

GUERNSEY ADVISORY CIRCULAR (GACs)



GAC OPS-3



**Training
Programmes**

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First Issue

August 2018

Guernsey Advisory Circulars (GACs) are issued to provide advice, guidance and information on standards, practices and procedures necessary to facilitate the application and processing of applications for services related to the Guernsey Aircraft Register.

They are not in themselves law or a regulation but may amplify provisions of the laws and regulations, including the Guernsey Aviation requirements, or provide practical guidance. Since GAC's are non-binding, regulated persons may choose alternative means to comply with the guidance. In this case, however, they lose the presumption of compliance provided by the circular and need to demonstrate to the Office of the Director Civil Aviation (ODCA) that they do comply with the law.

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1 - Purpose

The purpose of this Guernsey Advisory Circular (GAC) is to present to AOC holders acceptable means of compliance with the requirements for training programmes for flight crew, cabin crew and instructors.

2 - Related laws, regulations and requirements

This GAC relates to GAR 121/135 Subpart I.

No rights can be derived from this document. For exact details please refer to The Air Navigation (Bailiwick of Guernsey) Law, 2012 (Law). In case of conflict between this guidance document and the Law, 2012, the latter shall prevail.

3 - Definitions

Definitions, in the context of this GAC shall have the meanings listed in GAR Part 1 (Definitions, Abbreviations and Units of Measurement).

4 - Introduction

GAR 121/135.950 requires the operator to establish and maintain a ground and flight training programme to ensure that operating staff, including flight crew, cabin crew and other crew members are adequately trained and competent to perform their duties. This training programme is subject to approval by the DCA. Subsequent sections in GAR 121/135 Subpart I specify the subjects of the training programme. This is done to some degree of detail. However, for some of the subjects, internationally a level of syllabus detail has been established which, whilst not considered to be mandatory, forms a 'best practice'.

This Advisory Circular contains those best practices. Adherence to these will accelerate significantly the training programme approval process by the DCA.

5 - Structure

The following table presents an overview of the various training contents elements that are described in GAR 121/135 Subpart I. It assists in locating the relevant GAR sections (columns 2 through 6) and the relevant guidance in this GAC (column 7). It also refers to corresponding section of the ICAO handbook on AOC certification and surveillance (column 8).

GAR 121/135 Subpart I training contents requirements

1	2	3	4	5	6	7	8
Type of training	Training recipient					Acceptable means of compliance in section x of this GAC	ICAO handbook reference note 2
	Flight crew		Cabin crew note 1	Other			
	Pilot	Flight engineer		Instructors	Other ops staff		
ground training, initial	.950a1, a2, a8						4.3
	.950a3, a4, a7, h note 3					6.1	4.4.3
	.950a5						note 4
			.1045				4.4.9
				.970		6.2	4.4.13, 4.4.14
flight training, initial	.980						4.4.4,4.4.5, 4.4.6 note 5
safety and emergency procedures/ equipment, initial	.985b					6.3	4.4.2, 4.4.9
aircraft differences	.950a3					6.4	4.4.6
ground training, recurrent	.950a6, .1020					6.5	4.4.7.1
flight training, recurrent	.1020						4.4.7.2
safety and emergency procedures/ equipment, recurrent	.985c						4.4.7
CRM, TEM	.990, .995					6.6	4.4.1
Security	.955						note 6
specific approval related training	SPA.020.GENb3 + specific req'ts						note 7
Dangerous Goods	.1000						4.2.6, 4.4.7.1

Notes:

1: GAR 121 only

2: ICAO AOC Certification and Surveillance Handbook, first edition - May 2014, Volume II, Chapter 4, Part I

3: A separate GAC gives guidance for upset prevention and recovery training: GAC 121/135-2

4: Not covered in the ICAO handbook, but subject of Annex 6, Part I, 9.3.1f)

5: 4.4.4, 4.4.5 and 4.4.6 are for flight crew licence related training, not operator training, therefore not relevant here.

6: Security is outside the scope of the ICAO handbook;

7: ICAO AOC Certification and Surveillance Handbook, first edition-May 2014, Volume II, Chapters 16, 17, 20, 21

6 - Acceptable means of compliance

6.1 Flight crew initial ground training

The initial aircraft ground training curriculum for the flight crew shall be applicable to their duties, the type of operations conducted and aircraft flown, including at least the content of the aircraft operating information of the Operations Manual, as well as the additional operating procedures that are in the General part of the Operations Manual. Instructions shall include at least the following general subjects:

- operator's dispatch, maintenance release, method of control and supervision of flight operations or flight locating procedures;
- principles and methods for determining mass and balance and runway limitations for take-off;
- operator's operations specifications, authorisations and limitations;
- adverse weather recognition and avoidance, and flight procedures which shall be followed when operating in the following conditions:
 - icing
 - fog
 - turbulence
 - heavy precipitation
 - thunderstorms
 - mountain waves
 - volcanic ash
 - low-level windshear and microburst
 - low visibility
 - contaminated runways
- normal and emergency communications procedures and navigation equipment including the operator's communications procedures and ATC clearance requirements;
- navigation procedures used in terminal departure, en-route, terminal arrival, approach and landing phases, to include visual cues prior to and during descent below DH or MDA;
- crew resource management training;
- air traffic control systems, procedures and phraseology;
- aircraft performance characteristics during all flight regimes, including:
 - the use of charts, tables, tabulated data and other related manual information;
 - normal, abnormal and emergency performance problems;
 - meteorological and mass limiting performance factors (such as temperature, pressure, contaminated runways, precipitation, climb/runway limits);
 - inoperative equipment performance limiting factors (such as MEL/CDL, inoperative anti-skid); and
 - special operational conditions (such as unpaved runways, high altitude aerodromes and drift down requirements).
- normal, abnormal and emergency procedures on the aircraft type to be used;
- systems integration items and procedures:
 - use of checklist;
 - flight planning;
 - navigation and communications systems;
 - autoflight/flight directors; and
 - cockpit familiarisation.

6.2 Instructor training

The initial ground training for flight instructors and for cabin instructors shall include the following:

- flight instructor or cabin instructor duties, functions and responsibilities;
- applicable regulations and the operator's policies and procedures
- training to ensure the flight instructor or cabin instructor is competent to:
 - manage safety
 - prepare the training environment
 - manage the trainee
 - conduct training
 - perform trainee assessment
 - perform course evaluation

For candidates not rated on the aircraft type, the programme shall include the approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures applicable to the aircraft to which the flight instructor or cabin instructor is in transition training.

6.3 Emergency equipment training

The training programme shall require each aircraft crew member to complete emergency equipment training during training periods specified, in GAR xxxx, using those items of installed emergency equipment for each type of aircraft in which he or she is to serve.

During initial training, each aircraft crew member shall be required to perform the following one-time emergency drills:

- hand-held fire extinguisher drill:
 - pre-flight each type of hand-held fire extinguisher;
 - locate source of fire or smoke and identify class of fire;
 - select appropriate extinguisher and remove from securing device;
 - prepare extinguisher for use;
 - actually operate and discharge each type of installed hand fire extinguisher;
 - Note 1 - Fighting an actual or a simulated fire is not necessary during this drill.*
 - Note 2 - The discharge of halon extinguishing agents during fire-fighting drills is not appropriate. Other appropriate agents that are not damaging to the environment should be used during the drills to simulate the discharge of halon.*
 - utilise correct fire-fighting techniques for type of fire;
 - implement procedures for effective crew co-ordination and communication, including notification of flight crew members about the type of fire situation.
- protective breathing equipment (PBE)/fire-fighting drill:
 - locate source of fire or smoke (actual or simulated fire);
 - implement procedures for effective crew co-ordination and communication, including notification of flight crew members about fire situation;
 - don and activate installed PBE or approved PBE simulation device;
 - manoeuvre in limited space with reduced visibility;
 - effectively use the aircraft's communication system;
 - identify class of fire;
 - select the appropriate extinguisher;
 - properly remove extinguisher from securing device;

- prepare, operate and discharge extinguisher properly; and
 - utilise correct fire-fighting techniques for type of fire;
- emergency oxygen system drill:
 - pre-flight and operation of portable oxygen devices;
 - actually operate portable oxygen bottles, including masks and tubing;
 - verbally demonstrate operation of chemical oxygen generators or installed oxygen supply system;
 - prepare for use and operate oxygen device properly, including donning and activation;
 - administer oxygen to self, passengers and to those persons with special oxygen needs;
 - utilise proper procedures for effective crew coordination and communication;
 - manually open each type of oxygen mask compartment and deploy oxygen masks, for masks designed for manual retrieval and donning;
 - identify compartments with extra oxygen masks;
 - implement immediate action decompression procedures;
 - pre-flight and operation of PBE; and
 - activate PBE.
- emergency exit drill:
 - correctly pre-flight each type of emergency exit and evacuation slide or slide raft (if part of cabin crew member's assigned duties; this is required for flight crew members);
 - disarm and open each type of door exit in normal mode;
 - close each type of door exit in normal mode;
 - arm each type of door exit in emergency mode;
 - open each type of door exit in emergency mode or, if no door trainer device is available, observe a demonstration then simulate the door opening in emergency mode;
 - use manual slide inflation system to accomplish or ensure slide or slide raft inflation or, if no slide inflation training device is available, observe a demonstration;
 - open each type of window exit; and
 - remove escape rope and position for use.
- emergency evacuation drill:
 - recognise and evaluate an emergency;
 - assume appropriate protective position;
 - command passengers to assume protective position;
 - implement crew coordination procedures;
 - ensure activation of emergency lights;
 - assess aircraft conditions;
 - initiate evacuation (dependent on signal or decision);
 - command passengers to release seatbelts and evacuate;
 - assess exit and redirect, if necessary; open exit, including deploying slides and commanding helpers to assist;
 - command passengers to evacuate at exit and run away from aircraft;
 - assist special-need passengers, such as handicapped, elderly and persons in a state of panic; and
 - actually exit aircraft or training device using at least one of the installed emergency evacuation slides or device.

Note - The training programme shall require crew members to either observe the aeroplane exits being opened in the emergency mode and the associated exit slide/raft pack being deployed and inflated, or perform the tasks resulting in the accomplishment of these actions.

- flotation device drill:

- pre-flight flotation device, if appropriate;
- don and inflate life vests;
- remove and use flotation seat cushions, as installed; and
- demonstrate swimming techniques using a seat cushion, as installed;
- ditching drill, if applicable

Note - During a ditching drill, students shall perform the “prior to impact” and “after impact” procedures for ditching, as appropriate, to the specific operator’s type of operation.

6.4 Aircraft differences training.

Aircraft differences training for crew members are required when the operator has aircraft variances within the same type of aircraft. This training depends on the variances in equipment installed and in an aircraft family (e.g. Airbus A318, A319, A320, A321). The variances in installed equipment and the resulting training requirements must be identified. Guidance on training for aircraft family variances may be available from the State of Design or from the manufacturer or from the TCDS. A training curriculum needs to be developed covering the variances.

6.5 Flight crew recurrent ground training

The ground recurrent training programme for all flight crew shall be relevant to the type or variant of aircraft on which he or she is assigned and rated to operate and for the crew member position involved. The flight crew member recurrent ground training includes at least the following:

- general subjects;
- aircraft systems, limitations and procedures;
- operational procedures and requirements, including ground de-icing/anti-icing procedures and pilot incapacitation;
- accident/incident and occurrence review.

6.6 Human factors (CRM) training

All aircraft crew members shall have CRM training as part of their initial and recurrent training requirements. CRM training shall include an initial indoctrination/awareness segment, a method to provide recurrent practice and feedback, and a method of providing continuing reinforcement.

Curriculum topics to be contained in a CRM training course include:

- communications processes and decision behaviour;
- internal and external influences on interpersonal communications;
- barriers to communication;
- listening skills;
- decision-making skills
- effective briefings
- developing open communications
- inquiry, advocacy, and assertion training
- crew self-critique
- conflict resolution
- team building and maintenance
- leadership and fellowship training
- interpersonal relationships

- workload management
- situational awareness
- how to prepare, plan and monitor task completions
- workload distribution
- distraction avoidance
- individual factors
- stress reduction.

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