



TRAINING MANUAL

PART 1

GLOBAL AIR SERVICES



GR-FTO-002

Table of Contents

LIST OF EFFECTIVE PAGES	7
0 GENERAL DESCRIPTION	9
0.1 INTRODUCTION	9
0.1.1 <i>Global Air Services Overview</i>	9
0.1.2 <i>Global Air Services Fleet</i>	9
0.1.3 <i>Global Air Services Training Courses</i>	10
0.2 THE TRAINING MANUAL	11
0.2.1 <i>Contents</i>	11
0.2.2 <i>System of Amendments and Revisions</i>	11
0.2.3 <i>Record of revision</i>	12
0.2.4 <i>Distribution List</i>	13
1 THE TRAINING PLAN	14
1.1 ATPL(A) INTEGRATED COURSE	14
1.1.1 <i>The aim of the course</i>	14
1.1.2 <i>Pre-entry requirements</i>	14
1.1.3 <i>Credits for previous experience</i>	14
1.1.4 <i>Training Syllabus</i>	14
1.1.4.1 Theoretical Knowledge Course.....	15
1.1.4.2 Flying Training	16
1.1.5 <i>The time scale and scale in weeks</i>	18
1.1.6 <i>Training programme</i>	18
1.1.6.1 General arrangements for flying, ground and synthetic flight training.	18
1.1.6.2 Bad weather constraints.....	19
1.1.6.3 Constraints in terms of maximum student training times	20
1.1.7 <i>Training records</i>	20
1.1.8 <i>Safety training</i>	21
1.1.9 <i>Tests and examinations</i>	24
1.1.9.1 Theoretical Training	24
1.1.9.2 Flight Training	24
1.1.10 <i>Training effectiveness</i>	24
1.1.11 <i>Standards and Level of performance at various stages</i>	25
1.1.11.1 Phase 1 Completion Standards	25
1.1.11.2 Phase 2 Completion Standards	26
1.1.11.3 Phase 3 Completion Standards	26
1.1.11.4 Phase 4 Completion Standards	26
1.1.11.5 Phase 5 Completion Standards	26
1.2 CPL/IR(A) INTEGRATED COURSE.....	28
1.2.1 <i>The aim of the course</i>	28
1.2.2 <i>Pre-entry requirements</i>	28
1.2.3 <i>Credits for previous experience</i>	28
1.2.4 <i>Training Syllabus</i>	28
1.2.4.1 Theoretical Knowledge Course.....	29
1.2.4.2 Flying Training	29
1.2.5 <i>The time scale and scale in weeks</i>	31
1.2.6 <i>Training programme</i>	32
1.2.6.1 General arrangements for flying, ground and synthetic flight training.	32
1.2.6.2 Bad weather constraints.....	32
1.2.6.3 Constraints in terms of maximum student training times	33
1.2.7 <i>Training records</i>	34
1.2.8 <i>Safety training</i>	35
1.2.9 <i>Tests and examinations</i>	37
1.2.9.1 Theoretical Training.....	37

1.2.9.2	Flight Training	37
1.2.10	<i>Training effectiveness</i>	37
1.2.11	<i>Standards and Level of performance at various stages</i>	38
1.2.11.1	Phase 1 Completion Standards	38
1.2.11.2	Phase 2 Completion Standards	39
1.2.11.3	Phase 3 Completion Standards	39
1.2.11.4	Phase 4 Completion Standards	39
1.3	CPL(A) INTEGRATED COURSE	40
1.3.1	<i>The aim of the course</i>	40
1.3.2	<i>Pre-entry requirements</i>	40
1.3.3	<i>Credits for previous experience</i>	40
1.3.4	<i>Training Syllabus</i>	40
1.3.4.1	Theoretical Knowledge Course.....	41
1.3.4.2	Flying Training	41
1.3.5	<i>The time scale and scale in weeks</i>	43
1.3.6	<i>Training programme</i>	43
1.3.6.1	General arrangements for flying, ground and synthetic flight training.	43
1.3.6.2	Bad weather constraints.....	44
1.3.6.3	Constraints in terms of maximum student training times.....	45
1.3.7	<i>Training records</i>	45
1.3.8	<i>Safety training</i>	45
1.3.9	<i>Tests and examinations</i>	48
1.3.9.1	Theoretical Training.....	48
1.3.9.2	Flight Training	48
1.3.10	<i>Training effectiveness</i>	48
1.3.11	<i>Standards and Level of performance at various stages</i>	49
1.3.11.1	Phase 1 Completion Standards	49
1.3.11.2	Phase 2 Completion Standards	49
1.3.11.3	Phase 3 Completion Standards	50
1.3.11.4	Phase 4 Completion Standards	50
1.4	CPL(A) MODULAR COURSE.....	51
1.4.1	<i>The aim of the course</i>	51
1.4.2	<i>Pre-entry requirements</i>	51
1.4.3	<i>Credits for previous experience</i>	52
1.4.4	<i>Training Syllabus</i>	52
1.4.4.1	Theoretical Knowledge Course.....	53
1.4.4.2	Distance Learning Course.....	53
1.4.4.3	Flying Training	54
1.4.5	<i>The time scale and scale in weeks</i>	55
1.4.6	<i>Training programme</i>	55
1.4.6.1	General arrangements for flying, ground and synthetic flight training.	55
1.4.6.2	Bad weather constraints.....	56
1.4.6.3	Constraints in terms of maximum student training times.....	56
1.4.7	<i>Training records</i>	56
1.4.8	<i>Safety training</i>	57
1.4.9	<i>Tests and examinations</i>	58
1.4.9.1	Theoretical Training	58
1.4.9.2	Flight Training	59
1.4.10	<i>Training effectiveness</i>	59
1.4.11	<i>Standards and Level of performance at various stages</i>	60
1.5	ATPL(A) MODULAR COURSE.....	61
1.5.1	<i>The aim of the course</i>	61
1.5.2	<i>Pre-entry requirements</i>	61
1.5.3	<i>Credits for previous experience</i>	61
1.5.4	<i>Training Syllabus</i>	62
1.5.4.1	Theoretical Knowledge Course.....	62
1.5.4.2	Distance learning.....	62

1.5.4.3	Flying Training	63
	Not Applicable to ATPL (A) modular course	63
1.5.5	<i>The time scale and scale in weeks</i>	63
1.5.6	<i>Training programme</i>	63
1.5.6.1	General arrangements for ground training.....	63
1.5.6.2	Bad weather constraints.....	63
	Not Applicable.....	63
1.5.6.3	Constraints in terms of maximum student training times	63
1.5.7	<i>Training records</i>	63
1.5.8	<i>Safety training</i>	64
1.5.9	<i>Tests and examinations</i>	64
1.5.9.1	Theoretical Training	64
1.5.9.2	Flight Training	64
1.5.10	<i>Training effectiveness</i>	64
1.5.11	<i>Standards and Level of performance at various stages</i>	65
1.6	PPL(A) COURSE.....	66
1.6.1	<i>The aim of the course</i>	66
1.6.2	<i>Pre-entry requirements</i>	66
1.6.3	<i>Credits for previous experience</i>	66
1.6.4	<i>Training Syllabus</i>	66
1.6.4.1	Theoretical Knowledge Course.....	67
1.6.4.2	Distance learning.....	67
1.6.4.3	Flying Training	67
1.6.5	<i>The time scale and scale in weeks</i>	68
1.6.6	<i>Training programme</i>	68
1.6.6.1	General arrangements for flying, ground and synthetic flight training.	68
1.6.6.2	Bad weather constraints.....	69
1.6.6.3	Constraints in terms of maximum student training times	70
1.6.7	<i>Training records</i>	70
1.6.8	<i>Safety training</i>	71
1.6.9	<i>Tests and examinations</i>	72
1.6.9.1	Theoretical Training.....	72
1.6.9.2	Flight Training	72
1.6.10	<i>Training effectiveness</i>	73
1.6.11	<i>Standards and Level of performance at various stages</i>	74
1.6.11.1	Phase 1 Completion Standards	74
1.6.11.2	Phase 2 Completion Standards	74
1.7	IR(A) MODULAR TRAINING COURSE.....	75
1.7.1	<i>The aim of the course</i>	75
1.7.2	<i>Pre-entry requirements</i>	75
1.7.3	<i>Credits for previous experience</i>	75
1.7.4	<i>Training Syllabus</i>	76
1.7.4.1	Theoretical Knowledge Course.....	76
1.7.4.2	Distance learning.....	76
1.7.4.3	Flying Training	76
1.7.5	<i>The time scale and scale in weeks</i>	77
1.7.6	<i>Training programme</i>	77
1.7.6.1	General arrangements for flying, ground and synthetic flight training.	77
1.7.6.2	Bad weather constraints.....	78
1.7.6.3	Constraints in terms of maximum student training times	78
1.7.7	<i>Training records</i>	79
1.7.8	<i>Safety training</i>	79
1.7.9	<i>Tests and examinations</i>	79
1.7.9.1	Theoretical Training.....	79
1.7.9.2	Flight Training	80
1.7.10	<i>Training effectiveness</i>	80
1.7.11	<i>Standards and Level of performance at various stages</i>	81

1.7.11.1	Basic Instrument Flight Module.....	81
1.7.11.2	Procedural Instrument Flight Module	81
1.8	SINGLE PILOT MULTI ENGINE CLASS RATING (SP/ME(A))	82
1.8.1	<i>The aim of the course.....</i>	82
1.8.2	<i>Pre-entry requirements.....</i>	82
1.8.3	<i>Credits for previous experience.....</i>	82
1.8.4	<i>Training Syllabus.....</i>	82
1.8.4.1	Theoretical Knowledge Course.....	82
1.8.4.2	Flying Training	83
1.8.5	<i>The time scale and scale in weeks</i>	83
1.8.6	<i>Training programme.....</i>	83
1.8.6.1	General arrangements for flying, ground and synthetic flight training.	83
1.8.6.2	Bad weather constraints.....	84
1.8.6.3	Constraints in terms of maximum student training times.....	84
1.8.7	<i>Training records.....</i>	84
1.8.8	<i>Safety training.....</i>	84
1.8.9	<i>Tests and examinations.....</i>	85
1.8.9.1	Theoretical Training.....	85
1.8.9.2	Flight Training	85
1.8.10	<i>Training effectiveness</i>	85
1.8.11	<i>Standards and Level of performance at various stages.....</i>	87
1.8.11.1	Phase 1 Completion Standards	87
1.9	FLIGHT INSTRUCTOR RATING (AEROPLANES) FI(A)) COURSE.....	88
1.9.1	<i>The aim of the course.....</i>	88
1.9.2	<i>Pre-entry requirements.....</i>	88
1.9.3	<i>Credits for previous experience.....</i>	89
1.9.4	<i>Training Syllabus.....</i>	89
1.9.4.1	Theoretical Knowledge Course.....	89
1.9.4.2	Flying Training	90
1.9.5	<i>The time scale and scale in weeks</i>	91
1.9.6	<i>Training programme.....</i>	91
1.9.6.1	General arrangements for flying, ground and synthetic flight training.	91
1.9.6.2	Bad weather constraints.....	91
1.9.6.3	Constraints in terms of maximum student training times.....	92
1.9.7	<i>Training records.....</i>	92
1.9.8	<i>Safety training.....</i>	92
1.9.9	<i>Tests and examinations.....</i>	94
1.9.9.1	Theoretical Training.....	94
1.9.9.2	Flight Training	94
1.9.10	<i>Training effectiveness</i>	94
1.9.11	<i>Standards and Level of performance at various stages.....</i>	95
1.10	CLASS RATING INSTRUCTOR RATING – AEROPLANE (CRI(A)).....	96
1.10.1	<i>The aim of the course.....</i>	96
1.10.2	<i>Pre-entry requirements</i>	96
1.10.3	<i>Credits for previous experience.....</i>	96
1.10.4	<i>Training Syllabus.....</i>	96
1.10.4.1	Theoretical Knowledge Course.....	97
1.10.4.2	Flying Training	98
1.10.5	<i>The time scale and scale in weeks.....</i>	99
1.10.6	<i>Training programme.....</i>	99
1.10.6.1	General arrangements for flying, ground and synthetic flight training.	99
1.10.6.2	Bad weather constraints.....	99
1.10.6.3	Constraints in terms of maximum student training times.....	100
1.10.7	<i>Training records.....</i>	100
1.10.8	<i>Safety training.....</i>	100
1.10.9	<i>Tests and examinations.....</i>	101

1.10.9.1	Theoretical Training	101
1.10.9.2	Flight Training	101
1.10.10	<i>Training effectiveness</i>	101
1.10.11	<i>Standards and Level of performance at various stages</i>	102
1.11	INSTRUMENT RATING INSTRUCTOR RATING (AEROPLANE) (IRI(A))	103
1.11.1	<i>The aim of the course</i>	103
1.11.2	<i>Pre-entry requirements</i>	103
1.11.3	<i>Credits for previous experience</i>	103
1.11.4	<i>Training Syllabus</i>	103
1.11.4.1	Theoretical Knowledge Course.....	104
1.11.4.2	Flying Training	105
1.11.5	<i>The time scale and scale in weeks</i>	106
1.11.6	<i>Training programme</i>	106
1.11.6.1	General arrangements for flying, ground and synthetic flight training.	106
1.11.6.2	Bad weather constraints.....	106
1.11.6.3	Constraints in terms of maximum student training times	106
1.11.7	<i>Training records</i>	107
1.11.8	<i>Safety training</i>	107
1.11.9	<i>Tests and examinations</i>	107
1.11.9.1	Theoretical Training	107
1.11.9.2	Flight Training	108
1.11.10	<i>Training effectiveness</i>	108
1.11.11	<i>Standards and Level of performance at various stages</i>	109
1.12	FLIGHT INSTRUCTOR (FI)/INSTRUMENT RATING INSTRUCTOR (IRI)/CLASS RATING INSTRUCTOR REFRESHER SEMINAR	110
1.12.1	<i>The aim of the course</i>	110
1.12.2	<i>Pre-entry requirements</i>	110
1.12.3	<i>Credits for previous experience</i>	110
1.12.4	<i>Training Syllabus</i>	110
1.12.4.1	Theoretical Knowledge Course.....	110
1.12.4.2	Flying Training	112
Not Applicable	112
1.12.5	<i>The time scale and scale in weeks</i>	112
1.12.6	<i>Training programme</i>	112
1.12.6.1	General arrangements for flying, ground and synthetic flight training.	112
1.12.6.2	Bad weather constraints.....	112
Not Applicable	112
1.12.6.3	Constraints in terms of maximum student training times	112
1.12.7	<i>Training records</i>	112
1.12.8	<i>Safety training</i>	113
1.12.9	<i>Tests and examinations</i>	113
1.12.9.1	Theoretical Training	113
1.12.9.2	Flight Training	113
1.12.10	<i>Training effectiveness</i>	113
1.12.11	<i>Standards and Level of performance at various stages</i>	114
1.13	INSTRUMENT RATING (IR(A)) / CLASS RATING (MEP(A)) REFRESHER SEMINAR	115
1.13.1	<i>The aim of the course</i>	115
1.13.2	<i>Pre-entry requirements</i>	115
1.13.3	<i>Credits for previous experience</i>	115
1.13.4	<i>Training Syllabus</i>	115
1.13.4.1	Theoretical Knowledge Course.....	115
1.13.4.2	Flying Training	116
Not Applicable	116
1.13.5	<i>The time scale and scale in weeks</i>	116
1.13.6	<i>Training programme</i>	116
1.13.6.1	General arrangements for flying, ground and synthetic flight training.	116

1.13.6.2	Bad weather constraints.....	117
	Not Applicable.....	117
1.13.6.3	Constraints in terms of maximum student training times.....	117
<i>1.13.7</i>	<i>Training records.....</i>	<i>117</i>
<i>1.13.8</i>	<i>Safety training.....</i>	<i>117</i>
<i>1.13.9</i>	<i>Tests and examinations.....</i>	<i>117</i>
1.13.9.1	Theoretical Training.....	117
1.13.9.2	Flight Training.....	117
<i>1.13.10</i>	<i>Training effectiveness.....</i>	<i>117</i>
<i>1.13.11</i>	<i>Standards and Level of performance at various stages.....</i>	<i>118</i>
1.14	NIGHT QUALIFICATION (JAR-FCL 1.125(c)).....	119
<i>1.14.1</i>	<i>The aim of the course.....</i>	<i>119</i>
<i>1.14.2</i>	<i>Pre-entry requirements.....</i>	<i>119</i>
<i>1.14.3</i>	<i>Credits for previous experience.....</i>	<i>119</i>
<i>1.14.4</i>	<i>Training Syllabus.....</i>	<i>119</i>
1.14.4.1	Theoretical Knowledge Course.....	119
1.14.4.2	Flying Training.....	120
<i>1.14.5</i>	<i>The time scale and scale in weeks.....</i>	<i>120</i>
<i>1.14.6</i>	<i>Training programme.....</i>	<i>120</i>
1.14.6.1	General arrangements for flying, ground and synthetic flight training.	120
1.14.6.2	Bad weather constraints.....	120
1.14.6.3	Constraints in terms of maximum student training times.....	120
<i>1.14.7</i>	<i>Training records.....</i>	<i>120</i>
<i>1.14.8</i>	<i>Safety training.....</i>	<i>120</i>
<i>1.14.9</i>	<i>Tests and examinations.....</i>	<i>121</i>
1.14.9.1	Theoretical Training.....	121
1.14.9.2	Flight Training.....	121
<i>1.14.10</i>	<i>Training effectiveness.....</i>	<i>121</i>
<i>1.14.11</i>	<i>Standards and Level of performance at various stages.....</i>	<i>121</i>

LIST OF EFFECTIVE PAGES

Page No	Revision	Date Of Revision	Page No	Revision	Date Of Revision	Page No	Revision	Date Of Revision	
1	TOC	1	06 Feb 2009	42	1	06 Feb 2009	83	1	06 Feb 2009
2	TOC	1	06 Feb 2009	43	1	06 Feb 2009	84	1	06 Feb 2009
3	TOC	1	06 Feb 2009	44	1	06 Feb 2009	85	1	06 Feb 2009
4	TOC	1	06 Feb 2009	45	1	06 Feb 2009	86	1	06 Feb 2009
5	TOC	1	06 Feb 2009	46	1	06 Feb 2009	87	1	06 Feb 2009
6	TOC	1	06 Feb 2009	47	1	06 Feb 2009	88	1	06 Feb 2009
7	LEP	1	06 Feb 2009	48	1	06 Feb 2009	89	1	06 Feb 2009
8		1	06 Feb 2009	49	1	06 Feb 2009	90	1	06 Feb 2009
9		1	06 Feb 2009	50	1	06 Feb 2009	91	1	06 Feb 2009
10		1	06 Feb 2009	51	1	06 Feb 2009	92	1	06 Feb 2009
11		1	06 Feb 2009	52	1	06 Feb 2009	93	1	06 Feb 2009
12		1	06 Feb 2009	53	1	06 Feb 2009	94	1	06 Feb 2009
13		1	06 Feb 2009	54	1	06 Feb 2009	95	1	06 Feb 2009
14		1	06 Feb 2009	55	1	06 Feb 2009	96	1	06 Feb 2009
15		1	06 Feb 2009	56	1	06 Feb 2009	97	1	06 Feb 2009
16		1	06 Feb 2009	57	1	06 Feb 2009	98	1	06 Feb 2009
17		1	06 Feb 2009	58	1	06 Feb 2009	99	1	06 Feb 2009
18		1	06 Feb 2009	59	1	06 Feb 2009	100	1	06 Feb 2009
19		1	06 Feb 2009	60	1	06 Feb 2009	101	1	06 Feb 2009
20		1	06 Feb 2009	61	1	06 Feb 2009	102	1	06 Feb 2009
21		1	06 Feb 2009	62	1	06 Feb 2009	103	1	06 Feb 2009
22		1	06 Feb 2009	63	1	06 Feb 2009	104	1	06 Feb 2009
23		1	06 Feb 2009	64	1	06 Feb 2009	105	1	06 Feb 2009
24		1	06 Feb 2009	65	1	06 Feb 2009	106	1	06 Feb 2009
25		1	06 Feb 2009	66	1	06 Feb 2009	107	1	06 Feb 2009
26		1	06 Feb 2009	67	1	06 Feb 2009	108	1	06 Feb 2009
27		1	06 Feb 2009	68	1	06 Feb 2009	109	1	06 Feb 2009
28		1	06 Feb 2009	69	1	06 Feb 2009	110	1	06 Feb 2009
29		1	06 Feb 2009	70	1	06 Feb 2009	111	1	06 Feb 2009
30		1	06 Feb 2009	71	1	06 Feb 2009	112	1	06 Feb 2009
31		1	06 Feb 2009	72	1	06 Feb 2009	113	1	06 Feb 2009
32		1	06 Feb 2009	73	1	06 Feb 2009	114	1	06 Feb 2009
33		1	06 Feb 2009	74	1	06 Feb 2009	115	1	06 Feb 2009
34		1	06 Feb 2009	75	1	06 Feb 2009	116	1	06 Feb 2009
35		1	06 Feb 2009	76	1	06 Feb 2009	117	1	06 Feb 2009
36		1	06 Feb 2009	77	1	06 Feb 2009	118	1	06 Feb 2009
37		1	06 Feb 2009	78	1	06 Feb 2009	119	1	06 Feb 2009
38		1	06 Feb 2009	79	1	06 Feb 2009	120	1	06 Feb 2009
39		1	06 Feb 2009	80	1	06 Feb 2009	121	1	06 Feb 2009
40		1	06 Feb 2009	81	1	06 Feb 2009	122	1	06 Feb 2009
41		1	06 Feb 2009	82	1	06 Feb 2009			

Approved by:

Marios Samprakos
Head of Training

HCAA

Markos Tsaktanis
Quality Manager



**TRAINING MANUAL
PART 1
The Training Plan**

Page: 8
Revision: 1
Date: 6 Feb 2009

0 General Description

0.1 Introduction

0.1.1 Global Air Services Overview

Global Air Services was founded in 1997 in Athens, Greece¹. With a fleet of Piper aircrafts, an Elite FNPT II flight simulator, and years of experience in the aviation industry, Global Air Services offers high-quality services to the aviation world in the fields of both pilot training and aircraft rental. Offering excellent quality services Global Air Services has been training private pilots since 1997 and commercial pilots since 2001.

Global Air Services (GR-FTO-002) offers approved JAA pilot training courses, including integrated and modular courses for the Airline Transport Pilot (ATPL) theory credit, Commercial Pilot License (CPL) and Private Pilot (PPL) licenses as well as the Instrument (IR), Multi-Engine (MEP) and Flight Instructor (FI) ratings.

Global Air Services is very proud of its long-established network of partner organisations. Global Air Services has been in cooperation with Bristol Ground School since 2005, using its superior electronic software and books for the ATPL residential and distance learning theoretical training courses. Moreover, through its partnership with Flight School Berlin (FSB) in Germany since 2007, it has been offering Multi Crew Cooperation (MCC) course. Finally, since 2008, Global Air Services is a certified test centre for the Test of English for Aviation (TEA) of Mayflower College, offering Aviation English Language Proficiency exams throughout the year.

Global Air Services understands the high importance of the theoretical training for its student pilots. Using highly specialised instructors, from the aviation industry, with years of experience in teaching and learning techniques, and the best available teaching material, Global Air Services is very proud of the work done inside its classrooms. Examination statistics for commercial and instrument rating sittings of Global Air Services' students reach an overall success rate of 97% and a first sitting success rate of 91%.

0.1.2 Global Air Services Fleet

Global Air Services uses a fleet of training aeroplanes appropriate to the courses of training. All aeroplanes are fitted with duplicated primary flight controls for use by the flight instructor and the student. Moreover, all aeroplanes are suitably equipped for both visual and instrument flight training. The fleet of aeroplanes used is suitable for demonstrating stalling and spin avoidance. All aeroplanes use Aviation fuel, AVGAS for safer and better performance.

¹ Global Air Services SA is the legal entity that operates FTO-GR-002, according to Greek Law

In addition to the fleet of aeroplanes, a Flight and Navigation Procedure Trainer (FNPT II) is used by Global Air Services. The FNPT II is suitable for parts of the instrument training.

Aeroplane Class	Registration Number	Manufacturer & Model
Single Engine Piston	SX-ARA	Piper Warrior II PA-28-161
Single Engine Piston	SX-ARC	Piper Archer III PA-28-181
Single Engine Piston	SX-ARD	Piper Warrior III PA-28-161
Multi Engine Piston	SX-BDL	Piper Aztec PA-23-250E
Multi Engine Piston	SX-BTC	Piper Seminole PA-44-180
FNPT II	-	ELITE S812 FNPT II (Piper Seneca III)

0.1.3 Global Air Services Training Courses

Global Air Services is approved to offer the following Pilot Training Courses:

Pilot License Courses

- ATPL(A) Integrated Courses
- ATPL(A) Modular Residential Courses
- ATPL(A) Modular Distance Learning Courses
- CPL(A)/IR Integrated Courses
- CPL(A) Integrated Courses
- CPL(A) Modular Residential Courses
- CPL(A) Modular Distance Learning Courses
- PPL(A) Courses

Pilot Rating Courses

- Instrument Rating IR(A) Integrated Courses
- Instrument Rating IR(A) Modular Residential Courses
- Instrument Rating IR(A) Modular Distance Learning Courses
- Multi Engine Piston Class Rating Courses
- Single Engine Piston Class Rating Courses
- Flight Instructor Initial FI(A) Rating Courses
- Instrument Flight Instructor Initial IRI(A) Rating Courses
- Multi Engine Piston Class Flight Instructor Initial CRI(A) Rating Courses
- Night Qualification (NIT) Courses

Refresh Courses

- Refresher IR(A) Courses
- Refresher Multi Engine Piston Class Rating Courses
- Refresher FI(A) Courses
- Refresher IRI(A) Courses
- Refresher CRI(A) Courses

Other Courses

- Multi Crew Cooperation (MCC) Rating Courses
- Aviation English Examination Centre (using the Test of English for Aviation - TEA)

Details on the above Pilot Training Courses are available on this manual.

0.2 The Training Manual

0.2.1 Contents

The manual is broadly sub-divided into the following Parts, which may be supplemented by such other publications as the pilot's operating handbook, VFR & IFR flight training manual of Global Air Services and commercially produced manuals for the theoretical – ground training:

- PART 1. The Training Plan
- PART 2. Briefing and Air Exercises
- PART 3. Synthetic Flight Training
- PART 4. Theoretical knowledge instruction

This Training Manual is specifically written for Global Air Services and describes the organization of training within Global Air Services (GR-FTO-002) and the contents of all training programs, procedures and related training forms.

It has been compiled in order to control and regulate all functions necessary to ensure a safe and efficient Theoretical and Flight Training. These functions include, but are not limited to;

- Responsibilities and Training effectiveness
- Pre-entry requirements
- Training syllabus and programme for each course
- Safety training
- Air Exercises and course structure
- Tests and examinations procedure

It is Global Air Services' philosophy to train to competence. This philosophy applies to all syllabus in this manual. Nevertheless, average training hours required are included as a guideline where appropriate.

0.2.2 System of Amendments and Revisions

To keep the manual current, the FTO will issue revisions under the authorization of the Head of Training (HT). Revisions incorporate replacement pages and in addition a revised List of Effective Pages (LEP). To provide a means of checking the contents of the manual a Revision Record and a List of Effective Pages (LEP) are included. The contents of this manual must at all times be in accordance with the LEP.

The Chief Flight Instructor (CFI) and the Chief Ground Instructor (CGI) will inform the Head of Training of any required changes to the appropriate sections of the Operations Manual.

Proposed amendments to this manual may be submitted in writing by any Flight or Ground Instructor to the Accountable Manager (AM) or Head of Training. The final decision to amend rests with the Head of Training.

Global Air Services shall supply the HCAA with intended amendments and revisions in advance of the effective date. When the amendments concern any part of the Training

manual, which must be approved in accordance with the JAR-FCL 1, this approval shall be obtained before the amendment becomes effective. When immediate amendments or revisions are required in the interest of safety, they will be published and applied immediately, provided that any approval required has been applied for.

Global Air Services shall incorporate all amendments and revisions required by the HCAA. Hand written amendments and revision are not permitted except in situations requiring immediate amendment or revision in the interest of safety. Crews shall be notified on any safety issues requiring immediate action as part of their pre-flight documentation.

Global Air Services shall retain the manual up-to-date by immediately inserting all revisions and checking that all pages mentioned on the transmittal letter have been received and the revision corresponds to the effective date as indicated on the list of effective pages. Revisions are numbered consecutively. When received, a revision should be inserted for control purposes on this list. A break in the sequence of revision numbers indicates that a particular revision has not been received and that the holder should immediately request the revision from the office shown on the transmittal letter.

0.2.3 Record of revision

Rev no.	PART				Rev. date	Ins. Date	Sign.
	1	2	3	4			
1	√		√	√	6 Feb 2009	6 Feb 2009	
2		√			6 Feb 2009	6 Feb 2009	
3							
4							
5							
6							
7							
8							
9							

A Transmittal Letter, containing detailed information regarding the contents of the revision, will accompany all revisions. The Transmittal Letter should be signed upon receipt by the registered holder of the manual and returned to the issuer (Head of Training). This will allow the issuer to control proper updating of all controlled copies.

0.2.4 Distribution List

Serial No	Part 1	Part 2	Part 3	Part 4	To Whom Issued	Date
1	✓	✓	✓	✓	Hellenic CAA	February 2009
2	✓	✓	✓	✓	Accountable Manager	February 2009
3	✓	✓	✓	✓	Head of Training	February 2009
6	✓	✓	✓	✓	Chief Flight Instructor	February 2009
7	✓	✓	✓	✓	Chief Ground Instructor	February 2009
8	✓	✓	✓	✓	Operations at Megara LGMG	February 2009

An acknowledgement receipt will be sent with each amendment notice, which must be signed and returned to the Head of Training as soon as possible. The purpose of the Acknowledgement Receipt is to ensure the management of the Organization that every holder of a Training Manual copy, has received, understood and attached the latest revisions and changes to his/her manual.

1 The Training Plan

1.1 ATPL(A) Integrated Course

1.1.1 The aim of the course

The aim of the ATPL (A) integrated course is to train pilots to the level of proficiency necessary to enable them to operate as co-pilot on multi-pilot, multi-engine airplanes in commercial air transportation and to obtain the CPL (A) IR/MEP. The course shall last no less than twelve (12) months, and no more than thirty six (36) months. During this period the applicant shall complete all the instructional stages of both theoretical and flight training, under the supervision of Global Air Services Flying Training Organization (GR-FTO 002).

1.1.2 Pre-entry requirements

According to JAR-FCL 1.160, before admission, an applicant shall have sufficient knowledge of Mathematics, Physics, and English to facilitate an understanding of the theoretical knowledge instruction content of the course. The applicant shall demonstrate his knowledge on the above subjects, to the Head of Training, by writing a pre-entry knowledge test.

An applicant for ATPL (A) shall be at least 18 years of age, and shall hold a valid Class 1 medical certificate. A medical certificate (also referred as "medical") is a statement from an approved medical doctor that the applicant satisfies the health requirements to operate an aircraft in flight.

In order to enrol to ATPL (A) course an applicant shall fill out an official application at Global Air Services' head offices, and pay a deposit for the course.

Upon enrolment an applicant will fill out an official application form and shall have with him the following:

- ✓ Four (4) passport photographs
- ✓ Validated photocopy of high school certificate or equivalent diploma
- ✓ Validated photocopy of ID or passport
- ✓ Valid Medical Certificate Class 1
- ✓ Deposit of enrolment

1.1.3 Credits for previous experience

An applicant may be admitted to training either as an ab-initio entrant, or as a holder of a PPL(A) or PPL(H) issued in accordance with ICAO Annex 1. An ab-initio entrant shall meet the student pilot requirements of JAR-FCL Subpart B. In the case of a PPL(A) or PPL(H) entrant, 50% of the aircraft hours flown by the entrant prior to the course may be credited towards the required flight instruction (JAR-FCL 1.165(a)(1) and Appendix 1 to JAR-FCL 1.165(a)(1), paragraph 13) up to a credit of 40 hours flying experience or 45 hours if an aeroplane night flying qualification has been obtained, of which up to 20 hours may be dual instruction. This credit for the hours flown shall be at the discretion of the Head of Training and entered into the applicant's training record.

1.1.4 Training Syllabus

The course shall comprise:

- Theoretical knowledge instruction to the ATPL (A) knowledge level;
- Visual and instrument flying training SEP / MEP; and
- Training in multi-crew co-operation of multi-pilot airplanes.

1.1.4.1 Theoretical Knowledge Course

The aim of Theoretical Knowledge Course (also referred as "Ground School") is to train pilots to the level of theoretical knowledge required for the ATPL (A) according to JAR-FCL 1.160. ATPL (A) theoretical knowledge course will comprise fourteen (14) theoretical subjects, 750 hours of instruction (1 hour = 60 minutes instruction), which includes formal classroom work, Bristol GS approved inter-active video training, slide/tape presentation, and computer based training, progress tests, and sample exams. The applicant shall receive Bristol GS Course Manuals for the fourteen (14) subjects and a supplementary DVD that he will install on his personal computer that contains all the information on the manuals in computerized format along with a great number of animations and teaching modules. It also includes a section with all progress tests and a system that scores the tests and gives full feedback after scoring the test as an instructor would do. The fourteen (14) subjects are analyzed as follows:

	Ground School Subject	Number of Lectures	Duration	Instructional Hours
010	AIR LAW	10	3 weeks	50 hours
021	AIRCRAFT GENERAL KNOWLEDGE - AIRFRAME, SYSTEMS, POWER PLANT	14	4 weeks	70 hours
022	AIRCRAFT GENERAL KNOWLEDGE - INSTRUMENTS, ELECTRONICS	14	4 weeks	70 hours
031	FLIGHT PERFORMANCE AND PLANNING - MASS AND BALANCE	8	2 weeks	40 hours
032	PERFORMANCE	12	3 weeks	60 hours
033	FLIGHT PLANNING AND MONITORING	12	3 weeks	60 hours
040	HUMAN PERFORMANCE AND LIMITATIONS	12	3 weeks	60 hours
050	METEOROLOGY	16	4 weeks	80 hours
061	GENERAL NAVIGATION	14	4 weeks	70 hours
062	RADIO NAVIGATION	14	4 weeks	70 hours
070	OPERATIONAL PROCEDURES	6	2 weeks	30 hours
081	PRINCIPLES OF FLIGHT	12	3 weeks	60 hours
091	VFR COMMUNICATIONS	3	1 week	15 hours
092	IFR COMMUNICATIONS	3	1 week	15 hours
	TOTAL Residential Ground School	150	41 weeks	750 hours

1.1.4.2 Flying Training

The flying training in Global Air Services shall comprise a total of at least 200 hours, 174 Single Engine Piston (SEP), 11 Multi Engine Piston (MEP) (6 initial training MEP and 5 instrument rating MEP) and 15 MCC, not including examination flight (2 hours with a multi-engine aeroplane), of which up to 53 hours for the entire course may be instrument ground time. Within the total of 200 hours, applicants shall complete at least:

- 116 hours of dual instruction of which up to 53 hours shall be instrument ground time on a FNPT II.
- 84 hours as a pilot in command including :
 - 80 hours of cross country flight as pilot in command including a VFR cross country flight totalling at least 300 NM in the course of which full stop landings at two aerodromes different from the aerodrome of departure shall be made.
 - 40 hours instrument flight as student pilot in command (SPIC). (SPIC time shall be credited as pilot in command time, unless the flight instructor had to influence or control any part of the flight. A ground de-briefing by the flight instructor does not affect the crediting as pilot in command time).
- 5 hours flight time in aeroplanes shall be completed at night comprising 4 hours of dual instruction including at least 1 hour of cross country navigation and 5 solo take offs and 5 solo full stop landings.
- 115 hours of instrument time comprising at least:
 - 60 hours of instrument flight instruction of which up to 38 hours may be instrument ground time in a FNPT II.
 - 40 hours as SPIC.
 - 15 hours multi crew co-operation, for which a flight simulator will be used.

The flying training is divided into five (5) phases. Each phase is detailed explained below:

In **Phase 1** the applicant shall do exercises up to the first solo flight comprised a total of at least 16,5 hours dual flight instruction on a single engine aircrafts (SEP) including:

- Pre-flight operations, mass and balance determination, and aeroplane inspection.
- Aerodrome and traffic pattern operations, collision avoidance and precautions.
- Control of the aeroplane by external visual references.
- Normal take-offs and landings.
- Flight at critically slow airspeeds, recognition of and recovery from incipient and full stalls, spin avoidance.
- Unusual attitudes and simulated engine failure.

In **Phase 2** the applicant shall do exercises up to the first solo cross-country flight comprise a total of at least 40 hours of dual flight instruction and at least 18 hours solo flight (15 x-country) on a single-engine aeroplane including:

- Maximum performance (short field and obstacle clearance) take-offs, short field landings.
- Flight by reference to instruments, including the completion of a 180 degrees turn.

- Dual cross-country flying using external visual references, dead reckoning and radio navigation aids, diversion procedures.
- Aerodrome and traffic pattern operations at different aerodromes.
- Crosswind take - offs and landings.
- Abnormal and emergency procedures and manoeuvres, including simulated aeroplane equipment malfunctions.
- Operations to, from and transiting controlled aerodromes,
- Compliance with air traffic services procedures, radio telephony procedures and phraseology.
- Knowledge of meteorological briefing arrangements, evaluation of weather conditions for flight and use of Aeronautical Information Services (AIS).
- VFR flight at relatively critical air speeds, recognition of and recovery from spiral dives.

In **Phase 3** the applicant shall do exercises up to the VFR navigation progress test comprise a total of at least 25 hours as pilot in command cross-country on a single-engine (SEP). The dual instruction and testing up to the VFR navigation progress test shall comprise:

- Repetition of exercises of phases 1 and 2

In **Phase 4** the applicant shall do exercises up to the CPL skill test and the instrument skill test including:

- At least 50 hours instrument flight on a SEP.
- 40 hours instrument time flown as SPIC.
- 5 hours night flight including 5 take - offs and landings to a full stop as a pilot in command.
- Pre - flight procedures for instrument flights, including the use of the flight manual and appropriate air traffic services documents in the preparation of an instrument flight plan.
- Procedures and manoeuvres for IFR operation under normal, abnormal and emergency conditions covering at least:
 - Transition from visual to instrument flight on take-off.
 - Standard instrument departures and arrivals.
 - En route IFR procedures.
 - Holding procedures.
 - Instrument approaches to specified minima.
 - Missed approach procedures.
 - Landings from instrument approaches, including circling approaches and landings.
- In flight manoeuvres and specific flight characteristics.
- 11 hours operation of a multi-engine aeroplane in the appropriate exercises, including 6 hours MEP basic manoeuvres and 5 hours operation of the aeroplane solely by reference to instruments with one engine simulated inoperative, and engine shut - down and restart.

- A final evaluation and a final progress test conducted by the Global Air Services Chief Flight Instructor or by the Global Air Services Head of Training for a period of not less than 2 hours.

In **Phase 5** the applicant shall be instructed and tested in Multi Crew Co-operation (MCC) comprise the relevant training requirements. The multi crew cooperation flying course in Global Air Services shall comprise a total of at least 15 hours in an FNPT II MCC. The aim of the course is to become proficient in multi-crew co-operation in order to operate safely multi-pilot multi-engine airplanes under instrument flight rules (IFR) and to ensure that: The pilot-in-command (PIC) fulfils his managing and decision-making functions. The tasks between the pilots are clearly specified and distributed in such a manner that the PIC can direct his full attention to the handling and control of the aircraft. Co-operation is effected in an orderly manner appropriate to the normal, abnormal and emergency situations encountered. Mutual supervision, information and support are ensured at all times. All the exercises shall be accomplished using the simulated commercial environment of a B-737-200 STD located at the Olympic Aviation Training Academy or an ELITE FNPT II MCC Be200/D-3A-063B located in EDAZ (Flugplatz Schonhagen, 14959 Schonhagen, Germany)

1.1.5 The time scale and scale in weeks

The Ground School's duration is twelve (12) months. The Ground School Course begins normally the first 15 days of each September.

The flying training shall comprise a total of at least 200 hours, of which 174 single engine (SEP), 11 multi engine (MEP) and 15 Multi Crew Co-operation (B737-200 or Be200), not including examination flight (2 hours with a multi-engine aeroplane). The duration of the flying training usually lasts twelve (12) to eighteen (18) months. The applicant might start the flying training at the same time with theoretical training. In any case the integration between theoretical and practical flight training is accomplished by student's participation in seminars and at the beginning of each phase with the long briefings.

1.1.6 Training programme

1.1.6.1 General arrangements for flying, ground and synthetic flight training.

The training structure is divided in three major parts:

- Theoretical training: To instruct the students in a purely theoretical principle.
- Long briefing instruction: To instruct the student in the application of theoretical principle in regard to a normal daily mission.
- Practical flight training: To instruct the student in the execution of the theoretical and practical principle.

The theoretical training is conducted from Monday to Friday in Piraeus at suitable shaped classrooms of max 12 students. Each course last from 17:00 to 22:00.

A yearly schedule is compiled before the start of each course including the instructor's name, the starting day and the duration for each subject.

The schedule of flights is compiled on a weekly basis with the cooperation of the planner (roster), CFI and Head of training. This schedule is announced by phone or e-mail to the instructors and students in order to be well prepared.

The flight training might start at the same time with theoretical training. In this case, before the start of flight training, some lectures will be performed concerning matters such as:

- General aircraft handling and safety procedures
- Emergency procedures

- Administrative procedures and documentation
- Basics of instruments and navigation
- Air exercises and syllabus analysis

Before any flight an instructor's detailed briefing is proceeding as appropriate.

1.1.6.2 Bad weather constraints.

According to the level of each individual student and the phase of training the following weather limits has to be followed which are over and above those described in the Operations Manual:

Exercise	Visibility	Sky Condition		wind components	
		Distance from Cloud	Visible Horizon	X-wind	H-wind
Phase 1 Exercise 3 – 13	10 km	Clear of clouds	Yes	7 Kts	10 Kts
Phase 1 14 1st solo	10 km	Clear of clouds	Yes	5 Kts	10 Kts
Phase 2 Dual x-country	5 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	N/A	17 Kts	25 Kts
Phase 2 SOLO x-country	8 Km	2000 ft Vertical 3000 m Horizontal In sight of the surface	YES	7 Kts	15 Kts
Phase 3 Dual x-country	5 Km	1000 ft Vertical 1500 m Horizontal	N/A	20 Kts	30 Kts
Phase 3 SOLO x-country	8 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	N/A	10 Kts	25 Kts
Phase 4 IR exer. 19-26	5 Km	1000 ft Vertical 1500 m Horizontal	N/A	20 Kts	30 Kts
Phase 4 IR exer. 27-39	N/A	N/A	N/A	20 Kts	30 Kts
Phase 4 SPICUS	N/A	N/A	N/A	20 Kts	30 Kts
Phase 4 Advanced FNPTII	IR Low Visibility	Into Clouds	No	25 Kts	45 Kts
Phase 5 MCC	N/A	N/A	N/A	N/A	N/A

1.1.6.3 Constraints in terms of maximum student training times

The classroom work for the theoretical training is conducted from Monday to Friday (working days only) from 17:00 till 22:00. As mentioned, the flight training might start at the same time with theoretical training and in this case the flight training is from 09:00 to 13:00 in order for the student to have enough rest time before the classroom work.

During the flight training the maximum student training time depends from the phase of training as follows:

Exercise	Maximum duration	Rest between flights
Phase 1 Exercise 3 – 13	1,5 hrs	N/A
Phase 1 14 1st solo	0,5 hrs	N/A
Phase 2 Dual x-country	2,5 hrs	1 hrs
Phase 2 SOLO x-country	2,5 Hrs	N/A
Phase 3 Dual x-country	4 Hrs	1,5 Hrs
Phase 3 SOLO x-country	4 Hrs	N/A
Phase 4 IR exer. 19-26	2 Hrs	1,5 Hrs
Phase 4 IR exer. 27-39	3 Hrs	1,5 Hrs
Phase 4 SPICUS	4 Hrs	1,5 Hrs
Phase 4 Advanced IR FNPTII	4 Hrs	N/A
Phase 5 MCC	4 Hrs	N/A

1.1.7 Training records

The following records are to be maintained and retained for a period of 5 years after the completion of the training:

- ✓ Pilot trainee's assessments before and during the course including progress tests, sample exams and flight evaluations.

- ✓ Results of any official – HCAA theoretical examination and License Proficiency Check (LPC's).
- ✓ Details of theoretical knowledge, flying, and simulated flight training given to individual trainees.
- ✓ Personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.
- ✓ All flights are recorded in detail for all students and instructors in an automated system and format acceptable to the HCAA.

1.1.8 Safety training

The safety training is established in order to emphasize to all personnel that any information no matter if it's considered relevant or irrelevant and major or minor has great importance in safety and that can be the key to prevent accidents or incidents. As a result, all personnel will be kept alert, contributing to flight safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

Before each flight a long briefing takes place with respect to the emergency procedures. Prior to any solo flight the student has to describe the emergency procedures asked by the supervising instructor with emphasis to engine failure during take-off and in flight.

The flight safety and emergency procedures training is provided by the flight instructors. According to the syllabus, the emergency procedures are included in the ATPL intergraded course as follows:

- ✓ Exercise 1 Aeroplane Familiarisation
 - Action in the event of fire in the air and on the ground, engine cabin and electrical.
 - Systems failures as applicable to class.
 - Escape drills, location and use of emergency equipment and exits.
- ✓ Exercise 5 Taxiing.
 - Brake and steering failure.
- ✓ Exercise 12 Take - off and climb to downwind position.
 - Aborted take off.
 - Engine failure after take off.
 - Airmanship and air traffic control procedures.
- ✓ Exercise 13 Circuit approach and landing.
 - Rejected take - off.
 - Engine failure after take - off with sufficient runway.
 - Engine failure after take - off with insufficient runway.
 - Engine failure at downwind/base leg.
 - Use off emergency check - list.
- ✓ Exercise 16 Forced landing without power
 - Forced landing procedure.

- Selection of landing area, provision for change of plan.
- Gliding distance considerations.
- Descend plan.
- Key positions.
- Engine cooling.
- Engine failure checks.
- Air start procedures.
- Use of radio.
- Emergency landing engine secure checks.
- Emergency landing briefing and preparation.
- Base leg.
- Final approach.
- Landing (when the exercise is conducted at an aerodrome).
- Actions after landing.
- Aeroplane security
- Emergency evacuation (simulated procedures and checks).
- ✓ Exercise 17 Precautionary landing.
- ✓ Exercise 18c Use of Radio Navigation Aids under VFR
 - R/T failure.
 - Emergency transponder codes.
- ✓ Exercise 53 & 54 Multi Engine Emergencies and One Engine Out Manoeuvring.
 - Simulated engine failure during take off.
 - Rejected take off.
 - Single engine climb.
 - Simulated engine failure during straight and level flight.
 - Engine feathering procedures.
 - Air start procedures.
 - Vmc demonstration.
 - Engine out traffic pattern.
 - Engine out approach and landing.
 - Engine out go around.
 - Instrument flying with one engine out.
 - Emergency descend.
 - Simulated gearless landing procedures.
 - Airmanship.
- ✓ Exercise 34 Multi Crew Coordination Operations.

- Selected emergency procedures to include engine failure and fire, smoke control and removal, wind shear during take off and landing, emergency descent, incapacitation of a flight crew member.
- Early recognition and reaction on approaching stall in differing aircraft configurations.
- Go around, normal and with one engine simulated inoperative, rejected landing, support of the PF by the PNF.

1.1.9 Tests and examinations

1.1.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by having sample exams comprising of at least 50 multi-choice questions distributed appropriately across the main subjects of the syllabus.

After the theoretical training, and before the applicant is issued a certificate of completion, progress tests for each of the fourteen subjects shall be given.

At the sample exams and progress tests an applicant shall demonstrate to the CGI and Head of Training a level of knowledge appropriate to the privileges of the holder of a CPL (A) and an instrument rating, in accordance with the requirements in JAR-FCL. The applicant shall pass all progress tests and sample exams before undertaking the official (HCAA) examinations. The pass mark is 75% in each of the main subjects of the syllabus.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.1.9.2 Flight Training

At the end of each phase of flight training, an evaluation flight conducted by the Global Air Services Chief Flight Instructor or by the Global Air Services Head of Training in order for the applicant to demonstrate the appropriate level of knowledge for each phase of training.

At the end of training, a final evaluation is conducted in order the applicant to demonstrate a level of knowledge appropriate to the privileges of the holder of a CPL (A), multi-engine rating and an instrument rating, in accordance with the requirements in JAR-FCL.

The form which is used for the flight evaluation as it is described in section 5 of Operations Manual.

1.1.10 Training effectiveness

Unsatisfactory progress is identified by some of the following aspects:

- ✓ Week measurable progress
- ✓ Marginal result on progress checks
- ✓ Repeatable delays on schedule
- ✓ Follow up difficulties by the trainee, on the course or training programme
- ✓ Extensive and irregular fracture in courses and training
- ✓ Massive instruction time
- ✓ Frustrated relationship between instructors and students
- ✓ Equipment availability influencing the course or training planning

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual.

When a Progress Test (theoretical training) or a flight is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average

- Good
- Very Good
- Exceptional

In the same form the instructor will define remarks in a plain text concerning:

- The student's background
- The level of achievement according to the phase of training
- The student attitude and airmanship
- Safety issues

Where a case of unsatisfactory progress is identified (1 or 2), it must be brought to the attention of the CGI or CFI as appropriate for action as necessary. In case an applicant has any difficulties during the training an additional test or stage check will be carried out by the CGI or CFI accordingly.

As a guide, the CGI or CFI after the exam or flight evaluation will determine specific weaknesses and have to propose corrective actions. The Head of Training shall be informed on the planned corrective actions. If it is required the Head of Training will also perform an evaluation and, where possible, consider a change of instructor.

If the corrective actions have no effects on the applicant's progress an additional evaluation (ground or flight) is carried out by Global Air Services' Head of Training. If the applicant fails again, the Board of Global Air Services has the final authority to terminate or to extend the applicant's training, taking into account the recommendations of the Head of Training, Chief Ground and Chief Flight Instructor as appropriate.

1.1.11 Standards and Level of performance at various stages

1.1.11.1 Phase 1 Completion Standards

At the end of this phase of the flight training, the applicant shall be able to, with no assistance, conduct a pre-flight, use the checklist, perform a run-up check of engine and systems, and know how to use the controls to move the airplane about its respective axis establishing proper pitch attitude and power for climbs, descends, glides and turns.

The applicant also should display complete understanding of possible emergencies and procedures and be able to maintain airspeeds with increased awareness of impending stalls and positive coordinated control usage becoming more consistent.

During the final evaluation and before the solo flight in the local training area, the following standards shall be applied:

- ✓ Hold attitude to within ± 200 feet of assigned
- ✓ Hold heading to within $\pm 15^\circ$ of assigned
- ✓ Maintain airspeed to within ± 10 kts of desired
- ✓ Recognition of stalls with prompt, positive recovery
- ✓ Safe traffic patterns exercising collision avoidance techniques
- ✓ Demonstrate the ability to execute safe takeoff and landings
- ✓ Safely handle emergency situations presented with no loss of control

1.1.11.2 Phase 2 Completion Standards

At the end of this phase the student demonstrates an increased proficiency in previously covered procedures and manoeuvres and should be able to maintain airspeed within ± 10 knots, altitude within ± 100 feet, and heading within $\pm 10^\circ$ of that desired.

The applicant also should be able to determine position in the local practice area by pilotage, VOR, or ADF without any assistance.

Furthermore, at the end of this phase the applicant should be able to perform the cross-country pre-flight planning, fly the planned course making necessary off-course corrections, and can make appropriate radio communications. The applicant should be competent in navigating by means of pilotage, dead reckoning, VOR, and / or ADF, and when so instructed, is able to accurately plan and fly a diversion to an alternate airport.

1.1.11.3 Phase 3 Completion Standards

During phase 3 the applicant will review previous manoeuvres from phases 1 & 2. The student will also have to pass a navigation progress test in order to be able to make the long x-country flight and to further built-up hours as pilot in command flights using dead reckoning, pilotage and radio navigation.

1.1.11.4 Phase 4 Completion Standards

The emphasis of phase 4 is on IR operations and multi-engine training. The student will learn precise airplane attitude control by instrument reference. Additionally, the student will gain greater competence in the use of navigation systems.

During the multi-engine training the applicant will learn operating procedures, systems and performance considerations. The student will also learn to accurately use performance charts and compute weight & balance data to control weight & balance conditions of the multi-engine airplane.

In addition the student will learn principles, techniques, and procedures, which apply to single engine and instrument flight in the multi-engine airplane.

Phase four is complete when the applicant can demonstrate precise airplane attitude control by instrument reference only. This will include the use of full and partial panel reference. In addition the student will demonstrate accurate use of navigation systems by maintaining positional awareness at all times.

Finally the applicant has to pass the final stage check with minimum score of 80%. During this check will perform all VFR, IFR, and pertinent simulated emergency procedures at the proficiency level, as outlined in Appendix 2 to JAR-FCL 1.170 (CPL/IR (A) skill test).

1.1.11.5 Phase 5 Completion Standards

The purpose of carrying out multi-crew co-operation training is:

- ✓ To ensure that when operating in a multi-crew environment, the Pilot in Command fulfils management and decision making functions irrespective of being pilot flying (PF) or pilot non-flying (PNF),
- ✓ To ensure that PF and PNF tasks are clearly specified such that the pilot flying can direct his/her full attention to handling and controlling the aeroplane.
- ✓ To ensure that co-operation is effected in an orderly way.
- ✓ To ensure mutual supervision, information and support between crew members at all times.

After completing this course students should:

- ✓ Have a heightened awareness of the significance of decision making, communications, a division of tasks, and use of checklists, mutual supervision and mutual support in normal, abnormal and emergency situations.
- ✓ Have a greater awareness of their own personal style of leadership and the way in which it will foster greater crew effectiveness.
- ✓ Have a greater awareness of how behaviour in normal situations powerfully impacts on crew functioning in high workload/stressful situations.
- ✓ Have a heightened awareness of the different hardware and live ware interfaces which exist in the multi-crew environment.
- ✓ Have better awareness of how to make best use of crew co-operation techniques.

1.2 CPL/IR(A) Integrated Course

1.2.1 The aim of the course

The aim of the CPL (A) and IR (A) integrated course is to train pilots to the level of proficiency necessary to operate single-pilot single-engine or multi-engine aeroplanes in commercial air transportation and to obtain the CPL (A)/IR.

The course shall last no less than nine (9) months, and no more than thirty (30) months. During this period the applicant shall complete all the instructional stages of both theoretical and flight training, under the supervision of Global Air Services Training Organization (GR-FTO 002).

1.2.2 Pre-entry requirements

According to JAR-FCL 1.160, before admission, an applicant shall have sufficient knowledge of Mathematics, Physics, and English to facilitate an understanding of the theoretical knowledge instruction content of the course. The applicant shall demonstrate his knowledge on the above subjects, to the Head of Training, by writing a pre-entry knowledge test.

An applicant for CPL (A) shall be at least 18 years of age, and shall hold a valid Class 1 medical certificate. A medical certificate (also referred as "medical") is a statement from an approved medical doctor that the applicant satisfies the health requirements to operate an aircraft in flight.

In order to enrol to CPL (A) course an applicant, shall fill out an official application at Global Air Services head offices, and pay a deposit for the course.

Upon enrolment an applicant will fill out an official application form and shall have with him the following:

- ✓ Four (4) passport photographs
- ✓ Validated photocopy of high school certificate or equivalent diploma
- ✓ Validated photocopy of ID or passport
- ✓ Valid Medical Certificate Class 1
- ✓ Deposit of enrolment

1.2.3 Credits for previous experience

An applicant may be admitted to training either as an ab-initio entrant, or as a holder of a PPL(A) or PPL(H) issued in accordance with ICAO Annex 1. An ab-initio entrant shall meet the student pilot requirements of JAR-FCL Subpart B. In the case of a PPL(A) or PPL(H) entrant, 50% of the aircraft hours flown by the entrant prior to the course may be credited towards the required flight instruction (JAR-FCL 1.165(a)(1) and Appendix 1 to JAR-FCL 1.165(a)(1), paragraph 13) up to a credit of 40 hours flying experience or 45 hours if an aeroplane night flying qualification has been obtained, of which up to 20 hours may be dual instruction. This credit for the hours flown shall be at the discretion of the Head of Training and entered into the applicant's training record.

1.2.4 Training Syllabus

The course shall comprise:

- Theoretical knowledge instruction to the CPL/IR (A) knowledge level;
- Visual and instrument flying training SEP / MEP.

1.2.4.1 Theoretical Knowledge Course

The aim of Theoretical Knowledge Course (also referred as "Ground School") is to train pilots to the level of theoretical knowledge required for the CPL/IR (A) according to JAR-FCL 1.160. CPL/IR (A) theoretical knowledge course will comprise fourteen (14) theoretical subjects, 750 hours of instruction (1 hour = 60 minutes instruction), which includes formal classroom work, Bristol GS approved inter-active video training, slide/tape presentation, and computer based training, progress tests, and sample exams. The applicant shall receive Bristol GS Course Manuals for the fourteen (14) subjects and a supplementary DVD that he will install on his personal computer that contains all the information on the manuals in computerized format along with a great number of animations and teaching modules. It also includes a section with all progress tests and a system that scores the tests and gives full feedback after scoring the test as an instructor would do. The fourteen (14) subjects are analyzed as follows:

	Ground School Subject	Number of Lectures	Duration	Instructional Hours
010	AIR LAW	10	3 weeks	50 hours
021	AIRCRAFT GENERAL KNOWLEDGE - AIRFRAME, SYSTEMS, POWER PLANT	14	4 weeks	70 hours
022	AIRCRAFT GENERAL KNOWLEDGE - INSTRUMENTS, ELECTRONICS	14	4 weeks	70 hours
031	FLIGHT PERFORMANCE AND PLANNING - MASS AND BALANCE	8	2 weeks	40 hours
032	PERFORMANCE	12	3 weeks	60 hours
033	FLIGHT PLANNING AND MONITORING	12	3 weeks	60 hours
040	HUMAN PERFORMANCE AND LIMITATIONS	12	3 weeks	60 hours
050	METEOROLOGY	16	4 weeks	80 hours
061	GENERAL NAVIGATION	14	4 weeks	70 hours
062	RADIO NAVIGATION	14	4 weeks	70 hours
070	OPERATIONAL PROCEDURES	6	2 weeks	30 hours
081	PRINCIPLES OF FLIGHT	12	3 weeks	60 hours
091	VFR COMMUNICATIONS	3	1 week	15 hours
092	IFR COMMUNICATIONS	3	1 week	15 hours
	TOTAL Residential Ground School	150	41 weeks	750 hours

1.2.4.2 Flying Training

The flying training in Global Air Services shall comprise a total of at least 185 hours, 174 Single Engine Piston (SEP), 11 Multi Engine Piston (MEP) (6 initial training MEP and 5 instrument rating MEP), not including examination flight (2 hours with a multi-engine aeroplane), of which up to 38 hours for the entire course may be instrument ground time. Within the total of 185 hours, applicants shall complete at least:

- 101 hours of dual instruction of which up to 38 hours shall be instrument ground time on a FNPT II.
- 84 hours as a pilot in command including :
 - 80 hours of cross country flight as pilot in command including a VFR cross country flight totalling at least 300 NM in the course of which full stop

landings at two aerodromes different from the aerodrome of departure shall be made.

- 40 hours instrument flight as student pilot in command (SPIC). (SPIC time shall be credited as pilot in command time, unless the flight instructor had to influence or control any part of the flight. A ground de briefing by the flight instructor does not affect the crediting as pilot in command time).
- 5 hours flight time in aeroplanes shall be completed at night comprising 4 hours of dual instruction including at least 1 hour of cross country navigation and 5 solo take offs and 5 solo full stop landings.
- 100 hours of instrument time comprising at least:
 - 60 hours of instrument flight instruction of which up to 40 hours may be instrument ground time in a FNPT II.
 - 40 hours as SPIC.

The flying training is divided into four (4) phases. Each phase is detailed explained below:

In **Phase 1** the applicant shall do exercises up to the first solo flight comprised a total of at least 16,5 hours dual flight instruction on a single engine aircrafts (SEP) including:

- Pre-flight operations, mass and balance determination, and aeroplane inspection.
- Aerodrome and traffic pattern operations, collision avoidance and precautions.
- Control of the aeroplane by external visuals references.
- Normal take-offs and landings.
- Flight at critically slow airspeeds, recognition of and recovery from incipient and full stalls, spin avoidance.
- Unusual attitudes and simulated engine failure.

In **Phase 2** the applicant shall do exercises up to the first solo cross-country flight comprise a total of at least 40 hours of dual flight instruction and at least 20 hours solo flight on a single-engine aeroplane including:

- Maximum performance (short field and obstacle clearance) take-offs, short field landings.
- Flight by reference to instruments, including the completion of a 180 degrees turn.
- Dual cross-country flying using external visual references, dead reckoning and radio navigation aids, diversion procedures.
- Aerodrome and traffic pattern operations at different aerodromes.
- Crosswind take - offs and landings.
- Abnormal and emergency procedures and manoeuvres, including simulated aeroplane equipment malfunctions.
- Operations to, from and transiting controlled aerodromes,
- Compliance with air traffic services procedures, radio telephony procedures and phraseology.
- Knowledge of meteorological briefing arrangements, evaluation of weather conditions for flight and use of Aeronautical Information Services (AIS).
- VFR flight at relatively critical air speeds, recognition of and recovery from spiral dives.

In **Phase 3** the applicant shall do exercises up to the VFR navigation progress test comprise a total of at least 25 hours as pilot in command cross-country on a single-engine (SEP). The testing up to the VFR navigation progress test shall comprise:

- Repetition of exercises of phases 1 and 2

In **Phase 4** the applicant shall do exercises up to the CPL skill test and the instrument skill test including:

- At least 50 hours instrument flight on a SEP.
- 40 hours instrument time flown as SPIC.
- 5 hours night flight including 5 take - offs and landings to a full stop as a pilot in command.
- Pre - flight procedures for instrument flights, including the use of the flight manual and appropriate air traffic services documents in the preparation of an instrument flight plan.
- Procedures and manoeuvres for IFR operation under normal, abnormal and emergency conditions covering at least:
 - Transition from visual to instrument flight on take-off.
 - Standard instrument departures and arrivals.
 - En route IFR procedures.
 - Holding procedures.
 - Instrument approaches to specified minima.
 - Missed approach procedures.
 - Landings from instrument approaches, including circling approaches and landings.
- In flight manoeuvres and specific flight characteristics.
- 11 hours operation of a multi-engine aeroplane in the appropriate exercises, including 6 hours MEP basic manoeuvres and 5 hours operation of the aeroplane solely by reference to instruments with one engine simulated inoperative, and engine shut - down and restart.

1.2.5 The time scale and scale in weeks

The Ground School's duration is twelve (12) months. The Ground School Course begins normally the first 15 days of each September.

The flying training shall comprise a total of at least 185 hours, of which 174 single engine (SEP), 11 multi engine (MEP), not including examination flight (2 hours with a multi-engine aeroplane). The duration of the flying training usually lasts twelve (12) to eighteen (18) months. The applicant might start the flying training at the same time with theoretical training. In any case the integration between theoretical and practical flight training is accomplished by student's participation in seminars and at the beginning of each phase with the long briefings.

1.2.6 Training programme

1.2.6.1 General arrangements for flying, ground and synthetic flight training.

The training structure is divided in three major parts:

- Theoretical training: To instruct the students in a pure theoretical principle.
- Long briefing instruction: To instruct the student in the application of theoretical principle in regard to a normal daily mission.
- Practical flight training: To instruct the student in the execution of the theoretical and practical principle.

The theoretical training is conducted from Monday to Friday in Piraeus at suitable shaped classrooms of max 12 students. Each course last from 17:00 to 22:00.

A yearly schedule is accomplished before the start of each course including the instructor's name the beginning day and the duration for each subject.

The schedule of flights is accomplished in weekly base with the cooperation of the planner (roster), CFI and Head of training. This schedule is announced by e-mail to the instructors and students in order to be well prepared.

The flight training might start at the same time with theoretical training. In this case, before the start of flight training, some lectures will be performed concerning matters such as:

- General aircraft handling and safety procedures
- Emergency procedures
- Administrative procedures and documentation
- Basics of instruments and navigation
- Air exercises and syllabus analysis

Before any flight an instructor's detailed briefing is proceeding as appropriate.

1.2.6.2 Bad weather constraints.

According to the level of each individual student and the phase of training the following weather limits has to be followed which are over and above those described in the Operations Manual:

Exercise	Visibility	Sky Condition		wind components	
		Distance from Cloud	Visible Horizon	X-wind	H-wind
Phase 1 Exercise 3 – 13	10 km	Clear of clouds	Yes	7 Kts	10 Kts
Phase 1 14 1st solo	10 km	Clear of clouds	Yes	5 Kts	10 Kts
Phase 2 Dual x-country	5 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	N/A	17 Kts	25 Kts
Phase 2 SOLO x-country	8 Km	2000 ft Vertical 3000 m Horizontal In sight of the surface	YES	7 Kts	15 Kts
Phase 3 Dual x-country	5 Km	1000 ft Vertical 1500 m Horizontal	N/A	20 Kts	30 Kts
Phase 3 SOLO x-country	8 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	N/A	10 Kts	25 Kts
Phase 4 IR exer. 19-26	5 Km	1000 ft Vertical 1500 m Horizontal	N/A	20 Kts	30 Kts
Phase 4 IR exer. 27-39	N/A	N/A	N/A	20 Kts	30 Kts
Phase 4 SPICUS	N/A	N/A	N/A	20 Kts	30 Kts
Phase 4 Advanced IR FNPTII	Low Visibility	Into Clouds	No	25 Kts	45 Kts

1.2.6.3 Constraints in terms of maximum student training times

The classroom work for the theoretical training is conducted from Monday to Friday (working days only) from 17:00 till 22:00. As it is mentioned, the flight training might start at the same time with theoretical training and in this case the flight training is from 09:00 to 13:00 in order the student have enough rest time before the classroom work.

During the flight training the maximum student training time depends from the phase of training as follows:

Exercise	Maximum duration	Rest between flights
Phase 1 Exercise 3 – 13	1,5 hrs	N/A
Phase 1 14 1st solo	0,5 hrs	N/A
Phase 2 Dual x-country	2,5 hrs	1 hrs
Phase 2 SOLO x-country	2,5 Hrs	N/A
Phase 3 Dual x-country	4 Hrs	1,5 Hrs
Phase 3 SOLO x-country	4 Hrs	N/A
Phase 4 IR exer. 19-26	2 Hrs	1,5 Hrs
Phase 4 IR exer. 27-39	3 Hrs	1,5 Hrs
Phase 4 SPICUS	4 Hrs	1,5 Hrs
Phase 4 Advanced IR FNPTII	4 Hrs	N/A

1.2.7 Training records

The following records are to be maintained and retained for a period of 5 years after completion of the training:

- ✓ pilot trainee's assessments before and during the course including progress tests, sample exams and flight evaluations.
- ✓ Results of any official – HCAA theoretical examination and License Proficiency Check (LPC's)
- ✓ details of theoretical knowledge, flying, and simulated flight training given to individual trainees.
- ✓ personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.
- ✓ All flights are recorded in details for all students and instructors in an automated system and format acceptable to the HCAA.

1.2.8 Safety training

The safety training is established in order to emphasize to all personnel that any information no matter if it's considered relevant or irrelevant and major or minor has great importance in safety and that can be the key to prevent accidents or incidents. As a result, all personnel will be kept alert, contributing to flight safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

Before each flight a long briefing takes place with respect to the emergency procedures. Prior to any solo flight the student has to describe the emergency procedures asked by the supervising instructor with emphasis to engine failure during take-off and in flight.

The flight safety and emergency procedures training is provided by the flight instructors. According to the syllabus, the emergency procedures are included in the CPL (A) and IR (A) integrated course as follows:

- ✓ Exercise 1 Aeroplane Familiarisation
 - Action in the event of fire in the air and on the ground, engine cabin and electrical.
 - Systems failures as applicable to class.
 - Escape drills, location and use of emergency equipment and exits.
- ✓ Exercise 5 Taxiing.
 - Brake and steering failure.
- ✓ Exercise 12 Take - off and climb to downwind position.
 - Aborted take off.
 - Engine failure after take off.
 - Airmanship and air traffic control procedures.
- ✓ Exercise 13 Circuit approach and landing.
 - Rejected take - off.
 - Engine failure after take - off with sufficient runway.
 - Engine failure after take - off with insufficient runway.
 - Engine failure at downwind/base leg.
 - Use off emergency check - list.
- ✓ Exercise 16 Forced landing without power
 - Forced landing procedure.
 - Selection of landing area, provision for change of plan.
 - Gliding distance considerations.
 - Descend plan.
 - Key positions.
 - Engine cooling.
 - Engine failure checks.
 - Air start procedures.

- Use of radio.
- Emergency landing engine secure checks.
- Emergency landing briefing and preparation.
- Base leg.
- Final approach.
- Landing (when the exercise is conducted at an aerodrome).
- Actions after landing.
- Aeroplane security
- Emergency evacuation (simulated procedures and checks).
- ✓ Exercise 17 Precautionary landing.
- ✓ Exercise 18c Use of Radio Navigation Aids under VFR
 - R/T failure.
 - Emergency transponder codes.
- ✓ Exercise 53 & 54 Multi Engine Emergencies and One Engine Out Manoeuvring.
 - Simulated engine failure during take off.
 - Rejected take off.
 - Single engine climb.
 - Simulated engine failure during straight and level flight.
 - Engine feathering procedures.
 - Air start procedures.
 - Vmc demonstration.
 - Engine out traffic pattern.
 - Engine out approach and landing.
 - Engine out go around.
 - Instrument flying with one engine out.
 - Emergency descend.
 - Simulated gearless landing procedures.
 - Airmanship.

1.2.9 Tests and examinations

1.2.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by having sample exams comprising at least 50 multi-choice questions distributed appropriately across the main subjects of the syllabus.

After the theoretical training, and before the applicant is issued a certificate of completion, progress tests for each of the fourteen subjects shall be written.

At the sample exams and progress tests an applicant shall demonstrate to the CGI and Head of Training a level of knowledge appropriate to the privileges of the holder of a CPL (A) and an instrument rating, in accordance with the requirements in JAR-FCL. The applicant shall pass all progress tests and sample exams before undertaking the official (HCAA) examinations. The pass mark is 75% in each of the main subjects of the syllabus.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.2.9.2 Flight Training

At the end of each phase of flight training, an evaluation flight conducted by the Global Air Services Chief Flight Instructor or by the Global Air Services Head of Training in order for the applicant to demonstrate the appropriate level of knowledge for each phase of training.

At the end of training, a final evaluation is conducted in order the applicant to demonstrate a level of knowledge appropriate to the privileges of the holder of a CPL (A), multi-engine rating and an instrument rating, in accordance with the requirements in JAR-FCL.

The form which is used for the flight evaluation is described in section 5 of Operations Manual.

1.2.10 Training effectiveness

Unsatisfactory progress is identified by some of the following aspects:

- ✓ Week measurable progress
- ✓ Marginal result on progress checks
- ✓ Repeatable delays on schedule
- ✓ Follow up difficulties by the trainee, on the course or training programme
- ✓ Extensive and irregular fracture in courses and training
- ✓ Massive instruction time
- ✓ Frustrated relationship between instructors and students
- ✓ Equipment availability influencing the course or training planning

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual

When a Progress Test (theoretical training) or a flight is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average

- Good
- Very Good
- Exceptional

In the same form the instructor also is defining remarks in a plain text concerning:

- The student's background
- The level of achievement according to the phase of training
- The student attitude and airmanship
- Safety issues

Where a case of unsatisfactory progress is identified (1 or 2), it must be brought to the attention of the CGI or CFI as appropriate for action as necessary. In case an applicant has any difficulties during the training an additional test or stage check will be carried out by the CGI or CFI accordingly.

As a guide, the CGI or CFI after the exam or flight evaluation will determine specific weaknesses and have to propose corrective actions. The Head of Training shall be informed on the planned corrective actions. If it is required the Head of Training will also perform an evaluation and, where possible, consider a change of instructor.

If the corrective actions have no effects on the applicant's progress an additional evaluation (ground or flight) is carried out by Global Air Services' Head of Training. If the applicant fails again, the Board of Global Air Services has the final authority to terminate or to extend the applicant's training, taking into account the recommendations of the Head of Training, Chief Ground and Chief Flight Instructor as appropriate.

1.2.11 Standards and Level of performance at various stages

1.2.11.1 Phase 1 Completion Standards

At the end of this phase of the flight training, the applicant shall be able to, with no assistance, conduct a pre-flight, use the checklist, perform a run-up check of engine and systems, and know how to use the controls to move the airplane about its respective axis establishing proper pitch attitude and power for climbs, descends, glides and turns.

The applicant also should display complete understanding of possible emergencies and procedures and be able to maintain airspeeds with increased awareness of impending stalls and positive coordinated control usage becoming more consistent.

During the final evaluation and before the solo flight in the local training area, the following standards shall be applied:

- ✓ Hold attitude to within ± 200 feet of assigned
- ✓ Hold heading to within $\pm 15^\circ$ of assigned
- ✓ Maintain airspeed to within ± 10 kts of desired
- ✓ Recognition of stalls with prompt, positive recovery
- ✓ Safe traffic patterns exercising collision avoidance techniques
- ✓ Demonstrate the ability to execute safe takeoff and landings
- ✓ Safely handle emergency situations presented with no loss of control

1.2.11.2 Phase 2 Completion Standards

At the end of this phase the student demonstrates an increased proficiency in previously covered procedures and manoeuvres and should be able to maintain airspeed within ± 10 knots, altitude within ± 100 feet, and heading within $\pm 10^\circ$ of that desired.

The applicant also should be able to determine position in the local practice area by pilotage, VOR, or ADF without any assistance.

Furthermore, at the end of this phase the applicant should be able to perform the cross-country pre-flight planning, fly the planned course making necessary off-course corrections, and can make appropriate radio communications. The applicant should be competent in navigating by means of pilotage, dead reckoning, VOR, and / or ADF, and when so instructed, is able to accurately plan and fly a diversion to an alternate airport.

1.2.11.3 Phase 3 Completion Standards

During phase 3 the applicant will review previous manoeuvres from phases 1 & 2. The student will also have to pass a navigation progress test in order to be able to make the long x-country flight and to further built-up hours as pilot in command flights using dead reckoning, pilotage and radio navigation.

1.2.11.4 Phase 4 Completion Standards

The emphasis of phase 4 is on IR operations and multi-engine training. The student will learn precise airplane attitude control by instrument reference. Additionally, the student will gain greater competence in the use of navigation systems.

During the multi-engine training the applicant will learn operating procedures, systems and performance considerations. The student will also learn to accurately use performance charts and compute weight & balance data to control weight & balance conditions of the multi-engine airplane.

In addition the student will learn principles, techniques, and procedures, which apply to single engine and instrument flight in the multi-engine airplane.

Phase four is complete when the applicant can demonstrate precise airplane attitude control by instrument reference only. This will include the use of full and partial panel reference. In addition the student will demonstrate accurate use of navigation systems by maintaining positional awareness at all times.

Finally the applicant has to pass the final stage check with minimum score of 80%. During this check will perform all VFR, IFR, and pertinent simulated emergency procedures at the proficiency level, as outlined in Appendix 2 to JAR-FCL 1.170 (CPL/IR (A) skill test).

1.3 CPL(A) Integrated Course

1.3.1 The aim of the course

The aim of the CPL (A) integrated course is to train pilots to the level of proficiency necessary to operate single-pilot single-engine or multi-engine aeroplanes in commercial air transportation and to obtain the CPL (A).

The course shall last no less than nine (9) months, and no more than twenty four (24) months. During this period the applicant shall complete all the instructional stages of both theoretical and flight training, under the supervision of Global Air Services Flying Training Organization (GR-FTO 002).

1.3.2 Pre-entry requirements

According to JAR-FCL 1.160, before admission, an applicant shall have sufficient knowledge of Mathematics, Physics, and English to facilitate an understanding of the theoretical knowledge instruction content of the course. The applicant shall demonstrate his knowledge on the above subjects, to the Head of Training, by writing a pre-entry knowledge test.

An applicant for CPL (A) shall be at least 18 years of age, and shall hold a valid Class 1 medical certificate. A medical certificate (also referred as "medical") is a statement from an approved medical doctor that the applicant satisfies the health requirements to operate an aircraft in flight.

In order to enrol to CPL (A) course an applicant, shall fill out an official application at Global Air Services' head offices, and pay a deposit for the course.

Upon enrolment an applicant will fill out an official application form and shall have with him the following:

- ✓ Four (4) passport photographs
- ✓ Validated photocopy of high school certificate or equivalent diploma
- ✓ Validated photocopy of ID or passport
- ✓ Valid Medical Certificate Class 1
- ✓ Deposit of enrolment

1.3.3 Credits for previous experience

An applicant may be admitted to training either as an ab-initio entrant, or as a holder of a PPL (A) or PPL (H) issued in accordance with ICAO Annex 1. An ab-initio entrant shall meet the student pilot requirements of JAR-FCL Subpart B. In the case of a PPL(A) or PPL(H) entrant, 50% of the aircraft hours flown by the entrant prior to the course may be credited towards the required flight instruction (JAR-FCL 1.165(a)(1) and Appendix 1 to JAR-FCL 1.165(a)(1), paragraph 13) up to a credit of 40 hours flying experience or 45 hours if an aeroplane night flying qualification has been obtained, of which up to 20 hours may be dual instruction. This credit for the hours flown shall be at the discretion of the Head of Training and entered into the applicant's training record.

1.3.4 Training Syllabus

The course shall comprise:

- Theoretical knowledge instruction to the CPL (A) knowledge level;
- Visual flying training SEP / MEP.

1.3.4.1 Theoretical Knowledge Course

The aim of Theoretical Knowledge Course (also referred as "Ground School") is to train pilots to the level of theoretical knowledge required for the CPL/IR (A) according to JAR-FCL 1.160. CPL (A) theoretical knowledge course will comprise fourteen (14) theoretical subjects, 750 hours of instruction (1 hour = 60 minutes instruction), which includes formal classroom work, Bristol GS approved inter-active video training, slide/tape presentation, and computer based training, progress tests, and sample exams. The applicant shall receive Bristol GS Course Manuals for the fourteen (14) subjects and a supplementary DVD that he will install on his personal computer that contains all the information on the manuals in computerized format along with a great number of animations and teaching modules. It also includes a section with all progress tests and a system that scores the tests and gives full feedback after scoring the test as an instructor would do. The fourteen (14) subjects are analyzed as follows:

Ground School Subject		Number of Lectures	Duration	Instructional Hours
010	AIR LAW	10	3 weeks	50 hours
021	AIRCRAFT GENERAL KNOWLEDGE - AIRFRAME, SYSTEMS, POWER PLANT	14	4 weeks	70 hours
022	AIRCRAFT GENERAL KNOWLEDGE - INSTRUMENTS, ELECTRONICS	14	4 weeks	70 hours
031	FLIGHT PERFORMANCE AND PLANNING - MASS AND BALANCE	8	2 weeks	40 hours
032	PERFORMANCE	12	3 weeks	60 hours
033	FLIGHT PLANNING AND MONITORING	12	3 weeks	60 hours
040	HUMAN PERFORMANCE AND LIMITATIONS	12	3 weeks	60 hours
050	METEOROLOGY	16	4 weeks	80 hours
061	GENERAL NAVIGATION	14	4 weeks	70 hours
062	RADIO NAVIGATION	14	4 weeks	70 hours
070	OPERATIONAL PROCEDURES	6	2 weeks	30 hours
081	PRINCIPLES OF FLIGHT	12	3 weeks	60 hours
091	VFR COMMUNICATIONS	3	1 week	15 hours
092	IFR COMMUNICATIONS	3	1 week	15 hours
TOTAL Residential Ground School		150	41 weeks	750 hours

1.3.4.2 Flying Training

The flying training in Global Air Services shall comprise a total of at least 150 hours, 144 Single Engine Piston (SEP), 6 Multi Engine Piston (MEP) (6 initial training MEP), not including examination flight (1 hour with a multi-engine aeroplane). Within the total of 150 hours, applicants shall complete at least:

- 80 hours of dual instruction.
- 70 hours as a pilot in command including :
 - 64 hours of cross country flight as pilot in command including a VFR cross country flight totalling at least 300 NM in the course of which full stop landings at two aerodromes different from the aerodrome of departure shall be made.

- 5 hours flight time in aeroplanes shall be completed at night comprising 4 hours of dual instruction including at least 1 hour of cross country navigation and 5 solo take offs and 5 solo full stop landings.
- 15 hours of instrument flight instruction

The flying training is divided into four (4) phases. Each phase is detailed explained below:

In **Phase 1** the applicant shall do exercises up to the first solo flight comprised a total of at least 16,5 hours dual flight instruction on a single engine aircrafts (SEP) including:

- Pre-flight operations, mass and balance determination, and aeroplane inspection.
- Aerodrome and traffic pattern operations, collision avoidance and precautions.
- Control of the aeroplane by external visuals references.
- Normal take-offs and landings.
- Flight at critically slow airspeeds, recognition of and recovery from incipient and full stalls, spin avoidance.
- Unusual attitudes and simulated engine failure.

In **Phase 2** the applicant shall do exercises up to the first solo cross-country flight comprise a total of at least 69,5 hours of dual flight instruction and at least 23,5 hours solo flight on a single-engine aeroplane including:

- Maximum performance (short field and obstacle clearance) take-offs, short field landings.
- Flight by reference to instruments, including the completion of a 180 degrees turn.
- Dual cross-country flying using external visual references, dead reckoning and radio navigation aids, diversion procedures.
- Aerodrome and traffic pattern operations at different aerodromes.
- Crosswind take - offs and landings.
- Abnormal and emergency procedures and manoeuvres, including simulated aeroplane equipment malfunctions.
- Operations to, from and transiting controlled aerodromes,
- Compliance with air traffic services procedures, radio telephony procedures and phraseology.
- Knowledge of meteorological briefing arrangements, evaluation of weather conditions for flight and use of Aeronautical Information Services (AIS).
- VFR flight at relatively critical air speeds, recognition of and recovery from spiral dives.

In **Phase 3** the applicant shall do exercises up to the VFR navigation progress test comprise a total of at least 45 hours as pilot in command cross-country on a single-engine (SEP). The testing up to the VFR navigation progress test shall comprise:

- Repetition of exercises of phases 1 and 2

In **Phase 4** Basic Instrument flight Module:

- At least 15 hours instrument flight on a SEP.
- 5 hours night flight including 5 take - offs and landings to a full stop as a pilot in command.

- In flight manoeuvres and specific flight characteristics.

1.3.5 The time scale and scale in weeks

The Ground School's duration is twelve (12) months. The Ground School Course begins normally the first 15 days of each September.

The flying training shall comprise a total of at least 150 hours, of which 144 single engine (SEP), 6 multi engine (MEP), not including examination flight (1 hours with a multi-engine aeroplane). The duration of the flying training usually lasts twelve (12) to eighteen (18) months. The applicant might start the flying training at the same time with theoretical training. In any case the integration between theoretical and practical flight training is accomplished by the student's participation in seminars and at the beginning of each phase with the long briefings.

1.3.6 Training programme

1.3.6.1 General arrangements for flying, ground and synthetic flight training.

The training structure is divided in three major parts:

- Theoretical training: To instruct the students in a pure theoretical principle.
- Long briefing instruction: To instruct the student in the application of theoretical principle in regard to a normal daily mission.
- Practical flight training: To instruct the student in the execution of the theoretical and practical principle.

The theoretical training is conducted from Monday to Friday in Piraeus at suitable shaped classrooms of max 12 students. Each course last from 17:00 to 22:00.

A yearly schedule is compiled before the start of each course including the instructor's name the beginning day and the duration for each subject.

The schedule of flights is compiled on a weekly base with the cooperation of the planner (roster), CFI and Head of Training. This schedule is announced by phone or e-mail to the instructors and students in order to be well prepared.

The flight training might start at the same time with theoretical training. In this case, before the start of flight training, some lectures will be performed concerning matters such as:

- General aircraft handling and safety procedures
- Emergency procedures
- Administrative procedures and documentation
- Basics of instruments and navigation
- Air exercises and syllabus analysis

Before any flight an instructor's detailed briefing is proceeding as appropriate.

1.3.6.2 Bad weather constraints.

According to the level of each individual student and the phase of training the following weather limits has to be followed which are over and above those described in the Operations Manual:

Exercise	Visibility	Sky Condition		wind components	
		Distance from Cloud	Visible Horizon	X-wind	H-wind
Phase 1 Exercise 3 – 13	10 km	Clear of clouds	Yes	7 Kts	10 Kts
Phase 1 14 1st solo	10 km	Clear of clouds	Yes	5 Kts	10 Kts
Phase 2 Dual x-country	5 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	N/A	17 Kts	25 Kts
Phase 2 SOLO x-country	8 Km	2000 ft Vertical 3000 m Horizontal In sight of the surface	YES	7 Kts	15 Kts
Phase 3 Dual x-country	5 Km	1000 ft Vertical 1500 m Horizontal	N/A	20 Kts	30 Kts
Phase 3 SOLO x-country	8 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	N/A	10 Kts	25 Kts
Phase 4 IR exer. 19-26	5 Km	1000 ft Vertical 1500 m Horizontal	N/A	20 Kts	30 Kts

1.3.6.3 Constraints in terms of maximum student training times

The classroom work for the theoretical training is conducted from Monday to Friday (working days only) from 17:00 till 22:00. As mentioned, the flight training might start at the same time with theoretical training and in this case the flight training is from 09:00 to 13:00 in order the student have enough rest time before the classroom work.

During the flight training the maximum student training time depends from the phase of training as follows:

Exercise	Maximum duration	Rest between flights
Phase 1 Exercise 3 – 13	1,5 hrs	N/A
Phase 1 14 1st solo	0,5 hrs	N/A
Phase 2 Dual x-country	2,5 hrs	1 hrs
Phase 2 SOLO x-country	2,5 Hrs	N/A
Phase 3 Dual x-country	4 Hrs	1,5 Hrs
Phase 3 SOLO x-country	4 Hrs	N/A
Phase 4	2 Hrs	1,5 Hrs

1.3.7 Training records

The following records are to be maintained and retained for a period of 5 years after the completion of the training:

- ✓ pilot trainee's assessments before and during the course including progress tests, sample exams and flight evaluations.
- ✓ Results of any official – HCAA theoretical examination and License Proficiency Check (LPC's)
- ✓ details of theoretical knowledge, flying, and simulated flight training given to individual trainees.
- ✓ personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.
- ✓ All flights are recorded in details for all students and instructors in an automated system and format acceptable to the HCAA.

1.3.8 Safety training

The safety training is established in order to emphasize to all personnel that any information no matter if it's considered relevant or irrelevant and major or minor has great importance in

safety and that can be the key to prevent accidents or incidents. As a result, all personnel will be kept alert, contributing to flight safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

Before each flight a long briefing takes place with respect to the emergency procedures. Prior to any solo flight the student has to describe the emergency procedures asked by the supervising instructor with emphasis to engine failure during take-off and in flight.

The flight safety and emergency procedures training is provided by the flight instructors. According to the syllabus, the emergency procedures are included in the CPL (A) intergraded course as follows:

- ✓ Exercise 1 Aeroplane Familiarisation
 - Action in the event of fire in the air and on the ground, engine cabin and electrical.
 - Systems failures as applicable to class.
 - Escape drills, location and use of emergency equipment and exits.
- ✓ Exercise 5 Taxiing.
 - Brake and steering failure.
- ✓ Exercise 12 Take - off and climb to downwind position.
 - Aborted take off.
 - Engine failure after take off.
 - Airmanship and air traffic control procedures.
- ✓ Exercise 13 Circuit approach and landing.
 - Rejected take - off.
 - Engine failure after take - off with sufficient runway.
 - Engine failure after take - off with insufficient runway.
 - Engine failure at downwind/base leg.
 - Use off emergency check - list.
- ✓ Exercise 16 Forced landing without power
 - Forced landing procedure.
 - Selection of landing area, provision for change of plan.
 - Gliding distance considerations.
 - Descend plan.
 - Key positions.
 - Engine cooling.
 - Engine failure checks.
 - Air start procedures.
 - Use of radio.
 - Emergency landing engine secure checks.
 - Emergency landing briefing and preparation.

- Base leg.
- Final approach.
- Landing (when the exercise is conducted at an aerodrome).
- Actions after landing.
- Aeroplane security
- Emergency evacuation (simulated procedures and checks).
- ✓ Exercise 17 Precautionary landing.
- ✓ Exercise 18c Use of Radio Navigation Aids under VFR
 - R/T failure.
 - Emergency transponder codes.
- ✓ Exercise 53 & 54 Multi Engine Emergencies and One Engine Out Manoeuvring.
 - Simulated engine failure during take off.
 - Rejected take off.
 - Single engine climb.
 - Simulated engine failure during straight and level flight.
 - Engine feathering procedures.
 - Air start procedures.
 - Vmc demonstration.
 - Engine out traffic pattern.
 - Engine out approach and landing.
 - Engine out go around.
 - Instrument flying with one engine out.
 - Emergency descend.
 - Simulated gearless landing procedures.
 - Airmanship.

1.3.9 Tests and examinations

1.3.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by having sample exams comprising of at least 50 multi-choice questions distributed appropriately across the main subjects of the syllabus.

After the theoretical training, and before the applicant is issued a certificate of completion, progress tests for each of the fourteen subjects shall be given.

At the sample exams and progress tests an applicant shall demonstrate to the CGI and Head of Training a level of knowledge appropriate to the privileges of the holder of a CPL (A) and an instrument rating, in accordance with the requirements in JAR-FCL. The applicant shall pass all progress tests and sample exams before undertaking the official (HCAA) examinations. The pass mark is 75% in each of the main subjects of the syllabus.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.3.9.2 Flight Training

At the end of each phase of flight training, an evaluation flight conducted by the Global Air Services' Chief Flight Instructor or by the Global Air Services Head of Training in order for the applicant to demonstrate the appropriate level of knowledge for each phase of training.

At the end of training, a final evaluation is conducted in order the applicant to demonstrate a level of knowledge appropriate to the privileges of the holder of a CPL (A), in accordance with the requirements in JAR-FCL.

The form which is used for the flight evaluation as it is described in section 5 of Operations Manual.

1.3.10 Training effectiveness

Unsatisfactory progress is identified by some of the following aspects:

- ✓ Week measurable progress
- ✓ Marginal result on progress checks
- ✓ Repeatable delays on schedule
- ✓ Follow up difficulties by the trainee, on the course or training programme
- ✓ Extensive and irregular fracture in courses and training
- ✓ Massive instruction time
- ✓ Frustrated relationship between instructors and students
- ✓ Equipment availability influencing the course or training planning

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual.

When a Progress Test (theoretical training) or a flight is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average

- Good
- Very Good
- Exceptional

In the same form the instructor also is defining remarks in a plain text concerning:

- The student's background
- The level of achievement according to the phase of training
- The student attitude and airmanship
- Safety issues

Where a case of unsatisfactory progress is identified (1 or 2), it must be brought to the attention of the CGI or CFI as appropriate for action as necessary. In case an applicant has any difficulties during the training an additional test or stage check will be carried out by the CGI or CFI accordingly.

As a guide, the CGI or CFI after the exam or flight evaluation will determine specific weaknesses and have to propose corrective actions. The Head of Training shall be informed on the planned corrective actions. If it is required the Head of Training will also perform an evaluation and, where possible, consider a change of instructor.

If the corrective actions have no effects on the applicant's progress an additional evaluation (ground or flight) is carried out by Global Air Services' Head of Training. If the applicant fails again, the Board of Global Air Services has the final authority to terminate or to extend the applicant's training, taking into account the recommendations of the Head of Training, Chief Ground and Chief Flight Instructor as appropriate.

1.3.11 Standards and Level of performance at various stages

1.3.11.1 Phase 1 Completion Standards

At the end of this phase of the flight training, the applicant shall be able to, with no assistance, conduct a pre-flight, use the checklist, perform a run-up check of engine and systems, and know how to use the controls to move the airplane about its respective axis establishing proper pitch attitude and power for climbs, descends, glides and turns.

The applicant also should display complete understanding of possible emergencies and procedures and be able to maintain airspeeds with increased awareness of impending stalls and positive coordinated control usage becoming more consistent.

During the final evaluation and before the solo flight in the local training area, the following standards shall be applied:

- ✓ Hold attitude to within ± 200 feet of assigned
- ✓ Hold heading to within $\pm 15^\circ$ of assigned
- ✓ Maintain airspeed to within ± 10 kts of desired
- ✓ Recognition of stalls with prompt, positive recovery
- ✓ Safe traffic patterns exercising collision avoidance techniques
- ✓ Demonstrate the ability to execute safe takeoff and landings
- ✓ Safely handle emergency situations presented with no loss of control

1.3.11.2 Phase 2 Completion Standards

At the end of this phase the student demonstrates an increased proficiency in previously covered procedures and manoeuvres and should be able to maintain airspeed within ± 10 knots, altitude within ± 100 feet, and heading within $\pm 10^\circ$ of that desired.

The applicant also should be able to determine position in the local practice area by pilotage, VOR, or ADF without any assistance.

Furthermore, at the end of this phase the applicant should be able to perform the cross-country pre-flight planning, fly the planned course making necessary off-course corrections, and can make appropriate radio communications. The applicant should be competent in navigating by means of pilotage, dead reckoning, VOR, and / or ADF, and when so instructed, is able to accurately plan and fly a diversion to an alternate airport.

1.3.11.3 Phase 3 Completion Standards

During phase 3 the applicant will review previous manoeuvres from phases 1 & 2. The student will also have to pass a navigation progress test in order to be able to make the long x-country flight and to further built-up hours as pilot in command flights using dead reckoning, pilotage and radio navigation.

1.3.11.4 Phase 4 Completion Standards

The emphasis of phase 4 is on IR basic attitudes operations (basic IR module) and multi-engine training. The student will learn basic airplane attitude control by instrument reference. Additionally, the student will gain greater competence in the use of navigation systems.

During the multi-engine training the applicant will learn operating procedures, systems and performance considerations. The student will also learn to accurately use performance charts and compute weight & balance data to control weight & balance conditions of the multi-engine airplane.

Phase four is complete when the applicant can demonstrate a basic airplane attitude control by instrument reference only. This will include the use of full and partial panel reference. In addition the student will demonstrate accurate use of navigation systems by maintaining positional awareness at all times.

Finally the applicant has to pass the final stage check with minimum score of 80%. During this check will perform all VFR (SEP & MEP) and basic instrument manoeuvres as well as pertinent simulated emergency procedures at the proficiency level, as outlined in Appendix 2 to JAR-FCL 1.170 (CPL (A) skill test).

1.4 CPL(A) Modular Course

1.4.1 The aim of the course

The aim of the CPL (A) modular course is to train PPL (A) or ICAO pilot licence holders to the level of proficiency necessary to operate single-pilot single-engine and/or multi-engine aeroplanes in commercial air transportation and to obtain the JAA CPL(A).

The flying training in Global Air Services shall comprise a total of at least 25 hours for the applicants without an instrument rating including 10 hours of instrument instruction of which up to 5 hours may be instrument ground time in a FNPT II, not including all flying tests.

For applicants with a valid instrument rating shall be given at least 15 hours dual visual flight instruction not including all flying tests.

The course of theoretical knowledge shall be completed within 18 months. The flight instruction and skill test shall be completed within the period of validity of the pass in the theoretical examinations, as set out in JAR-FCL 1.495 which means during the 36 months from the date of gaining a Pass in all the required examination papers. During this period the applicant shall complete all the instructional stages of both theoretical and flight training, under the supervision of Global Air Services Flying Training Organization (GR-FTO 002).

The theoretical training may be given at another approved FTO. In this case, the applicant may be accepted at the discretion of the Head of Training in order to continue his flight training only under the supervision of Global Air Services Flying Training Organization (GR-FTO 002).

1.4.2 Pre-entry requirements

According to JAR-FCL 1.160, before admission, an applicant shall have:

- ✓ Sufficient knowledge of Mathematics, Physics, and English to facilitate an understanding of the theoretical knowledge instruction content of the course. The applicant shall demonstrate his knowledge on the above subjects, to the Head of Training, by writing a pre-entry knowledge test.
- ✓ Shall be the holder of a PPL(A) issued in accordance with ICAO Annex 1 and before commencing the flight training an applicant shall:
 - have completed 150 hours flight time as a pilot;
 - have night qualification otherwise the flight training will be extended in order the applicant to meet the requirements for the Night Qualification and;
 - have complied with JAR-FCL 1.225 and 1.240 if a multi-engine aeroplane is to be used on the skill test.

An applicant for CPL (A) shall be at least 18 years of age, and shall hold a valid Class 1 medical certificate. A medical certificate (also referred as "medical") is a statement from an approved medical doctor that the applicant satisfies the health requirements to operate an aircraft in flight.

In order to enrol to CPL (A) course an applicant, shall fill out an official application at Global Air Services' head offices, and pay a deposit for the course.

Upon enrolment an applicant will fill out an official application form and shall have with him/her the following:

- ✓ Four (4) passport photographs
- ✓ Validated photocopy of high school certificate or equivalent diploma
- ✓ Validated photocopy of ID or passport

- ✓ Valid Medical Certificate Class 1
- ✓ Deposit of enrolment

1.4.3 Credits for previous experience

An applicant may be admitted to training only as a holder of a PPL (A) or other license issued in accordance with ICAO Annex 1 with at least 150 hours flight time as a pilot. In case the applicant has complied with JAR-FCL 1.225 and 1.240 the initial training of a multi-engine aeroplane will be accepted.

1.4.4 Training Syllabus

The course shall comprise:

- Theoretical knowledge instruction to the CPL (A) knowledge level
- Visual flying training SEP(A) and/ MEP(A)
- Basic instrument training as applicable

1.4.4.1 Theoretical Knowledge Course

The aim of Theoretical Knowledge Course (also referred as "Ground School") is to train pilots to the level of theoretical knowledge required for the CPL (A) according to JAR-FCL 1.160. Applicants for this course have a choice between Residential and Distance Learning Theoretical Training courses. CPL (A) theoretical knowledge course will comprise fourteen (14) theoretical subjects, 750 hours of instruction (1 hour = 60 minutes instruction), which includes formal classroom work, Bristol GS approved inter-active video training, slide/tape presentation, and computer based training, progress tests, and sample exams. The applicant shall receive Bristol GS Course Manuals for the fourteen (14) subjects and a supplementary DVD that he will install on his personal computer that contains all the information on the manuals in computerized format along with a great number of animations and teaching modules. It also includes a section with all progress tests and a system that scores the tests and gives full feedback after scoring the test as an instructor would do. The fourteen (14) subjects are analyzed as follows:

	Ground School Subject	Number of Lectures	Duration	Instructional Hours
010	AIR LAW	10	3 weeks	50 hours
021	AIRCRAFT GENERAL KNOWLEDGE - AIRFRAME, SYSTEMS, POWER PLANT	14	4 weeks	70 hours
022	AIRCRAFT GENERAL KNOWLEDGE - INSTRUMENTS, ELECTRONICS	14	4 weeks	70 hours
031	FLIGHT PERFORMANCE AND PLANNING - MASS AND BALANCE	8	2 weeks	40 hours
032	PERFORMANCE	12	3 weeks	60 hours
033	FLIGHT PLANNING AND MONITORING	12	3 weeks	60 hours
040	HUMAN PERFORMANCE AND LIMITATIONS	12	3 weeks	60 hours
050	METEOROLOGY	16	4 weeks	80 hours
061	GENERAL NAVIGATION	14	4 weeks	70 hours
062	RADIO NAVIGATION	14	4 weeks	70 hours
070	OPERATIONAL PROCEDURES	6	2 weeks	30 hours
081	PRINCIPLES OF FLIGHT	12	3 weeks	60 hours
091	VFR COMMUNICATIONS	3	1 week	15 hours
092	IFR COMMUNICATIONS	3	1 week	15 hours
	TOTAL Residential Ground School	150	41 weeks	750 hours

1.4.4.2 Distance Learning Course

Distance learning (correspondence) course is also offered. In this case, the applicant will be using additional software in order to be capable to submit all progress tests, using the internet, to a well organized Data Base that stores the tests sorted by applicant name, subject and date of the test.

An automated system is integrated with the Data Base and gives the required feedback to the CGI and to ground instructors.

Additionally, using this system a variety of statistical data concerning the progress of each individual applicant and a trend analysis of the training provided is available.

An applicant following distance learning course also has formal classroom instruction for each subject. The amount of time spent in actual classroom instruction is 10% of the total duration of each subject.

1.4.4.3 Flying Training

The flying training in Global Air Services shall comprise a total of at least 25 hours for the applicants without an instrument rating including 10 hours of instrument instruction of which up to 5 hours may be instrument ground time in a FNPT II not including all flying tests.

For the applicants with a valid instrument rating shall be given at least 15 hours dual visual flight instruction not including all flying tests.

Within the total of 25 hours or 15 hours dual visual flight instruction, applicants shall complete at least:

- ✓ 15 hours of dual instruction in visual flight training including the basic VFR maneuvers including 10 hours of dual cross country flight.
- ✓ 10 hours of instrument time comprising:
 - 5 hours of instrument flight instruction.
 - 5 hours instrument ground time in a FNPT II.

The following flight exercises are mandatory for the CPL (A) modular course:

- Pre-flight operations, mass and balance determination, aeroplane inspection and servicing.
- Take off, traffic pattern, approach and landing. Use off checklist, collision avoidance, checking procedures.
- Traffic patterns, simulated engine failure during and after take off.
- Maximum performance (short field and obstacle clearance) take offs and landings. Soft field take offs and landings.
- Crosswind take offs and landings, go arounds.
- Flight at relatively critical air speeds, recognition of and recovery from spiral dives.
- Flight at critically slow airspeeds, spin avoidance, recognition of, and recovery from incipient and full stalls.
- Cross country flying using dead reckoning and radio navigation aids. Flight planning by the applicant, filing of ATC flight plan, evaluation of weather briefing documentation, NOTAM etc, radio telephony procedures and phraseology, positioning by radio navigation aids, operation to, from and transiting controlled aerodromes, compliance with air traffic services procedures for VFR flights, simulated radio communication failure, weather deterioration, diversion procedures simulated engine failure during cruise flight, selection of an emergency landing strip.
- basic instrument flight without external cues. Horizontal flight, power changes for acceleration or deceleration, maintaining straight and level flight, turns in level flight with 15 and 30 degrees bank, left and right, roll out onto predetermined headings. Climbing and descending, maintaining heading and speed, transition to horizontal flight, climbing and descending turns.
- Instrument pattern, decelerate to approach speed, flaps into approach configuration, initiate standard turn, roll out on opposite heading, maintain new heading for 1 minute, standard turn gear down, descending 500ft/min. roll out on initial heading, maintain descend (500 ft/min) and new heading for 1 minute, transition to horizontal flight 1000 ft below initial flight level. Initiate a go around and climb at best rate of climb speed.
- Steep turns with not less than 45 degrees of bank, recovery from unusual attitudes.
- Radio navigation using VOR, NDB, and interception of predetermined QDM, QDR.
- Turns and level change with simulated failure of and/or directional gyro.
- Recognition of, and recovery from, incipient and full stalls.

1.4.5 The time scale and scale in weeks

Applicants for this course have a choice between Residential and Distance Learning Theoretical Training courses. The Residential Ground School's duration is twelve (12) months and begins normally during the first 15 days of each September.

The flying training shall comprise a total of at least 15 or 25 hours on a single engine piston aircraft. In case the applicant has complied with JAR-FCL 1.225 and 1.240 10 hours will be performed on a single engine piston aeroplane and 5 hours on a multi-engine aeroplane which also will be used on the skill test.

The applicant might start the flying training at the same time with theoretical training. In any case the integration between theoretical and practical flight training is accomplished at the beginning of flight training with a long briefing.

1.4.6 Training programme

1.4.6.1 General arrangements for flying, ground and synthetic flight training.

The training structure is divided in three major parts:

- Theoretical training: To instruct the students in a purely theoretical principle.
- Long briefing instruction: To instruct the student in the application of theoretical principle in regard to a normal daily mission.
- Practical flight training: To instruct the student in the execution of the theoretical and practical principle.

The theoretical training is conducted from Monday to Friday in Piraeus at suitable shaped classrooms of max 12 students. Each course lasts from 17:00 to 22:00.

A yearly schedule is accomplished before the start of each course including the instructor's name the beginning day and the duration for each subject.

The schedule of flights is accomplished in weekly base with the cooperation of the planner (roster), CFI and Head of training. This schedule is announced by e-mail to the instructors and students in order to be well prepared.

The flight training might start at the same time with theoretical training. In this case, before the start of flight training, some lectures will be performed concerning matters such as:

- General aircraft handling and safety procedures
- Emergency procedures
- Administrative procedures and documentation
- Basics of instruments and navigation
- Air exercises and syllabus analysis

Before any flight an instructor's detailed briefing is proceeding as appropriate.

1.4.6.2 Bad weather constraints.

According to the level of each individual student and the phase of training the following weather limits has to be followed which are over and above those described in the Operations Manual:

Exercise	Visibility	Sky Condition		wind components	
		Distance from Cloud	Visible Horizon	X-wind	H-wind
VFR manoeuvres	10 km	Clear of clouds	Yes	7 Kts	10 Kts
Dual x-country	5 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	N/A	17 Kts	25 Kts
Basic IR manoeuvres	5 Km	1000 ft Vertical 1500 m Horizontal	N/A	20 Kts	30 Kts

1.4.6.3 Constraints in terms of maximum student training times

The classroom work for the theoretical training is conducted from Monday to Friday (working days only) from 17:00 till 22:00. As it is mentioned, the flight training might start at the same time with theoretical training and in this case the flight training is from 09:00 to 13:00 in order the student have enough rest time before the classroom work.

During the flight training the maximum student training time depends from the phase of training as follows:

Exercise	Maximum duration	Rest between flights
VFR manoeuvres	2 hrs	N/A
VFR Dual x-country	4 hrs	1,5 Hrs
Basic IR manoeuvres	4 Hrs	1,5 Hrs

1.4.7 Training records

The following records are to be maintained and retained for a period of 5 years after completion of the training:

- ✓ pilot trainee's assessments before and during the course including progress tests, sample exams and flight evaluations.
- ✓ Results of any official – HCAA theoretical examination and License Proficiency Check (LPC's)
- ✓ details of theoretical knowledge, flying, and simulated flight training given to individual trainees.
- ✓ personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.
- ✓ All flights are recorded in details for all students and instructors in an automated system and format acceptable to the HCAA.

1.4.8 Safety training

The safety training is established in order to emphasize to all personnel that any information no matter if it's considered relevant or irrelevant and major or minor has great importance in safety and that can be the key to prevent accidents or incidents. As a result, all personnel will be kept alert, contributing to flight safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

Before each flight a long briefing takes place with respect to the emergency procedures. Prior to any solo flight the student has to describe the emergency procedures asked by the supervising instructor with emphasis to engine failure during take-off and in flight.

The flight safety and emergency procedures training is provided by the flight instructors. According to the syllabus, the emergency procedures are included in the CPL (A) intergraded course as follows:

- ✓ Exercise 1 Aeroplane Familiarisation
 - Action in the event of fire in the air and on the ground, engine cabin and electrical.
 - Systems failures as applicable to class.
 - Escape drills, location and use of emergency equipment and exits.
- ✓ Exercise 13 Circuit approach and landing.
 - Rejected take - off.
 - Engine failure after take - off with sufficient runway.
 - Engine failure after take - off with insufficient runway.
 - Engine failure at downwind/base leg.
 - Use off emergency check - list.
- ✓ Exercise 16 Forced landing without power
 - Forced landing procedure.
 - Selection of landing area, provision for change of plan.
 - Gliding distance considerations.
 - Descend plan.
 - Key positions.
 - Engine cooling.
 - Engine failure checks.
 - Air start procedures.
 - Use of radio.
 - Emergency landing engine secure checks.
 - Emergency landing briefing and preparation.
 - Base leg.
 - Final approach.
 - Landing (when the exercise is conducted at an aerodrome).

- Actions after landing.
- Aeroplane security
- Emergency evacuation (simulated procedures and checks).
- ✓ Exercise 17 Precautionary landing.
- ✓ Exercise 18c Use of Radio Navigation Aids under VFR
 - R/T failure.
 - Emergency transponder codes.
- ✓ Exercise 53 & 54 Multi Engine Emergencies and One Engine Out Manoeuvring.
 - Simulated engine failure during take off.
 - Rejected take off.
 - Single engine climb.
 - Simulated engine failure during straight and level flight.
 - Engine feathering procedures.
 - Air start procedures.
 - Vmc demonstration.
 - Engine out traffic pattern.
 - Engine out approach and landing.
 - Engine out go around.
 - Instrument flying with one engine out.
 - Emergency descend.
 - Simulated gearless landing procedures.
 - Airmanship.

1.4.9 Tests and examinations

1.4.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by writing sample exams comprising at least 50 multi-choice questions distributed appropriately across the main subjects of the syllabus.

After the theoretical training, and before the applicant is issued a certificate of completion, progress tests for each of the fourteen subjects shall be written.

Generally, at the sample exams and progress tests an applicant shall demonstrate to the CGI and Head of Training a level of knowledge appropriate to the privileges of the holder of a CPL (A) and an instrument rating, in accordance with the requirements in JAR-FCL. The applicant shall pass all progress tests and sample exams before undertaking the official (HCAA) examinations. The pass mark is 75% in each of the main subjects of the syllabus.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.4.9.2 Flight Training

At the end of training, a final evaluation is conducted in order the applicant to demonstrate a level of knowledge appropriate to the privileges of the holder of a CPL (A), multi-engine rating and an instrument rating, in accordance with the requirements in JAR-FCL.

The form which is used for the flight evaluation as it is described in section 5 of Operations Manual.

1.4.10 Training effectiveness

Unsatisfactory progress is identified by some of the following aspects:

- ✓ Week measurable progress
- ✓ Marginal result on progress checks
- ✓ Repeatable delays on schedule
- ✓ Follow up difficulties by the trainee, on the course or training programme
- ✓ Extensive and irregular fracture in courses and training
- ✓ Massive instruction time
- ✓ Frustrated relationship between instructors and students
- ✓ Equipment availability influencing the course or training planning

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual.

When a Progress Test (theoretical training) or a flight is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average
- Good
- Very Good
- Exceptional

In the same form the instructor also is defining remarks in a plain text concerning:

- The student's background
- The level of achievement according to the phase of training
- The student attitude and airmanship
- Safety issues

Where a case of unsatisfactory progress is identified (1 or 2), it must be brought to the attention of the CGI or CFI as appropriate for action as necessary. In case an applicant has any difficulties during the training an additional test or stage check will be carried out by the CGI or CFI accordingly.

As a guide, the CGI or CFI after the exam or flight evaluation will determine specific weaknesses and have to propose corrective actions. The Head of Training shall be informed on the planned corrective actions. If it is required the Head of Training will also perform an evaluation and, where possible, consider a change of instructor.

If the corrective actions have no effects on the applicant's progress an additional evaluation (ground or flight) is carried out by Global Air Services' Head of Training. If the applicant fails again, the Board of Global Air Services has the final authority to terminate or to extend the applicant's training, taking into account the recommendations of the Head of Training, Chief Ground and Chief Flight Instructor as appropriate.

1.4.11 Standards and Level of performance at various stages

At the end of the flight training, the applicant shall be able to, with no assistance, conduct a pre-flight, use the checklist, perform a run-up check of engine and systems, and know how to use the controls to move the airplane about its respective axis establishing proper pitch attitude and power for climbs, descends, glides and turns.

The applicant also should display complete understanding of possible emergencies and procedures and be able to maintain airspeeds with increased awareness of impending stalls and positive coordinated control usage becoming more consistent.

During the final evaluation, the following standards shall be applied:

- ✓ Hold attitude to within ± 100 feet of assigned
- ✓ Hold heading to within $\pm 10^\circ$ of assigned
- ✓ Maintain airspeed to within ± 5 kts of desired
- ✓ Recognition of stalls with prompt, positive recovery
- ✓ Safe traffic patterns exercising collision avoidance techniques
- ✓ Demonstrate the ability to execute safe takeoff and landings
- ✓ Safely handle emergency situations presented with no loss of control
- ✓ The applicant also should be able to determine position in the local practice area by pilotage, VOR, or ADF without any assistance.

Furthermore, the applicant should be able to perform the cross-country pre-flight planning, fly the planned course making necessary off-course corrections, and can make appropriate radio communications. The applicant should be competent in navigating by means of pilotage, dead reckoning, VOR, and / or ADF, and when so instructed, is able to accurately plan and fly a diversion to an alternate airport.

If multi-engine training is applicable, the applicant will learn operating procedures, systems and performance considerations. The student will also learn to accurately use performance charts and compute weight & balance data to control weight & balance conditions of the multi-engine airplane.

Finally the applicant has to pass the final stage check with minimum score of 80%. During this check will perform all VFR, Basic IFR operations, and pertinent simulated emergency procedures at the proficiency level, as outlined in Appendix 2 to JAR-FCL 1.170 (CPL (A) skill test).

1.5 ATPL(A) Modular Course

1.5.1 The aim of the course

The aim of this course is to train pilots who have not received the theoretical knowledge instruction during an integrated course, to the level of theoretical knowledge required for the ATPL(A).

If the applicant is holder of a PPL (A) or holder of a non JAA licence and is wishing to have further flight training to obtain JAA CPL and/or IR(A) the has to follow the appropriate modular course for CPL and/or IR(A)

Applicants for this course have a choice between Residential and Distance Learning Theoretical Training courses. The course of theoretical knowledge shall be completed within 18 months. In case the applicant is wishing to follow modular flight training for JAA CPL and/or IR(A), the flight instruction and skill test shall be completed within the period of validity of the pass in the theoretical examinations, as set out in JAR-FCL 1.495 which means during the 36 months from the date of gaining a Pass in all the required examination papers. During this period the applicant shall complete all the instructional stages of both theoretical and flight training, under the supervision of Global Air Services Flying Training Organization (GR-FTO 002).

1.5.2 Pre-entry requirements

According to JAR-FCL 1.160, before admission, an applicant shall have:

- ✓ Sufficient knowledge of Mathematics, Physics, and English to facilitate an understanding of the theoretical knowledge instruction content of the course. The applicant shall demonstrate his knowledge on the above subjects, to the Head of Training, by writing a pre-entry knowledge test.
- ✓ Shall be the holder of a PPL(A) issued in accordance with ICAO Annex 1

An applicant for CPL (A) shall be at least 18 years of age, and shall hold a valid Class 1 medical certificate. A medical certificate (also referred as "medical") is a statement from an approved medical doctor that the applicant satisfies the health requirements to operate an aircraft in flight.

In order to enrol to ATPL (A) Modular course an applicant, shall fill out an official application at Global Air Services head offices, and pay a deposit for the course.

Upon enrolment an applicant will fill out an official application form and shall have with him the following:

- ✓ Four (4) passport photographs
- ✓ Validated photocopy of high school certificate or equivalent diploma
- ✓ Validated photocopy of ID or passport
- ✓ Valid Medical Certificate Class 1
- ✓ Deposit of enrolment

1.5.3 Credits for previous experience

An applicant wishing to undertake an ATPL (A) modular course of theoretical knowledge instruction shall be required under the supervision of the Head of Training to complete 750 hours (1 hour = 60 minutes instruction) of instruction for ATPL theory within a period of 18 months.

Holders of a CPL(A)/IR may have the theoretical instruction hours reduced by 350 hours.

Holders of a CPL(A) may have the theoretical instruction hours reduced by 200 hours.

Holders of an IR may have the theoretical instruction hours reduced by 200 hours.

1.5.4 Training Syllabus

The course shall comprise:

- Theoretical knowledge instruction to the ATPL (A) knowledge level;

1.5.4.1 Theoretical Knowledge Course

The aim of Theoretical Knowledge Course (also referred as "Ground School") is to train pilots to the level of theoretical knowledge required for the ATPL (A) according to JAR-FCL 1.160. ATPL (A) theoretical knowledge course will comprise fourteen (14) theoretical subjects, 750 hours of instruction (1 hour = 60 minutes instruction), which includes formal classroom work, Bristol GS approved inter-active video training, slide/tape presentation, and computer based training, progress tests, and sample exams. The applicant shall receive Bristol GS Course Manuals for the fourteen (14) subjects and a supplementary DVD that he will install on his personal computer that contains all the information on the manuals in computerized format along with a great number of animations and teaching modules. It also includes a section with all progress tests and a system that scores the tests and gives full feedback after scoring the test as an instructor would do.

The fourteen (14) subjects are analyzed as follows:

	Ground School Subject	Number of Lectures	Duration	Instructional Hours
010	AIR LAW	10	3 weeks	50 hours
021	AIRCRAFT GENERAL KNOWLEDGE - AIRFRAME, SYSTEMS, POWER PLANT	14	4 weeks	70 hours
022	AIRCRAFT GENERAL KNOWLEDGE - INSTRUMENTS, ELECTRONICS	14	4 weeks	70 hours
031	FLIGHT PERFORMANCE AND PLANNING - MASS AND BALANCE	8	2 weeks	40 hours
032	PERFORMANCE	12	3 weeks	60 hours
033	FLIGHT PLANNING AND MONITORING	12	3 weeks	60 hours
040	HUMAN PERFORMANCE AND LIMITATIONS	12	3 weeks	60 hours
050	METEOROLOGY	16	4 weeks	80 hours
061	GENERAL NAVIGATION	14	4 weeks	70 hours
062	RADIO NAVIGATION	14	4 weeks	70 hours
070	OPERATIONAL PROCEDURES	6	2 weeks	30 hours
081	PRINCIPLES OF FLIGHT	12	3 weeks	60 hours
091	VFR COMMUNICATIONS	3	1 week	15 hours
092	IFR COMMUNICATIONS	3	1 week	15 hours
	TOTAL Residential Ground School	150	41 weeks	750 hours

1.5.4.2 Distance learning

Distance learning (correspondence) course is also offered. In this case, the applicant will be using additional software in order to be capable to submit all progress tests, using the internet, to a well organized Data Base that stores the tests sorted by applicant name, subject and date of the test.

An automated system is integrated with the Data Base and gives the required feedback to the CGI and to ground instructors.

Additionally, using this system a variety of statistical data concerning the progress of each individual applicant and a trend analysis of the training provided is available.

An applicant following distance learning course also has formal classroom instruction for each subject. The amount of time spent in actual classroom instruction is 10% of the total duration of each subject.

1.5.4.3 Flying Training

Not Applicable to ATPL (A) modular course

1.5.5 The time scale and scale in weeks

The Ground School's duration is twelve (12) months. The Ground School Course begins normally the first 15 days of each September.

The Distance learning course duration shall be completed within 18 months.

1.5.6 Training programme

1.5.6.1 General arrangements for ground training.

The training structure is divided in three major parts:

- Theoretical training: To instruct the students in a pure theoretical principle.

The theoretical training is conducted from Monday to Friday in Piraeus at suitable shaped classrooms of max 12 students. Each course last from 17:00 to 22:00.

A yearly schedule is accomplished before the start of each course including the instructor's name the beginning day and the duration for each subject.

The schedule of flights is accomplished in weekly base with the cooperation of the planner (roster), CFI and Head of training. This schedule is announced by e-mail to the instructors and students in order to be well prepared.

1.5.6.2 Bad weather constraints.

Not Applicable

1.5.6.3 Constraints in terms of maximum student training times

The classroom work for the theoretical training is conducted from Monday to Friday (working days only) from 17:00 till 22:00.

The distance learning students are working according to assigned lesson plan on their own time frame.

1.5.7 Training records

The following records are to be maintained and retained for a period of 5 years after completion of the training:

- ✓ Results of any official – HCAA theoretical examination and License Proficiency Check (LPC's)
- ✓ details of theoretical knowledge,
- ✓ personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.
- ✓ Results of all progress tests and sample exams

1.5.8 Safety training

The safety training is established in order to emphasize to all personnel that any information no matter if it's considered relevant or irrelevant and major or minor has great importance in safety and that can be the key to prevent accidents or incidents. As a result, all personnel will be kept alert, contributing to flight safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

1.5.9 Tests and examinations

1.5.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by writing sample exams comprising at least 50 multi-choice questions distributed appropriately across the main subjects of the syllabus.

After the theoretical training, and before the applicant is issued a certificate of completion, progress tests for each of the fourteen subjects shall be written.

Generally, at the sample exams and progress tests an applicant shall demonstrate to the CGI and Head of Training a level of knowledge appropriate to the privileges of the holder of a CPL (A) and an instrument rating, in accordance with the requirements in JAR-FCL. The applicant shall pass all progress tests and sample exams before undertaking the official (HCAA) examinations. The pass mark is 75% in each of the main subjects of the syllabus.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.5.9.2 Flight Training

Not Applicable

1.5.10 Training effectiveness

Unsatisfactory progress is identified by some of the following aspects:

- ✓ Week measurable progress
- ✓ Marginal result on progress checks
- ✓ Repeatable delays on schedule
- ✓ Follow up difficulties by the trainee, on the course or training programme
- ✓ Extensive and irregular fracture in courses and training
- ✓ Massive instruction time
- ✓ Frustrated relationship between instructors and students
- ✓ Equipment availability influencing the course or training planning

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual.

When a Progress Test (theoretical training) is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average

- Good
- Very Good
- Exceptional

Where a case of unsatisfactory progress is identified (1 or 2) it must be brought to the attention of the CGI for action as necessary. As a guide, the CGI will perform an evaluation to determine specific weaknesses and to propose corrective actions. The Head of Training shall be informed on the planned corrective actions.

If the corrective actions have no effects on the applicant's progress an additional evaluation is carried out by the Global Air Services' Head of Training. If the applicant fails again the Board of Global Air Services has the final authority to terminate or to extend the applicant's training, taking into account the recommendations of the Head of Training and Chief Ground Instructor.

1.5.11 Standards and Level of performance at various stages

At the end of each subject, an applicant shall demonstrate to the CGI and Head of Training a level of knowledge appropriate to the privileges of the holder of a CPL (A) and an instrument rating, in accordance with the requirements in JAR-FCL. The overall pass mark is 75% in each of the main subjects of the syllabus.

1.6 PPL(A) Course

1.6.1 The aim of the course

The aim of the PPL (A) course is to train the student pilot to fly safely and efficiently under Visual Flight Rules.

The course shall last no less than six (6) months, and no more than twenty four (24) months. During this period the applicant shall complete all the instructional stages of both theoretical and flight training, under the supervision of Global Air Services Flying Training Organization (GR-FTO 002).

1.6.2 Pre-entry requirements

An applicant for PPL (A) shall be at least 17 years of age, and shall hold a valid Class 2 medical certificate. A medical certificate (also referred as "medical") is a statement from an approved medical doctor that the applicant satisfies the health requirements to operate an aircraft in flight.

In order to enrol to PPL (A) course an applicant, shall fill out an official application at Global Air Services' head offices, and pay a deposit for the course.

Upon enrolment an applicant will fill out an official application form and shall have with him the following:

- ✓ Four (4) passport photographs
- ✓ Validated photocopy of high school certificate or equivalent diploma
- ✓ Validated photocopy of ID or passport
- ✓ Valid Medical Certificate Class 2
- ✓ Deposit of enrolment

1.6.3 Credits for previous experience

Holders of pilot licences or equivalent privileges for helicopters, micro light helicopters, gyroplanes and micro lights having fixed wings and moveable aerodynamic control surfaces acting in all three dimensions, gliders, self-sustaining gliders or self-launching gliders may be credited with 10% of their total flight time as pilot-in-command in such aircraft up to a maximum of 10 hours towards a PPL (A). This credit for the hours flown shall be at the discretion of the Head of Training and entered into the applicant's training record.

1.6.4 Training Syllabus

The course shall comprise:

- Theoretical knowledge instruction to the PPL (A) knowledge level;
- Visual flying training SEP.

1.6.4.1 Theoretical Knowledge Course

The aim of Theoretical Knowledge Course (also referred as "Ground School") is to train pilots to the level of theoretical knowledge required for the PPL (A) according to JAR-FCL 1.125. PPL (A) theoretical knowledge course will comprise nine (9) theoretical subjects, 80 hours of instruction (1 hour = 60 minutes instruction), which includes formal classroom work, Bristol GS approved inter-active video training, slide/tape presentation, and computer based training, progress tests, and sample exams. The applicant shall receive Bristol GS Course Manuals for the nine (9) subjects and a supplementary DVD that he will install on his personal computer that contains all the information on the manuals in computerized format along with a great number of animations and teaching modules. It also includes a section with all progress tests and a system that scores the tests and gives full feedback after scoring the test as an instructor would do. The theoretical subjects are analyzed as follows:

	Ground School Subject	Number of Lectures	Duration	Instructional Hours
010	AIR LAW	2	½ week	5 hours
020	AIRCRAFT GENERAL KNOWLEDGE	4	1 week	10 hours
030	FLIGHT PERFORMANCE AND PLANNING	4	1 week	10 hours
040	HUMAN PERFORMANCE AND LIMITATIONS	2	½ week	5 hours
050	METEOROLOGY	4	1 week	10 hours
060	NAVIGATION	8	2 weeks	20 hours
070	OPERATIONAL PROCEDURES	2	½ week	5 hours
081	PRINCIPLES OF FLIGHT	4	1 week	10 hours
090	COMMUNICATIONS	2	½ week	5 hours
	TOTAL Residential Ground School	32	8 weeks	80 hours

1.6.4.2 Distance learning

Distance learning (correspondence) course is also offered. In this case, the applicant will be using additional software in order to be capable to submit all progress tests, using the internet, to a well organized Data Base that stores the tests sorted by applicant name, subject and date of the test.

1.6.4.3 Flying Training

The flying training in Global Air Services shall comprise a total of at least 45 hours, not include all flying tests. Within the total of 45 hours, applicants shall complete at least:

- At least 35 hours of dual instruction of which up to 4 hours shall be instrument ground time on a FNPT II.
- At least 10 hours of supervised solo flight time, including at least 7 hours of solo cross-country flight time with at least one cross-country flight of at least 270 km (150 NM), during which full stop landings at two aerodromes different from the aerodrome of departure shall be made.
- If the privileges of the license are to be exercised at night, at least five additional hours flight time in aeroplanes shall be completed at night comprising 3 hours of dual instruction including at least 1 hour of cross-country navigation and five solo take-offs and five solo full-stop landings. This qualification will be endorsed on the license

- In case that an applicant has any difficulties during the flight training a stage check will be carried out by the Global Air Services chief flight instructor, and if the applicant fail a second stage check will be carried out by the Global Air Services' Head of Training. If the applicant fails again the counsel of the school taking in account the Global Air Services Head of Training and chief flight instructor recommendation has the final authority to terminate the applicant's instruction.

The flying training is divided into two (2) phases. Each phase is detailed explained below:

In **Phase 1** the applicant shall do exercises up to the first solo flight comprised a total of at least 16,5 hours dual flight instruction on a single engine aircrafts (SEP) including:

- Preflight operations, mass and balance determination, aeroplane inspection and servicing.
- Aerodrome and traffic pattern operations, collision avoidance and precautions.
- Control of the aeroplane by external visual references.
- Normal take - offs and landings.
- Flight at critically slow airspeeds, recognition of and recovery from incipient and full stalls, spin avoidance.
- Unusual attitudes and simulated engine failure.
- A pre solo progress test conducted by the Global Air Services chief flight instructor.

In **Phase 2** the applicant shall do exercises up to the first solo cross - country flight comprise a total of at least 10 hours of dual flight instruction and at least 7 hours solo flight including:

- Maximum performance (short field and obstacle clearance) take offs, short field landings.
- Flight by reference to instruments, including the completion of a 180 degrees turn.
- Dual cross - country flying using external visual references, dead reckoning and radio navigation aids, diversion procedures.
- Aerodrome and traffic pattern operations at different aerodromes.
- Crosswind take - offs and landings.
- Abnormal and emergency procedures and maneuvers, including simulated aeroplane equipment malfunctions.
- Operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures, radio telephony procedures and phraseology.
- Knowledge of meteorological briefing arrangements, evaluation of weather conditions for flight and use of Aeronautical Information Services (AIS).
- 5 hours of basic instrument instruction.
- A pre solo cross - country progress test conducted by the Global Air Services chief flight instructor.
- At least 5 hours solo cross - country flying including a flight of at least 150 NM with full stop landings at two aerodromes different from the aerodrome of departure.

1.6.5 The time scale and scale in weeks

The Ground School's duration is three (3) months. The Ground School Course begins normally the first 15 days of each September.

The Distance learning course duration shall be completed within 6 months.

1.6.6 Training programme

1.6.6.1 General arrangements for flying, ground and synthetic flight training.

The training structure is divided in three major parts:

- Theoretical training: To instruct the students in a pure theoretical principle.

- Long briefing instruction: To instruct the student in the application of theoretical principle in regard to a normal daily mission.
- Practical flight training: To instruct the student in the execution of the theoretical and practical principle.

The theoretical training is conducted from Monday to Friday in Piraeus at suitable shaped classrooms of max 12 students. Each course last from 17:00 to 22:00.

A yearly schedule is accomplished before the start of each course including the instructor's name the beginning day and the duration for each subject.

The schedule of flights is accomplished in weekly base with the cooperation of the planner (roster), CFI and Head of training. This schedule is announced by e-mail to the instructors and students in order to be well prepared.

The flight training might start at the same time with theoretical training. In this case, before the start of flight training, some lectures will be performed concerning matters such as:

- General aircraft handling and safety procedures
- Emergency procedures
- Administrative procedures and documentation
- Basics of instruments and navigation
- Air exercises and syllabus analysis

Before any flight an instructor's detailed briefing is proceeding as appropriate.

1.6.6.2 Bad weather constraints.

According to the level of each individual student and the phase of training the following weather limits has to be followed which are over and above those described in the Operations Manual:

Exercise	Visibility	Sky Condition		wind components	
		Distance from Cloud	Visible Horizon	X-wind	H-wind
Phase 1 Exercise 3 – 13	10 km	Clear of clouds	Yes	7 Kts	10 Kts
Phase 1 14 1st solo	10 km	Clear of clouds	Yes	5 Kts	10 Kts
Phase 2 Dual x-country	5 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	N/A	17 Kts	25 Kts
Phase 2 SOLO x-country	8 Km	2000 ft Vertical 3000 m Horizontal In sight of the surface	YES	7 Kts	15 Kts

1.6.6.3 Constraints in terms of maximum student training times

The classroom work for the theoretical training is conducted from Monday to Friday (working days only) from 17:00 till 22:00. As it is mentioned, the flight training might start at the same time with theoretical training and in this case the flight training is from 09:00 to 13:00 in order the student have enough rest time before the classroom work.

During the flight training the maximum student training time depends from the phase of training as follows:

Exercise	Maximum duration	Rest between flights
Phase 1 Exercise 3 – 13	1,5 hrs	N/A
Phase 1 14 1st solo	0,5 hrs	N/A
Phase 2 Dual x-country	2,5 hrs	1 hrs
Phase 2 SOLO x-country	2,5 Hrs	N/A

1.6.7 Training records

The following records are to be maintained and retained for a period of 5 years after completion of the training:

- ✓ pilot trainee's assessments before and during the course including progress tests, sample exams and flight evaluations.
- ✓ Results of any official – HCAA theoretical examination and License Proficiency Check (LPC's)

- ✓ details of theoretical knowledge, flying, and simulated flight training given to individual trainees.
- ✓ personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.
- ✓ All flights are recorded in details for all students and instructors in an automated system and format acceptable to the HCAA.

1.6.8 Safety training

The safety training is established in order to emphasize to all personnel that any information no matter if it's considered relevant or irrelevant and major or minor has great importance in safety and that can be the key to prevent accidents or incidents. As a result, all personnel will be kept alert, contributing to flight safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

Before each flight a long briefing takes place with respect to the emergency procedures. Prior to any solo flight the student has to describe the emergency procedures asked by the supervising instructor with emphasis to engine failure during take-off and in flight.

The flight safety and emergency procedures training is provided by the flight instructors. According to the syllabus, the emergency procedures are included in the PPL (A) course as follows:

- ✓ Exercise 1 Aeroplane Familiarisation
 - Action in the event of fire in the air and on the ground, engine cabin and electrical.
 - Systems failures as applicable to class.
 - Escape drills, location and use of emergency equipment and exits.
- ✓ Exercise 5 Taxiing.
 - Brake and steering failure.
- ✓ Exercise 12 Take - off and climb to downwind position.
 - Aborted take off.
 - Engine failure after take off.
 - Airmanship and air traffic control procedures.
- ✓ Exercise 13 Circuit approach and landing.
 - Rejected take - off.
 - Engine failure after take - off with sufficient runway.
 - Engine failure after take - off with insufficient runway.
 - Engine failure at downwind/base leg.
 - Use off emergency check - list.
- ✓ Exercise 16 Forced landing without power
 - Forced landing procedure.
 - Selection of landing area, provision for change of plan.
 - Gliding distance considerations.

- Descend plan.
- Key positions.
- Engine cooling.
- Engine failure checks.
- Air start procedures.
- Use of radio.
- Emergency landing engine secure checks.
- Emergency landing briefing and preparation.
- Base leg.
- Final approach.
- Landing (when the exercise is conducted at an aerodrome).
- Actions after landing.
- Aeroplane security
- Emergency evacuation (simulated procedures and checks).
- ✓ Exercise 17 Precautionary landing.
- ✓ Exercise 18c Use of Radio Navigation Aids under VFR
 - R/T failure.
 - Emergency transponder codes.

1.6.9 Tests and examinations

1.6.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by writing sample exams comprising at least 50 multi-choice questions distributed appropriately across the main subjects of the syllabus.

After the theoretical training, and before the applicant is issued a certificate of completion, progress tests for each of the fourteen subjects shall be written.

Generally, at the sample exams and progress tests an applicant shall demonstrate to the CGI and Head of Training a level of knowledge appropriate to the privileges of the holder of a PPL (A), in accordance with the requirements in JAR-FCL. The applicant shall pass all progress tests and sample exams before undertaking the official (HCAA) examinations. The pass mark is 75% in each of the main subjects of the syllabus.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.6.9.2 Flight Training

At the end of each phase of flight training, an evaluation flight conducted by the Global Air Services' Chief Flight Instructor or by the Global Air Services' Head of Training in order the applicant to demonstrate the appropriate level of knowledge for each phase of training.

At the end of training, a final evaluation is conducted in order the applicant to demonstrate a level of knowledge appropriate to the privileges of the holder of a PPL (A), in accordance with the requirements in JAR-FCL.

The form which is used for the flight evaluation as it is described in section 5 of the Operations Manual

1.6.10 Training effectiveness

Unsatisfactory progress is identified by some of the following aspects:

- ✓ Week measurable progress
- ✓ Marginal result on progress checks
- ✓ Repeatable delays on schedule
- ✓ Follow up difficulties by the trainee, on the course or training programme
- ✓ Extensive and irregular fracture in courses and training
- ✓ Massive instruction time
- ✓ Frustrated relationship between instructors and students
- ✓ Equipment availability influencing the course or training planning

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual.

When a Progress Test (theoretical training) or a flight is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average
- Good
- Very Good
- Exceptional

In the same form the instructor also is defining remarks in a plain text concerning:

- The student's background
- The level of achievement according to the phase of training
- The student attitude and airmanship
- Safety issues

Where a case of unsatisfactory progress is identified (1 or 2), it must be brought to the attention of the CFI for action as necessary. In case an applicant has any difficulties during the training a stage check will be carried out by the CGI or CFI accordingly.

As a guide, the CFI after the flight evaluation will determine specific weaknesses and have to propose corrective actions. The Head of Training shall be informed on the planned corrective actions. If it is required the Head of Training will also perform an evaluation and, where possible, consider a change of instructor.

If the corrective actions have no effects on the applicant's progress an additional evaluation (ground or flight) is carried out by Global Air Services' Head of Training. If the applicant fails again, the Board of Global Air Services has the final authority to terminate or to extend the applicant's training, taking into account the recommendations of the Head of Training and Chief Flight Instructor as appropriate.

1.6.11 Standards and Level of performance at various stages

1.6.11.1 Phase 1 Completion Standards

At the end of this phase of the flight training, the applicant shall be able to, with no assistance, conduct a pre-flight, use the checklist, perform a run-up check of engine and systems, and know how to use the controls to move the airplane about its respective axis establishing proper pitch attitude and power for climbs, descends, glides and turns.

The applicant also should display complete understanding of possible emergencies and procedures and be able to maintain airspeeds with increased awareness of impending stalls and positive coordinated control usage becoming more consistent.

During the final evaluation and before the solo flight in the local training area, the following standards shall be applied:

- ✓ Hold attitude to within ± 200 feet of assigned
- ✓ Hold heading to within $\pm 15^\circ$ of assigned
- ✓ Maintain airspeed to within ± 10 kts of desired
- ✓ Recognition of stalls with prompt, positive recovery
- ✓ Safe traffic patterns exercising collision avoidance techniques
- ✓ Demonstrate the ability to execute safe takeoff and landings
- ✓ Safely handle emergency situations presented with no loss of control

1.6.11.2 Phase 2 Completion Standards

At the end of this phase the student demonstrates an increased proficiency in previously covered procedures and manoeuvres and should be able to maintain airspeed within ± 10 knots, altitude within ± 100 feet, and heading within $\pm 10^\circ$ of that desired.

The applicant also should be able to determine position in the local practice area by pilotage, VOR, or ADF without any assistance.

Furthermore, at the end of this phase the applicant should be able to perform the cross-country pre-flight planning, fly the planned course making necessary off-course corrections, and can make appropriate radio communications. The applicant should be competent in navigating by means of pilotage, dead reckoning, VOR, and / or ADF, and when so instructed, is able to accurately plan and fly a diversion to an alternate airport.

1.7 IR(A) Modular Training Course

1.7.1 The aim of the course

The aim of the IR(A) modular flying training course is to train pilots to the level of proficiency necessary to operate aeroplanes under IFR and in IMC in accordance with ICAO PANS-OPS Document 8168.

The course shall last no less than six (6) months, and no more than twenty four (24) months. During this period the applicant shall complete all the instructional stages of both theoretical and flight training, under the supervision of Global Air Services Flying Training Organization (GR-FTO 002).

1.7.2 Pre-entry requirements

An applicant for an IR(A) shall hold a PPL(A) including a night qualification or CPL(A) and shall have completed at least 50 hours cross-country flight time as pilot-in-command in aeroplanes or helicopters of which at least 10 hours shall be in aeroplanes.

An applicant for the IR(A) shall have the ability to use the English language for the following purposes:

- flight: radio telephony relevant to all phases of flight, including emergency situations.

This item is considered to be fulfilled, if the applicant has passed a skill test or proficiency check during which the two-way radiotelephony communication is performed in English.

- ground:
 - be able to read and demonstrate an understanding of technical manuals written in pre-flight planning, weather information collection, NOTAMs, ATC Flight Plan, etc.
 - use of all aeronautical en-route, departure and approach charts and associated documents written in English.
- communication: be able to communicate with other crew members in English during all phases of flight, including flight preparation

In order to enrol to IR (A) course an applicant, shall fill out an official application at Global Air Services head offices, and pay a deposit for the course.

Upon enrolment an applicant will fill out an official application form and shall have with him the following:

- ✓ Four (4) passport photographs
- ✓ Validated photocopy of high school certificate or equivalent diploma
- ✓ Validated photocopy of ID or passport
- ✓ Valid Medical Certificate Class 2
- ✓ Deposit of enrolment

1.7.3 Credits for previous experience

If the applicant is the holder of an IR(H) the total amount of flight instruction required by Appendix 1 to JAR-FCL 1.205 may be reduced to 10 hours on aeroplanes.

If the applicant is the holder of a CPL(A) issued in accordance with ICAO or if the applicant is the holder of a Course Completion Certificate for the Basic Instrument Flight Module as set out in Appendix 1 to JAR-FCL 1.205(a), the total amount of flight instruction required by Appendix 1 to JAR-FCL 1.205 may be reduced by up to 10 Hours

1.7.4 Training Syllabus

The course shall comprise:

- Theoretical knowledge instruction to the IR (A) knowledge level;
- IFR flying training.

1.7.4.1 Theoretical Knowledge Course

The aim of Theoretical Knowledge Course (also referred as "Ground School") is to train pilots to the level of theoretical knowledge required for the IR (A) according to JAR-FCL 1.205. IR (A) theoretical knowledge course will comprise nine (9) theoretical subjects, 545 hours of instruction (1 hour = 60 minutes instruction), which includes formal classroom work, Bristol GS approved inter-active video training, slide/tape presentation, and computer based training, progress tests, and sample exams. The applicant shall receive Bristol GS Course Manuals for the nine (9) subjects and a supplementary DVD that he will install on his personal computer that contains all the information on the manuals in computerized format along with a great number of animations and teaching modules. It also includes a section with all progress tests and a system that scores the tests and gives full feedback after scoring the test as an instructor would do. The nine (9) subjects are analyzed as follows:

	Ground School Subject	Number of Lectures	Duration	Instructional Hours
010	AIR LAW	10	3 weeks	50 hours
021	AIRCRAFT GENERAL KNOWLEDGE - AIRFRAME, SYSTEMS, POWER PLANT	14	4 weeks	70 hours
022	AIRCRAFT GENERAL KNOWLEDGE - INSTRUMENTS, ELECTRONICS	14	4 weeks	70 hours
033	FLIGHT PLANNING AND MONITORING	12	3 weeks	60 hours
040	HUMAN PERFORMANCE AND LIMITATIONS	12	3 weeks	60 hours
050	METEOROLOGY	16	4 weeks	80 hours
061	GENERAL NAVIGATION	14	4 weeks	70 hours
062	RADIO NAVIGATION	14	4 weeks	70 hours
092	IFR COMMUNICATIONS	3	1 week	15 hours
	TOTAL Residential Ground School	109	30 weeks	545 hours

1.7.4.2 Distance learning

Distance learning (correspondence) course is also offered. In this case, the applicant will be using additional software in order to be capable to submit all progress tests, using the internet, to a well organized Data Base that stores the tests sorted by applicant name, subject and date of the test.

An automated system is integrated with the Data Base and gives the required feedback to the CGI and to ground instructors.

Additionally, using this system a variety of statistical data concerning the progress of each individual applicant and a trend analysis of the training provided is available.

An applicant following distance learning course also has formal classroom instruction for each subject. The amount of time spent in actual classroom instruction is 10% of the total duration of each subject.

1.7.4.3 Flying Training

The course consists of two modules, which may be taken separately or combined:

Basic Instrument Flight Module:

This comprises 10 hours of instrument time under instruction, of which up to 5 hours can be instrument ground time in FNPT II, (AMC FCL 1.205). This module shall be conducted at Global Air Services (GR-FTO-002). Upon completing the Basic Instrument Flight Module under the supervision and to the satisfaction of the Head of Training, the candidate shall be issued a Course Completion Certificate according to Appendix 1 to AMC FCL 1.205.

The flying exercises of the Basic Instrument Flight Module comprise:

- Procedure and manoeuvre for basic instrument flight covering at least :
 - Basic instrument flight without external visual cues
 - Horizontal flight
 - Climbing
 - Descending
 - Turns in level flight, climbing, descending
 - Instrument pattern
 - Steep turn
 - Radio navigation
 - Recovery from unusual attitudes
 - Limited panel
 - Recognition and recovery from incipient and full stalls]

Procedural Instrument Flight Module:

This comprises the remainder of the training syllabus for the IR (A), 40 hours single-engine instrument time under instruction, of which up to 30 hours can be instrument ground time in FNPT II, and the theoretical knowledge course for the IR(A).

In case the applicant is holder of MEP rating and fulfil the requirements of JAR-FCL 1.261(b)(2), 5 more hours instrument time under instruction are needed on a multi-engine aeroplane according to JAR-FCL 1.205(b).

The flying exercises of the Procedural Instrument Flight Module comprise:

- pre-flight procedures for IFR flights, including the use of the flight manual and appropriate air traffic services documents in the preparation of an IFR flight plan
- procedure and manoeuvres for IFR operation under normal, abnormal and emergency conditions covering at least:
 - transition from visual to instrument flight on take off
 - standard instrument departures and arrivals
 - enroute IFR procedures
 - holding procedures
 - instrument approaches to specified minima
 - missed approach procedures

1.7.5 The time scale and scale in weeks

The Ground School's duration is three (3) months. The Ground School Course begins normally the first 15 days of each September.

The Distance learning course duration shall be completed within 6 months.

The Procedural Instrument Flight Module and the skill test shall be completed within the period of validity of the pass in the theoretical examinations, as set out in JAR-FCL 1.495.

1.7.6 Training programme

1.7.6.1 General arrangements for flying, ground and synthetic flight training.

The training structure is divided in three major parts:

- Theoretical training: To instruct the students in a pure theoretical principle.

- Long briefing instruction: To instruct the student in the application of theoretical principle in regard to a normal daily mission.
- Practical flight training: To instruct the student in the execution of the theoretical and practical principle.

The theoretical training is conducted from Monday to Friday in Piraeus at suitable shaped classrooms of max 12 students. Each course last from 17:00 to 22:00.

A yearly schedule is accomplished before the start of each course including the instructor's name the beginning day and the duration for each subject.

The schedule of flights is accomplished in weekly base with the cooperation of the planner (roster), CFI and Head of training. This schedule is announced by e-mail to the instructors and students in order to be well prepared.

The flight training might start at the same time with theoretical training. In this case, before the start of flight training, some lectures will be performed concerning matters such as:

- General aircraft handling and safety procedures
- Emergency procedures
- Administrative procedures and documentation
- Basics of instruments and navigation
- Air exercises and syllabus analysis

Before any flight an instructor's detailed briefing is proceeding as appropriate.

1.7.6.2 Bad weather constraints.

According to the level of each individual student and the phase of training the following weather limits has to be followed which are over and above those described in the Operations Manual:

Exercise	Visibility	Sky Condition		wind components	
		Distance from Cloud	Visible Horizon	X-wind	H-wind
Phase 1 Exercise 3 – 13	10 km	Clear of clouds	Yes	7 Kts	10 Kts
Phase 1 14 1st solo	10 km	Clear of clouds	Yes	5 Kts	10 Kts
Phase 2 Dual x-country	5 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	N/A	17 Kts	25 Kts
Phase 2 SOLO x-country	8 Km	2000 ft Vertical 3000 m Horizontal In sight of the surface	YES	7 Kts	15 Kts

1.7.6.3 Constraints in terms of maximum student training times

The classroom work for the theoretical training is conducted from Monday to Friday (working days only) from 17:00 till 22:00. As it is mentioned, the flight training might start at the same time with theoretical training and in this case the flight training is from 09:00 to 13:00 in order the student have enough rest time before the classroom work.

During the flight training the maximum student training time depends from the phase of training as follows:

Basic Module IR exer. 19-26	2 Hrs	1,5 Hrs
Procedural Module IR exer. 27-39	4 Hrs	1,5 Hrs
Procedural Module FNPTII	4 Hrs	N/A

1.7.7 Training records

The following records are to be maintained and retained for a period of 5 years after completion of the training:

- ✓ pilot trainee's assessments before and during the course including progress tests, sample exams and flight evaluations.
- ✓ Results of any official – HCAA theoretical examination and License Proficiency Check (LPC's)
- ✓ details of theoretical knowledge, flying, and simulated flight training given to individual trainees.
- ✓ personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.
- ✓ All flights are recorded in details for all students and instructors in an automated system and format acceptable to the HCAA.

1.7.8 Safety training

The safety training is established in order to emphasize to all personnel that any information no matter if it's considered relevant or irrelevant and major or minor has great importance in safety and that can be the key to prevent accidents or incidents. As a result, all personnel will be kept alert, contributing to flight safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

Before each flight a long briefing takes place with respect to the emergency procedures. Prior to any solo flight the student has to describe the emergency procedures asked by the supervising instructor with emphasis to engine failure during take-off and in flight.

The flight safety and emergency procedures training is provided by the flight instructors.

1.7.9 Tests and examinations

1.7.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by writing sample exams comprising at least 50 multi-choice questions distributed appropriately across the main subjects of the syllabus.

After the theoretical training, and before the applicant is issued a certificate of completion, progress tests for each of the fourteen subjects shall be written.

Generally, at the sample exams and progress tests an applicant shall demonstrate to the CGI and Head of Training a level of knowledge appropriate to the privileges of the holder of an IR (A), in accordance with the requirements in JAR-FCL. The applicant shall pass all progress

tests and sample exams before undertaking the official (HCAA) examinations. The pass mark is 75% in each of the main subjects of the syllabus.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.7.9.2 Flight Training

At the end of each phase of flight training, an evaluation flight conducted by Global Air Services' Chief Flight Instructor or by Global Air Services' Head of Training in order the applicant to demonstrate the appropriate level of knowledge for each phase of training.

At the end of training, a final evaluation is conducted in order the applicant to demonstrate a level of knowledge appropriate to the privileges of the holder of a IR (A), in accordance with the requirements in JAR-FCL.

The form which is used for the flight evaluation is as described in section 5 of Operations Manual.

1.7.10 Training effectiveness

Unsatisfactory progress is identified by some of the following aspects:

- ✓ Week measurable progress
- ✓ Marginal result on progress checks
- ✓ Repeatable delays on schedule
- ✓ Follow up difficulties by the trainee, on the course or training programme
- ✓ Extensive and irregular fracture in courses and training
- ✓ Massive instruction time
- ✓ Frustrated relationship between instructors and students
- ✓ Equipment availability influencing the course or training planning

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual.

When a Progress Test (theoretical training) or a flight is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average
- Good
- Very Good
- Exceptional

In the same form the instructor also is defining remarks in a plain text concerning:

- The student's background
- The level of achievement according to the phase of training
- The student attitude and airmanship
- Safety issues

Where a case of unsatisfactory progress is identified (1 or 2), it must be brought to the attention of the CGI or CFI as appropriate for action as necessary. In case an applicant has any difficulties during the training an additional test or stage check will be carried out by the CGI or CFI accordingly.

As a guide, the CGI or CFI after the exam or flight evaluation will determine specific weaknesses and have to propose corrective actions. The Head of Training shall be informed on the planned corrective actions. If it is required the Head of Training will also perform an evaluation and, where possible, consider a change of instructor.

If the corrective actions have no effects on the applicant's progress an additional evaluation (ground or flight) is carried out by Global Air Services' Head of Training. If the applicant fails again, the Board of Global Air Services has the final authority to terminate or to extend the applicant's training, taking into account the recommendations of the Head of Training, Chief Ground and Chief Flight Instructor as appropriate.

1.7.11 Standards and Level of performance at various stages

1.7.11.1 Basic Instrument Flight Module

At the end of this module, the applicant shall demonstrate the ability to:

- operate the aeroplane within its limitations
- complete all manoeuvres with smoothness and accuracy
- exercise good judgement and airmanship;
- apply aeronautical knowledge and
- maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt.

1.7.11.2 Procedural Instrument Flight Module

This module is complete when the applicant can demonstrate precise airplane attitude control by instrument reference only. This will include the use of full and partial panel reference. In addition the student will demonstrate accurate use of radio-navigation systems by maintaining positional awareness at all times.

At the end of this module, the applicant shall demonstrate the ability to maintain:

- Height
 - Generally ± 100 feet
 - Starting a go-around at decision height +50 feet/-0 feet
 - Minimum descent height/MAP/altitude +50 feet/-0 feet
- Tracking
 - on radio aids $\pm 5^\circ$
 - Precision approach half scale deflection, azimuth and glide path
- Heading
 - all engines operating $\pm 5^\circ$
 - with simulated engine failure $\pm 10^\circ$
- Speed
 - all engines operating ± 5 knots
 - with simulated engine failure +10 knots/-5 knots

1.8 Single Pilot Multi Engine Class Rating (SP/ME(A))

1.8.1 The aim of the course

The aim of the MEP (A) flying training course is to train pilots to the level of proficiency necessary to operate single pilot multi engine aeroplanes.

1.8.2 Pre-entry requirements

An applicant for a class rating for a single pilot multi-engine aeroplane shall have completed at least 70 hours as pilot-in-command of aeroplanes.

Upon enrolment an applicant will fill out an official application form and shall have with him the following:

- ✓ Four (4) passport photographs
- ✓ Validated photocopy of high school certificate or equivalent diploma
- ✓ Validated photocopy of ID or passport
- ✓ Valid Medical Certificate Class 2
- ✓ Deposit of enrolment

1.8.3 Credits for previous experience

Not Applicable

1.8.4 Training Syllabus

The course shall comprise:

- Theoretical knowledge instruction to the MEP (A) rating knowledge level;
- Visual flying training MEP.
- Instrument flying training MEP if applicable.

1.8.4.1 Theoretical Knowledge Course

The aim of Theoretical Knowledge Course (also referred as "Ground School") is to train pilots to the level of theoretical knowledge required for the MEP (A) rating according to JAR-FCL 1.261(a)(2).

The theoretical knowledge instruction is conducted by an authorised instructor holding the appropriate class rating or any instructor having appropriate experience in aviation and knowledge of the aircraft concerned, e.g. flight engineer, maintenance engineer, flight operations officer.

The theoretical knowledge consist of 10 hours of instruction ((1 hour = 60 minutes instruction) which is covering the syllabus in AMC FCL 1.261(a), as appropriate to the aeroplane class concerned. Depending on the equipment and systems installed, the instruction shall include but is not limited to the following content:

Ground School Subject	Number of Lectures	Duration	Instructional Hours
Aeroplane structure and equipment, normal operation of systems and malfunctions	1	1 day	2 hours
Limitations			1 hour
Performance, flight planning and monitoring			2 hours
Load, balance and servicing	1	1 day	1 hour
Emergency procedures			2 hours
Special requirements for "glass cockpit" aeroplanes			2 hours
TOTAL Residential Ground School	2	2 days	10 hours

1.8.4.2 Flying Training

The flying training in Global Air Services shall comprise a total of 6 hours in a single pilot multi engine aeroplane, not including all flying tests, including 2,5 hours basic visual maneuvers and 3,5 emergencies and asymmetric flight.

A multi engine with instrument rating (SP/ME/IR(A)) course, if applicable, shall comprise at least 11 hours flying training including 6 hours for multi-engine visual maneuvers including 2,5 hours basic visual manoeuvres and 3,5 emergencies and asymmetric flight and 5 hours instrument time under instruction in multi engine aeroplanes, of which up to 3 hours can be instrument ground time in Global Air Services' FNPT II.

1.8.5 The time scale and scale in weeks

The Ground School's and flight training duration is 3 days.

1.8.6 Training programme

1.8.6.1 General arrangements for flying, ground and synthetic flight training.

The training structure is divided in three major parts:

- Theoretical training: To instruct the students in a pure theoretical principle.
- Long briefing instruction: To instruct the student in the application of theoretical principle in regard to a normal daily mission.
- Practical flight training: To instruct the student in the execution of the theoretical and practical principle.

The theoretical training is conducted before the flights at Megara airport at suitable shaped classrooms. Each course last one to two hours.

A schedule is accomplished before the start of each course including the instructor's name the beginning day and the duration for each subject.

The schedule of flights is accomplished in a daily base with the cooperation of the planner (roster), CFI and Head of training. This schedule is announced by e-mail to the instructors and students in order to be well prepared.

The flight training is starting at the same time with theoretical training. Before the start of flight training, appropriate lectures will cover the ground school subjects.

1.8.6.2 Bad weather constraints.

According to the level of each individual student and the phase of training the following weather limits has to be followed which are over and above those described in the Operations Manual:

Exercise	Visibility	Sky Condition		wind components	
		Distance from Cloud	Visible Horizon	X-wind	H-wind
VFR & IFR Manoeuvres	5 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	N/A	17 Kts	25 Kts

1.8.6.3 Constraints in terms of maximum student training times

As it is mentioned, the flight training is starting at the same time with theoretical training. During the training the maximum student training times is as follows:

Exercise	Maximum duration	Rest before or between flights
Theoretical	2 hrs	1 Hrs
VFR & IR manoeuvres	2 hrs	1 Hrs
X-Country	3 hrs	1 hrs

1.8.7 Training records

The following records are to be maintained and retained for a period of 5 years after completion of the training:

- ✓ pilot trainee's assessments before and during the course including progress tests, sample exams and flight evaluations.
- ✓ Results of any official – HCAA theoretical examination and License Proficiency Check (LPC's)
- ✓ details of theoretical knowledge, flying, and simulated flight training given to individual trainees.
- ✓ personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.
- ✓ All flights are recorded in details for all students and instructors in an automated system and format acceptable to the HCAA.

1.8.8 Safety training

The safety training is established in order to emphasize to all personnel that any information no matter if it's considered relevant or irrelevant and major or minor has great importance in safety and that can be the key to prevent accidents or incidents. As a result, all personnel will be kept alert, contributing to flight safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

Before each flight a long briefing takes place with respect to the emergency procedures. Prior to any solo flight the student has to describe the emergency procedures asked by the supervising instructor with emphasis to engine failure during take-off and in flight.

The flight safety and emergency procedures training is provided by the flight instructors. According to the syllabus, the emergency procedures are included in the MEP (A) rating course as follows:

- ✓ EXERCISE 53 & 54 MULTI ENGINE EMERGENCIES AND ONE ENGINE OUT MANOEUVRING.
 - Simulated engine failure during take off.
 - Rejected take off.
 - Single engine climb.
 - Simulated engine failure during straight and level flight.
 - Engine feathering procedures.
 - Air start procedures.
 - Vmc demonstration.
 - Engine out traffic pattern.
 - Engine out approach and landing.
 - Engine out go around.
 - Instrument flying with one engine out.
 - Emergency descend.
 - Simulated gearless landing procedures.
 - Airmanship.

1.8.9 Tests and examinations

1.8.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by writing sample exams comprising at least 20 multi-choice questions distributed appropriately across the main subjects of the syllabus.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.8.9.2 Flight Training

At the end of training, a final evaluation is conducted in order for the applicant to demonstrate a level of knowledge appropriate to the privileges of the holder of a SP/ME (A) rating including IR when is applicable, in accordance with the requirements in JAR-FCL.

The form which is used for the flight evaluation is as described in section 5 of Operations Manual.

1.8.10 Training effectiveness

Unsatisfactory progress is identified by some of the following aspects:

- ✓ Week measurable progress

- ✓ Marginal result on progress checks
- ✓ Repeatable delays on schedule
- ✓ Follow up difficulties by the trainee, on the course or training programme
- ✓ Extensive and irregular fracture in courses and training
- ✓ Massive instruction time
- ✓ Frustrated relationship between instructors and students
- ✓ Equipment availability influencing the course or training planning

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual.

When a Progress Test (theoretical training) or a flight is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average
- Good
- Very Good
- Exceptional

In the same form the instructor also is defining remarks in a plain text concerning:

- The student's background
- The level of achievement according to the phase of training
- The student attitude and airmanship
- Safety issues

Where a case of unsatisfactory progress is identified (1 or 2), it must be brought to the attention of the CGI or CFI as appropriate for action as necessary. In case an applicant has any difficulties during the training an additional test or stage check will be carried out by the CGI or CFI accordingly.

As a guide, the CGI or CFI after the exam or flight evaluation will determine specific weaknesses and have to propose corrective actions. The Head of Training shall be informed on the planned corrective actions. If it is required the Head of Training will also perform an evaluation and, where possible, consider a change of instructor.

If the corrective actions have no effects on the applicant's progress an additional evaluation (ground or flight) is carried out by Global Air Services' Head of Training. If the applicant fails again, the Board of Global Air Services has the final authority to terminate or to extend the applicant's training, taking into account the recommendations of the Head of Training, Chief Ground and Chief Flight Instructor as appropriate.

1.8.11 Standards and Level of performance at various stages

1.8.11.1 Phase 1 Completion Standards

At the end of the flight training, the applicant shall demonstrate the ability to:

- operate the aeroplane within its limitations
- complete all manoeuvres with smoothness and accuracy
- exercise good judgement and airmanship
- apply aeronautical knowledge
- maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt

The following limits are for general guidance. The evaluator shall make allowance for turbulent conditions and the experience and licence of the applicant (PPL or CPL)

- Height
 - Generally ± 100 feet
 - Starting a go-around at decision height + 50 feet/-0 feet
 - Minimum descent height/ altitude + 50 feet/-0 feet
- Tracking
 - on radio aids $\pm 5^\circ$
 - Precision approach half scale deflection, azimuth and glide path
- Heading
 - all engines operating $\pm 5^\circ$
 - with simulated engine failure $\pm 10^\circ$
- Speed
 - all engines operating ± 5 knots
 - with simulated engine failure +10 knots/ -5 knots

1.9 Flight Instructor Rating (Aeroplanes) FI(A) Course

1.9.1 The aim of the course

The aim of this course is to give adequate training to the applicant in ground and flying instructional techniques based upon established teaching methods. On successful completion of the course and final test the applicant will be issued with a FI (A) rating permitting the holder to give flight training appropriate to the issue of a PPL(A) or a CPL(A).

The course shall last no less than six (3) months, and no more than twenty four (12) months. During this period the applicant shall complete all the instructional stages of both theoretical and flight training, under the supervision of Global Air Services Flying Training Organization (GR-FTO 002).

1.9.2 Pre-entry requirements

According to JAR-FCL 1.335, before admission, an applicant shall have:

- ✓ at least a CPL(A) or completed at least 200 hours of flight time of which 150 hours as pilot-in-command if holding a PPL(A)
- ✓ met the knowledge requirements for a CPL(A) as set out in Appendix 1 to JAR-FCL 1.470;
- ✓ completed at least 30 hours on singleengine piston powered aeroplanes of which at least five hours shall have been completed during the six months preceding the pre-entry flight test set out below
- ✓ received at least 10 hours instrument flight instruction of which not more than five hours may be instrument ground time in a FNPT or a flight simulator
- ✓ completed at least 20 hours of cross-country flight as pilot-in-command, including a flight totalling not less than 540 km (300 nm) in the course of which full stop landings at two different aerodromes shall be made and
- ✓ passed a specific pre-entry flight test with an FI qualified as in JAR-FCL 1.330(f) based upon the proficiency check as set out in Appendix 3 to JAR-FCL 1.240 within the six months preceding the start of the course. The flight test will assess the ability of the applicant to undertake the course.

An applicant for FI (A) shall be at least 18 years of age, and shall hold a valid Class 1 medical certificate. A medical certificate (also referred as "medical") is a statement from an approved medical doctor that the applicant satisfies the health requirements to operate an aircraft in flight.

In order to enrol to FI (A) course an applicant, shall fill out an official application at Global Air Services' head offices, and pay a deposit for the course.

Upon enrolment an applicant will fill out an official application form and shall have with him the following:

- ✓ Four (4) passport photographs
- ✓ Validated photocopy of high school certificate or equivalent diploma
- ✓ Validated photocopy of ID or passport
- ✓ Valid Medical Certificate Class 2
- ✓ Deposit of enrolment

1.9.3 Credits for previous experience

Not Applicable

1.9.4 Training Syllabus

The course shall comprise:

- Theoretical knowledge instruction to the FI (A) knowledge level;
- Visual flying training SEP.

1.9.4.1 Theoretical Knowledge Course

The aim of Theoretical Knowledge Course (also referred as "Ground School") is to train pilots to the level of theoretical knowledge required for the FI (A) according to JAR-FCL 1.340.

The FI(A) course should give particular stress to the role of the individual in relation to the importance of human factors in the man-machine and theoretical knowledge environment interaction. Special attention is paid to the applicant's maturity and judgement including an understanding of adults, their behavioural attitudes and variable levels of education.

With the exception of the section on Teaching and Learning, all the subject detail contained in the Ground and Flight Training Syllabus is complementary to the PPL (A) course syllabus and should already be known by the applicant. Therefore the purpose of the course is to:

- refresh and bring up to date the technical knowledge of the student instructor
- train the student instructor to teach the ground subjects and air exercises
- ensure that the student instructor's flying is of a sufficiently high standard; and
- teach the student instructor the principles of basic instruction and to apply them at the PPL level.

During the course, the applicants should be made aware of their own attitudes to the importance of flight safety. Improving safety awareness should be a fundamental objective throughout the course. It will be of major importance for the course to aim at giving applicants the knowledge, skills and attitudes relevant to a flight instructor's task and comprise 130 hours of instruction (1 hour = 60 minutes instruction) in the following areas:

Ground School Subject	Number of Lectures	Duration	Instructional Hours
THE LEARNING PROCESS	5	1 weeks	25 hours
THE TEACHING PROCESS	5	1 weeks	25 hours
TRAINING PHILOSOPHIES	1		4 hours
TECHNIQUES OF APPLIED INSTRUCTION	2	1 week	8 hours
STUDENT EVALUATION AND TESTING	1		4 hours
TRAINING PROGRAMME DEVELOPMENT	1		4 hours
HUMAN PERFORMANCE AND LIMITATIONS RELEVANT TO FLIGHT INSTRUCTION	2	1 week	8 hours
HAZARDS INVOLVED IN SIMULATING SYSTEMS FAILURES AND MALFUNCTIONS IN THE AEROPLANE DURING FLIGHT	3		12 hours
NIGHT FLYING INSTRUCTION	2	1 week	8 hours
TRAINING ADMINISTRATION	3		12 hours
PPL SYLLABUS	3	1 week	12 hours
PRINCIPLES OF FLIGHT RELEVANT TO PPL SYLLABUS	2		8 hours
TOTAL Residential Ground School	30	6 weeks	130 hours

1.9.4.2 Flying Training

The flying training in Global Air Services for the flight instructor course shall comprise a total of at least 30 hours, not include all flying tests, of which 25 hours shall be dual flight instruction. The remaining five hours may be mutual flying (that is, two applicants flying together to practice flight demonstrations).

The numbering of exercises should be used primarily as an exercise reference list and as a broad instructional sequencing guide.

Therefore the demonstrations and practices need not necessarily be given in the order listed. The actual order and content will depend upon the following interrelated factors:

- The applicant's progress and ability.
- The weather conditions affecting the flight.
- The flight time available.
- Instructional technique considerations.
- The local operating environment.

The flight training of the student instructor is also focused on the briefing procedure. The briefing normally includes a statement of the aim and a brief allusion to principles of flight only if relevant. An explanation is to be given of exactly what air exercises are to be taught by the instructor and practised by the student during the flight. It should include how the flight will be conducted with regard to who is to fly the aeroplane and what airmanship, weather and flight safety aspects currently apply. The nature of the lesson will cover the order in which the constituent parts are to be taught.

The four basic components of the briefing will be:

- The aim.
- Principles of flight (briefest reference only).
- The air exercise(s) (what, how and by whom).
- Airmanship (weather, flight safety etc.).

During the flight training, except when acting as a student pilot for mutual flights the student instructor shall occupy the seat normally occupied by the flight instructor.

1.9.5 The time scale and scale in weeks

The Ground School's duration is three (3) months. The Ground School Course begins normally the first 15 days of each September.

1.9.6 Training programme

1.9.6.1 General arrangements for flying, ground and synthetic flight training.

The training structure is divided in three major parts:

- Theoretical training: To instruct the students in a pure theoretical principle.
- Long briefing instruction: To instruct the student in the application of theoretical principle in regard to a normal daily mission.
- Practical flight training: To instruct the student in the execution of the theoretical and practical principle.

The theoretical training is conducted from Monday to Friday in Piraeus at suitable shaped classrooms of max 12 students. Each course last from 17:00 to 22:00.

A yearly schedule is accomplished before the start of each course including the instructor's name the beginning day and the duration for each subject.

The schedule of flights is accomplished in weekly base with the cooperation of the planner (roster), CFI and Head of training. This schedule is announced by e-mail to the instructors and students in order to be well prepared.

The flight training might start at the same time with theoretical training.

Before any flight an instructor's detailed briefing is proceeding as appropriate.

1.9.6.2 Bad weather constraints.

According to the level of each individual student and the phase of training the following weather limits has to be followed which are over and above those described in the Operations Manual:

Exercise	Visibility	Sky Condition		wind components	
		Distance from Cloud	Visible Horizon	X-wind	H-wind
Exercise 3 – 13	10 km	Clear of clouds	Yes	10 Kts	17 Kts
Dual x-country	5 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	N/A	17 Kts	25 Kts

1.9.6.3 Constraints in terms of maximum student training times

The classroom work for the theoretical training is conducted from Monday to Friday (working days only) from 17:00 till 22:00. As it is mentioned, the flight training might start at the same time with theoretical training and in this case the flight training is from 09:00 to 13:00 in order the student have enough rest time before the classroom work.

During the flight training the maximum student training time depends from the phase of training as follows:

Exercise	Maximum duration	Rest between flights
Exercise 3 – 13	2,5 hrs	N/A
Dual x-country	4 hrs	N/A

1.9.7 Training records

The following records are to be maintained and retained for a period of 5 years after completion of the training:

- ✓ pilot trainee's assessments before and during the course including progress tests, sample exams and flight evaluations.
- ✓ Results of any official – HCAA theoretical examination and License Proficiency Check (LPC's)
- ✓ details of theoretical knowledge, flying, and simulated flight training given to individual trainees.
- ✓ personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.
- ✓ All flights are recorded in details for all students and instructors in an automated system and format acceptable to the HCAA.

1.9.8 Safety training

The safety training is established in order to emphasize to all personnel that any information no matter if it's considered relevant or irrelevant and major or minor has great importance in safety and that can be the key to prevent accidents or incidents. As a result, all personnel will be kept alert, contributing to flight safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

Before each flight a long briefing takes place with respect to the emergency procedures. Prior to any solo flight the student has to describe the emergency procedures asked by the supervising instructor with emphasis to engine failure during take-off and in flight.

The flight safety and emergency procedures training is provided by the flight instructors. According to the syllabus, the emergency procedures are included in the FI (A) course as follows:

- ✓ Exercise 1 Aeroplane Familiarisation
 - Action in the event of fire in the air and on the ground, engine cabin and electrical.

- Systems failures as applicable to class.
 - Escape drills, location and use of emergency equipment and exits.
- ✓ Exercise 5 Taxiing.
 - Brake and steering failure.
- ✓ Exercise 12 Take - off and climb to downwind position.
 - Aborted take off.
 - Engine failure after take off.
 - Airmanship and air traffic control procedures.
- ✓ Exercise 13 Circuit approach and landing.
 - Rejected take - off.
 - Engine failure after take - off with sufficient runway.
 - Engine failure after take - off with insufficient runway.
 - Engine failure at downwind/base leg.
 - Use off emergency check - list.
- ✓ Exercise 16 Forced landing without power
 - Forced landing procedure.
 - Selection of landing area, provision for change of plan.
 - Gliding distance considerations.
 - Descend plan.
 - Key positions.
 - Engine cooling.
 - Engine failure checks.
 - Air start procedures.
 - Use of radio.
 - Emergency landing engine secure checks.
 - Emergency landing briefing and preparation.
 - Base leg.
 - Final approach.
 - Landing (when the exercise is conducted at an aerodrome).
 - Actions after landing.
 - Aeroplane security
 - Emergency evacuation (simulated procedures and checks).
- ✓ Exercise 17 Precautionary landing.
- ✓ Exercise 18c Use of Radio Navigation Aids under VFR
 - R/T failure.
 - Emergency transponder codes.

1.9.9 Tests and examinations

1.9.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by writing sample exams comprising at least 20 multi-choice questions distributed appropriately across the main subjects of the syllabus.

Generally, at the sample exams and progress tests an applicant shall demonstrate to the CGI and Head of Training a level of knowledge appropriate to the privileges of the holder of a FI (A) rating, in accordance with the requirements in JAR-FCL. The applicant shall pass all progress tests and sample exams with a mark 75% in each exam.

Furthermore the applicant must prepare at least one presentation for an aviation subject of his choice and to present this in a formal classroom.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.9.9.2 Flight Training

At the end of training, a final evaluation is conducted in order the applicant to demonstrate a level of knowledge appropriate to the privileges of the holder of a CPL (A), multi-engine rating and an instrument rating, in accordance with the requirements in JAR-FCL.

The form which is used for the flight evaluation as it is described in section 5 of Operations Manual.

1.9.10 Training effectiveness

Unsatisfactory progress is identified by some of the following aspects:

- ✓ Week measurable progress
- ✓ Marginal result on progress checks
- ✓ Repeatable delays on schedule
- ✓ Follow up difficulties by the trainee, on the course or training programme
- ✓ Extensive and irregular fracture in courses and training
- ✓ Massive instruction time
- ✓ Frustrated relationship between instructors and students
- ✓ Equipment availability influencing the course or training planning

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual.

When a Progress Test (theoretical training) or a flight is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average
- Good
- Very Good
- Exceptional

In the same form the instructor also is defining remarks in a plain text concerning:

- The student's background
- The level of achievement according to the phase of training
- The student attitude and airmanship
- Safety issues

Where a case of unsatisfactory progress is identified (1 or 2), it must be brought to the attention of the CGI or CFI as appropriate for action as necessary. In case an applicant has any difficulties during the training an additional test or stage check will be carried out by the CGI or CFI accordingly.

As a guide, the CGI or CFI after the exam or flight evaluation will determine specific weaknesses and have to propose corrective actions. The Head of Training shall be informed on the planned corrective actions. If it is required the Head of Training will also perform an evaluation and, where possible, consider a change of instructor.

If the corrective actions have no effects on the applicant's progress an additional evaluation (ground or flight) is carried out by Global Air Services' Head of Training. If the applicant fails again, the Board of Global Air Services has the final authority to terminate or to extend the applicant's training, taking into account the recommendations of the Head of Training, Chief Ground and Chief Flight Instructor as appropriate.

1.9.11 Standards and Level of performance at various stages

At the end of theoretical training the applicant is required to give a lecture under test conditions to other 'student(s)', one of whom will be the examiner. The test lecture is to be selected from items a–h of Section 1 of the Appendix 2 to JAR–FCL 1.330 & 1.345. The amount of time for preparation of the test lecture shall be agreed beforehand with the examiner. Appropriate literature may be used by the applicant. The test lecture should not exceed 45 minutes.

Furthermore, the applicant is tested orally by the Head of Training or an FII for knowledge of items a–i of Section 1 and the 'teaching and learning' content given in the FI(A) courses.

During flight training the applicant should demonstrate high teaching skills and to demonstrate FI(A) abilities, including briefing, flight instruction and de-briefing.

1.10 Class rating instructor rating – aeroplane (CRI(A)).

1.10.1 The aim of the course

The purpose of this training program is to qualify the candidate to conduct training on SP/ME (A) as applicable. Whereas the technical content of the course is based on the information supplied by the manufacturer and the training is conducted in accordance with the Global Air Services' Flight Op. & Training Op. Manual.

The course aims to:

- ✓ Develop the candidates training techniques and general aircraft handling skills
- ✓ Provide the candidate with the highest level of teaching and learning techniques; and
- ✓ Develop the candidate's ability to comprehensively assess and check his trainees in the areas of progress checking and skills testing.

1.10.2 Pre-entry requirements

According to JAR-FCL 1.380, before admission, an applicant shall have:

- ✓ completed at least 500 hours flight time as a pilot of aeroplanes
- ✓ completed at least 30 hours as PIC on the applicable type or class of aeroplane, prior to commencing the course.

An applicant for CRI (A) shall be at least 18 years of age, and shall hold a valid Class 1 medical certificate. A medical certificate (also referred as "medical") is a statement from an approved medical doctor that the applicant satisfies the health requirements to operate an aircraft in flight.

In order to enrol to CRI (A) course an applicant, shall fill out an official application at Global Air Services head offices, and pay a deposit for the course.

Upon enrolment an applicant will fill out an official application form and shall have with him the following:

- ✓ Four (4) passport photographs
- ✓ Validated photocopy of high school certificate or equivalent diploma
- ✓ Validated photocopy of ID or passport
- ✓ Valid Medical Certificate Class 2
- ✓ Deposit of enrolment

1.10.3 Credits for previous experience

The holder of a FI (A) rating is exempted from Teaching and Learning ground training of this Course.

1.10.4 Training Syllabus

The course shall comprise:

- Ground subjects
- Long briefings normal, abnormal flight and emergencies; and
- Air exercises normal, abnormal flight and emergencies, including a minimum of 4 hours of flight training in asymmetric procedures.

1.10.4.1 Theoretical Knowledge Course

The aim of Theoretical Knowledge Course (also referred as "Ground School") is to train pilots to the level of theoretical knowledge required for the CRI (A) according to JAR-FCL 1.380.

This syllabus is concerned only with the training on multi-engine aeroplanes. Therefore, other knowledge areas, common to both single- and multi-engine aeroplanes, is revised as necessary to cover the handling and operating of the aeroplane with all engines operative, using the applicable sections of the Ground Subjects Syllabus for the flight instructor course (AMC FCL 1.340). Additionally, the ground training is including 25 hours of classroom work to develop the applicant's ability to teach a student the knowledge and understanding required for the air exercise section of the multi-engine training course. This part also is including the long briefings for the air exercises.

The CRI(A) course is giving particular stress to the role of the individual in relation to the importance of human factors in the man-machine and theoretical knowledge environment interaction. Special attention is paid to the applicant's maturity and judgement including an understanding of adults, their behavioural attitudes and variable levels of education.

During the course, the applicants should be made aware of their own attitudes to the importance of flight safety. Improving safety awareness should be a fundamental objective throughout the course. It will be of major importance for the course of training to aim at giving applicants the knowledge, skills and attitudes relevant to a flight instructor's task and to achieve this course curriculum, in terms of goals and objectives, comprise 95 hours of instruction (1 hour = 60 minutes instruction) in the following areas:

PART 1 TEACHING AND LEARNING

Ground School Subject	Number of Lectures	Duration	Instructional Hours
THE LEARNING PROCESS	5	1 weeks	25 hours
THE TEACHING PROCESS	5	1 weeks	25 hours
TRAINING PHILOSOPHIES	1		4 hours
TECHNIQUES OF APPLIED INSTRUCTION	2	1 week	8 hours
STUDENT EVALUATION AND TESTING	1		4 hours
TRAINING PROGRAMME DEVELOPMENT	1		4 hours
HUMAN PERFORMANCE AND LIMITATIONS RELEVANT TO FLIGHT INSTRUCTION	2		8 hours
HAZARDS INVOLVED IN SIMULATING SYSTEMS FAILURES AND MALFUNCTIONS IN THE AEROPLANE DURING FLIGHT	2	1 week	12 hours
TRAINING ADMINISTRATION	1		5 hours
TOTAL Residential Ground School	20	4 weeks	95 hours

PART 2 THEORETICAL KNOWLEDGE INSTRUCTION SYLLABUS

Ground School Subject	Number of Lectures	Duration	Instructional Hours
Aviation legislation	1		2 hours
Performance, all engines operating, including mass and balance	1		3 hours
Asymmetric flight - Principles of flight	1		2 hours
Control in asymmetric flight Minimum control and safety speeds Feathering and unfeathering	1	1 week	3 hours
Performance in asymmetric flight	1		3 hours
Specific type of aeroplane – operation of systems. Airframe and engine limitations	1		3 hours
Briefings for air exercises progress	1		9 hours
TOTAL Residential Ground School	7	1 week	25 hours

Note: Total 25 hours (1 hour = 60 minutes instruction) including progress test

1.10.4.2 Flying Training

The flying training in Global Air Services for the class rating instructor course (CRI/SP/ME(A)) is divided in two parts comprising a total of at least 5 hours, not including all flying tests.

✓ Normal procedures

This part is similar to the Air Exercise Sections of the single-engine Flight Instructor course, including 'Introduction to Instrument Flying' except that the objectives, airmanship considerations and common errors are related to the operation of a multi-engine aeroplane.

The purpose of this part is to acquaint the applicant with the teaching aspects of the operational procedures and handling of a multi-engine aeroplane with all engines functioning.

✓ ASYMMETRIC POWER FLIGHT

During this part, special emphasis is to be placed on the:

- Circumstances in which actual feathering and unfeathering practice will be done, i.e. safe altitude; compliance with regulations concerning minimum altitude/height for feathering practice, weather conditions, distance from nearest available aerodrome.
- Procedure to use for instructor/student co-operation, e.g. the correct use of touch drills and the prevention of misunderstandings, especially during feathering and unfeathering practice and when zero thrust is being used for asymmetric circuits. This procedure is to include positive agreement as to which engine is being shut down/re-started or set at zero thrust and identifying each control and naming the engine it is going to affect.
- Consideration to be given to avoid over-working the operating engine, and the degraded performance when operating the aeroplane during asymmetric flight.
- Need to use the specific check list for the aeroplane type.

Therefore the demonstrations and practices need not necessarily be given in the order listed. The actual order and content will depend upon the following interrelated factors:

- The applicant's progress and ability.
- The weather conditions affecting the flight.
- The flight time available.

- Instructional technique considerations.
- The local operating environment.

The flight training of the student class rating instructor is also focused in the briefing procedure. The briefing normally includes a statement of the aim and a brief allusion to principles of flight only if relevant. An explanation is to be given of exactly what air exercises are to be taught by the instructor and practised by the student during the flight. It should include how the flight will be conducted with regard to who is to fly the aeroplane and what airmanship, weather and flight safety aspects currently apply. The nature of the lesson will cover the order in which the constituent parts are to be taught.

The four basic components of the briefing will be:

- The aim.
- Principles of flight (briefest reference only).
- The air exercise(s) (what, how and by whom).
- Airmanship (weather, flight safety etc.).

During the flight training, except when acting as a student pilot for mutual flights the student instructor shall occupy the seat normally occupied by the flight instructor.

1.10.5 The time scale and scale in weeks

The Ground School's duration is four weeks for part 1 and one (1) week for part 2. The Ground School Course begins normally the first 15 days of each September.

1.10.6 Training programme

1.10.6.1 General arrangements for flying, ground and synthetic flight training.

The training structure is divided in three major parts:

- Theoretical training: To instruct the students in a pure theoretical principle.
- Long briefing instruction: To instruct the student in the application of theoretical principle in regard to a normal daily mission.
- Practical flight training: To instruct the student in the execution of the theoretical and practical principle.

The theoretical training is conducted from Monday to Friday in Piraeus at suitable shaped classrooms of max 12 students. Each course last from 17:00 to 22:00.

A weekly schedule is accomplished before the start of each course including the instructor's name the beginning day and the duration for each subject.

The schedule of flights is accomplished in weekly base with the cooperation of the planner (roster), CFI and Head of Training. This schedule is announced by e-mail to the instructors and students in order to be well prepared.

The flight training might start at the same time with theoretical training.

Before any flight an instructor's detailed briefing is proceeding as appropriate.

1.10.6.2 Bad weather constraints.

According to the level of each individual student and the phase of training the following weather limits has to be followed which are over and above those described in the Operations Manual:

Exercise	Visibility	Sky Condition		wind components	
		Distance from Cloud	Visible Horizon	X-wind	H-wind
Normal	5 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	YES	17 Kts	25 Kts
Asymmetric	8 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	N/A	17 Kts	25 Kts

1.10.6.3 Constraints in terms of maximum student training times

The classroom work for the theoretical training is conducted from Monday to Friday (working days only) from 17:00 till 22:00. As it is mentioned, the flight training might start at the same time with theoretical training and in this case the flight training is from 09:00 to 13:00 in order the student have enough rest time before the classroom work.

During the flight training the maximum student training time depends from the phase of training as follows:

Exercise	Maximum duration	Rest between flights
Normal	2,5 hrs	N/A
Asymmetric	1,5 hrs	N/A

1.10.7 Training records

The following records are to be maintained and retained for a period of 5 years after completion of the training:

- ✓ pilot trainee's assessments before and during the course including progress tests, sample exams and flight evaluations.
- ✓ Results of any official – HCAA theoretical examination and License Proficiency Check (LPC's)
- ✓ details of theoretical knowledge, flying, and simulated flight training given to individual trainees.
- ✓ personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.
- ✓ All flights are recorded in details for all students and instructors in an automated system and format acceptable to the HCAA.

1.10.8 Safety training

The safety training is established in order to emphasize to all personnel that any information no matter if it's considered relevant or irrelevant and major or minor has great importance in safety and that can be the key to prevent accidents or incidents. As a result, all personnel will be kept alert, contributing to flight safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

Before each flight a long briefing takes place with respect to the emergency procedures. Prior to any solo flight the student has to describe the emergency procedures asked by the supervising instructor with emphasis to engine failure during take-off and in flight.

The flight safety and the emergency procedures training is provided by the flight instructors. According to the syllabus, the emergency procedures are included in the ASYMMETRIC POWER FLIGHT part of CRI (A) course.

1.10.9 Tests and examinations

1.10.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by writing sample exams comprising at least 20 multi-choice questions distributed appropriately across the main subjects of the syllabus.

Generally, at the sample exams and progress tests an applicant shall demonstrate to the CGI and Head of Training a level of knowledge appropriate to the privileges of the holder of a CRI (A) rating, in accordance with the requirements in JAR-FCL. The applicant shall pass all progress tests and sample exams with a mark 75% in each exam.

Furthermore the applicant must prepare at least one presentation for an aviation subject of his choice and to present this in a formal classroom.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.10.9.2 Flight Training

At the end of flight training, an evaluation flight conducted by the authorized Global Air Services flight instructor or the Global Air Services' Head of Training in order for the applicant to demonstrate the appropriate level of knowledge to the privileges of the holder of a CRI (A) rating, in accordance with the requirements in JAR-FCL.

The form which is used for the flight evaluation is as described in section 5 of the Operations Manual.

1.10.10 Training effectiveness

Unsatisfactory progress is identified by some of the following aspects:

- ✓ Week measurable progress
- ✓ Marginal result on progress checks
- ✓ Repeatable delays on schedule
- ✓ Follow up difficulties by the trainee, on the course or training programme
- ✓ Extensive and irregular fracture in courses and training
- ✓ Massive instruction time
- ✓ Frustrated relationship between instructors and students
- ✓ Equipment availability influencing the course or training planning

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual.

When a Progress Test (theoretical training) or a flight is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average
- Good
- Very Good
- Exceptional

In the same form the instructor also is defining remarks in a plain text concerning:

- The student's background
- The level of achievement according to the phase of training
- The student attitude and airmanship
- Safety issues

Where a case of unsatisfactory progress is identified (1 or 2), it must be brought to the attention of the CGI or CFI as appropriate for action as necessary. In case an applicant has any difficulties during the training an additional test or stage check will be carried out by the CGI or CFI accordingly.

As a guide, the CGI or CFI after the exam or flight evaluation will determine specific weaknesses and have to propose corrective actions. The Head of Training shall be informed on the planned corrective actions. If it is required the Head of Training will also perform an evaluation and, where possible, consider a change of instructor.

If the corrective actions have no effects on the applicant's progress an additional evaluation (ground or flight) is carried out by Global Air Services' Head of Training. If the applicant fails again, the Board of Global Air Services has the final authority to terminate or to extend the applicant's training, taking into account the recommendations of the Head of Training, Chief Ground and Chief Flight Instructor as appropriate.

1.10.11 Standards and Level of performance at various stages

At the end of theoretical training the applicant is required to give a lecture under test conditions to other 'student(s)', one of whom will be the examiner. The test lecture is to be selected from items a-h of Section 1 of the Appendix 2 to JAR-FCL 1.330 & 1.345. The amount of time for preparation of the test lecture shall be agreed beforehand with the examiner. Appropriate literature may be used by the applicant. The test lecture should not exceed 45 minutes.

Furthermore, the applicant is tested orally by the Head of Training or an FII for knowledge of items a-i of Section 1 and the 'teaching and learning' content given in the CRI(A) courses not excluding the holders of an FI rating.

During flight training the applicant should demonstrate high teaching skills and to demonstrate CRI (A) abilities, including briefing, flight instruction and de-briefing.

1.11 Instrument rating instructor rating (Aeroplane) (IRI(A))

1.11.1 The aim of the course

The aim of this course is to train aeroplane licence holders to the level of proficiency necessary for the issue of an IRI (A) rating. The course has been designed to give the applicant adequate training in ground and flying instructional techniques based upon established teaching methods.

On successful completion of the course, the applicant may be issued with an instrument rating instructor rating permitting the holder to give ground and flight training appropriate to the issue of an instrument rating.

1.11.2 Pre-entry requirements

According to JAR-FCL 1.395, before admission, an applicant for an IRI(A) shall have completed at least 800 hours flight time under IFR of which at least 400 hours shall be in aeroplanes.

According to JAR-FCL 1.330(d)(1), if the applicant is holder of a valid FI(A) rating, before admission, shall have completed at least 200 hours flight time in accordance with instrument flight rules, of which up to 50 hours may be instrument ground time in a flight simulator or FNPT II.

An applicant for IRI (A) shall be at least 18 years of age, and shall hold a valid Class 1 medical certificate. A medical certificate (also referred as "medical") is a statement from an approved medical doctor that the applicant satisfies the health requirements to operate an aircraft in flight.

In order to enrol to IRI (A) course an applicant, shall fill out an official application at Global Air Services' head offices, and pay a deposit for the course.

Upon enrolment an applicant will fill out an official application form and shall have with him the following:

- ✓ Four (4) passport photographs
- ✓ Validated photocopy of high school certificate or equivalent diploma
- ✓ Validated photocopy of ID or passport
- ✓ Valid Medical Certificate Class 2
- ✓ Deposit of enrolment

1.11.3 Credits for previous experience

The holder of a FI(A) rating is

- ✓ exempted from Teaching and Learning ground training of this Course.
- ✓ Is crediting with 5 hours of flight training (the IRI(A) course comprise 10 hours or 5 hours in the case of a valid FI(A) rating)

1.11.4 Training Syllabus

The course shall comprise:

- Ground subjects
- Long briefings normal, abnormal flight and emergencies; and
- Air exercises normal, and emergencies.

1.11.4.1 Theoretical Knowledge Course

The aim of Theoretical Knowledge Course (also referred as "Ground School") is to train pilots to the level of theoretical knowledge required for the IRI (A) according to JAR-FCL 1.395.

With the exception of the section on Teaching and Learning, all the subject detail contained in the theoretical and Flight Training Syllabus is complementary to the Instrument Rating Pilot Course Syllabus which should already be known by the applicant. Therefore the objective of the course is to:

- ✓ refresh and bring up to date the technical knowledge of the student instructor
- ✓ train pilots in accordance with the requirements of the modular instrument flying training course (Appendix 1 to JAR-FCL 1.210)
- ✓ enable the applicant to develop the necessary instructional techniques required for teaching of instrument flying, radio navigation and instrument procedures to the level required for the issue of an instrument rating and
- ✓ ensure that the student instrument rating instructor's flying is of a sufficiently high standard.

The IRI (A) course is giving particular stress to the role of the individual in relation to the importance of human factors in the man-machine and theoretical knowledge environment interaction. Special attention is paid to the applicant's maturity and judgement including an understanding of adults, their behavioural attitudes and variable levels of education.

During the course, the applicants should be made aware of their own attitudes to the importance of flight safety. Improving safety awareness should be a fundamental objective throughout the course. It will be of major importance for the course of training to aim at giving applicants the knowledge, skills and attitudes relevant to a flight instructor's task and to achieve this course curriculum, in terms of goals and objectives, comprise 95 hours of instruction (1 hour = 60 minutes instruction) in the following areas: (The holder of a FI(A) rating is exempted from Part One (Teaching and learning) from this course).

PART 1 TEACHING AND LEARNING

Ground School Subject	Number of Lectures	Duration	Instructional Hours
THE LEARNING PROCESS	5	1 weeks	25 hours
THE TEACHING PROCESS	5	1 weeks	25 hours
TRAINING PHILOSOPHIES	1	1 week	4 hours
TECHNIQUES OF APPLIED INSTRUCTION	2		8 hours
STUDENT EVALUATION AND TESTING	1		4 hours
TRAINING PROGRAMME DEVELOPMENT	1		4 hours
HUMAN PERFORMANCE AND LIMITATIONS RELEVANT TO FLIGHT INSTRUCTION	2	1 week	8 hours
HAZARDS INVOLVED IN SIMULATING SYSTEMS FAILURES AND MALFUNCTIONS IN THE AEROPLANE DURING FLIGHT	2		12 hours
TRAINING ADMINISTRATION	1		5 hours
TOTAL Residential Ground School	20	4 weeks	95 hours

PART 2 THEORETICAL KNOWLEDGE INSTRUCTION SYLLABUS

Ground School Subject	Number of Lectures	Duration	Instructional Hours
PHYSIOLOGICAL/PSYCHOLOGICAL FACTORS	1		2 hours
FLIGHT INSTRUMENTS	1		3 hours
RADIO NAVIGATION AIDS	1		3 hours
AERONAUTICAL INFORMATION PUBLICATIONS	1	1 week	2 hours
FLIGHT PLANNING GENERAL	1		3 hours
THE PRIVILEGES OF THE INSTRUMENT RATING	1		3 hours
BRIEFINGS FOR AIR EXERCISES PROGRESS	1		9 hours
TOTAL Residential Ground School	7	1 week	25 hours

Note: Total 25 hours including progress test (1 hour = 60 minutes instruction)

1.11.4.2 Flying Training

The flying training in Global Air Services for the instrument rating instructor course (IRI (A)) comprise a total of at least 10 hours, not include all flying tests including the following subjects:

- Instrument Flying (For revision as deemed necessary by the Course Instructor)
- Instrument Flying (Advanced)
- Radio Navigation (Applied Procedures) – use of VOR
- Radio Navigation (Applied Procedures) – use of NDB
- Radio Navigation (Applied Procedures) – use of VHF/DF
- Radio Navigation (Applied Procedures) – use of DME
- Radio Navigation (Applied Procedures) – use of Transponders
- Radio Navigation (Applied Procedures) – use of En-Route Radar Services
- Pre-flight and Aerodrome Departure and Arrival Procedures
- Instrument Approach – ILS Approaches to Specified Minima – Missed Approach Procedures
- Instrument Approach – NDB Approaches to Specified Minima – Missed Approach Procedures
- Radio Navigation (applied procedures) use of GPS (to be developed)

The flight training of the student instrument rating instructor is also focused in the briefing procedure. The briefing normally includes a statement of the aim and a brief allusion to principles of flight only if relevant. An explanation is to be given of exactly what air exercises are to be taught by the instructor and practised by the student during the flight. It should include how the flight will be conducted with regard to who is to fly the aeroplane and what airmanship, weather and flight safety aspects currently apply. The nature of the lesson will cover the order in which the constituent parts are to be taught.

The four basic components of the briefing will be:

- The aim.
- Principles of flight (briefest reference only).
- The air exercise(s) (what, how and by whom).
- Airmanship (weather, flight safety etc.).

During the flight training, except when acting as a student pilot for mutual flights the student instructor shall occupy the seat normally occupied by the flight instructor.

1.11.5 The time scale and scale in weeks

The Ground School's duration is four weeks for part 1 and one (1) week for part 2. The Ground School Course begins normally the first 15 days of each September.

1.11.6 Training programme

1.11.6.1 General arrangements for flying, ground and synthetic flight training.

The training structure is divided in three major parts:

- Theoretical training: To instruct the students in a pure theoretical principle.
- Long briefing instruction: To instruct the student in the application of theoretical principle in regard to a normal daily mission.
- Practical flight training: To instruct the student in the execution of the theoretical and practical principle.

The theoretical training is conducted from Monday to Friday in Piraeus at suitable shaped classrooms of max 12 students. Each course last from 17:00 to 22:00.

A weekly schedule is accomplished before the start of each course including the instructor's name the beginning day and the duration for each subject.

The schedule of flights is accomplished in weekly base with the cooperation of the planner (roster), CFI and Head of training. This schedule is announced by e-mail to the instructors and students in order to be well prepared.

The flight training might start at the same time with theoretical training.

Before any flight an instructor's detailed briefing is proceeding as appropriate.

1.11.6.2 Bad weather constraints.

According to the level of each individual student and the phase of training the following weather limits has to be followed which are over and above those described in the Operations Manual:

Exercise	Visibility	Sky Condition		wind components	
		Distance from Cloud	Visible Horizon	X-wind	H-wind
Revision exercises	5 Km	1000 ft Vertical 1500 m Horizontal In sight of the surface	N/A	17 Kts	25 Kts
Applied Procedure & advanced training	3 Km	N/A	N/A	17 Kts	25 Kts

1.11.6.3 Constraints in terms of maximum student training times

The classroom work for the theoretical training is conducted from Monday to Friday (working days only) from 17:00 till 22:00. As it is mentioned, the flight training might start at the same time with theoretical training and in this case the flight training is from 09:00 to 13:00 in order the student have enough rest time before the classroom work.

During the flight training the maximum student training time depends from the phase of training as follows:

Exercise	Maximum duration	Rest between flights
Revision exercises	2 hrs	N/A
Applied Procedure & advanced training	4 hrs	N/A

1.11.7 Training records

The following records are to be maintained and retained for a period of 5 years after completion of the training:

- ✓ pilot trainee's assessments before and during the course including progress tests, sample exams and flight evaluations.
- ✓ Results of any official – HCAA theoretical examination and License Proficiency Check (LPC's)
- ✓ details of theoretical knowledge, flying, and simulated flight training given to individual trainees.
- ✓ personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.
- ✓ All flights are recorded in details for all students and instructors in an automated system and format acceptable to the HCAA.

1.11.8 Safety training

The safety training is established in order to emphasize to all personnel that any information no matter if it's considered relevant or irrelevant and major or minor has great importance in safety and that can be the key to prevent accidents or incidents. As a result, all personnel will be kept alert, contributing to flight safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

Before each flight a long briefing takes place with respect to the emergency procedures. Prior to any solo flight the student has to describe the emergency procedures asked by the supervising instructor with emphasis to engine failure during take-off and in flight.

The flight safety and the emergency procedures training is provided by the flight instructors.

1.11.9 Tests and examinations

1.11.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by writing sample exams comprising at least 20 multi-choice questions distributed appropriately across the main subjects of the syllabus.

Generally, at the sample exams and progress tests an applicant shall demonstrate to the CGI and Head of Training a level of knowledge appropriate to the privileges of the holder of an IRI (A) rating, in accordance with the requirements in JAR-FCL. The applicant shall pass all progress tests and sample exams with a mark 75% in each exam.

Furthermore the applicant must prepare at least one presentation for an aviation subject of his choice and to present this in a formal classroom.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.11.9.2 Flight Training

At the end of flight training, an evaluation flight conducted by the authorised Global Air Services flight instructor or the Global Air Services' Head of Training in order the applicant to demonstrate the appropriate level of knowledge to the privileges of the holder of an IRI (A) rating, in accordance with the requirements in JAR-FCL.

The form which is used for the flight evaluation is as described in section 5 of the Operations Manual.

1.11.10 Training effectiveness

Unsatisfactory progress is identified by some of the following aspects:

- ✓ Week measurable progress
- ✓ Marginal result on progress checks
- ✓ Repeatable delays on schedule
- ✓ Follow up difficulties by the trainee, on the course or training programme
- ✓ Extensive and irregular fracture in courses and training
- ✓ Massive instruction time
- ✓ Frustrated relationship between instructors and students
- ✓ Equipment availability influencing the course or training planning

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual.

When a Progress Test (theoretical training) or a flight is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average
- Good
- Very Good
- Exceptional

In the same form the instructor also is defining remarks in a plain text concerning:

- The student's background
- The level of achievement according to the phase of training
- The student attitude and airmanship
- Safety issues

Where a case of unsatisfactory progress is identified (1 or 2), it must be brought to the attention of the CGI or CFI as appropriate for action as necessary. In case an applicant has

any difficulties during the training an additional test or stage check will be carried out by the CGI or CFI accordingly.

As a guide, the CGI or CFI after the exam or flight evaluation will determine specific weaknesses and have to propose corrective actions. The Head of Training shall be informed on the planned corrective actions. If it is required the Head of Training will also perform an evaluation and, where possible, consider a change of instructor.

If the corrective actions have no effects on the applicant's progress an additional evaluation (ground or flight) is carried out by Global Air Services' Head of Training. If the applicant fails again, the Board of Global Air Services has the final authority to terminate or to extend the applicant's training, taking into account the recommendations of the Head of Training, Chief Ground and Chief Flight Instructor as appropriate.

1.11.11 Standards and Level of performance at various stages

At the end of theoretical training the applicant is required to give a lecture under test conditions to other 'student(s)', one of whom will be the examiner. The test lecture is to be selected from items a–h of Section 1 of the Appendix 2 to JAR–FCL 1.330 & 1.345. The amount of time for preparation of the test lecture shall be agreed beforehand with the examiner. Appropriate literature may be used by the applicant. The test lecture should not exceed 45 minutes.

Furthermore, the applicant is tested orally by the Head of Training or an FII for knowledge of items a–i of Section 1 and the 'teaching and learning' content given in the IRI(A) courses not excluding the holders of an FI rating.

During flight training the applicant should demonstrate high teaching skills and to demonstrate IRI(A) abilities, including briefing, flight instruction and de-briefing.

1.12 Flight Instructor (FI)/Instrument Rating Instructor (IRI)/Class Rating Instructor refresher seminar

1.12.1 The aim of the course

The aim of the refresher course is to provide refresh and bring up to date the technical knowledge of the an instructor (FI(A) or IRI(A) or CRI(A)) according to JAR-FCL 1.355.

The course also referred as "Refresher Seminar, is intended to:

- ✓ Bring up to date the applicant's technical knowledge
- ✓ Bring up to date the teaching and learning techniques
- ✓ Bring up to date the applicant's ground subjects and air exercises
- ✓ Ensure that the applicant is familiar with the current JAR-OPS, JAR-FCL, and national regulations.

An attendance form as it is presented in section 5 of Operations Manual will be completed and signed by the Head of Training of Global Air Services, following attendance and satisfactory participation by the FI / IRI / CRI.

1.12.2 Pre-entry requirements

Before participating in the refresher seminar the applicant must be a holder of a valid or lapsed FI (A) or/and IRI(A) or/and CRI(A).

Upon enrolment an applicant will fill out an official application form and shall have with him the following:

- ✓ photocopy of pilot licence
- ✓ photocopy of ID or passport
- ✓ Valid Medical Certificate Class
- ✓ Deposit of enrolment

1.12.3 Credits for previous experience

Not Applicable

1.12.4 Training Syllabus

The course shall comprise:

- Ground subjects
- Test and examination

1.12.4.1 Theoretical Knowledge Course

The ground training also referred as "Refresher Seminar", consists of all instruction given on the ground for the purpose of the course by an appointed competent person, and includes classroom lectures, tutorials, long briefings and directed private study.

The content of the FI/IRI/CRI refresher seminar are selected from the following subjects:

- ✓ new and/or current rules/regulations, with emphasis on knowledge of JAR-FCL and JAR-OPS requirements
- ✓ teaching and learning
- ✓ instructional techniques

- ✓ the role of the instructor
- ✓ national regulations (as applicable)
- ✓ human factors
- ✓ flight safety, incident and accident prevention
- ✓ airmanship
- ✓ legal aspects and enforcement procedures
- ✓ navigational skills including new/current radio navigation aids
- ✓ teaching instrument flying; and
- ✓ weather related topics including methods of distribution.
- ✓ ASYMMETRIC POWER FLIGHT (for CRI's)

The course is giving particular stress to the role of the individual in relation to the importance of human factors in the man-machine and theoretical knowledge environment interaction. Special attention is paid to the applicant's maturity and judgement including an understanding of adults, their behavioural attitudes and variable levels of education.

During the course, the applicants should be made aware of their own attitudes to the importance of flight safety. Improving safety awareness should be a fundamental objective throughout the course. It will be of major importance for the course of training to aim at giving applicants the knowledge, skills and attitudes relevant to a flight instructor's task and to achieve this course curriculum, in terms of goals and objectives, comprise 15 hours of instruction (1 hour = 60 minutes instruction) in the following areas:.

DAY 1 TEACHING AND LEARNING

Ground School Subject	Instructional Hours
THE LEARNING PROCESS	1 hour
THE TEACHING PROCESS	1 hour
TRAINING PHILOSOPHIES	1 hour
TECHNIQUES OF APPLIED INSTRUCTION	
STUDENT EVALUATION AND TESTING	1 hour
TRAINING PROGRAMME DEVELOPMENT	
HUMAN PERFORMANCE AND LIMITATIONS RELEVANT TO FLIGHT INSTRUCTION	1 hour
HAZARDS INVOLVED IN SIMULATING SYSTEMS FAILURES AND MALFUNCTIONS IN THE AEROPLANE DURING FLIGHT	1 hour
TRAINING ADMINISTRATION	1 hour
TOTAL Residential Ground School	7 hours

DAY 2 THEORETICAL KNOWLEDGE INSTRUCTION SYLLABUS

Ground School Subject	Relevant Courses	Instructional Hours
FLIGHT INSTRUMENTS	FI, IRI	1 hour
RADIO NAVIGATION AIDS	FI, IRI	
AERONAUTICAL INFORMATION PUBLICATIONS	ALL	1 hour
FLIGHT PLANNING GENERAL	ALL	
THE PRIVILEGES OF THE INSTRUMENT RATING	IRI	1 hour
AVIATION LEGISLATION	ALL	
BRIEFINGS FOR AIR EXERCISES PROGRESS	ALL	1 hour
PERFORMANCE, ALL ENGINES OPERATING, INCLUDING MASS AND BALANCE	CRI	1 hour
ASYMMETRIC FLIGHT - PRINCIPLES OF FLIGHT	CRI	
CONTROL IN ASYMMETRIC FLIGHT MINIMUM CONTROL AND SAFETY SPEEDS FEATHERING AND UNFEATHERING	CRI	1 hour
PERFORMANCE IN ASYMMETRIC FLIGHT	CRI	
PPL SYLLABUS	FI	1 hour
PRINCIPLES OF FLIGHT RELEVANT TO PPL SYLLABUS	FI	1 hour
TOTAL Residential Ground School		8 hours

1.12.4.2 Flying Training

Not Applicable

1.12.5 The time scale and scale in weeks

The Ground School's duration is 2 days.

1.12.6 Training programme

1.12.6.1 General arrangements for flying, ground and synthetic flight training.

The theoretical training is conducted from Monday to Friday in Piraeus at suitable shaped classrooms of max 12 students. Each course last from 14:00 to 22:00.

A schedule is accomplished before the start of each course including the instructor's name the beginning day and the duration for each subject.

1.12.6.2 Bad weather constraints.

Not Applicable

1.12.6.3 Constraints in terms of maximum student training times

Such seminars organized in order to run for at least two days, and attendance from participants will be required for the whole duration of the seminar including breakout groups/workshops.

1.12.7 Training records

The following records are to be maintained and retained for a period of 5 years after completion of the training:

- ✓ pilot trainee's assessments before and during the course including progress tests, sample exams and flight evaluations.
- ✓ Results of any official – HCAA theoretical examination and License Proficiency Check (LPC's)
- ✓ details of theoretical knowledge, flying, and simulated flight training given to individual trainees.
- ✓ personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.
- ✓ All flights are recorded in details for all students and instructors in an automated system and format acceptable to the HCAA.

1.12.8 Safety training

The safety training is established in order to emphasize to all personnel that any information no matter if it's considered relevant or irrelevant and major or minor has great importance in safety and that can be the key to prevent accidents or incidents. As a result, all personnel will be kept alert, contributing to flight safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

1.12.9 Tests and examinations

1.12.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by writing sample exams comprising at least 20 multi-choice questions distributed appropriately across the main subjects of the syllabus.

Generally, at the sample exams and progress tests an applicant shall demonstrate to the CGI and Head of Training a level of knowledge appropriate to the privileges of the holder of a FI(A) and/or IRI(A) and/or CRI(A) rating, in accordance with the requirements in JAR-FCL. The applicant shall pass all progress tests and sample exams with a mark 75% in each exam.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.12.9.2 Flight Training

Not Applicable

1.12.10 Training effectiveness

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual.

When a Progress Test (theoretical training) or a flight is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average
- Good
- Very Good

- Exceptional

In the same form the instructor also is defining remarks in a plain text concerning:

- The student's background
- The level of achievement according to the phase of training
- The student attitude and airmanship
- Safety issues

Where a case of unsatisfactory progress is identified the completion form is not issued and new refresher training is recommended to be followed.

1.12.11 Standards and Level of performance at various stages

During training the applicant should demonstrate teaching skills and to demonstrate instructor's abilities, including theoretical background, briefing, flight instruction and debriefing.

1.13 Instrument Rating (IR(A)) / Class Rating (MEP(A)) refresher seminar

1.13.1 The aim of the course

The aim of the refresher course is to provide refresh and bring up to date the technical knowledge of a pilot holding a valid or lapsed instrument and/or multi engine piston (MEP) rating.

The course also referred as "Refresher Seminar, is intended to:

- ✓ Bring up to date the applicant's technical knowledge
- ✓ Ensure that the applicant is familiar with the current JAR-OPS, JAR-FCL, and national regulations.

An attendance form as it is presented in section 5 of Operations Manual will be completed and signed by the Head of Training of Global Air Services, following attendance and satisfactory participation by the pilot.

1.13.2 Pre-entry requirements

Before participating the applicant must be a holder of a pilot licence with valid or lapsed valid or lapsed instrument and/or multi engine piston (MEP) rating.

Upon enrolment an applicant will fill out an official application form and shall have with him the following:

- ✓ photocopy of pilot licence
- ✓ photocopy of ID or passport
- ✓ Valid Medical Certificate Class
- ✓ Deposit of enrolment

1.13.3 Credits for previous experience

Not Applicable

1.13.4 Training Syllabus

The course shall comprise:

- Ground subjects
- Test and examination

1.13.4.1 Theoretical Knowledge Course

The ground training also referred as "Refresher Seminar, consists of all instruction given on the ground for the purpose of the course by an appointed competent person, and includes classroom lectures, tutorials, long briefings and directed private study.

The content of the IR(A) and MEP(A) refresher seminar are selected from the following subjects:

- ✓ new and/or current rules/regulations, with emphasis on knowledge of JAR-FCL and JAR-OPS requirements
- ✓ national regulations (as applicable)
- ✓ flight safety, incident and accident prevention
- ✓ airmanship

- ✓ legal aspects and enforcement procedures
- ✓ navigational skills including new/current radio navigation aids
- ✓ weather related topics including methods of distribution.
- ✓ ASYMMETRIC POWER FLIGHT (for CRI's)

IR(A) Refresher Training

Ground School Subject	Instructional Hours
FLIGHT INSTRUMENTS	1 Hour
RADIO NAVIGATION AIDS	0:45 Hour
AERONAUTICAL INFORMATION PUBLICATIONS	1 Hour
FLIGHT PLANNING GENERAL	0:45 Hour
THE PRIVILEGES OF THE INSTRUMENT RATING	0:45 Hour
AVIATION LEGISLATION	0:45 Hour
TOTAL Residential Ground School	5 Hours

(1 hour = 60 minutes instruction)

MEP(A) Refresher Training

Ground School Subject	Instructional Hours
FLIGHT PLANNING GENERAL	1 Hours
AVIATION LEGISLATION	0:45 Hour
PERFORMANCE, ALL ENGINES OPERATING, INCLUDING MASS AND BALANCE	0:45 Hour
ASYMMETRIC FLIGHT - PRINCIPLES OF FLIGHT	1 Hour
CONTROL IN ASYMMETRIC FLIGHT MINIMUM CONTROL AND SAFETY SPEEDS FEATHERING AND UNFEATHERING	0:45 Hour
PERFORMANCE IN ASYMMETRIC FLIGHT	0:45 Hour
TOTAL Residential Ground School	5 Hours

1.13.4.2 Flying Training

Not Applicable

1.13.5 The time scale and scale in weeks

The Ground School's duration for IR(A) refresher course is 1 day.

The Ground School's duration for MEP(A) refresher course is 1 day.

1.13.6 Training programme

1.13.6.1 General arrangements for flying, ground and synthetic flight training.

The theoretical training is conducted from Monday to Friday in Piraeus at suitable shaped classrooms of max 12 students. Each course last from 14:00 to 22:00.

A schedule is accomplished before the start of each course including the instructor's name the beginning day and the duration for each subject.

1.13.6.2 Bad weather constraints.

Not Applicable

1.13.6.3 Constraints in terms of maximum student training times

Such seminars organized in order to run for at least one day, and attendance from participants will be required for the whole duration of the seminar including breakout groups/workshops.

1.13.7 Training records

The following records are to be maintained and retained for a period of 5 years after completion of the training:

- ✓ pilot trainee's assessments before and during the course including progress tests, sample exams and flight evaluations.
- ✓ personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.

1.13.8 Safety training

The safety training is established in order to emphasize to all personnel that any information no matter if it's considered relevant or irrelevant and major or minor has great importance in safety and that can be the key to prevent accidents or incidents. As a result, all personnel will be kept alert, contributing to flight safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

1.13.9 Tests and examinations

1.13.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by writing sample exams comprising at least 20 multi-choice questions distributed appropriately across the main subjects of the syllabus.

Generally, at the sample exams and progress tests an applicant shall demonstrate to the CGI and Head of Training a level of knowledge appropriate to the privileges of the holder of a FI(A) and/or IRI(A) and/or CRI(A) rating, in accordance with the requirements in JAR-FCL. The applicant shall pass all progress tests and sample exams with a mark 75% in each exam.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.13.9.2 Flight Training

Not Applicable

1.13.10 Training effectiveness

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual.

When a Progress Test (theoretical training) or a flight is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average
- Good
- Very Good
- Exceptional

In the same form the instructor also is defining remarks in a plain text concerning:

- The student's background
- The level of achievement according to the phase of training
- The student attitude and airmanship
- Safety issues

Where a case of unsatisfactory progress is identified the completion form is not issued and new refresher training is recommended to be followed.

1.13.11 Standards and Level of performance at various stages

During training the applicant should demonstrate his knowledge in order to act as a pilot with the privileges of instrument and/or multi engine piston rating as appropriate.

1.14 Night Qualification (JAR-FCL 1.125(c))

1.14.1 The aim of the course

The aim of the Night Qualification Course is to train holders of a pilot license issued in accordance with ICAO Annex 1 in order to exercise the privileges of their license at night.

1.14.2 Pre-entry requirements

Before participating the applicant must be a holder of a private pilot licence.

Upon enrolment an applicant will fill out an official application form and shall have with him the following:

- ✓ photocopy of pilot licence
- ✓ photocopy of ID or passport
- ✓ Valid Medical Certificate Class
- ✓ Deposit of enrolment

1.14.3 Credits for previous experience

Not Applicable

1.14.4 Training Syllabus

The course shall comprise:

- Ground subjects
- Flight training
- Test and examination

1.14.4.1 Theoretical Knowledge Course

The ground training also consists of all instruction given on the ground for the purpose of the course by an appointed competent person, and includes classroom lectures, tutorials, long briefings and directed private study.

During the training the applicant should be familiar with the following items:

- ✓ Legislation requirements
- ✓ Aeroplane equipment
- ✓ Aeroplane lights
- ✓ Flight crew licences
- ✓ Aerodrome licences (if applicable)
- ✓ Night familiarisation
- ✓ Preparation for flight
- ✓ Equipment required for flight
- ✓ Night vision accommodation
- ✓ Personal safety precautions in the parking areas
- ✓ External/internal checks – night considerations
- ✓ Aeroplane lights – operation

1.14.4.2 Flying Training

The flying training in Global Air Services shall comprise a total of at least 5 hours night flight instruction.

The 5 hours flight time in aeroplanes shall be completed at night comprising 3 hours of dual instruction including at least 1 hour of cross country navigation and 5 solo take offs and 5 solo full stop landings

1.14.5 The time scale and scale in weeks

The Ground School's duration for night qualification is at least 2 days.

The flight training duration is 1 day to 3 days.

1.14.6 Training programme

1.14.6.1 General arrangements for flying, ground and synthetic flight training.

The theoretical training is conducted from Monday to Friday in Piraeus at suitable shaped classrooms of max 12 students. Each course last from 14:00 to 22:00.

A schedule is accomplished before the start of each course including the instructor's name the beginning day and the duration for each subject.

1.14.6.2 Bad weather constraints.

Exercise	Visibility	Sky Condition		wind components	
		Distance from Cloud	Visible Horizon	X-wind	H-wind
Dual x-country	5 Km	No ice condition	N/A	17 Kts	25 Kts
SOLO Night	8 Km	No ice condition	N/A	8 Kts	15 Kts

1.14.6.3 Constraints in terms of maximum student training times

Such seminars organized in order to run for at least two days, and attendance from participants will be required for the whole duration of the seminar including breakout groups/workshops.

Before the night flight no other training theoretical or flight is accepted. The maximum duration of dual flight is 5 hours.

1.14.7 Training records

The following records are to be maintained and retained for a period of 5 years after completion of the training:

- ✓ pilot trainee's assessments before and during the course including progress tests, sample exams and flight evaluations.
- ✓ personal information, (expiry date of medical certificates, ratings, etc.) related to FTO personnel.

1.14.8 Safety training

The safety training is established in order to emphasize to all Organization's personnel that any information no matter if it's considered relevant, non-relevant, and major or minor has something to do with safety and that can be the key to prevent accidents or incidents. This way will keep everyone alert contributing to Flight Safety.

All persons involved in flight training (instructors and student pilots) have to achieve and maintain high safety level, guided by the Organization's Operations Manual.

1.14.9 Tests and examinations

1.14.9.1 Theoretical Training

Knowledge of Theoretical Training is verified and reviewed by writing sample exams comprising at least 20 multi-choice questions distributed appropriately across the main subjects of the syllabus.

Poor performance highlighted through the courses progress tests is brought to the attention of the Head of Training.

1.14.9.2 Flight Training

Before SOLO flight an evaluation flight conducted by the Global Air Services chief flight instructor or by the Global Air Services Head of Training in order the applicant to demonstrate the appropriate level of knowledge for a solo night flight.

1.14.10 Training effectiveness

The training is monitored within the syllabus using the feedback from the instructors and students. The instructor upon lesson end will fill up the training log as described in section 5 of the Operations Manual.

When a Progress Test (theoretical training) or a flight is performed, the instructor will report in the appropriate form the performance level as follows:

- Below Average
- Average
- Above Average
- Good
- Very Good
- Exceptional

In the same form the instructor also is defining remarks in a plain text concerning:

- The student's background
- The level of achievement according to the phase of training
- The student attitude and airmanship
- Safety issues

Where a case of unsatisfactory progress is identified the completion form is not issued and new training is recommended to be followed.

1.14.11 Standards and Level of performance at various stages

During training the applicant should demonstrate his knowledge in order to exercise the privileges of his license at night as appropriate.



**TRAINING MANUAL
PART 1
The Training Plan**

Page: 122
Revision: 1
Date: 6 Feb 2009

INTENTIONALLY LEFT BLANK