

NINTH SCHEDULE

(Regulations 40, 42,43, 44)

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SUBPART A GENERAL

9.001 APPLICABILITY

This Schedule prescribes the requirements for certifying and administering an Approved Training Organization (ATO).

9.005 DEFINITIONS

For the purpose of this Schedule, the following definitions shall apply:

- (1) **"Accountable manager" (training).** The manager who has corporate authority for ensuring that all training can be financed and carried out to the standard required by the Authority. The accountable manager may delegate, in writing, to another person in the organization to become the accountable manager when authorized by the Authority.

- (2) **"Flight Training Equipment"** Flight simulators, flight training devices and aircraft.
- (3) **"Flight Training Unit" (FTU)** An approved training organization carrying out any flight training course approved by the Authority for the issuance of a licence or rating.
- (4) **"Line-Operational Simulation"** Simulation conducted using operational-oriented flight scenarios that accurately replicate interaction among flight crewmembers and between flight crewmembers and dispatch facilities, other crewmembers, air traffic control and ground operations.
- (5) **"Line Operational Flight Training" (LOFT).** Training in a simulator with a complete crew using representative flight segments which contain normal, abnormal and emergency procedures that may be expected in line operations.
- (6) **"Level 1 Flight Training Unit "(FTU).** A flight training facility which conducts all or substantially all of each flight training course using aircraft.
- (7) **"Level 2 Flight Training Unit "(FTU).** A flight training facility which conducts all or substantially all of each flight training course using simulation media which are qualified and approved by the Authority.
- (8) **"Pilot Training Record"** An approved record of air and ground instruction which shall be maintained by the flight training unit for all pilot trainees.
- (9) **"Satellite FTU."** An FTU at a location other than primary location of the FTU.
- (10) **"Speciality curriculum."** A set of courses that is designed to satisfy a requirement of the Civil Aviation Regulations and that is approved by the Authority for use by a particular FTU Level 2 ATO or satellite FTU Level 2 ATO. The speciality curriculum includes training requirements unique to one or more FTU Level 2 ATO clients.
- (11) **"Training specifications."** A document issued to a certified FTU by the Authority that prescribes that organization's training, checking and testing authorizations and limitations, and specifies training programme requirements.

9.010 ACRONYMS

The following acronyms are used in this Schedule -

- (1) A/CFI – Assistant Chief Flight Instructor;
- (2) AFM — Aircraft Flight Manual;
- (3) AME – Aviation Maintenance Engineer;
- (4) AMO – Aircraft Maintenance Organization;
- (5) ATO – Approved Training Organization;
- (6) CFI – Chief Flight Instructor;
- (7) DFTE – Designated Flight Test Examiner (approved by the Authority);
- (8) FSI – Flight Safety Inspector;
- (9) FTU – Flight Training Unit;
- (10) IFR – Instrument Flight Rules ;
- (11) IR – Instrument Rating;
- (12) MTU – Maintenance Training Unit; and
- (13) NOTAM – Notice to Airmen.

SUBPART B: CERTIFICATION AND INSPECTIONS

9.015 CERTIFICATE REQUIRED

- (a) No person may operate an ATO without, or in violation of, an ATO certificate and training specifications issued under this Schedule.
- (b) Except for an AOC holder training its own flight crews, no person may conduct training, testing or checking in advanced flight training devices or flight simulators without, or in violation of, the certificate and training specifications required by this Schedule.
- (c) The Authority will issue an applicant an ATO certificate and training specifications if the applicant shows that the requirements of this Schedule have been met.

9.020 APPLICATION FOR ISSUANCE OR AMENDMENT

- (a) An applicant for an ATO certificate and training specifications shall apply at least 120 calendar days before the beginning of any proposed training.
- (b) Each applicant for an ATO certificate and training specification shall provide the application to the Authority in the correct form.

(See Appendix 1 to 9.020 for application information to be provided to the Authority.)

- (c) An applicant for a certificate shall ensure that the facilities and equipment described in its application are -
 - (1) available for inspection and evaluation prior to approval; and
 - (2) in place and operational at the location of the proposed ATO prior to issuance of a certificate under this Schedule.
- (d) The Authority will issue to an applicant who meets the requirements and is approved by the Authority -
 - (1) an ATO certificate containing all business names included on the application under which the certificate holder may conduct operations and the address of each place of business used by the certificate holder; and
 - (2) training specifications, issued by the Authority to the certificate holder, containing -
 - (i) authorization for the ATO to function as a Level 1 FTU and/or Level 2 FTU or MTU;
 - (ii) the type of training authorized, including approved courses;
 - (iii) the category, class and type of aircraft that may be used for training, testing and checking;
 - (iv) for each flight simulator or flight training device, the make, model and series of aeroplane or the set of aeroplanes being simulated and the qualification level assigned, or the make, model and series of rotorcraft or set of rotorcraft being simulated and the qualification level assigned;
 - (v) for each flight simulator and flight training device subject to qualification evaluation by the Authority, the identification number assigned by the Authority;
 - (vi) the name and address of each satellite ATO and the approved courses offered at each satellite ATO;
 - (vii) authorized deviations or waivers from this Schedule ; and
 - (viii) any other items the Authority may require or allow.
- (e) The Authority may deny, suspend, revoke or terminate a certificate under this Schedule if the Authority finds that the applicant or the certificate holder -
 - (1) held an ATO certificate that was revoked, suspended or terminated within the previous 5 years;
 - (2) employs or proposes to employ a person who:
 - (i) was previously employed in a management or supervisory position by the holder of an ATO certificate that was revoked, suspended or terminated within the previous 5 years;
 - (ii) exercised control over any certificate holder whose certificate has been revoked, suspended or terminated within the last 5 years; or
 - (iii) contributed materially to the revocation, suspension or termination of that certificate and who will be employed in a management or supervisory position or who will be in control of or have a substantial ownership interest in the ATO; or
 - (3) has provided incomplete, inaccurate, fraudulent or false information for issuance of an ATO certificate.
- (f) At any time, the Authority may amend an ATO certificate on the Authority's own initiative, under applicable Jamaica legislation or upon timely application by the certificate holder.

- (g) The certificate holder shall file an application to amend an ATO certificate at least 60 calendar days prior to the applicant's proposed effective amendment date unless a different filing period is approved by the Authority.
- (h) The Authority may issue an ATO certificate to an applicant -
 - (1) for an ATO inside or outside of Jamaica; and
 - (2) whose business office, primary location, or both, are located inside or outside Jamaica.
- (i) Each ATO shall adhere to its approved curriculum.
- (j) A certificate holder may not change its approved curriculum unless the change is approved by the Authority in advance.
- (k) An applicant for and holder of an ATO certificate shall show that -
 - (1) for each proposed curriculum, each applicant for and holder of an ATO certificate has, and shall maintain, a sufficient number of instructors who meet the prescribed qualifications to perform the duties to which they are assigned;
 - (2) each applicant for, and holder of, an ATO certificate shall meet the prescribed personnel requirements;
- (l) Each Level 1 or 2 FTU may apply to the Authority for approval of DFTE authority to conduct required checks and tests on graduation candidates upon training completion for any curriculum leading to airman licences or ratings, or both.
- (m) Each FTU, as indicated, shall have and maintain at least the following management personnel, or their equivalent, who are qualified and competent to perform their required duties:
 - (1) an Accountable Manager (Level 1 and 2 FTU);
 - (2) a Chief Flight Instructor (CFI) (Level 1 and 2 FTU);
 - (3) an Assistant Chief Flight Instructor (A/CFI) (Level 1 FTU);
 - (4) a Quality Assurance Manager; and
 - (5) a Director of Maintenance (Maintenance Manager), if the ATO has an AMO, or Maintenance Coordinator (Level 1 and 2 FTU).

(See Appendix 1 to 9.180 for the qualifications of a CFI.)

(See Appendix 1 to 9.185 for the qualifications of an A/CFI.)

(See Appendix 1 to 12.130 for the qualifications of a Maintenance Coordinator and Maintenance Manager.)
- (n) Each management representative and all personnel who are designated by the FTU to conduct and direct student training are able to understand, read, write and fluently speak English.
- (o) Except for the Quality Assurance Manager, the persons listed in this Subsection may serve in more than one position for an ATO, provided that person is qualified for each position.

9.025 CONTENTS OF AN ATO CERTIFICATE

- (a) The ATO certificate shall consist of two documents -
 - (1) a certificate for public display signed by the Authority, and
 - (2) training specifications containing the terms, conditions and authorisations applicable to the ATO certificate.
- (b) The ATO certificate shall contain -
 - (1) the name and location (main place of business) of the ATO;
 - (2) the date of issue and period of validity for each page issued;
 - (3) the authorized locations of operations;
 - (4) training specifications for the following categories, as applicable -
 - (i) pilot training;
 - (ii) other crewman training;

- (iii) other airman training;
 - (iv) AME training; or
 - (v) other training; and
- (5) other authorizations, approvals and limitations issued by the Authority in accordance with the standards which are applicable to the training conducted by the ATO.

9.035 DURATION OF CERTIFICATE

- (a) The Authority shall issue an ATO certificate which expires, unless surrendered, suspended or revoked -
- (1) on the first day of the 13th calendar month from the month the certificate was issued;
 - (2) except as provided in paragraph (b) of this Subsection, on the date that any change in ownership of the school occurs;
 - (3) on the date of any significant change in the school's facilities occurs; or
 - (4) upon notice by the Authority that the school has failed for more than 60 days to maintain the required facilities, aircraft or personnel.
- (b) A change in the ownership of an ATO does not terminate that school's certificate if, within 30 days -
- (1) the certificate holder makes application for an appropriate amendment to the certificate; and
 - (2) no significant change in the facilities, operating personnel or approved training courses is involved.
- (c) If the Authority suspends, revokes or terminates a certificate issued under this Schedule, the holder of that certificate shall return the certificate to the Authority within five working days after being notified that the certificate is suspended, revoked or terminated.

9.040 DEVIATIONS OR WAIVERS

- (a) The Authority may issue deviations or waivers from any of the requirements of this Schedule.
- (b) An ATO requesting a deviation or waiver under this section shall provide the Authority with information acceptable to the Authority that shows -
- (1) justification for the deviation or waiver; and
 - (2) that the deviation or waiver will not adversely affect the quality of instruction or evaluation.

9.045 ADVERTISING LIMITATIONS

- (a) The ATO may not -
- (1) make any statement relating to its ATO certification and training specifications that is false or designed to mislead any person contemplating enrolment in that ATO.
 - (2) advertise that the ATO is certified unless it clearly differentiates between courses that have been approved under this Schedule and those that have not been approved under this Schedule.
- (b) An ATO whose certificate has been surrendered, suspended, revoked or terminated shall promptly:
- (1) remove all indications, including signs, wherever located, that the ATO was certified by the Authority; and
 - (2) notify all advertising agents, and advertising media employed by the certificate holder to cease all advertising indicating that the ATO is certified by the Authority.

9.050 FACILITIES, EQUIPMENT AND MATERIAL

- (a) Each certificate holder shall provide facilities, equipment and material acceptable to the Authority and equal to the standards currently required for the issue of the certificate and rating that it holds.

- (b) A certificate holder may not make a substantial change in facilities, equipment or material that have been approved for a particular curriculum, unless that change is approved by the Authority in advance.
- (c) A certificate holder may not make any change in the ATO's location unless the change is approved by the Authority in advance. If the certificate holder desires to change the location of the ATO, the certificate holder shall notify the Authority, in writing, at least 30 days before the date the relocation. The Authority may prescribe the conditions under which the ATO may operate while it is changing its location or housing facilities. If the certificate holder changes the location of the ATO without notification, the certificate shall be revoked.
- (d) An applicant for, or holder of, a certificate issued under this Schedule shall establish and maintain a principal business office that is physically located at the address shown on its certificate.
- (e) The principal business office may not be shared with, or used by, another person who holds an ATO certificate.
- (f) An applicant for, or holder of, a certificate issued under this Schedule shall ensure that -
 - (1) each room, training booth or other space used for instructional purposes is heated, lighted and ventilated to conform to local building, sanitation and health codes; and
 - (2) the facilities used for instruction are not routinely subject to significant distractions caused by flight operations and maintenance operations at the airport.
- (g) Each certificate holder shall maintain the records required by this Schedule in facilities adequate for that purpose.
- (h) An applicant for, or holder of, an ATO certificate with approved AME courses shall have and maintain the following instructional equipment as is appropriate to the rating sought -
 - (1) various kinds of airframe structures, airframe systems and components, powerplants and powerplant systems and components (including propellers), of a quantity and type suitable to complete the practical projects required by its approved curricula;
 - (2) at least one aircraft of a type acceptable to the Authority; and
 - (3) the equipment required by this paragraph need not be in an airworthy condition, and if damaged prior to use by the ATO, shall have been repaired enough for complete assembly.
- (i) An applicant for, or holder of, an ATO certificate with an AME rating shall have airframes, power plants, propellers, appliances and components thereof, to be used for instruction and from which students will gain practical working experience, and shall insure that the airframes, power plants, propellers, appliances and components thereof be sufficiently diversified as to show the different methods of construction, assembly, inspection and operation when installed in an aircraft for use.
- (j) Each applicant for, or holder of, an ATO certificate with an AME rating shall ensure that it maintains a sufficient number of units of the material described in paragraph (h) so that no more than eight students will work on any one unit at one time.
- (k) Each applicant for, or holder of, an ATO certificate with an AME rating using an aircraft for instructional purposes that does not have retractable landing gear and wing flaps, shall provide training aids, or operational mock-ups of the retractable landing gear and wing flaps which are acceptable to the Authority.
- (l) An applicant for an ATO certificate with an AME rating, or an applicant seeking an additional AME rating, shall have at least the facilities, equipment and materials appropriate to the rating sought.
- (m) An applicant for, or holder of, an ATO certificate with an AME rating shall maintain, on the premises and under the full control of the ATO, an adequate supply of material, special tools and shop equipment used in constructing and maintaining aircraft as is appropriate to the approved curriculum of the ATO, in order to assure that each student will be properly instructed.

- (n) An applicant for, or holder of, an ATO certificate with an AME rating shall insure that the special tools and shop equipment required by paragraph (h) be in satisfactory working condition for instructional and practice purposes.

(See Appendix 1 to 9.050 for specific requirements for facilities for AME courses.)

9.053 TRAINING AND PROCEDURES MANUAL

- (a) Each holder of an ATO certificate shall provide a training and procedures manual for the use and guidance of the ATO's personnel.
- (b) The training and procedures manual required by this Subsection shall be amended as necessary to keep the information contained therein up to date.

(See Appendix 1 to 9.053 for the contents of a training and procedures manual.)

9.055 FTU EQUIPMENT AND COURSEWARE

- (a) An applicant for, or holder of, a Level 2 FTU ATO certificate shall have available exclusively, for adequate periods of time and at a location approved by the Authority, adequate flight training equipment and courseware, including at least one flight simulator or advanced flight training device.
- (b) An applicant for, or holder of, an ATO certificate that plans to conduct pilot flight training shall show that it has continuous use of a briefing area located at each airport at which training flights originate that is:
 - (1) adequate to shelter students waiting to engage in their training flights;
 - (2) arranged and equipped for the conduct of pilot briefings; and
 - (3) for an ATO with an instrument rating course or commercial pilot course, equipped with adequate communication to sources of weather and flight planning information.

9.060 Satellite ATOs

- (a) The holder of an ATO certificate may conduct training in accordance with a training programme approved by the Authority at a satellite ATO if -
 - (1) the facilities, equipment, personnel and course content of the satellite ATO meet the applicable requirements;
 - (2) the instructors and evaluators at the satellite ATO are under the direct supervision of management personnel of the principal ATO;
 - (3) the certificate holder notifies the Authority in writing that a particular satellite ATO is to begin operations at least 60 days prior to proposed commencement of operations at that satellite ATO; and
 - (4) the certificate holder's training specifications reflect the name and address of the satellite ATO and the approved courses offered at the satellite ATO.
- (b) The Authority will issue training specifications which prescribe the operations required and authorized at each satellite ATO.

9.063 QUALITY ASSURANCE SYSTEM

Each ATO shall establish a quality assurance system acceptable to the Authority, which ensures that training and instructional practices comply with the requirements specified in this Schedule.

9.065 CHANGES REQUIRING NOTICE TO THE AUTHORITY

- (a) Each ATO shall notify the Authority within 30 days of any of the following changes -
 - (1) the accountable manager;
 - (2) the CFI;
 - (3) the A/CFI; or
 - (4) the housing, training facilities and equipment, procedures, curricula and work scope that could affect the approval.

- (b) The Authority may prescribe the conditions under which the ATO may operate during such changes unless the Authority determines that the approval should be suspended.

9.070 INSPECTION

- (a) The Authority may, at any time, inspect an ATO holder on the ATO holder's premises to determine the ATO's compliance with this Schedule.
- (b) Inspections shall be repeated on a twelve month basis, which may be extended to a twenty-four month basis if, in the opinion of the Authority, the holder continues to meet the requirements under which it was originally certificated.
- (c) After an inspection is made, the certificate holder shall be notified, in writing, of any deficiencies found during the inspection.

SUBPART C: ADMINISTRATION

9.075 RECORD KEEPING

- (a) Each ATO shall maintain a record for each trainee that contains -
 - (1) the name of the trainee;
 - (2) a copy of the trainee's licence, if any, and medical certificate, if required;
 - (3) the name of the course and the make and model of flight training equipment used, if applicable;
 - (4) the trainee's prerequisite experience and course time completed;
 - (5) the date the student graduated, terminated training or transferred to another ATO;
 - (6) the trainee's performance on each lesson and the name of the instructor providing instruction;
 - (7) a current progress record for each trainee showing the practical projects or laboratory work completed or to be completed for each subject;
 - (8) the date and result of each knowledge test administered by the ATO and end-of-course practical test and the name of the DFTE conducting the test(s); and
 - (9) the number of hours of additional training that was accomplished after any unsatisfactory practical test.
- (b) Each ATO shall maintain a record for each instructor designated to instruct a course approved in accordance with this Schedule that indicates that the instructor has complied with the applicable requirements of this Schedule.
- (c) Each ATO shall maintain records for each student who attempts a written or practical test for a licence or rating that shows the following:
 - (1) the date of the test;
 - (2) the type of test; and
 - (3) the results of the test.
- (d) Each ATO shall -
 - (1) maintain the records required by paragraph (a) and (c) of this Subsection for at least 2 years following the completion of training, testing or checking;
 - (2) maintain the qualification records required by paragraph (b) of this Subsection while the instructor or DFTE is in the employ of the certificate holder and for 2 years thereafter; and
 - (3) maintain the recurrent demonstration of proficiency records required by paragraph (b) of this Subsection for at least 2 years.
- (e) Each ATO shall provide the records required by this Subpart to the Authority upon request, within a reasonable time, and shall store and maintain the records required by -
 - (1) paragraph (a) of this Subsection at the ATO, or satellite ATO where the training, testing or checking if appropriate, occurred, or at another location acceptable to the Authority; and

- (2) paragraph (b) of this Subsection at the ATO or satellite ATO where the instructor or DFTE is primarily employed, or at another location acceptable to the Authority.
- (f) Each ATO shall provide to a trainee upon request and at a reasonable time, a copy of his or her training records.
- (g) Each ATO shall keep a current record of each student enrolled, showing, if applicable -
 - (1) the instruction credited, if any; and
 - (2) the authenticated transcript of grades from a training establishment previously attended.

9.080 GRADUATION CERTIFICATES

- (a) Each ATO shall issue upon completion of training a graduation certificate to each student who completes its approved course of training.
- (b) Each ATO shall include in each graduation certificate -
 - (1) the name of the ATO and the certificate number of the ATO;
 - (2) the name of the graduate to whom it was issued;
 - (3) the approved curriculum title;
 - (4) the date of graduation;
 - (5) a statement that the student has satisfactorily completed each required stage of the approved course of training including the tests for those stages;
 - (6) an authentication by an official of the ATO; and
 - (7) a statement showing the cross-country flight training that the student received in the course of training, if applicable.
- (c) An ATO may not issue a graduation certificate to a student, or recommend a student for a licence or rating, unless the student has -
 - (1) completed the training specified in the approved course of training; and
 - (2) passed the required final tests.

9.085 TRANSCRIPTS

- (a) Upon request, each ATO shall provide a transcript of a student's grades to each student who is graduated from that ATO or who leaves it before being graduated.
- (b) Each ATO shall include in the transcript required by paragraph (a) of this Subsection -
 - (1) the curriculum in which the student was enrolled;
 - (2) whether the student satisfactorily completed that curriculum;
 - (3) the authentication by an official of the ATO.

SUBPART D: FLIGHT CREW TRAINING

SECTION I: GENERAL

9.090 PILOT TRAINING COURSES

- (a) The Authority will issue ATO certificates and training specifications for Level 1 or Level 2 FTUs that conduct pilot flight training courses.
(See *Appendix 1 to 9.090 for general training programme requirements.*)
- (b) The Authority may approve the following courses of instruction to an applicant for, or holder of an FTU Level 1 ATO certificate, provided the applicant meets the prescribed requirements:
 - (1) licensing and rating courses -
 - (i) Private Pilot course; (Appendix 2 to 9.090)
 - (ii) Commercial Pilot course; (Appendix 3 to 9.090)
 - (iii) Instrument Rating course; (Appendix 4 to 9.090)
 - (iv) Airline Transport Pilot course; (Appendix 5 to 9.090)
 - (v) Flight Instructor course; (Appendix 6 to 9.090)

- (vi) Flight Instructor - Instrument Teaching course; (Appendix 7 to 9.090)
 - (vii) additional aircraft category or class rating course. (Appendix 8 to 9.090)
 - (viii) aircraft Type Rating course. (Appendix 9 to 9.090)
- (2) special preparation courses. (Appendix 10 to 9.090)
 - (i) pilot refresher course.
 - (ii) Flight Instructor refresher course.
 - (3) pilot ground school course. (Appendix 11 to 9.090)
 - (4) Flight Engineer course. (Appendix 12 to 9.090)
- (c) The Authority may approve any course for licensing or for any rating requested by an applicant for, or holder of an FTU Level 2 ATO certificate, provided the applicant can show an effective curriculum and for which the Authority has qualified the simulation media.

9.093 SPECIAL CURRICULA – OTHER CREWMEMBERS

An applicant for, or holder of, an ATO certificate may apply for approval to conduct a special course of airman training for which a curriculum is not prescribed by the Authority, if the applicant shows that the training course contains features that could achieve a level of pilot proficiency equivalent to that achieved by a training course prescribed in the requirements of the Eighth Schedule, as applicable.

9.095 REQUIREMENTS FOR AN FTU LEVEL 1 OR 2 ATO CERTIFICATE

The Authority will issue to an applicant an FTU Level 1 or 2 ATO certificate if the applicant meets the applicable requirements of this Subpart for the certificate sought.

9.100 PROVISIONAL FTU LEVEL 1 OR 2 ATO CERTIFICATE

The Authority may issue to an applicant that meets the applicable requirements of this Subpart, but does not meet the prescribed recent training activity requirements, a provisional FTU Level 1 or 2 ATO certificate with ratings.

9.105 RENEWAL OF CERTIFICATES AND RATINGS

- (a) A FTU may apply for renewal of its certificate and ratings within 30 days preceding the month the FTU's certificate expires, provided the FTU meets the requirements prescribed in paragraph (b) of this Subsection.
- (b) The Authority will renew for an additional 12 calendar months an FTU ATO certificate and ratings if the Authority determines.
 - (1) the FTU's personnel, aircraft, facilities, airport, approved training courses, training records and training ability and quality meet the requirements of this Schedule; and
 - (2) within 12 calendar months preceding the month of application, the FTU has trained and had, of the total written and practical tests administered, at least 80 percent of all applicants pass such tests on the first attempt.

SECTION II: FLIGHT TRAINING EQUIPMENT REQUIREMENTS

9.110 APPLICABILITY

This section prescribes -

- (1) the personnel and aircraft requirements for an ATO certificate; and
- (2) the facilities that an ATO shall have available on a continuous basis.

9.115 AIRPORT REQUIREMENTS

Each applicant for, and holder of, an FTU ATO certificate shall show that it has continuous use of each airport at which training flights originate and that the airport has an adequate runway and the necessary equipment.

(See Appendix 1 to 9.115 for specific runway and equipment requirements.)

9.120 AIRCRAFT REQUIREMENTS

- (a) An applicant for, or holder of, an ATO certificate shall ensure, for each aircraft used for flight instruction and solo flights:
 - (1) except for flight instruction and solo flights in a curriculum for agricultural aircraft operations, external load operations and similar aerial work operations, that the aircraft has a Jamaica standard airworthiness certificate or a foreign equivalent of a Jamaica standard airworthiness certificate, acceptable to the Authority;
 - (2) that each aircraft is maintained and inspected in accordance with the requirements of the Fifth Schedule ; and
 - (3) that each aircraft is equipped as provided in the training specifications for the approved course for which it is used.
- (b) Except as provided in paragraph (c) of this Subsection, an applicant for, or holder of, an ATO certificate shall ensure that each aircraft used for flight instruction is at least a two-place aircraft with engine power controls and flight controls that are easily reached and that operate in a conventional manner from both pilot stations.
- (c) A certificate holder may use aeroplanes with controls such as nosewheel steering, switches, fuel selectors and engine air flow controls that are not easily reached or operated in a conventional manner by both pilots for flight instruction if the certificate holder determines that the flight instruction can be conducted in a safe manner considering the location of controls and their operation, or both.
- (d) Each certificate holder shall ensure that each aircraft used in a course involving IFR operations is equipped and maintained for IFR operations.
- (e) The Authority may approve aircraft with a restricted airworthiness certificate for use in special operations courses, if its use for training is not prohibited by the aircraft's operating limitations.

9.125 FLIGHT SIMULATORS AND FLIGHT TRAINING DEVICES

- (a) An applicant for, or holder of, an ATO certificate shall show that each flight simulator and flight training device used for training, testing and checking will be or is specifically qualified and approved by the Authority for -
 - (1) each manoeuvre and procedure for the make, model and series of aircraft, set of aircraft or aircraft type simulated, as applicable; and
 - (2) each curriculum or training course in which the flight simulator or flight training device is used, if that curriculum or course is used to satisfy any requirement of these regulations.
- (b) An applicant for, and holder of, an FTU ATO certificate shall show that each of its flight simulators and flight training devices -
 - (1) represent the aircraft for which the course is approved;
 - (2) is used only for training given by an authorized instructor; and
 - (3) is not used for more than 25 percent of the total flight training hour requirements.
- (c) Each certificate holder shall ensure, prior to use, that the approval required by this section includes:
 - (1) the set of aircraft or type aircraft;
 - (2) if applicable, the particular variation within type for which the training, testing or checking is being conducted; and
 - (3) the particular manoeuvre, procedure or crewmember function to be performed.
- (d) Each certificate holder shall ensure that each flight simulator or flight training device used by an ATO is -
 - (1) maintained to ensure the reliability of the performances, functions and all other characteristics that were required for qualification;

- (2) modified to conform with any modification to the aircraft being simulated if the modification results in changes to performance, function or other characteristics required for qualification;
 - (3) given a functional preflight check each day before being used; and
 - (4) provided with a discrepancy log in which the instructor or evaluator enters each discrepancy at the end of each training session.
- (e) Unless otherwise authorized by the Authority, each certificate holder shall ensure that each component on a flight simulator or flight training device used by an ATO is operative if the component is essential to, or involved in, the training, testing or checking of airmen.
 - (f) The Authority will not restrict ATO instructors or students to specific -
 - (1) route segments during line-oriented flight training scenarios; or
 - (2) visual data bases replicating a specific customer's bases of operation.
 - (g) An applicant for, or holder of, an ATO certificate may request evaluation, qualification and continuing evaluation for qualification of flight simulators and flight training devices without:
 - (1) holding an air carrier certificate; or
 - (2) having a specific relationship to an air carrier certificate holder.

SECTION III: CURRICULUM AND SYLLABUS REQUIREMENTS

9.130 APPLICABILITY

This Section prescribes the curriculum and syllabus requirements for the issuance of an ATO certificate and training specifications for training, testing and checking conducted to meet the requirements of the Eighth Schedule.

9.135 APPROVAL OF TRAINING PROGRAMME

- (a) Each applicant for, or holder of, an ATO certificate shall apply to the Authority for training programme approval.
- (b) Each applicant for training programme approval shall indicate in the application:
 - (1) which courses are part of the core curriculum and which courses are part of the speciality curriculum;
 - (2) which requirements of the Eighth Schedule would be satisfied by the curriculum or curricula; and
 - (3) which requirements of the Eighth Schedule would not be satisfied by the curriculum or curricula.
- (c) After a certificate holder begins operations under an approved training programme, the Authority may require the certificate holder to make revisions to that training programme if the Authority finds that the certificate holder is not meeting the provisions of its approved training programme.
- (d) If the Authority requires an ATO certificate holder to make revisions to an approved training programme and the certificate holder does not make those required revisions within 30 calendar days, the Authority may suspend, revoke or terminate the ATO certificate.

9.140 TRAINING PROGRAMME CURRICULUM REQUIREMENTS

Each applicant shall ensure that each training programme curriculum submitted to the Authority for approval meets the applicable requirements and contains -

- (1) a syllabus for each proposed curriculum;
- (2) minimum aircraft and flight training equipment requirements for each proposed curriculum;
- (3) minimum instructor qualifications for each proposed curriculum;
- (4) a curriculum for initial training and continuing training of each instructor employed to instruct in a proposed curriculum;

- (5) for each curriculum that provides for the issuance of a licence or rating in fewer than the minimum hours prescribed by the Eighth Schedule:
 - (i) a means of demonstrating the ability to accomplish such training in the reduced number of hours; and
 - (ii) a means of tracking student performance.

Section IV: Personnel Requirements

9.145 APPLICABILITY

This section prescribes the personnel and flight training equipment requirements for a certificate holder that is training to meet the requirements of the Eighth Schedule.

9.155 FTU INSTRUCTOR ELIGIBILITY REQUIREMENTS

- (a) A certificate holder may not employ a person as an instructor in a flight training course that is subject to approval by the Authority unless that person -
 - (1) is at least 18 years of age;
 - (2) Is able to read, write, speak and understand the English language;
 - (3) meets the following requirements, as appropriate -
 - (i) If instructing a student for the purposes of receiving a Private Pilot Licence, Commercial Pilot Licence, Night Rating or Instrument Rating, holds a Flight Instructor rating; and
 - (ii) If instructing a student for the purposes of receiving a Type Rating or Multi-Engine rating holds:
 - (A) a Flight Instructor rating and the appropriate rating for the training given (Type or Multi-Engine); or
 - (B) an Airline Transport Pilot Licence with the appropriate rating for the training given (Type or Multi-Engine), and has received the training specified in Subsections 9.165 (b)(2) and (3) or (4), as appropriate.
- (b) An ATO shall designate each instructor in writing for each approved course, prior to that person functioning as an instructor in that course.

9.160 FTU INSTRUCTOR PRIVILEGES AND LIMITATIONS

- (a) An ATO may allow an instructor to provide -
 - (1) instruction for each curriculum for which that instructor is qualified;
 - (2) testing, other than for the issuance of a licence or rating, and evaluating student progress for which that instructor is qualified and approved; and
 - (3) instruction intended to satisfy the requirements of this Schedule.
- (b) An ATO whose instructor is designated by the Authority to conduct testing for licensing purposes, may allow its instructor to give endorsements required by the Eighth Schedule provided that person is authorized to do so in his/her designation.
- (c) An ATO may not allow an instructor to -
 - (1) conduct more than 9 hours of instruction in any 24 consecutive-hour period, or more than 45 hours in any 7 consecutive-day period. This restriction applies to ground training, flight training or a combination of both, but excludes flight briefings and debriefings; or
 - (2) provide flight instruction in an aircraft unless that instructor:
 - (i) meets the prescribed requirements;
 - (ii) holds a Flight Instructor rating with the endorsements required for the instruction being given;
 - (iii) holds pilot licences and ratings applicable to the category, class and type aircraft in which instructing; and
 - (iv) meets the currency requirements of the Tenth Schedule.

9.165 FTU INSTRUCTOR TRAINING AND TESTING REQUIREMENTS

- (a) Each instructor with a Flight Instructor rating shall meet the requirements of the Eighth Schedule, Subpart F, Section VI with respect to initial issue and renewal of that rating.
- (b) Except as provided in paragraph (c) of this Subsection, prior to designation, a certificate holder shall ensure that each of its instructors meets the following requirements -
 - (1) each flight instructor, who does not have a Flight Instructor rating, and each ground instructor shall satisfactorily demonstrate to the certificate holder, knowledge of, and proficiency in, instructing in a representative segment of each curriculum for which that instructor is designated;
 - (2) each instructor who does not have a Flight Instructor rating shall satisfactorily complete an approved course of ground instruction;
 - (3) each instructor shall receive initial and annual recurrent training appropriate to his/her assigned tasks and responsibilities. The training programme shall include training in knowledge and skills related to human performance.
 - (4) each instructor who instructs in a flight simulator or flight training device shall satisfactorily complete an approved course of training in the operation of the flight simulator applicable to the training courses the instructor is designated to instruct;
 - (5) each flight instructor who provides training in an aircraft shall satisfactorily complete an approved course of ground instruction and flight training in an aircraft, which shall include -
 - (i) performance and analysis of flight training procedures and manoeuvres applicable to the training courses that the instructor is designated to instruct;
 - (ii) technical subjects covering aircraft subsystems and operating rules applicable to the training courses that the instructor is designated to instruct;
 - (iii) emergency operations;
 - (iv) emergency situations likely to develop during training; and
 - (v) appropriate safety measures.
- (c) In meeting the requirements of paragraph (b)(1) of this Subsection, a certificate holder may conduct the test or check during the course of an actual lesson.
- (d) Each instructor who does not have a Flight Instructor rating or is not employed by an AOC holder, and who instructs in flight training equipment, shall pass a knowledge test and a flight proficiency check conducted by the CFI every 24 months -
 - (1) in the flight training equipment in which the instructor will be instructing; and
 - (2) on the subject matter and manoeuvres of a representative segment of each curriculum for which the instructor will be instructing.
- (e) The Authority will consider completion of any test or check required by paragraph (a), (b) or (d) of this Subsection taken in the calendar month before or after the month in which it is due as taken in the month in which it was due for the purpose of computing when the next training is due.
- (f) The Authority may give credit for the requirements of paragraph (a) or (b) of this Subsection to an instructor who has satisfactorily completed an instructor training course for a Twelfth Schedule certificate holder if the Authority finds such a course equivalent to the requirements of paragraph (a) or (b) of this Subsection.

(See Appendix 1 to 9.165 specific testing and training requirements for a Level 2 FTU instructor.)

9.175 FTU PERSONNEL

- (a) Each applicant for, and holder of, a FTU Level 1 ATO certificate shall have adequate personnel, including management personnel, ground school instructors and rated flight instructors who are qualified and competent to perform the duties assigned in each approved training course and who are acceptable to the Authority.

- (b) Each applicant for, and holder of, a FTU Level 2 ATO certificate shall have adequate personnel, including management personnel, ground school instructors and flight instructors who are qualified and competent to perform the duties assigned in each approved training course and who are acceptable to the Authority.

9.180 FTU CHIEF FLIGHT INSTRUCTOR QUALIFICATIONS

To be designated as a CFI for a FTU, a person shall meet the requirements prescribed by the Authority.

(See Appendix 1 to 9.180 for CFI qualification requirements)

9.185 FTU ASSISTANT CHIEF FLIGHT INSTRUCTOR QUALIFICATIONS

If an A/CFI is required for a FTU ATO, that person shall meet the requirements prescribed by the Authority.

(See Appendix 9.185 for A/CFI qualification requirements.)

9.190 DFTE QUALIFICATIONS

DFTEs delegated by the Authority may conduct flight checks for licensing purposes and shall meet the requirements prescribed by the Authority.

(See DFTE Manual for DFTE requirements.)

9.195 LEVEL 1 FTU FLIGHT TRAINING PROVISIONS

- (a) No person other than a Flight Instructor who has the ratings and the minimum qualifications specified in the approved training course outline may give a student flight training under an approved course of training.
- (b) No FTU may authorize a student pilot to start a solo flight until the flight has been approved by an authorized instructor who is present at the origination.
- (c) Each CFI and A/CFI assigned to a training course shall maintain his/her Flight Instructor rating in accordance with the requirements specified in the Eighth Schedule.
- (d) Each flight instructor who is assigned to a flight training course shall, prior to receiving authorization to train students in flight, satisfactorily accomplish with the FTU's CFI -
 - (1) a review of and a briefing on the objectives and standards of that training course; and
 - (2) an initial proficiency check in each make and model of aircraft used in that training course in which that person provides training.

9.198 LEVEL 2 FTU FLIGHT TRAINING PROVISIONS

- (a) No person other than an instructor who has the ratings and the minimum qualifications specified in the approved training course outline may give a student flight training under an approved course of training.
- (b) Each flight instructor who is assigned to a flight training course shall, prior to receiving authorization to train students in flight, satisfactorily accomplish with the FTU's CFI -
 - (1) a review of and a briefing on the objectives and standards of that training course; and
 - (2) an initial proficiency check in each make and model of aircraft used in that training course in which that person provides training.

9.200 FTU INSTRUCTOR GROUND TRAINING

- (a) Except as provided in paragraph (b) of this Subsection, each instructor who is assigned to a ground training course shall hold a flight instructor rating with the appropriate rating(s) for that course of training.

- (b) A person who does not meet the requirements of paragraph (a) of this Subsection may be assigned ground training duties in a ground training course, if:
 - (1) the CFI finds the person is otherwise qualified to give that training and meets the ground school instructor requirements specified in Subsection 9.165; and
 - (2) the instructor serves under the supervision of the CFI or the A/CFI, who is present at the place where the training is given, for the instructor's first course. Thereafter, if approved, the instructor may conduct the course without supervision. An instructor may not be used in a ground training course until that instructor has been briefed in regard to the objectives and standards of that course by the CFI or A/CFI.

9.205 LEVEL 1 FTU CHIEF FLIGHT INSTRUCTOR RESPONSIBILITIES

During training, each Level 1 FTU shall ensure that the CFI or an A/CFI is available -

- (1) At the FTU facility; or
- (2) By telephone, radio or other electronic means.

Section V: Operating Rules

9.210 APPLICABILITY

This section prescribes the operating rules applicable to a certified ATO and operating a course or training programme curriculum approved in accordance with this Schedule.

9.215 PRIVILEGES

- (a) An FTU Level 2 ATO certificate holder may allow flight simulator instructors to meet recency of experience requirements through the use of a flight simulator or flight training device if that flight simulator or flight training device is used in an approved course.
- (b) The holder of an ATO certificate may advertise and conduct approved pilot training courses in accordance with the certificate and any ratings that it holds.
- (c) A Level 1 FTU may credit towards the curriculum requirements of a course, previous training and pilot experience and knowledge, provided the student meets the prescribed requirements.

(See Appendix 1 to 9.215 for specific transfer credit requirements.)

9.220 LIMITATIONS - ATO

- (a) Each ATO shall -
 - (1) ensure that a flight simulator's or flight training device's freeze, slow motion or repositioning feature is not used during testing or checking; and
 - (2) ensure that a repositioning feature is used during line operational simulation for evaluation and line-oriented flight training only to advance along a flight route to the point where the descent and approach phase of the flight begins.
- (b) When practical testing, flight checking or line operational simulation is being conducted, the Level 2 FTU shall ensure that one of the following occupies each supporting crewmember position -
 - (1) a crewmember qualified as SIC in the aircraft category and class, provided that no flight instructor who is giving instruction may occupy a crewmember position; and
 - (2) a student, provided that no student may be used in a crewmember position with any other student not in the same specific course.
- (c) Maintenance of Personnel, Facilities and Equipment. The holder of an ATO certificate may not provide training to a student who is enrolled in an approved course of training unless each airport, all flight training equipment and each authorized instructor continuously meets the requirements and the standards specified in the certificate holder's training specifications.

- (d) A certified ATO may not require any student to attend classes of instruction more than 8 hours in any day or more than 40 hours in any consecutive 7-day period.

9.225 LIMITATIONS: ENROLLED STUDENTS IN ACTUAL FLIGHT CURRICULA

Each student pilot shall carry the following items on each aircraft used for flight training and solo flights in addition to other documents required by regulations:

- (1) a pre-takeoff and pre-landing checklist; and
- (2) the operator's handbook or AFM for the aircraft if one is furnished by the manufacturer or copies of the operator's handbook must be available to each student using the aircraft.

9.230 LEVEL 1 FTU ENROLMENT DOCUMENTS

- (a) The holder of an FTU Level 1 ATO certificate shall furnish each student upon enrolment with a copy of the following -

- (1) a certificate of enrolment containing :
 - (i) the name of the course in which the student is enrolled; and
 - (ii) the date of that enrolment;
- (2) a copy of the student's training syllabus;
- (3) for pilot students, a copy of the safety procedures and practices that describe:
 - (i) the use of facilities and the operation of its aircraft;
 - (ii) the weather minimums required by the school for dual and solo flights;
 - (iii) the procedures for starting and taxiing aircraft on the ramp;
 - (iv) fire precautions and procedures;
 - (v) redispach procedures after unprogrammed landings, on and off airports;
 - (vi) aircraft discrepancies and deferrals;
 - (vii) securing of aircraft when not in use;
 - (viii) fuel reserves necessary for local and cross-country flights;
 - (ix) avoidance of other aircraft in flight and on the ground;
 - (x) minimum altitude limitations and simulated emergency landing instructions;
 - (xi) a description of and instructions regarding the use of assigned practice areas; and
- (4) the holder of an FTU Level 1 ATO certificate shall maintain a monthly listing of persons enrolled in each training course offered by the ATO.

- (b) Each Level 1 FTU applicant shall ensure that each training course for which it seeks approval meets the minimum curriculum requirements.

(See Appendix 1 to 9.230 for Level 1 training course contents.)

SUBPART E: AIRMEN OTHER THAN FLIGHT CREW

Section I: Airmen Other Than Pilots or Aircraft Maintenance Engineers

9.235 APPLICABILITY

- (a) This Subpart provides an alternative means to accomplish flight training required by the Eighth and Ninth Schedules.
- (b) Certification under this Subpart is not required for training that is -
- (1) approved under the provisions of the Eleventh, Twelfth or Fourteenth Schedules; and
 - (2) conducted under the Eighth Schedule, unless that Schedule requires certification under this Schedule.

9.240 OTHER TRAINING COURSES

- (a) The Authority may approve the following courses of instruction to an applicant for, or holder of an ATO certificate, provided the applicant meets the applicable requirements for:

- (1) operational Control Person;
 - (2) flight engineer;
 - (3) flight attendants;
 - (4) material handlers;
 - (5) ground servicing personnel;
 - (6) load controllers;
 - (7) security personnel; or
 - (8) others approved by the Authority.
- (b) The Authority will approve a course for which the application is made if the ATO, or ATO applicant, shows that the course contains a curriculum that will achieve a level of competency equal to or greater than that required by the applicable Schedules of these Regulations.

(See Appendix 5 to 9.090 for Flight Engineer training course requirements.)

9.245 APPLICATION, DURATION AND RENEWAL

- (a) Application. An ATO proposing to train Operational Control Persons shall submit an application containing -
- (1) instruction in the areas of knowledge and topics;
 - (2) a minimum of 200 total course hours; and
 - (3) an outline of the major topics and subtopics to be covered and the number of hours proposed for each.
- (b) Duration and renewal.
- (1) the authority to operate an aircraft Operational Control Person licensing course expires the first day of the 13th month following issuance of the authority; and
 - (2) the holder of an approval for an aircraft Operational Control Person licensing course shall apply to the Authority for renewal within 30 days prior to the expiration date.
- (c) Instruction.
- (1) the holder of a course approval shall ensure that it maintains an adequate number of instructors who maintain a 12 calendar-month average of at least 80 percent of the graduates of that school passing the practical test on the first attempt.

(See Appendix 1 to 9.250 for course approval requirements.)

Section II: AME Training Courses

9.250 APPLICABILITY

This subpart prescribes the requirements for the establishment of training courses for persons wishing to apply for Aircraft Maintenance Engineer (AME) Licences.

9.255 AME TRAINING COURSES

Two types of courses require the approval of the Authority in order to meet the AME Licensing requirements detailed in the Eighth Schedule - A. These are Basic Aircraft Maintenance training courses and Aircraft Type endorsement courses:

- (1) a Basic Aircraft Maintenance training course provides instruction on the theory of flight, methods of propulsion, description and operation of aircraft and powerplant systems, aircraft construction and repairs, aircraft handling, inspection procedures and maintenance procedures. A general listing of the major topics can be found in Subsection 9.260.
- (2) an Aircraft and Powerplant Type endorsement course provides specific and in-depth information on a particular aircraft type. Instruction covers the aircraft, its powerplants, systems, structure, troubleshooting and maintenance procedures, including engine ground running and system performance checks. The training given is to the ATA 104 Level III standard and satisfactory completion of this course allows the attendee to apply to sit the

examination for the Type Rating on that aircraft as specified in the Eighth Schedule, Subsection 8.535.

9.260 GENERAL CURRICULUM REQUIREMENTS

The major topics that must be included in an aircraft training course in order for that course to be approved include the following:

- (1) Basic Aircraft Maintenance training course topics:
 - (i) mathematics;
 - (ii) aircraft drawings;
 - (iii) mass and balance;
 - (iv) fuels and fuel systems;
 - (v) fluid lines and fittings;
 - (vi) aircraft hardware, materials and processes;
 - (vii) physics;
 - (viii) theory of flight;
 - (ix) Flight controls;
 - (x) rotorcraft;
 - (xi) gliders and balloons;
 - (xii) basic electricity;
 - (xiii) aircraft generators and motors;
 - (xiv) inspection fundamentals;
 - (xv) ground handling, safety and support equipment;
 - (xvi) hand tools and measuring devices;
 - (xvii) aircraft structures;
 - (xviii) assembly and rigging;
 - (xix) aircraft fabric covering;
 - (xx) aircraft painting and finishing;
 - (xxi) aircraft structural repairs;
 - (xxii) aircraft welding;
 - (xxiii) ice and rain protection;
 - (xxiv) hydraulic and pneumatic power systems;
 - (xxv) landing gear systems;
 - (xxvi) fire protection systems;
 - (xxvii) oxygen systems;
 - (xxviii) aircraft electrical systems;
 - (xxix) aircraft instrument systems;
 - (xxx) communications and navigation systems;
 - (xxxi) radar, radio altimeter, collision avoidance and ground proximity systems;
 - (xxxii) aircraft cabin environmental control systems;
 - (xxxiii) water and waste systems;
 - (xxxiv) theory and construction of aircraft engines;
 - (xxxv) induction and exhaust systems;
 - (xxxvi) engine fuel and fuel metering systems;
 - (xxxvii) engine ignition and electrical systems;
 - (xxxviii) engine starting systems;
 - (xxxix) lubrication and cooling systems;
 - (xl) propellers;
 - (xli) engine removal and replacement;
 - (xlii) engine fire protection systems; and
 - (xlili) engine maintenance and operation.
- (2) The major topics that must be included in an Aircraft Type Endorsement course include;

- (i) aircraft dimensions, servicing and ground handling;
- (ii) jacking, levelling and weighing;
- (iii) compartments and equipment location;
- (iv) air conditioning system;
- (v) communications systems;
- (vi) auto flight and flight management;
- (vii) navigation systems;
- (viii) electrical system;
- (ix) equipment and furnishings;
- (x) fire protection;
- (xi) flight controls;
- (xii) fuel system;
- (xiii) hydraulic and pneumatic system;
- (xiv) ice protection system;
- (xv) instruments;
- (xvi) landing gear system;
- (xvii) lights – interior, exterior and warning;
- (xviii) navigation systems;
- (xix) oxygen systems;
- (xx) water and waste systems;
- (xxi) auxiliary power unit;
- (xxii) structures and doors;
- (xxiii) wing, vertical fin and stabilizers;
- (xxiv) engine – structure and components;
- (xxv) engine fuel system;
- (xxvi) engine oil system;
- (xxvii) air bleed system;
- (xxviii) engine fire protection;
- (xxix) engine controls;
- (xxx) exhaust system and thrust reverser;
- (xxxi) engine starting system;
- (xxxii) engine ground running;
- (xxxiii) aircraft systems operational checks and troubleshooting; and
- (xxxiv) emergency procedures.

9.265 AME TRAINING PROGRAMME PROVIDERS

- (a) An AME training course may be provided by an air operator, a maintenance organization or a dedicated training organization, but must first be approved by the Authority in order for students to obtain credit for the course.
- (b) A type endorsement training course must be provided by a manufacturer, a training organization approved by the manufacturer or an air operator using a manufacturer's course as the baseline. In each case, the course must first be approved by the Authority.

9.270 INSTRUCTOR REQUIREMENTS

Instructors delivering an AME training course must have received training as instructors and must produce documentary evidence to the Authority, when requested to do so, that they are so qualified. An AME may be used to teach parts of the course where his experience and training in the specific areas can be demonstrated to the authority to be acceptable.

9.275 ATTENDANCE AND CREDIT FOR PRIOR INSTRUCTION OR EXPERIENCE

- (a) In order to obtain credit for attendance at an aircraft maintenance training course, a student is required to miss no more than 5% of the total hours approved for the course.

- (b) In extenuating circumstances, and provided that the student achieves 80% or better in the examinations, a student may apply to the Authority to obtain credit if through no fault of his/her own up to a maximum of 10% of the hours have been missed.
- (c) With the approval of the Authority, credit for prior training or instruction may be granted, provided that acceptable documentary evidence of such training is provided to the Authority. Each case will be assessed on its own merits and the Authority reserves the right to refuse any or all prior training that was not previously approved by the Authority.

APPENDICES

APPENDIX 1 TO 9.020: APPLICATION FOR ATO CERTIFICATE

Each applicant for an ATO certificate and training specification shall provide to the Authority the following information -

- (1) a statement showing that the minimum qualification requirements for each management position are met or exceeded;
- (2) a statement acknowledging that the applicant must notify the Authority within 10 working days of any change made in the assignment of persons in the required management positions;
- (3) the proposed training specifications requested by the applicant;
- (4) the proposed evaluation authorization;
- (5) a description of the flight training equipment that the applicant proposes to use;
- (6) a description of the applicant's training facilities, equipment and qualifications of personnel to be used;
- (7) a training programme curriculum, including syllabi, outlines, courseware, procedures and documentation to support the required items;
- (8) a description of a recordkeeping system that will identify and document the details of training, and qualification of students and instructors; and
- (9) a description of quality control measures proposed.

APPENDIX 1 TO 9.050: FACILITIES FOR AME COURSES

An applicant for, and holder of, an ATO certificate shall have facilities the Authority determines are appropriate for the maximum number of students expected to be taught at any time, as follows -

- (1) an enclosed classroom;
- (2) suitable facilities arranged to assure proper separation from the working space, for parts, tools, materials, and similar articles;
- (3) suitable area for application of finishing materials, including paint spraying;
- (4) suitable areas equipped with washtank and degreasing equipment with air pressure or other adequate cleaning equipment;
- (5) suitable facilities for running engines;
- (6) suitable area with adequate equipment, including benches, tables, and test equipment, to disassemble, service, and inspect:
 - (i) ignition systems, electrical equipment, and appliances;
 - (ii) carburetors and fuel systems; and
 - (iii) hydraulic and vacuum systems for aircraft, aircraft engines, and their appliances;and
- (7) suitable space with adequate equipment, including tables, benches, stands, and jacks for disassembling, inspecting and rigging aircraft.
- (8) suitable space with adequate equipment for disassembling, inspecting, assembling, troubleshooting, and timing engines.

APPENDIX 1 TO 9.053: CONTENTS OF A TRAINING AND PROCEDURES MANUAL

The training and procedures manual may be issued in separate parts and shall contain at least the following information:

- (1) a general description of the scope of training authorized under the ATO'
- (2) the content of the training programmes offered, including the courseware and equipment to be used;
- (3) a description of the ATO's quality assurance system;
- (4) a description of the ATO's facilities;
- (5) the name, duties and qualification of the Chief Flight Instructor;
- (6) the name, duties and qualification of the Quality Assurance Manager;
- (7) a description of the method used for the completion and retention of the training records for each student and flight instructors;
- (8) a description of the training programme for students and instructors; and
- (9) where a Designated Flight Test Examiner has been appointed by the Authority, a description of the training programme established by the ATO to prepare that person for his/her role.

APPENDIX 1 TO 9.090: TRAINING PROGRAMME – GENERAL

- (a) Each applicant for, and holder of, an FTU ATO certificate shall ensure that each training course contains -
 - (1) a description of each flight simulator or flight training device used for training;
 - (2) a listing of the airports at which training flights originate and a description of the facilities, including pilot briefing areas that are available for use by the ATO's students and personnel at each of those airports;
 - (3) a description of the type of aircraft including any special equipment used for each phase of training;
 - (4) the minimum qualifications and ratings for each instructor assigned to ground or flight training; and
 - (5) a training syllabus that includes—
 - (i) the prerequisites for enrolling in the ground and flight portion of the course that include the pilot licence and rating (if required by this Schedule), training, pilot experience and pilot knowledge;
 - (ii) a detailed description of each lesson, including the lesson's objectives, standards and planned time for completion;
 - (iii) course learning objectives;
 - (iv) stage learning objectives and standards; and
 - (v) a description of the checks and tests to be used to measure learning after each stage of training.
- (b) A Level 1 FTU may -
 - (1) include training in a flight simulator or flight training device, provided it is representative of the aircraft for which the course is approved, meets the requirements of this paragraph and the training is given by an authorized instructor; and
 - (2) permit a student to credit training in a flight simulator that meets the requirements for a maximum of 25 percent of the total flight training hour requirements of the approved course.

APPENDIX 2 TO 9.090: PRIVATE PILOT LICENSING COURSE

- (a) Applicability. This Appendix prescribes the minimum curriculum for a private pilot licensing course with the following ratings -
 - (1) aeroplane single-engine;
 - (2) aeroplane multi-engine;
 - (3) rotorcraft helicopter;
 - (4) rotorcraft gyroplane;
 - (5) powered-lift;
 - (6) glider;
 - (7) lighter-than-air airship; and

- (8) lighter-than-air balloon.
- (b) Eligibility for enrolment. A person shall hold a student pilot licence prior to enrolling in the flight portion of the private pilot licensing course.
- (c) Aeronautical knowledge training.
 - (1) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each approved course includes at least the following hours of ground training on the following aeronautical knowledge areas, appropriate to the aircraft category and class rating:
 - (i) 40 hours for an aeroplane, rotorcraft or powered-lift category rating;
 - (ii) 15 hours for a glider category rating;
 - (iii) 10 hours for a lighter-than-air category with a balloon class rating; and
 - (iv) 35 hours for a lighter-than-air category with an airship class rating.
 - (2) ground training shall include the aeronautical knowledge areas specified in the Eighth Schedule, Subsection 8.190.
- (d) Flight training.
 - (1) each applicant for, and holder of, an ATO certificate with this rating shall include at least the hours of flight training specified in the Eighth Schedule, Subsections 8.195 and 8.205 on the areas of operation listed in paragraphs (d) (2) and (3) of this Appendix, appropriate to the aircraft category and class rating.
 - (2) each approved course shall include flight training in the following areas of operation that are applicable to the aircraft category and class rating -
 - (i) preflight preparation;
 - (ii) preflight procedures;
 - (iii) airport and seaplane base operations;
 - (iv) takeoffs, landings, and go-arounds;
 - (v) performance manoeuvres;
 - (vi) ground reference manoeuvres;
 - (vii) navigation;
 - (viii) slow flight and stalls;
 - (ix) basic instrument manoeuvres;
 - (x) emergency operations;
 - (xi) night operations; and
 - (xii) postflight procedures.
 - (3) in addition, for the specific category and class of aircraft shown, each approved course shall include the applicable flight training in the following areas of operation:
 - (i) for a multiengine aeroplane course -
 - (A) multiengine operations.
 - (ii) for a rotorcraft helicopter course -
 - (A) hovering manoeuvres and autorotations to power recovery and full-on.
 - (iii) for a rotorcraft gyroplane course -
 - (A) flight at slow airspeeds.
 - (iv) for a powered-lift course -
 - (A) hovering manoeuvres.
 - (v) for a glider course -
 - (A) launches/tows, as appropriate and landings;
 - (B) performance speeds; and
 - (C) soaring techniques.
 - (vi) for a lighter-than-air balloon course -

- (A) launches and landings.
- (e) Stage checks and end-of-course tests.
 - (1) each student, to graduate from a private pilot course shall satisfactorily accomplish the stage checks and end-of-course tests, consisting of the applicable areas of operation listed in paragraphs (d) (2) and (3) for the aircraft category and class rating.
 - (2) each student shall demonstrate satisfactory proficiency prior to being endorsed to operate an aircraft in solo flight.

APPENDIX 3 TO 9.090: COMMERCIAL PILOT LICENSING COURSE

- (a) Applicability. This Appendix prescribes the minimum curriculum for a commercial pilot licensing course required under this Schedule, for the following ratings -
 - (1) aeroplane single-engine;
 - (2) aeroplane multi-engine;
 - (3) rotorcraft helicopter;
 - (4) rotorcraft gyroplane;
 - (5) powered-lift;
 - (6) glider;
 - (7) lighter-than-air airship; or
 - (8) lighter-than-air balloon.
- (b) Eligibility for enrolment. Prior to enrolling in the flight portion of the commercial pilot licensing course an applicant shall have:
 - (1) at least a Private Pilot Licence; and
 - (2) have reached his eighteenth birthday.
- (c) Aeronautical knowledge training.
 - (1) each applicant for, and holder of, an ATU Level 1 ATO certificate shall ensure that each course includes at least the following ground training on the applicable aeronautical knowledge areas listed in paragraph (2) -
 - (i) 40 hours for an aeroplane category rating, powered-lift category rating or a lighter-than-air category with an airship class rating;
 - (ii) 40 hours for a rotorcraft category rating;
 - (iii) 20 hours for a glider category rating; or
 - (iv) 20 hours for a lighter-than-air category with a balloon class rating.
 - (2) ground training shall include the aeronautical knowledge areas specified in the Eighth Schedule , Subsection 8.230.
- (d) Flight training.
 - (1) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes at least the following flight training on the applicable areas of operation listed in paragraphs (3) and (4) -
 - (i) 155 hours for an aeroplane, powered-lift or an airship rating;
 - (ii) 105 hours for a rotorcraft rating;
 - (iii) 6 hours for a glider rating; or
 - (iv) 10 hours and 8 training flights for a balloon rating.
 - (2) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes at least the flight training specified in the Eighth Schedule, Subsections 8.235 and 8.240.
 - (3) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes the flight training on the following areas of operation, as applicable:
 - (i) for an aeroplane single-engine course -
 - (A) preflight preparation;
 - (B) preflight procedures;

- (C) airport and seaplane base operations;
 - (D) takeoffs, landings and go-arounds;
 - (E) performance manoeuvres;
 - (F) navigation;
 - (G) slow flight and stalls;
 - (H) emergency operations;
 - (I) high-altitude operations; and
 - (J) postflight procedures.
- (4) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course for the following category and class ratings includes flight training on the applicable areas of operation as set out below, and as found in the appropriate Flight Test Guide:
- (i) for an aeroplane multiengine course -
 - (A) multiengine operations.
 - (ii) for a rotorcraft helicopter course -
 - (A) hovering manoeuvres;
 - (B) flight manoeuvres;
 - (C) emergency procedures to include full-on and power recovery autorotations; and
 - (D) special operations.
 - (iii) for a rotorcraft gyroplane course -
 - (A) flight at slow airspeeds.
 - (iv) for a powered-lift course -
 - (A) hovering manoeuvres; and
 - (B) special operations.
 - (v) for a glider course -
 - (A) launches/tows, as appropriate and landings; and
 - (B) soaring techniques.
 - (vi) for a lighter-than-air airship course -
 - (A) fundamentals of instructing;
 - (B) technical subjects; and
 - (C) preflight lessons on a manoeuvre to be performed in flight.
 - (vii) for a lighter-than-air balloon course -
 - (A) fundamentals of instructing;
 - (B) technical subjects;
 - (C) preflight lesson on a manoeuvre to be performed in flight; and
 - (D) launches and landings.
- (e) Stage checks and end-of-course tests.
- (1) each student to graduate from a commercial pilot course shall satisfactorily accomplish the stage checks and end-of-course tests consisting of the applicable areas of operation listed in paragraphs (d) (3) and (4).
 - (2) each student shall demonstrate satisfactory proficiency prior to being endorsed to operate an aircraft in solo flight.

APPENDIX 4 TO 9.090: INSTRUMENT RATING (IR) COURSE

- (a) Applicability. This Appendix prescribes the minimum curriculum for an instrument rating course and additional instrument rating course required under this Schedule for the following ratings -
 - (1) Instrument - Aeroplane;

- (2) Instrument - Helicopter; and
 - (3) Instrument - Powered-lift.
- (b) Eligibility for enrolment. A person shall hold at least a Private Pilot Licence with an aircraft category and class rating appropriate to the IR for which the course applies prior to enrolling in the flight portion of the instrument rating course.
- (c) Aeronautical knowledge training.
- (1) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each approved course includes at least the following hours of ground training on the aeronautical knowledge areas appropriate to the IR sought -
 - (i) 30 hours for an IR rating; or
 - (ii) 20 hours for an additional IR.
 - (2) ground training shall include the aeronautical knowledge areas specified in the Eighth Schedule, Subsection 8.145.
- (d) Flight Training.
- (1) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes at least the following hours of flight training on the applicable areas of operation listed in paragraph (3) and the appropriate Flight Test Guide -
 - (i) 40 hours for an initial IR of which not more than 20 hours may be instrument ground time; or
 - (ii) 30 hours for an additional IR of which not more than 15 hours may be instrument ground time.
 - (2) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes the flight training specified in the Eighth Schedule, Subsection 8.145.
 - (3) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes the flight training on the applicable areas of operation listed in this paragraph appropriate to the instrument aircraft category and class rating -
 - (i) preflight preparation;
 - (ii) preflight procedures;
 - (iii) air traffic control clearances and procedures;
 - (iv) flight by reference to instruments;
 - (v) navigation systems;
 - (vi) instrument approach procedures;
 - (vii) emergency operations; and
 - (viii) postflight procedures.
- (e) Stage checks and end-of-course tests.
- (1) each student, to graduate from an IR course shall satisfactorily accomplish the stage checks and end-of-course tests, consisting of the areas of operation listed in paragraph (d) (3) that are appropriate to the aircraft category and class rating.

Appendix 5 to 9.090: Airline Transport Pilot Licensing Course

- (a) Applicability. This Appendix prescribes the minimum curriculum for an airline transport pilot licensing course under this Schedule, for the following ratings:
- (1) aeroplane multi-engine;
 - (2) helicopter multi-engine; or
- (b) Eligibility for enrolment. Prior to enrolling in the flight portion of the airline transport pilot licensing course, a person shall -
- (1) meet the aeronautical experience requirements prescribed in the Eighth Schedule for an Airline Transport Pilot Licence that is appropriate to the aircraft category and class rating for which the course applies;

- (2) hold at least a Commercial Pilot Licence and an IR appropriate to the category and class for which the course applies or be enrolled in an IR course simultaneously with the airline transport licensing course; or
 - (3) meet the military experience requirements to qualify for a Commercial Pilot Licence and an IR, if the person is a rated military pilot or former rated military pilot of the Jamaica Defence Force.
- (c) Aeronautical knowledge areas.
- (1) each applicant for, and holder of, an FTU ATO certificate shall ensure that each course includes at least 40 hours of ground training on the applicable aeronautical knowledge areas listed in paragraph (d).
 - (2) each applicant for, and holder of, an FTU ATO certificate shall ensure that ground training includes the aeronautical knowledge areas specified in the Eighth Schedule , Subsection 8.265.
- (d) Flight training.
- (1) each applicant for, and holder of, an FTU ATO certificate shall ensure that each course includes flight training and experience specified in the Eighth Schedule, Subsections 8.270 and 8.275 on the applicable areas of operation listed in paragraph (2).
 - (2) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes flight training on the following areas of operation, as applicable:
 - (i) preflight preparation;
 - (ii) preflight procedures;
 - (iii) takeoff and departure phase;
 - (iv) in-flight manoeuvres;
 - (v) instrument procedures;
 - (vi) landings and approaches to landings;
 - (vii) normal and abnormal procedures;
 - (viii) emergency procedures; and
 - (ix) postflight procedures.
- (e) Stage checks and end-of-course tests.
- (1) each student, to graduate from an airline transport pilot course shall satisfactorily accomplish the stage checks and end-of-course tests, consisting of the areas of operation listed in paragraph (d) that are appropriate to the aircraft category and class rating for which the course applies.

APPENDIX 6 TO 9.090: CLASS 2 FLIGHT INSTRUCTOR RATING COURSE

- (a) Applicability. This Appendix prescribes the minimum curriculum for a Class 2 flight instructor rating course and an additional flight instructor rating course required under this Schedule, for the following ratings -
 - (1) aeroplane single-engine;
 - (2) aeroplane multiengine;
 - (3) rotorcraft helicopter;
 - (4) rotorcraft gyroplane;
 - (5) powered-lift; or
 - (6) Glider category.
- (b) Eligibility for enrolment. A person shall hold the following prior to enrolling in the flight portion of the Class 2 flight instructor or additional flight instructor rating course -
 - (1) a Commercial Pilot Licence or an Airline Transport Pilot Licence with an aircraft category and class rating appropriate to the Flight Instructor rating for which the course applies; and
 - (2) an IR in an aircraft that is appropriate to the aircraft category and class rating for which the course applies, if the course is for a Flight Instructor - Instrument rating.
- (c) Aeronautical knowledge training.

- (1) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes at least the following ground training in the aeronautical knowledge areas listed in paragraph (d) (3) -
 - (i) 40 hours of training if the course is for an initial issuance of an Class 2 Flight Instructor rating; or
 - (ii) 20 hours of training if the course is for an additional flight instructor rating.
 - (2) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that ground training includes the following aeronautical knowledge areas, in addition to those specified in the Eighth Schedule, Subsection 8.310 -
 - (i) the fundamentals of instructing, including:
 - (A) the learning process;
 - (B) elements of effective teaching;
 - (C) student evaluation and testing;
 - (D) course development;
 - (E) lesson planning; and
 - (F) classroom training techniques.
 - (3) a Level 1 FTU may credit a student who satisfactorily completes 2 years of study on the principles of education at a college or university with no more than 20 hours of the training required in paragraph (c) (1).
- (d) Flight training.
- (1) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes flight training on the applicable areas of operation of paragraphs (d) (2) and (d) (3) and that the applicant meets the hourly requirements set out in the Eighth Schedule , Subsection 8.315.
 - (2) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes flight training on the areas of operation set out in the Eighth Schedule , Subsection 8.315, as applicable for each category and class.
 - (3) for the category and class of aircraft shown below, each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes flight training in the following areas of operation, as applicable and in accordance with the appropriate Flight Test Guide:
 - (i) for an aeroplane: multi-engine course -
 - (A) multi-engine operations.
 - (ii) for a rotorcraft: helicopter course -
 - (A) hovering manoeuvres; and
 - (B) special operations to include emergencies and full-on autorotations.
 - (iii) for a rotorcraft: gyroplane course -
 - (A) flight at slow airspeeds.
 - (iv) for a powered-lift course -
 - (A) hovering manoeuvres;
 - (B) transition to wing-borne flight;
 - (C) transition to hover; and
 - (D) special operations.
 - (v) for a glider course:
 - (A) launches, landings, and go-arounds;
 - (B) performance speeds; and
 - (C) soaring techniques.

- (e) Stage checks and end-of-course tests.
 - (1) each student, to graduate from a flight instructor course shall satisfactorily accomplish the stage checks and end-of-course tests, consisting of the applicable areas of operation listed in paragraph (d) of this Appendix and the appropriate Flight Test Guide.
 - (2) a student enrolled in a Flight Instructor-Aeroplane rating or Flight Instructor-Glider rating course shall have -
 - (i) received a logbook endorsement from a Flight Instructor-Aeroplane certifying the student received ground and flight training on stall awareness, spin entry, spins and spin recovery procedures in an aircraft that is certified for spins and that is appropriate to the rating sought; and
 - (ii) demonstrated instructional proficiency in stall awareness, spin entry, spins and spin recovery procedures.
 - (3) a student enrolled in a Flight Instructor-Helicopter rating shall have -
 - (i) received a logbook endorsement from a Flight Instructor-Helicopter certifying that the student received ground and flight training on full-on autorotations and anti-torque failures.
 - (ii) demonstrated instructional proficiency in full-on autorotations and anti-torque failures.

Appendix 7 to 9.090: Flight Instructor Instrument Teaching Course

- (a) Applicability. This Appendix prescribes the minimum curriculum for a flight instructor instrument teaching course required under this Schedule, for the following endorsements -
 - (1) Flight Instructor Instrument Instruction - Aeroplane;
 - (2) Flight Instructor Instrument Instruction - Helicopter; and
 - (3) Flight Instructor Instrument Instruction - Powered-lift aircraft.
- (b) Eligibility for enrolment. A pilot shall hold, prior to enrolling in the flight portion of the course:
 - (1) a Commercial Pilot Licence or Airline Transport Pilot Licence with a category and class instructor rating appropriate to the rating sought; and
 - (2) for Commercial Pilot Licence holders, also, an IR that is appropriate to the rating sought.
- (c) Aeronautical knowledge training.
 - (1) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes at least 15 hours of ground training on the applicable aeronautical knowledge areas listed in paragraph (c) (2).
 - (2) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes ground training on the following aeronautical knowledge areas -
 - (i) the fundamentals of instructing including:
 - (A) learning process;
 - (B) elements of effective teaching;
 - (C) student evaluation and testing;
 - (D) course development;
 - (E) lesson planning; and
 - (F) classroom training techniques.
 - (ii) the aeronautical knowledge areas required for the IR that is appropriate to the category and class of aircraft.
- (d) Flight training.
 - (1) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes at least 5 hours of flight training in the applicable areas of operation of paragraph (b).

- (2) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course for the Flight Instructor-Instrument teaching endorsement includes flight training on the following areas of operation in paragraph (2) -
 - (i) fundamentals of instructing;
 - (ii) technical subject areas;
 - (iii) preflight preparation;
 - (iv) preflight lesson on a manoeuvre to be performed in flight;
 - (v) air traffic control clearances and procedures;
 - (vi) flight by reference to instruments;
 - (vii) navigation systems;
 - (viii) instrument approach procedures;
 - (ix) emergency operations; and
 - (x) postflight procedures.
- (e) Stage checks and end-of-course tests.
 - (1) each student, to graduate from a flight instructor instrument teaching course shall satisfactorily accomplish the stage checks and end-of-course tests, consisting of the applicable areas of operation listed in paragraph (d).

Appendix 8 to 9.090: Additional Aircraft Category or Class Rating Course

- (a) Applicability. This Appendix prescribes the minimum curriculum for an additional aircraft category rating course or an additional aircraft class rating course required under this Schedule, for the following ratings -
 - (1) aeroplane single-engine;
 - (2) aeroplane multi-engine;
 - (3) rotorcraft helicopter;
 - (4) rotorcraft gyroplane;
 - (5) powered-lift;
 - (6) glider;
 - (7) lighter-than-air airship; and
 - (8) lighter-than-air balloon.
- (b) Eligibility for enrolment. A person shall hold the level of pilot licence for the additional aircraft category and class rating for which the course applies prior to enrolling in the flight portion of an additional aircraft category or additional aircraft class rating course.
- (c) Aeronautical knowledge training. Each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course for an additional category rating and additional class rating includes the total number of hours of training in all the aeronautical knowledge areas appropriate to the aircraft rating and pilot licence level sought and as set out in the Eighth Schedule (if applicable).
- (d) Flight training. Each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course for an additional aircraft category rating or additional aircraft class includes the total number of hours of flight training on all of the areas of operation appropriate to the aircraft rating and pilot licence level for which the course applies and as set out in the Eighth Schedule (if applicable).
- (e) Stage checks and end-of-course tests.
 - (1) each student to graduate from an additional aircraft category rating course or an additional aircraft class rating course shall satisfactorily accomplish the stage checks and end-of-course tests, consisting of the applicable areas of operation in this appendix; and
 - (2) each student shall demonstrate satisfactory proficiency prior to being endorsed to operate an aircraft in solo flight.

APPENDIX 9 TO 9.090: AIRCRAFT TYPE RATING COURSE

- (a) Applicability. This Appendix prescribes the minimum FTU curriculum for an aircraft type rating course for -
 - (1) a type rating in an aeroplane category: single-engine class;
 - (2) a type rating in an aeroplane category: multi-engine class;
 - (3) a type rating in a rotorcraft category: helicopter class;
 - (4) a type rating in a powered-lift category; or
 - (5) other aircraft type ratings specified by the Authority through the aircraft type certificate procedures.
- (b) Eligibility for enrolment.
 - (1) prior to enrolling in the flight portion of an aircraft type rating course a person shall hold at least a Private Pilot Licence with a minimum of 200 hours flight time in the aircraft category for which the rating is sought.
- (c) Aeronautical knowledge training.
 - (1) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes at least the number of hours of ground training on the applicable aeronautical knowledge areas listed in paragraph (2) and the Eighth Schedule, Subsection 8.160 (3).
 - (2) each applicant for, and holder of, an FTU ATO certificate shall ensure that ground training includes the following aeronautical areas -
 - (i) subjects requiring a practical knowledge of the aircraft type and its powerplant, systems, components and operational and performance factors;
 - (ii) the aircraft's normal, abnormal and emergency procedures, and the operations and limitations relating thereto;
 - (iii) appropriate provisions of the approved aircraft's flight manual;
 - (iv) location of and purpose of inspecting each item on the aircraft's checklist that relate to the exterior and interior preflight; and
 - (v) use of the aircraft's prestart checklist, appropriate control system checks, starting procedures, radio and electronic equipment checks and the selection of proper navigation and communication radio facilities and frequencies.
- (d) Flight training.
 - (1) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each course includes at least:
 - (i) flight training on the applicable areas of operation of paragraph (2) in the aircraft type for which the course applies as approved by the Authority.
 - (2) each applicant for, and holder of, an FTU Level 1 ATO certificate shall ensure that each type rating course includes the flight training on the following areas of operation -
 - (i) preflight preparation;
 - (ii) preflight procedures;
 - (iii) takeoff and departure phase;
 - (iv) in-flight manoeuvres;
 - (v) instrument procedures;
 - (vi) landings and approaches to landings;
 - (vii) normal and abnormal procedures;
 - (viii) emergency procedures; and
 - (ix) postflight procedures.
- (e) Stage checks and end-of-course tests. Each student, to graduate from an aircraft type rating course shall satisfactorily accomplish the stage checks and end-of-course tests, consisting of the applicable areas of operation for the airline transport pilot licence.

APPENDIX 10 TO 9.090: SPECIAL PREPARATION COURSES

- (a) Applicability. This Appendix prescribes the minimum curriculum for certain special preparation courses.
- (b) Eligibility for enrolment. Prior to enrolling in the flight portion of a special preparation course, a person shall hold a pilot licence, or Flight Instructor rating that is appropriate for the exercise of the operating privileges or authorizations sought.
- (c) General requirements.
 - (1) to be approved, an applicant for a special preparation course shall present to the Authority a proposal that -
 - (i) meets the appropriate requirements of this Appendix;
 - (ii) Prepares the graduate with the necessary skills, competency and proficiency to exercise safely the privileges of the certificate, rating or authorization for which the course is established; and
 - (iii) Includes ground and flight training on the operating privileges or authorization sought.
- (d) Stage check and end-of-course tests.
 - (1) each person, to graduate from a special preparation course shall satisfactorily accomplish the stage checks and end-of-course tests, consisting of the areas of operation that are appropriate to the operating privileges or authorization sought, and for which the course applies.
- (e) Pilot refresher course.
 - (1) each applicant for, and holder of, a special preparation pilot refresher course for a pilot licence, aircraft category and class rating or an IR shall include at least the following:
 - (i) 5 hours of aeronautical knowledge training on:
 - (A) the aeronautical knowledge areas that are applicable to the level of pilot licence, category rating, class rating, or instrument rating sought;
 - (B) safe piloting operating practices and procedures; and
 - (C) applicable provisions of the Eighth and Ninth Schedules.
 - (ii) 4 hours of flight training on the areas of operation that are applicable to the level of pilot licence, aircraft category and class rating or instrument rating, as appropriate, for performing PIC duties and responsibilities.
- (f) Flight Instructor refresher course.
 - (1) each applicant for, and holder of, a special preparation flight instructor refresher course shall include at least 20 hours of aeronautical knowledge training and 2 hours of flight training on the following:
 - (i) aeronautical knowledge training on:
 - (A) the aeronautical knowledge areas that apply to student, private and commercial pilot licences and instrument ratings;
 - (B) the aeronautical knowledge areas that apply to the flight instructor rating;
 - (C) safe piloting operating practices and procedures, including airport operations and operating in the Jamaica Airspace System; and
 - (D) applicable provisions of the Eighth and Ninth Schedules.
 - (ii) flight training, to review:
 - (A) the areas of operations applicable to student, private and commercial pilot licences and instrument ratings; and
 - (B) the skills, competency and proficiency for performing flight instructor duties and responsibilities.

APPENDIX 11 TO 9.090: PILOT GROUND SCHOOL COURSE

- (a) Applicability. This Appendix prescribes the minimum curriculum for a pilot ground school course.
- (b) General requirements. Each applicant for, and holder of, an approved training course for a pilot ground school shall include training on the aeronautical knowledge areas that are:
 - (1) needed to safely exercise the privileges of the certificate, rating or authorization for which the course is established; and
 - (2) conducted to develop competency, proficiency, resourcefulness, self-confidence and self-reliance in each student.
- (c) Aeronautical knowledge training requirements. Each applicant for, and holder of, an approved pilot ground school course shall include:
 - (1) the aeronautical knowledge training that is appropriate to the aircraft rating and pilot licence level for which the course applies; and
 - (2) an adequate number of total aeronautical knowledge training hours appropriate to the aircraft rating and pilot licence level for which the course applies.
- (d) Stage checks and end-of-course tests. Each person, to graduate from a pilot ground school course shall satisfactorily accomplish the stage checks and end-of-course tests, consisting of the areas of operation that are appropriate to the operating privileges or authorisation that graduation from the course will permit.

APPENDIX 12 TO 9.090: FLIGHT ENGINEER COURSE

- (a) Each flight engineer training course holder shall comply with the following:
 - (1) training course outline:
 - (i) format. An applicant shall prepare separate course outlines for each type of aeroplane;
 - (ii) ground course outline;
 - (iii) the Authority will accept any arrangement of subjects if all the subject material listed here is included and at least the minimum programmed hours are assigned to each subject;
 - (iv) if any flight engineer training course holder desires to include additional subjects in the ground course curriculum, the hours allotted these additional subjects may not be included in the minimum programmed classroom hours; and
 - (v) all subjects, except *Theory of Flight and Aerodynamics* and *Regulations*, shall apply to the same type of aeroplane in which the flight engineer training course holder presents training.

Subject Area		Classroom Hours
Civil Aviation Regulations		10
Theory of Flight and Aerodynamics		10
Aeroplane Familiarization, to include, as applicable:	Specifications Construction features Flight controls Hydraulic systems Pneumatic systems Electrical systems Anti-icing and de-icing systems Pressurization and air-conditioning systems Vacuum systems Pilot static systems Instrument systems Fuel and oil systems Emergency equipment	90
Engine Familiarization, to include, as applicable:	Specifications Construction features Lubrication Ignition Fuel systems Accessories Propellers Instrumentation Emergency equipment	45
Normal Operations (Ground and Flight), to include, as appropriate	Servicing methods and procedures Operation of all the aeroplane systems Operation of all the engine systems Loading and center of gravity computations Cruise control (normal, long range, maximum endurance) Power and fuel computation Meteorology as applicable to engine operation	50
Emergency Operations, to include	Landing gear, brakes, flaps, speed brakes, and leading edge devices Pressurization and air-conditioning Portable fire extinguishers Fuselage fire and smoke control Loss of electrical power Engine fire control Engine shut-down and restart Oxygen	80
Total (exclusive of final tests)		235

(2) flight course outline:

- (i) the flight training curriculum shall include at least 10 hours of flight instruction in an aeroplane. A student may not credit the flight time required for the practical test as part of the required flight instruction.
- (ii) the flight engineer training course holder shall present all of the flight training in the same type aircraft.
- (iii) as appropriate to the aircraft type, the flight engineer training course holder shall teach the following subjects in the flight training course:

Subject Area	
Normal Duties, Procedures And Operations	To include as appropriate— Aeroplane preflight. Engine starting, power checks, pretakeoff, postlanding and shut-down procedures. Power control. Temperature control. Engine operation analysis. Operation of all systems. Fuel management. Logbook entries. Pressurization and air conditioning.
Recognition And Correction Of In-Flight Malfunctions	Analysis of abnormal engine operation. Analysis of abnormal operation of all systems. Corrective action.
Emergency Operations In Flight	Engine fire control. Fuselage fire control. Smoke control. Loss of power or pressure in each system. Engine overspeed. Fuel dumping. Landing gear, spoilers, speed brakes, and flap extension and retraction. Engine shut-down and restart. Use of oxygen.

- (iv) the Authority may allow the ATO to teach the flight training time in a flight simulator.
 - (v) to obtain credit for flight training time in a flight simulator, the student shall occupy the flight engineer station and operate the controls.
- (b) Revisions. Each flight engineer training course holder shall request revisions of the course outlines, facilities or equipment by following the procedures for original approval of the course.
- (c) Ground school credits.
- (1) a flight engineer training course holder may grant credit to a student in the ground school course for comparable previous training or experience that the student can show by written evidence;
 - (2) a flight engineer training course holder shall meet the quality of instruction described in this Appendix;
 - (3) before granting credit for previous training or experience, the flight engineer training course holder shall ensure that the student passes a test given by the flight engineer training course holder on the subject for which the credit is to be given; and
 - (4) the flight engineer training course holder shall incorporate results of the test, the basis for credit allowance and the hours credited as part of the student's records.
- (d) Records and reports.
- (1) the flight engineer training course holder shall maintain for at least two years after a student graduates, fails or drops from a course, a record of the student's training, including a chronological log of the subject course, attendance examinations and grades.
 - (2) except as provided in paragraph (3), the flight engineer training course holder shall submit to the Authority, not later than January 31 of each year, a report for the previous calendar year's training, to include -
 - (i) name, enrolment and graduation date of each student;
 - (ii) ground school hours and grades of each student;
 - (iii) flight and flight simulator hours and grades of each student; and

- (iv) names of students who failed, withdrew or had their training ceased, together with their school grades and reasons for withdrawing or having their training ceased.
- (3) upon request, the Authority may waive the reporting requirements of subparagraph (2) of this paragraph for an approved flight engineer course that is part of an approved training course under the Twelfth Schedule.
- (e) Quality of instruction.
 - (1) the Authority shall revoke approval of a flight engineer training course holder's ground course whenever less than 80 percent of the students pass the Authority knowledge test on the first attempt.
 - (2) the Authority shall revoke approval of a flight engineer training course holder's flight course whenever less than 80 percent of the student's pass the Authority practical test on the first attempt.
 - (3) notwithstanding paragraphs (1) and (2), the Authority may allow continued approval of a ground or flight course when the Authority finds -
 - (i) that the failure rate was based on less than a representative number of students; or
 - (ii) that the flight engineer training course holder has taken satisfactory means to improve the effectiveness of the training.
- (f) Time limitation. Each student shall apply for the written test and the flight test within 90 days after completing the ground school course.
- (g) Statement of course completion.
 - (1) each flight engineer training course holder shall give to each student who successfully completes an approved flight engineer ground school training course and passes the Authority knowledge test, a statement of successful completion of the course that indicates the date of training, the type of aeroplane on which the ground course training was based and the number of hours received in the ground school course.
 - (2) each flight engineer training course holder shall give each student who successfully completes an approved flight engineer flight course and passed the Authority practical test, a statement of successful completion of the flight course that indicates the dates of the training, the type of aeroplane used in the flight course and the number of hours received in the flight course.
 - (3) a flight engineer training course holder who is approved to conduct both the ground course and the flight course may include both courses in a single statement of course completion if the provisions of paragraphs (1) and (2) of this Subsection are included.
 - (4) the requirements of this paragraph do not apply to an AOC holder with an approved training course under the Twelfth Schedule , providing the student receives a Flight Engineer Licence upon completion of that course.
- (h) Duration. Except for a course operated as part of an approved training course under of the Twelfth Schedule, the approval to operate a flight engineer ground course or flight course terminates 24 months after the last day of the month of issue.

APPENDIX 1 TO 9.115: AIRPORT REQUIREMENTS

Each applicant for, and holder of, an FTU Level 1 ATO certificate shall show that the airport at which training flights originate has the following.

- (1) at least one runway or takeoff area that allows training aircraft to make a normal takeoff and landing at the aircraft's maximum certified takeoff gross weight under the following conditions:
 - (i) wind not more than 5 knots;
 - (ii) temperatures equal to the mean high temperature for the hottest month of the year in the operating area;
 - (iii) if applicable, with the powerplant operation, and landing gear and flap operation recommended by the manufacturer; and

- (iv) in the case of a takeoff:
 - (A) with smooth transition from liftoff to the best rate of climb speed without exceptional piloting skills or techniques; and
 - (B) clearing all obstacles in the takeoff flight path by at least 50 feet.
- (2) a wind direction indicator that is visible from the end of each runway at ground level; and
- (3) permanent runway lights if that airport is to be used for night training flights.

APPENDIX 1 TO 9.165: LEVEL 2 FTU INSTRUCTOR TRAINING AND TESTING REQUIREMENTS

- (a) Prior to initial designation, each flight and simulator flight instructor shall complete the following requirements -
 - (1) complete at least 10 hours of ground training on the following subject matter -
 - (i) instruction methods and techniques;
 - (ii) training policies and procedures;
 - (iii) the fundamental principles of the learning process;
 - (iv) elements of effective teaching, instruction methods and techniques;
 - (v) the fundamental principles of the learning process;
 - (vi) instructor duties, privileges, responsibilities, and limitations;
 - (vii) proper operation of simulation controls and systems;
 - (viii) proper operation of environmental control and warning or caution panels;
 - (ix) limitations of simulation;
 - (x) minimum equipment requirements for each curriculum;
 - (xi) revisions to the training courses;
 - (xii) student evaluation; and
 - (xiii) crew resource management and crew co-ordination.
 - (2) satisfactorily complete a knowledge test -
 - (i) on the subjects specified in paragraph (a) (1); and
 - (ii) that is accepted by the Authority as being of equivalent difficulty, complexity and scope as the tests provided by the Authority for the flight instructor and instrument flight instructor knowledge tests.
- (b) Each certificate holder shall ensure that each instructor who instructs in a flight simulator that the Authority has approved for all training and all testing for the airline transport pilot licensing test, aircraft Type Rating test or both and has met at least one of the following requirements -
 - (1) each instructor shall have performed 2 hours in flight, including three takeoffs and three landings as the sole manipulator of the controls of an aircraft of the same category and class, and, if a type rating is required, of the same type replicated by the approved flight simulator in which that instructor is designated to instruct; or
 - (2) each instructor shall have participated in an approved line-observation programme, that:
 - (i) was accomplished in the same aeroplane type as the aeroplane represented by the flight simulator in which that instructor is designated to instruct; and
 - (ii) included line-oriented flight training of at least 1 hour of flight during which the instructor was the sole manipulator of the controls in a flight simulator that replicated the same type aircraft for which that instructor is designated to instruct.

APPENDIX 1 TO 9.180: CHIEF FLIGHT INSTRUCTOR QUALIFICATIONS

- (a) Each FTU shall designate a CFI for a flight training course who shall meet the following requirements-
 - (1) hold a Commercial or higher Pilot Licence and except for a CFI for a training course solely for a lighter-than-air rating, a current Flight Instructor rating with appropriate aircraft category, class and instrument ratings for the category and class of aircraft used in the course;
 - (2) meet the prescribed PIC recent flight experience requirements; and

- (3) pass a knowledge test on:
 - (i) teaching methods;
 - (ii) applicable provisions of the Jamaica-provided aeronautical information publications;
 - (iii) applicable provisions of the Seventh, Eighth and Ninth Schedules; and
 - (iv) the objectives and approved course completion standards of the course for which the person seeks to obtain designation;
- (4) pass a proficiency test on instructional skills and ability to train students on the flight procedures and manoeuvres appropriate to the course.
- (b) Except for a training course for gliders, balloons or airships, the CFI shall meet the applicable requirements in paragraphs (c), (d) and (e).
- (c) For a training course for a Private Pilot Licence or a rating, a CFI shall have—
 - (1) at least 1,000 hours as PIC; and
 - (2) primary flight training experience as a Flight Instructor or an instructor in a military pilot flight training programme or a combination thereof, consisting of at least 2 years and at least 500 hours of light instruction.
- (d) For a training course for an IR, a CFI shall have -
 - (1) at least 100 hours of flight time under actual or simulated instrument conditions;
 - (2) at least 1,000 hours as PIC; and
 - (3) Instrument flight instructor experience as a Flight Instructor-Instrument or an instructor in a military pilot flight training programme, or a combination thereof, consisting of at least:
 - (i) 2 years and a total of 500 flight hours; or
 - (ii) 400 flight hours of instrument flight instruction.
- (e) For a training course for other than a Private Pilot Licence or rating, or an IR, a CFI shall have:
 - (1) at least 2,000 hours as PIC; and
 - (2) flight training experience as a Flight Instructor or an instructor in a military pilot flight training programme, or a combination thereof, consisting of at least 3 years and a total of 1,000 flight hours.
- (f) A CFI for a training course for gliders or balloons is required to have only 40 percent of the hours required in paragraphs (c) and (e).
- (g) A CFI for a training course for airships is required to have only 40 percent of the hours required in paragraphs (c), (d), and (e).

APPENDIX 1 TO 9.185: LEVEL 1 FTU ASSISTANT CHIEF FLIGHT INSTRUCTOR QUALIFICATIONS

- (a) To be eligible for designation as an A/CFI, a person shall meet the following requirements.
 - (1) hold a Commercial or higher Pilot Licence and, except for the A/CFI for a training course for a lighter-than-air rating, a current Flight Instructor rating with appropriate aircraft category, class and IR for the category and class of aircraft used in the course;
 - (2) meet the PIC recent flight experience requirements;
 - (3) pass a proficiency test on the flight procedures and manoeuvres appropriate to that course; and
 - (4) meet the applicable requirements in paragraphs (b), (c), and (d), except that an A/CFI for a training course for gliders, balloons or airships is required to have only 40 percent of the hours required in paragraphs (b) and (c).
- (b) For a training course for a private pilot licence or rating, an A/CFI shall have -
 - (1) at least 500 hours as PIC; and
 - (2) flight training experience as a licensed Flight Instructor or an instructor in a military pilot flight training programme, or a combination thereof, consisting of at least 1 year and a total of 250 flight hours.
- (c) For a training course for an IR, an A/CFI shall have -

- (1) at least 50 hours of flight time under actual or simulated instrument conditions;
 - (2) at least 500 hours as PIC; and
 - (3) instrument flight instructor experience as a Flight Instructor-Instrument or an instructor in a military pilot flight training programme or a combination thereof, consisting of at least 1 year and a total of 125 flight hours;
- (d) For a training course other than for a Private Pilot Licence or rating, or an IR, an A/CFI shall have -
- (1) at least 1,000 hours as PIC; and
 - (2) flight training experience as a licensed flight instructor or an instructor in a military pilot flight training programme, or a combination thereof, consisting of at least 1½ years and a total of 500 flight hours; and
- (e) To be eligible for designation as an A/CFI for a ground school course, a person shall have 6 months of experience as a ground school instructor at a certified FTU Level 1 ATO.

APPENDIX 1 TO 9.215: TRANSFER PRIVILEGES

- (a) A Level 1 FTU receiving a student from another Level 1 FTU may credit that pilot's previous experience towards the curriculum requirements of a course subject to the following conditions-
- (1) if the credit is based upon the prescribed requirements of this Schedule, the gaining FTU may credit that student not more than 50 percent of the curriculum requirements; and
 - (2) if the credit is not based upon this Schedule, the gaining FTU may credit that student not more than 25 percent of the curriculum requirements.

(Note: The receiving FTU shall determine the amount of course credit to be credited under paragraph (1) or paragraph (2), based on a proficiency test or knowledge test, or both, of the student.)

- (b) The receiving FTU may grant credit for training specified in paragraph (a) (1) or paragraph (2) only if the previous provider of the training has certified the kind and amount of training provided, and the result of each stage check and end-of-course test, if applicable, was given to the student.
- (c) An AME training course holder may evaluate and grant credit for an entrant's previous training provided:
- (1) the AME training course holder determines that the training is verifiable and comparable to portions of the training programme.
 - (2) the individual requesting credit passes an examination given by the AME training course holder, which is equivalent to those examinations given by the AME training course holder for the same subject in the training programme.

APPENDIX 1 TO 9.260: AME AIRFRAME AND/OR POWERPLANT RATING

- (a) Curriculum Requirements
- (1) Section A – General Curriculum Subjects. [Reserved]
 - (2) Section B – Airframe Curriculum Subjects. [Reserved]
 - (3) Section C – Powerplant Curriculum Subjects. [Reserved]