



EAC-m ATO

Personnel & student training

Training slides for instructors and
students at the EAC-m ATO



Agenda

- Introduction ATO flight school
- Slides on ATO training needs
- Part 1:
 - Slides on ATO organization and key manuals
 - Slides on Safety management system
 - Quizz – Q&A part 1
- Part 2:
 - Slides specific for instructor training
 - Quizz – Q&A part 2



Introduction ATO vliegschool

- The flight school of the EAC-m is an ATO.
- Also training of students and instructors is standardized
 - In which way that is done
 - Which subjects
- These slides cover the training needs.



Personnel & student training needs

What do manuals state on training:

- Part A - Training Plan:
 - Safety Training, and refers to OM and OMM
- Organisation management manual - chapter 6
 - “Training of personnel”
- Operations manual - chapter 6
 - “Safety Management System”



Training overview

	TKI, including CTKI (source: OMM 7101)	FI, including CFI (source: OMM 7101)	ATO members/students (source: OM 6101)
new in ATO	Initial training and check	Initial training	Initial SMS briefing
	Training subjects: refer to "ATO_training_subjects"	Training subjects: refer to "ATO_training_subjects"	Training subjects: refer to "ATO_training_subjects"
	Proof: certificate of completion 7124. Add to "instructor binder".	Proof: certificate of completion 7124. Add to "instructor binder".	proof: certificate SMS briefing 7120
(at least) once a year	Refresher training	Refresher training	Refresher Safety briefing
	Training subjects: refer to "ATO_training_subjects"	Training subjects: refer to "ATO_training_subjects"	Training subjects: refer to "ATO_training_subjects"
	Proof: certificate of completion 7124. Add to "instructor binder".	Proof: certificate of completion 7124. Add to "instructor binder".	proof: certificate SMS briefing 7120
	Standardisation training	Standardisation training	
	Standardisation is discussed in instructor meeting. Fixed agenda item.	Standardisation is discussed in instructor meeting. Fixed agenda item.	
every 2 years	Standardisation training	Standardisation training	
	HT or CFI attends a lecture by the instructor. evaluation by staff member or appointed instructor	a standardisation training flight evaluated by an appointed instructor evaluation by appointed instructor	

Part 1 and part 2
subjects of this training

Part 1 subjects of this
training

Training subjects
in next slide



ATO training subjects

Training subjects	Flight Instructors		Theoretical Knowledge Instructors		ATO member/student	
	new in ATO (initial training)	once a year (refresher training)	new in ATO (initial training and check)	once a year (refresher training)	new in ATO (initial SMS briefing)	once a year (refresher Safety briefing)
ATO organisation, procedures and standards	x		x			
Flight training program	x	x	x	x		
emergency and safety training (incl. material to train new ATO members)	x	x	x	x		
ATO manuals: OMM, SMM, ERP, TM, OM	all	all, except OMM	all	all, except OMM	OM, and TM if applicable	
SMS framework	x	x			x	x
the components of the organisations's SMS	x	x			x	x
the safety policy statement	x	x			x	x
hazard identification	x	x			x	x
safety culture	x	x			x	x
incident and hazard reporting and the forms to be used	x	x			x	x
risk management	x					
maintenance procedures	x					
theoretical knowledge instruction according to an approved syllabus	x					
a test lecture on a subject selected by the candidate			x			
share results of previous year from within or outside own ATO						x

As in OMM, chapter 6

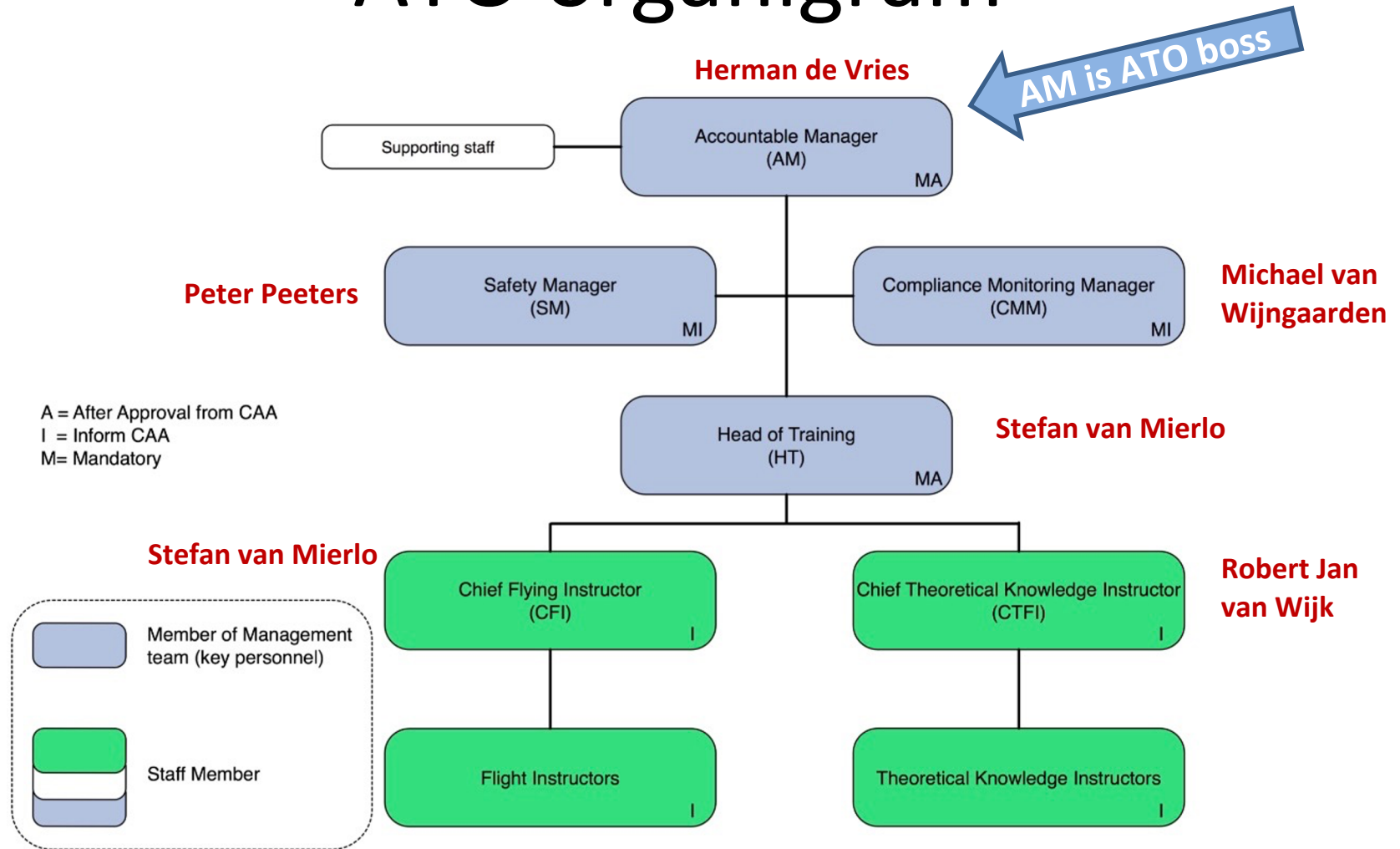
As in OM,
chapter 6



PART 1 – ATO ORGANISATION AND MANUALS



ATO organigram





ATO personnel, member, staff

- Personnel
 - management team (AM, HT, SM, CMM) and instructors
- Staff
 - all persons in organigram of OMM (previous slide)
 - Personnel + supporting staff
- Member
 - all personnel, students, customers of ATO, persons fulfilling a role not officially assigned



Important ATO manuals

- OMM = Organisation Management Manual
 - Document 7101
- SMM = Safety Management Manual
 - Document 7102
- OM = OPS Manual = Operations manual
 - Document 6101
- part A - Training Plan
 - Document 2101
- ERP = Emergency Response Plan
 - Document 7103
- Training syllabi
 - part-B Air exercises & part-D theoretical

Stored in digital form,
accessible via Internet.
Staff members must have
access.

Stored in digital form,
accessible via Internet.

Staff members and
students must have access.

ALSO stored in ship's papers.

In student syllabus in EAC-m
briefing room.

Staff members and
students must have access.



Safety management system

PART 1 - SMS BRIEFING



Safety Management System

- In beeld brengen van de operationele risico's.
- Bevorderen van het melden van Incident en Hazard, vrije informatie uitwisseling rond Safety.
- Bevorderen van een open cultuur, leren van gemaakte fouten, zonder angst voor bestraffing.
- Afleren van slechte gewoonte.
- Elkaar aan durven spreken.



Safety Management System: Goals

- Avoid Accidents
- Improve Safety
- Increasing the knowledge on safe operation
- Learn from each other
- Encouraging an environment whereby safety is top priority and second nature



Safety incident reporting

Incidents to report via Incident Report Form

- Bird/wildlife strike;
- Loss of control of the aircraft;
- AIRPROX;
- Airspace violation;
- In-flight technical malfunctions;
- In-flight incapacitation of pilot;
- Incidents connected with "I am safe" situations;
- Problems during the flight execution which affect flight safety;
- Emergency landings and precautionary landings;
- Runway/taxiway incursions and excursions;
- Fire or smoke on board of the aircraft;
- Faulty/incorrect loading (outside of envelope);
- Distress calls (both PAN and Mayday calls);
- Damage to aircraft and/or damage to others due to contact with aircraft lost;
- Injuries (self/third parties);
- Incorrect documentation, procedures etc.;
- Problems with oil or fuel;
- Problems relating to the condition of the airfield;
- Incidents not mentioned here but which nevertheless have an impact on safety;
- Unexpected encounter of volcanic ash;
- Exceeding POH limits.

Other incidents than those in above list can be added



Safety Notification Board

- Critical Safety Notifications: Nieuwe Informatie over de status van vliegtuigen en materieel.
- NB: Een notification blijft 4 weken op het bord, en gaat daarna in de Red Binder.
- Aantallen ontvangen meldingen IRF en HRF.
- Informatie over mitigerende maatregelen.
- Safety Policy Statement.

Always check the notifications before your flight!!



Red Critical Safety Binder

- Critical Safety Notifications die nog gelden, maar na 4 weken van het bord zijn gehaald.
- Zodra vervallen worden de notifications door de SM verwijderd uit binder.
- Een overzicht van alle notifications die ooit zijn gepubliceerd staat in de Binderlist

Always check the binder content before your flight!!



Reporting via IRF or HRF

- De meldingsformulieren staan op de website.
 - Voor IRF gebruiken we een EASA formulier
- De Word-versie kan digitaal worden ingevuld
- In de Red Binder in de OPS room zitten lege papieren formulieren

Sent completed IRF or HRF to sm@eacm.nl



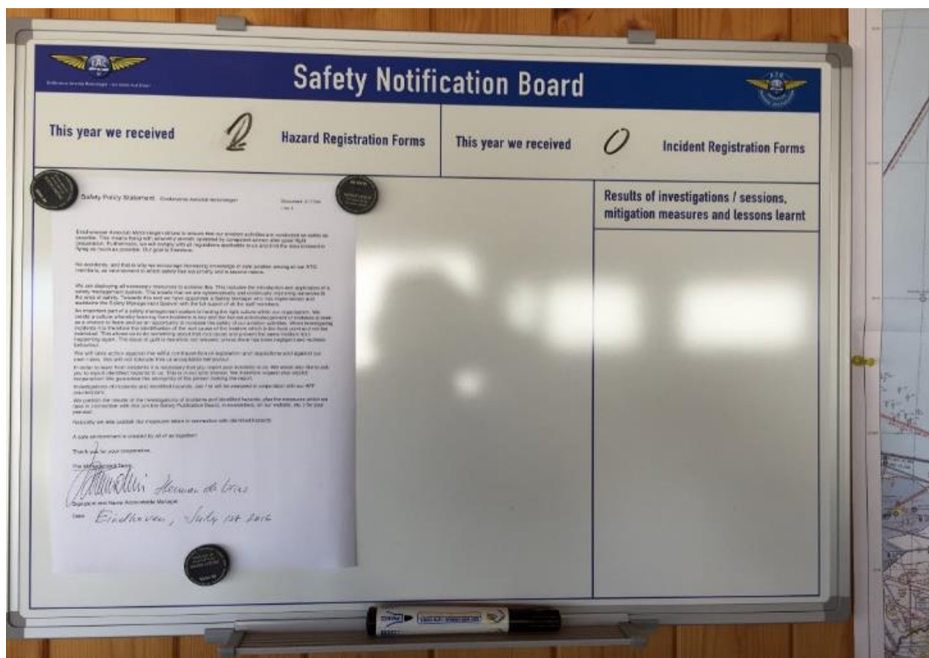
Sealed Red Letter Box

- Wordt alleen door de SM geopend
- Hierin kan je (eventueel anoniem) de papieren versie van de IRF en HRF deponeren.
- Ook kan je hier allerlei andere bespreekpunten die Safety betreffen deponeren



Safety Notification Board in OPS room

Sealed Red Letter Box and Red Safety Binder



Note: Picture shows old small board.



Safety incident management

- Alle meldingen via Hazard- en Incident Report Forms worden onderzocht door de Safety Manager
- En vervolgens een aantal stappen doorlopen:
 - Geanonimiseerd doorgestuurd naar ILT binnen 72 uur.
 - Besproken in het Safety Team.
 - Conclusies worden getrokken met lessons to be learned.
 - Besproken in de ATO Safety management meeting van het ATO bestuur
 - Mitigerende maatregelen worden genomen door het bestuur.
 - Publicatie op het Safety Notification Board en website.
 - De meldingen zelf komen anoniem op onze website, ter lering.



Risk management door Safety team

- Beoordeelt de ernst en frequentie van de risico's.
- Stelt de noodzaak van mitigerende maatregelen vast.
- Beoordeelt de effecten van de genomen maatregelen.
- SM is de brug tussen Safety team en ATO bestuur
- SM bespreekt uitkomsten in de Safety management meeting die minstens elke 3 maanden plaats vindt



Emergency Response Plan

- Found on EAC-m website under Safety
 - Document ERP 7103
- Check Bellijst for Incident and Emergency (example in next slide)
- ERP also in every “vliegtas”



Bellijst

Emergency Response Plan 317103

Versie 1 rev. 1, 2 oktober 2017

EAC-m ATO

Example – check latest version on wall.

Activeren ERP door EAC-m lid:

- | | | |
|---------------------------------|---------------|---------------------------|
| 1 Tower bellen, melden incident | 040-289 64 51 | |
| 2 Accountable manager bellen | 06-51 280 616 | indien afwezig bellen FSO |
| 3 Flight Safety Officer bellen | 06-20 430 251 | indien afwezig bellen HOT |
| 4 Head of Training bellen | 06-51 385 287 | |

Accountable Manager

Persoonlijk letsel ?

JA

NEE

Informeren NOK: zie EAC-m captain

Contact leggen met ATO stafleden en EAC-m leden

Aircraft damage handling

040-289 64 51

Kleine schade: In overleg met Tower en brandweer toestel van baan verwijderen

Bellen met OVV

0800-6353688

Grote schade: afhankelijk van plaats en soort schade i.o.m. autoriteiten

Flight Safety Officer

Persoonlijk letsel ?

JA

NEE

Informeren NOK: zie EAC-m captain en vervolgens opvangen betrokkenen

Contact leggen met ATO stafleden en EAC-m leden

Aanwijzen bestuurslid voor verzamelen informatie

Head of Training

Informeren van:

Politie 0900-8844 (indien noodzakelijk)

Onderzoeksraad voor de Veiligheid 0800- 6353 688

IL&T 070-456 34 34

Vliegtuigeigenaar

Aerodrome (indien noodzakelijk en van toepassing)

ATC (indien noodzakelijk en van toepassing)

Persoonlijk letsel ?

JA

NEE

Informeren NOK: zie EAC-m captain en vervolgens opvangen betrokkenen

Contact leggen met ATO stafleden en EAC-m leden

Aanwijzen bestuurslid voor verzamelen informatie



Q&A - ATO organisation, SMS , Emergencies (related to OMM, SMM, ERP)

QUIZZ – PART 1



Quizz - 1

- Who is your AM and HT and how to know?
 - Herman de Vries and Tjeerd van Mourik Broekman;
 - on ATO certificate: “STATUS SHEET”; the only valid source!
- Who is your SM?
 - Peter Peeters (informed via AM)
- Where to find which part-FCL training courses are approved to be offered?
 - on ATO certificate: “training course approval” sheet



Quizz -2

- Where to find the safety policy statement?
 - On safety notification board (in OPS room)
- What are the main items of our SMS?
 - Safety notification board,
 - critical safety information in red notifications
 - number of IRF and HRF recieved (year to date)
 - Result of investigations, mitigations, lessons learned
 - Safety policy statement
 - Red safety binder
 - contains list of all red notfications ever placed in binder
 - those red notifications older than 4 weeks and still relevant
 - Note: IRF & HRF forms stored in secure cabinet (not in red binder)
 - Sealed letterbox
 - Registration forms (IRF/HRF)



Quizz - 3

- Who is expected to use **red** safety binder?
 - Compulsary for anyone away for longer than 3 weeks to go through binder before flight
 - In front a list with all topics ever placed in binder
- What is critical safety information?
 - That which must be known before next flight or as soon as possible
 - Must be on safety notification board for 1 month (printed on **red** notification)
 - All ATO members are expected to check notification board before flight



Quizz - 4

- Where to find the ERP?
 - ships papers, website (see OMM). Same locations for OPS Manual.
- Where to find a list of all staff members including nearest relatives?
 - In ERP: phone number, address (see ERP)
- Who can activate the ERP?
 - Any staff member; follow flowchart A, B or C
- Who can cancel/stop the ERP?
 - AM; when AM is not capable to do so HT together with SM decide



Optional for student; mandatory for instructor personnel

PART 2 - INSTRUCTOR SPECIFIC PART



Flight Instructor

As specified in OMM

- Responsible for:
 - Giving training in compliance with part-FCL
 - Promote safety culture within ATO
 - Introduction of SMS to new ATO members
 - Emphasis on obligation to report incidents
- Requirements:
 - Hold License for which instruction is given,
 - entitled to act as PIC during flight,
 - hold FI-license,
 - completed training for personnel

These slides!



Theoretical knowledge instructor

- Responsible for:
 - Theoretical instruction
- Requirements:
 - Have practical background in aviation in the areas relevant for the training,
 - Has undergone a course or training in instructional techniques or previous experience in giving theoretical knowledge instruction,
 - Appropriate theoretical background on the subject,
 - completed training for personnel

As specified in OMM

These slides!



Flight training program - syllabus

- Instructors give instruction according a training syllabus Part B (practical) and Part D (theoretical)
- Instruction standardisation is essential to avoid confusions to students
- Examples of lack of standardisation to be raised to attention of HT

Part A – Training Plan



Flight training program - sequence

- All flight lessons organised in phases
 - 4 phases for PPL, 3 phases for LAPL
 - Program concluded with Qualification test, before skill test
- lesson sequence in the manual may be deviated from.
 - For example due to student progress or weather conditions
- It is **not** required to have completed lessons of one phase before moving to the next phase.
- When all lessons of all phases are completed an (ATO internal) qualification test is required, see doc 2101 for conditions to be met.
 - Copy of CAA skill test form is used
- HT must sign the course completion sheet.

Source: Part A – Training Plan



Q&A - instructor personnel subjects related to Organisation Management Manual, Training Plan, Operations Manual

QUIZZ – PART 2



Quizz - 1

- How long shall ATO store student binder?
 - In Training Plan – completion of course
 - At least 3 years after completion even if unsuccessful
- Where to find what must be contained in student binder?
 - in Training Plan – training records
 - one binder in hard copy A4 with personalised student syllabus (part-B and if applicable part-D) and syllabus monitoring form. In digital form only: next of kin, medical, existing licenses, R/T certificate, ID, Certificate of SMS completion
- What evidence of authorisation should a student carry for each solo flight?
 - document 6103 – flight assignment (solo) (see OM)
- Where to find description of ATO facilities?
 - In OMM Appendix K.
- Where to find what documents to carry at least on each flight?
 - In OM (= OPS Manual) – ships paper's



Quizz - 2

- How to deal with deficiencies?
 - In Operations Manual – Allowable deficiencies & detecting deficiencies
 - Allowable deficiencies in Document 6102 for aircraft without established MMEL. Copy added to ships paper's.
 - For those that have a MMEL, the POH is reference.
 - If a deficiency is found, before, during or after the flight it needs to be properly logged in the Aircraft Discrepancy Log (document 6109)
 - The ADL documents are stored in a binder in the OPS room and always accessible to all personel, pilots and student
 - Log entries not solved yet may never be extracted from this binder/log.
 - The EAC-m SOP follows the above and adds some specifics, see point 6 Technische staat. For example in case of deficiencies detected at an out-station (this means not at EHEH)
 - make an entry in the orange “Journal” in box 12, to reflect the issue. After this action, the PIC must contact EACM Maintenance (Joep 0624867909 or Theo), to discuss the item and to further determine whether the aircraft is airworthy or not.



Quizz - 3

- Where are the time restrictions mentioned for students and instructors?
 - In Operations Manual (OM)
- What is maximum flight time duty period for students?
 - 9 hours
- What is maximum flight time duty period for an instructor?
 - 10 hours
- The instructor explicitly signs for knowing the time restrictions via the Statement Instructor (doc 7110)



Quizz - 4

- Who signs the course completion sheet in the student syllabus at the end of a qualification test?
 - The HT (see Training Plan)
- May items from a flight lesson in one phase be carried over to the next phase ?
 - Yes, not all items of phase have to be closed before starting a next phase (see Training Plan)



THE END