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## Introduction

In exercise of the powers conferred by Section 24O of the Civil Aviation Act 1969 [Act 3], the Chief Executive Officer makes the Civil Aviation Directive 1002 – Flying Clubs providing instructional flying (“CAD 1002 – FC), pursuant to Regulation 66, 67, 189 and 193 of the Malaysian Civil Aviation Regulations (MCAR) 2016.

This CAD contains the Standards, requirements and procedures pertaining to the provisions for Training Organisations authorised by the CAAM. The Standards and requirements in this CAD are based mainly on the Standards and Recommended Practices (SARPs) contained in the International Civil Aviation Organisation (ICAO) Annex 1 to the Chicago Convention – Personnel Licensing, Amendment 176.

This Civil Aviation Directives 1002 – Flying Clubs providing instructional flying (“CAD 1002 – FC”) is published by the Chief Executive Officer under Section 24O of the Civil Aviation Act 1969 [Act 3] and come into operation on 15<sup>th</sup> November 2021.

### Non-compliance with this CAD

Any person who contravenes any provision in this CAD commits an offence and shall on conviction be liable to the punishments under Section 24O (2) of the Civil Aviation Act 1969 [Act 3] and/or under Malaysia Civil Aviation Regulation 2016.

**(Captain Chester Voo Chee Soon)**  
Chief Executive Officer  
Civil Aviation Authority of Malaysia

## Civil Aviation Directive components and Editorial practices

This Civil Aviation Directive is made up of the following components and are defined as follows:

**Standards:** Usually preceded by words such as “*shall*” or “*must*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where uniform application is necessary for the safety or regularity of air navigation and to which Operators must conform. In the event of impossibility of compliance, notification to the CAAM is compulsory.

**Recommended Practices:** Usually preceded by the words such as “*should*” or “*may*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where the uniform application is desirable in the interest of safety, regularity or efficiency of air navigation, and to which Operators will endeavour to conform.

**Appendices:** Material grouped separately for convenience but forms part of the Standards and Recommended Practices stipulated by the CAAM.

**Definitions:** Terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

**Tables and Figures:** These add to or illustrate a Standard or Recommended Practice and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

**Notes:** Included in the text, where appropriate, Notes give factual information or references bearing on the Standards or Recommended Practices in question but not constituting part of the Standards or Recommended Practices;

**Attachments:** Material supplementary to the Standards and Recommended Practices or included as a guide to their application.

It is to be noted that some Standards in this Civil Aviation Directive incorporates, by reference, other specifications having the status of Recommended Practices. In such cases, the text of the Recommended Practice becomes part of the Standard.

The units of measurement used in this document are in accordance with the International System of Units (SI) as specified in CAD 5. Where CAD 5 permits the use of non-SI alternative units, these are shown in parentheses following the basic units. Where two sets of units are quoted it must not be assumed that the pairs of values are equal and interchangeable. It may, however, be inferred that an equivalent level of safety is achieved when either set of units is used exclusively.

Any reference to a portion of this document, which is identified by a number and/or title, includes all subdivisions of that portion.

Throughout this Civil Aviation Directive, the use of the male gender should be understood to include male and female persons.





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### Summary of Changes

ISS/REV no.	Item no.	Revision Details
ISS01/REV01	Para 2.4.1 i)	Content of FC quarterly report
	Para 3.9	Incorporated content of CAC02/2021
	Appendix 2	Addition to the minimum requirements for aeroplanes



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## **1 General**

### **1.1 Citation**

1.1.1 These Directives are the Civil Aviation Directives 1002 – Flying Clubs providing instructional flying (CAD 1002 - FC), Issue 01/Revision 01, and comes into operation on 15<sup>th</sup> November 2021.

1.1.2 This CAD 1002 – FC, Issue 01/Revision 00 will remain current until withdrawn or superseded.

### **1.2 Applicability**

1.2.1 This CAD is applicable to all Flying Clubs providing instructional flying.

1.2.2 This CAD prescribes the requirements for issuance and renewal of the Certificate of Approval for Flying Clubs providing instructional flying.

### **1.3 Revocation**

1.3.1 This CAD, revokes Civil Aviation Circular 02/2021 – Flight Instructor’s Presence at Air Traffic Control Tower for Student Pilots’ First Solo Flights dated 21 May 2021.

### **1.4 Introduction**

1.4.1 This CAD sets out the requirements applicable to flying clubs providing instructional flying for training referred to in Chapter 3 on the basis of an application made in accordance with paragraph 2.1.

1.4.2 For the purpose of this CAD and pursuant to Regulation(s) 66 and 67 of the MCAR 2016, flying clubs providing instructional flying are referred to as Flying Club (FC).

1.4.3 This document is intended to serve the following purposes:

- a) help new organisations ensure that an application as a FC satisfy CAAM requirements;
- b) explain administrative arrangements and legal matters in relation to how the CAAM will administer FCs; and
- c) give guidance to organisations to ensure continued compliance as and when there are any appropriate or necessary changes to the organisations.

This document should be read in conjunction with the relevant provisions of CAAM CAD 1 – PEL and CAGM 1011 – ATO.

## **1.5 Scope of Activity of Flying Clubs providing instructional flying**

1.5.1 A FC may provide theoretical knowledge instruction and flight instruction up to the level of PPL provided the FC has submitted an application to CAAM.

1.5.2 Annual internal review and annual activity report.

A FC shall take the following steps:

- a) conduct an annual internal review of the tasks and responsibilities specified in chapter 2.2 of this CAD and establish a report on that review;
- b) establish an annual activity report;
- c) submit the report on the annual internal review and the annual activity report to the CAAM when requested.

*Note.– for the guidelines of the annual internal review and annual activity report refer to Appendix 3.*

## **1.6 Document and publication**

1.6.1 A FC shall keep the following documents at their premise as follows –

- a) COA;
- b) Civil Aviation Act 1969;
- c) MCAR;
- d) Civil Aviation (Aerodrome Operations) Regulations 2016;
- e) Training and Procedures Manual;
- f) ERP Manual;
- g) Safety Management System (SMS) Manual;
- h) Aircraft Flight Manual for the training aircraft used by the FC;
- i) Standard Operating Procedures (SOP), Instructor Study Guide (ISG) and Student Study Guide (SSG);
- j) Aeronautical Information Procedures (AIP); and
- k) NOTAM.

## **1.7 Definitions**

For the definitions of this CAD, refer to CAD 1 – PEL accordingly.

## **1.8 Abbreviations**

AFI	=	Assistant Flying Instructor
AIP	=	Aeronautical Publication Information



AM	=	Accountable Manager
ATPL	=	Airline Transport Pilot Licence
CAAM	=	Civil Aviation Authority of Malaysia
CAD	=	Civil Aviation Directive
CAGM	=	Civil Aviation Guidance Manual
CAMO	=	Continuing Airworthiness Management Organisation
CBT	=	Computer Based Training
CEO	=	Chief Executive Officer
CFI	=	Chief Flying Instructor
CGI	=	Chief Ground Instructor
COA	=	Certificate of Approval
FC	=	Flying Clubs providing instructional flying
FCL	=	Flight Crew Licensing
FFS	=	Full Flight Simulator
FI	=	Flight Instructor
FNPT	=	Flight and Navigation Procedure Trainer
FSTD	=	Flight Simulation Training Device
HOT	=	Head of Training
IR	=	Instrument Rating
MCAR	=	Malaysia Civil Aviation Regulation
MPA	=	Multi-pilot Aeroplane
MPL	=	Multi-crew Pilot Licence
OTD	=	Other Training Devices
PPL	=	Private Pilot Licence
QM	=	Quality Manager
RTF	=	Radiotelephony
SM	=	Safety Manager



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## 2 Flying Clubs Providing Instructional Flying

### 2.1 Application process

2.1.1 The issuance of an approval for a FC and the continued validity of the approval shall depend upon the organisation's compliance with the requirements of this CAD. An application for the issuance of a Certificate of Approval (COA) for a FC shall be made in a form and manner prescribed by the CAAM. The application process shall include—

2.1.1.1 The following information:

- a) Name and address of the FC;
- b) date of intended commencement of activity;
- c) personnel details and qualifications of the:
  - 1) Head of Training (HOT);
  - 2) Chief Flight Instructors (CFI);
  - 3) Chief Ground Instructor (CGI);
  - 4) Ground Instructor(s);
  - 5) Flight Instructor(s) (FI); and
  - 6) Assistant Flight Instructor(s) (AFI).
- d) name(s) and address(es) of the aerodromes(s) and/or operating site(s) at which the training is to be conducted;
- e) list of aircraft to be operated for training, including their group, class or type, registration, owners and category of the certificate of airworthiness, if applicable;
- f) the type of training that the FC wishes to provide and the corresponding training programme;
- g) The Training and Procedure Manual and Safety Management System manual (SMS).
- h) any other documentation or information required as outlined by the CAAM.

2.1.1.2 FC's providing instructional flying shall have at least 1 aircraft for the intended flying course.

2.1.2 An applicant for an initial issuance of a COA shall provide a statement of compliance in the Training and Procedures Manual declaring the compliance with the provision of the MCAR, directive, notice, circular and information as issued by the CEO.



2.1.3 A holder of a COA shall comply with the terms and conditions of the COA issued by the CAAM and requirements in this CAD.

2.1.4 An applicant for the renewal of a COA shall provide the CAAM with the relevant parts of the information and document as specified in paragraph 2.1.1.1 above.

## **2.2 Certification Procedure**

2.2.1 The procedure for the application and granting of a COA by the CAAM will be organised in 5 phases and will take the following sequence:

- a) pre-application phase;
- b) formal application phase;
- c) document evaluation phase;
- d) demonstration and inspection phase; and
- e) certification phase.

2.2.2 A detailed explanation on the 5 phases of the application process can be found in CAGM 1011 – ATO.

## **2.3 Findings**

2.3.1 After receipt of notification of findings, the operator shall identify the root cause of the non-compliance and define a corrective action plan.

2.3.2 The corrective action plan defined by the FC should address the effects of the non-conformity, as well as its root-cause. Corrective action is the action to eliminate or mitigate the root cause(s) and prevent recurrence of an existing detected non-compliance or other undesirable condition or situation. Proper determination of the root cause is crucial for defining effective corrective actions.

2.3.3 For the purpose of an application for the issuance or renewal of COA, the CAAM practice 5 points closure plan for each finding. The FC shall within 14 days from the receipt of the notification of findings, submit the plan of corrective action to the CAAM as follows:

- a) immediate corrective action taken in the short term at least to contain the findings and stop it from continuing;
- b) root cause analysis to identify the origin of the findings;
- c) root cause correction that should significantly reduce or eliminate the chances of recurrence;
- d) follow up to verify the effectiveness of the corrective action taken; and
- e) closure statement from the Head of Training or responsible person stating his reason for acceptance of the corrective action taken.





2.3.4 Upon the submission of the corrective action plan, the FC shall demonstrate corrective action implementation to the satisfaction within a period as agreed by the CAAM.

2.3.5 Changes to the FC

- a) No holder of COA shall make any changes affecting—
  - 1) the terms and conditions of the COA or the particulars in the COA; or
  - 2) any of the elements of the FC's management system as specified in paragraph 2.4.unless with the approval of the CEO.
- b) An application for the changes under paragraph (a)(1) above shall be made to the CEO and accompanied by the documents and information as may be required by the Chief Executive Officer and in accordance with the requirements as may be required by the CEO.
- c) The CEO may impose such terms and conditions on the approval of changes.
- d) The holder of COA shall continue to operate under the terms and conditions of the COA and requirements under this CAD, and such terms and conditions and requirements shall, pending the approval of changes continue in full force and effect.

2.3.6 Continued Validity

- a) Subject to the power of the CEO to suspend or revoke the COA under regulation 193 of MCAR, the COA shall be valid for a maximum period of 5 years.
- b) When the COA is revoked, the FC shall within 14 days from the date of revocation return the COA to the CAAM.
- c) When the COA is suspended, the COA shall have no effect during the period of suspension.
- d) The CAAM may, at any time, conduct safety regulatory oversight.
- e) During the safety regulatory oversight audit, the FC is required to show that the necessary standards have been maintained throughout the validity period of COA.
- f) The safety regulatory oversight includes—
  - 1) initial audit's;
  - 2) primary concern regarding the FC;
  - 3) provision of facilities; and
  - 4) quality of the instruction being given and flight operations as conducted.
  - 5) A checklist for the audit's Non-compliance Report and FC's Corrective Action Respond Plan.

- g) The main elements of safety regulatory oversight include —
  - 1) staff adequacy of number and qualifications;
  - 2) instructor validity of licences and ratings;
  - 3) logbooks;
  - 4) facilities adequacy to the courses to be conducted and to the number of students;
  - 5) documentation;
  - 6) training records and test forms; and
  - 7) flight instructions including pre-flight briefings, actual flight de-briefing and flight crew training.

## 2.4 Management System

- 2.4.1 A FC shall establish, implement and maintain a management system that includes—
- a) clearly defined lines of responsibility and accountability throughout the FC, including a direct safety accountability of the accountable manager;
  - b) description of the overall philosophies and principles of a FC with regard to safety, referred to as the safety policy;
  - c) the identification of aviation safety hazards entailed by the activities of the FC, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;
  - d) maintaining personnel trained and competent to perform their tasks;
  - e) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
  - f) a function to monitor compliance of the FC with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and
  - g) any additional requirements that are prescribed in this CAD or relevant act, regulations, notices, circulars or information issued by the CAAM.
  - h) The management system shall correspond to the size of a FC and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.
  - i) A FC shall submit a training status report to the CAAM every quarter. The content of the report can be found in paragraph 2.4.1 j) of CAD 1011 - ATO.

## **2.5 Notification of changes and cessation of training activities**

- 2.5.1 A FC shall notify the CAAM without undue delay of the following:
- a) any changes to the information contained in the COA and to the training programme or programmes or the approved training manual or manuals respectively;
  - b) the cessation of some or all training activities covered by the COA
- 2.5.2 A FC shall no longer be entitled to provide some or all of the training specified in its COA on the basis of that declaration, where one of the following occurs:
- a) the FC has notified the CAAM of the cessation of some or all of the training activities covered by the COA;
  - b) the FC has not provided the training for more than 36 consecutive months.

## **2.6 Personnel requirements**

- 2.6.1 A FC shall appoint an accountable manager as approved by the CAAM, who has the authority for ensuring that all instructional flying activities can be financed and carried out in accordance with this CAD and the applicable requirements issued by the CAAM. The accountable manager shall be responsible for establishing and maintaining an effective management system.
- 2.6.1.1 A person or group of persons shall be nominated by the Accountable Manager and approved by the CAAM, with the responsibility of ensuring that the FC remains in compliance with the applicable requirements. Such person(s) shall be ultimately responsible to the Accountable Manager (AM).
- 2.6.2 The FC shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.
- The list of NPH are as follows:
- a) Head of Training (HOT);
  - b) Chief Flying Instructor (CFI) or equivalent;
  - c) Chief Ground Instructor (CGI) or equivalent; and
  - d) Safety Manager or equivalent.
- 2.6.2.1 The application form for NPH can be found in Attachment D of CAGM 1011 - ATO.
- 2.6.3 Combination of NPH's Responsibilities:
- a) The acceptability of a single person holding several posts, possibly in combination with being the AM as well, will depend upon the nature and scale

of the operation. The two main areas of concern are competency and an individual's capacity to meet his responsibilities.

- b) With regards to competency in the different areas of responsibility, there shall not be any difference from the requirements applicable to persons holding only one post.
- c) The capacity of an individual to meet his responsibilities will primarily be dependent upon the scale of the operation. However, the complexity of the organisation or of the operation may prevent, or limit, combinations of posts which may be acceptable in other circumstances.

2.6.4 A FC shall maintain appropriate experience, qualification and training records to show compliance with 2.6.3 above.

2.6.5 A FC shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.

2.6.6 A FC shall nominate a Head of Training (HOT) which—

- a) has extensive applicable and acceptable experience as an instructor in the areas relevant for the training provided by the FC,
- a) possess sufficient and sound managerial capability, and
- b) hold or have held in the 3 years prior to first appointment as a HOT, at least a Private Pilot licence (PPL), and rating(s) issued in accordance with CAD 1 - PEL.

2.6.7 The HOT's responsibilities shall include:

- a) ensuring that the training provided is in compliance with CAD 1 - PEL and, in the case of flight test training, that the relevant requirements and the training programme have been established;
- b) ensuring the satisfactory integration of flight training in an aircraft and theoretical knowledge instruction;
- c) supervising the progress of individual students; and
- d) nominate qualified staff under his supervision namely:
  - 1) Chief Flying Instructor (CFI);
  - 2) Chief Ground Instructor (CGI);
  - 3) Ground Instructor(s) or equivalent;
  - 4) Flight Instructor(s) (FIs);
  - 5) Assistant Flying Instructor (AFI).
- e) supervision and standardisation of all instructors and the provision of instructor briefing materials;

- f) supervision and standardisation of all FI's (it will be acceptable for the HOT to be supported by instructor nominated as Standard Instructors accepted for this purpose by the CAAM); and
- g) ensuring that suitable arrangements are in place for the signing of all course completion certificates. Arrangements acceptable to the CAAM are to be made for periodic standardisation training and such training is to be detailed within flying club's Operations Manual. These requirements are in addition to the requirements outlined in CAD 1 - PEL relating to Instructor and Examiner currency. The student's flight records shall be submitted to the CAAM every quarterly.
- h) At a FC that provides training courses for different aircraft categories, the HOT should be assisted by one or more CFI's qualified in accordance with paragraph 2.6.8 and with regard to the other category or categories of aircraft.

2.6.8 Chief flight instructor (CFI). If the scope of training warrants it, a FC shall appoint a CFI acceptable to CAAM. The CFI shall hold the highest professional licence related to the flying training courses conducted and hold the rating(s) related to the flying training courses conducted. Additionally, the CFI shall hold a flight instructor rating for at least one type of aircraft used on the course; and have completed 1000 hours pilot-in-command of which a minimum of 500 hours shall be on flying duties related to the flying courses conducted of which 200 hours may be instrument ground time.

2.6.9 The CFI responsibilities shall include:

- a) supervision and standardisation of all instructors reporting to them and the provision of instructor briefing materials.
- b) satisfy that adequate arrangements are put in place to standardise flight instructional staff. In discharging his responsibility for the supervision and standardisation of all flight and simulator flight instructors, it will be acceptable for the CFI to be supported by an instructor nominated as Deputy CFI.
- c) students flight instruction records. The CFI shall be responsible for ensuring that suitable arrangement is in place for the signing of all course completion certificates for any course offered by the specific FC. Arrangements acceptable to the CAAM are to be made for periodic standardisation training and such training is to be detailed within the FC's Operations Manual. These requirements are in addition to the requirements outlined in CAD 1 - PEL relating to Instructor and Examiner currency. The student's flight and simulator records shall be submitted to the CAAM every quarter.

2.6.10 FI and AFI, shall hold the qualifications required by CAD 1 - PEL for the training that they are providing.

2.6.10.1 A FC shall ensure that the FI and AFI undergo training at an Approved Training Organisation (ATO) approved by the CAAM.

- 2.6.10.2 In addition to meeting the requirements in CAD 1 – PEL, a FC shall ensure that the instructors, FI or AFI:
- a) Engaged in the flight training for the PPL shall hold a FI Rating valid for the single-engine aeroplane types used on the approved course; a current and unrestricted private pilot's licence and aeroplane ratings valid for the single-engine aeroplane types in which instruction is to be given.
  - b) For the case of AFI rating holders, he may only give elementary instruction to students on approved PPL courses and are subject to compliance with CAD 1 – PEL.
- 2.6.10.3 An agreement is to be obtained from CAAM before part-time instructors are approved to train the students in the FC. Part-time instructors are restricted to only one FC.
- 2.6.11 Chief Ground Instructor (CGI). If the scope of training warrants it, a FC shall appoint a CGI acceptable to CAAM. The CGI shall have a practical background in aviation and have undergone a course of training in instructional techniques or have had extensive previous experience in giving theoretical knowledge instruction applicable to the courses for which approval is sought.
- 2.6.12 Ground Instructors – The responsibilities of ground instructors are to carry out the teachings of theoretical knowledge subjects in a FC.
- 2.6.13 Ground instructor requirements are:
- a) Practical background in aviation in the areas relevant for the training provided and have undergone a course of training in instructional techniques; or attended and passed an approved Basic Instructional Technique Course in an ATO;
  - b) Previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction; and
  - c) Instructors whose licence has lapse for more than 5 years prior to their appointment are to show proof of their competency by passing examinations subjects that they are to instruct.
  - d) An FI or AFI is deemed to be a qualified ground instructor if he demonstrates appropriate theoretical knowledge on the subject.
- 2.6.13.1 When providing theoretical knowledge instruction, a FC may use on-site instruction or if approved, distance learning.

- 2.6.14 Continuing Airworthiness Manager
- 2.6.14.1 The FC shall nominate a person or group of persons who:
- a) have the responsibility of ensuring that the CAMO is always in compliance with CAD 6102; and
  - b) shall be responsible to the accountable manager.
- 2.6.14.2 The FC shall nominate a person responsibility for monitoring the quality system, including the associated feedback system. The nominated person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.
- Note. – If the FC has a contract with a CAMO, then the Continuing Airworthiness Manager of that CAMO is usually the nominated person as stated in 2.6.14.1.*
- 2.6.15 Other Post Holders. This requirement shall be determined by CAAM depending on the size and complexity of the organisation. The NPH should have thorough knowledge and qualification relevant to their duties and responsibilities.

## **2.7 Safety**

- 2.7.1 Safety policy
- 2.7.2 The safety policy should define, in relation to the FC training programme, at least the means and methods used for:
- a) hazard identification;
  - b) risk assessment; and
  - c) effectiveness of the mitigation measures (implementation and follow-up).
- 2.7.3 The safety policy should additionally include the procedures required for occurrence reporting as per paragraph 2.8 of this CAD.
- 2.7.4 Emergency response plan
- 2.7.4.1 A FC shall establish an ERP that provides the actions to be taken by the FC or specified individuals in the case of an emergency. The ERP should reflect the size, nature and complexity of the activities performed by the FC.
- 2.7.4.2 A FC shall develop the ERP Flow Chart detailing the flow, process, procedures and contact persons in the event of incident or accident. The contact details shall also cater for other agency such as Malaysian Air Accident Investigation Bureau, Royal Malaysian Police, Fire and Rescue Department of Malaysia, nearest General Hospital and others related agency.

- 2.7.4.3 The ERP Flow Chart shall be published on the notice board of the Operation Room.
- 2.7.4.4 A FC shall ensure that the ERP contains—
- a) an orderly and safe transition from normal to emergency operations;
  - b) safe continuation of operations or return to normal operations as soon as practicable; and
  - c) coordination with the emergency response plans of other organisations, where appropriate.

## **2.8 Occurrence Reporting**

- 2.8.1 The FC or pilot-in-command of an aircraft used by a FC who has knowledge of any reportable occurrence shall report the occurrence within 48 hours to the CAAM as required under regulation 165 of the MCAR. Refer CAD 1900 – Safety Reporting System for more information on occurrence reporting.

## **2.9 Record-keeping**

- 2.9.1 A FC shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities developed. A FC shall specify the format of the records in a FC's procedure
- 2.9.2 A FC shall keep for each individual student the following records throughout the training course and for two years after completion of the training:
- a) details of ground and flight and simulated flight training given to individual students;
  - b) detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations;
  - c) information on the licences and certificates of the students, including the expiry dates of medical certificates; and
  - d) Student Training Records (STR).
- 2.9.3 Student Training Records (STR)
- The form of the student training records shall be agreed with the CAAM and be specified in the Training Manual. These records are to include limited personal details of the student, including a summary of any training requirement, a cumulative flying training record and a day-to-day record of flying training, including details of exercise and sub-exercises covered, instructor comments on performance, progress test, summary reports and the results of licence tests.





- 2.9.4 A FC shall keep the report on the annual internal review and the activity report referred to in chapter 1.2.2 of this CAD respectively for two years from the date at which the FC established those reports.
- 2.9.5 A FC shall, in accordance with the applicable law on the protection of personal data, store the records referred to above in paragraph 2.9.2 in a manner that ensures protection by appropriate tools and protocols and take the necessary measures to restrict the access to those records to persons who are duly authorised to access them.



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### 3 Training

#### 3.1 Pre-requisites for PPL training

3.1.1 A FC shall ensure that the students meet all the PPL pre-requisites for training established in the CAAM CAD 1004 – MED and CAD 1 – PEL.

3.1.2 No FC shall accept a student for training on an approved PPL course unless he—

- a) Is at least 17 years old; and
- b) hold a valid Class 2 medical assessment by a Designated Medical Examiner (DME).

3.1.3 No FC shall accept a student of non-Malaysian citizenship other than Singapore citizenship unless he—

- a) obtains a Malaysian working permit; or
- b) obtains a Malaysian spouse permit; or
- c) obtains a Malaysian Talent Corp permit; or
- d) obtains a Malaysian Second Home programme;

Additionally, he must also:

- a) obtain a security clearance from Royal Malaysian Police; and
- b) obtain “Pass Lawatan Ikhtisas” issued by Malaysian Department of Immigration.

3.1.4 No FC shall accept a student of Singaporean citizenship unless he—

- a) obtains a security clearance from Royal Malaysian Police; and
- b) obtains “Pass Lawatan Ikhtisas” issued by Malaysian Department of Immigration.

3.1.5 Training File

- a) A FC shall establish a system of record keeping of the training file for the instructors and students involved in instructional flying training.
- b) The requirement for the training file content and arrangement shall be as follows—
  - 1) Biodata;
  - 2) Application form joining the FC;
  - 3) Job description or Term of Reference;
  - 4) Yearly Training Programme; and
  - 5) Certificates of attended courses and/or theoretical knowledge examination.

### **3.2 Facility Requirements**

- 3.2.1 A FC shall have facilities allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements as stipulated this CAD. Refer to CAGM 1011 – ATO for details.

### **3.3 Aerodrome and operating sites**

- 3.3.1 When providing flight training on an aircraft, a FC shall use aerodromes or operating sites that have the appropriate facilities and characteristics to allow training of the manoeuvres relevant, taking into account the training provided and the category and type of aircraft used. These aerodromes and operating sites must be approved for use by the CAAM.

- 3.3.2 When the FC uses more than one aerodrome to provide any of the training, it shall:
- a) for each additional aerodrome, if the scope warrants it, designate a deputy head of training, who shall be responsible for the tasks on that aerodrome; and
  - b) ensure the availability of sufficient resources to safely operate on all aerodromes, in compliance with the requirements of this CAD.

- 3.3.3 The base aerodrome or operating site and any other aerodromes or operating sites at which flight training is being conducted should have at least the following facilities:
- a) at least one runway or final approach and take-off area (FATO) that allows training aircraft to make a normal take-off or landing within the performance limits of all the aircraft used for the training flights at that aerodrome or operating site;
  - b) a wind direction indicator that is visible at ground level from the ends of each runway or at the appropriate holding points;
  - c) adequate runway electrical lighting, if used for night training;
  - d) an air traffic service (ATS), except for uncontrolled aerodromes or operating sites where the training requirements may be satisfied safely by another acceptable means of communication.

- 3.3.4 In addition to 3.3.3, for helicopters, training sites should be available for:
- a) confined area operation training;
  - b) simulated engine-off autorotation; and
  - c) sloping ground operation.

- 3.3.5 Exempting paragraphs 3.3.3 and 3.3.4 above, for training that needs to take place in a specific training area, the sites used should have the characteristics and facilities that are necessary to ensure a safe conduct of the training.

### **3.4 Training programme**

- 3.4.1 A FC shall establish and maintain a training programme for single engine ("SE") PPL training which comply with the requirements of CAD 1 - PEL and shall be approved by the CAAM.

- 3.4.2 A FC shall establish and maintain a flying training which complies with the standards required by the CAD 1 - PEL and to include sufficient flying experience to meet the requirements specified. The minimum flying training hours allocated to particular aspects of training are specified in CAD 1 - PEL.

- 3.4.3 A FC shall establish and maintain a theoretical knowledge training. Theoretical knowledge training shall be integrated with the flying training in a manner which will ensure that, as the various flying training exercises are carried out, the student will be able to apply to them the knowledge gained from the ground training, and vice versa as appropriate. It shall be given in the form of lectures and practical demonstrations. 'Directed Study' will not be accepted in lieu of ground instructors but students will be expected to carry out private study in their own time. The course of training shall be sufficiently detailed to give the student a sound basic knowledge of the ground examination subjects.

#### **3.4.4 Theoretical knowledge instructional time**

- a) A FC shall ensure that the time allocated for classroom instruction should be 100 hours for PPL training, excluding student private study.

- b) Class exercises.

A FC shall ensure that adequate time should be allocated to classroom exercises, progress tests, revision, demonstrations, films etc., and it is estimated that this may amount to some 40% of the total time. The actual balance between total hours, theoretical knowledge instruction, revision etc., must necessarily be made by the organisation.

#### **3.4.5 Time limit for course**

- 3.4.5.1 The training course shall be completed within the following timeline;

- a) Theoretical knowledge training phase – 12 months.  
b) Flight training phase – 12 months.

- 3.4.5.2 The 12 months period mentioned in paragraph 3.4.5.1 (a) above is calculated from the first sitting of the theoretical knowledge examination. No appeal shall

be considered for the student to sit for additional theoretical knowledge examination attempt(s) once:

- a) he has failed all 4 attempts on the same subjects; or
- b) he has failed to complete the theoretical knowledge examinations in 12 months.

3.4.5.3 In the event of either failures as described in paragraph 3.4.5.2 above, the student shall repeat the entire theoretical knowledge training after a grace period of 3 months which starts after his last failed paper or 12 months period whichever is earlier.

3.4.5.4 A FC shall submit SPL application form to CAAM for each student prior to commencing his PPL training. The request shall be submitted to CAAM at least 30 days before the commencement of the training course with the information on the current status of the flight instructors, aircraft and other relevant matters which provide complete picture of the current situation of the FC.

### **3.5 Examination rules and procedures**

3.5.1 A FC shall ensure that—

- a) the passing mark for PPL examinations is 75%;
- b) each subject is allowed the first attempt plus 3 re-sits (maximum 4 attempts). This is absolute as the system (e-examination) will not facilitate further registration if a student has exceeded the limit of 4 attempts;
- c) if a student is unable to pass the series of examinations after 4 attempts or within the periodic limit of 12 months, the student shall be required to re-sit all the examination papers for the licence/rating sought, after a grace period of 3 months.

### **3.6 Training and Procedures Manual**

3.6.1 A FC shall establish and maintain a training and procedures manual containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements. The contents of the training and procedures manual are listed in Appendix 1 of this CAD.

3.6.2 A FC shall make available to staff and, where appropriate, to students the information contained in the training and procedures manual and the FC's approval documentation.

3.6.3 The training and procedures manual shall also establish flight time limitation schemes for flight instructors, including the maximum flying hours, maximum flying duty hours and minimum rest time between instructional duties acceptable by the CAAM. The flight time limitations are as follows:

- a) a daily limit of 6 hours which shall not exceed 4 hours for general flying;
- b) monthly limit (28 consecutive days) is 80 hours and 85 hours is absolute limit with a letter of discretion by the pilot but not more than 3 times; and
- c) yearly limit (12 consecutive months) is 800 hours and can be extended to 850 hours with justification and clearance from CAAM.

3.6.4 The limitations stated in 3.6.3 above are also student limitations on flying hours.

### **3.7 Training aircraft**

3.7.1 A FC shall use an adequate fleet of training aircraft appropriate to the courses of training provided.

3.7.2 A FC shall use an aircraft for the purpose of instructional flying for the PPL as follows—

- a) in the case of PPL(A) training, an aeroplane with a maximum certificated take-off mass (“MCTOM”) of not more than 5700 kilogrammes and powered by one piston propeller engine or one turbine propeller engine; and
- b) in the case of PPL(H) training, a helicopter with a MCTOM of not more than 3175 kilogrammes.

3.7.3 The minimum requirements for aircraft for training aircraft are listed in Appendix 2 of this CAD.

3.7.4 A FC shall use an aircraft for the purpose of instructional flying for the PPL which has a valid certificate of registration and certificate of airworthiness.

3.7.5 A FC shall establish and keep up-to-date a list of all aircraft, including their registration marks, used for the training it provides.

### **3.8 PPL Skill Test**

3.8.1 A FC shall ensure that—

- a) an applicant for a PPL to be endorsed with an aircraft rating will be required to pass a skill test conducted by a CAAM Inspector or CAAM Designated Flight Examiner (“DFE”);
- b) all parts of a skill test have to be completed within a 28 day period (a skill test will normally consist of 1 flight of approximately 1 hour, during which the candidate will be assessed on all items as detailed in the PPL skill test in accordance to the CAD 1 – PEL Appendix 4 - Training, skill test and proficiency check for PPL, CPL, MPL, ATPL, type and class ratings, and IRs).



**3.9 Flight instructor's presence at Air Traffic Control Tower for student pilots' first solo flights**

3.9.1 CAAM requires all Flying Clubs providing instructional flying to position a Flight Instructor at the Air Traffic Control Tower to monitor student pilots':

- c) First solo flight within the aerodrome circuit;
- d) First solo flight to and from the training area and return.

3.9.2 The following procedure applies:

- e) The Flight Instructor shall be present at the Air Traffic Control Tower at the time of the solo flight;
- f) The Flight Instructor shall provide assistance and supervision to the student pilot if the situation arises;
- g) There shall be no interference from the Flight Instructor with the control and/or communications of air traffic under the management of the Duty Air Traffic Controllers;
- h) There shall be a positive Hand Over/Take Over process between the Air Traffic Controller to the Flight Instructor and vice versa should there be a need for the Flight Instructor to provide technical instructions to the student pilot.

3.9.3 FC's shall liaise with the respective Air Traffic Control Towers to establish a procedure to gain access.



## 4 Appendices

### 4.1 Appendix 1: Contents of The Training and Procedures Manual

The Training and Procedures Manual should include the following elements:

#### Chapter 1 GENERAL

- 1.1 Preamble relating to use and authority of the manual.
- 1.2 Table of contents.
- 1.3 Amendment, revision and distribution of the manual:
  - a. procedures for amendment;
  - b. amendment record page;
  - c. distribution list; and
  - d. list of effective pages.
- 1.4 Glossary of significant terms and definitions.
- 1.5 Description of the structure and layout of the manual, including:
  - a. various parts, sections, their contents and use; and
  - b. the paragraph numbering system.
- 1.6 Description of the scope of training authorised under the FC's certificate of approval.
- 1.7 Organisation (chart of the management organisation).
- 1.8 Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to:
  - a. Accountable manager;
  - b. Head of training;
  - c. Chief flight instructor;
  - d. Chief ground instructor;
  - e. Continuing Airworthiness Manager;
  - f. Instructors —flight and ground instructor; and
  - g. Examiners (if applicable).

- 1.9 Policies:
  - a. policy regarding approval of flights;
  - b. responsibilities of the pilot-in-command;
  - c. flight planning procedures — general;
  - d. policy regarding carriage of passengers;
  - e. operational control system;
  - f. policy regarding safety, including hazards, accidents and incidents reporting and safety management systems;
  - g. flying duty period and flight time limitations for flying staff and students; and
  - h. rest periods for flying staff and students.
- 1.10 Description of the facilities available, including:
  - a. the number and size of classrooms;
  - b. training aids provided; and
  - c. training aircraft.

## **Chapter 2 AIRCRAFT OPERATING INFORMATION**

- 2.1 Certification and operating limitations.
- 2.2 Aircraft handling, including:
  - a. performance limitations;
  - b. use of checklists; and
  - c. aircraft maintenance procedures.
- 2.3 Instructions for aircraft loading and securing of load.
- 2.4 Fuelling procedures.
- 2.5 Emergency procedures.

## **Chapter 3 ROUTES**

- 3.1 Performance criteria, e.g.: take-off, route, landing, etc.
- 3.2 Flight planning procedures including:
  - a. fuel and oil requirements;
  - b. minimum safe altitudes; and

- c. navigation equipment.
- 3.3 Weather minima for all instructional training flights during day, night, VFR and IFR operations.
- 3.4 Weather minima for all student training flights at various stages of training.
- 3.5 Training routes and practice areas.

#### **Chapter 4 STAFF TRAINING**

- 4.1 Persons responsible for standards and competency of instructional personnel.
- 4.2 Details of the procedures to determine competency of instructional personnel.
- 4.3 Details of the training programme for instructional personnel.
- 4.4 Procedures for proficiency checks and upgrade training.

#### **Chapter 5 TRAINING PLAN**

- 5.1 Aim of the course in the form of a statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints observed.
- 5.2 Pre-entry requirements, including:
  - a. minimum age;
  - b. education requirements;
  - c. medical requirements; and
  - d. linguistic requirements.
- 5.3 Credits for previous experience, which should be obtained from the CAAM before the training commences.
- 5.4 Training curricula, including the:
  - a. flying curriculum (single engine);
  - b. theoretical knowledge curriculum; and
  - c. flight simulation training curriculum (if applicable).
- 5.5 The general arrangements of daily and weekly programmes for flying training and theoretical knowledge training.
- 5.6 Training policies in terms of:
  - a. bad weather constraints;
  - b. maximum student training times — flying and theoretical knowledge, per

- day/week/month;
  - c. ratio instructor (flying/ground) to student
  - d. restrictions in respect of training periods for students;
  - e. duration of training flights at various stages;
  - f. maximum student flying hours in any day or night period;
  - g. maximum number of student training flights in any day or night period; and
  - h. minimum rest periods between training periods.
- 5.7 Policy for the conduct of student evaluation, including:
- a. procedures for flying progress checks and skill tests;
  - b. procedures for knowledge progress tests and knowledge tests;
  - c. procedures for authorisation for tests;
  - d. procedures for refresher training before retest;
  - e. test reports and records;
  - f. procedures for knowledge test preparation, type of questions and assessments, standards required for a pass;
  - g. procedures for question analysis and review and issuing replacement exams; and
  - h. knowledge test re-write procedures.
- 5.8 Policy regarding training effectiveness, including:
- a. individual student responsibilities;
  - b. procedures to correct unsatisfactory progress;
  - c. procedures for changing instructors;
  - d. maximum number of instructor changes per student;
  - e. internal feedback system for detecting training deficiencies;
  - f. procedures for suspending a student from training including suspension board members;
  - g. requirements for reporting and documentation; and
  - h. completion standards at various stages of training to ensure standardisation

## **Chapter 6 FLIGHT TRAINING SYLLABUS**

- 6.1 Detailed statement of the content specifications of all air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.
- 6.2 Flight lesson reference list in the form of an abbreviated list of the above exercises giving only main and sub-titles for quick reference in a form to facilitate daily use by instructors.
- 6.3 Statement of how the course will be divided into phases, indicating how the phases will be arranged to ensure completion in the most suitable learning sequence and that essential or emergency exercise are repeated at the proper frequency.
- 6.4 Syllabus hours for each phase and for groups of lessons within each phase and when progress tests are to be conducted.
- 6.5 Statement of the standard of proficiency required before progressing from one phase of training to the next. Include minimum experience requirements in terms of hours and satisfactory exercise completion before undertaking significant lessons, such as night flying.
- 6.6 Requirements for instructional methods, particularly with respect to pre-flying and post-flying briefings, adherence to syllabi and training specifications, and authorisation of solo flights.
- 6.7 Instruction in respect to the conduct and documentation of all progress checks.
- 6.8 Instruction, where applicable, given to all examining staff in respect to the conduct of tests.

## **Chapter 7 THEORETICAL KNOWLEDGE SYLLABUS**

- 7.1 The syllabus for theoretical knowledge instruction should be structured generally as in paragraph 6 of this Appendix but with a training specification and objective for each subject.

## **Chapter 8 TESTS AND CHECKS CONDUCTED FOR THE ISSUANCE OF A LICENCE OR A RATING**

- 8.1 When the CAAM has authorised a flying club to conduct the testing required for the issuance of a licence or rating in accordance with the MCAR, it should include:
  - a. name(s) of the personnel with testing authority and scope of the authority;
  - b. role and duties of the authorised personnel;
  - c. if the flying club has been given authority to appoint personnel to conduct the testing required for the issuance of a licence or rating, the minimum requirement for appointment as well as the selection and appointment procedure; and

- d. applicable requirements established by the CAAM such as:
  - (1) procedures to be followed in the conduct of checks and tests; and
  - (2) methods for completion and retention of testing records as required by the CAAM.

## **Chapter 9. RECORDS**

- 9.1 Policy and procedures regarding:
  - a. attendance records;
  - b. student training records;
  - c. staff training and qualification records;
  - d. person responsible for checking records and student personal logs;
  - e. nature and frequency of record checks;
  - f. standardisation of record entries;
  - g. personal log entries; and
  - h. security of records and documents.

## **Chapter 10. APPENDICES**

- 10.1 As required:
  - a. sample progress test forms; and
  - b. navigation logs, test reports and records.

## 4.2 Appendix 2: Minimum Requirement for Aircraft Used for Instructional Flying

### Minimum Requirements for Aeroplanes

1. No aeroplane shall be used for the purposes of the course unless it is approved by CAAM in accordance with the following minimum requirements:
  - a. Each aeroplane shall have a valid certificate of airworthiness and be maintained accordingly.
  - b. Each aeroplane shall be fitted with duplicated primary flight controls for use respectively by the instructor and the student. Swing-over flight controls are not acceptable.
  - c. Trimmer controls, wheel brakes, wing-flap controls and (if applicable) undercarriage controls and all engine and fuel controls and cabin fire extinguisher shall either be duplicated or be positioned so that they are accessible to both the instructor and student when sitting normally in their customary seats with safety belts or harnesses fastened. Some single-engine aeroplane with fuel controls fitted on the portside and not readily accessible to the Instructor may be accepted.
  - d. Fuel endurance of at least 3 hours with two crews.
  - e. All flight, engine and associated ancillary instruments shall be readily visible to both the instructor and the student when sitting normally in their customary seats with safety belts or harnesses fastened.
  - f. Two-way electrical intercommunication, which also permits the monitoring from one station of RTF communication made from the other, for use by both the instructor and the student, shall also be fitted. Handheld microphones are not acceptable. Separate transmit facilities shall be provided for the instructor and student. All radio apparatus shall be in Class 1, when so required by regulations.
  - g. In addition to meeting the provisions of the Airworthiness Requirements, each single-engine aeroplane shall have a turn and slip indicator (or turn coordinator and slip indicator), a gyroscopic bank and pitch indicator, a gyroscopic direction indicator and a sensitive pressure altimeter adjustable for changes in barometric pressure.
  - h. When so required, provision shall be made for a stop watch readily usable by the student in flight. This may be part of the aeroplane equipment, failing which a stop watch holder must be provided.
2. A means of screening the student from external references shall be provided to simulate instrument flight conditions. Head worn visors or similar devices are not acceptable for test purposes. Screening must meet the following requirements.
  - a. Permits visual take-off by means of a hinged flap or sliding shutter(s).
  - b. Precludes the use by the student of any external references when simulating IF for single-engine aeroplane, through 75° either side of

- straight ahead of the student;
- c. Allows both the student and the instructor an unimpeded access to all controls and an unrestricted view of the instruments, especially the magnetic compass during limited panel flying.
  - d. Be angled to ensure minimum interference to the all-round lookout from the normal seating position of the FI.
  - e. Be simple to erect and remove in flight, and be constructed in a material which will bend or collapse easily on impact.
3. Devices for blanking-off the Artificial Horizon/Attitude Indicator and the Direction Indicator shall be provided for the limited panel Instrument Flying Training.
4. All aeroplanes operated in accordance with the instrument flight rules.
- a. All aeroplanes when operated in accordance with the instrument flight rules, or when the aeroplane cannot be maintained in a desired attitude without reference to one or more flight instruments, shall be equipped with:
    1. a means of measuring and displaying: 1) magnetic heading (standby compass);
    2. barometric altitude;
    3. indicated airspeed, with a means of preventing malfunctioning due to either condensation or icing;
    4. turn and slip;
    5. aircraft attitude;
    6. stabilised aircraft heading;  
*Note.- The requirements of 4., 5. and 6. may be met by combinations of instruments or by integrated flight director systems provided that the safeguards against total failure, inherent in the three separate instruments, are retained.*
    7. whether the supply of power to the gyroscopic instruments is adequate;
    8. the outside air temperature;
    9. rate-of-climb and descent;
  - b. equipped with, or shall carry, a means of measuring and displaying time in hours, minutes and seconds; and
  - c. equipped with such additional instruments or equipment as may be prescribed by the appropriate authority.
5. Aeroplanes when operated at night.
- a. Aeroplanes, when operated at night, shall be equipped with:
    1. Anti-collision light system



2. the equipment specified in 4. above; and
3. the lights required by CAD 2 for aircraft in flight or operating on the movement area of an aerodrome;  
*Note.- Specifications for lights meeting the requirements of CAD 2 for navigation lights are contained in Appendix 2.1 - Lights To Be Displayed By Aeroplanes. The general characteristics of lights are specified in CAD 8.*
4. a landing light;
5. illumination for all flight instruments and equipment that are essential for the safe operation of the aeroplanes that are used by the flight crew;
6. lights in all passenger compartments; and
7. an independent portable light for each crew member station;
8. lights to conform with the International Regulations for Preventing Collisions at Sea if the aeroplane is operated as a seaplane.

#### Minimum Requirements for VFR Helicopter

1. No helicopter shall be used for the purposes of the course unless it is approved by CAAM in accordance with the following minimum requirements:
  - a. Each helicopter shall have a valid certificate of airworthiness and be maintained accordingly.
  - b. Each helicopter shall be fitted with duplicated primary flight controls for use respectively by the instructor and the student. Hand Grip throttles (if fitted) shall be duplicated on both collectives.
  - c. Where applicable, undercarriage controls, all engine, fuel controls and cabin fire extinguisher shall either be duplicated or be positioned so that they are accessible to both the instructor and student when sitting normally in their customary seats with safety belts or harnesses fastened.
  - d. Fuel endurance of at least 3 hours 30 minutes with two flight crew.
  - e. All flight, engine and associated ancillary instruments shall be readily visible to both the instructor and the student when sitting normally in their customary seats with safety belts or harnesses fastened.
  - f. Two-way electrical intercommunication, which also permits the monitoring from one station of RTF communication made from the other, for use by both the instructor and the student, shall also be fitted. Handheld microphones are not acceptable. Separate transmit facilities shall be provided for the instructor and student. All radio apparatus shall be in Class 1, when so required by regulations.
  - g. In addition to meeting the airworthiness requirements, single-engine

helicopters shall have the following:

1. Clock with stopwatch capability.
  2. Airspeed indicator
  3. Sensitive altimeter adjustable for barometric pressure
  4. Magnetic direction indicator v. Outside air temperature indicator
  5. Rate-of-climb (vertical speed) indicator
  6. Gyroscopic Direction Indicator
  7. Attitude indicator
  8. Turn and Slip indicator
2. A means of screening the student from external references shall be provided to simulate instrument flight conditions. Head worn visors or similar devices are acceptable for test purposes. Screening must meet the following requirements.
- a. Permits visual takeoff by means of a hinged flap or sliding shutter(s).
  - b. Precludes the use by the student of any external references when simulating IF for single-engine helicopter, through 75° either side of straight ahead of the student;
  - c. Allows both the student and the instructor an unimpeded access to all controls and an unrestricted view of the instruments, especially the magnetic compass during limited panel flying.
  - d. Be angled to ensure minimum interference to the all-round lookout from the normal seating position of the FI.
  - e. Be simple to erect and remove in flight, and be constructed in a material which will bend or collapse easily on impact.
3. Devices for blanking-off the Artificial Horizon/Attitude Indicator and the Direction Indicator shall be provided for the limited panel Instrument Flying Training.

### **4.3 Appendix 3: Annual internal review and annual activity report guidelines**

#### **Annual Internal Review**

The annual internal review should consist of a comprehensive assessment whether the FC effectively carries out the tasks and responsibilities as per sub chapter 2.6. Specific emphasis should be given to the following:

- a. availability of sufficient resources;
- b. conduct of training in accordance with the requirements of CAD 1 - PEL and this CAD 1002 - FC, with the FC training programme(s) and with the FC's safety policy;
- c. random checks of training records and course completion certificates issued by the FC;
- d. assessment of the training programme(s) for its (their) adequacy and currency
- e. training aircraft including their documents and maintenance records;
- f. aerodromes and operating sites, including associated facilities;
- g. evaluation of both adequacy and effectiveness of the follow-up, corrective and, as applicable, remedial action taken after non-compliances that have been detected internally or that have been subject to findings as per sub chapter 2.3;
- h. assessment of the safety policy including its means and methods as defined in sub chapter 2.7; for its adequacy and currency;
- i. assessment of the effectiveness of the implementation of the mitigation measures, as foreseen in the FC's safety policy.

#### **Annual Activity Report**

For the past calendar year, the annual activity report should contain at least a list of:

- a. all training courses and refresher trainings conducted;
- b. names of all flight and ground instructors involved in the provision of training, including, in the case of FCs for aeroplanes and helicopters, information on the aerodromes and operating sites of the FC where training was conducted;
- c. number of students for every training course conducted;
- d. all training aircraft used including registration marks;
- e. all occurrences, accidents and incidents that occurred during the training courses; and
- f. any other information that is deemed relevant by the CAAM.

#### **Submission of Annual Internal Review and Annual Activity Report to the CAAM**

The annual internal review and the annual activity report for each past calendar year shall be submitted within a time frame agreed between the FC and the CAAM.



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