



GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

TECHNICAL CENTRE, OPP. SAFDURJUNG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENTS
SECTION 7-FLIGHT CREW STANDARDS
TRAINING & LICENSING
SERIES-D PART I
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DRAFT**

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F. No. DGCA-16026(10)/6/2018-DFT

Subject: **Approval, Renewal, change-management and Safety oversight of flying training organizations.**

1. Introduction

- 1.1 Clause (c) of subsection 2 of Section A of Schedule II of Aircraft Rules, 1937 require that the flying experience required for issue of private pilot and commercial pilot licenses shall be acquired at the Flying Training Organization (FTO) approved/ recognized by the Director-General. Further, clause (e) of the said schedule requires that the flying training shall be completed in accordance with the syllabus prescribed by the Director-General.
- 1.2 Rule 41B in Part V of Aircraft Rules 1937, prescribe the regulations relating to approval of Flying Training Organizations.
- 1.3 This CAR is issued under provisions of Schedule II as mentioned above, Rule 41B and Rule 133A of the Aircraft Rules 1937 and lays down the requirements for approval of a Flying Training Organization for imparting flying training for the issue of pilot licenses on Aeroplane/ Helicopter and associated ratings. The CAR also contains the requirements and information related to renewal of approval, inspection/ surveillance/ audit of FTO and other general requirements related to FTO.

2. Applicability and Scope

- 2.1 Provisions of this CAR are applicable to all applicant FTOs and DGCA approved FTOs imparting flying training for issue and renewal of pilot licenses and associated ratings.

- 2.2 No person shall operate as an approved FTO without, or in violation of, an approval certificate, ratings or training specifications issued under this CAR.
- 2.3 The FTO shall display the 'FTO Approval Certificate' in a place accessible to the public in the principal place of business of the training center.
- 2.4 The certificate and training specifications issued to an FTO shall be available on the premises for inspection by the public and the DGCA.
- 2.5 The approval of an FTO shall be dependent upon the applicant demonstrating compliance with the requirements laid down in this CAR along-with requirements laid down in CAR Section 7 Series I Part V and other relevant Rules/ Regulations.

3. Eligibility

- 3.1 FTO approval can be granted only to the following entities:
- a) a citizen of India or a group of Indian nationals; or
 - b) a trust/ society registered under the Societies Registration Act 1860; or
 - c) a Non-Resident Indian or Overseas Corporate Bodies; or
 - d) Central or State Government or their undertaking; or
 - e) a company and body corporate registered (in India) under the Companies Act 2013, having its principal place of business in India, providing the Chairman and at least two-thirds of its Directors are citizens of India, its substantial ownership and effective control is vested in Indian nationals and with or without foreign equity participation (Excluding NRI equity) as approved by the Government from time to time.
- 3.2 The applicant shall meet the paid up capital requirements as prescribed below:

Fleet Strength	Minimum Paid-up capital Rs. In Crores
Up to 3 aero planes/ 2 helicopters	1.00
More than 3 and up to 5 aero planes/ 2 and up to 5 helicopters	3.00
More than 5 and up to 10 aero planes/ helicopters	5.00
More than 10 aero planes/ helicopters	10.00

Note1: A Certificate indicating the paid-up capital of the company/ entity, issued by Chartered Accountant and countersigned by Company Secretary, or by the CMD/ MD/ Chairman of the company where the provision of Company Secretary is not applicable shall be submitted.

3.3 The Applicant/ Company and its Board of Directors shall be required to be security cleared from Ministry of Home Affairs (MHA).

3.4 The management positions such as the Chief Executive Officer (CEO) and/ or Chief Financial Officer (CFO) and/ or Chief Operating Officer (COO) and/ or Accountable Manager, if held by foreign nationals, shall would also require security clearance from MHA.

3.5 **SECURITY CLEARANCE**

3.5.1 Approval of FTO and continuation of flying training is subject to security clearance from MHA. Denial/ withdrawal of Security Clearance by MHA at any stage will lead to rejection of the application for FTO approval, and FTO approval certificate if already issued, shall be liable to be cancelled/ /suspension of flying training operations.

3.5.2 Ministry of Home Affairs (MHA) is the competent authority for grant of Security Clearance. The request for initial grant/ renewal of security clearance shall be submitted to the Director General of Civil Aviation through e-SAHAJ portal (<https://esahaj.gov.in/>). DGCA shall convey the decision on security clearance based on inputs from MHA.

3.5.3 The validity of security clearance for the Company and Board of Directors shall be co-terminus with the validity of approval certificate, and a fresh security clearance shall be required at the time of renewal of approval of FTO.

3.5.4 Any change in the Board of Directors of the Company, or induction of foreign national to management positions such as the Chairman and/ or Chief Executive Officer (CEO) and/ or Chief Financial Officer (CFO) and/ or Chief Operating Officer (COO) and/ or Accountable Manager at any time shall not be effected without prior security clearance from MHA through DGCA.

3.5.5 Any change in the shareholding pattern of the Company involving a change of 10% or more shall not be effected, unless the security clearance is obtained from Ministry of Home Affairs through DGCA.

3.5.6 The Applicant of new FTO/ existing FTO approval certificate holder shall provide information to Ministry of Civil Aviation and DGCA regarding criminal

case(s), if any, registered against the company, owner, promoter or any of its Directors at any point of time.

3.5.7 Changes in the company including Board of Directors, Management Personnel, shareholding pattern, which require prior security clearance under this CAR, if effected without prior security clearance, shall invite penal action as per provisions of the Aircraft Rules, 1937.

3.5.9 The provisions of FDI policy from Government of India and guidelines from Ministry of Civil Aviation in this regard shall be followed for any foreign direct investment (FDI).

4. No Objection Certificate (NOC) for setting up FTO

4.1 Requirements for issue of NOC

4.1.1 Applicant shall make an application through eGCA to DGCA along with requisite fee (Refer Appendix - I)

4.1.2 The application shall be accompanied with the following supporting documents:

- i) Memorandum of Articles of Association duly registered with the competent authority.
- ii) Particulars of Directors and Chairman or Chief Executive Officer.
- iii) Evidence of having sufficient fund as per the requirement mentioned in para 3.2.
- iv) Project report containing details of the proposed set-up including three years business plan, proposed financial structure, ownership pattern, time frame in which the applicant proposes to operationalize the various stages of the project,
- v) Any other relevant information required to support issuance of NOC.

4.1.3 Before grant of NOC, approval of Foreign Investment Promotion Board (FIPB) shall be obtained by the applicant, if foreign investment is envisaged.

4.2 Process for Grant of NOC

4.2.1 Before processing for grant of NOC, security clearances of the Directors and Chairman/CEO of the organization shall be required as per Ministry of Home Affairs guidelines, currently in force.

4.2.2 Application will be examined by a Committee approved by the Director General to assess the need for FTO, financial soundness of the project.

4.2.3 Applicants whose proposals are found satisfactory by the Committee will be granted NOC subject to any condition as may be considered necessary.

4.3 Validity of NOC

4.3.1 NOC shall be valid for a period of two year from the date of issue. On grant of NOC, the applicant is required to establish and obtain approval of FTO within a period of two years.

4.3.2 The NOC may be extended for a period of **two years, one year** at a time subject to the satisfaction of the Director-General regarding progress towards meeting the requirements of FTO approval, **Application for extension of NOC must be submitted one month in advance from the expiry of the existing valid NOC through eGCA along-with requisite fees.**

4.3.3 Fresh Application for NOC will be required after expiry of NOC validity (initial and extension) i.e. after 4 years from date of initial issue of NOC.

5. Permission for import/ acquisition of aircraft

5.1 After receipt of NOC, the applicant may apply to DGCA (Air Transport Directorate) for import/ acquisition of the aircraft as per the provisions of Air Transport Circular 2 of 2017.

5.2 DGCA may grant permission for import/ acquisition of aircraft with such conditions as may be specified, if the proposed aircraft satisfies the requirements laid down in para 12.5 of this CAR.

5.3 The applicant shall ensure that the aircraft being imported is suitable for flying training.

6. Approval of FTO

6.1 Application for approval of FTO

6.1.1 The prospective applicant is required to submit a Letter of Intent (LOI) to the Directorate of Flying Training, DGCA outlining the proposal in line with the Appendix-IV. Subsequently, after Pre Application Phase meeting, the applicant is required to submit the completed application as per Appendix-IV through eGCA along-with prescribed fee. . The formal application shall be accompanied with the following:

- a) A statement showing that the minimum qualification requirements for each management position/ post holder are met or exceeded;
- b) The proposed training authorizations and training specifications requested by the applicant;

- c) The proposed location of each training facility and any satellite facility location/ aerodrome/ site, the proposed courses to be taught at each location, and the equipment at each location including Synthetic Flight Training Devices (STFDs), training aircraft to be used;
 - d) Clearance from the aerodrome operator for use of airport for setting up the training institute including allocation of parking space.
 - e) Clearance from Airports Authority of India/ concerned Defense authorities from air traffic point of view.
 - f) Two copies of its proposed Training and Procedures manual;
 - g) Two copies of each proposed training course curriculum, including syllabi, outlines, training programme, procedures, and documentation to support the curriculum for which approval is sought;
 - h) Two copies of each proposed training organization's Quality Assurance Manual.
 - i) Two copies of each proposed training organization's Safety Management Manual.
 - j) Copy of contract arrangement for outsourced facility or equipment.
 - k) A statement of compliance to all applicable CARs for the proposed training, including pertinent subparts and each relevant section of the regulation, which should be identified and accompanied by a brief description.
 - l) Security programme duly approved from Bureau of Civil Aviation Security (BCAS) Any additional information the DGCA requires the applicant to submit.
- 6.1.2 All requirements shall be supported by the supplementary documents. General requirements for setting up of FTO are mentioned at para 12 of this CAR.
- 6.1.3** All manuals shall be prepared and submitted as per checklist. Manuals put forward for approval should be submitted in paper copy also in addition to eGCA application.
- 6.2 Process of Approval of FTO**
- 6.2.1 Initial Certification of FTO shall be carried out as per the five-phase certification process specified in the Training and procedure manual of Directorate of Flying Training (DFT).

- 6.2.2 Certification team duly constituted by DGCA shall assess competency of the post holders and instructors, adequacy of facilities, training system, aircraft and SFTD and documents/Manuals e.g TPM/ QAM/ SMS/ FOB etc. based on the satisfactory review of formal application, completed checklists and documents, proposed FTO shall be inspected by a team constituted by DGCA. Inspection will be carried out in presence of post holders. FTO shall ensure that all the requirements for establishment and operation of FTO are available at the site and a readiness in this regard shall be submitted to DGCA for carrying out the inspection towards the approval of the FTO.
- 6.2.3 Upon satisfactory compliance of all the requirements to certification team, DGCA may grant an approval to the FTO. No provisional or part approval will be granted. The approval shall be valid for a period not exceeding five years from the date of issuance.

7. Certificate of Approval

- 7.1 The Certificate of Approval will contain the following elements:
- a) Entity's name and registered address;
 - b) Name of the FTO;
 - c) Location of main base and other operations base;
 - d) Period of validity (Date of issue and valid up to);
 - e) Scope/ Terms of Approval.
 - f) Equipment list (Type of aircraft with Registration mark & SFTD details)
- 7.2 When the DGCA has authorized an FTO to conduct training and testing required for the issuance of a license or rating, the testing shall be conducted by personnel authorized by the DGCA. Designated personnel shall receive a certificate of designation containing the following elements:
- a) Organization's (FTO) name and location;
 - b) Date of issue and period of validity; and
 - c) Terms of approval
- 7.3 Any change affecting any of the element of certificate of approval shall require prior approval of DGCA. The application for the amendment of an organization's certificate should be submitted at least 30 days before the date the intended changes are effective.

8. Training and Procedures Manual

- 8.1 The applicant shall prepare a training and procedures manual for approval by DGCA. This manual may be issued in separate parts and shall contain at least the information as detailed at Appendix V & VA of this CAR.

8.2 The training and procedures manual (TPM) shall be amended as necessary to keep the information contained therein, up to date. The FTO shall promptly furnish amendments to the training and procedures manual to DGCA for approval. The approved amendment will then be disseminated to other personnel and organizations to which the manual has been issued.

8.3 Approved and latest TPM shall be available to all the Post holders, students and other relevant authorities/personnel.

9. Training Programme

9.1 Ground training programme may be designed as per the syllabus specified in the relevant Aircraft Rules and CARs.

9.2 The FTO shall develop the training programme for single and/ or multi engine aircraft to be used for training and include the same in the Training and Procedures Manual.

9.3 Theoretical knowledge instruction and Simulator training in an SFTD should be synchronized in such a manner so as to ensure that students are able to apply the knowledge gained on the ground including simulator to flying exercises.

10. Safety Management System

10.1 The FTO shall establish a Safety Management System (SMS) in accordance with CAR Section 1 Series C Part I.

10.2 The organization shall nominate a Safety Manager acceptable to DGCA, who shall be responsible for SMS implementation in the FTO. The FTO shall apply to DGCA for acceptance of nominated Safety Manager through eGCA (under the service of Acceptance of Safety Manager. (Refer FTC 02 of 2025)

10.3 The organization shall also prepare a SMS Manual which shall include Safety Policy and objectives and other contents for ensuring phase wise implementation of safety management system. SMS manual shall be submitted to DGCA for acceptance through eGCA.

11. Quality Assurance System

11.1 The FTO shall establish a quality assurance system, acceptable to DGCA, which ensures that training and instructional practices are conducted in compliance with all the requirements of this CAR. The applicant will prepare a Quality Assurance Manual as per the guidance given in Appendix VI of this CAR and the same shall be submitted to DGCA for acceptance.

11.2 The Quality Assurance System must include a system for conducting internal audits covering the entire area of operation within 12 months. The internal audit shall be conducted by the Quality Manager, using customized checklist(s).

Each deficiency reported must be addressed properly to enhance the safety standards and quality of instruction.

12. General Requirements for setting up the FTO

12.1 Facilities and Equipment

12.1.1 Flying Training organization shall establish facility appropriate to the size and scope of the operation. It shall provide physical environment conducive to the learning. These shall include:

A. General:

- (a) Adequate Office Space for operational and administrative staff.
- (b) Storage area including secure area for training and personnel records.

B. Classrooms and training aids:

- (a) Adequate and well equipped class rooms. The classrooms shall be properly lit and furnished. The size of the rooms shall be appropriate to accommodate the batch of students. (at least 4ft x 4 ft per student)
- (b) Radio telephony training and testing facility.
- (c) Library with adequate number of text books/ e-books for ground subjects, regulations and flying techniques; DGCA circulars, CARs, AICs, Aircraft Manual; AIP and its supplement and route maps for training. Books catalogue, register or list of books to track the revisions and stock position.
- (d) Training aids – computer, projector/suitable monitor, multimedia aids etc.

C. Practical training infrastructure and space:

- (a) Flight operation room with facilities to manage and control flying training operations.
- (b) Flight planning room should have the following :
 - (i) appropriate current maps and charts of aerodrome and surroundings, route charts/ maps;
 - (ii) current aeronautical information service (AIS) information;
 - (iii) current meteorological information;
 - (iv) Communications to air traffic control (ATC) and the operations room;
 - (v) any other flight safety related material.

- (c) Briefing room of adequate size.
- (d) Office facility for instructors to allow flight instructors to write reports on students, complete records and other related documentation.
- (e) Waiting room(s) for students.
- (f) Adequate telephone connection and internet connection.
- (g) Office space for the engineering and maintenance personnel.

12.1.2 An approved FTO shall not make a substantial change in facilities, equipment or material that have been approved for a particular training programme, unless that change is approved in advance by the DGCA.

12.2 Synthetic Flight Training Devices (SFTD)

12.2.1 Each SFTD used for generic Instrument Ground Training shall be approved by DGCA.

12.2.2 The training programme conducted on the SFTD including record keeping process shall be included in the Training and Procedures Manual.

12.2.3 SFTD shall be maintained in accordance with an approved maintenance programme.

12.2.4 If the FTO outsources Synthetic Flight Training Device (SFTD) training to another approved FTO, the FTO shall ensure that the selected SFTD facility is both suitable and adequately equipped to conduct the required training in accordance with the FTO's approved curriculum and training requirements.

12.3 Maintenance Arrangements

The FTO shall establish a maintenance organization in accordance with CAR M. The organization may outsource base maintenance check to other appropriately approved maintenance organization.

12.4 Aerodromes

12.4.1 FTO applicant or DGCA approved FTO shall demonstrate that the aerodrome has an adequate runway length/ width and the necessary equipment along-with Obstacle Limitation Surface (OLS) survey chart.

12.4.2 The aerodrome shall have proper fencing for preventing runaway incursion during aircraft operations.

12.4.3 The aerodrome at which flying training is being conducted shall have at least one runway or take-off area that allows training aircraft to make a normal take-off or landing at the maximum certificated take-off or maximum certificated

landing mass, under the conditions specified in aircraft operating manual of manufacturer of all the aircraft used for the training flights.

12.4.4 The aerodrome shall have:

- (a) proper markings of runway, taxiway, apron, holding point etc.
- (b) at least one wind direction indicator (windsock) visible at ground level from the ends of each runway.
- (c) traffic direction indicator.
- (d) adequate lighting of runway, taxiway, apron and aerodrome beacon, if used for night operations;
- (e) rescue and firefighting equipment, trained personnel and services as per the requirement for available aircraft and proposed operations;
- (f) proper procedures for search and rescue;
- (g) contingency plans for accident/ incident covering within aerodrome/ vicinity / beyond vicinity.
- (h) suitable and adequate space for parking, mooring of training aircraft.
- (i) suitable arrangements for air- ground communication and recording of the same. No trainee without FRTOL shall operate ground to air communication.
- (j) an alarm bell and manually operated siren shall be suitably placed near to air-ground communication facility and other required places.
- (k) equipment to monitor metrological parameter such as pressure, temperature, surface wind speed and direction etc. This equipment should be calibrated periodically as per manufacture recommendation/OEM.

12.5 Aircraft

12.5.1 Applicant FTO must have at-least three fixed wing aeroplane or two helicopters with valid C of A, C of R and ARC available for flying training while submitting readiness to DGCA for inspection i.e. Phase IV of certification process related to grant of approval of FTO.

12.5.2 During the validity of approval, FTO shall ensure sufficient aircraft are serviceable for operations as per standard 1:10 and any deviation from the same shall be with due approval of the DGCA except for routine maintenance. Aircraft must be maintained and inspected in accordance with an approved maintenance program.

12.5.3 Each aircraft used in FTO must have at least two pilot stations with engine-power controls that can be easily reached and operated in a normal manner from both pilot stations;

12.5.4 Airplanes with controls such as nose-wheel steering, switches, fuel selectors, and engine air flow controls that are not easily reached and operated in a conventional manner by both pilots may be used for flight instruction if the Type Certificate holder determines the safety and suitability.

12.5.5 Aircraft should be certified for 'Night Operations', where required.

12.5.6 Each aircraft used in a course involving 'instrument flight rule', en-route IFR operations and instrument approaches must be equipped and maintained for 'instrument flight rule' operations. For maneuvering of an aircraft by reference to instruments, the aircraft may be equipped as required for the approved course of flying training.

12.5.7 The type of aircraft proposed, if not previously registered in India, may require the applicant to provide the DGCA with type specific training. The applicant will be responsible for the cost of training of at least one Examiner Assessor of DGCA.

12.5.8 Any aircraft that remains unserviceable for a period exceeding six months shall be duly intimated to the DFT. In the event of hull lose or aircraft remains unserviceable for more than one year, FTO shall duly intimate to DFT for removal of the aircraft from the equipment list associated with the FTO's Certificate of Approval and TPM.

12.6 FTO Operations Base

12.6.1 No FTO shall carry out flying training activities at an aerodrome other than location for which it is approved (Main Operations Base or other base of operation) except for cross country flights.

12.6.2 An approved FTO may conduct training at an operations base (temporary) other than the approved base(s) with following conditions:

- (a) No continuous operations for exceeding 7 days and such days for operations shall not exceed 10 days in a calendar month and 30 days in any calendar year.
- (b) Prior intimation in this regard is submitted to DGCA.
- (c) Such operations base is already approved for flying training activities for another FTO and is having adequate facilities for the aircraft type to be operated by FTO.
- (d) FTO has adequate men and material positioned for such operations.
- (e) An orientation course in respect of airfield and airspace knowledge and metrological conditions of the area shall be conducted before utilization of instructors positioned at such base.

12.6.3 FTOs having flying training operations from main base as well as from other base of operations (approved) shall have positioned at least one Dy. CFI at any base during the operations.

13. Personnel Requirements

13.1 Management Personnel

13.1.1 Accountable Manager: The organization shall appoint an accountable manager who has corporate authority for ensuring that flying training can be financed and carried out to the standard required by Aircraft Rules and relevant regulations and this CAR. The accountable manager shall ensure that all necessary resources are available to accomplish flying training in accordance with laid down standards and establish and promote the safety and quality standards for the training.

13.1.2 Post Holders: The Accountable Manager shall nominate a person or group of personnel for acceptance as post holder(s) for key positions. An organization having not more than 5 trainer aircraft may combine the key roles of post holders* and the same shall be described in the training and procedures manual. The nominated key positions are:-

- (a) Head of Training or Chief Instructor (CI)*
- (b) Chief Flying Instructor (CFI)*
- (c) Chief Ground Instructor (CGI)*
- (d) Safety Manager (SM)
- (e) Maintenance Manager (MM)
- (f) Quality Manager (QM)
- (g) Continuing Airworthiness Manager (CAM)
- (h) Deputy Chief Flying Instructor (Dy. CFI)*

13.1.3 FTO shall verify the 'character and antecedents' of persons to be employed on the above posts including Accountable Manager before employment. The verification is required from the places where the applicant has resided for more than one year during the preceding three years from concerned District Police Authorities.

13.1.4 In case, a nominated post holder is in employment with other FTO, then an NOC from the previous employer is required. 'Character and antecedents' in respect of such persons may be submitted within three months of their appointment.

Note:- The purpose of this NOC is to ensure that the post holder should complete all the requirements of Aircraft Rules, CAR, Related circulars or any other DGCA directions such as completion of log books, authorizations books, FTPR, Student records etc. before leaving the FTO. In case FTO does not issue NOC after completion of notice period by the post holder, it will be assumed that the FTO has no objection against the Post holder and it will be deemed as NOC.

13.1.5 Duties and responsibilities of the post holders shall be clearly defined in the Training and Procedures Manual. The post holder shall perform their duties upon assessment and approval/ acceptance from DGCA.

13.2 Flying Instructional Staff

13.2.1 FTO shall employ sufficient number of Flying Instructional staff to ensure proper continuity of flying training in accordance with the scope of approval. The age of Flying Instructional staff shall not exceed 65 years.

13.2.2 FTO must employ a minimum of one qualified flying instructor per aircraft on its fleet and number of enrolled students shall not exceed ten for one instructor/ aircraft.

13.3 Chief Instructor (CI)/ Chief Flying Instructor (CFI)

FTO shall appoint a CI and/ or CFI depending on the size of organization, as per para 13.1.2 of this CAR and shall obtain approval of DGCA.(The requirements for approval and the privileges of CI/CFI are laid down in CAR Section 7 Series-I Part V).

(Note: The requirement and privileges of CI and CFI are same, CFI with privileges of designated examiner (DE) may be designated as CI by the FTO.)

13.4 Deputy Chief Flying Instructor (Dy. CFI)

FTO may appoint on need basis Dy. CFI and who shall be approved by DGCA. (The requirements for approval and the privileges of Dy. CFI are laid down in CAR Section 7 Series I Part V).

13.5 Assistant Flight Instructor(s)/ Flight Instructor (s)

13.5.1 During instructional duties, AFIs/ FIs shall hold:

- (a) a valid Assistant Flight Instructor Rating/ Flight Instructor Rating; and
- (b) a valid CPL, FRTOL and medical.

13.5.2 FIs/ FIs shall pass an annual competency check on their instructional and aircraft handling skills conducted by CI/ CFI/ Dy. CFI.

13.5.3 Before imparting instructional training on Multi engine aircraft, FIR holder shall undergo atleast 05:00Hrs training from Right Hand Seat with a CFI/ Dy. CFI with DE privilege on type.

13.6 Synthetic Flight Instructional Staff

13.6.1 Synthetic Flight Instructors (SFIs) - Sufficient SFIs shall be employed to ensure the proper continuity of synthetic flight training for all students attending the course. The SFIs shall:

- (a) hold, or have held, a Assistant Flight Instructor Rating/ Flight Instructor Rating; or
- hold, or have held, a 'CPL with IR' or QFI from Indian armed forces and are trained by CI/ CFI/ Dy. CFI to impart Instructions on Instrument Flying, or
- hold or have held ATPL;

and

- (b) pass a competency check on SFTD carried out by DGCA inspector or DGCA authorized examiner (CI/ CFI/ Dy. CFI approved as examiner of their FTO) which shall include a synthetic flight instructional knowledge and technique with regards to the type(s) of SFTD to be used in the course and in respect of giving instruction for the Instrument Rating. FTO shall maintain the record of the same.

13.6.2 SFI shall pass an annual competency check on their instructional and SFTD handling skills conducted by the CI/ CFI/ Dy. CFI.

13.7 Ground Instructional Staff – General requirement.

13.7.1 Ground Instructors teaching ground examination subjects prescribed by the DGCA shall have appropriate experience in aviation (as specified in this CAR) and shall, before appointment, demonstrate their competency to the FTO by giving a test lecture based on materials they have developed for the subject(s) to be taught. FTO shall maintain the record of the same. The ground examination topics/subjects are listed in Appendix VIII.

13.7.2 All Ground Training Instructors shall have undergone an instructor techniques course and be able to demonstrate an understanding of the subject to be taught, licensing regulations and relevant CARs. Additionally they should have knowledge of associated training procedures as laid down in the Training and Procedures manual. This course can be outsourced to any operator / FTO having that facility.

13.7.3 All Ground Training Instructors shall undergo annual recurrent training by CGI as specified in TPM, to keep them abreast with revised regulations, procedures, change in technology etc. FTO shall maintain the record of the same.

13.7.4 Teaching Time Limitations; Ground instructors shall not exceed:

- 30 hours of teaching in any one week.
- 5 hours of teaching in a day.

A ground instructor can teach more than one subject provided he has the requisite qualification (as specified in this CAR) for teaching that subject, however above time limitation need to be adhered.

13.8 Chief Ground Instructor

13.8.1 For nomination of Chief Ground Instructor (CGI), applicant shall fulfill the following criteria:-

- a) A Ground/ Flight Instructor having two years teaching/ flight instructional experience with FTO/ QFI/ QNI from Defence services / Air Traffic Controller from AAI/ Defence Forces.

- b) CGI in addition to teaching shall be responsible for the supervision of all ground instructors, standardization of all ground training, maintenance of training records and the programming of student ground examinations.

Note: Performa at Appendix XI shall be used for approval/ renewal of CGI.

13.9 Ground Instructors

13.9.1 FTO shall employ sufficient number of Ground Instructors (GI) to ensure the proper continuity of ground training commensurate with the scope of approval. GI shall be approved by a board consisting of CGI and CFI. The Ground Instructors shall demonstrate their competency by giving 'test lecture'.

13.9.2 In order to teach specific course, GI shall have the minimum qualifications and experience for the subjects as specified below:-

(a) Air Navigation:

- Held or holding CPL/ ATPL ; or
- Air Navigation instructors from Defense Services; or
- Held or holding Flight Navigator's License; or
- Air Traffic Controller from AAI/ Defense forces

(b) Aviation Meteorology:

- Held or holding CPL/ ATPL ; or
- subject matter expert from Defense services; or
- Qualified Meteorologist (equivalent to Assistant Meteorologist or above from IMD); or
- Air Traffic Controller from AAI/ Defense forces

(c) Aircraft Technical General and specific subject:

- Held or holding CPL/ ATPL/AME License ; or
- Degree or equivalent in Aeronautical/ Mechanical/ Electrical /Electronic/ Communication Engineering; or
- A QFI/ QNI from Defense/ Paramilitary forces.

(d) Air Regulations:

- Held or holding CPL/ ATPL; or
- Air Traffic Controller from AAI/ Defense forces

14. Student

14.1.1 The enrolment of students in the FTO for flying training shall be commensurate with the number of flying instructors and serviceable aircraft. FTO shall maintain

at-least a ratio of 1:1:10 (Aircraft : Instructor : Student) for efficient, quality training and timely completion of the same.

14.1.2 FTO shall have system of induction of student. The process of their training in compliance with the provisions of relevant Rules, applicable CARs and Circulars. The FTO shall publish the process of induction, training fee structure and fee refund policy etc. on its website.

14.1.3 Security clearance in respect of foreign trainees shall be obtained from the concerned authorities prior to commencement of their training.

14.2 Transfer of Trainee from one FTO to other:

14.2.1 If a student wishes to transfer from one FTO to another FTO during course of training, the following actions are required to be taken by current FTO:-

- (a) send the ground training record to CGI/ CI or CFI of another FTO and trainee should be given a copy of the same;
- (b) complete the log book in all respect i.e. all entries properly filled in and duly certified by competent authority.
- (c) send the completed FTPR in sealed cover to CI or CFI of another FTO within 7 days of the initial written request made by the student pilot.
- (d) Duly filled, signed and certified form CA-39; certificate on incident/ accident; Breath analyzer record of the relevant period shall be handed over to student and a copy to another FTO.
- (e) Any other document/ statement as may be required by License issuing authority shall be provided to the student. The documents mentioned in the above paras shall be forwarded to another FTO after due certification, not later than 15 days without prejudice to the period of 7 days as mentioned for FTPR in Para (c) above.
- (f) Terms and conditions of the signed agreement between student and FTO at the time of enrollment shall be applicable at the time of release of documents.

14.2.2 The CI/ CFI/ Dy. CFI/ CGI of the new FTO shall then formulate further training curriculum to meet the regulatory requirements towards issuance of appropriate pilot license.

14.3 Completion Certificate

14.3.1 An FTO shall issue a completion certificate to each student who completes its approved course of training.

14.3.2 The completion certificate must be issued to the student upon completion of the course of training and contain at least the following information:

- a) The name and certificate number of the FTO;
- b) The name of the trainee to whom it was issued;
- c) The course of training for which it was issued;
- d) The date of commencement and completion;
- e) A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages;
- f) A certification of the information contained on the completion certificate by the chief instructor for that course of training; and a statement showing the cross-country training that the student received in the course of training.

15. Recordkeeping

The FTO shall establish a system of record-keeping that allows adequate storage and reliable traceability of training and operation records. Records maintained in the FTO must be sufficient to provide documentary evidence of each training action and allow the reconstruction of training history. Integrity of the records be ensured by proper protection from damage, alteration or removal. Proper arrangement shall be made to safeguard the records from natural disasters. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. Records should be kept in paper form as well as in electronic format. FTO shall also establish system acceptable to DGCA to archive non-active personal records. Retention period of records shall be defined in the Training and Procedure manual of the FTO.

15.1 Student records

15.1.1 FTO shall have system of student record satisfying the following:-

- (a) The FTO shall maintain a current and accurate record of the participation of each student enrolled in an approved course of training conducted by the FTO that includes the following information:
 - (i) The date the student was enrolled in the approved course;
 - (ii) A chronological log of the student's course attendance, subjects, and flight operations covered in the student's training, and the names and grades of any tests taken by the student; and
 - (iii) The date of commencement of flying training, completion of flying training for each student shall be available in records. Where applicable, record of transfer / termination shall be available with FTO.
- (b) The records required to be maintained in a student's logbook will not suffice for the record required by paragraph (a) of this section.

- (c) Whenever a student completes training, terminates training, or transfers to another FTO, the student's record shall be certified to that effect by the Chief instructor/ Chief Flying Instructor/Dy. Chief Flying Instructor.
- (d) The FTO shall retain each student record required by this section for at least 5 years from the date, the student:
 - (i) Completes the training to which the record pertains;
 - (ii) Terminates enrollment in the training to which the record pertains; or
 - (iii) Transfers to another FTO.
- (e) The FTO shall make a copy of the student's training record available upon request by the student/ DGCA.

15.2 Flight authorization

15.2.1 Flight authorization is required for all flights made during the course. FTO shall ensure that at least following information is recorded in the appropriate records:

- (a) the date of the flight;
- (b) type of aircraft;
- (c) the aircraft registration mark;
- (d) the names of the instructor and student;
- (e) the detail of exercise;
- (f) the route to be flown and the aerodrome(s) to be visited;
- (g) the authorizing instructor's initials or signature;
- (h) the initials or signature of the pilot-in-command both before and after flight;
- (i) Out time, in time and total flight time;
- (j) No. of landings;
- (k) Signature of student pilot;
- (l) Remarks;
- (m) Printed Serial number on each page in sequence.

Note: The day/ night flying must be concluded at the end of the flying for the day and duly authenticated by CFI/ Dy. CFI.

15.3 Flying Training Progress Report

15.3.1 A flying training progress report is a confidential document and must be maintained for each student. Each flight shall reflect the progress of the flying training. FTPR shall include information such as Name and address of the trainee; Educational Qualification; police verification information; license details e.g. SPL, FRTOL(R) details etc.; flying training details dual, solo, day, night, exercises & progress; accident-incident details; Examination details; Record of periodic/ progress/ skill checks or tests.

15.3.2 Each entry shall be signed by the concerned instructor. At the end of the course the FTPR shall be countersigned by CI or CFI/ Dy. CFI. The guidelines for making entry in FTPR are provided in Appendix XII.

15.4 Logbooks

- 15.4.1 Student pilots log books shall, in addition to being kept in accordance with the Aircraft Rules, clearly identify the FTO under which the training is done and the exercises carried out on each flight shall be certified as being correct at the end of each calendar month by the CI or CFI or Dy. CFI.
- 15.4.2 Student logbooks shall also contain an accurate and separate record of synthetic flight training clearly identifying the exercises completed during each session and shall be certified as being correct by either the CI or CFI or Dy. CFI at the end of the course.
- 15.4.3 Instructors' logbooks shall include a monthly summary of all flying time which clearly distinguishes approved course instructional flying from other flying.
- 15.4.4 Log book of CI/ CFI/ Dy. CFI can be certified by Accountable Manager.
- 15.4.5 The above requirements are without prejudice to the e-FAR/ e-Logbook requirements.

15.5 Flying Order Book

- 15.5.1 A Flying order book shall provide essential safety related operational information designed for everyday use/reference by students and FTO personnel. The contents of the FOB shall not be used for the dissemination of general information, but shall consist of specific instructions. Guidance on content of FOB is given in Appendix IX.

15.6 Authorization and Supervision of training flights:

- 15.6.1 All training flights shall be duly authorized and supervised in person by CFI/ Dy. CFI/ FI. The authorization shall be duly recorded and signed in the authorization book. There is no system of remote authorization in respect of training flights.
- 15.6.2 The FTO shall submit training records and reports to DGCA as and when required.

15.7 Operational and Maintenance data and other Technical Publications

- 15.7.1 The following operational publications shall be made available to students and FTO personnel; and, where applicable, kept current by amendments:
 - (a) Aeronautical Information Publication and NOTAM including Aeronautical Information Circulars and AIP supplements;
 - (b) Flight Manuals, Owner's Manuals or Pilot's Operating Handbooks for the aircrafts used on the course;
 - (c) ATC Flight Plans;

- (d) Standard meteorology report and forecast documentation;
- (e) Flight planning documents including flight guide supplements; radio navigation charts/ Maps; TMA/ CTR arrival/ departure charts and aerodrome Instrument Approach Procedure charts.

15.7.2 The FTO shall maintain following operational and maintenance records

15.7.2.1 Operational Records:

- i) Daily flying program
- ii) Flight authorization record
- iii) Dispatch logs
- iv) Flight duty time limitations (FDTL) records

15.7.2.2 Aircraft Utilization Records

- i. Daily hours flown for each aircraft
- ii. Cumulative flight hours, landings
- iii. Fuel and oil consumption logs

15.7.2.3 Weather Briefings and NOTAM Logs

- i. Daily weather reports and forecasts consulted before flight, in accordance with FTC 01 of 2025.
- ii. NOTAMs and flight information reviewed and briefed to pilots

15.7.2.4 Instructor Duty Rosters

- i) Daily assignment of instructors to students
- ii) Compliance with flight duty time and rest limitations, when applicable.

15.7.2.5 Safety and Quality Records:

- i) Safety reports and incident/accident records
- ii) Internal audit & Corrective action reports
- iii) Management review meeting records

15.8 Instructor records

15.8.1 The FTO shall maintain a system for recording the details of instructors e.g. qualifications, self-certified copies of credentials, record of induction process (e.g. test lecture for GI), appointment letter, approvals and training of instructional and examining staff, subsequent checks, as appropriate.

15.8.2 These records shall be kept for a minimum period of five years after the instructor or examiner ceases to perform a function for the FTO.

15.9 Accident/ Incident Reporting Procedures

The FTO shall develop and follow occurrence reporting procedure in accordance with relevant rules and CARs.

16. DGCA Oversight

- 16.1 Each FTO shall allow the DGCA to inspect the FTO facilities, equipment and records at any time in order to determine compliance with these regulations and the FTO's certificate and training specifications.
- 16.2 It will be the responsibility of the organization to ensure that during the period of validity of the approval, the capability of the organization is not degraded in any form. DGCA shall carry out surveillance to verify the continued compliance of requirements. DGCA officers may carry out spot checks, a sampling method to get the feel of the functioning and to initiate timely preventive measures.
- 16.3 DGCA surveillance follows a similar pattern to the initial inspection. However, the FTO will be expected to have extensive records of all internal audits available, particularly those subsequent to approval, as well as comprehensive student training, staff training and standardization records. During oversight inspections, significant emphasis will be placed on the effectiveness of the FTO's management system, including internal audits, safety management and compliance monitoring; it is therefore essential that key management personnel, e.g. CI/CFI and Quality Manager are available during the surveillance.
- 16.4 DGCA may carry out inspection/ audit of any FTO at any time. Records shall be provided to DGCA inspectors/ auditors for desk-top audit forming part of the continuous oversight of the FTO.
- 16.5 DGCA officer may inspect the actual instructional techniques on aircraft or on simulator flight 'training', including pre-flight and post-flight briefings. Ground Instructor's may be asked to conduct sample lectures.
- 16.6 FTO shall submit monthly and quarterly statement regarding no. of SPL issued, Aircraft utilization, Flying of Trainee Pilots, Instructor utilization and fuel & oil consumption in the form of excel sheet on dft.dgca@gov.in.

Note: - Hard copies are not required to be sent.

17 Renewal of the approval

- 17.1 An approved FTO must submit an application on eGCA for renewal of the approval (refer Appendix VII) along with following documents at least 60 days before the expiry of approval.
- 17.2 The following documents shall be submitted along with the application for renewal:
 - (a) Receipt of prescribed fee through Bharatkosh.
 - (b) Copy of latest internal audit report along with compliance report.

- (c) Compliance of all pending observations till date.
- (d) Security clearance issued by DGCA or the copy of application for issuance of security clearance through e-Sahaj.
- (e) The validity period of security clearance will be co-terminus with the validity period of the FTO approval. As per guidelines issued by issuing authority in this regard, DGCA is required to forward the security clearance renewal application through e-Sahaj at least 90 days in advance. Therefore FTO shall submit an application for renewal of security clearance through e-Sahaj preferably 100 days prior to expiry of the FTO approval.

17.3 DGCA may renew the approval for a period not exceeding five year on being satisfied that the FTO continues to maintain the required capability. An inspection of the FTO may be required prior to renewal.

17.4 In case, DGCA approval of FTO is expired, the following requirements are applicable for renewal:-

S. No.	Period of Expiry	Renewal Process	Other Requirement	Remarks
1.	Not exceeding one year	Follow renewal process as above.	DGCA may conduct the inspection of the FTO.	
2.	Not exceeding three years	FTO to demonstrate compliance of requirement as applicable for initial issue.	DGCA will conduct the inspection of the FTO.	
3.	Exceeding three years	FTO to submit an application for approval of FTO as afresh.		

16.4 Provisions for continuation of flying training during validity of FTO approval:-

During the validity period of FTO, if a FTO is unable to impart at least 50 hours of flying training in preceding six months, the FTO shall intimate DGCA for seeking permission for continuation of flying training. An inspection may be required at the discretion of DGCA before granting permission.

18. Enforcement/ Penal Provision

In case of concealment or misrepresentation of facts to DGCA; or during the course of flying training activities, if the organization fails to comply with the requirements of Aircraft Act 1934, Aircraft Rules 1937, applicable CARs or other regulations issued from time to time; or if the standard of flying training is found

to be below the desired level, the approval granted to the organization shall be liable to alteration, suspension or cancellation. Penalties may also be imposed for non-compliances/ violations as per Schedule VI B of the Aircraft Rules, 1937.

(Faiz Ahmed Kidwai)
Director General of Civil Aviation

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APPENDIX I

**APPLICATION FOR GRANT OF N.O.C. FOR APPROVAL OF
FLYING TRAINING ORGANIZATION**

1.	Applicant's details	
	Please identify yourself from the following and provide the necessary information:-	Please tick below
A.	A citizen of India/ Group of Indian nationals	
B.	A trust/society registered under the societies registration act 1860 (enclose copy of registration)	
C.	A Non Resident Indian or Overseas Corporate Body	
D.	Central or State Government or its partially or fully owned undertakings	
E.	A Company or body corporate registered under Companies Act 1956 (Attached a copy each of the certificate of incorporation and Memorandum and Articles of Association)	
a)	Name(s)	
b)	Address in India with Telephone/Mobile number, E mail, Fax numbers	
In case of 'E' please also provide following information		
c)	Address of principal office of business in India, including operations and maintenance bases	
d)	Full details of any other business the company is engaged in	
e)	Names and nationality of the Board of Directors/ Chairman/ CEO (attach Appendix IIA/IIB, as applicable)	1. 2. 3. 4.
f)	Details of the shareholding of the company	
g)	Percentage share of foreign nationals or company, if any, in the capital of the company	
2.	Attach Security clearance issued by MHA i.r.o. company and its Board of Directors/ Chairman/ CEO	
3.	Aerodrome proposed as base of the training organization.	
4.	Objectives of the organization particularly with regard to flying training activities and Details of experience in civil aviation field/activities.	

5.	Financial resources	
a)	Authorized equity capital details	
b)	Subscribed equity capital details	
c)	Other resources (indicate attachments) (attach supporting documents such as balance sheet, statement from the company account stating availability of adequate fund, bank certificates, duly certified by Charter Accountant etc.)	
6.	Project report containing details of the proposed three year business plan of project and time line for implementation of various phases of project. (Pl. attach)	
7.	Details of proposed organization (Please attach separate sheet, if required.)	
a)	Overall set up of the flying training organization including ground training infrastructure.	
b)	Proposed maintenance facilities with details of organization, equipment and approved programme.	
c)	Organization structure with details of post holders (CI, CFI, Dy. CFI, FI, CGI, GI, QM, Dy. QM etc).	
d)	Details of the number of flight and ground instructors	
8.	Potential need for flying training organization	
9.	Estimated date of starting of training activity.	
10.	Name and contact details of Accountable Manager.	
11.	Any other relevant information.	
12.	Fee details (Rs.50,000/- INR as per Rule 41B paid online through eGCA during application submission)	

(Note:-please do not leave any column blank, in case not applicable write N/A. Applicant is advised to ensure that the proposed facility, equipment etc. shall be able to comply the requirements of Aircraft Rules, CAR on the date of approval)

Certified that the statements made/information given in this application is true.

(Signature of the applicant/ authorized signatory.)

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APPENDIX II

DELETED

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APPENDIX III

APPLICATION FOR IMPORT/ ACQUISITION OF AIRCRAFT		
Sl. no.	Whether you hold valid NOC for setting up Flying Training Organsiation: (attach copy of NOC)	Yes/No
(a)	Type and Make of aircraft:	
(b)	Nationality and Registration:	
(c)	Year of Manufacture:	
(d)	Name of manufacturer:	
(e)	Serial number:	
(f)	Maximum certified take-off Weight (Kg): (AUW of flying training shall not exceed 5700Kgs)	
(g)	Engine type:	
(h)	Number of landings since new:	
(i)	Number of hours flown since new:	
(j)	Number of pressurisation cycles since new (if applicable)	
(k)	Last major check done and number of hours since flown:	
(l)	Aircraft history of any incident/accident involving structural damage: (attach separate sheet, if required)	
(m)	Name of the DGCA and Country issued the last C of A :	
(n)	Whether being acquired on lease/purchase:	
(o)	Name of the company from which lease/purchase:	

UNDERTAKING

It is confirmed that the aircraft after registration in India shall be maintained, operated and de-registered (if required) in accordance with the Indian rules, regulations, procedures and any condition specified by DGCA India and there is no binding or limitation of any kind in this regard in the lease agreement for the acquisition of the aircraft.

(Signature of the Applicant/Authorized Signatory)

Note: please provide self-attested copies wherever required.

Appendix IV

**APPLICATION ALONGWITH CHECK LIST FOR APPROVAL
OF FLYING TRAINING ORGANISATION**

This application form shall be used as FTO's compliance statement and DGCA inspector checklist for verification. Each page shall be initialed and last page shall be signed by Accountable Manger and Chief Flying Instructor Jointly.

1. General

1.1	Name and address of the flying training organization. with Telephone (landline/ mobile) E mail, Fax numbers	
1.2	Name of the President, (if elected Managing Committee is functioning)	
1.3	Are the Board of Directors same, which were at the time of grant of NOC for setting up of the Institute?	
1.4	Name of the Accountable Manager and whether he has been approved by DGCA.	
1.5	Name of Head of Training:	
1.6	Scope of training authorized under the organization's terms of approval.	
1.7	Whether the Flying Training Organization has non-scheduled operator's permit? If yes, then submit details of the permit.	
1.8	Main base of operation aerodrome.	
1.9	Other base of operation aerodrome, if any	
1.10	Whether NOC is valid?	
1.11	Whether satisfactory statement of Compliance of CAR is submitted by Accountable Manager?	
1.12	Whether Organization Chart available?	

2. Aircraft Details (attach separate sheet, if required) (attach documents)						
	aircrafts	1 st a/c	2 nd a/c	3 rd a/c	4 th a/c	Remarks
2.1	Type of a/c					
2.2	Registration No.					
2.3	Cat. of Registration					
2.4	C of A valid upto					
2.5	ARC valid upto					
2.6	Owned/ leased					
2.7	Name of lesser					
2.8	Validity of lease					
2.9	Date of manufacturing					

2.10	Age since manufacturing					
------	-------------------------	--	--	--	--	--

Note: Minimum 03 a/c shall be serviceable and have valid C of A and ARC at the time of inspection.

3. SFTD details (in case of tie up with other organization, attach agreement) (attach relevant documents)

	SFTD	1 st SFTD	2 nd SFTD	3 rd SFTD	
3.1	Type				
3.2	Registration				
3.3	DGCA Approval				
3.4	Whether simulators are functioning properly?				

4. Post Holders Details

S. No.	Post	Name of person	Approval reference number	Approval valid (Y/N)	Remarks, if any
4.1	Accountable Manager				
4.2	Chief Instructor or Chief Flying Instructor				
4.3	Whether license and ratings of CI or CFI are current and date of last competency check				
4.4	Dy. CFI				
4.5	Whether license and ratings of Dy. CFI are current date of last competency check				
4.6	FI / DE				
4.7	Chief Ground Instructor				
4.8	Safety Manager				
4.9	Maintenance Manager				
4.10	Quality Manager				
4.11	Continuing Airworthiness Manager				
4.12	Non Flying CFI				
4.13	Whether police verification of persons employed on above posts from their District Police Authorities taken?				

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5. Details of Flight Instructors

S. No.	Names of FI/AFI	Whether their licenses are valid	Date of last competency check by CFI/CI (on instructional and a/c handling) (req. annual)	Whether intended for used for IR trg., if yes his IR experience on a/c (req 50 hrs)
1.				
2.				
3.				
4.				
5.				
6.				

Sl. No.	Name of FATA Instructors	Whether their licenses are valid	Date of last competency check by CFI/CI	FATA No.(s)
1.				
2.				
3.				

6. Ground Instructors Details

Sl. No.	Names	Subjects allotted	qualification(ref CAR)	competency check date i.e. test lecture
1.				
2.				
3.				

7. Synthetic Instructor Details

Sl. no.	Names	Qualification (ref CAR)	competency check date
1.			
2.			
3.			

8. Documentation (Tech. & Operational)

		Status	Comments
8.1	Whether Training and Procedure Manual (TPM) along with dully filled in acceptance check list as per appendix VA submitted. Please ensure following through TPM:- - Facilities and equipment (office space, class room, training aids library, practical training facility) - Aerodrome (Operations Base) - Corse Ware - Record Keeping - Procedures	Yes/No 0	
8.2	Submit Contingency plan for aircraft accident, disabled aircraft removal, list of	Yes/No	

	emergency telephones, and list of hospitals?		
8.3	Whether occurrence reporting procedure is available in accordance with CAR Section-5, Series-C, Part-1 and the relevant Air Safety Circulars.	Yes/No	
8.4	Whether FTO has Quality Assurance Manual as per the guidelines given in CAR, Section-7, Series-D, Part-I	Yes/No	
8.5	Whether FTO has Safety Management System and Safety Management Manual as per the guidelines given in CAR, Section-1, Series-C, Part-I and relevant Circulars.	Yes/No	
8.6	Approval of Maintenance Organization as per CAR-M.	Yes/No	
8.7	Whether AIRWORTHINESS aspects as laid down in Part-II of the Appendix-VA (i.e. Training and Procedure Manual) are complied with.		

(Note:-Attach all the documents as stated above. The information submitted shall be verified before submission.)

It is certified that the information submitted vide this application has been verified and is true.

(Accountable Manager)
Signature with Date:

(Chief Flying Instructor)
Signature with Date:

For office use only:
Review by DGCA:-

Remarks:

Actions required:

Name of DGCA Team conducted the review:

Date:

Appendix V

FTO's Training and Procedures Manual

1. Introduction

The Training and Procedures Manual describes the way the organization conducts its activities. As such it is a document which is essential for the organization as it provides the management and line personnel with clear guidance on the policy of the organization as well as the procedures and processes which are used to provide training. It is also an essential document for DGCA. ***During the approval process, it allows the DGCA to assess whether the way the organization is planning to operate is in line with the existing requirement and accepted practices. Once the training organization is functioning, a large part of the surveillance activities of the DGCA will be to ensure that the organization is functioning as it said it would in the Training and Procedures Manual.***

2. General Consideration

In preparing the Training and Procedures Manual, it is important for the FTO to ensure that the Training and Procedures Manual is consistent with regulations, manufacturer requirements, other documents issued by the training organization and in line with and human factors principles. It is also necessary to ensure consistency across all departments within the organization as well as consistency in use. An integrated approach, recognizing operational documents as a complete system, is the key to success. ***The manual should be assessed on same lines by DGCA.***

3. Contents

The content of the training and procedures manual spelled out in this Appendix, provides a detailed list which expands on the structure expected for the manual. Depending on the size and scope of training provided by the organization, some of the elements contained in this Appendix can be combined and subdivided further as determined by FTO and ***acceptable to DGCA.***

4. Organizing the Manual

- 4.1 A Training and Procedures Manual should be organized as far as practicable in the order as enumerated in the Appendix-VA
- 4.2 The manual should be consistent with the training organization's philosophy, policies, procedures and practices.

5. Design

- 5.1 The structure of the manual should be easy to understand, appropriate for the information documented and clearly identified through headings and other

formatting devices. The document structure should be identified at its beginning by explaining organising elements such as headings, the numbering scheme, main parts of the document and other sources of coding or grouping.

- 5.2 Precise language should be used wherever possible. Significant terms for common items and actions should be maintained throughout the manual. Terms must be clear and easily understood.
- 5.3 Writing style, terminology, formatting, and use of graphics and symbols should be consistent throughout the document. This includes the location of specific types of information and consistent use of units of measurement and codes.
- 5.4 The manual should include a glossary of terms, acronyms, abbreviations and associated definitions. The glossary should be updated on a regular basis to ensure access to the most recent terminology.
- 5.5 The revision process should be considered when designing the manual for ease of amendment and distribution.
- 5.6 The training and procedures manual should comply with the requirements of the training organisation's quality assurance system.

6. Validation

- 6.1 The Training and Procedures Manual should be reviewed and tested under realistic conditions before its use. The validation process should include using the critical aspects of the information contained in the manual to verify its effectiveness. Routine interaction among groups within the organization should be included in the validation process.
- 6.2 A final review of the manual should ensure that all required topics have been addressed with an appropriate level of details for users. The final review should also confirm compliance with safety regulations, manufacturers' recommendations and the organization's philosophy, policies, procedures and practices. (refer inspection checklist in Appendix-VI for review)

7. Deployment

- 7.1 The training organization should have a system in place to monitor use of the Training and Procedures Manual after it is published. This will ensure appropriate and realistic use of the manual, based on the operational environment, in a way that is operationally relevant and beneficial to the personnel for whom it is intended. The monitoring system should include formal feedback to obtain inputs from the principal users of the manual and other persons who would be affected by a new or revised policy, procedure or practice.

8. Amendment

- 8.1 The training organization should develop an effective information gathering, review, distribution and revision control system to process information obtained from all sources relevant to the organization. Sources include, but are not limited to the DGCA safety regulations, manufactures and equipment vendors.

Note. — Manufactures' provide information for the operation of specific aircraft that emphasizes the aircraft systems and procedures under conditions that may not fully match the requirements of the training organization. Training organizations should ensure that such information meets their specific needs and those of the DGCA.

- 8.2 The training organization should develop an information review, distribution and revision control system to process information resulting from changes that originate within the organization. This includes changes:
- (a) in the organization's policies, procedures and practices;
 - (b) in response to operating experience;
 - (c) to the scope of training provided;
 - (d) to the content of training programs;
 - (e) resulting from the installation of new equipment;
 - (f) to an approval document or operating certificate; and
 - (g) for the purpose of maintaining standardization.
- 8.3 The training and procedures manual should be reviewed in association with other operational documents that form the organization's flight safety documents system:
- (a) on a regular basis (at least once a year);
 - (b) after major events such as mergers, acquisitions, rapid growth, downsizing, etc.;
 - (c) after technology changes, e.g.: the introduction of new equipment; and
 - (d) after changes in safety regulations.
- 8.4 Permanent changes to the training and procedures manual shall be communicated through a formal amendment process. The manual should be amended or revised as necessary to ensure that the information contained is kept up to date.
- 8.5 Distribution of amendments and revisions should include a tracking system. The tracking system should include some form of log combined with a procedure to ensure that all amendments are furnished promptly to all organization or persons to whom the manual has been issued.
- 8.6 The inspection checklist for the reviewing of a FTO's Training and Procedures Manual is same which was used at the time of initial approval i.e. Appendix-VA.

Contents of the Training and Procedures Manual

1. The 'Training and Procedures Manual' should include elements as enumerated in the Appendix VA.
2. **Quality assurance system**
Provide a brief description of the quality assurance system, as required by ICAO Annex 1, Appendix 2, paragraph 3, with reference to a separate quality assurance manual or, include the full quality assurance system in the Training and Procedures Manual. Contents of the Quality Assurance Manual are given in Appendix VII and checklist to ensure compliance and verification of the contents are given in Appendix VIII.
3. **Appendices**
Appendices to 'Training and Procedure Manual' may be kept in a separate folder and it should include, sample progress test forms, navigation logs, skill tests reports and records, a copy of the approved training organization approval document, as required.

Appendix VA**Training and Procedures Manual Checklist**
(for compliance statement by FTO & acceptance by DGCA)

This form shall be used as FTO's compliance statement and DGCA inspector checklist for acceptance of Training and Procedures Manual of FTO. FTO shall fill up checklist after ensuring each item (column 'A', 'U' & 'Remarks' be left blank). Each page shall be initialed and last page shall be signed by Accountable Manager and Chief Flying Instructor Jointly.

Name of FTO: _____	Date: _____
Address of FTO: _____	
Website & e-mail of FTO: _____	
Name of Accountable manager _____	Tel. _____
Name of Head of Training: _____ Tel. _____	
(A = Acceptable, U = Unacceptable) T & PM = Training & Procedure Manual	

PART-I

No.	Subject	Page & Para no. of T&PM	A	U	Remarks
1.	GENERAL				
1.1	Preamble relating to use and authority of the Training and Procedures Manual.				
1.2	Table of contents.				
1.3	Amendment, revision and distribution.				
	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;				
	b) The paragraph numbering system.				
2.	Scope of Training and Organization				
2.1	Description of the scope of training authorized under the organisation's terms of approval.				
2.2	Organisation chart (of management organisation)				
2.3	Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to:				
	a) Accountable manager				
	b) Quality manager				

	c) Head of training				
	d) Chief Flying Instructor				
	e) Chief Synthetic flight instructor				
	e) Chief ground instructor				
	f) Maintenance manager				
	g) Continuing Airworthiness Manager				
	h) Instructors — ground, flight and synthetic.				
2.4	Police Verification clearance of all above and personnel in succession of command.				

3.	Facilities				
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3.1	Aircrafts details -(atleast with following details)				
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#	aircrafts	1 st a/c	2 nd a/c	3 rd a/c	remarks
a)	Type of a/c				
b)	Registration No.				
c)	Cat. of Registration				
d)	Owned/ leased				
e)	Name of lesser				
f)	Validity of lease				
g)	Date of manufacturing				

3.2	SFTDs details - (with following details)				
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#	SFTD	1st SFTD	2nd SFTD	3rd SFTD	
a)	Type				
b)	Registration				

#	Subject	Page no. & Para of T&PM	A	U	Remarks
3.3	System to ensure proper functioning of simulators and serviceable aircrafts (during their audit).				
3.4	Procedure to utilize the SFTD of other FTO				

3.5	Space for waiting, Operations, flight planning etc.	T&PM ref.	A	U	
a)	Office space for operation and admin				
b)	Storage area including secure area for trg. and personnel record				
c)	Space for the students waiting for their training.				
d)	Flight Operation room or area.				
e)	Flight Planning room or area.				
f)	Space for pilot briefing/ debriefing.				
g)	Arrangement and equipment for pilot briefing.				
h)	Office facility for instructors is available.				
3.7	CLASS ROOMS				
a)	Proper class rooms commensurating with the plan.				
b)	Training aids such as computer, projector/suitable monitor, multimedia aids etc.				
3.8	Library				

a)	Library with system of ready access to trainee pilots.				
b)	System to track the revisions and stock position of books / study material.				
c)	Adequate number of text books for ground subjects; regulations; flying techniques; DGCA circulars, CARs, AICs, Aircraft Manual; AIP; relevant Jeppesen Charts; route maps; topographical charts for training; Standing orders issued by FTO etc.				
3.9	Radio Telephony				
a)	Arrangement for Radio telephony training and testing with facilities				

4.	THE TRAINING PLAN				
4.1	Aim of the course - • A statement of what the student is expected to do as a result of the training, • The level of performance • The training constraints to be observed				
4.2	Pre-entry requirements - • Minimum age • Educational requirements • Language requirements • Medical requirements				
4.3	Credit for previous experience - • To be obtained from the [AUTHORITY i.e. DGCA] before training begins.				
4.4	Training curricula - • The flying curriculum (single-engine) • The flying curriculum (Multi-engine), if applicable • The synthetic flight training curriculum • The theoretical knowledge-training Curriculum				
4.5	Programmed curriculum times - • Arrangements of the course and the integration of curricula time				
4.6	Training programme - • The general arrangements of daily and weekly programs for flying, ground and synthetic flight training. • Bad weather constraints • Program constraints in terms of maximum student training times, (flying, theoretical knowledge, synthetic) e.g. per day/week/month • Restrictions in respect of duty periods for students • Duration of dual and solo flights at various stages • Maximum flying hours in any day/night • Maximum number of training flights in any day/night				

	Minimum rest period between duty periods				
4.7	Training records -				
	Procedure for maintaining integrity of record and documents i.e. protection from alteration and removal etc.				
	Attendance records.				
	The form of training records to be kept e.g. dossier.				
	Persons responsible for checking records and students' log books and procedure thereof.				
	The nature and frequency of records checks.				
	Standardization of entries in training records. Rules concerning log book entries.				
	System of tracking of record of flying training of SC/ST candidates.				
4.8	Safety training				
	Individual responsibilities.				
	Essential exercises.				
	Emergency drills (frequency).				
	Dual checks (frequency at various stages).				
	Requirement before first solo day/ night/ navigation etc.				
4.9	Checks and tests -				
	Flying: Progress checks and skill tests.				
	Knowledge: Progress tests and knowledge tests.				
	Authorization for test.				
	Rules concerning refresher training before retest.				
	Test reports and records.				
	Procedures for test paper preparation, type of question and assessment, standard required for 'Pass' in DGCA exam.				
	Procedure for question analysis and review and preparation for re-exams (for knowledge for unsuccessful candidates in DGCA exams);				
	Test/retest procedures.				
4.10	Training effectiveness -				
	Individual responsibilities.				
	General Assessment.				
	Liaison between departments.				
	Identification of unsatisfactory progress (individual students).				
	Actions to correct unsatisfactory progress.				
	Procedure for changing instructors.				
	Maximum number of instructor changes per student. Internal feedback system for detecting training deficiencies.				
	Procedure for suspending a student from training.				
	Standards and level of performance at various stages.				

	Individual responsibilities.				
	Standardization.				
	Standardization requirements and procedures.				
4.11	Procedure for Transfer of Trainee (ref CAR)				
5.	BRIEFING AND AIR EXERCISES				
5.1	Air exercise -				
	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.				
5.2	Air exercise reference list				
	An abbreviated list of the above exercises giving only main and sub-titles for quick reference, preferably in flip-card form to facilitate daily use by instructors.				
5.3	Course structure- training phase				
	A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency.				
	The curriculum hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.				
5.4	Course structure integration of curricula				
	The manner in which theoretical knowledge, synthetic flight training and flying training will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and synthetic flight training.				
5.5	Student progress				
	The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he or she must achieve before progressing from one phase of air exercise training to the next.				
	Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. As necessary before significant exercises, e.g. night flying.				
5.6	Instructional methods -				
	The FTO requirements, particularly in respect of pre and post flying briefing, adherence to curricula				

	and training specifications, authorization and supervisions including solo flight, etc.				
5.7	Progress tests - • The instructions given to examining staff in respect of the conduct and document of all progress tests.				
5.8	Glossary of terms • Definition of significant terms as necessary.				
5.9	Appendices - • Progress test report forms. • Skill test report forms. • FTO certificates of experience, competence, etc. as required.				
5.10	Standardised check-lists for normal, abnormal and emergency procedures?				
5.11	Maps and charts required to be carried for flights.				
5.12	Check-list to show the documents required to be carried on board?				
5.13	Procedure to ensure pilot has valid licenses, medical assessment before boarding for flying training.				
5.14	Flight planning procedure to ensure carriage of proper fuel on board.				
5.15	Procedures to ensure Centre of Gravity of training aircraft.				
5.16	Procedures briefing/ debriefing.				
5.17	Procedures for obtaining and record keeping of Met information for the airports and the en-route before undertaking the training flights.				
5.18	Co-ordination procedures to obtain FIC and ADC numbers.				
5.19	Procedures to ensure that documents required to be carried on board are available.				
5.20	Procedures under which the trainee pilots can be sent on their first solo and subsequent solos.				
5.21	Procedures have been established under which the trainee pilots can be sent on their first solo cross-country flight.				
5.22	Procedures under which the trainee pilot can be sent for night flying.				
5.23	Procedures for carrying out flying check of trainees/ Flight Instructors/ Assistant Flight Instructor by CFI/Dy. CFI to ensure standardised flying training.				
5.24	System of keeping of C of A, C of R, ARC, DGCA approvals (SFTD/ Post holders) for ready reference.				

5.25	Procedure to tally the flying timings with aerodrome records.				
5.26	Occurrence reporting procedure as per CAR Section-5, Series-C, Part-1 and relevant Air Safety Circulars.				
5.27	Procedure for preparation of contingency plan for aircraft accident, disabled aircraft removal, search and rescue etc.				
5.28	Procedure for co-relation of the number of hours of flying carried out by FTO aircrafts, number of hours done by trainees, number hours used for maintenance, fuel used, spares used for maintenance for that many hours of a/c usage, financial expenditure incurred for fuel/ oil and spares. (Suitable period for such assessment be specified)				

6.	SYNTHETIC FLIGHT TRAINING				
6.1	Air exercise				
6.2	Air exercise reference list				
6.3	Course structure-phase of training				
6.4	Course structure integration of curricula				
6.5	Student progress				
6.6	Instructional methods				
6.7	Progress tests				
6.8	Glossary of terms				
6.9	Appendices				

7.	ADMINISTRATIVE PROCEDURES				
7.1	Administration (function and management)				
7.2	Responsibilities (all management and administrative staff)				
7.3	Student discipline and disciplinary				
7.4	Authorization and Supervision of flights				
7.5	Preparation of flying programme (restriction of numbers of aircraft in poor weather)				
7.6	Command of aircraft				
7.7	Responsibilities of pilot-in-command (<i>Instructor in dual and trainee in solo flights</i>);				
7.8	Carriage of passengers <i>or persons</i>				
7.9	Aircraft documentation				
7.10	Retention of documents				
7.11	Flight crew qualification records (licences& ratings)				
7.12	Revalidation (licences, ratings & medical certificates)				
7.13	Flying duty period and flight time limitations (flying instructors)				

7.14	Flying duty period and flight time limitations (students)				
7.15	Rest periods (flying instructors)				
7.16	Rest periods (students)				
7.17	Pilots' log books				
7.18	Flight planning (general)				
7.19	Safety (general: equipment, radio listening watch, hazards, accidents and incidents, including reports, safety of trainee pilots, etc)				
8.	AIRCRAFT OPERATING INFORMATION				
8.1	Aircraft descriptive notes				
8.2	Aircraft handling (including checklists, limitations, aircraft maintenance and technical logs, in accordance with relevant requirements, etc.)				
8.3	Emergency procedures				
8.4	Radio and radio navigation				
8.5	Allowable deficiencies <u>(based on MMEL, if available)</u>				
9.	ROUTES				
9.1	Performance (legislation, take-off, route, landing, etc)				
9.2	Flight planning (fuel, oil, minimum safe altitude, navigation equipment, etc)				
9.3	Loading (load sheets, mass, balance, limitations)				
9.4	Weather minima (flying instructors)				
9.5	Weather minima (students: at various stages of training)				
9.6	Training routes/areas				
10.	STAFF TRAINING				
10.1	Appointments of persons responsible for standards/ competence of flying staff (procedure for appointment of Flying, Ground and Synthetic instructors)				
10.2	Initial training				
10.3	Refresher training				
10.4	Standardization training				
10.5	Proficiency checks				
10.6	Upgrading training				
10.7	FTO staff standards				

PART-II

11.	Aerodrome inspection contents (Requirements & Procedures)				
11.1	Proper airport perimeter fencing and/ or watch and ward for preventing runway incursion during aircraft operations.				
11.2	Procedure for runway inspection.				
11.3	Check availability of smooth runway of adequate length for the type of a/c.				
11.4	Check availability of sufficient length of runway for type of a/c for clearing all obstacles in the take-off flight path by at least 50 feet.				
11.5	Proper runway markings, taxiway markings and apron markings.				
11.6	Proper communication arrangements with ATC.				
11.7	Proper and adequate safety services are provided by the training institute or by ATC (as applicable).				
11.8	Marking and lighting of Ground signal areas.				
11.9	Visibility of wind sock or wind direction indicator from each end of the runway at ground level.				
11.10	Proper traffic pattern for carrying out the flying training.				
11.11	Proper drills for aircraft emergency during flying at airport.				
11.12	Airport perimeter fencing with adequate watch and ward for preventing runaway incursion during aircraft operation?				
11.13	Proper air ground communication to supervise the flying training activities and facility for recording of the same.				
11.14	Alarm bell and siren facilities at a suitable location.				
11.15	Sufficient number of fire extinguishers.				
11.16	First-aid room with proper kits and validity.				
11.17	Trained manpower to handle safety services.				
11.18	Proper coordination procedure with local fire station.				
11.19	Display of 'No-Smoking' sign at prominent places.				
11.20	Suitable and adequate hangar space for parking, mooring and maintenance of aircraft. The hangar shall be well lighted and suitable for aircraft maintenance.				
11.21	Equipment to monitor metrological parameter such as pressure, temperature, surface wind speed and direction etc.				

NIGHT FACILITIES AT AERODROME (If not managed by AAI or uncontrolled airfield)					
11.22	Proper lighting of runway, taxiway, apron, hanger etc.				
11.23	Lighted signage.				
11.24	Properly lighted signal square and wind sock.				
11.25	Proper aerodrome beacon.				
12.	AIRWORTHINESS aspects and checklist for audit				
12.1	Office space for the engineering and maintenance personnel				
12.2	Responsibility of MOM (Note: MOM shall be as per the guidelines given in CAR, Section-7, Series-D, Part-I)				
12.3	Procedure to keep institute's approval maintenance valid.				
12.4	Location for display of the approval certificate.				
12.5	Responsibility of Quality Control Manual.				
12.6	Procedure for change in institute after approval of QC Manual in term of aircraft type/ level of inspection/ manpower etc.				
12.7	Procedures to set-up equipped maintenance facility to the level of maintenance for which FTO is certified at other aerodrome? (If certain instruments/equipment are carried from one base to another, procedure to cross-check with stores registers for actual movement of such equipment.)				
12.8	System of adhering to approved standard maintenance programme.				
12.9	System of recording of any deviation to the approved standard maintenance programme.				
12.10	Procedure for approval of maintenance schedules and amendment to maintenance schedules as per latest version of maintenance manual.				
12.11	Procedure for implementation of SBs and ADs received in the institute. (if applicable)				
12.12	Procedure for dissemination of information to working engineers.				
12.13	Procedure to complete the log-books in respect of periodic inspection, replacement of part and compliance of SBs/ Ads etc.				
12.14	Procedure to determine adequacy of qualified engineers/ technicians proportional to the activity of the institute.				
12.15	Training record and adequacy of the technicians employed.				

12.16	Training records of AMEs and technicians along with the designee with whom records to be kept.				
12.17	Procedure for fuel/oil upliftment recording.				
12.18	Procedure for trend monitoring (by chart) of turbine engines, if applicable.				
12.19	Hanger space and its availability (throughout the year or otherwise) to carry out inspection.				
12.20	Lighting of hanger.				
12.21	Ground equipment such as trestles, workbenches to carry out the work.				
12.22	Procedure for tagging of all removed articles in the hanger.				
12.23	System of cleaning and well arranging of Bonded stores.				
12.24	System of proper tagging of Quarantine store.				
12.25	System of keeping the tyres in store and record of rotation.				
12.26	Maintenance of defect register.				
12.27	Procedure for storage of fuel and requirement of explosive license. (if applicable)				
12.28	Procedures for barrel fuelling. (please provide reference from QC Manual)				
12.29	Procedure for approval of battery charging shop and individual along with system of ensuring calibration and serviceability of equipment.				
12.30	Procedure to update the first-aid station in the battery shop.				
12.31	Procedure to carry out inspections of aircraft as per standard check-list for serviceability of equipment, instruments, availability of on-board documents, updating of flight manuals etc.				
12.32	Procedure to check the serviceability of the Cessna 150/152 aircraft emergency door ejection mechanism.				
12.33	Procedure to ensure serviceability of Nav-lights, VHF & ELT, if installed.				
12.34	Procedure for calibration of precision tools/instruments.				
13.	Checklist for airworthiness inspection of FTO aircraft (for internal audit)				
13.1	Check C of A validity of each aircraft.				
13.2	Ensure owners name plate is same as in the C of R.				
13.3	Check for following documents:				
	a) Certificate of Registration				
	b) Certificate of Airworthiness				
	c) Flight Release Certificate				
	d) WT licence				

	e) Journey logbook				
	f) Weight schedule				
	g) Pilot hand book/AFM				
13.4	Check for Emergency equipment on board				
13.5	Check for availability of First aid kit				
13.6	Check for "No Smoking" placard in the Cockpit				
13.7	Check for Compass correction card				
13.8	Check Marking of instruments in the Cockpit				
13.9	Check for Serviceability of ELT				
13.10	Check for painting of prop tips				
13.11	Inspect exterior of aircraft for any damages				
13.12	Check for any fuel/ oil leaks Check for placards				
13.13	Check if the Pitot static probe is covered when aircraft is on ground for more than 2 hours				
13.14	Check for creep marks on tyres.				
13.15	Check for door locking				
13.16	Check whether defects are rectified promptly				
13.17	Check for serviceability of night flying instruments if certified for night flying				
14.	RETURNS TO BE SUBMITTED TO DGCA				
14.1	SPL RETURN				
14.2	AIRCRAFT UTILISATION				
14.3	FLYING OF TRAINEE RETURN				
14.4	INSTRUCTOR UTILISATION				
14.5	FUEL & OIL CONSUMPTION				

The information as mentioned on the page and para column has been verified from the Training and Procedure Manual of FTO.

(Accountable Manager)
Signature with Date:

(Chief Flying Instructor)
Signature with Date:

For office use only:

Review by DGCA Inspector as under:-
Remarks:

Actions required:

Name of DGCA Inspector conducted the review: _____
Date:

FTO's Quality Assurance System

1. Terminology

Quality. - The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

Quality of Training. - The outcome of the training that meets stated or implied needs within the framework of set standards.

Quality Assurance. - All those planned and systematic actions necessary to provide adequate confidence that all training activities satisfy given standards and requirements, including the ones specified by the FTO in relevant manuals.

Quality Manual. - The document containing the relevant information pertaining to the FTO's Quality Assurance System.

Quality Audit. - A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

2. Objective of a Quality Assurance System

- 2.1 The objective of a Quality Assurance System is to ensure the achievement of results that conforms to the standards set out in the FTO's Manuals and in requirements and documents issued by the DGCA, thus promoting continual improvement of the quality of training provided.
- 2.2 The basis for quality is to establish standards, to plan activities and document procedures to support such standards, to train the personnel involved before implementing the documented procedures, and to measure the outcomes of the activities to ensure that they meet standards and expected results. If any non-conformities are found, corrective action are taken to improve processes and procedures.

3. Elements of a Quality Assurance System

- 3.1 In a quality assurance system of an FTO, the following elements should be clearly identifiable:
 - organisation's training policy
 - training and flight safety standards
 - allocation of responsibility
 - resources, organisation and operational processes
 - system to ensure conformance of training with the policy and flight safety standards
 - system for identifying deviations from policy and standards and taking corrective action and
 - evaluation and analysis of experiences and trends concerning policy, training and flight safety standards, in order to provide feedback into the system for the continual improvement of the quality of training.

Contents of FTO's Quality Assurance System

1. Quality policy and strategy

- 1.1 The FTO shall describe how the organisation formulates, deploys, and reviews its policy and strategy and turns it into plans and actions applicable to all levels of the organisation. A formal written quality policy statement should be established that is a commitment by the head of the training organisation, as to what the quality assurance system is intended to achieve. The quality policy should reflect the achievement and continued compliance with the **rules and regulations**, together with any additional standards specified by the FTO.
- 1.2 The accountable manager of the training organisation will have overall responsibility for the quality assurance system including the frequency, format and structure of the internal management review and analysis activities and may delegate the responsibility for the tasks, defined under paragraph 2 below, to a quality manager.

2. Quality manager

- 2.1 The primary role of the quality manager is to verify, by monitoring activities in the field of training, that the standards as established by the FTO and any additional requirements of the DGCA are being carried out properly.
- 2.2 The quality manager should be responsible for ensuring that the quality assurance system is properly implemented, maintained and continuously reviewed and improved.
- 2.3 The quality manager should:
 - a) have direct access to the accountable manager; and
 - b) have access to all parts of the FTO's organisation.
- 2.4 The quality manager should be responsible for ensuring that personnel training relating to the quality assurance system is conducted.

3. Quality assurance system

- 3.1 The quality assurance system of FTO should ensure compliance with requirements, conformance to standards and adequacy of training activities conducted.
- 3.2 Every process that assists the FTO to achieve its results should be identified and the activities and procedures documented.
- 3.3 The FTO should specify the basic structure of the quality assurance system applicable to all training activities conducted.

4. Feedback System

The quality assurance system should include a feedback system to ensure that corrective actions are both identified and promptly addressed. The feedback system should also specify who is required to rectify discrepancies and non-conformance in each particular case, and the procedure to be followed if corrective action is not completed within an appropriate timescale.

5. Documentation

- 5.1 Relevant documentation includes the relevant part(s) of the Training and

Procedures Manual, which may be included in a separate quality manual.

5.2 In addition, relevant documentation should also include the following:

- a) quality policy;
- b) terminology;
- c) specified training standards;
- d) a description of the organisation;
- e) the allocation of duties and responsibilities; and
- f) training procedures to ensure regulatory compliance.

5.3 The quality assurance audit programme, reflecting:

- a) schedule of the monitoring process;
- b) audit procedures;
- c) reporting procedures;
- d) follow-up and corrective action procedures;
- e) recording system; and
- f) Document control.

6. **Quality assurance audit programme**

The quality assurance audit programme should include all planned and systematic actions necessary to provide confidence that all training are conducted in accordance with all applicable requirements, standards and procedures.

7. **Quality inspection**

7.1 The primary purpose of a quality inspection is to observe a particular event/ action/ document etc., in order to verify whether established training procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved.

7.2 Typical subject areas for quality inspections could be:

- a) actual flight and ground training;
- b) maintenance;
- c) technical standards; and
- d) Training standards.

8. **Audit**

8.1 An audit is a systematic and independent comparison of the way in which a training is being conducted against the way in which the published training procedures say it should be conducted.

8.2 Audits should include at least the following quality procedures and processes:

- a) an explanation of the scope of the audit;
- b) planning and preparation;
- c) gathering and recording evidence; and
- d) analysis of the evidence.

8.3 The various techniques that make up an effective audit are:

- a) interviews or discussions with personnel;
- b) a review of published documents;

- c) the examination of an adequate sample of records;
- d) the witnessing of the activities which make up the training; and
- e) The preservation of documents and the recording of observations.

9. Auditors

- 9.1 The FTO should decide, depending on the complexity of the training, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team should have relevant training and/or operational experience.
- 9.2 The responsibilities of the auditors should be clearly defined in the relevant documentation.

10. Auditor's independence

- 10.1 Auditors should not have any day-to-day involvement in the area of the operation or maintenance activity that is to be audited. An FTO may, in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors.
- 10.2 FTO whose structure and size does not justify the establishment of full-time auditors, may undertake the audit function by the use of part-time personnel from within its own organisation or from an external source under the terms of an agreement acceptable to the DGCA.
- 10.3 In all cases the FTO should develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of training conducted by the FTO.
- 10.4 The quality assurance audit programme of the FTO should identify the persons within the company who have the experience, responsibility and authority to:
- a) perform quality inspections and audits as part of ongoing quality assurance;
 - b) identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;
 - c) initiate or recommend solutions to concerns or findings through designated reporting channels;
 - d) verify the implementation of solutions within specific time scales; and
 - e) report directly to the quality manager.

11. Audit scheduling

- 11.1 A quality assurance audit programme should include a defined audit schedule and a periodic review cycle. The schedule should be flexible, and allow unscheduled audits when trends are identified. Follow-up audits should be scheduled when necessary to verify that corrective action was carried out and that it was effective.
- 11.2 FTO should establish a schedule of audits to be completed during a specific calendar period. All aspects of the training should be reviewed within a period of twelve months in accordance with the programme.

- 11.3 When FTO defines the audit schedule, significant changes to the management, organisation, training, or technologies should be considered, as well as changes to the standards and requirements.

12. Monitoring and corrective action

- 12.1 The aim of monitoring within the quality system is primarily to investigate and judge its effectiveness and thereby to ensure that defined policy and training standards are continuously complied with. Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The FTO should establish and publish a quality procedure to monitor compliance with requirements and conformance to standards on a continuing basis. This monitoring activity should be aimed at eliminating the causes of unsatisfactory performance.

Any non-conformance identified should be communicated to the manager responsible for taking corrective action or, if appropriate, the head of the training organisation. Such non-conformance should be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective and preventive action.

- 12.3 The quality assurance audit programme should include procedures to ensure that corrective and preventive actions are developed in response to findings. These quality procedures should monitor such actions to verify their effectiveness and that they have been completed. Organisational responsibility and accountability for the implementation of corrective action resides with the department where the finding was identified. The head of the training organisation will have the ultimate responsibility for ensuring, through the quality manager(s), that corrective action has re-established conformance with the standard required by the FTO and any additional requirements established by the DGCA or the FTO.
- 12.4 The FTO should identify internal and external customers, and monitor their satisfaction by measuring and analysis of feedback.

13. Management review and analysis

- 13.1 Management should accomplish a comprehensive, systematic documented review and analysis of the quality assurance system, training policies, and procedures, and should consider:
- a) the results of quality inspections, audits and any other indicators;
 - b) the overall effectiveness of the management organisation in achieving stated objectives; and
 - c) correcting trends, and preventing, where applicable, future non-conformities.
- 13.2 Conclusions and recommendations made as a result of the review and analysis should be submitted in writing to the responsible manager for action. The responsible manager should be an individual who has the authority to resolve issues and take action. The head of the training organisation should decide upon

the frequency, format, and structure of internal review and critical analysis meetings.

14. Recording

14.1 Accurate, complete and readily accessible records documenting the result of the quality assurance audit programme should be maintained by the FTO. Records are essential data to enable an FTO to analyse and determine the root causes of non-conformity, so that areas of non-compliance can be identified and subsequently addressed.

14.2 The following records should be retained at least for the period that may be required by national requirement. In the absence of such requirements, a period of three years is recommended:

- a) audit schedules;
- b) quality inspection and audit reports;
- c) responses to findings;
- d) corrective and preventive action reports;
- e) follow-up and closure reports; and
- f) management review and analysis reports.

15. Quality assurance responsibility for satellite FTOs

15.1 An FTO may decide to sub-contract certain activities to external organisations subject to the approval of the DGCA.

15.2 The ultimate responsibility for the training provided by the satellite FTO always remains with the FTO. A written agreement should exist between the FTO and the satellite FTO clearly defining the safety-related services and quality to be provided. The satellite FTO's safety-related activities relevant to the agreement should be included in the FTO's quality assurance audit programme.

15.3 The FTO should ensure that the satellite FTO has the necessary authorization/approval when required, and commands the resources and competence to undertake the task. If the FTO requires the satellite FTO to conduct activity that exceeds the satellite FTO's authorization/approval, the FTO is responsible for ensuring that the satellite FTO's quality assurance takes account of such additional requirements.

16. Quality system training

16.1 Correct and thorough training is essential to optimize quality in every organisation. In order to achieve significant outcomes of such training the FTO should ensure that all staff understands the objectives as laid down in the quality manual.

16.2 Those responsible for managing the quality assurance system should receive training covering:

- a) an introduction to the concept of quality assurance system;
- b) quality management;
- c) concept of quality assurance;

- d) quality manuals;
- e) audit techniques; and
- f) reporting and recording.

17. The way in which the quality system will function in the FTO

Time should be provided to train every individual involved in quality assurance and for briefing the remainder of the employees. The allocation of time and resources should be governed by the size and complexity of the operation concerned.

18. Sources of personnel training

- 18.1 Quality assurance courses are available from the various national or international standards institutions, and an FTO should consider whether to offer such courses to those likely to be involved in the management of the Quality Assurance System. Organisations with sufficient appropriately qualified staff should consider whether to carry out in-house training.

Appendix VIA

Checklist for review of FTO Quality Manual

Name of FTO: _____ Date: _____
 Address: _____
 Name of Accountable manager _____ Tel. _____
 Name of Head of Training: _____ Tel. _____
Note: If item is acceptable mark "A", if item is unacceptable mark "U."

Sl. No.	Subject	para & page #	A	U	REMARKS
1.	Terminology - Has the applicant included the required terminology				
2.	Quality Policy and Strategy - Formal policy statement from head of training? a) Explain what the system is intended to achieve? b) Cite continued compliance with the FTO's standards? c) Does accountable manager have overall responsibility for the Quality System?				
3.	Purpose - statement that quality system will enable the FTO to monitor compliance with: a) Relevant sections of CARs ? b) Procedures and training manual? c) Any other standards established by the FTO?				
4.	Quality Manager , a) Do responsibilities include activities that verify: 1) Standards required by DGCA and FTO are being carried out properly under the supervision of head of training, Chief Flying Instructor, chief ground instructor? 2) Quality assurance programme is properly implemented, maintained and continuously renewed and improved? 3) Has access to head of training and all parts of FTO? b) Are head of training & quality manager positions combined?				
5.	Quality System - Ensure compliance with and adequacy of training activities conducted? a) Basic structure specified? b) Structured according to size and complexity of FTO?				
6.	Scope - Does the quality system address: a) Leadership? b) Policy and strategy? c) Processes? d) Provisions of CARs? e) FTO's standards and procedures? f) FTO organisational structure? g) Development, establishment and management of the quality system responsibility? h) Documentation (manuals, reports, records)?				

	i) Quality assurance programme? j) Financial, material and human resources? k) Training requirements? l) Customer satisfaction?				
7.	Feedback System, a) Corrective action identified and addressed? b) Responsible person identified? c) Procedure for when corrective action not completed within stated time limit?				
8.	Relevant Documentation a) Relevant parts of training and procedures manual? b) Quality policy? c) Terminology? d) Specified training standards? e) A description of the organisation? f) Allocation of duties and responsibilities? g) Training procedures to ensure regulatory FTO compliance? h) Schedule of the monitoring process? i) Audit procedures? j) Follow-up and corrective action procedures? k) Recording system? l) The training syllabus? m) Document control?				
9.	Quality Assurance Programme , Ensures that all training is conducted in accordance with all applicable requirements, standards and procedures?				
10.	Quality Inspection - Ensures through observation that established training procedures and requirements are followed during the accomplishment of event and that required standard was met?				
11.	Audit - Procedure for explaining the scope of the audit? a) Procedure for planning and preparation? b) Process for gathering and recording evidence? c) Process for analysis of the evidence?				
12.	Auditor's Independence a) No day-to-day involvement in the area to be audited? b) Procedures developed to ensure auditor selected has no involvement with the activities to be audited? c) Full time auditor? d) Part time auditor? e) Internal? f) External? g) Persons within company authorized to conduct quality inspections and audits, identify and record findings and concerns, initiate recommended solutions to concerns or findings, verify the				

	implementation of solutions and report directly to the Quality Manager identified?				
13.	Audit Scope - Are the following areas included in the scope of the FTO's audits: a) Organisation b) Plans and objectives c) Training Procedures d) Flight Safety e) Manuals, Logs and Records f) Flight and Duty Time limitations g) Rest requirements and scheduling h) Aircraft Maintenance/ Operations interface i) Maintenance programs and continued Airworthiness j) Maintenance accomplishment				
14.	Audit Scheduling a) Defined audit schedule? b) Periodic review cycle? c) Allow for unscheduled audits? d) Allow for follow-up audits? e) All aspects of training reviewed in 12-month period? f) 12-month extension period accepted by DGCA?				
15.	Monitoring and Corrective Action - Procedure established to monitor regulatory compliance on a continuing basis? a) Is non-compliance communicated to the relevant manager? b) Is non-compliance recorded? c) Are corrective actions developed in response to findings? d) Are corrective actions monitored to verify that they have been completed? e) Are corrective actions monitored to verify effectiveness?				
16.	Corrective Action - Following each quality inspection/audit, is: a) Immediate need for corrective action established? b) Origin of the finding established? c) Type of corrective action determined? d) Corrective action schedule established? e) Individual/department responsible for implementing corrective action identified? f) Accountable manager allocating resources where appropriate? Is the Quality Manager: a) Verifying that the responsible manager takes corrective action? b) Verifying that corrective action includes elements outlined in 16 above?				

	c) Monitoring the implementation and completion of corrective action? d) Providing management with an independent assessment of corrective action implementation and completion? e) Evaluating the effectiveness of corrective action through follow up?				
17.	Management Evaluation a) Process for identification of trends? b) Prevention of non-conformities? c) Does the accountable manager determine frequency, format and structure of management evaluation activities?				
18.	Recording - Process established for retaining the following records for 5 years: a) Audit schedules? b) Quality inspection and audit reports? c) Responses to findings? d) Corrective action reports? e) Follow-up and closure reports? f) Management evaluation reports?				
19.	Quality Assurance Responsibility For Satellite FTOs Are any FTO activities contracted out to external organisations ? a) Does a written agreement exist between the FTO and the satellite FTO? b) Are the satellite FTO's safety related activities included in the primary FTO's quality assurance programme ?				
20.	Quality System Training - For those responsible for managing the quality system, does training cover: a) An introduction to the quality system concept? b) Quality management? c) Concept of quality assurance? d) Quality manuals? e) Audit techniques? f) Reporting and recording? g) The way the quality system will function in the FTO? For those not responsible for managing the quality system, does training cover: a) A briefing on the way the quality system will function in the FTO?				
21.	Sources of Training a) External?				

☐	b) Internal?	☐	☐	☐
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The information as mentioned on the page and para column has been verified from the Training and Procedure Manual of FTO.

(Accountable Manager)
Signature with Date:

(Chief Flying Instructor)
Signature with Date:

For office use only:

Review by DGCA Inspector as under:-

Remarks:

Actions required:

Name of DGCA Inspector conducted the review: _____

Date:

Appendix VII

APPLICATION / CHECKLIST
FOR EXTENSION/ RENEWAL / RECERTIFICATION /
SURVEILLANCE / INSPECTION
OF FLYING TRAINING ORGANISATION

This application form shall be used as FTO's compliance statement and DGCA inspector checklist for verification at the time of inspection/ surveillance/ audit.

Part-A: Appendix VII- CAR Section 7 Series D Part I

1. General

Sl. No.	Contents	Data/information	Remarks
1.1	Name and address of the flying training institute. With Telephone (landline/ mobile) Email, Fax numbers		
1.2	Name of the President, (if elected Managing Committee is functioning)		
1.3	Are the Board of Directors same, which were at the time of grant of NOC / last renewal of the Institute? If no, whether, their security clearance is obtained. (security clearance is mandatory)		
1.4	Name of the Accountable Manager and whether he has been approved by DGCA.		
1.5	Name of Head of Training.		
1.6	Scope of training authorized under the organization's terms of approval.		
1.7	Whether the Flying Training Organization has non-scheduled operator's permit? If yes, then submit details of the permit.		
1.8	Main operations base of aerodrome.		
1.9	Other base of operation aerodrome, if any.		
1.10	Validity of last approval		

2. Aircraft Details

	Aircrafts	1 st a/c	2 nd a/c	3 rd a/c	4 th a/c	Remarks
2.1	Type of a/c					
2.2	Registration No.					
2.3	C of A valid upto					
2.4	ARC valid upto					
2.5	Date of manufacturing					

2.6	Age since manufacturing					
At least three aircraft were flown and found flyable (in case could not be flown reason thereof)				Yes/no		
Remarks:-						
3. SFTD details (in case of tie up with other organization, attach agreement) (attach relevant documents)						
	SFTD	1 st SFTD	2 nd SFTD	3 rd SFTD	4 th SFTD	Remarks
3.1	Type					
3.2	Registration					
3.3	DGCA Approval					
3.4	Whether SFTD are functioning properly?	Yes/no	Yes/No	Yes/No	Yes/No	

4. Post Holder Details

S.No.	Post	Name of person	Approval reference number	Approval valid(Y/N) Remarks, if any
4.1	Accountable Manager			
4.2	Chief Instructor or Chief Flying Instructor			
4.3	Whether license and ratings of CI or CFI are current and date of last competency check			
4.4	Dy.CFI			
4.5	Whether license and ratings of Dy. CFI are current date of last competency check			
4.6	FI /DE			
4.7	Chief Ground Instructor			
4.8	Safety Manager			
4.9	Maintenance Manager			
4.10	Quality Manager			
4.11	Continuing Airworthiness Manager			

4.12	Non Flying CFI			
4.13	Whether police verification of persons employed on above posts from their District Police Authorities taken.			

5. Details of Flight Instructors

S. No	Name	Whether their licenses are valid	Date of last competency check by CFI/CI On instructor and aircraft handling)(req. Bi annual)	Remarks
1.				
2.				
3.				
4.				

S. No.	Name of FATA Instructors	Whether their licenses are	Date of last competency	FATA No.(s)
1.				
2.				
3.				

6. Ground Instructors Details

Sl. No.	Name	Subjects allotted	qualification(ref CAR)	Competency check date: i.e. test lecture
1.				
2.				

7. Synthetic Instructor Details

S. no.	Name	Qualification(ref CAR)	Competency check Date:
1.			
2.			

8. Documentation (Tech. & Operational)

	Status	Comments
8.1 Whether Training and procedure Manual (TPM) is updated and approved by DGCA. (Date of last approval)	Yes/No	

8.2	Whether Contingency plan for aircraft accident, disabled aircraft removal, list of emergency telephones, list of doctors?(updated)	Yes/No	
8.3	Whether FTO has Quality Assurance Manual as per the guidelines given in CAR, Section- 7, Series-D,Part-list approved by DGCA. (Date of last approval)	Yes/No	
8.4	Whether FTO has Safety Management System as per the guidelines given in CAR, Section- 7, Series-D, Part-I. (Date of last approval)	Yes/No	
8.5	Approval of Maintenance Organization as per CAR-M. (Date of last approval)	Yes/No	
8.6	Whether SOP with ATC established	Yes/No	

9.	Scope of Training and Organization	Sat/Unsat	Remarks
9.1	Description of the scope of training authorized under the Organisation's terms of approval. (write scope)		
9.2	Organisation chart		
10. Facilities and Equipment Space for waiting, Operations, flight planning etc. (whether available and proper)			
a)	Office space for operation and admin staff		
b)	Storage area including secure area for training.& personnel record		
c)	Space for the students waiting for their training.		
d)	Flight Operation room or area.		
e)	Flight Planning room or area.		
f)	Space, Arrangement and equipment for pilot briefing/debriefing.		
g)	Office facility for instructors is available.		
11. CLASSROOMS			
a)	Number of Students &whether Proper class rooms commensurating with the Plan/number of students ensured		
b)	Training aids such as computer, projector/suitable monitor, multimedia aids etc.(whether available and		

	proper)			
12.	Library			
a)	Library with system of ready access to trainee Pilots. (whether available and proper)			
b)	Adequate number of text books/e-books DGCA circulars, CARs, AICs, Aircraft Manual; AIP and its supplement; route maps; topographical charts for training etc.(soft copies with easy access)(whether available and proper)			
13.	Radio Telephony			
a)	Arrangement for Radio telephony training and testing with facilities			
14.	The Training Plan	Information	Sat/Unsat	Remarks
14.1	Pre-Entry Requirements:			
a)	Minimum required age as per regulations	Yes/No		
b)	Required education qualifications for SPL/FRTOL/PPL/CPL/ATPL	Yes/No		
c)	Medical certificate as per DGCA standards	Yes/No		
d)	English proficiency as per regulatory norms	Yes/No		
14.2	Credit for Previous Experience:			
a)	Is there a system in place to grant credit for previous ground classes	Yes/No		
b)	Is there a system in place to grant credit for previous flying hours	Yes/No		
14.3	Student Pilot License (SPL) Procedure:			
a)	Whether the process of training being correctly followed as per regulations	Yes/No		
14.4	Flying Order Book:			
a)	Whether Flying Order Book issued	Yes/No		
b)	Updated or not	Yes/No		
14.5	Training Curriculum as per scope of approval:			
a)	Theoretical Knowledge Training Curriculum being conducted as per syllabus	Yes/No		
b)	Whether flying training being executed as per the approved flight	Yes/No		

	syllabus (Dual, Solo, Navigation, Instrument flying, etc.)			
c)	Synthetic Flight Training Curriculum being followed as per syllabus	Yes/No		
14.6	Aero medical in-doctrination			
14.7	Training records:			
a)	Whether procedures established to maintain integrity of records—preventing unauthorized alterations, damage, or removal.	Yes/No		
b)	Whether attendance records accurately maintained and updated daily for Instructors and Trainees.	Yes/No		
c)	Whether FTPR of trainees regularly maintained, filled, signed, & regularly updated.	Yes/No		
d)	Are CFI/DCFI or training heads regularly verifying training records and student logbooks, e-log books?	Yes/No		
e)	Whether a separate and effective system to track the flying training progress of SC/ST candidates as per regulatory guidelines	Yes/No		
14.8	Safety Training Compliance:			
a)	Whether students properly trained and assessed by AFI/FI/DCFI/CFI and record maintained.	Yes/No		
b)	Whether essential flight training exercises conducted as per curriculum e.g. emergencies, forced landings, stall and recovery, bounce balloon and PIO.	Yes/No		
c)	Whether emergency drills e.g. aircraft Crash/Fire Drill (Full-Scale Exercise), runway Incursion/excursion Drill, conducted and their frequency.	Yes/No		
d)	Whether checks conducted at prescribed intervals (pre-solo, pre-X/C, etc.) and properly recorded in FTPR.	Yes/No		
14.9	Checks and Tests of students for following:			
a)	Whether periodic checks of flying skills being conducted and recorded as per training phase.	Yes/No		

b)	Whether theoretical knowledge progress and tests conducted and recorded.	Yes/No		
c)	Whether refresher training (if required due to failed attempts) is planned and documented.	Yes/No		
d)	Whether test reports (flight and ground) available and well maintained in student files or digital database.	Yes/No		
e)	Whether dedicated preparation (question banks, mock exams, revision lectures) provided to students before DGCA exams.	Yes/No		
f)	Whether recency circular followed before commencement of flying.	Yes/No		
14.10	Training effectiveness:			
a)	Whether Individual tracking system for performance monitoring (e.g. repeated unestablished approach, repeated check failures) established	Yes/No		
b)	Actions to correct unsatisfactory progress. (Corrective sorties details)	Actions taken/Not taken		
c)	Procedure for changing instructors.	Available/ Not Available		
d)	Whether defined policy on maximum instructor changes and feedback channels to assess instructor performance or syllabus gaps.	Yes/No		
e)	Procedure for suspending a student from training	Available/ Not Available		
d)	Whether a defined procedure for suspending a trainee for medical, disciplinary, or performance issues. Proper documentation maintained.	Yes/No		
14.11	Procedure for Transfer of Trainees to other FTO being followed (as per CAR)	Followed/ Not Followed		
15.	Briefing And Air Exercises:			
15.1	Standardized check-lists for normal, abnormal and emergency procedures, (whether maintained)?	Maintained /Not Maintained		
15.2	Maps and charts required to be carried for flights, (whether available)	Available/ Not Available		

15.3	Check-list to show the documents are Required to be carried on board, (whether available).	Available/ Not Available		
15.4	Procedures to ensure that documents required to be carried on board are available.(check whether followed)	Followed/ Not Followed		
15.5	Procedure to ensure pilot has valid licenses, medical assessment before boarding for flying training. (check whether followed)	Followed/ Not Followed		
15.6	Flight planning procedure to ensure carriage of proper fuel on board.(check whether followed)	Followed/ Not Followed		
15.7	Procedures to ensure Centre of Gravity of training aircraft. (check whether followed)	Followed/ Not Followed		
15.8	Procedures briefing/debriefing.(check whether followed)	Followed/ Not Followed		
15.9	Procedures for obtaining and record keeping of Met information for the airports and then route before undertaking the training flights.(check whether followed)	Followed/ Not Followed		
15.10	Co-ordination procedures to obtain FIC, ADC, and SQUAWK. (check whether followed)	Followed/ Not Followed		
15.11	Procedures under which the trainee pilots can be sent on their first solo and subsequent solos.(check whether followed)	Followed/ Not Followed		
15.12	Procedures have been established under which the trainee pilots can be sent on their first solo cross-country flight.(check whether followed)	Followed/ Not Followed		
15.13	Procedures under which the trainee pilot can start night flying and can be sent solo in night. (check whether followed)	Followed/ Not Followed		
15.14	Procedures for carrying out flying check of trainees/Flight Instructors/Assistant Flight Instructor by CFI/Dy. CFI to ensure standardized flying training.(check whether followed)	Followed/ Not Followed		
15.15	System of keeping of C of A, C of R, ARC, DGCA approvals (SFTD/ Post	Adequate/ Not Adequate		

	holders) for ready reference.(check whether adequate)			
15.16	Procedure to tally the flying timings with aerodrome/ATC records. (check whether followed)	Followed/ Not Followed		
15.17	Accident/Incident reporting procedure as per relevant rules and CAR.(updated)	Updated/ Not updated		
16.	ADMINISTRATIVE PROCEDURES (check for being followed)		Sat/Unsat	Remarks
16.1	Authorization and Supervision of flights (As per CAR) and its recording.	Followed/ not followed		
16.2	Flight crew qualification records(licenses & ratings) (whether maintained)	Yes/No		
16.3	Flying duty period and flight time limitations (flying instructors) (followed)	Yes/No		
16.4	Flying duty period and flight time imitations (students)(followed)	Yes/No		
16.5	Pilots' logbooks/ Elog books (properly maintained)	Yes/No		
16.6	Whether Instructors and trainees instructed that all before approving eFAR entries are thoroughly reviewed and cross-verified with corresponding physical authorizations to maintain accuracy and compliance.	Yes/No		
16.7	Details of previous one year enforcement actions & audit findings	Enforcement Actions- 1. 2. Audit Findings- 1. 2.		
17.	Staff Training:			
17.1	Whether staff induction training has been conducted as per the TPM	Conducted/ Not Conducted		
17.2	Refresher Training	Conducted/ Not Conducted.		
17.3	Standardization Training	Conducted/ Not Conducted		
17.4	Proficiency Checks	Conducted/		

		Not Conducted		
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Part-B: Aerodrome inspection contents (Regulatory reference for unlicensed and uncontrolled aerodrome- Provisions of CAR 7/D/I & CAR 4/B/VI)

S.N.	Question		Satisfactory/ Unsatisfactory	Remarks
1.	Are there procedures in place to ensure that flight instructors and student pilots are properly informed about their aircraft's performance characteristics, as well as the aerodrome's dimensions, facilities, and operating practices—specifically in a manner that is appropriate and proportionate to flying training operations conducted from an unlicensed aerodrome?	Yes/No		
2.	Does the flight instructor ascertain availability and adequacy of ground facilities directly required for safe operation of aircraft, before commencement of training flight? (Guidance: TPM should include details on these)	Yes/No		
3.	Does the runway surface meet following requirements: a) Is the runway surface capable of withstanding the aircraft weight requirement, planned to be operated from? b) Is the runway surface free from any irregularities and pot holes so that no damage is caused to the aircraft? c) Are the slopes on the runway suitable for training aircraft operations and facilitates drainage?	Yes/No		
4.	Is the runway width suitable considering outer main gear wheel span (OMGWS) of the biggest training aircraft intended to be operated from?	Yes/no		

5.	Is the markings on runway visible from the air to identify the runway, designation, centerline and limits of the landing area. <i>(Guidance Note: The runway marking specification may be referred to CAR Section 4 Series B part I)</i>	Yes/no		
6.	Are the taxiways available, meeting the aircraft performance characteristics for exit and entry into the runway and equipped with guidance for ground movement of the aircraft.	Yes/no		
7.	Are the markings on taxiway available in accordance with the specification referred to CAR Section 4 Series B part I.	Yes/no		
8.	Are the aprons of sufficient size to permit parking of the aircrafts without causing interference to other training aircraft operations?	Yes/no		
9.	Is the Runway Strip available? If yes, what are the dimensions?	Yes/no		
10.	Is the runway strip of suitable dimension according to the training aircraft operations?	Yes/no		
11.	Is the runway strip properly levelled, graded and free from vegetation the runway strip?	Yes/no		
12.	Is the runway strip, flush with the surface of the runway, shoulder or stopway?	Yes/no		
13.	Is procedure in place to mark an object situated on the runway strip which may endanger aircraft operations, regarded as an obstacle and, be removed?	Yes/no		
14.	Does the runway strip meet the following stated requirement: (i) No fixed object, other than visual aids required for air navigation or those required for aircraft safety purposes and which must be sited on the runway strip and satisfying the	Yes/no		

	frangibility requirement permitted in any part of a runway strip.” (ii) No mobile object are to permitted on runway strip during the use of the runway for landing or take-off.			
15.	Does the signal area on the aerodrome meet the following requirements: a) Signal area shall display least Landing Direction Indicator and Aerodrome Identification Sign to indicate runway in use and the identification of the aerodrome. b) The signal area shall be an even horizontal surface at least 9 m square. The colour of the signal area shall be chosen to contrast with the colours of the signal panels used, and it shall be surrounded by a white border not less than 0.3 m wide.	Yes/no		
16.	Is the wind sock available clearly visible from air, and positioned to indicate representative direction and strength? <i>{Guidance Note: The Location of wind sock shall not be close to trees or buildings or where terrain may cause an unrepresentative indication, and ensure it should not interfere with aircraft taking off or landing.}</i>	Yes/no		
17.	Is equipment to monitor metrological parameter such as pressure, temperature, surface wind speed and direction etc. available?	Yes/no		
18.	How does the FTO ensure the following w.r.t. obstacles: a) For the safety of the aircraft operation it is essential that at least approach & take off surface and transitional surface are free of obstacles.	Yes/no		

	b) The obstacle in the vicinity of the runway are clear of safety area provided, for aircraft excursion. c) The slope requirement for approach path for non-instrument runway is 3.33% and required to be provided up to 3.0 km.			
19.	Does the FTO ensure the availability of the Rescue and firefighting equipment and services throughout the hours of aircraft operation?	Yes/no		
20.	Does the FTO ensure arrangements /Level of protection in accordance with Table 9-1 of CAR Section 4 series B Part VI, based on the aeroplane's Overall length and their fuselage width?	Yes/no		
21.	Does the FTO ensure Protection of site by complying the following: a) Availability of fence or other suitable barrier to prevent the entrance to the movement area by animals large enough to be a hazard to aircraft. b) The aspect of crowd control, security of operation and separation of crowd from flying operations.	Yes/no		
22.	How availability of aerodrome data is ensured?	Available /not available		
23.	Proper air ground communication to supervise the flying training activities in place?	Yes/no		
24.	Does the arrangements for air- ground communication recording available?	Yes/no		
25.	What is the system in place to file the flight plan before operating a training aircraft?	Yes/no		

26.	What are the means available to ensure that the meteorological conditions are appropriate for operations of training aircraft?	Yes/no		
27.	Are the necessary arrangements made for picketing /mooring of aircraft to safeguard the aircraft from to be affected by strong winds/weather?	Yes/no		
28.	Necessary arrangements in place to ensure availability of minimum first aid facility and medical requirement to deal with Emergencies?	Available /not available		
29.	Procedure for runway inspection established	Available /not available		
29.	Alarm bell and siren facilities at a suitable location e.g. (In ATC)	Available /not available		
30.	Whether procedure for search and rescue is available?	Available /not available		
31.	Proper coordination procedure with local fire station.	Available /not available		
32.	Display of 'No-Smoking' sign at prominent places.	Available /not available		
33.	Proper traffic pattern for carrying out the flying training.	Available /not available		

NIGHT FACILITIES AT AERODROME		Information	Sat/Unsat	Remarks
34.	Adequate lighting of runway, taxi way, apron, aerodrome beacon, hanger etc.	Available/not available		
35.	Adequate lighting of signage	Available/not available		
36.	Adequate lighting of signal area and windsock.	Available/not available		
37.	Proper aerodrome beacon.	Available/not available		

Appendix VIII

Ground subject minimum course timing

- Each theoretical knowledge course comprise the minimum hours stipulated in the table below:

Type of Theoretical Knowledge Course	Minimum Hours
CPL/IR (A), CPL/IR (H)	350

- The following tables show the recommended instructional hours for each subject.

CPL/IR (A), CPL/IR (H), CPL(A), CPL(H) Theoretical Knowledge

No.	Subject	Instructional Hrs
1.	Air Law	40
2.	Airframes, Systems and Engines	50
3.	Instrumentation	
4.	Mass and Balance	
5.	Performance–Aeroplane/Helicopter	60
6.	Flight Planning and Monitoring	
7.	Human Performance	50
8.	Meteorology	40
9.	General Navigation	100
10.	Radio Navigation	
11.	Operational Procedures	10
12.	Principles of Flight – Aeroplane/Helicopter	30
13.	VFR Communications	30
14.	IFR Communications	

Contents of the Flying Order Book

Note1: The format given below is for guidance only. FTO can design its FOB.

Note2: Each flying order is to be individually signed and dated by the CI or CFI.

Note3: An Index to Sections and Orders shall be included.

1. Authorization and Documentation

1. Rules of the Air – Aircraft Rule / CAR
2. Flight authorization and authorization sheets
3. Completion of technical log and notification of defects
4. Requirements for solo flying
5. Requirements for mutual flying
6. Possession of current licence
7. Regulations for carriage of passengers
8. Compilation of pilot's log books

2. Aircraft Handling Orders

1. Aircraft checks before flight-those not included in standard checklists
2. Precautions when starting engines
3. Running up procedures
4. Turns after take-off
5. Aerobatics, spinning and other unusual manoeuvres
6. Practice forced landing
7. Low flying regulations
8. Instrument flying-actual and simulated
9. Go-around action
10. Refueling procedure
11. Practice as symmetric flights

3. General Flying Orders

1. Minimum altitude/flight levels for training (stalling, spinning and aerobatics)
2. Weather minima for local flying and cross country flights including maximum wind and cross-wind limitations - dual and solo
3. Preparation for cross country exercises and navigation flights
4. Safety Altitude
5. Action when uncertain of position
6. Action when uncertain of aircraft's position
7. Landing at unauthorised or unintended destination
8. Care of aircraft away from base
9. Forced landing - aeroplane damaged
10. AUW and C of G limitations and weight and performance limitations
11. Flying over the water
12. Consumption of alcohol and taking of drugs or other psychoactive substances before flight
13. State of health
14. Night flying - supervision

15. Wake turbulence

4. Rules of the Air and ATC

1. Aerodrome opening hours
2. Taxiing procedures
3. Signals square and signals/instructions from ATC(where applicable)
4. Circuit procedures
5. Local flying area
6. Prohibited and danger areas
7. Look-out in the vicinity of the circuit
8. Action after landing
9. Use of RTF
10. Local noise restriction requirements
11. Night flying - ATC and emergencies
12. Requirement to abide by conditions of the aerodrome
13. Infringements of controlled airspace

5. Checklists

All pilots shall be in possession of a copy of handling notes and check lists as used by the FTO and be required to abide by them. If necessary, checklists may be written into the FOB under this Section. Handling Notes and Checklists shall not contradict anything set out in the approved Pilot's Operating Handbook/Flight Manual which forms part of the CofA. Checklists for legal purposes are part of the Operation Manual.

6. Emergency Drills

1. Engine failure after take-off
2. Crash action
3. Fire in the air
4. Fire on the ground
5. Forced landing without power
6. Forced landing with power
7. Ditching
8. Radio failure

Note: All these Orders are self-explanatory and even if they are contained in Handling Notes/ Check lists, it may be useful to repeat them in this section.

7. Accident, Incident Reporting

1. Reminder of the legal requirement to report notifiable accidents and incidents
2. Requirement to report occurrences and use of local system

8. Local Regulations

1. Smoking and use of psycho active substance prohibitions
2. Care off lying equipment
3. Disciplinary action for breach of local orders and regulations
4. Indemnity for personal injury
5. General administration

Syllabus for Flying and Synthetic Flight Training

1. CPL/IR(A)

- 1.1 "The syllabus for the CPL/IR (A) shall be approved by the DGCA and include at least 200 hours flying training as per Aircraft Rules. If endorsement on a multiengine aircraft below 5700 kgs is required by the trainee, he shall have to undergo not more than 15 hours flying hrs on multi-engine aircraft as per CAR, which may be counted towards the stipulated minimum 200 hours of flying training."

The training shall provide the students the operational experience to the level of performance required for the commercial pilots in the following areas:

- (a) pre-flight operations, including mass and balance determination, aeroplane in section and servicing;
- (b) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;
- (c) control of the aeroplane by external visual reference;
- (d) flight at critically slow airspeeds; spin avoidance; recognition of, and recovery from, incipient and full stalls;
- (e) flight at critically high airspeeds; recognition of, and recovery from, spiral dives;
- (f) normal and cross-wind take-offs and landings;
- (g) maximum performance (short field and obstacle clearance) take-offs; short-field landings;
- (h) basic flight maneuvers and recovery from unusual attitudes by reference solely to basic flight instruments;
- (i) cross-country flying using visual reference, dead-reckoning and radio navigation aids; diversion procedures;
- (j) abnormal and emergency procedures and maneuvers; and
- (k) Operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures, radiotelephony procedures and phraseology.

2. The syllabus shall include, as a minimum, the following:

Sl no.	Experience type	dual	solo	
			For only CPL	For only IR
1.	Solo flying experience	--	100	100
2.	Navigation Flying Training	8	20	50
3.	Night Flying Training	5	5	-
4.	Flight by Sole Reference to Instruments	40	-	-
40				
If the trainee is enrolled for CPL and IR both then ensure higher requirements out of CPL&IR				

- 2.1 The 50 solo hours of cross country navigation shall include a flight totaling not less than 300nm in the course of which, full stops landing at two different aerodromes shall be made. This flight shall be completed in a single day.
- 2.2 The 200 hours of flying training may comprise of general aeroplane handling but shall include sufficient solo flying to allow the student to complete a total of 100 hours as pilot-in-command. The precise allocation of flying hours is to be agreed with DGCA.
- 2.3 Schedule II of the Aircraft Rules allows for a maximum of 20 hours of the required 40 hours by sole reference to instruments to be carried out in a Synthetic Flight Device. However, this synthetic flight training is additional to the 200 hour flying training requirement.

3. P1 U/S

- 3.1 The flying training syllabus shall also meet all the operational experience level of a commercial pilot as spelt out in paragraph 1.1 and approved by DGCA. The 100 hours as pilot-in-command requirement for the CPL/IR(A) course may contain the successful skill tests as pilot-in-command under supervision (P1U/S), the unsuccessful skill tests shall be logged as dual.
- 3.2 Students claiming P1 U/S time shall:
- carry out all the duties and functions of a pilot-in-command;
 - be responsible for flight planning including load sheet and fuel computations;
 - comply with all checks, drills and emergency procedures specified by the FTO;
 - take-off and land the aeroplane and resolve unaided all problem so fair traffic procedures, communications and meteorological conditions.

- 3.3 P1 U/S may not be regarded as additional dual.
- 3.4 If the instructor has to influence or control any part of the flight, none of the flying time on that particular flight may be claimed as P1 U/S. A ground debriefing by the Flight Examiner or flying instructor does not affect the crediting as pilot-in-command time.

4. LOGGING OF FLIGHT TIME (refer rule 67 of the Aircraft Rules 1937)

- 4.1 Please ensure that the flying carried out on single crew certified aircraft is only logged as PIC when aircraft is flown solo during the flying training for issue of CPL (irrespective of holding of PPL) except the General Flying Tests. Please also ensure that all the instrument flying training shall be logged as dual except IR test.
- 4.2 The Instrument Flight (IF) time logged to meet the licence requirements in respect of flight as pilot by sole reference to instruments shall be less than the chock-to-chock IF instruction time by an allowance to cover ground maneuvering times and any period spent using external references between the start of the take-off run and the completion of the landing roll.

Appendix XI

Application form for approval/ renewal of CGI

1.	Organization requesting CGI	
2.	Name of the person nominated for CGI	
3.	Validity of the last renewal (n/a for initial issue)	

Age and EQ			Remarks
4.	Age	Medically Fit. (No age bar till fit.)	Yes/No

5.	Teaching Experience:	Name of FTO/ Defence Aviation Training Organisation/ Airports Authority of India Aviation training organization	Period (from to)	Remarks

Total period				
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Note: - A Ground Instructor having two years teaching experience with FTO/ Defence Aviation Training Organisation/ Airports Authority of India Aviation training organization is eligible.

6. Any other information:

Attach proof i.r.o. 3 , 4, 5 & 6 above.

Declaration by the Applicant

I declare that in terms of provisions of Rule 39A of the Aircraft Rules,1937, I have not suppressed or given any wrong information herein above for the purpose of obtaining the CGI rating applied for here. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at a later date.

Signature of the person nominated for CGI	Signature of Accountable Manager of FTO Name:
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Appendix XII

Guidelines for making entry in FTPR

1. Pre-Flight Documentation

Before the flight begins, the instructor ensures the FTPR is available and updated with:

- **Student Details:** Name, address, educational qualifications, police verification, SPL/FRTOL(R) license numbers.
- **Previous Entry Review:** Instructor reviews last completed training exercise to assess readiness and continuity.

2. Post-Flight Entry (Instructor's Responsibility) for each flight including solo

Immediately after the flight:

- **Date & Time of Flight:** Record actual date, time (block off/on), and aircraft details.
- **Flight Type:** Indicate if flight was Dual, Solo, Day, or Night etc..
- **Exercise Details:**
 - Use coded/standardized exercise reference (e.g. Ex. 4 – Effects of Controls).
 - Include objective of the flight.
 - Write concise remarks on performance, difficulties faced, and areas needing improvement.
 - Indicate whether the objective was achieved or requires repetition.
- **Flying Hours Logged:**
 - Separate dual/solo time.
 - Cumulative hours to be updated regularly.
- **Signature:** Instructor signs the entry after review and feedback is provided to the student.

3. Periodic Supervisory Review

- **By CI/CFI/Dy. CFI:**
 - Periodic entries must be reviewed weekly or biweekly.
 - Remarks on consistency, weaknesses, and suggestions for corrective training.
 - Sign and date the review entry.
- Conduct periodic oral interviews or progress discussions with the student.

4. Special Event Entries

- **Incident/Accident Reporting:**
 - Record any deviation, safety incident, or emergency.
 - Include brief description, date, action taken, and follow-up if any.
- **Medical, Exam, or License Milestones:**
 - Note passing of internal or DGCA examinations.

- Record issuance or update of SPL, FRTOL(R), or other certifications.

5. End-of-Course Completion

- After the final training flight:
 - Instructor summarizes progress and confirms completion of all syllabus items.
 - CI/CFI/Dy. CFI reviews full FTPR, signs off with remarks on readiness for skill test or final check.

6. Confidentiality & Document Control

- FTPR must be stored securely in a restricted-access location.
- Only designated Personnel (CI/CFI/Dy. CFI, instructors, and DGCA inspectors) may access it.
