



**CIVIL AVIATION AUTHORITY OF SRI LANKA  
AVIATION SAFETY NOTICE**

ASN No 028	Ref No: PEL/2010/10	File Ref: PL/18/50/18
------------	---------------------	-----------------------

- Recipients : 1. Holders of a Flying School Licence issued by DGCA.  
2. Designated Flight Test Examiners.
01. Subject : **Requirements to be Satisfied in the Establishment, Operation and Maintenance of a Flying School in Sri Lanka.**
02. Nature : Compulsory
03. Issue no : 03
04. Status : Replacement of ASN No. 028, issue no 02 issued on 20<sup>th</sup> September 2010.
05. Effective date : With immediate effect.
06. Validity : Until Further Notice.
07. Contact person : For more details/ clarifications about this ASN please contact Deputy Director (Personnel Licensing), Civil Aviation Authority, No.64, Galle Road, Colombo 03, Sri Lanka. Telephone: +94112436552, Fax : +94112436552, E mail [ddpel@caa.lk](mailto:ddpel@caa.lk)
08. Availability : A copy of this document is available on web site- [www.caa.lk](http://www.caa.lk) and the technical library of Civil Aviation Authority. Copies can be collected at reproduction cost from the library.
09. Applicability : 1. Applicants for a flying school licence or the holder of a flying school licence issued by DGCA Sri Lanka.  
2. Designated Flight Test Examiners.

10. Comments : Comments (if any) on the contents of this Aviation Safety Notice (ASN) may be forwarded to the contact person. However the Aviation Safety Notice will come into effect on the date shown therein notwithstanding any objection or comment made by any person or party unless and until an amendment to the Aviation Safety Notice is issued afresh by the Director General of Civil Aviation.
11. Notice : Requirements to be satisfied in the establishment, operation and maintenance of a flying school in Sri Lanka are published hereby as an attachment to this Aviation Safety Notice.
12. History of Revision : Inclusion of para 7.2.1 to rectify the finding of USOAP Audit 2010.
13. Related ASN : ASN 054 and 055.
14. Action Required : For compliance by  
 1. Applicants for a flying school licence or a holder of a flying school licence issued by DGCA Sri Lanka.  
 2. Designated Flight Test Examiners.
15. Checklist : List of current ASN numbers are as follows.

ASN No	Issue No	Date of Applicability	Remarks
ASN002	01	10.03.2000	nil
ASN003	01	18.08.2000	nil
ASN004	01	13.02.2001	nil
ASN005	01	26.03.2001	nil
ASN007	01	15.09.2001	nil
ASN008	02	16.11.2006	Replaced ASN no 008 issue no 01
ASN009	01	18.02.2002	nil
ASN010	01	18.02.2002	nil
ASN011	01	18.02.2002	nil
ASN012	01	18.02.2002	nil
ASN013	01	08.02.2002	nil
ASN014	01	01.03.2002	nil
ASN015	01	01.03.2002	nil
ASN016	01	01.03.2002	nil
ASN017	02	10.03.2005	Replaced ASN no 017 issue no 01
ASN018	01	20.03.2002	nil
ASN019	01	01.04.2002	nil
ASN021	01	01.04.2002	nil
ASN022	01	08.04.2002	nil
ASN023	01	01.06.2002	Replaced ASN no 003
ASN024	01	02.09.2002	nil
ASN025	02	15.10.2002	Replaced ASN no 001
ASN026	01	15.10.2002	nil
ASN027	01	20.12.2002	nil
ASN028	01	12.03.2003	Replaced ASN no 028 issue no. 01

ASN029	01	21.03.2002	nil
ASN030	01	10.07.2002	nil
ASN031	01	15.07.2003	Replaced ASN no 006
ASN032	01	25.07.2003	nil
ASN033	02	25.08.2005	Replaced ASN no 033 issue no 01
ASN034	01	11.09.2003	nil
ASN035	01	12.09.2003	nil
ASN036	02	25.08.2010	Replaced ASN no 036 issue no 01
ASN037	01	13.10.2003	nil
ASN038	02	30.06.2010	Replaced ASN no 038 issue no 01
ASN039	04	19.08.2008	Replaced ASN no 039 issue no 03
ASN040	01	07.06.2004	nil
ASN041	01	16.06.2004	nil
ASN042	06	10.06.2010	Replaced ASN no 042 issue no 05
ASN043	02	12.08.2004	Amendment to ASN no 013
ASN044	03	24.05.2010	Replaced ASN no 044 issue no 02
ASN045	02	05.01.2007	Replaced ASN no 045 issue no 01
ASN046	03	10.06.2010	Replaced ASN no 046 issue no 02
ASN047	04	24.05.2010	Replaced ASN no 047 issue no 03
ASN048	02	05.01.2007	Replaced ASN no 048 issue no 01
ASN049	01	20.09.2004	Nil
ASN051	02	10.06.2010	Replaced ASN no 051 issue no 01
ASN052	01	20.09.2004	nil
ASN053	05	10.07.2009	Replaced ASN no 053 issue no 04
ASN054	04	15.12.2009	Replaced ASN no 054 issue no 03
ASN055	04	17.07.2009	Replaced ASN no 055 issue no 03
ASN056	02	20.07.2009	Replaced ASN no 056 issue no 01
ASN057	02	01.10.2009	Replaced ASN no 057 issue no 01
ASN058	03	21.07.2009	Replaced ASN no 058 issue no 02
ASN059	02	16.12.2009	Replaced ASN no 059 issue no 01
ASN060	03	09.07.2010	Replaced ASN no 060 issue no 02
ASN061	02	05.08.2005	Replaced Page no 01 of the attachment to the ASN no 061 issue no 01
ASN062	01	01.03.2005	nil
ASN063	01	20.12.2004	nil
ASN065	01	06.04.2005	nil
ASN066	01	16.05.2005	nil
ASN067	01	16.05.2005	nil
ASN068	01	18.05.2005	nil
ASN069	01	18.05.2005	nil
ASN070	01	18.05.2005	nil
ASN071	01	18.05.2005	nil
ASN072	01	19.05.2005	nil
ASN073	01	19.05.2005	nil
ASN074	01	19.05.2005	nil
ASN075	01	19.05.2005	nil
ASN076	01	16.06.2005	nil
ASN077	02	01.06.2009	Replaced ASN no 077 issue No. 01
ASN078	01	21.12.2005	nil
ASN079	02	17.06.2010	Replaced ASN no 079 issue No 01
ASN080	02	01.07.2010	Replaced ASN no 080 issue No 01
ASN081	05	10.06.2010	Replaced ASN no 081 issue No. 04
ASN082	01	23.11.2005	nil
ASN083	01	01.12.2005	nil
ASN084	01	16.12.2005	nil
ASN085	01	05.01.2006	nil
ASN086	03	12.07.2010	Replaced ASN no 086 issue No. 02
ASN087	01	06.04.2006	nil
ASN088	01	06.04.2006	nil
ASN089	01	10.05.2006	nil
ASN090	03	28.05.2010	Replaced ASN no 090 issue No. 02

ASN091	04	18.11.2010	Replaced ASN no 091 issue No. 03
ASN092	01	09.11.2007	nil
ASN093	02	18.11.2010	Replaced ASN no 093 issue No. 02
ASN094	01	02.06.2006	nil
ASN095	01	25.09.2006	nil
ASN096	01	11.09.2007	nil
ASN097	02	20.01.2010	Replaced ASN no 097 issue No. 01
ASN099	02	25.05.2010	Replaced ASN no 099 issue No 01
ASN100	04	19.08.2010	Replaced ASN no 100 issue No. 03
ASN101	01	28.01.2008	nil
ASN 102	01	04.03.2008	nil
ASN 103	01	01.08.2008	nil
ASN 104	01	28.08.2008	nil
ASN 105	01	07.08.2008	nil
ASN 106	01	03.12.2008	nil
ASN 107	01	12.01.2009	nil
ASN 108	01	20.05.2009	nil
ASN 109	01	07.09.2009	nil
ASN 110	01	08.09.2009	nil
ASN 111	02	13.09.2010	Replaced ASN no 111 issue no 01
ASN 112	02	13.09.2010	Replaced ASN no 112 issue no 01
ASN 113	01	03.03.2010	nil
ASN 114	01	04.03.2010	nil
ASN 115	01	06.04.2010	nil
ASN 116	01	06.04.2010	nil
ASN 117	01	21.05.2010	nil
ASN 118	01	24.05.2010	nil
ASN 119	01	22.06.2010	nil
ASN 120	01	02.07.2010	nil
ASN 121	01	08.07.2010	nil
ASN 122	-	-	Not yet issued
ASN 123	-	-	Not yet issued
ASN 124	01	23.07.2010	nil
ASN 125	01	15.09.2010	nil
ASN 126	01	15.09.2010	nil

H.M.C.Nimalsiri  
Director General of Civil Aviation and  
Chief Executive Officer

Civil Aviation Authority of Sri Lanka.  
No. 64, Supreme Building  
Galle Road, Colombo 03.  
Telephone: 94 11 2433213, Fax: 94 11 2440231  
E-mail: sldgca@caa.lk



## **1.0. General Provisions**

### **1.1. Applicability**

- 1.1.1. The objective of this Directive is to describe the requirements to be satisfied by an applicant seeking a flying school licence under Chapter VI of the Air Navigation Regulations of 1955 and to specify the general operating rules and applicable standards for the holders of those Licences and Ratings.
- 1.1.2. The issuance of a flying school licence and the continued validity of the licence or approval by DGCA shall depend upon the flying school being in compliance with the requirements as specified in para 8.0 of ASN 054
- 1.1.3. The issuance of a flying school licence and the continued validity of the licence or approval by DGCA shall also depend upon the flying school following the procedure stipulated in Flying School Certification Manual (FSCM) -SLCAP 3090 and fulfill the required standards to the satisfaction of the DGCA.

### **1.2. General**

- 1.2.1. The supervision, sequence of instruction, and methods of training used in a licenced flying school shall be in accordance with the direction of this ASN with regard to the standards required to be achieved by trainees enabling them to pass the examinations and tests appropriate to each licence or rating.
- 1.2.2. Every applicant for a flying school licence or holder of a flying school licence shall furnish such information in relation to the proposed flying school or institution as the Director General may require.

## **2.0. Flying School Licence**

On completion of the applicable requirements contained in this ASN, DGCA Sri Lanka shall issue flying school licence stipulating scope of operation of the licence together with operation specifications attached to it.

A flying school licence shall remain in force for such period, not exceeding one year from the date of issue, as is specified in the licence, and may be renewed from time to time by the Director for a further period not exceeding one year.

### **2.1. Operation Specifications**

- 2.1.1. Flying school licence shall contain conditions of operation to be satisfied by the licence holder during the validity of licence called operation specifications and shall include following;

(i).Adherence to Training & Procedure Manual (T& PM) by all staff.

(ii).Surveillance of ;

- a) Satisfactory Physical and mental condition of students before sending them on solo flight.
- b) English Language Proficiency of the students to converse in that language fluently.

- c) Instructor currency to impart knowledge and DGCA's approval for designation.
- d) Compliance with all related DGCA Directives including AIC, ASN, NOTAM and Safety Directives.
- e) Record keeping system of the flying school in respect of trainees, instructors, audit reports etc.
- f) Availability of aircraft to DGCA Examiners to conduct practical examinations.
- g) List of aircraft used for training and maintenance of their condition for airworthiness of aircraft.
- h) Notification to this office on grounding of an aircraft for more than three (03) days.
- i) DGCA's approval for procedure trainer or simulator and training programmes.

## **2.2. Terms of Approval**

- 2.2.1. A change in the name of a Flying School, without a change in ownership, does not affect the validity of the licence and Class Rating. However, the owner (s) of the school shall, notify the DGCA at least ninety (90) days prior to proposed change in its name. He may be issued and is then entitled to a new licence with the new name for the before period on payment of the applicable fee.
- 2.2.2. Change of ownership or proportion of share capital or any other substantial change in stake holders shall be notified to DGCA at least ninety (90) days prior to proposed change in share capital.

## **2.3. Duration of a Licence**

- 2.3.1. Unless surrendered, suspended, revoked or cancelled by DGCA a Flying School Licence/Rating shall remain in force for a maximum period of one (01) year from the date of issue

## **2.4. Display of Licence**

- (i) A holder of a Flying School Licence and Class Rating shall display the both sides of the Flying School Licence issued to him by DGCA at a conspicuous place within the school premises for the notice of all concerned.
- (ii) A holder of a Flying School Licence shall;
  - a) Promptly remove from vacated premises, all signs indicating that the school was licensed by DGCA.
  - b) Refrain from using all indication (including signs), wherever located, that the school is licensed by DGCA, when its Licence has expired or has been surrendered or revoked.
  - c) Change of ownership or proportion of share capital or any other substantial change in stake holders shall be notified to DGCA at least ninety (90) days prior to such proposed change.

---

**2.5. Privileges**

2.5.1. The holder of a Flying School Licence may advertise and conduct approved pilot training courses in accordance with the terms and conditions of the Flying School Licence and its operation specifications.

**2.6. Provisional Licence**

2.6.1. On submission of application, if required by the applicant, DGCA may issue an authorization letter known as "Provisional Licence" informing other state organizations to cooperate with the applicant to obtain respective approval of those organizations.

**2.7. Temporary Approval**

2.7.1. The DGCA may grant a temporary approval for such period and on such conditions as he thinks fit -

(i) where an application for a licence has been made under the provisions of Chapter VI regulations 1955 and the DGCA considers it is desirable that the applicant shall have a temporary approval, or

(ii) where the DGCA considers that although all the requirements of this ASN cannot be immediately satisfied, flying school may be permitted to operate for a limited period without jeopardizing to public safety.

**2.8. Renewal of a Flying School Licence**

2.8.1. An application for renewal shall be made on application no. CAA / PL / I / 14 and CAA / PL / R / 08 thirty (30) days before expiry of validity of licence

**2.9. Changes in the Scope of Approval**

2.9.1. Flying school shall make a request to DGCA for issuance of an additional Class Rating at least ninety (90) days prior to the proposed commencement date

2.9.2. Flying school shall satisfy the required parts of this ASN applicable to the issuance of new class rating or change of scope to licence.

**2.10. Suspension, Revocation or Cancellation of Flying School Licence**

2.10.1. As per powers vested upon him under the regulation no. 97 (2) of ANR 1955 DGCA shall revoke a licence or suspend a licence for such period as he thinks fit, if he is satisfied ;

(i) that any of the conditions of the licence has not been complied with and that such non-compliance is due to some willful act or negligence, or default on the part of the licence or the accountable manager of the organization,

(ii) that the holder of the licence or accountable manager of the organization of holder has failed to establish a safe, efficient and reliable service ; or

(iii) that having regard to the financial resources of the holder of the licence or the accountable manager or the losses incurred by him, he cannot be relied upon to continue the training in a safe, efficient or reliable manner ; or

- 
- (iv) that such substantial charges have taken place against the flying school as to render it necessary or expedient in the public interest, or in the interest of safety, to suspend or revoke the licence ; or
  - (v) that sufficient evidence exist to determine that a flying school has not performed its functions according to the approved and published training and procedure manual (T&PM)
  - (vi) that any of the conditions of the licence has not been complied with and that such non-compliance is due to some willful act or negligence, or default on the part of the licence or the accountable manager of the organization;
  - (vii) that the licence has been obtained fraudulently

2.10.2. Before any action is taken under paragraph 2.8, the DGCA shall give to the holder of the licence not less than fifteen days' notice in writing specifying the grounds upon which is proposed to revoke or, as the case may be, suspend the licence, and shall give him an opportunity of showing cause, in writing, against the proposed action.

- (i) Where a licence is revoked or suspended under paragraph 2.8 of this regulation, the DGCA shall record in writing the reason for his decision and the holder of the licence shall be entitled to a copy thereof.

2.10.3. Where a licence is suspended under paragraph 2.8 of this regulation, the holder of the licence shall forthwith surrender the licence to the DGCA, who shall make an endorsement therein, showing the period of, and the reason in brief for, the suspension

## **2.11. Limitations and Restrictions**

### 2.11.1. Advertisement Limitations

- (i) A Licensed Flying School shall not make any statement that is false or designed to mislead any person-contemplating enrolment in the school.
- (ii) Any advertisement that is made by the school shall clearly differentiate the courses that are approved and those that are pending approval by the DGCA and shall not contract or exceed the scope of the licence.
- (iii) Any advertisement published by the Licensed Flying School shall quote its approval reference number in each advertisement.

### 2.11.2. Restrictions

#### 2.11.2.1. A holder of Flying School Licence shall ensure that

- (i) Passengers are not carried in training flights
- (ii) No person is allowed to fly as Pilot-in-Command of any aircraft operated under the flying school, if the person does not hold a current Licence and appropriate Rating.
- (iii) Any aircraft authorized to be used for flying training purposes, is not used for any other purpose than training, without the approval of the DGCA.



- (iv) Flying School is not closed down without notifying the DGCA in sufficient advance.
- (v) Any of the equipment, personnel, programmes, procedures or practices that have been approved by DGCA, are not changed without the written approval of DGCA.

### 2.11.3. Limitations

- (i) The holder of a Flying School Licence shall not issue a graduation certificate to a student, or recommend a student for a Pilot Licence or Rating, unless the student has;
  - a) completed the training specified in the Flying School's course of training and
  - b) passed the required final tests.
- (ii) Except as provided in paragraph (i) of item of this section, the holder of Flying School Licence may not graduate a student from a course of training unless the student has completed all of the curriculum requirements of that course ;
- (iii) A student may be given credit towards the curriculum requirements of a course for previous pilot experience and knowledge, provided the following conditions are met
- (iv) If the credit is based upon an approved training course, the credit given to the student for the previous pilot experience and knowledge may not exceed more than 50 percent of the curriculum requirements and shall be based upon a proficiency test or knowledge test, or both conducted by the receiving Flying School.
- (v) If the credit is not based upon an approved training course, the credit given to that student for the previous pilot experience and knowledge shall not exceed more than 25 percent of the curriculum requirements and shall be based upon a proficiency test or knowledge test, or both, conducted by the receiving Flying School.
- (vi) The receiving school shall determine the amount of course credit to be transferred, based on a proficiency test or knowledge test or both, of the student and
- (vii) Credit for training specified in this section may be given only if the previous provider of the training has certified in writing, or other form acceptable to the Flying School's Administrator as to the kind and amount of training provided, and the result of each stage check and end of course test, if applicable, given to the student.

## 2.12. Satellite Bases

- 2.12.1. A holder of a Flying School Licence may conduct ground training or flying training in an approved course of training at a base other than its Main Base of operations if ;
  - (i) has obtain approval for satellite base
  - (ii) An Assistant Chief Instructor is designated for each satellite base and that Assistant Chief Instructor is available at that base or, if away from the premises, be available by telephone, radio or other electronic means of instant communication during the time that training is provided for an approved training course ;
  - (iii) The airport, facilities and persons used at the satellite base meet the appropriate requirements of this Directive and its approved training course outline.

- (iv) The instructors are under the direct supervision of the Chief Instructor or Assistant Chief Instructor for the appropriate training course who is readily available for consultation in accordance with this ASN, and

### **2.13. Change of Location**

- 2.13.1. The holder of a Flying School Licence shall maintain a principal business office with a mailing address in the name shown on its Licence.
- 2.13.2. The principal business office shall not be shared with, or used by, another organization of any description.
- 2.13.3. The holder of a Flying School Licence shall not change the school's location without the prior approval of the DGCA.
- 2.13.4. The DGCA or his authorized representative shall conduct an inspection of the proposed location to determine whether the facilities are satisfactory and meet the certification requirement before a new location is approved.

### **2.14. Maintenance of Personnel Facilities and Equipment**

- 2.14.1. The holder of a Flying School Licence may not provide training to a student who is enrolled in an approved course of training unless;
  - (i) each airport, aircraft and facility necessary for that training meets the standards specified in the holder's approved training course outline and the appropriate requirements of this ASN; and
  - (ii) each Chief Instructor, Assistant Instructors meet the qualifications specified in the holder's approved course of training and the appropriate requirements of this Directive.

### **2.15. Monthly Returns**

- 2.15.1. All flying school licence holders shall furnish monthly returns or as appropriately the following documents for the perusal of CAASL.
  - (i) Monthly rosters of the instructors
  - (ii) Monthly attendance of students
  - (iii) Monthly rosters of students training.

### **3.0. Procedure for Issue of a Flying School Licence**

- 3.1.1. An application for issue of a Flying School Licence shall be made on application no. CAA / PL / I /14
- 3.1.2. The applicant shall forward the following documents with his application
  - (i) Documents containing evidence of financial stability acceptable to DGCA.
  - (ii) Training & Procedure Manual

- (iii) Schedule of Events
- (iv) Declaration of conformity
- (v) Qualifications of key post holders
- (vi) Maintenance Programme
- (vii) Maintenance Control Manual
- (viii) Quality Assurance Manual
- (ix) Course Materials
- (x) Simulator Technical Manual for Simulator Training Schools

3.1.3. The applicant shall submit the proposed business plan and evidence of adequate funds for operation for a period of at least three years. For this purpose he shall present to the DGCA details of his capital organization, particulars of his managerial and administrative organization, a copy of the memorandum and Articles of Association of the company (if the applicant is an incorporated body), and statements in such details as may be required in regard to the cost of operation of the service and of the revenue expected.

3.1.4. The DGCA will review the application proposal. Once it is assessed as satisfactory, the authority will normally conduct site visits prior to final approval. Upon successful completion of the process, the DGCA will issue the approval. This will consist of a licence and additional documentation specifying the Operations Specifications.

3.1.5. The detailed procedure involved in the process of certification undertaken by DGCA is published in "Flying School Certification Manual (FSCM) - SLCAP 3090".

3.1.6. The flying school licence shall contain the requirements specified in para 8.2.1 of ASN 054.

### **3.2. School Class Ratings**

3.2.1. The following Class Ratings shall be issued under a Flying School Licence.

- (i) Private Pilot Ground School
- (ii) Commercial Pilot Ground School
- (iii) Air Transport Pilot Ground School
- (iv) Private Pilot Flying Training for -
  - a) Aeroplanes ;
  - b) Rotorcraft ;

3.2.2. Commercial Pilot Flying Training for-

- (i) Aeroplanes ;
- (ii) Rotorcraft ;

---

3.2.3. Air Transport Pilot Flying Training for –

- (i) Aeroplanes ;
- (ii) Rotorcraft ;

3.2.4. Instrument Rating Ground School

3.2.5. Instrument Rating Flying Training

3.2.6. Type Rating School Organization.

**3.3. Organization**

3.3.1. The applicant for a Flying School Licence shall obtain approval for the following.

- (i) Organization structure
- (ii) Designated Accountable Manager
- (iii) Qualifications of Instructors and key personnel
- (iv) Description of facilities, including classrooms, briefing rooms and operations facilities
- (v) Maintenance facilities
- (vi) List of aircraft types and/or flight simulation devices
- (vii) Description of training programmes including manuals, curricula, outlines and courseware.
- (viii) Procedures and documentation
- (ix) Availability of training equipment and facilities
- (x) Change of scope

**3.4. Training & Procedure Manual**

3.4.1. Flying school shall develop and publish a Training and Procedure Manual (T & PM) for the use of personnel as per Appendix 1 of this ASN and obtain approval of DGCA before commencement the operations

**4. Quality Assurance System of a Flying School**

4.1.1. Flying School shall establish a quality assurance system, acceptable to DGCA, which ensures that training and instructional practices comply with all relevant requirements.

**4.2. Objective of a Quality Assurance System**

4.2.1. The objective of a quality assurance system is to ensure the achievement of results that conform to the standards set out in the Training and Procedures Manual (T.P.M) and in requirements and documents issued by the DGCA, thus promoting continual improvement in the quality of training provided.

- 
- 4.2.2. Quality is an outcome of a number of processes: establishing standards; planning activities and documenting procedures to support such standards; training the personnel involved before implementing the documented procedures; and measuring the outcomes of the activities to ensure that they meet the standards and expected results. If any non-conformities are found, corrective actions are to be taken to improve processes and procedures.
- 4.2.3. The instructions and information contained in the following paragraphs provide guidance on the quality assurance system that each flying school shall establish in accordance with 8.2.3 of ASN 054.

### **4.3. Elements of a Quality Assurance System**

- 4.3.1. In a quality assurance system of a flying school, the following elements shall be clearly identifiable:
- (i) the organization's training policy;
  - (ii) the training and flight safety standards;
  - (iii) the allocation of responsibility;
  - (iv) the resources, organization and operational processes;
  - (v) the system to ensure conformity of training with the policy and flight safety standards;
  - (vi) the system for identifying deviations from policy and standards and taking corrective action; and
  - (vii) the 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.

### **4.4. Quality Policy and Strategy**

- 4.4.1. The flying school shall describe how the organization formulates, deploys and reviews its policy and strategy and turns it into plans and actions applicable to all levels of the organization. A formal written quality policy statement shall be prepared, establishing a commitment by the head of the flying school as to the goals of the quality assurance system. The quality policy shall reflect the achievement and continued compliance with relevant parts of para 8.0 of ASN 054, together with any additional standards specified by the flying school.
- 4.4.2. The accountable manager of the flying school will have the 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 to a quality manager.
- 4.4.3. Depending on the size and scope of the organization and the requirements of the DGCA, the accountable manager and quality manager may interact in different ways as illustrated in the organizational chart.

---

#### **4.5. Quality Manager**

- 4.5.1. 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 flying school and any additional requirements of DGCA are being carried out properly.
- 4.5.2. The quality manager shall be responsible for ensuring that the quality assurance system is properly implemented, maintained and continuously reviewed and improved.
- 4.5.3. The quality manager shall:
  - (i) have direct access to the accountable manager; and
  - (ii) have access to all areas of the flying school.
- 4.5.4. The quality manager shall be responsible for ensuring that personnel training relating to the quality assurance system is conducted.

#### **4.6. Quality Assurance System**

- 4.6.1. The quality assurance system of the flying school shall ensure compliance with the requirements, conformity with standards and adequacy of the training activities conducted.
- 4.6.2. Every process that assists the flying school to achieve its results shall be identified and the activities and procedures documented.
- 4.6.3. The flying school shall specify the basic structure of the quality assurance system applicable to all training activities conducted.

#### **4.7. Feedback System**

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

#### **4.8. Documentation**

- 4.8.1. Relevant documentation includes the part(s) of the Training and Procedures Manual which may be included in a separate quality manual.
- 4.8.2. In addition, relevant documentation shall also include the following:
  - (i) quality policy;
  - (ii) terminology;
  - (iii) specified training standards;
  - (iv) a description of the organization;
  - (v) the allocation of duties and responsibilities; and

- 
- (vi) training procedures to ensure regulatory compliance.
  - (vii) The quality assurance audit programme documentation shall reflect:
    - a) the schedule of the monitoring process;
    - b) audit procedures;
    - c) reporting procedures;
    - d) follow-up and corrective action procedures;
    - e) the recording system; and
    - f) document control.

#### **4.9. Quality Assurance Audit Programme**

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

#### **4.10. Quality Inspection**

4.10.1. 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.

- (i) Typical subject areas for quality inspections could be:
  - a) actual flight and ground training;
  - b) maintenance;
  - c) technical standards; and
  - d) training standards.

#### **4.11. Audit**

4.11.1. An audit is a systematic and independent comparison between the way in which training is being conducted and the way in which the published training procedures say it shall be conducted.

- (i) Audits shall 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.

- 
- (ii) The various techniques that make up an effective audit are:
    - interviews or discussions with personnel;
    - a) a review of published documents;
    - b) the examination of an adequate sample of records;
    - c) the witnessing of the activities which make up the training; and
    - d) the preservation of documents and the recording of observations.

#### **4.12. Auditors**

- 4.12.1. The flying school shall 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 shall have relevant training and/or operational experience.
- 4.12.2. The responsibilities of the auditors shall be clearly defined in the relevant documentation.

#### **4.13. Auditor's Independence**

- 4.13.1. Auditors shall not have any day-to-day involvement in the area of the operation or maintenance activity that is to be audited. A flying school 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 through the use of part-time auditors.
- 4.13.2. A flying school structure and size of which do not justify the establishment of full-time auditors may undertake the audit function by the use of part-time personnel from within its own organization or from an external source under the terms of an agreement acceptable to the DGCA.
- 4.13.3. In all cases the flying school shall 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 be familiar with the type of training conducted by the flying school.
- 4.13.4. The quality assurance audit programme of the flying school shall identify the persons within the organization who have the experience, responsibility and authority to:
  - (i) perform quality inspections and audits as part of ongoing quality assurance;
  - (ii) identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings;
  - (iii) initiate or recommend solutions to concerns or findings through designated reporting channels;
  - (iv) verify the implementation of solutions within specific timescales; and
  - (v) report directly to the quality manager.

#### **4.14. Audit Schedule**

- 4.14.1. A quality assurance audit programme shall include a defined audit schedule and a periodic review cycle. The schedule shall be flexible and allow unscheduled audits when negative



trends are identified. The quality manager shall schedule follow-up audits when necessary to verify that corrective action was carried out and that it was effective.

4.14.2. A flying school shall establish a schedule of audits to be completed during a specific calendar period. All aspects of the training shall be reviewed within a period of twelve months in accordance with the programme.

4.14.3. When a flying school defines the audit schedule, it shall take into account significant changes to the management, organization, training or technologies, as well as changes to the standards and requirements.

#### **4.15. Monitoring and Corrective Action**

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

4.15.2. Any non-conformity identified as a result of monitoring shall be communicated by the quality manager to the manager responsible for taking corrective action or, if appropriate, the head of the flying school (i.e. accountable manager). Such non-conformity shall 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.

4.15.3. The quality assurance audit programme shall include procedures to ensure that corrective and preventive actions are developed in response to findings. Personnel implementing these procedures shall monitor such actions to verify their effectiveness and ensure that they have been completed. Organizational responsibility and accountability for the implementation of corrective action resides with the department where the finding was identified. The head of the flying school (accountable manager) will have the ultimate responsibility for ensuring, through the quality manager(s), that corrective action has re-established conformity with the standard required by the flying school and any additional requirements established by the DGCA or the flying school.

4.15.4. The flying school shall identify internal and external customers and monitor their satisfaction by measurement and analysis of feedback.

#### **4.16. Management Review and Analysis**

4.16.1. Flying School shall accomplish a comprehensive, systematic documented review and analysis of the quality assurance system, training policies and procedures, and shall consider:

(i) the results of quality inspections, audits and any other indicators;

(ii) the overall effectiveness of the flying school in achieving stated objectives; and

(iii) the correction of trends, and prevention, where applicable, of future non-conformities.

4.16.2. Conclusions and recommendations made as a result of the review and analysis shall be submitted in writing to the responsible manager for action. The responsible manager shall be an individual who has the authority to resolve issues and take action. The head of the flying school shall decide upon the frequency, format and structure of internal review and critical analysis meetings.

#### **4.17. Recording**

4.17.1. Accurate, complete and readily accessible records documenting the result of the quality assurance audit programme shall be maintained by the flying school. Records are essential data to enable a flying school to analyze and determine the root causes of non-conformity so that areas of non-compliance can be identified and subsequently addressed.

4.17.2. Records shall be retained for a period, until that all requirements related to such documents are met and endorsed by DGCA. The relevant records include:

- (i) audit schedules;
- (ii) quality inspection and audit reports;
- (iii) responses to findings;
- (iv) corrective and preventive action reports;
- (v) follow-up and closure reports; and
- (vi) management review and analysis reports.

#### **4.18. Quality Assurance Responsibility for Satellite**

4.18.1. An flying school may decide to subcontract certain activities to external organizations subject to the approval of the DGCA.

4.18.2. The ultimate responsibility for the training provided by the satellite flying school always remains with the flying school. A written agreement shall exist between the flying school and the satellite flying school clearly defining the safety-related services to be provided and the level of quality to be assured. The satellite flying school's safety-related activities relevant to the agreement shall be included in the flying school's quality assurance audit programme.

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

#### **4.19. Quality Assurance System Training**

4.19.1. Correct and thorough training is essential to optimize quality in every organization. In order to achieve significant outcomes of such training, the flying school shall ensure that all staff understand the objectives as laid out in the quality manual.

- (i) Those responsible for managing the quality assurance system shall receive training covering:

- a) concept of quality assurance and associated systems;
- b) quality management;
- (ii) quality manuals;
  - a) audit techniques; and
  - b) reporting and recording.

#### **4.20. The Functioning of the Quality System in the Flying School**

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

#### **4.21. Sources of Personnel Training**

4.21.1. Quality assurance courses are available from the various national or international standards institutions, and flying school shall consider whether to offer such courses to those likely to be involved in the management of the quality assurance system. Organizations with sufficient appropriately qualified staff shall consider the possibility of carrying out in-house training.

#### **4.22. Threat & Error Management and Safety Management System**

4.22.1. Flying school shall comply with the threat & error management requirements for licences as per ASN 055 and safety management requirements as per 8.2.4 of ASN 054.

### **5.0. Requirements for Ground School Ratings and Flying School Ratings.**

#### **5.1. Facilities**

- 5.1.1. The facilities and working environment shall be appropriate for the task to be performed and be acceptable to DGCA.
- 5.1.2. The flying school shall have, or have access to, the necessary information, equipment, training devices and material to conduct the courses for which it is approved.
- 5.1.3. Synthetic training devices shall be qualified according to requirements established by DGCA and their use shall be approved to ensure that they are appropriate to the task.

#### **5.2. Requirements for Ground School Rating**

5.2.1. Conducting of knowledge training according to an approved course by approved Instructors enabling the students to qualify to sit for a knowledge examination associated with issuance of Flight Crew Licence shall be made under a ground school approval (licence)

##### **5.2.2. Classroom Requirements**

5.2.2.1. An applicant for a Ground School licence shall meet the following classroom facility requirements;

- 
- a) At least 30 square feet of floor area per student plus at least 15 square feet for each additional student over five.
  - b) A maximum of 15 students per classroom or fraction thereof.
  - c) Ventilation in accordance with public health laws and
  - d) Enough light to allow a person with normal eyesight to study or read without eyestrain.

### 5.2.3. Ground Equipment Requirements

An applicant for a ground school licence shall have the following classroom equipment;

- (i) Private Pilot ground school;
  - a) For each student, a desk-chair, chair and desk, or chair and table space (but not tablet-arm chairs) for work such as laying out courses on aeronautical charts.
  - b) A blackboard with at least 12 square feet of usable surface.
  - c) Textbooks and related materials on the Air Navigation Regulations, aviation legislation, meteorology, navigation, radio (as used for air traffic control, flight assistance services), operation of aircraft and aircraft engines and pertinent operational data on the private pilot level.
  - d) Illustrative, explanatory and demonstration aids and material representative of those that a private pilot needs in actual piloting operations such as radio facility charts, aeronautical charts, computers and the Airman Guide.
- (ii) Commercial Pilot Ground School / Air Transport Pilot Ground School
  - a) For each student, a desk-chair, chair and desk or chair and table space (but not tablet-arm chairs) for work such as laying out courses on aeronautical charts.
  - b) A blackboard with at least 12 square feet of usable surface
  - c) Textbooks and related source material covering the subjects named in paragraph (a) of this section and navigation of aircraft by radio aids.
  - d) Models, mock-ups, cutaways and classroom size or lecture size blueprints and diagram covering the operation and function of instrument and equipment required related to the course being taught.
  - e) Library with reference area for students and internet facilities.

### 5.2.4. Instruction /Instructor Requirements

- (i) An applicant for ground school licence shall have;
  - a) A Principal Instructor who is regularly available to instruct/supervise scheduled subjects.
  - b) Instructors competent enough to teach subjects in the approved school curriculum.
  - c) All instructors shall have ground instructor licences and appropriate Ratings on all subjects that they teach.

---

### 5.2.5. Curriculum Requirements

#### (i) Private Pilot Ground School Ratings

- a) Applicant shall prepare the applicable ground school training requirements as specified by the DGCA as a minimum curriculum for classroom instructions and submit for approval of the Director General of Civil Aviation.

#### (ii) Commercial Pilot Licence

- a) Applicant shall prepare the applicable ground school training requirements as specified by the DGCA as a minimum curriculum for classroom instructions and submit for approval of the Director General of Civil Aviation.

### **5.3. Requirements for Flying School Rating**

5.3.1. A flying school shall have facilities appropriate to the size and scope of the intended operations provided in an environment conducive to learning.

5.3.2. Typically these will include operations provided in an environment conducive to learning.

#### (i) Flight operations:

- a) Flight operations room or area with flight monitoring facilities.
- b) Flight planning room or area
- c) Adequate briefing room(s)
- d) Facilities for instructors

#### (ii) Knowledge instruction:

- a) Classrooms
- b) Suitable demonstration equipment
- c) Library
- d) Radio-telephonic and language training and testing area (if appropriate).

### 5.3.3. Aerodrome Requirements

(i) An applicant for a Flying School Ratings shall operate in an aerodrome with at least one runway or take-off area that allow its training aircraft to make a normal take-off at maximum take-off weight;

- a) Under calm wind (not more than five nautical miles per hour) conditions and temperatures equal to the mean high temperature for the hottest month of the year in the operating area.
- b) Clearing all obstacles in the take-off flight path by at least 50 feet.
- c) With the Power Plant in operation and landing gear and flap in operations, if applicable and recommended by the manufactures; and

- d) With smooth transition from lift off to the best rate of climb speed without exceptional piloting skills or techniques.
  - e) Each aerodrome shall have a wind direction indicator that is visible from the end of each runway at ground level.
  - f) Each aerodrome used for night training flights shall have permanent runway lights.
- (ii) The standards listed in paragraph (i) of this section, as well apply to outlying fields used for training in the principles and procedures for coping with critical situations.

#### 5.3.4. Office and Room Facilities Requirements

- (i) An applicant for a Flying School Licence under this Directive shall have a permanent office, rest room and ready room facilities at the aerodrome or base of operations.
- (ii) Facilities provided under this section shall conform to local building, sanitation and health codes.
- (iii) Ready rooms provided under this section shall have chairs, clothes racks or lockers and bulletin boards.
- (iv) Adequate furnished briefing rooms for long / short briefings

#### 5.3.5. Flight Equipment Requirements

- (i) An applicant for a Flying School Rating under this Directive shall have at least one aircraft and they shall conform to the following requirements.
- (ii) Each aircraft used for flight instruction of students enrolled in a flying course shall;
  - a) Have an airworthiness certificate appropriate for the flight instruction given .
  - b) Be maintained in accordance with the requirements of the DGCA.
  - c) Have approach procedure for the respective airfields.
  - d) Be registered in the Sri Lanka Civil Aircraft Registry in the name of the school.
  - e) Each aircraft used in flying training shall 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; and
  - f) Have the equipment and performance characteristics appropriate to its curriculum.
- (iii) All applicants shall have at least one airplane for every 15 students (or fraction thereof) enrolled in the flight course and enough airworthy airplanes available at the training location for the flight training periods.
- (iv) Each training aircraft shall have in the aircraft;
  - a) An appropriate pilot's training checklist containing essential data on pre-starting and starting procedures;
  - b) warm up procedure,

- c) shut down procedure,
  - d) emergency procedures on the ground and on flight;
  - e) flight configurations and operational speeds for severe turbulence; and
  - f) single-engine operation procedure if appropriate.
- (v) A school applying for a commercial pilot or instrument rating training course or both which does not have a simulated flight training device available that is acceptable to the DGCA, shall give all of its required instrument flight training in an aircraft.

#### 5.3.6. Maintenance Facility Requirements

- (i) An applicant for a Flying School Licence shall provide facilities necessary to maintain, in a continuously airworthy condition, the minimum flight equipment required in this Directive. It may provide the facilities by ownership or by rental, lease or other arrangements provided that such are approved by the DGCA.
- (ii) In addition, such a school shall have enough licensed aircraft maintenance engineers readily available to maintain its aircraft used for flight instruction unless other approved arrangements are made.

#### 5.3.7. Minimum Equipment Requirements

- (i) Such aircraft engaged in flying training shall have a list of equipment that is required to be serviceable before dispatching of the aircraft for a particular session of flying training.
- (ii) Flying school shall establish a suitable mechanism to ascertain the serviceability of such equipment as appropriate to each training segment as indicated in the training programme.
- (iii) Flying school shall have programmes to evaluate accuracy and reliability of all instruments required for flying training with the expected level of safety and quality of training organizations.

#### 5.3.8. Items to be carried in Training Aircraft

##### 5.3.8.1. The following items shall be carried on each aircraft used for flying training and solo flights

- (i) A pre-take off and pre-landing checklist
- (ii) The operator's handbook for the aircraft if one is furnished by the manufacturer, or copies of the handbook if furnished to each student using the aircraft.
- (iii) Licence/s of the instructor pilot/s.
- (iv) Licence/authorization of the trainee pilot.

---

**6.0. Validity of Flying Training and Ground Training****6.1. Validity of Flying Training**

- 6.1.1. No person other than a licensed Flight Instructor or Assistant Flight Instructor who has the Ratings and the minimum qualifications specified in the approved training course outline, may give a student, flying training under an approved course of training.
- 6.1.2. No student pilot may be authorized to start a solo practice flight from an aerodrome until a licensed Flight Instructor who is present at that airport has approved the flight.
- 6.1.3. Each Instructor and Assistant Instructor assigned to a training course shall complete, at least once every 12 calendar months, an approved syllabus of training consisting of ground or flying training, or both or an approved Flight Instructor refresher course.
- 6.1.4. A Chief Flight Instructor of a school shall pass a standardization test given by the DGCA before the school begins training.
- 6.1.5. Each licensed Flight Instructor or Assistant Flight Instructor shall satisfactorily complete the following tasks, which shall be administered by the school's Chief Instructor, or Assistant Chief Instructor, prior to receiving authorization to train students in a flying training course.
  - (i) accomplish a review of and receive a briefing on the objectives and standards of that training course ; and
  - (ii) Accomplish an initial proficiency check, on each make and model of aircraft used in that training course in which that person provides training; and
  - (iii) every 12 calendar months after the month in which the person last complied with the requirements of this section, accomplish a recurrent proficiency check in one of the aircraft in which the person trains students.

**6.2. Validity of Ground Training**

- 6.2.1. Except as provided in paragraph 6.2.3 below of this section, each instructor who is assigned to conduct a ground training course shall hold a Flight or Ground Instructor Licence, with the appropriate Rating for that course of training.
- 6.2.2. A Ground Instructor of a school shall pass a standardization test given by the DGCA before the school begins training or before
- 6.2.3. A person who does not meet the requirements of paragraph 6.2.1 above of this section may be assigned ground training duties in a ground training course, if ;
  - (i) The Chief Instructor who is assigned to that ground training course finds the person is qualified to give that training; and
  - (ii) The training is given while under the supervision of the Chief Instructor or the Assistant Chief Instructor who is present at the facility when the training is given.
- 6.2.4. An instructor may not be used in a ground-training course until that instructor has been briefed on the objectives and standards of that course by the Chief Instructor or Assistant



---

Chief Instructor.

- (i) This applies to the person referred to in above sub section (i) of paragraph 6.2.3 as well.

## **7.0. Flying school staffing**

- (i). The flying school shall nominate a person responsible for ensuring that it is in compliance with the requirements for an approved flying school (Accountable Manager).
- (ii). The flying school shall employ the necessary personnel to plan, perform and supervise the training to be conducted.
- (iii). The flying shall have Instructors competent enough to teach subjects in the approved school curriculum.
- (iv). All instructors shall have ground instructor licences and appropriate Ratings on all subjects that they teach.
- (v). The competence of instructional personnel shall be in accordance with procedures and to a level acceptable to DGCA Sri Lanka.
- (vi). The flying school shall ensure that all instructional personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities.
- (vii). The training programme established by the flying school shall include training in knowledge and skills related to human performance
- (viii). Each Flying School shall have an accountable executive and key personnel. Depending on the size and scope of the organization and the requirements of the DGCA, some of the key positions may be combined. Typical key positions include:
  - a) Accountable manager
  - b) Head of training
  - c) Chief flight instructor
  - d) Chief ground instructor
  - e) Maintenance manager
  - f) Instructors ground and flight (synthetic or aircraft)
  - g) Quality manager.

## **7.1. Quality of Instruction**

7.1.1. Each licensed Flying School shall provide instruction of such quality that;

- (i) Its graduates of each Flying School curriculum or approved pilot training course who apply for a pilot Licence or a Rating within 60 days after they are graduated, at least

eight out of the ten most recent graduates examined by the DGCA qualify for the particular licence or Rating on their first test ; and

- (ii) When spot evaluation checks are conducted by the DGCA on Flying School students (enrolled students) at least 8 out of 10 students who underwent such checks shall have passed the test based on the lessons covered as shown in the school records.
- (iii) A Flying School shall not graduate a student unless the latter has completed all requirements of his course. A student with previous pilot experience and knowledge may be credited, but not for more than 50 percent of the curriculum requirements based upon an appropriate flight check or test by the school.
- (iv) Course credits may be transferred from one licensed school to another; however, it shall be the responsibility of the receiving school to determine the amount of credit to be transferred based on flight evaluation check ride, written examination or both of the student. In no case shall the transferred credit be more than what the student has been credited in the school he transferred from.
- (v) It shall be the responsibility of the school concerned to notify the DGCA in writing within fifteen (15) days before the date of graduation, the names of the students it expects to graduate.
- (vi) All evaluations on the quality of instructions of a Flying School whether in a flying, ground operations of aircraft or academic in nature shall be based on the approved curriculum standards to be specified by the DGCA and the applicable ANRs.
  - a) Each Flying School shall comply with its approved training course.
  - b) Failure of a Flying School to maintain the quality of training specified in this section may be the bests for suspending or revoking that school's Licence.
  - c) When requested by DGCA, a Flying School shall allow the DGCA to administer any knowledge test, practical test, stage check, or end-of-course test to its students.

## **7.2. Qualifications and Requirements of Key Personnel (s)**

### 7.2.1. Head of Training

(i). Shall have minimum 02 years experience as Chief Flight Instructor of a flying school in Sri Lanka or abroad with proven experience on quality assurance programme or audit.

Or

(ii). Shall have an appropriate pilot licence and proven experience as a quality assurance manager or an auditor.

Or

(iii). Shall have proven experience (civil or military), equivalent to above as determined by DGCA case by case basis.

### 7.2.2. Chief Flight Instructor.

(i) Each Flying Training course shall be under the direct supervision of a Chief Flight

---

Instructor designated by the school. A person may serve as Chief Flight Instructor for each course for which he is qualified.

- (ii) A Chief Flight Instructor shall ;
- a) Be at least 21 years of age.
  - b) Have a good record as a pilot and Flight Instructor; and
  - c) Meet the applicable requirements of paragraph (d) , (e) or (g) below.
  - d) For a Private Pilot Flying School, a Chief Flight Instructor shall have;
    - At least a current Commercial Pilot Licence endorsed with a current Flight Instructor rating for the category of aircraft used in the course.
    - At least 1,000 hours as pilot in command
    - Flight instruction experience, acquired as a licensed Flight Instructor consisting of at least
      - Two years and a total of 500 flight hours ; or
      - 1,000 flight hours and
  - e) Within the year preceding designation, at least 100 hours of Private Pilot flight instruction as a licensed Flight Instructor in the category of aircraft used in the course.
  - f) Chief Flight Instructor of a flying training course for gliders is only required to have 40 percent of the hours in paragraph (d) of this section.
  - g) For a Commercial Pilot Flying School or a Flight Instructor Flying School, a Chief Flight Instructor shall have;
    - At least a current Commercial Pilot Licence endorsed with a current Flight Instructor Rating for the category of aircraft used in the course and, for a course using aeroplanes, an instrument rating on his Commercial Pilot Licence.
    - At least 2,000 hours as pilot in command.
    - Flight instruction experienced, acquired as a licensed Flight Instructor consisting of at least
      - Three years and a total of 1,000 flight hours; or
      - 1,500 flight hours; and
  - h) Within the year preceding designation, at least
    - 100 hours of pilot instruction as a licensed Flight Instructor in the category of aircraft used in the course.

- 
- One year of active service as Chief Flight Instructor of an approved PPL Flying Training course, or
  - One year of active service as regular or designated DGCA FlyingTest Examiner.
- i) For an Instrument Flying School, a Chief Flight Instructor shall have
- At least a current Commercial Pilot Licence endorsed with a current Flight Instructor Rating and Instrument Rating.
  - At least 100 hours of flight time under actual or simulated instrument conditions.
  - At least 1,000 hours as pilot in command.
  - Instrument flight instruction experience, acquired as a licensed Flight Instructor consisting of at least –
    - Two years and a total of 250 flight hours; or
    - 400 flight hours.
- j) Within the year preceding designation, at least –
- 100 hours of instrument flight instruction as licensed instrument Flight Instructor or
  - One year of active service as a regular or designated DGCA instrument check examiner.
- k) The minimum flying experience the Chief Flying Instructor shall have;
- Total of 2500 flying hours
  - Total of 2000 solo flying hours.
  - Total of 1500 instructional flying hours.
  - Total of 25 instructional night flying hours.
  - Total of 50 night flying hours.
  - Total of 50 instrumental fling hours.
- l) For a Simulator Training Organization, a Chief Simulator Instructor shall have at least
- Total flying experience of 3500 hours.
  - Total command experience of 1500 hours.
  - Total command experience (on type) of 500 hours.

- m) The school shall notify the DGCA in writing prior to any change in designation of a Chief Flight Instructor

#### 7.2.3. Flight Instructor

- (i) Be at least 18 years of age.
- (ii) Have a good record as a Flight Instructor; and
- (iii) Meet the applicable requirements of paragraph (a) and (b) below.
  - a) shall hold current CPL/ATPL and rating(s) appropriate to the operations  
and
  - b) valid Flight Instructor Rating.

#### 7.2.4. Chief Ground Instructor.

- (i) Be at least 21 years of age.
- (ii) Have a good record as a Ground Instructor; and a minimum of two (02) years continuous experience after obtaining Ground Instructor Licence.
- (iii) The candidate's performance within the past 5 years shall be such that there is no doubt as to his character, integrity or judgment in relation to flight operations and maintenance of regulatory requirements.
- (iv) He shall be able to read, write, speak and understand the English Language.
- (v) Meet the applicable requirements of paragraph (a) or (b) below.
  - a) shall hold Current Ground Instructor Licence and rating(s) appropriate to the operations.  

Or
  - b) valid Flight Instructor Rating.  

Or
- (vi) Shall have obtained at least a graduate certificate with Physics and Mathematics from a recognized University.  

Or
- (vii) Shall have at-least a graduate qualification in aeronautics or a ground school licence.  

Or
- (viii) a qualified pilot/ flight navigator, flight engineer/ flight dispatcher, air traffic controller with minimum of five (05) years of relevant experience including

instructional experience shall also eligible for ground instructor.

Or

(ix)an approved ground instructor / flight instructor of defence service.

Or

(x) holder of a valid applicable licence in applicable category of aircraft.

#### 7.3.4 Ground Instructor

(i) Be at least 18 years of age

(ii) Have a good record as Ground instructor and

(iii)Meet the applicable requirements of paragraph (a) or (b) below.

a) shall hold Current Ground Instructor Licence and rating(s) appropriate to the training

Or

b) valid Flight Instructor Rating.

### 7.3. Procedure for Designation of key Personnel (s) (CFI, FI, CGI and GI)

(i) The flying school shall adhere to the following procedure when appoint the Chief Flight Instructor, Chief Ground Instructor, Flight Instructor or Ground Instructor.

(ii) The flying school shall make a written request to DGCA.

(iii)DGCA or designated officers shall conduct an interview and standardization check with the proposed Chief Flight Instructor.

(iv)Examiner appointed by DGCA shall conduct a standardization test on a Chief Flight Instructor/ Flight Instructor before the school begins training.

(v) DGCA or designated officer shall conduct an interview and standardization check with the proposed Chief Ground Instructor/ Ground Instructor before the school begins training.

(vi)The flying school shall obtain written approval for each instructor before the school begins training

### 7.4. Responsibilities, Duties and Change of the Key Personnel (s)

#### 7.4.1. Chief Flight Instructor

(i) Each person designated by a Flying School as a Chief Flight Instructor for that School shall be responsible for ;

a) Certifying each student's training record, course completion certificate, stage checks and end-of-course test report, recommendation for course completion and

---

application for Licences and Ratings.

- b) Ensuring that each licensed Flight Instructor or Flight Instructor passes an initial proficiency check prior to that instructor being assigned instructional duties in the school's approved training course and thereafter that the instructor passes a recurrent proficiency check every 12 calendar months after the month in which the initial test was accomplished.
  - c) Ensuring that each student accomplishes the required stage checks and end-of-course tests in accordance with the school's approved training course.
  - d) Maintaining training techniques, procedures and standards for the school that are acceptable to the DGCA.
  - e) The Chief Flight Instructor shall be available at the Flying School or, if away from the Flying School, be available by telephone, radio or other electronic means of instant communication, during the time that training is given for an approved training course.
  - f) The Chief Flight Instructor may delegate authority for conducting stage checks, end-of-course tests, and Flight Instructor proficiency checks to the Flight Instructor with the prior written approval from DGCA.
- (ii) A Chief Flight Instructor shall perform the following duties.
- a) Certify training reports, graduation certificates and official recommendations of the school.
  - b) Maintain adequate instructional standards.
  - c) Assure effective scheduling of aircraft, instructions and students.
  - d) Assure the maintenance of student progress and accomplishment records.
  - e) Conduct competency and standardization/evaluation of instructors.
  - f) Assure the proper conduct of student proficiency check rides
  - g) Maintain liaison with CAASL in applying techniques, procedures and standards of the School.
  - h) Each flying school shall assign these duties in writing and the Chief Flight Instructor shall accept them in writing.

#### 7.4.2. Chief Ground Instructor

- (i) Each person designated by a Flying School as a Chief Ground Instructor for that School shall be responsible for
  - a) Certifying each student's training record, course completion certificate, stage checks and end-of-course test report, recommendation for ground school course completion and application for the technical examination of DGCA.

- b) Ensuring that each Ground Instructor passes an initial competency check conducted by DGCA prior to that instructor being assigned instructing duties in the school's approved training course and thereafter that the instructor passes a recurrent checks every 12 calendar months after the month in which the initial test was accomplished.
  - c) Ensuring that each Ground Instructor follow Company Indoctrination Training Course prior to that instructor being assigned instructing duties in the school's approved training course and thereafter that the instructor follow a recurrent training course every 12 calendar months.
  - d) Ensuring that each student accomplishes the required stage checks and end-of-course tests in accordance with the school's approved training course.
  - e) Maintaining training techniques, procedures and standards for the school that are acceptable to the DGCA.
- (ii) A Chief Ground Instructor shall perform the following duties.
- a) Certify training reports, graduation certificates and official recommendations of the school.
  - b) Maintain adequate instructional standards.
  - c) Assure effective scheduling of instructors and students.
  - d) Assure the maintenance of student progress and accomplishment records.
  - e) Conduct competency and standardization/evaluation of ground instructors.
  - f) Maintain liaison with CAASL in applying techniques, procedures and standards of the School.
  - g) Each flying school shall assign these duties in writing and the Chief Ground Instructor shall accept them in writing.

#### **7.5. Change of Chief Instructor s ( CFI and CGI)**

- (i) Whenever a Flying School makes a change of designation of its Chief Flight / Ground Instructor, that school;
- (ii) shall immediately provide the DGCA with written notification of the change.
- (iii) may conduct training without a Chief Flight / Ground Instructor but for a period not to exceed 60 days with the prior written approval of DGCA, while awaiting the designation and approval of another Chief Flight / Ground Instructor
- (iv) may, for a period not to exceed 60 days, have the stage checks and end- of-course tests administered by the training course's Assistant Chief Instructor, if one has been designated.
- (v) shall, after 60 days without a Chief Flight / Ground Instructor, cease operations and surrender its Licence to the DGCA ; and



- a) may have its Licence reinstated, upon ;
- b) designating and approving another Chief Flight / Ground Instructor, and
- c) showing it meets the requirements of this Directive, and
- d) applying for reinstatement on a form and in a manner prescribed by DGCA

#### **7.6. Proficiency and Skill Check Requirements for the Chief Flight Instructor / Flight Instructor**

- (i) The CFI will be responsible to ensure standard of instructions of all Flight Instructors serving the flying school.
- (ii) Conducting of standardization checks for all instructors and safe keeping of such standardization checks shall be the responsibility of the Chief Flight Instructor.
- (iii) The CFI conducting the proficiency/ skill check of another CFI / FI for renewal of IFR (A) shall record the same in the logbook of the CFI concerned and also forward the check report to the DGCA which will be reviewed at the time of renewal of IFR (A).

#### **7.7. Recency Requirements for the Chief Ground Instructor**

- (i) A chief ground instructor shall be required to undergo the following recency training if he / she has not conducted class room training for Flight Operations personnel for a period specified as under
  - a) Exceeding six months but not exceeding two years
    - Shall undergo refresher training
    - Shall conduct training for re-currency under supervision of DGCA approved Ground Instructor
    - Shall undergo CBT Training / attend class room lectures / hands-on practice of computer based applications provided by manufacturers.
  - b) Exceeding two years
    - In addition to the section (i) above
    - Shall attend complete initial Endorsement Training on that aircraft either at a DGCA approved organization or at a manufacturer's facility for Technical / Preference Instructor type
    - Shall undergo extended refresher of minimum three days on relevant subjects for Ground Instructor on General Aviation Subjects.

#### **7.8. Training Requirements for Ground Instructor**

- (i) On fulfilling the eligibility requirements specified in above section 7.3.4 , the approved trainee ground instructor shall undergo the following trainings;

- 
- a) Regular ground classes
  - b) In-flight familiarization (as applicable)
  - c) Mock – up stand up lectures
  - d) Observe the conduct of simulator session (as applicable)
  - e) Undergo manufacturer’s approved course (as applicable)
  - f) Undergo a satisfactory internal assessment by the organization with by a DGCA approved Ground Instructor.
- (ii) On satisfactory completion of the requirements specified in the section 7.3.4 above, the flying school employing the candidate shall recommend the name of the candidate to DGCA for the issue of the ground instructor licence with the below documents.
- a) Pass a knowledge test on the aeronautical knowledge areas specific to the field / type of aircraft
  - b) The learning process
  - c) Elements of effective teaching
  - d) Student evaluation and testing
  - e) Course development
  - f) Lesson planning and
  - g) Classroom training techniques

### **7.9. Refresher Course Requirements for the Chief Flight Instructor.**

- (i) A chief flight Instructor in-charge of the flying school shall undergo a refresher course once in two years at a DGCA approved flying training organization.
- (ii) The refresher course shall cover the subjects as in Appendix 2 including all aspects of flying training, importance of flying safety and airworthiness in general as well as specific issues emerging out of past incidents / accident.
- (iii) The approved institute shall issue a certificate for the purpose. The validity of the refresher course shall be for 2 years.

### **7.10. Privileges of the Chief Flight Instructor**

#### **7.10.1. Chief Flight Instructor**

- (i) To conduct student pilot licence examination and Flight Radio Telephone Operators (Restricted)
- (ii) To impart flying training to trainees pilots for the issue of Civil Flying Licences, Patter

Training for the issue of Assistant Flight Instructor Rating (Aeroplane) (AFI (A)) and to carry out their periodical progress check.

- (iii) To authorize flights of the aircraft operated by the school for which he is approved.
- (iv) To act as overall in charge of the flying training activities of the flying school.
- (v) To authenticate the entries in the pilot's log book.
- (vi) To conduct standardization checks of AFI / FI of the school.
- (vii) To authenticate the entries in the pilot's log book
- (viii) To carry out the skill test for issue and renewal of pilot licences
- (ix) To carry out patten training for the issue of FIR (A)
- (x) To carry out skill test for issue / renewal of AFIR (A) FIR(A)
- (xi) To carry out skill test for issue/ renewal of instrument rating provided the CFI has a total instrument flying experience of at least 100 hours and his instrument rating is current.

## **8.0. Records**

### **8.1. Records Keeping System of the Flying School**

- 8.1.1. Accurate and complete record-keeping is an important aspect of complying with the approval. It is also an essential tool for the flying school to ensure the continuity and consistency of its training.
- 8.1.2. The record-keeping system of a flying school shall have the following characteristics:
  - (i) **Completeness:** The records kept by the flying school shall be sufficient to provide documentary evidence of each training action and allow the reconstruction of the training history of each student or instructor in the organization.
  - (ii) **Integrity:** It is important to maintain the integrity of records in ensuring that they are not removed or altered. A backup system of the records is also necessary to ensure continuity in case of a major disaster.
- 8.1.3. A flying school shall also establish rules on archiving personal records that are non-active. The rule on archiving records shall also be consistent with the national requirement and the requirements contained in para 8.2 of ASN 054. .

### **8.2. Student Record Keeping System of the Flying School**

- (i) The organization shall retain detailed student records to show that all requirements of the training course have been met as approved by DGCA.
- (ii) The flying school shall maintain a system for recording the qualifications and training of instructional and examining staff where appropriate

- 
- (iii) The flying school shall establish and maintain a current and accurate record of the participation of each student enrolled in an approved course of training conducted by the school that includes the following information.
    - a) The date the student was enrolled in the approved course
    - b) Student's personnel particulars and qualifications
    - c) 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
    - d) The date the student graduated, terminated training or transferred to another school.
  - (iv) The records required to be maintained in a student's logbook will not suffice for the record required by paragraph (a) of this section.
  - (v) Whenever a student graduates, terminates training or transfers to another school, the student's record shall be certified to that effect by the Chief Instructor.
  - (vi) The flying school shall retain each student record required in this section for at least five (05) years after the completion of training.

### **8.3. Instructional and Examining Staff Record Keeping System of the Flying School**

- 8.3.1. The flying school shall maintain a system for recording the qualifications and training of instructional and examining staff. The records shall be retained for a minimum period of two years after the instructor or examiner ceases to perform for a flying school

## **9.0. Evaluation and Checking**

### **9.1. General**

- 9.1.1. Responsibility of evaluation and checking for the grant of a Sri Lankan Pilot Licence shall be delegated to designated examiners duly by DGCA and flying schools are generally not required to be involved except the following matters ;
  - (i) Organizing and submission of course completion certificate to the CAASL enabling students to sit for the examination.
  - (ii) Organizing the equipment required for checks such as aircraft and simulator.
  - (iii) Releasing of examiners to conduct the checks (if applicable).

### **9.2. Flight Test Examiner**

#### **9.2.1. Designation of Flight Test Examiner**

- (i) The DGCA shall issue flight test examiner authorization emphasizing on the individuals' integrity, service record, good character and professional respect of aviation industry upon satisfying the pre-requisites mentioned below.

#### **9.2.2. Pre-requisite Minimum Qualifications for the Designation of Flight Test Examiners**

- 
- (i) Holder of a licence and rating at least equal to the licence or rating for which they are authorized to conduct skill tests or proficiency checks.
- (ii) Applicant shall be qualified to act as pilot in command of the aircraft during a skill test or proficiency check and shall meet the applicable experience requirements.
- (iii) Holder of Flight Instructor rating
- (iv) Experience requirements are as follows;
- a) Examiner for conduct of skill tests for the issue and renewal of the PPL (A) or Examiner for conduct of skill tests and proficiency checks for the associated single-pilot class/type rating;
    - The examiner shall have completed not less than 1000 hours flight time as a pilot of Aeroplane, including not less than 250 hours flight instruction and currency on class and type.
  - b) Examiner for conduct of skill tests for the issue and renewal of a CPL(A) or skill test and proficiency checks for the associate single-pilot class/type ratings;
    - The examiner shall have completed not less than 2000 hours flight time as a pilot of Aeroplane, including not less than 250 hours flight instruction and currency on class and type.
  - c) Examiner for conduct of skill tests for the issue of type ratings for multi-pilot aeroplanes or proficiency checks for revalidation or renewal of multi-pilot type instrument ratings or skill tests for ATPL(A) issue;
    - The examiner shall have completed not less than 1500 hours flight time as a pilot of multi-pilot Aeroplane of which at least 500 hours shall be as pilot-in-command, and holds or has held a TRI(A) rating or authorization and currency on class and type.
  - d) Examiner for conduct of skill tests for the initial issue and proficiency checks for the revalidation or renewal of instrument ratings;
    - The examiner shall have completed not less than 2000 hours flight time as a pilot of Aeroplane, including not less than 450 hours flight time under IFR of which 250 hours shall be as a flight instructor.
  - e) Examiner for conduct of skill tests for the issue of type ratings for multi-pilot aeroplanes or Proficiency checks for revalidation or renewal of multi-pilot type instrument ratings
    - The examiner shall hold an ATPL(A) and shall have completed not less than 1500 hours of flight time as a pilot of multi-pilot aeroplanes and is entitled to exercise the privileges of a SFI(A) and for the purpose of (a) above holds a valid type rating on the applicable Aeroplane type.
  - f) Examiner for conduct of skill tests and proficiency checks or renewals for the issue and revalidation of flight instructor ratings,

- The examiner shall have completed not less than 2000 hours as a pilot of Aeroplane, including not less than 100 hours flight time instructing applicants for a FI(A) rating.

#### 9.2.3. Procedure for Issuance of Flight Test Examiner Authorization

- (i) Make an application on form no. CAA/PL/M/14
- (ii) Proof of completion of training programme by the CAASL examiner
- (iii) Observing the conduct of at least two skill tests before checking for Examiner rating or shall have at least two skill test briefings.
- (iv) Applicant shall appear before the panel of 4 members (Three Examiners and CAASL Inspector)
- (v) Applicant shall demonstrate the skill appropriate to the authorization (flight test).
- (vi) Acceptable seating arrangement on checking system -: Skill test examiner applicant
  - a) Student Examiner - Right seat
  - b) Actual Examiner - Left seat
  - c) Ground briefing – Actual student or otherwise

#### 9.2.4. Duration and Renewal of Flight Test Examiner Authorization

An Examiner's authorization shall be valid for not more than three years. Examiners are re-authorized at the discretion of the Authority and the Examiners Authorization shall be renewed as per the procedure specified in SLCAP 3050 Flight Test Examiner Manual (FTEM).

#### 9.2.5. System of Supervision by Civil Aviation Authority

- (i) Civil Aviation Authority of Sri Lanka shall monitor the standards of all flight test examiners by a CAA Inspector or senior examiner specifically authorized for this purpose conducting or monitoring a skill test once in three years.
- (ii) The purpose of monitoring the activities of each DCP is to ensure that:
  - a) his/her reports are complete, accurate and meaningful;
  - b) his/her Flight Checks cover the required sequences;
  - c) his/her conduct of Flight Checks is fair and in conformance with the standards and
  - d) procedures described in this manual;
  - e) He/she is acting within the limits of his/her authority;

#### 9.2.6. Withdrawal of Flight Test Examiner Authorization

- (i) The Flight Test Examiner Authorization may be withdrawn by DGCA in part or in whole without assigning any reason thereof. In these cases, the DGCA will issue a notice of suspension to the Flight Test Examiner concerned. Where there is an

immediate threat to safety this authorization shall be withdrawn immediately.

- (ii) The Director General of Civil Aviation may withdraw a Flight Test Examiner's authority if evidence shows that the flight test examiner has:
  - a) at any time, acted in a manner which is in contravention of the guidelines contained in this manual in breach of the trust placed by the Authority on the flight test examiner.
  - b) placed a personal interest, or the interest of the company(flying school), ahead of the interest of the DGCA.
  - c) failed to comply with any provision in this manual or failed to maintain any standard as required in this manual.
  - d) required instruction to maintain the required standards or to follow proper procedures;
  - e) fraudulently used flight test examiner authority or has acted in any other way that would discredit the DGCA;
  - f) breached Civil Aviation rules, Regulations, instructions etc.
- (iii) If a Civil Aviation Inspector determines during the course of a flight check, test or monitor ride, that the Flight Test Examiner no longer meets Civil Aviation standards. The Inspector shall inform the Flight Test Examiner during the de brief of his findings and make a report to DGCA. If the situation so demands the Inspector may terminate the check/test any time the problem occurred. On receipt of the report from the Inspector, DGCA, shall conduct an inquiry and withdraw the flight test examiner authorization as appropriate
- (iv) When it has been alleged that any Flight Test Examiner has acted in a manner specified in above, the DGCA, of Sri Lanka (issuing authority), prior to making a final decision in the matter, shall appoint a committee to investigate in to the matter.
- (v) The Flight Test Examiner in question shall be given a formal opportunity to respond to the allegations, either verbally or in writing.

### **9.3. Flight Test Examiner Training**

#### 9.3.1. Initial and Re –Current Training

- (i) Initial training shall be conducted by CAASL Inspector or DGCA appointed examiner for the purpose as described in the SLCAP 3050 Flight Test Examiner Manual (FTEM).
- (ii) The designated flight test examiner shall undergo recurrent training once in every three year as per the SLCAP 3050 Flight Test Examiner Manual (FTEM).

### **10.0. Inspection**

10.0.1. The DGCA or his authorized representative shall be allowed unhindered by the school concerned to inspect its personnel, facilities, equipment and records.

### **10.1. Oversight by DGCA**

10.1.1. DGCA shall maintain an effective oversight programme of the approved flying school to

ensure continuing compliance with the approval requirement.

10.1.2. Oversight is the responsibility of the DGCA Sri Lanka. Its purpose is to ensure that the flying school is operating within the terms of its approval. It includes a review of the flying school's quality assurance system, its administrative, technical and training records, as well as its operational activities. Oversight is an ongoing function that may also include consideration of records held by the DGCA, for example, flight test and examination results, in addition to on-site inspections, audits and surveillance.

## **10.2. Requirements and Procedures of Surveillance**

10.2.1. The main elements of the flying school activities that are subject to the DGCA's oversight are the following:

- (i) Staff adequacy in terms of number and qualifications;
- (ii) Instructors' validity of licences and ratings;
- (iii) Logbooks;
- (iv) Training aircraft registration, associated documents and maintenance records;
- (v) Flight training simulation devices' qualification and approval;
- (vi) Facilities adequate for the courses to be conducted and for the number of students on each course;
- (vii) Documentation: documents related to the courses, updating systems, training and operations manuals;
- (viii) Training records and checking forms;
- (ix) Flight instructions including pre-flight briefing, and actual flight de-briefing;
- (x) Flight instructor training arrangements;
- (xi) Quality assurance system;
- (xii) Evaluation and checking.
- (xiii) Compliance with this ASN and Chapter IV of ANR

## **11.0. Course Administration**

### **11.1. Student Enrollment**

11.1.1. When a student is enrolled in an approved course of training, the student shall be furnished with the following information and material;

- (i) A certificate of enrolment containing the course name in which the student is enrolled and the date of enrolment.
- (ii) A copy of the training syllabus required as approved by DGCA.



- (iii) A copy of the safety procedures and practices developed by the school; for example, fire drill instructions, procedures for the use of training aids, off limits areas, handling of aircraft, parking instructions, and other safety instructions deemed necessary by the school, which shall include the following:
- a) Weather minimums required for dispatching dual and solo flights. For example, minimum ceiling, visibility and wind velocities for local flights and specific weather minimum for cross-country flights.
  - b) Procedures for starting and taxiing aircraft on the ramp. Fire precautions and procedures.
  - c) Re-dispatch procedures after un-programmed landings on and off airports. This shall include emergency security of the aircraft and a list of telephone numbers of persons to contact
  - d) Procedures for listing aircraft discrepancies and following corrective action, including the importance of not using an aircraft with a listed discrepancy until a properly qualified person determines its airworthiness.
  - e) Securing of aircraft when not in use.
  - f) Fuel reserves necessary for local and cross-country flights.
  - g) Avoidance of other aircraft in flight and on the ground.
  - h) Minimum altitude limitations and instructions concerning simulated forced landings. Certain minimum altitudes may be specified for teaching and practicing stalls or other maneuvers. Instructions shall be clear on simulated emergency landings with respect to prolonged engine operation at reduced power settings, engine response with rapid throttle application, and a specific minimum altitude for terminating simulated emergency landings including limitations on the solo practice of emergency landings and other instructions deemed necessary by the school.
  - i) Descriptions and diagrams of assigned practice areas, including special instructions with respect to routes and minimum altitudes en-route.
  - j) Instructions to students regarding maintenance of logbooks, examination regulations, applicable medical standards, DGCA's requirements and procedures regarding issue of licences, requirements for security screening, fees chargeable by DGCA and other pertinent information.
  - k) Any instructions or guidance the school believes necessary to provide the highest standards of safety and operational control expected of a DGCA approved school.
  - l) A Flying Training School is required to forward a copy of each enrolment certificate within 5 working days to the DGCA.

## **11.2. Student Evaluation**

11.2.1. All licensed Flying Schools shall give appropriate written evaluations in every subject to all students to complete that particular subject in the approved curriculum.

11.2.2. Written evaluation shall cover the necessary items in the curriculum so that the student will be able to pass the required DGCA examination for the Licence and/or Rating he seeks.

### **11.3. Graduation Certificate**

11.3.1. Each graduate of an approved Flying School is entitled to a graduation certificate in a form prescribed by the school and approved by the DGCA. Such a graduation certificate shall be issued to each student who successfully completes an approved course of training. Each graduation certificate shall contain at least the following information.

- (i) The name of the school including the Licence number.
- (ii) The name of the graduate to whom the certificate is issued.
- (iii) The course of training for which it is issued.
- (iv) The date of graduation.
- (v) A statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages.
- (vi) A certification of the information contained in the certificate by the Chief Instructor for that course of training.

11.3.2. Licensed Flying School shall send a student's graduation examination results to the DGCA before he is presented to appear for Licensing/Rating examination conducted by DGCA.

### **11.4. Pre Solo Examination**

11.4.1. A Licensed Flying School shall conduct pre-solo examination prior to allowing of students to a "Solo Flight"

11.4.2. The holder of a Flying School Licence shall make a copy of the student's training record available, upon request by the student.

## **12.0. Training Course Outline and Curriculum.**

### **12.1. General**

- (i) An applicant for a Flying School Licence shall obtain DGCA's approval of the outline of each training course for which certification and Rating is sought.
- (ii) An application for the approval of an initial or amended training course shall be submitted at least 30 days before any training under that course or any amendment thereto, is scheduled to begin.
- (iii) An application for approval of an initial training course or amendment to an approved course of training shall be accompanied by two copies.

### **12.2. Training Course Content**

- (i) Each training course for which approval is requested shall meet the minimum curriculum requirements as specified by the DGCA.
- (ii) The period of validity of an approved course of training shall be 24 months from the

---

date of approval unless otherwise specified by the DGCA in the letter of approval.

(iii) Each training course for which approval is requested shall contain.

- a) A description of each room used for ground training, including the dimensions of the room, ventilation and lighting provided and the maximum number of students that may be trained in the room at one time.
- b) A description of each type of audio visual aid, projector, tape recorder, mock-up, chart, aircraft component and other special training aids used for ground training.
- c) A description of each flight simulator or flight training device intended to be used for training.
- d) A listing of the aerodromes at which training flights originate and a description of the facilities, including pilot briefing areas that are available for use by the school's students and personnel at each of those aerodromes.
- e) A description of the type of aircraft including any special equipment used for each phase of training.
- f) The minimum qualifications and Rating for each instructor assigned to ground or flight training and
- g) List of textbooks, legislative enactments, ICAO Annexes, manuals and other pertinent documents used for instruction.
- h) A training syllabus that includes the following information.
  - The pre-requisite for enrolling in the ground and flight training portion of the course that include the pilot certificate and rating (if required) , pilot experience and pilot knowledge.
  - A detailed description of each lesson including the lesson's objectives, standards and planned time for completion.
  - A description of what the course is expected to accomplish with regard to student learning.
  - The expected accomplishments and the standards for each stage of training; and a description of the checks and tests to be used to measure a student's accomplishments for each stage of training.

### **12.3. Minimum Curriculum**

12.3.1. A holder of Flying School Licence shall ensure that any Ground Training or Flying Training course conducted by the School conforms to the requirements as specified by DGCA, which is issued separately.

### **12.4. Curriculum Changes**

12.4.1. A licensed Flying School shall not change its approved curriculum unless that change is submitted in writing, setting for the parts that are to be changed and the proposed changes

are approved by the DGCA.

12.4.2. Unless the school is notified of the curriculum approval in writing, the school shall not effect any change in the approved training curriculum.

---

## Appendices

### Appendix 1

#### Training & Procedure Manual

The flying school licence shall provide a Training and Procedures Manual for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the following information:

- (i) a general description of the scope of training authorized under the school's terms of approval;
- (ii) the content of the training programme offered including the courseware and equipment to be used
- (iii) a description of the organization's quality assurance system in accordance with paragraph 8.2.3 of ASN 054.
- (iv) a description of the organizations facilities;
- (v) the name, duties and qualification of the person designated as responsible for compliance with the requirements as required by paragraph 8.2.5 (i) of ASN 054.
- (vi) a description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the training as required by paragraph 8.2.5(ii) of ASN 054.
- (vii) a description of the procedures used to establish and maintain the competence of instructional personnel as required by paragraph 8.2.5(iii) of ASN 054.
- (viii) a description of the method used for the completion and retention of the training records as required by paragraph 8.2.6 of ASN 054.
- (ix) a description, when applicable, of additional training needed to comply with the flying school procedures and requirements; of the flying school.
- (x) The applicant for a flying school licence shall ensure that the training and procedures manual is amended as necessary to keep the information contain therein up to date.
- (xi) Copies of all amendments to the Training and Procedures Manual shall be furnished promptly to DGCA and all related organizations or persons to whom the manual has been issued
- (xii) An applicant for a flying school licence shall obtain prior approval for the Training & Procedure Manual. The Training and Procedures Manual describes the way the flying school conducts its activities. As such it is a document which is essential for the school as it provides the management and line personnel with clear guidance on the policy of the school as well as the procedures and processes which are used to provide training.
- (xiii) Once the flying school commence functions, a large part of the surveillance activities of the DGCA will be to ensure that the school is functioning as specified in the Training and Procedures Manual.
- (xiv) All the contents of all operational documents, including the Training and Procedures Manual, be consistent with each other, and consistent with regulations, manufacturer requirements and

---

Human Factors principles. It is also necessary to ensure the manual is used consistently across all sections within the organization. An integrated approach, recognizing operational documents as a complete system, is the key to success.

- (xv) The manual shall be internally consistent with the schools philosophies and policies, Procedures and Processes.

The Training and Procedures Manual shall include the following elements as far as they are appropriate to the type of the training to be provided.

(i) General

- a) Preamble relating to use and authority of the manual.
- b) Table of contents.
- c) Amendment, revision and distribution of the manual:
  - d) procedures for amendment;
  - e) amendment record page;
  - f) list of effective pages.
  - g) distribution list; and
  - h) Glossary of significant terms and definitions.
- i) Description of the structure and layout of the manual, including: various parts, sections, their contents and use; and the paragraph numbering system.
- j) Description of the scope of training authorized under flying schools terms of approval
- k) Flying school organization chart
- l) Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to:
  - Accountable manager;
  - Head of training;
  - Chief flight instructor;
  - Chief ground instructor;
  - Maintenance manager;
  - Quality manager; and
  - Instructors — ground, flight and flight simulation training device.

(ii) Policies:

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

(iii) Aircraft Operating Information

- a) Certification and operating limitations.
- b) Aircraft handling, including: performance limitations;
- c) use of checklists; and aircraft maintenance procedures.
- d) instructions for aircraft loading and securing of load.
- e) Fuelling procedures.
- f) Emergency procedures

(iv) Routes

- a) Performance criteria, e.g.: take-off, route, landing, etc.
- b) Flight planning procedures including: fuel and oil requirements; minimum safe altitudes; and navigation equipment.
- c) Weather minima for all instructional training flights during day, night, VFR and IFR operations.
- d) Weather minima for all student training flights at various stages of training.
- e) Training routes and practice areas.

(v) Staff Training

- a) Persons responsible for standards and competency of instructional personnel as required by para 8.2.5 (iii) of ASN 054.
- b) Details of the procedures to determine competency of instructional personnel on synthetic training devices shall be as required by paragraph 8.2.4 (iii) of ASN 054.

- 
- c) Details of the training programme for instructional personnel as required by paragraph 8.2.5 (iii) of ASN 054.
  - d) Procedures for proficiency checks and upgrade training.

(vi) Training Plan

- a) Aim of the course in the form of a statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints observed.
- b) Pre-entry requirements, including:
  - minimum age; education requirements; medical requirements; and linguistic requirements.
  - Credits for previous experience, which shall be obtained from the DGCA before the training commences.
- c) Training curricula, including the:
  - flying curriculum (single engine); flying curriculum (multi-engine); theoretical knowledge curriculum; and flight simulation training curriculum.
- d) The general arrangements of daily and weekly programmes for flying training, ground training and flight simulation training.
- e) Training policies in terms of:
  - bad weather constraints;
  - maximum student training times — flying, theoretical
  - knowledge and synthetic flight training, per day/week/month;
  - restrictions in respect of training periods for students;
  - duration of training flights at various stages;
  - maximum student flying hours in any day or night period;
  - maximum number of student training flights in any day or night period; and
  - minimum rest periods between training periods.
- f) Policy for the conduct of student evaluation, including:
  - procedures for flying progress checks and skill tests;
  - procedures for knowledge progress tests and knowledge tests;
  - procedures for authorization for tests;
  - procedures for refresher training before retest;



- test reports and records;
- procedures for knowledge test preparation, type of questions and assessments, standards required for a pass;
- procedures for question analysis and review and issuing replacement exams; and knowledge test re-write procedures.

g) Policy regarding training effectiveness including:

- individual student responsibilities;
- liaison procedures between training departments;
- procedures to correct unsatisfactory progress;
- procedures for changing instructors;
- maximum number of instructor changes per student;
- internal feedback system for detecting training deficiencies;
- procedures for suspending a student from training; requirements for reporting and documentation; and
- completion of standards at various stages of training to ensure standardization.

(vii) Flight Training Syllabus

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

- h) Instruction, where applicable, given to all examining staff in respect to the conduct of tests.

(viii) Flight Simulator Training Syllabus

- a) Syllabus for flight simulation training shall be structured generally as in paragraph 6, Appendix J of “Flying School Certification Manual (SLCAP 3090)”.

(ix) Theoretical Knowledge Syllabus

- a) The syllabus for theoretical knowledge instruction shall be structured generally as in paragraph 6, Appendix J of “Flying School Certification Manual (SLCAP 3090), but with a training specification and objective for each subject.

(x) Tests and Checks conducted by the flying school.

- a) If the flying school requires to conduct internal testing before presenting students for DGCA tests the following details shall be included in the Training and Procedures Manual,
  - Name(s) of the personnel with testing authority and scope of the authority;
  - Role and duties of the authorized personnel;
  - applicable requirements established by the DGCA such as: procedures to be followed in the conduct of checks and tests; and
  - methods for completion and retention of testing records as required by the DGCA.

(xi) Records

- a) Policy and procedures regarding:
  - attendance records;
  - student training records;
  - staff training and qualification records;
  - person responsible for checking records and student personal logs;
  - nature and frequency of record checks;
  - standardization of record entries;
  - personal log entries; and
  - security of records and documents.

(xii) Quality Assurance System

- a) Provide a brief description of the quality assurance system, as required by paragraph 8.2.3 OF ASN 054, with reference to a separate Quality Assurance Manual or include the full quality assurance system in the Training and Procedures Manual.

(xiii) Appendices

- a) sample progress test forms;
- b) navigation logs, test reports and records;
- c) a copy of the approved flying approval document.

## **Appendix 2**

### **Syllabus for Refresher Course**

- (i) Knowledge of specific technical on Type and Mechanics of Flight
- (ii) Methods and techniques of Flying Instructions
- (iii) Flight Instruments & Instrument flying
- (iv) General Rules VFR, IFR
- (v) Aerodrome surface Marking & Services
- (vi) SIDs & STARs if applicable.
- (vii) Stall, Spin recovery at incipient stage, GPWS, Windshear.
- (viii) Stabilized Approach, Missed approach
- (ix) Forced landing without power and precautionary landings.
- (x) Flight Planning
- (xi) Crew Resource Management (CRM)
- (xii) Pilot Navigation, Navigation at lower levels/ reduced visibility and Radio Navigation, Radio Aids & R/T.
- (xiii) Airmanship & Crosswind Techniques (for fixed wing aircraft only)
- (xiv) Essential of sending first solo.
- (xv) Night flying scenarios