrian Initial, Transition or Upgrade Flight Training.

#### 6.7.1.3 Location

Route and airport qualifications will be provided in those areas designated by Operations Manual Part C.

#### 6.7.1.4 Methods of Competence Qualifications


1. The flight crewmember will receive route/area and aerodrome qualifications during IOE training and line check phase. The Flight Operations Training will ensure that the trainee will be scheduled at least one flight to the following:
  - i Into the special route / area applicable to the respective fleet.
  - ii To a Category B and Category C aerodromes.
2. In case the crewmember did not operate into a special area or to a Category C applicable to the respective fleet aerodrome during the IOE and Line Check phases, the Standards and Training shall identify the non-completion of any of the above to the Chief Pilot and respective Fleet Captain in the Release Letter.

The Standards and Training shall ensure that the flight crewmember has received the required qualification in accordance with 4.3.5 prior to being rostered to operate into those special Areas and/or aerodromes. Confirmation that the training requirements specified under 4.3.5 have been fulfilled shall be indicated by completion of the applicable Briefing form and the applicable Category C Aerodrome Qualification form.

#### 6.7.1.5 Validity

##### 6.7.1.5.1 Area Qualifications

The period of validity of an Area Qualification in accordance with SCAR shall be **12** calendar months.

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1. An Area Qualification shall be revalidated by operating into, out of, or over the particular Area within the period of validity described above. Where no special training requirements apply to an Area Qualification, then it may also be re-validated by completion of the applicable briefing requirements. If re-validated within the final 3 calendar months of validity of a previous Area Qualification, then the new validity period shall be for a further 12 calendar months from the date of expiry of the original validity period.
2. If an Area Qualification should expire, then it may be re-validated by completion of all applicable briefing and special training requirements. A new Area Qualification Requirements form should then be completed.

#### **6.7.1.5.2 Aerodrome Qualification**

The period of validity of an aerodrome competence qualifications, shall be 12 calendar months.

1. Aerodrome competence qualification shall be re-validated by operating to the aerodrome, within the period of validity prescribed above. In the case of a Category B aerodrome, re-validation may also be achieved by self-study of the applicable briefing material and completion of the appropriate Category B Aerodrome Competence Qualification form.
2. If re-validated within the final 3 calendar months of the current validity period an aerodrome competence qualification shall be extended for a further 12 months from the date of expiry of the original validity period.



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## 7. SAFETY TRAINING (A340, A320, IL-76-T, ATR-72)

### 7.1 GENERAL

All emergency and safety equipment training and evacuation procedures should be conducted in coordination between Cabin/Flight Crew. Joint discussion of emergency scenarios should be conducted when such coordinated training is not possible.

#### 7.1.1 PURPOSE

The purpose of this chapter is to detail the specific Emergency Training Courses administered by the Flight Operations Training Department.

#### 7.1.2 EVALUATION

The trainee must attain the laid down standard of skill and knowledge to pass the course.

#### 7.1.3 COURSES SUMMARY

The tables below summarize the programmed hours of each training course.

##### 7.1.3.1 Flight Crewmembers

Type of Training	Programmed Hours			
	Classroom	Aircraft Walk around	Drills	Total
Basic Indoctrination	6	--	--	6
Initial	6	2	2	10
Transition	6	2	2	10
Recurrent	4	--	1 *	5
Dangerous Goods Initial / Transition	12	--	--	12 **
Dangerous Goods Recurrent	6	--	--	6 **

\* Practical emergency drills are performed every 24 months. When these drills are not required, the hours allocated will be used in the classroom.

\*\* To take place concurrently with Initial, Transition and Recurrent Safety Training.

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### 7.1.3.2 Cabin Attendants

Type of Training	Programmed Hours			
	Classroom	Aircraft Walk around	Drills	Total
Basic Indoctrination	50 (10)	--	--	50 (10)
Initial (A320-232)	75 (15)	5	5	85 (17)
Transition	20 (4)	5	5	30 (6)
Differences	5		--	5 *
Recurrent	20 (4)	--	5 **	25 (5)
Requalification	See sub-part 7.7			
Dangerous Goods Initial / Transition	6	--	--	6 ***
Dangerous Goods Recurrent	6	--	--	6 ***

\* Hours may be adjusted to accommodate the specific requirement of each course.

\*\* Practical emergency drills are performed every 24 months.

\*\*\* To take place concurrently with Initial, Transition and Recurrent Flight Safety Training.

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## 7.2 BASIC INDOCTRINATION

### 7.2.1 FLIGHT CREWMEMBER

#### 7.2.1.1 Objective

The objective of this course is to prepare new hire and cadet crewmembers for entry into the appropriate Ground Training for their aircraft assignment. This training will satisfy the Safety & Security Training requirement of the Basic Indoctrination course, detailed in the Chapter 4 of this manual.

#### 7.2.1.2 Prerequisite

This course is predicated on the fact that the trainee is a new hire or cadet crewmember with no previous Syrianair experience.

#### 7.2.1.3 Training Location

Training will be conducted by Syrianair at the Flight Operations Training Center or at an approved training center.

#### 7.2.1.4 Training Aids

1. Visual Aids
2. Training Films
3. Training Videos

#### 7.2.1.5 Methods of Instruction

1. Class-work
2. Demonstration
3. Observations

#### 7.2.1.6 Curriculum

<u>Subject</u>	<u>Hours</u>
Accident/Incident Review	--
Why Accidents Happen	--
Safety Research	--
Aircraft Fires	--
Emergencies	--
Aviation Security	--
Sea and Desert Survival	--
Duties and Responsibilities	--
Regulations	--
Examination	--
	-----
Total	12

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### **7.2.1.7 Course Layout**

#### **1. Accident / Incident Review**

Review and discussion of previous aircraft accidents and incidents pertaining to actual emergency situations.

#### **2. Why Accidents Happen?**

Discussion on why accidents occur, with particular emphasis on the “human factors”. Include technical and environmental factors.

#### **3. Safety Research**

- i Survivable and non-survivable accidents
- ii Recent ideas in accident avoidance and the reduction of fatalities.
- iii Recent equipment changes in Syrianair aircraft to improve safety.

#### **4. Aircraft Fires**

- i Causes and examples of aircraft fires.
- ii General principles in dealing with aircraft fires.

#### **5. Emergencies**

Instruction in the handling of emergency situations to include:

- i Emergency assignments, procedures, and coordination among crewmembers.
- ii Use of emergency safety equipments on board aircraft.
- iii Evacuation and ditching.
- iv Use of the evacuation alarm.
- v In-flight illness and injury of passengers and crew.
- vi Incapacitation of crew

#### **6. Aviation Security**

- i Review of recent incidents involving aviation security
- ii Prevent security risks applicable to Syrian Air
- iii Bomb Threat
- iv Hijack
- v Flight Crew Compartment Security
- vi Aeroplane Search Procedure
- vii Disruptive Passenger Handling

#### **7. Sea and Desert Survival**

The principles of a sea and desert survival to include advice on food, drink and shelter.



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## **8. Duties and Responsibilities**

Duties and responsibilities of crewmembers, chain of command, dealing with other crewmembers.

## **9. Regulations**

Review of SCAR, FCOM, Operations Manual Part D and Operations Manual Part A particularly those items directly involving flight safety.

## **10. Examination**

An examination with multiple choice answers shall be used to determine the knowledge of the students on general safety. The examination will be closed book with a pass mark of 80%.

### **7.2.2 CABIN CREW BASIC INDOCTRINATION**

#### **7.2.2.1 Objective**

The objective of this course is to prepare new hire crewmembers for their entry into training for their assignment as cabin attendants.

#### **7.2.2.2 Prerequisite**

This course is predicated on the fact that the trainee has no previous Cabin Crew experience with Syrianair.

#### **7.2.2.3 Training Location**

Training will be conducted by Syrianair at the Flight Operations Training Center or at an approved training center

#### **7.2.2.4 Training Aids**

Training aids used in this course will include:

1. Visual Aids
2. Training Films
3. Training Videos

#### **7.2.2.5 Methods of Instruction**

1. Class-work
  2. Demonstration
  3. Observations
-

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#### 7.2.2.6 Curriculum

<u>Subject</u>	<u>Hours</u>
Introduction	--
Flight Safety Orientation	--
Safety Research	--
Aircraft Fires	--
Emergencies and First Aid	--
Aviation Security	--
Sea and Desert Survival	--
Physiology of Flight	--
Duties and Responsibilities	--
Regulations	--
Examination	--
	-----
Total	50

#### 7.2.2.7 Course Layout

##### 1. Introduction

- i To brief Cabin Crew on the history of Syrian (cities, provinces, etc.) and historical places.
- ii Administrative policies and procedures.

##### 2. Flight Safety Orientation

Review and discussion of previous aircraft accidents and incidents, probable causes, and the role of the flight attendants during an emergency.

##### 3. Safety Research

- i Survivable and non-survivable accidents
- ii Recent ideas in accident avoidance and the reduction of fatalities.
- iii Recent equipment changes in Syrianair aircraft to improve safety.

##### 4. Aircraft Fires

- i Causes and examples of aircraft fires.
- ii General principles in dealing with aircraft fires.
- iii Lavatory smoke detection system and automatic fire extinguisher.

##### 5. Emergencies and First Aid

Instruction in the handling of emergency situations to include:

- i Emergency assignments, procedures and coordination among crewmembers.
- ii Evacuation and ditching
- iii Use of the evacuation alarm

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- iv In-flight illness and injury of passengers and crew and basic first aid.
- v Incapacitation of crew

## **6. Aviation Security**

- i Review of recent incidents involving aviation security
- ii Prevent security risks applicable to Syrianair .
- iii Bomb Threat
- iv Hijack
- v Flight Crew Compartment Security
- vi Aeroplane Search Procedure
- vii Disruptive Passenger Handling

## **7. Sea and Desert Survival**

The principles of a sea and desert survival to include advice on food, drink and shelter.

## **8. Physiology of Flight**

- i Consumption of the atmosphere, gas expansion, gas bubble formation and effects on the body.
- ii Respiration
- iii Hypoxia, its effects and time of consciousness without supplemental oxygen.
- iv Physical phenomena and review of incidents involving decompression.

## **9. Duties and Responsibilities**

Duties and responsibilities of crewmembers, chain of command, dealing with other crewmembers.

## **10.Regulations**

Review of SCAR, FCOM, Operations Manual Part D and Operations Manual Part A particularly those items directly involving flight safety.

## **11.Examination**

An examination with multiple choice answers shall be used to determine the knowledge of the students on general safety. The examination will be closed book with a pass mark of 80%.

### **7.2.3 Cabin attendant instructor course**

Basic instructional techniques course contents are:

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Subject

Hours

Teaching and learning – fundamentals	--
Instructional methods	--
Instructional tools	--
Aviation psychology	--
Student evaluation	--
Standards of progress	--
Briefing and de-briefing	--
Instruction in full Flight Simulator / Mock-up	--
Course Layout – development of new courses	--
Act as an instructor under supervision as well as practice of classroom lecturing	--
Final student Demos and Critiques	--
	-----
	30

#### 7.2.4 RECURRENT SAFETY INSTRUCTOR COURSE:

in order to keep the cabin crew instructors' information updated and maintain the qualification up to high standard he- she has to accomplish the following items:

a- Every 24 calendar months recurrent course on:

- Leadership requirement
- Human factor
- Decision making
- Review of safety and emergency procedure
- Writing reports
- Communication skill with flight crew

b- Accomplish a yearly observation flights in order to evaluate and inspect the duties of cabin crew members and cover all gaps during recurrent courses.

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### 7.3 INITIAL SAFETY TRAINING (A340, A320, IL-76-T, ATR-72)

#### 7.3.1 FLIGHT CREW INITIAL SAFETY TRAINING

##### 7.3.1.1 Objective

The objective of this course is to train the crewmember to be proficient in the operational theory and procedures related to the aircraft systems and emergency equipment.

##### 7.3.1.2 Prerequisite

This course is predicated on the crewmember being qualified as a crewmember on another Syrianair aircraft type or having completed Basic Indoctrination Training.

##### 7.3.1.3 Training Location

Training will be conducted by Syrianair at the Flight Operations Training Center, Safety and Service Mockup in an approved training center and on board the aircraft.

##### 7.3.1.4 Training Aids

1. Visual Aids
2. Training Films
3. Training Videos
4. Door Training / Aircraft
5. Evacuation Training
6. Slide Jump Training
7. Emergency Equipment
8. Aircraft
9. Fire Fighting Facilities
10. Rafts and Slide/Rafts
11. Ditching Pool

##### 7.3.1.5 Methods of Instruction

1. Class-work
2. Demonstration
3. Observation
4. Trainer Drill
5. Hands on Training

##### 7.3.1.6 Curriculum

<u>Subject</u>	<u>Hours</u>
Accident / Incident Review	--
Crew Duties	--
Physiology of Flight	--
Emergencies (including Forced landing)	--

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<u>Subject (cont.)</u>	<u>Hours</u>
Planned & Unplanned evacuation	--
First Aid	--
Aviation Security	--
Emergency Equipment (fire& smoke)	--
Emergency Drills	--
Aircraft Walk around	--
Examination	--
	-----
Total	12

### 7.3.1.7 Course Layout

#### 1. Accident / Incident Review

Review and discussion of previous aircraft accidents and incidents pertaining to actual emergency situations.

#### 2. Crew Duties

Instruction in emergency assignments and procedures including coordination among crewmembers.

#### 3. Physiology of Flight

- i Composition of the atmosphere, gas expansion, gas bubble formation, and effects on the body.
- ii Respiration
- iii Hypoxia, its effects and time of consciousness without supplemental oxygen.
- iv Physical phenomena and review of incidents involving decompression.

#### 4. Emergencies

- i Decompression
- ii Fire and smoke control procedures
- iii Ditching and other evacuations
- iv Evacuation of the injured and handicapped
- v In-flight illness, injury or other abnormal situations involving familiarization with the Doctor's Emergency Kit (DEK).

#### 5. Aviation Security

- i Review of recent incidents involving aviation security
- ii Prevent security risks applicable to Syrianair
- iii Bomb Threat
- iv Hijack
- v Flight Crew Compartment Security
- vi Aeroplane Search Procedures
- vii Disruptive Passengers Handling

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## 6. Emergency Equipment

- i Emergency exits and evacuation devices with emphasis on their operation during adverse conditions (darkness, smoke/fumes, unusual attitude of the aircraft, etc.).
- ii Equipment used in ditching, evacuation and survival.
- iii Fixed and portable oxygen systems.
- iv First aid equipment.
- v Portable fire extinguishers.
- vi Emergency lighting.

## 7. Emergency Drills

Perform the following drills using actual aircraft equipment or trainers as appropriate.

- i Operation of each type of emergency exit in normal and emergency mode, including the actions and forces required in the deployment of the emergency evacuation slides.
- ii Operation of each type of installed portable fire extinguisher.
- iii Operation of each type of emergency oxygen system (fixed and portable), including protective breathing equipment (PBE).
- iv Ditching to include:
  - Cockpit preparation and procedures
  - Crew coordination
  - Passenger briefing and cabin preparation
  - Donning, use and inflation of life preservers (life vests, flotation seat cushions and slide)
  - Use of life lines
  - Boarding of passengers and crew into a raft or slide/raft, or flotation slide.
- V Fire fighting using an installed fire extinguisher while wearing an installed type of PBE.
- vi Emergency evacuation (slide jump).
- vii Observe the following drills:
  - Removal of each type of life raft from aircraft or trainer
  - Transfer of each type of slide/raft from one door to another
  - Deployment, inflation and separation of each type of slide/raft.

## 8. Aircraft Walk around

An aircraft inspection to familiarize the student with the aircraft, the location and stowage of emergency equipment, including operation of equipment if appropriate.

## 9. Examination

An examination with multiple choice answers shall be used to determine the knowledge of the students on general safety. The examination will be closed book with a pass mark of 80%.

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## **7.3.2 CABIN CREW INITIAL SAFETY TRAINING**

### **7.3.2.1 Objective**

The objective of this course is to train the crewmember to be proficient in the operational theory and procedures related to the aircraft systems and emergency equipment.

### **7.3.2.2 Prerequisite**

This course is predicated on the fact that the trainee has completed Basic Indoctrination Training.

### **7.3.2.3 Training Location**

Training will be conducted by Syrianair at the Flight Operations Training Center, Safety and Service Mockup at an approved training center.

### **7.3.2.4 Training Aids**

1. Visual Aids
2. Training Films
3. Training Videos
4. Door Trainers / Aircraft
5. Evacuation Trainers
6. Slide Jump Trainer
7. Emergency Equipment
8. Aircraft
9. Fire Fighting Facilities
10. Rafts and Slide/Rafts
11. Ditching Pool

### **7.3.2.5 Methods of Instruction**

1. Class-work
2. Demonstration
3. Observation
4. Trainer Drill
5. Hands on Training

### **7.3.2.6 Curriculum**

<u>Subject</u>	<u>Hours</u>
Accident / Incident Review	--
Crew Duties	--
Physiology of Flight	--
Aircraft	--
Emergencies (including Forced landing)	--



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<u>Subject (cont.)</u>	<u>Hours</u>
Planned & Unplanned evacuation	--
First Aid	--
Aviation Security	--
Emergency Equipment (fire& smoke)	--
Emergency Drills	--
Aircraft Walk around	--
Examination	--
	----
Total	85

### **7.3.2.7 Course Layout**

#### **1. Accident / Incident Review**

Review and discussion of previous aircraft accidents and incidents pertaining to actual emergency situations.

#### **2. Crew Duties**

- i Authority of the pilot in command and passenger handling, including the procedures to be followed in the case of deranged persons or other persons whose conduct may jeopardize safety.
- ii Instruction in emergency assignments and procedures including coordination among crewmembers.

#### **3. Physiology of Flight**

- i Composition of the atmosphere, gas expansion, gas bubble formation, and effects on the body.
- ii Respiration  
Hypoxia, its effects and time of consciousness without supplemental oxygen.
- iii Physical phenomena and review of incidents involving decompression.

#### **4. Aircraft**

Specific Aircraft Type Rating for each aircraft shall contain:

- i General features
- ii Cabin interior and layout
- iii Doors and exit operation (normal and aboard)
- iv Cabin systems / Galley equipments
- v In-Flight Entertainment
- vi The use of both public address system and other means of communicating with crewmembers, including emergency means in the case of attempt hijacking or other unusual situations (for more details refer to Aviation Security Item).

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## **5. Emergencies**

- i Decompression
- ii Fire and smoke control procedures
- iii Ditching and other evacuations
- iv Evacuation of the injured and handicapped

## **6. First Aid**

- i Concept of First-aid case
- ii Aviation medicines
- iii In-Flight injuries and illness
  - Symptoms and
  - Method of treatment and procedures
  - Familiarization in the use of First Aid Kit / Doctor's List as applicable
  - Palmary Resuscitation (CPR)

## **7. Aviation Security**

- i Review of recent incidents involving aviation security
- ii Prevent security risks applicable to Syrianair.
- iii Bomb Threat
- iv Hijack
- v Flight Crew Compartment Security
- vi Aeroplane Search Procedures
- vii Disruptive Passengers Handling

## **8. Emergency Equipment**

- i Emergency exits and evacuation devices with emphasis on their operation during adverse conditions (darkness, smoke/fumes, unusual attitude of the aircraft, etc.).
- ii Equipment used in ditching, evacuation and survival.
- iii Fixed and portable oxygen systems.
- iv First aid equipment.
- v Portable fire extinguishers.
- vi Emergency lighting.

## **9. Emergency Drills**

Perform the following drills using actual aircraft equipment or trainers as appropriate.

- i Operation of each type of emergency exit in normal and emergency mode, including the actions and forces required in the deployment of the emergency evacuation slides.
- ii Operation of each type of installed portable fire extinguisher.
- iii Operation of each type of emergency oxygen system (fixed and portable), including protective breathing equipment (PBE).

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**iv** Ditching to include:

- Cockpit preparation and procedures
  - Crew coordination
  - Passenger briefing and cabin preparation
  - Donning, use and inflation of life preservers (life vests, flotation seat cushions and slide)
  - Use of life lines
  - Boarding of passengers and crew into a raft or slide/raft

**v** Fire fighting using an installed fire extinguisher while wearing an installed type of PBE.

**vi** Emergency evacuation (slide jump).

**vii** Observe the following drills:

- Removal of each type of life raft from aircraft or trainer.
- Transfer of each type of slide/raft from one door to another.
- Deployment, inflation and separation of each type of slide/raft.

## **10. Aircraft Walk around**

- i** An aircraft walk around inspection is to familiarize the trainee with the aircraft, the location and stowage of emergency equipment, including operation of equipment, if applicable.
- ii** Familiarization of doors and exit operation (in normal and abnormal situations).

### **7.3.2.8 Competency Check**

Following successful completion of the Initial-Safety Ground Training and In-Flight Service Training (for In-Flight Service Training refer to the In-Flight Service Manual) and prior to certification and release to Line Operation as a required crewmember fully qualified to serve in a safety capacity, the following shall be completed:

1. A number of observation flights of minimum of 15 hours covering all types of aircraft.
2. Completion of a competence check conducted by an SEP Examiner. The competence check shall include oral questioning and a line check (of minimum one flight).

## **7.3.3 CABIN PURSER SAFETY TRAINING**

### **7.3.3.1 Objective**

The objective of this course is to train the upgraded Cabin Crew to be Purser (Chief of Cabin) in the operational theory and procedures related to the aircraft systems and emergency equipment.

### **7.3.3.2 Prerequisite**

This course is predicated on the crewmember being qualified as Purser crewmember on another Syrianair aircraft type or having completed basic indoctrination training.

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### 7.3.3.3 Training Location

Training will be conducted by Syrianair at the Flight Operations Training Centre or at an approved training center.

### 7.3.3.4 Training Aids

1. Visual Aids
2. Training Films
3. Video

### 7.3.3.5 Methods of Instruction

1. Class work
2. Personal confidence
3. Observation by Check Airman after completion from Training Department.
4. Hands on Training

### 7.3.3.6 Curriculum

<u>Subject</u>	<u>Hours</u>
Human Relations	--
Leadership	--
Problem Solving and Decision Making	--
Communication Skills	--
Pre-Flight Briefing Technique	--
In-Flight Duties and Responsibilities	--
Review of Safety and Emergency Procedures	--
Report and Report Writing	--
Cockpit / Cabin Crew Coordination	--
First Aid Skills	--
Examination	--
	-----
	25

### 7.3.3.7 Course Layout

#### 1. Human Relations

- i The human relations factor is major contributor towards the success of any Airline.
- ii In our view, the expectations required from the Purser as an employee in that organization can be categorized as follows:
  - Other employee expectations
  - Subordinates (crew) expectations
  - Management expectations
  - Passenger expectations

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## **2. Leadership**

- i Situational Leadership
- ii The four leadership styles

## **3. Problem Solving and Decision Making**

Decision making with the Captain.

## **4. Communication Skills**

- i Cockpit and cabin standard communication procedures
- ii Normal communication
- iii Abnormal communication

## **5. Pre-Flight Briefing Technique**

- i The Purser will be responsible for conducting the pre-flight briefing according to the briefing outlined.
- ii The Purser will ensure a proper positioning and servicing of the aircraft cabin.
- iii The Purser will be responsible for coordinating communication between cabin and cockpit.
- iv The Purser will be responsible for submitting a detail flight report.
- v The Purser will be responsible for handling aircraft documents.

## **6. In-Flight Duties and Responsibilities**

Duties and responsibilities of crewmember, chain of command, dealing with other crewmember.

## **7. Review of Safety & Emergency Procedures**

Refer to Chapter 5 Emergency Procedures (CCSM).

## **8. Report and Report Writing**

- i In-Flight Safety Report (Log Book)
- ii In-Flight Service Report

## **8. Cockpit / Cabin Crew Coordination**

- i Chain of Command
- ii Communication
- iii Crew Resource Management (CRM)
  - Workshop Theory and Analysis
  - Situational Awareness
  - Communication
  - Command and Leadership
  -

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- Decision Making
- Team Work
- Stress

#### **iv Security**

- Review of recent incidents involving Aviation Security
- Prevent Security risks applicable to Syrianair.
- Bomb Threat
- Hijack
- Flight Crew Compartment Security
- Aeroplane Search Procedures
- Disruptive Passenger Handling

### **9. First Aid Skills**

- i** Concept of First Aid case
- ii** Aviation Medicines
- iii** In-Flight injuries and illness

- Symptoms
- Method of treatment and procedures
- Familiarization in use of First Aid Kit / Doctor's List as applicable
- Palmary Resuscitation (CPR)

### **10. Examination**

An examination with multiple choice answers shall be used to determine the knowledge of the students on General Safety. The examination will be closed book with a pass mark of 80%.

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## 7.4 TRANSITION SAFETY TRAINING

### 7.4.1 FLIGHT CREW TRANSITION SAFETY TRAINING (NEWTYP E)

#### 7.4.1.1 Objective

The objective of this course is to train the crewmember to be proficient in the operational theory and procedures related to the aircraft systems and emergency equipment.

#### 7.4.1.2 Prerequisite

This course is predicated on the crewmember having been qualified in the same position on another Syrianair aircraft.

#### 7.4.1.3 Training Location

Training will be conducted by Syrianair at the Flight Operations Training Center, Safety and Service Mockup in an approved training center and on board the aircraft.

#### 7.4.1.4 Training Aids

1. Visual Aids
2. Training Films
3. Training Videos
4. Door Trainers / Aircraft
5. Evacuation Trainers
6. Slide Jump Trainer
7. Emergency Equipment
8. Aircraft
9. Fire Fighting Facilities
10. Rafts and Slide/Rafts
11. Ditching Pool

#### 7.4.1.5 Methods of Instruction

1. Class-work
2. Demonstration
3. Observation
4. Trainer Drill
5. Hands on Training

#### 7.4.1.6 Curriculum

<u>Subject</u>	<u>Hours</u>
Accident / Incident Review	--
Crew Duties	--
Physiology of Flight	--
Emergencies	--

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<u>Subject (cont.)</u>	<u>Hours</u>
Aviation Security	--
Emergency Equipment	--
Emergency Drills	--
Aircraft Walk around	--
Examination	--
	-----
Total	11

#### **7.4.1.7 Course Layout**

##### **1. Accident / Incident Review**

Review and discussion of previous aircraft accidents and incidents pertaining to actual emergency situations.

##### **2. Crew Duties**

Instruction in emergency assignments and procedures, including, coordination among crewmembers.

##### **3. Physiology of Flight**

- i Composition of the atmosphere, gas expansion, gas bubble formation, and effects on the body.
- ii Respiration
- iii Hypoxia, its effects and time of consciousness without supplemental oxygen.
- iv Physical phenomena and review of incidents involving decompression.

##### **4. Emergencies**

Instruction in the handling of emergency situations to include:

- i Rapid decompression
- ii Fire and smoke control procedures
- iii Ditching and other evacuations
- iv Evacuation of the injured and handicapped
- v In-flight illness, injury or other abnormal situations involving passengers or crew including familiarization with DEK.

##### **5. Aviation Security**

- i Review of recent incidents involving aviation security
- ii Prevent security risks applicable to Syrian Air
- iii Bomb Threat
- iv Hijack
- v Flight Crew Compartment Security



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- vi Aeroplane Search Procedures
- vii Disruptive Passengers Handling

## 6. Emergency Equipment

Location, function and operation of emergency equipment to include:

- i Emergency exits and evacuation devices with emphasis on their operation during adverse conditions (darkness, smoke/fumes, unusual attitude of the aircraft, etc.).
- ii Equipment used in ditching, evacuation and survival.
- iii Fixed and portable oxygen systems.
- iv First aid equipment.
- v Portable fire extinguishers.
- vi Emergency lighting.

## 7. Emergency Drills

Performance the following drills using actual aircraft equipment or trainers as appropriate.

- i Operation of each type of emergency exit in normal and emergency mode, including the actions and forces required in the deployment of the emergency evacuation slides.
- ii Operation of each type of installed portable fire extinguisher to be specifically of a type that minimizes the hazard of toxic gas concentration.
- iii Operation of each type of emergency oxygen system (fixed and portable), including protective breathing equipment (PBE).
- iv Ditching to include:
  - Cockpit preparation and procedures
  - Crew coordination
  - Passenger briefing and cabin preparation
  - Donning, use and inflation of life preservers (life vests, flotation seat cushions and slide)
  - Use of life lines
  - Boarding of passengers and crew into a raft or slide/raft
- v Fire fighting using an installed fire extinguisher while wearing an installed type of PBE.
- vi Emergency evacuation (slide jump).
- vii Observe the following drills:
  - Removal of each type of life raft from aircraft or trainer.
  - Transfer of each type of slide/raft from one door to another.
  - Deployment, inflation and separation of each type of slide/raft.

## 8. Aircraft Walk around

An aircraft inspection to familiarize the student, with the aircraft, the location and stowage of emergency equipment, including operation of equipment if appropriate.

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## **7.4.2 CABIN CREW TRANSITION SAFETY TRAINING (NEWTYP)**

### **7.4.2.1 Objective**

The objective of this course is to train the crewmember to be proficient in the operational theory and procedures related to the aircraft systems and emergency equipment.

### **7.4.2.2 Prerequisite**

This course is predicated on the fact that the crewmember is a qualified flight attendant on another Syrianair aircraft.

### **7.4.2.3 Training Location**

Training will be conducted by Syrianair at the Flight Operations Training Center, Safety and Service Mockup in an approved training center and on board the aircraft.

### **7.4.2.4 Training Aids**

1. Visual Aids
2. Training Films
3. Training Videos
4. Door Trainers / Aircraft
5. Evacuation Trainers
6. Slide Jump Trainer
7. Emergency Equipment
8. Aircraft
9. Fire Fighting Facilities
10. Rafts and Slide/Rafts
11. Ditching Pool

### **7.4.2.5 Methods of Instruction**

1. Class-work
2. Demonstration
3. Observation
4. Trainer Drill
5. Hands on Training

### **7.4.2.6 Curriculum**

<u>Subject</u>	<u>Hours</u>
Accident / Incident Review	--
Crew Duties	--
Physiology of Flight	--
Aircraft	--
Emergencies	--
First Aid	--
Aviation Security	--

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<u>Subject (cont.)</u>	<u>Hours</u>
Emergency Equipment	--
Emergency Drills	--
Aircraft Walk around	--
Examination	--
	-----
Total	20

#### **7.4.2.7 Course Layout**

##### **1. Accident / Incident Review**

Review and discussion of previous aircraft accidents and incidents pertaining to actual emergency situations.

##### **2. Crew Duties**

- i Authority of the pilot in command and passenger handling, including the procedures to be followed in the case of deranged persons or other persons whose conduct may jeopardize safety.
- ii Instruction in emergency assignments and procedures including coordination among crewmembers.

##### **3. Physiology of Flight**

- i Composition of the atmosphere, gas expansion, gas bubble formation, and effects on the body.
- ii Respiration
- iii Hypoxia, its effects and time of consciousness without supplemental oxygen.
- iv Physical phenomena and review of incidents involving decompression.

##### **4. Aircraft**

Specific Aircraft Type Rating for each aircraft shall contain:

- i General features
- ii Cabin interior and layout
- iii Doors and exit operation (normal and aboard)
- iv Cabin systems / Galley equipments
- v In-Flight Entertainment
- vi The use of both public address system and other means of communicating with crewmembers, including emergency means in the case of attempt hijacking or other unusual situations (for more details refer to Aviation Security Item).

##### **5. Emergencies**

Instruction in the handling of emergency situations to include:

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- i Emergency assignments, procedures and coordination among crewmembers
- ii Rapid decompression
- iii Fire and smoke control procedures
- iv Ditching and other evacuations
- v Evacuation of the injured and handicapped

## **6. First Aid**

- i Concept of First-aid case
- ii Aviation medicines
- iii In-Flight injuries and illness
  - Symptoms and
  - Method of treatment and procedures
  - Familiarization in the use of First Aid Kit / Doctor's List as applicable
  - Palmary Resuscitation (CPR)

## **7. Aviation Security**

- i Review of recent incidents involving aviation security
- ii Prevent security risks applicable to Syrianair
- iii Bomb Threat
- iv Hijack
- v Flight Crew Compartment Security
- vi Aeroplane Search Procedures
- vii Disruptive Passengers Handling

## **8. Emergency Equipment**

Location, function and operation of emergency equipment to include:

- i Emergency exits and evacuation devices with emphasis on their operation during adverse conditions (darkness, smoke/fumes, unusual attitude of the aircraft, etc.).
- ii Equipment used in ditching, evacuation and survival.
- iii Fixed and portable oxygen systems.
- iv First aid equipment.
- v Portable fire extinguishers.
- vi Emergency lighting.

## **9. Emergency Drills**

Performance the following drills using actual aircraft equipment or trainers as appropriate.

- i Operation of each type of emergency exit in normal and emergency mode, including the actions and forces required in the deployment of the emergency evacuation slides.
- ii Operation of each type of installed portable fire extinguisher.
- iii Operation of each type of emergency oxygen system (fixed and portable), including protective breathing equipment (PBE).

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**iv** Ditching to include:

- Cockpit preparation and procedures
- Crew coordination
- Passenger briefing and cabin preparation
- Donning, use and inflation of life preservers (life vests, flotation seat cushions and slide)
- Use of life lines
- Boarding of passengers and crew into a raft or slide/raft

**v** Fire fighting using an installed fire extinguisher while wearing an installed type of PBE.

**vi** Emergency evacuation (slide jump).

**vii** Observe the following drills:

- Removal of each type of life raft from aircraft or trainer.
- Transfer of each type of slide/raft from one door to another.
- Deployment, inflation and separation of each type of slide/raft.

## **10. Aircraft Walk around**

An aircraft inspection to familiarize the student, with the aircraft, the location and stowage of emergency equipment, including operation of equipment if appropriate.

## **11. Examination**

An examination with multiple choice answers shall be used to determine the knowledge of the students on general safety. The examination will be closed book with a pass mark of 80%.

### **7.4.2.8 Competency Check**

Following successful completion of the Initial-Safety Ground Training and In-Flight Service Training (for In-Flight Service Training refer to the In-Flight Service Manual) and prior to certification and release to Line Operation as required crewmember fully qualified to serve in a safety capacity, the following shall be completed:

1. A number of observation flights of minimum of 15 hours covering all types of aircraft.
2. Completion of a competence check conducted by an SEP Examiner. The competence check shall include oral questioning and a line check (of minimum one flight).

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## 7.5 DIFFERENCES SAFETY TRAINING

### 7.5.1 DIFFERENCES

#### 7.5.1.1 Objective

The objective of this course is to train the flight attendant in the differences between the Syrianair aircraft on which he/she is already qualified and other Syrianair models of the same aircraft type.

#### 7.5.1.2 Prerequisite

This course is predicated on the fact that the flight attendant is qualified on that aircraft type.

#### 7.5.1.3 Training Location

Training will be conducted by Syrianair at the Flight Operations Training Center, Safety and Service Mockup in an approved training center and on board the aircraft.

#### 7.5.1.4 Training Aids

Training aids used in this course will include:

1. Visual Aids
2. Training Films
3. Training Videos
4. Viewgraphs
5. Emergency Equipment
6. Aircraft

#### 7.5.1.5 Methods of Instruction

1. Class-work
2. Demonstrations
3. Observations
4. Hands on Training

#### 7.5.1.6 Curriculum

<u>Subject</u>	<u>Hours</u>
Emergency Equipment and Procedures	--
Walk around	--
	-----
Total	5

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#### **7.5.1.7 Course Layout**

##### **1. Emergency Equipment and Procedures**

Description of equipment and the location, including any new or additional equipment or procedures.

##### **2. Aircraft Walk around**

- i An aircraft walk around inspection to familiarize the trainee with the aircraft, the location and stowage of emergency equipment, including operation of equipment, if applicable.
- ii Familiarization of doors and exit operation (in normal and abnormal situations).



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## **7.6 FLIGHT CREW RECURRENT SAFETY TRAINING**

### **7.6.1 FLIGHT CREW RECURRENT SAFETY TRAINING (ALL TYPES)**

#### **7.6.1.1 Objective**

The objective of this course is to ensure that each crewmember is adequately trained and currently proficient in the operational theory and procedures related to the aircraft systems and emergency equipment.

#### **7.6.1.2 Prerequisite**

This training is designed for crewmembers who are currently qualified on Syrian Air aircraft.

#### **7.6.1.3 Training Location**

Training will be conducted by approved training center.

#### **7.6.1.4 Training Aids**

1. Visual Aids
2. Training Films
3. Training Videos
4. Door Trainers / Aircraft
5. Evacuation Training
6. Emergency Equipment
7. Fire Fighting Facilities \*
8. Rafts and Slide/Rafts \*
9. Ditching Pool \*

\* These aids are used for alternate recurrent training.

#### **7.6.1.5 Methods of Instruction**

1. Class-work
2. Demonstration
3. Observation
4. Trainer Drills
5. Hands on Training

#### **7.6.1.6 Curriculum**

<u>Subject</u>	<u>Hours</u>
Quiz	--
Accident / Incident Review	--
Physiology of Flight	--
Emergencies	--
Aviation Security	--

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<u>Subject (cont.)</u>	<u>Hours</u>
Emergency Equipment	--
Emergency Drills *	--
	-----
Total	5

- \* Practical emergency drills are performed during Initial and Transition training and then every 12 months, subject to equipment availability. When these drills are not required, the hours allocated will be used in the classroom.

#### **7.6.1.7 Course Layout**

##### **1. Quiz**

To determine the crewmembers' knowledge in respect of the aircraft, procedures and emergency equipment.

##### **2. Accident / Incident Review**

Review and discussion of previous aircraft accidents and incidents pertaining to actual emergency situations.

##### **3. Physiology of Flight**

- i Composition of the atmosphere, gas expansion, gas bubble formation, and effects on the body.
- ii Respiration
- iii Hypoxia, its effects and time of consciousness without supplemental oxygen.
- iv Physical phenomena and review of incidents involving decompression.

##### **4. Emergencies**

Instruction in the handling of emergency situations to include:

- i Emergency assignments, procedures and coordination among crewmembers
- ii Rapid decompression
- iii Fire and smoke control procedures
- iv Ditching and other evacuations
- v Evacuation of the injured and handicapped
- vi In-flight illness, injury or other abnormal situations involving passengers or crew including familiarization with DEK.
- vii Hijack, bomb threat or other unusual situations

##### **5. Aviation Security**

- i Review of recent incidents involving aviation security
- ii Prevent security risks applicable to Syrianair

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- iii Bomb Threat
- iv Hijack
- v Flight Crew Compartment Security
- vi Aeroplane Search Procedures
- vii Disruptive Passengers Handling

## 6. Emergency Equipment

Location, function and operation of emergency equipment to include:

- i Emergency exits and evacuation devices with emphasis on their operation during adverse conditions (darkness, smoke/fumes, unusual attitude of the aircraft, etc.).
- ii Equipment used in ditching, evacuation and survival.
- iii Fixed and portable oxygen systems.
- iv First aid equipment.
- v Portable fire extinguishers.
- vi Emergency lighting.

## 7. Emergency Drills

Performance the following drills using actual aircraft equipment or trainers as appropriate.

- i Operation of each type of emergency exit in normal and emergency mode, including the actions and forces required in the deployment of the emergency evacuation slides.
- ii Operation of each type of installed portable fire extinguisher.
- iii Operation of each type of emergency oxygen system (fixed and portable), including protective breathing equipment (PBE).
- iv Ditching to include:
  - Cockpit preparation and procedures
  - Crew coordination
  - Passenger briefing and cabin preparation
  - Donning, use and inflation of life preservers (life vests, flotation seat cushions and slide)
  - Use of life lines
  - Boarding of passengers and crew into a raft or slide/raft

Observe the following drills:

- i Removal of each type of life raft from aircraft or trainer
- ii Transfer of each type of slide/raft from one door to another
- iii Deployment, inflation and separation of each type of slide/raft.
- iv Emergency evacuation, including use of the slide.

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## 7.6.2 CABIN CREW RECURRENT SAFETY TRAINING (ALL TYPES)

### 7.6.2.1 Objective

The objective of this course is to ensure that each flight attendant is adequately trained and currently proficient with respect to SOP and emergency duties and equipment on each type of aircraft upon which he/she is qualified, It is carried out annually.

### 7.6.2.2 Prerequisite

This course is predicated on the fact that the trainee has completed Basic Indoctrination Training.

### 7.6.2.3 Training Location

Training will be conducted by Syrian Air at the Flight Operations Training Center, Safety and Service Mockup in an approved training center and on board the aircraft.

### 7.6.2.4 Training Aids

1. Visual Aids
2. Training Films
3. Training Videos
4. Viewgraphs
5. Door Trainers / Aircraft
6. Evacuation Trainers
7. Slide Jump Trainer
8. Emergency Equipment
9. Aircraft
10. Fire Fighting Facilities \*
11. Rafts and Slide/Rafts \*
12. Ditching Pool \*

\* These aids are used for alternate recurrent training.

### 7.6.2.5 Methods of Instruction

1. Class-work
2. Demonstration
3. Observation
4. Trainer Drill
5. Hands on Training

### 7.6.2.6 Curriculum

<u>Subject</u>	<u>Hours</u>
Quiz	--
General	--

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<u>Subject (cont)</u>	<u>Hours</u>
Accident / Incident Review	--
Physiology of Flight	--
Emergencies	--
First Aid	--
Aviation Security	--
Emergency Equipment	--
Emergency Drills *	--
Aircraft Walk around	--
Examination	--
	-----
Total	25

\* Practical emergency drills are performed during Initial and Transition training and then every 24 months, subject to equipment availability. When these drills are not required the hours allocated will be used in the classroom.

#### **7.6.2.7 Course Layout**

##### **1. Quiz**

To determine the flight attendant's knowledge in respect of the aircraft, procedures and equipment.

##### **2. General**

- i Authority of the pilot-in-command, passenger handling including the procedures to be followed in the case of deranged persons or other persons whose conduct may jeopardize safety.
- ii Instruction in emergency assignments and procedures including coordination among crewmembers.

##### **3. Accident / Incident Review**

Review and discussion of previous aircraft accidents and incidents pertaining to actual emergency situations.

##### **4. Physiology of Flight**

- i Composition of the atmosphere, gas expansion, gas bubble formation, and effects on the body.
- ii Respiration
- iii Hypoxia, its effects and time of consciousness without supplemental oxygen.
- iv Physical phenomena and review of incidents involving decompression.

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## 5. Emergencies

Instruction in the handling of emergency situations to include:

- i Emergency assignments, procedures and coordination among crewmembers.
- ii Rapid decompression
- iii Fire and smoke control procedures
- iv Ditching and other evacuations
- v Evacuation of the injured and handicapped

## 6. First Aid

- i Concept of First-aid case
- ii Aviation medicines
- iii In-Flight injuries and illness
  - Symptoms and
  - Method of treatment and procedures
  - Familiarization in the use of First Aid Kit / Doctor's List as applicable
  - Palmary Resuscitation (CPR)

## 7. Aviation Security

- i Review of recent incidents involving aviation security
- ii Prevent security risks applicable to Syrianair
- iii Bomb Threat
- iv Hijack
- v Flight Crew Compartment Security
- vi Aeroplane Search Procedures
- vii Disruptive Passengers Handling

## 8. Emergency Equipment

Location, function and operation of emergency equipment to include:

- i Emergency exits and evacuation devices with emphasis on their operation during adverse conditions (darkness, smoke/fumes, unusual attitude of the aircraft, etc.).
- ii Equipment used in ditching, evacuation and survival.
- iii Fixed and portable oxygen systems.
- iv First aid equipment.
- v Portable fire extinguishers.
- vi Emergency lighting.

## 9. Emergency Drills

Performance the following drills using actual aircraft equipment or trainers as appropriate.

- i Operation of each type of emergency exit in normal and emergency mode, including

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The actions and forces required in the deployment of the emergency evacuation slides.

- ii Operation of each type of installed portable fire extinguisher.
- iii Operation of each type of emergency oxygen system (fixed and portable), including protective breathing equipment (PBE).
- iv Ditching to include:
  - Cockpit preparation and procedures
  - Crew coordination
  - Passenger briefing and cabin preparation
  - Donning, use and inflation of life preservers (life vests, flotation seat cushions and slide)
  - Use of life lines
  - Boarding of passengers and crew into a raft or slide/raft
- v Emergency evacuation (slide jump).
- vi Observe the following drills:
  - Removal of each type of life raft from aircraft or trainer.
  - Transfer of each type of slide/raft from one door to another.
  - Deployment, inflation and separation of each type of slide/raft.

## 10. Examination

An examination with multiple choice answers shall be used to determine the knowledge of the students. The examination will be closed book with a pass mark of 80%.

### 7.6.2.8 Competency Check

1. A competency check is required prior to certification and release to line operations as a required crewmember, fully qualified to serve in a safety capacity.
2. The phases of the competency check include oral questioning during classroom work and drills, door trainer operations and a line check administered by an SEP Examiner.

### RECURRENT SAFETY INSTRUCTION COURSE:

In order to keep the cabin crew instructors' information updated and maintain the qualification up to high standard he- she has to accomplish the following items

1. Yearly recurrent course (duration five days) on
  - Leadership requirement
  - Human factor
  - Decision making
  - Review of safety and emergency procedure
  - Writing reports
  - Communication skill with flight crew

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2. Accomplish a yearly observation flights in order to evaluate the duties of cabin crew members and cover all gaps during recurrent courses.



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## **7.7 REQUALIFICATION SAFETY TRAINING**

### **7.7.1 CABIN CREW RE-QUALIFICATIONS SAFETY TRAINING**

#### **7.7.1.1 Objective**

The objective of this course is to re-train the crewmembers to be proficient in the operational theory and procedures related to the aircraft systems and emergency equipment.

#### **7.7.1.2 Prerequisite**

This course is predicated on the crewmember having been qualified on a Syrian Air aircraft, but Recurrent Training or Line Check has expired.

#### **7.7.1.3 Training Location**

Training will be conducted by Syrian Air at the Flight Operations Training Center, Safety and Service Mockup in an approved training center and on board the aircraft.

#### **7.7.1.4 Training Aids**

Training aids used in this course will include:

1. Visual Aids
2. Training Films
3. Training Videos
4. Door Trainers / Aircraft
5. Evacuation Trainer
6. Slide Jump Trainer
7. Emergency Equipment
8. Aircraft
9. Fire Fighting Facilities
10. Rafts and Slide/Rafts
11. Ditching Pool

#### **7.7.1.5 Methods of Instruction**

1. Class-work
2. Demonstration
3. Observation
4. Trainer Drills
5. Hands on Training

#### **7.7.1.6 Curriculum**

##### **7.7.1.6.1 Up to 12 months after expiry of:**

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## 1. Recurrent Training

<u>Subject</u>	<u>Hours</u>
General Review	--
Recurrent	--
	-----
Total	20

## 2. Line Check

<u>Subject</u>	<u>Hours</u>
General Review	--
Examination	--
	-----
Total	3

### 7.7.1.6.2 From 13 to 24 months after expiry of:

## 1. Recurrent Training

<u>Subject</u>	<u>Hours</u>
General Review	--
Recurrent	--
Examination	--
	-----
Total	30

## 2. Line Check

Crewmember requires transition training.

### 7.7.1.7 Course Layout

## 1. General Review

A general review of crew duties, physiology of flight, emergencies, emergency drills, equipment and procedures.

## 2. Recurrent

Recurrent training must be successfully completed.

## 3. Examination

An examination with multiple choice answers shall be used to determine the knowledge

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of the students. The examination will be closed book with a pass mark of 80%.

- \* This training is not required by regulations, but has been included by the corporation. Programmed hours may be adjusted, on recommendation of the instructor, to meet individual requirements provided the standards of proficiency are met.

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## 7.8. DANGEROUS GOODS (A340, A320, IL-76-T, ATR-72)

### 7.8.1 INITIAL / TRANSITION

#### 7.8.1.1 Objective

The objective of this course is to train flight crewmembers in the basic operational theory and procedures related to the handling and carriage of Dangerous Goods.

#### 7.8.1.2 Prerequisite

This course is predicated on the fact that the flight crewmember is not expected to be a qualified cargo agent or handler, but should be familiar with the subject.

#### 7.8.1.3 Training Location

Training will be conducted by Syrianair at the Flight Operations Training Center, Safety and Service Mockup in an approved training center and on board the aircraft.

#### 7.8.1.4 Training Aids

Training aids used in this course will include:

1. Visual Aids
2. Training Slide / Tape or Video
3. Operations Manual Part A (Dangerous Goods Chapter)

#### 7.8.1.5 Methods of Instruction

1. Lecture
2. Class Participation

#### 7.8.1.6 Curriculum

<u>Subject</u>	<u>Hours</u>
1. General philosophy	___
2. Limitations	___
3. List of dangerous goods	___
4. Labeling and marking	___
5. Recognition of undeclared dangerous goods	___
6. Storage and loading procedures	___
7. Pilot's notification	___
8. Provisions for passengers and crew	___
9. Emergency procedures	___
	-----
Total	5:0

#### 7.8.1.7 Course Layout

##### 1. Regulations

Review of the Special Loads Manual, particularly those chapters involving Dangerous Goods for general information limitations, and regulations concerning prohibited goods and exceptions.

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## **2. Accident / Incident Review**

Review and discussion of previous aircraft accidents and incidents pertaining to Dangerous Goods.

## **3. Packing, Marking and Labeling**

Instruction on the various types of packing, marking and labeling required on all classes and divisions of Dangerous Goods.

## **4. Compatibility, Loading, Storage and Handling**

Instruction on the various classes and divisions of Dangerous Goods that are compatible and on the requirements for loading, storage and handling of these classes and divisions.

## **5. Documentation**

Instruction on the documents legally required during the handling and transportation of Dangerous Goods.

## **6. Emergency procedures**

Instruction Emergency procedures according to Emergency Procedures guidance for aircraft incidents involving dangerous goods.

## **7. Preflight inspection of ULDs**

ULDs containing accessible dangerous goods checked to be visually intact;

The airworthiness of the ULD;

The securing and preflight of any fire protection equipment, if applicable;

accessible dangerous goods are stored properly to include the proper segregation of dangerous goods.

## **7.8.2 RECURRENT DANGEROUS GOODS(A340, A320, IL-76-T, ATR-72)**

### **7.8.2.1 Objective**

The objective of this course is to ensure the continued awareness of crewmembers of the operational theory and procedures related to the handling and carriage of Dangerous Goods.

### **7.8.2.2 Prerequisite**

This course is designed for crewmembers who have completed the Initial Dangerous Goods course.

### **7.8.2.3 Training Location**

Training will be conducted by Syrianair at the Flight Operations Training Center, Safety and Service Mockup in an approved training center and on board the aircraft.

### **7.8.2.4 Training Aids**

Training Aids used in this course will include:

1. Visual Aids
2. Training Slide / Tape or Video
3. Operations Manual Part A (Dangerous Goods Chapter)

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### 7.8.2.5 Methods of Instruction

1. Lecture
2. Class Participation

### 7.8.2.6 Curriculum

<u>Subject</u>	<u>Hours</u>
Quiz	--
Regulations	--
Accident / Incident Review	--
Packing, Marking and Labeling	--
Compatibility, Loading, Storing and Handling	--
Documentation	--
	-----
Total	5:0

### 7.8.2.7 Course Layout

#### 1. Quiz

To determine the crewmember's knowledge in respect to the handling and carriage of Dangerous Goods.

#### 2. Regulations

Review of the Special Loads Manual, particularly those chapters involving Dangerous Goods.

#### 3. Accident / Incident Review

Review and discussion of previous aircraft accidents and incidents pertaining to Dangerous Goods.

#### 4. Packing, Marking and Labeling

Instruction on the various types of packing, marking and labeling required on all classes and divisions of Dangerous Goods.

#### 5. Compatibility, Loading, Storage and Handling

Instruction on the various classes and divisions of Dangerous Goods that are compatible and on the requirements for loading, storage and handling of these classes and divisions.

#### 6. Documentation

Instruction on the documents legally required during the handling and transportation of Dangerous Goods.

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## 7.9 LOSA TRAINING

After selection of the **Line Operations Safety Audit (LOSA)** observers, LOSA observer training will take a two days course, conducted by head of flight safety, during this course, all trainees will practice filling of the LOSA rating Form using training examples. Also after the line audit has started the head of flight safety will periodically provide feedback to LOSA observers to point out things that they are doing well and to coach areas that require improvement.

During the training course the trainee will receive basic training in the following topics:

### 7.9.1 LOSA Training Syllabus:

#### 1- Threat and Error

- Threats and errors defined
- Definitions of crew error response
- Definitions of error outcomes
- Undesired Aircraft States

#### 2- Error Management Concepts

- Reactive methods: Incident /accident investigation
- Combined reactive/proactive strategies
  - Training
  - Survey
  - Flight data recording
- Proactive strategies: Normal line operations monitoring.

#### 3- Operational Human Performance and Error

- Human errors when implementing normal operations
- Negative consequences that could be generated in operational contexts.
- Defining operational context
- Classification of human performance
- Understanding operational errors

#### 4- The Role of The Organizational Culture

- Attitudes toward error and punishment.
- Distinction between errors and violations.

#### 5- LOSA Rationale and Etiquette

- Obtain flight crew permission
- Random selection of the crews
- Using common sense during the observation

#### 6- LOSA Best Practices

- “a fly on the wall” approach
- Observer role is limited to collecting data
- Never interfere with crew performance

#### 7- LOSA Form Training

- Two hours of class-room training on how to use the form.




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## **8. FLIGHT OPERATIONS SERVICES TRAINING**

### **8.1 GENERAL**

#### **8.1.1 PURPOSE**

The purpose of this chapter is to detail the specific Ground Training Courses administered by the Flight Operations Training Department.

#### **8.1.2 EVALUATION**

The trainee must obtain a minimum of 80% in all examinations and demonstrate the required skills and knowledge to pass a unit of instruction or satisfactorily complete a course.

A percentage of the overall marks will be allocated for practical work on courses where this is relevant.

#### **8.1.3 FAILURE POLICY**

In the event that a trainee does not obtain the minimum passing grade the following failure policy will apply:

##### **1. Grade between 70% and 79% (inclusive)**


The trainee will attend make up classes on those subjects on which he failed and retake the examination. If the trainee again fails to obtain the minimum passing grade he will be scheduled to retake the complete course.

##### **2. Grade below 70%**

The trainee will be scheduled to retake the complete course.


#### **8.1.4 EXAMINATION**

Examinations will be closed book. All necessary instructions and clarifications will be attached to the examination questionnaire.

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## **8.2 BASIC INDOCTRINATION**

### **8.2.1 DISPATCHER**

#### **8.2.1.1 Objective**

The objective of this course is to familiarize the trainee with the duties and responsibilities of Syrianair dispatch in relation to regulations, Operations Specifications and company publications and be fully qualified as an Assistant Dispatcher after training.

#### **8.2.1.2 Prerequisite**

This course is predicated on the fact that the trainee is in possession of a valid Flight Dispatch certificate from a recognized Training Center.

#### **8.2.1.3 Training Location**

Training will be conducted at Syrianair Flight Operations Training Center or at an approved training center.

#### **8.2.1.4 Training Aids**


1. Visual Aids
2. Training Films
3. Related Publications

#### **8.2.1.5 Methods of Instruction**

1. Lecture
2. Demonstration
3. Class Participation

#### **8.2.1.6 Curriculum**

<u>Subject</u>	<u>Program Hours</u>
Duties and Responsibilities	2
SCAR Regulations	5
Company Procedures	5
Meteorology	3
Operations Manual Part A & Part C	5
Performance Manual (A320)	7
FCOM	3
Company Policies	6
Flight Operations	2
Examinations	2
	-----
Total	40

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### **8.2.1.7 Course Layout**

#### **1. Duties and Responsibilities**

#### **2. Applicable SCAR**

- i Definitions and Abbreviations
- ii SCAR – Airman Certification Privileges and Limitations
- iii General Flight Rules for All Operators
- iv Air Transportation Certification and Operating Rules

#### **3. Company Procedures**

- i Security (refer to 7.2)
- ii Airport Authorization and Limitations
- iii Dispatching Aircraft to Airports with Inoperative NavAids.
- iv Emergency and Abnormal Procedures

#### **4. Meteorology**

#### **5. Operations Manual Part A & Part C**

- i Relevant Flight Operating Procedures
- ii Company destinations/alternates
- iii Emergency Procedures
- iv Drift Down
- v Relevant Operational Forms
- vi Special Airport / RFF
- vii Company Minima
- viii Fuel Requirement / Planning
- ix Certified Fuel Types

#### **6. Performance Manual**

- i Flight Planning
- ii Take-Off / Cruise / Landing Charts


#### **7. FCOM**

- i Operating Limitations
- ii MEL and CDL
- iii Emergency and Abnormal Situations
- iv Systems

#### **8. Company Policies**

- i Dispatch Release
  - ii NOTAM and Codes
  - iii Communication
-




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## **9. Flight Operations**

- i Introduction to Syrianair fleet


## **10. Examinations**

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### 8.3 INITIAL TRAINING COURSES

#### 8.3.1 DISPATCHER COURSE (I)

##### 8.3.1.1 Objective

The objective of this course is to train the Assistant Dispatch in accordance with the applicable SCAR regulations. This course will qualify the trainee for assignment as a Flight Dispatcher so that after satisfaction completion of training he will be authorized to dispatch the A320-232 fleet.

##### 8.3.1.2 Prerequisite

This course is predicated on the fact that the trainee is in possession of a valid Flight Dispatcher certificate and has completed Basic Indoctrination Training.

##### 8.3.1.3 Training Location

Training will be conducted at Syrianair Flight Operations Training Center or at an approved training center.

##### 8.3.1.4 Training Aids


1. Visual Aids
2. Training Films
3. Related Publications

##### 8.3.1.5 Methods of Instruction

1. Lecture
2. Demonstration
3. Class Participation

##### 8.3.1.6 Curriculum

<u>Subject</u>	<u>Program Hours</u>
Jeppesen Manual	5
Regulations and Policies	15
Aircraft Systems (A320-232) *	20
Aircraft Performance	20
Weight and Balance	1
Meteorology	5
Dangerous Goods	1
Examinations	3
	-----
Total	70

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- Releasing other equipment requires transition training when checked out as a Dispatcher.

**Note:** On completion of the course, a competence check (one flight) will be carried out on the A320-232 route.

### 8.3.1.7 Course Layout

#### 1. Jeppesen Manual

#### 2. Regulations and Policies

- i Applicable SCARs
- ii Company Procedures & Security \*
- iii Dispatch Release, Forms and Procedures
- iv Emergency and Abnormal Procedures
- v Communication / Flight Watch
- vi RVSM / RNP Operations

\* Refer to 7.2

#### 3. Aircraft Systems (A320-232)

- i MEL/CDL
- ii Jet Engines and Fuel
- iii Hydraulics, Flight Controls and Landing Gear
- iv Air Conditioning and Pressurization
- v Avionics
- vi Electrical Systems


#### 4. Aircraft Performance (A320-232)

- i Flight Planning / CFP
- ii Navigation Aids
- iii Certification – Runway Criteria and Climb Segments
- iv Takeoff / Landing / Cruise Charts
- v Fuel Requirements / Planning
- vi Certified Fuel Types
- vii Special Airports
- viii RTOW Charts / Approach Climb

#### 5. Weight and Balance

#### 6. Meteorology

- i Air Masses
- ii Thunderstorms / Hazard Weather
- iii Fog / Icing Conditions
- iv METAR / TAF

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- v Winds Aloft / Weather Charts
- vi Company Minima

## **7. Dangerous Goods**

- i Regulations  
Review the Special Loads Manual (SLM), particularly those chapters involving Dangerous Goods.
- ii Review Dangerous Goods Chapter in the Operations Manual Part A.
- iii Accident / Incident Review  
Review and discussion of previous aircraft accidents and incidents pertaining to Dangerous Goods
- iv Packing, Marking and Labeling  
Instruction on the various types of packing, marking and labeling required on all classes and divisions of Dangerous Goods.
- v Compatibility, Loading, Storage and Handling  
Instruction on the various classes and divisions of Dangerous Goods that are compatible and on the requirements for loading, storage and handling of these classes and divisions.
- vi Documentation  
Instruction on the documents legally required during the handling and transportation of Dangerous Goods.

## **8. Examinations**

### **8.3.2 DISPATCHER COURSE (II)**

#### **8.3.2.1 Objective**

The objective of this course is to train the Dispatcher candidate in accordance with the applicable SCAR regulations. This course will qualify the trainee for assignment as a Flight Dispatcher (Grade 3) with authorization to dispatch the A320-232 aircraft.

#### **8.3.2.2 Prerequisite**


This course is predicated on the fact that the trainee is in possession of a valid SCAA Flight Dispatcher Certificate and is qualified as a Flight Dispatcher (Grade 2). The trainee will have completed Initial Dispatcher I Training.

#### **8.3.2.3 Training Location**

Training will be conducted at Syrianair Flight Operations Training Center or at an approved training center.

#### **8.3.2.4 Training Aids**

1. Visual Aids
2. Training Films
3. Related Publications

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### 8.3.2.5 Methods of Instruction

1. Lecture
2. Demonstration
3. Class Participation

### 8.3.2.6 Curriculum

<u>Subject</u>	<u>Program Hours</u>
Jeppesen Manual	5
Regulations and Policies	20
Aircraft Systems and MEL (A320-232) *	15
Aircraft Performance and Flight Planning	20
Weight and Balance	1
Meteorology	5
Dangerous Goods	1
Examinations	3
	-----
Total	70

\* Releasing other equipment requires transition training.

**Note:** On completion of the course, a competence check will be carried out on each Flight Dispatcher.

### 8.3.2.7 Course Layout

#### 1. Jeppesen Manual


#### 2. Regulations and Policies

- i Applicable SCARs
- ii Company Procedures & Security \*
- iii Dispatch Release, Forms and Procedures
- iv Emergency & Abnormal Procedures
- v RVSM / RNP Operations
- vi Air Traffic Management

\* Refer to 7.2

#### 3. Aircraft Systems (A320-232)

- i MEL/CDL
- ii Jet Engines and Fuel
- iii Hydraulics, Flight Controls and Landing Gear
- iv Air Conditioning and Pressurization
- v Avionics
- vi Electrical Systems

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#### **4. Aircraft Performance and Flight Planning (A320-200)**

- i Flight Planning/CFP
- ii Certification – Runway Criteria and Climb Segments
- iii Takeoff / Landing / Cruise Charts
- iv Fuel Requirements / Planning
- v Certified Fuel Types

#### **5. Weight and Balance**

#### **6. Meteorology**

- i Company Minima
- ii Thunderstorms/Hazard Weather
- iii Fog/Icing Conditions
- iv METAR/TAF
- v Winds Aloft
- vi Weather Charts

#### **7. Dangerous Goods**

- i Regulations  
Review the Special Loads Manual (SLM), particularly those chapters involving Dangerous Goods.
- ii Review Dangerous Goods Chapter in the Operations Manual Part A.
- iii Accident / Incident Review  
Review and discussion of previous aircraft accidents and incidents pertaining to Dangerous Goods
- iv Packing, Marking and Labeling  
Instruction on the various types of packing, marking and labeling required on all classes and divisions of Dangerous Goods.
- v Compatibility, Loading, Storage and Handling  
Instruction on the various classes and divisions of Dangerous Goods that are compatible and on the requirements for loading, storage and handling of these classes and divisions.
- vi Documentation  
Instruction on the documents legally required during the handling and transportation of Dangerous Goods.


#### **8. Examinations**

##### **8.3.3 CREW SCHEDULER**

##### **8.3.3.1 Objective**

The objective of this course is to familiarize the Crew Scheduler with the applicable parts of the SCAR regulations and company policies and procedures so that after satisfactory completion of training he may be qualified to act as a Crew Scheduler (Grade 1).

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### 8.3.3.2 Prerequisite

This course is predicated on the fact that the student has completed Basic Indoctrination Training.

### 8.3.3.3 Training Location

Training will be conducted at an approved Training Center.

### 8.3.3.4 Training Aids

1. Visual Aids
2. Training Films
3. AIMS System
4. Related Publications

### 8.3.3.5 Methods of Instruction

1. Lecture
2. Demonstration
3. Class Participation

### 8.3.3.6 Curriculum


<u>Subject</u>	<u>Program Hours</u>
Introduction and Course Plan	1
Job Function	1
Airline Planning	3
Crew Scheduling Policies	5
Departmental Functions and Responsibilities	1
Crew Coordination	2
Documentation	2
Class-room Worksheet	4
KEOPS System	30
Examination	2
	-----
Total	55

### 8.3.3.7 Course Layout

#### 1. Introduction and Course Plan

- i Crew Scheduling Functions
- ii Importance of Crew Scheduling
- iii Course Plan



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## **2. Job Function**

- i Chain of Responsibility
- ii Departmental Responsibility
- iii Personal Responsibility

## **3. Airline Planning**

- i Aircraft Planning & Assignment
- ii Crew Planning & Crew Strength
- iii Crew Training
- iv Post Flight Administration

## **4. Crew Scheduling Policies**

- i Applicable SCAR
- ii Operations Manual Part A

## **5. Departmental Functions and Responsibilities**

- i Crew Utilization
- ii Crew Planning
- iii Crew Scheduling
- iv Crew Control
- v In-Flight Services
- vi Flying Department
- vii Flight Crew Manpower
- viii Operations Control Center
- ix Flight Operations Service Department

## **6. Crew Coordination**


- i Telephone Courtesy
- ii Illegalities
- iii Assigning Crew

## **7. Documentation**

- i Scheduling documents
- ii Master schedule
- iii Sheets and Other Related Documents

## **8. Classroom Worksheet**

- i Exercise

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## **9. KEOPS System**

- i KEOPS Phases and Sub System
- ii Illegalities
- iii Crew Scheduling Transactions

## **10.Examination**

### **8.3.4 DISPATCH RESOURCE MANAGEMENT**

Refer to 4.3.8 and 4.8.5.

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## **8.4 INTERMEDIATES TRAINING COURSE**

### **8.4.1 CREW SCHEDULER INTERMEDIATE**

#### **8.4.1.1 Objective**

The objective of this course is to familiarize the Crew Scheduler with the applicable parts of the SCAR regulations and company regulations and procedures so that after satisfactory completion of training he may be qualified to act as a Senior Crew Scheduler (Grade 2).

#### **8.4.1.2 Prerequisite**

This course is predicated on the fact that the student has completed the Crew Scheduler Initial Training.

#### **8.4.1.3 Training Location**

Training will be conducted at an approved training center.

#### **8.4.1.4 Training Aids**

1. Visual Aids
2. Training Films
3. Visits to Relevant Departments
4. Syrianair Manuals


#### **8.4.1.5 Methods of Instruction**

Methods of instruction used in the presentation of this course includes:

1. Lecture
2. Demonstration
3. Class Participation

#### **8.4.1.6 Curriculum**

<u>Subject</u>	<u>Program Hours</u>
Introduction & Course Plan	1
Job Function	1
Crew Scheduling Policies	5
Departmental Functions & Responsibilities	4
Documentation	2
Airline Planning	2
Crew Coordination	2
KEOPS System	30
Crew Fatigue	2
Examinations	2
	-----
Total	51

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#### **8.4.1.7 Course Layout**

##### **1. Introduction & Course Plan**

- i Crew Scheduling Functions
- ii Importance of Crew Scheduling
- iii Course Plan

##### **2. Job Function**

- i Chain of Responsibility
- ii Departmental Responsibility
- iii Personal Responsibility

##### **3. Crew Scheduling Policies**

- i Applicable SCAR
- ii Operations Manual Part A

##### **4. Departmental Functions and Responsibilities**

- i Crew Utilization
- ii Crew Planning
- iii Crew Scheduling
- iv Crew Control
- v In-Flight Services
- vi Flying Department
- vii Flight Crew member
- viii Operations Control Center
- ix Flight Operations Service Department

##### **5. Documentation**


- i Scheduling Documentation
- ii Lines of Time
- iii Master Schedule
- iv Check-in Sheets and other related documents

##### **6. Airline Planning**

- i Aircraft Planning & Assignment
- ii Crew Planning & Crew Strength
- iii Crew Training
- iv Post Flight Administration

##### **7. Crew Coordination**

- i Telephone Courtesy
- ii Illegalities

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- iii Assigning Crew

## **8. Classroom Worksheet**

- i Exercise


## **9. AIMS System**

- i Processing and Updating Daily Schedule
- ii Processing Daily Standby List
- iii Crew Tracking

## **10. Crew Fatigue**


- i Fatigue and its effect on Crew Performance

## **11. Examination**

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## 8.5 DISPATCHER TRANSITION COURSE

### 8.5.1 DISPATCHER A320 TRANSITION

#### 8.5.1.1 Objective

The objective of this course is to qualify Flight Dispatchers to dispatch the A320-200 aircraft (Grade 3).

#### 8.5.1.2 Prerequisite

This course is predicated on the fact that the trainee in possession of valid Flight Dispatcher certificates and is qualified as a Flight Dispatcher (Grade 2).

#### 8.5.1.3 Training Location

Training will be conducted at an approved training center.

#### 8.5.1.4 Training Aids

1. Visual Aids
2. Training Films
3. Related Publications

#### 8.5.1.5 Methods of Instruction

1. Lecture
2. Demonstration
3. Class Participation


#### 8.5.1.6 Curriculum

<u>Subject</u>	<u>Program Hours</u>
Aircraft General	6
Aircraft Systems & MEL	20
Performance	20
Company Procedures	2
Examination	2
	-----
Total	50

#### 8.5.1.7 Course Layout

##### 1. Aircraft General

- i General Aircraft Limitations
- ii Structural Limitations
- iii Weight and Balance

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## **2. Aircraft Systems**

- i** Electrical
- ii** Air Conditioning
- iii** Hydraulics
- iv** Power Plant
- v** Avionics
- vi** Safety Equipment

## **3. Performance**


- i** Planning and Alternate Charts
- ii** Cruise Charts
- iii** Landing Charts
- iv** Takeoff Charts

## **4. Company Procedures**

- i** Syrianair Interpretation of Aircraft Minimums

## **5. Examination**



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## **8.6 DISPATCHERS DIFFERENCE COURSE**

### **8.6.1 DISPATCHER DIFFERENCES**

#### **8.6.1.1 Objective**

The objective of this course is to qualify Flight Dispatchers, in accordance with SCAR Regulations for all variations of a particular type aircraft.

#### **8.6.1.2 Prerequisite**

This course is predicated on the fact that the trainee is in possession of valid Flight Dispatcher certificates and is qualified as a Flight Dispatcher.

#### **8.6.1.3 Training Location**

Training will be conducted at an approved training center.

#### **8.6.1.4 Training Aids**

1. Visual Aids
2. Related Publications

#### **8.6.1.5 Methods of Instruction**

1. Lecture
2. Demonstration
3. Class Participation

#### **8.6.1.6 Curriculum**

<u>Subject</u>	<u>Program Hours</u>
Aircraft General	1
Aircraft Systems	2
Performance	2
	-----
Total	5


#### **8.6.1.7 Course Layout**

##### **1. Aircraft General**

- i Operating Limitations
- ii Weight and Balance

##### **2. Aircraft Systems**


- i Electrical

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- ii Air Conditioning
- iii Hydraulics
- iv Power Plant
- v Avionics
- vi Safety Equipment

### **3. Performance**

- i Planning and Alternate Charts
- ii Cruise Charts
- iii Landing Charts
- iv Takeoff Charts

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## 8.7 RECURRENT TRAINING

### 8.7.1 DISPATCHER

#### 8.7.1.1 Objective

The objective of this course is to ensure the continued competence of all Syrianair Flight Dispatchers and to comply with the provisions of the regulations through the medium of annual recurrent training on subjects related to efficient and safe flight operations.

#### 8.7.1.2 Prerequisite

This course is designed for Flight Dispatchers who are currently qualified to Syrianair aircraft.

#### 8.7.1.3 Training Location

Training will be conducted at an approved training center.

#### 8.7.1.4 Training Aids

1. Visual Aids
2. Training Films
3. Related Publications
4. Emergency Equipment Items

#### 8.7.1.5 Methods of Instruction

1. Lecture
2. Demonstration
3. Class Participation


#### 8.7.1.6 Curriculum

The recurrent training program is designed for the particular type of aircraft dispatched by the station involved. In addition, information will be included that relates to the unique duties, geographic location and meteorology that is associated with the areas into which the aircraft is to be dispatched. The types of aircraft involved are:

1. A320-200

The curriculum for each aircraft will be varied from time to time to include material and information that will maintain dispatcher competency.

The syllabus shall cover selected subject under Course Layout so as to cover all the subjects within a period of three (3) years (except CRM and DGR to be covered annually).

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<u>Subject</u>	<u>Program Hours</u>
Refer to Course Layout	25
	----
Total	25


On completion of classroom recurrent training a competence check will be carried out on each flight dispatcher as per SCAR (a flight of 5 hours).

#### **8.7.1.7 Course Layout**

1. SCAR
2. Basic indoctrination
3. Aircraft performance
4. Navigation, Special Navigation / RVSM / RNP
5. Special Airports
6. Air Traffic Management
7. Meteorology, including:
  - i Flight into icing conditions
  - ii Flight into hazardous weather conditions
8. (Weight) and Balance Control
9. Aircraft Systems and MEL/CDL
10. Flight Planning
11. Flight Monitoring
12. Communication
13. Dispatcher Resource Management
14. Security
15. Emergency and Abnormal Procedures
16. Certified Fuel Types
17. De-icing / Anti-icing Procedures

#### **8.7.2 DISPATCH RESOURCE MANAGEMENT (DRM)**

Refer to 4.3.8 and 4.8.5.

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## 8.8 ADVANCED COURSES

### 8.8.1 DISPATCHER – ADVANCED

#### 8.8.1.1 Objective

The objective of this course is to expand the knowledge of Flight Dispatcher who is already serving Syrian Air in that capacity in order that he may qualify as a Supervisor Flight Dispatcher.

#### 8.8.1.2 Prerequisite

This training is predicated on the fact that the Flight Dispatcher will already have on-the-job experience and have previously completed Initial I and Initial II training.

#### 8.8.1.3 Training Location

Training will be conducted at an approved training center.

#### 8.8.1.4 Training Aids


1. Visual Aids
2. Training Films
3. Visits to Relevant Departments
4. Syrian Air Manuals

#### 8.8.1.5 Methods of Instruction

1. Lecture
2. Demonstration
3. Class Participation

#### 8.8.1.6 Curriculum

<u>Subject</u>	<u>Program Hours</u>
Departmental Coordination and Duties	10
Regulations	5
Advanced Meteorology	5
Flight Planning and Performance	15
Flight Operations	15
Aircraft Systems and Safety	5
Crew Scheduling	5
Examination	4
	-----
Total	64

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### **8.8.1.7 Course Layout**

#### **1. Departmental Coordination and Duties**

- i Crew Briefing
- ii Flight Watch
- iii Weather Watch
- iv Liaison with Other Syrianair Departments and Outside Agencies

#### **2. Regulations**

- i SCAR
- ii Company Procedures
- iii Operations Manual Part A
- iv ICAO/IATA

#### **3. Advanced Meteorology**

Interpretation of:

- i METARs and TAFs
- ii Clear Air Turbulence
- iii Thunderstorms and other Phenomena Affecting Operations
- iv Weather Charts

#### **4. Flight Planning and Performance**

- i Computerized Flight Planning
- ii Jeppesen Approach Charts and Minima
- iii Jeppesen En-route Charts
- iv Planning a Flight

#### **5. Flight Operations**


- i Diplomatic Approvals
- ii Over fly and Landing Permission
- iii Cargo Operations
- iv Flight Setup
- v Curfews

#### **6. Aircraft Systems and Safety**

- i Systems and Associated Mel/CDL Items
- ii Aircraft Safety and Emergencies
- iii Safety Equipment
- iv Airport Safety Equipment

#### **7. Crew Scheduling**

- i Crew Utilization

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- ii Crew Planning
- iii Crew Control
- iv Legalities and Rest Periods
- v Crew Scheduling Documents

## **8. Examination**

### **8.8.2 CREW SCHEDULER - ADVANCED**

#### **8.8.2.1 Objective**

The objective of this course is to expand the knowledge of the Senior Crew Scheduler who is already serving in that capacity for Syrian Air so that he may qualify as a Crew Controller (Grade 3).

#### **8.8.2.2 Prerequisite**

This course is predicated on the fact that the Senior Crew Scheduler will already have on-the-job experience and have previously completed Intermediate Training.

#### **8.8.2.3 Training Location**

Training will be conducted at Syrian Air Flight Operations Training Center or at an approved training center.

#### **8.8.2.4 Training Aids**


1. Visual Aids
2. Training Films
3. Visits to Relevant Departments
4. Syrian Air Manuals

#### **8.8.2.5 Methods of Instruction**

1. Lecture
2. Demonstration
3. Class Participation
4. Classroom Drill

#### **8.8.2.6 Curriculum**

<u>Subject</u>	<u>Program Hours</u>
Introduction and Course Plan	1
Job Function	1
Crew Scheduling Policies	10
Departmental Functions and Responsibilities	1
Documentation	2

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<u>Subject</u>	<u>Program Hours</u>
KEOPS / Crew Tracking	30
Airline Planning	5
Crew Coordination	2
Classroom Worksheet	3
Recovery Plan	5
Crew Fatigue	2
Examination	2
	-----
Total	54

### 8.8.2.7 Course Layout

#### 3. Introduction and Course Plan

- i Crew Scheduling Functions
- ii Importance of Crew Scheduling
- iii Course Plan

#### 2. Job Function

- i Chain of Responsibility
- ii Departmental Responsibility
- iii Personal Responsibility

#### 3. Crew Scheduling Policies

- i Applicable SCAR
- ii Operations Manual Part A

#### 4. Departmental Functions and Responsibilities


- i Crew Utilization
- ii Crew Planning
- iii Crew Scheduling
- iv Crew Control
- v In-Flight Services
- vi Flying Department
- vii Flight Crew Manpower
- viii Operations Control Center
- ix Flight Operations Services Department

#### 5. KEOPS / Crew Tracking

#### 6. Documentation

- i Pairings



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- ii Lines of Time
- iii Master Sheets
- iv Check-in Sheets and other Related Documents

## **7. Airline Planning**

- i Aircraft Planning & Assignment
- ii Crew Planning & Crew Strength
- iii Crew Training
- iv Post Flight Administration

## **8. Crew Coordination**

- i Telephone Courtesy
- ii Illegalities
- iii Assigning Crew

## **9. Classroom Worksheet**

- i Exercise


## **10.Recovery Plan**

- i Trade or Change Crew from Original Pairings
- ii Crew Legalities
- iii Irregularities

## **11.Crew Fatigue**


- i Fatigue and its effect on Crew Performance

## **12.Examination**

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***SYRIANAIR***


AIRBUS A320 TO A340 CCQ  
Transition Training  
Lesson Plan and Syllabi

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## 9. A320 TO A340 CCQ COURSE


### 9.1 BRIEFING RECORD

Examiner/Instructor Name:.....	
Trainee Rank & Name:.....	
Aircraft type:.....	FFS Location:.....
Transition <input type="checkbox"/>	Remedial <input type="checkbox"/> Recurrent <input type="checkbox"/> Refresher <input type="checkbox"/>

Session	Date (dd/mm/yy)	Briefing Time (Hours/Minutes)	(FFS/FBS/FTD Time (Hours/Minutes)	De-Briefing Time (Hours/Minutes)
1	/...../	:	:	:
2	/...../	:	:	:
3	/...../	:	:	:
4	/...../	:	:	:
5	/...../	:	:	:
6	/...../	:	:	:
7	/...../	:	:	:
8	/...../	:	:	:
9	/...../	:	:	:
10	/...../	:	:	:
11	/...../	:	:	:
12	/...../	:	:	:
13	/...../	:	:	:
14	/...../	:	:	:
15	/...../	:	:	:
16	/...../	:	:	:

<b>Annual LOFT performed</b> LOFT is mandatory ONCE A YEAR	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Annual R/H Seat Revalidation Performed</b> Mandatory ONCE A YEAR for all flight instructors and R/H seat qualified line captains	YES <input type="checkbox"/> NO <input type="checkbox"/>


<b>Examiner/Instructor Signature – Date:</b> .....	<b>Trainee Signature – Date:</b> .....
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## 9.2 INTRODUCTION

### 9.2.1 GENERAL

#### PHILOSOPHY OF THE COURSES

These courses are designed to transition qualified pilots within the Airbus “Fly-by-Wire” family.

ACCQ course is a course which only addresses the differences between the base aircraft and the difference aircraft.

#### **IMPORTANT:**

Pilots entering this course must be highly knowledgeable on base aircraft systems. The Ground school part is only dedicated to difference study but the final system test is identical to the one required for a standard type rating course.

**NOTE:** *Transition courses are performed on a basic variant aircraft, the A340-300, which covers the A340 family (A340-300/A340-500/A340-600).*


*When transitioning to another variant than the basic one, refer to paragraph 02- FAMILIARIZATION COURSE*

### 9.2.2 FAMILIARIZATIONCOURSE

Same Type Rating permits the carry-over of total credit or crew qualifying from one variant of aircraft type to another, based on common cockpit and flight characteristics.

It allows pilots to get a single type rating to fly all the variants of a same aircraft family, provided they performed the relevant Familiarization Course:

A340-300 to A340-500 Familiarization Briefing	4.00 of CBT
A340-300 to A340-600 Familiarization Briefing	4.00 of CBT
A340-500 to A340-600 Familiarization Briefing	1.00 of CBT
A340-500/600 to A340-300 Familiarization Briefing	1.00 of CBT
A340 CLASSIC TO ENHANCED Familiarization Briefing	1.00 of CBT

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### 9.2.3 CRITERIA OF PROFICIENCY

#### a. Evaluation during CBT phase


On completion of this phase, a written multiple choice examination will be completed. The minimum level required, to be declared proficient, is 75%.

#### b. Unsatisfactory Examination

Corrective action using will be determined by the instructor in coordination with FOP. The student will then under take another examination.


#### A. FFS NOTATIONS

The boxes in the grade sheet are used to record the trainee's performance using numerical evaluations according to scale which considered.

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#### 9.2.4 TRAINING MODULE TIME SHARING PERPHASE

<b>TOTAL WORKING DAYS</b>	<b>16 WORKING DAYS</b>
<b>GROUND PHASE</b> • CBT: - Aircraft system study + review - System test + debriefing	<b>10 working days</b>
<b>SIMULATOR PHASE</b> • Briefing & Debriefing ..... 3 • FFS session ..... 4	<b>4 working days</b> 6:00 (3 x 2:00) 16:00 (4 x 4:00)
<b>SKILL TEST PHASE</b> • Briefing & Debriefing.....1 • FFS session..... 1	<b>1 working day</b> 1:30 4:00
<b>BASE TRAINING PHASE</b> • Aircraft Flight <b>or</b> ZFTT if applicable.....1 Briefing & Debriefing FFS session.....1	<b>1 working day</b> 1:30 4:00

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## 9.2.5 TRAINING DAILY FOOTPRINT

DAY1	DAY2	DAY3
Welcome 00:20 - Aircraft general/Doors 00:40 - Ice & rain protection 00:45 - Fuel 01:15 - Landing gear 01:15 - APU 00:45	Air conditioning 01:00 - Pneumatic 01:00 - Auto flight 02:30 - Communication 00:30	- Fire protection 01:30 - Cabin 00:45 - Electric 01:30 - Hydraulic 01:15
DAY4	DAY5	DAY6
- Flight controls 02:15 - Ind/Record EIS 02:15 - Lights 00:30	- Power plant 03:00 - Limitations & operations 02:00	- SOP 04:00 - ECAM HANDLING 01:00
DAY7	DAY8	DAY9
- A/C Difference type 0500	- Performance - Weight and Balance	- Systemtest 3:00 - Debriefing 1:00
DAY10	DAY11	DAY12
- CRM 05:00	<b>FFS1</b>	<b>FFS2</b>
DAY13	DAY14	DAY15
<b>FFS3</b>	<b>FFS4- LOFT &amp; LVP</b>	<b>FFS5- SKILL TEST</b>
DAY16		
<b>FFS6- ZFTT</b>		

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### 9.3 SIMULATOR SYLLABI (1)

#### 9.3.1 CCQ FFS 1 SESSION PREPARATION

##### 9.3.1.1 SESSION OBJECTIVE

- To handle the A340 in normal operations.
- To study A340 specific changes in panels and controls during cockpit preparation.
- To study system features specific to A340 in a dynamic environment.
- To practice SOPs applicable to A340.
- To practice windshear recoveries.

##### 9.3.1.2 TRAINING TOPICS

###### A. VIEW

- Documentation required for simulator session.
- Standard cockpit preparation.
- Take off (crosswind technique)
- Descent and approach preparation.

###### B. EXERCISES / REFERENCES


EVENT	FCOM	QRH
• 180° TURN ON RUNWAY	PRO-NOR-SOP-10	
• FLAP LOAD RELIEF	DSC-27-30	
• FUEL: CG CONTROL - IMBALANCE	DSC-28-10	ABN
• FUEL: JETTISON	PRO-ABN-28 PRO-SUP-28 DSC-22_20-50-20-30	ABN
• EFIS DMC RECONFIGURATION	DSC-31-50 PRO-ABN-31	
• VISUAL PATTERN	PRO-NOR-SOP-20	
• NAV BACK UP	DSC-22_20-50-20-30 DSC-22_20-60 DSC-22_10-30	
• USE OF REVERSERS	PRO-NOR-SOP-22	

###### C. SUPPORT

- FCOM / QRH
- FCTM
- Laptop: fuel monitoring

##### 9.3.1.3 SESSION PROFICIENCY CRITERIA

- Ability to carry out normal tasks in accordance with SOPs.
- Ability to carry out all take off and approaches in accordance with SOPs and within standard criteria of flight accuracy.
- Ability to apply correct landing technique including with crosswind.
- Good understanding of new features.

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### 9.3.2 CCQ FFS 1 SESSION GUIDE

The instructor should brief shortly the FFS installation and safety equipment exists, ropes, phone, etc.... before starting the session.

During the cockpit preparation, highlight the new location or design of some panels & controls, in particular...

#### **Overhead panel:**

- Land recovery p/b
- Left and right inner Tank split p/b
- PRIMs & SECs
- ADIRs
- APU fire panel
- Reset panels
- Cabin press valve Selector
- ELEC(APU bat sw & commercial)
- Fuel manual transfer p/b
- ENG fire test single p/b
- CVR panel

#### **Lateral and front panel:**

- ALT p/b on FCU
- Loudspeakers and lights
- True North p/b
- ECAM switching
- Landing gear gravity Extension handle

#### **Pedestal:**

- FM & Audio switching
- Parking brake handle
- 3<sup>rd</sup> MCDU
- Reverse levers

AutostartforEngine1and 2; manual start for engine 3 and 4

Discuss changes due to aircraft dimensions and turning techniques

Flap Load Relief System DEMO:

After take-off:

- AP...ON
- At 2300ft, maintain TOGA/FLEX thrust (disregard LVR CLB flashing)
- At 3000ft, level off (press ALT)

AT VFE + 2.5kt, FLRS activation:

- Point out flaps retract one step up
- RELIEF message pulsing on EWD
- No VFE update on PFD speed scale

At VFE + 4ft:


- Over speed warning
- reduce to CLB
- pull speed and decelerate
- No further flaps retraction

At VFET/OCONF- 2.5ft

- Point out flaps re-extension

Manage speed and clean up the aircraft.

After FCU setting, when modifying CRZ FL on P ROG page, point out FMA update from ALT blue to ALT CRZ blue.

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At FL 255, explain AFT fuel transfer and CG control logic.  
Then after, during descent through F L 245 or when FMGS time to DEST < 50 min, point out FWD fuel transfer.

When above FL 210, set CG 50% AFT- Wait for warning during one minute.

Discuss EFIS DMC and ECAM DMC reconfiguration.

Fail ADR 3 then ADR 2 Alternate law will be in force. Explain that a copy of left PFD and ND can be obtained using DMC switching. Point out loss of right EFIS controls.

Point out:

- Rate of descent
- Pitch change after speed brakes extension or retraction.

Discuss EFIS DMC and ECAM DMC reconfiguration.

Insert an imbalance > 3 ton to trigger the advisory. Analyze, then restore.

The aim, during the AUTOLAND, is to demonstrate the new height of the flare.  
Trainees should mainly focus on it.

During the go around, point the not automatic engagement of the NAV mode.

Pull FM 1 reset button (reset panel) to fail the FM part of the FMGEC.

Use same procedure for FM 2.

NAV Back up demonstration

- Point out that FG and map are still available
- Review MCDU available pages:
  - B/UP F-PLN
  - B/UP F-PLN for DIR TO
  - B/UP PROG
  - B/UP IRS for on side IRS (1 or 2)
  - B/UP IRS 3
  - B/UP GPS (on side)

Reset of computer, use the QRH.

Discuss changes due to aircraft dimensions and turning techniques

Point out IRS drift monitoring via MCDU.

### 9.3.3 CCQ FFS 1 - TRAINEE 1

<b>WEATHER</b> <b>VTBS 06010KT CAVOK 32/25 Q1015</b>	
<b>INIT PAGE</b>	
FLT NBR <input style="width: 100%;" type="text"/>	
FROM <input style="width: 100%;" type="text"/>	TO <input style="width: 100%;" type="text"/>
CO RTE <input style="width: 100%;" type="text"/>	ALTN / CO RTE <input style="width: 100%;" type="text"/>
CRZ FL <input style="width: 100%;" type="text"/>	CRZ TEMP <input style="width: 100%;" type="text"/>
CI <input style="width: 100%;" type="text"/>	TROPO <input style="width: 100%;" type="text"/>
TRIP WIND <input style="width: 100%;" type="text"/>	TRIP DIST <input style="width: 100%;" type="text"/>

<b>INIT NEXT PAGE</b>			
ZFW	<input style="width: 100%;" type="text"/>	ZFWCG	<input style="width: 100%;" type="text"/>
FOB	<input style="width: 100%;" type="text"/>	GW	<input style="width: 100%;" type="text"/>
<b>NOTES</b>			
RWY COND DRY AIR COND ON ANTI ICE OFF		<b>FPLN:</b> Refer CO ROUTE	

<b>PERF PAGE</b>	<b>PERF PAGE</b>
V1 <input style="width: 50%;" type="text"/> <input style="width: 50%;" type="text"/> TOGA VR <input style="width: 50%;" type="text"/> <input style="width: 50%;" type="text"/> FLEX V2 <input style="width: 50%;" type="text"/> FLAPS <input style="width: 50%;" type="text"/>	V1 <input style="width: 50%;" type="text"/> <input style="width: 50%;" type="text"/> TOGA VR <input style="width: 50%;" type="text"/> <input style="width: 50%;" type="text"/> FLEX V2 <input style="width: 50%;" type="text"/> FLAPS <input style="width: 50%;" type="text"/>
<b>PERF PAGE</b>	<b>PERF PAGE</b>
V1 <input style="width: 50%;" type="text"/> <input style="width: 50%;" type="text"/> TOGA VR <input style="width: 50%;" type="text"/> <input style="width: 50%;" type="text"/> FLEX V2 <input style="width: 50%;" type="text"/> FLAPS <input style="width: 50%;" type="text"/>	V1 <input style="width: 50%;" type="text"/> <input style="width: 50%;" type="text"/> TOGA VR <input style="width: 50%;" type="text"/> <input style="width: 50%;" type="text"/> FLEX V2 <input style="width: 50%;" type="text"/> FLAPS <input style="width: 50%;" type="text"/>

Time	EVENTS	AP	FD	ATHR	TRK-EPA
	<b>INIT GATE - VTBS 01R</b>				
	1 - PRELIMINARY COCKPITPREPARATION				
	2 - BEFORE START				
	3 - PUSH BACK AND ENGINE START				
0:50	4 - TAXI				
	5 - TAKE OFF - FLRS DEMO		V	V	
1:10	6 - CLIMB FL 280	V	V	V	
	7 - CG CONTROL - TT TRANSFER	V	V	V	
	8 - EXCESS AFT CG	V	V	V	
	9 - EFIS DMC 1 FAULT - RESTORE	V	V	V	
	10 - EFIS SINGLE SOURCE DEMO (ALTN LAW) - RESTORE				
	11 - RETURN TO DEPARTURE				
	12 - JETTISON				
	13 - DESCENT				
	14 - ECAM DMC 3 FAULT				
	15 - FUEL IMBALANCE	V	V	V	
	16 - ILS LFZZ 33R	V	V	V	
1:40	17 - AUTOLAND	V	V	V	
	18 - 180° TURN ON RUNWAY 06/24				
	<b>INIT HOLDING POINT - VTBS 01R</b>				
	19 - TAKE OFF		V	V	
	20 - VISUAL PATTERN			V	V
	21 - GO AROUND AT 50 FT		V	V	
	22 - VISUAL PATTERN			V	V
1:55	23 - LANDING			V	V
	<b>INIT TAKE OFF - VTBS 01R WIND 060°/20 kt</b>				
	24 - TAKE OFF - CROSSWIND 20 KT		V	V	
	25 - VISUAL PATTERN			V	V
2:05	26 - LANDING - CROSSWIND 20 KT			V	V




### 9.3.4 CCQ FFS 1 - TRAINEE 2

<u>WEATHER</u> <b>VTBS 06010KT CAVOK 32/25 Q1015</b>		
<u>INIT PAGE</u>		
FLT NBR		
FROM	TO	ALTN
CO RTE	ALTN / CO RTE	
CRZ FL	CRZ TEMP	
FL 350	- 47° C	
CI	TROPO	
55	36090	
TRIP WIND	TRIP DIST	
HD 020	3107 Nm	

<u>INIT NEXT PAGE</u>			
ZFW	160 t	ZFWCG	27 %
FOB	50 t	GW	210 t
<u>NOTES</u>			
RWY COND DRY		FPLN: Refer CO ROUTE	
AIR COND ON			
ANTI ICE OFF			

<u>PERF PAGE</u>	<u>PERF PAGE</u>
V1 <input type="text"/> <input type="text"/> TOGA	V1 <input type="text"/> <input type="text"/> TOGA
VR <input type="text"/> <input type="text"/> FLEX	VR <input type="text"/> <input type="text"/> FLEX
V2 <input type="text"/>	V2 <input type="text"/>
FLAPS <input type="text"/>	FLAPS <input type="text"/>
<u>PERF PAGE</u>	<u>PERF PAGE</u>
V1 <input type="text"/> <input type="text"/> TOGA	V1 <input type="text"/> <input type="text"/> TOGA
VR <input type="text"/> <input type="text"/> FLEX	VR <input type="text"/> <input type="text"/> FLEX
V2 <input type="text"/>	V2 <input type="text"/>
FLAPS <input type="text"/>	FLAPS <input type="text"/>


Time	EVENTS	AP	FD	ATHR	TRK-FPA
	<b>INIT HOLDING POINT -VTBS 01R</b>				
	27 - TAKE OFF		V	V	
	28 - CLIMB FL 100	V	V	V	
	29 - FM1 FAULT (FM SWITCHING)	V	V	V	
	30 - FM2 FAULT	V	V	V	
	31 - NAV BACK UP (STUDY)	V	V	V	
	32 - RESET COMPUTER	V	V	V	
3:10	33 - ILS LFZZ 33R	V	V	V	
	34 - LANDING		V	V	
	<b>INIT TAKE-OFF - VTBS 01R - WIND 060°/20 kt</b>				
	35 - TAKE OFF - CROSSWIND 20 KT		V	V	
	36 - VISUAL PATTERN			V	V
	37 - GO AROUND AT 50 FT		V	V	
	38 - VISUAL PATTERN			V	V
3:30	39 - LANDING - CROSSWIND 20 KT				
	<b>INIT TAKE OFF - VTBS 01R - WIND 060°/20 kt</b>				
	40 - TAKE OFF - WINDSHEAR		V	V	
	41 - ILS LFZZ 33R - WINDSHEAR		V	V	
	42 - GO AROUND		V	V	
	43 - VISUAL PATTERN			V	V
	44 - LANDING				
	45 - TAXI GATE B4				
	46 - PARKING AND SECURING A/C				

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### 9.3.5 TRAINEE GRADE SLIP

<b>PILOT'S NAME:</b>		<b>DATE:</b>	
CAPT. <input type="checkbox"/> F/O <input type="checkbox"/>		<b>SIM TYPE AND PLACE:</b>	
<b>NAME OF INSTRUCTOR:</b>			
<b>GRADE CODES:</b>	0=FAIL    1= WEAK    2=BELOW AVERAGE    3=AVERAGE    4=GOOD    5=EXCELLENT		

EVALUATION OF TRAINEE FOR THE STAGE		GRADING
01	PREPARATION & PRE-FLIGHT	
02	START & TAXI & TAKE OFF	
03	CLIMB	
04	CRUISE	
05	DESCEND	
06	APPROACH	
07	LANDING	
08	MANUAL & RAW DATA FLYING	
09	USE OF AUTOMATION	
10	ADHERENCE TO SOP AND QRH	
11	AIRCRAFT SYSTEM KNOWLEGE	
12	SITUATIONAL AWARENESS	
13	RECOGNITION	
14	DECISION MAKING	
15	CORRECTIVE ACTION	
16	CRM	
<b>COMMENTS:</b>		
<b>NAME OF PILOT:</b>		<b>SIGNATURE:</b>
The above applicant has demonstrated <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory performance, and knowledge of procedure, techniques, equipment, and directives required for the safe and successful accomplishment of his assigned flying duties.		
<b>NAME OF TRI/ C.A.O TRE:</b>		<b>SIGNATURE:</b>

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## 9.4 SIMULATOR SYLLABI (2)

### 9.4.1 CCQFFS 2 SESSION PREPARATION

#### 9.4.1.1 SESSION OBJECTIVE

- To review alternate and direct laws and handle the A340 in those configurations
- To practice dual hydraulic failures and review A340 particularities
- To operate the A340 in Electrical emergency configuration.

#### 9.4.1.2 TRAINING TOPICS

##### A. VIEW

- To review alternate and direct laws and handle the A340 in those configurations
- To practice dual hydraulic failures and review A340 particularities
- To operate the A340 in Electrical emergency configuration.

##### B. EXERCISES / REFERENCES


EVENT	FCOM	QRH
•CIRCLING	PRO-NOR-SOP-19 PRO-NOR-SRP-01 FMS-70	
•ELEVATOR REDUNDANCY LOST PROCEDURE (AILERON PRESET)	PRO-ABN-27	
•G + B, G + Y SYS LO PR •LANDING WITH FLAPS/SLATS JAMMED •SUMMARY	PRO-ABN-29 PRO-ABN-10	FPE ABN
•DUAL RA FAULT	PRO-ABN-34	
•ELEC EMER CONFIG •SUMMARY	PRO-ABN-24	ABN
•LANDING GEAR GRAVITY EXTENSION		ABN
•LANDING IN ALTERNATE AND DIRECT LAW	DSC-27-20-20 PRO-SUP-27	

##### C. SUPPORT

- FCOM / QRH
- FCTM

#### 9.4.1.3 SESSION PROFICIENCY CRITERIA

- Ability to perform normal and abnormal procedures in accordance with SOPs.
- Understanding and assimilation of all A340 new features.

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#### **9.4.2 CCQ FFS 2 SESSION GUIDE**

Comment the aileron preset and its restrictions/ inhibitions.  
Restore the PRIM2 after demonstration.

Point out:

- RAT automatic extension.
- Alternate law is kept after L/G extension.
- Braking on accumulator in G + B (iso G + Y for A320).

Review Slat/Flap extension procedure.

Explain the difference between A320 (direct law) and A340 (flare law).

Point out that R AT does not extend automatically like on the A320, but a confirmation of  
EMER  
GEN (MAN ON) is requested.

Landing is performed in direct law due to dual RA loss.  
L/G extension by gravity (safety valve closed).

TCAS RA.

During GO AROUND, set CAVOK

### 9.4.3 CCQ FFS 2 - TRAINEE 1

<u>WEATHER</u>		
VTBS 24010KT 8000 OVC010 10/04 Q1002		
<u>INIT PAGE</u>		
FLT NBR		
FROM	TO	ALTN
CO RTE	ALTN / CO RTE	
CRZ FL	CRZ TEMP	
FL 350	- 47° C	
CI	TROPO	
55	36090	
TRIP WIND	TRIP DIST	
HD 080	3507Nm	

<u>INIT NEXT PAGE</u>			
ZFW	175 t	ZFWCG	29 %
FOB	100 t	GW	275 t
<u>NOTES</u>			
RWY COND DRY AIR COND ON ANTI ICE OFF		FPLN: Refer CO ROUTE	

<u>PERF PAGE</u>		<u>PERF PAGE</u>	
V1	TOGA	V1	TOGA
VR	FLEX	VR	FLEX
V2		V2	
FLAPS		FLAPS	
<u>PERF PAGE</u>		<u>PERF PAGE</u>	
V1	TOGA	V1	TOGA
VR	FLEX	VR	FLEX
V2		V2	
FLAPS		FLAPS	

Time	EVENTS	AP	FD	ATHR	TRK-FPA
	INIT GATE - VTBS 01R				
	1 - TRANSIT COCKPITPREPARATION				
	2 - BEFORE START				
	3 - PUSH BACK AND ENGINE START				
	4 - TAXI				
	5 - TAKE OFF (MTOW)		V	V	
	6 - RESTORE TO MLW - RETURN TO DEPARTURE	V	V	V	
	7 - NPA - VOR DME LFZZ 33R SELECTED - CIRCLING 15L	V	V	V	V
	8 - CIRCLING			V	V
1:10	9 - LANDING (MLW) VTBS19 L			V	V
	10 - 180° TURN ON RUNWAY				
	INIT TAKE OFF - VTBS 19 R ZFW 140 T - FUEL 40 T -GW 180 T				
	11 - TAKE OFF		V	V	
	12 - CLIMB FL 110	V	V	V	
	13 - F/CTL PRIM 2 FAULT	V	V	V	
	14 - HYD GREEN RSVR LO LVL				V
	15 - F/CTL ELEV REDUND LOST RESTORE PRIM 2 AFTERDEMO				V
	16 - RETURN TO DEPARTURE		V	V	
	17 - HYD BLUE RSVR LO LVL		V	V	
	18 - HYD G + B SYS LO PR		V	V	
	19- ILS VTBS 19 R – ALTERNATE LAW		V	V	
1:50	20 - LANDING - NO SLATS				
	INIT TAKE OFF - VTBS 19 R ZFW 140 T - FUEL 40 T – GW 180 T - 19R - CAVOK				
	21 - TAKE OFF - RA 2 FAULT		V	V	
	22 - VISUAL PATTERN			V	V
	23 - RA 1 FAULT IN DOWNWIND			V	V
2:05	24 - LANDING - FLARE LAW				


#### 9.4.4 CCQ FFS 2 - TRAINEE 2

<u>WEATHER</u>		
VTBS 24010KT 8000 OVC010 10/04 Q1002		
<u>INIT PAGE</u>		
FLT NBR <input type="text"/>		
FROM <input type="text"/>	TO <input type="text"/>	ALTN <input type="text"/>
CO RTE <input type="text"/>		ALTN / CO RTE <input type="text"/>
CRZ FL <input type="text"/>	CRZ TEMP <input type="text"/>	
FL 350	- 47° C	
CI <input type="text"/>	TROPO <input type="text"/>	
55	36090	
TRIP WIND <input type="text"/>	TRIP DIST <input type="text"/>	
HD 080	3507Nm	

<u>INIT NEXT PAGE</u>			
ZFW	<input type="text"/>	ZFWCG	<input type="text"/>
	175 t		29 %
FOB	<input type="text"/>	GW	<input type="text"/>
	100 t		275 t
<u>NOTES</u>			
RWY COND DRY		FPLN: Refer CO ROUTE	
AIR COND ON			
ANTI ICE OFF			

<u>PERF PAGE</u>		<u>PERF PAGE</u>	
V1 <input type="text"/>	<input type="text"/> TOGA	V1 <input type="text"/>	<input type="text"/> TOGA
VR <input type="text"/>	<input type="text"/> FLEX	VR <input type="text"/>	<input type="text"/> FLEX
V2 <input type="text"/>		V2 <input type="text"/>	
FLAPS <input type="text"/>		FLAPS <input type="text"/>	
<u>PERF PAGE</u>		<u>PERF PAGE</u>	
V1 <input type="text"/>	<input type="text"/> TOGA	V1 <input type="text"/>	<input type="text"/> TOGA
VR <input type="text"/>	<input type="text"/> FLEX	VR <input type="text"/>	<input type="text"/> FLEX
V2 <input type="text"/>		V2 <input type="text"/>	
FLAPS <input type="text"/>		FLAPS <input type="text"/>	


Time	EVENTS	AP	FD	ATHR	TRK-EPA
	INIT HOLDING POINT -VTBS 01R				
	25 - TAKE OFF(MTOW)		V	V	
	26 - CLIMB FL 110 - RESTORE GW 190 T	V	V	V	
	27 - ALL GEN FAULT				V
	28 - ELEC EMER CONFIG				V
	29 - RETURN TO DEPARTURE				V
	30 - ILS VTBS 19R - DIRECT LAW				V
	31 - LANDING				
	INIT TAKE OFF - VTBS 19R ZFW 140 T - FUEL 40 T -GW 180 T				
	32 - TAKE OFF		V	V	
	33 - TCAS EVENT	V	V	V	
	34 - HYD YELLOW PUMP LO PRESS	V	V	V	
	35 - HYD GREEN RSVR LO LVL		V	V	
	36 - HYD G + Y SYS LO PR		V	V	
	37 - RETURN TO DEPARTURE		V	V	
	38 - ILS VTBS 19R - ALTERNATE LAW		V	V	
3:40	39 - LANDING - NO FLAPS				
	INIT TAKE OFF - VTBS 19R ZFW 140 T - FUEL 40 T GW 180 T - 19R				
	40 - TAKE OFF - WINDSHEAR		V	V	
	41 - ILS LFZZ 33R - WINDSHEAR		V	V	
	42 - GO AROUND		V	V	
	43 - VISUAL PATTERN			V	V
3:55	44 - LANDING				

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#### 9.4.5 TRAINEE GRADE SLIP

<b>PILOT'S NAME:</b>		<b>DATE:</b>	
<b>CAPT.</b> <input type="checkbox"/> <b>F/O</b> <input type="checkbox"/>		<b>SIM TYPE AND PLACE:</b>	
<b>NAME OF INSTRUCTOR:</b>			
<b>GRADE CODES:</b>	0=FAIL      1= WEAK      2=BELOW AVERAGE      3=AVERAGE      4=GOOD      5=EXCELLENT		


<b>EVALUATION OF TRAINEE FOR THE STAGE</b>		<b>GRADING</b>
01	PREPARATION & PRE-FLIGHT	
02	START & TAXI & TAKE OFF	
03	CLIMB	
04	CRUISE	
05	DESCEND	
06	APPROACH	
07	LANDING	
08	MANUAL & RAW DATA FLYING	
09	USE OF AUTOMATION	
10	ADHERENCE TO SOP AND QRH	
11	AIRCRAFT SYSTEM KNOWLEGE	
12	SITUATIONAL AWARENESS	
13	RECOGNITION	
14	DECISION MAKING	
15	CORRECTIVE ACTION	
16	CRM	
<b>COMMENTS:</b>		
<b>NAME OF PILOT:</b>		<b>SIGNATURE:</b>
The above applicant has demonstrated <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory performance, and knowledge of procedure, techniques, equipment, and directives required for the safe and successful accomplishment of his assigned flying duties.		
<b>NAME OF TRI/ C.A.O TRE:</b>		<b>SIGNATURE:</b>

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## 9.5 SIMULATOR SYLLABI (3)

### 9.5.1 CCQ FFS3 SESSION PREPARATION

#### 9.5.1.1 SESSION OBJECTIVE

- To review the one engine out procedure.
- To practice the ALL ENG FLAME OUT procedure on the A340.
- To practice TWO ENG INOP landing.

#### 9.5.1.2 TRAINING TOPICS

##### A. VIEW

- Use of engine anti ice.
- One engine out operation and two engines out operation.
- No slats No flaps procedure (approach at high speed).
- Fire drills - on ground emergency evacuation.

##### B. EXERCISES / REFERENCES


EVENT	FCOM	QRH
•TWO ENGINES OUT OPERATION	PRO-ABN-10 PER-TEI-GEN PER-OPD-CON	ABN FPE
•ALL ENGINE FLAME OUT	PRO-ABN-70	ABN
•ON GROUND EMERGENCY EVACUATION	PRO-ABN-10 PRO-ABN-90	ABN C2

##### C. SUPPORT

- FCOM / QRH
- FCTM

#### 9.5.1.3 SESSION PROFICIENCY CRITERIA

- Demonstrate the ability to perform all exercises, using the correct procedure and techniques and in accordance with SOPs.
- Have reached a satisfactory standard of accuracy in order to pass the skill test.

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### 9.5.2 CCQ FFS 3 SESSION GUIDE

- Insert failure with damage on ENG 2 or 3.
- Order a go around at 500 ft and insert 2nd engine failure with damage on the same wing. The trainee should have been briefed on consequent VLS increment and minimum speed for lateral control of the aircraft (VMCL-2).
- Review the recommended relight procedure above and below APU BLEED limitation altitude.
  - 1 engine relights with wind milling above FL 250.
  - 2nd engine relight on the same wing after APU start and use of APU BLEED FL 250.
  - 3rd and 4th attempts unsuccessful.
- Insert Slats and Flaps locked by WTB before extension
- Insert failure with damage on ENG 2 or 3.
- Insert a 2nd engine failure with damage on the same wing at more than 2000 ft. Order a go around reaching commit Altitude.

#### *INIT APPROACH 12 NM*

- This short sequence gives the opportunity to review the 2 engine out final approach and landing.
- Insert failure with no damage on ENG 1 or 4.
- Point out that ECAM is still available on batteries.

### 9.5.3 CCQ FFS 3 - TRAINEE 1

<b>WEATHER</b>	
VTBS 24010KT 8000 OVC010 10/04 Q1002	
<b>INIT PAGE</b>	
FLT NBR <input type="text"/>	
FROM <input type="text"/>	TO <input type="text"/>
CO RTE <input type="text"/>	ALTN / CO RTE <input type="text"/>
CRZ FL FL 350	CRZ TEMP - 47° C
CI 55	TROPO 36090
TRIP WIND HD 080	TRIP DIST 3507Nm

<b>INIT NEXT PAGE</b>	
ZFW <input type="text"/>	ZFWCG <input type="text"/>
FOB <input type="text"/>	GW <input type="text"/>

<b>NOTES</b>	
RWY COND DRY AIR COND ON ANTI ICE OFF	FPLN: Refer CO ROUTE

<b>PERF PAGE</b>		<b>PERF PAGE</b>	
V1 <input type="text"/> <input type="text"/> TOGA	V1 <input type="text"/> <input type="text"/> TOGA	V1 <input type="text"/> <input type="text"/> TOGA	V1 <input type="text"/> <input type="text"/> TOGA
VR <input type="text"/> <input type="text"/> FLEX	VR <input type="text"/> <input type="text"/> FLEX	VR <input type="text"/> <input type="text"/> FLEX	VR <input type="text"/> <input type="text"/> FLEX
V2 <input type="text"/>	V2 <input type="text"/>	V2 <input type="text"/>	V2 <input type="text"/>
FLAPS <input type="text"/>	FLAPS <input type="text"/>	FLAPS <input type="text"/>	FLAPS <input type="text"/>

<b>PERF PAGE</b>		<b>PERF PAGE</b>	
V1 <input type="text"/> <input type="text"/> TOGA	V1 <input type="text"/> <input type="text"/> TOGA	V1 <input type="text"/> <input type="text"/> TOGA	V1 <input type="text"/> <input type="text"/> TOGA
VR <input type="text"/> <input type="text"/> FLEX	VR <input type="text"/> <input type="text"/> FLEX	VR <input type="text"/> <input type="text"/> FLEX	VR <input type="text"/> <input type="text"/> FLEX
V2 <input type="text"/>	V2 <input type="text"/>	V2 <input type="text"/>	V2 <input type="text"/>
FLAPS <input type="text"/>	FLAPS <input type="text"/>	FLAPS <input type="text"/>	FLAPS <input type="text"/>

Time	EVENTS	AP	FD	ATHR	TRK-FPA
	INIT GATE - VTBS 01R				
	1 - TRANSIT COCKPITPREPARATION				
	2 - BEFORE START				
	3 - PUSH BACK AND ENGINE START				
	4 - TAXI				
	5 - TAKE OFF - ENG FAILURE AT V2		V	V	
	6 - NPA - VOR DME VTBS 19R MANAGED - ONE ENGINE OUT	V	V	V	V
	7 - GO AROUND - 2ND ENGINE FAILURE	V	V	V	V
	8 - ILS VTBS 19R - TWO ENGINES OUT		V	V	
1:10	9 - LANDING - TWO ENGINES OUT		V	V	
	INIT FL 350				
	10 - ALL ENGINE FLAME OUT				V
	11 - TWO ENGINES RELIGHT				V
	12 - VISUAL APP - TWO ENGINES OUT		V	V	
01:25	13 - LANDING - TWO ENGINES OUT				
	INIT TAKE OFF - VTBS 19R				
	14 - TAKE OFF		V	V	
	15 - ILS VTBS 19R - NO FLAPS NO SLATS		V	V	
01:45	16 - LANDING NO FLAPS NO SLATS				
	INIT TAKE OFF				
	17 - TAKE OFF - ENG FAILURE BEFORE V1				
	18 - REJECTED TAKE OFF				


#### 9.5.4 CCQ FFS 3 - TRAINEE 2

<u>WEATHER</u>	
VTBS 24010KT 8000 OVC010 10/04 Q1002	
<u>INIT PAGE</u>	
FLT NBR <input type="text"/>	
FROM <input type="text"/>	TO <input type="text"/>
ALTN <input type="text"/>	
CO RTE <input type="text"/>	ALTN / CO RTE <input type="text"/>
CRZ FL FL 350	CRZ TEMP - 47° C
CI 55	TROPO 36090
TRIP WIND HD 080	TRIP DIST 3507Nm

<u>INIT NEXT PAGE</u>			
ZFW	<input type="text"/> 160 t	ZFWCG	<input type="text"/> 27 %
FOB	<input type="text"/> 30 t	GW	<input type="text"/> 190 t
<u>NOTES</u>			
RWY COND DRY AIR COND ON ANTI ICE OFF		FPLN: Refer CO ROUTE	

<u>PERF PAGE</u>	<u>PERF PAGE</u>
V1 <input type="text"/> <input type="text"/> TOGA	V1 <input type="text"/> <input type="text"/> TOGA
VR <input type="text"/> <input type="text"/> FLEX	VR <input type="text"/> <input type="text"/> FLEX
V2 <input type="text"/>	V2 <input type="text"/>
FLAPS <input type="text"/>	FLAPS <input type="text"/>
<u>PERF PAGE</u>	<u>PERF PAGE</u>
V1 <input type="text"/> <input type="text"/> TOGA	V1 <input type="text"/> <input type="text"/> TOGA
VR <input type="text"/> <input type="text"/> FLEX	VR <input type="text"/> <input type="text"/> FLEX
V2 <input type="text"/>	V2 <input type="text"/>
FLAPS <input type="text"/>	FLAPS <input type="text"/>


Time	EVENTS	AP	FD	ATHR	TRK-EPA
	<b>INIT HOLDING POINT - VTBS19R</b>				
	19 - TAKE OFF - ENG FAILURE AT V2		V	V	
	20 - NPA - VOR DME VTBS19R MANAGED - ONE ENGINE OUT	V	V	V	
	21 - 2ND ENGINE FAILURE		V	V	
	22 - GO AROUND - TWO ENGINES OUT		V	V	
	23 - ILS VTBS 19R - TWO ENGINES OUT		V	V	
02:55	24 - LANDING - TWO ENGINES OUT				
	<b>INIT APPROACH 12 NM - VTBS 19R</b>				
	25 - VISUAL APPROACH - TWO ENG OUT				V
03:10	26 - LANDING - TWO ENGINES OUT				V
	<b>INIT TAKE OFF - VTBS 19R</b>				
	27 - TAKE OFF - ENGINE FAILURE BETWEEN V1 AND V2		V	V	
	28 - ENGINE RELIGHT			V	V
	29 - ILS VTBS19R - RAW DATA			V	V
	30 - LANDING				
	<b>INIT TAKE OFF - VTBS19R</b>				
	31 - TAKE OFF - ENGINE FIRE BEFORE V1				
	32 - REJECTED TAKE OFF				
03:40	33 - ON GROUND EMERGENCY EVACUATION				
	IF TWO CAPTAIN CREW, INIT APPROACH 12 NM AND PERFORM AN ELEC EMER CONFIG (ILS VTBS19R DIRECT LAW)				

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### 9.5.5 TRAINEE GRADE SLIP


<b>PILOT'S NAME:</b>		<b>DATE:</b>	
CAPT. <input type="checkbox"/> F/O <input type="checkbox"/>		<b>SIM TYPE AND PLACE:</b>	
<b>NAME OF INSTRUCTOR:</b>			
<b>GRADE CODES:</b>	0=FAIL    1= WEAK    2=BELOW AVERAGE    3=AVERAGE    4=GOOD    5=EXCELLENT		

EVALUATION OF TRAINEE FOR THE STAGE		GRADING
01	PREPARATION & PRE-FLIGHT	
02	START & TAXI & TAKE OFF	
03	CLIMB	
04	CRUISE	
05	DESCEND	
06	APPROACH	
07	LANDING	
08	MANUAL & RAW DATA FLYING	
09	USE OF AUTOMATION	
10	ADHERENCE TO SOP AND QRH	
11	AIRCRAFT SYSTEM KNOWLEGE	
12	SITUATIONAL AWARENESS	
13	RECOGNITION	
14	DECISION MAKING	
15	CORRECTIVE ACTION	
16	CRM	
<b>COMMENTS:</b>		
<b>NAME OF PILOT:</b>		<b>SIGNATURE:</b>
The above applicant has demonstrated <input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory performance, and knowledge of procedure, techniques, equipment, and directives required for the safe and successful accomplishment of his assigned flying duties.		
<b>NAME OF TRI/ C.A.O TRE:</b>		<b>SIGNATURE:</b>

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## 9.6 FFS 8 SESSION LOFT

The Line Oriented Flight Training (LOFT) session is intended to provide crews with opportunities to enhance their understanding of the A340 and to apply Crew Resource Management principles to simulated regular airline flight.

Scenarios are intended to produce a busy environment, but should never overload the crew. In many cases, there is no single 'right' answer but, using their skills and knowledge, the crew should be able to reach a successful conclusion to each scenario. Alternative solutions may provide useful, constructive post-flight discussion.

Relative simple failures are introduced during the flight to enable the session objectives to be met.

To make LOFT as valuable and realistic as possible, flight documentation is provided by the instructor at briefing.

The flight briefing will begin 1 hour before the scheduled simulator start time and will take 15-20 Minutes. Thereafter the crew will have some time to study the documentation and, for example, decide on the required fuel load, etc.

The take-off time for the flight is considered to be 30 minutes after the simulator session starts.

LOFT scenarios routing are:

- Scenario 1 FFS:

- Trainee 1 .....

- Trainee 2 .....

- Scenario 2 FFS:


- Trainee 1.....

- Trainee 2.....

- Scenario 3 FFS:

- Trainee 1 .....

- Trainee 2 .....

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### 9.6.1 TRAINEE GRADE SLIP

<b>PILOT'S NAME:</b>		<b>DATE:</b>	
CAPT. <input type="checkbox"/> F/O <input type="checkbox"/>		<b>SIM TYPE AND PLACE:</b>	
<b>NAME OF INSTRUCTOR:</b>			
<b>GRADE CODES:</b>	0=FAIL    1= WEAK    2=BELOW AVERAGE    3=AVERAGE    4=GOOD    5=EXCELLENT		

EVALUATION OF TRAINEE FOR THE STAGE		GRADING
01	PREPARATION & PRE-FLIGHT	
02	START & TAXI & TAKE OFF	
03	CLIMB	
04	CRUISE	
05	DESCEND	
06	APPROACH	
07	LANDING	
08	MANUAL & RAW DATA FLYING	
09	USE OF AUTOMATION	
10	ADHERENCE TO SOP AND QRH	
11	AIRCRAFT SYSTEM KNOWLEGE	
12	SITUATIONAL AWARENESS	
13	RECOGNITION	
14	DECISION MAKING	
15	CORRECTIVE ACTION	
16	CRM	


<b>COMMENTS:</b>	

<b>NAME OF PILOT:</b>	<b>SIGNATURE:</b>

The above applicant has demonstrated ☐ Satisfactory ☐ Unsatisfactory performance, and knowledge of procedure, techniques, equipment, and directives required for the safe and successful accomplishment of his assigned flying duties.

<b>NAME OF TRI/ C.A.O TRE:</b>	<b>SIGNATURE:</b>




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## 10.1 Line Check Form

### **SYRIAN AIR** **LINE CHECK FORM**


**CREW NAMES :** CAPT :  
F/O :  
F/E :

**A/C TYPE :**

**DATE OF CHECK:** / / 200 ----- **NEXT CHECK:** / / 200  
**PLACE:** /

	S	U		S	U
<b>( A ) FLIGHT PREPARATION</b>			4- DECISION MAKING		
1- APPEARANCE			5- SOCIAL SKILLS		
2- WEATHER BRIEFING& ANALYSIS			6- TASK SHARING		
3- FLIGHT PLANNING			7- WORK LOAD		
4- NOTAM CHECK			8- EFFECTIVENESS		
5- PRE-FLIGHT CHECK- INT/EXT			9- CONFLICT RESOLUTION		
6- WEIGHT & BALANCE			10- CABIN COORDINATION		
7- C/A BRIEFING			<b>( F ) JUDGMENT</b>		
8- COCKPIT PREPARATION			1- PREPARATION		
9- T/O BRIEFING			2- PRIORITIES		
<b>( B ) FLIGHT DEPARTURE</b>			3- FOLLOW UP		
1- START UP & RAMP DEPARTURE			4- SITUATION AWARENESS		
2- A/C GROUND HANDLING			<b>( G ) HANDLING</b>		
3- ATC CLEARANCE/ RADIO PROCEDURE			1- GROUND		
4- CHECK LIST COMPLETION			2- TAKE OFF		
5- T/O,CLIMB; A/C HANDLING			3- CLIMB / CRUISE		
6- DEP,ROUTE & NOISE ABATEMENT PROCEDURE			4- DESCENT / APPROACH		
<b>( C ) FLIGHT PROCEDURE EN-ROUTE</b>			5- LANDING		
1- CRUISE ESTABLISHMENT AND CONTROL			<b>( H ) GENERAL</b>		
2- KNOWLEDGE & USE OF QRH			1- KNOWLEDGE OF ALTERNATE& ROUTE		
3- ROUTE& COMM KNOWLEDGE			2- COMPLETION OF FLT DOCUMENTS		
4- FUEL MANAGEMENT			3- LICENSE & PASSPORT VALIDITY		
5- NAV, MONITORING, KNOWLEDGE			<b>( I ) TECH KNOWLEDGE</b>		
6- PASSENGERS COMFORT			1- A/C SYSTEMS		
7- AUTO FLIGHT			2- A/C PERFORMANCE		
8- NAV SYSTEMS			3- A/C LIMITATIONS		
<b>( D ) FLIGHT COMPLETION</b>			<b>( J ) COMMENTS &amp; RESULT :</b>		
1- DESCENT MANAGEMENT			-----		
2- APPROACH BRIEFING			-----		
3- APPROACH & LANDING TECHNIQUE			-----		
4- CHECK LIST COMPLETION			-----		
5- KNOWLEDGE :A/P AREA, FACILITIES			-----		
6- MINIMUMS, LOCAL TERRAIN KNOWLEDGE			-----		
7- PARKING & SHUT DOWN CHECKS			-----		
<b>( E ) C.R.M</b>			-----		
1- COMMUNICATION			<b>CHECK PILOT NAME :</b>		
2- DIALOGUE			<b>SIGNATURE :</b>		
3- ASSERTIVENESS					

**STD&TRNG/ R.C 1**

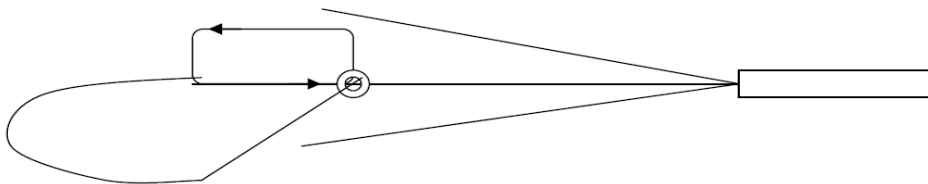
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### Line Check Form (Reverse Side)

1- KIND OF APPROACH: APPROACH PROFILE  
 ----- ILS ----- VOR ----- NDB

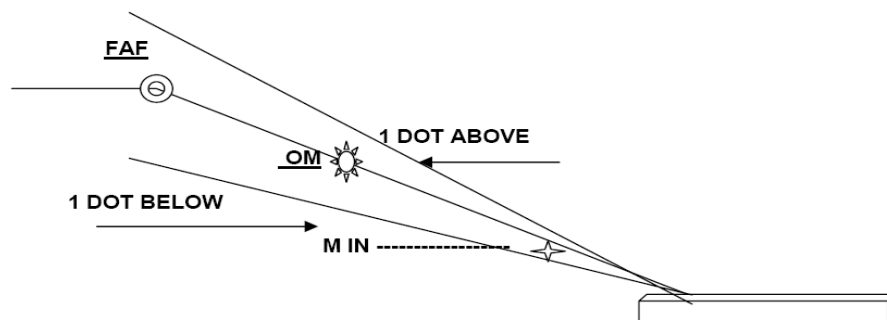
**A- LATERAL PROFILE :**

- \* VOR RADIAL MAX = - / + 1 DEGS.
- \* NDB MAX = - / + 5 DEGS .
- \* LOC MAX = ½ DOT LEFT OR RIGHT .



**B- VERTICAL PROFILE :**


- \* G / S : MAX = 1 DOT ABOVE AT 100 FT AGL, NEVER BELOW .
- \* NON PRECISION : MAX = 50 FT ABOVE MDA, ZERO BELOW.




- 2- SPEED CONTROL:  
 MAX = Vapp + 10 . MIN = Vapp
- 3- CAT II \*:  
 SIGN AND APPROVE ON CAT II LOG BOOK .  
 \* ONCE APPROVED .
- 4- MANAGEMENT REMARKS :

- FLEET CAPTAIN : \_\_\_\_\_ SIGNATL
- CHIEF. PILOT : \_\_\_\_\_ SIGNATL
- FLT OPS DIRECTOR : \_\_\_\_\_ SIGNATL

STD&TRNG/ R.C 1

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## 10.2 Instrument Check Form

DIRECTORATE GENERAL OF CIVIL AVIATION						INSTRUMENT CHECK FORM			
Full name ( family last):				License No:		Present Instrument Rating Expiry	DD	MM	YY
A / C Type		Registration		Date		Last Medical Validity Date	DD	MM	YY
.....		YK – A		/ / 200					
<b>Position :</b> <input type="checkbox"/> Captain <input type="checkbox"/> First Officer <input type="checkbox"/> Instructor <input type="checkbox"/> CCP						FROM / TO		FLIGHT TIME	
						/		:	
Phases of Flight						Knowledge ( Oral ) :			
-1- Pre – flight preparation	(A) Flight Planning .					- General .....			
	(B) Exterior / Interior Checks .					- Technical .....			
	(C) MRTOW Calculations .					- Jeppesen .....			
	(D) Nav Aids / Clearance .								
	(E) Engine Start .					Alternate, Abnormal & Emergency Procedures ( √ ) :			
	(F) Taxing .					1- .....			
	(G) Checks And Briefings .					2- .....			
-2- Take Off Climb & Departure	(H)					3- .....			
	(A) Normal Take Off .					4- .....			
	(B) Low Visibility Take Off .					5- .....			
	(C) Area Departure.								
-3- Cruise	(D) Climb Planning.					Remarks :			
	(E)					.....			
	(A) Fuel Calculation.					.....			
	(B) Navigation & charts.					.....			
	(C) Emergency Planning.					.....			
-4- Terminal procedure	(D) Briefings					<b>Required Data For License Renewal:</b>  Date of Birth :    /    / Address : Tel No:  <u>SIX MONTHS FLIGHT EXPERIENCE :</u> - Day:                      as :PIC / SIC - Night :                      as :PIC / SIC  <u>LAST FLIGHT &amp; DATE :</u> - Type :                      Date:    /    / 200  <u>SIMULATOR TRAINING &amp; PPC:</u> - Type : - Place : - Date :    /    / 200			
	(A) Descent Planning.								
	(B) Compliance With Restrictions .								
	(C) Transition To Approach .								
	(D) Kind Of Approach ( √ )	1- ILS .    .....							
		2- LOC .    .....							
		3- VOR .    .....							
		4- NDB .    .....							
(E) CAT II / III Approach .									
-5- Landing & Parking	(F)								
	(A) Transition To Landing .								
	(B) After Landing .								
	(C) Parking & Checks .								
(E)									
<b>Instrument Check Result :</b>									
Passed	Valid To					Check Pilot Name :			
	DD	MM	YY			License No :                      Sig :			
Failed	Release Privileges Cancelled					Check Pilot Name :			
	Date & Time DD	MM	YY	H	- - . - -	License No :                      Sig :			
<b>IN CASE OF SECOND FAILURE</b> 									
Fleet Captain Remarks :									
.....									
..... Sig :									
Chief Pilot Remarks :									
.....									
..... Sig :									

9-0018 (05-02 )

STD & TRAINING  
STAMP

### Instrument Check Form (Reverse Side)

**BASES OF CHECK :**

- 1- Check licenses .
- 2- Check Jeppesen manual .
- 3- Oral test may be carried out during flight .
- 4- A minimum of 3 Abnormal or Emergency items has to be discussed.
- 5- A non Precision Approach is recommended.
- 6- Instrument check to be carried out 30 days before expiry .

**GRADING & STANDARDS :**

- 1- S ( satisfactory ) : satisfactory assessment is fulfilled if :

- 5 / 5 correct items of limitations are answered .
- 4 / 5 Abnormal or Emergency items are answered .
- tolerance in flying criteria is :

### NORMAL TAKEOFF

- a)  $V_2 + 10 (-0)$  HDG 5 . unless performance dictates otherwise on the plus for speed only.
- b) Navigation :  
2 deg of VOR Radial. 5 deg of ADF Bearing .

## CLIMB

- a) IAS +/- 10KTS HDG 5

CRUISE

- a) ALT +/- 100 FEET HDG 5

**DESCENT**

- a) IAS +/- 10KTS HDG 5

**APPROACH:**

- a) CAT I LOCALIZER 1/2 DOT GLIDE SLOPE 1 DOT ABOVE - 0 below at altitude > 500'  
1 / 2 DOT above - 0 below at altitude < 500'

- CAT II LOCALIZER 1/3 DOT GLIDE SLOPE 1/2 DOT  
VAPP + 5 KNOTS MIN

- |        |               |                                |
|--------|---------------|--------------------------------|
| b) VOR | 1 deg RADIAL  | + 50 ft above minima, - 0 ft . |
| c) ADF | 5 deg Bearing | + 50 ft above minima, - 0 ft . |

**PUBLISHED MINIMAS:** No descent below MDA, holding or procedure turn altitudes.

**GO AROUND** Simultaneous application of G/A power and pitch attitude.

Prompt initial flaps and gear retraction.

- The following areas of skill, knowledge, coordination and judgment are required from all crew members and are considered an evaluation base by Check airmen :
  - a) Aircraft performance.
  - b) Satisfactory knowledge of required performance charts and procedures .
  - c) Flying skill : Proper and smooth handling, without over controlling, and a timely completion of duties .
  - d) System knowledge: Identification and function of every control and indicator in the cockpit .
  - e) Navigational equipment : Thorough knowledge of normal / abnormal procedures of FMS / INS / GPS
  - f) Emergencies and Abnormal :
    - Ability to recognize the malfunction and complete the applicable memory items within a reasonable period using proper crew coordination and proper adherence to the profile .
  - g) Standard operating procedures : Strict compliance with SOPs and airline policies .
  - h) Communication : Proper ATC phraseology and the use of standard call outs and proper inter -crew communication
  - i) Judgment: Correct, timely and sound judgment with an acceptable degree of safety .

- 2- **SB ( satisfactory with briefing )** : satisfactory with briefing is fulfilled if :

- 4 / 5 correct items of limitations are answered .
- 3 / 5 Abnormal or Emergency items are answered .
- tolerance in flying criteria only on Plus sides .

- 3- **US ( unsatisfactory ) :**

- 3 / 5 correct items of limitations are answered .
- 2 / 5 Abnormal or Emergency items are answered .

- 4- One unsatisfactory item is a Failing point and Release privilege will be revoked .

**A Minimum of 5 PF sectors Under supervision with an instructor is required before new check .**

**Only In Case of an other failure , license privilege will be revoked .**

\*\*\*\*\*

### 10.3 Line Training Final Check

#### LINE TRAINING FINAL CHECK FORM

#### SYRIANAIR STANDARDS & TRAINING

1. Name/Rank <input type="checkbox"/> PF <input type="checkbox"/> PNF	2. License Number	3. Date (dd/mm/yy)
4. CAPT	5. F/O	6. F/E
7. Departure + Destination	8. Aircraft Type/Registration	9. Flight No.

#### Required Standards

*Note: Clarify **SB** or **U** assessment with remarks.*

<b>S</b>	Satisfactory	<b>SB</b>	Satisfactory with Briefing	<b>U</b>	Unsatisfactory (Fail)
----------	--------------	-----------	----------------------------	----------	-----------------------

					S	SB	U		
1.	Wx Briefing NOTAMS and Bulletins				11.	Taxi in+Shut Down			
2.	Aircraft Inspection (Exterior, Interior)				12.	Smoothness of Control			
3.	Flight Planning+T/O Briefing				13.	Knowledge ( A/C + performance )			
4.	Weight and Balance (load sheet)				14.	Knowledge (PPM+JEPPESEN)			
5.	Before Start+ Review of Emergency Drills				15.	Crew Co-ordination + Task sharing			
6.	Engine Start+Taxi (Speed, Steering)				16.	Situation awarnace			
7.	Use of Checklist and Responses				17.	Decsion making			
8.	Take Off + SID+climp				18.	Standardization level			
9.	Cruise+Fuel Checks				19.	Safety Attitude			
10.	Approach Briefing +Descent+APP+LDG				20.	Human Factor			

General Assessment ☐ Passed ☐ Failed


Comments: \_\_\_\_\_

\_\_\_\_\_

( 18 **S** and more pass ) .  
 ( 5 **SB** and more extension 10 Hours PF or 5 sector PF which ever is more )  
 ( 3 **U** or more fail with no extension )

CCP : \_\_\_\_\_


Signatures : \_\_\_\_\_

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## 10.4 Simulator Training Follow Up Report

### SIMULATOR TRAINING FOLLOW UP REPORT


NAME: CERT NO: POS: A/C TYPE

TITLE	ITEM	DATE - A	DATE - B	DATE - C	DATE - D
A/C PRESS	Pack Overheat				
	CPC 1+2				
	Emergency Des – Lo Speed				
	Emergency Des – Hi Speed				
A/F	Skin Valve Fault				
	FAC 1+2 Fault				
ELEC	Ac Bus 1 Fault				
	Dc Ess Bud Fault				
	Gen 1 + 2 Loss During T/O ( V2 – 20 )				
	Elec Emerg Config				
FIRE	Smoke ( Cab Equip )				
	Smoke ( Elec, Unknown Source )				
	Smoke Removal				
FLT CTL	L & R Elev Fault				
	Stab Jam				
	Rud Jam ( Deflected )				
	Slats / Flaps Fault				
FUEL	Fuel Leak ( Pylon )				
	Fuel Leak ( Tank )				
	Fuel Leak ( Center Tank )				
HYD	G+B Hyd Sys Low Press				
	G+Y Hyd Sys Low Press				
	B+Y Hyd Sys Low Press				
IND/REC	FWC 1+2 Fault				
L/G	Gravity Extension				
	Land Gear Not Up Locked (Door Open)				
	Land Gear Not Up Locked (Door Closed)				
	Land Gear Up Lock Fault				
	LGCIU 1 + 2 Fault				
	N.W Steering Fault (L/G Shock Observer Fault)				
	Residual Braking Proc ( Deff Press )				
NAV	ADR 1 + 2 Fault ( Speed Disagree )				
	ADR 1 + 3 Fault				
	ADR 1 + 2 + 3 Fault				
	IR 2 + 3 Fault ( Possible Att Gain )				
	IR Alignment In Att Mode				
PNUM	Unreliable Speed Ind				
	Wing Leak				
ENG	Manual Engine Start				
	Cross Bleed Start				
	Start Valve Not Open				
	Start Valve Not Closed				
	Hung Start				
	Stall / and, or Damage				
	In-Flight Eng Relight				
	Engine Dual Failure ( Relight One At 7000 Ft )				
MISC	Tail Pipe Fire				
	CFIT				
	Wind Shear ( T/O – Landing )				
	Air Work ( Clean, Dep, Land Stall )				
CRM	Steep Turns				
	On Grd Emergency / Evacuation				
	S.A Detecting & Recovering				
	S.A Prevention				
	Error Performance & Safety				
	Communication				
	Team Performance				
PPC EXTRA ITEMS	Procedures Applications				
	Decision Making				
	X – WIND T/O AND LANDING				
	LVTO WITH X – WIND 20 KNOTS.				
	ENGINE FAIL ( T/O & LANDING )				
	G/A ENG OUT FROM NPA				
	INST APPR ( ILS + NPA )				
	CIRCLING APPR				
	UNUSUAL ATTITUDES				

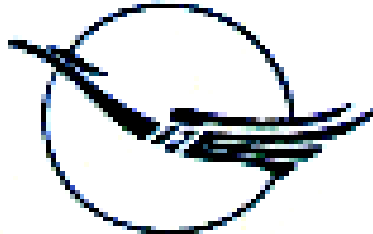
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## 10.5 A320 Recurrent Training File/ 2 Years Cycle




**SYRIANAIR**  
**Flight Operations Department**  
**Standards & Training**

**A320 RECURRENT FILE**  
**2 YEARS CYC LE**


**SEPTEMBER 2016 – SEPTEMBER 2018**

**NAME** : .....  
**POSITION** : .....  
**ID#** : .....

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### 10.5.1 Recurrent Training & VACBI Follow Up Form/ A320


 <b>Standards &amp; Training</b>	<b>SIMULATOR RECURRENT TRAINING</b>	<b>VACBI &amp; LECTURES</b>
		/ / 200

#### A320 RECURRENT & TRAINING & VACBI FOLLOW UP FORM

<b>NAME:</b>		<b>POSITION:</b> CAPT ..... F/O .....	
<b>COURSE:</b>		<b>DATE:</b> / / 20	
<b>SUBJECT</b>	<b>DONE</b>	<b>SUBJECT</b>	<b>DONE</b>
AIR COND/PRESS/VENT		IRS	
AUTO FLT		L AND GEAR	
COMM		LIGHTS	
ELECT		NAV	
EQUIP		OXY	
FIRE		PNEU	
FLT CTL		WATER / WASTE	
FUEL		OMS	
HYD		APU	
ICE		DOORS	
		PWR PLANT	
		ADVERSE WXR	
		LOW VIS OPS	
		SECURITY	
		DANGEROUS GOODS	
		CRM	
		CABIN SAFETY	


#### BASES:

- 1- WORKING HOURS: 0900 – 1500
- 2- LECTURES:
  - ONE DAY SECURITY & DANGEROUS GOODS.
  - ONE DAY CRM.
  - ONE DAY CABIN SAFETY.
- 3- VACBI WILL BE CARRIED OUT AT HOME.
- 4- AN OPEN BOOK QUIZ WILL BE CARRIED OUT AT HOME BEFORE EACH SIMULATOR. THE QUIZ IS A MUST TO CARRY OUT TRAINING, OTHERWISE FLYING STATUS WILL BE SUSPENDED. A CONFIRMATION BY THE INSTRUCTOR WILL INDICATE THAT THE QUIZ IS ANSWERED BY THE TRAINEE.


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## 10.5.2 Simulator Training Follow Up Form


 Standards & Training	SIMULATOR RECURRENT TRAINING FOLLOW UP FORM	Page 01	
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<b>A320 RECURRENT &amp; TRAINING FOLLOW UP FORM</b>			
NAME: _____ POSITION: CAPT ..... F/O .....			
SYS REF	SYSTEM	MALFUNCTIONS	OPTION
21	AIR COND / PRESS	Pack Overheat	
		CPC 1+2	
		Emergency Des – Lo Speed	
		Emergency Des – Hi Speed	
		Skin Valve Fault	
22	AUTO FLT	FAC 1+2 Fault	
24	ELEC	Ac Bus 1 Fault	
		Dc Ess Bud Fault	
		Gen 1 + 2 Loss During T/O ( V2 – 20 )	
26	FIRE	Elec Emerg Config	
		Smoke ( Cab Equip )	
		Smoke ( Elec, Unknown Source )	
27	FLT CTL	Smoke Removal	
		L & R Elev Fault	
		Stab Jam	
		Rud Jam ( Deflected )	
28	FUEL	Slats / Flaps Fault	
		Fuel Leak ( Pylon )	
		Fuel Leak ( Tank )	
29	HYD	Fuel Leak ( Center Tank )	
		G+B Hyd Sys Low Press	
		G+Y Hyd Sys Low Press	
31	IND / REC	B+Y Hyd Sys Low Press	
		FWC 1+2 Fault	
		Gravity Extension	
32	LDG GEAR	Land Gear Not Up Locked ( Door Open )	
		Land Gear Not Up Locked ( Door Closed )	
		Land Gear Up Lock Fault	
		LGCIU 1 + 2 Fault	
		N.W Steering Fault ( L/G Shock Observer Fault )	
33	NAV	Residual Braking Proc ( Deff Press )	
		ADR 1 + 2 Fault ( Speed Disagree )	
		ADR 1 + 3 Fault	
		ADR 1 + 2 + 3 Fault	
		IR 2 + 3 Fault ( Possible Att Gain )	
36	PNEUMATIC	IR Alignment In Att Mode	
		Unreliable Speed Ind	
		Wing Leak	
70	POWER PLANT	Manual Engine Start	
		Cross Bleed Start	
		Start Valve Not Open	
		Start Valve Not Closed	
		Hung Start	
		Stall / and / or Damage	
		In-Flight Eng Relight	
		Engine Dual Failure ( Relight One At 7000 Ft )	
	MISC	Tail Pipe Fire	
		CFIT	ALL
		Wind Shear ( T/O – Landing )	ALL
		Air Work ( Clean, Dep, Land Stall )	A – C
		Steep Turns	
	CRM	On Grd Emergency / Evacuation	
		S.A Detecting & Recovering	ALL
		S.A Prevention	ALL
		Error Performance & Safety	ALL
		Communication	ALL
		Team Performance	ALL
		Procedures Applications	ALL
		Decision Making	ALL

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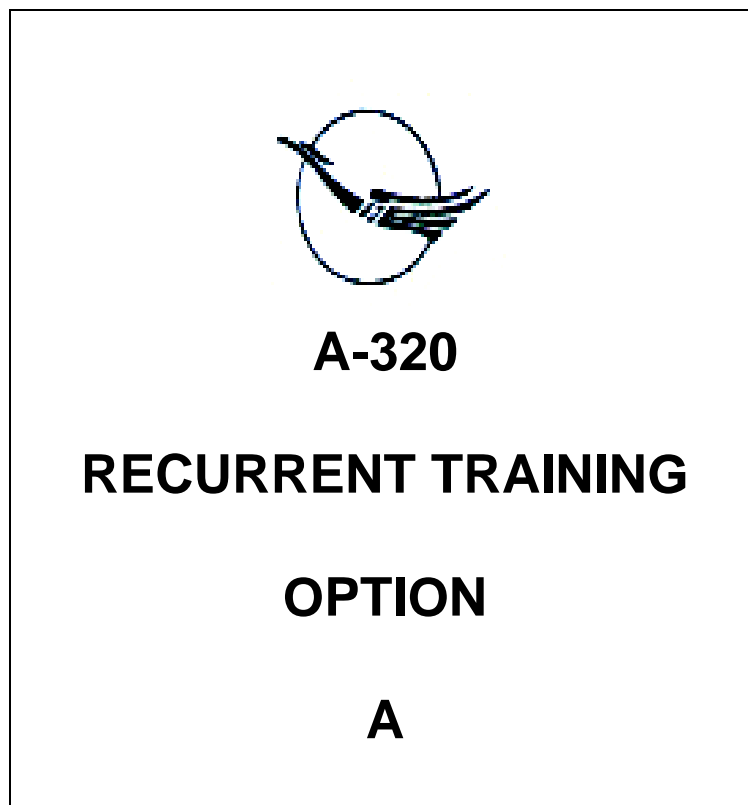
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### 10.5.3 A320 Recurrent Training Option A



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 <b>Standards &amp; Training</b>	<b>SIMULATOR RECURRENT TRAINING A 320 REC 1 OPTION A</b>	<b>VACBI &amp; LECTURES</b>
		/ / 20

**A320 RECURRENT & TRAINING & VACBI FOLLOW UP FORM**


<b>NAME:</b>				<b>POSITION:</b>	
				<b>CAPT .....</b> <b>F/O .....</b>	
<b>SUBJECT</b>	<b>DONE</b>	<b>SUBJECT</b>	<b>DONE</b>	<b>SUBJECT</b>	<b>DONE</b>
AUTO FLT		DOORS		PERFORMANCE	
ELECT		UPSET RECOVERY		DANG.GOODS	
FIRE		SECURITY		CABIN SAFETY	
HYD		CRM			
OXY					


- TRAINEE SHALL COMPLETE ALL THE ABOVE ITEMS.
- GROUND SCHOOL TEST COMLETED GRADE: \_\_\_\_\_%

**BASES:**


- **WORKING HOURS: 0900 – 1400**
- **THREE DAYS SYSTEMS REFRESHER (listed above)**
- **ONE DAY PERFORMANCE+DANGEROUS GOODS**
- **ONE DAY SECURITY+CRM**
- **ONE DAY CABIN SAFETY**
- **THREE SIM SESSIONS (each session 3Hrs for each set of crew).**


MANAGER OF TRAINING CENTER  
SIGN & STAMP

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 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING OPTIONS A DAY 1</b>	<b>Page 01</b>
		/ / 200

<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>	
<b>DEPARTURE DATA</b>			
<b>INIT PAGE</b>		<b>ATIS</b>	
CO RTE FROM / TO . .OJAI / OJAI. ALTN / CO RTE . FLT NBR . SYR 123 . LAT LONG . . COST INDIX . 30 . CRZ FL / TEMP TROPO . 280 / - 44 .		RWY ..... 26 L WIND ..... 290/10 VIS ..... CEILING ..... TEMP ..... 10 ° C DEW POINT ..... 8 ° C QNH ..... 1015 hPa  RWY COND: DRY AIR COND: ON	
<b>INIT NEXT PAGE ZEW</b>  . 57.0 T .  ZEW C.G . BLOCK FUEL . 7 T .	<b>PERF PAGE</b>  V1 .. VR .. V2 . . FLEX . .	<b>T/O FLAPS</b> . 1+F .  <b>T/O C.G</b> . .	<b>NOTES:</b>

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 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING TRAINING SYLLABUS OPTION A DAY 1</b>	<b>Page 02</b>
		<b>/ / 200</b>


**NAME:** \_\_\_\_\_ **POSITION:** **CAPT .....** **F/O .....**

RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
(CM1)	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- BEFORE START.						
3- ENGINE START (START VALVE MANUAL OPER) ENG 1 / X-BLEED ENG 2.						
4- AFTER START.						
5- TAXI (MALFUNCTION DURING TAXI).						
6- BEFORE T/O CHECKS.						
7- T/O ENGINE FAIL (V1 +).						
8- CLIMB VECTORS TO HOLD (IN-FLIGHT ENG RELIGHT, OK).						
9- TCAS.						
10- AIR WORKS (CLEAN STALL, DEP STALL, LAND STALL, STEEP TURNS, UPSET RECOVERY).						
11- CLIMB TO FL 280 (PACK 1 OVERHEAT, FOLLOWED BY CPC1+2 FAULT).						
12- CRUISE, R/H WING LEAK.						
13- HI – SPEED EMERGENCY DESCENT.						
14- VECTORS ILS APPR, LANDING.						
<b>RESET T/O</b>						
15- T/O ENG STALL (V1 +).						
16- VECTORS TO HOLD.						
17- NON PRECISION APPR (1 ENG).						
18- G/A BELOW 100 FT.						
19- VECTORS TO VISUAL APPR (1 ENG).						
20- LANDING.						
<b>ON GROUND EMERGENCY (EVACUATION).</b>						
( CM2 )	CM2 PF			CM1 PM		
	S	SB	US	S	SB	US
<b>RESET T/O</b>						
21- T/O ENGINE FIRE (V1 +). EXTINGUISHABLE.						
22- VECTORS TO HOLD.						
23- NON PRECISION APPR (1 ENG).						
24- G/A BELOW 100 FT.						
25- VECTORS TO VISUAL APPR ( 1 ENG ).						
26- LANDING.						
<b>RESET T/O</b>						
27- T/O TCAS BELOW 2000 FT (DES DES).						
28- CFIT						
29- CLIMB TO FL 280.						
30- STRUCTURE DAMAGE.						
31- LOW SPEED EMERGENCY DESCENT.						
32- AC BUS ONE FAULT (NON RECOVERABLE).						
33- ILS APPR.						
34- LANDING.						
<b>RESET T/O</b>						
35- T/O UNRELIABLE SPEED IND						
36- APPR						
37-LAND						
<b>ON GROUND EMERGENCY (EVACUATION).</b>						


**INSTRUCTOR NAME &SIGN**


**TRAINEE SIGN**

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 21</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING OPTIONS A DAY 2</b>	<b>Page 03</b>
		<b>/ / 200</b>

<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>	
<b>DEPARTURE DATA</b>			
<b>INIT PAGE</b>  CO RTE FROM / TO <input type="text"/> ..OJAI / OJAI ALTN / CO RTE <input type="text"/> . FLT NBR <input type="text"/> SYR 123 <input type="text"/> . LAT LONG <input type="text"/> .. COST INDIX <input type="text"/> 30 <input type="text"/> . CRZ FL / TEMP TROPO <input type="text"/> 280 / - 44 .. 		<b>ATIS</b>  RWY ..... 26 L WIND ..... 350 / 29 VIS ..... CEILING ..... TEMP ..... 10 ° C DEW POINT ..... 8 ° C QNH ..... 1015 hPa  RWY COND: DRY AIR COND: ON	
<b>INIT NEXT PAGE</b> ZEW <input type="text"/> 57.0 T <input type="text"/> . ZEW C.G <input type="text"/> . BLOCK FUEL <input type="text"/> 7 T <input type="text"/> .	<b>PERF PAGE</b>  V1 .. VR .. V2 <input type="text"/> . FLEX <input type="text"/> .	<b>T/O FLAPS</b> <input type="text"/> 1+F <input type="text"/> .  <b>T/O C.G</b> <input type="text"/> .	<b>NOTES:</b>

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 22</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>


 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING TRAINING SYLLABUS OPTION A DAY 2</b>	<b>Page 04</b>
		<b>/ / 200</b>


**NAME:** \_\_\_\_\_ **POSITION:** **CAPT .....** **F/O .....**

RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
( CM1 )	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- QUICK ENGINE START.						
3- AFTER START.						
4- BEFORE T/O CHECKS.						
5- T/O WIND SHEAR AFTER V1.						
6- ILS APPR WIND SHEAR, G/A.						
<b>INIT FL 200</b>						
7- GEN 1 + 2 FAULT.						
8- ELEC EMERG CONFIG.						
9- DESCENT.						
10- ILS APPR RAW DATA.						
11- LANDING.						
<b>RESET T/O</b>						
12- T/O ENG FAIL (V1 +).						
13- NON PRECISION APPR.						
14- LAND.						
<b>ON GROUND EMERGENCY (EVACUATION).</b>						
( CM2 )	CM2 PF			CM1 PM		
<b>RESET T/O</b>	S	SB	US	S	SB	US
15- T/O WIND SHEAR AFTER V1.						
16- ILS APPR WIND SHEAR, G/A.						
17- BLUE HYD SYS RESERVOIR LOW LVL.						
18- GREEN HYD SYS LOW LVL. ( DUAL HYD )						
19- ILS APPR.						
20- LANDING.						
<b>RESET T/O</b>						
21- T/O STABILIZER JAM AFTER V1.						
22- ILS APPROACH.						
23- LANDING.						
<b>RESET T/O</b>						
24- T/O ENG STALL (V1 +).						
25- VECTORS TO HOLD.						
26- NON PRECISION APPR.						
27- G/A BELOW 100 FT.						
28- VISUAL APPR.						
29- LANDING.						
<b>RESET T/O</b>						
30- T/O ENG FAILS (V1 – 10).						
31- REJECTED T/O.						


INSTRUCTOR NAME & SIGN


TRAINEE SIGN

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 23</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING OPTIONS A DAY 3</b>	<b>Page 05</b>
		<b>/ / 200</b>

<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>	
<b>DEPARTURE DATA</b>			
<b>INIT PAGE</b>		<b>ATIS</b>	
CO RTE FROM / TO <input type="text" value="..OJAI /"/>		RWY ..... 26 L	
ALTN / CO RTE <input type="text"/>		WIND ..... 350 / 10	
FLT NBR <input type="text" value="SYR 123"/>		VIS ..... VAR ( 175 M – 250 M )	
LAT LONG <input type="text" value=".."/>		FOG	
COST INDIX <input type="text" value="30"/>		CEILING ..... OVC 020	
CRZ FL / TEMP TROPO <input type="text" value="60/ + 3 .."/>		TEMP ..... 11 ° C	
		DEW POINT ..... 11 ° C	
		QNH ..... 1015 hPa	
		RWY COND: DRY AIR COND: ON	
<b>INIT NEXT PAGE</b> ZEW <input type="text" value="57.0 T"/>	<b>PERF PAGE</b> V1 .. VR .. V2 <input type="text"/> . FLEX <input type="text"/> .	<b>T/O FLAPS</b> <input type="text" value="1+F"/>	<b>NOTES:</b>
ZEW C.G <input type="text"/>		<b>T/O C.G</b> <input type="text"/>	
<b>BLOCK FUEL</b> <input type="text" value="7 T"/>			

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 24</b>
	<b>FORMS</b>	<b>REV: 08/JUL/2021</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING TRAINING SYLLABUS OPTION D DAY 3</b>	<b>Page 06</b>
		<b>/ / 201</b>

<b>NAME:</b>	<b>POSITION: CAPT ..... F/O .....</b>
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RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
CAT II TRAINING	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- QUICK ENGINE START.						
3- AFTER START.						
4- LV TAXI.						
5- BEFORE T/O CHECKS						
6- T/O RVR (175 M).						
7- RVR DROP TO ZERO (V1- 10). CONTINUE T/O						
8- LIFT OFF						
9- ILS APPR, (SOME MALFUNCTIONS). ( RVR 350 )						
10- G/A (A/P ON).						
<b>RESET FINAL</b>						
11- ILS APPR TO DH 100 FT. ( RVR 350 )						
12- MANUAL G/A.						
<b>RESET FINAL</b>						
13- ILS APPR AUTO LAND. ( RVR 350 )						
<b>RESET FINAL</b>						
14- ILS APPROACH MANUAL LANDING. ( RVR 350 )						
<b>RESET FINAL</b>						
15- ILS APPROACH CAPT INCAPACITATION. ( RVR 350 )						
<b>RESET T/O</b>						
16- T/O ENGINE FIRE (V1 – 10). ABORT, ( RVR DROPS TO 50 M )						
<b>END OFF CAT II TRAINING</b>						

**CAT II RECOMMENDATION :**


<b><u>LOFT (EVALUATION)</u></b>	CM1			CM2		
	S	SB	US	S	SB	US
1- CAT C aerodrome training (if applicable).						
2-						
3-						
4-						

**NOTE: NO BRIEFING REQUIRED FOR THE LOFT ( MALFUNCTIONS )**

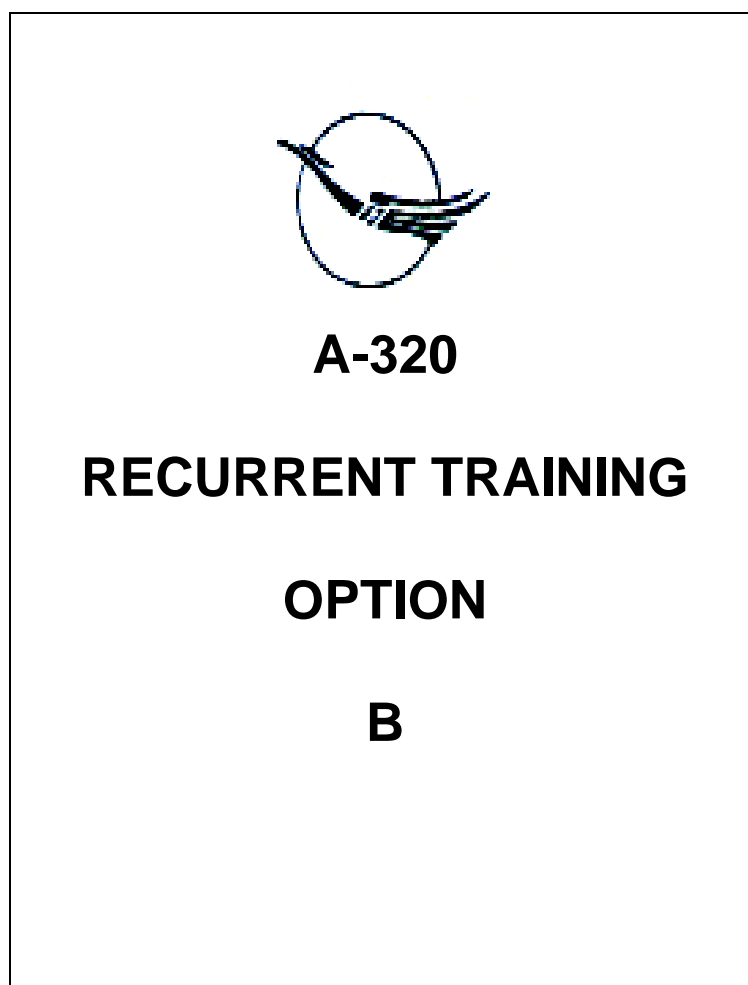
INSTRUCTOR NAME &SIGN


TRAINEE SIGN




 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 25</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

#### 10.5.4 A320 Recurrent Training Option B



 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 26</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>SIMULATOR RECURRENT TRAINING A320 REC II OPTION B</b>	<b>VACBI &amp; LECTURES</b>
		/ / 20

**A320 RECURRENT & TRAINING & VACBI FOLLOW UP FORM**


<b>NAME:</b>				<b>POSITION:</b>	
				CAPT ..... F/O .....	
<b>SUBJECT</b>	<b>DONE</b>	<b>SUBJECT</b>	<b>DONE</b>	<b>SUBJECT</b>	<b>DONE</b>
COMM		AIR COND/PRESS/VENT		A320/A321 DIFFERENCES	
ICE AND RAIN PROTECTION		FUEL		ADVERSE WXR	
FLT CONTROL		LAND GEAR		LOW VIS OPS	


- TRAINEE SHALL COMPLETE ALL THE ABOVE ITEMS.
- GROUND SCHOOL TEST COMPLETED GRADE: \_\_\_\_\_%

**BASES:**


- WORKING HOURS: 0930 – 1430
- THREE DAYS GROUND SCHOOL
- THREE DAYS SIM


MANAGER OF TRAINING CENTER  
SIGN & STAMP

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 27</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING OPTION B DAY 1</b>	<b>Page 01</b>
		<b>/ / 201</b>

<b>NAME:</b>		<b>POSITION: CAPT .... F/O ....</b>	
<b>DEPARTURE DATA</b>			
<b>INIT PAGE</b>  CO RTE FROM / TO . OJAI / LCLK . ALTN / CO RTE . FLT NBR . SYR 123 . LAT LONG . . COST INDIX . 30 . CRZ FL / TEMP TROPO . .		<b>ATIS</b> RWY ..... 26 L WIND ..... VIS ..... CEILING ..... TEMP ..... DEW POINT ..... QNH .....  RWY COND: DRY AIR COND: ON	
<b>INIT NEXT PAGE</b> ZEW . 57.0 T . ZEW C.G . BLOCK FUEL . 7 T .	<b>PERF PAGE</b> V1 .. VR .. V2 . . FLEX . .	<b>T/O FLAPS</b> . 1+F .  <b>T/O C.G</b> .	<b><u>NOTES:</u></b>

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 28</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>


 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING OPTION B DAY 1</b>	<b>Page 02</b>
		<b>/ / 201</b>


NAME: \_\_\_\_\_ POSITION: CAPT ..... F/O .....

RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
( CM1 )	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- BEFORE START.						
3- ENGINE START (HUNG START) ENG 2, START VALVE NOT CLOSED ENG 1.						
4- AFTER START.						
5- TAXI (MALFUNCTION DURING TAXI).						
6- BEFORE T/O CHECKS.						
7- T/O.						
8- CLIMB 3500 FT, VECTORS (CFIT).						
9- FL 100 AIR WORKS (CLEAN STALL, DEP STALL, LAND STALL, STEEP TURNS, UPSET RECOVERY).						
10- FL 100 ESS DC BUS FAULT.						
11- ENG 2 FIRE (NON EXTINGUISHABLE).						
12- VISUAL APPROACH 26 LEFT.						
13- LANDING.						
<b>RESET T/O</b>						
14- T/O DUAL GENERATOR FAILURE (V1 – 20).						
15- VECTORS ILS APPR, LANDING						
<b>RESET T/O</b>						
16- T/O ENG FAIL ( FLAME OUT / STALL / DAMAGE / FIRE )						
17- VOR APPR 26R, G/A						
18- VISUAL APPR, LANDING						
( CM2 )	CM2 PF			CM1 PM		
<b>RESET T/O</b>	S	SB	US	S	SB	US
19- T/O TCAS DES AT 3500 FT (CFIT).						
20- FL 100 AIR WORKS ( CLEAN STALL , DEP STALL, LAND STALL, STEEP TURNS)						
21- VOR APPR 26 R.						
22- G/A AT 100 FT ENG FAIL. ( FLAME OUT / STALL / DAMAGE / FIRE )						
23- VECTORS TO VISUAL APPR (1 ENG).						
24- LANDING.						
<b>RESET T/O</b>						
25- T/O ENG FAIL ( FLAME OUT / STALL / DAMAGE / FIRE ) ( V1 +)						
26- VOR APPR 26 L, G/A AT MINIMA.						
27- VECTORS FOR ILS APPR.						
28- LANDING.						
<b>RESET T/O</b>						
29- T/O CLIMB TO FL 300						
30- STRUCTURE DAMAGE.						
31- LOW SPEED EMERGENCY DESCENT.						
32- LOC APPR 26 L.						
33- LANDING.						
<b>RESET T/O</b>						
34- T/O ENG FAIL (FLAME OUT / STALL / DAMAGE / FIRE) (V1 +).						
35- VISUAL APPR						
36- LANDING.						
<b>37- ON GROUND EMERGENCY (EVACUATION).</b>						


INSTRUCTOR NAME & SIGN \_\_\_\_\_


TRAINEE SIGN \_\_\_\_\_

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 29</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING OPTIONS B DAY 2</b>	<b>Page 03</b>
		<b>/ / 201</b>

<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>	
<b>DEPARTURE DATA</b>			
<b>INIT PAGE</b> CO RTE FROM / TO . OJAI / LCLK. ALTN / CO RTE . FLT NBR . SYR 123 . LAT LONG . . COST INDIX . 30 . CRZ FL / TEMP TROPO . .		<b>ATIS</b> RWY ..... 26 L WIND ..... VIS ..... CEILING ..... TEMP ..... DEW POINT ..... QNH ..... RWY COND: DRY AIR COND: ON	
<b>INIT NEXT PAGE</b> ZEW . 57.0 T . ZEW C.G . BLOCK FUEL . 7 T .	<b>PERF PAGE</b> V1 .. VR .. V2 . FLEX .	<b>T/O FLAPS</b> . 1+F . <b>T/O C.G</b> .	<b>NOTES:</b>


 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 30</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>


 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING TRAINING SYLLABUS OPTION B DAY 2</b>	<b>Page 04</b>
		<b>/ / 201</b>

**NAME:**
**POSITION: CAPT ..... F/O .....**


RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
( CM1 ) AS PF	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- QUICK ENGINE START.						
3- AFTER START.						
4- BEFORE T/O CHECKS.						
5- T/O WIND SHEAR AFTER V1.						
6- ILS APPR WIND SHEAR, G/A. RESTORE NORMAL WXR						
7- QUICK CLIMB FL 300						
8- HI SPEED EMERG DES TO FL 100						
9- GREEN HYD OVHT, FOLLOWED BY YELLOW HYD LOW LEVEL						
10- ILS APPR, LAND						
<b>RESET T/O</b>						
11- T/O DUAL FMGC FAILURE (V1 - 20)						
12- RESET FMGC'S SUCCESSFUL.						
13- DUAL ELEVATOR FAULT or MECHANICAL BACKUP.						
14 -ILS APPR 26 L.						
15- LAND.						
<b>RESET T/O</b>						
16- T/O ENG FAIL (FLAME OUT / STALL / DAMAGE / FIRE)(MAX – WIND).						
17- VOR APPR 26 L G/A.						
18- VISUAL APPR (MAX X –WIND). LAND						
<b>ON GROUND EMERGENCY (EVACUATION).</b>						
( CM2 ) AS PF	CM2 PF			CM1 PM		
RESET T/O	S	SB	US	S	SB	US
19- T/O WIND SHEAR AFTER V1.						
20- ILS APPR WIND SHEAR, G/A (WXR IMPROVE).						
21- BLUE HYD SYS RESERVOIR LOW LVL.						
22- GREEN HYD SYS LOW LVL. ( DUAL HYD LOW PRESS )						
23- ILS APPR.						
24- LANDING.						
<b>RESET T/O</b>						
25- T/O STABILIZER JAM BELOW V1.						
26- ILS APPROACH						
27- LANDING.						
<b>RESET T/O</b>						
28- T/O L / G SHOCK ABSORBER FAULT after liftoff + WHEEL N.W STEERING FAULT						
29- VECTORS TO APPR.						
30- VOR APPR 26 R.						
31- LANDING.						
<b>RESET T/O</b>						
32- T/O ADR 1 FAULT FOLLOWED BY ADR 3 FAULT.						
34- ILS 26 L .LAND.						


**INSTRUCTOR NAME &SIGN**
**TRAINEE SIGN**

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 31</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING OPTIONS B DAY 3</b>	<b>Page 05</b>
		<b>/ / 201</b>
<b>NAME:</b>		<b>POSITION: CAPT .... F/O ....</b>

DEPARTURE DATA			
<b>INIT PAGE</b>  CO RTE FROM / TO . .OJAI / LCLK. ALTN / CO RTE . FLT NBR . SYR 123 . LAT LONG . . COST INDIX . 30 . CRZ FL / TEMP TROPO . .		<b>ATIS</b> RWY ..... 26 L WIND ..... 350 / 15 VIS ..... VAR ( 50 – 250 M ) FG CEILING ..... VV 100 FT TEMP ..... 11 ° C DEW POINT ..... 11 ° C QNH ..... 1015 hPa  RWY COND: DRY AIR COND: ON	
<b>INIT NEXT PAGE</b> ZEW . 57.0 T . ZEW C.G . BLOCK FUEL . 7 T .	<b>PERF PAGE</b> V1 .. VR .. V2 . FLEX .	<b>T/O FLAPS</b> . 1+F .  <b>T/O C.G</b> .	<b>NOTES:</b>

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 32</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING TRAINING SYLLABUS OPTION B DAY 3</b>	<b>Page 06</b>
		<b>/ / 201</b>

**NAME:**
**POSITION: CAPT ..... F/O .....**

RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
CAT II TRAINING	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- QUICK ENGINE START.						
3- AFTER START.						
4- LV TAXI.						
5- BEFORE T/O CHECKS						
6- T/O RVR (175 M).						
7- RVR DROP TO ZERO (V1- 10). CONTINUE T/O						
8- LIFT OFF						
9- ILS APPR, (SOME MALFUNCTIONS). ( RVR 350 )						
10- G/A (A/P ON).						
<b>RESET FINAL</b>						
11- ILS APPR TO DH 100 FT. ( RVR 350 )						
12- MANUAL G/A.						
<b>RESET FINAL</b>						
13- ILS APPR AUTO LAND. ( RVR 350 )						
<b>RESET FINAL</b>						
14- ILS APPROACH MANUAL LANDING. ( RVR 350 )						
<b>RESET FINAL</b>						
15- ILS APPROACH CAPT INCAPACITATION. ( RVR 350 )						
<b>RESET T/O</b>						
16- T/O ENGINE FIRE (V1 – 10). ABORT, ( RVR DROPS TO 50 M )						
<b>END OFF CAT II TRAINING</b>						


**CAT II RECOMMENDATION :**

<b><u>LOFT (EVALUATION)</u></b>	CM1			CM2		
	S	SB	US	S	SB	US
1-						
2-						
3-						
4-						

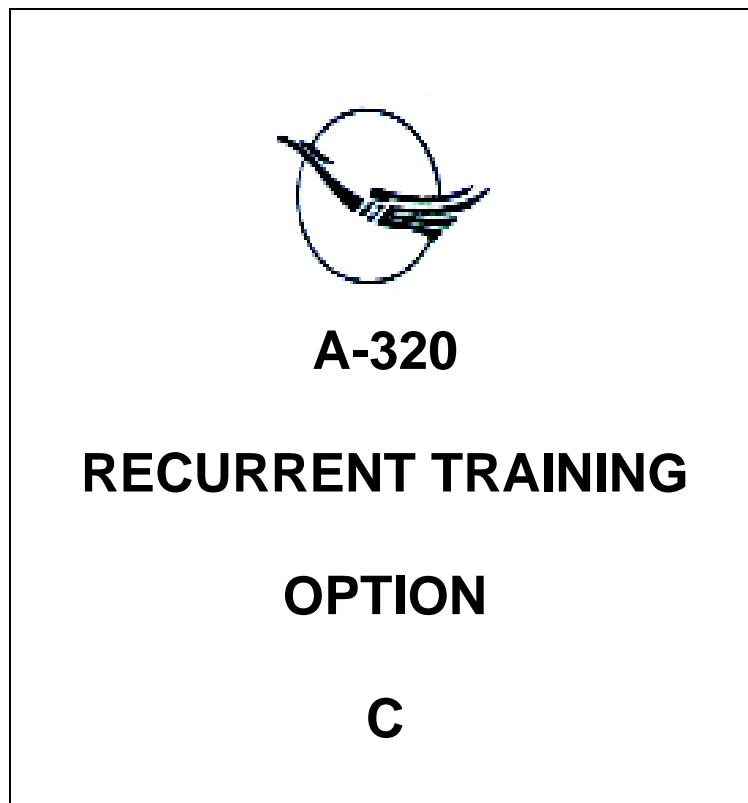
**NOTE:** NO BRIEFING REQUIRED FOR THE LOFT ( MALFUNCTIONS )


**INSTRUCTOR NAME &SIGN**
**TRAINEE SIGN**




 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 33</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

#### 10.5.5 A320 Recurrent Training Option C



 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 34</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>SIMULATOR RECURRENT TRAINING A 320 REC 1 OPTION C</b>	<b>VACBI &amp; LECTURES</b>
		/ / 20

**A320 RECURRENT & TRAINING & VACBI FOLLOW UP FORM**


<b>NAME:</b>				<b>POSITION:</b>	
				<b>CAPT .....</b>	<b>F/O .....</b>
<b>SUBJECT</b>	<b>DONE</b>	<b>SUBJECT</b>	<b>DONE</b>	<b>SUBJECT</b>	<b>DONE</b>
AUTO FLT		POWER PLANT		SECURITY	
ELECT		PNEUMATIC		DANG.GOODS	
FIRE PROTECTION		APU		CRM	
HYD		RNP/RNAV		CABIN SAFETY	
NAV				PERFORMANCE	


- **TRAINEE SHALL COMPLETE ALL THE ABOVE ITEMS.**
- **GROUND SCHOOL TEST COMPLETED GRADE: \_\_\_\_\_ %**

**BASES:**


- **WORKING HOURS: 0900 – 1430**
- **THREE DAYS SYSTEMS REFRESHER (listed above)**
- **ONE DAY PERFORMANCE + DANGEROUS GOODS**
- **ONE DAY SECURITY + CRM**
- **ONE DAY CABIN SAFETY:**
  - DOOR TRAINING
  - EVACUATION TRAINING
  - SLIDE JUMP TRAINING
  - EMERGENCY EQUIPMENT
  - FIRE FIGHTING
  - FIRST AID
- **THREE SIM SESSIONS (each session 3Hrs for each set of crew).**


**MANAGER OF TRAINING CENTER  
SIGN & STAMP**

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 35</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING OPTIONS C DAY 1</b>	<b>Page 01</b>
		<b>/ / 201</b>

<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>	
<b>DEPARTURE DATA</b>			
<b>INIT PAGE</b>		<b>ATIS</b>	
CO RTE FROM / TO <input type="text" value="OJAI / OJAI"/> ALTN / CO RTE <input type="text"/> FLT NBR <input type="text" value="SYR 123"/> LAT LONG <input type="text" value=".."/> COST INDIX <input type="text" value="30"/> CRZ FL / TEMP TROPO <input type="text" value="280 / - 44 .."/>		RWY ..... 26 L WIND ..... 290 / 10 VIS ..... 2000 M HZ CEILING ..... OVC 020 TEMP ..... 10 ° C DEW POINT ..... 8 ° C QNH ..... 1015 hPa  RWY COND: DRY AIR COND: ON	
<b>INIT NEXT PAGE ZEW</b>  <input type="text" value="57.0 T"/>  ZEW C.G <input type="text"/>  BLOCK FUEL  <input type="text" value="7 T"/>	<b>PERF PAGE</b>  V1 ..  VR ..  V2 <input type="text"/>  FLEX <input type="text"/>	<b>T/O FLAPS</b> <input type="text" value="1+F"/>  <b>T/O C.G</b> <input type="text"/>	<b>NOTES:</b>


 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 36</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>


 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING TRAINING SYLLABUS OPTION C DAY 1</b>	<b>Page 02</b>
		/ / 201

**NAME:**
**POSITION: CAPT ..... F/O .....**


RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
( CM1 )	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- BEFORE START.						
3- ENGINE START (START VALVE NOT OPEN)						
4- AFTER START.						
5- BEFORE T/O CHECKS.						
6- T/O ENGINE FAIL (V1 +).						
7- CLIMB VECTORS TO HOLD						
8- NON PRECISION APPR-ONE ENG OUT						
9- GO AROUND.						
10- VECTORS ILS APPR,						
11- LANDING.						
<b>RESET T/O</b>						
12- TCAS RA BELOW 2000 FT.						
13- AIR WORKS (CLEAN STALL, DEP STALL, LAND STALL, STEEP TURNS, UPSET RECOVERY).						
14- DC BUS 1 FAULT.						
15- DC BUS 2 FAULT.						
16- VISUAL APR OR ILS.						
17-LANDING.						
<b>RESET T/O</b>						
18-WINDSHEAR AFTER VR.						
19-ILS APPR WINDSHEAR G/A						
<b>RESET T/O</b>						
20- TAKE OFF ENG FIRE BEFOR V1.						
21- REJECTED TAKE OFF.						
<b>ON GROUND EMERGENCY (EVACUATION).</b>						
( CM2 )	CM2 PF			CM1 PM		
	S	SB	US	S	SB	US
<b>RESET T/O</b>						
22- T/O ENGINE FIRE (V1 +). EXTINGUISHABLE.						
23- VECTORS TO HOLD.						
24- NON PRECISION APPR (1 ENG).						
25- G/A.						
26- VECTORS TO VISUAL APPR (1 ENG).						
27- LANDING.						
<b>RESET T/O</b>						
28- T/O TCAS BELOW 2000 FT (DES DES).						
29- CFIT						
30- AIR WORKS (CLEAN STALL, DEP STALL, LAND STALL, STEEP TURNS).						
31- FWC 1 & 2 FAULT (RESTORE)						
<b>RESET T/O</b>						
32- WINDSHEAR AFTER VR.						
33-ILS APPR WINDSHEAR G/A						
<b>RESET T/O</b>						
34-Land Gear Up Lock Fault						
<b>RESET T/O</b>						
35- TAKE-OFF CARGO FIRE.						
36- VISUAL APPR-ILS ASSISTED						
37- LANDING.						


**INSTRUCTOR NAME &SIGN**
**TRAINEE SIGN**

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 37</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING OPTIONS C DAY 2</b>	<b>Page 03</b>
		<b>/ / 201</b>

<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>	
<b>DEPARTURE DATA</b>			
<b>INIT PAGE</b>  CO RTE FROM / TO <input type="text" value="..OJAI / OJAI"/> ALTN / CO RTE <input type="text"/> FLT NBR <input type="text" value="SYR 123"/> LAT LONG <input type="text" value=".."/> COST INDIX <input type="text" value="30"/> CRZ FL / TEMP TROPO <input type="text" value="280 / - 44 .."/>		<b>ATIS</b> RWY ..... 26 L WIND ..... 350 / 29 VIS ..... 2000 M HZ CEILING ..... OVC 020 TEMP ..... 10 ° C DEW POINT ..... 8 ° C QNH ..... 1015 hPa  RWY COND: DRY AIR COND: ON	
<b>INIT NEXT PAGE</b> ZEW <input type="text" value="57.0 T"/> ZEW C.G <input type="text"/> BLOCK FUEL <input type="text" value="7 T"/>	<b>PERF PAGE</b> V1 .. VR .. V2 <input type="text"/> FLEX <input type="text"/>	<b>T/O FLAPS</b> <input type="text" value="1+F"/> <b>T/O C.G</b> <input type="text"/>	<b>NOTES:</b>

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 38</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING TRAINING SYLLABUS OPTION C DAY 2</b>	<b>Page 04</b>
		<b>/ / 201</b>


**NAME:**


**POSITION:** CAPT ..... F/O .....

RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
( CM1 ) AS PF	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- QUICK ENGINE START.						
3- AFTER START.						
4- TAXI (MALFUNCTION DURING TAXI).						
5- BEFORE T/O CHECKS.						
6- T/O						
<b>INIT FL 200</b>						
7- ENG DUAL FAILUR.						
8- VECTORS REGAIN ONE ENGINE AT 7000 FEET.						
9- VISUAL APPR ONE ENG.						
10- LANDING.						
<b>RESET T/O</b>						
11- T/O ENG FAIL (V1 +).						
12- NON PRECISION APPR.						
13- LAND.						
<b>RESET T/O</b>						
14- RUD JAM (DEFLECTED)						
15-RA 1 & 2 FAULT.						
<b>RESET T/O</b>						
16- T/O						
17- NO FLAPS NO SLATS LANDING.						
( CM2 ) AS PF	CM2 PF			CM1 PM		
	S	SB	US	S	SB	US
<b>RESET T/O</b>						
18- T/O ENGINE STALL.						
19- CLIMB VECTORS TO HOLD						
20- NON PRECISION APPR-ONE ENG OUT.						
21-GO AROUND.						
22- VECTORS ILS APPR, LANDING.						
<b>RESET T/O</b>						
23-T/O						
24-LANDING NO FLAPS NO SLATS.						
<b>RESET T/O</b>						
25-ADR 1 & 2 FAULT. (SPEED DISAGREE) RESTOR.						
26-LGCIU 1&2 FAULT						
27-VECTORS						
28-ILS APPR						
29- LANDING						
<b>RESET T/O</b>						
30-T/O ENG FAIL(CROSS WIND 25 KTS)						
31- ILS APPR LANDING.						
32- TAXI TO PARKING.						
33- TAIL PIPE FIR AFTER ENG SHUTDOWN.						


**INSTRUCTOR NAME &SIGN**


**TRAINEE SIGN**

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 39</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING OPTIONS C DAY 3</b>	<b>Page 05</b>
		<b>/ / 201</b>
<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>

DEPARTURE DATA			
<b>INIT PAGE</b>  CO RTE FROM / TO . .OJAI / LCLK. ALTN / CO RTE . FLT NBR . SYR 123 . LAT LONG . . COST INDIX . 30 . CRZ FL / TEMP TROPO . 280 / - 44 ..		<b>ATIS</b>  RWY ..... 26 L WIND ..... 350 / 15 VIS ..... VAR ( 50 – 250 M ) FG CEILING ..... VV 100 FT TEMP ..... 11 ° C DEW POINT ..... 11 ° C QNH ..... 1015 hPa  RWY COND: DRY AIR COND: ON	
<b>INIT NEXT PAGE</b> ZEW . 57.0 T . ZEW C.G . BLOCK FUEL . 7 T .	<b>PERF PAGE</b>  V1 .. VR .. V2 . FLEX .	<b>T/O FLAPS</b> . 1+F .  <b>T/O C.G</b> .	<b>NOTES:</b>

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 40</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING TRAINING SYLLABUS OPTION C DAY 3</b>	<b>Page 06</b>
		<b>/ / 201</b>

**NAME:**
**POSITION:** CAPT ..... F/O .....

RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
CAT II TRAINING	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- QUICK ENGINE START.						
3- AFTER START.						
4- LV TAXI.						
5- BEFORE T/O CHECKS						
6- T/O RVR (175 M).						
7- RVR DROP TO ZERO (V1- 10). CONTINUE T/O						
8- LIFT OFF						
9- ILS APPR, (SOME MALFUNCTIONS). ( RVR 350 )						
10- G/A (A/P ON).						
<b>RESET FINAL</b>						
11- ILS APPR TO DH 100 FT. ( RVR 350 )						
12- MANUAL G/A.						
<b>RESET FINAL</b>						
13- ILS APPR AUTO LAND. ( RVR 350 )						
<b>RESET FINAL</b>						
14- ILS APPROACH MANUAL LANDING. ( RVR 350 )						
<b>RESET FINAL</b>						
15- ILS APPROACH CAPT INCAPACITATION. ( RVR 350 )						
<b>RESET T/O</b>						
16- T/O ENGINE FIRE (V1 – 10). ABORT, ( RVR DROPS TO 50 M )						
<b>END OFF CAT II TRAINING</b>						


**CAT II RECOMMENDATION :**

<b><u>LOFT (EVALUATION)</u></b>	CM1			CM2		
	S	SB	US	S	SB	US
1-						
2-						
3-						
4-						

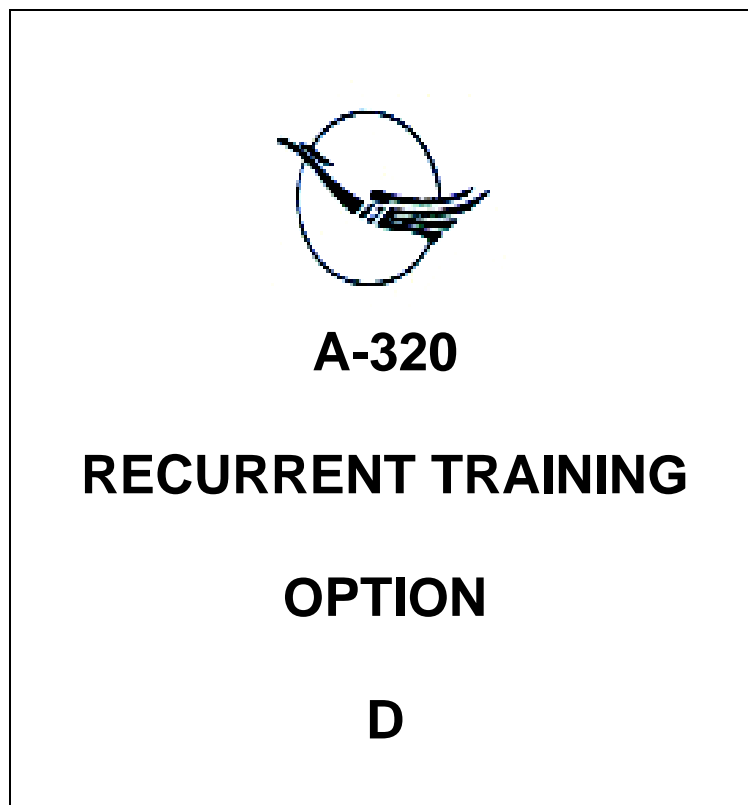
**NOTE:** NO BRIEFING REQUIRED FOR THE LOFT ( MALFUNCTIONS )


**INSTRUCTOR NAME &SIGN**
**TRAINEE SIGN**




 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 41</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

#### 10.5.6 A320 Recurrent Training Option D



 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 42</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>SIMULATOR RECURRENT TRAINING A320 REC II OPTION D</b>	<b>VACBI &amp; LECTURES</b>
		/ / 20

**A320 RECURRENT & TRAINING & VACBI FOLLOW UP FORM**


<b>NAME:</b>				<b>POSITION:</b>	
				<b>CAPT .....</b> <b>F/O .....</b>	
<b>SUBJECT</b>	<b>DONE</b>	<b>SUBJECT</b>	<b>DONE</b>	<b>SUBJECT</b>	<b>DONE</b>
RVSM / CFIT		FMGS		ADVERSE WXR	
EIS / ECAM		DE-ICING / ANT-ICIN		LOW VIS OPS	
LIGHTS		A320/A321 DIFF		CAT II	


- **TRAINEE SHALL COMPLETE ALL THE ABOVE ITEMS.**
- **GROUND SCHOOL TEST COMLETED GRADE: \_\_\_\_\_%**

**BASES:**


- **WORKING HOURS: 0900 – 1400.**
- **THREE DAYS SYSTEM REFRESHER.**
- **THREE DAYS FFS.**


**MANAGER OF TRAINING CENTER  
SIGN & STAMP**

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 43</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING OPTIONS D DAY 1</b>	<b>Page 01</b>
		/ / 201

<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>	
<b>DEPARTURE DATA</b>			
<b>INIT PAGE</b>		<b>ATIS</b>	
CO RTE FROM / TO . .OJAI / OJAI . ALTN / CO RTE . FLT NBR . SYR 123 . LAT LONG . . COST INDIX . 30 . CRZ FL / TEMP TROPO . 280 / - 44 .		RWY ..... 26 L WIND ..... 290 / 10 VIS ..... 2000 M HZ CEILING ..... OVC 020 TEMP ..... 10 ° C DEW POINT ..... 8 ° C QNH ..... 1015 hPa  RWY COND: DRY AIR COND: ON	
<b>INIT NEXT PAGE ZEW</b>  . 57.0 T .  ZEW C.G . BLOCK FUEL . 7 T .	<b>PERF PAGE</b>  V1 .. VR .. V2 . FLEX .	<b>T/O FLAPS</b> . 1+F .  <b>T/O C.G</b> .	<b>NOTES:</b>

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 44</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>


 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING TRAINING SYLLABUS OPTION D DAY 1</b>	<b>PAGE 02</b>
		<b>/ / 201</b>


NAME: \_\_\_\_\_ POSITION: CAPT ..... F/O .....

RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
( CM1 )	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- BEFORE START.						
3- ENGINE START (START WITH EXTERNAL PENUMATIC-X BLEED START)						
4- AFTER START.						
5- TAXI						
6- BEFORE T/O CHECKS.						
7- T/O ENGINE FAIL (V1 +).						
8- CLIMB VECTORS TO HOLD						
9- NON PRECISION APPR-ONE ENG OUT.						
10-GO AROUND.						
11- VECTORS ILS APPR, LANDING.						
<b>RESET T/O</b>						
12- TCAS						
13- AIR WORKS (CLEAN STALL, DEP STALL, LAND STALL, STEEP TURNS, UPSET RECOVERY).						
14- MECHANICAL BACK UP (DEMO)						
15- ILS APPR LANDING						
<b>RESET T/O</b>						
16-DUAL IR FAILURE.						
17-VISUAL APPR-OR ILS RAW DATA.						
18-LANDING.						
<b>RESET T/O</b>						
18-WINDSHEAR AFTER VR.						
19-ILS APPR WIND SHEAR ON FINAL						
<b>RESET T/O</b>						
20- T/O ENG FIRE BEFOR V1.						
21- REJECTED T/O.						
<b>ON GROUND EMERGENCY (EVACUATION).</b>						
( CM2 )	CM2 PF			CM1 PM		
	S	SB	US	S	SB	US
<b>RESET T/O</b>						
21- T/O ENGINE DAMEG						
22- VECTORS TO HOLD.						
23- NON PRECISION APPR (1 ENG).						
24- G/A.						
25- VECTORS TO VISUAL APPR (1 ENG).						
26- LANDING.						
<b>RESET T/O</b>						
27- TCAS						
28- CFIT						
29- AIR WORKS (CLEAN STALL, DEP STALL, LAND STALL, STEEP TURNS).						
30- <b>BLUE</b> HYD LOW LEVEL, FOLLOWED BY <b>YELLOW</b> HYD LOW LEVEL.						
31-ILS APPR						
32-LANDING						
<b>RESET T/O</b>						
33- WINDSHEAR AFTER VR.						
34-ILS APPR WINDSHEAR G/A						
<b>RESET T/O</b>						
35-FAC 1 & 2 FAULT						
36- VECTORS ILS APPR.						
37-LANDING						


INSTRUCTOR NAME &SIGN


TRAINEE SIGN

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 45</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING OPTIONS D DAY 2</b>	<b>Page 03</b>
		<b>/ / 201</b>

<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>	
<b>DEPARTURE DATA</b>			
<b>INIT PAGE</b>  CO RTE FROM / TO . .OJAI / OJAI ALTN / CO RTE . FLT NBR . SYR 123 . LAT LONG . . COST INDIX . 30 . CRZ FL / TEMP TROPO . 280 / - 44 .		<b>ATIS</b> RWY ..... 26 L WIND ..... 350 / 29 VIS ..... 2000 M HZ CEILING ..... OVC 020 TEMP ..... 10 ° C DEW POINT ..... 8 ° C QNH ..... 1015 hPa  RWY COND: DRY AIR COND: ON	
<b>INIT NEXT PAGE ZEW</b>  . 57.0 T .  ZEW C.G . BLOCK FUEL  . 7 T .	<b>PERF PAGE</b>  V1 .. VR .. V2 . FLEX .	<b>T/O FLAPS</b> . 1+F .  <b>T/O C.G</b> .	<b>NOTES:</b>


 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 46</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>


 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING TRAINING SYLLABUS OPTION D DAY 2</b>	<b>PAGE 04</b>
		<b>/ / 201</b>

**NAME:**
**POSITION: CAPT ..... F/O .....**


RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
( CM1 )	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- QUICK ENGINE START.						
3- AFTER START.						
4- BEFORE T/O CHECKS.						
5- T/O AC Ess Bus Fault						
6- VECTORS TO HOLD						
7- ILS APPR						
8-LANDING						
<b>RESET T/O</b>						
8-. T/O ENG FAIL (V1 +).						
9- NON PRECISION APPR						
10- LANDING.						
<b>RESET T/O</b>						
11- ADR 1+2+3 SPEED DISAGREE.						
12-UNRELIABLE SPEED IND						
13- ILS APPR.						
14- LANDING.						
<b>INIT FL330</b>						
15- LOW SPEED EMERGENCY DESCENT						
16- VECTORS TO LAND.						
( CM2 )	CM2 PF			CM1 PM		
	S	SB	US	S	SB	US
<b>RESET T/O</b>						
17- T/O ENGINE STALL.						
18- CLIMB VECTORS TO HOLD						
19- NON PRECISION APPR-ONE ENG OUT.						
20-GO AROUND.						
21- VECTORS ILS APPR, LANDING.						
<b>RESET T/O</b>						
22-TAKE-OFF						
23-LANDING NO FLAPS NO SLATS.						
<b>RESET T/O</b>						
24-ADR 1 & 2 FAULT. (SPEED DISAGREE) RESTOR.						
<b>RESET T/O</b>						
25-LGCIU 1&2 FAULT						
26-VECTORS						
27-ILS APPR						
28- LANDING						
<b>RESET T/O</b>						
29-T/O ENG FAIL(CROSS WIND 25 KTS)						
30- ILS APPR LANDING.						
<b>INIT FL 330</b>						
31-HIGH SPEED EMERGENCY DESCENT						
32- VECTORS TO LAND.						


**INSTRUCTOR NAME & SIGN**
**TRAINEE SIGN**

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 47</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING OPTIONS D DAY 3</b>	<b>Page 05</b>
		<b>/ / 201</b>
<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>

DEPARTURE DATA			
<b>INIT PAGE</b>		<b>ATIS</b>	
CO RTE                      FROM / TO . .OJAI / LCLK. ALTN / CO RTE . FLT NBR . SYR 123 . LAT                                      LONG . . . . . COST INDIX . 30 . CRZ FL / TEMP                      TROPO . 280 / - 44 .		RWY ..... 26 L WIND ..... 350 / 15 VIS ..... VAR ( 50 – 250 M ) FG CEILING ..... VV 100 FT TEMP ..... 11 ° C DEW POINT ..... 11 ° C QNH ..... 1015 hPa  RWY COND: DRY AIR COND: ON	
<b>INIT NEXT PAGE</b> ZEW . 57.0 T . ZEW C.G . BLOCK FUEL . 7 T .	<b>PERF PAGE</b> V1    .. VR    .. V2    . . FLEX . .	<b>T/O FLAPS</b> . 1+F .  <b>T/O C.G</b> . .	<b>NOTES:</b>

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 48</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING TRAINING SYLLABUS OPTION D DAY 3</b>	<b>Page 06</b>
		<b>/ / 201</b>

NAME:

POSITION: CAPT ..... F/O .....

RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
CAT II TRAINING	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- QUICK ENGINE START.						
3- AFTER START.						
4- LV TAXI.						
5- BEFORE T/O CHECKS						
6- T/O RVR (175 M).						
7- RVR DROP TO ZERO (V1- 10). CONTINUE T/O						
8- LIFT OFF						
9- ILS APPR, (SOME MALFUNCTIONS). ( RVR 350 )						
10- G/A (A/P ON).						
RESET FINAL						
11- ILS APPR TO DH 100 FT. ( RVR 350 )						
12- MANUAL G/A.						
RESET FINAL						
13- ILS APPR AUTO LAND. ( RVR 350 )						
RESET FINAL						
14- ILS APPROACH MANUAL LANDING. ( RVR 350 )						
RESET FINAL						
15- ILS APPROACH CAPT INCAPACITATION. ( RVR 350 )						
RESET T/O						
16- T/O ENGINE FIRE (V1 – 10). ABORT, ( RVR DROPS TO 50 M )						
END OFF CAT II TRAINING						

**CAT II RECOMMENDATION :**


<b><u>LOFT (EVALUATION)</u></b>	CM1			CM2		
	S	SB	US	S	SB	US
1-						
2-						
3-						
4-						

**NOTE:** NO BRIEFING REQUIRED FOR THE LOFT ( MALFUNCTIONS )

INSTRUCTOR NAME &SIGN

TRAINEE SIGN



 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 49</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

## 10.6 ATR-72 Recurrent Training File/ 1 Year Cycle




**SYRIANAIR**  
**Flight Operations Department**  
**Standards & Training**

**ATR -72-500 RECURRENT FILE**  
**1 YEAR CYCLE**


**SEPTEMBER 2017 – SEPTEMBER 2018**

**NAME** : .....  
**POSITION** : .....  
**ID#** : .....

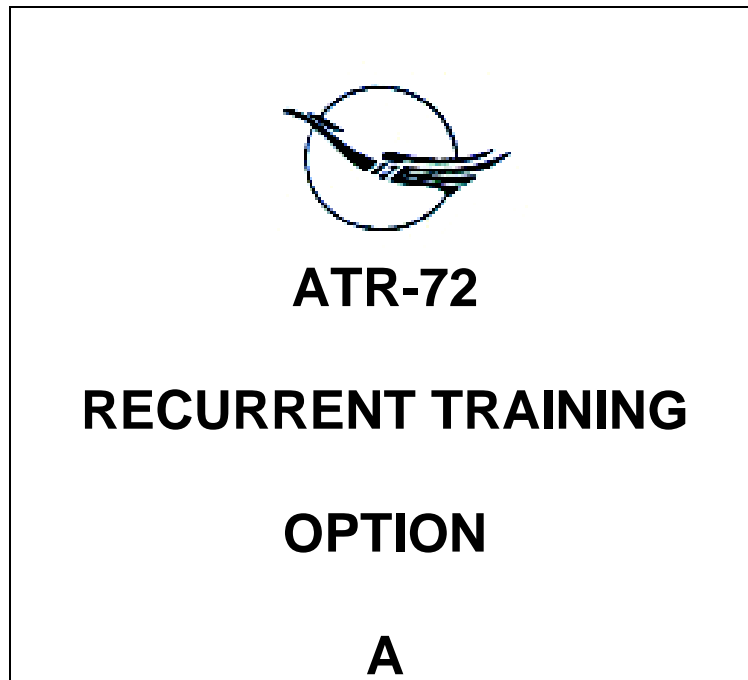
 SYRIANAIR	OPERATIONS MANUAL PART D	PAGE 10 – 50
	FORMS	REV: 07/JUL/2019

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 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 51</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

#### 10.6.1 ATR-72 Recurrent Training File Option A





Legend	
<b>S</b>	<b>Satisfactory</b>
<b>SB</b>	<b>Satisfactory with briefing</b>
<b>US</b>	<b>Unsatisfactory</b>

 SYRIANAIR	OPERATIONS MANUAL PART D	PAGE 10 – 52
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 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 53</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING DAY 1</b>	<b>PAGE 2/8</b>
		<b>/ / 20</b>


<b>NAME:</b>		<b>POSITION: CAPT .... F/O ....</b>	
<b>DEPARTURE DATA</b>			
<p style="text-align: center;">FROM / TO  <div style="border: 1px solid black; width: 150px; height: 15px; margin: 0 auto;"></div>         /  <div style="border: 1px solid black; width: 150px; height: 15px; margin: 0 auto;"></div>         ALTN  <div style="border: 1px solid black; width: 150px; height: 15px; margin: 0 auto;"></div>         FLT NBR  <div style="border: 1px solid black; width: 150px; height: 15px; margin: 0 auto;"></div>         SYR 123          CRZ FL / TEMP  <div style="border: 1px solid black; width: 150px; height: 15px; margin: 0 auto;"></div>         /  <div style="border: 1px solid black; width: 150px; height: 15px; margin: 0 auto;"></div> </p>		<p style="text-align: center;"><b>ATIS</b></p> <p>             RWY .....              WIND .....              VIS .....              CEILING .....              TEMP .....              DEW POINT .....              QNH .....                RWY COND:              AIR COND: ON           </p>	
<p style="text-align: center;">ZEW  <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div>               BLOCK FUEL  <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> </p>		<p>             T/O FLAPS  <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div>               T/O C.G  <div style="border: 1px solid black; width: 100px; height: 15px; margin: 0 auto;"></div> </p>	<p><b>NOTES:</b>  <i>ICING CONDITIONS FOR ALL              ENG FAILURS.</i></p>


 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 54</b>
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		<b>/ / 20</b>


<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>					
<b>RECURRENT TRAINING FFS</b>		<b>CM1 PF</b>			<b>CM2 PM</b>		
<b>( CM1 )</b>		<b>S</b>	<b>SB</b>	<b>US</b>	<b>S</b>	<b>SB</b>	<b>US</b>
1- COCKPIT PREPARATION.							
2-ENGINE START (ABNORMAL PARAMETETS DURING STERT)							
3-TAXI							
4-BEFORE T/O CHECKS							
5-T/O.VISUAL CIRCUIT.							
6-LANDING.							
7- RESET T/O							
8- FL 100 AIR WORKS (CLEAN STALL ,DEP STALL,LAND STALL,STEEP TURNS)							
9- VECTORS FOR ILS RAW DATA							
10-LANDING.							
11- RESET T/O							
12- T/O ENG FAIL (ICING CONDITIONS WITH UPTRIM AND AUTOFEATHER)							
13- VOR APPR ,							
14- G/A							
15- ILS APPR,							
16- LANDING							
RESET T/O							
17-T/O FLAPS UNLK							
18-REDUCED FLAPS LANDING							
19-							
20-							
<b>( CM2 )</b>		<b>CM2 PF</b>			<b>CM1 PM</b>		
		<b>S</b>	<b>SB</b>	<b>US</b>	<b>S</b>	<b>SB</b>	<b>US</b>
21- RESET T/O							
22- T/O.VISUAL CIRCUIT							
23- LANDING.							
RESET T/O							
24- FL 100 AIR WORKS(CLEAN STALL ,DEP STALL,LAND STALL,STEEP TURNS)							
25- VECTORS FOR ILS RAW DATA							
26- LANDING.							
RESET T/O							
27- T/O ENG FAIL (ICING CONDITIONS WITH UPTRIM AND AUTOFEATHER)							
28- VOR APPR.							
29- G/A.							
30- VECTORS FOR ILS APPR.							
31- LANDING.							
RESET T/O							
FAST CLIMB TO FL 200							
32- EMERGENCY DESCENT.							
33- VECTORS FOR ILS APP							
34- LANDING.							
RESET T/O							
35-ON GROUND ENG FIRE							
36-REJECTED T/O							
37-ON GROUND EMERGENCY EVACUATION.							


**INSTRUCTOR NAME &SIGN**
**TRAINEE SIGN**

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 55</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING DAY 2</b>	<b>PAGE 4/8</b>
		<b>/ / 20</b>

<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>	
<b>DEPARTURE DATA</b>			
<div style="text-align: center;"> FROM / TO  <input type="text"/> / <input type="text"/>  ALTN  <input type="text"/>  FLT NBR  <input type="text"/> SYR 123    CRZ FL / TEMP  <input type="text"/> </div>		<div style="text-align: center;"> <b>ATIS</b>  RWY .....  WIND .....  VIS .....  CEILING .....  TEMP .....  DEW POINT .....  QNH .....    RWY COND: DRY  AIR COND: ON </div>	
<div style="text-align: center;"> ZEW  <input type="text"/>     BLOCK FUEL  <input type="text"/> </div>		<div style="text-align: center;"> T/O FLAPS  <input type="text"/>     T/O C.G  <input type="text"/> </div>	<b>NOTES:</b> -ICING CONDITIONS FOR ALL ENG FAILURS. -ALL ENG FAILUR WITH OUT UP- TRIM AND AUTOFEATHER.

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**NAME:** \_\_\_\_\_ **POSITION:** **CAPT** ..... **F/O** .....


RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
( CM1 ) AS PF	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- QUICK ENGINE START.						
3- AFTER START.						
4- BEFORE T/O CHECKS.						
5- T/O WIND SHEAR AFTER V1.						
6- ILS APPR WIND SHEAR, G/A.						
7- <b>QUICK CLIMB FL200</b>						
8- EMERG DES						
9- ILS APPR,						
10- X-WIND LANDING.						
<b>RESET T/O</b>						
11-LO PITHCH IN FLIGHT						
12-RAW DATA ILS APP SINGEL ENG						
13-LANDING						
<b>RESET T/O</b>						
14 -T/O ENG FAIL (FLAME OUT / STALL / DAMAGE / FIRE)(MAX – X-WIND).						
15- VOR APPR.						
16- G/A						
17- VECTORS FOR ILS APPR						
18- (MAX X –WIND) LANDING.						
19-						
20-						
( CM2 ) AS PF	CM2 PF			CM1 PM		
RESET T/O	S	SB	US	S	SB	US
21- T/O WIND SHEAR AFTER V1.						
22- ILS APPR WIND SHEAR, G/A.						
<b>RESET IN FLIGHT</b>						
23- BOTH HYD SYS LOSS						
24- VECTORS FOR ILS APP						
25- LANDING						
<b>RESET T/O</b>						
26- T/O						
27- ELEVATOR JAM						
28- LANDING						
<b>RESET T/O</b>						
29- T/O ENG FAIL (FLAME OUT / STALL / DAMAGE / FIRE)(MAX – X-WIND).						
30- VOR APPR.						
31- G/A						
32- VECTORS FOR ILS APPR						
33- (MAX X –WIND). LANDING						
34-						
35-						

**INSTRUCTOR NAME &SIGN**


**TRAINEE SIGN**



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		<b>/ / 20</b>
<b>NAME:</b> _____ <b>POSITION:</b> <b>CAPT .....</b> <b>F/O .....</b>		

DEPARTURE DATA			
<b>FROM / TO</b> <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div> <b>ALTN</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> <b>FLT NBR</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> <b>CRZ FL / TEMP</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>		<b>ATIS</b> RWY ..... WIND ..... VIS ..... VAR ( 50 – 250 M ) FG CEILING ..... VV 100 FT TEMP ..... 11 ° C DEW POINT ..... 11 ° C QNH ..... 1015 hPa  RWY COND: DRY AIR COND: ON	
<b>ZEW</b> <div style="border: 1px solid black; width: 80px; height: 20px; margin: 5px 0;"></div> <b>BLOCK FUEL</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>		<b>T/O FLAPS</b> <div style="border: 1px solid black; width: 80px; height: 20px; margin: 5px 0;"></div> <b>T/O C.G</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>	<b><u>NOTES:</u></b>          

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 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING DAY 3</b>	<b>PAGE 7/8</b>
		<b>/ / 20</b>

<b>NAME:</b> *****	<b>POSITION:</b> CAPT ..... F/O
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RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
CAT II TRAINING	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- QUICK ENGINE START.						
3- AFTER START.						
4- LV TAXI.						
5- BEFORE T/O CHECKS						
6- T/O RVR (175 M).						
7- RVR DROP TO ZERO (V1- 10). CONTINUE T/O						
8- LIFT OFF						
9- ILS APPR, (SOME MALFUNCTIONS). ( RVR 350 )						
10- G/A						
<b>RESET FINAL</b>						
11- ILS APPR TO DH 100 FT. ( RVR 350 )						
12- G/A.						
<b>RESET FINAL</b>						
13- ILS APPROACH MANUAL LANDING. ( RVR 350 )						
<b>RESET FINAL</b>						
14- ILS APPROACH CAPT INCAPACITATION. ( RVR 350 )						
<b>RESET T/O</b>						
15- T/O ENGINE FIRE (V1 – 10). ABORT, ( RVR DROPS TO 50 M )						
16- ON GROUND EMERGENCY EVACUATION.						
<b>END OFF CAT II TRAINING</b>						


<b><u>CAT II RECOMMENDATION :</u></b>  
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<b><u>LOFT</u></b> THE LAST TWO HOURS ARE FOR LOFT TRAINING ,USE ONE OF THE FOLLOWING SCENARIOS: A- RAPID LOSS OF OIL QUANTITY. B- BOMB ON BOARD. C- SEVER ICING CONDITIONS. D- COCKPIT SMOKE E- POOR WEATHER AND DIVERSION. F- OTHERS..... G- H-	
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<b><u>NOTE:</u></b> THERE WILL BE NO GRADING IN ALL LOFT SESSIONS ONLY FOR TRAINING.
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INSTRUCTOR NAME &SIGN


TRAINEE SIGN

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SESSION 1	<b>FFS REMARKS</b>	DATE:
INSTRUCTOR:		TRAINEE:


SESSION 2	<b>FFS REMARKS</b>	DATE:
INSTRUCTOR:		TRAINEE:

SESSION 3	<b>FFS REMARKS</b>	DATE:
INSTRUCTOR:		TRAINEE:

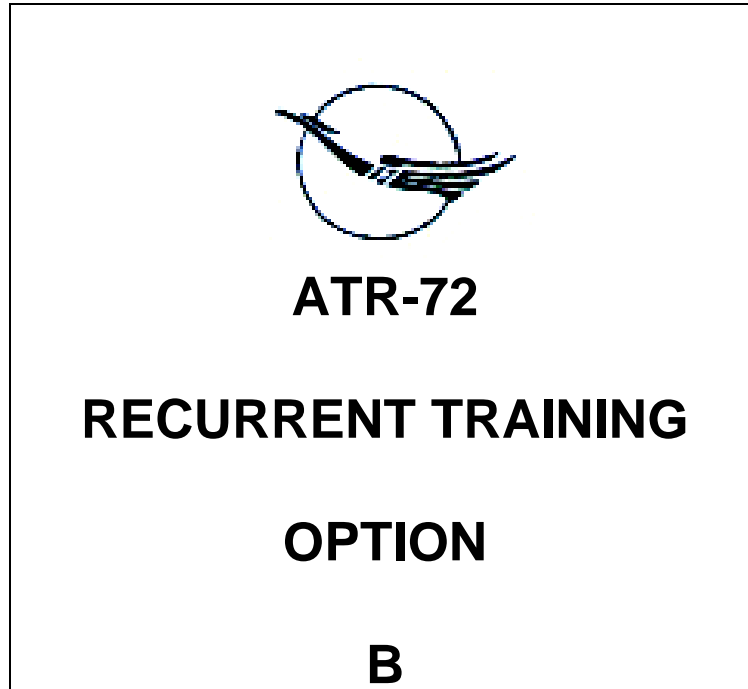
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	FORMS	REV: 07/JUL/2019


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## 10.6.2 ATR-72 Recurrent Training Option B




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 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING DAY 1</b>	<b>PAGE 2/8</b>
		<b>/ / 20</b>


<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>	
<b>DEPARTURE DATA</b>			
<p style="text-align: center;">FROM / TO  <div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> /</p> <p style="text-align: center;">ALTN  <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> </p> <p style="text-align: center;">FLT NBR  <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> </p> <p style="text-align: center;">SYR 123  <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> </p> <p style="text-align: center;">CRZ FL / TEMP  <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> /</p>		<p style="text-align: right;"><b>ATIS</b></p> <p>RWY .....</p> <p>WIND .....</p> <p>VIS .....</p> <p>CEILING .....</p> <p>TEMP .....</p> <p>DEW POINT .....</p> <p>QNH .....</p> <p>RWY COND: AIR COND: ON</p>	
<p style="text-align: center;">ZEW  <div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div> </p> <p style="text-align: center;">BLOCK FUEL  <div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div> </p>		<p>T/O FLAPS  <div style="border: 1px solid black; width: 80px; height: 20px; margin: 0 auto;"></div> </p> <p>T/O C.G  <div style="border: 1px solid black; width: 80px; height: 20px; margin: 0 auto;"></div> </p>	<p><b><u>NOTES:</u></b></p> <p>- <b>NORMAL CONDITIONS</b></p> <p>- <b>ALL ENG FAILURS WITH UPTRIM AND AUTOFEATHAR</b></p> <p>- <b>INSTRUCTERS HAVE THE AUTHURITY TO CHANGE THE SEQUANCE OF ANY FAILUR OR REPLACE IT WITH ANOTHER ONE.</b></p>


 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 64</b>
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 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING DAY 1</b>	<b>PAGE 3/8</b>					
		<b>/ / 20</b>					
<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>					
<b>RECURRENT TRAINING FFS</b>		<b>CM1 PF</b>			<b>CM2 PM</b>		
<b>( CM1 )</b>		<b>S</b>	<b>SB</b>	<b>US</b>	<b>S</b>	<b>SB</b>	<b>US</b>
1- COCKPIT PREPARATION.							
2- ENGINE START (ABNORMAL PARAMETETS DURING STERT)							
3-TAXI							
4-BEFORE T/O CHECKS							
5-T/O.VISUAL CIRCUIT.							
6-LANDING.							
7- RESET T/O							
8- FL 100 AIR WORKS (CLEAN STALL ,DEP STALL,LAND STALL,STEEP TURNS)							
9- VECTORS FOR ILS RAW DATA							
10-LANDING WITH CROSS WIND.							
11- RESET T/O							
12- T/O ENG FAIL (NORMAL CONDITIONS WITH UPTRIM AND AUTOFEATHER)							
13- DC BUS FAULT (FAILD SIDE)							
14- VOR APPR,							
15- G/A							
16- ILS APPR,							
17-LANDING							
RESET T/O							
18-T/O EEC FAULT LEADING TO BOTH EEC FAULT							
19-LANDING AND ON GROUND ENG FIRE							
20-ON GROUND EMERGENCY EVACUATION							
<b>( CM2 )</b>		<b>CM2 PF</b>			<b>CM1 PM</b>		
		<b>S</b>	<b>SB</b>	<b>US</b>	<b>S</b>	<b>SB</b>	<b>US</b>
22- RESET T/O							
23- T/O.VISUAL CIRCUIT							
24- LANDING.							
RESET T/O							
25- FL 100 AIR WORKS(CLEAN STALL ,DEP STALL,LAND STALL,STEEP TURNS)							
26- VECTORS FOR ILS RAW DATA							
27- LANDING.WITH CROSS WIND							
RESET T/O							
28- T/O ENG FAIL (ICING CONDITIONS WITH UPTRIM AND AUTOFEATHER)							
29- ACW BUS 1 FAULT.							
30- VOR APPR.							
31- G/A							
32- VECTOR FOR ILS APPR.							
33-LANDING							
FAST CLIMB TO FL 200							
34-ENG FAIL IN FLIGHT							
35- DRIFT DOWN DESCENT PROCEDURE							
36- LANDING.							
37-							
38-							
39-							
40-							


**INSTRUCTOR NAME &SIGN**
**TRAINEE SIGN**



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 <b>Standards &amp; Training</b>	<b>RECURRENT TRAINING DAY 2</b>	<b>PAGE 4/8</b>
		/ / 20

<b>NAME:</b>		<b>POSITION: CAPT ..... F/O .....</b>	
<b>DEPARTURE DATA</b>			
<p style="text-align: center;">FROM / TO  <div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> / <div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div>  ALTN  <div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div>  FLT NBR  <div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> SYR 123  <div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div>    CRZ FL / TEMP  <div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div> </p>		<p style="text-align: center;"><b>ATIS</b></p> RWY ..... WIND ..... VIS ..... CEILING ..... TEMP ..... DEW POINT ..... QNH .....  RWY COND: DRY AIR COND: ON	
ZEW <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>  BLOCK FUEL <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>		T/O FLAPS <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>  T/O C.G <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	<b>NOTES:</b> -ICING CONDITIONS FOR ALL ENG FAILURS. -ALL ENG FAILUR WITH OUT UP- TRIM AND AUTOFEATHER. - INSTRUCTORS HAVE THE AUTHURITY TO CHANGE THE SEQUANCE OF ANY FAILUR OR REPLACE IT WITH ANOTHER ONE.

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		<b>/ / 20</b>


**NAME:** \_\_\_\_\_ **POSITION:** CAPT ..... F/O .....

RECURRENT TRAINING FFS ( CM1 ) AS PF	CM1 PF			CM2 PM		
	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- QUICK ENGINE START.						
3- AFTER START.						
4- BEFORE T/O CHECKS.						
5- T/O WIND SHEAR AFTER V1.						
6- ILS APPR WIND SHEAR, G/A.						
7- EFIS COMP(AHRS 2 FAULT)(RESET)						
8- DUAL DC GEN LOSS						
9- VISUAL APPR						
10- . LANDING.						
<b>RESET T/O</b>						
11-T/O ENG FIRE						
12-VICTORS FOR ILS APPR						
13-LANDING WITH CROSS WIND						
<b>RESET T/O</b>						
14 –FLAPS UNLK						
15- REDUCED FLAPS LANDING						
16- ENG FAIL BEFOR V1						
17- REJECT T/O						
18-						
19-						
( CM2 ) AS PF	CM2 PF			CM1 PM		
<b>RESET T/O</b>	S	SB	US	S	SB	US
20- T/O WIND SHEAR AFTER V1.						
21- ILS APPR WIND SHEAR, G/A.						
<b>IN FLIGHT</b>						
22- PITCH DESCENT						
23- LANDING						
24- PITCH RECONNECTION ON GROUND						
<b>RESET T/O</b>						
25- T/O ENG FAIL (FLAME OUT/STALL/DAMAGE/FIRE)(X-WIND)						
26- VOR APPR						
27- G/A						
28-VECTOR FOR ILS APPR						
29- ( X-WIND).LANDING						
<b>RESET T/O</b>						
<b>30-ADC 1 FAULT</b>						
31- ADC 1+2 FAULT						
32- TLU FAULT PROCEDURE						
33-						
34-						


**INSTRUCTOR NAME &SIGN**

**TRAINEE SIGN**

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		/ / 20
NAME:	POSITION:	CAPT ..... F/O .....

DEPARTURE DATA			
<div>FROM / TO</div> <div>/</div> <div>ALTN</div> <div></div> <div>FLT NBR</div> <div>SYR 123</div> <div>CRZ FL / TEMP</div> <div></div>		<div>ATIS</div> <div>RWY .....</div> <div>WIND .....</div> <div>VIS ..... VAR ( 50 – 250 M ) FG</div> <div>CEILING ..... VV 100 FT</div> <div>TEMP ..... 11 ° C</div> <div>DEW POINT ..... 11 ° C</div> <div>QNH ..... 1015 hPa</div> <div>RWY COND: DRY</div> <div>AIR COND: ON</div>	
<div>ZEW</div> <div></div> <div>BLOCK FUEL</div> <div></div>		<div>T/O FLAPS</div> <div></div> <div>T/O C.G</div> <div></div>	<div><b>NOTES:</b></div> <div>- INSTRUCTORS HAVE THE AUTHORITY TO CHANGE THE SEQUANCE OF ANY FAILUR OR REPLACE IT WITH ANOTHER ONE.</div>

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		<b>/ / 20</b>

<b>NAME:</b> .....	<b>POSITION:</b> CAPT ..... F/O
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RECURRENT TRAINING FFS	CM1 PF			CM2 PM		
CAT II TRAINING	S	SB	US	S	SB	US
1- TRANSIT COCKPIT PREPARATION.						
2- QUICK ENGINE START.						
3- AFTER START.						
4- LV TAXI.						
5- BEFORE T/O CHECKS						
6- T/O RVR (175 M).						
7- RVR DROP TO ZERO (V1- 10). CONTINUE T/O						
8- LIFT OFF						
9- ILS APPR, (SOME MALFUNCTIONS). ( RVR 350 )						
10- G/A						
<b>RESET FINAL</b>						
11- ILS APPR TO DH 100 FT. ( RVR 350 )						
12- G/A.						
<b>RESET FINAL</b>						
13- ILS APPROACH MANUAL LANDING. ( RVR 350 )						
<b>RESET FINAL</b>						
14- ILS APPROACH CAPT INCAPACITATION. ( RVR 350 )						
<b>RESET T/O</b>						
15- T/O ENGINE FIRE (V1 – 10). ABORT, ( RVR DROPS TO 50 M )						
<b>16- ON GROUND EMERGENCY EVACUATION.</b>						
<b>END OFF CAT II TRAINING</b>						

<b><u>CAT II RECOMMENDATION :</u></b>  
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<p style="text-align: center;"><b><u>LOFT</u></b></p> <p>THE LAST TWO HOURS ARE FOR LOFT TRAINING ,USE ONE OF THE FOLLOWING SCENARIOS:</p> <p>A- RAPID LOSS OF OIL QUANTITY.</p> <p>B- BOMB ON BOARD.</p> <p>C- SEVER ICING CONDITIONS.</p> <p>D- COCKPIT SMOKE</p> <p>E- POOR WEATHER AND DIVERSION.</p> <p>F- OTHERS.....</p> <p>G-</p> <p>H-</p>	
<b><u>NOTE:</u> THERE WILL BE NO GRADING IN ALL LOFT SESSIONS ONLY FOR TRAINING.</b>	

INSTRUCTOR NAME &SIGN


TRAINEE SIGN

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<b>FFS REMARKS</b>	
SESSION 1	DATE:
INSTRUCTOR:	TRAINEE:


<b>FFS REMARKS</b>	
SESSION 2	DATE:
INSTRUCTOR:	TRAINEE:

<b>FFS REMARKS</b>	
SESSION 3	DATE:
INSTRUCTOR:	TRAINEE:

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## 10.7 Line Training Completion Form



### STANDARDS & TRAINING

To: Chief Pilot

Date: / / 20

Sub: Line Training Completion

This is to certify that (Captain - F/o) has (completed / failed) his Transition Line Training on the aircraft type ( ..... ) and he is now released to fly as:

- Released Captain.
- Released F/O.
- Failed Check and requires more Training.

TRE : .....

LIC No.: .....

CC: CP.  
Personal File.  
Crew Scheduling(Observe Minimum Experience pairing limitation)


## 10.8 Dangerous Goods Emergency Response Drills

1. Complete Appropriate Aircraft Emergency Procedures.
2. Consider Landing As Soon As Practicable
3. Use Drill from the Chart Below

DRILL NO.	INHERENT RISK	RISK TO AIRCRAFT	RISK TO OCCUPANTS	SPILL OR LEAK PROCEDURE	FIRE-FIGHTING PROCEDURE	ADDITIONAL CONSIDERATIONS
1	Explosion may cause structural Failure	FIRE and/ or Explosion	As indicated by the drill letter(s)	Use 100% oxygen; no smoking	All-agents according to availability; use standard fire procedure	Possible abrupt loss of pressurization
2	GRS. non-flammable, pressure may create hazard in Fire	Minimal	As indicated by the drill letter(s)	Use 100% oxygen; establish and maintain maximum ventilation for "A", , , or "P" drill letter	All agents according to availability; use standard fire procedure	Possible abrupt loss of pressurization
3	Flammable liquid or solid	Fire and/or Explosion	Smoke, fumes and heat, and as indicated by the drill letter(s)	Use 100% oxygen; establish and maintain maximum ventilation; no smoking; minimum electrics	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurization
4	Spontaneously combustible or pyrophoric when exposed to air	Fire and/ or Explosion	Smoke, fumes and heat, and as indicated by the drill letter(s)	Use 100% oxygen; establish and maintain maximum ventilation	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurization; minimum electrics if "F" or "H" drill letter
5	Oxidizer. May ignite other materials. may explode in heat of a fire	Fire and/ or explosion. possible corrosion Damage	Eye, nose and throat irritation; skin damage on contact	Use 100% oxygen; establish and maintain maximum ventilation	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurization
6	Toxic may be fatal if inhaled, ingested, or absorbed by Skin	Contamination with toxic liquid or solid	Acute toxicity. effect. may be delayed	Use 100% oxygen; establish and maintain maximum ventilation; do not touch without gloves	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurization; minimum electrics if "F" or "H" drill letter
7	Radiation from broken and/ or unshielded Packages	Contamination with spilled radioactive material	Exposure to radiation, and personnel contamination	Don't move packages; avoid contact	All agents according To availability.	Call. for a qualified person to meet the aircraft
8	Corrosive, fumes disabling if inhaled or in contact with skin	Possible corrosion damage	Eye, nose and throat Irritation; skin damage on contact	Use 100% oxygen; establish and maintain maximum ventilation; do not touch without gloves	All agents according to availability; no water on "W" drill letter	Possible abrupt loss of pressurization; minimum electrics if "F" or "W" drill letter
9	No general inherent risk	As indicated by the drill letter	As indicated by the drill letter	Use 100% oxygen; establish and maintain maximum ventilation if "A" drill letter	All agents according to availability; no water on "W" drill letter	none
10	Gas. flammable. high fire risk if any ignition source present	Fire and/ or explosion	Smoke, fumes and heat, and as indicated by the drill letter	Use 100% oxygen; establish and maintain maximum ventilation; no smoking; minimum electrics	All agents according to availability	Possible abrupt loss of pressurization
DRILL LETTER	ADDITIONAL RISK	DRILL LETTER	ADDITIONAL RISK			
A	ANAESTHETIC	M	MAGNETIC			
C	CORROSIVE	N	NOXIOUS			
E	EXPLOSIVE	P	TOXIC * (POISON)			
F	FLAMABLE	S	SPONTANEOUSLY COMBUSTIBLE OR PYROPHORIC			
H	HIGHLY IGNITABLE	W	IF WET GIVES OFF POISONOUS OR FLAMMABLE GAS			
I	RITANT /TEAR PRODUCING	X	OXIDIZER			
O	OTHER RISK LOW OR NONE					

\* Toxic has the same meaning as poison.



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## 10.9 TRAINING RECORDS SUMMARY SFI/ SFE Form


Name:

License Nr.

<b>TRAINING RECORDS SUMMARY SFI/ SFE</b>		
SIM/GRD Instruction Detail	Instructor Name	Date Completed
a) Instructional Technique Course Ground School		
b) 2 Hrs FFS Session R/H Seat Qualification PF		
c) 2 Hrs Session Observation of SIM Training and IOS Operation		
d) 2 Hrs Session Conducting SIM Training and IOS Operation Under Supervision		
e) 2 Hrs Session Conducting SIM Training/ checking Under Supervision With Instructor Observing		

Flight Operations Director

Chief Pilot

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## 10.10 Recurent Training Records Summary SFI/ SFE Form


Name:

License Nr.

<b>RECURENT TRAINING RECORDS SUMMARY SFI/SFE</b>		
<b>SIM/GRD Instruction Detail</b>	<b>Instructor Name</b>	<b>Date Completed</b>
a) 2 Hrs FFS Session R/H Seat Qualification PF		
b) 2 Hrs Session Observation of SIM Training and IOS Operation		
c) 2 Hrs Session Conducting SIM Training/ checking Under Supervision With Instructor Observing		

Flight Operations Director

Chief Pilot

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### 10.11 Recurrent & Training & VACBI Follow Up Form/ IL76T

 <b>Standards &amp; Training</b>	<b>SIMULATOR RECURRENT IL76T</b>	<b>VACBI &amp; LECTURES</b>
		/ / 201

#### IL76T RECURRENT & TRAINING & VACBI FOLLOW UP FORM

<b>NAME:</b>		<b>POSITION: CAPT ..... F/O ..... F/N..... F/E..... R/O.....</b>			
<b>SUBJECT</b>	<b>DONE</b>	<b>SUBJECT</b>	<b>DONE</b>	<b>SUBJECT</b>	<b>DONE</b>
STRUCTURE/ AIR COND		FUEL/ FIRE		PWR PLANT/APU	
PRESS/ ICE/ ELECT		EQUIP/RDR		AUTO FLT/FLT CTL	
TCAS/EGPWS		COMM		ADVERSE WXR/WS	
CABIN SAFETY		NAV/GPS		CRM	
HYD/ L AND GEAR		RVSM		ABNORMAL	
LOW VIS OPS		PERFORMANCE		A/C EVACUATION	
SECURITY		A/C UPSET			

#### **BASES:**

2- **WORKING HOURS: 0830 – 1430**


3- **LECTURES:**

- ONE DAY /STRUCTURE/ AIR COND/PRESS/ ICE/ ELECT/HYD/ L AND GEAR/COMM /.
- ONE DAY /CRM/.
- ONE DAY /TCAS/EGPWS/EQUIP/RDR/CABIN SAFETY/SECURITY/.
- ONE DAY/HYD/ L AND GEAR/FUEL/ FIRE/PWR PLANT/APU/A/C EVACUATION/.
- ONE DAY/PERFORMANCE/ABNORMAL/AUTO FLT/FLT CTL/A/C UPSET/.
- ONE DAY/LOW VIS OPS/ RVSM/ADVERSE WXR/WS, COLDWXR, DI-ICING, ANTI-ICING/.
- FOUR DAYS SIM

4- **AN OPEN BOOK QUIZ WILL BE CARRIED OUT AT HOME BEFORE EACH SIMULATOR. THE QUIZ IS A MUST TO CARRY OUT TRAINING, OTHERWISE FLYING STATUS WILL BE SUSPENDED. A CONFIRMATION BY THE INSTRUCTOR WILL INDICATE THAT THE QUIZ IS ANSWERED BY THE TRAINEE.**

MANAGER OF TRAINING CENTER

SIGN & STAMP

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### 10.11.1 Recurrent & Training & VACBI Follow Up Form 2/ IL76T

 <b>Standards &amp; Training</b>	<b>SIMULATOR RECURRENT IL76T</b>	<b>VACBI &amp; LECTURES</b>
		/ / 201

### IL76T RECURRENT & TRAINING & VACBI FOLLOW UP FORM

<b>NAME:</b>		<b>POSITION: CAPT ..... F/O ..... F/N..... F/E..... R/O.....</b>			
<b>SUBJECT</b>	<b>DONE</b>	<b>SUBJECT</b>	<b>DONE</b>	<b>SUBJECT</b>	<b>DONE</b>
STRUCTURE/ AIR COND		FUEL/ FIRE		PWR PLANT/APU	
PRESS/ ICE/ ELECT		EQUIP/RDR		AUTO FLT/FLT CTL	
TCAS/EGPWS		COMM		ADVERSE WXR/WS	
CABIN SAFETY		NAV/GPS		DANGEROUS GOODS	
HYD/ L AND GEAR		RVSM		CRM	
LOW VIS OPS		PERFORMANCE		ABNORMAL	
SECURITY		A/C UPSET			

### **BASES:**

1- **WORKING HOURS: 0830 – 1430**


2- **LECTURES:**

- **ONE DAY /STRUCTURE/ AIR COND/PRESS/ ICE/ ELECT/HYD/ L AND GEAR/COMM /.**
- **ONE DAY /CRM/.**
- **ONE DAY /TCAS/EGPWS/EQUIP/RDR/CABIN SAFETY/SECURITY/.**
- **ONE DAY/ HYD/ L AND GEAR/FUEL/ FIRE/PWR PLANT/APU/DANGEROUS GOODS/.**
- **ONE DAY/PERFORMANCE/ABNORMAL/AUTO FLT/FLT CTL/A/C UPSET/.**
- **ONE DAY/LOW VIS OPS/ RVSM/ADVERSE WXR/WS, COLDWXR, DI-ICING, ANTI-ICING/.**
- **FOUR DAYS SIM**

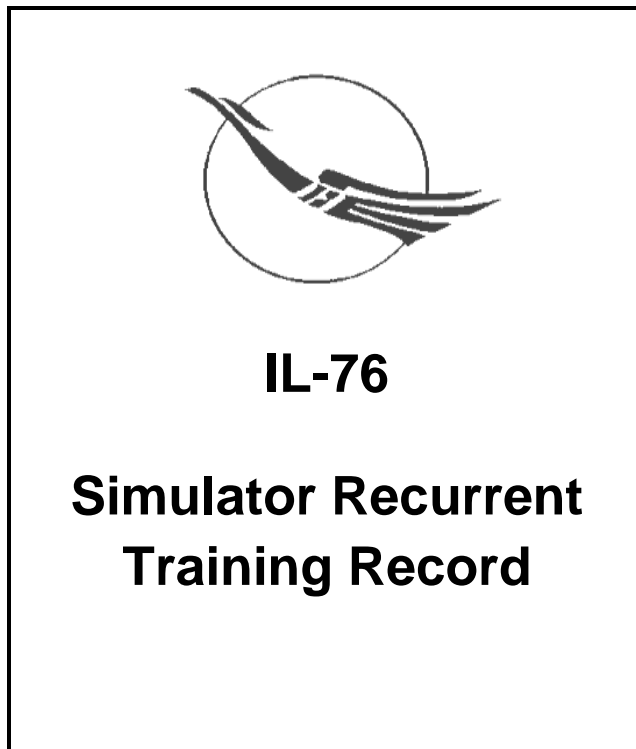
3- **AN OPEN BOOK QUIZ WILL BE CARRIED OUT AT HOME BEFORE EACH SIMULATOR. THE QUIZ IS A MUST TO CARRY OUT TRAINING, OTHERWISE FLYING STATUS WILL BE SUSPENDED. A CONFIRMATION BY THE INSTRUCTOR WILL INDICATE THAT THE QUIZ IS ANSWERED BY THE TRAINEE.**


MANAGER OF TRAINING CENTER

SIGN & STAMP

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## 10.12 IL-76T Recurrent Training Option A



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### Simulator Recurrent Training Record - IL-76 Pilot

<b>NAME:</b>		<b>POSITION:</b> <input type="checkbox"/> PIC <input type="checkbox"/> FO	
<b>Training Date:</b>		<b>Training Conducted From</b> <input type="checkbox"/> L/H Seat <input type="checkbox"/> R/H Seat	

Exercise No.	Flight No.	Exercise item						Assessment	
								S	UN
Exercise 1	---	1. Simulator set-up and cockpit preparation							
		2. Familiarization flights following airfield pattern with ILS.							
		3. Holding flight.							
		Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
Exercise 2	Flight 1	1. Takeoff with max crosswind.							
		2. Auto approach in min weather conditions.							
		3. Loss of RW visual contact.							
		4. EGPWS warning response procedures.							
		5. Go around. Approach and landing.							
	Flight 2	1. Departure in min takeoff weather.							
		2. Escaping wind shear.							
		3. Non-precision approach (VOR/NDB) with crosswind.							
		4. Go-around due to wind shear encounter. Approach and landing.							
	Flight 3	1. Departure with max takeoff weight.							
		2. Failure of 3 elevator boosters and horizontal stabilizer.							
	Flight 4	1. Noise abatement departure at night in min takeoff weather.							
		2. Artificial horizons failure. Upset recovery							
		3. 1st hydraulic system failure. Spoilers failure at landing.							
		Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
Exercise 3	LOFT scenario flight	1. Departure, TCAS activation.							
		2. Outbound departure procedures.							
		3. Static and dynamic systems failure when climbing.							

Exercise No.	Flight No.	Exercise item	Assessment	
			S	UN
		4. Engine shut-down at 6000 m and in-flight restart.		
		5. Min speed flight.		
		6. Climbing to 8100 m. Cockpit depressurization. Emergency descent.		
		7. Engine nacelle fire.		
		8. Approach and landing with one engine inoperative. Crew workload distribution (CRM).		
		9. Emergency evacuation.		
		<div>Ground Training (h.m)</div> <div>Approaches</div> <div>Landings</div> <div>Flight Training (h.m)</div>		
Exercise 4	Flight 1	1. Engine failure at takeoff before V1 (rejected takeoff).		
	Flight 2	1. Engine failure at takeoff after V1 (continued takeoff).		
		2. Approach and landing with one engine inoperative.		
	Flight 3	1. Engine failure at takeoff after V1 (continued takeoff).		
		2. Approach with min landing weather. Crew workload distribution (CRM).		
		3. Loss of RW visual contact. Go around. Approach and landing with one engine inoperative.		
	Flight 4	1. Engine failure at takeoff after V1 (continued takeoff).		
		2. Other engine failure on the same side at the circle height.		
		3. Approach and landing with two engines.		
		<div>Ground Training (h.m)</div> <div>Approaches</div> <div>Landings</div> <div>Flight Training (h.m)</div>		

**Total Sum of Simulator Recurrent Training**

Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
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Simulator Instructor's conclusion:

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Instructor \_\_\_\_\_  
(Name, signature, date)



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### Simulator Recurrent Training Record - IL-76 Flight Engineer

<b>NAME:</b>	<b>Training Date:</b>
--------------	-----------------------

Exercise No.	Flight No.	Exercise item						Assessment	
								S	UN
Exercise 1	---	1. Simulator set-up and cockpit preparation							
		2. Familiarization flights following airfield pattern with ILS.							
		Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
Exercise 2	Flight 1	1. Takeoff with max crosswind.							
		2. Loss of RW visual contact.							
		3. EGPWS warning response procedures.							
		4. Go around. Approach and landing.							
	Flight 2	1. Non-precision approach (VOR/NDB) with crosswind.							
		2. Go-around due to wind shear encounter. Approach and landing.							
	Flight 3	1. Departure with max takeoff weight.							
		2. Failure of 3 elevator boosters and horizontal stabilizer.							
	Flight 4	1. Noise abatement departure at night in min takeoff weather.							
		2. 1st hydraulic system failure. Spoilers failure at landing.							
		Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
Exercise 3	LOFT scenario flight	1. Static and dynamic systems failure when climbing.							
		2. Engine shut-down at 6000 m and in-flight restart.							
		3. Min speed flight.							
		4. Climbing to 8100 m. Cockpit depressurization. Emergency descent.							
		5. Engine nacelle fire.							
		6. Approach and landing with one engine inoperative. Crew workload distribution (CRM).							


Exercise No.	Flight No.	Exercise item						Assessment	
								S	UN
Exercise 4		7. Emergency evacuation.							
		Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
	Flight 1	1. Engine failure at takeoff before V1 (rejected takeoff).							
	Flight 2	1. Engine failure at takeoff after V1 (continued takeoff).							
		2. Approach and landing with one engine inoperative.							
	Flight 3	1. Engine failure at takeoff after V1 (continued takeoff).							
		2. Approach with min landing weather. Crew workload distribution (CRM).							
		3. Loss of RW visual contact. Go around. Approach and landing with one engine inoperative.							
	Flight 4	1. Engine failure at takeoff after V1 (continued takeoff).							
		2. Other engine failure on the same side at the circle height.							
		3. Approach and landing with two engines.							
		Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	

Total Sum of Simulator Recurrent Training

Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
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Simulator Instructor’s conclusion:

Instructor \_\_\_\_\_  
 (Name, signature, date)

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### Simulator Recurrent Training Record - IL-76 Navigator

<b>NAME:</b>	<b>Training Date:</b>
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Exercise No.	Flight No.	Exercise item	Assessment	
			S	UN
Exercise 1	---	1. Simulator set-up and cockpit preparation		
		2. Familiarization flights following airfield pattern with ILS.		
		3. Holding flight.		
		<b>Ground Training (h.m)</b> <b>Approaches</b> <b>Landings</b> <b>Flight Training (h.m)</b>		
Exercise 2	Flight 1	1. Takeoff with max crosswind.		
		2. Auto approach in min weather conditions.		
		3. Loss of RW visual contact.		
		4. EGPWS warning response procedures.		
		5. Go around. Approach and landing.		
	Flight 2	1. Departure in min takeoff weather.		
		2. Escaping wind shear.		
		3. Non-precision approach (VOR/NDB) with crosswind.		
		4. Go-around due to wind shear encounter. Approach and landing.		
	Flight 4	1. Noise abatement departure at night in min takeoff weather.		
		2. Artificial horizons failure. Upset recovery		
		<b>Ground Training (h.m)</b> <b>Approaches</b> <b>Landings</b> <b>Flight Training (h.m)</b>		
Exercise 3	LOFT scenario flight	1. Departure, TCAS activation.		
		2. Outbound departure procedures.		
		3. Static and dynamic systems failure when climbing.		
		4. Engine shut-down at 6000 m and in-flight restart.		
		5. Min speed flight.		

Exercise No.	Flight No.	Exercise item						Assessment	
								S	UN
		6. Climbing to 8100 m. Cockpit depressurization. Emergency descent.							
		7. Approach and landing with one engine inoperative. Crew workload distribution (CRM).							
		8. Emergency evacuation.							
		Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
Exercise 4	Flight 1	1. Engine failure at takeoff before V1 (rejected takeoff).							
	Flight 2	1. Engine failure at takeoff after V1 (continued takeoff).							
		2. Approach and landing with one engine inoperative.							
	Flight 3	1. Engine failure at takeoff after V1 (continued takeoff).							
		2. Approach with min landing weather. Crew workload distribution (CRM).							
		3. Loss of RW visual contact. Go around. Approach and landing with one engine inoperative.							
	Flight 4	1. Engine failure at takeoff after V1 (continued takeoff).							
		2. Other engine failure on the same side at the circle height.							
		3. Approach and landing with two engines.							
		Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	

**Total Sum of Simulator Recurrent Training**

Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
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Simulator Instructor's conclusion:

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Instructor \_\_\_\_\_  
(Name, signature, date)

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### Simulator Recurrent Training Record - IL-76 Radio Operator

<b>NAME:</b>	<b>Training Date:</b>
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Exercise No.	Flight No.	Exercise item						Assessment	
								S	UN
Exercise 1	---	1. Simulator set-up and cockpit preparation							
		2. Familiarization flights following airfield pattern with ILS.							
		Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
Exercise 2	Flight 3	1. Departure with max takeoff weight.							
		2. Failure of 3 elevator boosters and horizontal stabilizer.							
	Flight 4	3. 1st hydraulic system failure. Spoilers failure at landing.							
		Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
Exercise 3	LOFT scenario flight	1. Outbound departure procedures.							
		2. Engine shut-down at 6000 m and in-flight restart.							
		3. Climbing to 8100 m. Cockpit depressurization. Emergency descent.							
		4. Engine nacelle fire.							
		5. Approach and landing with one engine inoperative. Crew workload distribution (CRM).							
		6. Emergency evacuation.							
		Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
Exercise 4	Flight 1	1. Engine failure at takeoff before V1 (rejected takeoff).							
	Flight 2	1. Engine failure at takeoff after V1 (continued takeoff).							
		2. Approach and landing with one engine inoperative.							
	Flight 3	1. Engine failure at takeoff after V1 (continued takeoff).							
		2. Approach with min landing weather. Crew workload distribution (CRM).							
		3. Loss of RW visual contact. Go around. Approach and landing with one engine inoperative.							

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Exercise No.	Flight No.	Exercise item						Assessment	
								S	UN
	Flight 4	1. Other engine failure on the same side at the circle height.							
		2. Approach and landing with two engines.							
		Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	

**Total Sum of Simulator Recurrent Training**

Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
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Simulator Instructor's conclusion:

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Instructor \_\_\_\_\_  
(Name, signature, date)

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## 10.13 PROFICIENCY CHECK


# PROFICIENCY CHECK

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### 10.13.1 PROFICIENCY CHECK FORM

**SYRIANAIR**

#### PROFICIENCY CHECK




<input type="checkbox"/> Initial		<input type="checkbox"/> Recurrent		<input type="checkbox"/> Conversion		<input type="checkbox"/> Upgrade	
Name:		Employment No.		License No		Position	
						<input type="checkbox"/> Capt. <input type="checkbox"/> F/O	
Date:		Duration		A/C Registration / SIM		A/C Type	
GRADING (Check the appropriate column) <b>S-</b> Satisfactory <b>SB-</b> Satisfactory with Briefing/Repet <b>U-</b> Unsatisfactory <b>W-</b> Waived <b>I-</b> Incomplete							
		PF		PM			
		S SB U		S SB U W/I			
ORAL	Technical knowledge						
	Rules & Regulation						
Preflight START & TAXI	Cockpit Setup						
	FMS/FMGs Setup						
	Clearance & Briefing						
	Engine start/Abnormals						
	Taxi proc(speed&abnormal)						
Takeoff Departure	Normal Takeoff						
	Takeoff with Engine failure						
	Cross-wind Takeoff( ) knots						
	Rejected Takeoff						
	Area Departure						
AIRWORK ENROUTE	Aircraft Handing						
	ATC Procedures						
	Stall Recovery						
	Steep Turns						
	Rapid Decom/Emer descent						
ARRIVAL APPROACH	Automation Management						
	Briefing & FMS/FMGS Setup						
	STAR/Holding						
	Non-precision Appr.(VOR)						
	ILS Manual F/D or R/Data						
	Engine Out Approach						
MISSED APPROACH		Regected Landing					
		Missed Approach					
		Missed Approach -Engine Out					
LANDING		Circle to Land					
		Normal Landing					
		One Engine Out Landing					
		Cross wind Landing ( ) knots					
GENERAL		Situational Awareness					
		TCAS					
		GPWS					
		Emergency Evacuation					
Airmanship		Teamwork					
		Communications					
		Decision Making					
		Work Load Management					
CAT II		Xwind limitation					
		airborn required equipment					
		GRND equipment fail					
		GS - LOC					
LOW VIS (CAT II)		Low Vis. Takeoff---Meters					
		Ceiling-----RVR-----Meters					
		Ceiling-----RVR-----Meters					
CAT (III)							
Check Satisfactory		Remarks				Additional Training Requested	
<input type="checkbox"/> YES <input type="checkbox"/> NO						<input type="checkbox"/> YES	
Instructor/Check Airman Recommendations						<input type="checkbox"/> R/H Seat Requalification	
CHECK AIRMAN		License No.		I.D No.		Windshear Demonstrated	
						<input type="checkbox"/> T/O Prior V1	
						<input type="checkbox"/> Yes <input type="checkbox"/> T/O After V1	
						<input type="checkbox"/> Approach	
CAA Insp / Desig		have noted the above comment				<input type="checkbox"/> LHS <input type="checkbox"/> Initial	
		pilot,s sig.				<input type="checkbox"/> RHS <input type="checkbox"/> Recurrent	

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### 10.13.2 PROFICIENCY CHECK FORM / IL-76T Pilot

#### Proficiency Check Record - IL-76 Pilot

<b>NAME:</b>	<b>POSITION:</b> <input type="checkbox"/> PIC <input type="checkbox"/> FO
<b>Date:</b>	

Exercise No.	Flight No.	Exercise item	Assessment	
			S	UN
Exercise 5	Flight 1	1. Stabilizer control failure at takeoff.		
		2. Approach in min landing weather with max crosswind.		
		3. Brake failure at the landing run.		
		4. Emergency evacuation.		
	Flight 2	1. Departure with max crosswind and TCAS warning simulation.		
		2. Half elevator jamming. Landing.		
	Flight 3	1. Departure in min takeoff weather, wind shear during takeoff.		
		2. Engine failure at approach on the glideslope. Landing with one engine out.		
	Flight 4	3. Engine failure at takeoff before V1 (rejected takeoff).		
	Flight 5	1. Engine failure at takeoff after V1 (continued takeoff).		
		2. Other engine failure at the circle height.		
		3. EGPWS warning response procedures. Go around with two engines.		
		4. Approach and landing with two engines.		
	Flight 6	1. Engine fire at takeoff after V1 (continued takeoff).		
		2. Unextinguished fire. Close pattern approach. Landing.		
		3. Emergency evacuation.		
	Flight 7	1. Engine fire at takeoff after V1 (continued takeoff).		
		2. Unextinguished fire. Standard rate turn, reverse course approach. Landing.		

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Exercise No.	Flight No.	Exercise item	Assessment	
			S	UN
	Flight 8	1. Engine failure at takeoff after V1 (continued takeoff).		
		2. Min weather approach and landing with 3 engines.		

**Total Sum of Proficiency Check**

Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
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**Examiner's Conclusion:**

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**Final Evaluation:**

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**Examiner** \_\_\_\_\_

(Name, Signature, Date)

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### 10.13.2.1 PROFICIENCY CHECK FORM / IL-76T Flight Engineer

#### Proficiency Check Record - IL-76 Flight Engineer

<b>NAME:</b>	<b>Date:</b>
--------------	--------------

Exercise No.	Flight No.	Exercise item	Assessment	
			S	UN
Exercise 5	Flight 1	1. Stabilizer control failure at takeoff.		
		2. Approach in min landing weather with max crosswind.		
		3. Brake failure at the landing run.		
		4. Emergency evacuation.		
	Flight 3	1. Engine failure at approach on the glideslope. Landing with one engine out.		
	Flight 4	1. Engine failure at takeoff before V1 (rejected takeoff).		
	Flight 5	1. Engine failure at takeoff after V1 (continued takeoff).		
		2. Other engine failure at the circle height.		
		3. EGPWS warning response procedures. Go around with two engines.		
		4. Approach and landing with two engines.		
	Flight 6	1. Engine fire at takeoff after V1 (continued takeoff).		
		2. Unextinguished fire. Close pattern approach. Landing.		
		3. Emergency evacuation.		
	Flight 7	1. Engine fire at takeoff after V1 (continued takeoff).		
		2. Unextinguished fire. Standard rate turn, reverse course approach. Landing.		
	Flight 8	1. Engine failure at takeoff after V1 (continued takeoff).		
		2. Min weather approach and landing with 3 engines.		

**Total Sum of Proficiency Check**

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Exercise No.	Flight No.	Exercise item					Assessment	
							S	UN
Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)		

Examiner's Conclusion:

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Final Evaluation:

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Examiner \_\_\_\_\_  
(Name, Signature, Date)

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### 10.13.2.2 PROFICIENCY CHECK FORM/ IL-76T Flight Navigator

#### Proficiency Check Record - IL-76 Navigator

<b>NAME:</b>	<b>Date:</b>
--------------	--------------

Exercise No.	Flight No.	Exercise item	Assessment	
			S	UN
Exercise 5	Flight 1	1. Approach in min landing weather with max crosswind.		
		2. Emergency evacuation.		
	Flight 2	1. Departure with max crosswind and TCAS warning simulation.		
		2. Half elevator jamming. Landing.		
	Flight 3	1. Departure in min takeoff weather, wind shear during takeoff.		
		2. Engine failure at approach on the glideslope. Landing with one engine out.		
	Flight 4	1. Engine failure at takeoff before V1 (rejected takeoff).		
	Flight 5	1. Engine failure at takeoff after V1 (continued takeoff).		
		2. Other engine failure at the circle height.		
		3. EGPWS warning response procedures. Go around with two engines.		
	Flight 6	1. Engine fire at takeoff after V1 (continued takeoff).		
		2. Unextinguished fire. Close pattern approach. Landing.		
		3. Emergency evacuation.		
	Flight 7	1. Engine fire at takeoff after V1 (continued takeoff).		
		2. Unextinguished fire. Standard rate turn, reverse course approach. Landing.		
	Flight 8	1. Engine failure at takeoff after V1 (continued takeoff).		
		2. Min weather approach and landing with 3 engines.		

**Total Sum of Proficiency Check**

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Exercise No.	Flight No.	Exercise item						Assessment	
								S	UN
		Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	

Examiner's Conclusion:

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Final Evaluation:

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Examiner \_\_\_\_\_  
(Name, Signature, Date)




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### 10.12.2.3 PROFICIENCY CHECK FORM/ IL-76T Radio Operator

#### Proficiency Check Record - IL-76 Radio Operator

<b>NAME:</b>	<b>Date:</b>
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Exercise No.	Flight No.	Exercise item	Assessment	
			S	UN
Exercise 5	Flight 1	1. Emergency evacuation.		
	Flight 3	1. Engine failure at approach on the glideslope. Landing with one engine out.		
	Flight 4	1. Engine failure at takeoff before V1 (rejected takeoff).		
	Flight 5	1. Engine failure at takeoff after V1 (continued takeoff).		
		2. Other engine failure at the circle height.		
	Flight 6	1. Engine fire at takeoff after V1 (continued takeoff).		
		2. Emergency evacuation.		
	Flight 7	1. Engine fire at takeoff after V1 (continued takeoff).		
	Flight 8	1. Engine failure at takeoff after V1 (continued takeoff).		
		2. Min weather approach and landing with 3 engines.		

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Exercise No.	Flight No.	Exercise item	Assessment	
			S	UN


Total Sum of Proficiency Check

Ground Training (h.m)		Approaches		Landings		Flight Training (h.m)	
-----------------------	--	------------	--	----------	--	-----------------------	--

Examiner’s Conclusion:

Final Evaluation:

Examiner \_\_\_\_\_  
(Name, Signature, Date)

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#### 10.14 Simulator Flight Instructor (SFI) Syllabus



	<b>INSTRUCTOR NAME :</b>				
	<b>TRAINEE NAME :</b>	Total of 4 session	<b>S</b>	<b>SB</b>	<b>US</b>
1	TRAINING OBSERVATION	2 sessions			
2	METHODS OF OPERATING THE SIMULATER				
3	FAULT INITIATION				
4	SIMULATOR SERVICEABILITY				
5	BRIEFING/DE-BRIEFING				
6	INSTRUCTING UNDER SUPERVISION	2 sessions			
7	SIMULATED WEATHER AND ENVIROMENTAL CONDITION				

- Recommendation:

**INSTRUCTOR NAME & SIGNATURE**

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#### 10.14.1 Simulator Flight Instructor (SFI) Syllabus/ Medically Unfit



	INSTRUCTOR NAME :	MEDICALLY UNFIT			
	TRAINEE NAME :	Total of 4 session	S	SB	US
1	TRAINING OBSERVATION	2 sessions			
2	METHODS OF OPERATING THE SIMULATOR				
3	FAULT INITIATION				
4	SIMULATOR SERVICEABILITY				
5	BRIEFING/DE-BRIEFING				
6	INSTRUCTING UNDER SUPERVISION	2 sessions			
7					

- Recommendation:

**INSTRUCTOR NAME & SIGNATURE**

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## 10.15 Instructor Recurrent FFS




### INSTRUCTOR RECURRENT FFS


<b>Malfun. REF</b>	<b>NAME:</b>	<b>S</b>	<b>SB</b>	<b>US</b>
<b>1</b>	Cockpit Pre-flight and normal procedures			
<b>2</b>	Normal take off			
<b>3</b>	Normal Landing			
<b>4</b>	Engine Failure Take/off			
<b>5</b>	ILS Landing Go around with engine failure (manual flying)			
<b>6</b>	ILS Landing			
<b>7</b>	Cross- Wind take/ off			
<b>8</b>	Cross Wind Landing			
<b>9</b>	Landing			
<b>10</b>				

- All training will be from the right-hand seat.
- Recommendation:

**Instructor's Name and  
Signature**

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#### 10.16 Evaluation of Training Organizations/ Courses




**Organization:** .....

**Training center:** .....

**Auditor(s):** .....


**Date:** .....

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### Organization and Equipment

#### Training and procedures manual

Subject	Satisfied	un satisfied	Remarks
Training and procedures manual			

#### Quality Assurance System

Subject	Satisfied	un satisfied	Remarks
Quality Assurance System			

#### Instructional Staff/Personnel


Subject	Satisfied	un satisfied	Remarks
The number of instructional staff			
Qualification of instructional staff			
Personnel experienced in civil aircraft maintenance to supervise the training.			
Instructional personnel receiving initial and continuation training			

#### Accommodation

Subject	Satisfied	un satisfied	Remarks
The number of classrooms			
Workshops (and/or demonstration areas)			
administrative offices			
Classrooms furniture, wall boards and equipment			
Heating, lighting , cleaning , maintenance and noise insulation			

#### Teaching, Demonstration

Subject	Satisfied	un satisfied	Remarks
Teaching, Demonstration and projection facilities			
Workshops with basic equipment and hand tools			
Instructional equipment sufficient to support the practical training specified			
Instructional equipment up-to-date			

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### **Library**

<b>Subject</b>	<b>Satisfied</b>	<b>un satisfied</b>	<b>Remarks</b>
Sufficient technical material to support the training.			
Material keeping up-to- date			
Daily attendance records			

### **Training**

<b>Subject</b>	<b>Satisfied</b>	<b>un satisfied</b>	<b>Remarks</b>
Course entry standards			
suitable initial and terminal standards specification by the training organization			
Detailed course syllabuses			
Syllabuses compatibility with the relevant examination requirements			
Detailed lesson plans			
Duration of practical and theoretical training periods, .and the subjects covered in each			
Lecture notes, diagrams and other training material accuracy			
Examples of training notes submitted for assessment.			

### **Records**

<b>Subject</b>	<b>Satisfied</b>	<b>un satisfied</b>	<b>Remarks</b>
Detailed student records			
Recording of qualifications and training of instructional and examining staff			
Record keeping			


### **Examinations**

Written examinations shall be held at the conclusion of each section or phase training.

Details of the marking system shall be submitted to the Flight Operations Directorate.

**Auditor's signature:**

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## 10.17 Instructor Assessment Form

### Instructor Assessment Form


<b>Name:</b>		<b>Licence No:</b>	
Date	Duration	AC Type	A/C Registration / SIM

	ITEM	S	U
Management of the Learning Environment	Adapts to changes in the Environment whilst minimizing training disruptions		
	Applies TEM in the context of instruction/evaluation		
	Briefs on safety procedures for situations that are likely to develop during instruction/evaluation		
	Briefs on training devices or aircraft limitations that may influence training, when applicable		
	Creates and manages conditions to be suitable for the training objectives		
	Intervenes appropriately, at the correct time and level		
	Manages time , training media and equipment to ensure that training objectives are met		
	Plans and prepares training media, equipment and resources		
	Resumes instruction/evaluation as practicable after any intervention		
Instruction	Adapts the amount of instructor inputs to ensure that the training objectives are met		
	Adapts to situations that might disrupt a planned sequence of events		
	Allows trainee to self-correct in a timely manner		
	Applies instructional methods as appropriate		
	Applies trainee-centered feedback techniques		
	Continuously assesses trainee's competencies		
	Encourages the trainee to self-assess		
	Follows the approved training program		
	Provides positive reinforcement		
	States clearly the objectives and clarifies roles for the training		
	Sustains operational relevance and realism		
Instruction Context and Standardization	Answers questions correctly and adequately		
	Demonstrates adherence in company policies, procedures and SOPs		
	Demonstrates proper balance between procedures and techniques		
	Demonstrates respect for operational consideration and requirements (Sops, efficient operation, interface with passengers, appearance)		
	Gives background information to justify specific procedures (not self explanatory)		
	Instructs how to incorporate company CRM principles into procedures application		
	Promotes the pilot competences as the main tool of crew resilience		
	Provides clear and straight description for relevant procedures		
Instruction with the Trainees	Actively seeks and accepts feedback to improve own performance		
	Coaches the trainees		
	Encourages engagement and mutual support		
	Demonstrates acceptable personal conduct and provides a model for professional and interpersonal behavior		
	Manages trainees' barriers to learning		
	Shows integrity		
	Shows patience and empathy		
	Shows respect for the trainees		
Assessment and Evaluation	Applies the competency standards and conditions		
	Assesses trainee's competencies		
	Complies with Operator and Authority requirements		
	Ensures that the trainee understands the assessment process		
	Makes decisions based on the outcome of the summative assessment		
	Performs grading		
	Provides clear feedback to the trainee		
	provides recommendations based on the outcome of the assessment		

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## 10.18 Under Supervision Line Training Record/ A340




**A340**

# **UNDER SUPERVISION LINE TRAINING RECORD**

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**Part A Under Supervision Line Training Record/ A340**

PILOT'S NAME: CREW STATUS      CAPT <input type="text"/> F/O <input type="text"/> YEAR:	3 L CODE: LICENSE TYPE & NO.: A/C TYPE:
---	---

S= SATISFACTORY	SB= SATISFACTORY AFTER BRIEF	SR= SATISFACTORY AFTER REPEAT	US= UNSAFISFACTORY
-----------------	------------------------------	-------------------------------	--------------------

	Sector Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Airport of Departure															
2	Airport of Destination															
3	Date of Flight (Day/Month)															
4	Aircraft Registration															
5	Supervision Captain( 3 L Code)															

**Check-in**

6	NOTAMs/SNOWTAMs															
7	WX: DEST., Alternate, Enroute Alternate															
8	WX: Enroute SIGMENTs															
9	Route Log: W/V, FL, Weight, Cost Index															
10	Route Log: Fuel Corrections, Block fuel															
11	ATC Flight Plan/ Slot Time															
12	Route change Considerations															

**Aircraft Preparation**

13	Outside/ Transit Checks, Fuelling															
14	Cockpit Checks															
15	INS- GPS-FMS-FMGS Set up															
16	Aircraft Log/MEL Check															
17	Flight Documents															
18	Load sheet/ T/O Calculation															
19	PAX Boarding and Loading (CM1)															
20	Icing considerations / Aircraft De-Icing															

**Engine start**

21	Push Back Procedure															
22	Before and after start checklist															
23	Engine Start (CM1)															

**Taxi**

23	Taxi Procedures (CM1)															
24	ATC- Clearance / DEP Procedures															
25	T/O Briefing / E.O. Procedures															
26	Ice Protection															


**Takeoff & Climb**

27	Line-Up															
28	T/O Roll															
29	Pitch Control															
30	Roll Control															
31	X-Wind T/O															
32	STD Callouts / PNF Duties															
33	MSA Awareness															
34	INS/GPS/FMS/FMGS inputs/changes															
35	Ice Protection															

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**PART D PILOT'S LINE CHECK REPORT/ A340**

NAME:	3 L CODE:
CREW STATUS      CAPT <input type="radio"/> F/O <input type="radio"/>	A/C TYPE:
DATE: (d/m/y)	TIME:
INSTRUCTOR NAME:	

S= SATISFACTORY	SB= SATISFACTORY AFTER BRIEF	US= UNSAFISFACTORY
-----------------	------------------------------	--------------------

**KNOWLEDGE**

Operational Rules and Procedures	
Technical knowledge	

**FLYING ABILITY**

Aircraft handling and Instrument Flying	
Ground Handling, Taxing	
Take-off, Departure Procedure, Climb	
Enroute Flight Control	
Descent, Holding and Approach	
Landing	

**GENERAL ABILITY**

Flight Preparation (NOTAMS, Routing, Weather, Fuel, Performance)	
Aircraft checks, Use of checkliust	
Aircraft systems Handling, Special Operations( e.g. icing)	
Radiotelephony, Cooperation with ATC, Alertness to traffic	
Checking and Use of Navigation Aids	
Documentation and paperwork	
Economy-Schedule	
Economical tanking	

**PROFESSIONAL ABILITY**

Passenger Handling, Appearance, Attitude	
Crew Cooperation, -Briefing, Leadership	
Cockpit Cooperation, Cockpit Briefing	
Ability to arrange his Duties	

**Recommendations:**


☐ Home Study     
 ☐ Additional Line Check     
 ☐ Others to be specified  
☐ Simulator Refresher     
 ☐ Flight under Supervision

**COMMENTS:**


I hereby certify that this LINE CHECK has been

PASSE


FAILE

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### UNDER SUPERVISION LINE TRAINING REPORT/ A340

NAME:		3 L CODE:	
CREW STATUS	CAPT <input type="radio"/> F/O <input type="radio"/>	LICENSE TYPE & NO.:	
YEAR:		A/C TYPE:	

SECTOR No.	Block Time	Acc. Hrs.	Debriefing Items	Signs	
1.				Trainee	
				Supervisor	
2.				Trainee	
				Supervisor	
3.				Trainee	
				Supervisor	
4.				Trainee	
				Supervisor	
5.				Trainee	
				Supervisor	
6.				Trainee	
				Supervisor	
7.				Trainee	
				Supervisor	
8.				Trainee	
				Supervisor	
9.				Trainee	
				Supervisor	
10.				Trainee	
				Supervisor	
11.				Trainee	
				Supervisor	
12.				Trainee	
				Supervisor	
13.				Trainee	
				Supervisor	
14.				Trainee	
				Supervisor	
15.				Trainee	
				Supervisor	

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### PILOTS PROFICIENCY/ IR CHECK

Full name:	License Type & No.	Total FLT Time:
Crew status: Capt F/O	Company name:	
Date of Check(dd/mm/yy):	Flight Time:	Aircraft type & Reg.:
CAO Instructor Name & License No.		Simulator Type & Base:
CAO Designee Name& License No.		Medical Expiry Date (dd/mm/yy)

In every item 1 to 7 "S" (satisfactory), "SB" (Satisfactory after Brief), "SR" (satisfactory after Repeat) or "U" (Unsatisfactory) as applicable. If "SRs" or "Us" are entered, give detail brief description in "COMMENTS" section.

1  Pre-Flight	A. Cockpit Preparation	
	B. Checks and procedures	
	C. Navigational and Communications	
2  Departure	A. Rejected Take-off	
	B. Engine Failure>V1	
	C. Departure phases	
3  En-Route	A. Weather Avoidance/Volcanic ash	
	B.RVSM /RNP /Procedures	
	C. Transition to Approach Facility	
4  Terminal	A.ILS Engine(s) Failed	
	B.ILS without Flight Director	
	C. Special Qualifications (ILS CAT II/III)	
	D.NPA: VOR <input type="checkbox"/> NDB <input type="checkbox"/> LOC <input type="checkbox"/>	
	E. Circling Approach	
	F. Engine out Missed Approach	
5  Landing	A. All Engine	
	B. Engine(s) Failed	

Any items marked # may be credited from simulator session.


6  Air Work	A. #Stalls/Recovery	
	B. #Steep Turns	

For section 7. Select and complete any six items from A to K. Enter "S", "SB" or "U" as applicable in the items selected. Enter "X" for those items not performed.

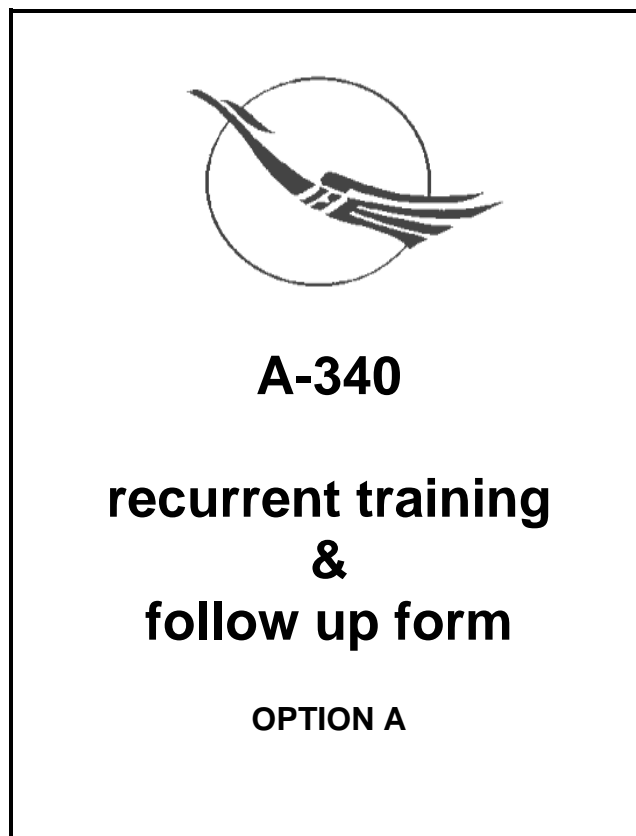
7  Emergency And Abnormal Procedure	A. #Engine(s) Failure / Flame out and Re-Light	
	B. #Fire Smoke-Eng / APU/ CARGO /Elec.	
	C. #Hydraulic Failure	
	D. #Flight Control Malfunction	
	E. #Electrical Failure	
	F.#FMS/ GNSS / Instrument(s) Failure	
	G. #Emergency Descend	
	H.# Emergency Evacuation	
	I.#ACAS / GPWS Recovery	
	J. #Wind shear Procedure	
	K. #Incapacitation	
	L.CRM	


Has been continued on the back of the sheet




 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 117</b>
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## 10.19 A-340 Recurrent Training Option A



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 <b>Standards &amp; Training</b>	<b>SIMULATOR RECURRENT TRAINING A340 REC I OPTION A</b>	<b>LECTURES PAGE 1</b>
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### A-340 recurrent training & follow up form

**Name:**


**Position:**

<b>Subject</b>	<b>Done</b>
ATA 29 Hydraulic	
ATA 34 Navigation	
ATA 24 Electrical	
ATA 27 Flight Control	
ATA 49 APU	
RNP/RNAV	
PERFORMANCE	
SAFETY	

- Trainee shall complete all above items.
- Working hours from 09:30 – 14:00
- FOUR days ground school. ONE day safety
- Three days SIM ( each session 4 hours for each set of crew)

**Ground school test completed grade .....%**

**Manager of Training Center**  
Sign & Stamp

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**Aircraft Type: A340**

**Recurrent FFS Option A**

**Day 1 (4 Hours)**

AP	FD	AT	FPA	TRAINEE 1	S	SB	US	TRAINEE 2	AP	FD	AT	FPA
				COCKPIT PREPARATION				<b>BREAK</b>				
				ENGINE START FAULT-2				<b>REPOSITION TAKE OFF</b>				
				AFTER START, TAXI & - BEFORE TAKE-OFF				TAKE-OFF (CROSSWIND T/O)				
				TURN ON RWY °180				<b>REPOSITION FL 350</b>				
		•		TAKE-OFF (CROSSWIND T/O)				TCAS EVENTS (HIGH ALT. CRUISE)			•	
		•		TCAS EVENTS IN SID				EXCESS CABIN ALTITUDE DUE TO STRUCTURAL DAMAGE	•	•	•	
•	•	•	•	DC BUS 1+2 FAULT				EMERGENCY DESCENT	•	•	•	
		•	•	ILS APP				APPROACH	•	•	•	
•	•	•		WINDSHEAR ON FINAL-GO AROUND				FLAP HANDLE INOP DURING ILS APPROACH	•	•	•	
		•	•	VISUAL PATTERN				WINDSHEAR ON FINAL-GO AROUND	•	•	•	
		•	•	LANDING				VISUAL PATTERN			•	•
				<b>REPOSITION TAKE OFF</b>				NO FLAPS NO SLATS LANDING				
				TAKE OFF				<b>REPOSITION TAKE OFF</b>				
•	•	•		ENG. FIRE AFTER V1				TAKE OFF			•	
•	•	•		SID,OR RADAR VECTOR				ENG. FIRE AFTER V1	•	•	•	
	•	•		GPWS WARNINGS				SID,OR RADAR VECTOR	•	•	•	
•	•	•		OVERWEIGHT LANDING PROCEDURE				GPWS WARNINGS				
•	•	•	•	NPA VOR				OVERWEIGHT LANDING PROCEDURE	•	•	•	
		•	•	LANDING				NPA VOR	•	•	•	•
								LANDING			•	•
<b>PERSONAL COMPETENCES</b>												
										S	US	
LEADERSHIP & MANAGERIAL SKILLS												
SITUATION AWARENESS												
CO-OPERATION												
DECISION MAKING												

<b>INSTRUCTOR (Stamp)</b>		<b>TRAINEE</b>		CPT	F/O
<b>NAME</b>		<b>NAME</b>			
<b>LICENSE #</b>		<b>LICENSE #</b>			
<b>EMPLOYEE #</b>		<b>EMPLOYEE #</b>			
<b>SIGNATURE</b>		<b>SIGNATURE</b>			

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL</b> <b>PART D</b>	<b>PAGE 10 – 120</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

**Aircraft Type: A340**


**Recurrent FFS Option A**

**Day 2 (4 Hours)**

AP	FD	AT	FPA	TRAINEE 1	S	SB	US	TRAINEE 2	AP	FD	AT	FPA
				COCKPIT PREPARATION				<b>BREAK</b>				
				ENGINE START WITH EXTERNAL PNEUMATIC				<b>REPOSITION TAKE OFF</b>				
				CROSS BLEED ENGINE - START				TAKE-OFF				
				AFTER START, TAXI & BEFORE T/O				<b>WINDSHEAR DURING ROTATION</b>				
		•		TAKE-OFF				LANDING GEAR ( RETRACTION FAULT)			•	
•	•	•		WINDSHEAR AFTER TAKE-OFF				TCAS EVENTS IN RADAR VECTORS	•	•	•	
		•		TCAS EVENTS IN SID CLIMB				RA 1+2 FAULT	•	•	•	
	•	•		PRIM 1+2+3 FAILURE				NON-PRECISION APPR (selected)	•	•	•	
	•	•	•	NON-PRECISION APPR (managed)				LANDING	•	•	•	
		•	•	VISUAL PATTERN				<b>REPOSITION TAKE OFF</b>	•	•	•	
		•	•	LANDING				ENGINE FAILURE AT OR AFTER V1				
				<b>REPOSITION TAKE OFF</b>				<b>SID OR RADAR VECTORS</b>				
	•	•		TAKE OFF				ILS APPR			•	
•	•	•		ENGINE FAILURE AT OR AFTER V1				GO AROUND AT MDA (MANUAL)	•	•	•	
•	•	•		SID OR RADAR VECTORS				VISUAL APPROACH	•	•	•	
	•	•		ILS APPROACH (MANUAL)				LANDING – 1 ENG OUT(MANUAL)				
	•	•		GO AROUND AT DA (MANUAL)				<b>REPOS. DOWNWIND POS. (ONE ENG OUT)</b>	•	•	•	
		•	•	VISUAL APPROACH				SECOND ENGINE FAIL (SAME SIDE )	•	•	•	•
				LANDING – 1 ENG OUT (MANUAL)				LANDING - TWO ENG OUT As pm (captain landing)			•	•
				FERRY FLIGHT TRAINING (CAPT). AS PF)								
		•		FERRY FLIGHT TAKEOFF(THREE ENG T/O)								
				VISUAL CIRCUIT								
		•	•	SECOND ENGINE FAIL ON DOWNWIND CIRCUIT (SAME SIDE)								
		•	•	LANDING - TWO ENG OUT								

INSTRUCTOR (Stamp)		TRAINEE		CPT	F/O
NAME		NAME			
LICENSE #		LICENSE #			
EMPLOYEE #		EMPLOYEE #			
SIGNATURE		SIGNATURE			




 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>		<b>PAGE 10 – 121</b>
	<b>FORMS</b>		<b>REV: 07/JUL/2019</b>

**Aircraft Type: A340**
**Recurrent FFS Option A**
**Day 3 (2 Hours)**

AP	FD	AT	COMMANDER □	S	SB	US	CO-PILOT □	AP	FD	AT
			FAST COCKPIT PREP, ENG QUICK STAR							
			LOW VISIBILITY (LV) TAXI OUT				<b>REPOSITION TAKE OFF</b>			
	•	•	LOW VISIBILITY TAKE OFF (LVTO)				LOW VISIBILITY TAKE OFF (LVTO)		•	•
			<b>INIT FINAL APP</b>				INCAPACITATION OF COMMANDER			
•	•	•	DEMO OF VISUAL SEGMENTS WITH DIFFERENT MINIMA (FREEZE)				REJECTED TAKEOFF			
•	•	•	DEMO OF DEFINED TECHNICAL FAILURES ON FINAL (PARTLY:FREEZE), G/A							
			<b>REPOSITION TAKE OFF</b>				<b>INIT FINAL APP</b>			
	•	•	TAKE OFF, CONTINUE YAW BAR, PRIM 3 FAULT ON DOWNWIND				CAT II DUAL TO DH CAPTAIN INCAPACITATION BELOW 1000FT	•	•	•
•	•	•	CAT II SINGLE-ONE ENGINE OUTLANDING				AUTOLAND	•	•	•
•	•	•	INIT TAKE OFF							
•	•	•	LANDING							
			<b>REPOSITION TAKE OFF</b>							
	•	•	TAKE OFF BY F/O-ATHR 1 FAILURE AFTER CLEAN UP							
•	•	•	CAT II MANUAL THRUST-LANDING AUTOBRAKE FAILURE							
			<b>REPOSITION TAKE OFF</b>							
	•	•	TAKE OFF BY F/O- CAPT INCAPACITATED ON ROTATION - SELECT CAT I WEATHER F/O AUTOLAND APPROACH							
			<b>REPOSITION TAKE OFF</b>							
	•	•	TAKE OFF-ENGINE FIRE AT 110 KTSRTO-VIS 0-FOLLOW YAW BAR							
	•	•	LANDING							
			TAXI IN							

INSTRUCTOR (Stamp)		TRAINEE		CPT	F/O
NAME		NAME			
LICENSE #		LICENSE #			
EMPLOYEE #		EMPLOYEE #			
SIGNATURE		SIGNATURE			

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 122</b>
	<b>FORMS</b>	<b>REV: 07/JUL/2019</b>

**Aircraft Type: A340**

**Recurrent FFS Option A**

**Day 3 (2 Hours)**


### Line Oriented Flight Training (LOFT)

<u>LOFT (EVALUATION)</u>	TRAINEE		
	S	SB	US
1-			
2-			
3-			
4-			

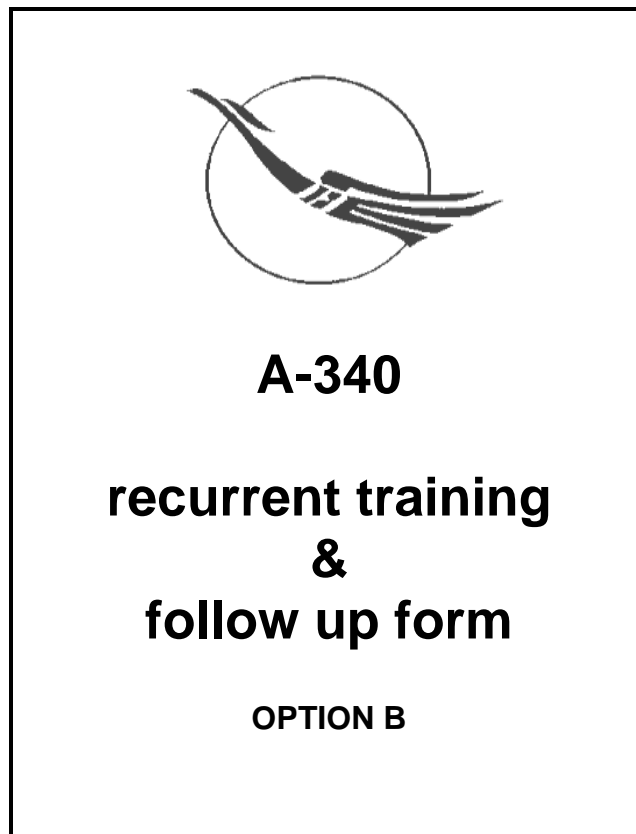
**NOTE: NO BRIEFING REQUIRED FOR THE LOFT (MALFUNCTIONS)**


PERSONAL COMPETENCES		
	S	US
LEADERSHIP & MANAGERIAL SKILLS		
SITUATION AWARENESS		
CO-OPERATION		
DECISION MAKING		


INSTRUCTOR (Stamp)		TRAINEE	
		CPT	F/O
NAME		NAME	
LICENSE #		LICENSE #	
EMPLOYEE #		EMPLOYEE #	
SIGNATURE		SIGNATURE	

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## 10.20 A-340 Recurrent Training Option B



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 <b>Standards &amp; Training</b>	<b>SIMULATOR RECURRENT TRAINING A340 REC I OPTION B</b>	<b>LECTURES PAGE 1</b>
		<b>/ / 20</b>

### A-340 recurrent training & follow up form

**Name:**


**Position:**

<b>Subject</b>	<b>Done</b>
ATA 21 AIR CONDITIONING / PRESSURIZATION / VENTILATION	
ATA 29 Hydraulic	
ATA 34 Navigation	
ATA 49 APU	
ATA 26 Fire Protection	
Performance	
RNP/RNAV	

- Trainee shall complete all above items.
- Working hours from 09:30 – 14:00
- Five days ground school.
- Three days SIM ( each session 4 hours for each set of crew)

**Ground school test completed grade .....%**

**Manager of Training Center**  
Sign & Stamp

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	<b>FORMS</b>		<b>REV: 07/JUL/2019</b>

**Aircraft Type: A340**

**Recurrent FFS Option B**


**Day 1 (4 Hours)**

AP	FD	AT	FPA	TRAINEE 1	S	SB	US	TRAINEE 2	AP	FD	AT	FPA
				TRANSIT COCKPIT PREPARATION.				<b>BREAK</b>				
				BEFORE START.				<b>POSITION TAKE OFF</b>				
				ENGINE START FAULT (ENG STALL).				TAKE-OFF (CROSSWIND T/O)				
				MANUAL START.				WINDSHEAR AFTER VR (moderate)	•	•	•	
				AFTER START				TCAS EVENTS DURING SID	•	•	•	
				TAXI & BEFORE TAKE-OFF				<b>Reposition FL 200</b>				
				ENGINE EIU FAULT.				COCKPIT WINDOW CRACKED (CROSSING FL 200)				
				<b>TAKE-OFF (CROSSWIND)</b>				IR 2+3 FAULT				
•	•			WINDSHEAR DURING OR AFTER ROTATION (MODERATE)				STALL RECOVERY DEMO				
•	•	•		SID CLIMB-TCAS EVENTS				( RESTORE IR FAULTS)				
				<b>REPOS TO FL 280,</b>				NON-PRECISION APPR	•	•	•	
•	•	•		BOMB ON BOARD (DIVERSION )				GO AROUND BELOW MDA (BY ATC- RWY BLOCKED) (manual)			•	•
•	•	•		AC BUS 1-1 FAULT				Medical case			•	
•	•	•		ILS APPR				IMMEDIATE LANDING			•	•
				<b>POSITION TAKE OFF</b>				<b>POSITION TAKE OFF</b>				
•	•			ENGINE FAILURE AT OR AFTER V1				ENGINE FAILURE AFTER V1				
•	•	•	•	NON-PRECISION APPR				NON-PRECISION APPR (selected)	•	•	•	•
	•	•	•	GO AROUND BELOW MDA BY ATC( MANUAL)				GO AROUND BELOW MDA (BY ATC- RWY BLOCKED) ((manual)			•	•
•	•	•	•	VISUAL TRAFFIC CIRCUIT				VISUAL TRAFFIC CIRCUIT			•	•
		•	•	LANDING – 1 ENG OUT				LANDING – 1 ENG OUT			•	•
				LOSS OF BRAKING								

### PERSONAL COMPETENCES

	S	US
LEADERSHIP & MANAGERIAL SKILLS		
SITUATION AWARENESS		
CO-OPERATION		
DECISION MAKING		

INSTRUCTOR (Stamp)		TRAINEE		CPT	F/O
NAME		NAME			
LICENSE #		LICENSE #			
EMPLOYEE #		EMPLOYEE #			
SIGNATURE		SIGNATURE			

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>	<b>PAGE 10 – 126</b>
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**Aircraft Type: A340**

**Recurrent FFS Option B**


**Day 1 (4 Hours)**

AP	FD	AT	FPA	TRAINEE 1	S	SB	US	TRAINEE 2	AP	FD	AT	FPA
				TRANSIT COCKPIT PREPARATION.				<b>POSITION TAKE OFF</b>				
				ENGINE START FAULT (NO LIGHT UP)				TAKE-OFF (CROSSWIND T/O)				
				AFTER START				FORWARD CARGO SMOKE	•	•	•	
				TAXI – RESIDUAL BRAKE				SEC 1+2 FAULT	•	•	•	
				BEFORE TAKE-OFF				ILS APPR.	•	•	•	
				<b>TAKE-OFF (CROSSWIND T/O)</b>				LANDING	•	•	•	
•	•	•		ADR 1+2+3 FAULT				<b>POSITION TAKE OFF</b>				
•	•	•		LANDING				TAKE OFF		•	•	
•	•	•		<b>POSITION TAKE OFF</b>				CABIN PRESS.SYST.1 FAULT	•	•	•	
				TAKE OFF				REPOS TO FL 310,	•	•	•	
•	•	•		ENGINE FAILURE AT OR AFTER V1				CABIN PRESS.SYST.1+2 FAULT	•	•	•	
•	•	•		NON-PRECISION APPR (managed) - 1 ENG OUT				ESS DC BUS FAULT	•	•	•	
	•	•		GO AROUND BELOW MDA (BY ATC- MANUAL)				ILS APPR	•	•	•	
		•	•	VISUAL CIRCUIT, 2ND ENGINE FAIL ON DOWNWIND (same side )				LANDING		•	•	
		•	•	VISUAL APPROACH				<b>POSITION TAKE OFF</b>				
		•	•	LANDING – 2 ENG OUT				ENGINE FAILURE AFTER V1		•		
				<b>POSITION TAKE OFF</b>				CONTINUE SID, ENG OUT SID OR RADAR VECTOR	•	•	•	
•	•	•		FMGEC 1 FAULT (FG Part serviceable)				NON-PRECISION APPR (managed) - 1 ENG OUT	•	•	•	•
•	•	•		FMGEC 1+2 FAULT (Both FG Parts serviceable)				GO AROUND BELOW MDA (BY ATC- MANUAL)		•	•	
•	•	•	•	BACKUP NAVIGATION				VISUAL CIRCUIT, 2ND ENGINE FAIL ON DOWNWIND (same side)			•	•
•	•	•	•	RNAV APPR				VISUAL APPROACH			•	•
		•	•	LANDING				LANDING – 2 ENG OUT			•	•

### PERSONAL COMPETENCES

	S	US
LEADERSHIP & MANAGERIAL SKILLS		
SITUATION AWARENESS		
CO-OPERATION		
DECISION MAKING		

INSTRUCTOR (Stamp)		TRAINEE		CPT	F/O
NAME		NAME			
LICENSE #		LICENSE #			
EMPLOYEE #		EMPLOYEE #			
SIGNATURE		SIGNATURE			

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL PART D</b>		<b>PAGE 10 – 127</b>
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**Aircraft Type: A340**

**Recurrent FFS Option B**

**Day 3 (2 Hours)**

AP	FD	AT	COMMANDER <input type="checkbox"/>	S	SB	US	CO-PILOT <input type="checkbox"/>	AP	FD	AT
			FAST COCKPIT PREP, ENG QUICK STAR							
			LOW VISIBILITY (LV) TAXI OUT				<b>REPOSITION TAKE OFF</b>			
	•	•	LOW VISIBILITY TAKE OFF (LVTO)				LOW VISIBILITY TAKE OFF (LVTO)		•	•
			<b>INIT FINAL APP</b>				INCAPACITATION OF COMMANDER			
•	•	•	DEMO OF VISUAL SEGMENTS WITH DIFFERENT MINIMA (FREEZE)				REJECTED TAKEOFF			
•	•	•	DEMO OF DEFINED TECHNICAL FAILURES ON FINAL (PARTLY:FREEZE), G/A							
			<b>REPOSITION TAKE OFF</b>				<b>INIT FINAL APP</b>			
	•	•	TAKE OFF, CONTINUE YAW BAR, PRIM 3 FAULT ON DOWNWIND				CAT II DUAL TO DH CAPTAIN INCAPACITATION BELOW 1000FT	•	•	•
•	•	•	CAT II SINGLE-ONE ENGINE OUTLANDING				AUTOLAND	•	•	•
•	•	•	INIT TAKE OFF							
•	•	•	LANDING							
			<b>REPOSITION TAKE OFF</b>							
	•	•	TAKE OFF BY F/O-ATHR 1 FAILURE AFTER CLEAN UP							
•	•	•	CAT II MANUAL THRUST-LANDINGAUTOBRAKE FAILURE							
			<b>REPOSITION TAKE OFF</b>							
	•	•	TAKE OFF BY F/O- CAPT INCAPACITATED ON ROTATION - SELECT CAT I WEATHER F/O AUTOLAND APPROACH							
			<b>REPOSITION TAKE OFF</b>							
	•	•	TAKE OFF-ENGINE FIRE AT 110							
	•	•	LANDING							
			TAXI IN							

INSTRUCTOR (Stamp)		TRAINEE		CPT	F/O
NAME		NAME			
LICENSE #		LICENSE #			
EMPLOYEE #		EMPLOYEE #			
SIGNATURE		SIGNATURE			

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**Aircraft Type: A340**

**Recurrent FFS Option B**

**Day 3 (2 Hours)**

### Line Oriented Flight Training (LOFT)


<u>LOFT (EVALUATION)</u>	TRAINEE		
	S	SB	US
1-			
2-			
3-			
4-			

**NOTE: NO BRIEFING REQUIRED FOR THE LOFT (MALFUNCTIONS)**

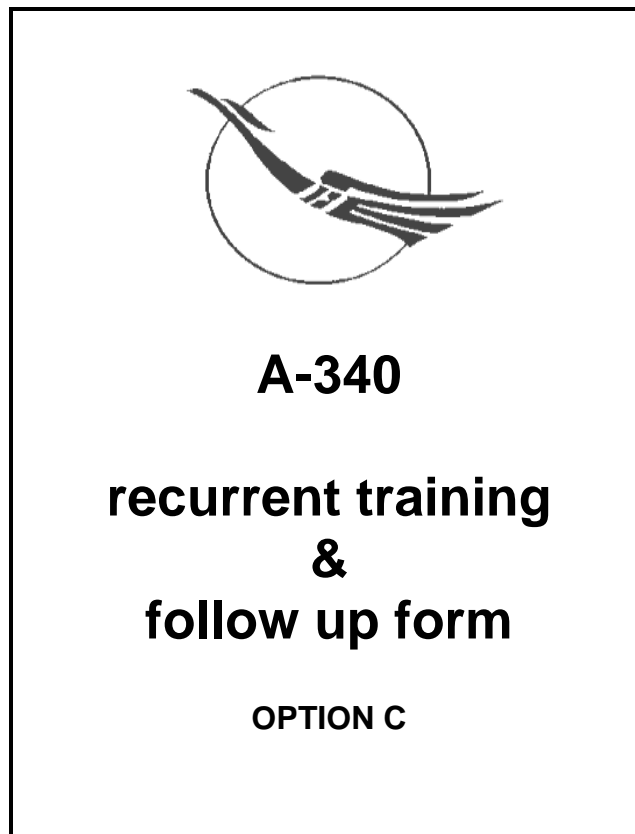
PERSONAL COMPETENCES		
	S	US
LEADERSHIP & MANAGERIAL SKILLS		
SITUATION AWARENESS		
CO-OPERATION		
DECISION MAKING		


INSTRUCTOR (Stamp)		TRAINEE		CPT	F/O
NAME		NAME			
LICENSE #		LICENSE #			
EMPLOYEE #		EMPLOYEE #			
SIGNATURE		SIGNATURE			




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## 10.21 A-340 Recurrent Training Option C



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 <b>Standards &amp; Training</b>	<b>SIMULATOR RECURRENT TRAINING A340 REC I OPTION C</b>	<b>LECTURES PAGE 1</b>
		<b>/ / 20</b>

### A-340 recurrent training & follow up form

**Name:**


**Position:**

<b>Subject</b>	<b>Done</b>
ATA 28 Fuel	
ATA 34 Navigation	
ATA 24 Electrical	
Adverse WXR & low VIS ops	
RNP/RNAV	

- Trainee shall complete all above items.
- Working hours from 09:30 – 14:00
- Three days ground school.
- Three days SIM ( each session 4 hours for each set of crew)

**Ground school test completed grade .....%**


**Manager of Training Center**  
Sign & Stamp

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**Aircraft Type: A340**
**Recurrent FFS Option C**
**Day 1 (4 Hours)**

AP	FD	AT	FPA	TRAINEE 1	S	SB	US	TRAINEE 2	AP	FD	AT	FPA
				COCKPIT PREPARATION				<b>BREAK</b>				
				ENGINE START FAULT-2				<b>REPOSITION TAKE OFF</b>				
				AFTER START, TAXI & - BEFORE TAKE-OFF				TAKE-OFF (CROSSWIND T/O)				
				TURN ON RWY °180				<b>REPOSITION FL 350</b>				
		•		TAKE-OFF (CROSSWIND T/O)				TCAS EVENTS (HIGH ALT. CRUISE)			•	
		•		TCAS EVENTS IN SID				EXCESS CABIN ALTITUDE DUE TO STRUCTURAL DAMAGE	•	•	•	
•	•	•	•	DC BUS 1+2 FAULT				EMERGENCY DESCENT	•	•	•	
		•	•	ILS APP				APPROACH	•	•	•	
•	•	•		WINDSHEAR ON FINAL-GO AROUND				FLAP HANDLE INOP DURING ILS APPROACH	•	•	•	
		•	•	VISUAL PATTERN				WINDSHEAR ON FINAL-GO AROUND	•	•	•	
		•	•	LANDING				VISUAL PATTERN			•	•
				<b>REPOSITION TAKE OFF</b>				NO FLAPS NO SLATS LANDING				
				TAKE OFF				<b>REPOSITION TAKE OFF</b>				
•	•	•		ENG. FIRE AFTER V1				TAKE OFF			•	
•	•	•		SID,OR RADAR VECTOR				ENG. FIRE AFTER V1	•	•	•	
	•	•		GPWS WARNINGS				SID,OR RADAR VECTOR	•	•	•	
•	•	•		OVERWEIGHT LANDING PROCEDURE				GPWS WARNINGS				
•	•	•	•	NPA VOR				OVERWEIGHT LANDING PROCEDURE	•	•	•	
		•	•	LANDING				NPA VOR	•	•	•	•
								LANDING			•	•
<b>PERSONAL COMPETENCES</b>												
										S	US	
LEADERSHIP & MANAGERIAL SKILLS												
SITUATION AWARENESS												
CO-OPERATION												
DECISION MAKING												

INSTRUCTOR (Stamp)		TRAINEE		CPT	F/O
NAME		NAME			
LICENSE #		LICENSE #			
EMPLOYEE #		EMPLOYEE #			
SIGNATURE		SIGNATURE			

 <b>SYRIANAIR</b>	<b>OPERATIONS MANUAL</b> <b>PART D</b>	<b>PAGE 10 – 132</b>
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**Aircraft Type: A340**

**Recurrent FFS Option C**

**Day 2 (4 Hours)**

AP	FD	AT	FPA	TRAINEE 1	S	SB	US	TRAINEE 2	AP	FD	AT	FPA
				COCKPIT PREPARATION				<b>BREAK</b>				
				ENGINE START WITH EXTERNAL PNEUMATIC				<b>REPOSITION TAKE OFF</b>				
				CROSS BLEED ENGINE - START				TAKE-OFF				
				AFTER START, TAXI & BEFORE T/O				<b>WINDSHEAR DURING ROTATION</b>				
		•		TAKE-OFF				LANDING GEAR ( RETRACTION FAULT)			•	
•	•	•		WINDSHEAR AFTER TAKE-OFF				TCAS EVENTS IN RADAR VECTORS	•	•	•	
		•		TCAS EVENTS IN SID CLIMB				RA 1+2 FAULT	•	•	•	
	•	•		PRIM 1+2+3 FAILURE				NON-PRECISION APPR (selected)	•	•	•	
	•	•	•	NON-PRECISION APPR (managed)				LANDING	•	•	•	
		•	•	VISUAL PATTERN				<b>REPOSITION TAKE OFF</b>	•	•	•	
		•	•	LANDING				ENGINE FAILURE AT OR AFTER V1				
				<b>REPOSITION TAKE OFF</b>				<b>SID OR RADAR VECTORS</b>				
	•	•		TAKE OFF				ILS APPR			•	
•	•	•		ENGINE FAILURE AT OR AFTER V1				GO AROUND AT MDA (MANUAL)	•	•	•	
•	•	•		SID OR RADAR VECTORS				VISUAL APPROACH	•	•	•	
	•	•		ILS APPROACH (MANUAL)				LANDING – 1 ENG OUT(MANUAL)				
	•	•		GO AROUND AT DA (MANUAL)				<b>REPOS. DOWNWIND POS. (ONE ENG OUT)</b>	•	•	•	
		•	•	VISUAL APPROACH				SECOND ENGINE FAIL (SAME SIDE )	•	•	•	•
				LANDING – 1 ENG OUT (MANUAL)				LANDING - TWO ENG OUT As pm (captain landing)			•	•
				FERRY FLIGHT TRAINING (CAPT). AS PF)								
		•		FERRY FLIGHT TAKEOFF(THREE ENG T/O)								
				VISUAL CIRCUIT								
		•	•	SECOND ENGINE FAIL ON DOWNWIND CIRCUIT (SAME SIDE)								
		•	•	LANDING - TWO ENG OUT								


INSTRUCTOR (Stamp)		TRAINEE	
NAME		NAME	
LICENSE #		LICENSE #	
EMPLOYEE #		EMPLOYEE #	
SIGNATURE		SIGNATURE	

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**Aircraft Type: A340**
**Recurrent FFS Option C**
**Day 3 (2 Hours)**

AP	FD	AT	COMMANDER <input type="checkbox"/>	S	SB	US	CO-PILOT <input type="checkbox"/>	AP	FD	AT
			FAST COCKPIT PREP, ENG QUICK STAR							
			LOW VISIBILITY (LV) TAXI OUT				<b>REPOSITION TAKE OFF</b>			
	•	•	LOW VISIBILITY TAKE OFF (LVTO)				LOW VISIBILITY TAKE OFF (LVTO)		•	•
			<b>INIT FINAL APP</b>				INCAPACITATION OF COMMANDER			
•	•	•	DEMO OF VISUAL SEGMENTS WITH DIFFERENT MINIMA (FREEZE)				REJECTED TAKEOFF			
•	•	•	DEMO OF DEFINED TECHNICAL FAILURES ON FINAL (PARTLY:FREEZE), G/A							
			<b>REPOSITION TAKE OFF</b>				<b>INIT FINAL APP</b>			
	•	•	TAKE OFF, CONTINUE YAW BAR, PRIM 3 FAULT ON DOWNWIND				CAT II DUAL TO DH CAPTAIN INCAPACITATION BELOW 1000FT	•	•	•
•	•	•	CAT II SINGLE-ONE ENGINE OUTLANDING				AUTOLAND	•	•	•
•	•	•	INIT TAKE OFF							
•	•	•	LANDING							
			<b>REPOSITION TAKE OFF</b>							
	•	•	TAKE OFF BY F/O-ATHR 1 FAILURE AFTER CLEAN UP							
•	•	•	CAT II MANUAL THRUST-LANDING AUTOBRAKE FAILURE							
			<b>REPOSITION TAKE OFF</b>							
	•	•	TAKE OFF BY F/O- CAPT INCAPACITATED ON ROTATION - SELECT CAT I WEATHER F/O AUTOLAND APPROACH							
			<b>REPOSITION TAKE OFF</b>							
	•	•	TAKE OFF-ENGINE FIRE AT 110 KTSRTO-VIS 0-FOLLOW YAW BAR							
	•	•	LANDING							
			TAXI IN							

INSTRUCTOR (Stamp)		TRAINEE		CPT	F/O
NAME		NAME			
LICENSE #		LICENSE #			
EMPLOYEE #		EMPLOYEE #			
SIGNATURE		SIGNATURE			

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**Aircraft Type: A340**

**Recurrent FFS Option C**

**Day 3 (2 Hours)**


### Line Oriented Flight Training (LOFT)

<u>LOFT (EVALUATION)</u>	TRAINEE		
	S	SB	US
1-			
2-			
3-			
4-			

**NOTE: NO BRIEFING REQUIRED FOR THE LOFT (MALFUNCTIONS)**

PERSONAL COMPETENCES		
	S	US
LEADERSHIP & MANAGERIAL SKILLS		
SITUATION AWARENESS		
CO-OPERATION		
DECISION MAKING		

INSTRUCTOR (Stamp)		TRAINEE		CPT	F/O
NAME		NAME			
LICENSE #		LICENSE #			
EMPLOYEE #		EMPLOYEE #			
SIGNATURE		SIGNATURE			

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## 10.22 Special CAT C Airport Qualification Form

### CAT C Airport Qualification Form

Full name ( family last):		License No:	
A/C Type:	Registration: YK – A	Date:        /        / 20	
Position: PIC <input type="checkbox"/>	F/O <input type="checkbox"/>	CCP <input type="checkbox"/>	FROM:        TO:        Flight Time:


- |   | <u>Done</u>              |
|---|--------------------------|
| 1- Terrain and minimum safe altitudes   | <input type="checkbox"/> |
| 2- Seasonal meteorological condition  | <input type="checkbox"/> |
| 3- Meteorological, communication and air traffic facilities, services and procedures                        | <input type="checkbox"/> |
| 4- Airport search and rescue services   | <input type="checkbox"/> |
| 5- Navigational facilities and procedures   | <input type="checkbox"/> |
| 6- Procedures applicable to flight paths over heavily populated areas and areas of high air traffic density | <input type="checkbox"/> |
| 7- Airport obstructions, physical layout, lighting, approach aids   | <input type="checkbox"/> |
| 8- Airport arrival, departure, holding, instrument approach procedures and applicable operating minima      | <input type="checkbox"/> |
| 9- Takeoff and landing performance considerations – One Engine Inoperative SID                              | <input type="checkbox"/> |

### Overall Result

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**Instructor Signature**


**Trainee Signature**

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## 10.23 Trainee Progress Report A320/ A340



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### TRAINEE PROGRESS REPORT FORM A320/ A340


<b>NAME:</b>	<b>POSITION:</b> <input type="checkbox"/> PIC <input type="checkbox"/> FO
<b>Date:</b>	

SUBJECT	Completed
<b>1- FLIGHT PREPARATION</b>	
- MEL / CDL.	
- OEB / TR's.	
- FCOM BULLETINS.	
- EXTERIOR INSPECTION.	
- AIRCRAFT REFUELING.	
<b>2- COCKPIT PREPARATION</b>	
- USE OF RTOLW.	
- T/O BRIEFING.	
- ENGINE START.	
<b>3- TAXI</b>	
- TAXI TECHNIQUE.	
<b>4- TAKE OFF</b>	
- T/O TECHNIQUE.	
- CLIMB PROUCEDURES.	
<b>5- CRUISE</b>	
- OPTIMUM FLIGHT LEVEL.	
- MAC REC ALTITUDE.	
- INFLIGHT PERFORMANCE.	
- ENGINE FAILURE IN CRUISE.	
- DUAL ENGINE FAILURE.	
<b>6- DESCENTAPPROACH</b>	
- APPROACH PREPARATION.	
- APPROACH BRIEFING.	
- HOLD & DIVERSION FUEL.	
<b>7-DESCENT</b>	
- DESCENT PLANING.	
- DESCENT TECHNIQUE.	


SUBJECT	Completed
<b>8- APPROACH &amp; LANDING</b>	
- PRECISION APPROACH.	
- G/S INTERCEPTION FROM ABOVE.	
- NON PRECISION APPROACH.	
- LANDING TECHNIQUE.	
- USE OF REVERSE & BRAKES.	
<b>9- GO AROUND</b>	
- GO AROUND TECHNIQUE.	
- DIVERSION.	
<b>* SUPPLEMENTARY PROUCEDURES.</b>	
- USE OF ECAM.	
- ECAM ADVISORY.	
- USE OF FMS.	
- FMS FAILURES.	
-USE OF FPV.	
- PILOT INCAPACITATION.	
- UNWANTED SIDE STICK INPUT.	
- SPECIAL OPERATIONS.	
- ADVERSE WEATHER OPERATION.	
- AIRCRAFT TRIMMING.	
- EFFECT OF ZFW / CG.	
- UNRELIABLE AIRSPEED.	
- QRH REVIEW.	

\* A CHECK MARK ( / ) OR (N/A) SHOULD BE ENTERED IN THE COMPLETED COLUMN WHEN BREIFED OR OBSERVED SATISFACTORY.

\* ALL ITEMS MUST BE COMPLETED BEFORE FINAL RELEASE.

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DATE	LEG		BLOCK. TIME	TTL.BLOCK	LDGS	TTL.LDGS
	PF	PM				
<u>COMMENTS :</u>				<u>FROM:</u>	<u>TO:</u>	
<u>TRAINEE SIG :</u> <u>INSTR NAME &amp; SIG:</u>						
DATE	LEG		BLOCK. TIME	TTL.BLOCK	LDGS	TTL.LDGS
	PF	PM				
<u>COMMENTS :</u>				<u>FROM:</u>	<u>TO:</u>	
<u>TRAINEE SIG :</u> <u>INSTR NAME &amp; SIG:</u>						
DATE	LEG		BLOCK. TIME	TTL.BLOCK	LDGS	TTL.LDGS
	PF	PM				
<u>COMMENTS :</u>				<u>FROM:</u>	<u>TO:</u>	
<u>TRAINEE SIG :</u> <u>INSTR NAME &amp; SIG:</u>						
DATE	LEG		BLOCK. TIME	TTL.BLOCK	LDGS	TTL.LDGS
	PF	PM				
<u>COMMENTS :</u>				<u>FROM:</u>	<u>TO:</u>	
<u>TRAINEE SIG :</u> <u>INSTR NAME &amp; SIG:</u>						


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**FLIGHT INSTRUCTOR FINAL RECOMMENDATION:**

**FLEET CAPTAIN RECOMMENDATION:**

**CHIEF PILOT RECOMMENDATION:**

**FLIGHT OPERATIONS DIRECTOR RECOMMENDATION:**

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## 10.24 AIRBUS SIMULATOR/FTD INOPERATIVE GUIDE A320/ A340

### PURPOSE

The component inoperative guide is intended to provide guidance to the Instructor/Examiner with respect to pilot training and checking activities, which may be conducted in the simulator or FTD, in the event of the malfunction of one or more of the simulator or FTD components, pending their repair.


Simulator System		Training			Testing/ Checking		Comments
		Conversion	Recurrent	LOFT	Conversion	Recurrent	
<b>0</b>	<b>EXTERNAL TO SIMULATOR</b>						
	Rope Ladders (2 of)	R	R	R	R	R	Must be present when motion is required.
	Fire detection system	R	R	R	R	R	Must be operative.
	Fire Suppression System	R	R	R	R	R	Must be operative.
	Cockpit Door escape Hatch	R	R	R	R	R	Must be operative and unobstructed.
	Bridge to Simulator	R	R	R	R	R	But may be u/s in the down position provided motion is not used.
<b>I</b>	<b>CONTROL LOADING (Sim only)</b>	R	R	R	R	R	
<b>II</b>	<b>MOTION SYSTEM (Sim only)</b>						
	Six Degrees of Freedom	I	R	R	R	R	
<b>III</b>	<b>VISUAL SYSTEM (Sim only)</b>						
	1.Front centre channel Display screen	R	R	R	R	R	60° Horizontal, 40° Vertical View (Required for circuit training)
	2.Left channel display screen	R	R	R	R	R	Required for circuit training (Captain) 60 deg. Horizontal, 40 deg. Vertical field of view required.
	3. Right channel display screen	R	R	R	R	R	Required for circuit training (FO). 60° Horizontal, 40° Vertical View.
	4.Visual Scene Control	I	R	R	R	R	Daylight, dusk and night visual scenes with sufficient scene content to recognize airport, terrain and major landmarks to successfully accomplish a landing.
<b>IV</b>	<b>SOUND SYSTEM (Sim only)</b>						
	1. Significant cockpit sounds	I	R	R	R	R	
	2. Special effects	I	R	R	R	R	Sound of precipitation, windshield wipers, sound of crash when the simulator exceeds limitations
<b>V</b>	<b>INSTRUCTOR STATION (IOS)</b>	R	R	R	R	R	1. At least one touch screen must be available. 2. Control of all variable inputs and abnormal conditions 3. Instructors portable control unit (PCU) may be inoperative.

R- Required

I - Instructor/Examiner Discretion

N –Not Required

M- According to MEL Requirements.

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Simulator System		Training			Testing/ Checking		Comments
		Conversion	Recurrent	LOFT	Conversion	Recurrent	
<b>VI</b>	<b>INSTRUMENTATION</b>						
	1 Engine Performance	I	I	I	M	M	Provided the exercise can be completed as required.
	2. Navigation Instruments	I	I	I	M	M	Provided the exercise can be completed as required.
	3. Control Instruments	I	I	I	M	M	Provided the exercise can be completed as required.
<b>VII</b>	<b>COMMUNICATION (Sim only)</b>						
	1. Radios	I	I	R	R	R	
	2. Intercom System	I	I	R	R	R	
	3. ACARS	N	N	N	N	N	
<b>VIII</b>	<b>NAVIGATION</b>						
	1. Radios	I	I	I	R	R	
<b>IX</b>	<b>CAUTION AND WARNING EQUIPMENT</b>						
	1. Fire Warning						
	2. Smoke Warning						
	3. TAWS						
	4. TCAS						
	5. Stall Warning system						
<b>X</b>	<b>FLIGHT CREWMEMBER STATION (Sim only)</b>						
	1. Pilot Seats	R	R	R	R	R	Lap belts must be operative if motion is in use, all occupants must be seated. Electrical controls may be inoperative. Pilots side-stick arm rest must be fitted and at a useable angle.
	2. Oxygen Masks	I	I	I	I	I	May be u/s provided its function is not essential to the detail. One mask per occupant must be functional during actual smoke exercises

R- Required

I - Instructor/Examiner Discretion

N –Not Required

M- According to MEL Requirements.

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Simulator System		Training			Testing/ Checking		Comments
		Conversion	Recurrent	LOFT	Conversion	Recurrent	
<b>XI</b>	<b>INSTRUCTOR / EXAMINER STATION (Sim only)</b>						
	1. Instructor/Examiner Seats	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	Lap belts must be operative if motion is in use, all occupants must be seated. Electrical controls may be inoperative. Instructor seat mounted R/T INT Switch may be inoperative provided comms are available from IOS side wall ACP.
	2. Instructor Equipment; *Armrest *Communications jacking facility *Cockpit Fire Extinguisher (CO2) *Mock Cockpit fire extinguisher	<b>I</b>	<b>I</b>	<b>I</b>	<b>I</b>	<b>I</b>	Instructors moving arm rest may be inoperative provided it remains in a fixed position. One panel must be operative to allow the instructor communicate with the crew. Must be fitted, charged and correctly dated. Not required unless necessary for LOFT.
	3. Observers Seats	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	If the Observers seat is required - Lap belts must be operative if motion is in use, all occupants must be seated. Electrical controls may be inoperative.
	4. Simulated Smoke system	<b>I</b>	<b>I</b>	<b>I</b>	<b>I</b>	<b>I</b>	May be u/s provided its function is not essential to the detail.
	5. Simulator ABORT Buttons.	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	One abort button is required to be serviceable at all times.
	6. Simulated ambient light	<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>	Not required.
	7. Deja Vu Debriefing System	<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>	Not required but recommended for LOFT
	8. Telephone (Sim Engineering)	<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>	<b>N</b>	Not required.

R- Required

I - Instructor/Examiner Discretion

N –Not Required

M- According to MEL Requirements.

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Aircraft (Simulator/FTD) Systems		Training			Testing/ Checking			Comments
		Conversion	Recurrent	LOFT	Conversion	Recurrent	I N S	
<b>ATA</b>	<b>SYSTEMS</b>							<b>M ⇒ SYSTEM COMPONENT MAY BE DECLARED UNSERVICEABLE, PLACARDED (IN THE CASE OF THE SIM ONLY) AND DISPATCHED IAW WITH THE AIRCRAFT MEL.</b>  <b>PROVIDED THE EXERCISE CAN BE COMPLETED AS REQUIRED.</b>
21	AIR CONDITIONING	I	I	M	M	M		
22	AUTO FLIGHT	I	I	M	M	M		
23	ELECTRICAL POWER	I	I	M	M	M		
24	COMMUNICATIONS	I	I	M	M	M		
25	EQUIPMENT/FURNISHINGS	I	I	M	M	M		
26	FIRE PROTECTION	I	I	M	M	M		
27	FLIGHT CONTROLS	I	I	M	M	M		
28	FUEL	I	I	M	M	M		
29	HYDRAULIC POWER	I	I	M	M	M		
30	ICE & RAIN PROTECTION	I	I	M	M	M		
31	INDICATING/RECORDING	I	I	M	M	M		
32	LANDING GEAR	I	I	M	M	M		
33	LIGHTS	I	I	M	M	M		
34	NAVIGATION	I	I	M	M	M		
35	OXYGEN	I	I	M	M	M		
36	PNEUMATIC	I	I	M	M	M		
38	WATER/WASTE	I	I	M	M	M		
49	AUXILIARY POWER UNIT	I	I	M	M	M		
52	DOORS	I	I	M	M	M		
53	FUSELAGE	I	I	M	M	M		
56	WINDOWS	I	I	M	M	M		
71	POWER PLANT	I	I	M	M	M		
73	ENGINE FUEL & CONTROL	I	I	M	M	M		
74	IGNITION	I	I	M	M	M		
76	ENGINE CONTROLS	I	I	M	M	M		
77	ENGINE INDICATING	I	I	M	M	M		
79	ENGINE OIL	I	I	M	M	M		

R- Required

I - Instructor/Examiner Discretion

N –Not Required

M- According to MEL Requirements.