

KAAN HAVACILIK SANAYİ VE TİC. A.Ş.



El Kitabı : OPERATIONS MANUAL PART D

Revizyon No : 19

Revizyon Tarihi : 24.07.2025



SİVİL HAVACILIK GENEL MÜDÜRLÜĞÜ
DIRECTORATE GENERAL OF CIVIL AVIATION

ONAY SERTİFİKASI
APPROVAL CERTIFICATE

OPERATIONS MANUAL PART D
KAAN HAVACILIK SANAYİ VE TİC. A.Ş.
KAAN HAVACILIK

Revision Date : 24.07.2025

Revision No : 19

Training and Checking Programs including syllabus has been evaluated and inspected in accordance with SHT-OPS Instructions and approved by the Turkish DGCA.

To maintain its approval, the Operations Manual Part D must be kept up-to-date with company procedures, aircraft configurations, ICAO & EASA Rules and Turkish DGCA Regulations.

Approved By:

Ayhan ERDOĞAN
Head Of Flight Operations
Department

Approval Date

21/08/2025



T.C. ULAŞTIRMA VE
ALTYAPI BAKANLIĞI



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REVISION HIGHLIGHTS

Revision No:3

Air-OPS HOFO requirements added to related articles according to specific approval OFFSHORE request.

Revision No:4

Revision pages, DGR Trainers, CRM Syllabus, Nominated Inst.List

Revision No:5

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02.01 For flight crew, all relevant items prescribed in Part-SPO, Part-SPA and Part ORO.FC, changed
02.01.00 Helicopter Offshore Operations (HOFO), new chapter added
02.01.02 Designation as Pilot in Command and Command Course, table and hours changed
02.01.03.01 CRM Training - General, table design
02.01.04 Operator Conversion Training and Checking, table design
02.01.07 OPERATION ON MORE THAN ONE TYPE OR VARIANT, table design
02.03 TECHNICAL CREW, page end added
02.04.02 Security, page end added
04.02 Training and Checking Forms, added
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Revision No:6

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Due to SPO - HESLO application, training programs and some corrections in HOFO training:

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Revision No:8

02.01.05.08 "Distance Training / Learning" chapter added iaw epidemic time instruction issued by TR DGCA .

Revision No:9

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Revision No:11

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Revision No:13

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Revision No:14

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Revision No:15

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Revision No:17

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Revision No:18

00.01.01 Statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC), 00.01.03 List and Brief Description of the various parts, their contents, applicability and use, 00.01.04 Explanations and Definitions of terms and words needed for the use of the manual, 00.02.02 Record of Amendments and revisions with insertion dates and effective dates, 02.01.04.06 Flight Training, 04.02 Training and Checking Forms, 04.03 NOMINATED INSTRUCTORS LIST (revised chapter number and transferred to Appendix Section)

Revision No:19

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00.01.02-Statement that the manual contains operational instructions that are to be complied with by the relevant personnel

00.01.03-List and Brief Description of the various parts, their contents, applicability and use

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00.02-System of Amendment and Revision

00.02.01-Details of the person(s) responsible for the issuance and insertion of amendments and revisions

00.02.02-Record of Amendments and revisions with insertion dates and effective dates

00.02.03-Statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety

00.02.04-Description of the System for the Annotation of pages or paragraphs and their effective dates

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00.02.06-Annotation of changes (in the text and, as far as practicable, on charts and diagrams)

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00-ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL

ORO.MLR.100 / AMC1 ORO.MLR.100 / AMC2 ORO.MLR.100 / AMC3 ORO.MLR.100 / AMC4 ORO.MLR.100 / ORO.MLR.101

00.01-Introduction

ORO.MLR.100

(00.01.01)- Statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC)

Revizyon No: 19 Revizyon Tarihi: 24.07.2025

ORO.MLR.100

This Operations Manual has been prepared in accordance with the conditions contained in the Air Operator Certificate (AOC) TR-AT-038, approved by TR DGCA and with the relevant provisions of SHT-OPS, SHY-6A, SHY-6B, EASA Air OPS and relevant regulations.

These procedures are approved by the signee and have to be adhered within all Commercial Air Transport Operations, when applicable.

This manual and procedures reflects the valid policies and procedures of KAAAN AIR. It has been prepared in the English language and has been found approved by the Turkish DGCA.

This Operations Manual is always superseded by TR DGCA regulations. In the event of conflicting statements, TR DGCA regulations apply. Recognized conflicts will be amended with the next revision of this manual.

A paper-copy of the Operations Manual is deposited at the Flight Operations Manager. Digital copies are available in the company intranet.

ISTANBUL, 24.07.2025

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(00.01.02)- Statement that the manual contains operational instructions that are to be complied with by the relevant personnel

Revizyon No: 7 Revizyon Tarihi: 25.06.2020

ORO.MLR.100

Operations Manual contains information and instructions to enable operational personnel to perform their duties in best standards. The Turkish DGCA has been provided with a copy of the OM and receives all amendments and revisions there to. All operations personals shall either have easy access to those parts of the OM as are relevant to their duties, or have been issued a personal copy of those parts. The current parts of the OM relevant to the duties of the crew, inclusive of the current RFM, shall be carried on each flight.

(00.01.03)- List and Brief Description of the various parts, their contents, applicability and use

Revizyon No: 19 Revizyon Tarihi: 24.07.2025

ORO.MLR.100

The Operations Manual (OM) Part D consists of below separate chapters:

00-ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL

01-DESCRIPTION OF SCOPE

- 01.01-Training syllabi and checking programmes
- 01.02-Training Department Organization
- 01.03-Duties and Responsibilities of training management and personnel
- 01.04-General Information about **Training Programme**
 - 01.04.01-Designation as Pilot in Command and Command Course
 - 01.04.02-Crew Resource Management
 - 01.04.03-Operator Conversion Training
 - 01.04.04-Differences Training and Familiarization Training
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 - 01.04.07-Operation on More Than One type or Variant
- 01.05-Provision of Training
 - 01.05.01-Trainer Personnel**
 - 01.05.01.00-Trainer Qualification / Re-qualification**
 - 01.05.01.01-Common Requirements
 - 01.05.01.02-Ground Trainer**
 - 01.05.01.03-ESET Trainer**
 - 01.05.01.04-CRM Trainer**
 - 01.05.01.04.01 Minimum Training Times for Flight Crew CRM Trainer
 - 01.05.01.04.02 Assessment of CRM Trainer
 - 01.05.01.04.03 Recency and Renewal of CRM Trainer
 - 01.05.01.04.04 Refresher Training of CRM Trainer
 - 01.05.01.05-DGR Trainer**
 - 01.05.01.06-LIFUS / LC Trainer and OPC**
 - 01.05.01.07-Cabin Crew Line Training and Checking Personnel**
 - 01.05.01.08-HESLO Instructor**
- 01.06-Flight Simulator Training Devices

02-TRAINING SYLLABI AND CHECKING PROGRAMMES

- 02.01-For flight crew, all relevant items prescribed in Part-SPO, Part-SPA and Part ORO.FC
 - 02.01.01-Single Pilot Operations Under IFR at Night
 - 02.01.02a-Designation as Pilot in Command / Commander and COMMAND COURSE**
 - 02.01.02.01-Offshore COMMAND COURSE
 - 02.01.02.02-Firefighting / HESLO COMMAND COURSE
 - 02.01.02b-ROUTE, AREA and AERODROME KNOWLEDGE for Commercial Operations**
 - 02.01.03-CRM Training**
 - 02.01.03.01-CRM-General
 - 02.01.03.02-Initial CRM training
 - 02.01.03.03-Operator conversion course CRM training
 - 02.01.03.04-Annual recurrent CRM training
 - 02.01.03.05-Command course CRM training
 - 02.01.03.06-CRM Training Elements and Syllabus
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 - 02.01.03.08-Assessment of CRM skills
 - 02.01.04-Operator Conversion Training and Checking**
 - 02.01.04.00-Prevention of Misuse of Psychoactive Substances Training**
 - 02.01.04.01-Ground Training and Checking
 - 02.01.04.02-Emergency and Safety Equipment Training (ESET) and Checking
 - 02.01.04.03-Passenger handling for operations where no cabin crew is required
 - 02.01.04.04-Discipline and responsibilities, for operations where no cabin crew is required
 - 02.01.04.05-Passenger briefing/safety demonstrations, for operations where no cabin crew is required
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 - 02.01.04.07-Operator Proficiency Check (OPC)
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02.01.10-HESLO - Helicopter External Sling Load Operations

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02.03-TECHNICAL CREW

02.04-Operational Personnel Including Crew Members

02.04.01-Dangerous Goods (DGR)

02.04.02-Security

02.05-OPERATIONAL PERSONEL OTHER THAN CREW MEMBERS

03-PROCEDURES

03.01-Procedures for training and checking.

03.02-Procedures to be applied in the event that personnel do not achieve or maintain the required standards.

03.03-Procedures to ensure that abnormal or emergency situations requiring the application of part or all of the abnormal or emergency procedures, and simulation of instrument meteorological conditions (IMC) by artificial means are not simulated during commercial air transport operations.

04-STORAGE PERIODS

04.01-Description of documentation to be stored and storage periods

04.02-Training and Checking Forms

04.03-Nominated Instructors List

(00.01.04)- Explanations and Definitions of terms and words needed for the use of the manual

Revizyon No: 18 Revizyon Tarihi: 04.05.2024

ORO.MLR.100

Explanations :

- 'acceptable means of compliance (AMC)' means non-binding standards adopted by the Agency to illustrate means to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules;
- 'acceptance checklist' means a document used to assist in carrying out a check on the external appearance of packages of dangerous goods and their associated documents to determine that all appropriate requirements have been met with;
- 'adequate aerodrome' means an aerodrome on which the aircraft can be operated, taking account of the applicable performance requirements and runway characteristics;
- 'aided night vision imaging system (NVIS) flight' means, in the case of NVIS operations, that portion of a visual flight rules (VFR) flight performed at night when a crew member is using night vision goggles (NVG);
- 'aircraft' means a machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface;
- 'aircraft tracking' means a ground based process that maintains and updates, at standardized intervals, a record of the four dimensional position of individual aircraft in flight;
- 'aircraft tracking system' means a system that relies on aircraft tracking in order to identify abnormal flight behaviour and provide alert;
- **"Airmanship" means the consistent use of good judgement and well-developed knowledge, skills and attitudes to accomplish flight objectives,**
- **'Air Taxi operation'** means, for the purpose of flight time and duty time limitations, a nonscheduled on demand commercial air transport operation with an aeroplane with a maximum operational passenger seating configuration ('MOPSC') of 19 or less;
- 'alternative means of compliance' means those means that propose an alternative to an existing acceptable means of compliance or those that propose new means to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules for which no associated AMC have been adopted by the Agency;
- 'anti-icing', in the case of ground procedures, means a procedure that provides protection against the formation of frost or ice and accumulation of snow on treated surfaces of the aircraft for a limited period of time (hold-over time);
- 'approach procedure with vertical guidance (APV) operation' means an instrument approach which utilises lateral and vertical guidance, but does not meet the requirements established for precision approach and landing operations, with a decision height (DH) not lower than 250 ft and a runway visual range (RVR) of not less than 600 m;
- **"Assessment of competence" means the demonstration of skills, knowledge and attitude for the initial issue, revalidation or renewal of an instructor or examiner certificate,**
- 'cabin crew member' means an appropriately qualified crew member, other than a flight crew or technical crew member, who is assigned by an operator to perform duties related to the safety of passengers and flight during operations;
- 'category I (CAT I) approach operation' means a precision instrument approach and landing using an instrument landing system (ILS), microwave landing system (MLS), GLS (ground-based augmented global navigation satellite system (GNSS/GBAS) landing system), precision approach radar (PAR) or GNSS using a satellite-based augmentation system (SBAS) with a decision height (DH) not lower than 200 ft and with a runway visual range (RVR) not less than 550 m for aeroplanes and 500 m for helicopters;
- **'category A with respect to helicopters'** means a multi-engined helicopter designed with engine and system isolation features specified in the applicable airworthiness codes and capable of operations using take-off and landing data scheduled under a critical engine failure concept that assures adequate designated surface area and adequate performance capability for continued safe flight or safe rejected take-off in the event of engine failure;
- **'category B with respect to helicopters'** means a single-engined or multi-engined helicopter that does not meet category A standards. Category B helicopters have no guaranteed capability to continue safe flight in the event of an engine failure, and unscheduled landing is assumed;
- 'certification specifications' (CS) means technical standards adopted by the Agency indicating means to show compliance with Regulation (EC) No 216/2008 and its Implementing Rules and which can be used by an organisation for the purpose of certification;
- 'circling' means the visual phase of an instrument approach to bring an aircraft into position for landing on a runway/FATO that is not suitably located for a straight-in approach;
- **Classroom Training:** It is a face-to-face training conducted under the leadership of an instructor, which may include group work and interactive teaching sessions of the student and the instructor at a predetermined time and place.
- 'clearway' means a defined rectangular area on the ground or water under the control of the appropriate authority, selected or prepared as a suitable area over which an aeroplane may make a portion of its initial climb to a specified height;
- 'cloud base' means the height of the base of the lowest observed or forecast cloud element in the vicinity of an aerodrome or operating site or within a specified area of operations, normally measured above aerodrome elevation or, in the case of offshore operations, above mean sea level;
- **'commercial air transport (CAT) operation'** means an aircraft operation to transport passengers, cargo or mail for remuneration or **hire**;
- 'congested area' means in relation to a city, town or settlement, any area which is substantially used for residential, commercial or recreational purposes;
- **"Competency" means a combination of skills, knowledge and attitude required to perform a task to the prescribed standard,**
- 'contaminated runway' means a runway of which more than 25 % of the runway surface area within the required length and width being used is covered by the following:

- surface water more than 3 mm (0,125 in) deep, or by slush, or loose snow, equivalent to more than 3 mm (0,125 in) of water;
- snow which has been compressed into a solid mass which resists further compression and will hold together or break into lumps if picked up (compacted snow); or
- ice, including wet ice;
- 'contingency fuel' means the fuel required to compensate for unforeseen factors that could have an influence on the fuel consumption to the destination aerodrome;
- 'continuous descent final approach (CDFA)' means a technique, consistent with stabilized approach procedures, for flying the final-approach segment of a non-precision instrument approach procedure as a continuous descent, without level-off, from an altitude/height at or above the final approach fix altitude/height to a point approximately 15 m (50 ft) above the landing runway threshold or the point where the flare manoeuvre shall begin for the type of aircraft flown;
- 'converted meteorological visibility (CMV)' means a value, equivalent to an RVR, which is derived from the reported meteorological visibility;
- "Co-pilot" means a pilot operating other than as pilot-in-command, on an aircraft for which more than one pilot is required, but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction for a licence or rating,
- '**Crew Member**' means a person assigned by an operator to perform duties on board an aircraft;
- 'critical phases of flight' in the case of helicopters means taxiing, hovering, take-off, final approach, missed approach, the landing and any other phases of flight as determined by the pilot-in-command or commander;
- 'damp runway' means a runway where the surface is not dry, but when the moisture on it does not give it a shiny appearance;
- 'dangerous goods (DG)' means articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the technical instructions or which are classified according to those instructions;
- 'dangerous goods accident' means an occurrence associated with and related to the transport of dangerous goods by air which results in fatal or serious injury to a person or major property damage;
- 'dangerous goods incident' means:
 - an occurrence other than a dangerous goods accident associated with and related to the transport of dangerous goods by air, not necessarily occurring on board an aircraft, which results in injury to a person, property damage, fire, breakage, spillage, leakage of fluid or radiation or other evidence that the integrity of the packaging has not been maintained;
 - any occurrence relating to the transport of dangerous goods which seriously jeopardises an aircraft or its occupants;
- 'de-icing', in the case of ground procedures, means a procedure by which frost, ice, snow or slush is removed from an aircraft in order to provide uncontaminated surfaces;
- 'defined point after take-off (DPATO)' means the point, within the take-off and initial climb phase, before which the helicopter's ability to continue the flight safely, with the critical engine inoperative, is not assured and a forced landing may be required;
- 'defined point before landing (DPBL)' means the point within the approach and landing phase, after which the helicopter's ability to continue the flight safely, with the critical engine inoperative, is not assured and a forced landing may be required;
- 'distance DR' means the horizontal distance that the helicopter has travelled from the end of the take-off distance available;
- **Distance Training / Learning:** It is the training in which the training and training program is given by means of hardware and software technologies without being dependent on an instructor.
- '**Electronic Flight Bag (EFB)**' means an electronic information system, comprised of equipment and applications for flight crew, which allows for the storing, updating, displaying and processing of EFB functions to support flight operations or duties;
- 'elevated final approach and take-off area (elevated FATO)' means a FATO that is at least 3 m above the surrounding surface;
- 'en-route alternate (ERA) aerodrome' means an adequate aerodrome along the route, which may be required at the planning stage;
- "Error" means an action or inaction taken by the flight crew which leads to deviations from organisational or flight intentions or expectations,
- "Error management" means the process of detecting and responding to errors with countermeasures which reduce or eliminate the consequences of errors, and mitigate the probability of errors or undesired aircraft states,
- 'final approach and take-off area (FATO)' means a defined area for helicopter operations, over which the final phase of the approach manoeuvre to hover or land is completed, and from which the take-off manoeuvre is commenced. In the case of helicopters operating in performance class 1, the defined area includes the rejected take-off area available;
- '**flight crew member**' means a licensed crew member charged with duties essential to the operation of an aircraft during a flight duty period;
- 'flight data monitoring (FDM)' means the proactive and non-punitive use of digital flight data from routine operations to improve aviation safety;
- '**flight simulation training device (FSTD)**' means a training device which is:
 - 'full flight simulator (FFS) (in the case of helicopters), a flight training device (FTD) or a flight and navigation procedures trainer (FNPT);
- "Flight time": for helicopters, it means the total time from the moment a helicopter's rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped,
- "Flight time under Instrument Flight Rules" (IFR) means all flight time during which the aircraft is being operated under the Instrument Flight Rules,
- 'flying display' means any flying activity deliberately performed for the purpose of providing an exhibition or entertainment at an advertised event open to the public, including where the aircraft is used to practice for a flying display and to fly to and from the advertised event.
- "Full Flight Simulator (FFS)" means a full size replica of a specific type or make, model and series aircraft flight deck, including the assemblage of all equipment and computer programmes necessary to represent the aircraft in ground and flight operations, a

visual system providing an out-of-the-flight deck view, and a force cueing motion system,

- 'ground emergency service personnel' means any ground emergency service personnel (such as policemen, firemen, etc.) involved with helicopter emergency medical services (HEMSs) and whose tasks are to any extent pertinent to helicopter operations;
- 'grounding' means the formal prohibition of an aircraft to take-off and the taking of such steps as are necessary to detain it;
- '**helicopter**' means a heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes;
- '**helideck**' means a FATO located on a floating or fixed offshore structure; The term 'helideck' includes take-off and landing operations on ships and vessels and covers 'shipboard final approach and take off areas (FATOs)'
- '**high risk commercial specialised operation**' means any commercial specialised aircraft operation carried out over an area where the safety of third parties on the ground is likely to be endangered in the event of an emergency, or, as determined by the competent authority of the place where the operation is conducted, any commercial specialised aircraft operation that, due to its specific nature and the local environment in which it is conducted, poses a high risk, in particular to third parties on the ground;
- 'hold-over time (HoT)' means the estimated time the anti-icing fluid will prevent the formation of ice and frost and the accumulation of snow on the protected (treated) surfaces of an aeroplane;
- '**hostile environment**' means: an area in which:
 - a safe forced landing cannot be accomplished because the surface is inadequate; or
 - the helicopter occupants cannot be adequately protected from the elements; or
 - search and rescue response/capability are not provided consistent with anticipated exposure; or
 - there is an unacceptable risk of endangering persons or property on the ground;
 - in any case, the following areas:
 - for overwater operations, the open sea area north of 45 N and south of 45 S, unless any part is designated as non-hostile by the responsible authority of the State in which the operations take place; and
 - those parts of a congested area without adequate safe forced landing areas;
- '**Instrument flight time**' means the time during which a pilot is controlling an aircraft in flight solely by reference to instruments,
- 'introductory flight' means any flight against remuneration or other valuable consideration consisting of an air tour of short duration, offered by an approved training organisation or an organisation created with the aim of promoting aerial sport or leisure aviation, for the purpose of attracting new trainees or new members;
- 'landing decision point (LDP)' means the point used in determining landing performance from which, an engine failure having been recognised at this point, the landing may be safely continued or a bailed landing initiated;
- 'landing distance available (LDA)' means the length of the runway which is declared available by the State of the aerodrome and suitable for the ground run of an aeroplane landing;
- '**LNAV**' means Lateral Navigation,
- '**Line flying under supervision (LIFUS)**' means line flying after an approved zero flight time type rating training course or the line flying required by an operational suitability data (OSD) report,
- '**local helicopter operation**' means a commercial air transport operation of helicopters with a maximum certified take-off mass (MCTOM) over 3 175 kg and a maximum operational passenger seating configuration (MOPSC) of nine or less, by day, over routes navigated by reference to visual landmarks, conducted within a local and defined geographical area specified in the operations manual;
- 'low visibility procedures (LVP)' means procedures applied at an aerodrome for the purpose of ensuring safe operations during lower than standard category I, other than standard category II, category II and III approaches and low visibility take-offs;
- 'low visibility take-off (LVTO)' means a take-off with an RVR lower than 400 m but not less than 75 m;
- 'lower than standard category I (LTS CAT I) operation' means a category I instrument approach and landing operation using category I DH, with an RVR lower than would normally be associated with the applicable DH but not lower than 400 m;
- '**LPV**' means Localiser Performance with Vertical Guidance,
- '**maximum operational passenger seating configuration (MOPSC)**' means the maximum passenger seating capacity of an individual aircraft, excluding crew seats, established for operational purposes and specified in the operations manual. Taking as a baseline the maximum passenger seating configuration established during the certification process conducted for the type certificate (TC), supplemental type certificate (STC) or change to the TC or STC as relevant to the individual aircraft, the MOPSC may establish an equal or lower number of seats, depending on the operational constraints;
- '**Multi-pilot operation**' means an operation requiring at least two pilots using multi-crew cooperation in either a multi-pilot or a single-pilot aircraft,
- '**Multi-crew cooperation (MCC)**' means the functioning of the flight crew as a team of cooperating members led by the pilot-in-command,
- '**Multi-pilot aircraft**': for helicopters, airships and powered-lift aircraft, it means an aircraft which is certificated for operation with a minimum crew of at least two pilots or which is required to be operated with at least two pilots in accordance with Regulation (EU) No 965/2012,
- '**Night**' means the period between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise as may be prescribed by the appropriate authority, as defined by the Member State;
- '**non-hostile environment**' means an environment in which:
 - a safe forced landing can be accomplished;
 - the helicopter occupants can be protected from the elements; and
 - search and rescue response/capability is provided consistent with the anticipated exposure. In any case, those parts of a congested area with adequate safe forced landing areas shall be considered non-hostile;

- 'non-precision approach (NPA) operation' means an instrument approach with a minimum descent height (MDH), or DH when flying a CDFA technique, not lower than 250 ft and an RVR/CMV of not less than 750 m for aeroplanes and 600 m for helicopters;
- **Offshore operations** means operations which routinely have a substantial proportion of the flight conducted over sea areas to or from offshore locations;
- **Offshore location** includes, but is not limited to:
 - (a) helidecks;
 - (b) shipboard heliports; and
 - (c) winching areas on vessels or renewable-energy installations.
- **Offshore operation** is considered to be a helicopter flight for the purpose of:
 - (a) support of offshore oil, gas and mineral exploration, production, storage and transport;
 - (b) support to offshore wind turbines and other renewable-energy sources; or
 - (c) support to ships including sea pilot transfer.
- 'operating site' means a site, other than an aerodrome, selected by the operator or pilot-in-command or commander for landing, take-off and/or external load operations;
- 'operation in performance class 1' means an operation that, in the event of failure of the critical engine, the helicopter is able to land within the rejected take-off distance available or safely continue the flight to an appropriate landing area, depending on when the failure occurs;
- 'operation in performance class 2' means an operation that, in the event of failure of the critical engine, performance is available to enable the helicopter to safely continue the flight, except when the failure occurs early during the take-off manoeuvre or late in the landing manoeuvre, in which cases a forced landing may be required;
- 'operation in performance class 3' means an operation that, in the event of an engine failure at any time during the flight, a forced landing may be required in a multi-engined helicopter and will be required in a single-engined helicopter;
- 'operational control' means the responsibility for the initiation, continuation, termination or diversion of a flight in the interest of safety;
- **"OSD"** means the operational suitability data established in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012,
- **'Pilot-in-command'** means the pilot designated as being in command and charged with the safe conduct of the flight. For the purpose of commercial air transport operations, the 'pilot-in-command' shall be termed the 'commander';
- **"Pilot-in-command under supervision (PICUS)"** means a co-pilot performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command,
- 'principal place of business' means the head office or registered office of the organisation within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised;
- 'prioritisation of ramp inspections' means the dedication of an appropriate portion of the total number of ramp inspections conducted by or on behalf of a competent authority on an annual basis as provided in Part-ARO;
- **"Proficiency check"** means the demonstration of skill to revalidate or renew ratings or privileges, and including such oral examination as may be required,
- 'public interest site (PIS)' means a site used exclusively for operations in the public interest;
- 'rejected take-off distance available (RTODAH)' means the length of the final approach and takeoff area declared available and suitable for helicopters operated in performance class 1 to complete a rejected take-off;
- 'rejected take-off distance required (RTODRH)' means the horizontal distance required from the start of the take-off to the point where the helicopter comes to a full stop following an engine failure and rejection of the take-off at the take-off decision point;
- **"Renewal"** (of, e.g. a rating or certificate) means the administrative action taken after a rating or certificate has lapsed for the purpose of renewing the privileges of the rating or certificate for a further specified period consequent upon the fulfilment of specified requirements,
- **"Revalidation"** (of, e.g. a rating or certificate) means the administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements,
- 'runway visual range (RVR)' means the range over which the pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line;
- 'safe forced landing' means an unavoidable landing or ditching with a reasonable expectancy of no injuries to persons in the aircraft or on the surface;
- 'separate runways' means runways at the same aerodrome that are separate landing surfaces. These runways may overlay or cross in such a way that if one of the runways is blocked, it will not prevent the planned type of operations on the other runway. Each runway shall have a separate approach procedure based on a separate navigation aid;
- **"Skill test"** means the demonstration of skill for a licence or rating issue, including such oral examination as may be required,
- 'special VFR flight' means a VFR flight cleared by air traffic control to operate within a control zone in meteorological conditions below VMC;
- **'specialised operation'** means any operation, other than commercial air transport operation, where the aircraft is used for specialised activities such as agriculture, construction, photography, surveying, observation and patrol, aerial advertisement, maintenance check flights;
- 'stabilised approach (SAp)' means an approach that is flown in a controlled and appropriate manner in terms of configuration, energy and control of the flight path from a pre-determined point or altitude/height down to a point 50 ft above the threshold or the point where the flare manoeuvre is initiated if higher;
- 'sterile flight crew compartment' means any period of time when the flight crew members are not disturbed or distracted, except for matters critical to the safe operation of the aircraft or the safety of the occupants;
- 'take-off alternate aerodrome' means an alternate aerodrome at which an aircraft can land should this become necessary shortly after take-off and if it is not possible to use the aerodrome of departure;
- 'take-off decision point (TDP)' means the point used in determining take-off performance from which, an engine failure having

- been recognised at this point, either a rejected take-off may be made or a take-off safely continued;
- 'take-off distance available (TODAH)' in the case of helicopters means the length of the final approach and take-off area plus, if provided, the length of helicopter clearway declared available and suitable for helicopters to complete the take-off;
 - 'take-off distance required (TODRH)' in the case of helicopters means the horizontal distance required from the start of the take-off to the point at which take-off safety speed (VTOSS), a selected height and a positive climb gradient are achieved, following failure of the critical engine being recognised at the TDP, the remaining engines operating within approved operating limits;
 - 'take-off flight path' means the vertical and horizontal path, with the critical engine inoperative, from a specified point in the take-off for aeroplanes to 1 500 ft above the surface and for helicopters to 1 000 ft above the surface;
 - 'take-off mass' means the mass including everything and everyone carried at the commencement of the take-off for helicopters and take-off run for aeroplanes;
 - '**task specialist**' means a person assigned by the operator or a third party, or acting as an undertaking, who performs tasks **on the ground** directly associated with a specialised task or performs specialised tasks on board or from the aircraft; for the purpose of the regulation, persons that are carried in a specialised operation, e.g. on a parachute flight, sensational flight or scientific research flight, HESLO, are considered to be task specialists.
 - '**Technical crew member**' means a crew member in commercial air transport HEMS, HHO or NVIS operations other than a flight or cabin crew member, assigned by the operator to duties in the aircraft or on the ground for the purpose of assisting the pilot during HEMS, HHO or NVIS operations, which may require the operation of specialised on-board equipment;
 - 'technical instructions (TI)' means the latest effective edition of the 'Technical instructions for the safe transport of dangerous goods by air', including the supplement and any addenda, approved and published by the International Civil Aviation Organisation;
 - "Threat" means events or errors which occur beyond the influence of the flight crew, increase operational complexity and which must be managed to maintain the margin of safety,
 - "Threat management" means the process of detecting and responding to the threats with countermeasures which reduce or eliminate the consequences of threats, and mitigate the probability of errors or undesired aircraft states,
 - "**Three-dimensional (3D) instrument approach operation**" means an instrument approach operation using both lateral and vertical navigation guidance,
 - 'traffic load' means the total mass of passengers, baggage, cargo and carry-on specialist equipment and, except for balloons, including any ballast;
 - "**Two-dimensional (2D) instrument approach operation**" means an instrument approach operation using lateral navigation guidance only,
 - 'undertaking' means any natural or legal person, whether profit-making or not, or any official body whether having its own personality or not;
 - 'V1' means the maximum speed in the take-off at which the pilot must take the first action to stop the aeroplane within the accelerate-stop distance. V1 also means the minimum speed in the take-off, following a failure of the critical engine at VEF, at which the pilot can continue the takeoff and achieve the required height above the take-off surface within the take-off distance;
 - 'VEF' means the speed at which the critical engine is assumed to fail during take-off;
 - **Virtual Classroom Training:** It is the training in which the educational activities are planned and carried out based on information and communication technologies, and the lessons are given simultaneously by the instructor himself without the obligation of being in the same place, based on the mutual interaction between the students or the instructor and the students.
 - 'visual approach' means an approach when either part or all of an instrument approach procedure is not completed and the approach is executed with visual reference to the terrain;
 - "VNAV" means Vertical Navigation,
 - 'weather-permissible aerodrome' means an adequate aerodrome where, for the anticipated time of use, weather reports, or forecasts, or any combination thereof, indicate that the weather conditions will be at or above the required aerodrome operating minima, and the runway surface condition reports indicate that a safe landing will be possible;
 - '**wet lease agreement**' means an agreement:
 - – in the case of CAT operations, between air carriers pursuant to which the aircraft is operated under the AOC of the lessor; or
 - – in the case of commercial operations other than CAT, between operators pursuant to which the aircraft is operated under the responsibility of the lessor;
 - 'wet runway' means a runway of which the surface is covered with water, or equivalent, less than specified by the 'contaminated runway' definition or when there is sufficient moisture on the runway surface to cause it to appear reflective, but without significant areas of standing water.

DEFINITIONS:

Accountable Manager:

The person acceptable to the Authority who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the Authority and any additional requirements defined by the operator.

Aerodrome:

A defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aeronautical Information Publication (AIP):

A publication issued by or with the authority of a State and containing aeronautical information of a lasting character essential to air navigation.

Aircraft (Aeroplane) Flight Manual (AFM):

A manual, associated with the certificate of airworthiness, containing limitations within which the aircraft is to be considered airworthy, and instructions and information necessary to the flight crew members for the safe operation of the aircraft.

Air Operator Certificate (AOC):

A certificate authorising an operator to carry out specified commercial air transport operations

Air traffic:

All aircraft in flight or operating on the maneuvering area of an aerodrome.

Air Traffic Control (ATC):

A service that promotes the safe, orderly, and expeditious flow of air traffic at aerodromes and during the approach, departure, and en route environments.

Air Traffic Service (ATS):

A generic term meaning variously, flight information service, alerting service, air traffic advisory service, Air Traffic Control Service (area control service, approach control service or aerodrome control service).

Air Traffic Service (ATS) route:

A specified route designed for channeling the flow of traffic as necessary for the provision of air traffic services. Note: The term "ATS route" is used to mean variously, airway, advisory route, controlled or uncontrolled route, arrival or departure route, etc.

Airway (AWY):

A control area or portion thereof established in the form of a corridor equipped with radio navigation aids.

Alternate aerodrome:

An aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or to land at the aerodrome of intended landing. Alternate aerodromes include the following:

- Takeoff alternate: An alternate aerodrome at which an aircraft can land should this become necessary shortly after takeoff and it is not possible to use the aerodrome of departure.
- En-route alternate: An aerodrome at which an aircraft would be able to land after experiencing an abnormal or emergency condition while en route.
- Destination alternate: An alternate aerodrome to which an aircraft may proceed should it become impossible or inadvisable to land at the aerodrome of intended landing.

Note: The aerodrome from which a flight departs may also be an en- route or a destination alternate aerodrome for that flight.

Altitude:

The vertical distance of a level, a point or an object considered as a point, measured from mean sea level.

Approved:

The Authority has reviewed the method, procedure or policy in question and issued a formal written approval. The competent body responsible for the safety of civil aviation in the state of the applicant or operator.

Base training:

Flight training required by Airworthiness Authorities to obtain the aircraft type rating.

BOSIET:

Basic Offshore and Emergency Induction Training

Civil aircraft:

Any aircraft on the civil register of a state, other than those which that state treats as being in the service of the state, either permanently or temporarily.

Commander:

The pilot designated by the operator responsible for the operation and safety of the aircraft during flight time. He may delegate the conduct of the flight to another suitable qualified pilot. (See Pilot-In-Command)

Compliance Monitoring Assurance:

All planned and systematic actions necessary to provide adequate confidence that operational and maintenance practices satisfy given requirements.

Compliance Monitoring System:

The organizational structure, responsibilities, procedures and resources for implementing Compliance Monitoring System management. (Refer to OM Part A Chapter 3)

Course:

A program of instruction to obtain an airman license, rating, qualification, authorization, or currency.

Crew Resource Management (CRM):

A program designed to improve the safety of flight operations by optimizing the safe, efficient, and effective use of human resources, hardware, and information through improved crew communication and co-ordination.

HESLO

Helicopter external sling load operations

HUET:

Helicopter Underwater Escape Training.

Inspection:

The examination of an aircraft or aeronautical product to establish conformity with a standard approved by the Authority.

Journey Log:

A form signed by the Commander of each flight that records the aeroplane's registration, crew member names and duty assignments, the type of flight, and the date, place, and time of arrival and departure

Non Precision Approach (NPA):

Instrument approach with lateral guidance only from the FAF to the runway environment. Descent limit is the MDA, and obstacle clearance (including go-around) is guaranteed if the approach is discontinued no farther than the MAP. Approaches with lateral guidance from localizer, VOR, NDB or GPS are considered non-precision approaches. Although often a helpful tool for lateral and vertical navigation during approach, FMS guidance is not a certified approach aid.

NOTAM:

A notice containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.

- Class I distribution: Distribution by means of telecommunication
- Class II distribution: Distribution by means other than telecommunication

Operational Control:

The exercise of authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight.

Operator:

A person, organisation or enterprise engaged in or offering to engage in an aircraft operation.

Pilot Flying (PF):

The pilot, who for the time being, is in charge of the controls of an aircraft.

Pilot Not Flying (PNF) (or PM: Pilot Monitoring):

The pilot who is assisting the Pilot Flying (PNF) in accordance with the multi-crew cooperation concept, when the required flight crew is more than one.

Pre-Flight Inspection:

The inspection carried out before flight to ensure that the aircraft is fit for the intended flight.

VTSS

Take-off safety speed

00.02-System of Amendment and Revision

ORO.MLR.100

(00.02.01)- Details of the person(s) responsible for the issuance and insertion of amendments and revisions

Revizyon No: 7 Revizyon Tarihi: 25.06.2020

ORO.MLR.100

The Operations Manual Part D, its amendments and revisions are published and issued by the Training Department. The **Crew Training Manager** is responsible for its contents, and **Compliance Monitoring Manager** for keeping the instructions and information **up to date**. He /she shall supply the Turkish DGCA with intended amendments and revisions in advance of the effective date.

The operations manual shall be published in accordance with **easy usage** and **human factors** principles. The manual **shall** be easy reading and understanding language by operations personnel.

All KAAAN AIR employees have easy access to OM Part D via **web site written in chapter 00.02.07** using their personal **usernames** and passwords. The electronic version of OM in the system contains whole up to date manual in PDF file format and may be used as a master document. Individually produced printouts from any electronic version of the OM are for information only.

The binders and pages shall be good handling and well reading on board of helicopters. In additions, the electronic copy should be **coloured** and easy reading by users.

Note: *If it is evaluated by KAAAN AIR that the planned change to be made in a procedure in which the national/international legislation specified as "Requires Approval" in the reference pool, the **commitment form** in the system is approved and the related procedure is included in the scope of the "Temporary Revision" and put into force. In this case, the information required by the system is sent to the responsible manual manager of TR DGCA. It is also possible; to make necessary entries into the system and take effect by initiating a new revision or temporary revision process for the procedures in which national and/or international legislation specified as "No Approval Required" in the reference pool. **Temporary revisions shall be submitted for approval as a new revision within a maximum of 12 months.***

All holders of the OM shall revise the manual at the time specified in the amendment's introduction, and record, on the Record of Revision of the OM, the insertion date, the effective date, and their name.

With each normal amendment an updated "List of Effective Pages" shall be issued, which will enable the user to check whether his manual is **up to date**.

In order to identify changes, additions and deletions, a vertical line **or red coloured word/sentence** shall be used to outline revised or newly published paragraphs on the pages. In addition, an introduction ("Revision Letter") will be provided, identifying the revised pages and briefly describing the reason for their revision. Personnel are required to carefully take note of the change.

The page(s) affected shall be entered in the "Temporary Revision Record". Temporary revisions shall be brought to the attention of the Turkish DGCA immediately and, unless limited to a defined **period**, be followed by a normal amendment as soon as practicable.

(00.02.02)- Record of Amendments and revisions with insertion dates and effective dates

Revizyon No: 19 Revizyon Tarihi: 24.07.2025

ORO.MLR.100

Rev. No.	Date	Revised Pages / Annotation of Changes	Inserted By
0	13.12.2011	All pages	Ertuğrul PEKER
1	22.09.2016	All Pages; 1) Compliance of Regulations EC 965/2012 and; 2) AW-169 New Type added to fleet.	Kadir ERDOĞAN
2 Elec	25.01.2018	Manual has been transferred to electronic version	Kadir ERDOĞAN
3	14.08.2018	Refer to Revision Highlights section	Kadir ERDOĞAN
4	13.12.2018	" "	Kadir ERDOĞAN
5	30.07.2019	" "	Kadir ERDOĞAN
6	28.02.2020	" "	Kadir ERDOĞAN
7	25.06.2020	" "	Kadir ERDOĞAN
8	09.09.2020	" "	Kadir ERDOĞAN
9	02.12.2020	" "	Kadir ERDOĞAN
10	25.03.2021	" "	Kadir ERDOĞAN
11	23.05.2021	" "	Kadir ERDOĞAN
12	13.07.2021	" "	Cemil PEKDEMİR Kadir ERDOĞAN
13	15.08.2022	" " (* EFB related)	Cemil PEKDEMİR S. Emrah CANBAZGİL Kadir ERDOĞAN
14	21.12.2022	" "	Cemil PEKDEMİR
15	26.03.2023	" "	Cemil PEKDEMİR
16	23.06.2023	" "	Cemil PEKDEMİR
17	30.10.2023	" "	Cemil PEKDEMİR
18	04.05.2024	" "	Cemil PEKDEMİR
19	24.07.2025	" "	Ali Metin UZUN

Temporary Revisions:

Rev. No.	Date	Revised Pages / Annotation of Changes	Inserted By
3.01	13.12.2018	0.2.2, 0.2.7, 1.5.1.5, 2.1, 2.1.3.6, 3.3, 4.3 DGR Trainers, CRM Syllabus, Nominated Inst.List	Kadir ERDOĞAN
4.01	18.07.2019	00.01.04 Explanations and definitions Details of the person(s) responsible for the 00.02.01 issuance and insertion of amendments and revisions. 00.02.02 Record of amendments and revisions 01.04.01 Designation as Pilot in Command and Command Course 02.01.02 Designation as Pilot in Command and Command Course 02.01.04 Operator Conversion Training and Checking 02.01.07 OPERATION ON MORE THAN ONE TYPE OR VARIANT 04.02 Training and Checking Forms 04.03 NOMINATED INSTRUCTORS LIST	Kadir ERDOĞAN
4.02	28.07.2019	00.01.01 Statement that manual complies with 00.01.03 List and brief description 00.02.02 Record of amendments and revisions 02.01.03.01 CRM Training - General, table design 02.01.04 Operator Conversion Training and Checking, table design 02.03 TECHNICAL CREW, page end 02.04.02 Security, page end	Kadir ERDOĞAN
4.03	29.07.2019	00.02.02 Record of amendments and revisions 02.01 For flight crew, all relevant items prescribed in Part- SPO, Part-SPA and Part ORO.FC, changed 02.01.00 Helicopter Offshore Operations (HOFO), new chapter added	Kadir ERDOĞAN
5.01	22.02.2020	04.03 NOMINATED INSTRUCTORS LIST	Kadir ERDOĞAN
6.01	20.04.2020	04.03 NOMINATED INSTRUCTORS LIST	Kadir ERDOĞAN
8.01	29.09.2020	01.05.01.01 Trainer Qualification / Re-qualification 02.01.03.01 General 02.01.04 Operator Conversion Training and Checking 02.01.05.08 Distance Training / Learning 04.03 NOMINATED INSTRUCTORS LIST	Kadir ERDOĞAN

(00.02.03)- Statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety

Revizyon No: 2 Revizyon Tarihi: 25.01.2018
ORO.MLR.100

Handwritten amendments are permissible only in situations requiring immediate revision in the interest of safety; they shall be initiated and put into force by a circular or a Teletype message of the Training Manager. They shall be followed by a formal amendment as soon as practicable and the Turkish DGCA shall be informed immediately.

(00.02.04)- Description of the System for the Annotation of pages or paragraphs and their effective dates

Revizyon No: 2 Revizyon Tarihi: 25.01.2018
ORO.MLR.100

Permanent changes or revisions will be noted in the Record of Revisions along with the insertion date and the effective date. The List of Effective Pages will be updated and each revised page will be accompanied by a new "Effective Date" located at the top of each page of the Operations Manual.

All text revisions will be noted by a **single black line at the left/right side (|)** of the text and **red colored** that has been changed or added. The revision border will be removed when the section is revised again. Only the most current revision will have the text border.

Any text that has been deleted will be referenced in the Revisions Section of this Operations Manual along with a brief explanation of the text that was removed and why.

Each holder of Operations Manual, or appropriate parts of it, shall keep it up to date with the amendments or revisions supplied by the KAAAN AIR.

KAAN AIR shall supply the TR DGCA with intended amendments and revisions in advance of the effective date. When the amendment concerns any part of the Operations Manual which must be approved in accordance with the regulations, this approval shall be obtained before the amendment becomes effective.

KAAN AIR shall incorporate all amendments and revisions required by the regulations and the TR DGCA.

(00.02.05)- List of Effective Pages or paragraphs

ORO.MLR.100

(00.02.06)- Annotation of changes (in the text and, as far as practicable, on charts and diagrams)

Revizyon No: 16 Revizyon Tarihi: 23.06.2023

ORO.MLR.100

All revisions or changes to diagram or charts will be identified by a revision bar to the right of the diagram or chart. The changes or revisions to the diagrams or charts will be noted in the Record of Revisions along with the insertion date and the effective date. The List of Effective Pages will be updated and each revised page will be accompanied by a new "Effective Date" located at the top of each page of the Operations Manual.

(00.02.07)- Distribution System for the Manuals, Amendments and Revisions

Revizyon No: 16 Revizyon Tarihi: 23.06.2023

ORO.MLR.100

Copy No	Distribution	Format
Original	TR DGCA	PDF
1	Crew Training Manager	PDF
2	Flight Operations Manager	Paper Copy
3	OCC Operations Control Center	Paper Copy
4	Accountable Manager	PDF
5	Compliance Monitoring / Safety Manager	PDF
6	Ground Operations / Security Manager	PDF
7	OFFSHORE Bases (Each)	Paper Copy

The operations manual **will** be distributed to all pilots, operations personnel when it issued and/or revised after approval to access the operations manuals **within 15 days after approval**. All personnel can access to operations manual PDF copies at KAAAN AIR's <https://kaanair-depo.online/MANUALS/OPERATIONS/> website.

Crew Training Manager and/or **Compliance Monitoring Manager** is responsible of distribution to all operations personel via <https://ftl.safejets.net/> website which is notification portal has all the related operations personnel's email addresses recorded. Website will send a notification email which also has a quick link to access to attached document(s). Website also will log in a Notification Sheet/List for the personnel's access (by the way; been informed) date and time record for the further auditing purposes and as a legal proof.

All operations personnel can make a request copy of approved Operations Manual from Crew Training Manager or Compliance Monitoring Manager when operation personnel outside of main base.

All operations manual **will** be distributed with TR DGCA Approval Certificate in the **2nd page after cover**. All personnel shall look at the latest approval certificate before using operations manual.

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01-SCOPE

AMC3 ORO.MLR.100

(01.01)- Training Syllabi and Checking Programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight

Revizyon No: 2 Revizyon Tarihi: 25.01.2018

AMC3 ORO.MLR.100

Training syllabi and checking programmes are consist of;

1. Command Course
2. CRM
3. Operator Conversion Training
4. Differences Training and Familiarization Training
5. Recurrent Training and Checking
6. Pilot Qualification to Operate Either Pilots Seat
7. Operation on More Than One type or Variant

Related programme details are in the further sections.

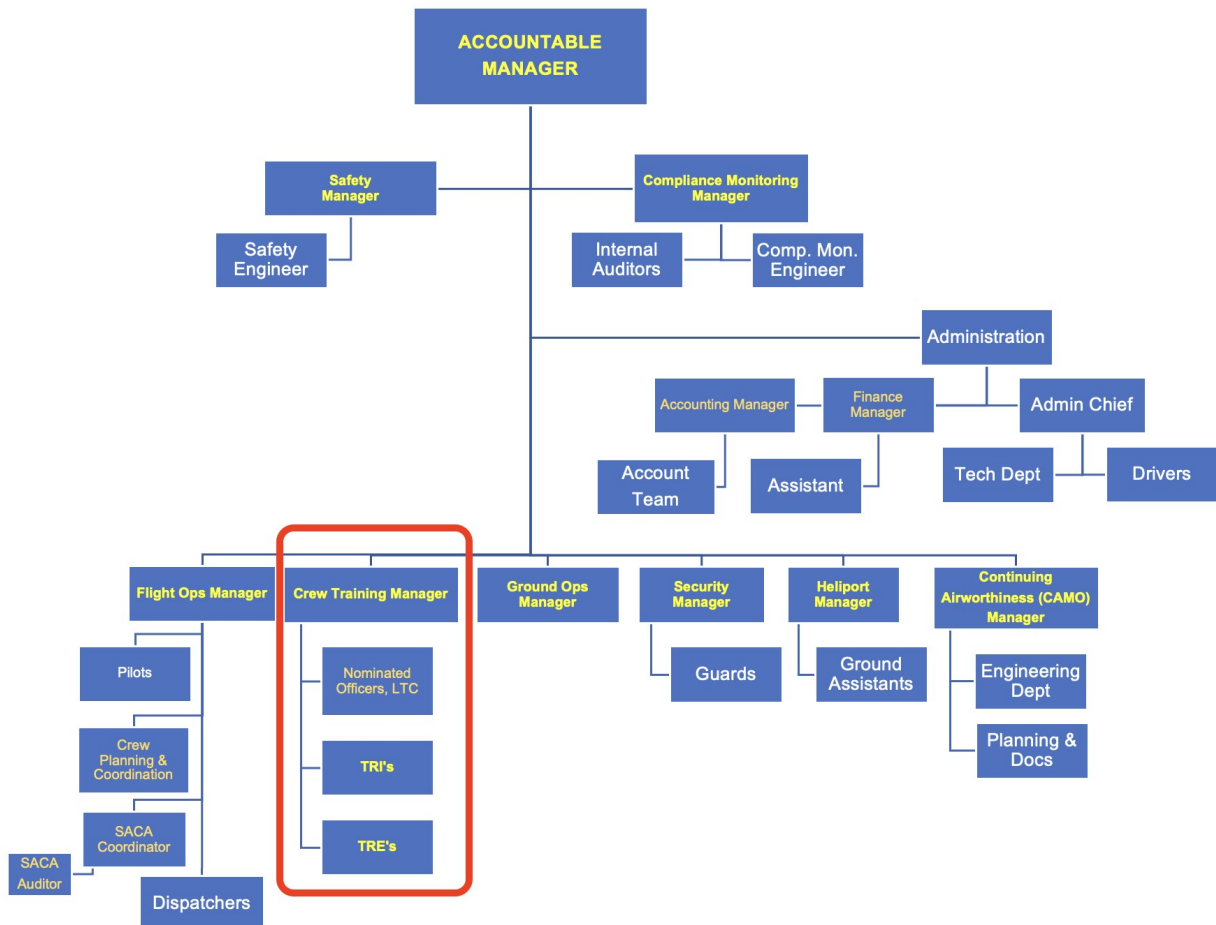
(01.02)- Training Department Organization

Revizyon No: 19 Revizyon Tarihi: 24.07.2025

AMC3 ORO.MLR.100

KAAN HVCL is a business aviation operator with CAMO authorization and operating helicopters.

The **main organization scheme** of the company is below:



POST HOLDER	Name & Surname Tel & Fax & e-mail	DEPUTY
Accountable Manager	M. Kemal SÜLER Mob: 0530 403 51 51 kemal.suler@kaanair.com	Ummihan YILDIZ Mob: 0530 381 21 01 ummihan.yildiz@kaanair.com
Compliance Monitoring and Safety Manager	Kadir ERDOĞAN Mob: 0532 367 25 82 Kadir.erdogan@kaanair.com	M. Kemal SÜLER
Training Manager	Ali Metin UZUN Mob: 0505 408 49 61 alimetin.uzun@kaanair.com	Kadir ERDOĞAN
ATO (Approved Training Organization) Head of Training	Tuncay YÜCE Mob: 0533 364 38 51 tuncay.yuce@kaanair.com	Kadir ERDOĞAN
Company Fax :	0216 425 1703	

(01.03)- Duties and Responsibilities of Training Management and Personnel

Revizyon No: 16 Revizyon Tarihi: 23.06.2023

AMC3 ORO.MLR.100

01.03.01 Crew Training Manager (TM)

The TM as a "nominated post holder", must be acceptable to the authority. He shall normally be an active instructor pilot and appointed to this position by the Accountable Manager. He is responsible for flight crew training. His functions, duties and responsibilities are:

- - To coordinate all questions and matters relating to flight operational standards, regulations/provisions and training,
- - To establish training syllabi and checking forms for all required training and checks, in cooperation with the Flight Operations Manager,
- - To establish the professional prerequisites concerning employment/ training/ upgrading of flight crew members, in cooperation with the Flight Operations.
- - To hold content and editorial responsibility for the OM Part D,
- - To appoint training and checking personnel including type rating examiners.
- - To act as a member of Training Board and evaluate the qualification and proficiency of nominated ground instructors, line check and line training crew and ESET checking staff.
- - To examine the professional qualifications of applicants, and to recommend or discourage their employment /the final decision resting with the Flight Operations Manager.
- - To review and sign the ground training records.
- - To review and approve the training materials.
- - To lead the auditee team in training audits made by TR DGCA.

Qualification for Appointment

All the following qualification requirements must be met in order to be appointed as training manager.

- 5-year flight experience (SIC / PIC) but currently PIC in one type.
- ATPL/CPL with type rating in at least one type currently operated by KAAH HVCL
- FI or TRI experience in the past.

01.03.02 Accountable Manager (AM)

Refer to OM Part A subchapter 01.03.01 for the duties and responsibilities of AM.

01.03.03 Compliance Monitoring Manager (CMM)

Refer to OM Part A subchapter 01.03.03 for the duties and responsibilities of CMM

01.04-General Information about Training Programmes

ORO.FC.125 / AMC1 ORO.FC.125 / ORO.FC.120 / ORO.FC.115 / AMC1 ORO.FC.115 / ORO.FC.105 / AMC1 ORO.FC.105(b)(2);(c) / AMC1 ORO.FC.105(c) / AMC2 ORO.FC.105(c) / ORO.FC.130 / ORO.FC.135 / ORO.FC.140

(01.04.01)- Designation as Pilot in Command and Command Course

Revizyon No: 7 Revizyon Tarihi: 25.06.2020

ORO.FC.105 / AMC1 ORO.FC.105(b)(2);(c) / AMC1 ORO.FC.105(c)

Commander is not an occupation. **KAAN AIR** designates and assigns a Commander (PIC) in accordance with OM-A Chapter 05.02.01. Minimum level of experiences are specified in the chapter.

KAAN AIR will only designate a flight crew member to act as pilot-in-command/commander if he/she has;

- in the case of multi-crew operations, completed a **command course** if upgrading from co-pilot to pilot-in-command/commander.

(See 02.01.02 Command Course).

The pilot-in-command/commander or the pilot, to whom the conduct of the flight may be delegated, shall have had initial familiarization training of the route or area to be flown and of the aerodromes, facilities and procedures to be used.

Refer to OM Part A 08.01.02 for further details of route and aerodrome categorization.

(01.04.02)- Crew Resource Management (CRM)

Revizyon No: 2 Revizyon Tarihi: 25.01.2018
ORO.FC.115 / AMC1 ORO.FC.115

Before operating, all flight crew members shall have received CRM training, appropriate to his/her role, according to the procedures and content specified in 02.01.03 CRM Training.

Elements of CRM training shall be included in the aircraft type or class training and recurrent training as well as in the command course.

CRM elements should be checked in LIFUS and Line Check and graded by nominated commander.

See 02.01.03 CRM Training for further details.

(01.04.03)- Operator Conversion Training (OCT)

Revizyon No: 2 Revizyon Tarihi: 25.01.2018
ORO.FC.120

In the case of helicopter operations, the flight crew member shall complete the operator conversion training course before commencing unsupervised line flying:

- (1) When changing to an aircraft for which a new type or class rating is required;
- (2) When joining an operator.

The operator conversion training course shall include training on the equipment installed on the aircraft as relevant to flight crew members' roles.

See 02.01.04 for the details of Operator Conversion Training.

(01.04.04)- Differences Training and Familiarization Training

Revizyon No: 3 Revizyon Tarihi: 14.08.2018
ORO.FC.125 / AMC1 ORO.FC.125

Flight crew members shall complete differences or familiarization training when changing equipment or procedures requiring additional knowledge on types or variants currently operated.

Difference Training requires additional knowledge and training:

- When a variant of the helicopter currently operated is added to KAAAN AIR fleet; or
- When a significant change of equipment and/or procedures on KAAAN AIR's helicopters currently operated is occurred.

Familiarization Training requires the acquisition of additional knowledge:

- When another helicopter of the same type is added to KAAAN AIR fleet; or
- When a significant change of equipment and/or procedures on KAAAN AIR's helicopters currently operated is occurred.

Difference and Familiarization Training will be carried out in an Approved Training Organization (ATO).

(01.04.05)- Recurrent Training and Checking

Revizyon No: 2 Revizyon Tarihi: 25.01.2018
ORO.FC.130

Each flight crew member shall complete annual recurrent flight and ground training relevant to the type or variant of aircraft on which he/she operates, including training on the location and use of all emergency and safety equipment carried.

See 02.01.05 Recurrent Training and Checking for further information and the content.

Each flight crew member shall be checked to demonstrate competence in carrying out normal, abnormal and emergency procedures once in 6 months.

See 02.01.05.05 for Operator Proficiency Check (OPC).

(01.04.06)- Pilot Qualification to Operate EITHER PILOT's Seat

Revizyon No: 2 Revizyon Tarihi: 25.01.2018

ORO.FC.135

Flight crew members who may be assigned to operate in either pilot's seat shall complete appropriate training and checking as specified in the **02.01.06 Pilot Qualifications to Operate in Either Pilot Seat**.

(01.04.07)- Operation on More than One Type or Variant

Revizyon No: 2 Revizyon Tarihi: 25.01.2018

ORO.FC.140

See 02.01.07 for detailed information about operation on more than one type or variant.

01.05-Provision of Training

Revizyon No: 2 Revizyon Tarihi: 25.01.2018
ORO.FC.145 / AMC1 ORO.FC.145(b) / AMC1 ORO.FC.145(d)

KAAN HVCL has four options for training:

- 1) Outsourcing the training requirement by getting course from approved training facilities
- 2) Outsourcing the training by getting remote training service from approved & allowed training facilities
- 3) Hiring a trainer not employed by KAAN HVCL
- 4) Assigning its own personnel to give trainings to other personnel.

01.05.01-Trainer Personnel

SHT-OPS N/O

(01.05.01.00)- Trainer Qualification / Re-Qualification

Revizyon No: 11 Revizyon Tarihi: 23.05.2021
SHT-OPS N/O

When KAAN HVCL uses its internal resources or hired a trainer, the qualification of trainers and examiners should be evaluated by a board. This board is consisted by;

- **Training Manager (TM)** and/or
- **ATO Head of Training (ATO-HT)** and/or
- **Flight Operations Manager (FOM)** and/or
- **Compliance Monitoring Manager (CMM)** and/or
- **Accountable Manager (ACM).**

Process flow is as stated below:

- 1) Trainer / Checking Personnel candidate applies with Instructor / Trainer Application
- 2) Candidate provides all relevant documents which should be attached to application (in printed or electronic format).
- 3) Training board (at least one of them) requests a demonstration from candidate. If not provided by KAAN HVCL, training materials should be presented by candidate. Candidate demonstrates his/her class or simulates the course. Shows his/her knowledge and experience in appropriate ways. Training board may ask questions during demonstration.
- 4) Training board uses Trainer Evaluation – Scores some aspects of the trainer.
- 5) If total score of trainer is **over 85**, then he/she is suitable for assignment. **GMF-20 TR** or GMF-20 EN Form is signed by one of the board members.
- 6) Instructor / Trainer Application Form is signed by TM and CMM and assignment is now accomplished.

The evaluation proves should be recurred in annual base. Initial evaluation is performed with demonstration. Next evaluations can be made during trainings, by simply observing the trainer.

(01.05.01.01)- Common Requirements

Revizyon No: 16 Revizyon Tarihi: 23.06.2023
SHT-OPS N/O

- (1) The compliance and continuity of ground trainers with KAAN AIR training standards will be evaluated by the Crew Training Manager or the member(s) of the Training Board formed; for periods **not exceeding 3 (three) years**. Mentioned assessment:
 - *For flight crew ground instructors, at least, mastery of the subject, up-to-dateness of training documents, etc. issues will be covered.*

- (2) The trainer, who will carry out ground training and checks, must perform a minimum of training and/or check and be successful **under the supervision** of the Crew Training Manager or the formed training board member(s) before being appointed to the relevant task. In the event that a trainer is appointed **for the first time** in the relevant subject, the competence of the trainer is evaluated by the Crew Training Manager.

- (3) The **minimum requirements** for personnel to perform training and inspection has defined in the **further articles**.

- (4) An **approval form**, which will enter into force with the approvals of the **Crew Training Manager** and **Compliance Monitoring Manager**, is prepared for each personnel assigned to conduct training and check. This form will contain at least the following

information:

- a) The name of the operator,
- b) Name, surname, TR / **International** ID number and contact information of the appointed trainer,
- c) The subject of training/check to which the appointed trainer is assigned,
- ç) Qualifications and work experiences of the assigned trainer regarding the training / check subject to which he/she is assigned,
- d) The signature of the appointed instructor **and starting and ending dates** of the instructor.

(5) Within the scope of SHT-OPS-N-O; personnel to conduct training and check from **outside the operation** may be assigned by KAAAN AIR, provided that the minimum requirements specified are met. The assignment period of the personnel assigned from outside the company within the scope of this article to make LIFUS, LC and OPC cannot exceed the minimum hour, or the sector amount determined in Part D of the Operations Manual. In case KAAAN AIR wants to **extend the assignment** period of the personnel to be trained and inspected due to the need for additional training to the number of hours or sector in question, it applies to TR DGCA in an official letter. The application in question includes information and documents on the justification of the training need and how long the assignment period of the relevant trainer will be extended.

(6) **Distance training and check** system can be used for ground lessons by KAAAN AIR, provided that approval is obtained from TR DGCA. The regulation regarding this is made separately by TR DGCA.

(7) Trainers who provide training within the scope of Articles 01.05.01.02 Ground Trainer, 01.05.01.03 ESET Trainer, 01.05.01.04 CRM Trainer and 01.05.01.05 DGR Trainer are **deemed to have renewed their training** in accordance with the validity period of the **individual** training.

(8) **Occupational health and safety**, etc., which are not covered by SHT OPS N-O and fulfilled within the framework of different legislation; the trainers who will conduct the trainings are authorized within the framework of the requirements specified in the relevant other legislation.

(9) The requirements specified in SHT OPS N-O are not sought for the **First Aid Trainers**. First aid training will be given by first aid trainers authorized by the Ministry of Health.

(01.05.01.02)- Ground Trainer

Revizyon No: 2 Revizyon Tarihi: 25.01.2018
SHT-OPS N/O

Ground course are all courses which are not particularly defined below. Ground instructor is the qualified trainer who has capable of giving these courses.

The ground instructor:

- Should have at least 1-year experience in civil aviation field.
- Should prove his/her capability to teach with having one of these certificates or trainings: Training the Trainer **OR** Pedagogical Formation **OR** Flight Instructor Certificate (FI, CRI, TRI, TRE).
- Should have professional experience in the subject of related training or check (See Appendix 01.05.01.02 Required Experience Tables for Ground Courses).
- Good oral skills & ability to explain complex issues.
- Should have human factors (if applicable due to Scope) or CRM knowledge and prove it with appropriate training certificate, if ground course scope requires.

(01.05.01.03)- ESET Trainer

Revizyon No: 2 Revizyon Tarihi: 25.01.2018
SHT-OPS N/O

An ESET Instructor and Check Personnel:

- Should have at least 1-year experience in civil aviation field.
- Should prove his/her capability to teach with having one of these certificates or trainings: Training the Trainer **OR** Pedagogical Formation **OR** Flight Instructor Certificate (FI, CRI, TRI, TRE).
- Should have professional experience in the subject of related training or check.

Following are acceptable:

- Type rated pilot.
- Type rated maintenance personnel.

01.05.01.04-CRM Trainer

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

SHT-OPS N/O / AMC3 ORO.FC.115 / AMC2 ORO.FC.146

FLIGHT CREW CRM TRAINER

(a) Applicability

The provisions described herein:

- (1) will be fulfilled by flight crew CRM trainers responsible for classroom CRM training; and
- (2) are not applicable to:
 - (i) instructors, holding a certificate in accordance with SHT-FCL or Commission Regulation (EU) No 1178/2011, when conducting CRM training in the operational environment; and
 - (ii) trainers or instructors when conducting training other than CRM training but integrating CRM elements into this training.

(b) Qualification of a Flight Crew CRM Trainer

(1) **Prerequisites.** A flight crew CRM trainer will:

- (i) have adequate knowledge of human performance and limitations (HPL), whilst:
 - (A) having obtained a commercial pilot licence in accordance with SHT-FCL or Commission Regulation (EU) No 1178/2011; or
 - (B) having followed a theoretical HPL course covering the whole syllabus of the HPL examination;
- (ii) have completed flight crew initial operator's CRM training;
- (iii) have received training in group facilitation skills, except for instructors holding a certificate in accordance with SHT-FCL or Commission Regulation (EU) No 1178/2011.

(2) In order to **qualify** as flight crew CRM trainer, a person meeting the prerequisites will:

- (i) have adequate knowledge of the relevant flight operations at one operator, **in accordance with (d)**;
- (ii) receive the initial training **in accordance with (c)(3)**; and
- (iii) be assessed by KAAAN AIR **in accordance with (f)**.

(3) In order to act as flight crew CRM trainer at KAAAN AIR, a qualified and current flight crew CRM trainer will meet one of the following conditions:

- (i) have adequate knowledge of the relevant flight operations at KAAAN AIR, **in accordance with (d)**; or
- (ii) be part of a team of trainers **in accordance with (e)**.

(4) The period of validity of the flight crew CRM trainer qualification will be 3 years.

(5) Recency and renewal of the flight crew CRM trainer qualification

- (i) The flight crew CRM trainer will complete CRM trainer **refresher training** within the last 12 months of the 3-year validity period; and
- (ii) The flight crew CRM trainer will meet one or both of the following conditions:
 - (A) conduct at least 3 CRM training events within the 3-year validity period;
 - (B) be assessed within the last 12 months of the 3-year validity period **in accordance with (f)**; and
- (iii) If the flight crew CRM trainer qualification has expired, it can be renewed if all of the conditions below are met. The validity will be 3 years after completion of (A) and (C) below, whichever comes first:
 - (A) complete CRM trainer refresher training;
 - (B) receive refresher training on knowledge of the relevant flight operations, as necessary;
 - (C) be assessed **in accordance with (f)**.

(c) Training of Flight Crew CRM trainer

(1) KAAAN AIR will ensure that the **initial and refresher training** of the flight crew CRM trainers are conducted by flight crew CRM trainers with a minimum of 3 years of experience.

(2) Training of flight crew CRM trainers will be both theoretical and practical. Practical elements will include the development of specific trainer skills, particularly the integration of CRM into line operations.

(3) The **initial training** of flight crew CRM trainers will include the following:

- (i) introduction to CRM training and competencies for CRM trainers:
 - (A) ability to interact with and manage a group;
 - (B) ability to pre-plan an objective and timely training session;
 - (C) ability to deliver a good balance of 'telling', 'selling' and 'facilitating';
 - (D) ability to connect realistically poor and good CRM to the operations;
 - (E) ability to assess the performance, the progress and needs of trainees in a meaningful way;
 - (ii) KAAAN AIR's management system as defined in point (a)(7) of AMC1 ORO.FC.115; and
 - (iii) characteristics of the flight crew CRM training as defined in Table 1 of AMC1 ORO.FC.115 and its integration into line operations:
 - (A) the different types of CRM trainings (initial, recurrent, etc.);
 - (B) combined training; and
 - (C) training related to the type of aircraft or operation.
- Instructors holding a certificate in accordance with SHT-FCL or Commission Regulation (EU) No 1178/2011 may be credited towards (i) and (ii) if they have completed the refresher training defined in (4).

(4) The **refresher training** of flight crew CRM trainers will include new methodologies, procedures and lessons learned, as well as additional topics such as the following:

- (i) Group facilitation skills including team dynamics, moderation skills and use of questions
- (ii) Course preparation, defining objectives and selecting methods to best convey knowledge (e.g. lecture, group work, case analysis, gamification, scenario-based training, individual research)
- (iii) Safety culture and management systems
- (iv) An example of an analysis of CRM factors in an accident or serious incident
- (v) New developments or research in human factors and CRM
- (vi) TEM principles and their practical implementation in normal operations

(5) Instructors, holding a certificate in accordance with SHT-FCL or Commission Regulation (EU) No 1178/2011, who are also CRM trainers, may combine the CRM trainer refresher training with instructor refresher training if the instructor refresher training meets all of the conditions **defined in (4)**.

(6) Reserved

(d) Knowledge of the Relevant Flight Operations

(1) KAAAN AIR will evaluate the experience and knowledge of the flight crew CRM trainer. The evaluation will include at least:

- (i) the operational experience of the flight crew CRM trainer as a flight crew member;
- (ii) whether this experience as a flight crew member or a former flight crew member covers the aircraft category, the aircraft generation and the form of operations, as relevant to KAAAN AIR.

(2) If the flight crew CRM trainer does not have the relevant knowledge of the relevant flight operation based on the evaluation in (1), KAAAN AIR will provide training to the flight crew CRM trainer to provide the adequate knowledge.

(3) Assessment procedure is in OM-D 01.05.01.04.02 below and trainings are in OM-D 01.05.01.04.03 and 01.05.01.04.04 below.

(e) Team of CRM trainers

If the flight crew CRM trainer is qualified **in accordance with (b)** but does not meet the conditions **defined in (d)**, he or she may be assisted by a training assistant that has the knowledge of the relevant flight operations. KAAAN AIR will ensure that all the following conditions are met:

- (1) The training assistant will meet the condition **defined in (c)** but needs not meet the conditions **defined in (b)**. The training assistant will be an instructor or have experience in ground training.
- (2) The flight crew CRM trainer and the training assistant will prepare the training session together and adapt it to the operational needs of KAAAN AIR.
- (3) If the flight crew CRM trainer and the training assistant have already provided training for KAAAN AIR or for a similar operator, the operator may determine that **condition (2)** is met.
- (4) The flight crew CRM trainer and the training assistant will provide the training together.
- (5) The flight crew CRM trainer remains responsible for the training.

(f) Assessment of a flight crew CRM trainer

(1) Detailed process for the assessment is in OM-D 01.05.01.04.02, describing methods for observing, recording, interpreting and debriefing the flight crew CRM trainer. All personnel involved in the assessment must be credible and competent in their role.

(2) The assessment will enable the flight crew CRM trainer to demonstrate the knowledge and ability to train the CRM training elements in the non-operational environment. Special attention will be given to fields such as group management, group dynamics and personal awareness.

(3) The initial assessment of a flight crew CRM trainer by KAAAN AIR may take place when conducting their first CRM training course.

(4) The assessment of flight crew CRM trainers will be conducted by flight crew CRM trainers with a minimum of 3 years of experience.

(g) KAAAN AIR will only select a qualified and current flight crew CRM trainer meeting the conditions defined in (d) or (e).

(01.05.01.04.01)- Minimum Training Times for Flight Crew CRM Trainer

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

GM3 ORO.FC.115

(1) Basic training:

(A) **18 training hours** for trainees holding an instructor certificate for complex motor-powered aircraft, as specified in Commission Regulation (EU) No 1178/2011, which **includes 25-hour training in teaching and learning**; or

(B) **30 training hours** for trainees who do not hold an instructor certificate as specified in (A); and

(2) Refresher training: **6 training hours**.

(3) "Training hours" means actual training time excluding breaks and assessment.

(01.05.01.04.02)- Assessment of CRM Trainer

Revizyon No: 9 Revizyon Tarihi: 02.12.2020

AMC3 ORO.FC.115 / GM7 ORO.FC.115

(1) A flight crew CRM trainer shall be assessed by KAAAN AIR when conducting the first CRM training course. This first assessment shall be valid for a period of 3 years.

(2) Process for the assessment; including methods for observing, recording, interpreting and debriefing the flight crew CRM trainer, is in below para (3). All personnel involved in the assessment shall be credible and competent in their role.

(3) FLIGHT CREW CRM TRAINER ASSESSMENT:

(a) For assessing flight crew CRM trainers, KAAAN AIR will nominate experienced flight crew CRM trainers who have demonstrated continued compliance with the provisions for a flight crew CRM trainer and capability in that role for at least 3 years.

(b) If KAAAN AIR does not have the resources to conduct the assessment may employ a contractor. The standard as regards the assessment is confirmed on a 3-year basis by KAAAN AIR.

(c) The checklist in below (also it is Form CTF-21 Flight Crew CRM Trainer Assessment Form) table provides guidance on the assessment of a flight crew CRM trainer. If a flight crew CRM trainer is competent in his/her role, the response to the questions in table shall be 'YES'. When answering the questions in table, justifications and examples related to the responses given shall be provided.

NO	Questions to Assess a Flight Crew CRM Trainer	Response YES / NO
1	Did the CRM trainer demonstrate the knowledge required for the role?	
2	Did the CRM trainer support CRM concepts ?	
3	Did the CRM trainer encourage trainees to participate, share their experiences and self-analyse ?	
4	Did the CRM trainer identify and respond to the trainees' needs relative to expertise/experience ?	
5	Did the CRM trainer show how CRM is integrated in technical training and line operations ?	
6	Did the CRM trainer incorporate company CRM standards when appropriate ?	
7	Did the CRM trainer identify and discuss the non-technical reasons involved in accidents, incidents and events included in case studies ?	
8	Did the CRM trainer regularly check for understanding and resolve ambiguities ?	
9	Did the CRM trainer demonstrate effective instruction and facilitation skills ?	

(01.05.01.04.03)- Recency and Renewal of CRM Trainer

Revizyon No: 9 Revizyon Tarihi: 02.12.2020

SHT-OPS N/O / AMC3 ORO.FC.115

(1) For **Recency** of the 3-year validity period, the flight crew CRM trainer shall:

- (i) conduct at least 1 CRM training events in any 12-month period;
- (ii) be assessed within the last 12 months of the 3-year validity period by KAAAN AIR; and
- (iii) complete CRM trainer refresher training; according to OM-D 01.05.01.04.04 Refresher Training of CRM Trainer, within the 3-year validity period.

(2) The next 3-year validity period shall start at the end of the previous period.

(3) For **Renewal**, i.e. when a flight crew CRM trainer does not fulfil the provisions of (1), he/she shall, before resuming as flight crew CRM trainer:

- (i) comply with the qualification provisions of OM-D 01.05.01.04 CRM Trainer qualifications and 01.05.01.04.02 Assessment of CRM Trainer requirements; and
- (ii) complete CRM trainer refresher training; according to OM-D 01.05.01.04.04 Refresher Training of CRM Trainer.

(01.05.01.04.04)- Refresher Training of CRM Trainer

Revizyon No: 9 Revizyon Tarihi: 02.12.2020

Operator Procedure

NO	CRMT Refresher Training Syllabus	REFERENCES	HOURL
1	CRM Training Types: - Initial operator's CRM training - Operator conversion course when changing aircraft type - Operator conversion course when changing operator - Annual recurrent training - Command course	AMC1 ORO.FC.115 AMC2 ORO.FC.115 GM3 ORO.FC.115	01:00
2	Training elements - Definition of 'Required' and 'In-depth' - New elements for introduction Training environment Use of CBT & FSTD	AMC1 ORO.FC.115 GM5 ORO.FC.115 GM2 ORO.FC.115	01:00
3	Design, implementation, and evaluation of CRM training	AMC1 ORO.FC.115 GM4 ORO.FC.115 GM6 ORO.FC.115	01:00
	LUNCH BREAK		
4	CRMT qualifying criteria Qualification of CRM trainer Training criteria Recency/Renewal of CRMT qualification Use of external capabilities Using experts Contracted CRM training	SHT-OPS-N-O Article 9 AMC3 ORO.FC.115 AMC1 ORO.FC.115 ORO.GEN.205	01:00
5	Assessment criteria for FC/CC CRMT Criteria required for CRMT Assessors	AMC3 ORO.FC.115 GM7 ORO.FC.115	01:00
6	Operations Manual Part D requirements	KAAN AIR OM-D	01:00
	TOTAL		06:00

(01.05.01.05)- DGR Trainer

Revizyon No: 19 Revizyon Tarihi: 24.07.2025
SHT-OPS N/O / SHT-EGITIM / CBTA DGR

DGR Training is provided only by an approved DGR Training Center approved by **SHT-EGITIM / CBTA DGR Instruction** (Competency-based training and evaluation based on performance standards and their measurement, where training is developed and created in accordance with the determined performance standards), in accordance with; training is provided by **trainers** who have been **evaluated** as suitable by **TR DGCA**.

(01.05.01.06)- LIFUS Trainer / LINE CHECK Pilot and OPC Examiner

Revizyon No: 19 Revizyon Tarihi: 24.07.2025
SHT-OPS N/O

Following requirements should be provided to serve as a LIFUS Trainer / LC Line Check Pilot:

a. Enough knowledge and experience about KAAN HVCL operations

- If external pilot is hired, he/she is given *Operational Procedures* course.
- If internal pilot is assigned; because of he/she has already taken *Operational Procedures* course during company conversion, there is not additional requirement.

b. Enough Flight Experience

- At least 50 hours flight experience for rotor wing (at relevant type or class).

c. Informed about Crew Resource Management and evaluation (CRM) for line training and checks, by a qualified CRM Trainer, on the subjects:

- **Assessment of CRM Skills**, OM-D 02.01.03.07, in accordance with AMC1 ORO.FC.115,
- **Non-Technical Skills Assessment**, OM-D 02.01.03.07, in accordance with GM6 ORO.FC.115,
- **Line Flying Under Supervision (LIFUS) and Line Check (LC)**, OM-D 02.01.04.08, in accordance with AMC1 ORO.FC.220 and
- **Line Check (LC)**, OM-D 02.01.05.06, in accordance with AMC1 ORO.FC.230 and GM1 ORO.FC.230.

After completion of above information subjects procedure; CTF-01 Ground Training Attendance form will be recorded.

d. If training / check is given to pilots sitting in the right seat, should have received **left seat training**.

e. Valid ATPL or CPL/IR certificates as applicable to aircraft type.

f. Should prove his/her capability to teach with having one of these certificates or trainings: Train the Trainer **OR** Pedagogical Formation **OR** Flight Instructor Certificate (FI, CRI, TRI, TRE).

g. If the commander is FI, CRI or TRI at relevant class or type, (b) clause are not taken into consideration.

h. LIFUS Trainer / Line Check Pilot for OFFSHORE operations, nominated by KAAN AIR; will be at least "**Designated COMMANDER**" for Multi Pilot operations, especially Offshore flights.

For **Operator Proficiency Check (OPC)**:

Nominated pilot;

- Will have an Examiner's authorization (FE, **TRE**, SFE) in the relevant type or class,
- If, is assigned from **outside** of the company or after **newly joining** the company, will be informed about the KAAN AIR's **Operating Procedures**.

(01.05.01.07)- Cabin Crew Line Training and Checking Personnel

Revizyon No: 2 Revizyon Tarihi: 25.01.2018
SHT-OPS N/O

N/A

(01.05.01.08)- HESLO Instructor

Revizyon No: 7 Revizyon Tarihi: 25.06.2020

ORO.SPO.100 / SPO.SPEC.HESLO.100 / AMC1 SPO.SPEC.HESLO.100 / GM1 SPO.SPEC.HESLO.100

The HESLO instructor shall be assigned on the basis of the following:

1. the HESLO instructor **for pilots** shall have:
 - Valid ATPL(H) or CPL(H)/IR certificates as applicable to the aircraft type,
 - Knowledge and experience about KAAH HVCL operations;
 - If external pilot is hired, he/she is given Operational Procedures course.
 - If internal pilot is assigned; because of he/she has already taken operational procedures training during company conversion, there is no additional requirement.
 - Attended the '**teaching and learning**' part of the flight instructor (FI) or type rating instructor (TRI) training, or train-the-trainer certificate,
 - CRM knowledge,
 - Minimum experience of 500 hours HESLO;
 - At least 10 hours HESLO experience as unsupervised PIC in the appropriate HESLO level on which instruction, supervision and proficiency assessments are to be provided.
2. The HESLO instructor **for task specialists** shall be suitably qualified as determined and have at least 2 years of experience in HESLO operations.

Refer to OM-D Chapter 04.03 Nominated Instructor List for appointed HESLO instructors.

(01.06)- Flight Simulator Training Devices

Revizyon No: 2 Revizyon Tarihi: 25.01.2018

SHT-STD / AMC1 ORO.FC.145(d)

KAAN HVCL may do the trainings needed at simulators (FTD, FFS, FSTD etc.) when it has been approved in accordance with SHT-FSTD, SHT-1S, and/or EASA regulations.

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02-TRAINING SYLLABI AND CHECKING PROGRAMMES

Part-SPA Subpart D / Part-SPA Subpart E / ORO.FC.100

02.01-For Flight Crew, All Relevant Items prescribed in Part ORO.FC, Part-SPO and Part-SPA

Revizyon No: 5 Revizyon Tarihi: 30.07.2019
ORO.FC.100

All training must be performed according to TR DGCA, SHT-OPS, EU No 965/2012, Part ORO regulations. All training has to be done by approved training organizations or approved instructors or examiners according to SHT OPS N/O. All initial type rating courses has to be done at approved ATO. Recurrent trainings shall perform at simulator or aircraft according to ORO.FC.230, AMC1 ORO.FC.230, GM1 ORO.FC.230 and SHT OPS.

It is the responsibility of the Training Manager (TM) to ensure that all flight crew has been trained according to the standards established by the approved training organization (ATO) which is approved by TR DGCA or EASA, as applicable.

Although the TM is responsible to define the training needs and to plan the training program, it is the duty of each crew member to follow his/her own training status and, for the crew planning purposes, inform the flight operations manager when he/she thinks that this should adversely affect the intended flight.

(02.01.01)- Single Pilot Operations under IFR at Night

Revizyon No: 2 Revizyon Tarihi: 25.01.2018
ORO.FC.202

N/A

(02.01.02a)- Designation as Pilot-in-Command / Commander and COMMAND COURSE

Revizyon No: 19 Revizyon Tarihi: 24.07.2025
ORO.FC.105 / ORO.FC.205 / AMC1 ORO.FC.205 / GM1 ORO.FC.105(c) / AMC1 ORO.FC.105(b)(2);(c) / AMC1 ORO.FC.105(c) / AMC1 ORO.FC.105(d)

(a) In accordance with point 8.6 of Annex V to Regulation (EU) 2018/1139, **one pilot** amongst the flight crew, qualified as pilot-in-command in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011, will be designated by KAA AIR as **pilot-in-command** or, for CAT operations with helicopters, as **commander**.

(b) KAA AIR **will only designate** a flight crew member to act as pilot-in-command or commander if all the following apply:

- (1) the flight crew member has the minimum level of experience specified in the operations manual Part A Chapter 05.02.[a].
- (2) the flight crew member has **adequate knowledge of the route or area to be flown and of the aerodromes**, including alternate aerodromes, facilities and procedures to be used;
- (3) for multi-crew operations, the flight crew member has completed the command course **if promoted** from co-pilot to pilot-in-command/commander.

(c) For commercial operations with helicopters, the pilot-in-command or commander or the pilot to whom the conduct of the flight may be delegated will have received **initial familiarisation training in the route or area to be flown and in the aerodromes**, diversion locations, facilities and procedures to be used, and will maintain this knowledge as follows:

- (1) aerodrome knowledge will be maintained by operating at least once at an aerodrome **within a 12-calendar-month period**;
- (2) route or area knowledge or diversion location knowledge will be maintained by operating at least once on a route or an area or at a diversion location **within a 36-calendar-month period**; in addition, **refresher training** is required regarding route or area knowledge **if not operating** on a route or an area for 12 months within the 36-calendar-month period.

(d) Notwithstanding point (c), for operations conducted under VFR by day with performance helicopters, familiarisation training in routes and aerodromes may be replaced by area familiarisation training.

The **Command Course** will include at least the following elements and **IN THE FOLLOWING ORDER** :

- (1) training in an FSTD, which includes line oriented flight training (LOFT) or **flight training**;
- (2) the operator proficiency check (**OPC**), operating as commander;
- (3) command responsibilities training;
- (4) line training as commander under supervision, for a minimum of:

- **10 hours, including at least 10 flight sectors, in the case of helicopters;**

- (5) completion of a line check as commander and demonstration of adequate knowledge of the route or area to be flown and

of the aerodromes, including alternate aerodromes, facilities and procedures to be used; and
(6) crew resource management training.

COMBINED UPGRADING AND CONVERSION COURSE — HELICOPTER

If a pilot is converting from one helicopter type or variant to another when upgrading to commander:

- (a) the command course will also include a conversion course in accordance with ORO.FC.220; and
- (b) additional flight sectors will be required for a pilot transitioning onto a new type of helicopter.

Offshore COMMAND COURSE will include at least the following elements:

02.01.02.01.a - Training in an FSTD / Helicopter, which includes Line Oriented Flight Training (LOFT) and/or Flight Training

Subjects	Hours
Sim or Helicopter - At least 2 landings as PF - At least 2 landings as PM	02:00
TOTAL	02:00

02.01.02.01.b - The Operator Proficiency Check (OPC), operating as Commander

Subjects	Hours
OPC (VFR + IFR)	01:30

02.01.02.01.c - Command Responsibilities Training

Subjects	Hours
Rights and duties of a Commander - Occurrences, Responsibilities, Authorization, Manuals: - OM-A (especially Chapters; 01.04, 02.04, 03, 04, 05, 07, 08, 10, 11 etc.), B, C; - SOP-Offshore	05:00
Management - Flight preparation - Monitoring - Coordination - Flight Discussion (Briefing) - Flight execution - Cockpit management - Flight follow-up - Evaluation - Graduation - Flight debriefing	02:00
Dealing with special situations - VIP - Persons under the influence of narcotics - Dealing with disabled persons - Etc.	01:00
CRM (*)	04:00
TOTAL	12:00

02.01.02.01.d - Line Training as Commander Under Supervision

Subjects	Hours
Flight hours: - At least 10 flight hours which include 10 sectors under supervision, of: -- 1 hour at night, if the mission profile requires it, -- 3 hours instrument flight	10:00
TOTAL	10:00

02.01.02.01.e - Line Check

Completion of a line check as commander and demonstration of adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities, and procedures to be used

Subjects	Hours
Flight hours: 2 sectors as; (one sector shall be minimum 20 minutes) - 1 sector PF - 1 sector PM	00:45 (minimum)

02.01.02.01.f - Crew Resource Management (CRM) Training

(*) May be added to the end of 02.01.02.01.c - Command Responsibilities Training.

Firefighting/HESLO COMMAND COURSE will include at least the following elements:

02.01.02.02.a - The Operator Proficiency Check (OPC), operating as Commander

Subjects	Hours
OPC (VFR)	01:00

02.01.02.02.b - Command Responsibilities Training

Subjects	Hours
Duties of a Commander - Occurrences, Responsibilities, Authorization, Manuals: - OM-A (especially Chapters; 01.04, 02.04, 03, 04, 05, 07, 08, 10, 11 etc.), B, C; - SOP	01:30
Management - Flight preparation, Crew Coordination, - Flight Discussion (Briefing) - Confined Area Operations, - External Load Performance, Failure Release, Safety, - Water Dumping/Drops, Unloading, - Flight execution, Cockpit management, Monitoring, - Evaluation, Flight debriefing.	02:30
CRM (*)	04:00
TOTAL	08:00

02.01.02.02.c - Line Training as Commander Under Supervision

Subjects	Hours & Drops
Flight hours: - Under supervision, of: -- External Load Performance, -- Water Dumping/Drops, Unloading, -- Abnormal Maneuvers, Failure Release.	10:00 / 80
TOTAL	10:00 / 80

02.01.02.02.d - Line Check

Completion of a line check as commander and demonstration of adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities, and procedures to be used

Subjects	Hours
Flight hours: 2 sectors as; (one sector shall be minimum 20 minutes) - 1 sector PF - 1 sector PM	01:00 / 8

02.01.02.02.e - Crew Resource Management (CRM) Training

(*) May be added to the end of 02.01.02.02.b - Command Responsibilities Training.

(02.01.02b)- ROUTE, AREA and AERODROME KNOWLEDGE for Commercial Operations

Revizyon No: 19 Revizyon Tarihi: 24.07.2025

AMC1 ORO.FC.105(b)(2);(c)

KAAN AIR comply with the national training and checking requirements published in the aeronautical information publication (AIP).

The **experience of the route or area to be flown and of the aerodrome facilities** and procedures to be used are explained on the operational manual **Part C 01.01.11**.

(a) Area and Route Knowledge

(1) The area and route familiarisation training will:

(i) be conducted:

- (A) as an **initial training** before operating to a route and area;
- (B) as a **refresher training** after **not operating** to a route and area **for 12 months**.

(2) The area and route familiarisation training will be delivered using different methods and tools.

(i) The methods and tools employed will include one or more of the following:

- Training in a flight simulation training device (FSTD),
- computer-based training,
- familiarisation flight as a pilot in-command/commander or co-pilot under supervision or an observer,
- video training,
- virtual reality training,
- familiarisation by self-briefing with route documentation and audio training.

(b) Aerodrome Knowledge

(1) Aerodrome **familiarisation training** will include knowledge of:

- instructions,
- physical layout,
- lighting,
- approach aids and
- arrival, departure, holding and instrument approach procedures,
- applicable operating minima and ground movement considerations.

(2) The operations manual **Part C 01.01.12** describes the method of categorisation of aerodromes and, in the case of CAT operations, provides the list of those aerodromes categorised as B or C (**Appendix to OM-C 01.01.12.03**).

(3) All aerodromes to which KAA AIR operates will be categorised in one of these three categories:

- (i) category A
- (ii) category B
- (iii) category C
- Offshore installations

(c) **Prior to operating to a category B aerodrome** (planned destination or required alternate), the pilot-in-command/commander will:

- (1) **comply with any requirements** stipulated by the competent authority responsible for the aerodrome; and
- (2) **be briefed, or self-brief** by means of programmed instruction, about the additional considerations applicable to operations to that category B aerodrome.

The completion of the briefing will be recorded. This recording may be accomplished after completion or confirmed by the pilot-in-command/commander before departure on a flight involving category B aerodrome(s) as destination or alternate aerodromes.

(d) **Prior to operating to a category C aerodrome** (planned destination or required alternate), the pilot-in-command/commander will:

- (1) **comply with any requirements** stipulated by the competent authority responsible for the aerodrome; and
- (2) **be briefed or self-brief** by means of programmed instruction, about the additional considerations applicable to operations to that category C aerodrome; and
- (3) **visit the aerodrome as an observer and/or undertake instruction in a suitable FSTD.** The observer will occupy an observer's seat where installed. If an observer's seat is not available and cannot be installed, the pilot-in-

command/commander may occupy a pilot seat to conduct the aerodrome visit with a suitably qualified commander nominated by the category C aerodrome operator.

The completion of the briefing, visit and/or instruction will be recorded.

02.01.03-CRM TRAINING

ORO.FC.215

(02.01.03.01)- CRM - General

Revizyon No: 17 Revizyon Tarihi: 30.10.2023

AMC1 ORO.FC.115 / GM3 ORO.FC.115

(1) Training environment

CRM training will be conducted:

- in the non-operational environment (classroom and computer-based) and
- in the operational environment (flight simulation training device (FSTD), including other training solutions described in CS-FSTD when available and aircraft.
- Tools such as;
 - group discussions,
 - team task analysis,
 - team task simulation and
 - feedback will be used.

(2) Classroom training

Whenever possible, classroom training will be conducted in a group session away from the pressures of the usual working environment, so that the opportunity is provided for flight crew members to interact and communicate in an environment conducive to learning.

(3) Computer-based training (CBT)

Computer-based training will not be conducted as a stand-alone training method but may be conducted **as a complementary training method**.

Complementary training method in the context of EBT: advanced CBT following the aviation blended learning environment, such as virtual reality, chatbots, interactive scenario trainers, etc. may serve as the principal method to deliver training in the nonoperational environment. In such case, the classroom training may be the complementary method.

(4) Flight simulation training devices (FSTDs)

- (i) Whenever practicable, parts of the CRM training will be conducted in FSTDs that reproduce a realistic operational environment and permit interaction. This includes but is not limited to line-oriented flight training (LOFT) scenarios.
- (ii) If the operator proficiency check is conducted in a FSTD, it will include a line-oriented flight during which a complementary CRM assessment will take place, in conditions that reproduce a realistic operational environment.

(5) Integration into flight crew training

CRM principles will be integrated into relevant parts of flight crew training and operations including checklists, briefings, abnormal and emergency procedures.

(6) Combined CRM training for flight crew, cabin crew and technical crew

- (i) KAAAN AIR will provide combined training for flight crew, cabin crew and technical crew during recurrent CRM training, if applicable.
- (ii) The combined training will address at least:
 - (A) effective communication, coordination of tasks and functions of flight crew, cabin crew and technical crew; and

(B) mixed multinational and cross-cultural flight crew, cabin crew and technical crew, and their interaction, if applicable.

(iii) The combined training will be expanded to include medical passengers, if applicable to the operation.

(iv) Combined CRM training will be conducted by flight crew CRM trainer or cabin crew CRM trainer.

(v) There will be an effective liaison between flight crew, cabin crew and technical crew training departments. Provision will be made for transfer of relevant knowledge and skills between flight crew, cabin crew and technical crew CRM trainers.

(7) Management system

CRM training will address hazards and risks identified by KAAAN AIR's management system described in ORO.GEN.200.

(8) Competency-based CRM training

(i) Whenever practicable, the compliance-based approach concerning CRM training may be substituted by a competency-based approach such as evidence-based training. In this context, CRM training will be characterised by a performance orientation, with emphasis on standards of performance and their measurement, and the development of training to the specified performance standards.

(ii) CRM training will be an essential element of the alternative training and qualification programme (ATQP) described in ORO.FC.A.245, when the operator applies ATQP.

(9) Contracted CRM training

If KAAAN AIR chooses **not to establish its own CRM training**, another operator, a third party or a training organisation **may be contracted** to provide the training in accordance with ORO.GEN.205. In case of contracted CRM training, KAAAN AIR will ensure that the content of the course covers the specific culture, the type of operations and the associated procedures of the operator. When crew members from different operators attend the same course, the CRM training will be specific to the relevant flight operations and to the trainees concerned.

TABLE 2.1.3

CRM Training Elements	INITIAL Operator's CRM Training	Operator Conversion Course; When Changing Aircraft Type	Operator Conversion Course; When Joining an Operator	Annual Recurrent Training	Command Course
	18 training hrs with a minimum of 12 training hrs in Classroom Training for Multi-Pilot Ops, 6 training hrs for Single-Pilot Ops	4 hrs	4 hrs	4 hrs	4 hrs
General principles					
Human factors in aviation; General instructions on CRM principles and objectives; Human performance and limitations; Threat and error management.	In-depth	Not required	Required	Required	Required
Relevant to the individual flight crew member					
Personality awareness, human error and reliability, attitudes and behaviours, self-assessment and selfcritique; Stress and stress management; Fatigue and vigilance; Assertiveness, situation awareness, information acquisition and processing.	In-depth	Not required	Required	Required	In-depth
Relevant to the flight crew					
Automation and philosophy on the use of automation	Required	In-depth	In-depth	In-depth	In-depth
Specific type-related differences	Required	In-depth	Not required	Required	Required
Monitoring and intervention	Required	In-depth	In-depth	Required	Required
Relevant to the entire aircraft crew					
Shared situation awareness, shared information acquisition and processing; Workload management; Effective communication and coordination inside and outside the flight crew compartment; Leadership, cooperation, synergy, delegation, decision-making, actions; Resilience development; Surprise and startle effect; Cultural differences.	In-depth	Required	Required	Required	In-depth
Relevant to the operator and the organisation					
Operator's safety culture and company culture, standard operating procedures (SOPs), organisational factors, factors linked to the type of operations; Effective communication and coordination with other operational personnel and ground services.	In-depth	Required	In-depth	Required	In-depth
Case studies	In-depth	In-depth	In-depth	In-depth	In-depth

(02.01.03.02)- INITIAL CRM Training

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.115 / GM3 ORO.FC.115 / AMC1 ORO.FC.215

The flight crew member will complete the **initial operator's CRM training once**. When the type of operation of a new operator is not different, the new operator will not be required to provide the initial operator's CRM training to this flight crew member a second time.

Initial operator's CRM training will:

- (a) cover the applicable provisions of AMC1 ORO.FC.115, including the training elements as specified in Table 2.1.3 thereof; and
 - (b) be conducted by a flight crew CRM trainer who is qualified as specified in AMC2 ORO.FC.146.
- The following minimum training times are appropriate:
 - (1) **multi-pilot operations**: 18 training hours with a minimum of 12 training hours in classroom training;
 - (2) **single-pilot operations**: 6 training hours; and
 - 'Training hours' means actual training time excluding breaks and assessment.

(02.01.03.03)- Operator Conversion Course - CRM Training

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.115

When the flight crew member undertakes a conversion course with a **change of aircraft type** or **when joining an operator**, elements of CRM training will be integrated into all appropriate phases of the KAA AIR's conversion course, as specified in Table 2.1.3.

(02.01.03.04)- Annual Recurrent CRM Training

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.115

(1) Annual recurrent CRM training will be provided in such a way that all CRM training elements specified for the annual recurrent training in Table 2.1.3 are covered over a period **not exceeding 3 years**.

(2) KAA AIR will **update its CRM recurrent training programme** over a **period not exceeding 3 years**. The revision of the programme will take into account information from KAA AIR's **management system** including the results of the CRM assessment.

(02.01.03.05)- Command Course CRM Training

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.115

Elements of CRM **will** be integrated into all appropriate phases of the **command courses** in accordance with Table 2.1.3.

(02.01.03.06)- CRM Training Elements and Syllabus

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.115

(a) Training elements

The CRM training elements to be covered are specified in Table 2.1.3. KAA AIR will ensure that the following aspects are addressed:

(1) **Automation and philosophy on the use of automation**

(i) The CRM training will include training in the use and knowledge of automation, and in the recognition of systems and human limitations associated with the use of automation. KAA AIR will, therefore, ensure that the flight crew member receives training on:

- (A) the application of the operations policy concerning the use of automation as stated in the operations manual; and
- (B) system and human limitations associated with the use of automation, giving special attention to issues of mode awareness, automation surprises and over-reliance including false sense of security and complacency.

(ii) The objective of this training will be to provide appropriate knowledge, skills and attitudes for managing and operating automated systems. Special attention will be given to how automation increases the need for crews to have a common understanding of the way in which the system performs, and any features of automation that make this understanding difficult.

(iii) If conducted in an FSTD, the training will include automation surprises of different origin (system- and pilot-induced).

(2) Monitoring and intervention

Flight crew will be trained in CRM-related aspects of operation monitoring before, during and after flight, together with any associated priorities. This CRM training will include guidance to the pilot monitoring on when it would be appropriate to intervene, if felt necessary, and how this will be done in a timely manner. Reference will be made to KAAN AIR procedures for structured intervention as specified in the operations manual.

(3) Resilience development

CRM training will address the main aspects of resilience development. The training will cover:

(i) Mental flexibility

Flight crew will be trained to:

- (A) understand that mental flexibility is necessary to recognise critical changes;
- (B) reflect on their judgement and adjust it to the unique situation;
- (C) avoid fixed prejudices and over-reliance on standard solutions; and
- (D) remain open to changing assumptions and perceptions.

(ii) Performance adaptation

Flight crew will be trained to:

- (A) mitigate frozen behaviours, overreactions and inappropriate hesitation; and
- (B) adjust actions to current conditions.

(4) Surprise and startle effect

CRM training will address unexpected, unusual and stressful situations. The training will cover:

(i) surprises and startle effects; and

(ii) management of abnormal and emergency situations, including:

- (A) the development and maintenance of the capacity to manage crew resources;
- (B) the acquisition and maintenance of adequate automatic behavioural responses; and
- (C) recognising the loss and re-building situation awareness and control.

(5) Cultural differences

CRM training will cover cultural differences of multinational and cross-cultural crews. This includes recognising that:

- (i) different cultures may have different communication specifics, ways of understanding and approaches to the same situation or problem;
- (ii) difficulties may arise when crew members with different mother tongue communicate in a common language which is not their mother tongue; and
- (iii) cultural differences may lead to different methods for identifying a situation and solving a problem.

(6) KAAN AIR's safety culture and company culture

CRM training will cover KAAN AIR's safety culture, its company culture, the type of operations and the associated procedures of KAAN AIR. This will include areas of operations that may lead to particular difficulties or involve unusual hazards.

(7) Case studies

(i) CRM training will cover aircraft type-specific case studies, based on the information available within KAAN AIR's management system, including:

- (A) accident and serious incident reviews to analyse and identify any associated non-technical causal and contributory factors, and instances or examples of lack of CRM; and
- (B) analysis of occurrences that were well managed.

(ii) If relevant aircraft type-specific or operator-specific case studies are not available, KAAN AIR will consider other case studies relevant to the scale and scope of its operations.

(b) Training Syllabus

Table 2.1.3 specifies which CRM training elements will be covered in each type of training. The levels of training in Table 2.1.3 can be described as follows:

(1) **'Required'** means training that will be instructional or interactive in style to meet the objectives specified in the CRM training programme or to refresh and strengthen knowledge gained in a previous training.

(2) **'In-depth'** means training that will be instructional or interactive in style taking full advantage of group discussions, team task analysis, team task simulation, etc., for the acquisition or consolidation of knowledge, skills and attitudes. The CRM training elements will be tailored to the specific needs of the training phase being undertaken.

(02.01.03.07)- Assessment of CRM Skills

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.115 / GM6 ORO.FC.115

(1) Assessment of CRM skills is the process of observing, recording, interpreting and debriefing crews and crew member's performance using an accepted methodology in the context of the overall performance.

(2) The flight crew member's CRM skills should be assessed in the operational environment, but not during CRM training in the non-operational environment. Nevertheless, during training in the non-operational environment, feedback from the flight crew CRM trainer or from trainees on individual and crew performance may be given to the crew members concerned.

(3) The assessment of CRM skills should:

- (i) include debriefing the crew and the individual crew member;
- (ii) serve to identify additional training, where needed, for the crew or the individual crew member; and
- (iii) be used to improve the CRM training system by evaluating de-identified summaries of all CRM assessments.

(4) Prior to the introduction of CRM skills assessment, a detailed description of the CRM methodology, including the required CRM standards and the terminology used for the assessment are below:

NOTECHS (non-technical skills)

is a validated method for assessing flight crew CRM skills. The NOTECHS framework consists of four main categories:

- **Cooperation:** Cooperation is the ability to work effectively in a crew.
- **Leadership and managerial skills:** Effective leadership and managerial skills help to achieve joint task completion within a motivated, fully functioning team through coordination and persuasiveness.
- **Situation awareness:** Situation awareness relates to one's ability to accurately perceive what is in the flight crew compartment and outside the aircraft. It is also one's ability to comprehend the meaning of different elements in the environment and the projection of their status in the near future.
- **Decision-making:** Decision-making is the process of reaching a judgement or choosing an option.

Each of the four categories is subdivided into elements and behavioral markers. The elements are specified in table CTF-13 form with examples of behavioral markers (effective behaviours).

The behavioral markers are assessed by a rating scale from 1 thru 5.

1(poor), 2(marginal), 3(acceptable), 4(good), 5(exceptional performance) and N/O (not observed).

(5) Methodology of CRM skills assessment The assessment should be based on the following principles:

- (i) only observable behaviours are assessed;
- (ii) the assessment should positively reflect any CRM skills that result in enhanced safety; and
- (iii) assessments should include behaviour that results in an unacceptable reduction in safety margin.

(6) KAAH HVCL will establish procedures, including additional training, to be applied in the event that flight crew members do not achieve or maintain the required CRM standards.

(02.01.03.08)- Single Pilot Operations

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC2 ORO.FC.115 / GM8 ORO.FC.115

(a) For single-pilot helicopter operations with technical crew, AMC1 ORO.FC.115 will be applied.

(b) For single-pilot operations other than those specified in (a), AMC1 ORO.FC.115 will be applied with the following differences:

(1) Relevant training

Training will cover the relevant CRM training, i.e. initial operator's training, the operator conversion course and recurrent training.

(2) Relevant training elements

CRM training will focus on the elements specified in Table 2.1.3 of AMC1 ORO.FC.115 which are relevant to single-pilot operations. Therefore, **single-pilot CRM training** will include, among others:

- (i) situation awareness;
- (ii) workload management;
- (iii) decision-making;
- (iv) resilience development;
- (v) surprise and startle effect; and
- (vi) effective communication and coordination with other operational personnel and ground services.

(3) Virtual classroom training

Notwithstanding (a)(2) of AMC1 ORO.FC.115, classroom training may take place remotely, using a videoconferencing tool. The tool will permit real-time interaction between the trainees and the trainer, including speech and elements of body language. It will also be capable of transmitting any document to the trainee that the trainer wishes to present. The CRM trainer will establish the list of trainees in advance. **Their numbers will be limited to 6** to ensure a sufficient level of interaction during the training session.

(aa) A successful virtual classroom training relies on the ability of the trainer to make best use of the associated technologies in the context of CRM training. The flight crew CRM trainer may need to receive appropriate training covering the following:

- (1) learning style;
 - (2) teaching method associated with virtual classroom instruction, such as videoconferencing, and a familiarisation with the virtual classroom instruction system in use, including management of time, training media and equipment and tools.
- (bb) The assessment of CRM skills may be used by KAAAN AIR to improve the CRM training system by evaluating de-identified summaries of all CRM assessments.
- (cc) More information on virtual classroom training is in OM-D 02.01.13.

02.01.04-OPERATOR CONVERSION TRAINING (OCT) AND CHECKING

Revizyon No: 19 Revizyon Tarihi: 24.07.2025

AMC1 ORO.FC.220 / ORO.FC.220 / AMC3 ORO.FC.220 / AMC2 ORO.FC.146

- (a) **CRM training** will be integrated into the operator conversion training course.
- (b) Once an operator conversion course has been commenced, the flight crew member **shall not be assigned to flying duties on another type** or class of aircraft **until** the course is **completed** or terminated.
- (c) The amount of training required by the flight crew member for the operator's conversion course determined below table; in accordance with the standards of qualification and experience, taking into account applicant's previous training and experience.
- (d) The flight crew member shall complete:
 - (1) the operator proficiency check and the emergency and safety equipment training and checking before commencing line flying under supervision (LIFUS); and
 - (2) the line check upon completion of line flying under supervision.

OPERATOR CONVERSION TRAINING SYLLABUS

- (1) The operator conversion training will include, **IN THE FOLLOWING ORDER** :
 - (i) ground training and checking, including all of the following:
 - (A) aircraft systems;
 - (B) normal procedures, which include flight planning and ground-handling and flight operations, including performance, mass and balance, fuel schemes, selection of alternates, and ground de-icing/anti-icing;
 - (C) abnormal and emergency procedures, which include pilot incapacitation as applicable;
 - (D) a review of relevant samples of accident/incident and occurrences to increase awareness of the occurrences that may be relevant for the intended operation;
 - (ii) emergency and safety equipment training and checking, (completed before any flight training in an aircraft commences);
 - (iii) flight training and checking (aircraft and/or FSTD); and
 - (iv) line flying under supervision and line check.
- (2) When the flight crew member has not previously completed an operator's conversion course, he/she should undergo general **first-aid training** and, if applicable, **ditching procedures training using the equipment in water**.
- (3) KAAAN AIR will ensure that;
 - (i) applicable elements of CRM training, as specified in Table 2.1.3 of AMC1 ORO.FC.115, are integrated into all appropriate phases of the conversion training; and
 - (ii) the personnel integrating elements of CRM into conversion training are suitably qualified, as specified in AMC2 ORO.FC.146.

TRAINING PROGRAMMES

KAAN AIR ensures that training programmes include the relevant de-identified feedback from the management system, including occurrence reporting and flight data monitoring programmes.

	OPERATOR CONVERSION TRAINING	...	DURATION	...
(a)	Crew Resource Management (CRM)		18/12 hrs for INITIAL, 4 hrs for OCT when changing aircraft or operator	
(b)	Ground Training			
	(A) Aircraft systems, (B) Normal procedures; flight planning, ground-handling, flight operations; performance, mass and balance, fuel schemes, selection of alternates, (C) Abnormal and emergency procedures; pilot incapacitation, (D) Review of relevant samples of accident/incident and occurrences.		(A) <u>28.5+1.5</u> or <u>28:42+01:18</u> or <u>46.5+1.5</u> or <u>58.5+1.5</u> hrs; iaw type related SHT-FCL article for INITIAL types, --- (A) Minimum 2 hrs (may be increased if contractor's Distance Training electronic portal used); when plt has the type previously --- (B+C+D) 1+1+1 hr	
(c)	Emergency and Safety Equipment Training and Checking		2 hrs (Should be completed <u>before any flight training in an aircraft commences</u>)	
(i)	<u>Operations where no cabin crew is required:</u> - Passenger Handling		1 hr	
(ii)	- Discipline and Responsibilities, - Security Procedures		1 hr 1 / 4 hrs (In-House or Airport Police Dept.)	
(iii)	- Passenger Briefing / Safety Demonstrations		1 hr	
(iv)	- Operations Manual (Part A, B, C, D overview)		1 hr	
(v)	- Quality Briefing + SMS Briefing		2 hrs + 2 hrs	
(d)	Flight Training (FLT TRN) (+ Actual A/C, if needed)		<u>3/5/8+1 hrs or 3/4/6/7/8/9/10/14/16/20+0/2+ (2/4) hrs</u> iaw type related SHT-FCL article for INITIAL types, --- min. 01:00 hr before only OPC/LPC	
(e)	Operator Proficiency Check (OPC)		01:00 (VFR) 01:30 (VFR+IFR)	
(f)	Line Flying Under Supervision (LIFUS) and Line Check (LC)		LIFUS; minimum 01:40 / 03:20 hrs minimum 5 / 10 Sectors --- LC; 2 x minimum 00:20 hrs	

CTF-02 Operator Conversion Training FORM

(02.01.04.00)- Prevention of Misuse of Psychoactive Substances Training

Revizyon No: 19 Revizyon Tarihi: 24.07.2025

GM1 CAT.GEN.MPA.170(b) / CAT.GEN.MPA.170 / CAT.GEN.MPA.215

KAAN AIR's policy on prevention of misuse of psychoactive substances will be that flight and cabin crew, as well as other safety-sensitive personnel, are dealt with in a consistent, just and fair manner as regards the prevention and detection of misuse of psychoactive substances.

KAAN AIR's training policy on misuse of psychoactive substances will include training and/or educational material on:

- (1) the effects of psychoactive substances on individuals and on flight safety;
- (2) established procedures within the organisation to prevent misuse of psychoactive substances;
- (3) individual responsibilities with regard to applicable legislation and policies on psychoactive substances; and
- (4) assistance provided by the support programme in accordance with CAT.GEN.MPA.215.

This training will be given to all company personnel within the scope of **Operator Conversation Training**, and the flight/cabin crew will **receive this training every year within the scope of Recurrent Training**.

KAAN AIR will **outsource** this training within the scope of e-learning without an exam and it will be carried out according to the program specified in OM - D 02.01.13-Distance / Virtual Classroom Training section.

(02.01.04.01)- Ground Training and Checking

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.220

(1) Ground training will comprise a properly organised programme of ground instruction supervised by training staff with adequate facilities, including any necessary audio, mechanical and visual aids. **Self-study using appropriate electronic learning aids**, computer-based training (CBT), etc., may be used with adequate supervision of the standards achieved. However, if the aircraft concerned is relatively simple, unsupervised private study may be adequate if KAAAN AIR provides suitable manuals and/or study notes.

(2) The course of ground instruction will incorporate **formal tests**.

(02.01.04.02)- Emergency and Safety Equipment Training (ESET) and Checking

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.220

(1) Emergency and safety equipment training will take place in conjunction with cabin/technical crew undergoing similar training with emphasis on coordinated procedures and two-way communication between the flight crew compartment and the cabin.

(2) On the initial conversion course and on subsequent conversion courses as applicable, the following will be addressed:

- (i) Instruction on **first-aid** in general (initial conversion course only); instruction on first-aid as relevant to the aircraft type of operation and crew complement, including those situations where no cabin crew is required to be carried (initial and subsequent).
- (ii) **Aero-medical** topics, including:
 - (A) hypoxia;
 - (B) hyperventilation;
 - (C) contamination of the skin/eyes by aviation fuel or hydraulic or other fluids;
 - (D) hygiene and food poisoning; and
 - (E) malaria.
- (iii) The **effect of smoke** in an enclosed area and actual use of all relevant equipment in a simulated smoke-filled environment.
- (iv) Actual **fire fighting**, using equipment representative of that carried in the aircraft on an actual or simulated fire except that, with Halon extinguishers, an alternative extinguisher may be used.
- (v) The operational procedures of **security, rescue and emergency services**.
- (vi) **Survival information** appropriate to their areas of operation (e.g. polar, desert, jungle or sea) and training in the use of any survival equipment required to be carried.
- (vii) A comprehensive drill to cover all **ditching procedures** where flotation equipment is carried. This will include practice of the actual donning and inflation of a lifejacket, together with a demonstration or audio-visual presentation of the inflation of life-rafts and/or slide-rafts and associated equipment. This practice will, on an initial conversion course, be conducted using the equipment in water, although previous certified training with another operator or the use of similar equipment will be accepted in lieu of further wet-drill training.
- (viii) Instruction on the **location of emergency and safety equipment**, correct use of all appropriate drills, and procedures that could be required of flight crew in different emergency situations. **Evacuation of the aircraft** (or a representative training

device) by use of a **slide** where fitted will be included when the operations manual procedure requires the early evacuation of flight crew to assist on the ground.

Some of ESET items are checked every year; some of them are checked once in a three year. These items are also listed in the forms that are CTF-03 ESET Initial and CTF-10 ESET Recurrent Check Form.

(02.01.04.03)- Passenger Handling for Operations where "No Cabin Crew is Required"

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.220

Other than general training on dealing with people, emphasis **will** be placed on the following:

- (A) advice on the recognition and management of passengers who appear or are intoxicated with alcohol, under the influence of drugs or aggressive;
- (B) methods used to motivate passengers and the crowd control necessary to expedite an aircraft evacuation; and
- (C) the importance of correct seat allocation with reference to aircraft mass and balance. Particular emphasis **will** also be given on the seating of special categories of passengers.

(02.01.04.04)- Discipline and Responsibilities for Operations where "No Cabin Crew is Required"

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.220

Emphasis **will** be placed on discipline and an individual's responsibilities in relation to:

- (A) his/her ongoing competence and fitness to operate as a crew member with special regard to flight and duty time limitation (FTL) requirements; and
- (B) security procedures.

(02.01.04.05)- Passenger Briefing / Safety Demonstrations for Operations where "No Cabin Crew is Required"

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.220

Training **will** be given in the preparation of passengers for normal and emergency situations.

(02.01.04.06)- Flight Training

Revizyon No: 19 Revizyon Tarihi: 24.07.2025

AMC1 ORO.FC.220 / ORO.FC.220

(1) Flight training will be conducted to familiarise the flight crew member thoroughly with all aspects of limitations and normal, abnormal and emergency procedures associated with the aircraft and will be **carried out by suitably qualified class and type rating instructors and/or examiners**. For specific operations, such as steep approaches, ETOPS, or operations based on QFE, additional training will be carried out, based on any additional elements of training defined for the aircraft type in the operational suitability data in accordance with Commission Regulation (EU) No 748/2012, where they exist.

(2) **In planning flight training on aircraft** with a flight crew of two or more, particular emphasis will be placed on the **practice of LOFT** with emphasis on CRM, and the use of crew coordination procedures, including coping with incapacitation.

(3) Normally, the same training and practice in the flying of the aircraft will be **given to copilots as well as commanders**. The **'flight handling'** sections of the syllabus for commanders and co-pilots alike will include all the requirements of the operator proficiency check required by ORO.FC.230.

NOTE : Company **FLT TRN** form CTF-25 will be used, even the **flight training** done in ATO facility.

(02.01.04.07)- Operator Proficiency Check (OPC)

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.220

(1) Reserved

(2) For helicopters, the operator proficiency check that is part of the operator's conversion checking will include at least the following emergency/abnormal procedures as relevant to the helicopter and operations:

- (i) engine fire;
- (ii) interior helicopter fire or smoke;
- (iii) emergency operation of undercarriage;
- (iv) hydraulic failure;
- (v) electrical failure;
- (vi) flight and engine control system malfunctions;
- (vii) recovery from unusual attitudes;
- (viii) landing with one or more engine(s) inoperative;
- (ix) instrument meteorological conditions (IMC) autorotation techniques;
- (x) autorotation to a designated area;
- (xi) pilot incapacitation;
- (xii) directional control failures and malfunctions; and
- (xiii) engine failure and if relevant, relight;

And for multi-engined helicopters:

- (xiv) engine failure during take-off before decision point;
- (xv) engine failure during take-off after decision point;
- (xvi) engine failure during landing before decision point; and
- (xvii) engine failure during landing after decision point.

(3) **For helicopter pilots required to engage in IFR operations**, the proficiency check will include the following additional normal/abnormal/emergency procedures:

- (i) 3D approach operation to minima;
- (ii) go-around on instruments;
- (iii) 2D approach operation to minima;
- (iv) if relevant, at least one of the 3D or 2D approach operations will be an RNP APCH or RNP AR APCH operation;
- (v) in the case of multi-engined helicopters, a simulated failure of one engine to be included in either the 3D or 2D approach operation to minima; and
- (vi) where appropriate to the helicopter type, approach with flight control system/flight director system malfunctions, flight instrument and navigation equipment failures.

(4) For helicopters, the flight crew will be assessed on their CRM skills in accordance with the methodology described in AMC1 ORO.FC.115 and as specified in the operations manual.

(5) The use of FSTDs, composition of the flight crew, and the possible combinations with training or with the licence proficiency check will be defined as per AMC1 ORO.FC.230.

NOTE : Company OPC form CTF-16 will be used, even the check done in outside ATO facility.

(02.01.04.08)- Line Flying Under Supervision (LIFUS) and Line Check (LC)

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.220

Following completion of flying training and checking as part of the conversion course, all flight crew members operate;

- minimum of **10 sectors** and **03:20 hrs** when type rated first time **after joining company**, or
- minimum of **5 sectors** and **01:40 hrs** when;
 - **already qualified on the aircraft type, but coming from another company, or**
 - **changing type while working in the company;**

under the supervision of the suitably qualified commanders nominated by KAAAN AIR.

Line flying under supervision (**LIFUS**) provides the opportunity for a flight crew member to carry into practice the procedures and techniques he has been made familiar with during ground and flying training on a conversion **training**.

On completion of flying hours under supervision, a Line Check (**LC; consisting minimum 2 sorties, as for PF and PM duties**) is carried out by a commander nominated by KAAAN AIR Training Manager and Quality Manager in accordance with KAAAN AIR Line Flying under Supervision and Line Check Form which is at Appendices.

02.01.05-RECURRENT TRAINING AND CHECKING

Revizyon No: 17 Revizyon Tarihi: 30.10.2023

ORO.FC.230 / AMC1 ORO.FC.230 / AMC3 ORO.FC.230

(a) Each flight crew member shall complete recurrent training and checking relevant to the type or variant, and associated equipment of aircraft on which they operate.

(b) Operator proficiency check

- (1) Each flight crew member shall complete operator proficiency checks as part of the normal crew complement.
- (2) When the flight crew member will be required to operate under IFR, the operator proficiency check shall be conducted without external visual reference, as appropriate.
- (3) The validity period of the **operator proficiency check** shall be **6 calendar months**. The proficiency check **shall be undertaken before commencing CAT operations**.

(c) Line check

Each flight crew member shall complete a line check on the aircraft. The validity period of the line check shall be 12 calendar months.

(d) Emergency and safety equipment training and checking

Each flight crew member shall complete recurrent training and checking on the location and use of all emergency and safety equipment carried on board the aircraft. The validity period of an emergency and safety equipment training and checking shall be 12 calendar months.

(e) CRM training

- (1) Elements of CRM shall be integrated into all appropriate phases of the recurrent training.
- (2) Each flight crew member shall undergo specific modular CRM training. All major topics of CRM training shall be covered by distributing modular training sessions as evenly as possible over each 3-year period.

(f) Each flight crew member shall undergo ground training and flight training in an FSTD or an aircraft, or a combination of FSTD and aircraft training, at least every 12 calendar months.

KAAN AIR ensures that training programmes include the relevant de-identified feedback from the management system, including occurrence reporting and flight data monitoring programmes.

RECURRENT TRAINING & CHECK		DURATION
(1)	Ground Training	Minimum 4 hrs TOTAL
	(A) Aircraft systems; (B) Operational procedures and requirements, including ground de-icing/anti-icing and Pilot Incapacitation; and (C) Accident/incident and occurrence review	(A) Minimum 2 hrs (may be increased if contractor's Distance Training electronic portal used), (B) 1 hr, (C) 1 hr.
(2)	Emergency and Safety Equipment Training and Check	1 hr
(3)	Crew Resource Management (CRM) Training (Annual Recurrent)	4 hrs
(4)	Aircraft / FSTD Training	1 hr FLTRN before LPC, No FLTRN before OPC
(5)	Operator Proficiency Check (OPC)	01:00 hr VFR 01:30 hrs VFR+IFR (w/ Helicopter) 02:00 hrs SIM
(6)	Line Check (LC) (including CRM Assessment)	Minimum 2 x 00:20 hr

(02.01.05.01)- Ground Training and Checking

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.230

(i) The ground training programme will include:

- (A) aircraft systems;
- (B) normal procedures, which include flight planning and ground-handling and flight operations, including performance, mass and balance, fuel schemes, selection of alternates, and ground de-icing/anti-icing;
- (C) abnormal and emergency procedures, which include pilot incapacitation as applicable;
- (D) a review of relevant samples of accident/incident and occurrences to increase awareness of the occurrences that may be relevant for the intended operation.

(ii) Knowledge of the ground training **will be verified by a questionnaire or other suitable methods.**

(02.01.05.02)- Emergency and Safety Equipment Training and Checking (ESET)

Revizyon No: 3 Revizyon Tarihi: 14.08.2018

AMC1 ORO.FC.230

Emergency and Safety Equipment Training is a part of Recurrent Training and applicable for all KAA AIR pilots.

(i) Emergency and safety equipment training may be combined with emergency and safety equipment checking and should be conducted in an aircraft or a suitable alternative training device.

(ii) **Every year** the emergency and safety equipment training programme should include the following:

- (A) Actual donning of a life-jacket, where fitted;
- (B) Actual donning of protective breathing equipment, where fitted;
- (C) Actual handling of fire extinguishers of the type used;
- (D) Instruction on the location and use of all emergency and safety equipment carried on the aircraft;
- (E) Instruction on the location and use of all types of exits;
- (F) Security procedures.

(iii) **Every 3 years** the programme of training should include the following:

- (A) Actual operation of all types of exits;
- (B) Demonstration of the method used to operate a slide where fitted;
- (C) Actual fire-fighting using equipment representative of that carried in the aircraft on an actual or simulated fire except that, with Halon extinguishers, an alternative extinguisher may be used;
- (D) The effects of smoke in an enclosed area and actual use of all relevant equipment in a simulated smoke-filled environment;
- (E) Actual handling of pyrotechnics, real or simulated, where applicable;
- (F) Demonstration in the use of the life-rafts where fitted. In the case of helicopters involved in extended over water operations, demonstration and use of the life-rafts

Helicopter water survival training

Where life-rafts are fitted for helicopter extended overwater operations (such as sea pilot transfer, **off shore operations**, regular, or scheduled, coast-to-coast overwater operations), a comprehensive wet drill to cover all ditching procedures should be practiced by aircraft crew. This wet drill should include, as appropriate, practice of the actual donning and inflation of a life-jacket, together with a demonstration or audiovisual presentation of the inflation of life-rafts. Crews should board the same (or similar) life-rafts from the water whilst wearing a life-jacket. Training should include the use of all survival equipment carried on board life-rafts and any additional survival equipment carried separately on board the aircraft;

- Consideration should be given to the provision of further specialist training such as **underwater escape training**. Where operations are predominately conducted **offshore**, operators should conduct 3-yearly helicopter underwater escape training at an appropriate facility;
- **Wet practice drill** should always be given in initial training unless the crew member concerned has received similar training provided by another operator;

(G) Particularly in the case where no cabin crew is required, first-aid, appropriate to the aircraft type, the kind of operation and crew complement.

(iv) The successful resolution of aircraft emergencies requires interaction between flight crew and cabin / technical crew and emphasis should be placed on the importance of effective coordination and two-way communication between all crew members in various emergency situations.

(v) Emergency and safety equipment training should include joint practice in aircraft evacuations so that all who are involved are aware of the duties other crew members should perform. When such practice is not possible, combined flight crew and cabin / technical crew training should include joint discussion of emergency scenarios.

(vi) Emergency and safety equipment training should, as far as practicable, take place in conjunction with cabin / technical crew undergoing similar training with emphasis on coordinated procedures and two-way communication between the flight crew compartment and the cabin.

Emergency and Safety Equipment Recurrent Training and Checking are combined and carried out by an instructor nominated by KAAAN AIR Training Manager and Quality Manager in KAAAN AIR Training Department in accordance with KAAAN AIR Emergency and Safety Equipment Recurrent Training and Checking Form located at Appendices.

This training and checking is conducted in a helicopter at least every 12 months. If issued within the final 3 calendar months of validity of a previous emergency and safety check, the period of validity shall extend from the date of issue until 12 calendar months from the expiry date of that previous emergency and safety equipment check.

(02.01.05.03)- CRM

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.230

Elements of CRM training, as specified in Table 1 (2.1.3) of AMC1 ORO.FC.115, will be integrated into all appropriate phases of recurrent training.

CRM assessment **should not be used as a reason for a failure of a Line Check, unless** the observed behaviour could lead to an **unacceptable reduction in safety margin**.

(02.01.05.04)- Aircraft / FSTD Training

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.230

(i) General

- (A) The aircraft/FSTD training programme will be established in a way that all major failures of aircraft systems and associated procedures will have been trained in the preceding 3-year period.
- (B) When engine-out manoeuvres are carried out in an aircraft, the engine failure will be simulated.
- (C) **The recurrent aircraft/FSTD training of a single task or manoeuvre will be separate from and will not take place at the same time as, an operator proficiency check of the item.**

(ii) Helicopters

- (A) If the operator is able to demonstrate, on the basis of a compliance and risk assessment, that **alternating the use of an FSTD with the use of an aircraft** for this training provides equivalent standards of training with safety levels similar to those achieved using an FSTD, the **aircraft may be used** (alternating with the use of an FSTD) for this training to the extent necessary.
- (B) **Where a suitable FSTD is available and accessible**, it will be used to complete the following additional items:
 - **settling with power and vortex ring;**
 - **loss of tail rotor effectiveness.**

(02.01.05.05)- Operator Proficiency Check (OPC)

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.230 / GM1 ORO.FC.230

OPC is performed according to **CTF-16 SPH/MPH Operator Proficiency Check Report Form** and period is 6 months.

(i) Reserved

(ii) Helicopters

- (A) The aircraft/FSTD checking programme will be established in a way that all major failures of aircraft systems and associated procedures will have been checked in the preceding 3-year period. The operator will define which failures are major for the purpose of the operator proficiency check based on a risk assessment, taking the following into account:
 - (a) cautions or warnings associated with the failure;
 - (b) the criticality of the situation or failure;
 - (c) the outcome of the procedure (land immediately or as soon as possible as opposed to land as soon as practical);
 - (d) when available, manufacturer documentation; and
 - (e) the list of abnormal/emergency procedures described in point (e)(1) of AMC1 ORO.FC.220.In addition, for **single-engined helicopters**, each operator proficiency check will include at least the following procedures:
 - (f) engine failure;
 - (g) directional control failures and malfunctions; and

(h) hydraulic failure as applicable.

(B) **When a group of single-engine turbine or single-engine piston helicopter types** is defined for the purpose of extending the validity of the operator proficiency check, all major system failures will nevertheless be checked on every type within a 3-year cycle unless credits related to the training, checking and recent experience requirements are defined in the operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 for the relevant types or variants.

(C) For pilots **required to engage in IFR operations**, proficiency checks include the following additional normal/abnormal/emergency procedures:

- 3D approach operation to minima;
- go-around on instruments;
- 2D approach operation to minima;
- if relevant, at least one of the 3D or 2D approach operations will be an RNP APCH or RNP AR APCH operation;
- in the case of multi-engined helicopters, a simulated failure of one engine to be included in either the 3D or 2D approach operation to minima;
- where appropriate to the helicopter type, approach with flight control system/flight director system malfunctions, flight instrument and navigation equipment failures.

(D) Before a flight crew member without a valid instrument rating is allowed to **operate in VMC at night**, they will be required to undergo a proficiency check at night. **Thereafter, each second proficiency check will be conducted at night.**

(E) Operator proficiency checks will be conducted **with two qualified pilots in multi-pilot operations, and one qualified pilot in single-pilot operations**. A pilot flying **both single-pilot and multi-pilot operations** will be checked in multi-pilot conditions with the essential malfunctions or manoeuvres below being also checked in the single-pilot role:

- (a) at least two abnormal or emergency manoeuvres relevant to the type based on a risk assessment;
- (b) one instrument approach for IFR operations.

(F) The flight crew will be assessed on their CRM skills in accordance with the methodology described in AMC1 and AMC2 ORO.FC.115 and as specified in the operations manual.

(G) If KAA AIR is able to demonstrate, on the basis of a compliance and risk assessment, that alternating the use of an FSTD with the use of an aircraft for this training provides equivalent standards of checking with safety levels similar to those achieved using an FSTD, the **aircraft may be used** (alternating with the use of an FSTD) for this checking to the extent necessary.

(iii) **Operator Proficiency Checks (OPC) may be combined with the Skill Test or Proficiency Check required for the issue, the revalidation or renewal of the aircraft type rating and with the Skill Test required for the issue of the ATPL licence.**

When an FSTD is used, the opportunity will be taken, where possible, to use LOFT.

MAJOR FAILURES — HELICOPTERS

The list of major failures as defined in AMC1 ORO.FC.230 for the purpose of training may be more extensive than the list covered in the 3-yearly operator proficiency checking programme for the following reasons:

- (1) It may happen that several training elements are covered by a single check; and
- (2) Certain complex system malfunctions are best explored under recurrent training, where the trainee will derive more benefit and training to proficiency is also employed.

Once every 12 months the checks prescribed below may be combined with the proficiency check for revalidation or renewal of the aircraft type rating and CTF-09 Skill Test and Proficiency Check Form used.

OPCs will be conducted by a type rating examiner (TRE) or a synthetic flight examiner (SFE), as applicable.

NOTE : *Company OPC form CTF-16 will be used, even the check done in outside ATO facility.*

In the case of **single-pilot operations**, the recurrent checks will be performed in the single-pilot role in an environment representative of the operation.

(02.01.05.06)- Line Check (LC)

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.230 / GM1 ORO.FC.230

The line check is considered a particularly important factor in the development, maintenance and refinement of high operating standards, and can provide KAA AIR with a valuable indication of the usefulness of its training policy and methods.

Line checks are a test of a flight crew member's ability to perform a complete line operation, including pre-flight and post-flight procedures and use of the equipment provided, and an opportunity for an overall assessment of their ability to perform the duties required as specified in the operations manual. **The line check is not intended to determine knowledge on any particular route.**

Line Check (consisting minimum 2 sorties, as for PF and PM duties) is performed according to Line Check Form and period is 12

months.

When the operator proficiency check, line check or emergency and safety equipment check are undertaken within the final 3 calendar months of validity of a previous check, the period of validity of the subsequent check will be counted from the expiry date of the previous check.

(i) Line checks will establish the ability to perform satisfactorily a complete line operation, including pre-flight and post-flight procedures and use of the equipment provided, as specified in the operations manual. **The route chosen will be such as to give adequate representation of the scope of a pilot's normal operations.** The commander, or any pilot who may be required to relieve the commander, will also demonstrate his/her ability to 'manage' the operation and take appropriate command decisions.

(ii) The flight crew **will be assessed on their CRM skills** in accordance with the methodology described in AMC1 ORO.FC.115 and as specified in the operations manual.

(iii) **CRM assessment will not be used as a reason for a failure of the line check**, unless the observed behaviour could lead to an unacceptable reduction in safety margin.

(iv) When pilots are assigned duties as pilot flying (PF) and pilot monitoring (PM), they will be checked in both functions.

(v) Line checks will be conducted by a commander nominated. **KAAN AIR will inform TR DGCA about the persons nominated.**

The person conducting the line check will occupy an observer's seat where installed.

(A) Reserved

(B) If an observer's seat is not installed but a forward-facing passenger seat allows a good view and sound of the cockpit and the crew, this seat will be used as an observer's seat.

(C) If an observer's seat is not available and cannot be installed, the commander nominated by the operator will occupy a pilot seat to conduct the line check.

(vi) **CRM assessment during the line check**

(A) The CRM assessment taking place during the line check will be solely based on observations made during the initial briefing, cabin briefing, flight crew compartment briefing and those phases where the line checker occupies the observer's seat.

(B) If an observer's seat is not available and cannot be installed, then the operator will define the best way to assess CRM taking into account the CRM principles above.

(vii) **Complementary CRM assessment**

If a suitable FSTD is available and accessible for operator proficiency checks or FSTD training, then a CRM assessment will take place in a line-oriented flight scenario (LOFT or line-oriented section of the OPC) of an FSTD session. This assessment complements the CRM assessment taking place **during the line check but is not part of the line check.**

(viii) **Where a pilot is required to operate as pilot flying and pilot monitoring, they will be checked on one flight sector as pilot flying and on another flight sector as pilot monitoring.**

In the case of single-pilot operations, the recurrent checks will be performed in the single-pilot role in an environment representative of the operation.

(02.01.05.07)- Use of FSTD

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

AMC1 ORO.FC.230

(1) Training and checking provide an opportunity to practice abnormal/emergency procedures that rarely arise in normal operations and will be part of a structured programme of recurrent training. This will be carried out in an FSTD **when available and accessible.**

(2) **The line check will be performed in the aircraft.** All other training and checking will be performed in an FSTD, or, if it is not reasonably practicable to gain access to such devices, in an aircraft of the same type or in the case of emergency and safety equipment training, in a representative training device. The type of equipment used for training and checking will be representative of the instrumentation, equipment and layout of the aircraft type operated by the flight crew member.

(3) Because of the unacceptable risk when simulating emergencies such as engine failure, icing problems, certain types of engine(s) (e.g. during continued take-off or go-around, total hydraulic failure), or because of environmental considerations associated with some emergencies (e.g. fuel dumping) **these emergencies will preferably be covered in an FSTD. If no FSTD is available**, these emergencies may be **covered in the aircraft** using;

- a safe airborne simulation,
- bearing in mind the effect of any subsequent failure, and
- the exercise must be preceded by a comprehensive briefing.

(02.01.06)- Pilot Qualifications to Operate in EITHER PILOT SEAT

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

ORO.FC.235 / GM1 ORO.FC.235(f);(g) / ORO.FC.135 / AMC1 ORO.FC.135 / ORO.FC.236 / AMC1 ORO.FC.236 / GM1 ORO.FC.236

The training and checking for pilot qualification to operate in either pilot's seat will include any safety-critical items as specified in the operations manual where the action to be taken by the pilot is different depending on which seat, they occupy.

(a) The check may be conducted together with the OPC prescribed in ORO.FC.230 (b).

(b) If additional training needed shall include at least the following:

- an engine failure during take-off ;
- a one-engine-inoperative approach and go-around; and
- a one-engine-inoperative landing.

(c) The validity period shall be 12 calendar months.

(d) When operating in the co-pilot's seat, the checks required by ORO.FC.230 for operating in the commander's seat shall, in addition, be valid and current.

(e) Reserved

(f) The pilot, other than the commander, occupying the commander's seat shall demonstrate practice of drills and procedures, concurrent with the operator proficiency checks prescribed in ORO.FC.230(b), which are the commander's responsibility acting as pilot monitoring. Where the differences between left- and right-hand seats are not significant, practice may be conducted in either seat. (The differences between left- and right-hand seats may not be significant in cases where, for example, the autopilot is used.)

(g) Helicopter pilots whose duties require them to operate in either pilot's seat shall complete additional training and checking to ensure that they are proficient in conducting the relevant normal, abnormal and emergency procedures from either seat. The validity period of this qualification shall be 12 calendar months.

(h) Current FIs or TRIs on the relevant type are considered to fulfil the requirement of point (g) if they have had a FI or TRI activity in the last 6 months on that type and on the helicopter.

GENERAL

(i) KAAAN AIR will conduct a check every year The training and checking may take place during or together with an operator proficiency check **or an aircraft/FSTD training session.**

(j) When engine-out manoeuvres are carried out in an aircraft, the engine failure will be simulated.

(k) Helicopter pilots will meet one of the following criteria:

- (1) complete their operator proficiency checks from left- and right-hand seats; or
- (2) for **multi-engined helicopters**, if two consecutive operator proficiency checks are conducted from the same seat, the pilot will complete at least the following from the other pilot's seat:
 - (i) an engine failure during take-off;
 - (ii) a one-engine-inoperative approach and go-around; and
 - (iii) a one-engine-inoperative landing;
- (3) for **single-engined helicopters**, if two consecutive operator proficiency checks are conducted from the same seat, the pilot will complete **at least one autorotation training or checking from the other pilot's seat.**

QUALIFICATION TO FLY IN EITHER PILOT'S SEAT — NOMINATED COMMANDER CONDUCTING LINE CHECKS

In the case of a line check revalidation of a fully qualified commander in single-pilot operations, the **line checker does not require a qualification to operate in either pilot's seat**, regardless of the seat he or she occupies, provided that the line checker has no pilot duties other than checking.

(02.01.07)- OPERATION ON MORE THAN ONE TYPE OR VARIANT

Revizyon No: 6 Revizyon Tarihi: 28.02.2020

ORO.FC.240

KAAN Air Fleet Types is at below sheet, including; SEH, MEH-L (Light), MEH-M (Medium) and MEH-H (Heavy) helicopter types:

Table-1

NO	TYPE	CATEGORY	MIN CREW	ENGINE		PAX	MAX T/O (KG)
1	LEONARDO A119	SEH	1	Turbine	Single	1+7	2850
2	LEONARDO AW109	MEH-L (Light)		Turbine	Twin	1+7	3175
3	LEONARDO A139	MEH-M (Medium)	2 (1 for non-revenue flights iaw OM-A-08.07)	Turbine	Twin	Airtaxi 2+9 Offshore 2+10	6400 6800 7000
4	KAMOV Ka-32	MEH-H (Heavy)		Turbine	Twin	2+13	11000

Pilots authorized to operate on more than one type; they shall be fully qualified in accordance with OM Part A and D. If a flight crew member operates more than one type or variant the following provisions should be met:

(i) The **recency requirement** below should be met and confirmed; A pilot must not operate a helicopter as part of the minimum crew, either as Pilot Flying (PF) or Pilot Monitoring (PM), unless he has carried out three (3) take-offs and three (3) landings in the previous 90 days as Pilot Flying in a helicopter, or in a flight simulator, of the same type.

(ii) **Recurrent Training and Checking** requirements with regard to recurrent training is as below :

(1) Ground trainings, Flight/Simulator trainings, ESET training and checks will be done **on each type**;

(2) 6 months OPC and Line Checks will be done on **each type** either.

(iii) The requirements of ORO.FC.230 with regard to proficiency checks may be met by a **6 monthly check** on **each type** or variant operated. However, a proficiency check **on each type** or variant operated should be completed every 12 months.

(iv) **For helicopters with a maximum certified take-off mass (MCTOM) of more than 5 700 kg**, or with a maximum operational passenger seating configuration (MOPSC) of more than 19; (same as like Leonardo A139 type – MEH-M category and KAMOV Ka-32 type – MEH-H category)

(A) The flight crew member **should not fly more than two (2) helicopter types**; sample categories are below according to Table-1 above;

Table-2

CATEGORIES FLYING	CATEGORIES WILL BE ADDED	MINIMUM HRS ON CATEGORIES	TOTAL FLIGHT HOURS NEEDED
SEH	+ MEH-M / H	150	2000
MEH-L	+ MEH-M / H	150	1750
MEH-M / H	+ SHE	100	1500
MEH-M / H	+ MEH-L / H	100	1500

(B) A minimum of **3 months and 150 hours experience** on the type or variant should be achieved before the flight crew member should commence the conversion course onto the new type or variant; and total flight hours needed as shown above table.

(C) **28 days and/or 50 hours flying** should then be achieved exclusively on the new type or variant; and

(D) A flight crew member **should not be rostered to fly more than one type** or significantly different variant of a type during a **single duty period**.

(v) In the case of all **other helicopters**, the flight crew member **should not operate more than three (3) helicopter types** or significantly different variant, sample categories are below according to Table-1 on above;

Table-3

CATEGORIES FLYING	CATEGORIES WILL BE ADDED	MINIMUM HRS ON CATEGORIES	TOTAL FLIGHT HOURS NEEDED
SEH	+ SEH	50	2000
SEH	+ MEH-L	100	1750
SEH + SEH	+ MEH-L	100 + 50	1750
SEH + MEH-L	+ SEH	100 + 30	1750
MEH-L	+ SEH	100	1500
MEH-L + SEH	+ SEH	100 + 30	1500

(A) Before exercising the privileges of more than one type, flight crew member shall have completed **one (1) KAA AIR proficiency check** and **shall have minimum flight hours on categories as shown above table**.

(B) After completion of the initial line check on the new helicopter type, 15 hours flying or 10 sectors shall be achieved solely on helicopter of the new type rating.

(02.01.08)- Differences Training and Familiarisation Training

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

ORO.FC.125 / AMC1 ORO.FC.125

(a) Differences training requires additional knowledge and training on the aircraft or an appropriate training device. It should be carried out:

- (1) when introducing a significant change of equipment and/or procedures on types or variants currently operated; and
- (2) in the case of helicopters, when operating a variant of a helicopter currently operated.

(b) Familiarisation training requires only the acquisition of additional knowledge. It should be carried out when:

- (1) operating another helicopter of the same type; or
- (2) when introducing a significant change of equipment and/or procedures on types or variants currently operated.

(02.01.09)- HOFO - Helicopter OFFSHORE Operations

Revizyon No: 15 Revizyon Tarihi: 26.03.2023

SPA.HOFO.170 / AMC1 SPA.HOFO.170(a)

Additional Reference: IOGP 590-C 1.5.2

(A) According to Helicopter Offshore Operations (HOFO)

(a) KAAAN AIR has established:

- (1) criteria for the **selection of flight crew members**, taking into account the flight crew members' previous experience;
- (2) a **minimum experience level** for a commander/pilot-in-command intending to conduct offshore operations; and
- (3) a flight crew **training and checking programme** that each flight crew member shall complete successfully. Such programme shall be adapted to the **offshore environment** and include normal, abnormal and emergency procedures, crew resource management, water entry and sea survival training.

(b) **Recency requirements** and trainings when needed;

A pilot shall only operate a helicopter carrying passengers:

(1) at an **offshore location**, as commander or pilot-in-command, or co-pilot, when he or she has carried out **in the preceding 90 days at least 3 take-offs**, departures, approaches and landings at an offshore location in a helicopter of the same type or a full flight simulator (FFS) representing that type; or

(2) by **night** at an **offshore location**, as commander or pilot-in-command, or co-pilot, when he/she has carried out **in the preceding 90 days at least 3 take-offs**, departures, approaches and landings at night at an offshore location in a helicopter of the same type or an FFS representing that type.

*The 3 take-offs and landings shall be performed in either multi-pilot or single-pilot operations, depending on the operation to be performed. If the pilot does not comply with the requirements in (2), he/she shall complete a **day or night training flight** in the helicopter or an FFS of the helicopter type to be used, which shall include at least the requirements described in (b)(1) and (2) before he/she can exercise his/her privileges.*

(c) Specific requirements for CAT:

(1) The 90-day period presented in points (b)(1) and (2) above **may be extended to 120 days** as long as the pilot undertakes line flying under the supervision of a type rating instructor or examiner.

(2) If the pilot does not comply with the requirements in (1), he/she shall complete a training flight in the helicopter or an FFS of the helicopter type to be used, which shall include at least the requirements described in (b)(1) and (2) before he or she can exercise his or her privileges.

(d) **Re-orientation flight** after absence:

(1) Pilots should be subject to a 're-orientation' flight after an **absence** from flying for a period of **45 days or longer**.

(2) Preferably, **a member of the Training Department** will monitor such flight. However, if such person is not available, **a Line Training Captain or Base Manager** (if a pilot) may monitor the flight.

(3) The intent is for pilots returning from extended time away to re-acclimate to the operational environment. The monitoring pilot should **annotate the flight** on the flight log record.

(B) FLIGHT CREW TRAINING AND CHECKING

(a) Flight crew training programmes will:

(1) improve knowledge of the offshore operations environment with particular consideration of visual illusions during approach, introduced by lighting, motion and weather factors;

(2) improve crew cooperation specifically for offshore operations;

(3) provide flight crew members with the necessary skills to appropriately manage the **risks associated** with normal, abnormal and emergency procedures during flights by day and night;

(4) if **night operations** are conducted, give particular consideration to approach, go-around, landing, and take-off phases;

(5) include instructions on the optimum use of the helicopter's **automatic flight control system (AFCS)**;

(6) for **multi-pilot operation**, emphasise the importance of multi-crew procedures, as well as the role of the pilot monitoring during all phases of the flight; and

(7) include standard operating procedures (**SOP**).

(b) Emergency and safety equipment training should focus on the equipment fitted/carried. **Water entry and sea survival training**, including operation of all associated safety equipment, should be an element of the recurrent training, as described in AMC1 ORO.FC.230(a)(2)(iii)(F).

(c) The training elements referred to above should be assessed during: operator proficiency checks, line checks, or, as applicable, emergency and safety equipment checks.

(d) Training and checking should make full use of **full flight simulators (FFSs)** for normal, abnormal, and emergency procedures related to all aspects of helicopter offshore operations (HOFO).

(C) OFFSHORE INTRODUCTION TRAINING

	Subjects	Hours
Ground Training	- Cat A Clear Area Procedures (AEO & OEI) - Cat A Offshore Helideck Procedures (AEO & OEI) - VFR Offshore Circuits Day/Night - IFR Offshore Operations - Airborne Radar Approaches (ARA) - IFR Flying	18:00 (3 days)
Flight Training and Check	Above subjects, w/ actual helicopter or SIM	08:00 (incl. check)

(02.01.10)- HESLO - Helicopter External Sling Load Operations (HESLO)

Revizyon No: 7 Revizyon Tarihi: 25.06.2020

ORO.SPO.100 / SPO.SPEC.HESLO.100 / AMC1 SPO.SPEC.HESLO.100 / GM1 SPO.SPEC.HESLO.100 / SPO.POL.146 / AMC1 SPO.POL.146(b)(1) / AMC1 SPO.POL.146(b)(2) / AMC1 SPO.POL.146(c) / GM1 SPO.POL.146(c) / SPO.OP.185 / SPO.OP.135 / AMC1 SPO.OP.135

HESLO means the external carriage, lowering, or picking up, by a helicopter by means of net, harness or sling suspended beneath the helicopter.

Helicopter flights for the purpose of transporting external loads by different means, e.g. under slung, external pods or racks. These operations are usually performed at a low height.

HESLO types:

HESLO 1	Short line, 20 m or less
HESLO 2	Long line, more than 20 m
HESLO 3	Specialised sling load, such as; Logging, insulators and pullers, traverse mounting, spinning of fibre cable, ice and snow removal from power lines, sawing, geophysical surveys, cable laying onto the ground or into ditches, avalanche control, landslide control
HESLO 4	Advanced sling load such as; Tower erecting, wire stringing, disassembly of masts and towers

HESLO Ground and Flight Training program; for flight - ground crew and Task Specialist are in the further pages in this chapter.

Note :

Simulated situations in flight:

Unless a task specialist is on-board the aircraft **for training**, the pilot-in-command shall, when carrying task specialists, **not**

simulate:

- a. situations that require the application of abnormal or emergency procedures; or
- b. flight in instrument meteorological conditions (IMC).

HESLO FLIGHT INSTRUCTION AND PROFICIENCY CHECKS

GENERAL :

PPL (H) only for non-commercial ops						
CPL (H) or ATPL (H)						
Type Rating						
Flight Experience	10:00	PIC on Type				

HESLO Ground Instruction	16:00	Completed				
Task Specialist Syllabus	02:00	Reviewed				

HESLO-1 :

	HRS	Hrs TOTAL	CYC	TOTAL	MISSION	TOTAL
HESLO-1	05:00		50		X	
PIC Under Supervision	03:00	(08:00) 300 in PIC (H)	30	80	5-X	
OPC	01:00					5
Additional			20	100		

HESLO-2 :

	HRS	Hrs TOTAL	CYC	TOTAL	MISSION	TOTAL
HESLO-1 Level, Type rating completed						
HESLO-2	02:00		20		X	
PIC Under Supervision	03:00	(05:00)	30	(50)	5-X	
OPC	01:00					5
Additional			350	500		

HESLO-3 :

	HRS	Hrs TOTAL	CYC	TOTAL	MISSION	TOTAL
HESLO-1 Level to 20 m, Type rating completed						
Practical Task Specialist	Training	for Logging				
HESLO-3	03:00		15			
PIC Under Supervision		15 in Type 20 in ops. env.			3	
OPC	01:00					
Additional		1.000 (H)	1.485	2.000		

HESLO-4 :

	HRS	Hrs TOTAL	CYC	TOTAL	MISSION	TOTAL
HESLO-2 or 3 Level, Type rating completed						
Practical Load Preparation	Training					
HESLO-4	03:00		15			
PIC Under Supervision		15 in Type 20 in ops.env.			3	
OPC	01:00					

HESLO ground instruction, HESLO flight training, HESLO flights under supervision and HESLO proficiency assessments may be combined with KAA AIR's **conversion course (OCT)**.

HESLO
THEORETICAL TRAINING
LOADING AND UNLOADING PRODUCTS FOR ENVIRONMENT CONSERVATION

DAY-1 :

LESSON Nr:	DESCRIPTION	LECTURE SESSION (h) (Instructor)	PRACTICAL SESSION (h) (Instructor)	Reference	TOTAL (hours)
M01	Local meteorological Information. Altimetry.	01:00		AMC1 SPO.SPEC.HESLO.100	01:00
M02	Practical terminologies.	01:30			02:30
M03	Knowledge about meteorological dangerous	00:30			03:00
P04	Base heliports, physical characteristics. Temporary and permanent heliports.	01:00			04:00
P05	<i>Confined Area Operations:</i> 1. Reconnaissance, 2. Approach, 3. Depiction of the approach profile, 4. Landings, 5. Take-off, 6. Depiction of the take-off profile, 7. Common mistakes	02:00			06:00

DAY-2 :

P06	Fuel and lubricants, manipulation.	00:30	00:30		07:00
P07	Aircraft HESLO equipment. Knowledge and safety installation. Personal equipment for the flight.	00:30	01:00	SPO.SPEC.HESLO.105	08:30
P08	External Load Performance. Loading and unloading products Actuation in case of emergencies.	01:00			09:30
P09	Pre-flight inspection. Briefings to ground personnel	00:30	00:30		10:30
O10	HESLO SOP	01:30		AMC1 SPO.SPEC.HESLO.100	12:00

DAY-3 :

O11	Communications. Radio Telephony standard procedures.	00:30	00:30		13:00
O12	Civil Aviation Legislation: 1. HESLO Operations 2. Overflight rules, 3. PIC responsibilities.	01:30		AMC1 SPO.SPEC.HESLO.100	14:30
O13	<i>Human Performance and Limitations:</i> 1. The thirst, 2. The hypoxia, 3. The tiredness, 4. Turbulence effects in altitude.	01:00			15:30
O14	<i>Navigation:</i> 1. Progress of the flight, 2. Detection of obstacles.	00:30			16:00

LOADING UNLOADING PRODUCTS (GM1 SPO.SPEC.HESLO.100)

APPLICATION AND REPORT FORM – TRAINING AND PROFICIENCY CHECK			
Applicant's last name(s):	Aircraft:	SE-SP: A H	ME-SP: A H
Applicant's first name(s):		SE-MP: A H	ME-MP: A H
Type of licence held:	Operations:	SP	MP
Licence number:	Checklist:	Training record:	Type rating:
State of licence issue:		Skill test:	MONT:
Validity:		Proficiency check:	FF:
Date:		CPL:	ATPL
Signature of applicant:	Check result:	Pass	Fail

SECTION 1 - Pre-flight procedures		Hel	Instructor	Examiner
1.1	Mass and Balance determination.			
1.2	HOGE mass calculation.			
1.3	External Load Performance (Section 4. KA-32A11BC-FMS-1.1).			
1.4	<i>Pre-Flight inspection (Section 2 – KA-32A11BC-FMS-28.1):</i> - Cables and electrical connection, - Valve condition, - Belt limit percentage 60 - 80 %. - Check of release control, - Cargo swing check – electrical control release; manual emergency release; load indicator.			

SECTION 2 - Take-off, unloaded		Hel	Instructor	Examiner
2.1	Crew coordination.			
2.2	Introduce practical hovering height on RA (50').			
2.3	Wind determination.			
2.4	Take-off path, define.			
2.5	Hovering above the load			
2.6	Mirrors adjustment.			
2.7	Take-off briefing, including the procedure to take in case of an emergency occurring during this phase, inside the exposure area.			
2.8	Define DPATO, 50' above obstacle, 45 kts.			
2.9	Lift-off the load to a height enough to avoid obstacles close to the ground.			
2.10	Monitoring Nr, ITT, transmittion and engine parameters.			
2.11	Starting translation smoothly.			
2.12	Releasing the load during take-off phase (simulated) in case of an emergency occurred before DPATO.			
2.13	Obstacles avoidance.			
2.14	Standard HESLO radio communication, apply.			

SECTION 3 - Route Planning and manoeuvres		Hel	Instructor	Examiner
3.1	Strait climbing and turns (speed and coordination). ROC control			
3.2	<i>HESLO manoeuvres. Limitations:</i> - Climbing speed, - Turns, bank angle limitations. Max 20 degrees with load - Slow change of attitude, - Coordination.			

SECTION 3 - Route Planning and manoeuvres (cont.)		Hel	Instructor	Examiner
3.3	Leveling:			
	1. Speed and coordination.			
	2. Turns (max:20°),			
	3. Increasing and decreasing speed (≥ 45 kts, ≤ 90 kts),			
	4. Descend and descending turns – ROD control,			
	5. Safety of people and propriety on the ground,			
	6. Use of "Indicator of Sling Longitudinal/ Lateral deflection".			

SECTION 4 – Loading		Hel	Instructor	Examiner
4.1	Crew Coordination.			
4.2	Loading spot, observation and choice. Look for obstruction.			
4.3	Find out and fix safe approach and take-off tracks.			
4.4	Approach checks.			
4.5	Final checks. Define Critical Point (before exposure area) and DPBL, 120', 45 kts.			
4.6	Loading procedures:			
	1. Hovering ($\geq 50' \leq 100'$). Descend vertically till touching the water,			
	2. Clearance to obstacles during loading manoeuvre,			
	3. Technique to loading (hovering at 45' to 50' on RA),			
	4. Correct use of mirrors,			
	5. Use of "Indicator of Sling Longitudinal/lateral deflection",			
	6. Enough hover height to keep the cables tightened,			
	7. Load indication,			
	8. Mass analysis.			

SECTION 5 - Take-off, loaded		Hel	Instructor	Examiner
5.1	Take-off path, define.			
5.2	Take-off briefing, including the procedure to take in case of an emergency occurring during this phase, inside the exposure area.			
5.3	Define DPATO, 50' above obstacle, 45 kts.			
5.4	Lift-off the load to a height enough to avoid obstacles close to the ground.			
5.5	Monitoring Nr, transmission and engine parameters.			
5.6	Starting translation smoothly			
5.7	Releasing the load during take-off phase (simulated) in case of an emergency occurred before DPATO.			
5.8	Obstacles avoidance.			
5.9	Standard HESLO radio communication, apply.			

SECTION 6 - Water dumping		Hel	Instructor	Examiner
6.1	Low speed flight and low speed manoeuvres (≥ 45 kts).			
6.2	Unloading site survey (power lines and other obstacles, position of firemen on the ground, wind direction, direction of the fire line being attacked, etc)			
6.3	Unloading site, wind direction and final course approach definition.			
6.4	Choice of outgoing path in case of go around (use of the engine power), (bucket fails to open).			
6.5	Height ($\geq 100' \leq 150'$ RA) and speed (≥ 45 kts ≤ 50 kts) during approaching the dumping site.			
6.6	Safety of people and propriety on the ground.			
6.7	Failure release (simulated).			
6.8	Emergency jettison (simulated)			

SECTION 7 - Landing with Bucket		Hel	Instructor	Examiner
7.1	Choice and inspection of landing site.			

SECTION 7 - Landing with Bucket (cont.)		Hel	Instructor	Examiner
7.2	Final approach course (obstacles clearance and speed).			
7.3	Landing manoeuvre with the load without ground support.			
7.4	Landing manoeuvre with the load with ground support: 1. Avoidance of electric statics effects, 2. Marshalling signals interpretation.			
7.5	Position and separation of load on the ground, attention to the tail boom and the landing gear position.			

SECTION 8 - Mountain flight with loaded		Hel	Instructor	Examiner
8.1	<i>Navigation:</i> 1. Flight techniques in the valleys. 2. Flight over mountain passes and ridges 3. U-turn in narrow valleys 4. Choice of safe flight path			
8.2	<i>Over flight and reconnaissance:</i> 1. Choice of the altitude for unloading, 2. Choice of the over flight pattern, 3. Ascendant and descending air currents in the mountainous terrain, determine, 4. Adverse weather conditions (turbulence etc.) awareness, 5. Evaluation of the site for unloading (slope up or down), 6. Collision avoidance, 7. Definition of the references for the approach (critical points), 8. Determination of the circuit pattern altitude, 1. Choice of the final speed depending on the unloading site profile.			
8.3	<i>Approach:</i> 1. Unloading pattern altitude, 2. Precision of flight along the approach path, 3. Corrections on the final path (accuracy and effectiveness), 4. Unloading site (precision of the direction and of the altitude), 5. Choice of outgoing path in case of go around (use of the engine power) on various profiles, (bucket fails to open).			

SECTION 9 - Training and Discussion of Emergency Procedures						Hel	Instructor	Examiner
9.1	AFCS failure.							
9.2	Engine flame-out. OEI procedures.							
9.3	Engine fire.							
9.4	Gear box oil high temperature.							
9.5	Vortex.							
9.6	Load hunting.							
DATE	HEL. REGIST.	ATD	ATA	FLIGHT TIME	LDG	SLINGS	LOG/SERV.	
REMARKS:								

Safety Briefing - General

- a. KAAAN AIR shall ensure that, prior to take-off **task specialists** are given a briefing on:
 - 1. emergency equipment and procedures;
 - 2. operational procedures associated with the specialised task before each flight or series of flights
- b. The briefing referred to in (a)(2) may be replaced by an **initial and recurrent training** programme.
- c. Task Specialist has to perform **at least 5 (five) actual or training HESLO duties in every year**; for **recency requirement**.

Safety Briefing - TASK SPECIALISTS

- a. The purpose of operational briefing is to ensure that task specialists are familiar with all aspects of the operation, including their responsibilities.
- b. Such briefing shall include, as appropriate:
 - 1. behaviour on the ground and in-flight, including emergency procedures;
 - 2. procedures for boarding and disembarking;
 - 3. procedures for loading and unloading the aircraft;
 - 4. use of doors in normal and emergency operations;
 - 5. use of communication equipment and hand signals;
 - 6. precautions in case of a landing on sloping ground; and
 - 7. in addition to the items listed from (b)(1) to (b)(6) before take-off:
 - i. location of emergency exits;
 - ii. restrictions regarding smoking;
 - A. *It is not allowed to smoking on board:*
 - I. *whenever considered necessary in the interest of safety?*
 - II. *during refuelling and defuelling of the aircraft?*
 - III. *while the aircraft is on the surface unless KAAAN AIR has determined procedures to mitigate the risks during ground operations.*
 - iii. restrictions regarding the use of portable electronic equipment; and
 - iv. stowage of tools and hand baggage.

The briefing may be given as a verbal presentation or by issuing the appropriate procedures and instructions in written form. Before commencement of the flight, their understanding shall be confirmed.

(02.01.11)- FIRE FIGHTING - Initial, Refreshment and Renewal Training

Revizyon No: 12 Revizyon Tarihi: 13.07.2021

Operator Procedure

a. Ground Training

Subjects	Hours
- External Load Operations, Critical subjects for Long Line, - Fire Types, Factors affecting the progression of the Fire, - Water Dumping/Drops, Unloading, - External Load Performance, Failure Release, Safety.	06:00
TOTAL	06:00

b. Flight Training

Subjects	FH
- Under supervision, of: ---- External Load Performance, ---- Water Dumping/Drops, Unloading, ---- Abnormal Maneuvers, Failure Release.	02:00
TOTAL	02:00

(02.01.12)- EFB (Electronic Flight Bag) TRAININGS

Revizyon No: 13 Revizyon Tarihi: 15.08.2022

AMC4 SPA.EFB.100(b)(3) / GM2 SPA.EFB.100(b)(3)

(a) Flight crew members will be given **specific training on the use of the EFB system** before it is operationally used.

Training will at least include the following:

- (1) an overview of the system architecture;
- (2) preflight checks of the system;
- (3) limitations of the system;
- (4) specific training on the use of each application and the conditions under which the EFB may and may not be used;
- (5) restrictions on the use of the system, including cases where the entire system, or some parts of it, are not available;
- (6) procedures for normal operations, including cross-checking of data entry and computed information;
- (7) procedures to handle abnormal situations, such as a late runway change or a diversion to an alternate aerodrome;
- (8) procedures to handle emergency situations;
- (9) phases of the flight when the EFB system may and may not be used;
- (10) human factors considerations, including crew resource management (CRM), on the use of the EFB; and
- (11) additional training for new applications or changes to the hardware configuration.

As far as practicable, it is recommended that the training simulator environments will include the EFBs in order to offer a higher level of representativeness.

Consideration will also be given to the role that the EFB system plays in operator proficiency checks as part of recurrent training and checking, and to the suitability of the training devices used during training and checking.

EFB training will be included in the relevant training programme established and approved in accordance with ORO.FC.

(b) EFB training and checking

(1) Assumptions regarding flight crew members' **previous experience**

Training for the use of the EFB will be for the purpose of operating the EFB itself and the applications hosted on it, and will not be intended to provide basic competence in areas such as aircraft performance, etc. Initial EFB training, therefore, will assume basic competence in the functions addressed by the software applications installed.

Training will be adapted to the flight crew's **experience and knowledge**.

(2) Programmes crediting previous EFB experience

Training programmes for the EFB may give credit for trainees' previous EFB experience. For example, previous experience of an aircraft performance application hosted on a portable EFB and using similar software may be credited towards training on an installed EFB with a performance application.

(3) **Initial EFB training**

Training required for the granting of an aircraft type rating may not recognise variants within the type nor the installation of particular equipment. Any training for the granting of a type qualification need not, therefore, recognise the installation or the use of an EFB unless it is installed equipment across all variants of the type. However, where training for the issuing of the type rating is combined with the operator's conversion course, the training syllabus will recognise the installation of the EFB where the KAA AIR's standard operating procedures (SOPs) are dependent on its use.

Initial EFB training may consist of both ground-based and flight training, depending on the nature and complexity of the EFB system. KAA AIR may use many methods for ground-based EFB training including written handouts or flight crew operating manual (FCOM) material, classroom instruction, pictures, videotapes, ground training devices, computer-based instruction, flight simulation training devices (FSTDs), and static aircraft training. Ground-based training for a sophisticated EFB lends itself particularly to computer-based training (CBT). Flight EFB training will be performed by a suitably qualified person during line flying under supervision (LIFUS) or during differences or conversion training.

The following areas of emphasis will be considered when defining the initial EFB training programme:

- (i) The use of the EFB hardware and the need for proper adjustment of lighting, etc., when the system is used in flight;
- (ii) The intended use of each software application together with any limitations or prohibitions on its use;
- (iii) Proper cross-checking of data inputs and outputs if an aircraft performance application is installed,;
- (iv) Proper verification of the applicability of the information being used if a terminal chart application is installed;
- (v) The need to avoid fixation on the map display if a moving map display is installed,;
- (vi) Handling of conflicting information;
- (vii) Failures of component(s) of the EFB; and
- (viii) Actions to be taken following the failure of component(s) of the EFB, including cases of battery smoke or fire.

(4) Initial EFB checking

(i) Initial ground EFB checking

The check performed following the ground-based element of initial EFB training may be accomplished by the use of a questionnaire (oral or written) or as an automated component of the EFB CBT, depending on the nature of the training performed.

(ii) Skill test and proficiency check

Where the KAAAN AIR's SOPs are dependent on the use of the EFB on the particular aircraft type or variant, proficiency in the use of the EFB will be assessed in the appropriate areas (e.g. item 1.1, item 1.5, etc., of Appendix 9 to Annex I (Part-FCL) to Commission Regulation (EU) No 1178/2011).

(iii) Operator proficiency check

Where KAAAN AIR's SOPs are dependent on the use of an EFB, proficiency in its use will be assessed during the operator proficiency check (OPC). Where the OPC is performed on an FSTD not equipped with KAAAN AIR's EFB, proficiency will be assessed by another acceptable means.

(iv) Line check

Where KAAAN AIR's SOPs are dependent on the use of an EFB, proficiency in its use will be assessed during a line check.

(v) Areas of emphasis during EFB checking:

- (A) Proficiency in the use of each EFB application installed;
- (B) Proper selection and use of EFB displays;
- (C) Where an aircraft performance application is installed, proper cross-checking of data inputs and outputs;
- (D) Where a chart application is installed, proper checking of the validity of the information and the use of the chart clip function;
- (E) Where a moving map display is installed, maintenance of a proper outside visual scan without prolonged fixation on the EFB, especially during taxiing; and
- (F) Actions to be taken following the failure of component(s) of the EFB, including cases of battery smoke or fire.

(c) Differences or familiarisation training

When the introduction of the use of an EFB requires differences or familiarisation training to be carried out, the elements of initial EFB training will be used, as described above.

(d) Recurrent EFB training and checking

(1) Recurrent EFB training

Recurrent training is normally not required for the use of an EFB, provided the functions are used regularly in line operations. KAAAN AIR will, however, include normal EFB operations as a component of the annual ground and refresher training.

In the case of mixed-fleet operations, or where the EFB is not installed across the fleet, additional recurrent training will be provided.

(2) Recurrent EFB checking

Recurrent EFB checking will be integrated in those elements of the licence proficiency check, the operator proficiency check and the line check applicable to the use of an EFB.

(e) Suitability of training devices

Where KAAAN AIR's SOPs are dependent on the use of an EFB, the EFB will be present during KAAAN AIR's training and checking. Where present, the EFB will be configured and operable in all respects as per the relevant aircraft. This will apply to:

- (1) KAAAN AIR's conversion course;
- (2) differences or familiarisation training; and
- (3) recurrent training and checking.

Where the EFB system is based on a portable device used without any installed resources, it is recommended that the device will be present, operable, and used during all phases of the flight during which it would be used under the KAAAN AIR's SOPs.

For all other types of EFB systems, it is recommended that the device will be installed and operable in the training device (e.g. an FFS) and used during all phases of the flight during which it would be used under the KAAAN AIR's SOPs. However, KAAAN AIR may define an alternative means of compliance when its EFB system is neither installed nor operable in the training device.

Note: It is not necessary for the EFB to be available for those parts of the training and checking that are not related to KAAAN AIR or to its SOPs.

The following might be a typical training syllabus, provided that it does not contradict the operational suitability data established in accordance with Regulation (EU) No 748/2012.

(a) Ground-based training:

- (1) System architecture overview;
- (2) Display unit features and use;
- (3) Limitations of the system;
- (4) Restrictions on the use of the system:
 - (i) phases of the flight;
 - (ii) alternate procedures (e.g. MEL);
- (5) Applications as installed;
- (6) Use of each application;
- (7) Restrictions on the use of each application:
 - (i) phases of the flight;
 - (ii) alternate procedures (e.g. MEL);
- (8) Data input;
- (9) Cross-checking of data inputs and outputs;
- (10) Use of data outputs;
- (11) Alternate procedures (e.g. MEL);

(b) Flight training:

- (1) Practical use of the display unit;
- (2) Display unit controls;
- (3) Data input devices;
- (4) Selection of applications;
- (5) Practical use of applications;
- (6) Human factors considerations, including CRM;

- (7) Situational awareness;
- (8) Avoidance of fixation;
- (9) Cross-checking of data inputs and outputs;
- (10) Practical integration of EFB procedures into SOPs;
- (11) Actions following the failure of component(s) of the EFB, including cases of battery smoke or fire; and
- (12) Management of conflicting information.

02.01.13-Distance / Virtual Classroom Training

Revizyon No: 16 Revizyon Tarihi: 23.06.2023

ORO.FC.100 / ORO.FC.120 / ORO.FC.220 / ORO.FC.330 / ORO.FC.130 / ORO.FC.230 / ORO.FC.205 / UOD-2021/2

The purpose of this subchapter;

Prepared in accordance with the provisions of the Instruction on Procedures and Principles for Flight Operations listed below and included in the operational approved training manual for **flight crew** members in charge of KAAAN AIR;

1. Operator Conversion Training (ORO.FC.120, 220,330)
 - a. **Ground Training - Aircraft Systems**
2. Recurrent Training and Check (ORO.FC.130, 230)
 - a. **Ground Training - Aircraft Systems**

(02.01.13.01)- Organization Responsibilities

Revizyon No: 16 Revizyon Tarihi: 23.06.2023

UOD-2021/2

KAAAN AIR;

- (1) can perform theoretical ground training that does not include practical issues with the **distance training** method,
- (2) The transition from face-to-face training to **distance training** is made in accordance with the change management procedure,
- (3) Records participant feedback on the **distance training** system after each course and makes system improvements and course content updates accordingly.
- (4) Reserved
- (5) Reserved
- (6) In the training plans, it clearly states the trainings planned as **distance training** and provides all kinds of facilities for accessing the said trainings **within the scope of audit activities**.
- (7) In order to achieve the training goals it has planned, it carries out a **risk assessment** by taking into account the following issues as a minimum;
 - a) Access to appropriate equipment to support the transition of students and instructors from **distance learning**;
 - b) Teaching method,
 - c) **Distance training** environment.
- (8) Within the scope of internal audits, **distance training** subjects and contents are also audited.
- (9) Reserved
- (10) Reserved
- (11) Should be ensured that those who will participate in **distance trainings** have sufficient and appropriate equipment, or they must form areas where training can be attended.

(02.01.13.02)- Distance Training

Revizyon No: 16 Revizyon Tarihi: 23.06.2023

UOD-2021/2

(0) KAAAN AIR will use the distance training method for below training and checking subjects :

- A. Operator Conversion Training (ORO.FC.120, 220,330)
 1. **Ground Training - Aircraft Systems**
- B. Recurrent Training and Check (ORO.FC.130, 230)
 1. **Ground Training - Aircraft Systems**

(1) Training contents are created in accordance with current national/international legislation to reflect KAAAN AIR operations. The prepared content is reviewed and updated **at least once a year**.

The process of updating the course content and checking its currency is recorded.

- (2) Distance training system, been ensured;
 - a) The start time of the training,
 - b) The time of completion of the training,
 - c) How many times the training is entered,
 - ç) How long it takes to complete the training,

d) the information related to the tracking of the training validity periods is recorded and stored.

(3) The training subjects or programs planned to be given with the distance training system are specified.

(4) Training subjects planned to be given with the distance training system **are subject to examination;**
a) Computerized Screen Examination in the subject can be carried out with the distance training system.

(5) KAAN AIR makes the end-of-course evaluation for the trainings that are planned to be given through the distance training system and which have a validity period. The minimum success criteria to be taken as a basis in training and the procedures for repeating the exam/evaluation **in case of failure** are in 02.01.13.04 Examination / Evaluation Methods.

(02.01.13.03)- Virtual Classroom Training

Revizyon No: 16 Revizyon Tarihi: 23.06.2023
UOD-2021/2

Reserved

(02.01.13.04)- Examination / Evaluation Methods

Revizyon No: 16 Revizyon Tarihi: 23.06.2023
UOD-2021/2

1. Computerized Screen Examination:

- Should include minimum 2 questions that have minimum 3 multi choice answer options, at the end of every subchapter of main subjects,
- Will be issued; via "Quiz" screen for each participant by the computerized system,
- Minimum **Pass Mark** should be issued on the individual exam screen,
- If any participant **fails** on the quiz; system will produce a new question for the related chapter and **repetition** will continue until passing for minimum pass mark,
- A completion **Certificate** will be issued by contracted organization; after participant "has successfully completed the distance training".

(02.02)- CABIN CREW (for cabin crew, all relevant items prescribed in Annex IV (Part-CAT), Annex V (Part-CC) of Commission Regulation (EU) 1178/2011 and ORO.CC;)

ORO.CC.005

(02.03)- TECHNICAL CREW (for technical crew, all relevant items prescribed in Annex IV (Part-CAT), Annex V(Part-SPA) and ORO.TC;)

Revizyon No: 5 Revizyon Tarihi: 30.07.2019

GM1 ORO.TC.105 / ORO.TC.100

02.04-Operational Personnel Including Crew Members

SPA.DG.100 / ORO.SEC.105 / TMKT / Doc 9284

(02.04.01)- Dangerous Goods (DGR)

Revizyon No: 19 Revizyon Tarihi: 24.07.2025

SPA.DG.100 / Doc 9284 / SHT-EGITIM / CBTA DGR

DGR Training is provided only by an approved DGR Training Center approved by **SHT-EGITIM / CBTA DGR Instruction** (Competency-based training and evaluation based on performance standards and their measurement, where training is developed and created in accordance with the determined performance standards), in accordance with :

(1) Training is provided by **trainers** who have been **evaluated as suitable by TR DGCA**.

(2) The end date of DGR initial training is considered the last day of the relevant month, and refresher training must be **taken within 24 months** of this date. If refresher training is completed within the last three months before the expiration date of the previous training, the validity period is extended by 24 months from the end date of the previous training. If refresher training is not taken within the specified time, retaking the initial training is mandatory.

(3) Training center is responsible for determining the different training methods, such as;

- instructor-led face-to-face classroom training,
- instructor-led virtual classroom training,
- self-learning training,
- digital lessons,
- virtual simulation lessons, and
- group discussions,

to be used in CBTA-based DGR training provided by training center, in the relevant training manual, and submitting them to TR DGCA for approval.

For instructor-led virtual classroom training, which is one of the training methods that can be used in CBTA-based DGR training, the training center is responsible for submitting documents to TR DGCA demonstrating that the requirements specified in Distance/Virtual Classroom Training Circular No. 11958 dated 14/12/2021 (UOD-2021/2) have been met.

For **Flight Crew** members; The following are tasks that flight crew would typically perform and for which training and assessment would therefore be required; in accordance with IATA DGR Training Guide "Flight Crew 7.7.A" Table.

TABLE 7.7.A
Sample Task List for Flight Crew

Function: Flight Crew		Managing cargo pre-loading
0	Understanding the basics of dangerous goods	*
0.1	Dangerous goods applicability	*
0.1.1	Understand the definition	*
0.1.2	Recognise the legal framework (global, national)	*
0.1.3	Identify the application scope	*
0.1.4	Differentiate hazard and risk	*
0.2	Understanding the general limitations	*
0.2.1	Develop a sense of forbidden dangerous goods	*
0.2.2	Recognise potential hidden dangerous goods	*
0.2.3	Familiarise with passenger provisions	*
0.3	Identifying roles and responsibilities	*
0.3.1	Clarify the individual and collective role of the supply chain stake- holders	*
0.3.2	Understand the passenger's responsibilities	*
0.3.3	Recognise the impact of State & operator variations	*
0.4	Understanding the importance of classification & packaging	*
0.4.1	Identify the general information about classes, divisions	*
0.4.2	Understand general principles of packing groups	*
0.4.3	Consider multiple hazards	*

0.5	Understanding hazard communication	*
0.5.1	Recognise the basic marking requirements	*
0.5.2	Recognise the basic labelling requirements	*
0.5.3	Identify the required documentation	*
0.6	Familiarising with basic emergency response	*
0.6.1	Create awareness about general emergency procedures	*
0.6.2	Understand the employer's emergency response requirements	*
6	Transporting cargo/baggage	
6.2	Manage dangerous goods pre and during flight	***
6.2.1	Address dangerous goods not permitted in baggage	***
6.2.2	Interpret NOTOC	***
6.2.3	Apply procedures in the event of an emergency	***
6.2.4	Inform flight operations officer/flight dispatcher/air traffic control in the event of an emergency	***
6.2.5	Inform emergency services of the dangerous goods on the NOTOC in the event of an emergency	***
7	Collecting safety data	
7.1	Report dangerous goods accidents	**
7.2	Report dangerous goods incidents	**
7.3	Report undeclared/mis-declared dangerous goods	**
7.4	Report dangerous goods occurrences	**

Introductory (*) : covers general knowledge or understanding of basic concepts and techniques.

Basic ()** : delivers competency that is sufficient for an individual to carry out simple work activities, most of it routine and predictable. Guidance or assistance from an expert may be required from time to time.

Intermediate (*)** : comprises of complex or critical activities, in a non-routine context, which enables a person to work autonomously and solve problems without special assistance.

(02.04.02)- Security

Revizyon No: 5 Revizyon Tarihi: 30.07.2019

ORO.SEC.105

The training programme instructs Company personnel and crew members how to minimise the consequences of such events, should they occur. The training programme is compatible with the National Aviation Security programme. Individual crew member shall have knowledge and competence of all relevant elements that are aeroplane specific and covered in the training programme.

With the approval of the Authority, some of the training programme may be conducted by KAA AIR and other part of the programme may be contracted out.

KAA AIR shall ensure that all appropriate personnel are familiar, and comply with the relevant requirements of the national security programmes of the State of the Company's operations.

(02.05)- OPERATIONAL PERSONEL OTHER THAN CREW MEMBERS (For operations personnel other than crew members (e.g. dispatcher, handling personnel, etc.), all other relevant items prescribed in Part-CAT and in Part ORO pertaining to their duties)

Revizyon No: 2 Revizyon Tarihi: 25.01.2018
PART-ORA

The operational personnel other than crew member, which are included by OM Part D training are:

- Unlicensed Dispatcher Assistant

These personnel can not be released and start to his/her duty unless company conversion process is completed.

CONVERSION PROGRAM FOR THE UNLICENSED DISPATCHER	
PHASE 1 – Company Introduction	
1. Company Briefing (<i>min 1 hour</i>)	By approved ground instructors.
2. OM Part A B C (<i>min 2 hours</i>)	
3. Quality & Safety Briefing (<i>min 1 hours</i>)	

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03.01-Procedures for Training and Checking

03.02-Procedures to be applied in the event that personnel Do Not Achieve or maintain the required Standards

03.03-Procedures to ensure that abnormal or emergency situations requiring the application of part or all of the abnormal or emergency procedures, and simulation of instrument meteorological conditions (IMC) by artificial means are not simulated during CAT - Commercial Air Transport Operations

03-PROCEDURES

AMC1 ORO.MLR.100 / ORO.CC.215

(03.01)- Procedures for Training and Checking

Revizyon No: 2 Revizyon Tarihi: 25.01.2018

AMC1 ORO.MLR.100 / ORO.CC.215 / SHT-OPS N/O

All KAAAN AIR personnel take required trainings and checks expressed above before beginning of his/her career in the company and during his/her company career.

Training Manager is responsible to ensure that all required checks and trainings are conducted in time.

Training Manager cooperates with the Flight operations Manager and appropriate departments, in determining and publishing **Personnel Training and Checking Schedule**.

Training Manager is responsible to ensure that all KAAAN AIR personnel take required trainings and checks in an appropriate and Approved Training Organization (ATO) in accordance with an approved training and checking program.

Training Manager is responsible to ensure that abnormal and emergency procedures are not simulated during commercial air transportation flights.

(03.02)- Procedures to be applied in the event that personnel Do Not Achieve or maintain the required Standards

Revizyon No: 2 Revizyon Tarihi: 25.01.2018

AMC1 ORO.MLR.100

An applicant who has **no initial CRM training** shall **not participate to fly duties** as a flight crew member until he/she complete this training.

An applicant who **fails to accomplish** the conversion training and checking shall **not commence to fly** as a flight crew member in KAAAN HVCL. He/she is planned to have additional training and checking for the items he/she fails.

The attendee who can **not complete the differences and familiarization training** shall **not begin to fly** on that type of which he/she is trying to have the training. He/she can continue to fly with the current version of the aircraft while he/she is planned to have additional training and checking for the items he/she fails.

An applicant who fails to accomplish the recurrent training and checking shall not continue to fly as a flight crew member in KAAAN HVCL. He/she is planned to have additional training and checking for the items he/she fails.

If an applicant fails to achieve the standards for upgrade to commander training and checking (command course) he/she can continue to fly as first officer and planned to have additional training and checking for the items he/she fails.

If the flight crew is not current on OM, quality, DGR and security training shall not fly until accomplished the relevant training.

(03.03)- Procedures to ensure that abnormal or emergency situations requiring the application of part or all of the abnormal or emergency procedures, and simulation of instrument meteorological conditions (IMC) by artificial means are not simulated during CAT - Commercial Air Transport Operations

Revizyon No: 4 Revizyon Tarihi: 14.12.2018

AMC1 ORO.MLR.100

At no time on a commercial air transportation flight will any KAAAN Air Commander, Flight Crew member, Cabin Crew member simulate an abnormal or emergency situation for the purpose of training.

At no time on a commercial air transportation flight will any KAAAN Air Commander, Flight Crew member **simulate IMC** with the use of a view restricting device by artificial means for the purpose of training.

It is the duty of all KAAAN Air employees to report to their department manager a violation of the regulations that has knowledge of a KAAAN Air commercial air transportation flight where the Commander, Flight Crew, Cabin Crew has simulated abnormal, emergency or simulated IMC conditions using a view restricting device.

Procedures to ensure that Abnormal or Emergency Situations Requiring the Application of Part of or all of Abnormal or Emergency Procedures and Simulation of IMC by artificial means are not simulated during Commercial Air Transportation flights.

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04-STORAGE PERIODS

SHT-OPS N/O / AMC1 ORO.MLR.100 / ORO.CC.215

(04.01)- Description of Documentation to be Stored and Storage Periods

Revizyon No: 7 Revizyon Tarihi: 25.06.2020

AMC1 ORO.MLR.100

All records shall be kept for the minimum period specified in the regulations. In the absence of such indication, records shall be kept for a minimum period of five (5) years subject to applicable data protection law in accordance with ARO.GEN.22.

The records of the activities referred to in ORO.GEN.200 shall be stored for at least five (5) years.

A summary of training should be maintained by the operator to show every crew member's completion of each stage of training and checking.

Flight crew license and cabin crew attestation	As long as the crew member is exercising the privileges of the license or attestation for the aircraft operator
Crew member training, checking and qualifications	3 years
Records on crew member recent experience	15 months
Crew member route and aerodrome/task and area competence, as appropriate	3 years
Dangerous goods training, as appropriate	3 years
Training/qualification records of other personnel for whom a training programme is required	last 2 training records

Flight Crew Training

Initial Operator's Crew Resource Management (CRM) Training	3 Years
Operator Conversion Training and Checking	
Ground Training	3 Years
Emergency and Safety Equipment Training and Checking	3 Years
Flight / Simulator Training and Proficiency Check	3 Years
Line Flying Under Supervision and Line Check	3 Years
Conversion Course Crew Resource Management Training	3 Years
Security Training	3 Years
Pilot Qualification to Operate in Either Pilot's Seat Training	3 Years
Difference and Familiarization Training	3 Years
Security Training	3 Years
Dangerous Goods Training	3 Years
Recurrent Training and Checking	
Ground Recurrent Training and Checking	3 Years
Flight / Simulator Recurrent Training	3 Years
- Instrument Recurrent Training and Checking	3 Years
- Recurrent Course CRM Training	3 Years
Operator Proficiency Check	3 Years
Emergency and Safety Equipment Recurrent Training and Checking	3 Years
Line Check	3 Years

Operations Personnel Other Than Flight Crew Training

Training / qualification records of other personnel for whom a training programme is require	Last 2 training records
First Aid Training	3 Years
Transport of Dangerous Goods Training	3 Years
Other Related Courses	3 Years
On the Job Training	3 Years

KAAN HVCL will;

- (1) maintain records of all training, checking and qualifications of each crew member, as prescribed in Part-ORO; and
- (2) make such records available, on request, to the crew member concerned.

Summary of Training;

A summary of training will be maintained by the operator to show every crew member's completion of each stage of training and checking.

(04.02)- Training and Checking Forms

Revizyon No: 18 Revizyon Tarihi: 04.05.2024

AMC1 ORO.MLR.100

FORM NO	FORM NAME	DESCRIPTION
SHT-N-O Ek-1	OPS N-O YETKILENDİRME / OPS-N-O Trainer Authorization	Form for application of a ground instructor candidate.
SHT-N-O Ek-1-B	OPS N-O YETKİ DEĞERLEDİRME / OPS-N-O Approval Evaluation	OM-D 01.05.01.01
GMF-20 TR or GMF-20 EN	EĞİTMEN DEĞERLENDİRME / Trainer Assessment	Form to assess the performance of a training facility, training and trainer.
CTF-01	GROUND TRAINING ATTENDANCE	
CTF-02	OPERATOR CONVERSION TRAINING	OM-D 02.01.04
CTF-03	ESET CHECK (INITIAL)	Form to monitor, record and archive an ESET Check of a crew
CTF-04	LIFUS RECORD FORM	Form to assess crew's performance during a LIFUS Sector. Filled in by Line Instructor.
CTF-05	LINE CHECK FORM	Form to assess crew's performance during a Line Check.
CTF-07	ROUTE AERODROME TRAINING	Self Briefing Form and Checklist of crew member before flying to a new/expired route and aerodrome
CTF-09	SPH TYPE RATING SKILL / PROFICIENCY APP. RESULT	LPC Form
CTF-10	ESET CHECK (RECURRENT)	
CTF-12	MİATLI EĞİTİM TAKİP / Training Schedule Follow-Up	Form to monitor, record and archive a ground training or course.
CTF-13	ASSESSMENT OF CRM SKILL	OM-D 02.01.03.07
CTF-14	SHT-OPS-N-O Değerlendirme Formu	
CTF-16	SPH/MPH OPC- Operator Proficiency Check Report Form (OPC)	OM-D 02.01.05.05
CTF-18	Helicopter External Sling Load Operations (HESLO) Training	OM-D 02.01.10 HESLO Tr Form
CTF-19	Command Course Summary Form (OFFSHORE)	OM-D 01.04.01 and 02.01.02.01
CTF-20	Offshore Introduction Training and Checking Form	OM-D 02.01.09
CTF-21	Flight Crew CRM Trainer Assessment Form	OM-D 01.05.01.04.02
CTF-22	Command Course Summary Form (FIRE FIGHTING)	OM-D 01.04.01 and 02.01.02.02
CTF-23	Refresher Training of CRM Trainer	OM-D 01.05.01.04.04
CTF-24	NOMINATED INSTRUCTOR LIST	OM-D 04.03
CTF-25	SPH/MPH Operator Recurrent Flight Training Form (FLT TRN)	OM-D 02.01.04.06
TOF-04	CERTIFICATE	Standart Format of KAAH HVCL Certificate

(04.03)- NOMINATED INSTRUCTORS LIST

Revizyon No: 18 Revizyon Tarihi: 04.05.2024

SHT-OPS N/O

The List will be followed via Form: **CTF-24 NOMINATED INSTRUCTOR LIST** and will be uploaded Appendix section of this electronic portal accordingly when revised by Crew Training Manager and/or Compliance Monitoring Manager.