SKY JET ELITE

Rev: 6

PART 135 Flight Operations Training Manual (FOTM)

[redacted]

FT. LAUDERDALE, FL 33315

SKY JET ELITE
PART 135 Flight Operations Training Manual (FOTM)

FLIGHT OPERATIONS TRAINING MANUAL

14 CFR PART 135 APPROVED TRAINING PROGRAM

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LIST OF EFFECTIVE PAGES

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Appendix B – Learjet	COVER thru M-14	Revision 6	12/19/2023
Appendix C – Astra IA-1125	COVER thru D-113	ORIGINAL	01/17/2022
Appendix D – Reserved	RESERVED	ORIGINAL	02/15/2023
Appendix E – CE-650	Cover thru Maneuvers-13	ORIGINAL	10/03/2023

NOTE: Each section is revised in its entirety. A revision will be "remove and replace" the complete/entire section. This is to prevent outdated information from remaining in a section due to inadvertent revision failure of any specific pages. All updated language for the latest revision will be noted by a change-bar in the margin of the page. Therefore, the List of Effective Pages can be summarized as above because all pages within a section will have the same revision number and date.

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RECORD OF REVISIONS

Rev No.	Revision Date	Insertion Date	By	Comments
01	06/10/2020	06/10/2020	DJB	Change to manual nomenclature / change in DEFINITIONS / addition of Appendix A – BE-400-A
02	10/07/2021	10/07/2021	DJB	Addition of CTP in SOT, Addition of Appendix B – LR-JET
03	01/24/2022	01/24/2022	DJB	Addition of Appendix C – Astra IA-1125
04	06/24/2022	06/24/2022	DJB	Removed BE-400A (app. A) – added PA-31 (new App. A)
05	02/20/2023	02/20/2023	DJB	Removed LJ55 (Lear 55 / App. B) – added Westwind 1124 as Appendix B – added Appendix D for BE-200
06	12/19/2023	12/19/2023	CDS	Update training centers in SOT. Addition of Appendix E – CE-650 D . Removed /A 200. Removed Astra. Added Learjet

On receipt of revision, insert revised pages in the manual, remove supplanted pages, and enter revision number, revision date, insertion date, and initials of employee handling the revision.

NOTE: Retain this record in the front of the manual or in front of the chapter or section if it is bound separately.

Rev No.	Revision Date	Insertion Date	By	Comments

On receipt of revision, insert revised pages in the manual, remove supplanted pages, and enter revision number, revision date, insertion date, and initials of employee handling the revision.

Training Responsibilities

General Information

It is the responsibility of Sky Jet Elite to ensure that all training and checks required by 14 CFR Part 135 are carried out. From time to time Sky Jet Elite will call upon the **Contract Training Partners (CTP)** (see page SOT-11) to provide the required training but will always retain the responsibility.

This source document represents the normal source, but not the only source of training. The training requirements of 14 CFR Part 135 are listed on the following pages. An "X" in one of the right columns indicates the normal source of training while a "J" in both columns indicates training is normally of joint source or can be given by either source completely or in part. This Source of Training is also used for the Aircraft Specific Training Programs that are found in a separate binder.

Source of Training:

Initial, Transition, Upgrade and Recurrent Testing Requirements	Operator	CTP
Pilot Testing: **Source:** 14 CFR Part 135.293(a)(1)(4) through (8) 1. Initial, Transition, Upgrade and Recurrent courses will provide a quiz or other means of reviewing & assessing crewmembers knowledge of the subjects required. All test applicants must pass a written or oral exam with a minimum grade of 80%.	X	
— No certificate holder may use a pilot, nor may any person serve as a pilot, unless, since the beginning of the 12th calendar month before that service, that pilot has passed a written or oral test, given by the Administrator or an authorized check pilot on that pilot's knowledge in the below areas:	J	J
1. The appropriate provisions of parts 61, 91, and 135, the operations specifications and manual of the certificate holder	X	
2. For each type of aircraft to be flown by the pilot, the aircraft powerplant, major components and systems, major appliances, performance and operating limitations, standard and emergency operating procedures, and the contents of the approved Aircraft Flight Manual, or equivalent, as applicable	J	J

Initial, Transition, Upgrade and Recurrent Testing Requirements	Operator	CTP
3. For each type of aircraft to be flown by the pilot, the method of determining compliance with weight and balance limitations for takeoff, landing and enroute operations	J	J
4. Navigation and use of air navigation aids appropriate to the operation or pilot authorization, including, when applicable, instrument approach facilities and procedures	J	J
5. Air Traffic Control procedures, including IFR procedures when applicable	X	
6. Meteorology in general, including the principles of frontal systems, icing, fog, thunderstorms, and wind-shear, and, if appropriate for the operations of the certificate holder, high altitude weather	X	
7. Procedures for:		
a. Recognizing and avoiding severe weather situations	X	
b. Escaping from severe weather situations, in case encounters, including low altitude wind-shear of inadvertent	X	
c. Operating in or near thunderstorms (including best penetrating altitudes), turbulent air (including clear air turbulence), icing, hail, and other potentially hazardous meteorological conditions	X	
8. New equipment, procedures, or techniques, as appropriate	X	
Source: 14 CFR Part 135.293 (b)(c): — No certificate holder may use a pilot, nor may any person serve as a Pilot-in-Command (PIC) of a flight unless, since the beginning of the 12th calendar month before that service, that pilot has passed a competency check given by the Administrator or an authorized check pilot in that class of aircraft. The instrument proficiency check required by 14 CFR Part 135.297 may be substituted for the competency check required by this section 1. Competency Check (Simulator)		X
2. Competency Check (Aircraft)	X	

Initial, Transition, Upgrade and Recurrent Testing Requirements	Operator	CTP
Source: 14 CFR Part 135.299(a)(b): — No certificate holder may use a pilot, nor may any person serve as a pilot in an aircraft unless, since the beginning of the 12th calendar month before that service, that pilot has passed a flight check in one of the types which that pilot is to fly, given by the Administrator or an authorized check pilot in flight over one IFR route segment and include takeoffs and landings at representative airports. A satisfactory check shall be entered in the pilots flight records. 1. PIC Line Check	X	
Source: 14 CFR Part 135.297(a)(b)(c)(d) and (e): — No certificate holder may use a pilot, nor may any person serve as a PIC of an aircraft under IFR unless, since the beginning of the 6th calendar month before that service, that pilot has passed an instrument proficiency check under this section administered given by the Administrator or an authorized check pilot. The pilot must satisfactorily demonstrate precision and non-precision instrument approaches during the 297 check. This check consists of an oral or written equipment check under simulated or actual IFR conditions. If the pilot is assigned to fly only one type of aircraft that pilot must take the ride in that type of aircraft. If assigned to fly more than one type of aircraft must rotate the ride between aircraft types 1. Instrument Proficiency Check (Simulator)		X
2. Instrument Proficiency Check (Aircraft)	X	
3. Oral/Written Equipment Check	J	J

Initial, Transition, Upgrade and Ground Training Requirements	Operator	CTP
Source: 1. Part 121 Appendix I Drug Testing Program	X	
Source: 14 CFR Part 135.329 (a): 1. Basic Indoctrination a. Duties and Responsibilities		
1. PIC	X	
2. SIC	X	
b. Appropriate Provisions of Part 61, 91, & 135	X	
c. Contents of Certificate Holders		
1. Air Carrier Certificate	X	
2. Operating Specifications	X	

Initial, Transition, Upgrade and Ground Training Requirements	Operator	CTP
d. Appropriate Portions of the Operating Manual	X	
Source: 14 CFR Part 135.345 (a): 1. Certificate holders flight locating procedure	X	
2. Weight and balance & runway limitations	J	J
3. Meteorology	X	
4. ATC systems, procedures & phraseology	X	
5. Navigation and use of navigational aids	X	
6. Normal & emergency procedures	X	
7. Visual cues before & during descent below DA/DH or MDA	X	
8. Other instructions necessary to ensure pilot competence	X	
Source 14 CFR Part 135.330 (a) (d) 1.CRM ADM	X	
Source: 14 CFR Part 135.345 (b): 1. General description	J	J
2. Performance characteristics	J	J
3. Engines and propellers	J	J
4. Major components	J	J
5. Aircraft systems: normal, abnormal and emergency procedures and limitations	J	J
6. Procedures For a. Recognizing and avoiding severe weather situations	X	
b. Escaping from severe weather situations	X	
c. Operating or near thunderstorms and meteorological conditions. Other potentially hazardous	X	
d. Operating airplanes during ground icing conditions, if the certificate holder expects to authorize takeoffs in ground icing conditions, including:		
1. The use of holdover times when using deicing/anti-icing fluids	X	
2. Airplane deicing/anti-icing procedures, including inspection & check procedures & responsibilities	X	
3. Communications	X	
4. Airplane surface contamination (i.e., adherence of frost, ice or snow) and critical area identification, and knowledge of how contamination adversely affects airplane performance and flight characteristics	X	
5. Types of characteristics of deicing/anti-icing fluids, if used by the certificate holder	X	
6. Cold weather preflight inspection procedures	X	
7. Techniques for recognizing contamination on the airplane	X	
7. Operating limitations	X	

Initial, Transition, Upgrade and Ground Training Requirements	Operator	CTP
8. Fuel consumption & cruise control	J	J
9. Flight planning	J	J
10.Each normal & emergency procedure	J	J
11.The approved aircraft flight manual or equivalent	J	J
Emergency Training. **Source:** 14 CFR Part 135.331(b) 1. Emergency assignments and procedures		
a. PIC	X	
b. SIC	X	
c. Coordination	X	
2. Location, function, and operation of emergency equipment		
a. Equipment used in ditching and evacuation (PBE, axe, raft, etc.)	X	
b. First aid equipment and its proper use	X	
c. Portable fire extinguishers, all types	X	
3. Handling emergency situations		
a. Rapid decompression	J	J
b. Fire in-flight or on the surface, electrical equipment & circuit breakers	J	J
c. Ditching & evacuation	X	
d. Illness, injury or abnormal situations of a passenger or crewmember	X	
e. Hijacking & other unusual situations	X	
4. Review of previous accidents & incidents	X	
Emergency Drills. **Source:** 14 CFR Part 135.331(c)		
1. Ditching (if applicable)	X	
2. Emergency evacuation	X	
3. Fire extinguishing& smoke control	J	J
4. Operation & use of emergency exits	X	
5. Use of crew & passenger oxygen	J	J
6. Life rafts, removal, inflation, use of boarding lines	X	
7. Life vest, donning, inflating, use of flotation devices	X	

Initial, Transition, Upgrade and Ground Training Requirements	Operator	CTP
Operation above 25,000 Feet. **Source:** 14 CFR 135.331(d)		
1. Respiration	X	
2. Hypoxia	X	
3. Duration of useful consciousness	X	
4. Gas expansion	X	
5. Gas bubble formation	X	
6. Physical phenomena & incidents of decompression	X	
Hazardous Materials. **Source:** 14 CFR Part 135.507(a) 1. Hazardous materials training records	X	
Source: 14 CFR Part 135.503 & Part 121 Appendix O 1. Hazardous material recognition for Operators that do-not transport hazardous materials – Will-Not Carry Certificate Holders	X	
Flight Attendant (If Applicable). **Source:** 14 CFR Part 135.349(a)(1)(2)(b)(1)(2)(3) & 14 CFR Part 135.349a&b General Subjects		
1. Authority of PIC	X	
2. Passenger handling	X	
General Description		
1. Aircraft characteristics	X	
2. Use of public address	X	
3. Use of galley	X	

Initial, Transition, Upgrade and Flight Training Requirements	Operator	CTP
Source: 14 CFR Part 135.347 Simulator/Flight Training		
1. Simulator training to extent approved by FAA		X
2. Flight training (aircraft)	X	

Recurrent Training Requirements	Operator	CTP
Source: 14 CFR Part 135.351(b)(1)(2)(c) 1. Recurrent courses will provide a quiz or other means of reviewing & assessing crewmembers knowledge of:		
a. Aircraft systems	J	J
b. Crewmember position	J	J
2. Instruction as necessary in the subjects required for Initial ground training by 14 CFR Part 135, as appropriate, including low-altitude wind-shear training and training on operating during ground icing conditions, as prescribed in § 135.341 and described in § 135.345, and emergency training	X	
3. Aircraft specific ground training	J	J
Source: Part 135.351(c) Flight training (simulator)		
1. Must include, at least, flight training in the maneuvers or procedures in 14 CFR Part 135 Subpart H, except that satisfactory completion of the check required by Part 135.293 within the preceding 12 calendar months may be substituted for recurrent flight training.	J	J

Check Airmen / Flight Instructor Requirements	Operator	CTP
Source: 14 CFR Part 135.337(b) and (c) Check Airmen (Simulator) & (Aircraft) 1. Check Airmen used in this training program must meet all requirements of 14 CFR Part 135.337(b) or (c)	J	J
Source: 14 CFR Part 135.338(b) and (c) Flight Instructors (Simulator) & (Aircraft): 1. Flight Instructors used in this training program must meet all requirements of 14 CFR Part 135.338(b) or 135.338(c)	J	J

Contract Training Check Airmen and Flight Instructors	Operator	CTP
Source: 14 CFR Part 135.339(c)(1)(2)(3)(4)(i)(ii)(5)(6)(d)(e)(1)(2)(3)(4) and 135.340(c)(1)(2)(3)(4)(i)(ii)(5)(6)(7)(i)(ii)(iii)(d)(e)(1)(2)(3)(4)		
1. Duties, functions & responsibilities	J	J
2. Policies, procedures & applicable provisions of 14 CFR Part 135	J	J
3. Appropriate methods, procedures & techniques for conducting required training checks	J	J

Contract Training Check Airmen and Flight Instructors	Operator	CTP
4. Proper evaluation of pilot performance	J	J
5. Corrective action for unsatisfactory training checks	J	J
6. Approved methods, procedures & limitations for performing normal, abnormal and emergency procedures in the aircraft	J	J
Source: 14 CFR Part 135.340(c)		
7. Except for holders of a flight instructor certificate:		
a. Fundamental principles of teaching/learning process	J	J
b. Teaching methods and procedures	J	J
c. Instructor/student relationship	J	J
Source: 14 CFR Part 135.339(e) and 14 CFR Part 135.340(e)		
1. The safety measures for emergency situations that are likely to develop during training/checking	J	J
2. The potential results of improper or untimely safety measures during training/ checking	J	J
3. Enough in-flight training & practice to conduct pilot flight training & flight checking under this subpart	J	J
4. Appropriate safety measures to be taken from either seat for emergencies that are likely to develop in training/check	J	J

Contract Flight Instructor/Check Airman Differences	J	J

Sky Jet Elite Check Airmen & Flight Instructors:	Operator	CTP
14 CFR Part 135.339 and 135.340: **135.339 c and 135.340 c**		
1. Duties, functions & responsibilities	J	J
2. Policies, procedures & applicable provisions of 14 CFR Part 135	J	J
3. Appropriate methods, procedures & techniques for conducting required training/checks	J	J
4. Proper evaluation of pilot performance	J	J
5. Corrective action for unsatisfactory training/checks	J	J
6. Approved methods, procedures & limitations for performing normal, abnormal and emergency procedures in the aircraft	J	J
135.340 c		
7. Except for holders of a flight instructor certificate —		
(i) Fundamental principles of teaching/learning process	J	J
(ii) Teaching methods and procedures	J	J
(iii) Instructor/student relationship	J	J
135.339 e and 135.340 e		
1. The safety measures for emergency situations that are likely to develop during training/checking	J	J
2. The potential results of improper or untimely safety measures during training/checking	J	J
3. Enough in-flight training & practice to conduct pilot flight training & flight checking under this subpart	J	J
4. Appropriate safety measures to be taken from either seat for emergencies that are likely to develop in training/checking	J	J

Other Requirements	Operator	CTP
General:		
14 CFR Part 135.327 — Training Program:		
135.327 b — Each program includes appropriate sections and appendices to satisfy the requirement of 14 CFR Part 135.327	X	
14 CFR Part 135.63 — The Certificate Holder will keep all training records required by 14 CFR Part 135.63 on file at Principal Base of Operations.	X	
14 CFR Part 135.503 — Hazardous Materials Training	X	
14 CFR Part 135.507 — Hazardous Materials Training Records	X	
SPECIAL SEGMENTS		
Airport Ground Operational Safety Training	J *	J*
Instrument Approach Procedures Training	J *	J*
Recent Experience Training	J *	J*
Security Awareness Training	X	
Approach and Landing Accident Reduction (ALAR) Training	J	J
Controlled Flight Into Terrain (CFIT) Training	J*	J*
GPWS Ground Proximity Escape Maneuver (If Required)	J *	J*
Reduced Vertical Separation Minimum (RVSM) Training	J	J
International Procedures Training	X	
TCAS II/ACAS II Training	X	
U.S. Terminal & Enroute RNAV Procedures Training	J*	J*
Lower Than Standard Takeoff Minimums Training	J*	J*
Flight Coordinator Training	X	
Long Range Navigation Training	J*	J*
Precision Area Navigation (P-RNAV) Training	J*	J*

* This segment is based on company approved training curriculum and may be accomplished in conjunction with Initial/Transition, Upgrade, or Recurrent training. In this case, the required flight training events are introduced in an appropriate aircraft or flight simulator module, at the discretion of the instructor, and are covered during flight training. When the segment is completed at a Contract Training Center, Sky Jet Elite may take full credit for the training.

Contract Training Partners (CTP)

The currently approved training partners used by Sky Jet Elite are:

CAE SimuFlite
2929 W. Airfield Drive
DFW Airport, Texas 75261
972-456-8000

SimCom International, Inc.
6989 Lee Vista Blvd.
Orlando, Florida 32822
407-275-1050

FlightSafety International
9027 Airport Blvd.
San Antonio, TX 78216
210-248-0100

FlightSafety International
3201 E. Airfield Dr.
Dallas, TX 75261
972-534-3200

Computer Based Training (CBT)

Source: 8900.1, vol-3, chapter 19 sections 5: 3-1208

SJE uses CBT as Courseware. Completion of any CBT does **NOT** constitute certification of training. CBT can come from a variety of sources such as third-party training modules specific to training elements required by 135 Basic Indoc or any Recurrent Training requirements. Training videos from manufacturers of equipment used by SJE may also be considered as CBT / Courseware. Completion Certificate or test result report of any CBT used by SJE does not certify training completion. The SJE DO, CP, Director of Training or Company Instructor will certify training was completed by proper documentation using SJE training forms after they review all supporting CBT documents.

At the instructors discretion, he may assign approved CBT modules found in this manual to satisfy the training requirements of specific ground training segments in the Basic Indoctrination syllabus as well as Special Training curriculums' located in this Flight Operations Training Manual. Under TAB-7. Specific CBT modules are referenced where they may be used in conjunction with specific SJE training modules. However, as stated above, a SJE Training Form is used to certify training.

A sample overview of CBT / Courseware provided training modules can be found on the next page.

SKY JET ELITE

Basic Indoc: BI-2, BI-7 through BI-14
Emergency Training: ET-8 through ET-20;
Special Curriculums:
CFIT Training, International Training, RVSM Training or other Special Curriculums.

It takes the average student 15-20 minutes to complete each lesson. All exams are randomly selected from a bank questions. Lesson completion and exam results are automatically recorded. Lessons are corrected to 100% and exam errors are reviewed.

Aeronautical Information Manual
Airport Lighting Airport Operations Airspace Clearances – IFR

Clearances – VFR
Departure & Arrival IFR 1-2
Distress, Urgency & Ditching Enroute
Medical Facts
Misc Info. IFR Pilots
Misc Info. Heli. Pilots
Misc Info. F/Wing Pilots IFR
NAVAIDS (4 lessons) VFR NAVAIDS
Preflight, VFR/IFR Radio Communications
Services for Pilots
Safety of Flight (3 lessons)
Examination (VFR and IFR)

AeroNav Charts
Departures and Arrivals 1-2
Enroute Charts 1-2
Approach Charts 1-3
Examination

Airspace
Tutorial (Graphic Sim)
Airspace 1 –3
Examination

FAR Part 119
General
Subpart C – Lesson 1-3
Examination

Canadian Air Regulations
AIP and RAC – Canada
36 Lessons *Examination* **CFIT**

Tutorial
CFIT-1 CFIT-2 *Examination*

Classes of Fire
Tutorial
Classes of Fire 1 Classes of Fire 2
Examination

CRM-ADM-Fixed Wing
Tutorial
Authority of the PIC Communication
Building and Maintaining A

Flight Team
Work Load and Time Management
Situational Awareness
Fatigue: Effects and Reduction Strategies
Stress: Effects and Reduction Strategies
What is ADM
Risk Management
Operational Pitfalls:
Accounting for Human Error
Applying ADM
Examination

FAR Part 135
General Lessons 1-3
Fixed Wing Specific
Helicopter Specific IFR
Specific IFR Helicopter Specific
Eligible On-Demand Operations *Examination*

Far Part 91 Subpart F
Lessons 1-2
Examination

FAR Parts 1, 61, 67, 91 and NTSB 830
IFR lessons 1-3 IFR 4 - Fixed Wing Specific
IFR 5 -Helicopter Specific
NTSB Regulations VFR lessons 1-4 VFR 5 – Fixed Wing Specifi
VFR 6 – Helicopter Specific
Examination

Fixed Wing Windshear
Flight Crew Actions
Windshear Encounters 1 – 2
Windshear Recovery
Windshear Weather 1 – 2
Examination

Hazardous Materials (Will Carry or Will Not Carry) *Label Identification Tutorial*
Emergency Procedures General Philosophy – 1-2 Limitations List of Hazardous Material

Pilots Notification
Provisions for Passengers & Crew
Recognition of Undeclared Hazardous Material Storage and Loading Procedures *Examination*

High Altitude Weather and Aerodynamics *Tutorial* High Altitude Weather 1 High Altitude Weather 2 Aerodynamics *Examination* **ILS PRM** *Tutorial* ILS PRM 1-3 *Examination*

International Procedures *Tutorial*
International Flight Information ICAO Flight Planning 1-2 Customs Lessons 1-3
Weather
Inflight Contingencies Miscellaneous Canada 1-2 Communications and Reports Organized Track System MNPS
Examination **Jeppesen Instrument Charts** Departures and Arrivals 1-2
Enroute Charts 1-2
Approach Charts 1-3 *Examination*

Anti-Ice and De-ice
Anti-Ice and Deice Tutorial
Anti-Ice and De-ice *Examination*

Aviation Weather
Aviation Weather Tutorial
Temperature and Pressure
Moisture in the Atmosphere
Clouds
Thunderstorms
Fronts
Fog
Icing
Examination

Land and Hold Short *Tutorial* Land and Hold Short 1-3

Examination **METAR** *Tutorial*

METAR Lessons 1-3

Optional Lessons Edible Plants 1-2 Human Performance 1-3 *Examination*

Physiology and First Aid-Fixed Wing
Decompression Sickness First Aid 1-2 Hyperventilation Hypoxia 1-4 Spatial Disorientation 1-3 Trapped Gases *Examination* **Pilot's Glossary** VFR

VFR and IFR Part 1-4
IFR Part 1-5
Examination

RNP RNP-1
RNP-2
Examination
Runway Incursion *Tutorial* Runway Incursion *Examination*

RVSM-DRVSM *RVSM-DRVSM Tutorial Oceanic RVSM Tutorial*
RVSM-DRVSM 1-2
Oceanic RVSM *Examination*

GPS-Fixed Wing
Tutorial
GPS 1
GPS 2
GPS 3
WAAS
Examination

Single-Pilot Resource Management *Tutorial*

Aeronautical Decision Making Automation Management CFIT Awareness
Communications
Fatigue – Effects and Reduction Risk Management Situational Awareness Stress – Effect and Reduction
Task Management
Examination **Survival**
Arctic Survival Desert Survival Food General Making Fires Navigation Signaling Survival at Sea Water
Examination

TAWS *Tutorial* TAWS

Examination
TCAS II
Tutorial Communication and Reporting General Information
Operations System and Displays TAs and RAs
Examination
US RNAV Operations
Tutorial
RNAV

Examination

Responsibility and Authority

Director of Training has the authority:

- To implement and make changes to the record keeping system
- To sign training records
- To select instructors and check airmen to be trained and approved by the POI if applicable
- To schedule pilots for ground and flight training

Director of Training is responsible for:

- Under the direction of the Director of Operations, this position is responsible for developing and maintaining training materials and courseware, and for ensuring that all flight crewmember training is performed to the set standards.
- Reporting changes to this manual to the FAA
- The day-to-day accuracy of the system
- The Director of Training ensures all instructors and check airmen are appropriately trained to perform their assigned tasks.
- Ensuring all training and checks required by the FAA-Approved training program for the company are reported, recorded and stored in a timely, efficient and effective manner. These records are stored at the company's principal base of operations or other locations approved by the Administrator.
- The accuracy of training and qualification records
- The quality of training

NOTE: Due to the current size of the operation, the Chief Pilot or the Director of Operations may satisfy the Director of Training position. **The Director of Operations and the Chief Pilot share the authority and responsibility of the Director of Training**.

DEFINITIONS

This section provides the definitions, terms and acronyms that are applicable throughout the training program to ensure standardization of use.

The following definitions are used throughout this manual:

14 CFR: Title 14 of the Code of Federal Regulations

49 CFR: Title 49 of the Code of Federal Regulations

BASIC INDOCTRINATION TRAINING: Refers to Sky Jet Elite indoctrination course required by 14 CFR Part 135.329(a) both operator and airman specific. The information presented is general in nature and is not restricted to one type of aircraft.

CAE: refers to CAE Inc. (Canadian Aviation Electronics) 14 CFR Part 142 Training Center.

CALENDAR MONTH - Source: 14 CFR Part 135.301(a)
Begins at 0000 (L) on the first day through 2359 (L) the last day of a particular month.

CBT: Computer Based Training

CERTIFICATE HOLDER: Refers to Sky Jet Elite

CFR: Code of Federal Regulations.

CHDO: Certificate Holding District Office

CHECK AIRMAN (Aircraft): A person qualified to conduct flight checks in an aircraft, in a flight simulator, or in a flight training device for a particular type aircraft.

CHECK AIRMAN (Simulator): A person qualified to conduct flight checks, but only in a flight simulator, flight training device, or both, for a particular type aircraft.

CREW MEMBER: The term "Crew Member" refers to both pilots and flight attendants as applicable.

CONTRACT TRAINER: A training center certificate holder certified under 14 CFR Part 142 to conduct training, testing, and checking required by 14 CFR Part 135.

CTP: Contract Training Provider

CW: Courseware

ELIGIBLE AIRCRAFT: An airplane that does not have a cockpit jump seat, or an airplane that is operated at a remote distance from the contract training center, or one that for sound operational reasons is otherwise not reasonably available for use by contract training center personnel. The determination of "eligible aircraft" is at the discretion of the POI.

ELIGIBILITY PERIOD AND GRACE PROVISIONS- Source: 14 CFR Part 135.301(a), 14 CFR Part 135.323(b), 14 CFR Part 135.339(b), 14 CFR Part 135.340(b)

A crewmember that is required to complete training, testing or checking completes the training, testing or checking in the calendar month before or after the calendar month in which it is required, that crewmember is considered to have completed the training, testing or checking in the month in which it is required. To suit the needs of the company the base month may be re-indexed by providing required training early and adjusting the base month accordingly.

EMERGENCY TRAINING: Refers to the Initial and annual Recurrent training conducted for crew members in accordance with 14 CFR Part 135.331.

FLIGHT CREW MEMBERS: The term "Flight Crew Members" refers to all pilots and co-pilots as applicable, but not to flight attendants.

FLIGHT COORDINATOR: Responsible for ensuring each flight is conducted under Federal Aviation Regulations and Company Policies, with respect to aircraft, pilots, and airports. Sometimes referred to as, "Flight Follower" ,"Charter" or "Dispatch". This person is supervised by both the Director of Operations and the Chief Pilot.

FLIGHT INSTRUCTOR (Aircraft): A person qualified to instruct in an aircraft, in a flight simulator, or in a flight training device for a particular type, class, or category aircraft.

FLIGHT INSTRUCTOR (Simulator): A person qualified to instruct in a flight simulator, flight training device, or both, for a particular type, class or category aircraft.

FOTM: Flight Operations Training Manual (this manual)

GROUND INSTRUCTOR: An individual qualified by this training program to conduct classroom training for flight crewmembers. This title functionally limits the bearer from line and/or simulator instruction and checking. Ground Instructors are authorized to recommend students for the Oral Examination/Competency Check component of the Qualification Segment. Each student must receive a formal recommendation prior to the conduct of an oral examination/competency check.

IDM: Instructional Delivery Methods

INE: Initial Equipment

INH: Initial New Hire

INITIAL APPROVAL: 14 CFR Part 135.325 An FAA letter which conditionally authorizes the company to begin instruction to qualify personnel under a specific curriculum or curriculum segment

pending an evaluation of training effectiveness. An initial approval letter must specify an expiration date for the conditional authorization.

LOWER THAN STANDARD MINIMA TRAINING: Refers to ground and flight training required to qualify pilots for the reduced takeoff and landing minimums authorized in Sky Jet Elite operations specifications.

OPERATOR: Refers to Certificate Holder – Sky Jet Elite

PF: Pilot Flying

PIC: Pilot In Command

PNF: Pilot Not Flying

PM: Pilot Monitoring (formally PNF "Pilot Not Flying")

POI: Principal Operations Inspector

PILOTS: Refers to all pilots and co-pilots as applicable. The terms "Pilot In Command", "Second In Command", "Pilot Flying", and "Pilot Monitoring" are used where specific pilot identification is required.

PROCESS MEASUREMENT: Data derived from audits, assessments and evaluations is entered into the Process Measurement data base then extracted in various forms in order to analyze trends and identify opportunities for improvement.

REC: Recurrent

REQ: Requalification

SIC: Second In Command (co-pilot)

SJE: Sky Jet Elite

TCPM (Training Center Program Manager): The designated representative of the Administrator of the FAA responsible for oversight, surveillance and enforcement of a training center authorized to operate under operations specifications arising from 14 CFR Part 142.

TRA: Transition

TRAINING CENTER INSTRUCTOR: Refers to a person employed by a training center certificate holder and approved to provide instruction in accordance with subpart C of 14 CFR Part 142.

TRAINING CENTER EVALUATOR: Refers to a person employed by a training center certificate holder who performs tests for certification, added ratings, authorizations, and proficiency checks that are authorized by the certificate holder's training specification, and who is authorized by the Administrator to administer such checks and tests. A Training Center Evaluator may also be designated by the POI as a Sky Jet Elite Check Airman.

UPG: Upgrade

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Manual Administration

Purpose

This chapter provides guidance for the...

- Availability of this manual
- Compliance with this manual
- Revision of this manual
- Understanding of the manual formatting
- Application of standard symbols or methods.

Note: The Flight Operations Training Manual (FOTM) is approved by the Federal Aviation Administration (FAA). Where a Code of Federal Regulations (CFR) is referenced in this manual, compliance with the written procedures are in compliance with the applicable CFR.

Primary User Manual

Source: 14 CFR Part 135.21(a), 14 CFR Part 135.21(d)(1) and (2), 14 CFR Part 135.21(g), 14 CFR Part 135.23(s) The FOTM is a primary user manual for training and checking personnel. Company personnel will use this manual in the course of their duties pertaining to operations training.

Note: A primary user manual is defined as a manual that contains the compiled general policies and procedures for the conduct of a user's assigned duties for a specific company job category.

The FOTM provides policies and procedures for operations training and checking personnel to use on a routine basis.

The FAA approved copy of this manual is assigned to the Director of Training.

Portions of this manual are distributed and assigned to training personnel.

Management Controls

A management control is defined as a task or procedural step specifically identified by management as requiring a special action on the part of the employee to ensure that the work product meets the required and identified standards of completion and/or regulatory compliance.

The points within the policies and procedures designated as, "controls" by management are identified by the symbol ». All employees (whether company or contract) are expected to exercise special care ensuring that the work product meets company standards.

To further emphasize the need for the employee to exercise special care, words such as, "confirm," "verify," "review," etc. are used in conjunction with this symbol.

Availability of This Manual

Source: 14 CFR Part 135.21(a), 14 CFR Part 135.21 (d)(1) and (2), and 14 CFR Part 135.21(g)

» The FOTM is available and accessible to all departments when performing their assigned duties.

» To comply with this policy, company personnel have access to the company intranet.

For a company or individual that does not have the capability to access the manual electronically, a printed hard copy is provided.

Compliance with This Manual

Source: 14 CFR Part 135.21(e)

Each assigned user must ensure they are familiar with the contents of this manual. It is each manual-holder's responsibility to comply with the policies and procedures contained in this manual. New or updated standards, policies, and procedures are communicated by published revisions. These changes must be adhered to. Refer also to Section, "Revisions"

Note: Following the policies and procedures of this manual ensures compliance with the Title 14 Code of Federal Regulations (CFRs) and satisfy the company's highest standards of care and safety.

» If the user identifies any policy or procedure that might not be consistent with a CFR, that information must be immediately communicated to the Director of Training!

Note: Follow the procedures outlined in the FOTM to report policy or procedures that have the potential to cause unsafe consequences.

Maintenance and Ownership Of Manual

Source: 14 CFR Part 135.21(b) and 14 CFR Part 135.21(e)

The FOTM is maintained in current status by the assigned user in accordance with the policies and procedures specified in this chapter.

This manual is considered the property of the company and must be relinquished to the company in the event of the user's retirement, termination, transfer, or contract termination.

One master copy of this manual will be held at the company's principal base of operations.

The content of this manual is managed and updated by the Director of Training (or designee) and is the express property of the company. For further information, refer to, "Manual Overall Quality and Content"

Note: Persons performing company duties without this manual in current status are subject to company disciplinary and FAA enforcement action.

Revisions

Source: 14 CFR Part 135.21(e), 14 CFR Part 135.23

Definition

A "manual" is considered to be any controlled document.

Manual Revision Procedure

The Director of Training receives/prepares revisions from all departments. The Director of Training is responsible for tracking the Manual Change Request Forms, Form ADM-101, electronically as well as, in hard copy/printed format. Refer also to "Manual Change Request, Form ADM-101".

1. The responsible manager will develop the proposed revision using the Manual Change Request Form, ADM-101. It may be distributed electronically (CD Format or via the company Intranet), or in hard copy/ printed format to the appropriate/responsible manager(s) for review, comment and/or concurrence.
2. Upon completion of the revision review, each manager issued the proposed revision and Manual Change Form, ADM-101, must sign and return it to the Director of Training.
    a. If the Manual Change Request Form ADM-101 was forwarded electronically, through either CD-ROM and/or the company Intranet, the manager may enter the required information on the electronic form and forward it to the Director of Training in the format it was distributed.
    b. Each Manual Change Request Form, ADM-101 returned must include the manager's approval, comments, and/or recommended changes.
3. Once approval by the appropriate/responsible managers is verified, the Director of Training will finalize the revision and forward it to the responsible manager for submission to the FAA. The responsible manager will submit a request to the FAA for acceptance and/or approval of the document.
4. FAA responds with comments, recommendations, acceptance, or approval. Comments and recommendations must be reviewed and approved by the responsible manager.
5. Director of Training will prepare the amendment.
    a. Prior to the time the amendment is presented to the responsible manager for approval, the Director of Training will review approved/accepted manuals by using an electronic search engine to ensure there are no conflicts found within any manual controlled by the manual system.
    b. If it is determined there is a conflict, the Director of Training will notify the requestor of the conflict and the associated document. In some instances an amendment to one manual may necessitate an amendment to another manual due to the interfacing within the manual system.

    Should this situation arise, the Director of Training will advise all applicable responsible manager(s) of the requested amendment that it interfaces with a procedure contained within their manual and, that it may require an amendment to their manual.

The Director of Training will not proceed with a revision if a conflict exists between manuals.

Note: All guidance is time sensitive. Responses to the Manual Change Request, Form ADM-101 must be forwarded to the Director of Training within 10 business days from date of issuance unless specified otherwise. Under certain conditions a manual revision may be needed immediately, although we have the option of issuing a Bulletin to the manual, there may be times when a revision is the most practical way of controlling the change.

6. The Director of Training will review the form with the responsible manager (or designee). Comments/approval received via the telephone, or electronically, must be recorded on, or attached to, the Manual Change Request Form, ADM-101 by the responsible manager, the Director of Training.

Posting Revisions

The current version of the Flight Operations Training Manual is posted on the company intranet. It is the responsibility of each employee to review and understand the company manual and revisions before each operation.

Since the Flight Operations Training Manual is available electronically, manual distribution and paper-based revisions will not take place except as defined in, "Primary User Manual" section.

» All company personnel will be notified of manual revisions through one of the following methods:

- Electronic Mail;
- Notification on the company website;
- Distributions of hard copy/printed revision.

NOTE: Each section is revised (Chapter/Tab) in its entirety. A revision will be "remove and replace" the complete section. This is to prevent outdated information from remaining in a section due to inadvertent revision failure of any specific pages. All updated language for the latest revision will be noted by a change-bar in the margin of the page. Therefore, the List of Effective Pages can be summarized (TC-1 thru TC-14), because all pages within a section will have the same revision number and date.

List of Effective Pages (LEP)

An LEP (beginning at, "Master List of Effective Pages" on page LEP-1) is issued for the original and all revisions to this manual.

The LEP is required by the FAA as a controlling reference for the page currency of the manual.

» Review the LEP to verify that all pages of the manual are current.

Only the current LEP is posted and published in the manual.

Identifying Revisions

Source: 14 CFR Part 135.23

Revision Summary

Each revision contains a summary reflecting important information concerning the revision. Refer also to the, "Record of Revisions" on page ROR-1 for the Revision Summary.

Change Bars

Black vertical change (I) bars in the outside margin are used to highlight the location of revised or deleted information on a newly published page. With the next revision of a page previous change bars are deleted.

Change bars are not used...

- Opposite the new date on a revised page
- To indicate format and page number changes
- On index pages

Record of Revisions

The "Record of Revisions" on page ROR-1 will indicate the revision's effective date, number and revision summary.

Local Printing

Users are authorized to print the Flight Operations Training Manual locally. However, in doing so, the company considers locally printed pages as, "uncontrolled copy". Users are held responsible for printing and using, locally printed "uncontrolled copy". Each user is responsible for destroying out-of-date, revision summaries and pages.

» Verify any out-of-date pages are irretrievably destroyed by shredding, cutting, tearing, or another form of destruction, ensuring that the information cannot be successfully pieced together.

Note: Out-of-date and the old revision summary pages/revisions must be completely destroyed.

Proposing Revisions

The success of the company manual system depends on employees and contractors bringing professional insights to bear on its procedures and policies. The company welcomes and encourages such communication to ensure the company operates at peak performance.

An employee or contractor may propose changes to the company manuals.

Rules of Construction

The following apply to the use of specific terminology within the text of all company manuals:

CFR, CFRs, FAR, or FARs: This acronym is an abbreviation for Federal Aviation Regulations (FARs) which are included in Title 14 Code of United States Federal Regulations (CFRs).

Includes: The word "includes" means "includes but is not limited to"

Internet or Intranet: For the purposes of this manual, "Internet" or "Intranet" refers to the Sky Jet Elite electronic portal, unless specified otherwise.

Gender: The male or female gender may be used in a generic sense to designate both sexes.

May: The word "may" is used in a permissive sense to state authority or permission to do an act. Compliance is not mandatory.

Refer to: Where further discussion or reference is suggested the notation "Refer to" directs the reader to material located in another paragraph, chapter, or manual. In these cases the referenced location is specific as to manual, chapter, and paragraph.

Singular or Plural: Singular or plural is used in a generic sense to designate either.

Will, Shall, and Must: The words "will," "shall," and "must" are used in an imperative sense to state the requirement to accomplish the act prescribed. Compliance is mandatory.

Positioning Of Manual Content

This manual contains text that is used for several purposes. Due to the use of embedded CFR requirements, the user must comply with the requirements listed in all forms of manual content.

Policy

1. Text providing guidance regarding the goals or standards of the organization is considered "policy;"
2. Policy may be inserted anywhere in the text even within a procedural step. Examples of policy within the procedural step would be to establish a control (or standard) for the acceptable completion of that step.
3. Throughout this manual references to CFRs have been expressed as or embedded in company policy.

Information

1. Text that provides pertinent background or further clarifies the policy or a specific procedural step is considered "information"
2. Throughout this manual information is provided that contains embedded discussion taken from FAA and other government advisory documents.

Instructions

1. Text that provides a listing of the possible considerations when accomplishing a task is defined as "instructions"
2. "Instructions" differ from "procedures" in that the successful accomplishment of the tasks is not predicated on their accomplishment in a specific order
3. Throughout this manual there are "instructions" that are taken, in part or as group, from the CFRs and FAA advisory documents.

Note: An example of an "instruction" is an explanation of how to complete a form.

Procedures

1. Text that provides a specific order of accomplishment of series of tasks is considered a "procedure".
2. The procedure may have 2 or more detailed steps. The reader is able to ascertain "who, what, when, where, why, and how" from the procedure and its associated policy.
3. Throughout this manual there are "procedures" that lead to a completed result necessary to meet the CFR requirements.
4. Throughout this manual references to CFRs have been expressed as or embedded in company procedures.
5. Procedures in this manual are usually, but not in all cases, enclosed in a numeric procedural table depending on the complexity.

Use of a Note, Caution, or Warning

These additions to the text are used to highlight or emphasize important points. They call attention to the user about safety and precautionary or additional information to make the job safe, easier, and efficient. A Note, Caution, or Warning must be adhered to and not ignored.

Note

Note:

A Note provides amplified information, instruction, or emphasis. It calls attention to methods that enable a user to perform a job easier or wiser. If applied to consecutive procedural steps, it is placed under the topic heading for those steps.

Caution



A Caution is an instruction about a hazard, if ignored, could result in damage to an aircraft component or system. It addresses specific methods and procedures that must be followed to avoid damage to equipment. If applied to consecutive subtasks/steps is placed before the first subtask/ step. If applied to several non-consecutive subtasks/steps, it is placed before the applicable subtask/ step.

Warning



A Warning is an instruction about a hazard, if ignored, could result in injury, loss of aircraft control, or loss of life.

"Intentionally Left Blank"

"Intentionally Left Blank" is printed on any page that contains no text or graphics. Usually this is the even page at the end of a chapter.

Manual Contents and Philosophy

Outline

1. The FOTM is one manual comprised of multiple chapters sharing philosophical, policy, procedural, control, process measurement, and interface attributes.
2. The manual is comprised of the following components:

    a. TAB 1
        i. Table of Contents - Contents
        ii. List of Effective Pages
        iii. Record of Revisions - Shows Insertion of Revisions into the Manual
    b. TAB 2 - Source Of Training
    c. TAB 3 – Definitions And Acronyms
    d. TAB 4 – Manual Administration
    e. TAB 5 – Training Policies
    f. TAB 6 – Understanding Training Program
    g. TAB 7 – Training Forms
    h. TAB 8 – Basic And Special Training Curriculums
    i. TAB 9 – Reserved
    j. TAB 10 - Reserved

    Aircraft Specific Training (found under separate binders)

    NOTE: Each aircraft specific training program is located in a separate binder from this binder. It is a stand-alone approved program with its own LEP's. It follows the manual administration as stated in this manual.

Manual Overall Quality and Content

Source: 14 CFR Part 135.23

Responsibility

The Director of Operations is responsible for the quality and content of the FOTM.

Delegated Authority

The Director of Training is delegated the authority to authorize revisions to this manual.

Interfaces for Manual Consistency

1. This manual contains the policies and procedures for the conduct of activities performed or supervised by company personnel, contractors, or others performing evaluation functions.
2. The Director of Training is responsible for ensuring this manual is interfaced properly with the policy and procedures for parallel tasks that are performed by other specialties and included in other manuals.

Manual Interfaces

- Flight Operations Manual
- International Operations Manual
- Twelve Five Security Program
- Aircraft specific training programs

FAA Approvals & Evaluations

Purpose

This section provides the policies and procedures by which the company obtains Federal Aviation Administration (FAA) approval of this training program and subsequent revisions.

General Policies for Training Program Approval

The company air carrier training program is found in the following manual:

- Flight Operations Training Manual (FOTM) (approved)

Note: This training program is how the company complies with the requirements of 14 CFR Part 135, Subparts G, H, K and 8900.1

Source: 14 CFR Part 135.325(a), 14 CFR Part 135.341(d)

Revisions to Training Program must be submitted to the FAA to obtain their approval of the contents and methodology.

Source: 14 CFR Part 135.325(b)

Initial approval must be received in writing before the conduct of the proposed training. The FAA then evaluates the training that is accomplished under the initial approval.

Source: 14 CFR Part 135.325(c)

Final approval of training is granted in writing after the FAA has ensured that each person that successfully completes that training is adequately trained to perform their assigned duties. The Administrator in making this determination considers the training aids, devices, methods, and procedures listed in the company curriculum.

FAA Requests for Revision to Training Program

Source: 14 CFR Part 135.325(d)

1. The FAA sends a request for revision in writing to the Director of Operations when it is necessary for the continued adequacy of this training program.
2. The Director of Operations will follow the guidance for handling revisions found in Section, "Revisions".

Requests to FAA for Training Program Revisions

The company proposes revisions to this training program when...

- Purchasing new equipment;
- Operating in a new environment;
- Obtaining new authorizations;
- When the requirements of the applicable CFRs are amended by the FAA.

When training procedures change, the necessary revisions are proposed to the FAA in the form of a revision to this FOTM.

Figure: Manual Change Request, Form ADM-101 (example)

Manual Change Request	
Attention: Technical Publications Administrator Check the appropriate box to identify the recipient.	
Please amend the _____ as described below. Please prepare the _____ as described below Check the appropriate box to identify the nature of this request.	
Description of the requested amendment and/or preparation of a new manual:	
Supporting Documentation (if applicable)	
Upon receipt of this request, the Technical Publications Administrator will complete an electronic search of all manuals to determine whether or not additional manuals may be affected by this requested change. If it is determined there is an interfacing issue and/or concern within another document/manual approved/accepted, as applicable, for the company, the Technical Publications Administrator will notify the Responsible Manager(s) of this request pursuant to manual preparation or revision procedures.	
Request Submitted By:	Telephone or email Contact:
Date Submitted:	Approved/Authorized By and Date:
Revision Prepared By:	FAA Submittal Date:
Form ADM -101	

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Training Policies

Purpose

This chapter provides general policies and philosophies followed by the implementation and administration of training of flight crewmembers that are assigned duties within the company.

Objectives

The goal is to provide a training program that provides each flight crewmember with the professional instructional environment, training/checking personnel, and courseware that enables him/her to operate safely and with a high degree of professionalism.

This manual addresses various knowledge and skill tasks that must be learned in order to properly perform in the flying environment.

This training program defines the steps and methodology that is followed by the company and its employees when training, checking, and qualifying of flight crewmembers for use in air transportation.

Compliance with this training program ensures...

1. All personnel are properly trained prior to assignment
2. Proficiency is maintained during the entire course of assignment
3. That the utmost level of safety and integrity are maintained throughout the course of operation.

FAA-Approved Program

This manual is Federal Aviation Administration (FAA) approved and represents an agreement (or contract) between the company and the FAA.

Employees are not to deviate from the approved training policies, curriculums, curriculum segments, qualification segments, training devices or simulators, record keeping, and use of contractors specified in this program.

If the use of policies, methods, curriculums, simulators, contractors, etc., other than those specified in this program is contemplated or proposed, FAA approval must be obtained before these changes can be introduced in the training program.

Scope

Source: 14 CFR Part 135, 8900.1

This training program for flight crewmembers is established and maintained in compliance with the applicable parts of 14 CFR Part 135, Subparts G, H, K and 8900.1

This program is the responsibility of the Director of Operations. He may delegate the authority and responsibility for implementation of parts of this program to the following personnel:

- Director of Training
- Chief Pilot

The Director of Operations is responsible for ensuring the FAA-approved training program is complete, current, and in compliance with applicable regulations. The Director of Operations is also responsible for the conduct, training and qualification of their respective instructors and check personnel.

Additionally, as the program is revised, it is the responsibility of the Director of Operations to ensure all lesson plans and other related courseware are revised to coincide with the revision effective date.

Approved Training Program Policies

Source: 14 CFR Part 135.323(a)(1), 14 CFR Part 135.325(a)(1) and (2)

This manual establishes company training program for flight operations personnel. It is the basis for any formal training conducted by the company for its operations personnel.

The company does not conduct any formal training of flight operations personnel unless the details of that training, and additional relevant information as requested by the FAA Principal Operating Inspector (POI), have been submitted to the FAA as a revision to this manual and has received the written initial or final approval of the POI assigned to the company.

The flight operations personnel for which the requirements of this manual apply include:

- Pilots.
- Flight Instructors.
- Check Airmen.

Source: 14 CFR Part 135.323(a)(2) through (4)

The company provides and keeps current for the conduct of the training specified in the details of this training program:

- Adequate ground and flight training facilities
- Properly qualified ground instructors;

The company provides for the conduct of training and checking with respect to aircraft type (and any variations within that type, as appropriate):

- Training materials
- Examinations, Forms
- Instructions
- Procedures.

The company provides for the conduct of required flight training, flight checks and simulator training courses, enough:

- Flight instructors
- Ground instructors
- FAA-Approved Check Airmen
- Simulator Instructors

Minimum Pilot Eligibility Qualifications

PIC

- Must meet or exceed the requirements of 14 CFR 135.243

SIC

- Must meet or exceed the requirements of 14 CFR 135.245

Controls

Control measures set forth in the FOTM ensure the policies and procedures in the training program are followed accordingly. The FOTM contains company policies and procedures for:

- Flight Crew
- All company personnel involved in company training
- All contract persons involved in our company training

Flight Crewmember Training Course Completion Requirements

Source: 14 CFR Part 135.293(e)(f), 14 CFR Part 135.323(c)(d) and 14 CFR Part 135.301(b)

All flight crewmembers are entered into a training curriculum based on qualifications and position desired (initial new-hire, upgrade, etc.).

Training subjects applying to more than one aircraft or crewmember position and that have been satisfactorily completed during previous training while employed by the company for another aircraft or another crewmember position need not be repeated during subsequent training other than recurrent training.

During actual training, the order and rate of training event presentation may vary. An instructor may vary the events in a published curriculum segment, during any particular period, when a student's progress indicates it is necessary. However, a required event must not be omitted from the curriculum segment.

A flight crewmember completes a flight crewmember training curriculum segment by successfully accomplishing each training event in that segment. FAA guidance allows training to proficiency.

Flight crewmembers are then required to successfully meet the requirements specified in the qualification curriculum segment. Each student must receive a formal recommendation prior to the conduct of an oral examination/competency check or a PC. The sign-off for this formal recommendation can be found on the appropriate CTP's training and checking form. A sample of these forms can be found in section TAB-6 of this manual.

Ground Training - In order to insure pilots possess adequate knowledge of subjects covered, they are required to pass an oral or written examination with a minimum grade of 80% corrected to 100%, as required.

Note: If an individual fails to pass the examination, they will be assigned extra study time as deemed necessary and will be retested using a different exam. If examination is failed again, further training/testing will be determined by the operator.

Simulator Training - Procedures and maneuvers will be graded:

1. (Proficient)
2. (Normal Progress)
3. (Additional Training)
4. (Unsatisfactory) or D (Discussed)

Note: A pilot will be required to achieve a grade of, "Proficient" by completion of training.

Flight Training - Items on each flight will be graded using the same grading criteria used for simulator training. Any training not accomplished in the simulator will be accomplished in the aircraft.

Pilot Checks - Required by 14 CFR Part 135.293 and 14 CFR Part 135.297 may be accomplished in a FAA certified simulator to the extent approved by the FAA. These tests will be given by a properly designated check airman, training center evaluator, or FAA inspector. Should any portion of the check not be completed in the simulator, the remaining portion will be accomplished in an aircraft.

Line Check - Required by 14 CFR Part 135.299 may only be done in flight and cannot be accomplished in a simulator of any class.

» At the completion of each curriculum segment the instructor/check airmen verifies that all requirements have been met prior to administering a written exam or recommending the candidate for an oral exam/proficiency check. In addition, the instructor/check airmen certifies the competency of each pilot who passes the knowledge or flight check in the companies pilot records and confirms that all appropriate forms have been filled in correctly and completely. An example and instructions of all training forms can be found in section TAB-6 Forms.

» Prior to assigning a satisfactory grade to a written exam, oral exam, or proficiency check, the Instructor/ Check Airman verifies that all information pertaining to the examination is complete and satisfactory.

» Instructors and Check Airmen conducting a classroom subject within a course, completes a course of ground training or emergency drills (required within this approved training program) will be considered to have completed that subject, course or drill for their own training requirement. The instructor will enter his name on the attendant's roster. Such credits shall be certified by the Director of Operations, Chief Pilot or Director of Training. e.g.: Instructor is qualified in the Beechjet 400A, and teaches Beechjet 400A emergency hands-on drill, receives credit for the 2 year requirement for hands-on training for that aircraft.

Note: In no case will a person sign their own Training Record. All completed forms must be submitted to the Manger of Records in order to be entered into the pilot's permanent record.

Instructor/Check Personnel Training Course Completion Requirements

All Instructor/check personnel trainees are selected based on the company's needs and the qualifications required for each position.

Instructor/check personnel trainees are entered into the appropriate curriculum based on qualifications.

During actual training, the order and rate of training event presentation may vary. An instructor may vary the events in a published curriculum segment, during any particular period, when a student's progress indicates it is necessary. However, a required event must not be omitted from the curriculum segment.

All instructor/check personnel trainees complete training curriculum segments by successfully accomplishing each training event. FAA guidance allows training to proficiency.

Instructor/Check personnel trainees are then required to successfully meet the requirements specified in the qualification curriculum segment.

» At the completion of each curriculum segment the instructor verifies that all requirements have been met prior to administering a written exam or recommending the candidate for a competency check. In addition, the instructor confirms that all appropriate forms have been filled in correctly and completely.

» Prior to assigning a satisfactory grade to a written exam, competency check or proficiency check, the instructor/check person verifies that all information pertaining to the examination is complete and satisfactory.

All completed forms must be submitted to the Director of Training in order to be entered into the trainee's permanent record.

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TRAINING PROGRAM

Source: 14 CFR Part 135.329(e) (1) (2)

This training program consists of: categories of training, curriculums, curriculum segments, modules, elements/events, facilities, instructors, check airmen, courseware, instructional delivery methods, testing, checking procedures and trend analysis and Process Measurement procedures that satisfies the training program requirements of 14 CFR Part 135. This program ensures that all crewmembers are adequately trained for their aircraft, duty position, and type of operation.

TRAINING OBJECTIVE

Upon completion of the program, by correctly answering 80% of the questions (corrected to 100%) on written and/or oral tests, pilots successfully demonstrate their knowledge of the regulations, policies, and procedures applicable to 14 CFR Part 135 operations. Pilots will be able to fly the aircraft/simulator in a manner that confirms they are obviously the master of the aircraft, with the successful outcome of each maneuver never in doubt. They will be able to safely operate the aircraft in assigned airspace.

Training to Proficiency

Completion of a training curriculum is predicated on successfully accomplishing the tasks outlined in each curriculum. The hours specified in each curriculum are the minimum hours the company must make available to the airman.

PROCEDURES FOR TRAINING ON VARIANTS WITHIN AN AIRCRAFT SERIES

Sky Jet Elite training will be limited to only those specific aircraft variants within an aircraft series that are approved by the POI.

PROCEDURES FOR KEEPING MANUAL CURRENT

A. A copy of all approved changes will be sent to the respective Contract Training Center for insertion into Sky Jet Elite approved training program.

B. Sky Jet Elite will advise Contract Trainers of possible manual changes caused by 14 CFR Part 135 rule changes.

PROCEDURES FOR INFORMING POI OF TRAINING DATES

Sky Jet Elite will notify the POI of any pending training dates Ten (10) days prior to the scheduled commencement of the training.

MAINTAINING TRAINING RECORDS

Sky Jet Elite will keep all training records required by 14 CFR Part 135.63.

A. Full name of crew member
B. Copy of certificate type and number
C. Record of pilots aeronautical experience
D. Current duties and date of assignment to those duties
E. Copy of medical certificate
F. Date and results of required checks
G. Pilot flight and duty time
H. The pilots check pilot authorization, if any
I. The pilots release from employment for physical or professional disqualification
J. Date of completion of Initial and Recurrent training

Records for training performed by Contract Trainers will be maintained in individual pilot folders at the Contract Training Center. For all pilots except Contract Flight Instructors/Check Airmen, a copy of these training records will also be forwarded to Sky Jet Elite for record keeping.

Contract Flight Instructor/Check Airman training and qualification records are maintained in the individual pilot's folder at the Contract Training Center. These training records are available to Sky Jet Elite , for inspection/audit, upon request at the Contract Training Center.

FLIGHT TRAINING

For purposes of this training program, Flight Training means training conducted in a flight training device, flight simulator, aircraft, or in a combination of the above. Any training or checking unable to be completed in a flight training device or simulator may be accomplished in an aircraft. Training may be conducted by Sky Jet Elite or the contract training partner.

AIRCRAFT TRAINING USING FLIGHT SIMULATOR MODULES

All flight training required by this manual may be conducted in an actual aircraft instead of a flight training device or flight simulator. When aircraft training is so conducted, Flight Simulator Modules will be considered Flight Training Modules. Flight training events deemed unsafe or impractical if attempted in actual flight will be simulated in the aircraft to the extent possible.

TRAINING CENTER EVALUATORS/CHECK AIRMEN

For purposes of this training program, training center evaluator refers to a person employed by a training center certificate holder who performs tests for certification, added ratings, authorizations, and proficiency checks that are authorized by the training center certificate holder's training specification, and who is authorized by the Administrator to administer such checks and tests. In order to become an authorized Sky Jet Elite Check Airman, each training center evaluator must also be approved as such by the POI.

Sky Jet Elite or the contract-training partner may conduct training and checking. When Sky Jet Elite, conducts checking appropriate company Check Airmen will be used. When checking is conducted by a Contract Training Center, only those training center evaluators which have also been approved by the POI as Sky Jet Elite Check Airmen will be used.

INSTRUCTIONAL FACILITIES, INSTRUCTIONAL DELIVERY METHODS (IDM), AND COURSEWARE (CW)

A. Sky Jet Elite and/or the CTP's classrooms are equipped for presentation of audiovisual media. Additional details or contractor facilities are described in aircraft appendices.

B. SJE and the CTP's instructional delivery methods are used in various combinations to convey information to trainees during Ground and Flight Training. Instructional delivery methods include lectures, audiovisual presentations, home study assignments, procedures training in cockpit mock-ups, demonstrations, performance of drills, computer based training and the use of simulators and/or aircraft. (See Figure 1. Instructional Delivery Methods/ Courseware Table)

C. Courseware is used in various combinations to aid the presentation of information during Ground and Flight Training. Courseware includes overhead viewgraphs, slide presentations, various handouts/other training material referenced within this manual, videotapes, and lesson plans/syllabuses. (See Figure 1. Instructional Delivery Methods/Courseware Table)

Purpose

This section provides policies and procedures for the acquisition and use of training facilities and courseware.

Adequacy of Facilities

1. The company maintains adequate ground and flight training facilities relative to both company owned (or acquired on an as needed basis) and contractor supplied properties. Company owned classrooms are equipped for presentation of audiovisual media. Contractor facilities are described in aircraft appendices. These facilities are audited to ensure they foster a professional learning environment.
2. The company ensures through phone calls, personal visits to the contract training centers, and projected class size and frequencies, that the contract partner has sufficient instructors and Check Airmen.

Contractor Training Facilities

Minimum Auditing

In accordance with OPSPEC A031, each Contract Training Center will be audited within 24 months of the start of their service for the company or within 24 months of any previous audit. The items in A031 are addressed and the comments forwarded to the POI. Timely correction of any addressed item is required.

Audit Complexity

Source: Operations Specification A031

1. The procedures and standards for conducting audits are contained in sub-paragraphs (b) through (h) of the above referenced source.
2. » Audits encompass (but are not limited to) the library, simulator device and associated logs, simulator training sessions, and classroom instruction. Additionally, an audit of the qualified instructor list will be made.
3. Any particular audit will contain all or parts of the above listed items. However, all items must be covered within each 24 month period.

Responsibility for Correction

The Director of Operations or designee must address those items needing corrective action.

Classrooms

Equipment

If required, blackboards and provisions for portable or fixed projection equipment are provided for each classroom. The following equipment is available for use (when required):

- Multimedia Projector, and
- VCR and/or DVD player with television.

Computer Based Training

Video and computer based instruction may be used for various sections of training (e.g.: Systems classroom training, preflight inspection tutorial and exam, GPS, Basic Indoc Training, Recurrent Training, etc.)

SJE uses CBT as Courseware. CBT can come from a variety of sources such as third party training modules specific to training elements required by 135 Basic Indoc or any Recurrent Training requirements. Training videos from manufactures of equipment used by SJE may also be considered as CBT / Courseware. Completion Certificate or test result report of any CBT used by SJE does not certify training completion. The SJE DO, CP, Dir. of Training or Company Instructor will certify training was completed by proper documentation using SJE training forms after they review any and all supporting

CBT documents as well as given an oral or written test to the pilot. CBT Exams may be used as compliance with the Oral or written requirement for a specific training curriculum.

At the instructors discretion, he/she may assign approved CBT modules found in this manual to satisfy the training requirements of specific ground training segments in the Basic Indoctrination syllabus as well as Special Training curriculums' located in this Flight Operations Training Manual. Specific CBT modules are referenced where they may be used in conjunction with specific SJE training modules throughout this manual. But as stated above, a SJE Training Form must be used to certify training.

Classroom Courseware

Source: 14 CFR Part 135.341(c)

Courseware is used in various combinations to aid the presentation of information during Ground and Flight Training. Courseware includes overhead viewgraphs, slide presentations, various handouts/other training material referenced within this manual, videotapes, and lesson plans/syllabuses.

Educational materials or software designed for actual instructional use must:

- Accurately reflect curriculum requirements described in Modular Outlines
- Be effectively organized
- Properly integrate instructional delivery methods.

Class Room courseware developed for each curriculum segment module includes:

- Lesson Plans
- Instructor Guides
- Computer Software Programs
- Computer-Based Presentations
- Audiovisual programs (VHS, CD, DVD)
- Workbooks
- Aircraft Operating Manuals
- Handouts
- Quizzes
- Examinations
- Answer Keys.

The company shall provide current and appropriate study materials for use by each pilot.

Reference Library

The following reference material will be made available to flight crewmembers at Sky Jet Elite Principal base of Operations.

Reference materials are also made available to flight crewmembers at satellite training areas, or online through the Federal Aviation Administration internet Web site www.faa.gov and may include:

- Aeronautical Information Manual
- Federal Regulations, including 14 CFR Parts 1, 61, 91, 119 and 135

- National Transportation Safety Board (NTSB, Part 830
- Company GOM, MEL/CDL
- Aircraft Owners Handbook/Aircraft Flight Manual (AFM) (as applicable)
- Appropriate VFR and IFR Navigation, Departure and Approach Information
- Pilot Training Manual and Pilot Training Syllabus
- 49 CFR Part 175, "Hazardous Materials Regulation"
- Hazardous Materials Chart
- Airline Transport Pilot and Aircraft Type Rating Practical Test Standards
- Commercial Pilot / Instrument Pilot Practical Test Standards
- 14 CFR Part 121, Appendix I, "Drug Program Requirements," Appendix J: "Alcohol Misuse," and Appendix O, "Hazardous Material Training."

Training Materials

During the training phase the following material will be made available:

- Aircraft Flight Manual for the aircraft being taught
- Pilot Training Manual and Pilot Training Syllabus
- Course Syllabus
- Simulator Syllabus
- Flight Syllabus
- Checklist, charts, graphs, and (if applicable) Aircraft Reference Handbook
- Pilot Flight Training Syllabus (a complete aircraft training document with pictorials, descriptions of maneuvers, and recommended procedures)

Training Equipment

Training equipment may be available/accessible at the company or CTP location and may include:

- Static Aircraft
- Lesson Plans and Power Point Slides
- Written Tests
- Computer-based Hardware and Related Training Software
- Checklists, Charts, Graphs, Releases, and APG Data
- Emergency Equipment Board with Related Items
- Cockpit Procedures Trainer
- Preflight Training Pictorial
- Simulator

INSTRUCTIONAL DELIVERY METHODS (IDM)/COURSEWARE (CW) TABLE

NOTE: Instructors will use the most suitable Instructional Delivery Methods and Courseware available to conduct training. A specific list of the applicable Instructional Delivery Methods and Courseware used for each curriculum segment is shown in the following table.

Figure 1: Instructional Delivery Methods/Courseware Table

Curriculum Segment	IDM	CW
Basic Indoctrination Training - Operator Specific	A,B,C,G	1,2,3,5
Basic Indoctrination Training - Airman Specific	A,B,C,G	1,2,3,5
Aircraft Specific - Emergency Drill Training	A,E,F,I,G	3,5
Emergency Situation Training	A,B,C,E,G	1,2,3,5
Crew Resource Management Training – 135.330	A,B,C,G	1,2,3,4,5
Hazardous Material Training	A,B,C,G	1,3,5
Special Segment Training	A,B,C,H,I ,G	1,2,3,4,5
Aircraft Specific - General Operational Subjects Training	A,C	3,5
Aircraft Specific - Aircraft Systems Training	A,C,D	1,2,3,5
Aircraft Specific - Systems Integration Training	A,D,H,I	3,5
Aircraft Specific - Flight Training	A,E,F,H,I	3,5
Aircraft Specific - Differences Training	A,C,D,H,I	3,5

<u>Instructional Delivery Methods Legend</u>

A. Lecture
B. Audiovisual
C. Home Study
D. Cockpit Mock-up

E. Demonstration
F. Performance of Drills
G. Computer Based Training
H. Simulators
I. Aircraft

Courseware Legend

1. Overhead Viewgraphs
2. Slide Presentations
3. Handouts/Training Materials
4. Video Tapes
5. Lesson Plans/Syllabus

PREVIOUS TRAINING/EXPERIENCE

GROUND SCHOOL CREDIT FOR QUALIFIED INSTRUCTORS

A qualified instructor who conducts a classroom subject within a course, completes a course of ground training, or competes emergency drills (required within this approved training program) will be considered to have completed that subject, course, or drill for their own training requirement. Such credits shall be certified by the Director of Operations, Chief Pilot or Director of Training.

NOTE: ***IN NO CASE WILL A PERSON SIGN THEIR OWN TRAINING RECORD***

REVIEW AND TEST PROCEDURES

A. Ground Training - In order to insure pilots possess adequate knowledge of subjects covered, they are required to pass an oral or written examination with a minimum grade of 80% corrected to 100%, as required.

   NOTE: If an individual fails to pass the examination, they will be assigned extra study time as deemed necessary and will be retested using a different exam. If examination is failed again, further training/testing will be determined by operator.

B. Simulator Training - Procedures and maneuvers will be graded 1 (Proficient), 2 (Normal Progress), 3 (Additional Training,) 4 (Unsatisfactory) or D (Discussed). The pilot will be required to achieve a grade of 1 by completion of training. A grade of 3 will result in retraining of the pilot in the deficient elements. Sky Jet Elite will make the decision as to removal of pilots demonstrating grade 4 performance from flight status. If a Level C or D simulator is not

available, the required training may be conducted in a visual simulator providing those events have approval for a visual simulator.

C. Flight Training - Items on each flight will be graded using the same grading criteria used for simulator training. The line check required by 14 CFR Part 135.299 may only be done in flight and cannot be accomplished in a simulator of any class. Any training not accomplished in the simulator will be accomplished in the aircraft.

D. Pilot Checks - Checks required by 14 CFR Part 135.293 and 14 CFR Part 135.297 may be accomplished in a FAA certified simulator to the extent approved by the FAA. These tests will be given by a properly designated check airman or FAA inspector. Should any portion of the check not be completed in the simulator, the remaining portion will be accomplished in an aircraft.

CATEGORIES OF TRAINING

Below are the basic categories of Flight Training for the SJE Training Program. Each individual being assigned to a different duty position and/or aircraft type must complete Initial, Initial Equipment, Transition, Upgrade, Recurrent, or Requalification Training (depending upon the aircraft type and duty position for which they were previously qualified). All initial new hires will complete a curriculum that includes: Basic Indoctrination, Emergency Training and Hazardous Material.

*Scheduling codes

INH PIC / SIC INITIAL NEW HIRE CURRICULUM- (INH 60)*

This curriculum will qualify flight crewmember to act as a pilot in command or a second-in-command for the certificate holder. This training category is for personnel who have not had previous experience with the operator (newly hired personnel).

It also applies to personnel employed by the certificate holder who have not previously held a crewmember duty position with that certificate holder.

This curriculum will satisfy the requirements of:
135.345(b)
135.347
135.293
135.297

INE PIC / SIC INITIAL EQUIPMENT CURRICULUM (INE-60)*

This curriculum will qualify an individual who is currently serving as a crewmember for the Certificate Holder to act as pilot in command or second-in-command. This category of training is for personnel who have been previously trained and qualified for a duty position by the operator (not new hires) and who are being reassigned for any of the following reasons:

1. Reassignment is to a different duty position on a different aircraft type and the crewmember has not been previously trained and qualified by the operator for that duty position and aircraft type.

2. Reassignment is to an aircraft of a category or class for which the crewmember has not previously qualified with that operator.

This curriculum will satisfy the requirements of:
135.345(b)
135.347
135.293
135.297

TRA PIC / SIC TRANSITION CURRICULUM (TRA-60)*

This curriculum will qualify an individual who is currently serving as a crewmember for the Certificate Holder to act as pilot in command or second-in-command. This category of training is for a pilot who has been previously qualified as a crewmember and is being reassigned as a crewmember on a different aircraft type within the same aircraft category.

This curriculum will satisfy the requirements of:
135.345(b)
135.347
135.293
135.297

UPG PIC UPGRADE CURRICULUM (UPG-D)*

This curriculum will qualify an individual who has been previously trained and qualified as an SIC by the certificate holder and is being assigned as either PIC to the same aircraft type for which the employee was previously trained and qualified.

This curriculum will satisfy the requirements of:
135.345(b)
135.347
135.293
135.297

REC PIC / SIC RECURRENT CURRICULUM*

This category of training is for an employee who has been trained and qualified by the certificate holder, who will continue to serve in the same duty position and aircraft type, and who must receive recurring training and / or checking within an appropriate eligibility period to maintain currency.

This curriculum will satisfy the requirements of:
135.351
135.293
135.297

PIC 135.297 CHECK CURRICULUM (IC-297)*

This curriculum is for a PIC who has been trained and qualified by the certificate holder, who will continue to serve in the same duty position and aircraft type, and who must receive checking within an appropriate eligibility period to maintain currency.

This curriculum will satisfy the requirements of:
135.297

REQ PIC / SIC REQUALIFICATION – UP TO 12 MONTHS (REQ-12)*

This curriculum will qualify a crewmember who has been previously trained and qualified by the certificate holder; however, the crewmember has not completed recurrent training and checking within the eligibility period established by the regulation.

The time past due is – Up to 12 calendar months

This curriculum will satisfy the requirements of:
135.351
135.293
135.297

REQ PIC / SIC REQUALIFICATION – 12 TO 35 MONTHS (REQ-35)*

This curriculum will qualify a crewmember who has been previously trained and qualified by the certificate holder; however, the crewmember has not completed recurrent training and checking within the eligibility period established by the regulation.

The time past due is – 12 to 35 months

This curriculum will satisfy the requirements of:
135.351
135.293
135.297

REQ PIC / SIC REQUALIFICATION – 36 TO 59 MONTHS (REQ-59)*

This curriculum will qualify a crewmember that has been previously trained and qualified by the certificate holder; however, the crewmember has not completed recurrent training and checking within the eligibility period established by the regulation.

The time past due is – 36 to 59 calendar months

This curriculum will satisfy the requirements of:
135.351
135.293
135.297

REQ PIC / SIC REQUALIFICATION – MORE THAN 59 MONTHS (REQ-60)*

This curriculum will qualify a crewmember who has been previously trained and qualified by the certificate holder; however, the crewmember has not completed recurrent training and checking within the eligibility period established by the regulation.

The time past due is – More than 59 months

This curriculum will satisfy the requirements of:
135.351
135.293
135.297

*Scheduling codes

Training Matrix

"Categories of Training" illustrates categories of training for personnel being assigned to either a different duty position and/or a different aircraft type within the company.

Categories of Training	**PIC (A)**	**PIC (B)**	**SIC (A)**	**SIC (B)**
PIC A	R*	T	R	I
PIC B	T	R*	I	R
SIC A	U	I	R*	T
SIC B	I	U	T	R*

Required Categories of Training **Table Key**

I = Initial Equipment Training PIC = Pilot In Command

T = Transition Training SIC = Second In Command

U = Upgrade Training (A) = A specific aircraft type (different from B)

R = Requalification Training (B) = A specific aircraft type (different from A)

R* = Requalification required if person has become unqualified

Examples:

1. Current duty position is SIC on aircraft type A. Pilot is assigned to PIC position on the same (type A) aircraft. Upgrade (U) training is required.
2. Current duty position is PIC on aircraft type A. Pilot is assigned to PIC position on aircraft type B. Transition (T) training is required.

TRAINING CURRICULUMS

Within each category of training, several curriculums are required for each type of aircraft. The curriculums available are:

A. Initial New Hire Training
- PIC Training
- SIC Training

B. Initial Equipment Training
- PIC Training
- SIC Training

C. Transition Training
- PIC Training
- SIC Training

D. Upgrade Training
- PIC Training

E. Recurrent Training
- PIC Training
- SIC Training

F. Requalification Training
- PIC Training
- SIC Training

G. Instructor Training
- Instructor/Check Airman Qualification

CURRICULUM SEGMENTS

Curriculum segments that make up a curriculum depend upon the category of training and the duty position. Curriculum segments are titled as follows:

- Basic Indoctrination—§ 121.415(a)(1) or § 135.329(a)(1);
- Crew Resource Management Training—§ 135.330;
- Aircraft Ground Training—§ 121.419 or § 135.345;
- Emergency Training—§§ 121.417 and 121.805 or § 135.331;

- Flight Training—§ 121.424, § 121.425, part 121 appendix E, part 121 appendix H, or § 135.347;
- Differences Training—§ 121.418(a) or § 135.341(b)(4);
- Related Aircraft Differences Training—§ 121.418(b);
- Special Curriculum Segment—various rules depending on the operation;
- Hazardous Materials (Will-Carry or Will-Not-Carry)—§§ 121.1001 through 121.1007, part 121 appendix O, or §§ 135.501 through 135.507, part 121 appendix O; and
- Qualification Segment—part 121 subpart O, part 121 appendix F, or part 135 subparts E and G.

Each curriculum is further divided into several curriculum segments. Each segment is an integral phase of the curriculum and may be evaluated individually. Section 3 of the training manual contains those specialty curriculum segments required for most crew members, and some specialty curriculum segments required only for selected individuals. Each Aircraft Appendix contains those Aircraft Specific curriculum segments that relate to Aircraft Ground Training, Aircraft Simulator/Flight Training, and Qualification. Curriculum segments are grouped and classified as Specialty Curriculum - Basic Indoctrination Training, Emergency Training, Hazardous Material Training, etc. and Aircraft Specific Curriculum - Aircraft Ground Training, Aircraft Simulator/Flight Training, Differences Training, and Qualification. A brief description of each Curriculum Segment can be found below:

A. Basic Indoctrination Training - This training familiarizes each crew member with the Sky Jet Elite method of conducting operations in air transportation. It specifically acquaints them with policies, procedures, forms, organizational and administrative practices in order to be certain they have acquired adequate basic knowledge. The training is divided as follows:
   1. Operator-Specific Indoctrination Training - This includes information about Sky Jet Elite, which the employee needs to properly perform his/her duties. It will include as a minimum:
      a. Duties and Responsibilities of Flight Crew Members
      b. Appropriate Provisions of the Code of Federal Regulations
      c. Sky Jet Elite Operating Manual, Certificate and Operations Specifications
   2. Airman-Specific Indoctrination Training - This addresses the kind of operation and the general capabilities of the aircraft. Includes pertinent information that ensures the pilot will be prepared for aircraft ground and flight training. It will provide information appropriate to the duty position on the following subjects:
      a. Flight Control (flight locating procedures and operational control)
      b. Weight and Balance
      c. Aircraft Performance and Airport Analysis
      d. Meteorology
      e. Winter Operations/Ground Deicing
      f. Navigation

g. Airspace and ATC Procedures
h. Enroute and Terminal Area Charting and Flight Planning
i. Concepts of Instrument Procedures
j. Wake Turbulence
k. All Weather Surface Operations
l. Airport Ground Operational Safety

B. Emergency Training - Emergency training is subdivided into two groups, General Emergency Training and Aircraft Specific Training.
   1. General Emergency Training - This training is required for all crew members on each item specified in 14 CFR Part 135.331. The training is divided into two distinct parts, Emergency Drill and Emergency Situation.
      a. Emergency Drill - Instruction and practice in the actual use of certain items of emergency equipment such as fire extinguishers, life vests, and first aid equipment. This training is specific to the type aircraft being trained.
      b. Emergency Situation - Instruction on the factors involved and the procedures to be followed when an emergency occurs. This includes ditching, rapid decompression, aircraft fires and persons needing first aid.

NOTE: All items identified in 14 CFR Part 135.331 must be conducted every 12 months (14 CFR Part 135.351).

   2. Aircraft Specific Emergency Training - This training includes instruction and practice in emergency and abnormal procedures associated with aircraft systems, structural design, and operational characteristics. It provides flight crew members with the skills required to perform the procedures outlined in the Aircraft Flight Manual. It also includes training on the location of specific items of emergency equipment which is included in both the Aircraft Ground and Flight Curriculum Segments.

C. Hazardous Material Training - This provides instruction on the responsibilities, assigned duties, and who is qualified to handle hazardous materials. Each certificate holder that elects not to accept hazardous materials shall ensure each crew member is adequately trained to recognize those items classified as hazardous materials.

D. Crew Resource Management Training - To provide crewmembers with the necessary knowledge and preparation for applying Crew Resource Management Skills in line operations.

E. (Special Segment) Training - Specialty Curriculum provided only to those crew members that require this specialized training.

F. Aircraft Ground Training - This segment provides crew members with the necessary knowledge for understanding the basic functions of aircraft systems, the use of system components, the integration of systems and the related operational procedures for a specific aircraft. The specific areas which must be included are: General Operational Subjects, Aircraft Systems and Systems Integration Training.

G. Aircraft/Simulator Flight Training - The primary objective of flight training is to provide an opportunity for pilots to acquire the knowledge and skills necessary to perform to the desired standard. Flight training (except for windshear training) may be conducted entirely in an aircraft, or a combination of aircraft and either a flight simulator or flight training device, or in some cases, completed entirely in an advance flight simulator. The training events required to meet the Flight Training Curriculum Segments are outlined in the Aircraft specific Training Program.

H. Differences Training - Provided for both Aircraft Ground and Flight Segments (if necessary) to address variations of the same model of aircraft. This training is developed in accordance with appropriate Manufacturers Design Reports (MDR), Flight Standardization Board (FSB) recommendations, and FAA Order 8900.1.

I. Qualification - Checkout and qualification will be an integral part of each segment of training. The final check and completion of the Qualification Segment occurs when the individual has successfully completed each applicable segment of training and has completed the checks outlined in 14 CFR Parts 135.293, 135.297 and 135.299 (as appropriate).

NOTE: Satisfactory completion of the check required by 14 CFR Part 135.293 within the preceding 12 calendar months may be substituted for Recurrent Flight Training. (Reference: 14 CFR Part 135.351 (c))

Special Training Requirements

Source: 14 CFR Part 135.329(e)(1)(2)

A. Special Curriculum Segment Training - Specialty Curriculum is provided only to those crewmembers that require this specialized training.

B. Special curriculum segments example: Recent Experience, CFIT, TCAS, Land and Hold Short Operations (LAHSO), Class II Navigation, and RNAV, Flight Attendant Training, etc.

Qualification Segment.

Source: 14 CFR Part 135.293(b)(c), 14 CFR Part 135.351(c)

- Checkout and qualification will be an integral part of each segment of training.
- The final check and completion of the Qualification Segment occurs when the individual has successfully completed each applicable segment of training and has completed the checks outlined in 14 CFR Part 135.293, 14 CFR Part 135.297 and 14 CFR Part 135.299 (as appropriate).

NOTE: Satisfactory completion of the check required by 14 CFR Part 135.293 within the preceding 12 calendar months may be substituted for Recurrent Flight Training. (Reference 14 CFR Part 135.351(c))

NOTE: Satisfactory completion of the instrument proficiency check may be substituted for the competency check.

Flight and Ground Instructors.

Source: 14 CFR Part 135.293(e) and (f), 14 CFR Part 135.338(b)(c)(d)

Qualifications:

Flight Instructors (Includes Airplane and Simulator).

1. Hold the certificates, ratings, and medical (medical not required for simulator training) required and be current and qualified as PIC in all of the aircraft for which they are to be designated;
2. Have satisfactorily completed all training, including recency of experience, recurrent, and the proficiency or competency checks required to serve as a PIC. All training and checking must be recorded by the company.
3. Within the last 24 months be observed conducting training under the observation of an FAA Inspector or company Check Airmen.

Ground Instructors:

1. Any Pilot who has completed the SJE Basic Indoc Course may be designated as a Ground Instructor with out having to complete any other SJE Instructor course(s). This designation must be noted in their training record. They are also authorized to teach any aircraft specific ground course or emergency drills for a specific aircraft if they have previously had SJE training on that specific aircraft and/or emergency drills on that aircraft.

Designation:

Flight Instructors:

1. The Director of Operations or the Director of Training designates Flight Instructors after determining that they have met the qualification and training requirements for the company.

Ground Instructors:

1. Pilot and non pilot ground instructors are designated by the Chief Pilot or the Director of Training.

Duties, Responsibilities, and Authority:

Flight Instructors:

1. Conduct flight instruction in the types of aircraft that they are so designated and for which they hold current PIC qualifications.
2. "Simulator Only" Flight Instructors meet the requirements of the approved training center program if they are not already aircraft PIC qualified. They will be trained on simulator operation by the applicable training center.
3. May approve aircraft specific certificate of training for the pilot training they have given.
4. Notify the Director of Operations or the Director of Training of any training problems affecting the qualification of a company pilot.

   NOTE: Unless trained, qualified, and authorized to do so by the applicable training center, company instructors are not authorized to operate simulators or training devices.

Ground Instructors:

1. Conduct individual or classroom instruction as designated by the Director of Operations or the Director of Training.
2. May certify the training certificates for ground instruction they have given.
3. Maintains a record of the training given, to whom, when, where, and the results of such training and testing.

Check Airmen (Airplane and Simulator)

Source: 14 CFR Part 135.299(a)(1) and (b), 14 CFR Part 135.337(b)(c)(d), 14 CFR Part135.339(a)

Qualifications:

1. Check Airmen must hold the certificates, ratings and medical (medical not required for simulator training and checking) required and be current and qualified as PIC in all of the aircraft for which they are to be designated. They must have satisfactorily completed all training, including recency of experience, recurrent and the proficiency or competency checks required to serve as a PIC. All training and checking must be recorded by the certificate holder.
2. Ideally they are pilots with extensive testing, training, or evaluation backgrounds.
3. Check Airmen are normally selected from the flight instructor group and must complete all initial and transition check airmen training required by this approved program.
4. Check Airmen do not require the holding of an FAA flight instructor's certificate but must complete the company's Check Airmen training program.
5. Check Airmen must, within the last 24 months, be observed conducting a proficiency or competency check under the observation of an FAA Inspector.

Designation:

Source: 8900.1

1. Sky Jet Elite submits a written request, containing the applicable information, to the Principal Operating Inspector (POI) for an individual to be designated as a "Check Airman," to include the 14 CFR Part 142 Contract Check Airmen.
2. For further details, refer to:
   - Form 8410-3
   - "Flight Instructor/Check Airmen Training".
3. The FAA conducts Check Airmen surveillance on at least a biennial basis.
4. The form and substance of the request to the POI will be pursuant to the above referenced source.
5. The approval letter is maintained by the Manager of Records. A copy is provided to the Check Airmen.

6. Check Airmen (Airplane) may give a required flight check in an approved simulator under the following conditions:
   - The Check Airmen has completed the required simulator instructor's training course or;
   - The check may be given if the training center provides the simulator operator and the Check Airmen is giving only the flight check portion without requirements to control the simulator. In this case the Check Airmen shall carefully coordinate the planned check flight with the simulator operator. The Check Airmen does not have to occupy a cockpit seat for the check.

Duties, Responsibilities, and Authority:

Source: 14 CFR Part 135.293(e) and (f), 14 CFR Part 135.297(a)(b)(c)(1)(i)(ii)

1. Conduct 14 CFR Part 135 flight checks and certify the pilots' competency in their records under 14 CFR Part 135.293, 14 CFR Part 135.297, and 14 CFR Part 135.299 in aircraft for which they are so designated and for which they are currently qualified as PIC. These may be in simulators under certain conditions.
2. May review and certify a course of ground/flight/simulator instruction from a training center and determine if it meets the minimum company requirements. This includes review of training tapes, computer generated programs and videos.
3. May review and certify the training records of crewmembers whether they gave the instruction or not.
4. Check Airmen must, within the last 24 months, be observed conducting a proficiency or competency check under the observation of an FAA Inspector.
5. Complete the Flight Check Form, forwarding same to the Director of Training.
6. The Director of Training will hand carry or forward the results to the Director of Operations who will then forward the flight check results to the FAA in a timely manner.
7. Gives the required written or oral examination required by 14 CFR Part 135.293(a)(1) (3-8) when the flight testing was conducted by out of house Check Airmen.

Designation Lists

Check Airmen (Airplane and Simulator).

1. The company maintains a list of airmen the FAA has approved to serve as Check Airmen.
2. The list includes the pilot's name and the specific types of aircraft in which he may perform Check Airmen duties.
3. The company either
   - Maintains a list of contract persons the FAA has approved to serve as Check Airmen (Airplane), and 14 CFR Part 142 Check Airmen (Simulator). The list includes the pilot's name and the specific types of aircraft in which he may perform his duties. or;
   - The FAA grants through approval for a request by Sky Jet Elite , an approval for the Check Airmen (Airplane) and 14 CFR Part 142 Check Airmen (Simulator) to conduct the appropriate training and checks for Sky Jet Elite

NOTE: Each list required by the above paragraphs is maintained by the Director of Operations.

Training Modules, Elements and Events

1. Modules consist of closely related elements or events. The scope and content of each training module depend upon the category of training and the curriculum in which the curriculum segment is to be incorporated.

2. Modular Outline
   - For each training module within each curriculum segment.
   - Containing sufficient detail to ensure that the main features of the principal elements or events are addressed during instruction.

Differences Training

Source: 14 CFR Part 135.321(b)(4), 14 CFR Part 135.347(a)

1. FAA guidance, allows an operator to consider each, “Type” of aircraft when determining the need to construct a curriculum. Training provided for both Aircraft Ground and Flight Segments (if necessary) to address variations of the same model of aircraft.

2. Aircraft Families are defined as:
   - Transport Category and Commuter Category airplanes;
   - Multi-engine, turbo-propeller, and SFAR airplanes;
   - Multi-engine, general-purpose airplanes;
   - Single-engine, general-purpose airplanes;
   - Helicopters.

3. Consequently, the company must provide Differences Training to qualify pilots in different configurations of aircraft considered the same, “Type” when determining the need to construct a curriculum.

MODULES

Modules consist of closely related elements or events. The scope and content of each training module depend upon the category of training and the curriculum in which the curriculum segment is to be incorporated.

Training Module Construction, Evaluation and Approval

The company presents training modules to its POI in outline form for initial approval.

a. Containing enough detail so that the POI can identify that regulatory requirements have been met.
b. Training module outlines later serve as a foundation from which the company develops complete and usable courseware. These include:
    - Lesson Plans
    - Instructor Guides
    - Computer-based training modules
    - Visual Depictions
    - Video Tape Presentations
    - Handouts
    - Slide Presentations
    - Overhead Viewgraphs

The effectiveness of courseware and instructional delivery methods cannot be evaluated before instruction begins and must, therefore, be evaluated as a final step in the approval process.

- Excessive detail (determined by the Director of Training) is neither necessary nor helpful to the POI. POI always has authority to ask for more detail.

One reason for excluding excessive detail from the training module outline is to allow the operator flexibility in adjusting courseware without time-consuming and unnecessary reviews on the part of the POI.

Qualification Modules

Introduction

The qualification curriculum segment is the final segment of each training curriculum as outlined in this manual. This segment is comprised of specific testing, checking, and experience modules that candidates must successfully complete before being qualified to serve as pilots.

The qualification curriculum segment has the following objectives:

- To ensure each pilot has reached an acceptable level of proficiency in all assigned duties before being released from training.

- To provide a means, as part of the Quality Assurance Program, to measure the effectiveness of training and to identify and correct individual training deficiencies.

The Qualification curriculum is composed of qualification modules. These modules are divided into testing, checking, and experience segments which are further defined. The checking and qualification modules of the qualification curriculum segment are used to determine successful course completion. This includes any CFR qualification requirements for crewmembers to actually serve in 14 CFR Part 135 operations such as:

- Oral or Written Examinations
- Proficiency Checks
- FAA Observations
- Line Checks
- Competency Checks
- Hands On Drills
- Demonstrated mastery of the body of knowledge in each curriculum segment.

Ground Training - In order to insure pilots possess adequate knowledge of subjects covered, they are required to pass an oral or written examination with a minimum grade of 80% corrected to 100%, as required.

NOTE: If an individual fails to pass the examination, they will be assigned extra study time as deemed necessary and will be retested using a different exam. If examination is failed again, further training/testing will be determined by the Director of Operations (or designee).

Simulator Training - Procedures and maneuvers will be graded (Proficient), (Not Yet Proficient) or (Discussed). The pilot will be required to achieve a grade of Proficient by completion of training. If a Level C or D simulator is not available, the required training may be conducted in a visual simulator or FTD providing those events have approval for a visual simulator or FTD.

Flight Training - Items on each flight will be graded using the same grading criteria used for simulator training. The line check required by 14 CFR Part 135.299 may only be done in flight and cannot be accomplished in a simulator of any class. Any training not accomplished in the simulator will be accomplished in the aircraft.

Pilot Checks -The checks required by 14 CFR Part 135.293 and 14 CFR Part 135.297 may be accomplished in a FAA certified simulator to the extent approved by the FAA. These tests will be given by a properly designated Check Airmen or FAA inspector. Procedures and maneuvers will be graded satisfactory or unsatisfactory. Should any portion of the check not be completed in the simulator, the remaining portion will be accomplished in an aircraft.

Drill Training - by satisfactory completion of the required drill.

Obtain the Instructor's recommendation (for pilots only)

1. Instructors' recommendations are predicated upon demonstrated mastery of the body of knowledge as described above.
2. Must be documented on the training record form.

Checking Module

Source: 14 CFR Part 135.293(d), 14 CFR Part 135.297(d)(e) and (g), 14 CFR Part 135.299(a)(1)(2)(3)

1. If a pilot is unsuccessful in a maneuver during the checking module, retraining may be conducted on the areas deemed unsatisfactory. The student is then required to repeat the checking for that specific module. The Check Airman or FAA, may require that an entire re-check be conducted. During the checking module, the examiner may stop the checking and conduct training for a specific element of that checking module. Once the training for that element is accomplished, the examiner must announce when the checking module is to commence.

2. The competent performance of a procedure or maneuver by a pilot requires the pilot be the obvious master of the aircraft, with the successful outcome of the maneuver never in doubt.

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TRAINING AND CHECKING AUTHORIZATION

A. The Training & Checking Authorization Form provides information that Contract Training Partners need to train and check Sky Jet Elite pilots.

B. Electronic copies of this form are available and can be emailed or faxed to the appropriate Contract Training Center when completed. The form found in this manual can also be used for this purpose. Before manually filling out the form, copy it and retain the original in this manual. Complete a copied form for each pilot being trained and fax to the Contract Training Center where training will be conducted.

C. Contract Training Centers must have the completed forms prior to training/checking pilots.

TRAINING RECORDS

Any appropriate record of training is acceptable to support the Training Certificate i.e., computerized records, contract training records, daily attendance sheets, etc.

TRAINING CERTIFICATION

The following personnel are authorized to certify any and all Training Forms, and Training & Checking Authorization forms:

- Director of Operations
- Chief Pilot
- Training Officer
- Check Airman

TRAINING FORMS

These following forms are samples of the forms used by Sky Jet Elite and Contract Training Partners to authorize, record, and certify various training and checking activities:

- Instructor/Check Airman (Simulator) Line Observation Form
- Training Summary Checklist Form (TSC)
- Document Acknowledgment Form (DA)
- Contract Differences Training Form (CDT-1)
- Contract Differences Training Form (CDT-2)
- Training & Checking Authorization Form (TCA)
- Training Certificate Form

Many of these forms are based upon electronic forms which are currently available at various contract training centers. Sky Jet Elite has chosen to use some of those forms.

NOTE: All forms used must be FAA approved.

INSTRUCTOR/CHECK AIRMAN (SIMULATOR) LINE OBSERVATION FORM

This form is used to document completion of 14 CFR Part 135.337/338 flight experience requirements using the line observation training segment found in this training program. Flight experience conducted under the line observation program may be completed using either a line observation flight in an actual aircraft or the alternate method Line Operational Simulation (LOS) flight in a Flight Simulator.

NOTE: Line Observation is a training event not a checking event; however, satisfactory completion is a regulatory requirement.

NOTE: It is possible to meet the flight experience requirements of 14 CFR Part 135.337/338 by flying an actual aircraft rather than using the line observation training segment found in this training program.

INSTRUCTOR/CHECK AIRMAN (SIMULATOR)
LINE OBSERVATION

RECORD OF TRAINING

Pilot Name: _____
Aircraft: _____

Note: This form documents completion of 14 CFR Part 135.337/338 flight experience requirements using the line observation training segment found in the Professional Flight Transport, Inc approved training program. Line Observation is a training event not a checking event; however, satisfactory completion is a regulatory requirement.

Completion Method:
☐ Line Observation Flight in an Aircraft
☐ Alternate Method Line Operational Simulation (LOS)

Date of Flight: _____
Aircraft N-Number or Simulator Number: _____
Route of Flight: _____
Number of Takeoffs and Landings: _____
Flight Time: _____
Pilot Signature*:
Company Representative/POI present**: _____

Additional Comments: _____

* Pilot's Signature acknowledges completion of the appropriate flight experience requirements

** In order to exercise proper operational control, a check airman's performance should be evaluated by any representative or the POI, if they are present during training.

TRAINING SUMMARY CHECKLIST FORM

The Training Summary Checklist is designed to identify any company specific policy and procedure information required to conduct contracted aircraft specific training. It is a Sky Jet Elite responsibility to complete this form, and provide all required attachments, prior to the start of any contracted aircraft specific training.

In cases where Contract Flight Instructors/Check Airmen do not need additional training, because reading this form and all attachments is sufficient, a Contract Differences Training Form CDT-1 will be used. When additional Contract Flight Instructor/Check Airman training beyond merely reading this form and all attachments is required, the training must be documented on a Contract Differences Training Form CDT-2.

It is a Training Center responsibility to insure each Contract Flight Instructor/Check Airman used to conduct aircraft specific training has read and understands the content of this checklist and all attached material prior to conducting any training or checking. This can be documented using the Document Acknowledgment Form found on page TF-10.

TRAINING SUMMARY CHECKLIST

135 Certificate Name:	135 Certificate Number:
Based At:	DBA / Affiliate Name:
Aircraft Program:	Aircraft Model(s):

TRAINING PROGRAM DIFFERENCES:

☐ The approved Part 135 training program is based upon [Select a 142 curriculum program]Part 142 curriculum. Any minor changes incorporated to make the 142 curriculum compliant for Part 135 training are identified on the attached Program Changes Memo.

☐ The approved Part 135 training program is not based upon[Select a 142 curriculum program]Part 142 curriculum. A Program Analysis Form showing all program differences is attached.

TRAINING REQUIREMENTS:

Checklist:
1. Normal Procedures: [Select the Checklist to be used for training]
2. Abnormal/Emergency Procedures:[Select the Checklist to be used for training]

Weight and Balance:[Select the Method to be used for training]

Performance Planning:[Select the Procedures to be used for training]

Operating Procedures:
1. Ops Manual Requirements/Standard Operating Procedures:[Select the Procedures to be used for training]
2. Maneuvers and Procedures:[Select the Procedures to be used for training]
3. Pilot Callouts:[Select the Callouts to be used for training]

Minimums:
1. Takeoff:[Select the Lowest RVR to be Trained]
   (Normally based on Ops Specs (C079, C057 or H116) but can differ based upon trainings needs)
2. Precision Landing:[Select the Lowest RVR to be Trained]
   (Normally based on Ops Specs (C074, C059, C060, or H117) but can differ based upon training needs)

Read file:[Select the Option Needed]

Other Operator Requirements:

TRAINING SUMMARY CHECKLIST
(Continued)

Approaches to be Trained: As indicated by an X below *(Normally based on Ops Specs (C052 or H102) but can differ based upon training needs. If it is not possible to train every approach selected due to time constraints, instructors will use a variety of the selected approaches to give pilots as much exposure to the different type approaches as is practical within the time available.)*

Instrument Approach Procedures (other than ILS & MLS Nonprecision Approaches Without Vertical Guidance	Instrument Approach Procedures (other than ILS & MLS) Approaches With Vertical Guidance (APV)	Instrument Approach Procedures Precision Approach Procedures (ILS, MLS, & GLS)
☐ ARA	☐ LDA PRM	☐ Copter ILS
☐ ASR	☐ LDA PRM DME	☐ GLS
☐ ASR SRA	☐ LDA w/GS	☐ ILS
☐ GPS	☐ LNAV GPS	☐ ILS DME
☐ HEDA	☐ LOC BC w/ GS	☐ ILS PRM
☐ LDA	☐ RNAV	☐ MLS
☐ LDA DME	☐ RNAV GNSS	☐ PAR
☐ LOC	☐ RNAV GPS	☐ OTHER:
☐ LOC BC	☐ RNAV RNP	
☐ LOC BC / DME	☐ RNAV LNAV/VNAV	
☐ LOC DME	☐ SDF w/GS	
☐ NDB	☐ OTHER:	
☐ NDB DME		
☐ OSAP		
☐ RNAV GPS		
☐ RNAV RNP		
☐ RNAV VOR/DME		
☐ SDF		
☐ SDF DME		
☐ TACAN		
☐ VOR		
☐ VOR DME		
☐ OTHER:		

A signature below acknowledges that you understand the following:

1. This Training Summary Checklist is used in conjunction with the approved Part 135 Training Program to ensure all your training requirements are met. It is a Part 135 Certificate Holder responsibility to make sure this training summary checklist along with all the required attachments are current and correct prior to the start of any contract training.
2. Any additional training needed to qualify a Contract Flight Instructor / Check Airman on the company specific policies and procedures identified on this form must be documented on a Contract Flight Instructor / Check Airman Differences Training Form.
3. During Ground Training the Aircraft Flight Manual procedures for Performance Planning and for computing Weight and Balance will be taught
4. Your attached procedures (if any) for Performance Planning, computing Weight and Balance, Standard Operating Procedures, etc. will be taught during Briefing and Flight Training.
5. If for any reason an individual pilot needs additional training, on a specific procedure that is different than shown on this Raining Summary Checklist (i.e. lower minimums, a different approach, etc.), the Training Authorization form for that pilot must specifically identify and authorize it.

Signature: _____ Date:

Name and Title:

DOCUMENT ACKNOWLEDGMENT FORM (DA)

The Document Acknowledgment Form DA provides a method for contract flight instructors/check airmen to document they have read and understand the appropriate Sky Jet Elite training materials to be used for training. It is used in combination with other forms such as the Training Summary Checklist.

DOCUMENT ACKNOWLEDGMENT

135 Certificate Name:	135 Certificate Number:
Based At:	DBA/Affiliate Name:
Aircraft Program:	Aircraft Model(s):
Document Name: [Select the Document]	
Document Signature Date:	

Initials below acknowledge the following:
I have read the above named document, along with all attachments, and I understand the operator specific policies and procedures to be used for Part 135 training and/or checking.

Contract Flight Inst./Check Airman Name	Date	Initials	Contract Flight Inst./Check Airman Name	Date	Initials

CONTRACT DIFFERENCES TRAINING FORM (CDT-1)

The Contract Differences Training Form CDT-1 is used when all contract flight instructor/check airman training can be completed by merely reading the Training Summary Checklist and attachments. When additional Contract Flight Instructor/Check Airman training is required, the training must be documented on a Contract Differences Training Form CDT-2.

It is a contract training center responsibility to ensure each Contract Flight Instructor/Check Airman has read and understands the information included on the Training Summary Checklist prior to conducting any Part 135 training or checking. This can be documented using the Document Acknowledgment Form DA.

CONTRACT DIFFERENCES TRAINING – (CDT-1)

(Additional Operator Specific Policies and Procedures Training Is Not Needed)

135 Certificate Name:	135 Certificate Number:
Based At:	DBA/Affiliate Name:
Aircraft Program:	Aircraft Model(s):

ADDITIONAL CONTRACT FLIGHT INSTRUCTOR/CHECK AIRMAN TRAINING IS NOT REQUIRED:

☐ The approved Part 135 Training Program is based upon the contract training center's Part 142 curriculum. Each contract Flight Instructor/Check Airman must read the training summary checklist and all attachments prior to conducting any training or checking. No additional contract flight instructor/check airman training for company specific policies and procedures is needed. All contract training will be conducted in accordance with the signed Training Summary Checklist and the approved Part 135 Training Program.

☐ The approved Part 135 Training Program is not specifically based upon the contract training center's Part 142 curriculum. However, after completing a program analysis of the two programs it has been determined that no additional contract flight instructor/check airman training on the Part 135 Training Program and company specific policies and procedures is needed. Each contract Flight Instructor/Check Airman must read the training summary checklist and all attachments prior to conducting any training or checking. All contract training will be conducted in accordance with the signed Training Summary Checklist and the approved Part 135 Training Program.

Note: It is a contract training center responsibility to ensure each Contract Flight Instructor/Check Airman has read and understands the information included on the Training Summary Checklist prior to conducting any Part 135 training or checking.

A signature below acknowledges that you understand the following:

1. This Contract Differences Training form documents completion of all required Part 135 differences training for those contract Training Center employees who have been accepted as Contract Flight Instructors and/or authorized as Contract Check Airmen for Professional Flight Transport, Inc., and who have read the Training Summary Checklist and attachments.

Signature: _____ Date:

Name and Title:

CONTRACT DIFFERENCES TRAINING FORM (CDT-2)

The Contract Differences Training Form CDT-2 is used when additional Contract Flight Instructor/ Check Airman training beyond reading the Training Summary Checklist and attachments is required. If no additional Contract Flight Instructor/Check Airman training is required, the Contract Differences Training Form CDT-1 should be used.

It is a Sky Jet Elite responsibility to identify and provide all additional contract differences training needed, prior to the start of any contract training or checking. This training is aircraft specific and must be conducted for each type aircraft to be trained. All items identified will be covered in a briefing (face to face, or over the phone) conducted by Sky Jet Elite and given to at least one Contract Instructor (normally the Aircraft Program Manager at the learning center where training is first scheduled) for each type aircraft to be trained. From that point on, this training may be given by the trained Contract Instructor to all other Contract Flight Instructors/Check Airmen. Documentation of this contract differences training must be completed on the CDT-2 prior to any contract training or checking activity.

It is a contract training center responsibility to ensure each Contract Flight Instructor/Check Airman has read and understands the information included on the Training Summary Checklist and has completed contract differences training prior to conducting any Part 135 training or checking.

CONTRACT DIFFERENCES TRAINING (CDT-2)

(Additional Operator Specific Policies and Procedures Training)

135 Certificate Name:	135 Certificate Number:
Based At:	DBA/Affiliate Name:
Aircraft Program:	Aircraft Model(s):

ADDITIONAL CONTRACT FLIGHT INSTRUCTOR/CHECK AIRMAN TRAINING REQUIRED:

☐ The approved Part 135 Training Program is based upon the contract training center's Part 142 curriculum.

☐ The approved Part 135 Training Program is not based upon the contract training center's Part 142 curriculum and a Program Analysis Form has been completed to determine if/where the training programs differ.

Additional contract flight instructor/check airman training on the Part 135 Training Program and/or Operator specific policies and procedures is required on the following items:

Signatures below indicate Contract Differences Training is complete. All subsequent contract training will be conducted in accordance with the signed Training Summary Checklist and the approved Part 135 Training Program.

Contract Flight Instructor/Check Airman (Receiving Training)	**Date Completed**	**Certificate Holder Instructor** (Conducting Training)
Name: Signature:		Name: Signature:

Contract Flight Instructor/Check Airman (Receiving Training)	**Date Completed**	**Certificate Holder or Contract Instructor** (Conducting Training)
Name: Signature:		Name: Signature:
Name: Signature:		Name: Signature:
Name: Signature:		Name: Signature:
Name: Signature:		Name: Signature:

TRAINING & CHECKING AUTHORIZATION FORM

The Training & Checking Authorization Form TCA is used to identify and authorize Part 135 contract training and checking activities. It is a Sky Jet Elite responsibility to complete this form prior to the start of any contracted aircraft specific training. A signature on the form authorizes contract training activity and certifies that all applicable Part 135 required training and checking has been completed prior to the start of aircraft specific training.

It is possible for individual pilots to need additional training on a specific procedure that is different than shown on the Training Summary Checklist Form TSC (i.e. lower minimums, a different approach, etc.). When this is the case, the Training & Checking Authorization Form TCA must specifically identify and authorize this training.

On the following pages, you will find examples of the TCA forms that are used at various training centers.

BOMBARDIER AIRCRAFT SERVICES

FAR 135 Training and Checking Authorization

Aircraft: **Course Date:** **Today's Date:** 11/5/09

Pilot Information

Last Name

First Name

Certificate Grade / Number No.

Duty Position New Duty Position

Course Requested

Course Type

If Course follows FSI template, reduced SIM hours authorized ◉ Yes ○ No

Other: Base Month

Training and Checking Requirements

Use Operators: ○ SOPs ○ Checklist ○ Maneuvers

Use Bombardier: ◉ SOPs ◉ Checklist ◉ Maneuvers

Takeoff RVR Landing RVR

Approved for:	Training?		Checking?	
RNAV (GPS) Approach	◉ Yes	○ No	◉ Yes	○ No
VNAV Approach	◉ Yes	○ No	◉ Yes	○ No
ILS PRM Sim Breakout	○ Yes	◉ No	---- NA ----	
TAWS / CFIT	◉ Yes	○ No	---- NA ----	
Other	○ Yes	○ No	○ Yes	○ No

Notes

Company Information

Cert Holder Name

Cert Holder Number

Company Name

Address

City State Zip

POI Information (for FedEx of Certification files)

POI Name

FSDO

Address

City State Zip

Training and Checking Authorizations

PIC Applicants

○ New PIC Type Rating*

○ .293 (a)(2&3)+(b)

○ .297 Instrument Check

○ Warmup before .297 chk

Other

SIC Applicants

○ New SIC Type Rating*

○ 135.293 (a)(2&3)+(b)

○ PIC Type rating for SIC*

Other

*For Type Rating Applicants

○ I Certify

○ I DO NOT Certify

...that this pilot has completed all phases of the certificate holder's approved training program (Indoc) except those authorized by this TCA, and has satisfactorily completed the requirements of FAR135.293 (a)(1) & (4-8). A Type Rating check will be conducted only upon successful completion of all of these events.

Authorized by:

Click here to print a copy of this form for your records as needed

○ Director of Operations ○ Chief Pilot ○ Director of Training ○ Other Title:

Full Name Phone Number Email

Bombardier Dallas

Kathryn Askins: Documentation Coordinator
kathryn.askins@aero.bombardier.com
469-791-4271 Office 469-791-4272 Fax

When complete, Please
Save and Email to the appropriate center
or
Print and Fax to the appropriate center

Bombardier Montreal

Maryse Lalumiere: Documentation Coordinator
maryse.lalumiere@aero.bombardier.com
514-344-6635 Office 514-344-6604 Fax

This section below to be filled out by Bombardier

CAE SIMUFLITE TRAINING AND CHECKING AUTHORIZATION

Fax to: (972) 456-8133

AIRCRAFT: **CLASS DATE:**

COMPANY DATA	**TYPE RATING AND/OR ATP REQUIREMENTS**
Certificate Holder Name:	☐ I certify the named pilot ***will be current*** in accordance with 135.293(a)(1) and 135.293(a)(4-8) prior to the start of the aircraft competency / proficiency check. If satisfactory, ATP / type rating certification will be issued by the contract check airman if he/she holds a letter of authority (LOA) from the Part 135 certificate Holder's POI that ***specifically states***: "This TCE (name) is authorized to issue an ATP Certificate or Additional Aircraft Rating in accordance with 14 CFR part 61.157 (c) and / or (f) following the satisfactory completion of the pilot-in-command initial proficiency / competency check in accordance with your air carrier's approved training program." ☐ I certify the named pilot ***will not be current*** in accordance with 135.293(a)(1) and 135.293(a)(4-8) prior to the start of the aircraft competency / proficiency check. CAE SimuFlite will conduct the aircraft competency / proficiency check, but will **not** issue either the ATP or type rating certification. Contact your POI for guidance.
Certificate Holder Number:	
Company Name:	
PILOT DATA	
Name:	
Type Ratings Held:	
Total Time: Total Time in Type:	
TRAINING CATEGORY	
☐ Initial New Hire (☐-A) (☐-B) (☐-C) (☐-D)	
☐ Initial Equipment	
☐ Transition	
☐ Upgrade *(Time in type must be verified by logbook)*	
☐ Requalification	
☐ Recurrent	**OTHER**
☐ 135.297 Instrument Comp Check (stand alone)	☐ PIC Type Rating ☐ ATP
☐ Check Airman	☐ "SIC Privileges Only" Type Rating for the SIC
☐ Differences *(Separate enrollment req.)* Model(s):	☐ 135.293(a)(3) Oral – Note: if accomplished by CAE SimuFlite the evaluation will be accomplished using only the AFM method of Wt. & Balance computation
CURRENT DUTY POSITION	**REMARKS:**
☐ PIC	
☐ SIC	
DESIRED DUTY POSITION	
☐ Pilot in Command	
☐ PIC qualified in both seats	
☐ Second in Command	
AUTHORIZED AND CERTIFIED BY	
Name:	
Date:	
Phone:	
Fax:	

STI-TCA 5/13/09

FlightSafety International's form:

TRAINING & CHECKING AUTHORIZATION

To:		Phone:	Fax:
From:		Phone:	Fax:

Training Document Status *(Enter revision number/signature dates below for the training documents to be used)*

Part 135 Training Program:	Training Summary Checklist:	Read File: N/A	Program Analysis: N/A

135 Certificate Name:		135 Certificate Number:
Based At:		DBA/Affiliate Name: N/A
Pilot Name:	Pilot Certificate #:	Grade:
Medical Date:	Medical Class:	Date of Birth:
Aircraft Model:	Training/Checking Needed: ☐ PIC ☐ SIC ☐ Both ☐ Single Pilot in Command	
Part 61: ☐ Initial ☐ Recurrent	**Part 135:** ☐ INH/INHA ☐ INHB ☐ INHC ☐ INHD ☐ Initial Equipment ☐ Transition ☐ Upgrade ☐ Recurrent ☐ Requalification	
Differences – From (Base Aircraft):	To (Variant):	☐ Initial ☐ Recurrent
Type Rating Check Needed: PIC 61.63 or 61.157 ☐ Yes ☐ No; Single Pilot ☐ Yes ☐ No; SIC 61.55(e) ☐ Yes ☐ No ATP Check Needed: ☐ Yes ☐ No		
Checking Level: ☐ 100% Simulator ☐ Simulator/Aircraft ☐ Aircraft only		
FLIGHT CHECKS REQUIRED		
☐ 135.293(a)(2-3) or ☐ 135.293(a)(2) - Pilot has already completed 135.293(a)(3) checking.		Base Month:
☐ 135.293(b) (To be taken in conjunction with 135.293 (a) testing above)		Base Month:
☐ 135.297 (6 month PIC Instrument Proficiency Check)		Base Month:
☐ 135.297(g) PIC Autopilot Check (In lieu of SIC requirement, as per Ops Specs A015)		Base Month:
☐ 135.247(a)(2) Night Landings ☐ 135.247(a)(3)(ii)(D) Alternate Night Landings for more than one type airplane		
☐ Lower than Standard Landing Minimums: (See Training Summary Checklist)		
☐ Lower than Standard Takeoff Minimums: (See Training Summary Checklist)		
☐ Pilot has completed appropriate portions of 135.345 or 135.351 required training		* Date Completed: * By entering a date, the person authorizing training below is also certifying all required training is complete.
Additional Requirements: None		
* Authorized/Certified By:		Date:
Title:	Scheduled Beginning Training Date:	

TRAINING & CHECKING AUTHORIZATION
(Continued)

135 Certificate Name:	135 Certificate Number:
Pilot Name:	Date:

ADDITIONAL REQUIREMENTS

Note: This page is needed only for expanded operator requirements and comments. It is not always needed, but when used, it must also be selected on the "Additional Requirements" line found near the bottom of the first TCA page.

(List any additional requirements, to be trained/checked in conjunction with your aircraft specific training, such as specialty curriculum or enrichment courses. Make sure and indicate if you need the full initial version with ground school or just the recurrent simulator portion, as appropriate. In some cases, specialty curriculum and/or enrichment courses may result in additional training costs. Before electing a course, please coordinate with the learning center to make sure the curriculum and courses you want are available and that you understand the pricing policy.)

Operator Requirements:

(This box is used for additional comments to explain the individual training/checking needs of this particular pilot. Any general information already included on the Training Summary Checklist and/or Program Analysis Form need not be repeated here.)

Operator Comments:

Page 2

FORMAL RECOMDATION

As mentioned in the Training Policies Chapter:

Each student must receive a formal recommendation prior to the conduct of an oral examination/competency check or a PC. The sign-off for this formal recommendation can be found on the appropriate CTP's training and checking form. A sample of this form can be found on page TF-21 on the next page. Please note that on the bottom of the page is where this formal sign-off is placed.

Due to the variation in our fleet types, SJE may use multiple CTPs. All their forms have a similar sign-off as the example form on Page TF-21. A similar sign-off can be found on form TM-04 for the 293(a)(1)(3-8) check if given by an in-house FAA approved Check Airmen.

An authorized signature is required and constitutes a sign-off.

CAE SimuFlite

Flight Training Record (8600D)

Name:

Company: Professional Flight Transport, In

Category: INHD

Course#: K1UR100104

Client ID: T158

Cert Code: XPTA

Date / Sim#	IP# / OCM	From / To	PF	PM	Inst	T/O Day / Night	LDG Day / Night	ILS	Non-Prec	GPS	Circle	Visual
1/6	1332	KJFK	2.5	1.5	1.8			3	1		1	
S15	FH14	KJFK				2	2					
1-7	1087	KCYS-KCYS	2.4	1.6	1.5			3	3			1ZF
S16	FH14	PANC-KPNE				4	4					
1/8	1332	KJFK,KMMU	2.1	.0	1.6			3	3		1	1ZF
S7	FH14	KJFK				3	3					
1-9	1087	KJFK-KMMU	2.4	2.0	1.1			2	2		1	1ZF
S8	FH14	KJFK				3	3					

INSTR #		CFR REF
	Type Rating	61.63 / 61.157
	Airline Transport Pilot Certificate	61.157
1087	PIC Proficiency	61.58 / 61.56
1087	PIC Instrument Currency	61.57(d)
	SIC Qualification	61.55
	Training Only	
	Single Pilot Cessna (4050) / Shannon (6280) / Sierra (5411)	Exemption
INSTR #	**PART 135 TRAINING**	**CFR REF**
1087	Ground Training	135.345 / 135.351
1332	Flight Training	135.347 / 135.351
INSTR #	**PART 135 TESTING**	**CFR REF**
1087	PIC Proficiency / Competency	☑135.293 / ☑ 135.297
	SIC Competency Check	135.293

I certify that this pilot has satisfactorily completed ground and flight training and is eligible for testing in accordance with 135.293, 61.63 or 61.157.

1332

INSTR #

Page 7

IN-HOUSE TRAINING FORMS

On the following pages, you will find the forms used to track and certify specific training curriculums found in this FOTM.

FORM	DESCRIPTION
TM-01	Reserved
TM-02	Training Record Log: Used to track all completed training events and check rides.
TM-03	Master Training Record: Used to track primary training events and pilot assignments.
TM-04	Basic Indoctrination Training Form: Used to certify specific training events.
TM-05	Crew Resource Management Training Form: Used to certify this specific training event.
TM-06	Emergency Ground Training and Drill Form:
TM-07	Will-Not Carry Hazmat Training Form: Used to certify this specific training event.
TM-08	TSA-12.5 ISC/GSC Training Form: Used to certify this specific training event.
TM-09	Flight Instructor Training Form: Used to certify this specific training event.
TM-10	Check Airmen Training Form: Used to certify this specific training event.
TM-11	Special Curriculum Training Form: Used to certify any of the Special Curricula found in this FOTM.

SKY JET ELITE
RESERVED FOR FUTURE USE

AIRCRAFT TYPE:	TRAINING PHASE ☐ **Initial** ☐ **Recurrent**	Pilot: Certificate # Training completion date:

APPROVED CURRICULUM		**Source of Training**	
Reference	**Module**		**Instructor**

Ground Training Notes/Comments:	Notes/Comments:

CERTIFICATION OF TRAINING

I Certify that the individual named above has successfully completed the training requirements specified by the Approved Training Program	Authorized Signature _____ Title: Chief Pilot / Dir. Operations / Dir. Training Date:

Pilots Name:

Pilots Signature_____ Date:

Form TM-01
Original – 03/14/2018

SKY JET ELITE
TRAINING RECORD LOG

PILOT:	Drug Date:	Certificate #

Medical Certificate			Basic Indoc and General Subjects		Emergency Situation Ground Training	
Examination Date	Due Date	F/S	Completion Date	Due Date	Completion Date	Due Date

Emergency Drills			Hazardous Materials Will NOT-Carry		
Aircraft Type	Completion Date	Due Date	Curriculum	Completion Date	Due Date

Aircraft Ground and Flight Training					
Curriculum	Completion Date	Due Date	Curriculum	Completion Date	Due Date

Flight Instructor Training			Check Airman Training		
Aircraft Type	Completion Date	Due Date	Curriculum	Completion Date	Due Date

CRM Training			Other Training		
Curriculum	Completion Date	Due Date	Curriculum	Completion Date	Due Date

FAR 135 CHECKS			
FAR REFERENCE	ACFT TYPE	DATE OF CHECK	DUE DATE

FAR 135 CHECKS (continued)			
FAR REFERENCE	**ACFT TYPE**	**DATE OF CHECK**	**DUE DATE**

SKY JET ELITE
INITIAL MASTER TRAINING RECORD

PILOT:	**CERTIFICATE NUMBER**:

COURSE		DATE COMPLETED	NOTES
Basic Indoc. / General Subjects			
CRM – 135.330			
Emergency Situation Subjects and Drills			
Hazardous Materials – Will Carry			
INITIAL			
Ground Training Aircraft Type:			
Flight Training Aircraft Type:			
RECURRENT			
Ground Training Aircraft Type:			
Flight Training Aircraft Type:			
REQUAL			
Ground Training Aircraft Type:			
Flight Training Aircraft Type:			
TRANSITION			
Ground Training Aircraft Type:			
Flight Training Aircraft Type:			
UPGRADE			
Ground Training Aircraft Type:			
Flight Training Aircraft Type:			
DIFFERENCES Training Module:			

ADDITIONAL TRAINING

PILOTS ASSIGNED DUTIES

POSITION	AIRCRAFT	DATE ASSIGNED/RELEASED		AUTHORIZED SIGNATURE

Form TM-03
Original – 03/14/2018

SKY JET ELITE
BASIC INDOCTRINATION/NON-AIRCRAFT SPECIFIC TRAINING

TRAINING : ☐ **INITIAL** ☐ **RECURRENT** ☐ _____	PILOT: Certificate Number: Completion Date:

APPROVED CURRICULUM		**Source of Training**	
Reference	**Module**		**Instructor**
	"Operator Specific" Subject Area		
BI-1	Duties and Responsibilities	GOM	
BI-2	Appropriate Provisions of the FARs	CBT/GOM	
BI-3	Company Ops Manual ,Certificate and Ops Specs	GMM/OPS/GOM	
	"Airman Specific" Subject Area		
BI-4	Sky Jet Elite Flight Control and Operational Control	GOM	
BI-5	Weight and Balance	CBT/AFM/GOM	
BI-6	Aircraft Performance and Airport Analysis	CBT/AFM/GOM	
BI-7	Meteorology	CBT/GOM	
BI-8	Winter Operations/Ground Deicing	CBT/GOM	
BI-9	Navigation	CBT/GOM	
BI-10	Airspace and ATC Procedures	CBT/GOM	
BI-11	Enroute and Terminal Area Charting and Flight Planning	CBT/GOM	
BI-12	Concepts of Instrument Procedures	CBT/GOM	
BI-13	Wake Turbulence	CBT/GOM	
BI-14	All-Weather Surface Operations	CBT/GOM	
	General Operational Subjects **(operator/aircraft specific)**		
GO-1	Flight Locating	GOM	
GO-2	Adverse Weather	CBT/GOM	
GO-3	Winter Operations	CBT/GOM	
GO-4	Wake Turbulence	CBT/GOM	
GO-5	Communication and Navigation Procedures	CBT/GOM	
GO-6	Special Emphasis Items	CBT/GOM	

Instructors Notes / Comments:

ORAL or WRITTEN SCORE:_____

CERTICATION OF TRAINING

I Certify That the Individual Named above has successfully completed the training requirements specified by the approved training program and is eligible for testing in accordance with 135.293(a)(1),(3-8).	Authorized Signature: _____ Title: Chief Pilot / Dir. Operations / Dir. Training Date:

Pilots Name:

Pilots Signature_____ Date: Base Month:

Form TM-04
Original – 03/14/2018

SKY JET ELITE
CREW RESOURCE MANAGEMENT TRAINING – 135.330

TRAINING : ☐ **INITIAL** ☐ **RECURRENT** ☐ _____	PILOT: Certificate Number: Completion Date:

APPROVED CURRICULUM				
Reference	**Module**			**Instructor**
135.330	**CREW RESOURCE MANAGEMENT**			
CBT/GOM	Authority of the Pilot in Command			
CBT/GOM	Communication Processes, Decisions and Coordination			
CBT/GOM	Communications with ATC			
CBT/GOM	Communications with Personnel Performing Flight Locating			
CBT/GOM	Communications with Passengers			
CBT/GOM	Building and Maintenance of a Flight Team			
CBT/GOM	Workload and Time Management			
CBT/GOM	Situational Awareness			
CBT/GOM	Effect of Fatigue on Performance			
CBT/GOM	Fatigue Avoidance Strategies			
CBT/GOM	Fatigue Countermeasures			
CBT/GOM	Effects of Stress			
CBT/GOM	Stress Reduction Strategies			
CBT/GOM	Aeronautical Decision Making and Judgment Training Tailored to the Operator's Flight operation and Aviation Environment			

Instructors Notes / Comments:

CERTICATION OF TRAINING

I Certify That the Individual Named above has successfully completed the training requirements specified by the approved training program and has complied with 135.330.	Authorized Signature: _____ Title: CP DO GI DT Date:

Pilots Name:

Pilots Signature_____ Date: Base Month:

Form TM-05
Original – 03/14/2018

SKY JET ELITE
EMERGENCY SITUATION GROUND TRAINING FORM
EMERGENCY DRILLS GROUND TRAINING FORM

AIRCRAFT TYPE:	TRAINING PHASE ☐ **Initial** ☐ **Recurrent**	PILOT: Certificate Number: Completion Date:

APPROVED CURRICULUM		**Source of Training**	**SIGNATURE**
Reference	**Module**		**Instructor**
	"Emergency Drill (hands-on) Subjects		
ET-1	Ditching Equipment (as required)	IN HOUSE	
ET-2	Emergency Evacuation	IN HOUSE	
ET-3	Fire Extinguisher and Smoke Control	IN HOUSE	
ET-4	Operation and Use of Emergency Exits	IN HOUSE	
ET-5	Crew and Passenger Oxygen	IN HOUSE	
ET-6	Life Vest Operations (if required)	IN HOUSE	
ET-7	Life Raft Operations (if required)	IN HOUSE	
ET-8	Flight Crewmember Duties/Responsibilities	CBT/GOM	
	"Emergency Situation" Subject Area		
ET-9	Crew Coordination Module	CBT/GOM	
ET-10	Aircraft Fires Module	CBT/GOM	
ET-11	First Aid Equipment Module	CBT/GOM	
ET-12	Illness, Injury and Basic First Aid	CBT/GOM	
ET-13	Ground Evacuation	CBT/GOM	
ET-14	Ditching	CBT/GOM	
ET-15	Previous Aircraft Accidents/Incidents	CBT/GOM	
ET-16	Crewmember Incapacitation	CBT/GOM	
ET-17	Basic Survival	CBT/GOM	
ET-18	Hijacking/Other Unusual Situations	CBT/GOM	
ET-19	Operations Above 25,000 Feet	CBT/GOM	
ET-20	Rapid Decompression	CBT/GOM	

Ground Training Notes/Comments: Base Month:	**Drill** Training Notes/Comments: Base Month:

CERTIFICATION OF TRAINING

I Certify that the individual named above has successfully completed the training requirements specified by the Approved Training Program	Authorized Signature _____ Title: Chief Pilot / Dir. Operations / Dir. Training Date:

Pilots Name:

Pilots Signature_____ Date:

Form TM-06
Original – 03/14/2018

SKY JET ELITE
WILL NOT CARRY HAZARDOUS MATERIALS TRAINING FORM

	TRAINING PHASE: ☐ **Initial** ☐ **Recurrent**	PILOT: Certificate Number: Completion Date:

APPROVED CURRICULUM			
Reference	**Module**		**Instructor**
	"NON Carrier of Hazardous Materials" Subject Area		
	Sky Jet Elite Procedures		
HZM	Company Policies		
HZM	Company Procedures		
	Hazardous Materials Recognition		
CBT/ HZM	Transportation of Restricted Articles		
CBT/ HZM	Passenger Carrying of Articles		
CBT/ HZM	Non-Acceptance of Restricted Articles		
CBT/ HZM	Definitions of Articles		
CBT/ HZM	Identification of Article, Labels		
CBT/ HZM	Unmarked Articles		
CBT/ HZM	Handing Limitations/Disposal		
CBT/ HZM	Responsibility of Company Personnel		
CBT/ HZM	Reporting Incidents		
CBT/ HZM	Regulations		
CBT/ HZM	Part 121 Appendix O Items		

Ground Training Notes or Comments:

CERTIFICATE OF TRAINING

I certify that the individual named above has successfully completed the training requirements specified by the Approved Training Program.	Authorized Signature:_____ Title: Chief Pilot / Dir. Operations / Dir. Training Date:

Pilots Name:

Pilots Signature_____ Date: Base Month:

Form TM-07
Original – 03/14/2018

SKY JET ELITE
TSA 12.5 ISC / GSC TRAINING FORM

AIRCRAFT TYPE:	**TRAINING PHASE:** ☐ **Initial (2 hours)** ☐ **Recurrent (1 hour)**	PILOT: Certificate Number: Completion Date:

APPROVED CURRICULUM				
Reference	**Module**			**Instructor**
CBT/GOM	Roles and Responsibilities			
CBT/GOM	Threat Levels, Types, Analysis			
CBT/GOM	Information Exchange			
CBT/GOM	Incident, Suspicious Activities, Threat Info.			
CBT/GOM	No Fly List Procedures			
CBT/GOM	Passenger ID Check			
CBT/GOM	Controlling Access			
CBT/GOM	Aircraft Inspection and Sealing			
CBT/GOM	Emergency Response			
CBT/GOM	Preventative Security			
CBT/GOM	Crewmember Tactics			
CBT/GOM	Common Strategy			
CBT/GOM	Deadly and Dangerous Weapons			

Ground Training Notes or Comments:

CERTIFICATE OF TRAINING

I certify that the individual named above has successfully completed the training requirements specified by the Approved Training Program	Authorized Signature :_____ Title: CP DO GI DT Date:

Pilots Name:

Pilots Signature_____ Date: Base Month:

Form TM-08
Original – 03/14/2018

SKY JET ELITE
FLIGHT INSTRUCTOR TRAINING

TRAINING **GROUND/FLIGHT**

☐ **INITIAL**

☐ **RECURRENT**

PILOT:
CERTIFICATE #:

AIRCRAFT TYPE:

APPROVED CURRICULUM		COMPLETED		SIGNATURE
Reference	Module	Date		Instructor
	Subject Area			
	Flight Instructor Duties, Functions and Responsibilities			
	Applicable FARs, Company Policies and Procedures			
	Methods, Procedures and Techniques for flight Instruction			
	Proper Evaluation of Student Performance			
	Appropriate corrective actions for unsatisfactory training progress			
	Normal, abnormal, Emergency Procedures in Aircraft			
	Additional Instruction for Non-holders of a CFI			
	SUBTOTAL GROUND HOURS			
	FLIGHT TRAINING			
	Safety Measures for Emergency Situations			
	Potential Results of Improper Safety Measures			
	Conducting Checks from Left and Right Seats			
	Safety Measures from Left and Right Seats			
	SUBTOTAL FLIGHT HOURS			
	Total Hours	Ground:		Flight:
	Examination Grades	Oral:		Written:

Proficiency Check Observed in Accordance With FAR 135.340(a)(2):

Date: Aircraft: Authorized Signature:

CERTIFICATION OF TRAINING

I Certify that the individual named above has successfully completed the training requirements specified by the approved training program

Authorized Signature

_____

Title:_____ Date: / /

Pilots Name (PRINT)_____

Pilots Signature_____ Date_____

Form TM-09
Original – 03/14/2018

SKY JET ELITE
CHECK AIRMAN TRAINING FORM

TRAINING **GROUND/FLIGHT**

☐**INITIAL** ☐**TRANSITION: 135.299 LINE CHECKS ONLY**

☐**INITIAL** ☐**TRANSITION : 135.293 (a)(1), (3-8)**

☐**INTIIAL** ☐**TRANSITION: 135.293,135.297,135.299 CHECKS**

PILOT:

CERTIFICATE #:

AIRCRAFT TYPE:

APPROVED CURRICULUM		**COMPLETED**	
Reference	Module	Date	Instructor
	"Check Airman" Subject Area		
	Check airman Ground Training		
	Check Airman Duties, Functions & Responsibilities		
	Applicable FARs, Company Policies & Procedures		
	Methods, procedures and techniques for conducting required checks		
	Proper evaluation of student performance		
	Appropriate corrective action for unsatisfactory checks		
	Normal, Abnormal , Emergency procedures in Aircraft		
	CHECK AIRMAN FLIGHT TRAINING		
	Safety measures for emergency situations		
	Potential results of improper safety measures		
	Conducting checks from left and right seats		
	Safety measures from left and right seats		
	SUBTOTAL FLIGHT HOURS		
	Total Hours	Ground:	Flight:
	Examination Grades	Oral:	Written:

Proficiency Check Observed in Accordance With FAR 135.339(a)(2):

Date: Aircraft: Authorized Signature:

CERTIFICATION OF TRAINING

I Certify that the individual named above has successfully completed the training requirements specified by the approved training program

Authorized Signature

_____

Title:_____ Date: / /

Pilots Name (PRINT)_____

Pilots Signature_____ Date_____

Form TM-10
Original – 03/14/2018

SKY JET ELITE
SPECIAL CURRICULUM TRAINING

TRAINING : ☐ **INITIAL** ☐ **RECURRENT** ☐ _____	PILOT: Certificate Number: Completion Date:

APPROVED CURRICULUM		Source of Training	
Reference	**Module**		**Instructor**
	SPECIAL CURRICULUM		
TC-39	AIRPORT GROUND OPERATIONAL SAFETY TRAINING	TC/CBT	
TC-43	RECENT EXPERIENCE TRAINING	TC/SIM	
TC-45	SECURITY AWARENESS TRAINING	TC/CBT/TSA	
TC-47	APPROACH AND LANDING ACCIDENT REDUCTION	TC/CBT	
TC-49	CONTROLLED FLIGHT INTO TERRAIN (CFIT)	TC/CBT/SIM	
TC-51	REDUCED VERTICAL SEPERATION MINIMUM (RVSM)	CBT/GOM	
TC-53	INTERNATIONAL PROCEDURES TRAINING	TC/CBT/IOM	
TC-57	TCAS II / ACAS II TRAINING	TC/CBT	
TC-59	US TERMINAL & ENROUTE RNAV PROCEDURES TRAINING	TC/CBT/SIM/ IOM/GOM	
TC-63	LOWER THAN STANDARD TAKEOFF MINIMUMS	SIM	
TC-65	FLIGHT COORDINATOR TRAINING	TC/INDOC	
TC-69	LONG RANGE NAVIGATION TRAINING	TC/CBT/GOM	
TC-71	PRECISION AREA NAVIGATION (P-NAV) TRAINING	TC/CBT/IOM	
TC-74	ELECTRONIC FLIGHT BAG – EFB TRAINING	TC/CBT/GOM	
	** **XX** Indicates complete.		

Instructors Notes / Comments:

CERTICATION OF TRAINING

I Certify That the Individual Named above has successfully completed the training requirements specified by the approved training program.	Authorized Signature: _____ Title: Chief Pilot / Dir. Operations / Dir. Training Date:

Pilots Name:

Pilots Signature_____ Date:

Form TM-11
Original – 03/14/2018

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BASIC INDOCTRINATION TRAINING

Source: 14 CFR Part 135.329(a)(1)(i) through (iv), 14 CFR Part 135.345(a)(1) through (10), 14 CFR Part 135.345(b)(6), 14 CFR Part 135.353(a)

OBJECTIVE

To provide pilots with the necessary knowledge and preparation to understand Sky Jet Elite policies, procedures, and means of compliance with the Federal Aviation Regulations, while engaged in the business of air commerce. Additionally, successful completion of this curriculum segment ensures the pilot is fully prepared to enter Aircraft Ground and Flight Training.

Table 1 Planned Training Hours

Aircraft Family	INH	INE, TRA, UPG, REC*, REQ
Transport and Commuter	32	As Required
Multiengine General Purpose	24	As Required

* Reference: 14 CFR Part 135.351(a)(b)

TRAINING CURRICULUM SEGMENTS

The Basic Indoctrination Training curriculum segment is comprised of the following subject areas: Operator Specific, and Airman Specific.

Table 2 Basic Indoctrination

Curriculum Segment	Training Module	Number
Operator-Specific		
	Duties And Responsibilities of Flight Crewmembers	BI-1
	Appropriate Provisions of the Federal Aviation Regulations	BI-2
	Contents of the Operating Manual, Certificate and Operations Specifications	BI-3
Airman-Specific		
	Sky Jet Elite Flight Control and Operational Control	BI-4
	Weight and Balance	BI-5
	Aircraft Performance and Airport Analysis	BI-6
	Meteorology	BI-7
	Winter Operations/Ground Deicing	BI-8
	Navigation	BI-9
	Airspace and ATC Procedures	BI-10
	Enroute and Terminal Area Charting and Flight Planning	BI-11
	Concepts of Instrument Procedures	BI-12
	Wake Turbulence	BI-13
	All Weather Surface Operations	BI-14
	Airport Ground Operational Safety	(see special curriculum)

Training Curriculum Segment Modules

Operator-Specific

Module Number	Basic Indoctrination	CBT Module
BI-1	**Duties and Responsibilities of Flight Crewmembers**	
	Company History, Organization, and Description	
	Operational Control, Policies, and Kind of Operation	
	Forms, Records, and Administrative Procedures	
	Employee Standards and Rules of Conduct	
	Authority and Responsibilities of the Duty Position including Operational Control	
	Required Equipment	
	Manual Organization, Revisions, and Employee Responsibilities Concerning Manuals	
	Employees Compensation and Benefits	
	Contracts	
BI-2	**Appropriate Provisions of the Code of Federal Regulations**	SJE BI-2 module is trained through a combination of the GOM , GMM, Company OpSpecs and the Following CBT Modules: **FAR Part 135** General Lessons 1-3 Fixed Wing Specific CRM-ADM Fixed Wing per FAR 135.330 IFR Specific Eligible On-Demand Operations *Examination* **Far Part 91 Subpart F** Lessons 1-2 *Examination* **FAR Parts 1, 61, 67, 91 and NTSB 830** IFR lessons 1-3 IFR 4 - Fixed Wing Specific NTSB Regulations VFR lessons 1-4 VFR 5 – Fixed Wing Specific *Examination*
	Flight Crewmember Certification, Training, and Qualification Requirements.	
	Medical Certificates, Physical Examination, and Fitness for Duty Requirements	
	Flight Control and Requirements (Flight Release, or Flight Locating)	
	Flight Duty and Rest Requirements	
	Record Keeping Requirements	
	Operational Rules in 14 CFR 61, 91, 135 or 121 (as appropriate) and any other applicable regulations	
	Regulatory requirements for company manuals	
	Other appropriate regulations such as flight crew emergency authority, interference with crewmembers and reporting requirement (i.e NTSB 830).	
	Sky Jet EliteDrug/Alcohol Testing Program	
	Minimum Equipment List (MEL)	

Module Number	Basic Indoctrination	CBT Module
BI-3	**Contents of Operating Manual, Certificate and Operations Specifications**	
	Regulatory basis in Title 49 Part 119, Part 135 and the FAA Act of 1958	
	Definitions, descriptions, and organization of operations specifications	
	Limitations and authorizations of operations specifications	
	Description of the certificate	
	Description of the FAA certificate holding district office and the responsibilities of the FAA	
	Principal Operations Inspector	
	Appropriate Portions of the Operations Manual	
	Normal and Emergency Procedures	
BI-4	**Flight Control and Operational Control**	
	Flight Coordination, Flight Release, or Locating System and Procedures (as applicable)	
	Organization, duties, and responsibilities	
	Weather and NOTAM information	
	Sky Jet Elite Communications	
BI-5	**Weight and Balance**	
	Definitions (such as Zero-Fuel Weight, Moments, and Inches of Datum)	
	General Loading Procedures and Center of Gravity Computations	
	Effect of Fuel Burn and Load Shifts in Flight	
	Weight and Balance Forms, Load Manifests, Fuel Slips, and Other Applicable Documents	
BI-6	**Aircraft Performance and Airport Analysis**	
	Definitions (such as Balanced Field, VMC, Obstruction Planes, and Maximum Endurance)	
	Effect of Temperature and Pressure Altitude	
	General TERPS Criteria (Obstacle Clearance Standards)	
	Airport Analysis System as Appropriate to the Type of Operation and Family or Families of Aircraft	
	Effect of Contaminated Runways	
	Land and Hold Short Operations (LAHSO) Procedures (Not authorized by OPS SPECS)	
	Runway Limitations	

Module Number	Basic Indoctrination	CBT Module
	Destination Airport Analysis Program	
BI-7	**Meteorology**	**Aviation Weather and High Altitude Weather and Aerodynamics**
	Basic weather definitions (such as forecasts, reports, and symbols)	SJE BI-7 module is trained through the Following CBT Modules: **Aviation Weather Tutorial** *Lessons:* Temperature and Pressure, Moisture in the Atmosphere, Clouds, Thunderstorms, Fronts, Fog and, Icing *Examination* **METAR** *Tutorial* METAR Lessons 1-3 **High Altitude Tutorial** **Lessons:** High Altitude Weather 1 High Altitude Weather 2 Aerodynamics **Examination**
	Temperature, Pressure, and Winds	
	Atmospheric Moisture, Fog and Clouds	
	Air Masses and Frontal Systems	
	Thunderstorms, Icing, and Windshear	
	High Altitude Weather Situations (If Applicable)	
BI-8	**Winter Operations/Ground Deicing (Reference: Operations Manual Winter Operations)**	SJE BI-8 module is trained through a combination of the GOM and the CBT Anti-Ice and De-ice Module. **Anti-Ice and Deice Tutorial** *Lesson:* Anti-Ice and De-ice *Examination*
	The use of holdover times when using deicing/anti-icing fluids	
	Deicing/anti-icing procedures, including inspection, check procedures and responsibilities	
	Communications	
	Surface contamination (i.e., adherence of frost, ice, or snow) and critical area identification and knowledge of how contamination adversely affects performance and flight characteristics	
	Types and characteristics of deicing/anti-icing fluids	
	Cold weather preflight inspection procedures	
	Techniques for recognizing contamination	

Module Number	Basic Indoctrination	CBT Module
BI-9	**Navigation**	SJE BI-9 module is trained through the Following CBT Modules: **US RNAV Operations** *Tutorial* RNAV *Examination* **Aeronautical Information Manual** *Lesson:* Airport Lighting Airport Operations Airspace Clearances – IFR Clearances – VFR Departure & Arrival IFR 1-2 Enroute Misc Info. IFR Pilots Misc Info. F/Wing Pilots IFR NAVAIDS (4 lessons) VFR NAVAIDS Preflight, VFR/IFR Radio Communications Services for Pilots *Examination (VFR and IFR)* **GPS** *Tutorial* GPS 1 GPS 2 GPS 3 *Examination*
	Definitions (such as Class I, Class II Navigation)	
	Basic navigational instruments	
	Dead reckoning and Pilotage concepts and procedures	
	Navigation aids	
	Navigation systems: GPS, VHF, LRN, RNAV, RNP and Self-Contained Systems	

Module Number	Basic Indoctrination	CBT Module
BI-10	**Airspace and ATC Systems Procedures and Phraseology**	SJE BI-10 module is trained through the Following CBT Modules: **Airspace Tutorial** *Lesson:* Airspace 1 –3 *Examination* **Pilot's Glossary** VFR VFR and IFR Part 1-4 IFR Part 1-5 *Examination* **Aeronautical Information Manual** *Lesson:* Airport Lighting Airport Operations Airspace Clearances – IFR Clearances – VFR Departure & Arrival IFR 1-2 Enroute Misc Info. IFR Pilots Misc Info. F/Wing Pilots IFR NAVAIDS (4 lessons) VFR NAVAIDS Preflight, VFR/IFR Radio Communications Safety of Flight (3 lessons) Services for Pilots *Examination (VFR and IFR)*
	Definitions (such as precision approaches, airways, and ATIS)	
	Description of airspace	
	Navigational performance and separation standards	
	Controller and pilot responsibilities	
	ATC communications procedures (normal and emergency)	
	Air traffic flow control	
BI-11	**En-route and Terminal Area Charting and Flight Planning**	SJE BI-11 module is trained through a combination of the GOM , Company OpSpecs and the Following CBT Modules: **Jeppesen Instrument Charts** *Lesson:* Departures and Arrivals 1-2 Enroute Charts 1-2 Approach Charts 1-3 *Examination* **NACO Charts** Departures and Arrivals 1-2 Enroute Charts 1-2 Approach Charts 1-3 *Examination*
	Terminology of charting services (such as Jeppesen, NOAA)	
	Takeoff minimums, landing minimums, and alternate requirements (CFRs/OPS	
	General company flight planning procedures	
	Flight services and international procedures (as applicable)	
	Airport diagrams	
	Special Airport Familiarization (as required)	

Module Number	Basic Indoctrination	CBT Module
BI-12	**Concepts of Instrument Procedures**	SJE BI-12 module is trained through a combination of the GOM , Company OpSpecs and the Following CBT Modules: **Aeronautical Information Manual** Airport Lighting Airport Operations Airspace Clearances – IFR Departure & Arrival IFR 1-2 Misc Info. IFR Pilots Misc Info. F/Wing Pilots IFR NAVAIDS (4 lessons) Preflight, VFR/IFR Radio Communications Services for Pilots Safety of Flight (3 lessons) *Examination* (IFR) **Pilot's Glossary** VFR and IFR Part 1-4 IFR Part 1-5 *Examination*
	Definitions (such as MDA, HAA, HAT, DH, CAT II, ILS, and NOPT)	
	Holding patterns and procedure turns	
	Precision approaches	
	Non precision approaches	
	Circling, visual, and contact approaches (as applicable)	
	Landing minimums (Basic Turbojet vs. Standard)	
	Visual cues before and during descent below DH or MDA	
BI-13	**Wake Turbulence and Windshear**	SJE BI-13 module is trained through a combination of the GOM , Company OpSpecs and the Following CBT Modules: **Fixed Wing Windshear** Flight Crew Actions Windshear Encounters 1 – 2 Windshear Recovery Windshear Weather 1 – 2 *Examination*
	Causes	
	Accident Prevention	
BI-14	**All Weather Surface Operations**	SJE BI-14 module is trained through a combination of the GOM , advisory circulars and the Following CBT Modules: **Runway Incursion** *Tutorial* Runway Incursion *Examination* **Aeronautical Information Manual** Airport Lighting Airport Operations
	Surface movement	
	1. Day	
	2. Night	
	3. Low visibility	
	4. Surface movement guidance and control system	
	5. Airport surface detection equipment (ASDE-3)	
	6. Airport movement area safety system (AMASS)	
	Airport markings	
	Airport signs	
	Airport lighting	

PIC/SIC GENERAL OPERATIONAL SUBJECTS TRAINING (OPERATOR SPECIFIC)

OBJECTIVE

To provide pilots with the necessary training to understand Sky Jet Elite general operational procedures, for the specific aircraft being trained.

INTRODUCTION

The subject of ground training, referred to as "general operational subjects," includes instruction on certain operational requirements which are specific to the aircraft in which the training is being conducted. While all General Operational Subject training is aircraft specific, the following portion is also Operator Specific. Those additional General Operational Subject which are not Operator Specific are found within each aircraft appendix.

Table 3 Planned Training Hours

Ground Training Subjects	Hours
Initial/Transition Ground Training	2.0
Initial New Hire Ground Training	2.0 +
Upgrade/Recurrent Ground Training	1.0

+ In the event that Total Ground Training Hours found within a specific aircraft appendix do not meet FAA guidance for the Initial New Hire category of training, additional time will be Added here to meet the threshold requirement.

NOTE: These training hours must be added to the Planned Training Hours listed within each aircraft appendix to determine the actual total number of Aircraft Specific ground training hours planned for each aircraft type.

TRAINING CURRICULUM SEGMENTS

The General Operational Subject Training curriculum segment is comprised of the following subject area: Operator Specific General Operational Subject.

Table 4 Operator Specific General Operational Subject

Training Segments	Number
Flight Locating	GO-1
Adverse Weather	GO-2
Winter Operations	GO-3
Wake Turbulence	GO-4
Communications and Navigation Procedures	GO-5
Special Emphasis Items	GO-6

NOTE: These subjects are specific to the aircraft the pilot is assigned to.

Training Curriculum Segment Modules

Table 5 General Operational Subjects Modules

Module Number	General Operations Subjects
GO-1	**Flight Locating Module.**
	Flight Planning
	Flight Release
	Flight Locating
GO-2	**Adverse Weather Module.**
	Icing
	Turbulence
	Heavy Precipitation
	Thunderstorms
	Micro Burst
	Low Level Windshear
	Low Visibility
	Contaminated Runways

Module Number	General Operations Subjects
GO-3	**Winter Operations Module** Refer also to the Flight Operations Manual - Winter Operations
	The use of holdover times when using deicing/anti-icing fluids
	Deicing/anti-icing procedures, including inspection and check procedures and responsibilities
	Communications
	Surface contamination (i.e., adherence of frost, ice, or snow) and critical area identification and knowledge of how contamination adversely affects performance and flight characteristics
	Types and characteristics of deicing/anti-icing fluids
	Cold weather preflight inspection procedures
	Techniques for recognizing contamination
GO-4	**Wake Turbulence Module**
	Causes
	Accident Prevention
GO-5	**Communications and Navigation Procedures Module**
	Company Communication Requirements (including applicable parts of Flight Operations Manual)
	ATC Clearance
	Area Departure and Arrival
	Enroute (RVSM)
	Approach and Landing
GO-6	**Special Emphasis Items Modules**
	As Appropriate

NOTE: These modules are specific to the aircraft the pilot is assigned to.

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EMERGENCY TRAINING CURRICULUM SEGMENT

Source: 14 CFR Part 135. 329(a)(3), 14 CFR Part 135.331(a)(b)(c)(d)

OBJECTIVE

To provide crewmembers with the necessary knowledge and preparation to be proficient in the Subjects required by 14 CFR Part 135.331.

INTRODUCTION

There are two types of emergency training provided by Sky Jet Elite to meet the requirements of 14 CFR Part 135.331 Emergency Training:

GENERAL EMERGENCY TRAINING

This training is required for all crewmembers on each item specified in 14 CFR Part 135.331. The training is divided into two distinct parts, Emergency Drill and Emergency Situation:

> **Emergency Drill:** Instruction and practice in the actual use of certain items of emergency equipment such as fire extinguishers, life vests, and first aid equipment. This training is specific to the type aircraft being trained.
>
> **Emergency Situation:** Instruction on the factors involved and the procedures to be followed when an emergency occurs. This includes ditching, rapid decompression, aircraft fires and persons needing first aid.

NOTE: All items identified in 14 CFR Part 135.331 must be conducted every 12 months (14 CFR Part 135.351). Recurrent Emergency Drill Training may be performed using videotape presentations however; actual hands-on Recurrent Emergency Drill Training must be performed at least once every two years.

NOTE: Initial and Recurrent General Emergency Training outlined in this segment meets all the regulatory requirements of 14 CFR Part 135. Because of logistic and other requirements particular to general emergency training, modules may be presented concurrently with other curriculum segments such as Basic Indoctrination, Aircraft Ground, and Security Training. This permits greater training continuity and flexibility.

AIRCRAFT-SPECIFIC EMERGENCY TRAINING

This training includes instruction and practice in emergency and abnormal procedures associated with aircraft systems, structural design, and operational characteristics. It provides flight crewmembers with the skills required to perform the procedures outlined in the Aircraft Flight Manual. It also includes training on the location of specific items of emergency equipment included in both the Aircraft Ground and Flight Curriculum Segments.

Table 6 Planned Training Hours

Aircraft Family	INH,, INE, TRA	REC, INH*, UPG*, REQ*
Transport and Commuter	8.0	2.0
Multiengine General Purpose	6.0	2.0

* As Required

TRAINING CURRICULUM SEGMENT

The General Emergency Training curriculum segment is comprised of the following subject areas: Emergency Drill (Hands On), and Emergency Situation.

Table 7 Emergency Training

Curriculum Segment	Emergency Training Module	Number
Each crewmember must perform at least the following emergency drills, using the proper emergency equipment and procedures except for those items that can be accomplished by demonstration.		
Emergency Drill (Hands-On) Subjects.	Ditching Equipment (as Required)	ET-1
	Emergency Evacuation	ET-2
	Fire Extinguisher and Smoke Control	ET-3
	Operation and Use of Emergency Exits	ET-4
	Crew and Passenger Oxygen	ET-5
	Life Rafts (If Required)	ET-6
	Life Vests (If Required)	ET-7

NOTE: This training is specific to the type aircraft being trained.

Curriculum Segment	Emergency Training Module	Number
Emergency Situation Subjects.	Flight Crewmember Duties and Responsibilities	ET-8
	Crew Coordination and Company Communication	ET-9
	Aircraft Fires	ET-10
	First Aid Equipment	ET-11
	Illness, Injury, and Basic First Aid	ET-12
	Ground Evacuation	ET-13
	Ditching	ET-14
	Previous Aircraft Accidents/Incidents	ET-15
	Crewmember Incapacitation	ET-16
	Basic Survival	ET-17
	Hijacking and Other Unusual Situations	ET-18
	Operations Above 25,000 feet	ET-19
	Rapid Decompression	ET-20

TRAINING CURRICULUM SEGMENT MODULE

Emergency Drill (Hands-On) Situations

Module Number	Emergency Training
ET-1	**Ditching Equipment (As Required)**
	Ditching Procedures
	Life Preservers
	— Location
	—Use
ET-2	**Emergency Evacuation**
	Evacuation
ET-3	**Fire Extinguisher and Smoke Control**
	Inspection Tags, Seals, Dates, and Proper Charge Levels
	Removal and Storage of Hand-held Extinguisher
	Actual Discharge of each type of Hand-held Extinguisher
	Inspection and Use of Protective Breathing Equipment (PBE), Oxygen Masks, and Smoke Goggles
ET-4	**Operation and use of Emergency Exits**
	Actual Operation (Open/Close of each type Exit-Normal & Emergency Modes)
	EGRESS
ET-5	**Crew and Passenger Oxygen**

Module Number	Emergency Training
	Type
	Location
	Purpose
	Actual Operation/Demonstration
ET-6	**Life Rafts (If Required)**
	Type
	Location
	Use
	Actual Operation/Demonstration
ET-7	**Life Vests (If Required)**
	Type
	Location
	Use
	Actual Operation/Demonstration

Emergency Situation Subjects

Module Number	Emergency Training
ET-8	**Flight Crewmember Duties and Responsibilities**
	Emergency Assignments
	PIC's Emergency Authority
	Reporting Incidents and Accidents
ET-9	**Crew Coordination and Company Communication**
	PIC/SIC
	Cabin Crew Notification Procedures
	Ground Agency Notification Procedures (FAA, Airport Authority)
	Sky Jet Elite . Communication Procedures

Module Number	Emergency Training
ET-10	**Aircraft Fires**
	Fire in Flight, or on the Surface Smoke Control Procedures
	— Electrical Equipment and Related Circuit Breakers Found in the Cabin Areas
	Principles of Combustion and Classes of Fires
	Toxic Fumes and Chemical Irritants
	Use of Appropriate Hand-Held Extinguishers
	Lavatory Fires
	Protective Breathing Equipment (PBE), Oxygen Masks, Smoke Goggles
	Lithium Battery Fires
ET-11	**First Aid Equipment** Contents of First Aid Kit
	Requirements for First Aid Integrity
	Use of Individual Items
ET-12	**Illness, Injury and Basic First Aid**
	Principles of CPR Ear and Sinus Block
	Seeking Medical Assistance Treatment of Shock
	Heart Attack
	Pregnancy Situations
ET-13	**Ground Evacuation**
	Aircraft Configuration
	Directing Passenger Flow
	Blocked or Jammed Exit
	Fuel Spills and Other Ground Hazards
	Handicapped Person
ET-14	**Ditching**
	Cockpit and Cabin Preparation
	Passenger Briefing
	Crew Coordination
	Primary Swells, Secondary Swells, and Sea Conditions
	Ditching Heading and Water Landings
	Ditching at night
ET-15	**Previous Aircraft Accidents/Incidents**
	NTSB Accident Report Reviews
	Human Factors/Considerations
	NASA Reporting System
ET-16	**Crewmember Incapacitation**
	Company Procedures
	Reporting Requirements (NTSB Part 830)
	Interference with Crewmembers
ET-17	**Basic Survival**
	Area of Operation
	Desert
	Over Water
	Jungle
	Arctic

Module Number	Emergency Training
ET-18	**Hijacking and Other Unusual Situations**
	Hijack Procedures
	Bomb Threat Procedures
	Security Coordinator Responsibilities
	In-Flight Intercept Signals and Procedures
ET-19	**Operations Above 25,000 Feet**
	High Altitude Aerodynamics and Meteorology
	Respiration
	EffeCBT, Symptoms, and Causes of Hypoxia and other High Altitude Sickness
	Duration of Consciousness without Supplemental Oxygen
	EffeCBT of Prolonged Use of Oxygen
	Causes and EffeCBT of Gas Expansion and Gas Bubble Formation, and High Altitude Sickness
	Preventive Measures for Eliminating Gas Expansion, Gas Bubble Formation, and High Altitude Sickness
	Physical Phenomena and Incidents of Decompression
	Other Physiological AspeCBT of High Altitude Flight
ET-20	**Rapid Decompression**
	Definition
	Physical EffeCBT
	Physiological EffeCBT
	Aircraft Considerations

Emergency Situation Subjects ET-8 through ET-20 will be trained through a combination of the GOM and the following CBT Modules:

Classes of Fire

Tutorial
Classes of Fire 1
Classes of Fire 2
Examination

Physiology and First Aid-Fixed Wing
Decompression Sickness
First Aid 1-2
Hyperventilation
Hypoxia 1-4
Spatial Disorientation 1-3
Trapped Gases
Examination

NTSB 830
NTSB Regulations

CHECK AIRMAN / FLIGHT INSTRUCTOR (AIRCRAFT) TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

To provide pilots with the necessary knowledge to qualify for duty as a Check Airman / Flight Instructor (Aircraft).

NOTE: Training is specific to the aircraft for which the check airman is being trained

PLANNED TRAINING HOURS

Check Airman / Flight instructor (Aircraft)		Initial	Transition
Ground Training	4.0	2.0	
Flight Training	2.0	2.0	

CHECK AIRMAN / FLIGHT INSTRUCTOR REQUIREMENTS

Sky Jet Elite Check Airmen / Flight Instructor shall meet the requirements of 14 CFR Part 135.337 and 135.339, 135.340 and be approved as such by the CHDO.

Contract Check Airmen shall meet the appropriate requirements of 14 CFR Part 135.337, 135.339, and 14 CFR Part 142; be approved as a training center evaluator by the TCPM; and then be designated by the POI as a Contract Check Airman for Sky Jet Elite.

QUALIFICATIONS: CHECK AIRMAN / FLIGHT INSTRUCTOR (AIRCRAFT)

Holds the airman certificates and ratings required to serve as a pilot-in-command in operations under 14 CFR Part 135.

Has satisfactorily completed the appropriate training phases for the aircraft, including recurrent training, that are required to serve as a pilot-in-command in operations under 14 CFR Part 135.

Has satisfactorily completed the appropriate proficiency or competency checks that are required to serve as a pilot-in-command in operations under 14 CFR Part 135.

Has satisfactorily completed the applicable training requirements of 14 CFR Part 135.339 or 135.340. Holds at least a Class III medical certificate unless serving as a required crew member, in which case holds a Class I or Class II medical certificate as appropriate.

Has satisfied the recency of experience requirements of 14 CFR Part 135.247.

Has been approved by the POI for the Check Airman / Instructor duties involved.

TRAINING MODULE OUTLINE

Check Airman / Instructor (Aircraft) Module - Initial

Ground Training Module

A. Initial ground training for Check Airmen
   1. Check Airmen duties, functions, and responsibilities
   2. The applicable Code of Federal Regulations and the certificate holder's policies and procedures
   3. The applicable methods, procedures, and techniques for conducting the required checks / instruction.
   4. Proper evaluation of student performance including the detection of:
      a. Improper and insufficient training
      b. Personal characteristics of an applicant that could adversely affect safety
   5. The corrective action in the case of unsatisfactory checks
   6. The approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures in the aircraft
7. Except for holders of a flight instructor certificate -
      a. The fundamental principles of the teaching-learning process;
      b. Teaching methods and procedures; and
      c. The instructor-student relationship.

NOTE: Item 6 above is normally accomplished during aircraft-specific ground training.

Flight Training Module

A. Initial flight training for Check Airmen / Instructor (Aircraft)
   1. The safety measures for emergency situations that are likely to develop during a check
   2. The potential results of improper, untimely, or Non-execution of safety measures during a check
   3. Training and practice in conducting flight checks from the left and right pilot seats in the required normal, abnormal and emergency procedures to ensure competence to conduct the pilot flight checks required by Part 135
   4. The safety measures to be taken from either pilot seat for emergency situations that are likely to develop during checking

NOTE: *135.339(f), 135.340(f);* Flight Training may be accomplished in full or in part in flight, in a flight simulator, or in a flight training device, as appropriate.

NOTE: Some Contract Check Airmen may also be current and qualified under another certificate holders Part 135 training program. When this is the case, appropriate portions of the Part 135 Check

Airman training already completed by the Contract Check Airman may be accepted by Sky Jet Elite . In addition, appropriate portions of any Evaluator training already completed under Part 142 may also be accepted.

CHECK AIRMAN / INSTRUCTOR (AIRCRAFT) MODULES

Transition

Ground Training Module

A. Transition Ground Training for Check Airman
   1. The approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures applicable to the aircraft to which the check airman is in transition

NOTE: Item 1 above is normally accomplished during aircraft-specific ground training.

Flight Training Module

A. Transition Flight Training for Check Airman / Instructor (Aircraft)
   1. The safety measures for emergency situations that are likely to develop during a check
   2. The potential results of improper, untimely, or Non-execution of safety measures during a check
   3. Training and practice in conducting flight checks from the left and right pilot seats in the required normal, abnormal and emergency procedures to ensure competence to conduct the pilot flight checks required by Part 135
   4. The safety measures to be taken from either pilot seat for emergency situations that are likely to develop during checking

NOTE: Flight Training may be accomplished in full or in part in flight, in a flight simulator, or in a flight training device, as appropriate.

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FLIGHT INSTRUCTOR/CHECK AIRMAN (SIMULATOR) LINE OBSERVATION TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

This training is intended to satisfy the Line Observation requirements of 14 CFR Part 135.337 and 135.338 for Simulator Instructors/Check Airmen.

This training will be accomplished in an aircraft, or in a flight simulator (eligible aircraft), and will be conducted in at least two flight segments. Airport pairings, departures, arrivals, and approaches may be used at the discretion of Sky Jet Elite . to accommodate operational needs while also accomplishing this Line Observation training. The line observation pilot will either observe Sky Jet Elite . procedures during normal flight operations in an actual aircraft, or use normal Sky Jet Elite . procedures during flight operations in a flight simulator.

PLANNED TRAINING HOURS

Flight Training (must include at least two flight segments)
Initial/Recurrent (Aircraft) 1.5
Initial/Recurrent (Simulator) 2.0

COMPLETION STANDARDS

The Line Observation Pilot must complete two flight segments, have a direct view of the cockpit in a seat that is approved for takeoff and landing, be able to hear all cockpit and radio conversation during the observation period, participate in all preflight and post flight activities, and properly document the training on an appropriate record of training. Documentation requirements include: Pilot Name; Type of Aircraft; Part 135 Operator Name; Date of Flight; Aircraft or Simulator Number; Route of Flight; Number of Takeoffs and Landings; and Flight Time.

The flight segments are considered to be completed in the month required if completed in the calendar month before or the calendar month after the month in which they are due.

Briefing/Debriefing

A 1.0 hour briefing and 0.5 hour debriefing is scheduled for this training module. Prior to the briefing, a realistic preflight planning session will be accomplished considering weather, fuel, performance, weight and balance considerations, and Sky Jet Elite . procedures. Maintenance issues should be included in the briefing for consideration and proper resolution by the pilot in command. Briefing items will include both technical and CRM considerations to include pertinent changes in the National Airspace System, current Air Traffic Control policies and procedures, and Standard Operating Procedures. A debriefing will be conducted at the conclusion of flight activities.

Crew Resource Management (CRM):

All pilots will incorporate CRM considerations and practices into all aspeCBT of flight operations, and will specifically demonstrate effective application of the following CRM concepts: Crew Cooperation; Leadership and Management; Situational Awareness; and Decision Making.

Eligible Aircraft

“Eligible aircraft” in the context of this training program means an airplane that does not have a cockpit jump seat. It also means an airplane that is operated at a remote distance from the contract training center or that, for sound operational reasons is otherwise not reasonably available for use by contract training center personnel. The determination of “eligible aircraft” is at the discretion of the POI.

Line Observation Aircraft

Line Observation Training in an actual aircraft satisfies the requirements of 135.337(f)(2) and135.338(f)(2). It must be conducted in an aircraft of the same category and class (and type, if applicable) aircraft for which the Flight Instructor/Check Airman (Simulator) is authorized to instruct/check. The Line Observation Pilot must complete two flight segments, have a direct view of the cockpit in a seat that is approved for takeoff and landing, be able to hear all cockpit and radio conversation during the observation period, participate in all preflight and post flight activities.

Line Observation Simulator

Line Observation Training in a flight simulator is limited to those simulators that replicate eligible aircraft. It must be conducted in a simulator that replicates the same category and class (and type, if applicable) aircraft for which the Flight Instructor/Check Airman (Simulator) is authorized to instruct/check. Line Observation Training in a flight simulator is done using an FAA approved Line Operational Simulation (LOS) training scenario and provides an alternate method to satisfy the requirements of 135.337(f)(1) and 135.338(f)(1).

Line Operational Simulation

Line Observation Training in a flight simulator is done using a Line Operational Simulation (LOS) training scenario that facilitates the transition from practicing specific maneuvers in the Flight Simulator to integration of all applicable policies, procedures, and maneuvers into a simulated total flight. It consists of a fully planned line operations flight (from preflight planning to securing of the aircraft at the end of the flight) representative of Sky Jet Elite flight operations.

> **NOTE:** A Contract Flight Instructor/Contract Check Airman who meets these requirements for one air operator need not meet these requirements for multiple operators in a 12-month period. Accomplishment of another operator's line observation training in the simulator is considered sufficient. Satisfactory completion will be clearly noted in the individuals training records and may be accepted by Sky Jet Elite.

> **NOTE:** If a Contract Flight Instructor has completed a LOS scenario to meet the requirements of 142.53(b) the satisfactory completion will be clearly noted in the individuals training records and may be accepted by Sky Jet Elite.

The LOS must include a minimum of two flight segments and at least two takeoffs and two landings must be made as sole manipulator of the controls while acting as pilot in command and as pilot flying. This includes two takeoffs, two instrument approach procedures, and two landings at different airports. Flight segments will include realistic Air Traffic Control (ATC) instructions throughout. Emphasis will be placed on ATC terminology, ground operations, and current ATC policies and procedures.

Simulator freeze, slew and unrealistic winds aloft may not be used. Ground environments at airports and visual models used must be equivalent in accuracy and fidelity to those used for simulator certification. Modeling of all ground movement areas must be correct, including ramp areas, airport signage, etc.

If two contract check airmen are conducting the LOS together, they will both use Sky Jet Elite procedures. Representatives of Sky Jet Elite should be present whenever possible to observe and correct, where necessary, the use of appropriate procedures.

> **NOTE:** The LOS is a training event not a checking event, however, satisfactory completion is a regulatory requirement. The nature of a check airman's performance should be evaluated by any company representative or POI present in the course of their exercise of proper operational control over their authorized check airmen.

CURRICULUM SEGMENT OUTLINE

Line Observation Training Modules

Line Observation Aircraft

Line Observation Training in an actual aircraft satisfies the requirements of 135.337(f)(2) and135.338(f)(2). The Line Observation Pilot must complete two flight segments, have a direct view of the cockpit in a seat that is approved for takeoff and landing, be able to hear all cockpit and radio conversation during the observation period, participate in all preflight and post flight activities.

Flight Training Module (Aircraft)

(Route of Flight: As required to meet Operational Requirements)

A. Line Observation - Segment 1 (This Segment uses Sky Jet Elite Part 135 procedures to conduct actual flight operations from one airport to another, including all preflight and post flight activities. This flight will be conducted as required to meet operational requirements.)

B. Line Observation - Segment 2 (This Segment uses Sky Jet Elite Part 135 procedures to conduct actual flight operations from one airport to another, including all preflight and post flight activities. This flight will be conducted as required to meet operational requirements.)

Alternate Method - Line Operational Simulation

The Line Operational Simulation (LOS) is an alternate method to satisfy the requirements of 135.337(f)(1) and 135.338(f)(1). It consists of a fully planned line operations flight (from preflight planning to securing of the aircraft at the end of the flight) representative of Sky Jet Elite flight operations.

It must include a minimum of two flight segments and at least two takeoffs and two landings as sole manipulator of the controls while acting as pilot in command and as pilot flying. This includes two takeoffs, two instrument approach procedures, and two landings at different airports. Flight segments will include realistic Air Traffic Control (ATC) instructions throughout. Emphasis will be placed on ATC terminology, ground operations, and current ATC policies and procedures.

> **NOTE:** Line Observation Training in a flight simulator is limited to those simulators that replicate eligible aircraft. It must be conducted in a simulator that replicates the same category and class (and type, if applicable) aircraft for which the Flight Instructor/Check Airman (Simulator) is authorized to instruct/check.

Flight Training Module (Simulator)

(Route of Flight: As required to meet individual LOS Scenario Requirements)

A. Line Operational Simulation - Segment 1
   1. Preflight Procedures
      a. Preflight Inspection (Cockpit Only)
      b. Powerplant Start – Normal
      c. Taxiing/Runway Operations
      d. Pre-takeoff Checks
   2. Takeoff and Departure Phase
      a. Normal Takeoff
      b. Normal Climb
      c. Departure Procedure
   3. Instrument Procedures
      a. Standard Terminal Arrival/FMS Procedure
      b. Precision Approach, All Engines Operating
   4. Landings and Approaches to Landings
      a. Normal Landing
      b. Landing From a Precision Approach
   5. Postflight Procedures
      a. After Landing Procedures
      b. Parking and Securing

B. Line Operational Simulation - Segment 2
   1. Preflight Procedures
      a. Preflight Inspection (Cockpit Only)
      b. Powerplant Start – Normal
      c. Taxiing/Runway Operations
      d. Pretakeoff Checks
   2. Takeoff and Departure Phase
      a. Normal Takeoff
      b. Normal Climb
      c. Departure Procedure
   3. Instrument Procedures
      a. Standard Terminal Arrival/FMS Procedure
      b. Precision Approach, All Engines Operating
   4. Landings and Approaches to Landings
      a. Normal Landing
      b. Landing From a Precision Approach
   5. Postflight Procedures
      a. After Landing Procedures
      b. Parking and Securing

NOTE: A Contract Flight Instructor/Contract Check Airman who meets these requirements for one air operator need not meet these requirements for multiple operators in a 12-month period. Accomplishment of another operator's line observation training in the simulator is considered sufficient. Satisfactory completion will be clearly noted in the individuals training records and may be accepted by Sky Jet Elite.

NOTE: If a Contract Flight Instructor has completed a LOS scenario to meet the requirements of 142.53(b) the satisfactory completion will be clearly noted in the individuals training records and may be accepted by Sky Jet Elite.

CONTRACT FLIGHT INSTRUCTOR / CHECK AIRMAN DIFFERENCES TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

This training is intended to complete the appropriate requirements of 14 CFR Part 135.338 and 135.340 for Contract Flight Instructors and the appropriate requirements of 14 CFR Part 135.337 and 135.339 for Contract Check Airmen. Contract Flight Instructors/Check Airmen are pre-qualified by the TCPM only under 14 CFR Part 142. This differences program outlines how these Contract Flight Instructors'/Check Airman become fully qualified to train/check Sky Jet Elite . pilots under this Part 135 Training Program.

NOTE: Some Contract Flight Instructors/Check Airmen may also be current and qualified under another certificate holders Part 135 training program. When this is the case, appropriate portions of the Part 135 Instructor/Check Airman training already completed by the Contract Simulator Instructor/Check Airman may also be accepted by Sky Jet Elite .

NOTE: Training is specific to the aircraft for which the contract instructor/check airman is being trained.

TRAINING HOURS

Differences training must be specific to the aircraft for which the Contract Flight Instructors/Check Airmen is being trained. Accordingly, differences training times will vary based upon the extent of program differences identified on the Contract Differences Training form for each aircraft type.

COMPLETION STANDARDS

Contract Flight Instructors/Check Airmen must be trained in all appropriate training program differences, as identified on the Training Summary Checklist and Contract Differences Training form. Upon completion, this training must be properly documented.

NOTE: Contract Check Airmen must also be approved by the Sky Jet Elite . POI prior to conducting any checking under this Part 135 training program.

Contract Differences Training Form

The purpose of the Contract Differences Training form is to identify those areas of training where the pre-qualification of Contract Flight Instructors/Check Airmen must be expanded to cover actual Sky Jet Elite procedures.

This expanded training includes Aircraft Ground Training items such as: General Operational Subjects, Aircraft Systems, and Systems Integration Training. Flight Training items such as: Maneuvers and Procedures, Flight Training Modules, Approved Approaches, and Approved Minimums, along with lesson plan differences, and other operator requirements as identified on the Training Summary Checklist.

The Training Summary Checklist and Contract Differences Training must cover all training program differences between the Contract Training Centers FAA approved Part 142 training program and this Part 135 training program. In addition, they must also cover all Sky Jet Elite operational differences to be trained. This includes items such as: Operations Specifications, Checklist to be used for training, Standard Operating Procedures, Weight and Balance methods to be used for training, etc.

> **NOTE:** The Contract Differences Training must include all appropriate requirements of 14 CFR Part 135.338 and 135.340 for Contract Flight Instructors and the appropriate requirements of 14 CFR Part 135.337 and 135.339 for Contract Check Airmen which have not been previously completed. Appropriate training already completed under another Part 135Certificate Holders program, or under Part 142 will be documented on an Instructor/Check Airman Training Summary (ICAT) form.

Sky Jet Elite will complete a Training Summary Checklist (TSC) form and a Contract Differences Training form for each aircraft type. The actual training requirements included on the TSC will determine which Contract Differences Training Form will be used. Contract Differences Training Form CDT-1 will be used for those cases where “read only” training is needed and CDT-2 will be used in those cases where an actual briefing is needed.

Only one TSC and CDT form will be completed for each aircraft type per Contract Training Partner, even if three locations are available for one aircraft type with a particular Contract Training Partner. However, a separate set of forms must be completed for each and every aircraft type to be trained by a Contract Training Partner. Once the Contract Differences Training Form is complete, a signed copy of the form will be sent to the Contract Training Center via email or fax.

NOTE: A sample copy of the Training Summary Checklist and Contract Differences Training forms are found in Forms Section of this manual.

Procedures for Conducting a Contract Differences Briefing

In those cases where an actual contract differences briefing is required, the training will be conducted and certified by the Sky Jet Elite Director of Operations, Chief Pilot, Training Officer, or a Sky Jet Elite Check Airman. This training is normally accomplished using a briefing conducted over the phone with the contract training center Aircraft Program Manager. Contract differences training will consist of a review and verification of all information listed on the Training Summary Checklist. The Contract Differences Training Form CDT-2 will be used to document the training accomplished on those Subjects identified by the Training Summary Checklist.

Upon completion of the training, the Sky Jet Elite Director of Operations, Chief Pilot, Training Officer, or a Sky Jet Elite . Check Airman will sign the Contract Differences Training Form and send it to the Aircraft Program Manager indicating that the Aircraft Program Manager at the Contract Training Center has been trained in the Sky Jet Elite Part 135 Training Program. The Aircraft Program Manager at the Contract Training Center will now be responsible for training Sky Jet Elite differences to the remaining Contract Training Center staff and documenting their training on the Contract Difference Training Form CDT-2.

Forms: CDT-1 and CDT-2 can be found in TAB-6 pages TF-12 and TF-14 respectively.

TRAINING MODULE OUTLINE

Differences Modules

Ground Training Module

A. Contract Flight Instructors/Check Airmen Differences Ground Training
   1. Items identified on the Training Summary Checklist in accordance with the Contract Differences Form

Flight Training Module

A. Contract Flight Instructors/Check Airmen Differences Flight Training (As Required)
   1. Any item on the Training Summary Checklist for which a Contract Flight Instructor/Check Airman needs flight simulator training

NOTE: Contract Flight Instructors/Check Airmen Differences Flight Training is normally not required. However, it may be required for some individuals on certain training events, such as Special Approaches, etc. When flight simulator training is required, a Sky Jet Elite. Flight Instructor/Check Airman or a Sky Jet Elite Contract Flight Instructor/Check Airman will conduct the training.

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AIRPORT GROUND OPERATIONAL SAFETY TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

Training in the use of Standard Operating Procedures (SOPs) for Taxiing/Runway Operations is designed to reduce the probability of pilot deviation Runway Incursions. These SOPs help increase and maintain pilot situational awareness during ground operations.

CURRICULUM PREREQUISITES

Each Pilot must meet the following prerequisites:

1. Pilot must possess a valid Pilot Certificate and Instrument Rating.

PLANNED TRAINING HOURS

Ground Training 1.0
Flight Training 0.5

NOTE: This training is normally accomplished in conjunction with Initial/Transition, Upgrade, or Recurrent training with no additional training time added. The ground training modules are fully integrated into each course. The required flight training events are introduced in an appropriate flight simulator module, at the discretion of the instructor, and must be covered during training.

COMPLETION STANDARDS

The pilot will demonstrate adequate knowledge of the principles associated with Airport Ground Operational Safety and the prevention of Runway Incursions by successfully completing an oral examination.

STANDARD OPERATING PROCEDURES

Standard Operating Procedures (SOPs) can help pilots maintain vigilance and situational awareness. The following SOPs (see AC 120-74 and AC 91-73, as amended) are designed to help avoid pilot deviation runway incursions caused by lack of situational awareness. The procedures apply to both single-pilot and multi-crew aircraft:

1. Conduct a pre-taxi/departure briefing (or self-brief) that includes the expected taxi route and restrictions.

2. Monitor the frequency when initial taxi clearance is called for to ensure that the taxi clearance is heard.

3. After taxi clearance has been received, determine the runway assigned, any restrictions, and the taxi route. If in doubt or not in agreement, seek clarification from ATC.

4. Observe "sterile cockpit," especially while taxiing.

5. Have the airport diagram(s) out, available, and in use. As appropriate, cross check the heading situation indicator (HSI), airport diagram, and airport signage to confirm aircraft position while taxiing.

6. Fixed navigation lights (red, green, and white) must be on whenever the airplane is in motion.

7. Pilot(s) will monitor the appropriate tower frequency when anticipating a clearance to cross or taxi onto an active runway.

8. When approaching an entrance to an active runway, pilot(s) will ensure compliance with hold short or crossing clearance by discontinuing Non-monitoring tasks (e.g., Flight Management System (FMS) programming, Airborne Communications Addressing and Reporting System (ACARS), company radio calls, etc.).

9. Prior to crossing or taxiing onto any runway, verbally confirm ATC clearance with other crew member(s) (if multi-crew) and visually scan the runway and approach area.

10. Read back all clearances/instructions to enter a specific runway, hold short of a runway, and taxi into "position and hold," including the runway designator.

    NOTE: Do not merely acknowledge the foregoing instructions/clearances by using your call sign and saying "Roger" or "Wilco." Instead, read back the entire instruction/clearance including the runway designator.

11. The PF shall confirm orally with the PM that the aircraft is aligning on the correct runway. When aligned crew shall confirm heading matches the cleared runway for take off. Example call-out: **PF: "Confirming take off runway 22" PM: "Confirmed runway 22, heading matches"** When entering a runway after being cleared for takeoff, or when taxiing into "position and hold," make your aircraft more conspicuous to aircraft on final behind you and to ATC by turning on lights (except landing lights) that highlight your aircraft's silhouette.

12. Be especially vigilant when instructed to taxi into "position and hold," particularly at night or during periods of reduced visibility. Scan the full length of the runway and scan for aircraft on final approach when taxiing onto a runway either at the end of the runway or at an intersection. Contact ATC anytime you have a concern about a potential conflict.
    a. In instances where you have been instructed to taxi into "position and hold" and have been advised of a reason/condition (wake turbulence, traffic on an intersecting runway, etc.) or the reason/condition is clearly visible (another aircraft that has landed on or is taking off on the same runway), and the reason/condition is satisfied, you should expect an imminent takeoff clearance, unless advised of a delay.
    b. If landing traffic is a factor, the tower is required to inform you of the closest traffic that is cleared to land, touch-and-go, stop-and-go, or unrestricted low approach on the same runway when clearing you to taxi into "position and hold." Take care to note the position of that traffic and be especially aware of the elapsed time from the "position and hold" clearance while waiting for the takeoff clearance.

    c. ATC should advise of any delay in receiving takeoff clearance (e.g., "expect delay for wake turbulence") while holding in position. If a takeoff clearance is not received within a reasonable time after clearance to "position and hold," contact ATC. Suggested phraseology: (call sign) holding in position (runway designator or intersection). For example, **"American 234 holding in position runway 24L,"** or **"American 234 holding in position runway 24L at Bravo."**

       NOTE: FAA analysis of accidents/incidents involving aircraft holding in position indicate that TWO MINUTES or more elapsed between the time instruction was issued to "position and hold" and the resulting event (e.g., land-over or go-around). Pilots should consider the length of time they have been holding in position whenever they HAVE-NOT been advised of any expected delay to determine when it's appropriate to query the controller.

13. To signal intent to aircraft down field, turn on landing lights when cleared for takeoff.

14. As part of the approach briefing/checklist, review the airport diagram and anticipated taxi route.

CAUTION: A potential pitfall of pre-taxi and pre-landing planning is setting expectations and then receiving different instructions from ATC. Pilots need to follow the clearance or instructions that are actually received, and not the ones they expected to receive.

CURRICULUM SEGMENT OUTLINE

Airport Ground Operational Safety Modules

Ground Training Module

A. Airport Ground Operational Safety (AC 120-74 and AC 91-73, as amended)
   1. Use of Standard Operating Procedures

Flight Training Module

A. Flight Simulator Events
   1. Taxiing/Runway Operations
      a. Use of Standard Operating Procedures
      b. Use of aircraft lighting during taxi and takeoff operations
      c. Read back / hear back on Hold Short, Position and Hold, and Runway Crossings

NOTE: If this training is accomplished in conjunction with Initial/Transition, Upgrade, or Recurrent training, all required events will be introduced in an appropriate flight simulator module, at the discretion of the instructor, and must be covered during training.

RECENT EXPERIENCE TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

Completion of this curriculum satisfies the flight event requirements of §135.247.

> **NOTE:** This curriculum may be satisfied by completion of a Part 135 Initial, Transition, Upgrade or Recurrent curricula.

CURRICULUM PREREQUISITES

A pilot may enroll in the Part 135.247 curriculum if that person holds:

1. A commercial or an ATP pilot certificate with appropriate category, class and type ratings (if type rating is required) in each aircraft the pilot seeks to operate.
2. An appropriate instrument rating.

PLANNED TRAINING HOURS

The 14 CFR Part 135.247 curriculum consists of the following Planned hours:

Module 1 — §135.247(a)(1) and §135.247(a)(2) - Night Takeoff and Landing Experience ……..0.7
Module 2 — §135.247(a)(3)(ii)(D) - Alternate Night Takeoff and Landing Experience ……1.0

COMPLETION STANDARDS

The pilot must complete all required training events. Once completed, the instructor will certify the training in the flight simulator training record.

FLIGHT TRAINING SEGMENT

With the use of an approved flight simulator, cockpit checklist, and appropriate instrument approach and airport charts, the pilot will be able to establish §135.247(a)(1) takeoff and landing experience, §135.247(a)(2) night takeoff and landing experience, and/or §135.247(a)(3)(ii)(D) alternate night takeoff and landing experience.

NOTE: This curriculum allows use of a Flight Simulator for pilots to complete their recent experience requirements as outlined in Part 135.247. However, all recent experience requirements of Part 135.247 can also be accomplished using an actual aircraft.

CURRICULUM SEGMENT OUTLINE

Recent Experience Modules

Flight Simulator Training Modules

Module 1 — §135.247(a)(1) and §135.247(a)(2) - Night Takeoff and Landing Experience

The pilot must perform three takeoffs and three landings as sole manipulator of the flight controls in a flight simulator of the same category, class, and type for which the pilot is certified. To meet the requirements of §135.247(a)(2) the flight simulator's visual system must be adjusted to display a visual scene representing the period between 1 hour after sunset until 1 hour before sunrise.

NOTE: A pilot who completes the §135.247(a)(2) requirements also satisfies all §135.247(a)(1) requirements.

Module 2 — §135.247(a)(3)(ii)(D) - Alternate Night Takeoff and Landing Experience

The pilot must perform six takeoffs and six landings to a full stop as sole manipulator of the controls in a flight simulator of the same category, class, and type for which the pilot is certified. The flight simulator's visual system must be adjusted to display a visual scene representing the period between 1 hour after sunset until 1 hour before sunrise.

NOTE: This curriculum applies only to turbine powered airplanes that require more than one pilot crew member. Additional pilot requirements are outlined in 135.247(a)(3)(ii) and must be met before a pilot can operate under this alternate night takeoff and landing experience.

SECURITY AWARENESS TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

This course provides security awareness for flight instructors and check airmen "to increase their awareness of suspicious circumstances".

CURRICULUM PREREQUISITES

Each pilot entering Security Awareness Training must have completed or enrolled in Flight Instructor/Check Airman Training as appropriate.

PLANNED TRAINING HOURS

Ground Training 0.5

COMPLETION STANDARDS

The pilot must attend the course and demonstrate adequate knowledge of Security Awareness by successfully completing an oral examination.

CURRICULUM SEGMENT OUTLINE SECURITY AWARENESS MODULES

Ground Training Module

A. Ground Training Events
   1. Security Awareness
      a. Psychology of Terrorists
      b. Indicators That an Individual May Be a Terrorist
         (1) Paying for Training in Cash
         (2) Showing Interest in only Certain Aspects of Training
         (3) Suddenly Leaving the Training Program without Explanation

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APPROACH AND LANDING ACCIDENT REDUCTION (ALAR) TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

This curriculum includes a Ground Training Segment which provides pilots with an overview of Approach and Landing Accident Reduction (ALAR). It also identifies the equipment which will improve safety, operational measures which will aid in reducing approach and landing accidents, regulatory guidance regarding approach and landing accidents and training measures which will aid in reducing approach and landing accidents.

CURRICULUM PREREQUISITES

Each Pilot must meet the following prerequisites:

1. Pilot must possess a valid Pilot Certificate.

PLANNED TRAINING HOURS

Ground Training 2.0

NOTE: This ALAR curriculum does not require dedicated flight training. ALAR flight procedures will be trained and practiced in conjunction with Initial/Transition, Upgrade, or Recurrent pilot training.

COMPLETION STANDARDS

The pilot must attend the course and demonstrate appropriate knowledge of the principles associated with ALAR Subjects by successfully completing an oral examination.

CURRICULUM SEGMENT OUTLINE

Approach and Landing Accident Reduction (ALAR) Modules

Ground Training Module

A. Introduction and Definition of ALAR
B. Regulatory Guidance
C. ALA Categories
D. ALA Risk Factors
E. Approach Procedures
F. Stabilized Approaches
G. Missed Approaches/Go-around
H. ATC
I. “A Golden Rule”
J. Recommended Solutions
K. General Questions

CONTROLLED FLIGHT INTO TERRAIN (CFIT) TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

Utilizes the latest information provided by the Flight Safety Foundation, Boeing and FAA, to alert pilots to the dangers of CFIT accidents including how to recognize the factors that may lead to CFIT accidents and incidents, prevention strategies that will help ensure safe flight, methods of improving situational awareness, and the application and use of the Flight Safety Foundation CFIT checklist.

CURRICULUM PREREQUISITES

Each Pilot must meet the following prerequisites:

1. Pilot must possess a valid Pilot Certificate and Instrument Rating.

PLANNED TRAINING HOURS

Controlled Flight Into Terrain (CFIT) Ground Training ……..…….2.0

Ground Proximity Warning System (GPWS) Ground Training (if applicable) 1.0

Ground Proximity Escape Maneuver Simulator Training (if applicable).... As Required

COMPLETION STANDARDS

The pilot must attend the course and demonstrate adequate knowledge on avoiding Controlled Flight Into Terrain (including response to GPWS advisories - if applicable), by successfully completing an oral examination.

CURRICULUM SEGMENT OUTLINE

Controlled Flight into Terrain (CFIT) Modules

Ground Training Module

A. CFIT Module
   1. Introduction and Definition of CFIT
   2. Situational Awareness
   3. Altimetry
   4. Air Traffic Control
   5. Flight Crew Complacency
   6. Standard Operating Procedures
   7. Automation
   8. Training
   9. Briefings and Callouts

10. Human Factors
11. General Questions

B. GPWS Module (if applicable)
1. Introduction
2. GPWS Components
3. Switchology
4. Operational Modes
5. Aural Warnings
6. Limitations

GPWS—Ground Proximity Escape Maneuver Training Module

A. Flight Simulator Events (if applicable)
1. CFIT—GPWS Ground Proximity Escape Maneuver

NOTE: For aircraft with GPWS: Initial/Transition/Upgrade flight training conducted in a simulator requires practice in the Ground Proximity Escape Maneuver. Recurrent flight training in a simulator requires a practice ground proximity escape maneuver once every 24 months (FSAT 99-08). The practice maneuver will follow aircraft manufacturer guidance, or standard operating procedures if available. If these procedures do not exist, use the following Generic GPWS Escape Maneuver:

1. React immediately upon getting a GPWS warning.
2. Positively apply maximum thrust and rotate to the appropriate pitch attitude for the aircraft.
3. Pull up with wings level to ensure maximum aircraft performance.
4. Always respect the stick shaker or other stall warning indications.
5. Continue the escape maneuver until climbing to the sector emergency safe altitude can be completed or until visual verification can be made that the aircraft will clear the terrain or obstacle, even if the GPWS warning stops.

NOTE: If this training is accomplished in conjunction with Initial/Transition, Upgrade, or Recurrent training, all required events will be introduced in an appropriate flight simulator module, at the discretion of the instructor, and must be covered during training.

Parts of the ground training portion of this training curriculum may be accomplished using CBT.

CFIT
Tutorial
CFIT-1
CFIT-2
Examination
TAWS
Tutorial
TAWS and *Examination*

REDUCED VERTICAL SEPARATION MINIMUM (RVSM) TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

Upon completion of this course, participants will meet the knowledge requirements for RVSM operations in the U.S., Canada, Mexico, South America and the Caribbean as outlined in Federal Aviation Administration (FAA) AC 91-85 or Guidance 91 RVSM Appendix 4 - Training Programs and Operating Practices and Procedures. This module covers the training requirements of both Domestic-RVSM and International RVSM airspace.

CURRICULUM PREREQUISITES

Each Pilot must meet the following prerequisites:

1. Pilot must possess a valid Pilot Certificate and Instrument Rating.

PLANNED TRAINING HOURS

Ground Training 2.0

COMPLETION STANDARDS

The pilot will demonstrate appropriate knowledge of the procedures for Reduced Vertical Separation Minimum (RVSM) and correctly identify both the Air Traffic Control (ATC) Instructions and ICAO/Federal Aviation Administration (FAA) guidelines through successful completion of an oral examination.

CURRICULUM SEGMENT OUTLINE

Reduced Vertical Separation Minimum (RVSM) Modules

Ground Training Module

A. History of RVSM
B. Source Documents
C. RVSM Benefits
D. Equipment Requirements
E. Approval Process and Monitoring Requirements
F. Operations within Domestic RVSM Airspace
G. Operations within International RVSM Airspace
H. Special Emphasis
I. Contingency Procedures
J. Controller/Pilot Phraseology
K. Course Summary

This training curriculum may be accomplished in its entirety by completing the CBT training module:

RVSM-DRVSM
RVSM-DRVSM Tutorial
Oceanic RVSM Tutorial
RVSM-DRVSM 1-2
Oceanic RVSM
Examination

INTERNATIONAL PROCEDURES TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

To provide pilots with the necessary knowledge and preparation to conduct safe operations using International Civil Aviation Organization (ICAO) and international aviation procedures. This training includes pre-trip planning, expanded trip planning, itinerary development, detailed flight planning, navigation, enroute, and terminal procedures.

CURRICULUM PREREQUISITES

Each Pilot must meet the following prerequisites:

1. Pilot must possess a valid Pilot Certificate and Instrument Rating.

PLANNED TRAINING HOURS

Initial Ground Training…….4.0
Recurrent Ground Training…….1.0

COMPLETION STANDARDS

The pilot must attend the course and demonstrate adequate knowledge and preparation to successfully comply with all applicable FAA and ICAO rules and procedures for international flights by successfully completing an oral examination.

CURRICULUM SEGMENT OUTLINE - INTERNATIONAL PROCEDURES MODULES

Ground Training Module

A. Initial and Recurrent

1. ICAO Operations - Rules
2. ICAO Operations - Regulations
3. ICAO Measurement Standards
4. Use of oceanic Planning Charts
5. Publication Sources
6. Itinerary Planning
7. ICAO Flight Plan & Flight Log
8. Route Planning
9. Enroute & Terminal Procedures
10. Long Range Communications
11. TCAS/ACAS Operations
12. Special Use Airspace Structure
13. RVSM
14. MNPS
15. BRNAV - RNP 5/10
16. Air Traffic Clearances
17. Meteorology
18. Navigation Procedures
19. Emergency Procedures
20. Crew Resource Management
21. Atlantic *
22. Pacific *
23. Central & South America *
24. Caribbean, Bermuda & WATRS *
25. Altimetry Review *
26. ICAO Approach Procedures *
27. Russian Operations *
28. Customs, Immigration & Security *

* Indicates Optional Item

This training curriculum uses a combination of the SJE International Operations Manual (IOM) and CBT training modules:

International Procedures
Tutorial
International Flight Information
ICAO Flight Planning 1-2
Customs Lessons 1-3
Weather
In-flight Contingencies
Miscellaneous
Canada 1-2
Communications and Reports

Organized Track System
MNPS
Examination

Or

This training module may be completed by using CBT provided by Air Training International www.trainati.com, CAE SimuFlite or any other third party designated by the Director of Training or Director of Operations. Any third party used must include all curriculum items listed above.

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TRAFFIC ALERT AND COLLISION AVOIDANCE SYSTEM AIRBORNE COLLISION AVOIDANCE SYSTEM - TCAS II/ACAS II TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

To provide pilots with the necessary knowledge and preparation to safely interpret advisory information based upon Traffic Alert Collision Avoidance System and Airborne Collision Avoidance System - TCAS II/ACAS II system operations, display presentations, and aural announcements.

CURRICULUM PREREQUISITES

Each Pilot must meet the following prerequisites:

1. Pilot must possess a valid Pilot Certificate and Instrument Rating.

PLANNED TRAINING HOURS

Ground Training 1.0

COMPLETION STANDARDS

The pilot must attend the course and demonstrate adequate knowledge of TCAS II/ACAS II operations by successfully completing a written or oral examination.

CURRICULUM SEGMENT OUTLINE

Traffic Alert and Collision Avoidance System, Airborne Collision Avoidance System - TCAS II/ACAS II Modules

Ground Training Module

A. Traffic Alert and Collision Avoidance System and Airborne Collision Avoidance System TCAS II/ACAS II Module

1. Introduction
2. Overview
3. Theory of Operation
4. Regulatory Guidance
5. Systems Introduction
6. Operating Procedures
7. Case Studies

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U.S. TERMINAL & ENROUTE RNAV PROCEDURES TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

Upon completion of this training, the pilot will have demonstrated the knowledge and proficiency necessary to properly execute U.S. terminal and enroute RNAV procedures. This course satisfies the pilot knowledge requirements specified in AC 90-100A, as amended, for U.S. RNAV operations.

Upon completion of the U.S. Terminal and Enroute RNAV training, pilots will be able to:

1. Demonstrate recognition of RNAV published terminal (RNAV 1) and enroute (RNAV 2) procedures.
2. Understand the capabilities of the RNAV system and eligibility and approval rules.
3. Explain the operational requirements for safely and accurately performing RNAV 1 departures and arrivals in accordance with Federal Aviation Administration (FAA) guidelines and standards.
4. Demonstrate recognition of aircraft limitations that preclude safe execution of a departure or arrival procedure requiring RNAV capabilities.
5. Conduct a representative flight using RNAV procedures, to include pre-departure planning, cockpit setup, an automation plan, use of RNAV 1 SIDs and STARs, and implementation of contingency procedures.
6. Communicate limitations appropriately to Air Traffic Control.

CURRICULUM PREREQUISITES

Each pilot must meet the following prerequisites:

1. The pilot must be current in the aircraft type as a PIC or SIC in accordance with 14 CFR Part 61 and/or Part 135.
2. Each pilot must possess an ATP Certificate or Commercial Pilot Certificate with Instrument Rating and an appropriate type rating (SICs do not require type rating).

PLANNED TRAINING HOURS

Ground Training 2.0
Flight Simulator Training .....As Required

NOTE: Flight Training is normally accomplished in conjunction with Initial/Transition, Upgrade, or Recurrent training with no additional training time added. The required flight training events are introduced in an appropriate flight simulator module, at the discretion of the instructor, and must be covered during training.

COMPLETION STANDARDS

The pilot must attend the course and demonstrate adequate knowledge of U.S. Terminal and Enroute RNAV Procedures by successfully completing an oral or written examination covering RNAV operations. In addition, appropriate RNAV flight maneuvers and procedures must be successfully completed in a flight simulator in accordance with the Airline Transport Pilot and Aircraft Type Rating Practical Test Standards.

Curriculum Segment Outline

U.S. Terminal & Enroute RNAV Procedures Modules

Ground Training Module

A. Overview
   1. FAA Roadmap for Performance Based Navigation
   2. Advisory Circular - AC 90-100A, as amended
   3. Harmonization with ICAO RNAV Criteria
   4. Lessons Learned from Operational Experience

B. RNAV Terminal and Enroute Information
   1. RNAV 1 and RNAV 2 Definition
   2. Aircraft Equipment / Navigation Suffixes
   3. Terminal Procedures
      a. Departure Procedures
         (1) Obstacle Departure Procedures (RNAV ODPs)
         (2) Standard Instrument Departures (SIDs)
      b. Arrival Procedures
         (1) Standard Terminal Arrival Procedures (RNAV STARs)
   4. Enroute Procedures
      a. Q-Routes and T-Routes
   5. VNAV Usage
   6. ATC Radar Surveillance Requirements
   7. WGS 84 Requirements

C. RNAV System Eligibility / Approval
   1. AFM Statement
   2. P-RNAV Approval
   3. General Requirements (AC 90-100A - Appendix 3)
   4. Aircraft / Avionics Manufacturer FAA Compliant Website
   5. AC 20-153 (Database Integrity Quality Assurance)

D. Operator Approval Requirements / Process
   1. Part 91 - Follow Aircraft and Training Guidance in AC 90-100A
   2. Part 135 - Requires Ops Specifications Approval
      a. Aircraft Equipment Eligibility
      b. Operating Procedures for Navigation System
      c. Flight Crew Training

E. Flight Crew Training and Operating Procedures
   1. Preflight Planning
      a. Flight Plan Equipment Suffix
      b. Database Currency
      c. NOTAMS
      d. RAIM Checks
      e. Verification of Clearance
         (1) Verbal
         (2) PDC
   2. Flight Procedures
      a. System Initialization
         (1) GPS
         (2) DME / IRU
      b. Procedure Extraction from Database
         (1) SIDs and STARs
         (2) Q- and T- Routes
      c. Reasonableness Checks
         (1) DPs
         (2) Routes
         (3) STARs
      d. Flight Technical Error Requirements
      e. Manual Bank Limiting
      f. LNAV Mode Engagement Altitudes
      g. ATC Phraseology
      h. Contingency Procedures
   3. Levels of Automation
      a. Mode Selection and Awareness
      b. Communication
         (1) Pre-Departure / Arrival Briefings
   4. RNAV System Specific Information - To Be Demonstrated during Simulator Training
      a. Types of Navigation Sensors
      b. Monitoring Procedures during Phases of Flight
         (1) CDU Pages
            (a) Interpreting ARINC 424 Leg Types
         (2) Lateral and Vertical Mode Annunciation
         (3) Reversions / Degradations
         (4) Route Discontinuities

Flight Simulator Training Module

A. Flight Simulator Events
   1. Check RAIM for Geographic Areas (FAA Website)
   2. Verify Correct Date and Time in FMS
   3. Currency of FMS Navigation Database
   4. Initialization of System Position
   5. Properly Interpret PDC or Printed Clearance
   6. Retrieve SID / STAR from Database, with Appropriate Runway / Transition
   7. Check Reasonableness (Courses, Altitudes, Airspeeds, etc.) of Procedure Against Paper Chart
   8. Make Runway Changes, as Issued by Amended ATC Clearance
   9. Perform Runway Update, If Required (DME / IRU Only Equipment)
   10. Set Up Avionics to Ensure Navigation Mode Engaged by 500' AGL. Understand How to Ensure Bank Limiting Function are not Engaged.
   11. Fly “Direct To” a Waypoint
   12. Fly a Course or Track to a Waypoint
   13. Be Vectored Off and Rejoin a Procedure
   14. Use VNAV, If Applicable, during a “Descend Via” Clearance
   15. Determine Cross Track Error / Deviation Does Not Exceed 0.5 NM
   16. Insert / Delete a Route Discontinuity
   17. Remove and Reselect a Navigation Sensor
   18. When Required, Exclude a Specific Navigation Aid (Such as VORTAC NOTAMed Out of Service)
   19. Insert and Delete a Lateral Offset
   20. Change Arrival and Alternate Airport
   21. Insert and Delete a Holding Pattern
   22. Understand Contingency Procedures

NOTE: Knowledge of RNAV procedures and use of RNAV equipment will be demonstrated during normal simulator/flight training sessions. The training is normally accomplished in conjunction with Initial/Transition, Upgrade, or Recurrent training with no additional training time added. The required flight training events are introduced in an appropriate flight simulator module, at the discretion of the instructor, and must be covered during training.

Portions of the ground training curriculum may be accomplished by completing the CBT training module:

US RNAV OPERATIONS – Tutorial, RNAV and examination

LOWER THAN STANDARD TAKEOFF MINIMUMS TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

This course provides pilots with the necessary knowledge and preparation to successfully demonstrate competence in performing takeoffs under minimum authorized visibility conditions.

CURRICULUM PREREQUISITES

Each Pilot must meet the following prerequisites:

1. Pilot must possess a valid Pilot Certificate and Instrument Rating.

PLANNED TRAINING HOURS

Ground Training 2.0
Flight Simulator Training . . . . . As Required

COMPLETION STANDARDS

The pilot must attend the course and demonstrate adequate knowledge of Operation Specifications and Lower Than Standard Takeoff Minimums by successfully completing an oral examination.

NOTE: If this training is accomplished in conjunction with Initial/Transition, Upgrade, or Recurrent training, all required flight training events will be introduced in an appropriate flight simulator module, at the discretion of the instructor, and must be covered during training.

CURRICULUM SEGMENT OUTLINE

LOWER THAN STANDARD TAKEOFF MINIMUMS MODULES

Ground Training Module

A. Ground Training Events
   1. Lower Than Standard Takeoff Minimums
      a. Confirming the takeoff runway alignment (Safety Alert for Operators (SAFO) 07003 includes guidance and/or advisory information about acceptable techniques)
      b. Rejected takeoffs in a low visibility environment
      c. Low visibility instrument takeoff cross check priorities
      d. Engine failure during critical phases of takeoff in low visibility
      e. Acceleration and climb disorientation factors and illusions

f. Use of HUD takeoff guidance systems (when installed in aircraft for RVR 300 authorization only)
g. Taxiing in a low visibility environment with emphasis on preventing runway incursion and SMGCS training AC 120-57, Surface Movement Guidance and Control System, current edition, includes guidance and/or advisory information about acceptable techniques)
h. Taxiway critical areas
i. Crew coordination and planning
j. Required ground-based visual aids (such as stop bars and taxi holding position lights)
k. Required ground-based electronic aids (such as instrument landing system (ILS)/microwave landing system (MLS) and transmissometers)
l. Determination of takeoff alternate airports

Flight Simulator Training Module (CAE Module # 348)

A. Flight Training Events
   1. Taxiing/Runway Operations
   2. Instrument Takeoff
   3. Rejected Takeoff
   4. Power plant Failure During Takeoff

NOTE: Flight simulator training is accomplished using low visibility conditions as appropriate to the minimums authorized in the Ops Specs and/or as requested on the Training Summary Checklist.

NOTE: If this training is accomplished in conjunction with Initial/Transition, Upgrade, or Recurrent training, all required flight training events will be introduced in an appropriate flight simulator module, at the discretion of the instructor, and must be covered during training.

FLIGHT COORDINATOR TRAINING

SPECIAL CURRICULUM SEGMENT

PLANNED TRAINING HOURS

	Operator Specific	Coordinator Specific	Total
Initial	3	3	6
New Hire OJT	As Required	As Required	40
Recurrent	1	1	2

NOTE: New Hire OJT/Initial and Recurrent Training individual subject hours of instruction may be altered to fit the needs of a student group or type or program presentation. However, in no case may the total hours of instruction be reduced below the minimum specified.

NOTE: Re-qualification training is required for anyone absent from their Flight Coordinator duties for a period of more than 120 days. The individual will be required to complete the recurrent training for re-qualification. Individuals absent from Flight Coordinator duties for more than one year will be required to receive the initial training program hours.

OBJECTIVE OF TRAINING:

To provide Flight Coordinators with the necessary knowledge and preparation to understand the operational procedures necessary to coordinate 14 CFR Part 135 flight operations for Sky Jet Elite .

COMPLETION STANDARDS:

The Flight Coordinator must attend the course and demonstrate adequate knowledge by successfully completing an oral or written examination.

CURRICULUM SEGMENT OUTLINE

The Flight Coordinator Training curriculum segment is comprised of the following subject areas: Operator Specific and Flight Coordinator Specific. The Initial New Hire and Recurrent course curriculum and training will be completed by Training Department and may be accomplished in conjunction with pilot training.

Operator Specific

1. Duties and Responsibilities of Flight Coordinators.
2. Appropriate Provisions of the Code of Federal Regulations.
3. Flight Operations Manual, Certificate, and Operations Specifications.
4. Scheduling and Scenario Assignment Process.
5. Flight Operations System (FOS) Software Training.

Flight Coordinator Specific

1. Sky Jet Elite . Flight Control.
2. Aircraft Performance and Airport Analysis.
3. Navigation.
4. Airspace and ATC Procedures.
5. Enroute and Terminal Area Charting and Flight Planning.

Training Module Outline

Operator Specific Modules

A. Duties and Responsibilities of Flight Crew Members.
   1. Company History, Organization and Description.
   2. Operational Concepts, Policies and Kind of Operation.
   3. Forms, Records and Administrative Procedures.
   4. Employee Standards and Rules of Conduct.
   5. Authority and Responsibilities of Duty Position.
   6. Manual Organization, Revisions and Employee Responsibilities Concerning Manuals.

B. Appropriate Provisions of the Code of Federal Regulations.
   1. Flight Crew Member’s Certification, Training and Qualification Requirements.
   2. Medical Certificates, Physical Examination and Fitness for Duty Requirements.
   3. Flight Control Requirements (Flight Release and Flight Locating).
   4. Flight Duty and Rest Requirements.
   5. Operational Rules in 14 CFR Part 91 and Part 121 or Part 135 (as appropriate) and any other applicable regulations.
   6. Regulatory Requirements for Sky Jet Elite . Manuals.
   7. Reporting Requirements (i.e. NTSB).
   8. Minimum Equipment List (MEL).

C. Contents of Operating Manual, Certificate and Operations Specifications.
   1. Definitions, Description and Organization of Operations Specifications.
   2. Limitations and Authorizations of Operations Specifications.
   3. Appropriate Portions of the Flight Operations Manual.

D. Charter & Owner Aircraft Request Procedures.
   1. Overview of Process.
   2. Trip Coding within FOS.
   3. Trip and Crew Review.
   4. Documentation of Approval.
   5. Communication with Services.

E. Flight Operations System (FOS) Software.
   1. Crew Scheduling.
      a. Required Time Off.
      b. Time off requests.
         (1) Monthly
         (2) Vacation
         (3) Maintenance
         (4) Owner Scheduling
   2. Flight Assignments
      a. Qualification/Currency
      b. Overriding Crew Qualification Flags
      c. Dedicated Crewmembers
      d. Methods loading a crew
      e. Crew rotation/utilization
      f. Trip Briefing
      g. Buying Hard Days
      h. Unplanned events
      i. After hours trips
   3. Other Activities

F. Personnel Information
   1. Uses of data fields in FOS
   2. How to submit updated information
   3. Data field usage
   4. MCL & TSA Crew No-Fly Check

G. Trip Record
   1. Trip and leg regulation
   2. Assignment and use of checklists
   3. Trip review and analysis
   4. Operational Notes

H. Trip Review and Release
   1. Aircraft Performance verses Airport Capabilities
   2. Aircraft Inspection Status
   3. Aircraft Operational Restrictions
   4. NOTAM check
   5. International Trip Requirements (Custom Requirements)
   6. APIS Filing (Advance Passenger Information System)

7. General Declaration Filing
8. TSA Passenger No-Fly Check

I. Flight Following
   1. Pre-flight crew check-in.
   2. Enroute
   3. Post-flight

J. Safety Program and Emergency Response Plan

Flight Controller Specific Modules

A. Flight Control
   1. Flight Release and Flight Locating Systems and Procedures
   2. Organization, Duties and Responsibilities
   3. Weather and NOTAM Information
   4. Sky Jet Elite Communications

B. Aircraft Performance and Airport Analysis
   1. Definitions (such as Balanced Field and Endurance)
   2. Effects of Temperature and Pressure Altitude
   3. General TERPS Criteria
   4. Airport Analysis System as Appropriate to the Type of Operation
   5. Effects of Contaminated Runways
   6. Runway Limitations

C. Navigation
   1. Definitions (such as Class I, Class II Navigation)

D. Airspace and ATC Procedures
   1. Definitions (such as Precision Approaches)
   2. Description of Airspace
   3. Navigation Performance and Separation Standards

E. Enroute and Terminal Area Charting and Flight Planning
   1. General Sky Jet Elite Flight Planning Procedures
   2. Flight Service and International Procedures
   3. Special Airport Familiarization

LONG RANGE NAVIGATION TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING

To provide pilots with the necessary knowledge and preparation to operate each specific type of long-range navigation equipment installed. The pilot will be instructed in actual use, limitations, and operating characteristics of the long-range navigation equipment.

CURRICULUM PREREQUISITES

Sufficient prior experience to assure pilot can safely conduct operations.

PLANNED TRAINING HOURS

Subject	Hours
Ground Training	3.0

COMPLETION STANDARDS

The pilot must attend the course and demonstrate adequate knowledge of the installed Long Range Navigation Equipment by successfully completing an oral examination.

CURRICULUM SEGMENT OUTLINE

Ground Training Module

A. Long Range Navigation Equipment Module
   1. Theory of Operation
   2. Initialization
   3. Takeoff Procedures
   4. Enroute Procedures
   5. Arrival Procedures
   6. Limitations

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PRECISION AREA NAVIGATION (P-RNAV) TRAINING

SPECIAL CURRICULUM SEGMENT

OBJECTIVE OF TRAINING:

Upon completion of this training, the pilot will:

A. Have demonstrated the knowledge and proficiency necessary to properly execute P-RNAV procedures. This course satisfies the pilot knowledge requirements specified in JAA Temporary Guidance Leaflet No. 10 and FAA Advisory Circular 90-96A for B/P-RNAV operations.

B. Be able to:
   1. Demonstrate recognition of published departure and arrival procedures requiring P-RNAV capabilities
   2. Explain the operational requirements for safely and accurately performing P-RNAV departures and arrivals in accordance with Joint Aviation Authority (JAA) and Federal Aviation Administration (FAA) guidelines and standards.
   3. Demonstrate recognition of aircraft limitations that preclude safe execution of a departure or arrival procedure requiring P-RNAV capabilities.
   4. Communicate limitations appropriately to Air Traffic Control.

CURRICULUM PREREQUISITES

Each Pilot must meet the following prerequisites:

A. The pilot must be current in the aircraft type as a PIC or SIC in accordance with 14 CFR Part 61 and/or Part 135.
B. Each pilot must possess an ATP Certificate or Commercial Pilot Certificate with Instrument Rating and an appropriate type rating (SICs do not require type rating).
C. Each pilot will complete GPS Training prior to taking this course.

PLANNED TRAINING HOURS

Subject	Hours
Ground Training	1.5 Hours
Flight Training	As Required

NOTE: Flight Training is normally accomplished in conjunction with Initial/Transition, Upgrade, or Recurrent training with no additional training time added. The required flight training events are introduced in an appropriate flight simulator module, at the discretion of the instructor, and must be covered during training.

COMPLETION STANDARDS

The pilot must attend the course and demonstrate adequate knowledge of P-RNAV procedures by successfully completing an oral examination. In addition, appropriate P-RNAV flight maneuvers and procedures must be successfully completed in a flight simulator in accordance with the Airline Transport Pilot and Aircraft Type Rating Practical Test Standards.

Ground Training Module

A. Precision Area Navigation (P-RNAV) Module
   1. Joint Aviation Authority (JAA) and Federal Aviation Administration (FAA) P-RNAV Guidance
   2. Purposes of P-RNAV
   3. P-RNAV Assumptions
   4. Definitions
   5. P-RNAV Implementation
   6. Benefits of P-RNAV
   7. P-RNAV Approval Requirements
   8. P-RNAV Functional Criteria
   9. Flight Planning for P-RNAV Departures and Arrivals
   10. P-RNAV Normal Operations
   11. P-RNAV Contingency Procedures
   12. Incident Reporting
   13. Pilot-ATC Phraseology during P-RNAV Procedures
   14. Detailed P-RNAV Approval Requirements and Approval Process (Optional Segment)
   15. Course Summary

Flight Training Module

A. Flight Simulator Events
   1. Retrieving a P-RNAV procedure from the navigation system
   2. Verification of sensor operation, and sensor management
   3. Tactically modifying a flight plan
   4. Addressing discontinuities
   5. Entering associated data, such as:
      a. Wind
      b. Altitude and Speed Constraints
      c. Vertical Profile/Vertical Speed
   6. Flying P-RNAV departure or arrival
   7. Use of Lateral Navigation Mode and associate lateral control techniques
   8. Use of Vertical Navigation Mode and associated vertical control techniques
   9. Use of autopilot, flight director, and auto-throttle at different stages of a P-RNAV departure or arrival procedure
   10. Radio Transmission (RT) phraseology appropriate for P-RNAV operations

NOTE: Knowledge of P-RNAV procedures and use of P-RNAV equipment will be demonstrated during normal simulator/flight training sessions. The training is normally accomplished in conjunction with Initial/Transition, Upgrade, or Recurrent training with no additional training time added. The required flight training events are introduced in an appropriate flight simulator module, at the discretion of the instructor, and must be covered during training.

SPECIAL CURRICULUM SEGMENT

1 ELECTRONIC FLIGHT BAG (EFB) TRAINING

1.1 Introduction

Teaching Method:	Company Lecture and CBT
Time Recommended:	Initial Training 2 Hours - Recurrent Training 30
Courseware:	iPad, PowerPoint or other EFB
Testing:	Oral Examination

1.2 Objective Of Training

A. To provide pilots with the necessary knowledge and preparation to operate approved EFB units in all phases of flight as approved by Operations Specifications.

1.3 Curriculum Prerequisites

A. A pilot with Sky Jet Elite

1.4 Completion Standards

A. The pilot must attend the course and demonstrate adequate knowledge of EFB operations by successfully completing an oral examination.

1.5 iPad Training Module

1.5.1 Ground Training Module

A. iPad Usage Items

1. iPad Specifications
   a. Size (Screen and Resolution)
   b. Operating Parameters (Thermal)
   c. Characteristics
   d. Application “Sandbox” principle.
   e. Connecting with iTunes for updates.
2. Incorporating Into Flight Deck operation
3. Mitigating and/or Controlling Workload Procedures
4. Abnormal and Emergency Procedures

1.5.2 Inflight Elements

A. Preflight

1. Battery charging requirements prior to a sequence and prior to a flight of a sequence.

2. Backup Battery Onboard.

3. Operation of the iPad - The “Home” button and viewing other apps running in the background.

4. Running approved apps on the iPad and their current revision status.

5. Setting up the airport charts and departure alternate if applicable.

    a. Departure Airport

    b. RNAV departures

    c. Procedurally checking the clearance against applicable plates.

    d. Prohibition of building a departure segment from the plate to the FMS unit.

6. Setting up the arrival airport charts

7. Including an Alternate Airport

8. Revising plates based on airport changes

B. Taxi

1. Perform required checks, Reference iPad checklist.

2. Able to manipulate the Flight Deck program to change runways and/or departure procedures.

C. Departure Procedures

1. Use in Sterile Period (PF and PNF)

2. Retrieving Data from the iPad System

    a. Switching applications

    b. Using Enroute Charts

    c. Jeppesen Plates

    d. Using Company Manuals and MELs

3. Inflight Abnormal and Emergency Procedures

4. Cannot use Standby Mode

5. Battery Temperature Limitations

6. Charging (Not during takeoff and landings)

D. Arrival

1. Arrival and alternate airport Charts

2. Descend procedures

3. Changing airports and/or runways.

E. Postflight

1. Reporting Any Anomalies Form
2. Revising the System

1.5.3 Contingency Procedures

A. If one unit is inoperative

B. If two units are inoperative

C. Thermal Runway Procedures (onboard Fire-Fighter ii Bag)

D. Safety reporting form.

E. Voice procedures if two units are inoperative (Checklist)

CREW RESOURCE MANAGEMENT (CRM)

CURRICULUM PREREQUISITES

PIC trainees must meet the minimum eligibility requirements of 135.243:

Commercial Pilot Certificate
Instrument Rating and Multiengine Rating

SIC trainees must meet the minimum eligibility requirements of 135.245:

Commercial Pilot Certificate
Instrument Rating and Multiengine Rating

DELIVERY METHOD

One or more of the following delivery methods shall be used.

- Lecture
- Discussion
- Computer Based Training / Courseware

INSTRUCTOR REQUIREMENTS

The instructor assigned will be specifically authorized to provide ground instruction, and to certify the completion of the ground training modules required by the specific curriculum.

COMPLETION STANDARD

The pilot must attend the course and demonstrate adequate knowledge of CRM by successfully completing an oral or written examination.

Completion of the curriculum segment must be documented by an instructor's or supervisor's certification that the student has successfully completed the course.

OVERVIEW

OBJECTIVE:

To provide crewmembers with the necessary knowledge and preparation for applying Crew Resource Management Skills in line operations.

GROUND TRAINING MODULE

Crew Resource Management

Elements:

- Authority of the Pilot in Command
- Communication Processes, Decisions and Coordination
- Communications with ATC
- Communications with Personnel Performing Flight Locating
- Commendations with Passengers
- Building and Maintenance of a Flight Team
- Workload and Time Management
- Situational Awareness
- Effect of Fatigue on Performance
- Fatigue Avoidance Strategies
- Fatigue Countermeasures
- Effects of Stress
- Stress Reduction Strategies
- Aeronautical Decision Making and Judgment Training Tailored to the Operator's Flight operation and Aviation Environment

Reference Material

- CRM Intro handbook
- AC 60-22, AC 120-51E
- Pilots Handbook of Aeronautical Knowledge https://www.faa.gov/regulations_policies/handbooks_manuals/aviation/phak/media/pilot_handbook.pdf
- FAA Risk Management Handbook https://www.faa.gov/regulations_policies/handbooks_manuals/aviation/media/risk_management_hb_change_1.pdf

This curriculum may be trained through a combination of courseware: The GOM and completion of any CBT/Courseware assigned by the Instructor.

CBT / COURSWARE

CRM-ADM-Fixed Wing

- Tutorial
- Authority of the PIC
- Communication
- Building and Maintaining A
- Flight Team
- Work Load and Time
- Management
- Situational Awareness
- Fatigue: Effects and Reduction
- Strategies
- Stress: Effects and Reduction
- Strategies

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TRAINING PROGRAM 2

TRAINING MODULE OUTLINE..... **Error! Bookmark not defined.**

TRAINING PROGRAM

Source: 14 CFR Part 135.99(c)(4)(ii)

PIC REQUIREMENTS. To serve as a PIC conducting operations with an assigned SIC under an SIC PDP, a PIC must have been fully qualified as a PIC for SkyJet Elite for at least the previous 6 calendar-months. The PIC must have also satisfactorily completed SkyJet Elite's approved initial and recurrent (as applicable) PIC training as follows:

1. Mentoring training as specified in § 135.99(c)(4)(ii) (see table 1 at the end of this section, SIC PDP Mentor Pilot training course outline).
2. CRM training as specified in § 135.330 for operations conducted with two pilots.
3. Training as specified in § 135.329(e) for operations conducted with two pilots.

SIC REQUIREMENTS. In accordance with § 135.99(c)(3), to serve as an assigned SIC under an SIC PDP, a person must meet the same certification, qualification, training, testing, and checking requirements as required by part 135 for a required SIC.

- **Airman Certificate.** In accordance with § 135.245, an assigned SIC must hold at least a Commercial Pilot Certificate with an airplane category and appropriate class rating and an instrument rating.
- **Medical Certificate.** In accordance with part 61, § 61.23(a)(2), an assigned SIC must hold at least a second-class medical certificate.
- **Qualification Requirements.** In accordance with § 135.245, for operations conducted under IFR, an assigned SIC must meet the instrument experience requirements specified in § 135.245(c).
- **Part 135 Subpart H Training Requirements.** In accordance with § 135.343, an assigned SIC must have satisfactorily completed the appropriate initial or recurrent training curriculum within the preceding 12 calendar-months. An assigned SIC must have satisfactorily completed SkyJet Elite's approved SIC training as follows:

  - Indoctrination training as specified in § 135.329(a)(1);
  - Initial or transition ground training, as applicable, as specified in § 135.345;
  - Emergency training as specified in § 135.331;
  - Crew Resource Management (CRM) training as specified in § 135.330;
  - Initial or transition flight training, as applicable, as specified in § 135.347;
  - Differences flight training, as applicable, as specified in § 135.347;
  - Recurrent ground and flight training as specified in § 135.351; and
  - Training as specified in § 135.329(e), as applicable.

PIC PDP Mentor Pilot training course outline (ASCENT – Advanced Aircrew Academy CBT module)

- PDP Background
- PDP Overview
- FAA Guidance
- OpSpec Requirements
- Aircraft Requirements
- Manual Requirements
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SKY JET ELITE

Part 135 Multi-Engine

Training Program

NAVAJO
PA-31 Series

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INTRODUCTION

PURPOSE

This manual has been prepared to cover the training requirements of General Purpose Multi-Engine flight crewmembers specific to the PA-31 Series aircraft.

DISTRIBUTION

A copy of this manual, or appropriate portions of the manual, shall be furnished to all areas of responsibility within the company, including but not limited to:

1. Instructors
2. Check Airmen
3. Flight Standards District Office (FAA)

REVISION CONTROL

Revisions will be prepared by the Chief Pilot or the Director of Operations. Each revision will have a revision number, date, and page numbers being revised. Revisions will be consecutively numbered. Changes will be indicated by a vertical line next the material that was changed.

It will be the responsibility of each manual holder to keep his/her manual current and record any revisions on the Log of Revisions, page iv. A Document Custody Form is required to be on file for those personnel issued this manual. In order to facilitate recordkeeping and ensure that all manuals are current, a Training Manual Revision Transmittal will be distributed with each revision and will instruct personnel as to which pages are to be removed or replaced. After the new or revised pages have been added and the outdated pages removed, the person responsible for this manual will sign and date the revision notice and either email, mail or deliver it to the Chief Pilot.

This Manual will be maintained and revised in accordance with the Manual System instructions found in the FAA Approved General Training Program and the revision control instructions above.

Revision control is accomplished on the bottom of each page. The following is an explanation of the terms found:

1-2	*Represents Section 1, Page 2.*
Revision:10	*Represents Revision 10.*
04/17/92	*Represents the date the revision became effective.*

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RECORD OF REVISIONS

Revision Number	Date		Revision Number	Date
Original	06/22/2022			

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LIST OF EFFECTIVE PAGES

	Page Number	Revision	Date
Title Page	i - ii	ORIGINAL	06/22/2022
Table of Contents	iii - iv	ORIGINAL	06/22/2022
Introduction	v - vi	ORIGINAL	06/22/2022
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Note:
Each section is revised in its entirety. A revision will be "remove and replace" the complete/entire section. This is to prevent outdated information from remaining in a section due to inadvertent revision failure of any specific pages. All updated language for the latest revision will be noted by a change-bar in the margin of the page. Therefore, the List of Effective Pages can be summarized as above because all pages within a section will have the same revision number and date.

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2. SECTION

GROUND AND FLIGHT TRAINING

Courseware – This training curriculum shall use all material readily available to include the POH and the AFM.

DEFINIITIONS

1. **Training Program.** A system of instruction which includes curriculums, facilities, instructors, check airmen, courseware, instructional delivery methods, and testing and checking procedures. This system must satisfy the training program requirements of Part 135 and ensure that each crewmember remains adequately trained for each aircraft, duty position, and kind of operation in which the person serves.
2. **Curriculum.** A complete training agenda specific to an aircraft type, a crewmember duty position, and a category of training. An example is an "initial new-hire, Piper PA-31 PIC curriculum." Each curriculum consists of several curriculum segments.
3. **Curriculum Segment.** The largest subdivision of a curriculum containing broadly related training subjects and activities based on regulatory requirements. Curriculum segments are logical subdivisions of a curriculum which can be separately evaluated and individually approved. Examples are a *ground training* segment and a *flight training* segment. Each curriculum segment consists of one or more training modules.
4. **Training Module.** A subpart of a curriculum segment which constitutes a logical, self-contained unit. A module contains elements or events which relate to a specific subject. For example, a ground training curriculum segment could logically be divided into modules pertaining to aircraft systems (such as hydraulic, pneumatic, and electrical). As another example, a flight training curriculum segment is normally divided into flight periods, each of which is a separate module. A training module includes the outline, appropriate courseware, and the instructional delivery methods. It is usually, but not necessarily, completed in a single training session.
5. **Element.** An integral, subject-oriented (not task-oriented) part of a training, checking, or qualification module. For example, an *electrical power* ground training module may include such elements as a direct current (DC) power system, an alternating current (AC) power system, and circuit protection.
6. **Event/Maneuver.** An integral, task-oriented part of a training, checking, or qualification module that requires the use of a specific procedure or procedures. A training event provides students an opportunity for instruction, demonstration, and/or practice using specific procedures. A checking or qualification event provides an evaluator the opportunity to evaluate a student's ability to correctly accomplish a specific task without instruction or supervision.
7. **Checking and Qualification Module.** An integral part of a qualification curriculum segment which contains checking and qualification requirements specified under Part 135. For example, a qualification curriculum segment may contain a proficiency check module and an operating experience (qualification) module.

8. **Courseware.** Instructional material developed for each curriculum. This includes information in lesson plans, instructor guides, computer software programs, audiovisual programs, workbooks, aircraft operating manuals, and handouts. Courseware must accurately reflect curriculum requirements, be effectively organized, and properly integrate with instructional delivery methods.
9. **Instructional Delivery Methods.** Methodology for conveying information to a student. This may include lectures, demonstrations, audiovisual presentations, programmed and directed self-study workshops, and drills. Training devices, simulators, aircraft, and computer workstations are also considered instructional delivery methods.
10. **Testing and Checking.** Methods for evaluating students as they demonstrate a required level of knowledge in a subject and, when appropriate, apply the knowledge and skills learned in instructional situations to practical situations.
11. **Training Hours.** The total amount of time necessary to complete the training required by a curriculum segment. Training hours must provide an opportunity for instruction, demonstration, practice, and testing (as appropriate). This time must be specified in hours on the curriculum segment outline. A training hour includes time for normal breaks, usually 10 minutes each hour. Lunch breaks are not included.
12. **Training/Checking Month (Base Month).** The calendar-month during which a crewmember or aircraft dispatcher is due to receive required recurrent training, a required flight check, a required competency check, or required operating familiarization. Calendar-month means the first day through the last day of a particular month.
13. **Eligibility Period.** Three calendar-months (the calendar-month before the training/checking month, the training/checking month, and the calendar-month after the training/checking month). During this period a crewmember or aircraft dispatcher must receive recurrent training, a flight check, or a competency check to remain in a qualified status. Training or checking completed during the eligibility period is considered to be completed during the training/checking month and is due in the training/checking month of the following year
14. **SJE –** Sky Jet Elite

Training Forms – Training forms shall be used to document and certify both ground and flight training. These forms can be found in the Forms Section of SJE's FAA accepted GOM.

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CATEGORIES OF TRAINING

There are six basic categories of training applicable to Part 135 Training. The primary factors that determine the appropriate category of training are the student's previous experience with Sky Jet Elote and previous duty position. Each category of training consists of one or more curriculums, each one of which is specific to an aircraft type and a duty position (for example: C-182 PIC and PA-34 SIC). The six categories of training are briefly discussed in the following subparagraphs.

1. **Initial New-Hire Training.** This training category is for personnel who have not had previous experience with Sky Jet Elite (newly hired personnel). It also applies, however, to personnel employed by Sky Jet Elite who have not previously held a crewmember duty position with Sky Jet Elite. Initial new-hire training includes basic indoctrination training and training for a specific duty position and aircraft type. Except for a basic indoctrination curriculum segment, the regulatory requirements for *initial new-hire* and *initial equipment* training are the same. Since initial new-hire training is usually the employee's first exposure to specific company methods, systems, and procedures, it must be the most comprehensive of the six categories of training. For this reason, initial new-hire training is a distinct, separate category of training and should not be confused with initial equipment training.
2. **Initial Equipment Training.** This category of training is for personnel who have been previously trained and qualified for a duty position by Sky Jet Elite (not new hires) and who are being reassigned for any of the following reasons:
    a. For Part 135 operations, the crewmember is being reassigned in one of the following circumstances:
        i. Reassignment is to a different duty position on a different aircraft type and the crewmember has not been previously trained and qualified by the operator for that duty position and aircraft type.
        ii. Reassignment is to an aircraft of a category or class for which the crewmember has not previously qualified with that operator.
3. **Transition Training**. This category of training is for an employee who has been previously trained and qualified for a specific duty position by Sky Jet Elite and who is being assigned to the same duty position on a different aircraft type.
4. **Upgrade Training.** The training required for crewmembers who have qualified and served as second in command on a airplane before they serve as pilot in command.
5. **Recurrent Training.** This category of training is for an employee who has been trained and qualified by Sky Jet Elite, who will continue to serve in the same duty position and aircraft type, and who must receive recurring training and/or checking within an appropriate eligibility period to maintain currency.
6. **Requalification Training.** This category of training is for an employee who has been trained and qualified by Sky Jet Elite but has become unqualified to serve in a particular duty position and/or aircraft because he/she has not received recurrent training, and/or a required flight or competency check within the appropriate eligibility period.

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AIRCRAFT SPECIFIC GROUND TRAINING

Curriculum Segment Outline

Objective:
To provide pilots with the necessary training to understand the operation of aircraft systems, the use of the individual system controls, and the integration of aircraft systems with operational procedures in order to sufficiently prepare them to enter the flight training curriculum segment. At the end of the ground training curriculum segment the pilot will be able to locate, identify and operate all aircraft systems. The pilot will be able to perform normal, abnormal, and emergency operating procedures. Additionally, the pilot will be able to demonstrate knowledge of aircraft performance, as well as systems and aircraft limitations.

COURSE OBJECTIVE:

This course will qualify a flight crewmember to act as a pilot-in-command or a second-in-command for the certificate holder. This objective is for all Training Categories.

This course also applies to personnel employed by the certificate holder who have not previously held a crewmember duty position with that certificate holder.

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

COURSE PREREQUISITES – both ground and flight:

PIC Initial New Hire (INH) trainees must meet the minimum eligibility requirements of 135.243:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating

SIC Initial New Hire (INH) trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating

Planned Hours:
Part 135 does not require programmed hours to be defined within training programs. The hours associated with these programs are typically referred to as planned hours to avoid confusion with the requirements of part 121. Part 135 does, however, require each instructor, supervisor, or check pilot to certify the proficiency and knowledge of each flightcrew member upon completion of required training or evaluation. This certification may occur at any time when the instructor believes that the individual has reached the required level of proficiency during his or her scheduled training, provided that all elements of the approved training program have been successfully trained.

Training Hours:
The total amount of time necessary to complete the training required. This must provide an opportunity for instruction, demonstration, practice, and testing (as appropriate). The time must be specified in hours on the curriculum segment outline. These hours are referred to as planned hours. A training hour includes time for normal breaks, usually 10 minutes each hour. Lunch breaks are not included.

Training Program Planned Hours:
Title 14 CFR Part 135 Subpart H does require a specific number of training hours for training conducted in compliance with the Part. The CFR mandates training be provided by operators and pilots receive training. To accomplish the required training elements, curricula have been developed and approved. The CFR establishes minimum content of the curricula and the FAA has developed "national norms", a statement of hours in which it may be reasonably expected an operator may accomplished the minimum level of required training. This program conforms to the National Norm standard. The specified hours of this program are a statement of minimum requirements (thresholds). Actual time spent in training may exceed the national norm without additional approval. Planned hours will not be less than the minimum Threshold.

General Operational Subjects: - This curriculum shall be found in Sky Jet Elite's FAA approved General Training Program.

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The following table expresses:

The national norm - XX

The minimum threshold – (XX)

MULTI-ENGINE GENERAL PURPOSE AIRPLANE – NAVAJO PA-31 Series
PLANNED HOURS GROUND TRAINING TABLE

TOTAL PLANNED HOURS	INH	INE	TRN	UPG	REC	REQ
IFR or IFR & VFR	32 (16)	24 (16)	24 (16)	(8)	8 (4)	Not Specified
VFR Only	24 (16)	20 (8)	20 (8)	(8)	8 (4)	Not Specifies

MODULE DESCRIPTION	INH	INE	TRN	UPG	REC	REQ
Aircraft General Power plant Electrical Hydraulic Fuel Pneumatic Air Conditioning and Pressurization Flight Controls Landing Gear Ice and Rain Protection Equipment and Furnishings Displays: Navigation, Attitude Instruments Auto Flight System Communications Equipment Warning Systems Fire Protection Oxygen Lighting Emergency Equipment Auxiliary Power Unit Use of Checklist Flight Planning Display Systems GPS Specific Equipment Navigational Systems Auto flight Cockpit Familiarization Performance Characteristics Written Exam	As Required, but no less than Minimum Threshold	As Required, but no less than Minimum Threshold	As Required, but no less than Minimum Threshold	As Required, but no less than Minimum Threshold	As Required, but no less than Minimum Threshold	As Required, but no less than Minimum Threshold

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NOTE: Items listed in the description column need not be taught when not appropriate or not installed in the aircraft specific to this curriculum.

AIRCRAFT SYSTEM MODULES

AIRCRAFT SYSTEM MODULES	
Specific Module	**Description**
MODULE 1 **Aircraft General**	Dimensions Turning radius Panel layouts Cockpit and cabin configurations Other major systems and components or appliances
MODULE 2 **Powerplant**	Basic engine description Engine thrust rating Accessory drives Ignition Oil system Fuel control Propeller Bleed air Reverse thrust
MODULE 3 **Electrical**	Generators External power Electrical system schematic Buses Circuit breakers Fuses Battery Other standby power systems
MODULE 4 **Hydraulic**	Reservoirs Pumps Accumulators Hydraulic system schematic Filters Check valves Interconnects Actuators Hydraulically operated components
MODULE 5 **Fuel**	Fuel tanks Pumps (engine-driven and boost pumps) Valves Fuel system schematic Cross feeds Quantity indicators

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AIRCRAFT SYSTEM MODULES (continued)	
Specific Module	**Description**
MODULE 6 **Pneumatic**	Bleed air sources Bleed air system schematic Valves Ducts Temperature and pressure limiting devices
MODULE 7 **Air Conditioning**	Annunciators Heaters Air conditioning packs Fans Environmental control devices
MODULE 8 **Flight Controls**	Primary controls (yaw, pitch, and roll devices) Secondary controls (trailing edge devices, flaps, trim, and damping mechanisms) Means of actuation
MODULE 9 **Landing Gear**	Landing gear system schematic Extension and retraction mechanism Operating sequence of struts, doors, and locking devices Brake system Anti-skid system Nose wheel steering Air/ground sensor relays Visual down lock indicators
MODULE 10 **Ice and Rain**	Rain removal systems Anti-icing and deicing systems Systems schematics Pneumatic/electrical valves Sensors Ducts Electrical elements Pneumatic devices
MODULE 11 **Equipment and Furnishings**	Exits Galleys Water and waste systems Lavatories Cargo areas Crewmember and passenger seats Bulkheads Seating and/or cargo configurations Non-emergency equipment and furnishings

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AIRCRAFT SYSTEM MODULES (continued)	
Specific Module	**Description**
MODULE 12 **Display Systems, Flight Instruments and Navigation Equipment**	CRT or computer operated displays Overview of panel Sources of power (electrical, pneumatic, pitot-static, and alternate sources arrangement Functional displays Attitude indicator Heading indicator Airspeed indicator Vertical speed indicator Altimeter Standby flight instruments Flight director Horizontal situation indicator Radio magnetic indicator Navigation receivers ADF / VOR / GPS / RNAV / MARKER BEACON / DME / INERTIAL NAVIGATION SYSTEM Fault indications Comparator System Transponder Radio Altimeter (if applicable) Weather Radar TAWS TCAS
MODULE 13 **Auto Flight System**	Autopilot Automatic navigation tracking (VOR, RNAV) Automatic approach tracking
MODULE 14 **Communications Equipment**	VHF/HF radios Audio panels Interphone or passenger address systems (if applicable)
MODULE 15 **Warning Systems**	Aural, visual, and tactile warning systems Character and degree of urgency related to signal Warning and caution annunciator systems
MODULE 16 **Fire protection**	Visual and/or aural indications of fire or overheat Overheat sensors Power sources necessary to provide protection for fire and overheat conditions Engines Cargo bay/wheel well Cockpit Cabin Lavatories
MODULE 17 **Oxygen**	Passenger system Crew system Portable system Oxygen system schematic Automatic deployment systems Regulators Pressure levels Gauges

	Servicing requirements
AIRCRAFT SYSTEM MODULES (continued)	
Specific Module	**Description**
MODULE 18 **Lighting**	Cockpit Cabin External Power sources Switches Spare bulbs
MODULE 19 **Emergency Equipment**	Type Location of each
MODULE 20 **Ground Power Supply**	Input source Connecting and disconnecting procedure Cockpit indications Aircraft systems protection Aircraft engine start capability Limitations
MODULE 21 **Written Exam**	To be administered by the instructor

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AIRCRAFT SYSTEMS INTEGRATION MODULES

Systems integration training is conducted in conjunction with the aircraft flight training module briefings and debriefings.

AIRCRAFT SYSTEMS INTEGRATION MODULES	
Specific Module	**Description**
USE OF CHECKLIST	Safety checks Cockpit preparation Checklist call outs and responses Checklist sequence
FLIGHT PLANNING	Performance limitations Meteorological Weight MEL/CDL items Required fuel loads Weather planning Lower than standard takeoff minimums Alternate requirements
DISPLAY SYSTEMS	Weather radar CRT displays Checklist Vertical navigation Longitudinal navigation TCAS TAWS
GPS SPECIFIC EQUIPMENT OPERATION	Flight Plan Setup / Initialization Takeoff / SID / RNAV Departure Operations Enroute Operations Arrival / RNAV Arrival Operations GPS Approach Operations Modification during all Operations
NAVIGATIONAL SYSTEMS	Preflight preparation Operation Flight planning requirements

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AIRCRAFT SYSTEMS INTEGRATION MODULES (continued)	
Specific Module	**Description**
AUTO FLIGHT	Autopilot preflight/setup/modes Flight Director preflight/setup/modes Normal and abnormal indications Annunciators
COCKPIT FAMILIARIZATION	Activation of aircraft systems controls and switches Normal Abnormal Emergency Annunciators Lights Other caution and warning systems
PERFORMANCE CHARACTERISTICS DURING ALL FLIGHT REGIMES	The use of charts, tables, tabulated data and other related manual information including the Airplane Flight Manual Normal, abnormal, and emergency performance problems including fuel consumption and cruise control **Meteorological and weight-limiting performance factors (such as temperature, pressure, contaminated runways, precipitation, climb/runway limits)** Inoperative equipment performance limiting factors (such as MEL/CDL, inoperative anti-skid) Special operational conditions (such as unpaved runways, high altitude airports and drift down requirements)
PREPARATION	Preflight Flight Planning and Performance limitations
SURFACE OPERATION	Starting Taxi
TAKEOFF	Normal Crosswind Rejected Power plant failure during takeoff Power plant failure during second segment Lower than standard minimum
CLIMB	Normal One-engine inoperative during climb to enroute altitude
ENROUTE	Steep turns Approaches to stalls: (takeoff configuration, enroute configuration, landing configuration) In flight power plant shutdown & Restart Slow speed handling characteristics Maneuvering with a power plant inoperative
DECENT	Normal Maximum rate / Emergency Descent
ARRIVAL	RNAV Arrival GPS Arrival Operations

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AIRCRAFT SYSTEMS INTEGRATION MODULES (continued)	
Specific Module	**Description**
APPROACHES	Visual approach With 50% loss of power on one side With flap malfunction ILS / normal ILS / one-engine inoperative NDB / normal VOR / normal Non precision approach one-engine inoperative Circling approach Missed approach With a power plant failure NOTE: At least one MAP must be a complete approved procedure.
GPS APPROACHES	Setup and Modification Initialization Use of FMS / GPS during ILS Approach
LANDINGS	Normal With pitch miss trim From precision instrument approach From precision instrument approach with most critical engine inoperative With 50% power loss on one side With flap/slat malfunction Crosswind Rejected
AFTER LANDING	Parking & Securing Emergency evacuation
OTHER IN-FLIGHT PROCEDURES	Holding Ice accumulation on airframe Air hazard avoidance Wind shear/ microburst Takeoff & Landing Wake Turbulence avoidance procedures Takeoff & Landing
IN-FLIGHT SYSTEM PROCEDURES – NORMAL, ABNORMAL AND ALTERNATE	Air conditioning Fuel and oil Electrical Hydraulic Flight controls Anti-icing and deicing systems Autopilot Flight management guidance systems and/or automatic or other approach & landing aids Stall warning devices, stall avoidance devices, and stability augmentation systems Airborne weather radar Flight instrument system malfunction Communications equipment Navigation equipment

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AIRCRAFT SYSTEMS INTEGRATION MODULES (continued)	
Specific Module	**Description**
IN-FLIGHT SYSTEM PROCEDURES - EMERGENCY	Aircraft fires Smoke control Powerplant failure/fire Electrical, hydraulic, pneumatic systems Flight control systems malfunction Landing gear and flap systems malfunction
RIGHT SEAT PROFICIENCY	Power plant failure during takeoff ILS / One Engine Inoperative Approach Landing From precision instrument approach with most critical engine inoperative

FLIGHT TRAINING

Curriculum Segment Outline

Objective:
The objective of this curriculum is to provide an opportunity for flightcrew members to acquire the skills and knowledge necessary to perform to the qualification standard.

The objective will have been accomplished when, by comparing the performance in practical situations, to established standards, the pilot's performance demonstrates that learning has occurred. A pilot meeting the standards satisfactorily completes the curriculum and is prepared to progress to the Qualification Segment.

Training Hours:
Flight training curriculum segment hours are not specified for each segment. They may be trained, as time requires at the instructors discretion. However, total flight training time may not be less than those depicted in the table below. The training hours realistically allow enough time for demonstration, instruction, and practice of the training events listed in the entire curriculum segment.

FLIGHT TRAINING HOURS
Pic/Sic Flight Training (All Training Categories)—Multiengine Navajo PA-31 Series

		INH	INE	TRN	UPG	REC	REQ
IFR or IFR & VFR	PIC SIC	8 8	6 6	6 6	SIC to PIC 4	3 3	Not Specified
VFR Only	PIC SIC	4 4	3 3	3 3	SIC to PIC 4	2 2	Not Specifies

Training Emphasis Considerations

Instructors will emphasize the following flight training areas for:

1. Initial New-Hire Training, emphasis should be on specific company procedures.
2. Transition Training, emphasis should be on the handling characteristics and the maneuvers and procedures pertinent to the specific aircraft type.
3. Upgrade Training, emphasis should be on the specific duties and responsibilities pertinent to the PIC position.
4. Recurrent Training, emphasis should be on new or revised maneuvers or procedures pertinent to line operations.

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Recurrent Flight Training (RFT)

14 CFR Part 135 RFT must be conducted for PICs and SICs at least once every 12 months. CFR §135.351(c) specifies that RFT for pilots must include at least *"...flight training in the maneuvers or procedures in this subpart, except that satisfactory completion of the check required by §135.293" (the competency check) "may be substituted for recurrent flight training."* The competency check may include any of the maneuvers and procedures currently required for the original issuance of the particular pilot certificate, for the operations authorized, and appropriate for the category, class, and type of aircraft involved. The IPC as specified in §135.293(d) may be substituted for the competency check. Additionally, there are no provisions in part 135 which allow RFT to substitute for required checks or tests. There are no training appendices in part 135 containing lists of the required maneuvers and procedures for flight training or checking. Training on the events in the applicable tables in this curriculum, however, does meet the part 135 competency and IPC requirements and, therefore, the RFT requirements.

MULTIENGINE FLIGHT TRAINING	
Flight Phase	**Training Event**
PREPARATION	Visual Inspection Pre-Taxi Inspection Performance Limitations
SURFACE OPERATIONS	Cockpit Management Securing Cargo Starting Taxi Pre-takeoff Checks
TAKEOFF	Normal Crosswind Short/Soft field Vmc demonstration and recovery Powerplant failure below Vmc (Rejected) Lower than Standard Minimum (N/A)
CLIMB	Normal One engine inoperative
ENROUTE	Steep Turns Stalls 1. Approaches To Stalls a. Takeoff Configuration b. Enroute Configuration c. Landing Configuration Powerplant Shutdown And Restart Slow Speed Handling Characteristics With Powerplant Inoperative
DESCENT	Normal Maximum Rate

MULTIENGINE FLIGHT TRAINING	
Flight Phase	**Training Event**
APPROACHES	VFR Procedures Normal With 50% Loss Of Power On One Side With Flap Malfunction IFR Procedures Precision ILS Normal ILS One Engine Inoperative Non-Precision NDB Normal GPS Normal VOR Normal LOC Back Course RNAV Circling Approach 1 NP With Engine Inoperative Missed Approaches From ILS From NP 1 Missed Approach Must Be A Complete Procedure With Powerplant Failure Holding
LANDINGS	Normal With Pitch Mis-Trim From ILS From ILS With Critical Engine Inoperative With 50% Loss Of Power On One Side Crosswind Short/Soft Field
AFTER LANDING	Parking Emergency Evacuation
OTHER FLIGHTPROCEDURESDURING ANY PHASE	Ice Accumulation On Airframe Air Hazard Avoidance Wind Shear/Microburst

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MULTIENGINE FLIGHT TRAINING	
Flight Phase	**Training Event**
SYSTEM PROCEDURES TRAINING DURRING ANY PHASE **NORMAL** **ABNORMAL** **ALTERNATE**	Pneumatic / Air Conditioning Fuel and Oil Electrical Hydraulic Flight Controls Anti-Icing and Deicing Autopilot Flight Management Guidance Systems and/or Automatic or Other Approach & Landing Aids Stall Warning Devices, Stall Avoidance Devices, and Stability Augmentation Systems Airborne Weather Radar Flight Instrument System Malfunction Flight Instrument System Malfunction Navigation System
SYSTEM PROCEDURES TRAINING DURRING ANY PHASE **EMERGENCY**	Aircraft Fires Smoke Control Powerplant Failure/Fire Electrical, Hydraulic, Pneumatic Systems Flight Control Systems Malfunction Landing Gear And Flap Systems Malfunction Air Hazard Avoidance Wind Shear/Microburst

Required Maneuvers and Procedures

Training in the maneuvers and procedures in the above Table, Flight Training PIC/SIC Training (All Training Categories)—Multiengine General Purpose Airplanes, must be conducted for satisfactory completion of each category of flight training.

1. PICs must complete training in each training event in this table.
2. SICs must complete training in each training event in this table. SIC applicants successfully completing the PIC qualification segments of the PIC may not be required to complete Upgrade Training if the Upgrade to PIC occurs in the 12 month period following completing the Initial Training.
3. SIC training in the following events does not require manipulation of the primary aircraft controls but should emphasize duties of the PM:
    a. Approach and landing with pitch mis-trim,
    b. Approach and landing with 50 percent loss of power on one side,
    c. Approach and landing with flap/slat malfunction, and
    d. Steep turns.

Applicants completing the Curriculum under provision of sub-paragraph 3 above are required to complete the Upgrade Curriculum before conducting operations as the PIC.

RE-QUALIFICATION TRAINING

1. **Definition.** For the purposes of this manual, re-qualification training is defined as that category of training conducted specifically to restore a previously qualified crewmember to a qualified status. Sky Jet Elite re-qualification training curriculum as set forth in this manual must contain the specific duty position and aircraft type for the applicable operations. To be eligible for training in a re-qualification curriculum, a crewmember must have been previously qualified in that aircraft type and duty position and have subsequently lost that qualification.
2. **Reasons for Crewmembers Losing Qualification.** A crewmember may lose qualification status and become "unqualified" for any of the following reasons: failure to accomplish all of the recency of experience requirements required by the regulations (non-current); failure to complete recurrent training within the eligibility period established by the regulations (becoming overdue); or failure of a check ride (becoming disqualified). A crewmember may be simultaneously qualified in one airplane or duty position and unqualified in another.

    Note:
    If a crewmember fails a check ride in one airplane, that crewmember cannot fly in revenue service in another airplane until the crewmember's qualification has been re-established.

3. **Objectives of Re-qualification Training.** Crewmembers meet re-qualification training objectives by completing a combination of aircraft ground, flight, and qualification curriculum segments, as applicable. The training and qualification curriculum segments needed for a crewmember's re-qualification are determined by the reasons for, and the length of, the crewmember's unqualified status. A crewmember's re-qualification after a loss of currency may be as simple as re-accomplishing the currency events in which the crewmember is delinquent, such as landings. Re-qualification, however, may be as complex as the crewmember having to accomplish the events in the initial equipment category of training when the crewmember has been unqualified for an extended period of time. Remedial training after disqualification should be tailored to the specific case.

Note:
Additional information is in the Qualification Curriculum section of this manual.

3. QUALIFICATION CURRICULUM

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QUALIFICATION SEGMENT

The times listed below are estimated times for each module. They can be adjusted based on the needs of each student.

Module	INH	INE	TRN	UPG	REC	REQ
Q-1	2	2	2	2	2	*
Q-2	2	2	2	2	2	*

***** See Re-qualification Section

NA – Not Required/Applicable
INH – Initial New Hire
INE – Initial Equipment
TRN– Transition
REC – Recurrent
REQ – Re-qualification

Q1 consists of the following for VFR:
FAR 135.293 (a)(1)(4-8) every 12 calendar months
FAR 135.293 (a)(2-3) and (b) every 12 calendar months for each type of aircraft flown
FAR 135.299 at least every 12 calendar months in one type of aircraft flown for PIC
Q1 consists of the Following for IFR SIC:
FAR 135.293 (a)(1)(4-8) every 12 calendar months
FAR 135.293 (a)(2-3) and (b) every 12 calendar months for each type of aircraft flown
Q2 consists of the Following for IFR PIC:
FAR 135.293 (a)(1)(4-8) every 12 calendar months
FAR 135.293 (a)(2-3) and (b) every 12 calendar months for each type of aircraft flown
FAR 135.297 at least every 6 calendar months in an aircraft that the applicant is qualified in.
FAR 135.299 at least every 12 calendar months in one type of aircraft flown

Curriculum Objective

The objective of the qualification curriculum segment is to determine whether enough learning has occurred by comparing an individual's performance in practical situations to established standards. A person meeting the qualification objectives satisfactorily completes the curriculum. A person failing to meet these objectives must be returned to training status. After additional training, that person must retake and satisfactorily complete at least the previously unsatisfactory portions of the qualification curriculum segment.

Part 135 Basic Checking Module

The flight test required to qualify a pilot for revenue service is termed a basic checking module when listed in a curriculum outline. Operators must design the basic checking module of a part 135 curriculum to satisfy the requirements of § 135.293. In addition, operators must satisfy the requirements of § 135.297 for PICs conducting IFR operations.

Part 135.293 Requirements

All PICs and SICs who are qualifying in an aircraft type are required by § 135.293 to complete a check in that type of aircraft before entering revenue service and annually thereafter. The rule refers to this check as a competency check. The requirements of § 135.293 are aircraft specific; that is, each PIC and SIC must satisfactorily complete a competency check in each type of aircraft prior to operating that aircraft in revenue service.

Part 135.297 Requirements

Section 135.297 requires that PICs complete an instrument proficiency check prior to conducting IFR revenue operations. Thereafter, the PIC must have completed an instrument proficiency check within the preceding 6 months to continue IFR revenue operations. The requirements of § 135.297 are not aircraft specific; that is, a single check fulfilling the requirements of § 135.297 is sufficient to qualify a PIC to conduct IFR operations in all types of aircraft in which the PIC is qualified according to § 135.293. Section 135.293(d) specifies that the check conducted to satisfy § 135.297 simultaneously satisfies the requirements of § 135.293 for the type of aircraft in which the check is accomplished.

Part 135.299 Requirements

Part 135 specifies that before a pilot can serve as an unsupervised PIC in revenue operations, that pilot must have satisfactorily completed a line check. Except for requalification training, the qualification curriculum segment for PICs should include a line check module as a requirement for all other categories of training. Requalification training curricula that are used to re-qualify PICs who have been unqualified for 12 months or more should include a required PIC line check module. Part 135 specifies that all PICs must satisfactorily complete a line check once every 12 calendar months in at least one of the aircraft types in which the PIC is to serve. For Part 135 operations, the line check must consist of at least one route segment over a civil airway, an approved off airway route, or a portion of either, including takeoffs and landings at one or more airports that are representative of the operator's type of operation.

Check Airman Requirements

The evaluator assigned will be specifically authorized to administer the oral, and aircraft portions of the proficiency and competency checks as specified in 14 CFR Sections 135.293(a), 135.293(b), and 135.297 in the assigned aircraft. SJE's in-house Check Pilot(s) who are authorized as check airmen for this Part 135 Certificate Holder shall be approved by the Principal Operations Inspector (POI) before administering competency or proficiency checks for this Certificate Holder.

Completion Standard

The crewmember must be able to demonstrate competency in performing the maneuvers and procedures contained in the required modules to levels consistent with the applicable Practical Test Standards. The successful completion of flight training is validated by appropriate testing and checking. The crewmember must be the master of the airplane, the crew, and the situation throughout the aircraft's operational envelope. Check Airmen shall sample the crewmember's ability to safely operate the aircraft throughout the range of the approved operational envelope. The crewmember must demonstrate the ability to operate the aircraft smoothly under a complex set of circumstances. The crewmember's performance must be such that the Check Airmen is never in doubt of the successful outcome of each event of the Proficiency Check.

Conducting the Qualification Curriculum Segment

Check Airmen shall conduct all proficiency and competency checks in accordance with the CFRs, the applicable PTS, the operating limitations of the aircraft, and the procedures prescribed in the aircraft flight manual. Check Airmen shall not use, or request the crewmember to use, procedures contrary to those specified by the aircraft flight manual.

Check Airmen shall not allow personal prejudices to interfere with objective evaluation of a crewmember. If a personality conflict or disagreement develops between the Check Airmen and the crewmember prior to any unsatisfactory performance by the crewmember, the Check Airmen or the crewmember may discontinue the Proficiency Check.

Oral Portion of the Proficiency Check

The oral portion of the Proficiency Check is conducted to determine whether the crewmember has acquired adequate knowledge to safely exercise the privileges of the certificate. Except in the circumstances listed below, crewmembers must be checked individually and separately. No more than two crewmembers may be checked simultaneously, and only if they were trained in the same aircraft and training course. If a crewmember prefers to be tested separately, the check airman must conduct the check individually.

Location of the Oral

The Check Airmen must conduct the oral portion of the Proficiency Check in a private area free from distractions. The Check Airmen must give the crewmember undivided attention during the test and ensure that any discussion of test results with the crewmember is in private.

The preferred locations for conducting the oral portion of the Proficiency Check, are in flight training devices, or aircraft. The interactive logic available in these devices provides an effective method of checking the crewmember's knowledge of normal, abnormal, and emergency procedures. The classroom and briefing rooms may also be used for conducting the oral portion of the Proficiency Check provided that the graphic presentation of the cockpit is available.

Question Phrasing

Questions should be phrased in simple, focused, and specific terms. Crewmembers shall be encouraged to answer in the same manner. An example of a simple, focused, and specific question is "What is the maximum allowable fuel imbalance for takeoff?" An example of an abstract, ambiguous, and confusing question is, "Tell me everything you know about the fuel system." Check Airmen shall encourage crewmembers to ask for clarification, before answering, when they are unsure of the meaning of a question.

Length and Scope

The scope of the oral portion of the Proficiency Check is defined by regulation. The items that should be evaluated on each type of oral exam are specified in the applicable CFRs and the Proficiency Check Standards. Check Airmen shall choose their questions from the entire range of appropriate topics rather than concentrate on only a few topics. The length of the oral portion of the Proficiency Check depends on the complexity of the aircraft.

Scheduling of the Oral

The oral portion of the Proficiency Check may not be administered until all elements of ground training have been completed. The oral portion of the Proficiency Check must be closely coordinated and related to the flight portion of the Proficiency Check but must not be given during the flight portion of the Proficiency Check. Normally the oral portion of the Proficiency Check will be scheduled prior to the flight portion of the Proficiency Check.

The Check Airmen shall use whatever means deemed suitable to determine that the crewmember's equipment knowledge meets the standard. The Areas of Operation defined by the applicable PTS

contain Tasks, which include both "knowledge" and "skill" elements. Knowledge elements not evident in the demonstrated skills may be checked by questioning, at any time, during the flight event. Questioning in flight should be used judiciously so that safety is not jeopardized. Questions may be deferred until after the flight test is completed.

Specific Requirements and Acceptable Standards

Crewmembers are expected to possess a broad understanding of the aircraft and its systems rather than a highly detailed knowledge of component design and construction. They should be able to demonstrate an understanding of the essential features of system design and how various systems interrelate. Crewmembers must be able to demonstrate such knowledge by interpreting cockpit indications and describing the condition of aircraft systems from these indications. Crewmembers are not expected to have memorized specific facts that are immediately available in reference manuals and checklists that are required to be in the cockpit. Crewmembers must, however, be able to state memory items on emergency checklists in the correct sequence and flight manual limitations from memory. Check Airmen shall avoid commenting on a crewmember's performance until after the oral portion of the Proficiency Check is complete.

Requirements of Part 135

The composition of the oral portion of the Proficiency Check or proficiency check in accordance with 14 CFR Part 135 includes elements that cover the applicable provisions of: 14 CFR Parts 61, 63, 91 and 135; the operator's Operational Specifications and operations manual. Additional elements include; the use of navigational aids; air traffic control procedures; meteorology; procedures for recognizing and avoiding severe weather and new equipment and procedures.

Testing on these elements must be completed annually and need not be repeated if the crewmember is qualifying on more than one aircraft. The aircraft specific portion of the 14 CFR Pat 135 oral portion of the proficiency or competency check must be completed on each type of aircraft on which the airmen is to serve. When an airman is qualifying to serve on more than one variation of an aircraft type the oral portion of the Proficiency Check on the variant model is required.

Evaluating 135.293(a)

135.293(a)(1) - This element must be administered by the Certificate Holder’s Check Airman or FAA Inspector.

135.293(a)(2-3) - These elements may be administered by the Certificate Holder’s Check Airman or FAA Inspector.

135.293(a)(4-8) - These elements must be administered by the Certificate Holder’s Check Airman or FAA Inspector.

The Flight Portion of the Proficiency Check

Demonstration of Aeronautical Skill

The demonstration of aeronautical skill is the flight portion of the Proficiency Check where the crewmember demonstrates flight proficiency for the certificate level required.

The applicable PTS details the areas of operation, tasks, and objectives for the qualification, certificate or rating. If the crewmember does not meet the standards of performance of any task performed, the associated pilot operation is failed and, therefore, the Proficiency Check is failed. The crewmember is not eligible for the certificate or rating until the failed area of operation is passed on a subsequent proficiency check.

The Check Airmen or the crewmember may discontinue the flight portion of the Proficiency Check at any time when the failure of a required operation makes the crewmember ineligible for the qualification, certificate or rating sought. If the flight portion of the Proficiency Check is discontinued, the crewmember shall receive credit for only those pilot operations, which were successfully performed. With the consent of the Check Airmen, the crewmember may also elect to continue the check after failing a required item. The crewmember will receive credit only for those operations, which are satisfactorily completed.

Standards of Acceptable Performance

The crewmember must be the master of the airplane, the crew, and the situation throughout the aircraft's operational envelope. Check Airmen shall sample the crewmember's ability to safely operate the aircraft throughout the range of the approved operational envelope.

Flight Management Skills

The flight portion of the Proficiency Check must not be limited to a simple demonstration of a series of maneuvers. An ATP or Commercial crewmember must demonstrate a mastery of complex problems, good judgment, situational awareness, cockpit management, and leadership skills.

Crewmember Briefing

Before beginning the flight portion of the Proficiency Check, the Check Airmen shall brief the crewmember on how the flight portion of the Proficiency Check is to be conducted and what is to be required of the crewmember on the flight portion of the Proficiency Check.

Training to Proficiency

For Recurrent PIC Proficiency Checks, other PIC Proficiency Checks that will not lead to the issuance of an ATP or aircraft type rating, and all SIC proficiency checks, when a Check Airmen determines that a maneuver is unsatisfactory, the Check Airmen may conduct training and repeat the checking of that maneuver. This provision has been made in the interest of fairness and to avoid undue hardship and expense for airmen and operators. Training may not be conducted, however, without recording the failure of these maneuvers. The quality control of a training program is accomplished, among other means, by identifying those maneuvers on checks which crewmembers fail.

1. Training and checking cannot be conducted simultaneously. When training is required, the flight portion of the proficiency or competency check must be temporarily suspended, training conducted, and then the flight portion of the proficiency or competency check resumed.

2. When training to proficiency is required, the Check Airmen must record the maneuvers that were initially failed, and in which training was given.

3. When training to proficiency is conducted and the flight portion of the proficiency and competency check is subsequently completed within the initial session, the overall grade for the flight portion of the proficiency and competency check may be recorded as satisfactory. When the training required to reach proficiency cannot be completed in the initial checking session, the flight portion of the proficiency and competency check must be recorded as unsatisfactory and the crewmember entered into requalification training. Check Airmen will conduct training to proficiency on two events only.

4. When training to proficiency is required and it is practical to do so, the remaining maneuvers of the flight portion of the proficiency and competency check should be completed before training in the failed maneuver is conducted. If it is more practical, the failed maneuver may be repeated at the end of a logical sequence. For example, training on a stall might be conducted at altitude after all other air work has been completed, but before returning to the traffic pattern.

5. If, after having received training, the airman fails a maneuver again, the failure shall be recorded and the crewmember entered into requalification training.

Multi-Engine Training Program
NAVAJO – PA-31 Series

PIC Part 135.293(b) and 135.297 Check Requirements

GROUND OPERATIONS

Preflight

Start Procedures

Taxiing

Pre-takeoff Checks

TAKEOFFS

Normal

Crosswind

Instrument

With Engine Failure

Rejected

INFLIGHT MANEUVERS

Steep Turns

INSTRUMENT PROCEDURES

Departure

Arrival

Holding

PRECISION APPROACH

Normal ILS

Engine Out ILS

Autopilot ILS

NONPRECISION APPROACH

First Type

Second Type

Circling

GPS (If Required)

Approach to Stall – Takeoff
Approach to Stall – Clean
Approach to Stall - Landing
Engine Failure/Relight
Unusual Attitude Recovery
Specific Flight Characteristics

LANDINGS

Normal
Crosswind
From an ILS
From a Circle
Rejected
No Flap
1 Engine Out

MISSED APPROACH

From an ILS
Engine Out
Second Missed Approach

ABNORMAL PROCEDURES

As Required

EMERGENCY PROCEDURES

As Required

SIC Part 135.293(b) Check Requirements

GROUND OPERATIONS

Preflight

Start Procedures

Taxiing

Pre-takeoff Checks

TAKEOFFS

Normal

Crosswind

With Engine Failure

Right Seat

INFLIGHT MANEUVERS

Approach to Stall – Takeoff

Approach to Stall – Clean

Approach to Stall - Landing

Unusual Attitude Recovery

LANDINGS

Normal

Crosswind

1 Engine Out

Right Seat

PRECISION APPROACH

Normal ILS

NONPRECISION APPROACH

First Type

ABNORMAL PROCEDURES

As Required

EMERGENCY PROCEDURES

As Required

Requalification Training

Flight Crewmembers Who Have Failed a Check

A flight crewmember who fails a required check must be entered into requalification training. The requalification training segment must consist of at least that remedial training required to restore the airman's competence in the failed events. Training may consist of as little as a detailed debriefing or it may need to be very extensive. Additional training should be given to strengthen the crewmember's overall performance. The reasons for the disqualification and the training given must be entered in the airman's records.

The instructor or check airman conducting this training must certify to the crewmember's proficiency before the crewmember re-accomplishes the check ride. This certification is not limited to the events the crewmember failed but it encompasses all events of the qualification module.

The operator must notify the POI of all failures. Notification must be timely, so that the POI may arrange for an inspector to conduct or observe the qualification module when, in the POI's judgment, this action is required. Observation should be accomplished in the case of PICs failing basic qualification modules or line check modules. Operators may conduct as much requalification training as necessary before scheduling and conducting the qualification module.

Multi-Engine Training Program
NAVAJO – PA-31 Series

Re-qualification for Failure to Complete Recurrent Training During The Eligibility Period.

A re-qualification curriculum segment is required when a crewmember fails to complete recurrent training hours during a pre-established eligibility period. The minimum amount of training required in each segment of the curriculum is determined by the length of time the crewmember has been unqualified and is specified below. Crewmembers must be trained to proficiency and complete a qualification module before being returned to revenue service. Part 135 allows crewmembers to be trained to proficiency. In each individual case, more or fewer training hours than called for in the curriculum outline may be required.

Part 135 requalification Curriculums - Flight Crew Member Overdue:

Training PA-31 Series

Time Past Month Due	RGT SEGMENT	RFT SEGMENT	QUALIFICATION SEGMENT
Up to 12 calendar-months	The portion of RGT not accomplished when due.	The elements not accomplished when due.	The modules not accomplished in the eligibility period: PC, LC.
12 to 35 months	50% of hours for initial equipment	50% of hours for initial equipment	All qualification modules of the transition curriculum.
More than 35 months	– SAME AS INITIAL EQUIPMENT TRAINING –		

KEY: RGT - Recurrent Ground Training PC - Proficiency Check
RFT - Recurrent Flight Training LC - Line Check

4. MULTI-ENGINE PA-31 SERIES MANEUVERS AND PROCEDURES

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MANEUVER DESCRIPTIONS

GROUND OPERATIONS

TAXIING

1. The rudder pedals are the primary direction control during taxiing.

2. The pilot should taxi with the heels of the feet resting on the cockpit floor and the balls of the feet on the bottom of the rudder pedals.

3. Taxi speed will be controlled using engine power. The primary requirements for a safe taxiing speed are safe, positive control, and the ability to stop or turn when and where desired. The taxi speed should be such that when the throttles are closed the airplane may be stopped promptly.

4. While taxiing, clearance from obstructions and other aircraft must be ensured. Anytime there is a doubt about wingtip clearance, the airplane must be stopped. Seek assistance. If no assistance is available to verify wing tip clearance, proceed no further and shut down the engine.

5. When taxiing the aircraft, controls must be positioned relative to the wind direction in accordance with the manufacturer's Pilot Operating Handbook (POH) or Approved Aircraft Flight Manual (AFM).

6. When braking is required, first reduce the power to idle, then press the toes of the feet onto the brake portion of the rudder pedals to activate the brakes. If immediate, positive braking is required, the pilot can slide the feet up on the brake pedals and depress the rudder pedals.

7. After taxiing to the appropriate run-up area, the airplane should be pointed into the wind for the engine run-up. This is to obtain more accurate operating indications and to minimize engine overheating.

FLIGHT OPERATIONS

Note:
All airspeeds depicted in this maneuvers section are specific to the -350 series aircraft. The PA-31 has multiple series and modifications (MODS). Check your specific aircraft POH, AFM, and Supplements for any airspeed changes. Research has found that only the Vmca and Vyse speeds may be slightly different, plus or minus 2 kts. Depending on the MOD.

TRAFFIC PATTERN OPERATIONS

ARRIVAL

1. Determine the active runway.

2. If appropriate, establish the aircraft on a 45-degree ground track toward the midpoint of the downward leg. Pattern altitude and the appropriate airspeed should be established approximately 2 miles out.

3. Maintain strict vigilance for other aircraft.

4. Complete the Normal Landing Procedures checklist.

5. Turn the aircraft onto the downwind leg approximately ½ to 1 mile out from the active runway. Pattern altitude will be maintained using the specified airspeed, unless traffic separation/ATC dictates otherwise.

6. At traffic pattern altitude, at an airspeed of Vlo or lower, at the mid-field point in the downwind, the pilot will select and call "Gear Down, Before Landing checklist." The pilot will continue the Before Landing checklist items.

7. Abeam the point of intended landing, reduce power, add flaps to 15 degrees, and establish a descent.

8. Commence a turn to the base leg when at proper position (typically, 45°angel from the approach end of the runway) and when traffic permits. (Normally, this will be when traffic is at or past you are abeam position).

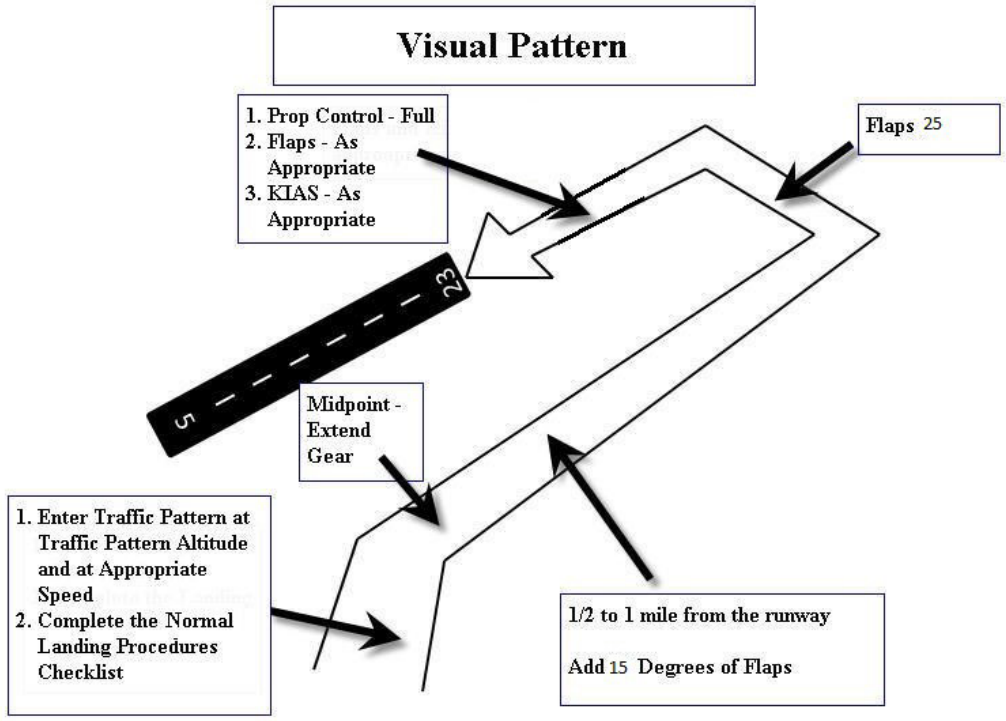
9. On completing the turn to the base leg, adjust flaps to 25 degrees. Coordinate the pitch and power to maintain the desired approach angle.

10. Visually clear before turning onto the final approach, then commence the turn to final so as to roll out with the aircraft aligned with the landing runway centerline.

11. Once established on final, power will be reduced and set as necessary, airspeed reduced to the appropriate airspeed for the landing to be

conducted, and the propeller set to the FULL INCREASE RPM setting.

12. Execute the appropriate landing procedure.



DEPARTURE

1. After lift-off, maintain proper runway alignment and appropriate climb airspeed.

2. Upon reaching a safe altitude clear of obstacles but not less than 500' AGL, accelerate to the appropriate cruise climb airspeed.

3. Upon reaching pattern altitude and at a point clear of the airport boundary, depart either straight out or on a 45° ground track in the direction of the traffic pattern, or as instructed by ATC.

4. Continue climb and maintain ground track until clear of the pattern traffic.

5. Reduce power once established at pattern or cruise altitude, as appropriate.

NORMAL TAKE OFF AND CLIMB

1. Perform the Takeoff Briefing as appropriate.

2. Ensure that the Before Takeoff Normal Procedures checklist has been completed.

3. Taxi the aircraft into position, centered in the runway, and as close to the approach end as possible.

4. Smoothly and positively apply full power.

5. Check engine instruments (engine RPM, all other instruments in the green).

6. Utilize rudder pedal steering to maintain the runway centerline.

7. One hand should be kept on the throttles in the event an aborted takeoff becomes necessary. At Vr (85 kts.), smoothly rotate to establish the climb attitude.

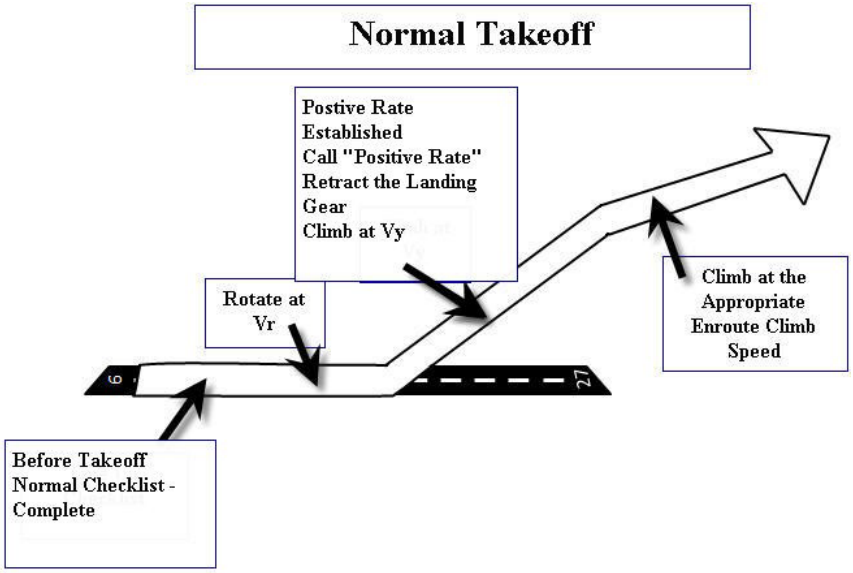
8. After rotation, establish the Vy climb airspeed. When a positive rate of climb has been established, and insufficient landing area remains, call "Positive Rate, Gear Up" and retract the gear.

9. Call "In Transit" and continue to monitor the gear until it has fully retracted and the red "Gear Unsafe" light is extinguished. Climb at Vy.

10. Ensure that a ground track along the runway and extended centerline is maintained by use of coordinated rudder and aileron.

11. At 500' AGL, initiate the Climb checklist. Establish the appropriate climb airspeed with the specified power settings.

12. Complete the Climb checklist.



Vso	74 kts
Vmca	76 kts
Vx	84 kts
Vy	101 kts
Vxse	104 kts
Vyse	106 kts

IN POSITION

Brakes - Hold
Throttles – Full Forward (49 In. Hg)
Propellers – 2575 RPM
Brakes - Release

ROTATION

Accelerate to 85 kts
Rotate – Pitch to +10° (approx.)
Gear Up – at 50 feet AGL
Airspeed - 106 kts

DEPARTING

Assigned Heading – Turn
Airspeed – 120 kts
After Takeoff Checklist

CROSSWIND TAKEOFF AND CLIMB

1. Perform the Takeoff Briefing as appropriate.

2. Ensure that the Before Takeoff Normal Procedures checklist has been completed.

3. Taxi the aircraft into position, centered in the runway, as close to the approach end as possible.

4. Once aligned with the centerline the ailerons must be fully deflected into the wind, and the stabilator placed in the neutral position.

5. Smoothly and positively apply full power.

6. Check engine instruments (engine RPM, all other instruments in the green).

7. Utilize rudder pedal steering to maintain the runway centerline.

8. One hand should be kept on the throttles in the event an aborted takeoff becomes necessary. At Vr, smoothly rotate to establish the climb attitude.

9. As the aircraft rotates, hold the ailerons into the wind. This will result in the downwind wing rising and the downwind main wheel lifting off first.

10. Once the aircraft rotates, initiate a crab into the wind to maintain runway alignment.

11. After rotation, establish the Vy climb airspeed. When a positive rate of climb has been established and insufficient landing area remains, call “Positive Rate, Gear Up” and retract the gear.

12. Call “In Transit” and continue to monitor the gear until it has fully retracted and the red “Gear Unsafe” light is extinguished.

13. Ensure that a ground track along the runway and extended centerline is maintained by use of coordinated rudder and aileron.

14. At 500’ AGL, initiate the Climb checklist. Establish the appropriate climb airspeed with the specified power settings.

15. Complete the Climb checklist.

SHORT-FIELD TAKEOFF AND CLIMB

1. Perform the Takeoff Briefing as appropriate.

2. Ensure that the Before Takeoff Normal Procedures checklist has been completed.

3. Taxi the aircraft into position, centered in the runway, and as close to the approach end as possible.

4. Holding the brakes in order to prevent any movement of the aircraft, smoothly and positively apply full power.

5. Check engine instruments (engine RPM, all other instruments in the green). Release brakes.

6. Utilize rudder pedal steering to maintain the runway centerline.

7. One hand should be kept on the throttles in the event an aborted takeoff becomes necessary. At Vr (76 kts. Short field only), smoothly rotate to establish the climb airspeed, until the aircraft reaches 50' AGL or is clear of the barrier.

8. As the aircraft rotates, hold the ailerons into the wind, as necessary. This will result in the downwind wing rising and the downwind main wheel lifting off first.

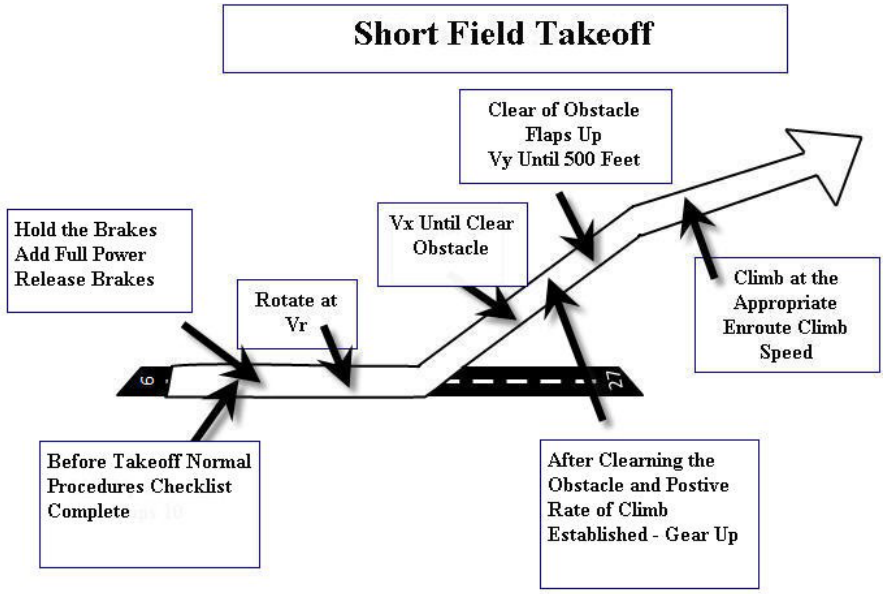
9. Once the aircraft rotates, initiate a crab into the wind to maintain runway alignment, as necessary. Maintain Vx.

10. After reaching 50' AGL or clearing the barrier, and when a positive rate of climb has been established, call "Positive Rate, Gear Up" and retract the gear.

11. Call "In Transit" and continue to monitor the gear until it has fully retracted and the red "Unsafe" light is extinguished. Adjust pitch for the appropriate climb airspeed. If flaps were used for the takeoff, retract the remaining flaps after having established the appropriate climb airspeed. Maintain Vy.

12. Ensure that a ground track along the runway and extended centerline is maintained by use of coordinated rudder and aileron.
13. At 500’ AGL, initiate the Climb checklist. Establish the appropriate climb airspeed with the specified power settings. Flaps up.

14. Complete the Climb checklist and climb at normal climb speed.



Vso	74 kts
Vmc	76 kts
Vx	84 kts
Vy	101 kts
Vxse	104 kts
Vyse	106 kts

IN POSITION	ROTATION	DEPARTURE
Brakes - Hold	Accelerate to 76 kts	Assigned Heading – Turn
Throttles – Full Forward (49 In. Hg)	Rotate – Pitch to +10° (approx.)	Airspeed – 120 kts
Propellers – 2575 RPM	Speed – Adjust to 84 kts	After Takeoff Checklist
Brakes - Release	Clear Obstacle - Accelerate	
	Gear - Up	
	Speed - 106 kts	

ENGINE FAILURE DURING TAKEOFF BEFORE Vmc (REJECTED TAKEOFF)

1. A takeoff shall be rejected any time abnormalities are noticed in engine indications, or if any other problem develops that may affect safety of flight.

2. In the event that a takeoff is aborted the pilot will abort the takeoff by calling "Abort" and the nature of the problem (i.e., "Engine Failure," "Engine Fire," etc.).

3. The pilot will immediately retard the throttles to idle, apply brakes as necessary, retract the flaps as necessary, maintain directional control with rudder pedal steering, apply the appropriate aileron for the wind conditions, and stop the aircraft as soon as possible.

	ENGINE FAILURE POINT	UNABLE TO CLEAR RUNWAY
Speed Below 85 kts	Throttles – Close	ATC – Advise/State Intention
	Brakes – Maximum Application	ATC/Advisory – Advise Evacuation
	Directional Control – Maintain	Complete Shut Down Checklist
	ATC/Advisory – State Intention	Set Brakes
	Clear Runway	Evacuate Aircraft Procedure

ENGINE FAILURE AFTER LIFTOFF

1. The pilot will, on recognition of an engine failure after liftoff determine if there is sufficient runway remaining for a landing back on the runway.

If Sufficient Runway Remains

1. The pilot will retard both throttles smoothly and maintain directional control using coordinated rudder and aileron.

2. The pilot will select and call "Gear Down" if appropriate. If the gear is still in the down position, or when the gear is down, the pilot will state "Three green, no red" as appropriate.

3. After landing, the pilot will apply the brakes smoothly and bring the aircraft to a stop on the remaining runway.

If Insufficient Runway Remains

1. The pilot will maintain directional control of the aircraft using coordinated rudder and aileron, and pitch for a climb airspeed (i.e., Vxse, Vyse).

2. The pilot will then set the mixture controls to the FULL FORWARD position, the propeller controls to the FULL INCREASE position and the throttles to the FULL FORWARD position in order to gain maximum performance from the operating engine.

3. The pilot will then verify that the flaps and landing gear are in the UP position. This is accomplished in order to reduce the amount of drag being produced by the aircraft.

4. The pilot will maintain a climb airspeed of Vxse or Vyse as appropriate, and identify the inoperative engine.

5. Once the inoperative engine has been identified, the pilot will close the throttle on that engine to verify that it is indeed inoperative. Having verified that the engine has failed, the pilot will set the propeller control into the FEATHER position.

6. Once the engine has been feathered, the pilot will continue a climb to traffic pattern altitude (if possible) and then execute the Feather Inoperative Engine checklist in preparation for a landing back at the airport.

7. Having secured the failed engine and ensured that the aircraft is under control, the pilot will communicate with the nearest tower/ATC facility to let them know the flight is being conducted with one engine inoperative.

ENGINE FAILURE POINT	CLIMBING	ALTITUDE
Directional Control – Maintain	Heading – Maintain	Safe or Assigned Altitude
Power - Max Continuous	Verify – Gear Up	Airspeed – 106 kts
Verify - Which Engine	Climb Rate - Verify	Checklist – Secure Engine
Failed – Engine Feather	Above 50 feet AGL – Speed 104 kts	Situation – Evaluate
Speed – 95 kts	Cowl Flaps Failed Engine - Close	ATC/Advisory – Notify
Bank - 5° into good engine		Landing – Evaluate and Plan

Vso	74 kts
Vmc	76 kts
Vx	84 kts
Vy	101 kts
Vxse	104 kts
Vyse	106 kts

INSTRUMENT PROCEDURES

HOLDING

1. The pilot will, within 3 minutes or less but prior to arriving at a clearance limit (and when no clearance beyond the fix has been received), reduce to the appropriate speed.

2. The pilot will ensure that the aircraft is in the cruise configuration and determine the entry to be performed prior to the reaching the fix, and will enter the holding pattern in accordance with the FAA recommended procedures.

3. The pilot will report to ATC the time, altitude and location of the fix when reaching the clearance limit.

4. Unless Distance Measuring Equipment (DME) pattern leg lengths are specified, the inbound leg should be 1 minute for altitudes at or below 14,000’ MSL, and 1 ½ minutes for altitudes above 14,000’ MSL.

5. The pilot will begin the outbound leg timing over or abeam the fix, whichever occurs later. If the abeam position cannot be determined, the pilot will start the timing when the turn to the outbound heading is completed.

6. The pilot will compensate for the effects of wind primarily by using drift correction to avoid major turning adjustments.

7. The pilot will advise ATC immediately if any adjustment in airspeed is necessary due to turbulence, icing, etc., or if any part of the holding procedure cannot be completed.

8. Once the holding procedure is complete, the pilot will advise ATC of the need to depart the hold as well as the time leaving the clearance limit.

9. When instructed by ATC to leave the holding fix, the pilot will resume the appropriate cruise airspeed, as instructed or as necessary.

Direct Entry

The pilot will begin a standard rate turn to a heading 30° from the reciprocal course. On crossing the fix, the pilot will start timing so that on completion of 1 minute, or as specified by ATC, a standard rate turn will be initiated in the direction of the inbound holding course.

Teardrop Entry

The pilot will begin a standard rate turn to a heading 30° from the reciprocal holding course. On crossing the fix, the pilot will start timing so that on completion of 1 minute, or as specified by ATC, a standard rate turn will be initiated in the direction of the inbound holding course.

Parallel Entry

The pilot will begin a standard rate turn to a heading outbound from the fix that parallels the inbound holding course. On crossing the fix, the pilot will start timing so that on completion of 1 minute, or as specified by ATC, a standard rate turn will be initiated in the direction of the inbound holding course.

ILS APPROACH

Full Approach Procedures

1. The pilot will comply with all ATC clearances and instructions while under ATC control.

2. The pilot will complete the appropriate Approach brief.

3. Prior to reaching the Initial Approach Fix (IAF), the pilot will ensure that all items on the Approach and Descent checklists have been completed, as appropriate.

4. The pilot will reduce to the appropriate airspeed 3 minutes prior to arrival at the IAF.

5. Upon crossing the Outer Marker (OM) or Locator Outer Maker (LOM), DME, or other appropriate IAF, the pilot will complete a turn to intercept the outbound course, and will note the time.

6. The pilot will fly outbound for a specific time, specific distance, or as instructed by ATC.

7. The pilot will, at the appropriate point, conduct the procedure turn depicted on the approach plate. The procedure turn depicted on the chart indicates the direction or side of the outbound course on which the procedure turn is to be made. The depiction and headings are provided for course reversal using the 45° type procedure turn.

8. On completion of the procedure turn the pilot will intercept the localizer inbound.

Full and Straight In Approach Procedures

1. The pilot will reduce to the appropriate airspeed prior to arrival at the Final Approach Fix (FAF).

2. When established on the localizer and approximately one dot below the glideslope, the pilot will select "Gear Down" and perform the Before Landing checklist.

3. The pilot will then reduce power and set flaps as appropriate.
4. The pilot will verify the aircraft is secure for landing by confirming the Before Landing checklist is complete.

5. The pilot will maintain the glideslope with minor pitch and power changes. Stronger headwinds will require the use of a lower descent rate due to reduced groundspeed. A tailwind condition will require a higher rate to maintain glideslope due to a higher groundspeed.

6. The localizer should normally be tracked using minor corrections to the heading being flown. Larger changes may, however, be necessary during periods of large wind shifts. Over-correcting will result in major deviations in the ground track.

7. Pilots will ensure that the aircraft is stabilized and in the landing configuration, no lower than 1000' AGL. A stabilized approach means that the aircraft is in the landing configuration, is maintaining the correct approach speed, and has the appropriate flap setting.

8. If the approach is not stabilized, the pilot will initiate an immediate missed approach and notify ATC as soon as safely possible.

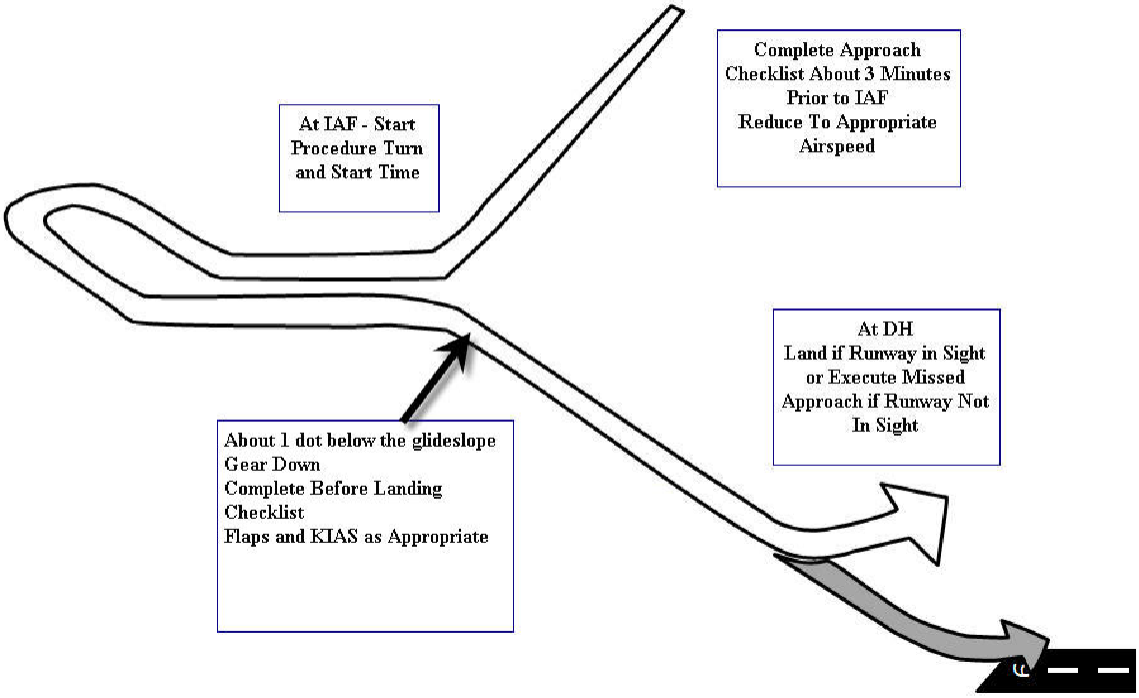
9. During single pilot operations the pilot will, during the approach, make the standard calls listed below.

    a. "Localizer Alive"
    b. "Glideslope Alive"
    c. "1000 Above DA"
    d. "500 Above DA"
    e. "200 Above DA"
    f. "100 Above DA"
    g. At or prior to the DA the pilot will call either:
        - "Approach Lights Continue." This indicates that the pilot may descend below DA to a height of 100' above the touchdown elevation. At or prior to reaching the new altitude, the pilot will call "Go Visual" or "Go Missed" as appropriate.
        - "Go Visual." This indicates that the runway is in sight and transition to a visual landing can be made.
        - "Go Missed." This indicates that no approach lights or visual cues are in sight, and transition to a missed approach is to be initiated. Follow Go Around Procedure.

10. The pilot, during the approach, will make additional calls when the deviations listed below occur.
    a. Localizer deviation of more than ½ dot
    b. Glideslope deviation of more than ½ dot
    c. Airspeed deviation greater than 5 knots
    d. Sink rate in excess of 1000 feet per minute (FPM)

11. During the continuation of the approach to landing, the pilot will use the PAPI or other visual indicators and/or continue to monitor the glideslope for a normal landing on the 1000' fixed distance markings, or as directed.

Precision Approach



INITIAL SEGMENT	INTERMEDIATE SEGMENT	FINAL SEGMENT	DA	MAP
			Landing	Not Landing
Obtain Weather	IAF – Course Intercept	Speed 110 at FAF	GUMPS - Check	Missed Approach
Review IAP	Power – Reduce	Start Timing to MAP	Flaps – As Required	Props – 2575 RPM
Check Performance	Speed – 130 kts			Throttles – 49 In. Hg
Approach Check	Flaps - 15°			Flaps – 25° or 15°
Speed 150 kts Max.	Speed – 130 kts			Gear Up – at + Rate
	½ Dot above GS – Gear Down			Speed - 106 kts
	Speed – 110 kts at FAF			Flaps – Up
	Before Landing Checklist			AT 500 feet AGL
				Speed 120 kts
				After Takeoff Check

Note:
This procedure complies with procedures outlined in the POH and AFM and applies to landing with both engines operating or with one engine not operating. Pilots should maintain a stabilized approach and not add flaps until landing is assured. Landing is assured only when there is no apparent circumstance that would preclude a safe landing.

NON-PRECISION APPROACH

Full Approach Procedures

1. The pilot will comply with all ATC clearances and instructions while under ATC control.

2. The pilot will complete the appropriate Approach brief.

3. Prior to reaching the Initial Approach Fix (IAF), the pilot will ensure that all items on the Approach and Descent checklists have been completed, as appropriate.

4. The pilot will reduce to the appropriate airspeed 3 minutes prior to arrival at the IAF.

5. Upon crossing the fix the pilot will complete a turn to intercept the outbound course, and will note the time. (Crossing Check)

6. The pilot will fly outbound for a specific time, specific distance, or as instructed by ATC.

7. The pilot will, at the appropriate point, conduct the procedure turn depicted on the approach plate. The procedure turn depicted on the chart indicates the direction or side of the outbound course on which the procedure turn is to be made. The depiction and headings are provided for course reversal using the 45° type procedure turn.

8. On completion of the procedure turn the pilot will intercept the final approach course inbound.

Full and Straight In Approach Procedures

1. The pilot will reduce to the appropriate airspeed prior to arrival at the Final Approach Fix (FAF), or if there is no FAF, when intercepting the final approach course.

2. When 1 mile from the FAF, or if there is no FAF, when established on the final approach course, the pilot will select “Gear Down” and perform the Before Landing checklist.

3. The pilot will then reduce power and set flaps as appropriate.

4. The pilot will verify the aircraft is secure for landing by confirming the Before Landing checklist is complete.

5. The final approach course should be normally tracked using minor corrections to the heading being flown. Larger changes may, however, be necessary during periods of large wind shifts. Over-correcting will result in major deviations in the ground track.

6. Pilots will ensure that the aircraft is stabilized and in the landing configuration no lower than 1000' AGL. A stabilized approach means that the aircraft is in the landing configuration, is maintaining the correct approach speed, and has the appropriate flap setting.

7. If the approach is not stabilized, the pilot will initiate an immediate missed approach and notify ATC as soon as safely possible.

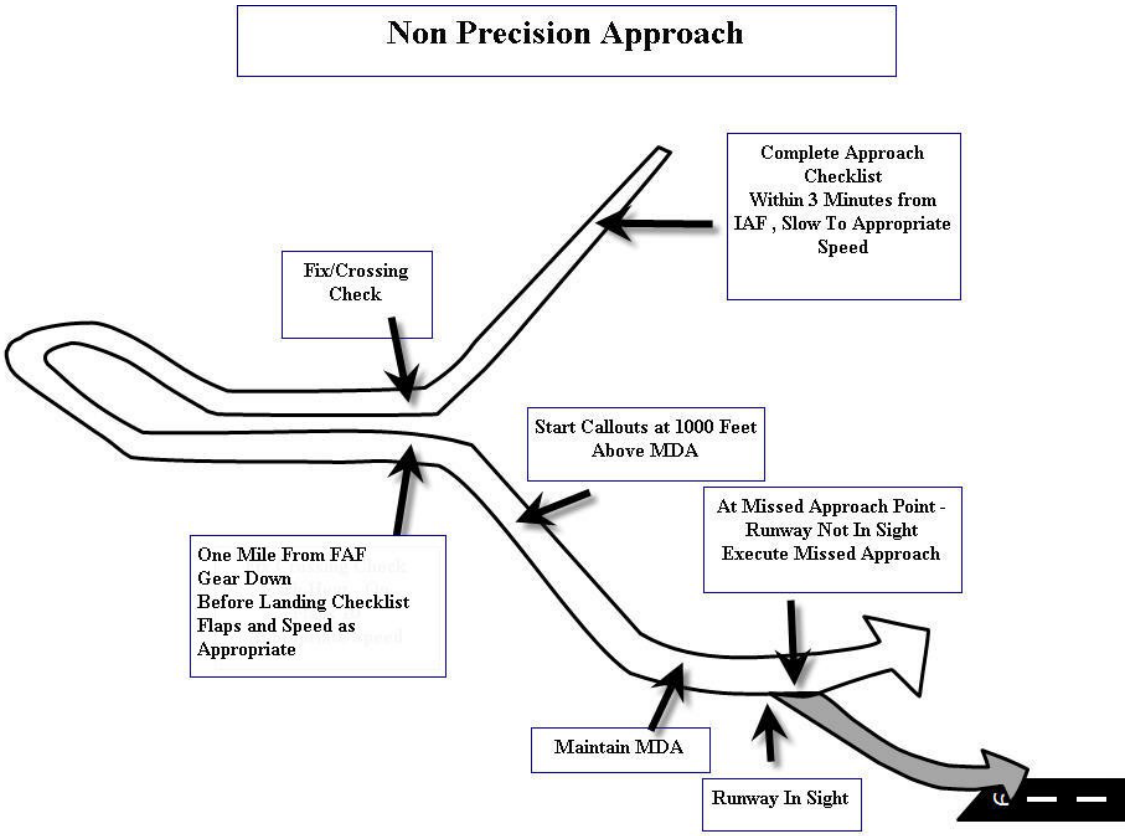
8. On arrival at MDA, the pilot will initiate a level off while maintaining the appropriate airspeed and specified MDA by adjusting power as required.

9. During single pilot operations the pilot will, during the approach, make the standard calls listed below.

    a. "Course Alive"
    b. "1000 Above MDA"
    c. "500 Above MDA"
    d. "200 Above MDA"
    e. "100 Above MDA"
    f. At or prior to the MDA the pilot will call either:
        i. "Approach Lights Continue." This indicates that the pilot may descend below MDA to a height of 100' above the touchdown elevation. At or prior to reaching the new altitude, the pilot will call "Go Visual" or "Go Missed" as appropriate.
        ii. "Go Visual." This indicates that the runway is in sight and transition to a visual landing can be made.
        iii. "Go Missed." This indicates that no approach lights or visual cues are in sight, and transition to a missed approach is to be initiated. Follow Go Around Procedure.

10. The pilot, during the approach, will make additional calls when the deviations listed below occur.
    a. Course deviation of more than 1 dot (VOR, GPS), localizer deviation of more than ½ dot (LOC, LOC BC, LDA), bearing deviations of more than 5° (NDB).
    b. Airspeed deviation greater than 5 knots.
    c. Sink rate in excess of 1000 feet per minute (FPM).

11. During the continuation of the approach to landing, the pilot will use the PAPI or other visual indicators and/or continue to monitor the glideslope for a normal landing on the 1000' fixed distance markings, or as directed.



CIRCLING APPROACH

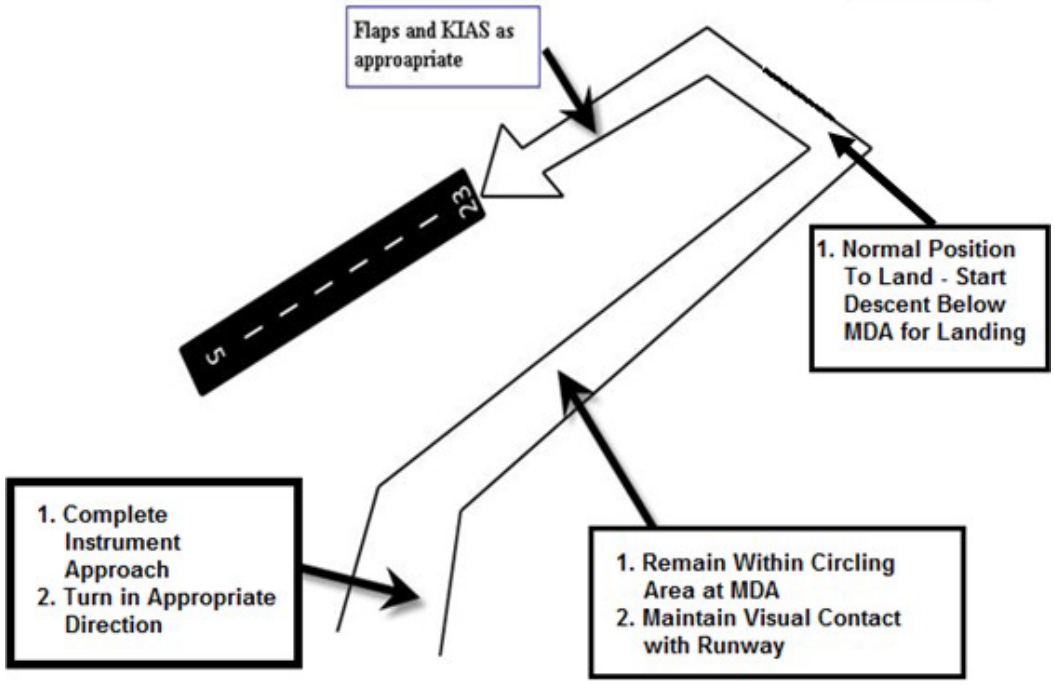
1. The pilot will follow the appropriate standard approach procedure as outlined earlier in this chapter.

2. The pilot, upon determining that a landing to another runway from the instrument approach is possible, will initiate a turn in the appropriate direction.

3. The pilot will plan his/her circling approach so as to remain within the circling approach area appropriate for the approach category of the aircraft being flown.

4. During a circling approach, the pilot will maintain visual contact with the runway of intended landing and fly no lower than the circling minimums. The pilot will comply with ATC instructions and circling restrictions when choosing the appropriate pattern to fly.

5. When the aircraft is in a position to execute a landing, the pilot will initiate a descent for the appropriate landing as outlined earlier in this chapter.


Flaps and KIAS as approapriate
23
5
1. Normal Position To Land - Start Descent Below MDA for Landing
1. Complete Instrument Approach
2. Turn in Appropriate Direction
1. Remain Within Circling Area at MDA
2. Maintain Visual Contact with Runway

LANDING FROM A STRAIGHT IN OR CIRCLING APPROACH

1. The pilot will ensure that all necessary checklists have been completed prior to landing.

2. The pilot, having determined that a landing from the instrument approach is achievable, will reduce the throttle in order to attain the appropriate landing speed.

3. The pilot will coordinate pitch and power so as to maintain an appropriate landing speed and pitch angle that will result in a smooth and accurate landing within the designated area.

4. At 200’ AGL, the pilot will verify that the aircraft is secure for landing.

5. At the appropriate altitude, the aircraft descent rate must be slowed by simultaneously increasing the pitch and reducing the power to idle, so that the aircraft touches down smoothly onto the runway at the designated touchdown point.

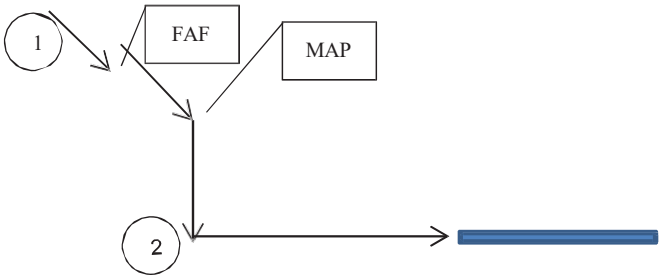
6. Back control pressure should be maintained on the yoke throughout the landing roll and the appropriate crosswind correction applied.

7. While ensuring that the aircraft’s longitudinal axis is aligned with the centerline, the pilot will slow the aircraft by applying the brakes as necessary.

8. The pilot will slow the aircraft to a safe speed and taxi off the runway.

9. For runways having an ILS, the pilot will maintain course and glidepath until the landing is assured. For runways having a visual slope indicator (VASI) or a precision approach path indicator (PAPI), the pilot will maintain the appropriate glidepath until landing is assured.

CIRCLE TO LAND
Option A



The aircraft approaches the airport from Point 1 with GEAR UP at 160 KIAS Max. Prior to the Final Approach Fix:

1. Flaps – 15°
2. Gear – UP
3. Speed Max – 130 kts.

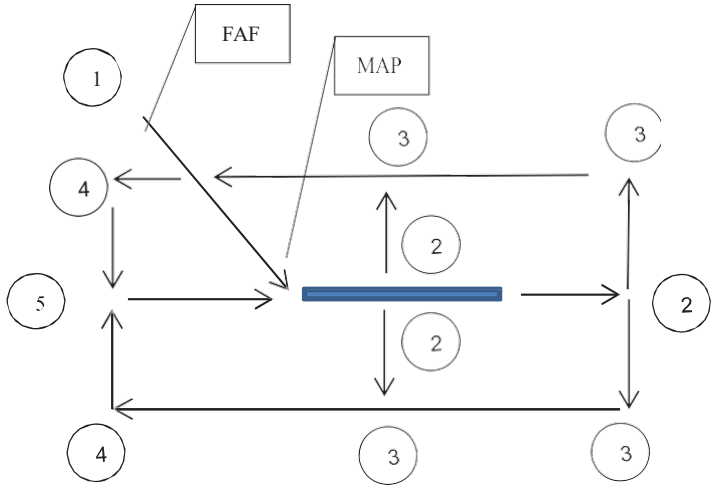
Over the FAF:

1. Flaps – 25°
2. Gear - UP
3. Ground Speed – 120 kts
4. Power – REDUCE
5. Timing --COMMENCE
6. Descent – 1,000 FPM to MDA
7. Speed Maintain – 120 kts GS

At MDA and Runway insight

1. To Base Leg -TURN
2. Airspeed –120 KIAS during turn
3. Altitude – MAINTAIN MDA OR HIGHER
4. Runway – KEEP IN SIGHT At Point (2)
5. Airspeed – 100 KIAS Altitude When Clear of Obstacles - DESCEND
6. Turn to FINAL
7. Landing Assured – GEAR DOWN and FULL FLAPS (if needed)
8. Landing Checklist - GUMPS
9. Land – STOP

CIRCLE TO LAND
Option B



The aircraft approaches the airport from Point 1 with GEAR UP at 160 KIAS Max.

Prior to the Final Approach Fix:

1. Flaps – 15°
2. Gear - UP
3. Speed – 130 KIAS Max

Over the FAF:

1. Flaps – 25°
2. Gear - UP
3. Ground Speed – 120 kts
4. Power – REDUCE
5. Timing --COMMENCE
6. Descent – 1,000 FPM to MDA
7. Speed Maintain – 120 kts GS

At Either Point (2)

1. To Base Leg – TURN
2. Altitude – MAINTAIN MDA OR HIGHER
3. Runway – KEEP IN SIGHT
4. Airspeed – 120 KIAS

At Either Point (3)

1. To Downwind Leg – TURN
2. Altitude MAINTAIN Until Clear of Obstacles

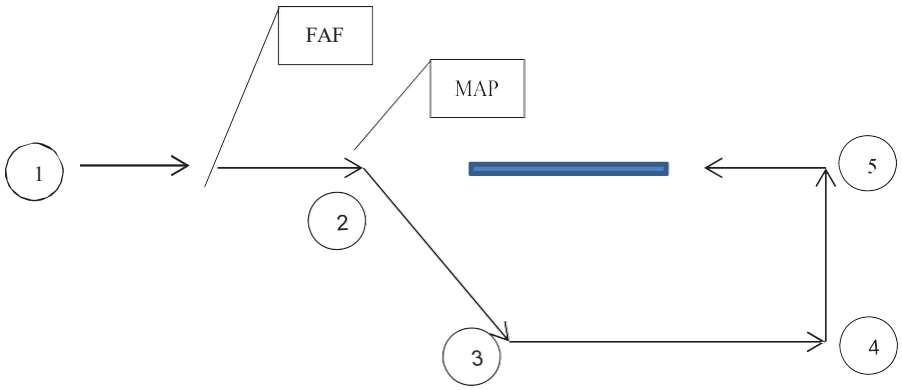
At Point (4)

1. To Base Leg – TURN
2. Runway – KEEP IN SIGHT
3. Airspeed – 120 KIAS
4. Landing Gear - DOWN
5. Before Landing Checklist – COMPLETE

At Point (5)

1. Airspeed – 100 KIAS
2. When Clear of Obstacles - DESCEND
3. Turn to FINAL
4. Landing Assured – FULL FLAPS (if needed)
5. Landing Checklist - GUMPS
6. Land – STOP

CIRCLE TO LAND
Option C



The aircraft approaches the airport from Point 1 with GEAR UP at 160 KIAS Max. Prior to the Final Approach Fix:

1. Flaps – 15°
2. Gear - UP
3. Speed – 130KIAS Max

Over the FAF:

1. Flaps – 25°
2. Gear - UP
3. Ground Speed – 120 kts
4. Power – REDUCE

5. Timing --COMMENCE
6. Descent – 1,000 FPM to MDA
7. Speed Maintain – 120 kts GS At MDA and Runway in sight –

Point (2)

1. Turn 45° to Direction of Travel – Left or Right as Appropriate FOR Downwind Leg
2. Speed –120 KIAS
3. Wings Level – START TIME (aid to judge downwind turn – about 30 seconds)
4. Altitude – MAINTAIN MDA OR HIGHER
5. Runway – KEEP IN SIGHT

At Point (3)

1. To Downwind Leg – TURN
2. Altitude – MAINTAIN MDA OR HIGHER
3. Runway – KEEP IN SIGHT
4. Airspeed – 120 KIAS

At Point (4)

1. To Base Leg - TURN
2. Altitude MAINTAIN Until Clear of Obstacles
3. Landing Gear - DOWN
4. Before Landing Checklist – COMPLETE

At Point (5)

1. Altitude When Clear of Obstacles - DESCEND
2. Turn to FINAL
3. Airspeed – 100 KIAS
4. Landing Assured – FULL FLAPS (if needed)
5. Land - STOP

ONE ENGINE INOPERATIVE OR WITH 50 PERCENT LOSS OF POWER ON ONE SIDE APPROACH

Precision Approach Procedures

1. The pilot will complete all necessary emergency procedure checklists listed in the AFM.

2. The pilot, on recognizing the failure of an engine, will maintain an airspeed at or above Vyse and maintain directional control.

3. The pilot will then set the mixtures to the FULL FORWARD position, the propellers to the FULL INCREASE position and the throttles to the FULL FORWARD position.

4. The pilot will ensure that the flaps and landing gear are in the UP position, then identify the inoperative engine.

5. Having identified the inoperative engine, the pilot will close the throttle on the affected engine smoothly and verify that it is indeed the inoperative engine.

6. The pilot will feather the inoperative engine.

7. The pilot will conduct the appropriate emergency procedures checklist.

8. Having secured the failed engine while maintaining directional control, the pilot will communicate to ATC that the flight is being conducted with one engine inoperative.

9. 3 miles prior to arrival at the Final Approach Fix (FAF), the pilot will reduce the airspeed as appropriate.

10. When established on the localizer and approximately one dot below glideslope, the pilot will select and call “Gear Down, Before Landing Checklist.” The pilot will continue with the Before Landing checklist items and, when the gear is down the pilot will state, “Three green, no red,” as appropriate.

11. The pilot will then reduce the operative engine’s throttle as appropriate, ensure the propellers are in the full increase position, and maintain the appropriate approach speed.

12. The pilot will verify that the aircraft is secure for landing by saying, "Before Landing Checklist Complete." At the FAF the pilot will verify the gear is in the down position and state, "Three green, no red," as appropriate.

13. The pilot will maintain the glideslope with minor pitch and power changes. Stronger headwinds will require the use of a lower descent rate due to reduced groundspeed. A tailwind condition will require a higher rate to maintain glideslope due to a higher groundspeed.

14. The localizer should normally be tracked using minor corrections to the heading being flown. Larger changes may, however, be necessary during periods of large wind shifts. Over-correcting will result in major deviations in the ground track.

15. Pilots will ensure that the aircraft is stabilized and in the landing configuration no lower than 1000' AGL. A stabilized approach means that the aircraft is in the landing configuration, is maintaining the correct approach speed, has the appropriate flap setting, and that the propellers are in the full increase position.

16. If the approach is not stabilized, the pilot will initiate an immediate missed approach and notify ATC as soon as safely possible.

17. The pilot will, during the approach, make the standard calls listed below.
    a. "Localizer Alive"
    b. "Glideslope Alive"
    c. "1000 Above DA"
    d. "500 Above DA"
    e. "200 Above DA"
    f. "100 Above DA"
    g. At or prior to the DA the pilot will call either:
        i. "Approach Lights Continue." This indicates that the pilot may descend below DA to a height of 100' above the touchdown elevation. At or prior to reaching the new altitude, the pilot will call "Go Visual" or "Go Missed" as appropriate.

        ii. "Go Visual." This indicates that the runway is in sight and transition to a visual landing can be made.
        iii. "Go Missed." This indicates that no approach lights or visual cues are in sight, and transition to a missed approach is to be initiated.

18. The pilot, during the approach, will make additional calls when the deviations listed below occur.
    a. Localizer deviation of more than ½ dot
    b. Glideslope deviation of more than ½ dot

c. Airspeed deviation greater than 5 knots
d. Sink rate in excess of 1000 feet per minute (FPM)

19. During the continuation of the approach to landing, the pilot will use the PAPI or other visual indicators, and/or continue to monitor the glideslope for a single engine landing on the 1000' fixed distance markings, or as directed.

Non-Precision Approach Procedures

1. The pilot will complete all necessary emergency procedure checklists listed in the AFM.

2. The pilot, on recognizing the failure of an engine, will maintain an airspeed at or above Vyse and maintain directional control.

3. The pilot will then set the mixtures to the FULL FORWARD position, the propellers to the FULL INCREASE position and the throttles to the FULL FORWARD position.

4. The pilot will ensure that the flaps and landing gear are in the UP position, then identify the inoperative engine.

5. Having identified the inoperative engine, the pilot will close the throttle on the affected engine smoothly and verify that it is indeed the inoperative engine.

6. The pilot will feather the inoperative engine.

7. The pilot will conduct the appropriate emergency procedures checklist.

8. Having secured the failed engine and while maintaining directional control, the pilot will communicate to ATC that the flight is being conducted with one engine inoperative.
9. 3 miles prior to arrival at the Final Approach Fix (FAF), the pilot will reduce the airspeed as appropriate.

10. When established on the final approach course, the pilot will select and call "Gear Down, Before Landing Checklist." The pilot will continue with the Before Landing checklist items and wait to extend the gear until later in the approach.

11. The pilot will then reduce the throttle on the operative engine and ensure the propellers are in the full increase position, while maintaining the appropriate approach speed and descent rate.

12. The pilot will verify the aircraft is secure for landing by confirming that the Before Landing checklist is complete.

13. The final approach course should be normally tracked using minor corrections to the heading being flown. Larger changes may, however, be necessary during periods of large wind shifts. Over-correcting will result in major deviations in the ground track.

14. Pilots will ensure that the aircraft is stabilized and in the landing configuration no lower than 1000' AGL. A stabilized approach means that the aircraft is in the landing configuration, is maintaining the correct approach speed, has the appropriate flap setting, and that the propellers are in the full increase position.

15. If the approach is not stabilized, the pilot will initiate an immediate missed approach and notify ATC as soon as safely possible.

16. On arrival at MDA, the pilot will initiate a level off while maintaining the appropriate airspeed and specified MDA by adjusting power as required.

17. The pilot will, during the approach, make the standard calls listed below.
    a. "Course Alive"
    b. "1000 Above MDA"
    c. "500 Above MDA"
    d. "200 Above MDA"
    e. "100 Above MDA"
    f. At or prior to the MDA the pilot will call:
        i. "Approach Lights Continue." This indicates that the pilot may descend below MDA to a height of 100' above the touchdown elevation. At or prior to reaching the new altitude, the pilot will call "Go Visual" or "Go Missed" as appropriate.
        ii. "Go Visual." This indicates that the runway is in sight and transition to a visual landing can be made.
        iii. "Go Missed." This indicates that no approach lights or visual cues are in sight, and transition to a missed approach is to be initiated.

18. The pilot, during the approach, will make additional calls when the deviations listed below occur.
    a. Course deviation of more than 1 dot (VOR, GPS), localizer deviation of more than ½ dot (LOC, LOC BC, LDA), bearing deviations of more than 5° (NDB)
    b. Airspeed deviation greater than 5 knots
    c. Sink rate in excess of 1000 feet per minute (FPM)

1. When the appropriate visual indicators are in sight and the descent from MDA is imminent, the pilot will extend the landing gear by selecting "Gear Down" and will verify the gear is in the down position by stating, "Three green, no red," as appropriate.

2. The pilot will verify that the aircraft is secure for landing by saying, "Before Landing Checklist Complete." At the VDP the pilot will verify the gear is in the down position and state, "Three green, no red," as appropriate.

3. During the continuation of the approach to landing, the pilot will use the PAPI or other visual indicators, and/or continue to monitor the glideslope for a normal landing on the 1000' fixed distance markings, or as directed.

MISSED APPROACH

1. The pilot, upon determining that a landing from an instrument approach cannot be performed, will say, "Go Missed Approach." This indicates that no approach lights or visual cues are in sight, and transition to a missed approach is to be initiated.

2. The pilot will smoothly and positively apply full power, remove the first stage of flaps if full flaps have been used, and establish a climb attitude. Once a positive rate of climb has been established, the pilot will retract the gear, followed by the remaining flaps, and will continue the climb out as instructed by ATC, or as indicated on the published instrument approach plate.

3. The pilot, once established in the climb, will inform the control tower or other appropriate facility that they are initiating a missed approach and advise them of their intentions. (i.e., to attempt another approach, attempt the same approach or proceed to the selected alternate).

4. If the missed approach occurs from a circling approach, the pilot will execute the appropriate missed approach procedure. The pilot should make an initial climbing turn toward the landing runway and maneuver to intercept and fly the missed approach course. Follow Go Around Procedure.

RECOVERY FROM UNUSUAL ATTITUDES

Nose- High Attitude

1. In order to recover from a nose-high attitude when a lower than desired or rapidly decreasing airspeed is observed, the pilot will immediately apply full power while simultaneously applying forward pressure on the yoke to lower the nose to a level pitch attitude. This will be indicated by a reversal and eventual stabilization on the airspeed indicator and altimeter.

2. The pilot will correct the bank attitude to straight and level flight with coordinated aileron and rudder pressure.

3. The pilot will continue to cross-check the flight instruments in order to maintain a level flight attitude.

Nose- Low Attitude

1. In order to recover from a nose-low attitude when a higher than desired or rapidly increasing airspeed is observed, the pilot will immediately reduce power to idle, while simultaneously correcting the bank attitude to straight flight with coordinated aileron and rudder pressure and by referring to the turn coordinator.

2. The pilot will apply back pressure on the yoke to raise the nose to a level pitch attitude. This will prevent excessive airspeed and loss of altitude, and will be indicated by a reversal and eventual stabilization on the airspeed indicator and altimeter.

3. The pilot will continue to cross-check the flight instruments in order to maintain a level flight attitude.

MANEUVERS

Steep Turns

1. The pilot will select an altitude that will allow for the maneuver to be recovered above 3000' AGL.

2. The pilot will configure the aircraft for straight and level flight and choose a reference point or heading to begin the maneuver.

3. The pilot will establish the aircraft in level cruise flight at the correct Va for the aircraft weight.

4. The pilot will smoothly roll the aircraft into a 50° bank turn.

5. As the bank passes through 30° the pilot will set power to maintain airspeed throughout the maneuver.

6. As the bank angle increases, back pressure should be applied to maintain constant altitude and the airspeed should be controlled by the application of power.

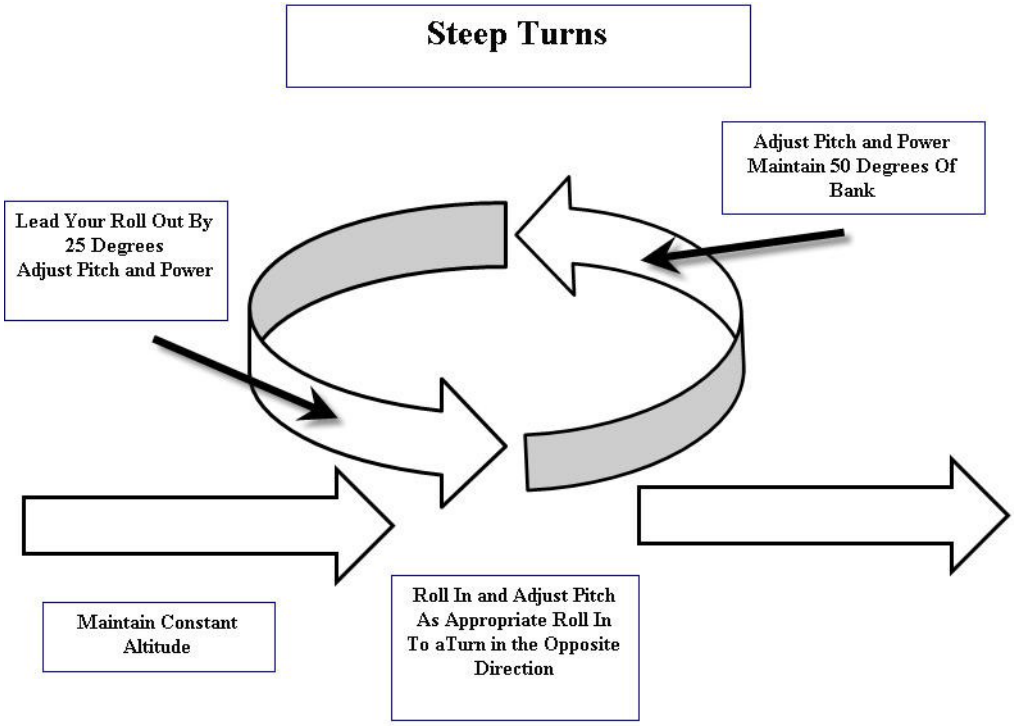
7. The pilot will maintain a constant angle of bank, altitude and airspeed during the turn.

8. The pilot will smoothly initiate the rollout at approximately ½ the bank angle prior to the desired rollout heading.

9. During the rollout, the pilot will relax the control pressure used to maintain the altitude during the turn, and reduce the power to the initial entry power setting.

10. A second turn will then be initiated in the opposite direction.

11. The maneuver is completed when the pilot resumes normal cruise flight.


Steep Turns
Adjust Pitch and Power
Maintain 50 Degrees Of
Bank
Lead Your Roll Out By
25 Degrees
Adjust Pitch and Power
Maintain Constant
Altitude
Roll In and Adjust Pitch
As Appropriate Roll In
To aTurn in the Opposite
Direction

STALLS POWER-ON (Takeoff Configuration)

1. The pilot will select an altitude that will allow for the maneuver to be recovered above 3000' AGL.

2. The pilot will configure the aircraft for straight and level flight and choose a reference point or heading to begin the maneuver.

3. The pilot will set power to maintain an airspeed of Vlo or lower.

4. At an airspeed of Vlo or lower, the pilot will call "Gear Down" and extend the landing gear.

5. At an airspeed of Vfe or lower, the pilot will add flaps to the takeoff setting.

6. The pilot will add full power and set a pitch attitude that will induce a power-on stall.

7. As the airspeed decreases and reaches stall speed the pilot will announce "Stall Warning" and/or "Stall," and initiate the recovery.

8. The pilot will initiate a recovery by promptly and simultaneously applying full power (if not already full), decreasing the angle of attack and, if appropriate, leveling the wings.

9. The pilot will pitch for an attitude that will ensure a minimal loss of altitude and a positive rate of climb.

10. When a positive rate of climb has been established the pilot will call "Positive Rate, Gear Up" and retract the gear. The pilot will then call "In Transit" and continue to monitor the gear until it has fully retracted and the red "Gear Unsafe" light is extinguished.

11. Establish Vx. The pilot will retract the flaps smoothly in increments, if extended, and establish a climb speed of Vy when clear of obstacles. Once the recovery has been completed a normal climb speed will be initiated.

12. The maneuver is completed when the pilot resumes normal cruise flight.

STALLS POWER-ON (Departure Configuration)

1. The pilot will select an altitude that will allow for the maneuver to be recovered above 3000’ AGL.

2. The pilot will configure the aircraft for straight and level flight and choose a reference point or heading to begin the maneuver.

3. The pilot will set full power and set a pitch attitude that will induce a stall.

4. As the airspeed decreases the pilot will maintain altitude by smoothly increasing pitch as the airspeed decreases.

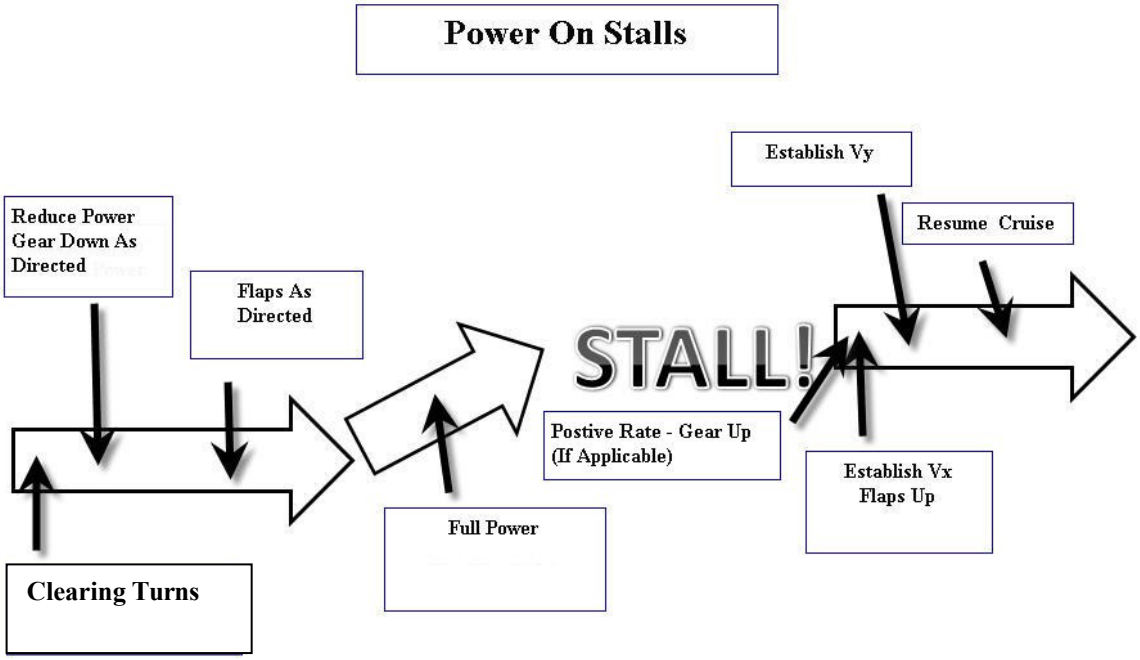
5. As the airspeed decreases and reaches stall speed the pilot will announce “Stall Warning” and or “Stall,” and initiate the recovery.

6. The pilot will initiate a recovery by promptly and simultaneously applying full power (if not already full), decreasing the angle of attack and, if appropriate, leveling the wings.

7. The pilot will pitch for an attitude that will ensure a minimal loss of altitude and a positive rate of climb.

8. Once the recovery has been completed a normal climb speed will be initiated.

9. The maneuver is completed when the pilot resumes normal cruise flight.


Power On Stalls
Establish Vy
Resume Cruise
Reduce Power
Gear Down As
Directed
Flaps As
Directed
STALL!
Postive Rate - Gear Up
(If Applicable)
Establish Vx
Flaps Up
Full Power
Clearing Turns

STALLS POWER-OFF (Approach Configuration)

1. The pilot will select an altitude that will allow for the maneuver to be recovered above 3000’ AGL.

2. The pilot will configure the aircraft for straight and level flight and choose a reference point or heading to begin the maneuver.

3. The pilot will set power to maintain an airspeed of Vlo or lower.

4. At an airspeed of Vlo or lower, the pilot will call “Gear Down” and extend the landing gear.

5. At an airspeed of Vfe or lower, the pilot will add flaps to the takeoff setting.

6. As the airspeed decreases the pilot will adjust pitch to maintain altitude.

7. The pilot will smoothly set power to idle, while increasing pitch to an attitude that will result in a steady decrease in airspeed.

8. As the airspeed decreases and reaches stall speed the pilot will announce “Stall Warning” and/or “Stall,” and initiate the recovery.

9. The pilot will initiate a recovery by promptly and simultaneously applying full power, decreasing the angle of attack and, if appropriate, leveling the wings.

10. The pilot will pitch for an attitude that will ensure a minimal loss of altitude and a positive rate of climb.

11. When a positive rate of climb has been established the pilot will call “Positive Rate, Gear Up” and retract the gear. The pilot will then call “In Transit” and continue to monitor the gear until it has fully retracted and the red “Gear Unsafe” light is extinguished.

12. Once the recovery has been completed, the pilot will initiate a normal climb speed and raise the flaps.

13. The maneuver is completed when the pilot resumes normal cruise flight.

STALLS POWER-OFF (Landing Configuration)

1. The pilot will select an altitude that will allow for the maneuver to be recovered above 3000’ AGL.

2. The pilot will configure the aircraft for straight and level flight and choose a reference point or heading to begin the maneuver.

3. The pilot will set power to maintain an airspeed of Vlo or lower.

4. At an airspeed of Vlo or lower, the pilot will call “Gear Down” and extend the landing gear.

5. At an airspeed of Vfe or lower, the pilot will add flaps full.

6. As the airspeed decreases the pilot will establish a pitch attitude to maintain altitude.

7. The pilot will smoothly set power to idle, while increasing pitch to an attitude that will result in a steady decrease in airspeed.

8. As the airspeed decreases and reaches stall speed the pilot will announce “Stall Warning” and/or “Stall,” and initiate the recovery.

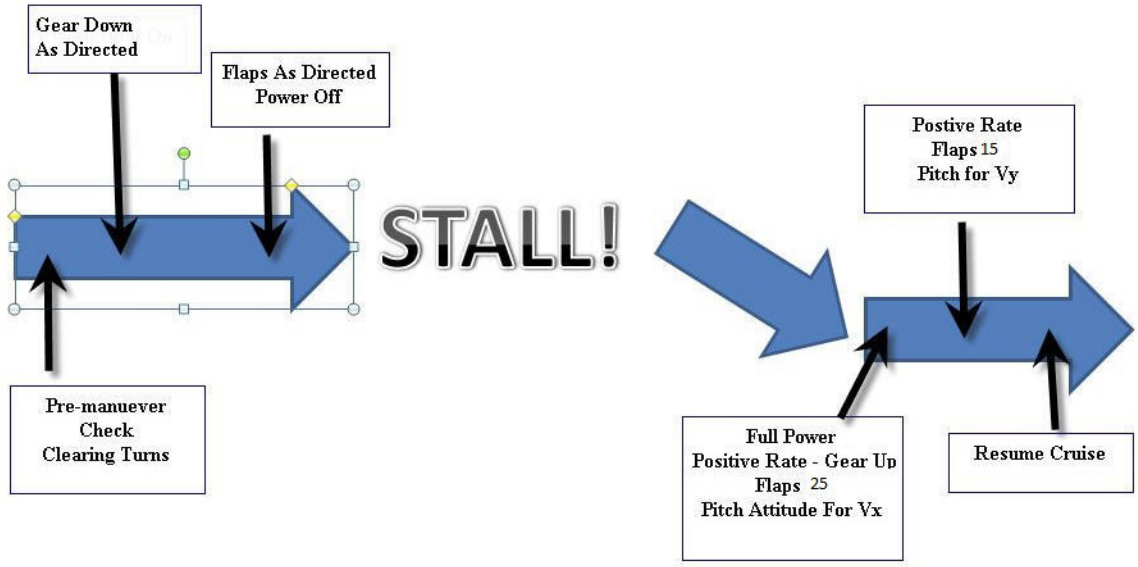
9. The pilot will initiate a recovery by promptly and simultaneously applying full power, decreasing the angle of attack, setting the flaps as specified and, if appropriate, leveling the wings.

10. The pilot will pitch for an attitude that will ensure a minimal loss of altitude and a positive rate of climb.

11. When a positive rate of climb has been established the pilot will call “Positive Rate, Gear Up” and retract the gear. The pilot will then call “In Transit” and continue to monitor the gear until it has fully retracted and the red “Gear Unsafe” light is extinguished.

12. The pilot will retract the flaps to 25 and maintain Vx until clear of obstacles. Once clear of obstacles, retract flaps to 15 and maintain Vy. Once in a stabilized climb, flaps to zero. Once the recovery has been completed, initiate a normal climb speed.

13. The maneuver is completed when the pilot resumes normal cruise flight.


Gear Down
As Directed
Flaps As Directed
Power Off
STALL!
Pre-manuever
Check
Clearing Turns
Postive Rate
Flaps 15
Pitch for Vy
Full Power
Positive Rate - Gear Up
Flaps 25
Pitch Attitude For Vx
Resume Cruise

ENGINE FAILURE DURING FLIGHT

1. The pilot, on recognizing the failure of an engine, will maintain an airspeed at or above Vyse and maintain directional control.

2. The pilot will set the mixtures to the FULL FORWARD position, the propellers to the FULL INCREASE position and the throttles to the FULL FORWARD position.

3. The pilot will ensure that the flaps and landing gear are in the UP position, then identify the inoperative engine.

4. Having identified the inoperative engine, the pilot will close the throttle on the affected engine smoothly and verify that it is indeed the inoperative engine.

5. Having identified the inoperative engine, the pilot will decide whether to feather the engine or restart the engine. This decision will be based on numerous factors including but not limited to: climb performance, position relative to a suitable landing area, altitude, pilot proficiency, pilot workload, and prevailing conditions.

6. If the engine does not restart, the pilot will conduct the appropriate emergency procedures checklist.

7. Having secured the failed engine, and while maintaining directional control, the pilot will communicate to ATC that the flight is being conducted with one engine inoperative.

LANDINGS

Normal Approach And Landing

1. The pilot will ensure that all necessary checklists have been completed prior to landing.

2. Prior to arrival at 300' AGL, the pilot will ensure that the aircraft is on a stabilized approach, all necessary pre-landing checks have been accomplished, flaps are at 40 degrees, and that the aircraft is flying at the appropriate airspeed.

3. The pilot will coordinate pitch and power so as to maintain an approach speed and desired approach angle that will result in a smooth landing within the designated area.

4. At the appropriate altitude, the aircraft descent rate must be slowed by simultaneously increasing the pitch and reducing the power to idle, so that the aircraft touches down smoothly onto the runway at the designated touchdown point.

5. Back control pressure should be maintained on the yoke throughout the landing roll.

6. While ensuring that the aircraft's longitudinal axis is aligned with the centerline, the pilot will slow the aircraft by applying the brakes as necessary.

7. The pilot will slow the aircraft to a safe speed and taxi off the runway.

CROSSWIND APPROACH AND LANDING

1. The pilot will ensure that all necessary checklists have been completed prior to landing.

2. Prior to arrival at 300’ AGL, the pilot will ensure that the aircraft is on a stabilized approach and that all necessary pre-landing checks have been accomplished.

3. The pilot will coordinate pitch and power so as to maintain an approach speed and approach angle that will result in a smooth landing within the designated area.

4. The pilot will use the “crab” method of crosswind correction during the final approach.

5. During the transition from the approach to round out, the pilot will utilize the “sideslip” method of crosswind correction. If performed correctly, this will result in a touch down on the upwind main wheel first, followed by the downwind main, then the node wheel.

6. At the appropriate altitude, the aircraft descent rate must be slowed by simultaneously increasing the pitch and reducing the power to idle, so that the aircraft touches down smoothly onto the runway at the designated touchdown point.

7. As airspeed decreases the amount of crosswind control input will need to be increased, due to the decrease of control effectiveness.

8. Back control pressure should be maintained on the yoke throughout the landing roll, and the appropriate crosswind correction applied.

9. While ensuring that the aircraft’s longitudinal axis is aligned with the centerline, the pilot will slow the aircraft by applying the brakes as necessary.

10. The pilot will slow the aircraft to a safe speed and taxi off the runway.

SHORT FIELD APPROACH AND LANDING

1. The pilot will ensure that all necessary checklists have been completed prior to landing.

2. The pilot will reduce to final approach speed by approximately ½ mile from the threshold of the runway.

3. The appropriate crosswind correction technique shall be used, as required.

4. Prior to arrival at 300' AGL, the pilot will ensure that the aircraft is on a stabilized approach and at the appropriate approach speed, that all necessary pre-landing checks have been accomplished, and that flaps are at 40 degrees.

5. Once clear of any obstacles, the pilot will maintain the appropriate approach angle, initiate a smooth power reduction and simultaneously increase the pitch, so that the aircraft touches down smoothly onto the runway at the designated touchdown point.

6. Upon touchdown, the aircraft should be held in the positive pitch attitude configuration as long as the controls remain effective. This will provide aerodynamic braking by the wings.

7. Immediately upon touchdown, the pilot will bring the power to idle, apply maximum braking evenly and firmly in order to minimize the after landing roll, and retract the flaps. The aircraft should be stopped within the shortest possible distance consistent with safety.

APPROACH AND LANDING WITH AN INOPERATIVE ENGINE

1. The pilot will ensure that all necessary checklists have been completed prior to landing.

2. The pilot will ensure that the required traffic pattern has been conducted.

3. Prior to arrival at 300’ AGL, the pilot will ensure that the aircraft is on a stabilized approach and that all necessary pre-landing checks have been accomplished.

4. At 200’ AGL, the pilot will verify that the aircraft is secure for landing by saying, “Three green, landing,” as appropriate.

5. The pilot will coordinate pitch and power so as to maintain an approach speed and approach angle that will result in a smooth landing within the designated area.

6. At the appropriate altitude, the aircraft descent rate must be slowed by simultaneously increasing the pitch and reducing the power to idle, so that the aircraft touches down smoothly onto the runway at the designated touchdown point.

7. Back control pressure should be maintained on the yoke throughout the landing roll.

8. While ensuring that the aircraft’s longitudinal axis is aligned with the centerline, the pilot will slow the aircraft by applying the brakes as necessary.

9. With the inoperative engine feathered, normal drag is considerably reduced, resulting in a longer landing roll. The pilot will make allowances for the extra distance that will be covered during the final approach and landing.

10. The pilot will slow the aircraft to a safe speed and taxi off the runway.

GO AROUND/REJECTED LANDING/BALKED LANDING

1. Once the decision has been made to initiate a go around/rejected landing, the pilot will simultaneously apply maximum power, establish a pitch up attitude to maintain the appropriate climb speed, and set the flaps to 25 degrees. When a positive rate of climb has been established and insufficient landing area remains, the pilot will call “Positive Rate, Gear Up” and retract the gear, and then set flaps to 15 degrees.

2. The pilot will call “In Transit” and continue to monitor the gear until it has fully retracted.

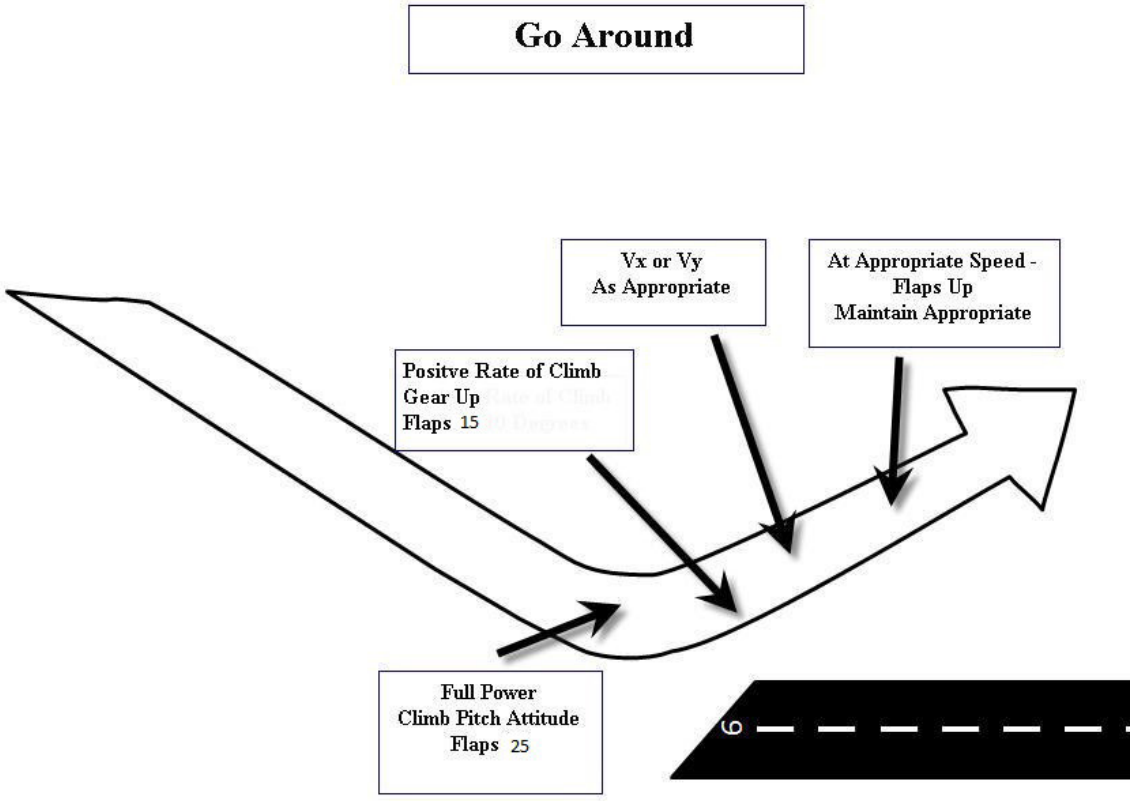
3. The pilot will establish a pitch up attitude to maintain the appropriate climb airspeed, and retract flaps to zero.

4. When the remaining flaps have been retracted, and the aircraft is above 500’ AGL, the pilot may transition to a normal climb speed.

5. If no aircraft is on the runway or taking off, climb straight over the runway, ensuring that a ground track along the runway and extended centerline is maintained by use of coordinated rudder and aileron control inputs.

6. If an aircraft is on the runway or taking off, alter course to the right or as directed by the control tower, while keeping the departing aircraft in sight.

7. The pilot will then verify that the Go Around checklist is complete.



Note: Minimum Speed for a Balked Landing is 98 Knots.

FINAL APPROACH
Maintain final approach speed
Gear – Down
Flaps - 40°
Maintain centerline

BALKED LANDING
Props – Full Forward
Power – As Required
Power – 49 in. Hg
Flaps - 15°
Airspeed – 98 kts Min.
Positive Rate – Gear UP
Safe Altitude - Flaps Up (0°)
Airspeed – 106 kts

MANEUVERING ALTITUDE
Circle Minimums, ATC Assigned, or
Safe Altitude Minimum 400 feet
Accelerate to 120 kts
After Takeoff Checklist

Vso	74 kts
Vmc	76 kts
Vx	84 kts
Vy	101 kts
Vxse	104 kts
Vyse	106 kts

EMERGENCY DESCENT

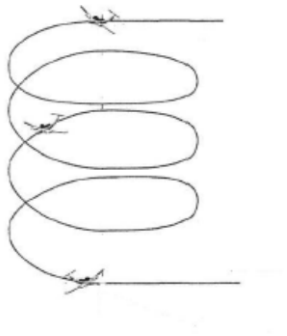
Note:
This is a VFR Maneuver. If Operating under IFR complete the maneuver using the same procedure without turning.

Vso	74 kts
Vmc	76 kts
Vx	84 kts
Vy	101 kts
Vxse	104 kts
Vyse	106 kts

Pre-Entry
High Enough to ensure completion by 1500 feet AGL
Seat Belts Secure
Notify ATC
Perform Left and Right Clearing Turns

Entry
Preferred Procedure

Throttles – As Required
Propellers – Full Forward
Mixtures – Adjust
Flaps – Up
Gear – Up
Moderate Bank – Initiate
Airspeed – 236 Max



Entry
In Rough Air

Throttles – As Required
Propellers – Full Forward
Mixtures - Adjust
Airspeed – 132 kts
Gear - Down
Flaps - 40°
Moderate Bank – Initiate
Airspeed -185 kts
Max 153 kts for Training

RECOVERY
Wings - Level
Heading – Stop Turn
Descent – Reduce Pitch Gradually
Maintain Altitude
ATC - Advise
Configuration – As Required

Note:
IF ANY AIRSPEED LIMITATION WAS EXCEEDED REMAIN IN LAST CONFIGURATION THAT WAS SET

NO/PARTIAL FLAP APPROACH AND LANDING

1. The pilot will ensure that all necessary checklists have been completed prior to landing.

2. Prior to arrival at 300' AGL, the pilot will ensure that the aircraft is on a stabilized approach and that all necessary pre-landing checks have been accomplished.

3. The pilot will coordinate pitch and power so as to maintain an approach speed and approach angle that will result in a smooth landing within the designated area.

4. At the appropriate altitude, the aircraft descent rate must be slowed by simultaneously increasing the pitch and reducing the power to idle, so that the aircraft touches down smoothly onto the runway at the designated touchdown point.

5. Back control pressure should be maintained on the yoke throughout the landing roll.

6. While ensuring that the aircraft's longitudinal axis is aligned with the centerline, the pilot will slow the aircraft by applying the brakes as necessary.

7. With no or reduced flaps, normal drag is considerably reduced, resulting in a longer landing roll. The pilot will make allowances for the extra distance that will be covered during the final approach and landing.

8. The pilot will slow the aircraft to a safe speed and taxi off the runway.

WINDSHEAR RECOVERY

1. Upon entering a windshear condition the pilot will set the mixtures to the FULL FORWARD position, the propellers to the FULL INCREASE position and the throttles to the FULL FORWARD position.

2. The pilot will pitch for an attitude that will result in the greatest gain in altitude without resulting in a stall.

3. The pilot will not change the configuration of the aircraft, and will leave the position of the flaps and landing gear in their current positions.

4. The pilot shall continue climbing until safe flight is assured.

5. The pilot shall advise ATC of the situation as soon as possible.

RECORD OF REVISIONS

Upon receipt of a revision, record the Revision Number, Revision Date, Insertion Date and the name of the person making the revision on this Record of Revisions page. While updating your manual and prior to discarding old pages, perform a final check of conformity with your manual using all of the lists of effective pages.

Revision Number	Revision Date	Insertion Date	Inserted By
Original		12/19/2023	CDS

List of Effective Pages

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FAA APPROVAL

DATE:__________________

BY: _____________________

EXPIRES:

INTRODUCTION

OPERATOR'S Learjet Training Curriculum is designed to ensure that all OPERATOR'S trainee personnel are trained to proficiency on the Learjet.

Flight Simulator Training Devices

SIMCOM Aviation Training's Learjet 31A Level D Full Flight Simulator, FAA ID #708, aircraft serial number 166, is the base aircraft that all training and checking will be conducted to. Training to other LR-JET type rated aircraft variants will be done utilizing the Differences section. Contract training providers will ensure that each FSTD used for training, testing, and checking is specifically qualified and approved by the Administrator for each maneuver and procedure for the make, model, and aircraft type simulated. Each qualified and approved flight simulator used by contract training providers will be maintained to ensure the reliability of the performances, functions, and all other characteristics that were required for qualification.

Contract Training Notes

Training provided by Part 142 training centers is designed to focus on aircraft training only. Checking is limited to only the authorizations allowed on the contract check airman's Letter of Authorization. Generally, the 135.293(a) check authorizations are limited to (2) and (3) for the contract check airman and (1) and (4-8) are conducted by OPERATOR. If 135.293(a)(3) checking is not authorized for the contract check airmen, the Weight and Balance module will cover the aircraft manufacturer's procedures only during training.

Crew Pairing

Flight training in the simulator for a trainee that does not have seat support provided by the OPERATOR will be paired with a support pilot that meets the crew pairing requirements under Part 142 standards by the Part 142 training center. Pairing will only take place when the curricula are viewed as essentially similar. When the training curricula are not essentially similar, pilots may not be paired; similarly, when operational differences are too pronounced or too numerous, pilots may not be paired. The support pilot will be trained on the OPERATOR's policies and procedures before starting the first supporting simulator session. OPERATOR can make further requirements for the support pilot as they deem necessary.

Training Objectives

Aircraft Ground Training Objective:

The objective of aircraft ground training is to provide flight crewmembers with the necessary knowledge for understanding the basic functions of aircraft systems, the use of the individual system components, the integration of aircraft systems, and operational procedures. An important requirement of an aircraft ground training curriculum segment is that, upon completion, a trainee will be sufficiently prepared to enter the flight training curriculum segment.

Aircraft Flight Training Objective:

The objective of flight training is to provide an opportunity for flight crewmembers to acquire the skills and knowledge necessary to perform to a desired standard. This opportunity provides for demonstration, instruction, and practice of the maneuvers and procedures (training events) pertinent to a particular aircraft and crewmember duty position. Successful completion of flight training is validated by satisfactory completion of all training events.

Qualification Objective:

For the PIC/SIC trainee: The objective of the qualification curriculum segment is to determine whether enough learning has occurred by comparing an individual's performance in practical situations to the standards set forth in the Airline Transport Pilot and Aircraft Type Rating Airman Certification Standards.

Completion Standards

Completion is based on proficiency. Syllabus times are estimates. Pilot's must demonstrate satisfactory performance to ensure they meet the knowledge and skill requirements necessary to meet the course completion objectives. A flight crewmember may successfully complete a curriculum segment without completing the specified number of training hours, provided all the following conditions are met:
1. The crewmember successfully completes all the training events required by the curriculum segment.
2. An instructor recommends the ground or flight test be conducted before completion of the specified number of training hours. The recommendation must be recorded on the training record.
3. The crewmember satisfactorily completes the qualification curriculum segment requirements.
If a flight crewmember fails to meet the qualification curriculum segment requirements because of a lack in proficiency, the crewmember then is entered into requalification training status. The crewmember must then be recommended by an instructor before re-accomplishing the failed qualification requirements.

Aircraft Ground Training

The trainee will demonstrate knowledge and understanding of the functions of aircraft systems, the use of individual system components, the integration of aircraft systems and operational procedures by correctly answering 80%, corrected to 100%, of the questions on written and / or oral tests. The written test may be given prior to the commencement of SIT modules. Any score below 80% requires retraining and retesting. Such retraining and retesting will be documented by the instructor and brought to the attention of OPERATOR management.

Aircraft Flight Training

The PIC trainee: Must meet or exceed the standards as outlined in the most current Airline Transport Pilot and Aircraft Type Rating Airman Certification Standards.

The SIC trainee: Must meet or exceed the standards as outlined in the most current Airline Transport Pilot and Aircraft Type Rating Airman Certification Standards or Commercial Pilot Airman Certification Standards, the highest rating held by the applicant.

Qualification:

The PIC/SIC trainee: Must meet or exceed the standards as outlined in the most current Airline Transport Pilot and Aircraft Type Rating Airman Certification Standards.

If a trainee fails to meet any of the qualification requirements of the Qualification Segment of the curriculum, the check airman will notify OPERATOR management who will decide if additional training will be conducted. If the appropriate retraining takes place, an instructor recommendation is required prior to returning to the Qualification Segment of the curriculum.

General Overview of Training to Be Accomplished

Aircraft Ground Training

OPERATOR'S Learjet aircraft ground training provides flight crewmembers with the necessary knowledge for understanding the basic functions of aircraft systems, the use of the individual system components, the integration of aircraft systems and operational procedures.

Ground school is taught using the appropriate courseware as determined by OPERATOR. Contract training providers' FAR 142 approved courseware is authorized to be used during training. All other courseware will be accepted by the OPERATOR's management personnel.

Aircraft Systems

The lessons in this segment consist of a breakdown of the various systems of the aircraft. These lessons may be taught in any sequence with all systems being covered.

General Operational Subjects

Includes instruction on certain operational requirements that are specific to the aircraft in which the training is being conducted. The following general operational subjects are the responsibility of OPERATOR due to the subject areas falling outside of the 135.293(a)(2)(3) subjects checked by the contract training provider:

- Dispatch, Flight Release, or Flight Locating Procedures
- Communication and Navigation Procedures
- Air Traffic Control Procedures
- OPERATOR Specific Meteorology and Adverse Weather

- OPERATOR Specific Weight and Balance (if 135.293(a)(3) check is not authorized on contract check airman LOA)

Systems Integration Training (SIT)

SIT provides the pilot with ground instruction that emphasizes the aircraft systems interrelationships. This training includes normal, abnormal, and emergency AFM/AOM/checklist procedures, pilot flying ("PF")/pilot monitoring ("PM") duties and other elements of crew coordination, such as avionics/automation management specific to the aircraft. SIT will be conducted in an authorized training device or a simulator without motion. SIT may be conducted as a stand-alone module or be incorporated as part of the individual aircraft system modules.

Special Emphasis Areas

Special Emphasis Areas from the Airline Transport Pilot and Aircraft Type Rating Airman Certification Standards will be trained and emphasized as part of the Aircraft Flight Training sessions.

Risk Management

Risk management as defined in the most current Airline Transport Pilot and Aircraft Type Rating Airman Certification Standards will be integrated into each ground and flight training module.

FSB Report

Training and checking requirements from the aircraft FSB report will be trained and checked as required. This includes, but is not limited to, special emphasis areas, seat dependent tasks, and additional appendices applicable to the simulator.

Preflight Inspection

The Preflight Inspection training must be accomplished before the training program can be certified complete. Preflight Inspection training must be accomplished by a contract training provider's FAA approved pictorial or a Learjet 31A aircraft.

Flight Training

Flight training means the conduct of training events in a flight simulator (SIM) in accordance with an approved training curriculum. The trainee is expected to exhibit a high level of systems knowledge, knowledge of all published profiles and an in-depth knowledge of Normal, Abnormal and Emergency procedures. Checklist usage, proper responses, and standard callouts should have been satisfactorily demonstrated in the Systems Integration phase of training and are now transferred to the flight environment. In-flight realism is an important objective in simulator training. To this end, the simulator will be treated as the aircraft. The elements in the modules may be done in any order, including being moved to an earlier or later module at the discretion of the instructor.

PIC/SIC Initial

OPERATOR's Learjet PIC Initial Training objective is to provide flight crewmembers with the necessary knowledge for understanding the basic functions of aircraft systems, the use of the individual system components, the integration of aircraft systems, and operational procedures. A pilot who satisfactorily completes the OPERATOR Learjet PIC Initial program and meets the requirements of CFR 61.63 or 61.153, 61.155, 61.157 and 61.159 is eligible to receive a LR-JET type rating and ATP on his/her airman certificate. A pilot who satisfactorily completes the OPERATOR Learjet Initial SIC program is eligible to receive a LR-JET SIC type rating on his/her airman certificate.

PREREQUISITES

Entry Into Curriculum: As determined by OPERATOR training program.

Syllabus

Ground Training

Training days and module hours in the tables below are estimates only. Actual times in specific modules and days they are taught may vary slightly depending upon scheduling and resource requirements.

Subject	Time
Aircraft General	1.0
Doors, Exits, and Emergency Equipment	0.5
Aircraft Manuals	1.5
Engines	2.0
Fuel	2.0
Anti-Ice/Adverse Weather	1.5
Electrical/Lighting	2.0
Hydraulics and Landing Gear	2.0
Flight Systems	4.0
Environmental	2.0
Flight Characteristics and Planning	2.5
SIT 1A-Normal Procedures	2.0
SIT 1B-Normal Procedures	2.0
Preflight Inspection	2.0
SIT 2 – Abnormal Procedures	4.0
Practice Oral	2.0
SIT 3- Emergency Procedures	4.0
Review/ Examination/Special Emphasis	3.0
Total	40.0

Flight Training

The tables below outline training hours and modules required for the Aircraft when the FSTD is capable of crediting 100% of the training events required by this course. All training and testing will be accomplished in a Level C or D flight simulator.

	Crew			Crew (PM Provided)			Single Pilot		
Subject	PF	PM	Total	PF	PM	Total	PF	PM	Total
Sim 1	2	2	4	2		2			
Sim 2	2	2	4	2		2			
Sim 3	2	2	4	2		2			
Sim 4	2	2	4	2		2			
Sim 5	2	2	4	2		2			
Sim 6 – Loft (PIC Only)	2	2	4	2		2			
Sim 7 – Qualification	2		2	2		2			
Total	14	12	26	14		14			

Note: Single Pilot curriculum not applicable to the Aircraft.

Upgrade SIC to PIC

OPERATOR's Learjet Upgrade Training objective is to provide flight crewmembers with the necessary knowledge for understanding the basic functions of aircraft systems, the use of the individual system components, the integration of aircraft systems, and operational procedures. A pilot who satisfactorily completes the OPERATOR Learjet Upgrade program and meets the requirements of CFR 61.63 or 61.153, 61.155, 61.157 and 61.159 is eligible to receive a LR-JET type rating and ATP on his/her airman certificate.

PREREQUISITES

Entry Into Curriculum: As determined by OPERATOR training program.

Syllabus

Ground Training

Training days and module hours in the tables below are estimates only. Actual times in specific modules and days they are taught may vary slightly depending upon scheduling and resource requirements.

Subject	Time
Aircraft General	0.5
Doors, Exits, and Emergency Equipment	0.5
Aircraft Manuals	1.0
Engines	1.0
Fuel	1.0
Anti-Ice/Adverse Weather	1.0
Electrical/Lighting	2.0
Hydraulics and Landing Gear	1.0
Flight Systems	2.0
Environmental	1.0
Preflight Inspection	1.0
Flight Characteristics and Planning	2.0
SIT 2 – Abnormal Procedures	2.0
SIT 3 – Emergency Procedures	2.0
Practice Oral	1.0
Review/Examination/Special Emphasis	2.0
Total	21.0

Flight Training

Simulator Only

The tables below outline training hours and modules required for the Aircraft when the FSTD is capable of crediting 100% of the training events required by this course. All training and testing will be accomplished in a Level C or D flight simulator.

	Crew			Crew (PM Provided)			Single Pilot		
Subject	PF	PM	Total	PF	PM	Total	PF	PM	Total
Sim 1	2	2	4	2		2			
Sim 2	2	2	4	2		2			
Sim 3	2	2	4	2		2			
Sim 4 – Loft	2	2	4	2		2			
Sim 5 – Qualification	2		2	2		2			
Total	10	8	18	10		10			

ATP from Recurrent

OPERATORS Learjet ATP from Recurrent training objective is to provide the applicant with an ATP on his/her airman's certificate and to ensure the applicant is adequately trained and currently proficient with respect to the aircraft. This course contains airman certification requirements based on the most current ATP ACS. Completion of this course satisfies the training requirements to add an ATP Certificate, in accordance with CFR 61.153 and CFR 61.157.

PREREQUISITES

Entry Into Curriculum: As determined by OPERATOR training program. A pilot who applies for an ATP Certificate must meet the eligibility requirements in CFR 61.153, the aeronautical knowledge requirements of CFR 61.155, the aeronautical experience requirements of FAR 61.159 or CFR 61.160 as appropriate, and the applicable requirements of CFR 61.157. The pilot must hold a LR-JET type rating.

Syllabus

Ground Training

Training days and module hours in the tables below are estimates only. Actual times in specific modules and days they are taught may vary slightly depending upon scheduling and resource requirements.

Subject	Time
Aircraft General	0.25
Doors, Exits, and Emergency Equipment	0.25
Aircraft Manuals	0.25
Engines	0.5
Fuel	0.25
Anti-Ice/Adverse Weather	0.25
Electrical/Lighting	0.5
Hydraulics and Landing Gear	0.5
Flight Systems	0.75
Environmental	0.5
Flight Characteristics and Planning	0.5
Preflight Inspection	0.5
SIT 4	1.0
Review and Examination/Special Emphasis	2.0
Total	8.0

Flight Training

Simulator Only

The tables below outline training hours and modules required for the Aircraft when the FSTD is capable of crediting 100% of the training events required by this course. All training and testing will be accomplished in a Level C or D flight simulator

	Crew			Crew (PM Provided)			Single Pilot		
Subject	PF	PM	Total	PF	PM	Total	PF		Total
Sim 1	2	2	4	2		2			
Sim 2	2	2	4	2		2			
Sim 3-LOFT	2	2	4	2		2			
Sim 4 – Qualification	2		2	2		2			
Total	8	6	14	8		8			

PIC/SIC Recurrent

OPERATOR's Learjet Recurrent Training objective is to ensure that each crewmember is adequately trained and currently proficient with respect to the Learjet aircraft. A pilot who satisfactorily completes the OPERATOR Learjet Recurrent SIC program is eligible to receive a LR-JET SIC type rating on his/her airman certificate.

PREREQUISITES FOR PIC:
As determined by OPERATOR training program.

PREREQUISITES FOR SIC:
As determined by OPERATOR training program.

Syllabus

Ground Training

Training days and module hours in the tables below are estimates only. Actual times in specific modules and days they are taught may vary slightly depending upon scheduling and resource requirements.

Subject	Time
Aircraft General	0.25
Doors, Exits, and Emergency Equipment	0.25
Aircraft Manuals	0.25
Engines	0.5
Fuel	0.25
Anti-Ice/Adverse Weather	0.25
Electrical/Lighting	0.5
Hydraulics and Landing Gear	0.5
Flight Systems	0.75
Environmental	0.5
Flight Characteristics and Planning	0.5
Preflight Inspection	0.5
SIT 4	1.0
Review and Examination/Special Emphasis	2.0
Total	8.0

Flight Training

Simulator Only

The tables below outline training hours and modules required for the Aircraft when the FSTD is capable of crediting 100% of the training events required by this course. All training and testing will be accomplished in a Level C or D flight simulator.

		Crew			Crew (PM Provided)			Single Pilot		
Day	Subject	PF	PM	Total	PF	PM	Total	PF	PM	Total
1	Sim 1	2	2	4	2		2			
2	Sim 2	2	2	4	2		2			
3	Sim 3 - Qualification	2		2	2		2			
	Total	6	4	10	6		6			

PIC/SIC Requalification

OBJECTIVE

OPERATOR's Learjet PIC/SIC Requalification training objective is to restore a previously qualified flight crew member to a qualified status. The tables below outline training hours and modules required.

Time Past Month Due	Recurrent Ground Training Segment	Recurrent Flight Training Segment	Qualification Segment
Up to 12 calendar months	The portion of RGT not accomplished when due.	The elements not accomplished when due.	The modules not accomplished in the eligibility period.
12 to 35 months	16 hours – All recurrent ground training elements.	8 hours – All recurrent flight training events.	The modules not accomplished in the eligibility period.
36 to 59 months	24 hours – All recurrent ground training elements.	16 hours – All recurrent flight training events.	The modules not accomplished in the eligibility period.
More than 59 months	– SAME AS INITIAL TRAINING –		

DIFFERENCES

Ground Training

Training days and module hours in the tables below are estimates only. Actual times in specific modules and days they are taught may vary slightly depending upon scheduling and resource requirements.

Training Hours

In order to operate more than one model of the aircraft concurrently, a pilot should complete the appropriate differences training hours. The minimum training hours specified consists of ground and flight training segments. The hours of training listed in the Training Hours Summary are approximate. Pilots will be trained to proficiency and the times will vary depending on the individual pilot's experience and the model in which he/she has gained the most experience. A pilot may successfully complete the differences training without completing the specified number of training hours listed, providing the following conditions are met:

- The pilot completes all elements of training required by the curriculum; and
- The instructor recommends the applicable practical test, if required, before completion of the specified training hours.

Training Objective

Differences training will provide pilots with sufficient information on the differences which exist between different models of the LR-JET type rated aircraft. This training includes the applicable difference between the various models. Differences training provided by contract training providers will be a general overview of the differences between various models with the Learjet 31A as the base aircraft. OPERATORS will ensure that trainees have been further trained on the specifics of the actual aircraft that they will be operating.

DIFFERENCES TRAINING COURSES									
31A to 24/24A/24B/24D/ 24E/24F		31A to 25/25B/25C/25D 25F		31A to 35/35A/36/36A		31A to 55/55B/55C			
TRAINING TIMES (INITIAL/RECURENT)									
General Operating Subjects									
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Aircraft Systems									
1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0		
Systems Integration-Classroom									
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Systems Integration-FTD									
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
Total Training Time									
1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0		

Completion Standards

Successfully passing a written or oral examination on the applicable aircraft model. A passing grade of 80%, corrected to 100% will be required. An approved ground instructor or check airman can administer the required examination.

GROUND TRAINING OUTLINES

GENERAL OPERATIONAL SUBJECTS

A. Flight Characteristics and Planning
   1. Weight and Balance
      a. General Principles and Methods of Weight and Balance Determination
      b. Operations
      c. Limitations
   2. Performance
      a. Use of charts, tables, tabulated data and other related material
      b. Performance problems, normal, abnormal and emergency conditions
      c. Performance limiting factors, such as runway length, ambient temperature, runway contamination, meteorological conditions, special operational conditions, short/soft field, inoperative equipment, etc.
   3. Flight Planning
      a. Flight Planning Charts, such as fuel consumption charts
      b. Operations
      c. Limitations

B. Special Emphasis Items

C. Adverse Weather

D. Aircraft Manuals
   1. Applicability and Description of the AFM
   2. Normal, Abnormal and Emergency Procedures Sections
   3. Limitations Section
   4. Maneuvers and Procedures Section
   5. General Performance Section
   6. Systems Descriptions
   7. Appendices, Bulletins and Supplements

AIRCRAFT SYSTEMS MODULES

A. Aircraft General
   1. General
   2. Operation
      a. Controls
      b. Indications
   3. Limitations
   4. Abnormal and Emergency Procedures

B. Doors, Exits, and Emergency Equipment
   1. General

2. Operation
    a. Controls
    b. Indications
3. Limitations
4. Abnormal and Emergency Procedures

C. Engines
1. General
2. Operation
    a. Controls
    b. Indications
3. Limitations
4. Abnormal and Emergency Procedures

D. Fuel
1. General
2. Operation
    a. Controls
    b. Indications
3. Limitations
4. Abnormal and Emergency Procedures

E. Anti-Ice/De-Ice
1. General
2. Operation
    a. Controls
    b. Indications
3. Limitations
4. Abnormal and Emergency Procedures

F. Electrical and Lighting
1. General
2. Operation
    a. Controls
    b. Indications
3. Limitations
4. Abnormal and Emergency Procedures

G. Hydraulics and Landing Gear
1. General
2. Operation
    a. Controls
    b. Indications
3. Limitations
4. Abnormal and Emergency Procedures

H. Flight Systems

1. General
2. Operation
   a. Controls
   b. Indications
3. Limitations
4. Abnormal and Emergency Procedures

I. Environmental
   1. General
   2. Operation
      a. Controls
      b. Indications
   3. Limitations
   4. Abnormal and Emergency Procedures

J. Practice Oral

K. Aircraft Preflight

Systems Integration Modules (Classroom and/or Task Trainer)

A. SIT 1A – Normal Procedures
   1. Appropriate Checklists
   2. Preflight/In Flight Planning
   3. Before Starting Engines
   4. Takeoff Trim – CG Function
   5. Starting Engines
   6. Before Taxi
   7. Taxi and Before Takeoff
   8. Runway Lineup
   9. Takeoff
   10. After Takeoff
   11. Climb
   12. Cruise
   13. Descent
   14. Approach
   15. Before Landing
   16. Go-Around
   17. Landing
   18. After Landing/Clearing Runway
   19. Shutdown
   20. Quick Turnaround
   21. Pressurization System Operation

22. Cabin Temperature Control
23. Aileron Augmentation
24. Oxygen Systems
25. Brake Systems
26. Landing Gear Warning Systems
27. Fuel Management
28. Anti-ice Systems
29. Audio Control System Panel
30. Annunciator Panel
31. Engine Synchronizer
32. Trim Systems Operational Check

B. SIT 1B – Cockpit Familiarization and Normal Procedures
1. Appropriate Checklists
2. Starting Engines
3. Before Taxi
4. Air / Ground Logic
5. Navigation/Communication, Switches, Displays and Functions
6. Emergency Procedures
7. Abnormal Procedures

C. SIT 2 – Abnormal Procedures
1. Appropriate Checklists
2. Anti-Icing
3. Electrical
4. Engine
5. Fuel Computer Light Illuminated
6. Environmental
7. Inadvertent Activation of Emergency Airflow
8. CAB ALT Light Illuminated
9. Flight Controls
10. PITCH TRIM Light Illuminates in Flight
11. Fuel
12. Fuel Imbalance during Transfer
13. Fuel Jettison
14. Fuel Valve Lights
15. Hydraulics
16. Low Hydraulic Pressure Light Illuminated
17. Instruments/Avionics
18. Landing Gear
19. Landings
20. Hydraulic System Failure Landing
21. Partial Flap Landing
22. Single-Engine Landing
23. Turbulent Air Penetration
24. Operation with One Fuel Computer Inoperative

25. Starting Engines
26. Operation with Nose Wheel Steering Inoperative
27. Taxi

D. SIT 3 – Emergency Procedures
1. Appropriate Checklists
2. Electrical
3. Complete AC Power Failure
4. Current Limiter Failure
5. DC Power Loss
6. Engine
7. Engine Failure
8. Engine Airstarts
9. Oil Pressure Light Illuminated
10. Environmental/Doors
11. BLEED AIR Light Illuminated
12. Cabin Altitude Warning Horn
13. Fire
14. Cabin/Cockpit Fire, Smoke, or Fumes
15. Flight Controls
16. Overspeed Recovery
17. Fuel
18. FUEL PRESS Light Illuminated
19. Landings
20. Emergency Braking
21. Stall Warning Activates
22. Takeoff
23. Aborted Takeoff

E. SIT 4 – Normal/Abnormal/Emergency Procedures
1. Appropriate Checklists
2. Flight Management System
3. Before Starting Engines- Use Expanded Checklist
4. Starting Engines- Abnormal Starts
5. Before Taxi
6. Taxi and Before Takeoff-Anti-Ice/Deice System Check
7. Runway Lineup
8. After Takeoff- Engine Fire
9. Climb - Inadvertent Thrust Reverser Deployment
10. Cruise
11. Descent-Emergency Descent
12. Approach
13. Before Landing
14. After Landing /Clearing Runway
15. Shutdown

DIFFERENCES

A. Aircraft General
B. Engines
C. Fuel
D. Electrical, Lighting, Warning
E. Hydraulic, Landing Gear, Brakes
F. Instrumentation and Avionics
G. Flight Controls
H. Ice and Rain Protection
I. Environmental and Oxygen
J. Other Applicable Aircraft Systems
K. Review and Exam

FLIGHT TRAINING OUTLINES

INITIAL PIC/SIC SIMULATOR TRAINING MODULES

A. Sim 1
   1. Preflight Procedures
      a. Preflight Inspection (Cockpit Only)
      b. Powerplant Start – Normal
      c. Taxiing/Runway Operations
      d. Pre-takeoff Checks
   2. Takeoff and Departure Phase
      a. Normal Takeoff
      b. Departure Procedure
   3. Inflight Maneuvers
      a. Steep Turns
      b. Approach to Stall, Clean Configuration
      c. Approach to Stall, Takeoff or Approach Configuration
      d. Approach to Stall, Landing Configuration-with Autopilot
      e. High Altitude Stall Recovery
      f. Recovery From Unusual Attitudes
      g. Stick Pusher Demonstration
   4. Instrument Procedures
      a. Precision Approach, All Engines Operating
   5. Landings and Approaches to Landings
      a. Normal Landing
      b. Landing from a Precision Approach
   6. Normal and Abnormal Procedures
      a. Other as determined by make, model or series – ex.: Auxiliary Power Unit (APU)
   7. Post-flight Procedures
      a. After Landing Procedures
      b. Parking and Securing

B. Sim 2
   1. Preflight Procedures
      a. Powerplant Start – Abnormal
   2. Takeoff and Departure Phase
      a. Crosswind Takeoff
      b. Rejected Takeoff
   3. Instrument Procedures
      a. Holding
      b. Precision Approach, One Engine Inoperative
      c. Non-precision Approach 1
      d. Missed Approach from a Precision Approach
   4. Landings and Approaches to Landings
      a. Crosswind Landing
      b. Approach and Landing with a Powerplant Failure

c. Rejected Landing

5. Normal and Abnormal Procedures
   a. Powerplant
   b. Fuel System
   c. Electrical System

C. Sim 3
1. Takeoff and Departure Phase
   a. Instrument Takeoff
   b. Powerplant Failure During Takeoff
2. Inflight Maneuvers
   a. Powerplant Failure (Including Shutdown and Restart)
3. Instrument Procedures
   a. Non-precision Approach 2
4. Normal and Abnormal Procedures
   a. Environmental System
   b. Pressurization System
   c. Fire Detection Systems and Extinguishing Systems
   d. Anti-ice and Deice Systems
   e. Aircraft and Personal Emergency Equipment
5. Emergency Procedures
   a. Emergency Descent (maximum rate)
   b. Inflight Fire and Smoke Removal
   c. Rapid Decompression
   d. Emergency Evacuation

D. Sim 4
1. Instrument Procedures
   a. Standard Terminal Arrival/FMS Procedures
   b. Circling Approach
   c. Missed Approach with a Powerplant Failure
2. Landing and Approaches to Landings
   a. Landing from a Circling Approach
3. Normal and Abnormal Procedures
   a. Hydraulic System
   b. Navigation and Avionics Systems
   c. Automatic Flight Control System, Electronic Flight Instrument Systems and Related Subsystems

E. Sim 5
1. Takeoff and Departure Phase
   a. Windshear
2. Landings and Approaches to Landings
   a. Landing from a No Flap or a Nonstandard Flap Approach
   b. Windshear
3. Normal and Abnormal Procedures
   a. Flight Control Systems

Note: This Flight Training Module includes a review of the maneuvers and procedures outlined in the most current ATP PTS.

F. Sim 6 (PIC Only)

Line-Oriented Flight Training (LOFT) will facilitate the transition from practicing specific maneuvers in the Flight Simulator Modules to integration of all applicable maneuvers into a simulated total flight. LOFT will include two (2) flight segments when two pilots are training together. If only one pilot is in training, then only one flight segment is required and only Segment 2 can be utilized which includes normal, abnormal, and emergency procedures:

Segment 1: Normal procedures from engine start at one airport to arrival at another airport.

Segment 2: Appropriate abnormal and emergency flight procedures.

UPGRADE FLIGHT TRAINING

A. Sim 1
   1. Preflight Procedures
      a. Preflight Inspection (Cockpit Only)
      b. Powerplant Start – Normal
      c. Powerplant Start – Abnormal
      d. Taxiing/Runway Operations
      e. Pre-takeoff Checks

   2. Takeoff and Departure Phase
      a. Normal Takeoff
      b. Crosswind Takeoff
      c. Departure Procedure
      d. Visual Takeoff
   3. Inflight Maneuvers
      a. Steep Turns
      b. Approach to Stall, Clean Configuration
      c. Approach to Stall, Takeoff or Approach Configuration
      d. Approach to Stall, Landing Configuration
      e. Recovery From Unusual Attitudes
      f. High Altitude Stall (if simulator is capable)
      g. Emergency Descent
   4. Instrument Procedures
      a. Standard Terminal Arrival/FMS Procedures
      b. Precision Approach, All Engines Operating
      c. Non-Precision Approach
   5. Landings and Approaches to Landings
      a. Normal Landing
      b. Landing from a Precision Approach
      c. Visual Approach and Landing
   6. Normal and Abnormal Procedures
      a. Powerplant

b. Electrical System
c. Navigation and Avionics Systems
d. Automatic Flight Control Systems, Electronic Flight Instrument System and Related Subsystems
e. Other as determined by make, model or series – Auxiliary Power Unit (APU)

7. Postflight Procedures
   a. After Landing Procedures
   b. Parking and Securing

B. Sim 2
1. Takeoff and Departure Phase
   a. Crosswind Takeoff
   b. Powerplant Failure During Takeoff
   c. Windshear
   d. CFIT Demonstration
2. Inflight Maneuvers
   a. Stick Pusher Demonstration (if applicable)
   b. TCAS TA/RA
3. Instrument Procedures
   a. Precision Approach, One Engine Inoperative
   b. Non-precision Approach-Full Approach
   c. One Engine Inoperative Missed Approach
4. Landings and Approaches to Landings
   a. Crosswind Landing
   b. Approach and Landing with a Powerplant Failure
   c. Rejected Landing
   d. Landing from a Circling Approach
5. Normal and Abnormal Procedures
   a. Abnormal engine starts
6. Emergency Procedures
   a. Engine Fire
   b. Engine Failure on Takeoff
   c. Emergency Evacuation
   d. Thrust Reverser Deployment (if equipped)

C. Sim 3
1. Takeoff and Departure Phase
   a. Instrument Takeoff
   b. Departure Procedure
   c. In Icing conditions
2. Instrument Procedures
   a. Non-Precision Approaches
   b. Precision Approaches
3. Landings and Approaches to Landings
   a. Landing from a No Flap or a Nonstandard Flap Approach
   b. Windshear
   c. Rejected Landing
4. Normal and Abnormal Procedures
   a. Hydraulic System
   b. Fire Detection Systems and Extinguishing Systems

c. Flight Control Systems

5. Emergency Procedures
   a. Inflight Fire and Smoke Removal
   b. Electrical Emergency
   c. Engine restart

D. Sim 4 (LOFT)

Line-Oriented Flight Training (LOFT) will facilitate the transition from practicing specific maneuvers in the Flight Simulator Modules to integration of all applicable maneuvers into a simulated total flight. LOFT will include two (2) flight segments when two pilots are training together. If only one pilot is in training, then only one flight segment is required and only Segment 2 can be utilized which includes normal, abnormal, and emergency procedures:

Segment 1: Normal procedures from engine start at one airport to arrival at another airport.

Segment 2: Appropriate abnormal and emergency flight procedures.

ATP FROM RECURRENT

A. Sim 1
   1. Preflight Procedures
      a. Preflight Inspection (Cockpit Only)
      b. Powerplant Start – Normal
      c. Powerplant Start – Abnormal
      d. Taxiing/Runway Operations
      e. Pre-takeoff Checks
   2. Takeoff and Departure Phase
      a. Normal Takeoff
      b. Crosswind Takeoff
      c. Departure Procedure
      d. Takeoff in Icing Conditions
      e. Rejected Takeoff
      f. Engine Failure on Takeoff
   3. Inflight Maneuvers
      a. Steep Turns
      b. Approach to Stall, Clean Configuration
      c. Approach to Stall, Takeoff or Approach Configuration
      d. Approach to Stall, Landing Configuration
      e. Recovery From Unusual Attitudes
      f. High Altitude Stall (if simulator is capable)
      g. Emergency Descent
   4. Arrival/Approach Segments
      a. Radar Vectored Precision Approach
      b. Full Non-Precision Approach
      c. Rejected Landing
      d. Published Missed Approach
      e. Hold
      f. One Engine Inoperative Precision Approach

5. Abnormal/Emergency Procedures
    a. Engine Fire
    b. Engine Failure on Takeoff
    c. Engine Restart
6. Landings
    a. From a Precision Approach
    b. From One Engine Inoperative Precision Approach
7. After Landing and Securing
    a. Shutdown

B. Sim 2
1. Preflight Procedures
    a. Appropriate Checklists
    b. Performance Limitations
    c. Takeoff Data Computation
2. Taxi/Takeoff Segments
    a. Taxi to Runway
    b. Normal Takeoff
    c. Windshear
    d. Max Takeoff Weight
    e. Rejected Takeoff
    f. Engine Failure on Takeoff
3. Arrival/Approach Segments
    a. One Engine Inoperative Precision Approach
    b. One Engine Inoperative Missed Approach
    c. One Engine Inoperative Visual Approach
    d. GPS Approach, if equipped
    e. Non-Precision Approach
    f. Circling Approach
    g. Windshear on Approach
4. Abnormal/Emergency Procedures
    a. Engine Failure on Takeoff
    b. Inadvertent Thrust Reverser Deployment, if equipped
    c. Flap Malfunction
    d. Windshear on takeoff
    e. Windshear on Landing
5. Landings
    a. From a Circling Approach
    b. With Non-Standard Flaps
    c. With One Engine Inoperative
6. After Landing and Securing
    a. Shutdown

C. Sim 3 (LOFT)

Line-Oriented Flight Training (LOFT) will facilitate the transition from practicing specific maneuvers in the Flight Simulator Modules to integration of all applicable maneuvers into a simulated total flight. LOFT will include two (2) flight segments when two pilots are training together. If only one pilot is in training, then only one flight

segment is required and only Segment 2 can be utilized which includes normal, abnormal, and emergency procedures:

Segment 1: Normal procedures from engine start at one airport to arrival at another airport.

Segment 2: Appropriate abnormal and emergency flight procedures.

RECURRENT PIC/SIC

D. Sim 1
   1. Preflight Procedures
      a. Preflight Inspection (Cockpit Only)
      b. Powerplant Start – Normal
      c. Powerplant Start – Abnormal
      d. Taxiing/Runway Operations
      e. Pre-takeoff Checks
   2. Takeoff and Departure Phase
      a. Normal Takeoff
      b. Crosswind Takeoff
      c. Departure Procedure
      d. Takeoff in Icing Conditions
      e. Rejected Takeoff
      f. Engine Failure on Takeoff
   3. Inflight Maneuvers
      a. Steep Turns
      b. Approach to Stall, Clean Configuration
      c. Approach to Stall, Takeoff or Approach Configuration
      d. Approach to Stall, Landing Configuration
      e. Recovery From Unusual Attitudes
      f. High Altitude Stall (if simulator is capable)
      g. Emergency Descent
   4. Arrival/Approach Segments
      a. Radar Vectored Precision Approach
      b. Full Non-Precision Approach
      c. Rejected Landing
      d. Published Missed Approach
      e. Hold
      f. One Engine Inoperative Precision Approach
   5. Abnormal/Emergency Procedures
      a. Engine Fire
      b. Engine Failure on Takeoff
      c. Engine Restart
   6. Landings
      a. From a Precision Approach
      b. From One Engine Inoperative Precision Approach
   7. After Landing and Securing
      a. Shutdown

E. Sim 2

1. Preflight Procedures
    a. Appropriate Checklists
    b. Performance Limitations
    c. Takeoff Data Computation
2. Taxi/Takeoff Segments
    a. Taxi to Runway
    b. Normal Takeoff
    c. Windshear
    d. Max Takeoff Weight
    e. Rejected Takeoff
    f. Engine Failure on Takeoff
3. Arrival/Approach Segments
    a. One Engine Inoperative Precision Approach
    b. One Engine Inoperative Missed Approach
    c. One Engine Inoperative Visual Approach
    d. GPS Approach, if equipped
    e. Non-Precision Approach
    f. Circling Approach
    g. Windshear on Approach
4. Abnormal/Emergency Procedures
    a. Engine Failure on Takeoff
    b. Inadvertent Thrust Reverser Deployment, if equipped
    c. Flap Malfunction
    d. Windshear on takeoff
    e. Windshear on Landing
5. Landings
    a. From a Circling Approach
    b. With Non-Standard Flaps
    c. With One Engine Inoperative
6. After Landing and Securing
    a. Shutdown

QUALIFICATION SEGMENT

OBJECTIVE

Satisfactory completion of the Oral exam and Preflight inspection is required prior to beginning the flight segment of the practical test module. This portion of the flight module is to be used by FAA inspectors/Check Airman when conducting a PIC or SIC Competency and/or Proficiency check and to satisfactorily complete the Part 135 Check for FAR Part 135.293 and/or 135.297, as appropriate. All portions of the Part 135 flight test must meet or exceed the standards contained in the ATP ACS.

LINE OBSERVATION PROGRAM/LINE EXPERIENCE MODULE

General

This curriculum was developed as a way for flight instructors, contract flight instructors, check airman and contract check airman (each of which may be generally referred to as "instructor") to satisfy the requirements 135.337 (F)(2) and 135.338 (F)(2). Completion of either the Line Observation Program or Line Experience Module will satisfy 135.337(F)(2) and 135.338(F)(2).

Line Experience Module

OBJECTIVE: To familiarize each instructor with normal in flight operations of the airplane, represented by the flight simulator in which the instructor will teach, by completing a line observation from the observer's seat.

REQUIREMENTS:
Observe two flight segments in an airplane of the same type as the airplane represented by the flight simulator in which the instructor is designated to instruct to observe the following activities: An observers seat is defined as any seat that is in a position to hear the cockpit and ATC communications as well see the interaction between the cockpit crew and ATC. The instructor must complete a minimum of two flight segments in the observer's seat within each twelve month period.

1. Flight Preparation
2. Surface Operations
3. Enroute Segment
4. Arrival Procedures

COMPLETION STANDARD:

Upon completion of this module the instructor will have received knowledge and experience with normal in-flight operations of the airplane replicated by the flight simulator in which the instructor will teach.

Line Experience Module

OBJECTIVE:

- Provide awareness of changes to the NAS including ATC procedures, policies and terminology. Provide understanding of vectoring techniques procedures and clearances
- Provide knowledge of safe ground operation, including runway / taxiway markings and lighting, ATC clearances and operations at uncontrolled airports.

INSTRUCTOR QUALIFICATIONS

The minimum instructor qualifications and the initial and continuing training required by those individuals to conduct the assigned curriculums are as follows:

- Each instructor designated to instruct in this curriculum is designated as a Company Representative, Flight Instructor, or Check Airman; or a Contract Flight Instructor or Contract Check Airman. or
- A designated Part 142 Instructor or Training Center Evaluator who trained in accordance with the requirements outlined in a Part 142 approved Instructor and Training Center Evaluator (TCE) training program. He / She must be trained on operator policies, procedures, and Standard Operating Procedures.

Curriculum Segments and Hourly Breakdown

GROUND TRAINING	
CURRICULUM SEGMENTS	**HOURS**
• **Ground Training Modules** 1. Clearances 2. Terminology 3. Vectoring 4. International Civil Aviation Organization (ICAO) Differences 5. Runway/Taxiway Signage and Low Visibility Operations	
TOTAL GROUND SCHOOL	**5.0**
Simulator Briefing / DeBriefing	1.5
Simulator Training	4.0
Total Flight Training	**5.5**

TRAINING RECORD

- FAR 135.337(F)(2) and 135.338(F)(2) Line Observation Program/Line Experience Module

Name:	Operator Name/Certificate Number:	AC Type/Tail Number:

Curriculum Completed: Circle Curriculum Completed

LOP LEM

This is to certify that the above-named individual has satisfactorily completed the training curriculum modules listed above.

PIC or LEM Facilitator Printed Name	PIC or LEM Facilitator Instructor Signature	Date

This is to certify that I have received the training specified in the curriculum modules listed above.

Trainee Printed Name	Trainee Signature	Date

LEM Ground Training:

Ground training modules are listed in numeric outline format. This formatting choice should not imply a specific order of presentation of the various elements listed herein.

1. Clearances.

- Format of clearances to accurately simulate ATC.
- Ability to provide timeliness of responses typical of controllers.
- Using clearances accurately to correctly simulate correct ATC spacing and controller knowledge of aircraft system performance parameters.
- Training in the duties of a flight instructor with regards to the use of ATC clearances in a training environment.
- Using clearances accurately to create a more realistic scenario in the training environment.
- Accurately providing realistic clearances to enhance instructor credibility and professionalism.

2. Terminology

- Common ATC terminology variations.
- Realistic use in the training environment.

3. Vectoring.

- Appropriate use and training benefits/pitfalls
- Commonly misused vectoring practices.
- Training benefits and importance of correct vectoring to preserve realism.
- Negative training impacts of inaccurate or unrealistic vectors/practices.

4. ICAO Differences

- Variations between FAA and ICAO terminology
- Foreign airport training and practices.
- Transition altitudes.

5. Runway/Taxiway Signage and Low Visibility Operations

- Recent changes in signage and markings.
- Large airports/small airport variances
- Runway markings
- Taxiway markings/lights
- Ground and approach lighting systems.

LEM Simulator Training

The flight training segment was designed as a LEM event intended to provide a replication of operations within the NAS. It was designed to realistically simulate, within the limitations of flight simulator technology, a view of the ATC environment that flight crews may encounter when operating in the NAS. CFR 142 certificate holders approved LOS scenarios that are designed to meet the requirements of 142.53(b) are authorized to use, unless otherwise noted by OPERATOR.

1. **Preflight**
   - Takeoff Data Computation
   - Cockpit Preparation
   - Appropriate Checklists
2. **Taxi and Before Takeoff**
   - Appropriate Checklists
3. **Takeoff**
   - Appropriate Checklists
4. **Climb**
   - Appropriate Checklists
5. **Abnormal / Emergency Procedures**
   - Appropriate Checklists
6. **Descent**
   - Appropriate Checklists
7. **Approach Procedures**
   - Appropriate Checklists
8. **Landings**
   - Appropriate Checklists
9. **After Landing**
   - Appropriate Checklists

DEBRIEFING

Flight training must include the following events, as applicable, that are tailored to reflect the operational environment of the certificate holder:

- Normal operations
- ATC normal, abnormal, and emergency operations
- Low-visibility taxi and takeoff (use of enhanced taxiway markings and ATC interactions)
- Short approach request
- Tailwind landing request
- Speed restrictions and expedite requests (e.g., 180 knots to the marker)
- Expedite to an altitude (may be up or down)
- Unexpected clearance to a new fix (flight management system (FMS) exercise)
- Visual approach
- Special approaches (e.g., Required Navigation Performance (RNP) subject to special requirement, Localizer Performance with vertical guidance (LPV), and precision runway monitor (PRM))
- Traffic alert
- Traffic Alert and Collision Avoidance System (TCAS) alert
- Uncontrolled field approach
- Special airport operation
- Special route authorizations
- RNP approaches and departures
- Equipment failures affecting navigation reliability
- Other events that the operator may deem appropriate.

OBJECTIVES:
The objective of the Instructor LEM Training Program is to ensure that all instructor personnel are current and familiar with current procedures and recent changes in the NAS, ground operations and ATC phraseology. The purpose of the program is to provide simulator only instructors and check airman with the current, real-world knowledge needed to accomplish their functions and preserve the quality of instruction and evaluations being conducted.

NOTE:
This curriculum will allow simulator flight Instructors and check airman to remain operationally current and familiar with new procedures and recent changes in the NAS ground operations and ATC phraseology as well as providing them with current real-world knowledge needed to accomplish their functions and preserve the quality of instruction and evaluations being conducted. The flight training segment is designed as a LEM event intended to provide a replication of operations within the NAS. It is designed to realistically simulate, within the limitations of flight simulator technology, a view of the ATC environment that flight crews may encounter when operating in the NAS.

INSTRUCTOR ACTIONS:
- Discuss the objectives of the LOS
- Provide background for the flights to be conducted
- Provide flight documents
- Act as ATC using standard clearances, vectors, communications and terminology in accordance with the most current revision of FAA Order JO 7110.65.
- Act as passengers, ground personnel, and other personnel normally required and available for flight operations, including pre- and post-flight
- Facilitate a detailed critique of trainee performance
- Document the LEM in the training record

TRAINEE ACTIONS:
- Participate in discussion of training objectives and associated drills
- Participate in discussion of training elements
- Ask pertinent questions
- Complete weight and balance, flight plan and other required flight documentation
- Perform appropriate crew briefings
- Participate to his / her fullest in keeping with real world operation
- Actively participate in LEM debriefing
- Seek out and act on instructor feedback

The LEM provide a replication of operations within the NAS that realistically simulates, within the limitations of flight simulator technology, a view of the ATC environment that flight crews may encounter when operating in the NAS. The LEM is “no jeopardy” training (i.e., there is no certificate action based on the LEM performance). The “no-jeopardy” concept allows crewmembers to use their full resources and creativity. At the end of the LOS session and after debriefing, the instructor certifies that the training has been completed. The simulator module consists of at least 4 hours of training made up of 2 hours acting as pilot in command (PIC) and 2 hours as the pilot monitoring (PM). The LEM must include a minimum of two flight segments and at least two takeoffs and two landings with the PIC as the sole manipulator of the controls. For single pilot aircraft, the simulator module will consists of all 4 hours acting as pilot in command (PIC).

ELEMENTS:

BRIEFING GUIDE:

- Weather and NOTAMS
- Aircraft Performance, Flight Planning, and Fuel Requirements
- Preflight and Cockpit Preparation
- Communication and NAV/COMM Set-up
- Before Start, Engine Start, and Before Taxi Checklists
- Takeoff Checks and Procedures
- In-flight and Enroute Procedures
- Arrival and Approach Procedures
- Landing, After Landing and Securing

REQUIRED MATERIALS:

- AFM, Pilot's Manual and Checklist
- Weather
- Flight Plan
- Weight and Balance
- Required Enroute and Terminal Charts
- Pertinent NOTAMS

BRIEFING:
The briefing should consist of a general briefing outlining the proper preparation of a typical line flight. Before the flight segment begins, the instructor should brief the crewmembers on the LEM scenario, including the training objectives and the role of the instructor (i.e., the instructor is considered "not present" except as an air traffic controller or as another ground based entity). The role of the flight crew must be discussed in the briefing (i.e., the flight crewmembers should perform their duties just as they would in flight operations). Special emphasis items, CRM, sterile cockpit procedures and proper use of SOPs will be emphasized. Crew members shall plan the flight in consideration of weather, NOTAMS, aircraft performance, fuel requirements, weight and balance considerations and any maintenance issues. The LEM exercise emphasizes the avoidance of runway incursions, minimizing time on active runways and crew confirmation and coordination regarding correct takeoff/landing speeds, runways and crossing clearances.

FLIGHT SEGMENT:
The flight segment includes taxi, takeoff, climb, cruise, descent, and landing as appropriate. It should also include the time in which communication with ATC and other ground agencies takes place.

FLIGHT CONDUCT:
The flight shall be conducted as a normal line flight. Instructors should act mainly to facilitate the conduct of the flight by acting as flight support personnel such as passengers, ATC or Flightwatch. The session provides the trainee an opportunity to experience the cadence and pace of an actual flight. Each leg should include taxi to and from the ramp and the departure and arrival runways. If the situation allows, a quick turn between the first and second legs of the LEM is advisable. All checklist, procedures and ATC communications should be performed. Allowing trainees to manage their errors is encouraged. The instructor will not intervene in the outcome of the event, except as a simulated participant (ATC, FSS, passenger, etc.). After completion of the second leg in each scenario, both trainees will switch positions so that each trainee receives two hours PF and two hours PM. Simulator freeze, slew, and unrealistic winds aloft may not be used. The reposition feature may only be used to advance along a flight route to the point where the descent and approach phase of the flight begins. A holding clearance may be inserted at the instructor's discretion for time management purposes.

DEBRIEFING:
Debriefing should include feedback to crewmembers on their performance. Positive comments regarding crew performance should be emphasized in the debriefing as well as crew performance that needs improvement. The debriefing involves instructor critiques of individual crewmembers and of the crew as a team. The instructor should

not handle the debriefing in a “teacher-tell” manner. Also, it is important that crewmembers be given the opportunity to critique and analyze their own performance and review key points of the flight. Frequently, crews are more critical of themselves than the instructor would ever be. Self-criticism and self-examination are almost always present in these situations, and in many cases are much more effective than instructor criticism. In summary, the instructor should use the following guidelines during debriefing:

- Actively state the debriefing and critique agenda and solicit agenda topics from the crew on items they would like to cover; set time limits.
- Ask the crew for their overall self-appraisal of the flight.
- State own reaction to the LEM in an objective and performance-oriented way. Actively guard against making the crew defensive.
- Highlight key incidents and examples from the flight that include technical as well as CRM performance examples. Select material for discussion that illustrates key behaviors using the crew performance markers.
- Effectively integrate technical and CRM feedback into the debriefing: do not preach to the crew and do not gloss over items worthy of crew discussion.
- Exercise patience and don’t be reluctant to probe into key areas where individual and crew improvement is needed.
- Ensure that all crewmembers participate in the discussion and effectively draw out quiet or hostile crewmembers.
- Provide a clear summary and recap key learning points.
- Ask the crew and individual members for specific feedback on their performance.

COMPLETION STANDARD: The trainee will demonstrate satisfactory performance of all objectives within the approved standards by successfully completing the Line Experience Module in accordance with the applicable regulations and aircraft limitations. Any anomalies or discrepancies will be discussed in the debriefing. Any unsatisfactory areas will be brought to the attention of management personnel for correction and further action, if necessary. **The LEM is a familiarization event, not a training, checking, or testing event.**

Training Source for Certificate Holder

Revision Level 000

Certificate Holder: Sky Jet Elite_____

Aircraft Model:_Lear31a with Lear 55 differences_____

Contract Training Provider: SimCom Aviation Training

In accordance with the guidance in FAA Order 8900 Chapter 3 Section 5, “an operator should develop and keep up to date a “Training Source Document” or similar statement detailing what training will be provided in-house and what will be conducted by the training center.”
The source responsible for the conduct of the training is identified as the source of training. The Contract Training Provider (CTP) or the Certificate Holder (CH) will be identified as the source of training to satisfy the pertinent regulation. The Certificate Holder's POI is responsible for ensuring that all training required by regulation, even if not covered by core or specialty curriculums, is provided by the operator. The Certificate Holder may accomplish this as in-house training or contract with CTP. When the Certificate Holder contracts with CTP to provide operator-specific training, the Certificate Holder's POI reviews and approves this training. The POI shall coordinate with the TCPM for surveillance of this training.

A.	**Initial, Transition, Upgrade**		**Source of Training**	
1.	Ground Training		CTP	CH
	135.329(a) (1)	**Basic Indoctrination**	-	x
	135.329(a) (1) (i)	Crewmember duties and responsibilities		x
	135.329(a) (1) (ii)	Appropriate provisions of Far Part 135	-	x
	135.329(a) (1) (iii)	Contents of ops specs	-	x
	135.329(a) (1) (iv)	Contents of operating manual	-	x
	135.345(a)	**General Subjects**	-	
	135.345(a) (1)	Flight locating procedures	-	x
	135.345(a) (2)	Weight and Balance	x	x
		Takeoff and landing performance	x	x
	135.345(a) (3)	Meteorology	-	x
	135.345(a) (4)	Air Traffic Control	-	x
	135.345(a) (5)	Navigation, use of navigational aids	-	x
		Instrument approach procedures	-	x
	135.345(a) (6)	Communications procedures	-	x
	135.345(a) (7)	Visual cues at and below minimums	-	x
	135.345(a) (8)	Other Instructions necessary	-	x
	135.353	Prohibited drugs	-	x
	135.345(b)	**For the Assigned Aircraft Type** -		-
	135.345(b) (1)	General description	x	
	135.345(b) (2)	Performance characteristics	x	-
	135.345(b) (3)	Powerplant	x	-
	135.345(b) (4)	Major components	x	
	135.345(b) (5)	Major aircraft systems	x	-

A. Initial, Transition, Upgrade (Continued)		**Source of Training**	
1.	Ground Training	CTP	CH
135.345(b) (6)	Knowledge and procedures for		x-
135.345(b) (6) (i)	recognizing and avoiding	-	x
	severe weather situations	-	x
135.345(b) (6) (ii)	Low altitude wind shear escape	-	x
135.345(b) (6) (iii)	Operating in or near thunderstorms,	-	x
	Turbulent air including clear air	-	x
	turbulence, icing, hail and other	-	x
	potentially hazardous conditions	-	x
135.345(b) (6) (iv)	**Operations in Ground Icing Conditions ***	-	x
135.345(b) (6) (iv) (A)	Use of holdover times	-	x
135.345(b) (6) (iv) (B)	Airplane deicing procedures	-	x
	Inspection and check procedures	-	x
	Responsibilities	-	x
135.345(b) (6) (iv) (C)	Communications	-	x
135.345(b) (6) (iv) (D)	Airplane surface contamination,	-	x
	Critical area identification,	-	x
	Effects on performance and	-	x
	Flight characteristics	-	x
135.345(b) (6) (iv) (E)	Types and characteristics of	-	x
	deicing/anti-icing fluids	-	x
135.345(b) (6) (iv) (F)	Cold weather preflight procedures	-	x
135.345(b) (6) (iv) (G)	Techniques for recognizing	-	x
	contamination on the airplane	-	x
135.345(b) (7)	Operating limitations	x	-
135.345(b) (8)	Fuel consumption and cruise control	x	-
135.345(b) (9)	Flight planning	x	-
135.345(b) (10)	Each normal and emergency procedure	x	-
135.345(b) (11)	The approved aircraft flight manual	x	-

***May be accomplished by CTP ***

A. Initial, Transition, Upgrade (Continued) **Source of Training**

1. Ground Training		CTP	CH
135.331(a)	**Crewmember Emergency Training**	-	
135.331(b) (1)	Emergency assignments and	-	x
	crew coordination	-	x
135.331(b) (2)	Location, function and operation	-	x
	of emergency equipment	-	x
135.331(b) (2) (i)	Ditching and evacuation equipment	-	x
135.331(b) (2) (ii)	First-Aid equipment	-	x
135.331(b) (2) (iii)	Portable fire extinguisher	-	x
135.331(b) (3)	Handling of emergency situations	-	x
135.331(b) (3) (i)	Rapid decompression	-	x
135.331(b) (3) (ii)	Fire in flight, on surface and	-	x
	Smoke control procedures, Emphasis on		x
	Elec. & C/B's in cabin areas		
135.331(b) (3) (iii)	Ditching and evacuation	-	x
135.331(b) (3) (iv)	Illness or injury of passengers	-	x
	and crewmembers	-	x
135.331(b) (3) (v)	Hijacking	-	x
135.331(b) (4)	Review of Certificate Holder's previous	-	x
	aircraft accidents or incidents	-	x

A. Initial, Transition, Upgrade (Continued)			**Source of Training**	
1.	Ground Training		CTP	CH
	135.331(c)	**Emergency Drills**	-	x
	135.331(c) (1)	Ditching	-	x
	135.331(c) (2)	Emergency evacuation	-	x
	135.331(c) (3)	Fire extinguishing and smoke control	-	x
	135.331(c) (4)	Operation of emergency exits	-	x
	135.331(c) (5)	Use of crew and passenger oxygen	-	x
	135.331(c) (6)	Deployment and use of life rafts	-	x
	135.331(c) (7)	Donning and use of life vests	-	x
	135.331(d)	**Operations Above 25,000 Feet ***	-	x
	135.331(d) (1)	Respiration	-	x
	135.331(d) (2)	Hypoxia	-	x
	135.331(d) (3)	Time of useful consciousness	-	x
	135.331(d) (4)	Gas expansion	-	x
	135.331(d) (5)	Gas bubble formation	-	x
	135.331(d) (6)	Physical phenomena and	-	x
		incidents of decompression	-	x
	135.333	**Hazardous Materials**	-	x
	135.333(a) (1)	Shipper certification, packaging, marking	-	x
		labeling, and documentation	-	x
	135.333(a) (2)	Compatibility, loading, storage	-	x
		and handling characteristics	-	x
	135.333(b)	Record of training	-	x
	135.333(c)	Hazardous materials recognition for	-	x
		Certificate Holder's crewmembers	-	x
		not electing to accept hazardous materials	-	x

***May be accomplished by CTP ***

A.	**Initial, Transition, Upgrade**	**(Continued)**	**Source of Training**	
2.	Flight Training		CTP	CH
	135.329(b)			
	135.347	**Pilots: Initial, Transition, Upgrade, and Differences Training**		
	135.347(a)	Flight and practice in each of the maneuvers in the approved training curriculum	x	
	135.347(b)	Training accomplished in the aircraft		x
	135.347(c)	Training accomplished in a simulator	x-	

B. Recurrent		**Source of Training**	
		CTP	CH
1. Ground Training			
135.329(c)			
135.351(b) (1)	Quiz or review to determine crewmember's knowledge of the aircraft and crew position	x x	-
135.351(b)(2)	Instruction in the subjects required for initial ground training, including	x x	-
	low altitude winds shear training,	-	x
	operating during ground icing conditions,	-	x
	and emergency training.	-	x

Note: Wind shear training, operating during ground icing conditions and emergency training conducted by the certificate holder.

2. Flight Training			
135.351(c)	Recurrent flight training in the maneuvers and procedures in the approved training program curriculum.		
	Accomplished in the aircraft	-	x
	Accomplished in the simulator	x	-

C. Crewmember Testing

			Source of Training	
			CTP	CH
1.	Initial and Recurrent Pilot Testing			
	135.293(a)	**Written or Oral Test**		
	135.293(a) (1)	Parts 61, 91, & 135, Certificate Holder's ops specs, and operating manual	-	x
	135.293(a) (2)	Systems, performance, limitations, normal and emergency procedures, contents of the Aircraft Flight Manual	x	-
	135.293(a) (3)	Weight and Balance	x	x
	135.293(a) (4)	Navigation aids, and instrument approach procedures	-	x
	135.293(a) (5)	Air Traffic Control procedures	-	x
	135.293(a) (6)	Meteorology	-	x
	135.293(a) (7) (i)	Severe weather avoidance	-	x
	135.293(a) (7) (ii)	Low altitude wind shear	-	x
	135.293(a) (7) (iii)	Operating in or near thunderstorms, turbulent air including clear air turbulence, Icing, hail and other potentially hazardous conditions	-	x x x x
	135.293(a)(8)	New equipment, procedures, or techniques	-	x
	135.293(b)	**Competency Check**		
		Conducted in the aircraft	-	x
	135.293(f)	Conducted in the simulator	x	-
	135.297	**PIC Instrument Proficiency Check**		
		Conducted in the aircraft	-	x
		Conducted in the simulator	x	-
	135.299	**PIC Line Checks**		
		Conducted in the aircraft	-	x

D.	**Check Airman and Instructor Training**		**Source of Training**	
2.	**Certificate Holder Employees**		**CTP**	**CH**
	135.339(c)	**Check Airmen Ground Training ***		
	135.339(c) (1)	Duties, functions and responsibilities	-	x
		CFRs and Certificate Holders'	-	x
		policies and procedures	-	x
	135.339(c) (3)	Methods and procedures for conducting	-	x
		flight checks	-	x
	135.339(c) (4)	Proper Evaluation of Pilot Performance	-	x
	135.339(c) (4) (i)	Detection of insufficient training	-	x
	135.339(c) (4) (ii)	Personal characteristics that could	-	x
		adversely affect safety		x
	135.339(c) (5)	Corrective action of unsatisfactory checks	-	x
	135.339(c) (6)	Methods and limitations for performing	-	x
		abnormal and emergency procedures	-	x
		in the aircraft	-	x
	135.339(d)	Transition ground training to be		
		included		x
	135.339(e)	**Check Airman Flight Training *x**		
	135.339(e) (1)	Safety measures for emergency situations		x
	135.339(e) (2)	Potential of improper, untimely or		x
		non-execution of safety measures	-	x
	135.339(e) (3)	Training and practice in conducting checks		x
		from left and right seats	-	x
	135.339(e) (4)	Safety measures to be taken in event of		x
		emergencies that may develop during		x
		checking	-	x
	135.339(f)	Requirements of Part. (e) may be		
		accomplished in flight simulator or in flight	-	x
	135.340(c) (7)	**Pilot Flight Instructors**		
		not holding a CFI *		
	135.340(c) (7) (i)	Principles of the teaching-		x
		learning process		x
	135.340(c) (7) (ii)	Teaching methods and procedures	-	x
	135.340(c) (7) (iii)	Instructor--student relationship	-	

***May be accomplished by CTP ***

D.	Check Airman and Instructor Training		Source of Training	
	2.	**Certificate Holder Employees**	**CTP**	**CH**
	135.340	**Flight Instructor (Aircraft) ***		
	135.340(c)	**Ground Instruction**		
	135.340(c) (1)	Duties, functions and responsibilities	-	x
	135.340(c) (2)	Applicable CFRs certificate		x
		holders policies and procedures	-	x
	135.340(c) (3)	Methods, procedures, and		x
		techniques for conducting flight		x
		instruction	-	x
	135.340(c) (4)	Evaluation of student performance	-	x
	135.340(c) (4) (i)	Improper and insufficient training	-	x
	135.340(c) (4) (ii)	Personal traits that could adversely		x
		affect safety	-	x
	135.340(c) (5)	Corrective action in case of unsatisfactory		x
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	135.340(c) (6)	Methods, procedures and limitations		x
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	135.340(d)	Transition ground training to be included	-	x
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	135.340(e) (1)	Safety measures for emergency		x
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		right seats in normal, abnormal and		x
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		either seat for emergency situations		x
		that may develop	-	x
	135.340(f)	Requirement of Paragraph (e) may		
		be met in aircraft or flight simulator	x	x

May be accomplished by CT

PART 135 TRAINING PROGRAM

Astra / IA-1125

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G100/ASTRA SERIES [IA-1125]

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GENERAL INFORMATION

G100/ASTRA SERIES [IA-1125]

GENERAL INFORMATION

TYPE OF AIRCRAFT: G100/ASTRA SERIES [IA-1125]

The G100/Astra Series [IA-1125] is applicable to the G100, IA-1125, IA-1125SP, and IA-1125SPX airplanes.

NOTE: Part 135 training is limited to only those specific aircraft variants within the G100/Astra Series [IA-1125] that are approved by the POI.

Aircraft Specific Training Appendix

This appendix contains the aircraft specific portions of the 14 CFR Part 135 training program.

Contract Training Partners will conduct all Part 135 training and checking in accordance with this Part 135 Pilot Training Program.

Both PIC and SIC training is accomplished using this pilot training program. Prerequisites, completion standards, and qualification are dependant upon the level of certification required by each individual pilot.

The subject of ground training, referred to as "general operational subjects," includes instruction on certain operational requirements which are specific to the aircraft in which training is being conducted. While all general operational subjects training is aircraft specific, some portions are also operator specific and thus not trained by Contract Training Partners. These operator specific, general operational subjects are trained by SkyJet Elite and are included in this training program.

Training may be conducted by SkyJet Elite or a Contract Training Partner. Flight training will be conducted in a flight training device, flight simulator, aircraft, or in a combination of the above. If training is completed entirely in an aircraft, the Flight Simulator Modules will be considered Flight Training Modules. Flight training events deemed unsafe or impractical if attempted in actual flight will be simulated in the aircraft to the extent possible.

Training Program Description

This aircraft specific training appendix is comprised of the following components:

- General Information - Lists training information for aircraft specific training.
- PART A - Training Center Information: Lists Contract Training Partners available for G100/Astra Series [IA-1125] training along with their Training Center Authorizations.
- PART B - Simulator Information: This section describes the procedures used to authorize Contract Training Center simulators for G100/Astra Series [IA-1125] training/checking.
- PART C - Pictorial Preflight Information: This section authorizes use of FAA approved Pictorial Preflight Programs for training/checking.
- PART D - Aircraft Specific Training: This appendix contains the aircraft specific portions of the 14 CFR Part 135 training program. Training may be conducted by SkyJet Elite or a Contract Training Partner. Contract Training Partners will conduct all Part 135 training and checking in accordance with this Part 135 Pilot Training Program.

NOTE: Part 135 training is limited to only those specific aircraft variants within the G100/Astra Series [IA-1125] that are approved by the POI.

NOTE: Part 135 contract training is limited to only those Contract Training Partners that are specifically approved by the POI.

NOTE: Flight training will be conducted in a flight training device, flight simulator, aircraft, or in a combination of the above. If training is completed entirely in an aircraft, the Flight Simulator Modules will be considered Flight Training Modules. Flight training events deemed unsafe or impractical if attempted in actual flight will be simulated in the aircraft to the extent possible.

Curriculum Segment Objective

Upon completion of the program, crew members will be able to successfully demonstrate their knowledge of aircraft systems by completing an oral/written examination. They will be able to fly the simulator/aircraft in a manner that shows they are obviously the master of the aircraft, with the outcome of each maneuver never in doubt. They will be able to safely operate the aircraft in assigned airspace. Depending upon the pilot's background, the training will meet the following requirements:

- 14 CFR Part 135 Certification Holder’s Approved Training Program
- Initial Certification IAW 61.63/61.64 or 61.157
- Pilot Competency Check IAW 135.293
- Instrument Proficiency Check IAW 135.297

Instrument Approach Procedures

Instrument Approach Procedures are identified and trained in various Flight Simulator Modules within each course. The actual Precision and Nonprecision approaches trained in the simulator will match those authorized by SkyJet Elite on the Training Summary Checklist (TSC) form. The various approaches can be covered in any appropriate flight simulator module at the discretion of the instructor. If it is not possible to train every approach selected on the TSC form, due to simulator time constraints, instructors will use a variety of the selected approaches to give pilots as much exposure to the different type approaches as is practical within the simulator time available.

NOTE: This program contains detailed descriptions (or pictorial displays) of procedures for Precision and Nonprecision Instrument Approaches. However, all possible Precision and Nonprecision Approach maneuvers are not shown. Any operations specifications authorized approach which is not shown will be trained using the basic procedure depicted. Example, GPS approach training (if required) will be conducted using the same basic nonprecision approach procedures as depicted. Minor differences, if any, will be trained and evaluated in a manner consistent with the Aircraft Flight Manual (AFM) and the appropriate Airman Certification Standards (ACS).

Completion Standards

Completion is based on proficiency. Syllabus times are estimates. Pilots must demonstrate satisfactory performance through formal and informal examinations in the classroom and simulator, and in flight to insure they meet the knowledge and skill requirements necessary to meet the course objectives. The Minimum Acceptable Performance Guidelines are as follows:

- Each pilot shall fly the simulator and/or aircraft within the appropriate standard. The pilot shall demonstrate to the Administrator or properly designated Check Airman, normal, abnormal, and emergency procedures and checklists in a timely and sequentially correct manner, and perform all the maneuvers and procedures in accordance with the appropriate standard. The Airline Transport Pilot and Aircraft Type Rating Airman Certification Standards (ACS) will normally be used.

    - In cases where the pilot is not required to hold an ATP certificate or a type rating, the Commercial Pilot - Airplane and/or Instrument Rating - Airplane Airman Certification Standards (ACS) may be used as appropriate.

    - If a standard other than the Airline Transport Pilot and Aircraft Type Rating Airman Certification Standards (ACS) is requested by SkyJet Elite on the Training and Checking Authorization form (TCA), the Instructor and/or Check Airman will review the applicable standards to be used prior to the start of any training or evaluation session. These required standards will be discussed with the pilot being trained and documented on the Flight Training Record.

Planned Training Hours

This training program uses planned training hours to allow for flexible training based upon demonstrated pilot proficiency and knowledge. Reduction in planned training hours is allowed and may occur at any time when the instructor believes that the individual has reached the required level of proficiency during his or her scheduled training, provided that all elements for ground training and all events for flight training have been successfully trained. If a pilot fails to meet the training objectives within the planned training hours, additional time may be added until the pilot can demonstrate the required pilot proficiency and knowledge.

NOTE: The planned hours in this training program should not be confused with programmed training hours required by 14 CFR Part 121. Part 135 does not require programmed hours to be defined within training programs.

Instructional Delivery Methods (IDM)/Courseware (CW)

NOTE: Instructors will use the most suitable Instructional Delivery Methods and Courseware available to conduct training. A specific list of the applicable Instructional Delivery Methods and Courseware used for each curriculum segment is shown in the following table.

Curriculum Segment	IDM	CW
Basic Indoctrination Training - Operator Specific	A,B,C,G	1,2,3,5
Basic Indoctrination Training - Airman Specific	A,B,C,G	1,2,3,5
Crew Resource Management	A,B,C,G	1,2,3,5
Aircraft Specific - Emergency Drill Training	A,E,F,G,I	3,5
Emergency Situation Training	A,B,C,E,G	1,2,3,5
Hazardous Material Training	A,B,C,G	1,3,5
Special Segment Training	A,B,C,G,H,I	1,2,3,4,5
Aircraft Specific - General Operational Subjects Training	A,C,G	3,5
Aircraft Specific - Aircraft Systems Training	A,C,D,G	1,2,3,5
Aircraft Specific - Systems Integration Training	A,D,G,H,I	3,5
Aircraft Specific - Flight Training	A,E,F,H,I	3,5
Aircraft Specific - Differences Training	A,C,D,G,H,I	3,5

Instructional Delivery Methods Legend

A. Lecture
B. Audiovisual
C. Home Study
D. Cockpit Mock-up
E. Demonstration
F. Performance of Drills
G. Computer Based Training
H. Simulators
I. Aircraft

Courseware Legend

1. Overhead Viewgraphs
2. Slide Presentations
3. Handouts/Training Materials
4. Videos
5. Lesson Plans/Syllabuses

PART A

TRAINING CENTER INFORMATION

G100/ASTRA SERIES [IA-1125]

CONTRACT TRAINING PARTNER - TRAINING CENTER INFORMATION

Contract Training Centers with FAA Approved 14 CFR Part 142 Pilot Training Programs hold FAA issued Training Center Certificates. A complete copy of the FAA Approved Contract Training Center Training Specifications is also on file for viewing at each Training Center. FlightSafety International, Inc., Satellite Training Center information found on this page is extracted from Paragraph A008 of the approved Training Specifications.

NOTE: Part 135 contract training is limited to only those Contract Training Partners that are specifically approved by the POI. Contract Training Partners will conduct all Part 135 training and checking in accordance with this Part 135 Pilot Training Program.

The following Contract Training Partners are currently available:

- FlightSafety International, Inc.

Primary Business Address:
1951 Airport Rd
Wichita, Kansas 67209
Certificate: [redacted]
Issued: September 25, 2007

Mailing Address:
FlightSafety International, Inc.
4800 Diplomacy Rd
Ft. Worth, TX 76155

The following FlightSafety International, Inc. - Satellite Training Centers are available for G100/Astra Series [IA-1125] training/checking:

- DFW North Learning Center
  3201 East Airfield Drive
  DFW Airport, TX 75261-9428
  Designator: U4JX
  Phone: (866) 486-8733
  Fax: (972) 534-3199

U.S. Department of Transportation
Federal Aviation Administration

Training Center Certificate

Number: [redacted]

This certificate is issued to

FlightSafety International, Inc.

Whose address is

Primary Business Address:
1951 Airport Road
Wichita, Kansas 67209

Mailing Address:
4800 Diplomacy Road
Fort Worth, Texas 76155

Upon finding that its organization complies in all respects with the requirements of the Federal Aviation Regulations relating to the establishment of an Air Agency, is empowered to operate an approved Training Center in accordance with the Training Specifications issued herewith and may conduct training courses with respect to the following Parts of the Federal Aviation Regulations:

14 CFR Part 142

This certificate unless amended, suspended, or revoked, shall continue in effect indefinitely.

By Direction of the Administrator

September 25, 2007
Reissued:

Date issued: December 22, 2016

[redacted]

Issuing Officer: Wichita FSDO

Jerald L. Eichelberger, Manager

THIS CERTIFICATE IS NOT TRANSFERABLE, AND ANY MAJOR CHANGE IN THE APPROVED FACILITIES OR IN THE LOCATION THEREOF, SHALL BE IMMEDIATELY REPORTED TO THE RESPONSIBLE FLIGHT STANDARDS DISTRICT OFFICE.

Any alteration of this certificate is punishable by a fine not exceeding $1,000. or imprisonment not exceeding 3 years or both.

FAA FORM 8000-43 (03/14)

PART B

SIMULATOR INFORMATION

G100/ASTRA SERIES [IA-1125]

CONTRACT TRAINING PARTNER - SIMULATOR INFORMATION

Contract Training Centers with FAA approved Flight Simulators are issued 14 CFR Part 142 Training Specifications listing all the simulators on Paragraph A015. A complete copy of the FAA approved Training Specifications is available for viewing at each Training Center.

Contract Training Partners may conduct training, testing, and/or checking using the FAA approved flight simulators listed on the Training Specifications, Paragraph A015 as of the date training commences. Simulators used will be controlled and maintained by the contract training partner, and must continue to meet the conditions and requirements of the Contract Training Center's 14 CFR Part 142 Training Specifications, Paragraph D004.

This constitutes approval for contract training providers to conduct training, checking, and or testing using flight simulators listed in the applicable contract training provider's 14 CFR Part 142 training specifications, Paragraph A015, that correspond to the aircraft and locations listed in the SkyJet Elite Operations Specifications, Paragraph A031, in accordance with this FAA approved training program.

MISSING, MALFUNCTIONING OR INOPERATIVE SIMULATOR COMPONENT

The following table is extracted from the National Simulator Program (NSP) Flight Simulation Training Device (FSTD) Qualification Guidance. This table is provided for reference, and is based on the minimum simulator requirements (or standards) for FSTD Qualification. The criteria used determine if a training device meets the minimum requirements for a particular level of qualification. It is the responsibility of the flight instructor, check airman, or representative of the administrator conducting training, testing, or checking, to exercise reasonable and prudent judgment to determine if any Missing, Malfunctioning or Inoperative (MMI) simulator component is necessary for the satisfactory completion of a specific maneuver, procedure, or task.

	Major Component Inoperative (or malfunctioning) & Resulting Level of Training & Checking Authorizations										
FSTD Level	Motion Sys	Motion Special Effects	Level D Buffet QTG Test Failing	Fwd Visual	Side Visual	Control Loading (Flt Controls)	A/C Significant Sound	Sound of precip, wipers, etc and crash	Level D Sound QTG Test Failing	Pilot to Pilot/IOS Comm System	Aural Warnings
Level D FFS	Level 6	Level A	Level C	Level 6	Level B	Level 4	Level 5	Level B	Level C	Level 5	Per Task
Level C FFS	Level 6			Level 6	Level B	Level 4	Level 5	Level B		Level 5	Per Task
Level B FFS	Level 6			Level 6		Level 4	Level 5			Level 5	Per Task
Level A FFS	Level 6			Level 6		Level 4	Level 5			Level 5	Per Task
Level 6 FTD						Level 4	Level 5			Level 5	Per Task
Level 5 FTD						Level 4					Per Task
Level 4 FTD											Per Task
(AC)120-40B Ref.	40B Appx.1 (3a&d)	40B Appx.1 (3e)	40B Appx.1 (3f)	40B Appx.1 (4a)	40B Appx.1 (4b)	45A Appx. 1 (2n)	45A Appx. 1 (2o)	40B Appx.1 (2l)	40C Appx1 (2m)	45A Appx.1 (2i)	
Part 60 Ref.	60A1A(5ad)	60 A1A(5e)	60 A1A(5f)	60 A1A(6a)	60 A1A(6b)	60 B1A(3f)	60 B1A(7a)	60 A1A(7c)	60 A1A(7d)	60 B1A(3b)	

NOTE: This table is applicable to an Airplane (fixed wing) FSTD only. Contract Training Centers will contact the NSP for appropriate guidance relative to specific MMI situations regarding a Helicopter FSTD.

NOTE: Sometimes this table is also referred to as a Simulator Component Inoperative Guide (SCIG). For the purposes of this training program, the term SCIG is interchangeable with MMI.

PART C

PICTORIAL PREFLIGHT INFORMATION

G100/ASTRA SERIES [IA-1125]

CONTRACT TRAINING PARTNER - PICTORIAL PREFLIGHT INFORMATION

Contract Training Centers have FAA Approved Pictorial Preflight Programs available for use in training and checking. These Pictorial Preflight Programs, and their associated FAA approval, are available for viewing at each Contract Training Center.

Contract Training Partners may use these FAA Approved Pictorial Preflight Programs to conduct SkyJet Elite Part 135 training, testing, and/or checking. All pictorial preflight programs used will be controlled and maintained by the contract training partner, and must continue to meet the conditions and requirements of the Contract Training Center's 14 CFR Part 142 Training Program.

This constitutes approval for contract training providers to conduct Part 135 training, testing, and/or checking using the applicable contract training provider's approved 14 CFR Part 142 Pictorial Preflight Program, in accordance with this Part 135 Pilot Training Program.

NOTE: If an appropriate FAA approved pictorial preflight program is not available at the contract training center, all preflight training and checking must be conducted using an actual aircraft.

NOTE: Part 135 contract training is limited to only those Contract Training Partners that are specifically approved by the POI. Contract Training Partners will conduct all Part 135 training and checking in accordance with this Part 135 Pilot Training Program.

PART D

AIRCRAFT SPECIFIC TRAINING

G100/ASTRA SERIES [IA-1125]

PART 135 INITIAL - INE, INHA, TRA-A (PIC/SIC) TRAINING

GENERAL INFORMATION

TYPE OF AIRCRAFT: G100/ASTRA SERIES [IA-1125]

The G100/Astra Series [IA-1125] is applicable to the G100, IA-1125, IA-1125SP, and IA-1125SPX airplanes.

OBJECTIVE OF CURRICULUM

Completion of this curriculum satisfies the aircraft specific training requirements of 14 CFR Part 135.345 and 135.347. It also leads to pre-qualification for a §135.293 and/or §135.297 proficiency check. This curriculum is based on the Airline Transport Pilot and Aircraft Type Rating Airman Certification Standards (ACS) and the Flight Standardization Board Reports.

NOTE: Certification is in accordance with 14 CFR Part 61.63/61.64 or 61.157. For a pilot with appropriate prerequisite experience, successful completion of a 14 CFR Part 135.293(a)(2) and 135.293 (b) check or a 135.297 check will allow the issuance of an ATP certificate or type rating, in accordance with provisions of 61.157(f).

FLIGHT TRAINING EQUIPMENT

Flight training will be conducted in a flight simulation training device (FSTD), an aircraft, or in a combination of FSTD and aircraft. Training completed at a contract training center is primarily conducted in an approved FSTD. An aircraft may be used to supplement the training, testing or checking that cannot be accomplished in a FSTD, or to prevent PIC limitations to a pilot certificate. If training is completed entirely in an aircraft, the Flight Simulator Modules will be considered Flight Training Modules. Flight training events deemed unsafe or impractical if attempted in actual flight will be simulated in the aircraft to the extent possible.

CURRICULUM PREREQUISITES

This curriculum is designed to accommodate pilots who are to be trained as defined in Part 135 as requiring "Initial Training" (INE/INHA) or "Transition Training" (TRA-A). In some extreme cases of past due training/qualification, this curriculum may also accommodate pilots who are to be trained as defined in Part 135 as requiring "Requalification Training" (REQ). It is the Certificate Holder's responsibility to ensure each pilot meets Part 135 prerequisites for employment, prior to scheduling this training. A signature on the Training and Checking Authorization form certifies the pilot is eligible for the course requested.

The following curriculum prerequisites apply:

1. Each pilot must possess an unrestricted ATP Certificate or Commercial Certificate with instrument rating and the appropriate category and class ratings.
2. Each pilot must be employed by a Part 135 Certificate Holder.

NOTE: Depending on the pilot's experience and flight simulator approval level, the pilot may qualify for either a 100% flight simulator curriculum or a combination curriculum using both flight simulator and aircraft. If a 100% flight simulator instrument proficiency/competency check is not accomplished, then aircraft training and testing will be required.

GROUND TRAINING CURRICULUM SEGMENT

GROUND TRAINING HOURS

General Operational Subjects	6.0
Operator Specific General Operational Subjects (Conducted by Operator)	2.0
Aircraft Systems	37.0
Systems Integration	8.0
Total	53.0

OBJECTIVE OF GROUND TRAINING

To provide pilots with the necessary training to understand the operation of aircraft systems, the use of the individual system controls, and the integration of aircraft systems with operational procedures in preparation for the flight training curriculum segment. At the end of the ground training curriculum segment the pilot will be able to locate, identify, and operate all aircraft systems. The pilot will be able to perform normal, abnormal and emergency operating procedures, and will be able to demonstrate knowledge of aircraft performance as well as systems and aircraft limitations.

Completion Standards

The pilot is required to complete all ground training modules. Attendance at 100% of the ground school curriculum is required for course completion credit. A written test will be administered at the conclusion of the ground training curriculum segment. A minimum score of 80%, corrected to 100% is required. Answer sheets for written tests shall show both the raw score achieved, and the notation that it was corrected to 100%.

If a pilot fails to achieve a minimum passing score, the instructor will provide individualized remedial training and allow the pilot to retake the test. In this event, a different examination version must be used and the instructor is required to notify an appropriate SkyJet Elite training manager. Contract Training Instructors will notify Training Center Management (DOS/DOT/PM) who will in turn make sure an appropriate SkyJet Elite training manager is notified of the remedial training.

SUBJECT AREA TITLES

The ground training curriculum segment is comprised of the following modules: General Operational Subjects, Aircraft Systems, and Systems Integration.

General Operational Subjects

The subject of ground training, referred to as "general operational subjects," includes instruction on certain operational requirements.

A. Weight and Balance
B. Performance
C. Flight Planning
D. Approved Aircraft Flight Manual/Aircraft Operating Manual (AFM/AOM)
E. Windshear Training
F. Stall Recognition and Recovery Procedures
G. Crew Resource Management (CRM) / Aeronautical Decision Making (ADM) / Risk Management (RM)

Operator Specific General Operational Subjects (Conducted by Operator)

A. Flight Locating
B. Adverse Weather
C. Winter Operations
D. Wake Turbulence
E. Communications and Navigation Procedures
F. Special Emphasis Items

Aircraft Systems

The lessons presented in the aircraft systems module consist of a breakdown of the various systems of the aircraft. These lessons may be taught in any sequence, however all elements will be covered.

A. Aircraft General
B. Electrical
C. Lighting
D. Master Warning
E. Fuel
F. Auxiliary Power Unit (APU)
G. Powerplant
H. Fire Protection
I. Pneumatics
J. Ice and Rain Protection
K. Air Conditioning
L. Pressurization
M. Hydraulics
N. Landing Gear and Brakes
O. Flight Controls
P. Pitot-Static
Q. Avionics
R. Oxygen

Systems Integration

Systems Integration Training (SIT) provides the pilot with ground instruction that emphasizes aircraft systems interrelationships. This training includes AFM and Checklist normal, abnormal and emergency procedures, pilot flying (PF) duties, pilot monitoring (PM) duties, and other elements of crew coordination such as avionics and automation management specific to the aircraft being trained. Depending upon the module's learning objectives, and available training center resources, SIT may be conducted in a classroom and/or by using an appropriate training device. SIT may be conducted as a stand-alone module or it may be incorporated as part of individual Aircraft Systems modules.

Ground Training Examination

The Ground Training Examination module provides the pilot with a Review, Examination, and Critique.

GROUND TRAINING MODULES (See Page D-81)

For standardization purposes and ease of managing future revisions, the ground training modules are located separately in this manual. (See Page D-81 Ground Training Modules)

FLIGHT TRAINING CURRICULUM SEGMENT

OBJECTIVE OF FLIGHT TRAINING

To provide an opportunity for the pilot to gain the skills and knowledge necessary to perform to the appropriate standard through demonstration, instruction, and practice of maneuvers and procedures pertinent to this aircraft. By the end of the flight training course, the pilot will be able to safely and efficiently operate the aircraft and perform the duties and responsibilities of the appropriate crew duty position. Pilots will practice the elements of Crew Resource Management as part of the flight training process.

NOTE: Prior to conducting flight training in a specific maneuver or procedure, the pilot must have logged ground training in the applicable areas of knowledge required to successfully complete the task and to ensure that the pilot understands the systems and/or aeronautical principles involved.

Completion Standards

By the end of the Flight Training Curriculum Segment, the pilot shall demonstrate to the Instructor normal, abnormal, and emergency procedures and checklists in a timely and sequentially correct manner, and perform all the maneuvers and procedures, in accordance with the ATP ACS. The pilot is required to complete all flight training modules for course completion.

NOTE: In cases where the pilot is not required to hold an ATP certificate or a type rating, the Commercial Pilot - Airplane and/or Instrument Rating - Airplane Airman Certification Standards (ACS) may be used as appropriate. In these cases, the Flight Training Record must reflect the actual ACS standards used in training.

SUBJECT AREA TITLES

Aircraft Orientation, Normal, Abnormal, and Emergency Procedures

This training provides instruction to demonstrate the skills necessary to maneuver the aircraft with and without the automatic flight control system. Selected abnormal and emergency procedures are introduced and practiced. The pilot will become proficient in the use of checklists, precision approaches, nonprecision approaches, and full integration of avionics systems.

Line Oriented Simulation Training

This training will facilitate the transition from practicing specific maneuvers in the Flight Training Modules to integration of all applicable maneuvers into a simulated total flight.

Briefing / Debriefing

Briefing and debriefing is a required part of flight training. Appropriate briefing/debriefing times will be scheduled for each flight training module.

Aircraft Training (If Required)

An aircraft may be used to supplement the training, testing or checking that cannot be accomplished in a FSTD, or to prevent PIC limitations to a pilot certificate.

CREW PAIRING

Flight training is generally conducted as a crew; however, a pilot training alone may complete the course with another pilot acting as second crewmember. The pilot acting as second crewmember must be:

1. A qualified line pilot, or
2. A pilot from another Part 135 Air Carrier being trained in a course considered essentially the same, or
3. A pilot from another operating rule (Part 91, Part 125, EASA, etc.) being trained in a course considered essentially the same, or
4. A qualified flight instructor/contract training center pilot

Any pilot acting as a second crewmember must be:

1. Qualified using the SkyJet Elite training program, or a training center program that is considered essentially the same; or
2. When the pilot acting as a second crewmember is not currently qualified, they must be enrolled in the SkyJet Elite training program, or a training center program that is considered essentially the same; and
3. Any pilot acting as second crewmember must: Use SkyJet Elite checklists, SOP's callouts and CRM principles during SkyJet Elite training; be competent to perform the required crewmember duties; and be proficient in the English language.

NOTE: When SkyJet Elite pilots are not available to act as second crewmember, the pilot used must be trained on all the appropriate operating procedures that will be utilized during simulator training. This differences training must include all operator specific items identified on the training summary checklist (TSC) form and will be documented using appropriate contract differences training forms and the Flight Training Record.

NOTE: For a training program to be considered essentially the same, it must: Be conducted at a certified Part 142 Training Center; contain the same ground training curriculum segment elements; contain the same flight training curriculum segment - normal, abnormal and emergency tasks; and be conducted using the same training center courseware.

FLIGHT TRAINING HOURS

Each training module is scheduled for the hours indicated in the tables below. Modules that include PF and PM training are primarily designed for training two pilots who are in the same class and are training together as a crew. Modules that include just PF time are designed for a pilot training alone in a crew environment (Second Crewmember Provided) when the second pilot is not being trained.

NOTE: When a second crewmember is being provided for a pilot training alone, the required PM time can be accomplished during any appropriate flight training module.

Flight Simulator Training

These tables summarize the training hours and modules required when the FSTD is capable of crediting 100% of the training events required by the curriculum. In such cases, all training and testing can be accomplished in a Level C or D flight simulator.

Flight Training as a Crew (Training Together)	PF (Hours)	PM (Hours)	Total Time (Hours)
Flight Simulator Module No. 1	2.0	2.0	4.0
Flight Simulator Module No. 2	2.0	2.0	4.0
Flight Simulator Module No. 3	2.0	2.0	4.0
Flight Simulator Module No. 4	2.0	2.0	4.0
Flight Simulator Module No. 5	2.0	2.0	4.0
Flight Simulator Module No. 6	2.0	2.0	4.0
Flight Simulator Module No. 7	2.0	2.0	4.0
Total	**14.0**	**14.0**	**28.0**

Flight Training as a Crew (Training Alone - Second Pilot Provided)	PF (Hours)	PM (Hours)	Total Time (Hours)
Flight Simulator Module No. 1	2.0	2.0	4.0
Flight Simulator Module No. 2	2.0	0.0	2.0
Flight Simulator Module No. 3	2.0	0.0	2.0
Flight Simulator Module No. 4	2.0	0.0	2.0
Flight Simulator Module No. 5	2.0	0.0	2.0
Flight Simulator Module No. 6	2.0	0.0	2.0
Flight Simulator Module No. 7	2.0	0.0	2.0
Total	**14.0**	**2.0**	**16.0**

FLIGHT TRAINING MODULES (See page D-94)

For standardization purposes and ease of managing future revisions, the flight training modules are located separately in this manual. (See page D-94 Flight Training Modules)

PART 135 UPGRADE - UPG, INHC, TRA-C (SIC TO PIC) TRAINING

GENERAL INFORMATION

TYPE OF AIRCRAFT: G100/ASTRA SERIES [IA-1125]

The G100/Astra Series [IA-1125] is applicable to the G100, IA-1125, IA-1125SP, and IA-1125SPX airplanes.

OBJECTIVE OF CURRICULUM

Completion of this curriculum satisfies the aircraft specific training requirements of 14 CFR Part 135.345 and 135.347. It also leads to pre-qualification for a §135.293 and/or §135.297 proficiency check. This curriculum is based on the Airline Transport Pilot and Aircraft Type Rating Airman Certification Standards (ACS) and the Flight Standardization Board Reports.

NOTE: Certification is in accordance with 14 CFR Part 61.63/61.64 or 61.157. For a pilot with appropriate prerequisite experience, successful completion of a 14 CFR Part 135.293(a)(2) and 135.293 (b) check or a 135.297 check will allow the issuance of an ATP certificate or type rating, in accordance with provisions of 61.157(f).

FLIGHT TRAINING EQUIPMENT

Flight training will be conducted in a flight simulation training device (FSTD), an aircraft, or in a combination of FSTD and aircraft. Training completed at a contract training center is primarily conducted in an approved FSTD. An aircraft may be used to supplement the training, testing or checking that cannot be accomplished in a FSTD, or to prevent PIC limitations to a pilot certificate. If training is completed entirely in an aircraft, the Flight Simulator Modules will be considered Flight Training Modules. Flight training events deemed unsafe or impractical if attempted in actual flight will be simulated in the aircraft to the extent possible.

CURRICULUM PREREQUISITES

This curriculum is designed to accommodate pilots who are to be trained as defined in Part 135 as requiring "Upgrade Training" (UPG/INHC) or "Transition Training" (TRA-C). In some cases of past due training/qualification, this curriculum may also accommodate pilots who are to be trained as defined in Part 135 as requiring "Requalification Training" (REQ). It is the Certificate Holder's responsibility to ensure each pilot meets Part 135 prerequisites for employment, prior to scheduling this training. A signature on the Training and Checking Authorization form certifies the pilot is eligible for the course requested.

The following curriculum prerequisites apply:

1. Each pilot must possess an unrestricted ATP Certificate or Commercial Certificate with instrument rating and the appropriate category and class ratings.
2. The pilot must have completed Initial Training in this aircraft.
3. The pilot must:
    a. For UPG training, be a qualified Part 135 SIC in this aircraft.
    b. For INHC or TRA-C training, be currently qualified as PIC or SIC in this aircraft.
    c. For REQ training, be previously qualified in this aircraft.

NOTE: Depending on the pilot's experience and flight simulator approval level, the pilot may qualify for either a 100% flight simulator curriculum or a combination curriculum using both flight simulator and aircraft. If a 100% flight simulator instrument proficiency/competency check is not accomplished, then aircraft training and testing will be required.

GROUND TRAINING CURRICULUM SEGMENT

GROUND TRAINING HOURS

General Operational Subjects	3.0
Operator Specific General Operational Subjects (Conducted by Operator)	1.0
Aircraft Systems	11.0
Systems Integration	1.0
Total	16.0

OBJECTIVE OF GROUND TRAINING

To provide pilots with the necessary training to understand the operation of aircraft systems, the use of the individual system controls, and the integration of aircraft systems with operational procedures in preparation for the flight training curriculum segment. At the end of the ground training curriculum segment the pilot will be able to locate, identify, and operate all aircraft systems. The pilot will be able to perform normal, abnormal and emergency operating procedures, and will be able to demonstrate knowledge of aircraft performance as well as systems and aircraft limitations.

Completion Standards

The pilot is required to complete all ground training modules. Attendance at 100% of the ground school curriculum is required for course completion credit. A written test will be administered at the conclusion of the ground training curriculum segment. A minimum score of 80%, corrected to 100% is required. Answer sheets for written tests shall show both the raw score achieved, and the notation that it was corrected to 100%.

If a pilot fails to achieve a minimum passing score, the instructor will provide individualized remedial training and allow the pilot to retake the test. In this event, a different examination version must be used and the instructor is required to notify an appropriate SkyJet Elite training manager. Contract Training Instructors will notify Training Center Management (DOS/DOT/PM) who will in turn make sure an appropriate SkyJet Elite training manager is notified of the remedial training.

SUBJECT AREA TITLES

The ground training curriculum segment is comprised of the following modules: General Operational Subjects, Aircraft Systems, and Systems Integration.

General Operational Subjects

The subject of ground training, referred to as "general operational subjects," includes instruction on certain operational requirements.

A. Weight and Balance
B. Performance
C. Flight Planning
D. Approved Aircraft Flight Manual/Aircraft Operating Manual (AFM/AOM)
E. Windshear Training
F. Stall Recognition and Recovery Procedures
G. Crew Resource Management (CRM) / Aeronautical Decision Making (ADM) / Risk Management (RM)

Operator Specific General Operational Subjects (Conducted by Operator)

A. Flight Locating
B. Adverse Weather
C. Winter Operations
D. Wake Turbulence
E. Communications and Navigation Procedures
F. Special Emphasis Items

Aircraft Systems

The lessons presented in the aircraft systems module consist of a breakdown of the various systems of the aircraft. These lessons may be taught in any sequence, however all elements will be covered.

A. Aircraft General
B. Electrical
C. Lighting
D. Master Warning
E. Fuel
F. Auxiliary Power Unit (APU)
G. Powerplant
H. Fire Protection
I. Pneumatics
J. Ice and Rain Protection
K. Air Conditioning
L. Pressurization
M. Hydraulics
N. Landing Gear and Brakes
O. Flight Controls
P. Pitot-Static
Q. Avionics
R. Oxygen

Systems Integration

Systems Integration Training (SIT) provides the pilot with ground instruction that emphasizes aircraft systems interrelationships. This training includes AFM and Checklist normal, abnormal and emergency procedures, pilot flying (PF) duties, pilot monitoring (PM) duties, and other elements of crew coordination such as avionics and automation management specific to the aircraft being trained. Depending upon the module's learning objectives, and available training center resources, SIT may be conducted in a classroom and/or by using an appropriate training device. SIT may be conducted as a stand-alone module or it may be incorporated as part of individual Aircraft Systems modules.

Ground Training Examination

The Ground Training Examination module provides the pilot with a Review and Examination.

GROUND TRAINING MODULES (See Page D-81)

For standardization purposes and ease of managing future revisions, the ground training modules are located separately in this manual. (See Page D-81 Ground Training Modules)

FLIGHT TRAINING CURRICULUM SEGMENT

OBJECTIVE OF FLIGHT TRAINING

To provide an opportunity for the pilot to gain the skills and knowledge necessary to perform to the appropriate standard through demonstration, instruction, and practice of maneuvers and procedures pertinent to this aircraft. By the end of the flight training course, the pilot will be able to safely and efficiently operate the aircraft and perform the duties and responsibilities of the appropriate crew duty position. Pilots will practice the elements of Crew Resource Management as part of the flight training process.

NOTE: Prior to conducting flight training in a specific maneuver or procedure, the pilot must have logged ground training in the applicable areas of knowledge required to successfully complete the task and to ensure that the pilot understands the systems and/or aeronautical principles involved.

Completion Standards

By the end of the Flight Training Curriculum Segment, the pilot shall demonstrate to the Instructor normal, abnormal, and emergency procedures and checklists in a timely and sequentially correct manner, and perform all the maneuvers and procedures, in accordance with the ATP ACS. The pilot is required to complete all flight training modules for course completion.

NOTE: In cases where the pilot is not required to hold an ATP certificate or a type rating, the Commercial Pilot - Airplane and/or Instrument Rating - Airplane Airman Certification Standards (ACS) may be used as appropriate. In these cases, the Flight Training Record must reflect the actual ACS standards used in training.

SUBJECT AREA TITLES

Aircraft Orientation, Normal, Abnormal, and Emergency Procedures

This training provides instruction to demonstrate the skills necessary to maneuver the aircraft with and without the automatic flight control system. Selected abnormal and emergency procedures are introduced and practiced. The pilot will become proficient in the use of checklists, precision approaches, nonprecision approaches, and full integration of avionics systems.

Line Oriented Simulation Training

This training will facilitate the transition from practicing specific maneuvers in the Flight Training Modules to integration of all applicable maneuvers into a simulated total flight.

Briefing / Debriefing

Briefing and debriefing is a required part of flight training. Appropriate briefing/debriefing times will be scheduled for each flight training module.

Aircraft Training (If Required)

An aircraft may be used to supplement the training, testing or checking that cannot be accomplished in a FSTD, or to prevent PIC limitations to a pilot certificate.

CREW PAIRING

Flight training is generally conducted as a crew; however, a pilot training alone may complete the course with another pilot acting as second crewmember. The pilot acting as second crewmember must be:

1. A qualified line pilot, or
2. A pilot from another Part 135 Air Carrier being trained in a course considered essentially the same, or
3. A pilot from another operating rule (Part 91, Part 125, EASA, etc.) being trained in a course considered essentially the same, or
4. A qualified flight instructor/contract training center pilot

Any pilot acting as a second crewmember must be:

1. Qualified using the SkyJet Elite training program, or a training center program that is considered essentially the same; or
2. When the pilot acting as a second crewmember is not currently qualified, they must be enrolled in the SkyJet Elite training program, or a training center program that is considered essentially the same; and
3. Any pilot acting as second crewmember must: Use SkyJet Elite checklists, SOP's callouts and CRM principles during SkyJet Elite training; be competent to perform the required crewmember duties; and be proficient in the English language.

NOTE: When SkyJet Elite pilots are not available to act as second crewmember, the pilot used must be trained on all the appropriate operating procedures that will be utilized during simulator training. This differences training must include all operator specific items identified on the training summary checklist (TSC) form and will be documented using appropriate contract differences training forms and the Flight Training Record.

NOTE: For a training program to be considered essentially the same, it must: Be conducted at a certified Part 142 Training Center; contain the same ground training curriculum segment elements; contain the same flight training curriculum segment - normal, abnormal and emergency tasks; and be conducted using the same training center courseware.

FLIGHT TRAINING HOURS

Each training module is scheduled for the hours indicated in the tables below. Modules that include PF and PM training are primarily designed for training two pilots who are in the same class and are training together as a crew. Modules that include just PF time are designed for a pilot training alone in a crew environment (Second Crewmember Provided) when the second pilot is not being trained.

NOTE: When a second crewmember is being provided for a pilot training alone, the required PM time can be accomplished during any appropriate flight training module.

Flight Simulator Training

These tables summarize the training hours and modules required when the FSTD is capable of crediting 100% of the training events required by the curriculum. In such cases, all training and testing can be accomplished in a Level C or D flight simulator.

Flight Training as a Crew (Training Together)	PF (Hours)	PM (Hours)	Total Time (Hours)
Flight Simulator Module No. 1	2.0	2.0	4.0
Flight Simulator Module No. 2	2.0	2.0	4.0
Flight Simulator Module No. 3	2.0	2.0	4.0
Flight Simulator Module No. 4	2.0	2.0	4.0
Total	**8.0**	**8.0**	**16.0**

Flight Training as a Crew (Training Alone - Second Pilot Provided)	PF (Hours)	PM (Hours)	Total Time (Hours)
Flight Simulator Module No. 1	2.0	2.0	4.0
Flight Simulator Module No. 2	2.0	0.0	2.0
Flight Simulator Module No. 3	2.0	0.0	2.0
Flight Simulator Module No. 4	2.0	0.0	2.0
Total	**8.0**	**2.0**	**10.0**

FLIGHT TRAINING MODULES (See Page D-94)

For standardization purposes and ease of managing future revisions, the flight training modules are located separately in this manual. (See Page D-94 Flight Training Modules)

PART 135 RECURRENT - REC, INHB, TRA-B (PIC/SIC) TRAINING

GENERAL INFORMATION

TYPE OF AIRCRAFT: G100/ASTRA SERIES [IA-1125]

The G100/Astra Series [IA-1125] is applicable to the G100, IA-1125, IA-1125SP, and IA-1125SPX airplanes.

OBJECTIVE OF CURRICULUM

Completion of this curriculum satisfies the aircraft specific training requirements of 14 CFR Part 135.345 and 135.347. It also leads to pre-qualification for a §135.351 proficiency check. This curriculum is based on the Airline Transport Pilot and Aircraft Type Rating Airman Certification Standards (ACS) and the Flight Standardization Board Reports.

CURRICULUM PREREQUISITES

This curriculum is designed to accommodate pilots who are to be trained as defined in Part 135 as requiring “Recurrent Training” (REC/INHB) or “Transition Training” (TRA-B). In some cases of past due training/qualification, this curriculum may also accommodate pilots who are to be trained as defined in Part 135 as requiring “Requalification Training” (REQ). It is the Certificate Holder's responsibility to ensure each pilot meets Part 135 prerequisites for employment, prior to scheduling this training. A signature on the Training and Checking Authorization form certifies the pilot is eligible for the course requested.

The following curriculum prerequisites apply:

1. Each pilot must possess an unrestricted ATP Certificate or Commercial Certificate with instrument rating and the appropriate category and class ratings.
2. The pilot must:
    a. For Recurrent training, be a qualified Part 135 PIC or SIC in this aircraft.
    b. For INHB or TRA-B training, be currently qualified as PIC or SIC in this aircraft.
    c. For REQ training, be previously qualified in this aircraft.

GROUND TRAINING CURRICULUM SEGMENT

GROUND TRAINING HOURS

General Operational Subjects 3.0
Operator Specific General Operational Subjects (Conducted by Operator) 1.0
Aircraft Systems 11.0
Systems Integration 1.0

Total 16.0

OBJECTIVE OF GROUND TRAINING

To provide pilots with the necessary training to understand the operation of aircraft systems, the use of the individual system controls, and the integration of aircraft systems with operational procedures in preparation for the flight training curriculum segment. At the end of the ground training curriculum segment the pilot will be able to locate, identify, and operate all aircraft systems. The pilot will be able to perform normal, abnormal and emergency operating procedures, and will be able to demonstrate knowledge of aircraft performance as well as systems and aircraft limitations.

Completion Standards

The pilot is required to complete all ground training modules. Attendance at 100% of the ground school curriculum is required for course completion credit. A written test will be administered at the conclusion of the ground training curriculum segment. A minimum score of 80%, corrected to 100% is required. Answer sheets for written tests shall show both the raw score achieved, and the notation that it was corrected to 100%.

If a pilot fails to achieve a minimum passing score, the instructor will provide individualized remedial training and allow the pilot to retake the test. In this event, a different examination version must be used and the instructor is required to notify an appropriate SkyJet Elite training manager. Contract Training Instructors will notify Training Center Management (DOS/DOT/PM) who will in turn make sure an appropriate SkyJet Elite training manager is notified of the remedial training.

SUBJECT AREA TITLES

The ground training curriculum segment is comprised of the following modules: General Operational Subjects, Aircraft Systems, and Systems Integration.

General Operational Subjects

The subject of ground training, referred to as "general operational subjects," includes instruction on certain operational requirements.

A. Weight and Balance
B. Performance
C. Flight Planning
D. Approved Aircraft Flight Manual/Aircraft Operating Manual (AFM/AOM)
E. Windshear Training
F. Stall Recognition and Recovery Procedures
G. Crew Resource Management (CRM) / Aeronautical Decision Making (ADM) / Risk Management (RM)

Operator Specific General Operational Subjects (Conducted by Operator)

A. Flight Locating
B. Adverse Weather
C. Winter Operations
D. Wake Turbulence
E. Communications and Navigation Procedures
F. Special Emphasis Items

Aircraft Systems

The lessons presented in the aircraft systems module consist of a breakdown of the various systems of the aircraft. These lessons may be taught in any sequence, however all elements will be covered.

A. Aircraft General
B. Electrical
C. Lighting
D. Master Warning
E. Fuel
F. Auxiliary Power Unit (APU)
G. Powerplant
H. Fire Protection
I. Pneumatics
J. Ice and Rain Protection
K. Air Conditioning
L. Pressurization
M. Hydraulics
N. Landing Gear and Brakes
O. Flight Controls
P. Pitot-Static
Q. Avionics
R. Oxygen

Systems Integration

Systems Integration Training (SIT) provides the pilot with ground instruction that emphasizes aircraft systems interrelationships. This training includes AFM and Checklist normal, abnormal and emergency procedures, pilot flying (PF) duties, pilot monitoring (PM) duties, and other elements of crew coordination such as avionics and automation management specific to the aircraft being trained. Depending upon the module's learning objectives, and available training center resources, SIT may be conducted in a classroom and/or by using an appropriate training device. SIT may be conducted as a stand-alone module or it may be incorporated as part of individual Aircraft Systems modules.

Ground Training Examination

The Ground Training Examination module provides the pilot with a Review and Examination.

GROUND TRAINING MODULES (See Page D-81)

For standardization purposes and ease of managing future revisions, the ground training modules are located separately in this manual. (See Page D-81 Ground Training Modules)

FLIGHT TRAINING CURRICULUM SEGMENT

OBJECTIVE OF FLIGHT TRAINING

To provide an opportunity for the pilot to gain the skills and knowledge necessary to perform to the appropriate standard through demonstration, instruction, and practice of maneuvers and procedures pertinent to this aircraft. By the end of the flight training course, the pilot will be able to safely and efficiently operate the aircraft and perform the duties and responsibilities of the appropriate crew duty position. Pilots will practice the elements of Crew Resource Management as part of the flight training process.

NOTE: Prior to conducting flight training in a specific maneuver or procedure, the pilot must have logged ground training in the applicable areas of knowledge required to successfully complete the task and to ensure that the pilot understands the systems and/or aeronautical principles involved.

Completion Standards

By the end of the Flight Training Curriculum Segment, the pilot shall be able to perform all maneuvers and procedures as the obvious master of the aircraft with the outcome of all maneuvers never in doubt.

SUBJECT AREA TITLES

Aircraft Orientation, Normal, Abnormal, and Emergency Procedures

This training provides instruction to demonstrate the skills necessary to maneuver the aircraft with and without the automatic flight control system. Selected abnormal and emergency procedures are introduced and practiced. The pilot will become proficient in the use of checklists, precision approaches, nonprecision approaches, and full integration of avionics systems.

Briefing / Debriefing

Briefing and debriefing is a required part of flight training. Appropriate briefing/debriefing times will be scheduled for each flight training module.

CREW PAIRING

Flight training is generally conducted as a crew; however, a pilot training alone may complete the course with another pilot acting as second crewmember. The pilot acting as second crewmember must be:

1. A qualified line pilot, or
2. A pilot from another Part 135 Air Carrier being trained in a course considered essentially the same, or
3. A pilot from another operating rule (Part 91, Part 125, EASA, etc.) being trained in a course considered essentially the same, or
4. A qualified flight instructor/contract training center pilot

Any pilot acting as a second crewmember must be:

1. Qualified using the SkyJet Elite training program, or a training center program that is considered essentially the same; or
2. When the pilot acting as a second crewmember is not currently qualified, they must be enrolled in the SkyJet Elite training program, or a training center program that is considered essentially the same; and
3. Any pilot acting as second crewmember must: Use SkyJet Elite checklists, SOP's callouts and CRM principles during SkyJet Elite training; be competent to perform the required crewmember duties; and be proficient in the English language.

NOTE: When SkyJet Elite pilots are not available to act as second crewmember, the pilot used must be trained on all the appropriate operating procedures that will be utilized during simulator training. This differences training must include all operator specific items identified on the training summary checklist (TSC) form and will be documented using appropriate contract differences training forms and the Flight Training Record.

NOTE: For a training program to be considered essentially the same, it must: Be conducted at a certified Part 142 Training Center; contain the same ground training curriculum segment elements; contain the same flight training curriculum segment - normal, abnormal and emergency tasks; and be conducted using the same training center courseware.

FLIGHT TRAINING HOURS

Each training module is scheduled for the hours indicated in the tables below. Modules that include PF and PM training are primarily designed for training two pilots who are in the same class and are training together as a crew. Modules that include just PF time are designed for a pilot training alone in a crew environment (Second Crewmember Provided) when the second pilot is not being trained.

Flight Simulator Training

Flight Training as a Crew (Training Together)	PF (Hours)	PM (Hours)	Total Time (Hours)
Flight Simulator Module No. 1	2.0	2.0	4.0
Flight Simulator Module No. 2	2.0	2.0	4.0
Flight Simulator Module No. 3	2.0	2.0	4.0
Total	**6.0**	**6.0**	**12.0**

Flight Training as a Crew (Training Alone - Second Pilot Provided)	PF (Hours)	PM (Hours)	Total Time (Hours)
Flight Simulator Module No. 1	2.0	0.0	2.0
Flight Simulator Module No. 2	2.0	0.0	2.0
Flight Simulator Module No. 3	2.0	0.0	2.0
Total	**6.0**	**0.0**	**6.0**

FLIGHT TRAINING MODULES (See Page D-94)

For standardization purposes and ease of managing future revisions, the flight training modules are located separately in this manual. (See Page D-94 Flight Training Modules)

PART 135 REQUALIFICATION (PIC/SIC) TRAINING

TYPE OF AIRCRAFT: G100/ASTRA SERIES [IA-1125]

The G100/Astra Series [IA-1125] is applicable to the G100, IA-1125, IA-1125SP, and IA-1125SPX airplanes.

OBJECTIVE OF TRAINING

This training is provided to a crew member who has been trained and qualified by SkyJet Elite but has become unqualified to serve in a particular duty position and/or aircraft due to not having received recurrent training and/or required flight or competency check within the appropriate eligibility period. Requalification training will also be conducted when a PIC is reassigned as a SIC on the same aircraft type if seat dependent training is required.

TRAINING HOURS

Requalification training hours will be in accordance with FAA Order 8900.1 Volume 3, Chapter 19, Section 11, Table 3-76 (See Requalification Training Table on next page).

GROUND TRAINING MODULES

The actual ground training modules needed will be determined on a case by case basis in accordance with the Requalification Training Table. The appropriate Initial/Transition or Recurrent Ground Training modules of this program will be used to satisfy these training requirements.

FLIGHT TRAINING MODULES

The actual flight training modules needed will be determined on a case by case basis in accordance with the Requalification Training Table. The appropriate Initial/Transition or Recurrent Flight Training modules of this program will be used to satisfy these training requirements.

REQUALIFICATION TRAINING TABLE

Time Past Month Due	REQUALIFICATION GROUND TRAINING SEGMENT	REQUALIFICATION FLIGHT TRAINING SEGMENT	QUALIFICATION SEGMENT
Up to 12 calendar months	All recurrent ground training elements not accomplished when due.	All recurrent flight training events not accomplished when due.	The modules not accomplished in the eligibility period, as applicable to duty position: KT, IPC, CC, LC, or special.
12 to 35 months	All recurrent ground training elements. 16 training hours	All recurrent flight training events. 8 training hours	As applicable to duty position: KT, IPC, CC, LC, and special.
36 to 59 months	All recurrent ground training elements. 24 training hours	All recurrent flight training events. 16 training hours	As applicable to duty position: KT, IPC, CC, LC, and special.
More than 59 months	-SAME AS INITIAL EQUIPMENT TRAINING AND QUALIFICATION-		

KEY: CC - Section 135.293(b) Competency Check (PIC and SIC)

IPC - Section 135.297 Instrument Proficiency Check (PIC)

KT - Section 135.293(a) written or oral knowledge test (PIC and SIC)

LC - Section 135.299 Line Check (PIC)

NOTE: The information in this table is extracted from FAA Order 8900.1 Volume 3, Chapter 19, Section 11, Table 3-76.

PART 135 RECENT EXPERIENCE (PIC/SIC) TRAINING

TYPE OF AIRCRAFT: G100/ASTRA SERIES [IA-1125]

The G100/Astra Series [IA-1125] is applicable to the G100, IA-1125, IA-1125SP, and IA-1125SPX airplanes.

OBJECTIVE OF TRAINING

Completion of this curriculum satisfies the flight event requirements of §135.247.

NOTE: This curriculum may be satisfied by completion of a Part 135 Initial, Transition, Upgrade or Recurrent curricula.

CURRICULUM PREREQUISITES

A pilot may enroll in the Part 135.247 curriculum if that person holds:

1. A commercial or an ATP pilot certificate with appropriate category, class and type ratings (if type rating is required) in each aircraft the pilot seeks to operate.
2. An appropriate instrument rating.

TRAINING HOURS

Option RE1: Takeoff and Landing Experience (§135.247(a)(1) and §135.247(a)(2))	PF (Hours)	PM (Hours)	Total Time (Hours)
RE Flight Simulator Module No. 1	1.0	0.0	1.0
Total	**1.0**	**0.0**	**1.0**

Option RE2: Alternate Night Takeoff and Landing Experience (§135.247(a)(3)(ii)(D))	PF (Hours)	PM (Hours)	Total Time (Hours)
RE Flight Simulator Module No. 2	1.5	0.0	1.5
Total	**1.5**	**0.0**	**1.5**

COMPLETION STANDARDS

The pilot must complete all required training events. Once completed, the instructor will certify the training in the flight simulator training record.

FLIGHT TRAINING SEGMENT

With the use of an approved flight simulator, cockpit checklist, and appropriate instrument approach and airport charts, the pilot will be able to establish §135.247(a)(1) takeoff and landing experience, §135.247(a)(2) night takeoff and landing experience, and/or §135.247(a)(3)(ii)(D) alternate night takeoff and landing experience.

NOTE: This curriculum allows use of a Flight Simulator for pilots to complete their recent experience requirements as outlined in Part 135.247. However, all recent experience requirements of Part 135.247 can also be accomplished using an actual aircraft.

Flight Simulator Option RE1
135.247(a)(1) and 135.247(a)(2) - Night Takeoff and Landing Experience

H. Flight Training Events
   1. The pilot must perform three takeoffs and three landings as sole manipulator of the flight controls in a flight simulator of the same category, class, and type for which the pilot is certified. To meet the requirements of 135.247(a)(2) the flight simulator's visual system must be adjusted to display a visual scene representing the period between 1 hour after sunset until 1 hour before sunrise.

NOTE: A pilot who completes the 135.247(a)(2) requirements also satisfies all 135.247(a)(1) requirements.

Flight Simulator Option RE2
135.247(a)(3)(ii)(D) - Alternate Night Takeoff and Landing Experience

A. Flight Training Events
   1. The pilot must perform six takeoffs and six landings to a full stop as sole manipulator of the controls in a flight simulator of the same category, class, and type for which the pilot is certified. The flight simulator's visual system must be adjusted to display a visual scene representing the period between 1 hour after sunset until 1 hour before sunrise.

NOTE: This curriculum applies only to turbine powered airplanes that require more than one pilot crew member. Additional pilot requirements are outlined in 135.247(a)(3)(ii) and must be met before a pilot can operate under this alternate night takeoff and landing experience.

FLIGHT TRAINING MODULES (See Page D-94)

For standardization purposes and ease of managing future revisions, the flight training modules are located separately in this manual. (See Page D-94 Flight Training Modules)

PART 135 QUALIFICATION (PIC/SIC) SEGMENT

DESCRIPTION

The Qualification Segment consists of Oral Examination, Flight Simulator, and Aircraft Modules, as necessary to complete the required tests. Any item not completed in the flight simulator will be completed in the aircraft.

CHECKING CONSIDERATIONS

In accordance with the Appropriate Airman Certification Standards (ACS), the evaluator will assess the applicant's ability to use sound aeronautical decision making procedures in order to identify hazards and mitigate risk. The evaluator will accomplish this requirement by reference to the risk management elements of the given Task(s), and by developing scenarios that incorporate and combine Tasks appropriate to assessing the applicant's risk management in making safe aeronautical decisions.

OBJECTIVES

To determine a pilot's knowledge of all tasks of the Appropriate Airman Certification Standards (ACS) and any applicable Flight Standards Board Report requirements, and to determine his/her ability to complete each task to the required standard.

1. Appropriate Test Standards Events.
2. Additional items for completion of a 14 CFR Part 135.293 and/or 135.297 check.
3. Additional takeoffs and approaches, if the operator is approved for lower than standard takeoffs and precision instrument approaches, in accordance with the Training Summary Checklist (TSC) form.
4. Completion of a 14 CFR Part 135.299 (Line Check) (Conducted by Operator).

COMPLETION STANDARDS (Minimum Acceptable Performance Guidelines)

Each pilot shall fly the simulator and/or aircraft within the appropriate standard. The Airline Transport Pilot and Aircraft Type Rating Airman Certification Standards (ACS) will normally be used.

- In cases where the pilot is not required to hold an ATP certificate or a type rating, the Commercial Pilot - Airplane and/or Instrument Rating - Airplane Airman Certification Standards (ACS) may be used as appropriate.

- If a standard other than the Airline Transport Pilot and Aircraft Type Rating Airman Certification Standards (ACS) is used, the Check Airman will determine the applicable standards to be used prior to the start of any evaluation session. These required standards will be discussed with the pilot being tested.

EXAMINATION MODULE

1. Preflight
2. Oral Examination

FLIGHT SIMULATOR MODULE

This module evaluates a pilot's ability to demonstrate a knowledge of aircraft systems, checklist procedures, and the ability to control the aircraft and direct a crew within the minimum standards outlined in the ACS.

All items that are approved for flight simulator testing will be accomplished. Any items not approved for testing in the flight simulator will be accomplished in the aircraft.

1. Additional Items Required for a 14 CFR Part 135.293 and/or 135.297 Check.
2. Maneuvers Prescribed in the Appropriate Airman Certification Standards (ACS).
3. Lower Than Standard Minimum Takeoffs and Approaches, in accordance with the Training Summary Checklist (TSC) form.

AIRCRAFT MODULE (If Required)

This module evaluates pilots on any items not approved/accomplished in the flight simulator.

1. Any Remaining Maneuvers From the Appropriate Airman Certification Standards (ACS).
2. Any Remaining Items Required for a 14 CFR Part 135.293 and/or 135.297 Check.
3. Line Qualification, in Accordance With 14 CFR Part 135.299.

NOTE: Line Qualification May Be Completed Separately.

DIFFERENCES (PIC/SIC) TRAINING

TYPE OF AIRCRAFT: G100/ASTRA SERIES [IA-1125]

The G100/Astra Series [IA-1125] is applicable to the G100, IA-1125, IA-1125SP, and IA-1125SPX airplanes.

INTRODUCTION

This program is designed to review system differences for G100/Astra Series pilots flying different models. Differences are based on the Airplane Flight Manual and/or the published Master Program Differences Reports.

CURRICULUM PREREQUISITES

The pilot must have completed an FAA approved PIC/SIC course in the Base model (FROM) aircraft

TRAINING HOURS

Training hours will be in accordance with the hours listed within various tables in this chapter.

COURSE OBJECTIVES

To teach a pilot how to safely and effectively operate different models of G100/Astra Series [IA-1125] aircraft concurrently. This course reviews the applicable differences between various models of G100/Astra Series [IA-1125] aircraft with regard to systems and procedures.

COMPLETION STANDARDS

Pilots who want to be qualified to fly different models of the G100/Astra Series [IA-1125] concurrently must complete the appropriate differences training and pass an oral or written examination on those differences.

Differences Training Courses

TO → MODEL FROM ↓	IA-1125	IA-1125SP	IA-1125 SPX	G100
IA-1125/IA-1125SP			DT 1	DT 1
G100/IA-1125 SPX	DT 1	DT 1		

Differences Initial/Recurrent Modules and Hours

Courses	**Ground Modules (DG)**		**Systems Integration Modules (DS)**		**Flight Modules (DF)**	
	Module	Hours	Module	Hours	Module	Hours
DT 1	DG 1	3.0 / 1.5	~	~ / ~	~	~ / ~

GROUND TRAINING MODULES (See page D-81)

For standardization purposes and ease of managing future revisions, the ground training modules are located separately in this manual. (See page D-81 Ground Training Modules)

FLIGHT MANEUVERS AND PROCEDURES

TYPE OF AIRCRAFT: G100/ASTRA SERIES [IA-1125]

The G100/Astra Series [IA-1125] is applicable to the G100, IA-1125, IA-1125SP, and IA-1125SPX airplanes.

GENERAL PILOT INFORMATION

The following flight profiles show some normal and emergency operating procedures. They are designed as a general guide for ground training purposes. Actual in-flight procedures may differ due to aircraft configuration, weight, weather, traffic, ATC instructions, specific company directives, etc. Procedures outlined are consistent with the *Aircraft Flight Manual (AFM)*. If a conflict should develop between these procedures and the *AFM*, the *AFM* procedures must be followed.

STABILIZED APPROACH

This training program uses the stabilized approach concept. All approach profiles (VMC/IMC) listed in this chapter are based upon achieving a stabilized approach, as depicted in the Flight Safety Foundation Approach-and-Landing Accident Reduction (ALAR) Tool Kit, Section 7.1. All flights must be stabilized by 1,000' above the airport elevation in instrument meteorological conditions (IMC) and by 500' above the airport elevation in visual meteorological conditions (VMC). An approach is stabilized when **all** of the following criteria are met:

1. The aircraft is on the correct flight path;
2. Only small changes in heading/pitch are required to maintain the correct flight path;
3. The aircraft speed is not more than V_{REF} + 10 KT indicated airspeed and not less than V_{REF};
4. The aircraft is in the correct landing configuration;
5. Sink rate is no greater than 1,000' per minute; if an approach requires a sink rate greater than 1,000' per minute, a special briefing should be conducted;
6. Power setting is appropriate for the aircraft configuration and is not below the minimum power for approach as defined by the aircraft operating manual;
7. All briefings and checklists have been conducted;
8. Specific types of approaches are stabilized if they also fulfill the following:
    a. Instrument landing system (ILS) approaches must be flown within one dot of the glideslope and localizer
    b. A Category II or Category III ILS approach must be flown within the expanded localizer band
    c. During a circling approach, wings should be level on final when the aircraft reaches 300' above airport elevation;
9. Unique approach procedures or abnormal conditions requiring a deviation from the above elements of a stabilized approach require a special briefing.

An approach that becomes unstabilized below 1,000' above airport elevation in IMC or 500' above airport elevation in VMC requires an immediate missed approach or go-around.

STALL RECOGNITION AND RECOVERY PROCEDURES

Stall recognition and recovery training will include an introduction to essential concepts and academic understanding prior to applying that knowledge to skill-related activities in the Flight Simulation Training Device. Pilots will be introduced to the concepts of stall recognition and recovery by becoming familiar with AC 120-109 (as amended) and with stall recoveries during flight training. The objective of this training is to provide pilots with the knowledge and skills necessary to prevent, recognize, and recover from unexpected stall events.

The primary key to all stall recoveries is to reduce the Angle of Attack (AOA). Of equal importance is the ability to recognize the first indications of an impending stall with the autopilot on or off, such as decaying airspeed or stall protection system activation, in sufficient time to prevent a full aerodynamic stall, and to understand the negative effects that bank angle and G-loading have on being able to recover from stall conditions. Another key is to determine that the pilot recovers to a reference airspeed, altitude, and heading with minimal loss of airspeed, altitude, and heading deviation. Pilots will become familiar with all stall protection systems installed on the aircraft during this training. This includes stall warning horns, stick shakers, stick pushers, etc. as applicable to the actual aircraft model being trained.

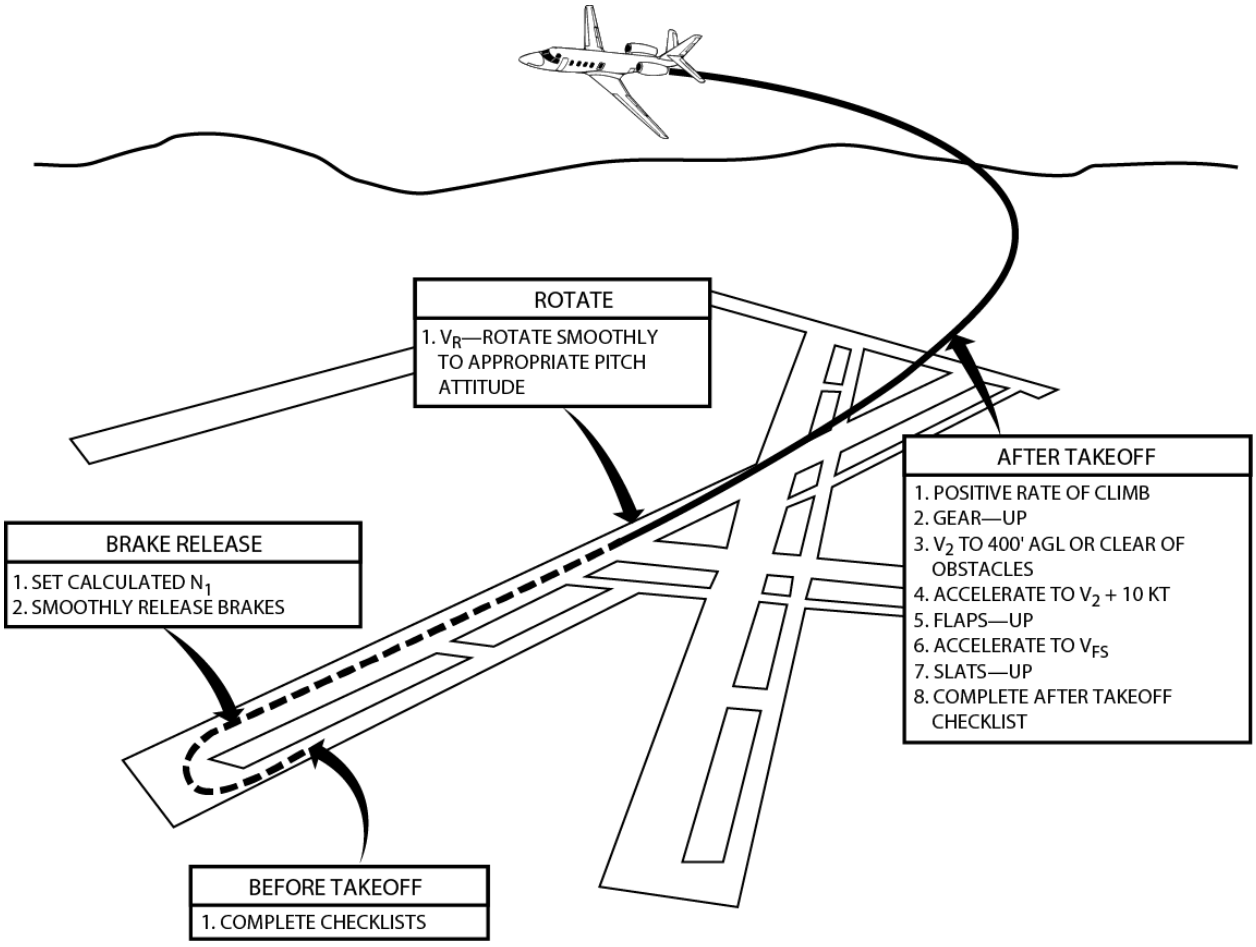
Training will include three main types of approach-to-stall configurations: Takeoff (Maneuvering), Clean, and Landing. The maneuvers may be accomplished with the autopilot on or off; in wings level flight conditions and in turns using bank angles of 15 to 30 degrees; during level flight, climbs, and descents. Recovery techniques will include those accomplished with power and demonstrations of recoveries using idle thrust. When training is conducted in a flight simulator, the instructor will use realistic scenarios and altitudes to better simulate the operational conditions where each of these stall conditions is likely to occur, this includes high altitude stalls for clean configurations. In each case, pilots must accept that reducing the airplane's AOA may result in altitude loss. The amount of altitude loss will be affected by the airplane's operational environment (entry altitude, aircraft weight, bank angle, configuration, etc.) Stall recovery training will emphasize minimum loss of altitude.

NOTE: When stall training and checking is accomplished in an approved flight simulator, the ATP ACS does not provide altitude parameters for the approach to stall events.

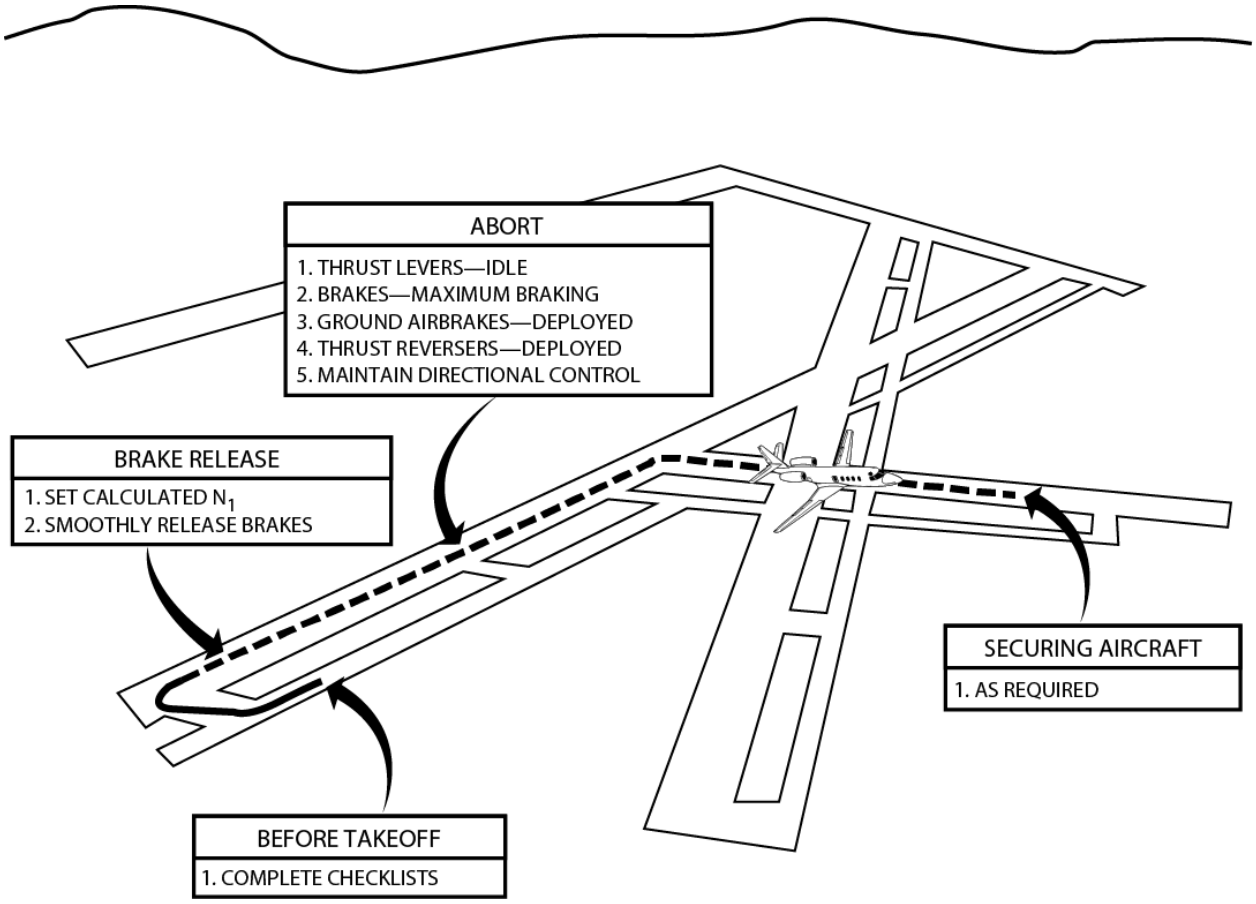
NOTE: When training is conducted in an actual aircraft, the manufacturer's stall recovery procedures take precedence over the recommendations in this book and in AC 120-109 (as amended).

FLIGHT MANEUVERS AND PROCEDURES

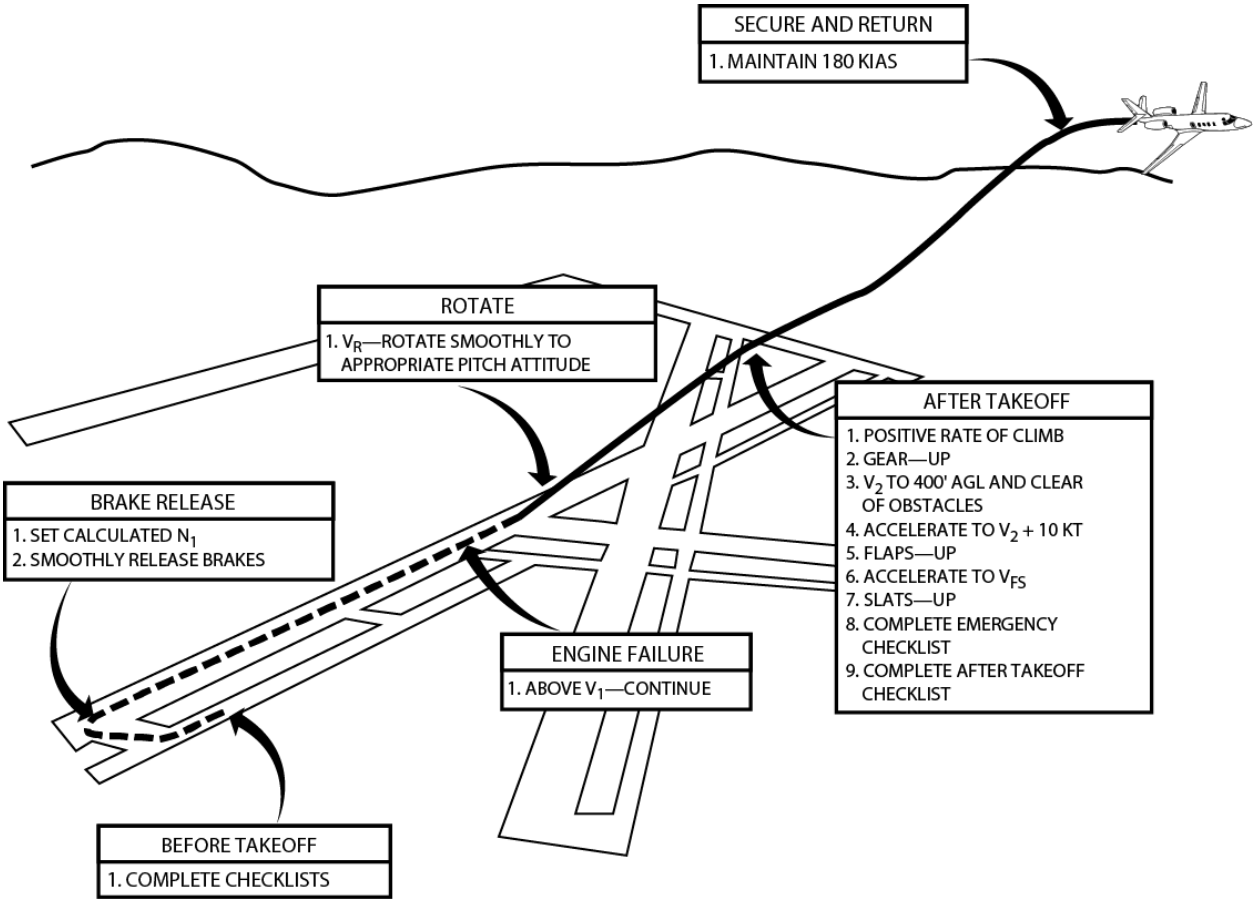
IA-1125 AND IA-1125SP



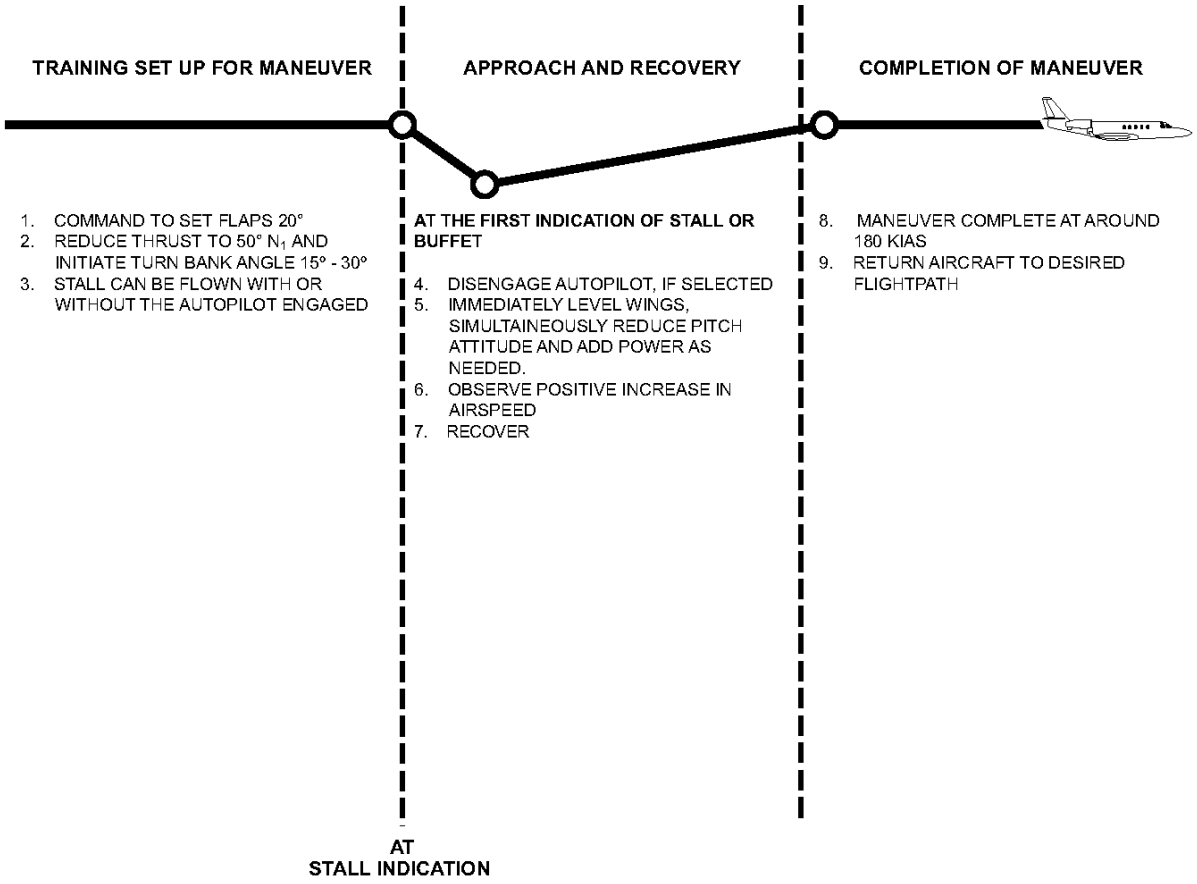
Takeoff— Normal



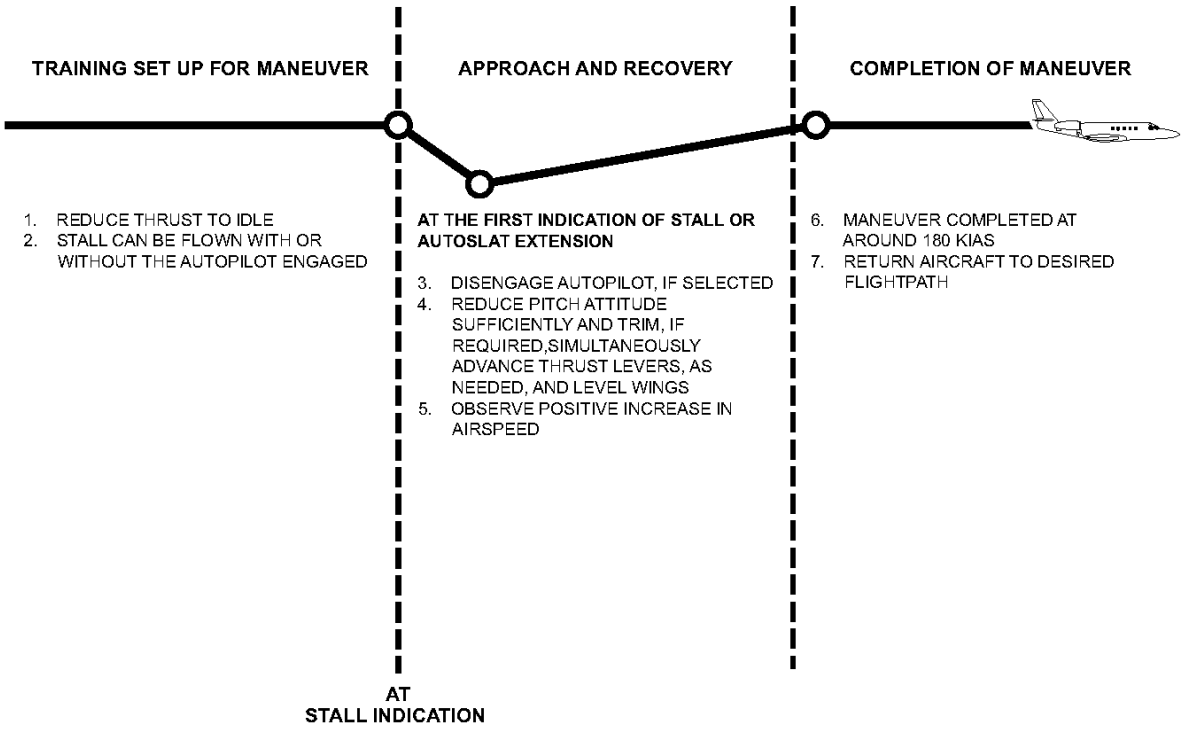
Takeoff—Rejected



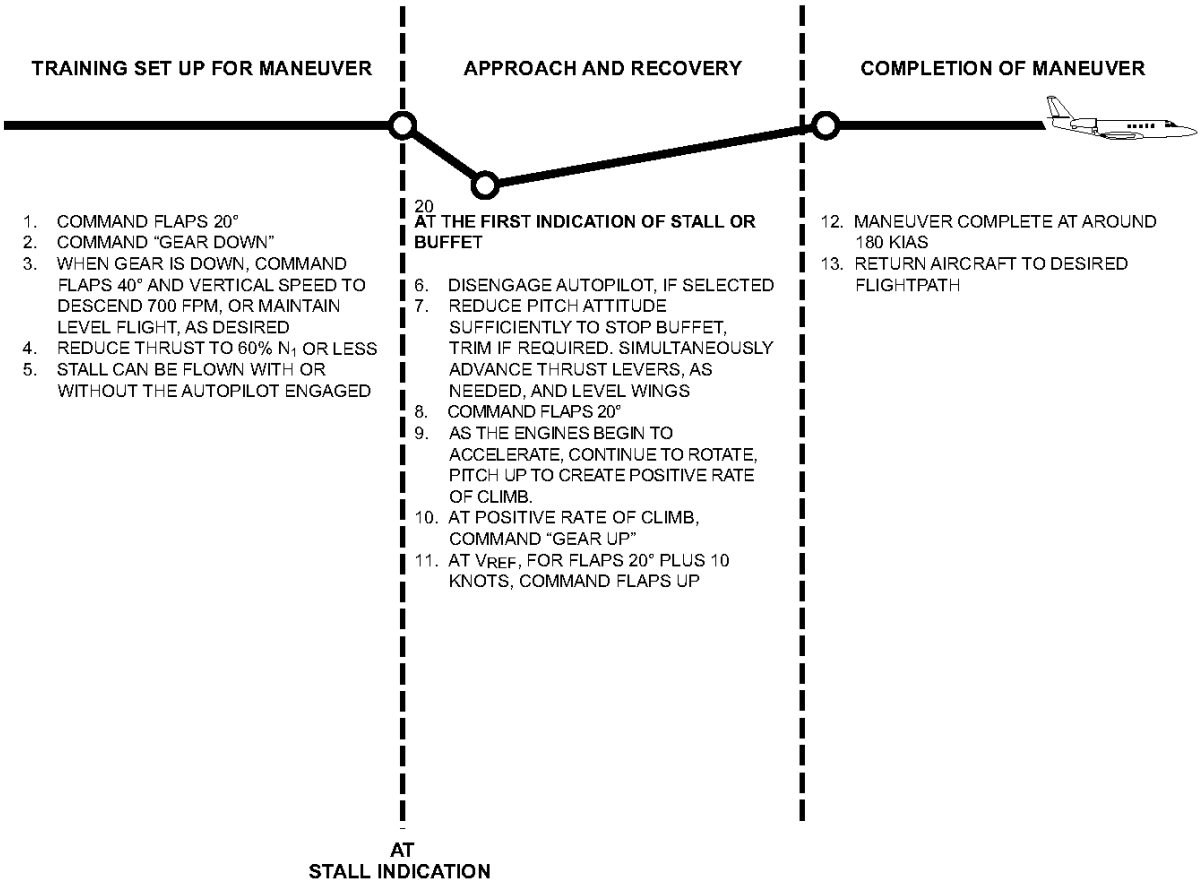
Takeoff—Power Failure V_1



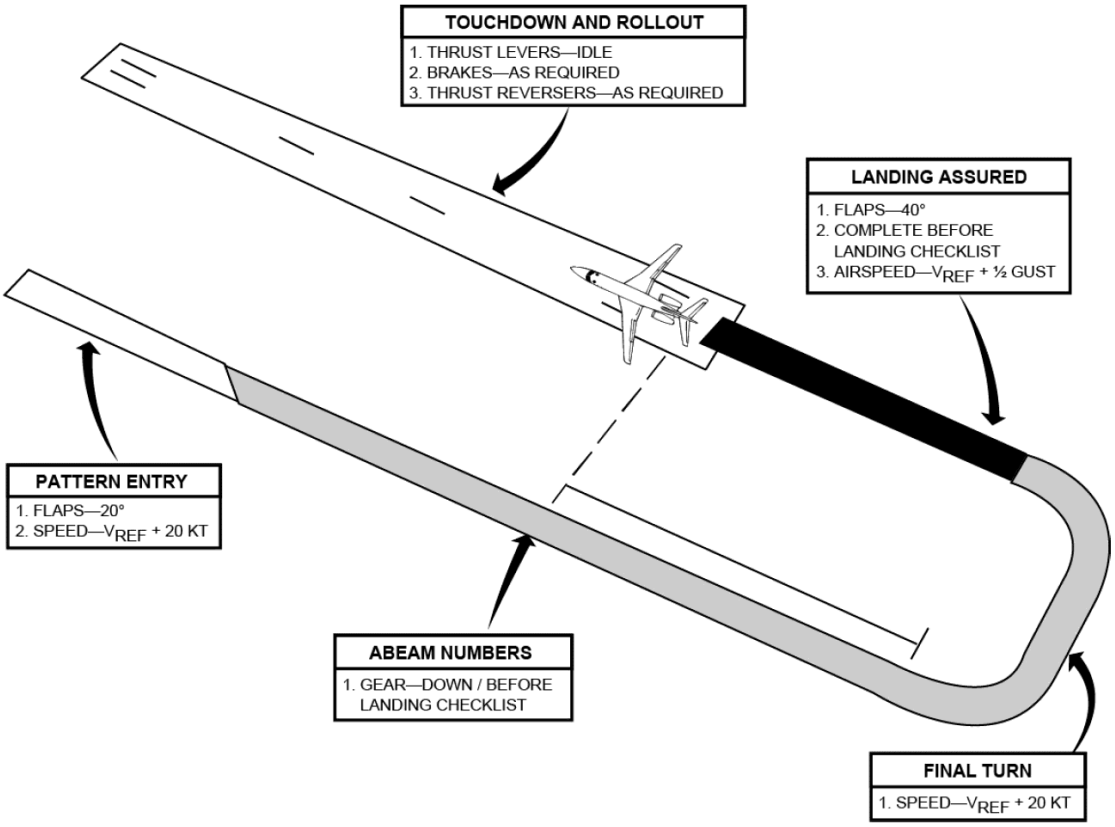
Approach to Stall—Takeoff Configuration



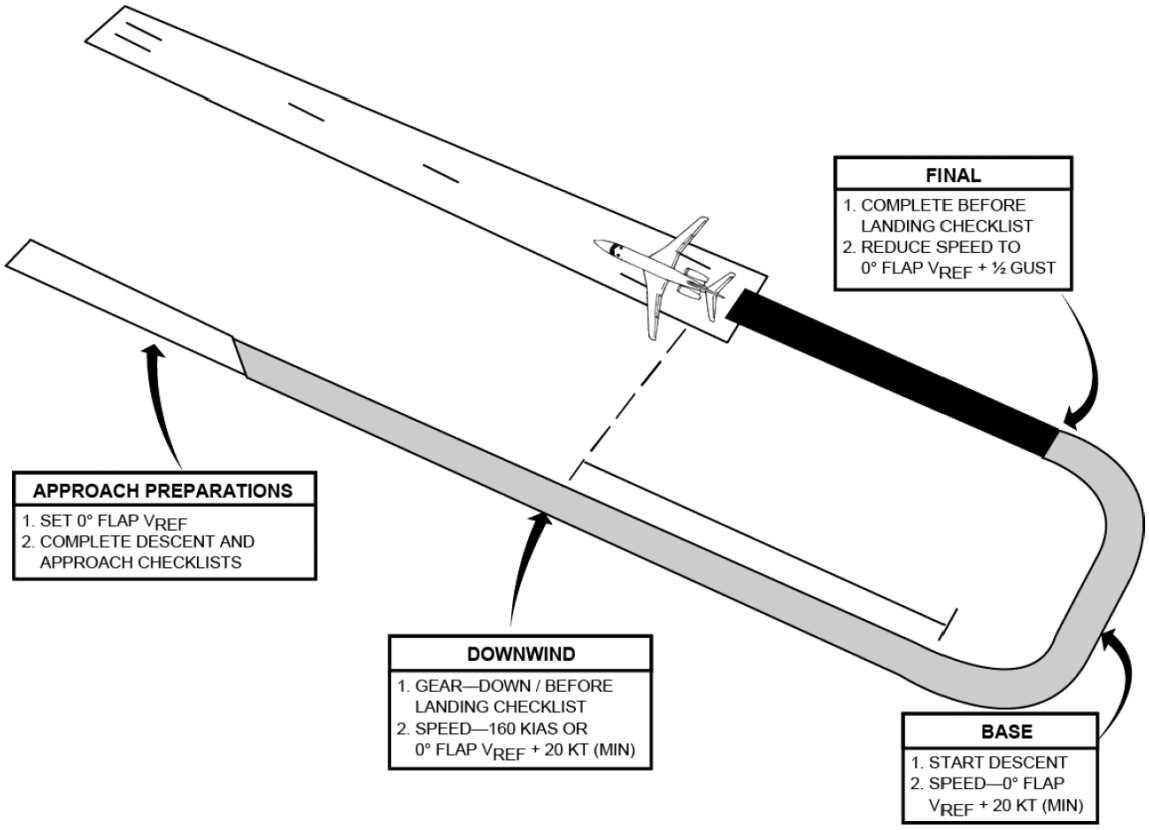
Approach to Stall—Clean Configuration



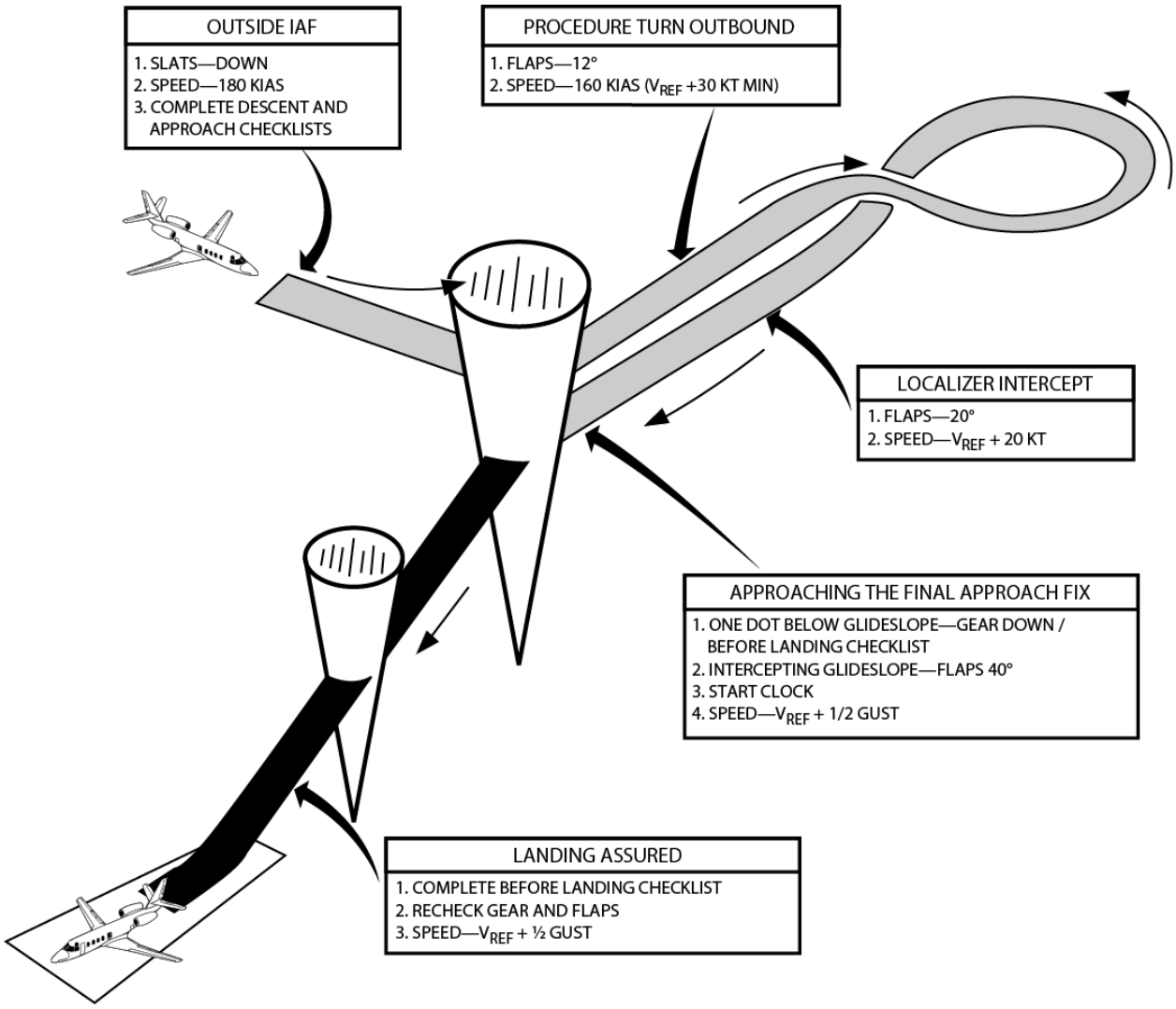
Approach to Stall—Landing Configuration



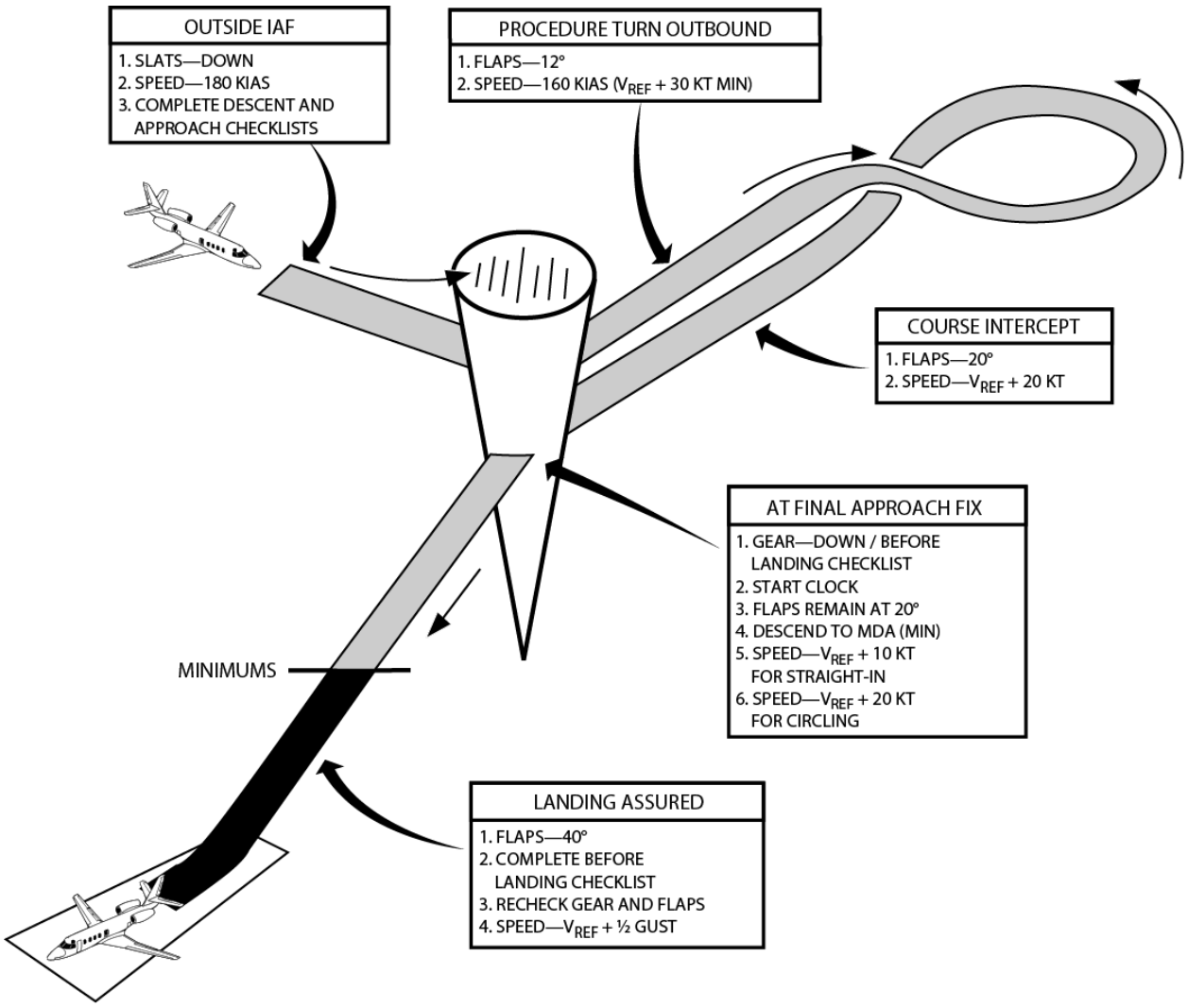
Visual Approach—Normal



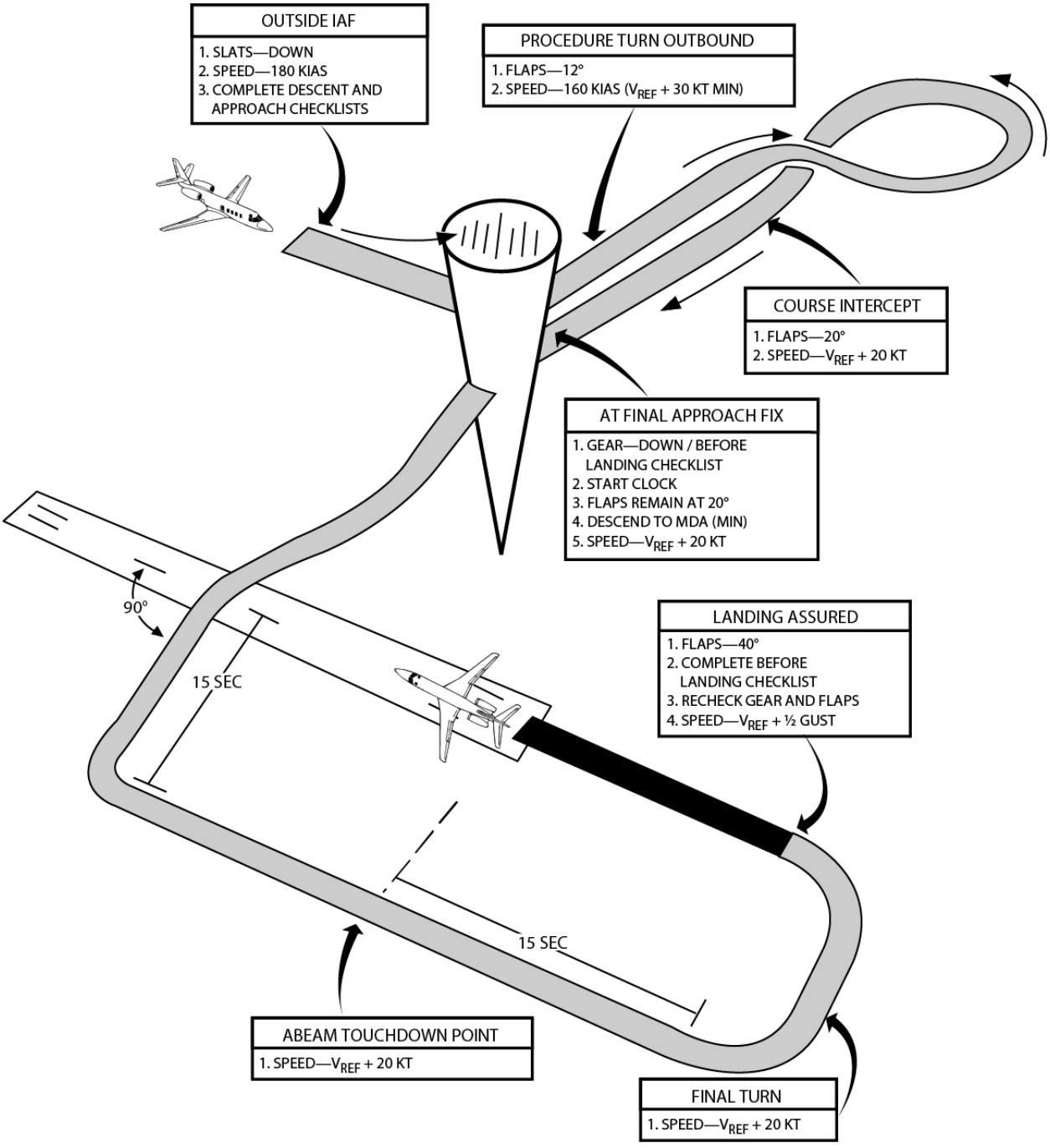
Approach—With Slat/Flap Malfunction



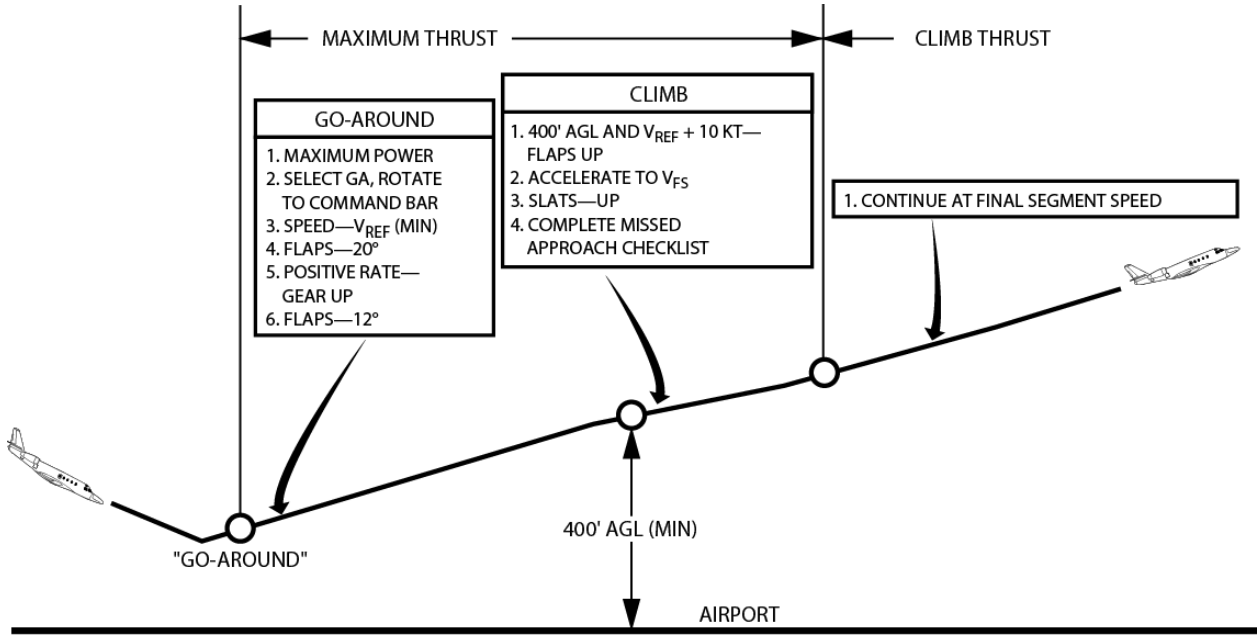
Precision Approach—Normal



Nonprecision Approach—Normal



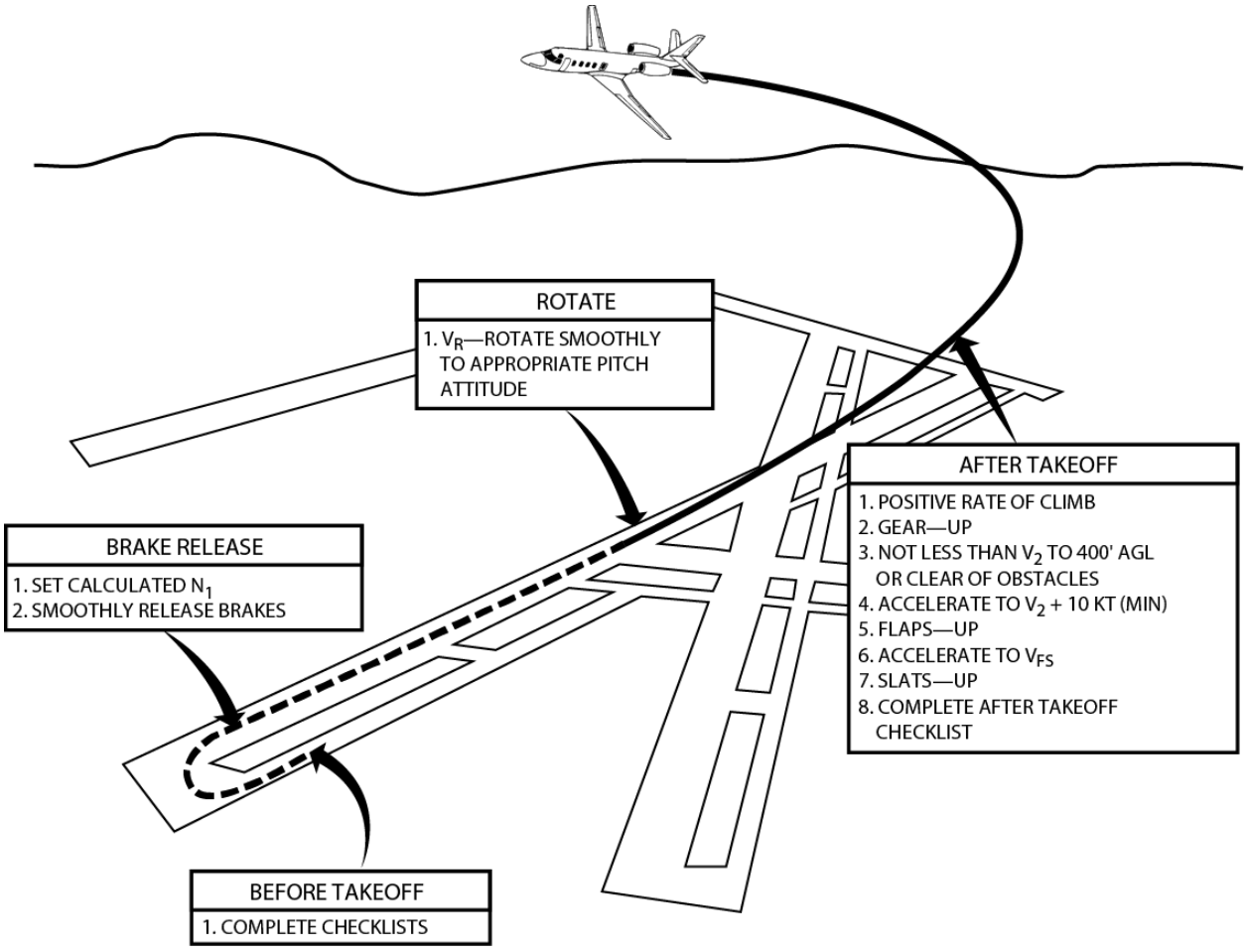
Circling Approach



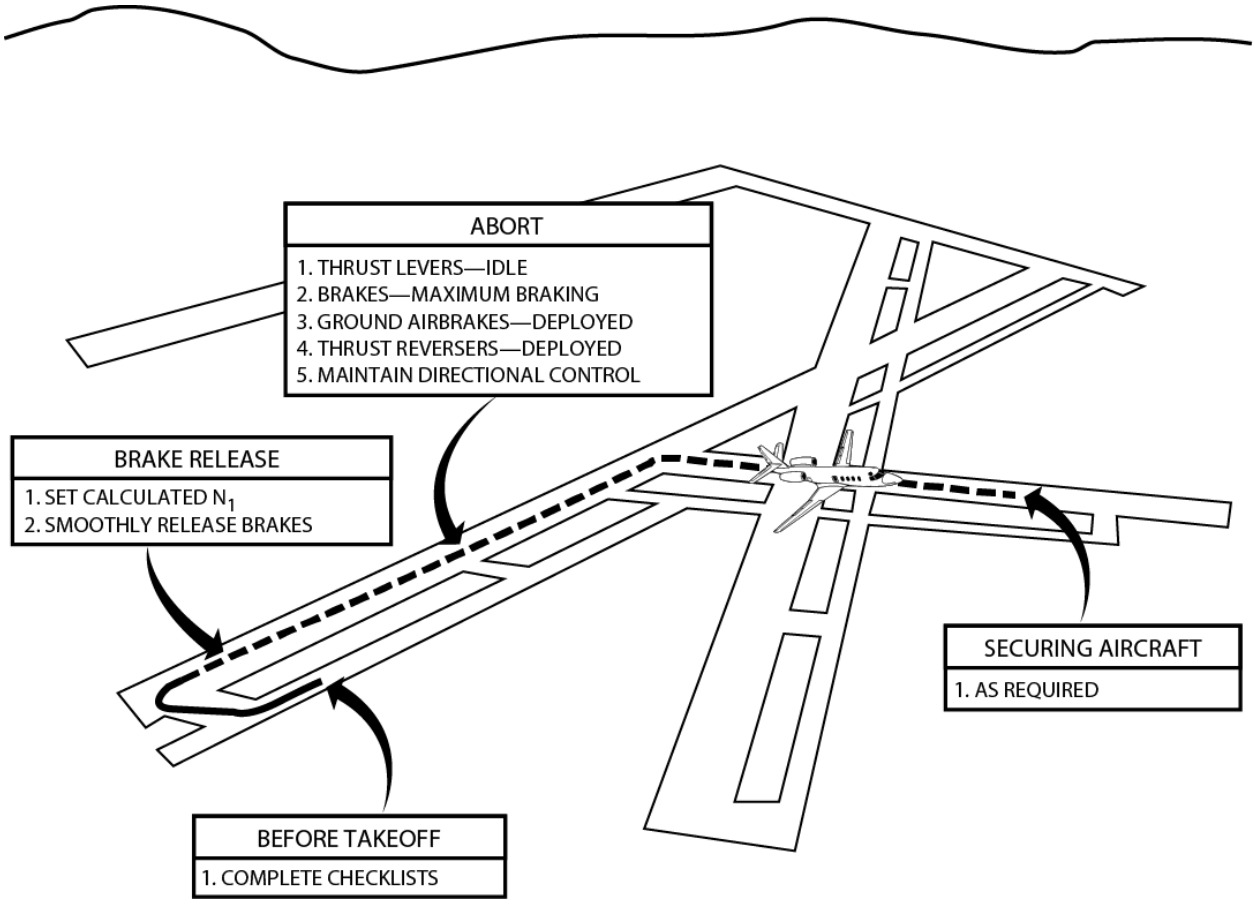
Missed Approach—From Precision Approach

FLIGHT MANEUVERS AND PROCEDURES

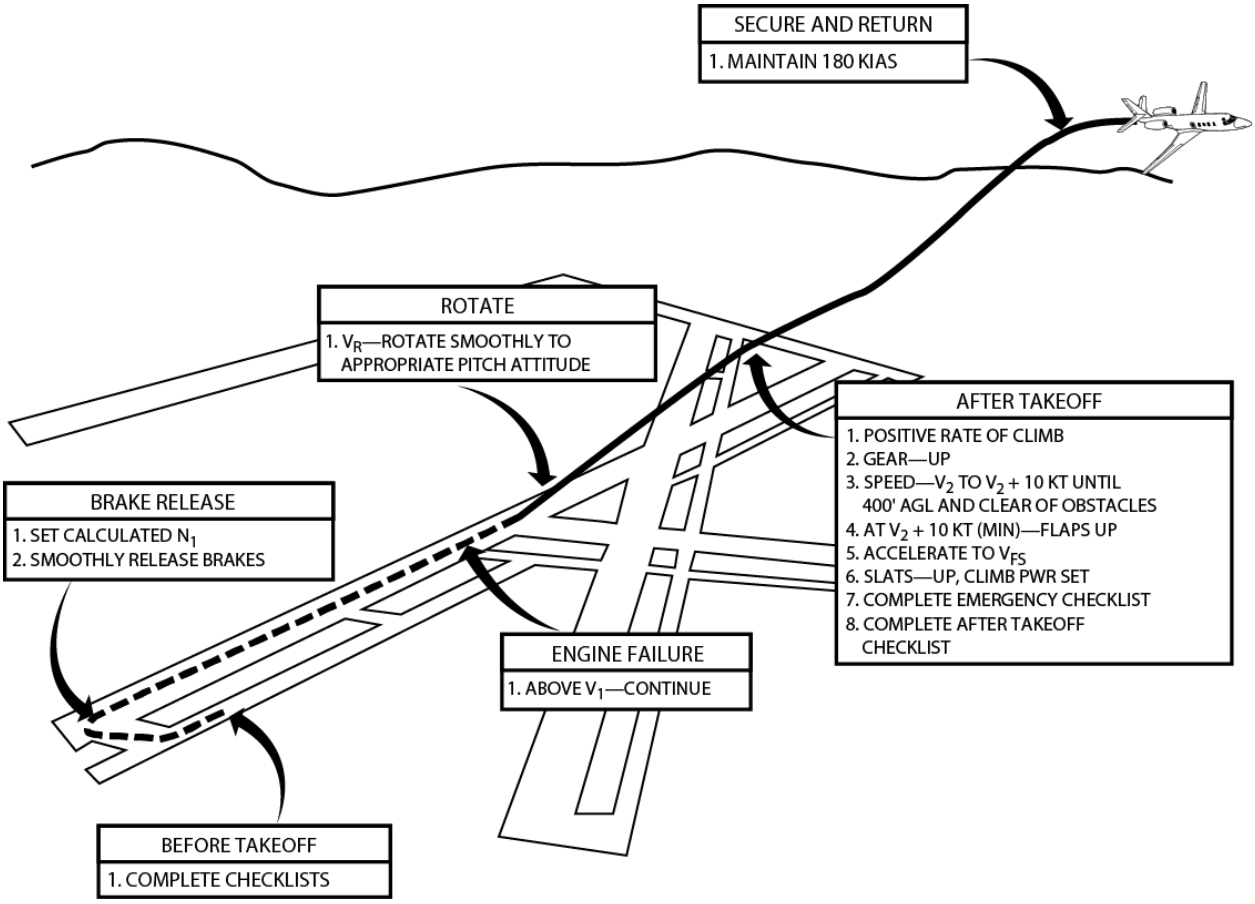
IA-1125SPX AND G100



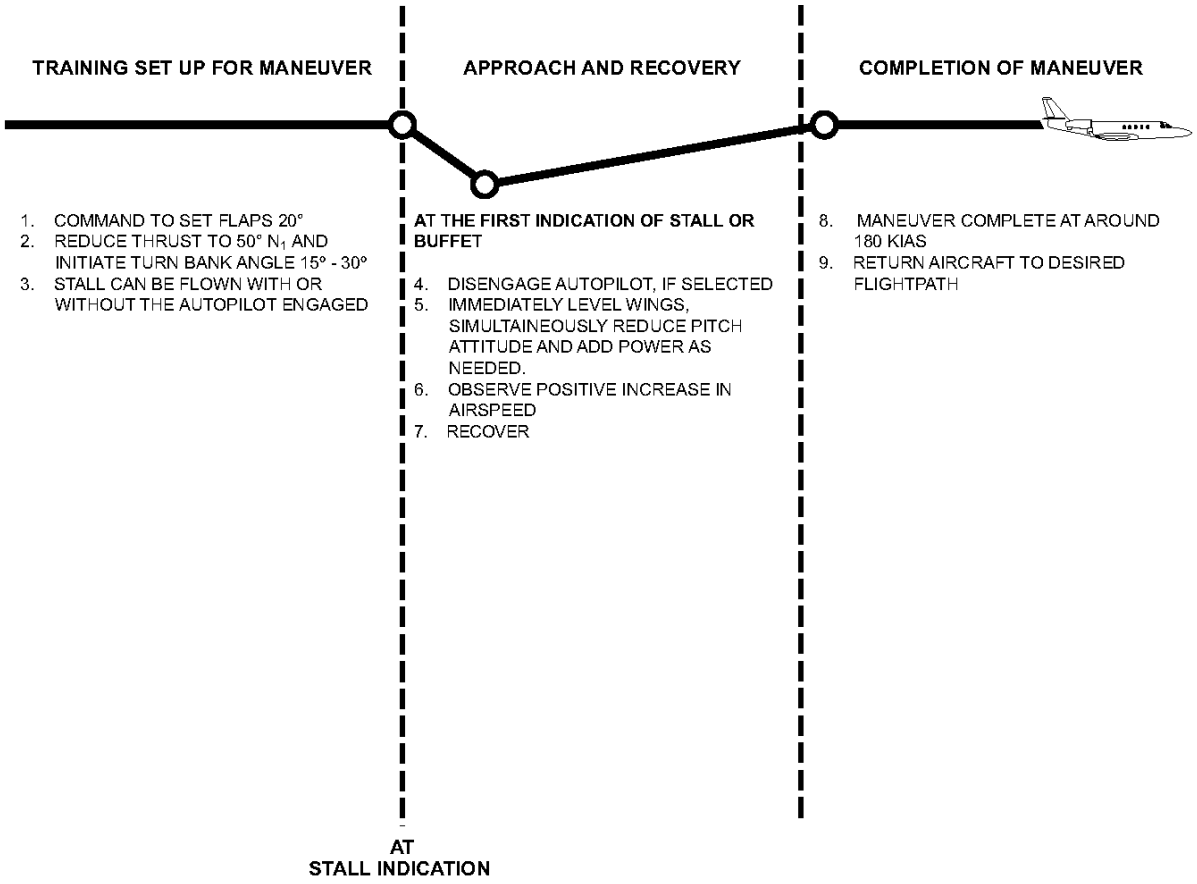
Takeoff—Normal



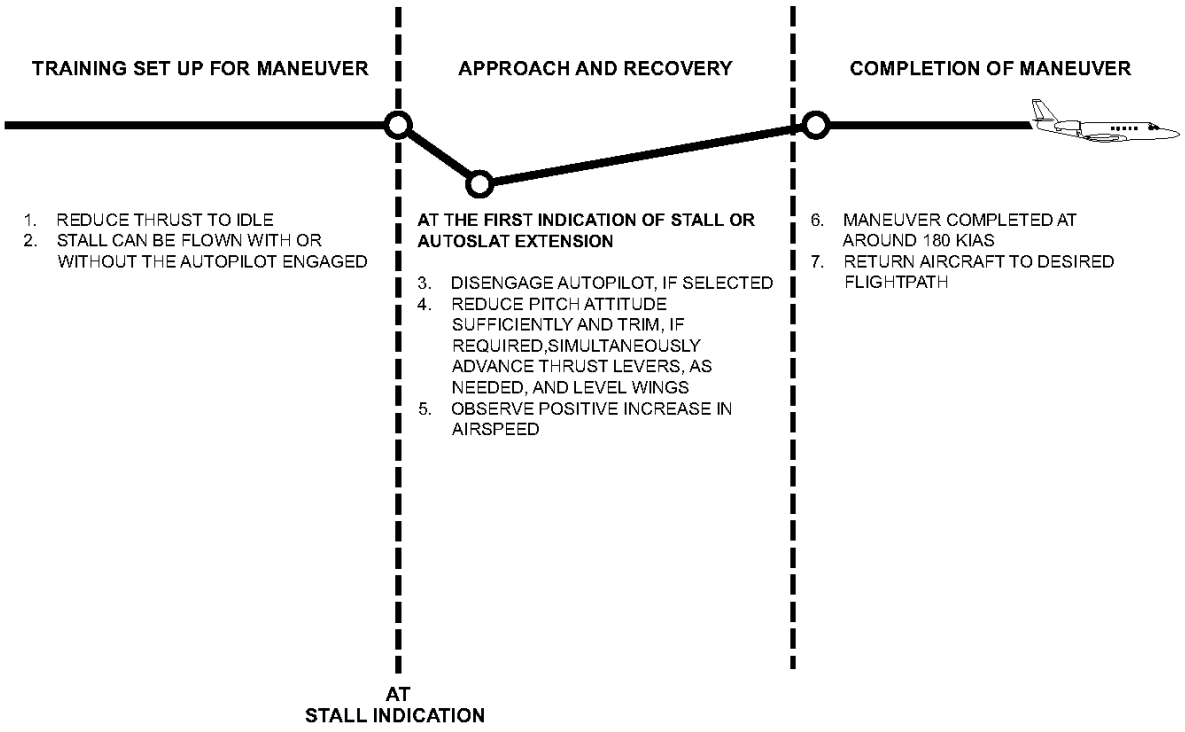
Takeoff—Rejected



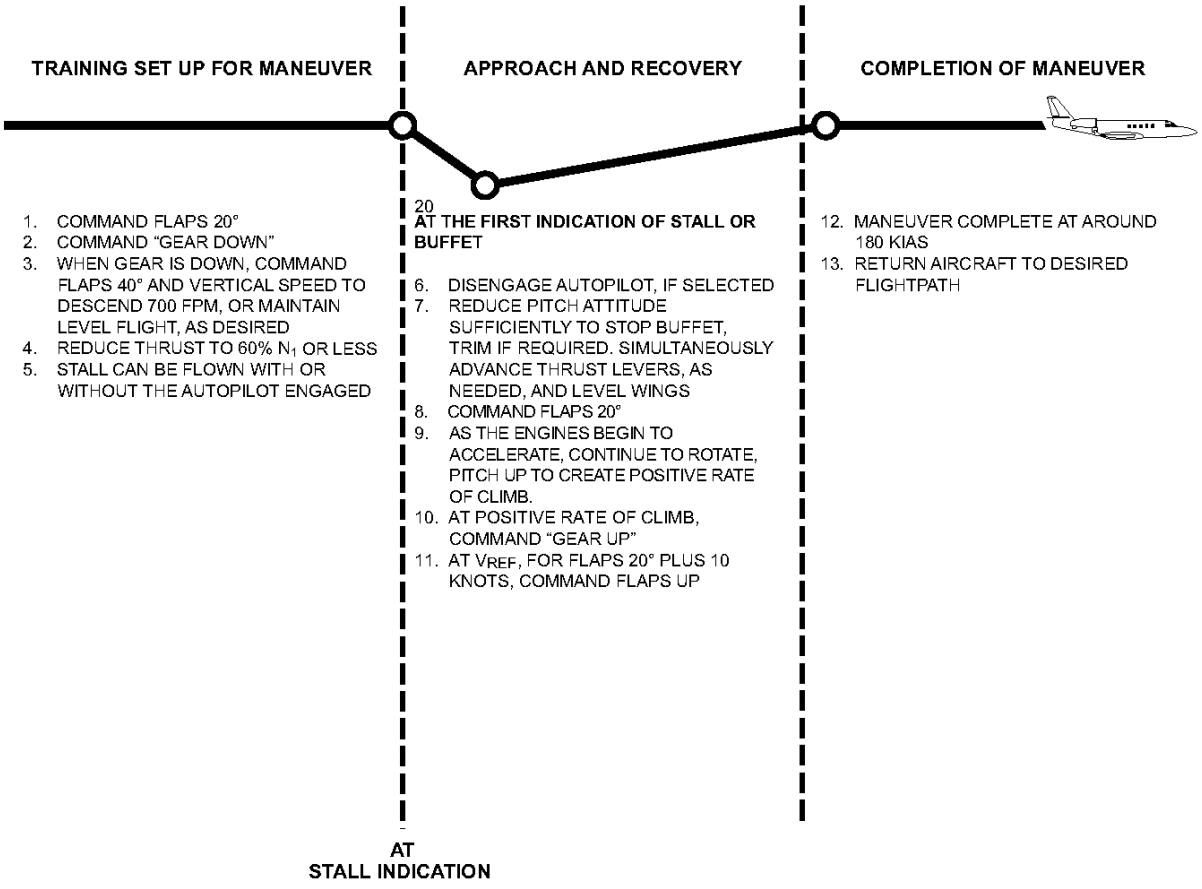
Takeoff—Engine Failure At or Above V_1



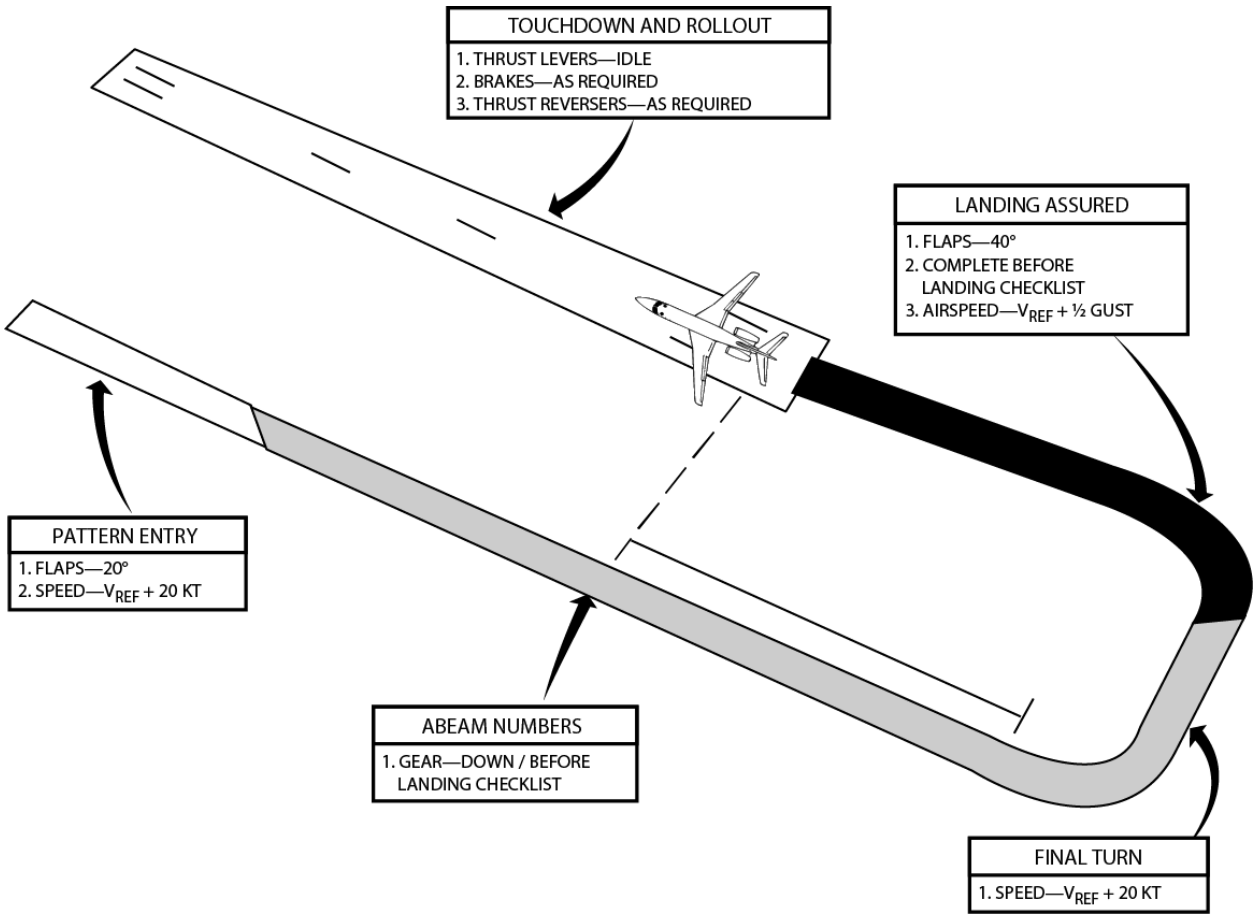
Approach to Stall—Takeoff Configuration



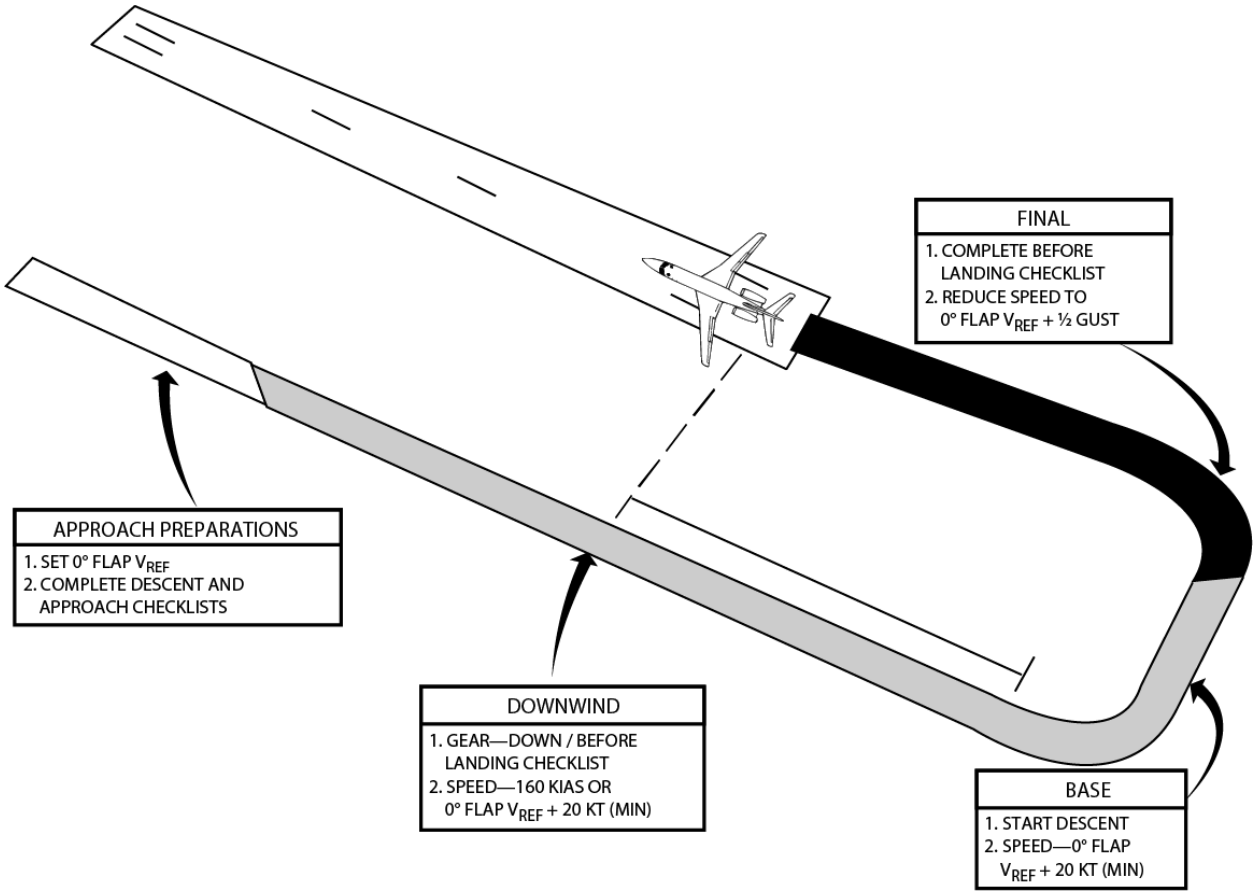
Approach to Stall—Clean Configuration



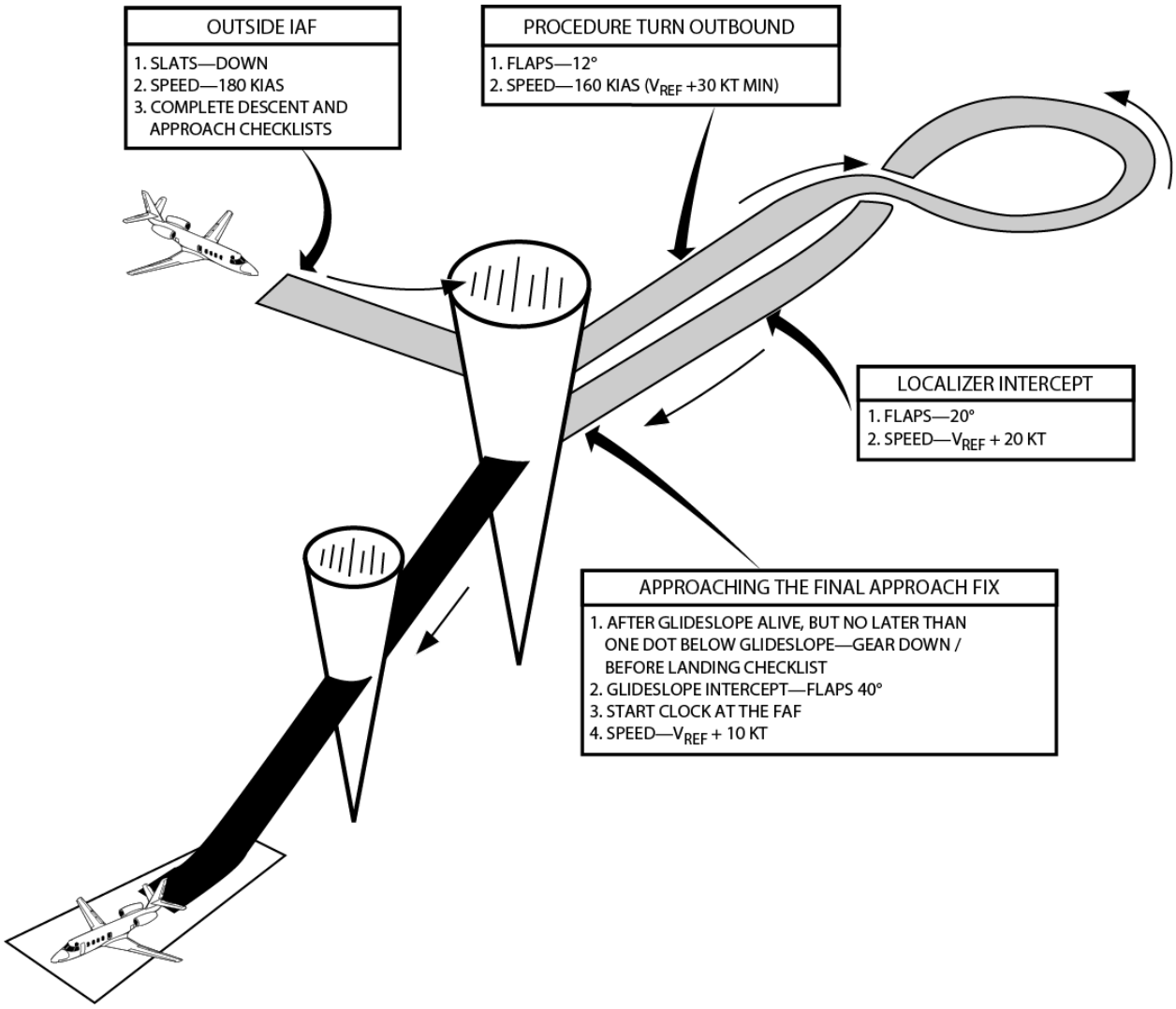
Approach to Stall—Landing Configuration



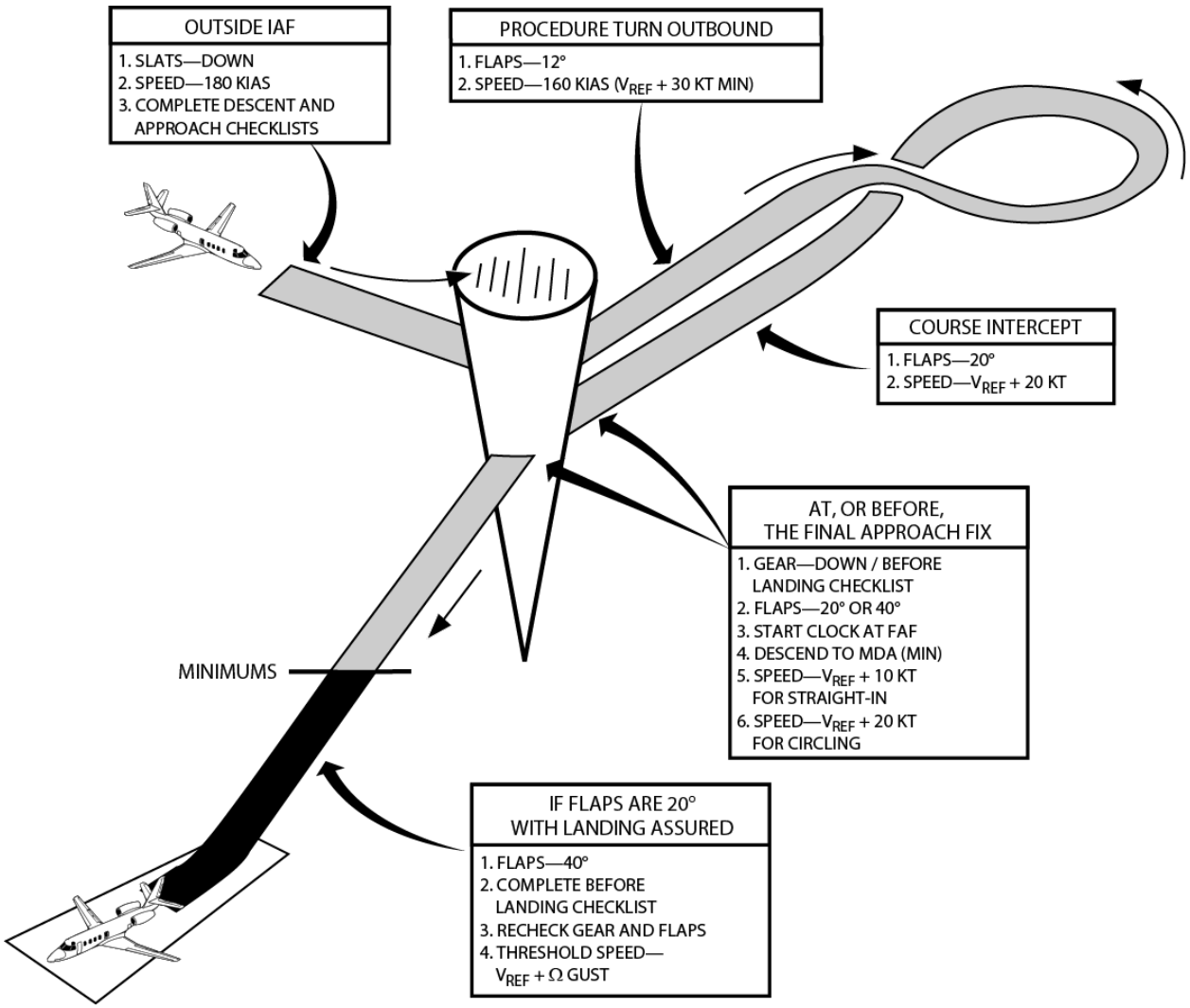
Visual Approach—Normal



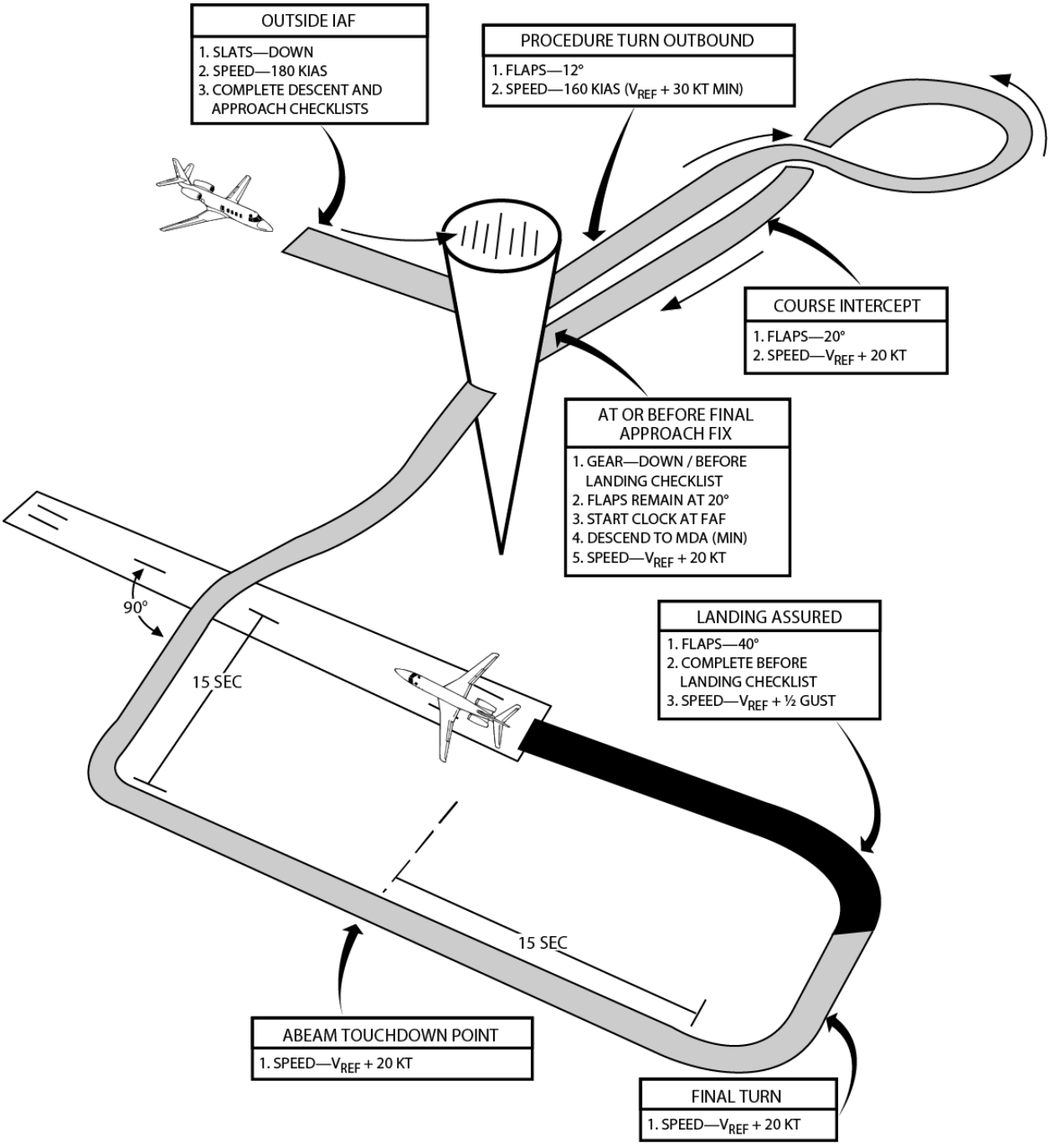
Approach—With Slat/Flap Malfunction



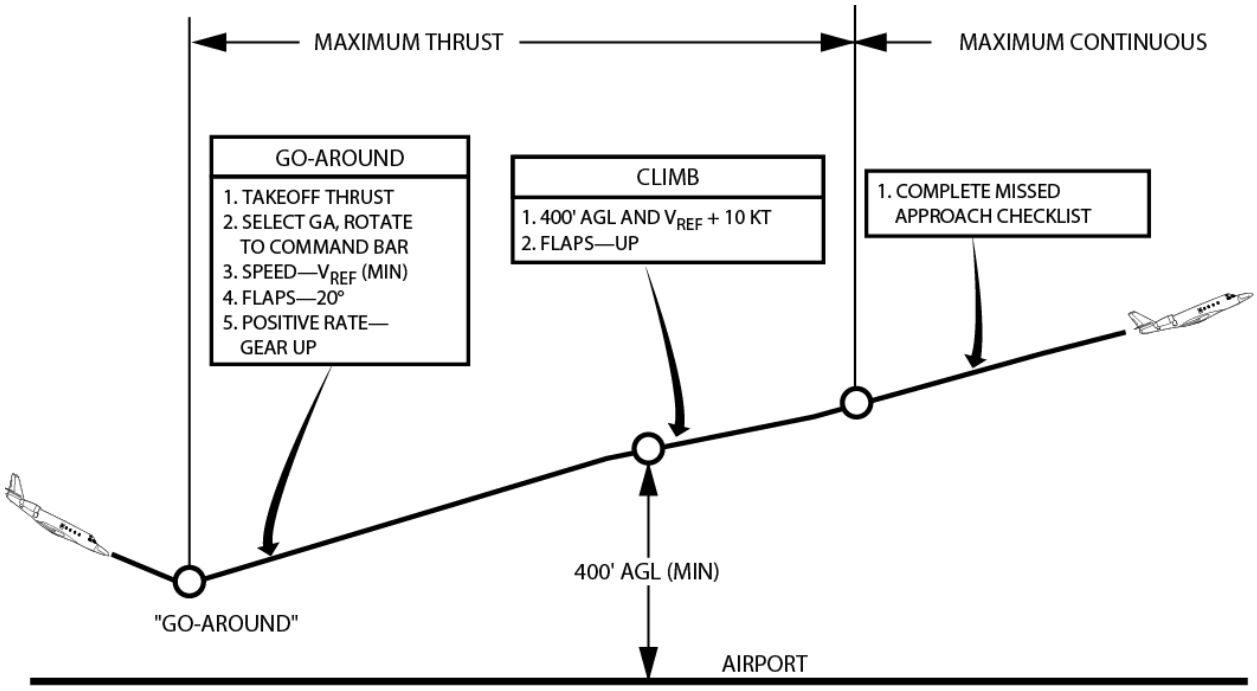
Precision Approach—Normal



Nonprecision Approach—Normal



Circling Approach



Missed Approach—From Precision Approach

WINDSHEAR

The best windshear procedure is avoidance. Recognize the indications of potential windshear and then:

AVOID AVOID AVOID

The key to recovery from windshear is to fly the aircraft so that it is capable of a climb gradient greater than the windshear-induced loss of performance. Normally, the standard wind/gust correction factor ½ gust will provide a sufficient margin of climb performance. If a shear is encountered that jeopardizes safety, initiate a rejected landing procedure. If the sink rate is not arrested, continue with the procedure for microbursts.

Microbursts

Microbursts are small scale intense downdrafts that spread outward in all directions from the downdraft center as it nears the surface. This can result in both vertical and horizontal wind shears that can be extremely hazardous, especially at low altitudes. The aircraft may encounter a headwind with increasing performance (climb/increased airspeed), followed by a downdraft and tailwind, which decreases performance (descent and low airspeeds) to the point that terrain impact can occur. Should a dangerous situation develop, the pilot should immediately perform the following:

1. Initiate rejected landing procedures by applying full power and establishing a positive rate of climb (it may be necessary to intermittently reach stick shaker onset during the initial recovery.
2. Do not change the aircraft configuration until a climb is established;
3. Smoothly increase pitch until a climb is established, or stall warning is encountered. If stall warning is encountered, decrease pitch sufficiently to depart the stall warning regime.
4. When positively climbing at a safe altitude, complete the rejected landing maneuver.

NOTE: The positive rate of climb should be verified on at least two (2) instruments. Leave the gear down until you have this climb indication as it will absorb some energy on impact should the microburst exceed your capability to climb.

WARNING: If a decision is made to rotate to the stall warning, extreme care should be exercised so as not to over-rotate beyond that point as the aircraft is only a small percentage above the stall when the aural warning activates.

Acceptable Performance Guidelines:

- Understand that avoidance is primary
- Ability to recognize potential windshear situations
- Ability to fly the aircraft to obtain optimum performance

STANDARD OPERATING PROCEDURES (TAXI AND RUNWAY OPS)

Standard Operating Procedures (SOPs) can help pilots maintain vigilance and situational awareness. The following SOPs are designed to help avoid pilot deviation runway incursions caused by lack of situational awareness. The procedures apply to both single-pilot and multi-crew aircraft:

1. Conduct a pre-taxi/departure briefing (or self-brief) that includes the expected taxi route and restrictions.

2. Monitor the frequency when initial taxi clearance is called for to ensure that the taxi clearance is heard.

3. After taxi clearance has been received, determine the runway assigned, any restrictions, and the taxi route. If in doubt or not in agreement, seek clarification from ATC.

4. Observe "sterile cockpit," especially while taxiing.

5. Have the airport diagram(s) out, available, and in use. As appropriate, cross check the heading situation indicator (HSI), airport diagram, and airport signage to confirm aircraft position while taxiing.

6. Fixed navigation lights (red, green, and white) must be on whenever the airplane is in motion.

7. Pilot(s) will monitor the appropriate tower frequency when anticipating a clearance to cross or taxi onto an active runway.

8. When approaching an entrance to an active runway, pilot(s) will ensure compliance with hold short or crossing clearance by discontinuing non-monitoring tasks (e.g., Flight Management System (FMS) programming, Airborne Communications Addressing and Reporting System (ACARS), company radio calls, etc.).

9. Prior to crossing or taxiing onto any runway, verbally confirm ATC clearance and that the aircraft is aligned on the correct runway with other flightcrew member(s). The objective is for the flightcrew to verbally confirm they are crossing onto and/or aligning for takeoff on the correct runway. Before entering the runway, visually scan the runway and approach area.

10. Read back all clearances/instructions to enter a specific runway, hold short of a runway, and to "Line Up and Wait," including the runway designator.

> **NOTE:** Do not merely acknowledge the foregoing instructions/clearances by using your call sign and saying "Roger" or "Wilco." Instead, read back the entire instruction/clearance including the runway designator.

11. When entering a runway after being cleared for takeoff, or when taxiing to "Line Up and Wait," make your aircraft more conspicuous to aircraft on final behind you and to ATC by turning on lights (except landing lights) that highlight your aircraft's silhouette.

12. Be especially vigilant when instructed to "Line Up and Wait," particularly at night or during periods of reduced visibility. Scan the full length of the runway and scan for aircraft on final approach when taxiing onto a runway either at the end of the runway or at an intersection. Contact ATC anytime you have a concern about a potential conflict.

a. In instances where you have been instructed to "Line Up and Wait" and have been advised of a reason/condition (wake turbulence, traffic on an intersecting runway, etc.) or the reason/condition is clearly visible (another aircraft that has landed on or is taking off on the same runway), and the reason/condition is satisfied, you should expect an imminent takeoff clearance, unless advised of a delay.

b. If landing traffic is a factor, the tower is required to inform you of the closest traffic that is cleared to land, touch-and-go, stop-and-go, or unrestricted low approach on the same runway when clearing you to "Line Up and Wait." Take care to note the position of that traffic and be especially aware of the elapsed time from the "Line Up and Wait" clearance while waiting for the takeoff clearance.

c. ATC should advise of any delay in receiving takeoff clearance (e.g., "expect delay for wake turbulence") while holding in position. If a takeoff clearance is not received within a reasonable time after clearance to "Line Up and Wait," contact ATC. Suggested phraseology: (*call sign*) *holding in position* (*runway designator or intersection*). For example, **"*American 234 holding in position runway 24L,*"** or **"*American 234 holding in position runway 24L at Bravo.*"**

> **NOTE:** FAA analysis of accidents/incidents involving aircraft holding in position indicate that TWO MINUTES or more elapsed between the time instruction was issued to "Line Up and Wait" and the resulting event (e.g., landover or go-around). Pilots should consider the length of time they have been holding in position whenever they HAVE NOT been advised of any expected delay to determine when it's appropriate to query the controller.

13. To signal intent to aircraft down field, turn on landing lights when cleared for takeoff.

14. As part of the approach briefing/checklist, review the airport diagram and anticipated taxi route.

CAUTION: A potential pitfall of pre-taxi and pre-landing planning is setting expectations and then receiving different instructions from ATC. Pilots need to follow the clearance or instructions that are actually received, and not the ones they expected to receive.

GROUND TRAINING MODULES

TYPE OF AIRCRAFT: G100/ASTRA SERIES [IA-1125]

The G100/Astra Series [IA-1125] is applicable to the G100, IA-1125, IA-1125SP, and IA-1125SPX airplanes.

GROUND TRAINING INFORMATION

The following ground training modules are used to support all training courses. However, the training hours vary from course to course and are shown in the appropriate portions of this manual.

Preflight Inspection Training

Ground training includes an aircraft exterior preflight element which requires each pilot to learn how to conduct a proper preflight inspection of the aircraft. This training must be accomplished by using an FAA approved pictorial preflight program, or an actual aircraft.

GROUND TRAINING OUTLINES

General Operational Subjects Modules

A. Weight and Balance
   1. General Principles and Methods of Weight and Balance Determination
   2. Operations
   3. Limitations

B. Performance
   1. Use of Charts, Tables, Tabulated Data, and Other Related Material
   2. Performance Problems, Normal, Abnormal, and Emergency Conditions
   3. Performance Limiting Factors, Such as Runway Length, Ambient Temperature, Runway Contamination, Meteorological Conditions, Special Operational Conditions, Short/Soft Field, Inoperative Equipment, etc.

C. Flight Planning
   1. Flight Planning Charts, Such as Fuel Consumption Charts
   2. Operations
   3. Limitations

D. Approved Aircraft Flight Manual/Aircraft Operating Manual (AFM/AOM)
   1. Applicability and Description of the AFM
   2. Normal, Abnormal, and Emergency Procedures Sections
   3. Limitations Section
   4. Maneuvers and Procedures Section
   5. General Performance Section
   6. Systems Descriptions
   7. Appendices, Bulletins, and Supplements

E. Windshear Training
   1. Windshear Weather
   2. Lessons Learned From Windshear Encounters
   3. Model of Flight Crew Actions
   4. Warnings and Indications

F. Stall Recognition and Recovery Procedures
   1. Academic Knowledge
   2. Aircraft Training Curriculum

G. Crew Resource Management (CRM) / Aeronautical Decision Making (ADM) / Risk Management (RM)
   1. Situational Awareness and the Error Chain
   2. Stress
   3. Communications
   4. Synergy and Crew Concept
   5. Workload Management
   6. Decision Making
   7. Advanced/Automated Cockpit

NOTE: Applied CRM is monitored/practiced in each System Integration Lesson/Flight Simulator/Aircraft Period.

Operator Specific General Operational Subjects Modules (Conducted by Operator)

A. Flight Locating
   1. Flight Planning
   2. Dispatch
   3. Flight Release
   4. Flight Locating

B. Adverse Weather
   1. Icing
   2. Turbulence
   3. Heavy Precipitation
   4. Thunderstorms
   5. Micro Burst
   6. Low Level Windshear
   7. Low Visibility
   8. Contaminated Runways

C. Winter Operations
   (Reference Operations Manual and Winter Operations Manual)
   1. The use of holdover times when using deicing/anti-icing fluids
   2. Deicing/anti-icing procedures, including inspection and check procedures and responsibilities
   3. Communications
   4. Surface contamination (i.e., adherence of frost, ice, or snow) and critical area identification and knowledge of how contamination adversely affects performance and flight characteristics
   5. Types and characteristics of deicing/anti-icing fluids
   6. Cold weather preflight inspection procedures
   7. Techniques for recognizing contamination

D. Wake Turbulence
   1. Causes
   2. Accident Prevention

E. Communications and Navigation Procedures
   1. SkyJet Elite Communication Requirements, Including Applicable Parts of Operations Manual
   2. ATC Clearance
   3. Area Departure and Arrival
   4. Enroute
   5. Approach and Landing

F. Special Emphasis Items
   1. As Appropriate

Aircraft Systems Modules

A. Aircraft General
   1. General
      a. Emergency Equipment
      b. Equipment and Furnishings
   2. Operations
   3. Limitations
   4. Abnormal and Emergency Procedures
   5. Aircraft Exterior Preflight
   6. Aircraft Specific Flight Standardization Board (FSB) Required Items

B. Electrical
   1. General
   2. DC Power System
   3. DC Power Distribution
   4. AC Power System
   5. AC Power Distribution Control
   6. Limitations
   7. Abnormal and Emergency Procedures

C. Lighting
   1. General
   2. Exterior Lighting
   3. Interior Lighting
   4. Emergency Lights Power System
   5. Limitations
   6. Abnormal and Emergency Procedures

D. Master Warning
   1. General
   2. Testing
   3. Dimming
   4. Annunciator Amplification
   5. Takeoff Warning System
   6. Limitations
   7. Abnormal and Emergency Procedures

E. Fuel
   1. General
   2. Fuel Tanks
   3. Fuel Distribution
   4. Fuel Venting
   5. Fueling
   6. Fuel Quantity
   7. Fuel Management
   8. Fuel Pumps
   9. Low Fuel Sensing
   10. Fuel Temperature
   11. Limitations
   12. Abnormal and Emergency Procedures

F. Auxiliary Power Unit (APU)
   1. General
   2. System Description and Operation
   3. Normal Procedures
   4. Operating Time and Failure Mode Record Indicators
   5. Warnings
   6. Limitations
   7. Abnormal and Emergency Procedures

G. Powerplant
   1. General
   2. Major Sections
   3. Engine Controls
   4. Engine Fuel and Control System
   5. Engine Fuel System
   6. Engine Speed Synchronizer System and Automatic Performance Reserve (APR)
   7. Oil System
   8. Thrust Reversers (Trs)
   9. Engine Operation
   10. Limitations
   11. Abnormal and Emergency Procedures

H. Fire Protection
   1. General
   2. Fire/Overheat Detection
   3. Indications, Warning, and Emergency Services
   4. Fire Protection Test System
   5. Fire Extinguishing System
   6. Limitations
   7. Abnormal and Emergency Procedures

I. Pneumatics
   1. General
   2. Air Sources
   3. Air Source Control
   4. Limitations
   5. Abnormal and Emergency Procedures

J. Ice and Rain Protection
   1. General
   2. Surface Deicing
   3. Nacelle Anti-Icing
   4. P2T2 Probe Anti-Ice
   5. Pitot and Static Port Anti-Icing
   6. Windshield Anti-Icing
   7. Rain Removal System
   8. Baggage Compartment Heating
   9. Ventilating Blowers
   10. Limitations
   11. Abnormal and Emergency Procedures

K. Air Conditioning
   1. General
   2. Refrigeration Unit
   3. Temperature Control
   4. Distribution Ducting
   5. Operation
   6. Limitations
   7. Abnormal and Emergency Procedures

L. Pressurization
   1. General
   2. Air Sources
   3. Pressurization
   4. Emergency Pressurization
   5. Limitations
   6. Abnormal and Emergency Procedures

M. Hydraulics
   1. General
   2. Main Hydraulic System
   3. Auxiliary Hydraulic System
   4. Hydraulic Subsystems
   5. Limitations
   6. Abnormal and Emergency Procedures

N. Landing Gear and Brakes
   1. General
   2. Landing Gear
   3. Nosewheel Steering
   4. Brakes
   5. Antiskid System
   6. Limitations
   7. Abnormal and Emergency Procedures

O. Flight Controls
   1. General
   2. Primary Flight Controls
   3. Trim Systems
   4. Secondary Flight Controls
   5. Stall Warning
   6. Limitations
   7. Abnormal and Emergency Procedures

P. Pitot Static
   1. General
   2. Pitot Tubes
   3. Static Ports
   4. Air Data Computer

Q. Avionics
   1. General
      a. Communication Equipment
      b. Navigation Equipment
      c. Auto Flight Systems
   2. Standby Flight Instruments
   3. Electronic Flight Instrument Systems
   4. Flight Management System (FMS)

R. Oxygen
   1. General
   2. Oxygen Systems
   3. Limitations
   4. Abnormal and Emergency Procedures

Systems Integration Modules

A. Systems Integration
   1. Checklist/Normal Procedures
   2. Crew Resource Management (CRM)
   3. Flight Management System (FMS)
   4. Checklist/Abnormal Procedures
   5. Checklist/Emergency Procedures
   6. Avionics

Differences Modules

A. DG 1 Ground Module
   1. Aircraft General
      a. Winglets
      b. Galley Lighting
   2. Powerplant
      a. Structures
      b. Control and Operation
      c. Abnormal Procedures
      d. Emergency Procedures
   3. Thrust Reverser
      a. Structures
      b. Control and Operation
      c. Emergency Procedures
   4. Engine Anti-Ice
      a. Structures
      b. Control and Operation
   5. Flight Controls
      a. Structures
   6. Pneumatics
      a. Structures
      b. Control and Operation
   7. Aircraft Performance
      a. Definitions
      b. Takeoff, Climb and Landing
      c. Takeoff and Landing
   8. Avionics
      a. General
      b. Standby Flight Instruments
      c. Electronic Flight Instrument Systems
      d. Flight Management System (FMS)

Ground Training Examination

A. Review and Examination
   1. Aircraft Systems / Performance Review
   2. Written Examination

NOTE: A minimum score of 80%, corrected to 100% is required. If a pilot fails to achieve a minimum passing score, the instructor will provide individualized remedial training and allow the pilot to retake the test. In this event, a different examination version must be used. In addition, the instructor is required to notify the Program Manager or the DOT. Answer sheets for written tests shall show both the raw score achieved, and the notation that it was corrected to 100%. Attendance at 100% of the ground school curriculum is required for course completion credit.

FLIGHT TRAINING MODULES

TYPE OF AIRCRAFT: G100/ASTRA SERIES [IA-1125]

The G100/Astra Series [IA-1125] is applicable to the G100, IA-1125, IA-1125SP, and IA-1125SPX airplanes.

FLIGHT TRAINING INFORMATION

The following flight training modules indicate the training session where the training event is first addressed. If the pilot does not demonstrate proficiency in that session, the event will be carried forward until proficiency is demonstrated. Once proficiency is demonstrated, the event may be considered optional for subsequent training. Based on demonstrated proficiency, events scheduled in a subsequent module may be introduced in an earlier module.

Windshear Procedures

A "Windshear" training event is included in this training program, however all contract training simulators may not be fully certified to accomplish this event. If a simulator is not fully certified for "Windshear" training, contract training partners will still train to the aircraft manufacturer's recommended procedure for recognition and recovery from windshear, using the caveat that simulator responses could be different from actual aircraft responses in some conditions. In this case, a "T" will be annotated on the Flight Training Record for the "Windshear" event grade.

Instrument Approach Procedures

Instrument Approach Procedures are identified and trained in various Flight Simulator Modules within each course. The actual Precision and Nonprecision approaches trained in the simulator will match those authorized by SkyJet Elite on the Training Summary Checklist (TSC) form. The various approaches can be covered in any appropriate flight simulator module at the discretion of the instructor. If it is not possible to train every approach selected on the TSC form, due to simulator time constraints, instructors will use a variety of the selected approaches to give pilots as much credit for the different type approaches as is practical within the simulator time available.

During completion of the Instrument Approach Procedures training events, completion of the following events will always be required:

- Two Precision Approaches to DA/DH: At least one precision approach must be flown manually (without the use of an autopilot) and with one engine inoperative.
- Two Nonprecision Approaches: At least one nonprecision approach must be flown manually (without the use of an autopilot - yaw damper and flight director are not considered parts of the autopilot in this case) and without the assistance of radar vectors. At least one nonprecision approach must include a procedure turn, or in the case of an RNAV approach, a Terminal Area Arrival (TAA) procedure.
- Two Missed Approaches: One missed approach must be completed as published (may be flown with any approach), and one must be completed with one engine inoperative.

NOTE: In aircraft equipped with advanced flight instrument displays, at least one approach (precision or nonprecision) must be accomplished using "fail down" instrumentation.

NOTE: When Global Positioning System (GPS) training is conducted in aircraft equipped with GPS, the pilot must also demonstrate GPS approach proficiency.

NOTE: If the installed equipment and data base is current and qualified for IFR flight and LPV approaches, an LPV approach can be flown to demonstrate precision approach proficiency when the LPV DA is equal to or less than 300 feet HAT. This approach may also be used to demonstrate GPS approach proficiency. However, a single approach event may only be credited toward one of the two Precision, or one of the two Nonprecision, approach requirements listed above.

Lower than Standard Takeoff and Landing Minimums

When lower than standard takeoffs and precision instrument approaches training is required, the procedures are covered in an appropriate simulator module. This is done using low visibility conditions appropriate to the minimums authorized in the Ops Specs or as requested for training on the Training Summary Checklist form and/or the Training and Checking Authorization form. Lower than standard takeoff minimums training is normally accomplished using low visibility conditions during the Taxiing/Runway Operations, Instrument Takeoff, Rejected Takeoff, and Powerplant Failure During Takeoff events. Lower than standard landing minimum training is normally accomplished during the Landing from a Precision Approach event.

Power Off Stall Demonstration

The power off stall demonstration will be conducted to help the pilot recognize the stall warning and immediately perform the stall recovery by reducing the Angle of Attack (AOA). The aim of the demonstration is to familiarize pilots with power off stall characteristics and recovery, such events are outlined in the ATP ACS and AC 120-109. Since this training is a demonstration of aircraft response rather than of flight proficiency, this event may be graded as "X"indicating completed.

Unusual Attitudes

In order to provide pilots with flight simulator exercises, useful in some circumstances, flight simulator training events are included in this training program addressing "unusual attitudes" which can be conducted within the defined envelope of flight simulator operation. When a manufacturer provides predictable data from the aircraft and that data is programmed into the flight simulator, pilots will train to the manufacturer's recommended procedure for recognition, and recovery from unusual attitudes.

FLIGHT TRAINING OUTLINES - INITIAL - INE, INHA, TRA-A (PIC/SIC)

Flight Simulator Training Modules

A. Flight Simulator Module No. 1
   1. Preflight Procedures
      a. Preflight Inspection (Cockpit)/Prestart Procedures/Performance Limitations
      b. Powerplant Start - Normal
      c. Taxiing/Runway Operations
      d. Pretakeoff Checks
      e. Auxiliary Power Unit Start - Normal
   2. Takeoff and Departure Phase
      a. Normal Takeoff
      b. Normal Climb
      c. Departure Procedure
   3. Inflight Maneuvers
      a. Steep Turns
      b. Normal Descent
      c. Approach to Stall, Clean Configuration
      d. Approach to Stall, Takeoff or Approach Configuration
      e. Approach to Stall, Landing Configuration
      f. Recovery From Unusual Attitudes
      g. Power Off Stall Demonstration
   4. Instrument Procedures
      a. Standard Terminal Arrival/FMS Procedures
      b. Holding
      c. Precision Approach, All Engines Operating
      d. Missed Approach from a Precision Approach
      e. Visual Approach
   5. Landings and Approaches to Landings
      a. Normal Landing
      b. Landing from a Precision Approach
      c. Rejected Landing
      d. Windshear
   6. Normal and Abnormal Procedures
      a. Navigation and Avionics Systems/Airborne Weather Radar
      b. Automatic Flight Control System/Autopilot, Electronic Flight Instrument System, and Related Subsystems
   7. Postflight Procedures
      a. After Landing Procedures
      b. Parking and Securing

B. Flight Simulator Module No. 2
   1. Preflight Procedures
      a. Powerplant Start - Abnormal
      b. Auxiliary Power Unit Start - Abnormal
   2. Takeoff and Departure Phase
      a. Crosswind Takeoff
      b. Windshear
   3. Inflight Maneuvers
      a. Powerplant Failure (Including Shutdown and Restart)
      b. Powerplant Failure (Including Shutdown and Restart) and Maneuving with an Engine Out While Executing the Duties of the Pilot -In-Command
   4. Instrument Procedures
      a. Nonprecision Approach 1
      b. Nonprecision Approach 2
      c. Circling Approach
      d. Missed Approach from a Nonprecision Approach
   5. Landings and Approaches to Landings
      a. Crosswind Landing
      b. Landing from a Circling Approach
   6. Normal and Abnormal Procedures
      a. Powerplant
      b. Fuel and Oil System
      c. Electrical System
      d. Flight Control Systems
      e. Aircraft and Personal Emergency Equipment
      f. Auxiliary Power Unit Fire

C. Flight Simulator Module No. 3
   1. Takeoff and Departure Phase
      a. Powerplant Failure at V1
      b. Rejected Takeoff
   2. Instrument Procedures
      a. Precision Approach, One Engine Inoperative
      b. Missed Approach with a Powerplant Failure
   3. Landings and Approaches to Landings
      a. Approach and Landing with a Powerplant Failure
   4. Normal and Abnormal Procedures
      a. Fire Detection Systems and Extinguishing Systems

D. Flight Simulator Module No. 4
   1. Takeoff and Departure Phase
      a. Instrument Takeoff
   2. Normal and Abnormal Procedures
      a. Environmental System/Air Conditioning System
      b. Pneumatic/Pressurization System
      c. Anti-ice and Deice Systems
   3. Emergency Procedures
      a. Inflight Fire and Smoke Removal
      b. Emergency Evacuation
      c. Airframe Icing

E. Flight Simulator Module No. 5
   1. Inflight Maneuvers
      a. Power Off Stall Demonstration
   2. Landings and Approaches to Landings
      a. Landing from a No Flap or a Nonstandard Flap Approach
      b. Landing with Pitch Mistrim (PIC)
   3. Normal and Abnormal Procedures
      a. Hydraulic System
      b. Landing Gear and Brakes
   4. Emergency Procedures
      a. Emergency Descent (maximum rate)
      b. Rapid Decompression

NOTE: This Flight Simulator Module may include a review of the maneuvers and procedures outlined in the Airline Transport Pilot Airman Certification Standards (ACS).

F. Flight Simulator Module No. 6
   1. Preflight Procedures
   2. Takeoff and Departure Procedures
   3. Inflight Maneuvers
   4. Instrument Procedures
   5. Landings and Approaches to Landings
   6. Normal and Abnormal Procedures
   7. Emergency Procedures

NOTE: This Flight Simulator Module may include a review of the maneuvers and procedures outlined in the Airline Transport Pilot Airman Certification Standards (ACS).

G. Flight Simulator Module No. 7

Line Oriented Simulation Training will facilitate the transition from practicing specific maneuvers in the Flight Simulator Modules to integration of all applicable maneuvers into a simulated total flight.

FLIGHT TRAINING OUTLINES - UPGRADE - UPG, INHC, TRA-C (SIC TO PIC)

Flight Simulator Training Modules

A. Flight Simulator Module No. 1
   1. Preflight Procedures
      a. Preflight Inspection (Cockpit)/Prestart Procedures/Performance Limitations
      b. Powerplant Start - Normal
      c. Powerplant Start - Abnormal
      d. Taxiing/Runway Operations
      e. Pretakeoff Checks
      f. Auxiliary Power Unit Start - Normal
      g. Auxiliary Power Unit Start - Abnormal
   2. Takeoff and Departure Phase
      a. Normal Takeoff
      b. Crosswind Takeoff
      c. Instrument Takeoff
      d. Departure Procedure
      e. Normal Climb
   3. Inflight Maneuvers
      a. Steep Turns
      b. Approach to Stall, Clean Configuration
      c. Approach to Stall, Takeoff or Approach Configuration
      d. Approach to Stall, Landing Configuration
      e. Normal Descent
      f. Powerplant Failure (Including Shutdown and Restart) Procedures
      g. Recovery From Unusual Attitudes
      h. Power Off Stall Demonstration
   4. Instrument Procedures
      a. Standard Terminal Arrival/FMS Procedures
      b. Holding
      c. Precision Approach, All Engines Operating
      d. Precision Approach, One Engine Inoperative
      e. Missed Approach from a Precision Approach
      f. Missed Approach with a Powerplant Failure
   5. Landings and Approaches to Landings
      a. Normal Landing
      b. Landing from a Precision Approach
      c. Approach and Landing with a Powerplant Failure

6. Normal and Abnormal Procedures
    a. Powerplant
    b. Anti-ice and Deice Systems
    c. Aircraft and Personal Emergency Equipment
    d. Auxiliary Power Unit Fire
7. Postflight Procedures
    a. After Landing Procedures
    b. Parking and Securing

B. Flight Simulator Module No. 2
   1. Takeoff and Departure Phase
      a. Powerplant Failure at V1
      b. Rejected Takeoff
   2. Instrument Procedures
      a. Nonprecision Approach 1
      b. Nonprecision Approach 2
      c. Circling Approach
      d. Visual Approach
      e. Missed Approach from a Nonprecision Approach
   3. Landings and Approaches to Landings
      a. Crosswind Landing
      b. Landing From a Circling Approach
      c. Rejected Landing
      d. Landing from a No Flap or a Nonstandard Flap Approach
      e. Landing with Pitch Mistrim
   4. Normal and Abnormal Procedures
      a. Fuel and Oil System
      b. Fire Detection Systems and Extinguishing Systems
      c. Navigation and Avionics Systems/Airborne Weather Radar
      d. Automatic Flight Control System/Autopilot, Electronic Flight Instrument System, and Related Subsystems
      e. Flight Control Systems

C. Flight Simulator Module No. 3
   1. Takeoff and Departure Phase
      a. Windshear
   2. Landings and Approaches to Landings
      a. Windshear
   3. Normal and Abnormal Procedures
      a. Electrical System
      b. Hydraulic System
      c. Landing Gear and Brakes
      d. Environmental System/Air Conditioning System
      e. Pneumatic/Pressurization System
   4. Emergency Procedures
      a. Emergency Descent (maximum rate)
      b. Inflight Fire and Smoke Removal
      c. Rapid Decompression
      d. Emergency Evacuation
      e. Airframe Icing

NOTE: This Flight Simulator Module may include a review of the maneuvers and procedures outlined in the Airline Transport Pilot Airman Certification Standards (ACS).

D. Flight Simulator Module No. 4

Line Oriented Simulation Training will facilitate the transition from practicing specific maneuvers in the Flight Simulator Modules to integration of all applicable maneuvers into a simulated total flight.

FLIGHT TRAINING OUTLINES - RECURRENT - REC, INHB, TRA-B (PIC/SIC)

Flight Simulator Training Modules

A. Flight Simulator Module No. 1
   1. Preflight Procedures
      a. Preflight Inspection (Cockpit)/Prestart Procedures/Performance Limitations
      b. Powerplant Start - Normal
      c. Powerplant Start - Abnormal
      d. Taxiing/Runway Operations
      e. Pretakeoff Checks
      f. Auxiliary Power Unit Start - Normal
      g. Auxiliary Power Unit Start - Abnormal
   2. Takeoff and Departure Phase
      a. Normal Takeoff
      b. Crosswind Takeoff
      c. Instrument Takeoff
      d. Departure Procedure
      e. Normal Climb
   3. Inflight Maneuvers
      a. Steep Turns
      b. Approach to Stall, Clean Configuration
      c. Approach to Stall, Takeoff or Approach Configuration
      d. Approach to Stall, Landing Configuration
      e. Normal Descent
      f. Powerplant Failure (Including Shutdown and Restart) Procedures
      g. Recovery From Unusual Attitudes
      h. Power Off Stall Demonstration
   4. Instrument Procedures
      a. Standard Terminal Arrival/FMS Procedures
      b. Holding
      c. Precision Approach, All Engines Operating
      d. Precision Approach, One Engine Inoperative
      e. Missed Approach from a Precision Approach
      f. Missed Approach with a Powerplant Failure
   5. Landings and Approaches to Landings
      a. Normal Landing
      b. Landing from a Precision Approach
      c. Approach and Landing with a Powerplant Failure

6. Normal and Abnormal Procedures
    a. Powerplant
    b. Anti-ice and Deice Systems
    c. Aircraft and Personal Emergency Equipment
    d. Auxiliary Power Unit Fire
7. Postflight Procedures
    a. After Landing Procedures
    b. Parking and Securing

B. Flight Simulator Module No. 2
   1. Takeoff and Departure Phase
      a. Powerplant Failure at V1
      b. Rejected Takeoff
   2. Instrument Procedures
      a. Nonprecision Approach 1
      b. Nonprecision Approach 2
      c. Circling Approach
      d. Visual Approach
      e. Missed Approach from a Nonprecision Approach
   3. Landings and Approaches to Landings
      a. Crosswind Landing
      b. Landing From a Circling Approach
      c. Rejected Landing
      d. Landing from a No Flap or a Nonstandard Flap Approach
      e. Landing with Pitch Mistrim
   4. Normal and Abnormal Procedures
      a. Fuel and Oil System
      b. Fire Detection Systems and Extinguishing Systems
      c. Navigation and Avionics Systems/Airborne Weather Radar
      d. Automatic Flight Control System/Autopilot, Electronic Flight Instrument System, and Related Subsystems
      e. Flight Control Systems

C. Flight Simulator Module No. 3
   1. Takeoff and Departure Phase
      a. Windshear
   2. Landings and Approaches to Landings
      a. Windshear
   3. Normal and Abnormal Procedures
      a. Electrical System
      b. Hydraulic System
      c. Landing Gear and Brakes
      d. Environmental System/Air Conditioning System
      e. Pneumatic/Pressurization System
   4. Emergency Procedures
      a. Emergency Descent (maximum rate)
      b. Inflight Fire and Smoke Removal
      c. Rapid Decompression
      d. Emergency Evacuation
      e. Airframe Icing

NOTE: This Flight Simulator Module may include a review of the maneuvers and procedures outlined in the Airline Transport Pilot Airman Certification Standards (ACS).

FLIGHT TRAINING OUTLINES - RECENT FLIGHT EXPERIENCE

Flight Simulator Training Modules

A. RE Flight Simulator Module No. 1
   1. Three Takeoffs and Landings to a Full Stop with a Visual Scene Set to Between 1 Hour after Sunset to 1 Hour Before Sunrise Training

B. RE Flight Simulator Module No. 2
   1. Six Takeoffs and Landings to a Full Stop with a Visual Scene Set to Between 1 Hour after Sunset to 1 Hour Before Sunrise

PART 135 TRAINING PROGRAM

CE-650 Aircraft

RECORD OF REVISIONS

Upon receipt of a revision, record the Revision Number, Revision Date, Insertion Date and the name of the person making the revision on this Record of Revisions page. While updating your manual and prior to discarding old pages, perform a final check of conformity with your manual using all of the lists of effective pages.

Revision Number	Revision Date	Insertion Date	Inserted By
Original	**07/21/2023**	**07/21/2023**	DJB

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PART 135 TRAINING PROGRAM

Training Program Curriculum

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PIC / SIC STANDARD INITIAL NEW HIRE COURSE (INH-60)

COURSE OBJECTIVE:

This course will qualify a flight crewmember to act as a pilot-in-command or a second-in-command for SkyJet Elite. This training category is for personnel who have not had previous experience with the operator (newly hired personnel).

This course also applies to personnel employed by SkyJet Elite who have not previously held a crewmember duty position with that certificate holder.

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

COURSE PREREQUISITES:

PIC Standard Initial New Hire (INH-60) trainees must meet the minimum eligibility requirements of 135.243:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating

Completion of this Course may lead to the addition of an ATP certificate and/or an added type rating.

SIC Standard Initial New Hire (INH-60) trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating

Completion of this course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC STANDARD INITIAL NEW HIRE COURSE (INH-60)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	8.0
Aircraft Systems	40.0
Systems Integration	8.0
Total:	56.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	24.0
One Pilot – Simulator / Aircraft	18.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

PIC / SIC STANDARD INITIAL NEW HIRE COURSE (INH-60)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			8.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Emergency Equipment • Aircraft Flight Manual • Electrical – Normals • Lighting – Initial • Hydraulic – Normals • Landing Gear and Brakes – Normals • Auto Flight System – Normals	7.5				
Day 3	• Self-Check # 1 • Powerplant – Normals • APU – Normals • Fire Protection – Normals • Fuel – Normals • Flight Controls – Normals • Air Conditioning and Pressurization – Normals • Oxygen – Normals • Ice and Rain – Normals	7.5				
Day 4	• Self-Check # 2 • Communication Equipment – Normals / Normals / Abnormals • Electrical – Normals / Normals / Abnormals • Hydraulic – Normals / Normals / Abnormals • Landing Gear and Brakes – Normals / Normals / Abnormals • Flight Controls – Normals / Normals / Abnormals	7.5				
Day 5	• Self-Check # 3 • *Cockpit Familiarization and Use of Checklists* • Flight Instruments – Normals • Navigation Equipment – Normals • Communication Equipment – Normals • FMS Local Area Navigation	5.5	2.0			

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
	• Flight Planning and Performance • Weight and Balance					
Day 6	• Self-Check # 4 • Flight Profiles and Maneuvers • Standard Operating Procedures (SOP) • *Cockpit Familiarization and Use of Checklists* • *Applied Avionics Training Lesson # 1* • *Applied Avionics Training Lesson # 2* • *Applied Avionics Training Lesson # 3*	1.5	6.0			
Day 7	• Self-Check # 5 • Self-Check # 6 • Auto Flight System – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals • Ice and Rain – Normals / Abnormals • Fire Protection – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals	7.5				
Day 8	• **Sim # 1 – Normal Maneuvers and Procedures**				4.0	3.0
Day 9	• **Sim # 2 – Abnormal and Emergency Procedures**				4.0	3.0
Day 10	• **Sim # 4 – Engine-Out Procedures**				4.0	3.0
Day 11	• Performance and Limitations Review • Systems and Procedures Review • **Sim # 5 – Cold Weather Operations / LOFT**	3.0			4.0	3.0
Day 12	• **Sim # 6 – Hot Weather Operations / LOFT**				4.0	3.0
Day 13	• **Sim # 7 – Recommendation and Review**				4.0	3.0
Total	**TRAINING TOTALS**	**40.0**	**8.0**	**8.0**	**24.0**	**18.0**
Day 14	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC ALTERNATIVE INITIAL NEW HIRE COURSE (INH-59)

COURSE OBJECTIVE:

This course will qualify flight crewmember to act as a pilot-in-command or a second-in-command for SkyJet Elite. This training category is for personnel who have not had previous experience with the operator (newly hired personnel) and have previous experience in Part 135 or Part 91K operations in the CE-650. This course is in compliance with FAA Guidance.

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

COURSE PREREQUISITES:

PIC Alternate Initial New Hire (INH-59) trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.
- PIC applicants must have completed a PIC proficiency check, in the CE-650, in accordance with 135.293/297 or 91.1065/1069 as appropriate within the last 36 to 59 months.

SIC Alternate Initial New Hire (INH-59) trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating
- SIC applicants must have completed an SIC proficiency check, in the CE-650, in accordance with 135.293 or 91.1065 as appropriate within the last 36 to 59 months.

Completion of this course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC ALTERNATIVE INITIAL NEW HIRE COURSE (INH-59)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	24.0
Systems Integration	2.0
Total:	30.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	16.0
One Pilot – Simulator / Aircraft	16.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

SKYJET ELITE	
APPENDIX E	**CE-650**

PIC / SIC ALTERNATIVE INITIAL NEW HIRE COURSE (INH-59)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			4.0		
Day 2	• Introduction and Administration • Systems and Procedures Review • *Cockpit Familiarization and Use of Checklists* • Flight Profiles and Maneuvers	6.0	2.0			
Day 3	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 4	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 5	• **Sim # 15 – Cold Weather Procedures / LOFT**				4.0	4.0
Day 6	• Performance and Limitations Review • Systems and Procedures Review	3.0			4.0	4.0

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
	• **Sim # 16 – Hot Weather Procedures / LOFT**					
Day 7	• **Sim # 7 – Recommendation and Review**				4.0	4.0
Day 8	• **Sim # 7 – Recommendation and Review**				4.0	4.0
Total	**TRAINING TOTALS**	**24.0**	**2.0**	**4.0**	**16.0**	**16.0**
Day 9	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC ALTERNATIVE INITIAL NEW HIRE COURSE (INH-35)

COURSE OBJECTIVE:

This course will qualify flight crewmember to act as a pilot-in-command or a second-in-command for SkyJet Elite. This training category is for personnel who have not had previous experience with the operator (newly hired personnel) and have previous experience in Part 135 or Part 91K operations in the CE-650. This course is in compliance with FAA Guidance.

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

COURSE PREREQUISITES:

PIC Alternate Initial New Hire (INH-35) trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.
- PIC applicants must have completed a PIC proficiency check, in the CE-650, in accordance with 135.293/297 or 91.1065/1069 as appropriate within the last 13 to 35 months.

SIC Alternate Initial New Hire (INH-35) trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating
- SIC applicants must have completed an SIC proficiency check, in the CE-650, in accordance with 135.293 or 91.1065 as appropriate within the last 13 to 35 months.

Completion of this course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC ALTERNATIVE INITIAL NEW HIRE COURSE (INH-35)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	18.0
Systems Integration	
Total:	22.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	12.0
One Pilot – Simulator / Aircraft	9.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

SKYJET ELITE	
APPENDIX E	**CE-650**

PIC / SIC ALTERNATIVE INITIAL NEW HIRE COURSE (INH-35)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			4.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 3	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 4	• **Sim # 15 – Cold Weather Procedures / LOFT**				4.0	3.0
Day 5	• Performance and Limitations Review • Systems and Procedures Review • **Sim # 16 – Hot Weather Procedures / LOFT**	3.0			4.0	3.0
Day 6	• **Sim # 7 – Recommendation and Review**				4.0	3.0

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Total	**TRAINING TOTALS**	**18.0**		**4.0**	**12.0**	**9.0**
Day 7	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC ALTERNATIVE INITIAL NEW HIRE COURSE (INH-12)

COURSE OBJECTIVE:

This course will qualify flight crewmember to act as a pilot-in-command or a second-in-command for SkyJet Elite. This training category is for personnel who have not had previous experience with the operator (newly hired personnel) and have previous experience in Part 135 or Part 91K in the CE-650. This course is in compliance with FAA Guidance.

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

COURSE PREREQUISITES:

PIC Alternate Initial New Hire (INH-12) trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.
- PIC applicants must have completed a PIC proficiency check, in the CE-650, in accordance with 135.293/297 or 91.1065/1069 as appropriate within the last 12 months.

SIC Alternate Initial New Hire (INH-12) trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating
- SIC applicants must have completed an SIC proficiency check, in the CE-650, in accordance with 135.293 or 91.1065 as appropriate within the last 12 months.

Completion of this course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC ALTERNATIVE INITIAL NEW HIRE COURSE (INH-12)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	15.0
Systems Integration	
Total:	19.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	8.0
One Pilot – Simulator / Aircraft	6.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

SKYJET ELITE	
APPENDIX E	**CE-650**

PIC / SIC ALTERNATIVE INITIAL NEW HIRE COURSE (INH-12)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name):** • Flight Control • Weight and Balance • Aircraft Performance and Airport Analysis • Meteorology • Winter Operations / Ground Deicing • Crew Co-Ordination and Company Communication			4.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 3	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 4	• **Sim # 15 – Cold Weather Procedures**				4.0	3.0
Day 5	• **Sim # 16 – Hot Weather Procedures**				4.0	3.0
Total	**TRAINING TOTALS**	**15.0**		**4.0**	**8.0**	**6.0**

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 6	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC STANDARD INITIAL EQUIPMENT COURSE (INE-60)

COURSE OBJECTIVE:

This course will qualify an individual who is currently serving as a crewmember for SkyJet Elite to act as pilot in command or second-in-command. This category of training is for personnel who have been previously trained and qualified for a duty position by the operator (not new hires) and who are being reassigned for any of the following reasons:

1. Reassignment is to a different duty position on a different aircraft type and the crewmember has not been previously trained and qualified by the operator for that duty position and aircraft type – Examples:

    a. *An SIC on an IAI-1125 is being trained to be a PIC on the CE-650 (A change of duty position and a change of aircraft type).*
    b. *A PIC on an IAI-1125 is being trained to be an SIC on the CE-650 (A change of duty position and a change of aircraft type).*

2. Reassignment is to an aircraft of a category or class for which the crewmember has not previously qualified with that operator – Examples:

    a. *A PIC on a BE-200 is being trained to be a PIC on the CE-650 (Same duty position, but a change of aircraft category).*
    b. *An SIC on a BE-200 is being trained to be an SIC on the CE-650 (Same duty position, but a change of aircraft category).*

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

PIC / SIC STANDARD INITIAL EQUIPMENT COURSE (INE-60)

COURSE PREREQUISITES:

PIC Standard Initial Equipment (INE-60) trainees must meet the minimum eligibility requirements of 135.243:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating

Completion of this Course may lead to the addition of an ATP certificate and/or an added type rating.

SIC Standard Initial Equipment (INE-60) trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating

Completion of this course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC STANDARD INITIAL EQUIPMENT COURSE (INE-60)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	8.0
Aircraft Systems	40.0
Systems Integration	8.0
Total:	56.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	24.0
One Pilot – Simulator / Aircraft	18.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

PIC / SIC STANDARD INITIAL EQUIPMENT COURSE (INE-60)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name):** • Flight Control • Weight and Balance • Aircraft Performance and Airport Analysis • Meteorology • Winter Operations / Ground Deicing • Crew Co-Ordination and Company Communication			8.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Emergency Equipment • Aircraft Flight Manual • Electrical – Normals • Lighting – Initial • Hydraulic – Normals • Landing Gear and Brakes – Normals • Auto Flight System – Normals	7.5				
Day 3	• Self-Check # 1 • Powerplant – Normals • APU – Normals • Fire Protection – Normals • Fuel – Normals • Flight Controls – Normals • Air Conditioning and Pressurization – Normals • Oxygen – Normals • Ice and Rain – Normals	7.5				
Day 4	• Self-Check # 2 • Communication Equipment – Normals / Normals / Abnormals • Electrical – Normals / Normals / Abnormals • Hydraulic – Normals / Normals / Abnormals • Landing Gear and Brakes – Normals / Normals / Abnormals • Flight Controls – Normals / Normals / Abnormals	7.5				
Day 5	• Self-Check # 3 • *Cockpit Familiarization and Use of Checklists* • Flight Instruments – Normals • Navigation Equipment – Normals • Communication Equipment – Normals	5.5	2.0			

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
	• FMS Local Area Navigation • Flight Planning and Performance • Weight and Balance					
Day 6	• Self-Check # 4 • Flight Profiles and Maneuvers • Standard Operating Procedures (SOP) • *Cockpit Familiarization and Use of Checklists* • *Applied Avionics Training Lesson # 1* • *Applied Avionics Training Lesson # 2* • *Applied Avionics Training Lesson # 3*	1.5	6.0			
Day 7	• Self-Check # 5 • Self-Check # 6 • Auto Flight System – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals • Ice and Rain – Normals / Abnormals • Fire Protection – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals	7.5				
Day 8	• **Sim # 1 – Normal Maneuvers and Procedures**				4.0	3.0
Day 9	• **Sim # 2 – Abnormal and Emergency Procedures**				4.0	3.0
Day 10	• **Sim # 4 – Engine-Out Procedures**				4.0	3.0
Day 11	• Performance and Limitations Review • Systems and Procedures Review • **Sim # 5 – Cold Weather Operations / LOFT**	3.0			4.0	3.0
Day 12	• **Sim # 6 – Hot Weather Operations / LOFT**				4.0	3.0
Day 13	• **Sim # 7 – Recommendation and Review**				4.0	3.0
Total	**TRAINING TOTALS**	**40.0**	**8.0**	**8.0**	**24.0**	**18.0**
Day 14	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC ALTERNATIVE INITIAL EQUIPMENT COURSE (INE-59)

COURSE OBJECTIVE:

This course will qualify an individual who is currently serving as a crewmember for SkyJet Elite to act as pilot in command or second-in-command. This category of training is for personnel who have been previously trained and qualified for a duty position by the operator (not new hires) and have previous experience in Part 135 or Part 91K in the CE-650. This course is in compliance with FAA Guidance. This course is for crewmembers who are being reassigned for any of the following reasons:

1. Reassignment is to a different duty position on a different aircraft type and the crewmember has not been previously trained and qualified by the operator for that duty position and aircraft type – Examples:

    a. *An SIC on an IAI-1125is being trained to be a PIC on the CE-650 (A change of duty position and a change of aircraft type).*
    b. *A PIC on an IAI-1125 is being trained to be an SIC on the CE-650 (A change of duty position and a change of aircraft type).*

2. Reassignment is to an aircraft of a category or class for which the crewmember has not previously qualified with that operator – Examples:

    a. *A PIC on a BE-200 is being trained to be a PIC on the CE-650 (Same duty position, but a change of aircraft category).*
    b. *An SIC on a BE-200 is being trained to be an SIC on the CE-650 (Same duty position, but a change of aircraft category).*

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

PIC / SIC ALTERNATIVE INITIAL EQUIPMENT COURSE (INE-59)

COURSE PREREQUISITES:

PIC Alternative Initial Equipment (INE-59) trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.
- PIC applicants must have completed a PIC proficiency check, in the CE-650, in accordance with 135.293/297 or 91.1065/1069 as appropriate within the last 36 to 59 months.

SIC Alternative Initial Equipment (INE-59) trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating
- SIC applicants must have completed an SIC proficiency check, in the CE-650, in accordance with 135.293 or 91.1065 as appropriate within the last 36 to 59 months.

Completion of this course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC ALTERNATIVE INITIAL EQUIPMENT COURSE (INE-59)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	24.0
Systems Integration	2.0
Total:	30.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	16.0
One Pilot – Simulator / Aircraft	16.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

PIC / SIC ALTERNATIVE INITIAL EQUIPMENT COURSE (INE-59)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name):** • Flight Control • Weight and Balance • Aircraft Performance and Airport Analysis • Meteorology • Winter Operations / Ground Deicing • Crew Co-Ordination and Company Communication			4.0		
Day 2	• Introduction and Administration • Systems and Procedures Review • *Cockpit Familiarization and Use of Checklists* • Flight Profiles and Maneuvers	6.0	2.0			
Day 3	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 4	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 5	• **Sim # 15 – Cold Weather Procedures / LOFT**				4.0	4.0

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 6	• Performance and Limitations Review • Systems and Procedures Review • **Sim # 16 – Hot Weather Procedures / LOFT**	3.0			4.0	4.0
Day 7	• **Sim # 7 – Recommendation and Review**				4.0	4.0
Day 8	• **Sim # 7 – Recommendation and Review**				4.0	4.0
Total	**TRAINING TOTALS**	**24.0**	**2.0**	**4.0**	**16.0**	**16.0**
Day 9	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC ALTERNATIVE INITIAL EQUIPMENT COURSE (INE-35)

COURSE OBJECTIVE:

This course will qualify an individual who is currently serving as a crewmember for SkyJet Elite to act as pilot in command or second-in-command. This category of training is for personnel who have been previously trained and qualified for a duty position by the operator (not new hires) and have previous experience in Part 135 or Part 91K in the CE-650. This course is in compliance with FAA Guidance. This course is for crewmembers who are being reassigned for any of the following reasons:

1. Reassignment is to a different duty position on a different aircraft type and the crewmember has not been previously trained and qualified by the operator for that duty position and aircraft type – Examples:

    a. *An SIC on an IAI-1125 is being trained to be a PIC on the CE-650 (A change of duty position and a change of aircraft type).*
    b. *A PIC on an IAI-1125 is being trained to be an SIC on the CE-650 (A change of duty position and a change of aircraft type).*

2. Reassignment is to an aircraft of a category or class for which the crewmember has not previously qualified with that operator – Examples:

    a. *A PIC on a BE-200 is being trained to be a PIC on the CE-650 (Same duty position, but a change of aircraft category).*
    b. *An SIC on a BE-200 is being trained to be an SIC on the CE-650 (Same duty position, but a change of aircraft category).*

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

PIC / SIC ALTERNATIVE INITIAL EQUIPMENT COURSE (INE-35)

COURSE PREREQUISITES:

PIC Alternative Initial Equipment (INE-35) trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.
- PIC applicants must have completed a PIC proficiency check, in the CE-650, in accordance with 135.293/297 or 91.1065/1069 as appropriate within the last 13 to 35 months.

SIC Alternative Initial Equipment (INE-35) trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating
- SIC applicants must have completed an SIC proficiency check, in the CE-650, in accordance with 135.293 or 91.1065 as appropriate within the last 13 to 35 months.

Completion of this course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC ALTERNATIVE INITIAL EQUIPMENT COURSE (INE-35)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	18.0
Systems Integration	
Total:	22.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	12.0
One Pilot – Simulator / Aircraft	9.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

SKYJET ELITE	
APPENDIX E	**CE-650**

PIC / SIC ALTERNATIVE INITIAL EQUIPMENT COURSE (INE-35)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name):** • Flight Control • Weight and Balance • Aircraft Performance and Airport Analysis • Meteorology • Winter Operations / Ground Deicing • Crew Co-Ordination and Company Communication			4.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 3	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 4	• **Sim # 15 – Cold Weather Procedures / LOFT**				4.0	3.0
Day 5	• Performance and Limitations Review • Systems and Procedures Review • **Sim # 16 – Hot Weather Procedures / LOFT**	3.0			4.0	3.0
Day 6	• **Sim # 7 – Recommendation and Review**				4.0	3.0

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Total	**TRAINING TOTALS**	**18.0**		**4.0**	**12.0**	**9.0**
Day 7	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC ALTERNATIVE INITIAL EQUIPMENT COURSE (INE-12)

COURSE OBJECTIVE:

This course will qualify an individual who is currently serving as a crewmember for SkyJet Elite to act as pilot in command or second-in-command. This category of training is for personnel who have been previously trained and qualified for a duty position by the operator (not new hires) and have previous experience in Part 135 or Part 91K in the CE-650. This course is in compliance with FAA Guidance. This course is for crewmembers who are being reassigned for any of the following reasons:

1. Reassignment is to a different duty position on a different aircraft type and the crewmember has not been previously trained and qualified by the operator for that duty position and aircraft type – Examples:

    a. *An SIC on an IAI-1125 is being trained to be a PIC on the CE-650 (A change of duty position and a change of aircraft type).*
    b. *A PIC on an IAI-1125 is being trained to be an SIC on the CE-650 (A change of duty position and a change of aircraft type).*

2. Reassignment is to an aircraft of a category or class for which the crewmember has not previously qualified with that operator – Examples:

    a. *A PIC on a BE-200 is being trained to be a PIC on the CE-650 (Same duty position, but a change of aircraft category).*
    b. *An SIC on a BE-200 is being trained to be an SIC on the CE-650 (Same duty position, but a change of aircraft category).*

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

PIC / SIC ALTERNATIVE INITIAL EQUIPMENT COURSE (INE-12)

COURSE PREREQUISITES:

PIC Alternative Initial Equipment (INE-12) trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.
- PIC applicants must have completed a PIC proficiency check, in the CE-650, in accordance with 135.293/297 or 91.1065/1069 as appropriate within the last 12 months.

SIC Alternative Initial Equipment (INE-12) trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating
- SIC applicants must have completed an SIC proficiency check, in the CE-650, in accordance with 135.293 or 91.1065 as appropriate within the last 12 months.

Completion of this course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC ALTERNATIVE INITIAL EQUIPMENT COURSE (INE-12)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	15.0
Systems Integration	
Total:	19.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	8.0
One Pilot – Simulator / Aircraft	6.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

PIC / SIC ALTERNATIVE INITIAL EQUIPMENT COURSE (INE-12)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			4.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 3	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 4	• **Sim # 15 – Cold Weather Procedures**				4.0	3.0
Day 5	• **Sim # 16 – Hot Weather Procedures**				4.0	3.0
Total	**TRAINING TOTALS**	**15.0**		**4.0**	**8.0**	**6.0**

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 6	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC STANDARD TRANSITION COURSE (TRA-60)

COURSE OBJECTIVE:

This course will qualify an individual who is currently serving as a crewmember for SkyJet Elite to act as pilot-in-command or second-in-command. This category of training is for a pilot who has been previously qualified as a crewmember and is being reassigned as a crewmember on a different aircraft type within the same aircraft category.

Examples:

a. *A PIC on a CE-650 is being trained to be a PIC on the CE-650 (Same duty position, different aircraft type and same aircraft category)*
b. *An SIC on a CE-650 is being trained to be a SIC on the CE-650 (Same duty position, different aircraft type and same aircraft category)*

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

COURSE PREREQUISITES:

PIC Standard Transition (TRA-60) trainees must meet the minimum eligibility requirements of 135.243:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating

Completion of this Course may lead to the addition of an ATP certificate and/or an added type rating.

SIC Standard Transition (TRA-60) trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating

Completion of this Course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC STANDARD TRANSITION COURSE (TRA-60)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	8.0
Aircraft Systems	40.0
Systems Integration	8.0
Total:	56.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	24.0
One Pilot – Simulator / Aircraft	18.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

PIC / SIC STANDARD TRANSITION COURSE (TRA-60)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			8.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Emergency Equipment • Aircraft Flight Manual • Electrical – Normals • Lighting – Initial • Hydraulic – Normals • Landing Gear and Brakes – Normals • Auto Flight System – Normals	7.5				
Day 3	• Self-Check # 1 • Powerplant – Normals • APU – Normals • Fire Protection – Normals • Fuel – Normals • Flight Controls – Normals • Air Conditioning and Pressurization – Normals • Oxygen – Normals • Ice and Rain – Normals	7.5				
Day 4	• Self-Check # 2 • Communication Equipment – Normals / Normals / Abnormals • Electrical – Normals / Normals / Abnormals • Hydraulic – Normals / Normals / Abnormals • Landing Gear and Brakes – Normals / Normals / Abnormals • Flight Controls – Normals / Normals / Abnormals	7.5				
Day 5	• Self-Check # 3 • *Cockpit Familiarization and Use of Checklists* • Flight Instruments – Normals • Navigation Equipment – Normals • Communication Equipment – Normals • FMS Local Area Navigation	5.5	2.0			

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
	• Flight Planning and Performance • Weight and Balance					
Day **Day 6**	• Self-Check # 4 • Flight Profiles and Maneuvers • Standard Operating Procedures (SOP) • *Cockpit Familiarization and Use of Checklists* • *Applied Avionics Training Lesson # 1* • *Applied Avionics Training Lesson # 2* • *Applied Avionics Training Lesson # 3*	1.5	6.0			
Day 7	• Self-Check # 5 • Self-Check # 6 • Auto Flight System – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals • Ice and Rain – Normals / Abnormals • Fire Protection – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals	7.5				
Day 8	• **Sim # 1 – Normal Maneuvers and Procedures**				4.0	3.0
Day 9	• **Sim # 2 – Abnormal and Emergency Procedures**				4.0	3.0
Day 10	• **Sim # 4 – Engine-Out Procedures**				4.0	3.0
Day 11	• Performance and Limitations Review • Systems and Procedures Review • **Sim # 5 – Cold Weather Operations / LOFT**	3.0			4.0	3.0
Day 12	• **Sim # 6 – Hot Weather Operations / LOFT**				4.0	3.0
Day 13	• **Sim # 7 – Recommendation and Review**				4.0	3.0
Total	**TRAINING TOTALS**	**40.0**	**8.0**	**8.0**	**24.0**	**18.0**
Day 14	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC ALTERNATIVE TRANSITION COURSE (TRA-59)

COURSE OBJECTIVE:

This course will qualify an individual who is currently serving as a crewmember for SkyJet Elite to act as pilot-in-command or second-in-command. This category of training is for a pilot who has been previously qualified as a crewmember and is being reassigned as a crewmember on a different aircraft type within the same aircraft category and has previous experience in Part 135 or Part 91K operations in the CE-650. This course is in compliance with FAA Guidance.

Examples:

a. *A PIC on a CE-650 is being trained to be a PIC on the CE-650 (Same duty position, different aircraft type and same aircraft category)*
b. *An SIC on a CE-650 is being trained to be a SIC on the CE-650 (Same duty position, different aircraft type and same aircraft category)*

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

PIC / SIC ALTERNATIVE TRANSITION COURSE (TRA-59)

COURSE PREREQUISITES:

PIC Alternative Transition (TRA-59) trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.
- PIC applicants must have completed a PIC proficiency check, in the CE-650, in accordance with 135.293/297 or 91.1065/1069 as appropriate within the last 36-59 months.

SIC Alternative Transition (TRA-59) trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating
- SIC applicants must have completed an SIC proficiency check, in the CE-650, in accordance with 135.293 or 91.1065 as appropriate within the last 36-59 months.

Completion of this Course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC ALTERNATIVE TRANSITION COURSE (TRA-59)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	24.0
Systems Integration	2.0
Total:	30.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	16.0
One Pilot – Simulator / Aircraft	16.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

PIC / SIC ALTERNATIVE TRANSITION COURSE (TRA-59)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			4.0		
Day 2	• Introduction and Administration • Systems and Procedures Review • *Cockpit Familiarization and Use of Checklists* • Flight Profiles and Maneuvers	6.0	2.0			
Day 3	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 4	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 5	• **Sim # 15 – Cold Weather Procedures / LOFT**				4.0	4.0
Day 6	• Performance and Limitations Review • Systems and Procedures Review	3.0			4.0	4.0

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
	• **Sim # 16 – Hot Weather Procedures / LOFT**					
Day 7	• **Sim # 7 – Recommendation and Review**				4.0	4.0
Day 8	• **Sim # 7 – Recommendation and Review**				4.0	4.0
Total	**TRAINING TOTALS**	**24.0**	**2.0**	**4.0**	**16.0**	**16.0**
Day 9	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC ALTERNATIVE TRANSITION COURSE (TRA-35)

COURSE OBJECTIVE:

This course will qualify an individual who is currently serving as a crewmember for SkyJet Elite to act as pilot-in-command or second-in-command. This category of training is for a pilot who has been previously qualified as a crewmember and is being reassigned as a crewmember on a different aircraft type within the same aircraft category and has previous experience in Part 135 or Part 91K operations in the CE-650. This course is in compliance with FAA Guidance.

Examples:

a. *A PIC on a CE-650 is being trained to be a PIC on the CE-650 (Same duty position, different aircraft type and same aircraft category)*
b. *An SIC on a CE-650 is being trained to be a SIC on the CE-650 (Same duty position, different aircraft type and same aircraft category)*

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

PIC / SIC ALTERNATIVE TRANSITION COURSE (TRA-35)

COURSE PREREQUISITES:

PIC Alternative Transition (TRA-35) trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.
- PIC applicants must have completed a PIC proficiency check, in the CE-650, in accordance with 135.293/297 or 91.1065/1069 as appropriate within the last 13-35 months.

SIC Alternative Transition (TRA-35) trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating
- SIC applicants must have completed an SIC proficiency check, in the CE-650, in accordance with 135.293 or 91.1065 as appropriate within the last 13-35 months.

Completion of this Course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC ALTERNATIVE TRANSITION COURSE (TRA-35)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	18.0
Systems Integration	
Total:	22.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	12.0
One Pilot – Simulator / Aircraft	9.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

PIC / SIC ALTERNATIVE TRANSITION COURSE (TRA-35)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			4.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 3	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 4	• **Sim # 15 – Cold Weather Procedures / LOFT**				4.0	3.0
Day 5	• Performance and Limitations Review • Systems and Procedures Review • **Sim # 16 – Hot Weather Procedures / LOFT**	3.0			4.0	3.0
Day 6	• **Sim # 7 – Recommendation and Review**				4.0	3.0

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Total	**TRAINING TOTALS**	**18.0**		**4.0**	**12.0**	**9.0**
Day 7	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC ALTERNATIVE TRANSITION COURSE (TRA-12)

COURSE OBJECTIVE:

This course will qualify an individual who is currently serving as a crewmember for SkyJet Elite to act as pilot-in-command or second-in-command. This category of training is for a pilot who has been previously qualified as a crewmember and is being reassigned as a crewmember on a different aircraft type within the same aircraft category and has previous experience in Part 135 or Part 91K operations in the CE-650. This course is in compliance with FAA Guidance.

Examples:

a. *A PIC on a CE-650 is being trained to be a PIC on the CE-650 (Same duty position, different aircraft type and same aircraft category)*
b. *An SIC on a CE-650 is being trained to be a SIC on the CE-650 (Same duty position, different aircraft type and same aircraft category)*

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

PIC / SIC ALTERNATIVE TRANSITION COURSE (TRA-12)

COURSE PREREQUISITES:

PIC Alternative Transition (TRA-12) trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.
- PIC applicants must have completed a PIC proficiency check, in the CE-650, in accordance with 135.293/297 or 91.1065/1069 as appropriate within the last 12 months.

SIC Alternative Transition (TRA-12) trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating
- SIC applicants must have completed an SIC proficiency check, in the CE-650, in accordance with 135.293 or 91.1065 as appropriate within the last 12 months.

Completion of this Course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC ALTERNATIVE TRANSITION COURSE (TRA-12)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	15.0
Systems Integration	
Total:	19.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	8.0
One Pilot – Simulator / Aircraft	6.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

PIC / SIC ALTERNATIVE TRANSITION COURSE (TRA-12)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			4.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 3	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 4	• **Sim # 15 – Cold Weather Procedures**				4.0	3.0
Day 5	• **Sim # 16 – Hot Weather Procedures**				4.0	3.0
Total	**TRAINING TOTALS**	**15.0**		**4.0**	**8.0**	**6.0**

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 6	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC UPGRADE COURSE (UPG-D)

COURSE OBJECTIVE:

This course will qualify an individual who has been previously trained and qualified as an SIC by SkyJet Elite and is being assigned as a PIC to the same aircraft type for which the employee was previously trained and qualified.

This course will satisfy the requirements of:

- 135.345
- 135.347
- 135.293
- 135.297

COURSE PREREQUISITES:

PIC Upgrade trainees must meet the minimum eligibility requirements of 135.243:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating, and
- Currently assigned and serving as an SIC in the CE-650

Completion of this course may lead to the addition of an ATP certificate and or an added type rating.

PIC UPGRADE COURSE (UPG-D)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects Aircraft Systems Systems Integration	18.0
Total:	18.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots – Simulator	12.0
One Pilot – Simulator / Aircraft	9.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots – Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

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PIC UPGRADE COURSE (UPG-D)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 2	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 3	• **Sim # 15 – Cold Weather Procedures / LOFT**				4.0	3.0
Day 4	• Performance and Limitations Review • Systems and Procedures Review • **Sim # 16 – Hot Weather Procedures / LOFT**	3.0			4.0	3.0
Day 5	• **Sim # 7 – Recommendation and Review**				4.0	3.0
Total	**TRAINING TOTALS**	**18.0**			**12.0**	**9.0**
Day 6	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC RECURRENT COURSE (REC-5)

COURSE OBJECTIVE:

This category of training is for an employee who has been trained and qualified by SkyJet Elite, who will continue to serve in the same duty position and aircraft type, and who must receive recurring training and / or checking within an appropriate eligibility period to maintain currency.

This course will satisfy the requirements of:

- 135.351
- 135.293
- 135.297

COURSE PREREQUISITES:

Flight Crewmembers must be within their eligibility period for recurrent training – Three (3) calendar months (the calendar month before the "training/checking month," the "training/checking month," and the calendar month after the "training/checking month"). During this period a crewmember must receive recurrent training, a flight check, or a competency check to remain in a qualified status. Training or checking completed during the eligibility period is considered to be completed during the "training/checking month" and is due in the "training/checking month" in the following year.

PIC Recurrent trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.

SIC Recurrent trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate, and
- Instrument Rating and Multiengine Rating

Completion of this course may lead to the addition of an added type rating "SIC Privileges Only".

PIC / SIC RECURRENT COURSE (REC-5)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	15.0
Systems Integration	
Total:	19.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	8.0
One Pilot – Simulator / Aircraft	6.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

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PIC / SIC RECURRENT COURSE (REC-5)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			4.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 3	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 4	• **Sim # 15 – Cold Weather Procedures**				4.0	3.0
Day 5	• **Sim # 16 – Hot Weather Procedures**				4.0	3.0
Total	**TRAINING TOTALS**	**15.0**		**4.0**	**8.0**	**6.0**

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 6	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC RECURRENT COURSE (REC-4)

COURSE OBJECTIVE:

This category of training is for an employee who has been trained and qualified by SkyJet Elite, who will continue to serve in the same duty position and aircraft type, and who must receive recurring training and / or checking within an appropriate eligibility period to maintain currency.

This course will satisfy the requirements of:

- 135.351
- 135.293
- 135.297

COURSE PREREQUISITES:

Flight Crewmembers must be within their eligibility period for recurrent training - Three (3) calendar months (the calendar month before the "training/checking month," the "training/checking month," and the calendar month after the "training/checking month"). During this period a crewmember must receive recurrent training, a flight check, or a competency check to remain in a qualified status. Training or checking completed during the eligibility period is considered to be completed during the "training/checking month" and is due in the "training/checking month" in the following year.

PIC Recurrent trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.

SIC Recurrent trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate, and
- Instrument Rating and Multiengine Rating

Completion of this course may lead to the addition of an added type rating "SIC Privileges Only".

PIC / SIC RECURRENT COURSE (REC-4)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	15.0
Systems Integration	
Total:	19.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	4.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

SKYJET ELITE	
APPENDIX E	**CE-650**

PIC / SIC RECURRENT COURSE (REC-4)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			4.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 3	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 4	• **Sim # 7 – Recommendation and Review**				4.0	4.0
Total	**TRAINING TOTALS**	**15.0**		**4.0**	**4.0**	**4.0**
Day 5	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC RECURRENT COURSE (REC-2)

COURSE OBJECTIVE:

This category of training is for an employee who has been trained and qualified by SkyJet Elite, who will continue to serve in the same duty position and aircraft type, and who must receive recurring training and / or checking within an appropriate eligibility period to maintain currency.

This course will satisfy the requirements of:

- 135.351
- 135.293
- 135.297

COURSE PREREQUISITES:

Flight Crewmembers from the same certificate holder must train together as a crew. No single pilot training is authorized for this course.

Flight Crewmembers must be within their eligibility period for recurrent training – Three (3) calendar months (the calendar month before the "training/checking month," the "training/checking month," and the calendar month after the "training/checking month"). During this period a crewmember must receive recurrent training, a flight check, or a competency check to remain in a qualified status. Training or checking completed during the eligibility period is considered to be completed during the "training/checking month" and is due in the "training/checking month" in the following year.

PIC Recurrent trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.
- Training must be completed as a crew.

SIC Recurrent trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate, and
- Instrument Rating and Multiengine Rating.
- Training must be completed as a crew.

Completion of this course may lead to the addition of an added type rating "SIC Privileges Only".

PIC / SIC RECURRENT COURSE (REC-2)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	8.0
Systems Integration	
Total:	12.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots – Simulator	4.0
One Pilot – Simulator / Aircraft	N/A

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots – Simulator	4.0
One Pilot – Simulator / Aircraft	N/A

PIC / SIC RECURRENT COURSE (REC-2)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			4.0		
Day 2	• Introduction and Administration • Systems and Procedures Review • **Sim # 7 – Recommendation and Review**	4.0			4.0	N/A
Day 3	• Performance and Limitations Review	4.0				
Total	**TRAINING TOTALS**	**8.0**		**4.0**	**4.0**	**N/A**
Day 3	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	N/A

PIC 135.297 CHECK COURSE (IC-97)

COURSE OBJECTIVE:

This course is for a PIC who has been trained and qualified by SkyJet Elite, who will continue to serve in the same duty position and aircraft type, and who must receive checking within an appropriate eligibility period to maintain currency.

This course will satisfy the requirements of:

- 135.297

COURSE PREREQUISITES:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.

PIC 135.297 CHECK COURSE (IC-97)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	0.0
Aircraft Systems	0.0
Systems Integration	0.0
Total:	0.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	0.0
One Pilot – Simulator / Aircraft	0.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC REQUALIFICATION COURSE (REQ-60) – MORE THAN 59 MONTHS

COURSE OBJECTIVE:

This course will qualify a crewmember that has been previously trained and qualified by SkyJet Elite; however, the crewmember has not completed recurrent training and checking within the eligibility period* established by the regulation.

*Time Past Month Due: More than 59 months

This course will satisfy the requirements of:

- 135.351
- 135.293
- 135.297

COURSE PREREQUISITES:

PIC Requalification trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.

SIC Requalification trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating

Completion of this course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC REQUALIFICATION COURSE (REQ-60) – MORE THAN 59 MONTHS

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	8.0
Aircraft Systems	40.0
Systems Integration	8.0
Total:	56.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	24.0
One Pilot – Simulator / Aircraft	18.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

PIC / SIC REQUALIFICATION COURSE (REQ-60) – MORE THAN 59 MONTHS

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			8.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 3	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 4	• Self-Check # 2 • Communication Equipment – Normals / Normals / Abnormals • Electrical – Normals / Normals / Abnormals • Hydraulic – Normals / Normals / Abnormals • Landing Gear and Brakes – Normals / Normals / Abnormals	7.5				

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
	• Flight Controls – Normals / Normals / Abnormals					
Day 5	• Self-Check # 3 • *Cockpit Familiarization and Use of Checklists* • Flight Instruments – Normals • Navigation Equipment – Normals • Communication Equipment – Normals • FMS Local Area Navigation • Flight Planning and Performance • Weight and Balance	5.5	2.0			
Day 6	• Self-Check # 4 • Flight Profiles and Maneuvers • Standard Operating Procedures (SOP) • *Cockpit Familiarization and Use of Checklists* • *Applied Avionics Training Lesson # 1* • *Applied Avionics Training Lesson # 2* • *Applied Avionics Training Lesson # 3*	1.5	6.0			
Day 7	• Self-Check # 5 • Self-Check # 6 • Auto Flight System – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals • Ice and Rain – Normals / Abnormals • Fire Protection – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals	7.5				
Day 8	• **Sim # 1 – Normal Maneuvers and Procedures**				4.0	3.0
Day 9	• **Sim # 2 – Abnormal and Emergency Procedures**				4.0	3.0
Day 10	• **Sim # 4 – Engine-Out Procedures**				4.0	3.0
Day 11	• Performance and Limitations Review • Systems and Procedures Review • **Sim # 5 – Cold Weather Operations / LOFT**	3.0			4.0	3.0
Day 12	• **Sim # 6 – Hot Weather Operations / LOFT**				4.0	3.0

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 13	• **Sim # 7 – Recommendation and Review**				4.0	3.0
Total	**TRAINING TOTALS**	**40.0**	**8.0**	**8.0**	**24.0**	**18.0**
Day 14	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC REQUALIFICATION COURSE (REQ-59) – 36 TO 59 MONTHS

COURSE OBJECTIVE:

This course will qualify a crewmember that has been previously trained and qualified by SkyJet Elite; however, the crewmember has not completed recurrent training and checking within the eligibility period* established by the regulation.

*Time Past Month Due: Up to 36 to 59 months

This course will satisfy the requirements of:

- 135.351
- 135.293
- 135.297

COURSE PREREQUISITES:

PIC Requalification trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.

SIC Requalification trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating

Completion of this course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC REQUALIFICATION COURSE (REQ-59) – 36 TO 59 MONTHS

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	24.0
Systems Integration	2.0
Total:	30.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	16.0
One Pilot – Simulator / Aircraft	16.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

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PIC / SIC REQUALIFICATION COURSE (REQ-59) – 36 TO 59 MONTHS

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			4.0		
Day 2	• Introduction and Administration • Systems and Procedures Review • *Cockpit Familiarization and Use of Checklists* • Flight Profiles and Maneuvers	6.0	2.0			
Day 3	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 4	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 5	• **Sim # 15 – Cold Weather Procedures / LOFT**				4.0	4.0
Day 6	• Performance and Limitations Review • Systems and Procedures Review	3.0			4.0	4.0

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
	• **Sim # 16 – Hot Weather Procedures / LOFT**					
Day 7	• **Sim # 7 – Recommendation and Review**				4.0	4.0
Day 8	• **Sim # 7 – Recommendation and Review**				4.0	4.0
Total	**TRAINING TOTALS**	**24.0**	**2.0**	**4.0**	**16.0**	**16.0**
Day 9	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC REQUALIFICATION COURSE (REQ-35) – 12 TO 35 MONTHS

COURSE OBJECTIVE:

This course will qualify a crewmember that has been previously trained and qualified by SkyJet Elite; however, the crewmember has not completed recurrent training and checking within the eligibility period* established by the regulation.

*Time Past Month Due: Up to 12 to 35 months

This course will satisfy the requirements of:

- 135.351
- 135.293
- 135.297

COURSE PREREQUISITES:

PIC Requalification trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.

SIC Requalification trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating

Completion of this course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC REQUALIFICATION COURSE (REQ-35) – 12 TO 35 MONTHS

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	18.0
Systems Integration	
Total:	22.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	12.0
One Pilot – Simulator / Aircraft	9.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

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PIC / SIC REQUALIFICATION COURSE (REQ-35) – 12 TO 35 MONTHS

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			4.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 3	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 4	• **Sim # 15 – Cold Weather Procedures / LOFT**				4.0	3.0
Day 5	• Performance and Limitations Review • Systems and Procedures Review • **Sim # 16 – Hot Weather Procedures / LOFT**	3.0			4.0	3.0
Day 6	• **Sim # 7 – Recommendation and Review**				4.0	3.0

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Total	**TRAINING TOTALS**	**18.0**		**4.0**	**12.0**	**9.0**
Day 7	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC / SIC REQUALIFICATION COURSE (REQ-12) – UP TO 12 MONTHS

COURSE OBJECTIVE:

This course will qualify a crewmember that has been previously trained and qualified by SkyJet Elite; however, the crewmember has not completed recurrent training and checking within the eligibility period* established by the regulation.

*Time Past Month Due: Up to 12 calendar months

This course will satisfy the requirements of:

- 135.351
- 135.293
- 135.297

COURSE PREREQUISITES:

PIC Requalification trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.

SIC Requalification trainees must meet the minimum eligibility requirements of 135.245:

- Commercial Pilot Certificate
- Instrument Rating and Multiengine Rating

Completion of this course may lead to the addition of an added type rating “SIC Privileges Only”.

PIC / SIC REQUALIFICATION COURSE (REQ-12) – UP TO 12 MONTHS

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	4.0
Aircraft Systems	15.0
Systems Integration	
Total:	19.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	8.0
One Pilot – Simulator / Aircraft	6.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
Two Pilots - Simulator	4.0
One Pilot – Simulator / Aircraft	2.0

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PIC / SIC REQUALIFICATION COURSE (REQ-12) – UP TO 12 MONTHS

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	**General Operational Subjects (Conducted by Air Carrier Name)** • Dispatch, Flight Release, Flight Locating Procedures • Weight and Balance Procedures • Adverse Weather Practices • Communications and Navigation Procedures • Performance Characteristics			4.0		
Day 2	• Introduction and Administration • Aircraft General • Exterior Preflight Inspection • Aircraft Flight Manual • FMS Local Area Navigation • Electrical – Normals / Abnormals • Hydraulic – Normals / Abnormals • Landing Gear and Brakes – Normals / Abnormals • Flight Controls – Normals / Abnormals • Powerplant – Normals / Abnormals • APU – Normals / Abnormals • Fuel – Normals / Abnormals	7.5				
Day 3	• Ice and Rain – Normals / Abnormals • Air Conditioning and Pressurization – Normals / Abnormals • Oxygen – Normals / Abnormals • Fire Protection – Normals / Abnormals • Communication Equipment – Normals / Abnormals • Flight Instruments – Normals / Abnormals • Navigation Equipment – Normals / Abnormals • Auto Flight System – Normals / Abnormals • Lighting – Review • Emergency Equipment • Performance and Weight and Balance Review • Standard Operating Procedures (SOP)	7.5				
Day 4	• **Sim # 15 – Cold Weather Procedures**				4.0	3.0
Day 5	• **Sim # 16 – Hot Weather Procedures**				4.0	3.0
Total	**TRAINING TOTALS**	**15.0**		**4.0**	**8.0**	**6.0**

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 6	• Oral Portion of the Proficiency Check • **Sim # 8 – Simulator Proficiency Check**	2.0			4.0	2.0

PIC REQUALIFICATION COURSE – RECENCY OF EXPERIENCE (LC)

COURSE OBJECTIVE:

This course is for a PIC who has been trained and qualified by SkyJet Elite, who will continue to serve in the same duty position and aircraft type, and who must accomplish the recency of experience requirements within an appropriate eligibility period to maintain currency.

This course will satisfy the requirements of:

- 135.247

COURSE PREREQUISITES:

PIC Requalification trainees must meet the minimum eligibility requirements of 135.243:

- Airline Transport Pilot Certificate or Commercial Pilot Certificate (as appropriate to the type of operations conducted),
- Instrument Rating and Multiengine Rating, and
- Type rating in the CE-650.

PIC REQUALIFICATION COURSE – RECENCY OF EXPERIENCE (LC)

TRAINING HOURS SUMMARY:

COURSE SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	0.0
Aircraft Systems	0.0
Systems Integration	0.0
Total:	0.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	0.0
One Pilot – Simulator / Aircraft	0.0

COURSE SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	0.0
Two Pilots - Simulator	2.0
One Pilot – Simulator / Aircraft	1.0

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	· **Sim # 10 – Landing Currency**				2.0	1.0

ALTERNATIVE TRAINING COURSE GUIDANCE

In accordance with FAA guidance Part 135 certificate holders may develop and submit for approval multiple curricula for a particular category of training, crewmember duty position, and aircraft make, model, and series (M/M/S). These curricula may have different planned hours based on the crewmember's previous knowledge and skill. Reduced training hour curricula may be developed for initial, transition, or upgrade training, and must contain all the elements of the full course. Reductions may be made in planned hours for aircraft-specific systems ground training and/or flight training based on a crewmember's previous knowledge and skill. Certificate holders that choose to develop multiple curricula must clearly specify the prerequisites for entry into each specific course.

To be eligible for an Alternate Training Course, crewmembers must have previous experience in Part 135 or Part 91K operations in the CE-650. PIC applicants must have completed a PIC proficiency check in accordance with 135.293/297 or 91.1065/1069 and SIC applicants must have completed an SIC proficiency check in accordance with 135.293 or 91.1065.

The chart below identifies the appropriate Alternate Course based on the most recent date crewmembers previous Part 135 or Part 91K proficiency check in the CE-650. SkyJet Elite is responsible for the Course selection and for the verification of previous flight checks.

Most Recent Proficiency Check Date	*Initial New Hire*	*Initial Equipment*	*Transition*
Exceeding 59 months	INH-60	INE-60	TRA-60
Within the last 36 – 59 months	INH-59	INE-59	TRA-59
Within the last 12 – 35 months	INH-35	INE-35	TRA-35
Within the last 12 months	INH-12	INE-12	TRA-12

PART 135 TRAINING PROGRAM

Qualification Curriculum

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CURRICULUM OBJECTIVE

The objective of the qualification curriculum segment is to determine whether enough learning has occurred by comparing an individual's performance in practical situations to established standards. A person meeting the qualification objectives satisfactorily completes the curriculum. A person failing to meet these objectives must be returned to training status. After additional training, that person must retake and satisfactorily complete at least the previously unsatisfactory portions of the qualification curriculum segment.

PART 135 BASIC CHECKING MODULE

The flight test required to qualify a pilot for revenue service is termed a basic checking module when listed in a curriculum outline. SkyJet Elite has designed the basic checking module of a part 135 curriculum to satisfy the requirements of § 135.293. In addition, operators must satisfy the requirements of § 135.297 for PICs conducting IFR operations.

PART 135.293 REQUIREMENTS

All PICs and SICs who are qualifying in an aircraft type are required by § 135.293 to complete a check in that type of aircraft before entering revenue service and annually thereafter. The rule refers to this check as a competency check. The requirements of § 135.293 are aircraft specific; that is, each PIC and SIC must satisfactorily complete a competency check in each type of aircraft prior to operating that aircraft in revenue service.

PART 135.297 REQUIREMENTS

Section 135.297 requires that PICs complete an instrument proficiency check prior to conducting IFR revenue operations. Thereafter, the PIC must have completed an instrument proficiency check within the preceding 6 months to continue IFR revenue operations. The requirements of § 135.297 are not aircraft specific; that is, a single check fulfilling the requirements of § 135.297 is sufficient to qualify a PIC to conduct IFR operations in all types of aircraft in which the PIC is qualified according to § 135.293. Section 135.293(d) specifies that the check conducted to satisfy § 135.297 simultaneously satisfies the requirements of § 135.293 for the type of aircraft in which the check is accomplished.

PART 135.299 REQUIREMENTS

Part 135 specifies that before a pilot can serve as an unsupervised PIC in revenue operations, that pilot must have satisfactorily completed a line check. Except for requalification training, the qualification curriculum segment for PICs should include a line check module as a requirement for all other categories of training. Requalification training curricula that are used to re-qualify PICs who have been unqualified for 12 months or

more should include a required PIC line check module. Part 135 specifies that all PICs must satisfactorily complete a line check once every 12 calendar months in at least one of the aircraft types in which the PIC is to serve. For Part 135 operations, the line check must consist of at least one route segment over a civil airway, an approved off airway route, or a portion of either, including takeoffs and landings at one or more airports that are representative of the operator's type of operation.

CHECK AIRMAN REQUIREMENTS

The evaluator assigned will be specifically authorized to administer the oral, simulator, and/or aircraft portions of the proficiency and competency checks as specified in 14 CFR Sections 135.293(a), 135.293(b), and 135.297 in the assigned aircraft. The Contract Training Provider TCE's who are authorized as check airmen for SkyJet Elite shall be approved by the Principal Operations Inspector (POI) before administering competency or proficiency checks for SkyJet Elite.

COMPLETION STANDARD

The crewmember must be able to demonstrate competency in performing the maneuvers and procedures contained in the required modules to levels consistent with the applicable Practical Test Standards. The successful completion of flight training is validated by appropriate testing and checking. The crewmember must be the master of the airplane, the crew, and the situation throughout the aircraft's operational envelope. Check Airmen shall sample the crewmember's ability to safely operate the aircraft throughout the range of the approved operational envelope. The crewmember must demonstrate the ability to operate the aircraft smoothly under a complex set of circumstances. The crewmember's performance must be such that the Check Airmen is never in doubt of the successful outcome of each event of the Proficiency Check.

CONDUCTING THE QUALIFICATION CURRICULUM SEGMENT

Check Airmen shall conduct all proficiency and competency checks in accordance with the CFRs, the applicable PTS, the operating limitations of the aircraft, and the procedures prescribed in the aircraft flight manual. Check Airmen shall not use, or request the crewmember to use, procedures contrary to those specified by the aircraft flight manual.

Check Airmen shall not allow personal prejudices to interfere with objective evaluation of a crewmember. If a personality conflict or disagreement develops between the Check Airmen and the crewmember prior to any unsatisfactory performance by the crewmember, the Check Airmen or the crewmember may discontinue the Proficiency Check.

ORAL PORTION OF THE PROFICIENCY CHECK

The oral portion of the Proficiency Check is conducted to determine whether the crewmember has acquired adequate knowledge to safely exercise the privileges of the certificate. Except in the circumstances listed below, crewmembers must be checked individually and separately. No more than two crewmembers may be checked simultaneously, and only if they were trained in the same aircraft and training course. If a crewmember prefers to be tested separately, the check airman must conduct the check individually. Simultaneous checking may not be permitted for the Initial issuance of an airline transport pilot certificate.

LOCATION OF THE ORAL

The Check Airmen must conduct the oral portion of the Proficiency Check in a private area free from distractions. The Check Airmen must give the crewmember undivided attention during the test and ensure that any discussion of test results with the crewmember is in private.

The preferred locations for conducting the oral portion of the Proficiency Check, are in flight training devices, or flight simulators. The interactive logic available in these devices provides an effective method of checking the crewmember's knowledge of normal, abnormal, and emergency procedures. The classroom and briefing rooms may also be used for conducting the oral portion of the Proficiency Check provided that the graphic presentation of the cockpit is available.

QUESTION PHRASING

Questions should be phrased in simple, focused, and specific terms. Crewmembers shall be encouraged to answer in the same manner. An example of a simple, focused, and specific question is "What is the maximum allowable fuel imbalance for takeoff?" An example of an abstract, ambiguous, and confusing question is, "Tell me everything you know about the fuel system." Check Airmen shall encourage crewmembers to ask for clarification, before answering, when they are unsure of the meaning of a question.

LENGTH AND SCOPE

The scope of the oral portion of the Proficiency Check is defined by regulation. The items that should be evaluated on each type of oral exam are specified in the applicable CFRs and the Proficiency Check Standards. Check Airmen shall choose their questions from the entire range of appropriate topics rather than concentrate on only a few topics. The length of the oral portion of the Proficiency Check depends on the complexity of the aircraft. For large, complex aircraft, the oral portion of the Proficiency Check can normally be accomplished in approximately 2 to 3 hours.

SCHEDULING OF THE ORAL

The oral portion of the Proficiency Check may not be administered until all elements of ground training have been completed. The oral portion of the Proficiency Check must be closely coordinated and related to the flight portion of the Proficiency Check but must not be given during the flight portion of the Proficiency Check. Normally the oral portion of the Proficiency Check will be scheduled prior to the flight portion of the Proficiency Check.

The Check Airmen shall use whatever means deemed suitable to determine that the crewmember's equipment knowledge meets the standard. The Areas of Operation defined by the applicable PTS contain Tasks, which include both "knowledge" and "skill" elements. Knowledge elements not evident in the demonstrated skills may be checked by questioning, at any time, during the flight event. Questioning in flight should be used judiciously so that safety is not jeopardized. Questions may be deferred until after the flight test is completed.

SPECIFIC REQUIREMENTS AND ACCEPTABLE STANDARDS

Crewmembers are expected to possess a broad understanding of the aircraft and its systems rather than a highly detailed knowledge of component design and construction. They should be able to demonstrate an understanding of the essential features of system design and how various systems interrelate. Crewmembers must be able to demonstrate such knowledge by interpreting cockpit indications and describing the condition of aircraft systems from these indications. Crewmembers are not expected to have memorized specific facts that are immediately available in reference manuals and checklists that are required to be in the cockpit. Crewmembers must, however, be able to state memory items on emergency checklists in the correct sequence and flight manual limitations from memory. Check Airmen shall avoid commenting on a crewmember's performance until after the oral portion of the Proficiency Check is complete.

REQUIREMENTS OF PART 135

The composition of the oral portion of the Proficiency Check or proficiency check in accordance with 14 CFR Part 135 includes elements that cover the applicable provisions of: 14 CFR Parts 61, 63, 91 and 135; the operator's Operational Specifications and operations manual. Additional elements include; the use of navigational aids; air traffic control procedures; meteorology; procedures for recognizing and avoiding severe weather and new equipment and procedures.

Testing on these elements must be completed annually and need not be repeated if the crewmember is qualifying on more than one aircraft. The aircraft specific portion of the 14 CFR Pat 135 oral portion of the proficiency or competency check must be completed on each type of aircraft on which the airmen is to serve. When an airman is qualifying to serve on more than one variation of an aircraft type the oral portion of the Proficiency Check on the variant model is required.

EVALUATING 135.293(A)

135.293(a)(1) - This element must be administered by SkyJet Elite's Check Airman or FAA Inspector.

135.293(a)(2-3) - These elements may be administered by a Contract Check Airman approved by the SkyJet Elite's POI, SkyJet Elite's Check Airman or FAA Inspector.

135.293(a)(4-8) - These elements must be administered by SkyJet Elite's Check Airman or FAA Inspector.

THE FLIGHT PORTION OF THE PROFICIENCY CHECK

DEMONSTRATION OF AERONAUTICAL SKILL

The demonstration of aeronautical skill is the flight portion of the Proficiency Check where the crewmember demonstrates flight proficiency for the certificate or rating sought.

The applicable PTS details the areas of operation, tasks, and objectives for the certificate or rating. If the crewmember does not meet the standards of performance of any task performed, the associated pilot operation is failed and, therefore, the Proficiency Check is failed. The crewmember is not eligible for the certificate or rating until the failed area of operation is passed on a subsequent proficiency check.

The Check Airmen or the crewmember may discontinue the flight/simulator portion of the Proficiency Check at any time when the failure of a required operation makes the crewmember ineligible for the certificate or rating sought. If the flight/simulator portion of the Proficiency Check is discontinued, the crewmember shall receive credit for only those pilot operations, which were successfully performed. With the consent of the Check Airmen, the crewmember may also elect to continue the check after failing a required item. The crewmember will receive credit only for those operations, which are satisfactorily completed.

STANDARDS OF ACCEPTABLE PERFORMANCE

The Airline Transport Pilot Certificate is the highest grade of pilot certificate awarded. A crewmember for this certificate must possess a degree of piloting skills beyond that required for lower grades of certificates. The crewmember must be the master of the airplane, the crew, and the situation throughout the aircraft's operational envelope. Check Airmen shall sample the crewmember's ability to safely operate the aircraft throughout the range of the approved operational envelope.

MANIPULATIVE SKILLS

The manipulative skill standards for the ATP certificate are the most rigorous of all pilot certificates issued. The skill requirement for the ATP certificate and for other certificates differs not in the tolerances allowed but in the degree of mastery required. The crewmember for an ATP certificate must demonstrate the ability to operate the aircraft smoothly under a complex set of circumstances. The crewmember's performance must be such that the Check Airmen is never in doubt of the successful outcome of each event of the Proficiency Check.

It is imperative that Check Airmen be fair and consistent when making their determinations. For example, weather, aircraft responsiveness, traffic, and other factors beyond a crewmember's control may cause the crewmember to deviate briefly during the accomplishment of a maneuver. In the case of turbulence, the crewmember is expected to adhere to the procedures for adjusting the target speed as specified in the operator's aircraft operating manual. In such a situation, an crewmember who makes a determined effort, is generally successful in maintaining close control, and who does not deviate to the extent safety is compromised, should be considered to have met the standard.

FLIGHT MANAGEMENT SKILLS

The flight/simulator portion of the Proficiency Check must not be limited to a simple demonstration of a series of events. An ATP crewmember must demonstrate a mastery of complex problems, good judgment, situational awareness, cockpit management, and leadership skills.

CREWMEMBER BRIEFING

Before beginning the flight/simulator portion of the Proficiency Check, the Check Airmen shall brief the crewmember on how the flight/simulator portion of the Proficiency Check is to be conducted and what is to be required of the crewmember on the flight/simulator portion of the Proficiency Check.

TRAINING TO PROFICIENCY

For Recurrent PIC Proficiency Checks, other PIC Proficiency Checks that will not lead to the issuance of an ATP or aircraft type rating, and all SIC proficiency checks, when a Check Airmen determines that an event is unsatisfactory, the Check Airmen may conduct training and repeat the checking of that event. This provision has been made in the interest of fairness and to avoid undue hardship and expense for airmen and operators. Training may not be conducted, however, without recording the failure of these events. The quality control of a training program is accomplished, among other means, by identifying those events on checks which crewmembers fail.

1. Training and checking cannot be conducted simultaneously. When training is required, the simulator portion of the proficiency or competency check must be

temporarily suspended, training conducted, and then the simulator portion of the proficiency or competency check resumed.

2. When training to proficiency is required, the Check Airmen must record the events that were initially failed, and in which training was given.

3. When training to proficiency is conducted and the simulator portion of the proficiency and competency check is subsequently completed within the initial session, the overall grade for the simulator portion of the proficiency and competency check may be recorded as satisfactory. When the training required to reach proficiency cannot be completed in the initial checking session, the simulator portion of the proficiency and competency check must be recorded as unsatisfactory and the crewmember entered into requalification training. Check Airmen will conduct training to proficiency on two events only.

4. When training to proficiency is required and it is practical to do so, the remaining events of the simulator portion of the proficiency and competency check should be completed before training in the failed event is conducted. If it is more practical, the failed event may be repeated at the end of a logical sequence. For example, training on a stall might be conducted at altitude after all other air work has been completed, but before returning to the traffic pattern.

5. If, after having received training, the airman fails an event again, the failure shall be recorded and the crewmember entered into requalification training.

CREDIT FOR CERTIFICATION

Part 61.157(f)(1) allows for the issuance of a type rating and / or an ATP, when a competency check under 135.293(a)(2) and 135.293(b), and pilot-in-command instrument proficiency check under 135.297 are satisfactorily completed. Only the aircraft portion of the oral exam is required for the issuance of a type rating and / or an ATP.

Additionally, the Training Center Evaluator assigned to conduct the proficiency check must hold a letter of authority (LOA) from SkyJet Elite's POI that specifically states that:

"This TCE is authorized to issue an Airline Transport Pilot Certificate or Additional Aircraft Rating in accordance with 14 CFR part 61.157 (c) and (f) following the satisfactory completion of the pilot-in-command proficiency / competency check in accordance with SkyJet Elite’s approved training program".

If the contract check airman does not hold this authority, the contract check airman will conduct the 135.293 / 297 checks and issue an 8410, but cannot issue a temporary certificate for certification. SkyJet Elite’s POI must issue the certificate.

The issuance of an ATP or an added type rating, after the completion of an air carrier training program under Part 135, can only be accomplished if the applicant is enrolled in a PIC Initial New Hire, PIC Initial Equipment, PIC Transition, or SIC to PIC Upgrade curriculum.

With POI approval, SIC applicants may be issued a type rating provided that all of the tasks required for a PIC proficiency check are successfully accomplished on the SIC proficiency check.

REQUIREMENTS FOR REDUCTION IN PROGRAMMED HOURS

Normally, the crewmember completes a flight training curriculum segment by successfully accomplishing each training event and the specified number of training hours. However, the crewmember may successfully complete a flight training curriculum segment without completing the specified number of training hours provided that:

a. The crewmember successfully completes all of the training events required by the curriculum segment. During recurrent flight training, however, specific training on every event is unnecessary unless it is needed for maintaining pilot proficiency on particular events. During the actual training, the order and rate of training event presentation may vary. An instructor may vary the events in a published curriculum segment when a crewmember's progress indicates that it is necessary.
b. An instructor recommends the flight test be conducted before completion of the specified hours. The recommendation must be documented in the crewmember’s training record.
c. If the flight check is unsatisfactory due to flight proficiency, the crewmember must complete the remaining programmed hours of the curriculum before another flight check may be attempted.

PIC PART 135.293(B) AND 135.297 CHECK REQUIREMENTS

GROUND OPERATIONS

Preflight

Start Procedures

Taxiing

Pre-takeoff Checks

TAKEOFFS

Normal

Crosswind

Instrument

With Engine Failure

Rejected

INFLIGHT MANEUVERS

Steep Turns

Approach to Stall – Takeoff

Approach to Stall – Clean

Approach to Stall - Landing

Engine Failure/Relight

Unusual Attitude Recovery

Specific Flight Characteristics

LANDINGS

Normal

Crosswind

From an ILS

From a Circle

Rejected

No Flap

1 Engine Out

INSTRUMENT PROCEDURES

Departure

Arrival

Holding

PRECISION APPROACH

Normal ILS

Engine Out ILS

Autopilot ILS

NONPRECISION APPROACH

First Type

Second Type

Circling

GPS (If Required)

MISSED APPROACH

From an ILS

Engine Out

Second Missed Approach

ABNORMAL PROCEDURES

As Required

EMERGENCY PROCEDURES

As Required

SIC PART 135.293(B) CHECK REQUIREMENTS

GROUND OPERATIONS

Preflight

Start Procedures

Taxiing

Pre-takeoff Checks

TAKEOFFS

Normal

Crosswind

With Engine Failure

Right Seat

INFLIGHT MANEUVERS

Approach to Stall – Takeoff

Approach to Stall – Clean

Approach to Stall - Landing

Unusual Attitude Recovery

LANDINGS

Normal

Crosswind

1 Engine Out

Right Seat

PRECISION APPROACH

Normal ILS

NONPRECISION APPROACH

First Type

ABNORMAL PROCEDURES

As Required

EMERGENCY PROCEDURES

As Required

REQUALIFICATION TRAINING

FLIGHT CREWMEMBERS WHO HAVE FAILED A CHECK

A flight crewmember who fails a required check must be entered into requalification training. The requalification training segment must consist of at least that remedial training required to restore the airman's competence in the failed events. Training may consist of as little as a detailed debriefing or it may need to be very extensive. Additional training should be given to strengthen the crewmember's overall performance. The reasons for the disqualification and the training given must be entered in the airman's records.

The instructor or check airman conducting this training must certify to the crewmember's proficiency before the crewmember re-accomplishes the check ride. This certification is not limited to the events the crewmember failed but it encompasses all events of the qualification module.

The operator must notify the POI of all failures. Notification must be timely, so that the POI may arrange for an inspector to conduct or observe the qualification module when, in the POI's judgment, this action is required. Observation should be accomplished in the case of PICs failing basic qualification modules or line check modules. Operators may conduct as much requalification training as necessary before scheduling and conducting the qualification module.

FAILURE TO COMPLETE RECURRENT TRAINING DURING THE ELIGIBILITY PERIOD

Refer to the Training Program Curriculum appendix for specific requalification curriculum descriptions.

PART 135 TRAINING PROGRAM

Instructor / Check Pilot Training Curriculum

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INITIAL INSTRUCTOR / CHECK PILOT TRAINING (ALL CHECKS) – AIRCRAFT

CURRICULUM OBJECTIVE:

This curriculum will accomplish the initial ground training requirements as specified in 135.339 (c) and 135.340 (c) for aircraft instructor and check pilot. This curriculum will accomplish the initial flight training requirements as specified in 135.339 (e) and 135.340 (e) for aircraft instructor and check pilot.

This curriculum will prepare the check pilot candidate to conduct the following checks:

- 135.293(a) (1-8) Knowledge
- 135.293(b) Pilot Competency Check
- 135.297 PIC Instrument Proficiency Check
- 135.299 PIC Line Check

CURRICULUM PREREQUISITES:

To enroll in the Initial Aircraft Instructor / Check Pilot training curriculum, the pilot must meet the following prerequisites:

- Hold the pilot certificates and ratings required to serve as pilot in command
- Have completed the training phases for the aircraft, including recurrent training, that are required to serve as pilot in command under Part 135
- Have completed the proficiency or competency checks that are required to serve as pilot in command under Part 135
- Have satisfied the recency of experience requirements of 135.247

INITIAL INSTRUCTOR / CHECK PILOT TRAINING (ALL CHECKS) – AIRCRAFT

TRAINING HOURS SUMMARY:

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	6.0
Aircraft Systems	4.0
Systems Integration	
Total:	10.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
One Pilot – Simulator / Aircraft	4.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Qualification:	

As Required by the POI

INITIAL INSTRUCTOR / CHECK PILOT TRAINING (ALL CHECKS) – AIRCRAFT

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	• Introduction and Administration • Instructor / Evaluator Duties, Functions and Responsibilities • 14 CFR Part 135 Policies and Procedures • Conduct of Proficiency Checks • Conduct of Line Checks • Evaluation of Pilot Performance • Unsatisfactory Check Procedures			6.0		
Day 2	• Performance and Analysis of Flight Training Maneuvers • **Sim Session # 18a Instructor / Check Pilot Training**	2.0				2.0
Day 3	• Oral Portion of the Proficiency Check (Practice) • **Sim Session # 18d Line Check Pilot Training**	2.0				2.0
Total	**TRAINING TOTALS**	**4.0**		**6.0**		**4.0**
	In Aircraft Qualification as Required by the POI					

INITIAL LINE CHECK PILOT TRAINING – AIRCRAFT

CURRICULUM OBJECTIVE:

This curriculum will accomplish the initial ground training requirements as specified in 135.339(c) and the initial flight training requirements as specified in 135.339(e).

This curriculum will prepare the check pilot candidate to conduct the following checks:

- 135.293(a)(1) & (4-8) Knowledge
- 135.299 PIC Line Check

CURRICULUM PREREQUISITES:

To enroll in the Initial Aircraft Line Check Pilot training curriculum, the pilot must meet the following prerequisites:

- Hold the pilot certificates and ratings required to serve as pilot in command
- Have completed the training phases for the aircraft, including recurrent training, that are required to serve as pilot in command under Part 135
- Have completed the proficiency or competency checks that are required to serve as pilot in command under Part 135.
- Have satisfied the recency of experience requirements of 135.247

INITIAL LINE CHECK PILOT TRAINING – AIRCRAFT

TRAINING HOURS SUMMARY:

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects Aircraft Systems Systems Integration	4.0
Total:	4.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
One Pilot – Simulator	2.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Qualification:	

As Required by the POI

INITIAL LINE CHECK PILOT TRAINING – AIRCRAFT

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	• Check Pilot Duties, Functions and Responsibilities. • The Applicable Code of Federal Regulations and SkyJet Elite's Policies and Procedures. • Conduct of 135.299 Line Checks • Oral Portion of the Line Check (Practice) • Proper Evaluation of Pilot Performance • Unsatisfactory Check Procedures • The Approved Methods, Procedures and Limitations for Performing the Required Normal, Abnormal and Emergency Procedures in the Aircraft.			4.0		
Day 1	• **Sim Session # 18d Line Check Pilot Training**					**2.0**
Total	**TRAINING TOTALS**			**4.0**		**2.0**
	• In Aircraft Qualification as Required by the POI					

TRANSITION INSTRUCTOR / CHECK PILOT TRAINING – AIRCRAFT

CURRICULUM OBJECTIVE:

This curriculum will accomplish the transition ground training requirements as specified in 135.339 (d) and 135.340 (d) for aircraft instructor and check pilot. This curriculum will accomplish the transition flight training requirements as specified in 135.339 (e) and 135.340 (e) for aircraft instructor and check pilot.

TRAINING HOURS SUMMARY:

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects Aircraft Systems Systems Integration	4.0
Total:	4.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
One Pilot – Simulator / Aircraft	4.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
As Required by the POI	

TRANSITION INSTRUCTOR / CHECK PILOT TRAINING – AIRCRAFT

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	• Performance and Analysis of Flight Training Maneuvers • **Sim Session # 18a Instructor / Check Pilot Training**	2.0				2.0
Day 2	• Oral Portion of the Proficiency Check (Practice) • **Sim Session # 18a Instructor / Check Pilot Training**	2.0				2.0
Total	**TRAINING TOTALS**	**4.0**				**4.0**
	• In Aircraft Qualification as Required by the POI					

INITIAL INSTRUCTOR / CHECK PILOT TRAINING – SIMULATOR

CURRICULUM OBJECTIVE:

This curriculum will accomplish the initial training requirements as specified in 135.339 (g) and 135.340 (g) simulator instructor and check pilot.

CURRICULUM PREREQUISITES:

To enroll in the Simulator Instructor / Check Pilot training curriculum, the pilot must meet the following prerequisites:

- Hold a Letter of Authority for the aircraft type with Check Pilot Authority – Aircraft

TRAINING HOURS SUMMARY:

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects	6.0
Aircraft Systems	2.0
Systems Integration	
Total:	8.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
One Pilot – Simulator / Aircraft	4.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
As Required by the POI	

INITIAL INSTRUCTOR / CHECK PILOT TRAINING – SIMULATOR

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	• Introduction and Administration • Operation of the Simulator Controls and Systems • Limitations of Simulation • Conduct of Proficiency Checks			6.0		
Day 2	• Performance and Analysis of Flight Training Maneuvers • **Sim Session # 18b Instructor / Check Pilot Training**	2.0				2.0
Day 3	• **Sim Session # 18b Instructor / Check Pilot Training**					2.0
Total	**TRAINING TOTALS**	**2.0**		**6.0**		**4.0**
	• Oral Portion of the Proficiency Check • **Sim Session # 18c Instructor / Check Pilot Qualification (FAA)**					

TRANSITION INSTRUCTOR / CHECK PILOT TRAINING – SIMULATOR

CURRICULUM OBJECTIVE:

This curriculum will accomplish the transition training requirements as specified in 135.339 (g) and 135.340 (g) simulator instructor and check pilot.

CURRICULUM PREREQUISITES:

To enroll in the Simulator Instructor / Check Pilot training curriculum, the pilot must meet the following prerequisites:

- Hold a Simulator Check Pilot Letter of Authority for a similar aircraft type

TRAINING HOURS SUMMARY:

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects Aircraft Systems Systems Integration	2.0
Total:	2.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
One Pilot – Simulator	4.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
As Required by the POI	

TRANSITION INSTRUCTOR / CHECK PILOT TRAINING – SIMULATOR

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	• Performance and Analysis of Flight Training Maneuvers • **Sim Session # 18b Instructor / Check Pilot Training**	2.0				2.0
Day 2	• **Sim Session # 18b Instructor / Check Pilot Training**					2.0
Total	**TRAINING TOTALS**	**2.0**				**4.0**
	• Oral Portion of the Proficiency Check • **Sim Session # 18c Instructor / Check Pilot Qualification (FAA)**					

INITIAL CONTRACT INSTRUCTOR TRAINING – SIMULATOR

CURRICULUM OBJECTIVE:

This curriculum will accomplish the initial training requirements for Part 142 training center employees who may be nominated as contract simulator instructors.

This curriculum will satisfy the requirements of:

- 135.340(a)(2)
- 135.340(c)
- 135.340(g)

CURRICULUM PREREQUISITES:

To enroll in the Contract Simulator Instructor training curriculum, the pilot must meet the following prerequisites:

- Hold the pilot certificates and ratings required to serve as pilot in command
- Have completed the training phases for the aircraft, including recurrent training, that are required to serve as pilot in command under Part 135
- Have completed the proficiency or competency checks that are required to serve as pilot in command under Part 135
- Have satisfied the recency of experience requirements of 135.247

INITIAL CONTRACT INSTRUCTOR TRAINING – SIMULATOR

TRAINING HOURS SUMMARY:

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects Aircraft Systems Systems Integration	30.0
Total:	30.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
One Pilot – Simulator	6.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
One Pilot – Simulator	2.0

INITIAL CONTRACT INSTRUCTOR TRAINING – SIMULATOR

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	• Introduction and Administration • Training Philosophy • Fundamental Principles of the Learning Process • Elements of Effective Teaching • Instruction Methods and Techniques • Anti-Drug, Alcohol Misuse Information • TSA Initial Security Awareness Training • Training Center Policies and Procedures • Simulator Safety • Runway Incursion / Excursion and Wrong Runway Departure Prevention			6.0		
Day 2	• Facilitation • Plans of Action • Academic Procedures and Presentation Skills • Instructor Methods and Techniques • Limitations of Simulation • ICAO Procedures			6.0		
Day 3	• Instructor Duties, Privileges, Responsibilities and Limitations • Cockpit Resource Management and Crew Coordination • Proper Evaluation of Student Performance			6.0		
Day 4	• Federal Air Regulations, • Revisions to the Training Courses • Practical Test Standards • Performance and Analysis of Flight Training Procedures and Maneuvers • Briefing and Debriefing • Air Traffic Control Communication and Vectoring Skills • Training Records			6.0		
Day 5	• Air Carrier Policies and Procedures • Air Carrier Training Records • Briefing Workshop • Proper Operation of Flight Simulator and Flight Training Device Controls and Systems and Proper Operation of Environmental Control and Warning or Caution Panels • Final Examination			6.0		
Day 6	• **Sim Session # 18b Instructor Training**					3.0

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 7	· **Sim Session # 18b Instructor Training**					3.0
Total	**TRAINING TOTALS**			**30.0**		**6.0**
Day 8	· **Sim Session # 18c Instructor Observation**					2.0

TRANSITION CONTRACT INSTRUCTOR TRAINING – SIMULATOR

CURRICULUM OBJECTIVE:

This curriculum will accomplish the initial training requirements for Part 142 training center employees who may be nominated as contract simulator instructors.

This curriculum will satisfy the requirements of:

- 135.340(d)
- 135.340(e)

CURRICULUM PREREQUISITES:

To enroll in the Contract Simulator Instructor training curriculum, the pilot must meet the following prerequisites:

- Hold the pilot certificates and ratings required to serve as pilot in command
- Have completed the training phases for the aircraft, including recurrent training, that are required to serve as pilot in command under Part 135
- Have completed the proficiency or competency checks that are required to serve as pilot in command under Part 135
- Have satisfied the recency of experience requirements of 135.247

TRANSITION CONTRACT INSTRUCTOR TRAINING – SIMULATOR

TRAINING HOURS SUMMARY:

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects Aircraft Systems Systems Integration	4.0
Total:	4.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
One Pilot – Simulator	6.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
One Pilot – Simulator	2.0

TRANSITION CONTRACT INSTRUCTOR TRAINING – SIMULATOR

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	• Operation of the Simulator Controls and Systems • Performance and Analysis of Flight Training Maneuvers	4.0				
Day 2	• **Sim Session # 18b Instructor Training**					3.0
Day 3	• **Sim Session # 18b Instructor Training**					3.0
Total	**TRAINING TOTALS**	**4.0**				**6.0**
Day 4	• **Sim Session # 18c Instructor Observation**	2.0				2.0

INITIAL CONTRACT CHECK PILOT TRAINING – SIMULATOR

CURRICULUM OBJECTIVE:

This curriculum will accomplish the initial training requirements for Part 142 training center employees who may be nominated as contract simulator check pilot.

This curriculum will satisfy the requirements of:

- 135.339(a)(2)
- 135.339(c)
- 135.339(g)

CURRICULUM PREREQUISITES:

To enroll in the Contract Simulator Check Pilot training curriculum, the pilot must meet the following prerequisites:

- Hold the pilot certificates and ratings required to serve as pilot in command
- Have completed the training phases for the aircraft, including recurrent training, that are required to serve as pilot in command under Part 135
- Have completed the proficiency or competency checks that are required to serve as pilot in command under Part 135
- Have satisfied the recency of experience requirements of 135.247
- Currently assigned as a Part 142 and Part 135 Contract Simulator Instructor.

INITIAL CONTRACT CHECK PILOT TRAINING – SIMULATOR

TRAINING HOURS SUMMARY:

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects Aircraft Systems Systems Integration	6.0
Total:	6.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
One Pilot – Simulator	6.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
One Pilot – Simulator	2.0

INITIAL CONTRACT CHECK PILOT TRAINING – SIMULATOR

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	• Introduction and Administration • Federal Air Regulations, Revisions to the Training Courses • Check Pilot Duties Functions and Responsibilities • Pilot Records • Performance and Analysis of Flight Training Maneuvers • Practical Test Standards, • Performance and Analysis of Flight Training Maneuvers • Conduct of Proficiency Checks • Unsatisfactory Training and Checking Procedures			6.0		
Day 2	• **Sim Session # 18b Check Pilot Training**					3.0
Day 3	• **Sim Session # 18b Check Pilot Training**					3.0
Total	**TRAINING TOTALS**			**6.0**		**6.0**
Day 4	• Oral Portion of the Proficiency Check • **Sim Session # 18c Check Pilot Observation**	2.0				2.0

TRANSITION CONTRACT CHECK PILOT TRAINING – SIMULATOR

CURRICULUM OBJECTIVE:

This curriculum will accomplish the initial training requirements for Part 142 training center employees who may be nominated as contract simulator check pilot.

This curriculum will satisfy the requirements of:

- 135.339(a)(2)
- 135.339(d)
- 135.339(g)

CURRICULUM PREREQUISITES:

To enroll in the Contract Simulator Check Pilot training curriculum, the pilot must meet the following prerequisites:

- Hold the pilot certificates and ratings required to serve as pilot in command
- Have completed the training phases for the aircraft, including recurrent training, that are required to serve as pilot in command under Part 135
- Have completed the proficiency or competency checks that are required to serve as pilot in command under Part 135
- Have satisfied the recency of experience requirements of 135.247
- Currently assigned as a Part 142 and Part 135 Contract Simulator Instructor.

TRANSITION CONTRACT CHECK PILOT TRAINING – SIMULATOR

TRAINING HOURS SUMMARY:

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects Aircraft Systems Systems Integration	4.0
Total:	4.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
One Pilot – Simulator	6.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Qualification:	
Oral Examination	2.0
One Pilot – Simulator	2.0

TRANSITION CONTRACT CHECK PILOT TRAINING – SIMULATOR

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	• Operation of the Simulator Controls and Systems • Performance and Analysis of Flight Training Maneuvers	4.0				
Day 2	• **Sim Session # 18b Check Pilot Training**					3.0
Day 3	• **Sim Session # 18b Check Pilot Training**					3.0
Total	**TRAINING TOTALS**	**4.0**				**6.0**
Day 4	• Oral Portion of the Proficiency Check • **Sim Session # 18c Check Pilot Observation**	2.0				2.0

CONTRACT INSTRUCTOR / CHECK PILOT LINE EXPERIENCE MODULE (LEM)

CURRICULUM OBJECTIVE:

This curriculum will accomplish the in-flight experience requirements for Part 142 Training center employees who may be nominated as contract simulator instructors and check pilots.

This curriculum will satisfy the requirements of:

- 135.337(f)(2) and 135.338(f)(2)
- FSIMS 8900.1 Volume 3, Chapter 20, Section 7

CURRICULUM PREREQUISITES:

To enroll in the Contract Simulator Instructor / Check Pilot Line Experience Module (LEM) curriculum, the pilot must meet the following prerequisites:

- Hold the pilot certificates and ratings required to serve as pilot in command
- Have completed the training phases for the aircraft, including recurrent training, that are required to serve as pilot in command under Part 135
- Have completed the proficiency or competency checks that are required to serve as pilot in command under Part 135
- Have satisfied the recency of experience requirements of 135.247
- Must have 1500 hours experience either as PIC or SIC in operations in the same category and class of aircraft

CONTRACT INSTRUCTOR / CHECK PILOT LINE EXPERIENCE MODULE (LEM)

TRAINING HOURS SUMMARY:

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Aircraft Ground:	
General Operational Subjects Aircraft Systems Systems Integration	5.0
Total:	5.0

CURRICULUM SEGMENTS	PLANNED TRAINING HOURS
Flight Training:	
Two Pilots - Simulator	4.0

CONTRACT INSTRUCTOR / CHECK PILOT LINE EXPERIENCE MODULE (LEM)

COURSE SCHEDULING:

Day	MODULE SCHEDULING Normal Font = Ground / GOS / Review and Testing Modules *Italic Font = Systems Integration Modules* **Bold Font = Flight Modules**	AC	Sys Int	Gen Ops	Simulator / Aircraft	
					Crew	Single
Day 1	• Air Traffic Control Procedures • ICAO Procedures • Runway Incursion / Excursion and Wrong Runway Departure Prevention			5.0		
Day 2	• **Sim Session # 19 – Line Experience Module (LEM)**				4.0	
Total	**TRAINING TOTALS**			**5.0**	**4.0**	

LEM PROGRAM TRAINING SCHEDULE:

The operator or the training center will develop sufficient LEM programs to ensure that contract simulator instructors and check pilots do not repeat the same LEM program within four training cycles as defined within their approved training curriculum. LEM training events may be scheduled throughout the year to accommodate an operator's training profiles. However, if the ground and flight training segments are separated by more than 30 days, then a separate tracking record must be maintained for each segment. Each segment will then have its own 12-month currency cycle.

The record documenting Sim Session # 19 Line Experience Module will indicate which of the four LEM programs was used.

Simulator Instructors and Evaluators qualified on two (2) different aircraft may meet the requirements of 135.337(f)(2) and 135.338(f)(2) by completing the LEM curriculum in ***one*** of the aircraft they are assigned to instruct or evaluate.

INSTRUCTOR AND EVALUATOR GROUND TRAINING MODULES

Academic Procedures and Presentation Skills
Elements:

- Classroom Protocol
- Academic Training Aids and Equipment
- Academic Training Policies and Procedures
- Preparation for and Presentation Skills
- Academic Instructor Duties, Functions, Responsibilities and Limitations
- Practice Presentation of a Module Appropriate to The Area of Instruction
- Team Teaching with an Approved Coach to Proficiency
- Understand Client's Needs
- Maintain Rapport with Clients
- International Clients
- Distractions to Learning
- Conflict Resolution
- Practice Presentation and Team Teaching with an Approved Coach to Proficiency

Air Carrier Policies and Procedures
Elements:

- Checks and Tests
- Check Pilot
- Approved Check Pilot
- Air Carrier Training Programs
- Authorized Pilot Checks

Air Carrier Training Records
Elements:

- Record Access and Layout
- Instructor Grading Process
- How to Enter Comments
- How to Print Records
- Instructor Correction Process

Air Traffic Control Communication and Vectoring Skills
Elements:

- ATC Clearances
- Basic Vectoring
- Radio Calls

Air Traffic Control Procedures
Elements:

- Format of ATC Clearances to accurately simulator ATC
- Ability to provide timeliness of responses typical of controllers
- Using clearances accurately to create a more realistic scenario in the training environment
- Accurately providing realistic clearances to enhance instructor credibility and professionalism
- Using clearances accurately to correctly simulate correct ATC spacing and controller knowledge of aircraft system performance parameters
- Common ATC terminology variations
- International language and terminology considerations (if appropriate)
- Realistic use in the training environment
- Vectoring appropriate use an training benefits/pitfalls
- Commonly misused vectoring practices
- Training benefits and importance of correct vectoring to preserve realism
- Negative training impacts of inaccurate or unrealistic vectors

Antidrug, Alcohol Misuse Information
Elements:

- Who Gets Tested
- What is Tested
- Testing Process
- Drug and/or Alcohol Misuse
- Your Employee Assistance Program

Briefing and Debriefing
Elements:

- Briefing Goals
- Preparation and Planning
- Room Setup and White Board
- Digital Briefing Tool (if available)
- Debrief Preparation
- Debrief Tools, Notes Hard Copy (or Digital) Video (or Digital)
- Critique

Check Pilot Duties, Functions and Responsibilities
Elements:

- Review Duties of the Check Pilot
- Review Functions of the Check Pilot
- Review Responsibilities of the Check Pilot

Cockpit Resource Management and Crew Coordination
Elements:

- The Human Error
- Threat and Error Management (TEM)
- Managing Risk and Situational Awareness
- Barriers to Effective Communication
- Automation
- Monitoring

Conduct of Proficiency Checks and Line Checks
Elements:

- Testing vs. Checking
- Training to Proficiency
- Summary of TCE Functions
- Air Carrier Proficiency Checks
- Air Carrier Line Checks
- Contract Check Pilot
- Letter of Authority

Elements of Effective Teaching, Instruction Methods and Techniques
Elements:

- Definition of Communication
- Barriers to Effective Communication
- Developing Communication Skills
- Presentation Planning
- Teaching Methods
- Critique and Evaluation

Evaluation of Pilot Performance
Elements:

- Review of the Practical Test Standards
- Review of FAA FSIMS Order 8900.10, Volume 5, Chapter 3, Sec 3
- Review Plan of Action

Facilitation
Elements:

- Definition of Facilitation
- Crew Centered Approach
- Preparing Clients for Facilitation
- Levels of Facilitation
- Facilitation Techniques

Federal Air Regulations, Revisions to the Training Courses

Elements:

- Part 142 – Training Centers
- Part 91 – General Operating & Flight Rules
- Part 61 – Certification of Pilots
- Part 135
- Revision to Training Programs
- Minimum Equipment Requirements for each Curriculum

Fundamental Principles of the Learning Process

Elements:

- Definitions and Characteristics of Learning
- Laws of Learning
- Four Levels of Learning
- Memory, Forgetting & Retention
- Defense Mechanisms

ICAO Procedures

Elements:

- Introduction
- Units of Measure
- PANS-OPS Charts and Procedures
- Noise Abatement Procedures
- International Altimetry

Introduction and Administration

Elements:

- Facility Tour and Training Center Staff Introduction
- Distribution and Collection of Course Enrollment Forms
- Distribution of Course Syllabus and Training Schedule
- Distribution of Course Training Materials
- Introduction to Course Material

Instructor Duties, Privileges, Responsibilities and Limitations

Elements:

- Eligibility Requirements
- Privileges
- Limitations
- Training Requirements
- Duties
- Responsibilities
- Review

Instructor Methods and Techniques
Elements:
- Common Client Errors and Techniques for Correction
- Checklist Usage
- Basic Instrument Skills
- Flight Director Usage
- Operation at the Appropriate Level of Automation

Limitations of Simulation
Elements:
- Simulator Controls
- Visual Limitations
- Navigation Data Bases
- Environmental Limitations
- Motion Limitations
- Airport Limitations
- Sensory Limitations
- Engineering Data
- Regulatory Limitations
- Inoperative Components

Part 142 Training Records
Elements:
- Record Access and Layout
- Instructor Grading Process
- How to Enter Comments
- How to Print Records
- Instructor Correction Process

Part 135 Policies and Procedures
Elements:
- Part 135 Training Requirements
- Part 135 Operational Specifications
- Part 135 Briefing Sheets
- FAA Order 8900.10
- Proficiency Check Requirements
- Line Check Requirements
- Proficiency Check Documentation
- Training to Proficiency
- Part 135 Read File
- Training and Checking Authorizations
- Operator Specific Checklists
- Operator Specific Standard Operating Procedures
- Operator Specific Flight Profiles and Maneuvers

- Verification of Check Pilot Approvals
- Documentation of Operator Specific Training

Performance and Analysis of Flight Training Maneuvers
Elements:
- Maneuver Descriptions and Layout
- Normal Procedures
- Abnormal Procedures
- Emergency Procedures
- Approved Methods
- Limitations of Performance
- Performance Analysis

Plans of Action
Elements:
- Definition of Plan of Action
- Characteristics of a Plan of Action
- Changing a Plan of Action
- Whiteboards

Practical Test Standards
Elements:
- Practical test standards and performance
    - Review of the Practical Test Standards
    - Review of FAA FSIMS Order 8900.10 Volume 5, Chapter 3, Sec 2 & 3

Proper Operation of Flight Simulator and Flight Training Device Controls and Systems and Proper Operation of Environmental Control and Warning or Caution Panels
Elements:
- Simulator Safety
- IOS Panel Layout
- IOS Panel Button Functions
- Alternative Set-Up Procedures
- Communication System Setup and Operation
- Aircraft Position / Reposition
- Simulator Data Base Model / Visual Models and Environmental Changes (Overview)
- Visual Changes
- Selecting System Faults
- Multiple System Faults
- Clearing System Fault

Runway Incursion / Excursion and Wrong Runway Departure Prevention
Elements:

- Definition of Facilitation
- Crew Centered Approach
- Preparing Clients for Facilitation
- Levels of Facilitation
- Facilitation Techniques

Simulator Safety
Elements:

- Emergency Stop
- Fire Extinguishing
- Emergency Egress
- Simulator Bay Evacuation

TSA Initial Security Awareness Training
Elements:
Regulatory Reference

- Actions
- Questioning and Individual
- Immediate Threats
- Suspicious Activities
- General Building Security
- Security Incidents, Threats and New TSA Guidelines

Unsatisfactory Training and Testing Procedures
Elements:

- Review of the Practical Test Standards
- Review of FAA Order 8900.10, Volume 5, Chapter 3, Section 3
- Action Required as a Result of an Unsatisfactory Check

PART 135 TRAINING PROGRAM

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GROUND TRAINING OVERVIEW

Ground Training Objective

The primary objective of aircraft ground training is to provide the flight crewmember with the necessary knowledge for understanding the basic functions of aircraft systems, the use of the individual system components, the integration of aircraft systems, and operational procedures. An important requirement of an aircraft ground training curriculum segment is that, upon completion, the flight crewmember will be sufficiently prepared to enter the flight training curriculum segment. Aircraft ground training, as used in this section, is training for a specific aircraft type. Aircraft ground training may be conducted using many methods, including classroom instruction, ground training devices, computer-based instruction, flight training devices, flight simulators, and static aircraft. The flight crewmember will become familiar with the components, normal, abnormal and emergency operations of the specific aircraft system.

Delivery Method:

- Lecture
- Discussion
- Drill
- Computer Based Training

Module scheduling is for planning purposes only. Without compromising the integrity of the modules, the actual schedule may vary with the day-to-day availability of resources.

General Operating Subject modules are conducted by SkyJet Elite, not the Contract Training Provider.

Instructor Requirements

The instructor assigned will be specifically authorized to provide ground instruction, and to certify the completion of the ground training modules required by the specific curriculum.

Completion Standard

At the end of each Ground Training Curriculum segment, the flight crewmember will demonstrate knowledge of the elements listed in each module by satisfactorily completing an oral exam or a written test as required by the specific curriculum. Crewmembers are expected to possess a broad understanding of the aircraft and its systems rather than a highly detailed knowledge of component design and construction. They should be able to demonstrate an understanding of the essential features of system design and how various systems interrelate. Crewmembers must be able to demonstrate such knowledge by interpreting cockpit indications and describing the condition of aircraft systems from these indications. Crewmembers are not expected to have memorized specific facts that are immediately available in reference manuals and checklists that are required to be in the cockpit. Crewmembers must, however, be able to state memory items on emergency checklists in the correct sequence and flight manual limitations from memory.

Reference Materials

Abnormal and Emergency Procedures Video
Aircraft Checklist
Aircraft Flight Manual
Aircraft Minimum Equipment List
Aircraft Performance Manual
Aircraft Training Manual
Client Training Guide
Cockpit Panel Art
Cockpit Procedures Trainers
Exterior Preflight Video
Handouts
Instructor Guides
Lesson Plans
Self Check Exercises
Presentation Media
Takeoff and Landing Data Cards

GENERAL OPERATING SUBJECT MODULES

Dispatch, Flight Release, Flight Locating Procedures

Elements:

- Dispatch, Flight Release, or Flight Locating Systems and Procedures (as applicable)
- Organization, Duties, and Responsibilities
- Weather and NOTAM Information
- Company Communications

Weight and Balance (Operator Approved System)

Elements:

- Computations of center of gravity location for specific load conditions
- Determining if the computed center of gravity is within the forward and aft limits for takeoff and landing
- Effects of fuel burn on center of gravity
- Optional Performance Issues:
  - Reduced Power Takeoffs
  - Noise Abatement
  - Runway Contamination
  - Obstacle Clearance
  - Airport Analysis
  - Drift Down Procedures

Adverse Weather Practices

Elements:

- Basic Weather Definitions (such as Forecasts, Reports, and Symbols)
- Temperature, Pressure, and Winds
- Atmospheric Moisture, fog and Clouds
- Air Masses and Frontal Systems
- Thunderstorms, Icing, and Windshear
- High Altitude Weather Situations
- Procedures for Recognizing and Avoiding Severe Weather including Windshear
- Reduced Visibility Including Fog
- Contaminated Runway
- The Use of Holdover Times When Using Deicing / Anti-icing Fluids
- Deicing / Anti-icing Procedures, Including Inspection, Check
- Procedures and Responsibilities
- Communications
- Surface Contamination (i.e., adherence of frost, ice, or snow) and
- Critical Area Identification and Knowledge of How Contamination Adversely Affects Performance and Flight Characteristics
- Types and Characteristics of Deicing / Anti-icing Fluids
- Cold Weather preflight inspection procedures

- Techniques for Recognizing Contamination

Communication and Navigation Procedures

Elements:

- Ground Agency Notification Procedures
- Specific Company Communications Procedures
- Cabin Crew Notification Procedures
- Air Traffic Control (ATC) Clearance Requirements
- Area Departure and Arrival Requirements
- En-Route Requirements
- Approach and Landing Requirements

Performance Characteristics

Elements:

- Definitions (such as Balanced Field, VMC, Obstruction Planes, and Maximum Endurance)
- The use of charts, tables, tabulated data, and other related manual information
- Normal, abnormal, and emergency performance problems
- Meteorological and weight-limiting performance factors (such as temperature, pressure, contaminated runways, precipitation, and climb/runway limits)
- Inoperative equipment performance limiting factors (such as minimum equipment list (MEL)/Configuration Deviation List (CDL) and inoperative antiskid)
- Special operational conditions (such as unpaved runways, high-altitude airports, and driftdown requirements
- General TERPS Criteria (Obstacle Clearance Standards)
- Airport Analysis System as Appropriate to the Type of Operation and Family or Families of Aircraft
- Effects of Contaminated Runways
- Land and Hold Short Operations (LAHSO) Procedures
- Part 135 Performance Requirements

AIRCRAFT SYSTEMS, SYSTEMS INTEGRATION AND REVIEW AND TESTING MODULES

Air Conditioning and Pressurization – Normals

Elements:

- General Description
- Cabin Pressure Control System
- Pneumatic Sources
- Distribution
- Temperature Control System
- Radio Rack Cooling (If Applicable)
- Cargo Compartment Heating (If Applicable)
- CAS Messages (If Applicable)
- Operating Limitations
- Controls and Indications

Air Conditioning and Pressurization – Normals / Abnormals

Elements:

- Air Conditioning System Review
- Minimum Equipment List
- Pneumatic Failures
- Distribution Failures
- Temperature Control Failures
- Smoke Removal
- System Overheating
- Pressurization System Review
- Cabin Pressure Control System Failure
- Rapid Decompression
- Emergency Descent
- CRM / Challenge and Response

Aircraft Flight Manual

Elements:

- Applicability and Description of the AFM
- Limitations Section
- Emergency Procedures Section
- Normal Procedures Section
- Abnormal Procedures Section
- General Performance Section
- Appendices

Aircraft General

Elements:

- Introduction
- Models

- Dimensions
- Flight Compartment Arrangement
- Cabin Arrangement
- Cargo and Passenger Doors
- Equipment and Furnishings
- Turning Radius
- Water and Waste Systems
- Aircraft Accidents / Incidents

Aircraft General Update

Elements:

- Aircraft Accidents / Incidents
- Airworthiness Directives
- Service Bulletins
- Service Newsletters
- Aircraft Service Changes
- Modifications

Applied Avionics Training Lessons

Elements:

- Controls, Displays, and Indications Familiarization
- Modes of Operations Familiarization
- Performs systems Built-In-Tests (if applicable)
- Data Entry
- Basic, Intermediate and Advanced Functions Usage
- Systems Limitations and Abnormalities (as applicable)

Applied Avionics Recurrent Review

Elements:

- Controls, Displays, and Indications Familiarization
- Modes of Operations Familiarization
- Performs systems Built-In-Tests (if applicable)
- Data Entry
- Basic, Intermediate and Advanced Functions Usage
- Systems Limitations and Abnormalities (as applicable)

APU – Normals

Elements:

- General Description
- APU Fuel and Control System
- APU Starting and Ignition System
- Operating Limitations
- Controls and Indications

APU – Normals / Abnormals

Elements:

- APU Review
- Minimum Equipment List
- Fire
- Start Malfunction
- CRM / Challenge and Response

Auto Flight System – Normals

Elements:

- General Description
- Operating Limitations
- Controls and Indication

Auto Flight System – Normals / Abnormals

Elements:

- Autopilot System Review
- Minimum Equipment List
- Hard-over
- Mistrim
- Failure During Coupled Approach
- CRM / Challenge and Response

Cockpit Familiarization and Use of Checklists

Elements:

- Checklist Philosophy
- Before Starting Engines Checklist
- Normal Engine Starting
- Taxi Checklist
- Before Takeoff Checklist
- Climb Checklist
- Descent Checklist
- In-Range Checklist
- Before Landing Checklist
- After Landing Checklist
- Parking and Securing Checklist

Note: Only an approved checklist will be used. Checklists titles may vary depending on specific aircraft type.

Communication Equipment – Normals

Elements:

- General Description
- Communications System
- Flight Interphone System
- Ground Interphone System

- Passenger Address System
- Voice Recorder
- Controls and Indications

Communication Equipment – Normals / Abnormals

Elements:

- Communications System Review
- Minimum Equipment List
- Radio Failures
- Intercom Malfunctions
- CRM / Challenge and Response

Electrical – Normals

Elements:

- General Description
- DC Power Generation and Distribution and Control
- AC Power Generation and Distribution and Control
- Fault Protection
- Controls and Indications
- Operating Limitations

Electrical – Normals / Abnormals

Elements:

- Electrical System Review
- Minimum Equipment List
- Generator Failure
- AC Power Failure
- DC Power Failure
- Fault Protection Failure
- Battery Failure
- Electrical Fire
- CRM / Challenge and Response

Emergency Equipment

Elements:

- Fire Extinguisher
- Oxygen Bottles
- Protective Breathing Equipment
- First Aid Kits
- Crash Ax
- Emergency Exit and Lights
- Emergency Over-Water Equipment

Exterior Preflight Inspection

Elements:

- Exterior Inspection

- Cabin Inspection
- Emergency Equipment Location and Inspection

Fire Protection – Normals

Elements:

- General Description
- Engine Fire Warning System
- Engine Fire Extinguishing System
- Smoke Detection System
- Operating Limitations
- Controls and Indications

Fire Protection – Normals / Abnormals

Elements:

- Fire System Review
- Engine Fire
- Cabin Fire
- CRM / Challenge and Response

Flight Controls – Normals

Elements:

- General Description
- Ailerons
- Speed Brake and Spoilers
- Elevators
- Rudder
- Horizontal Stabilizer
- Flaps and Slats
- Stall Warning System
- Operating Limitations
- Controls and Indications

Flight Controls – Normals / Abnormals

Elements:

- Flight Control Systems Review
- Jammed Flight Controls
- Trim Failures and Runaways
- Yaw Dampener Failures
- Flap/Slat Failures
- Landing with Zero Flaps
- Landing with Partial Flaps
- Landing with Pitch Miss-trim
- Go-Around with Pitch Miss-trim
- Stall Warning Malfunctions
- CRM / Challenge and Response

Flight Instruments – Normals

Elements:

- General Description
- Flight Instruments
- Air Data System
- Flight Director System
- Comparator Warning System
- Operating Limitations
- Controls and Indications

Flight Instruments – Normals / Abnormals

Elements:

- Aircraft Instrumentation Review
- Flight Instrument Failures
- Air Data System Failures
- Flight Director System Failures
- Comparator Warning System Failures
- Recovery from Unusual Attitudes
- CRM / Challenge and Response

Flight Planning and Performance

Elements:

- Route Planning
- Use of charts, tables, tab data, and other related AFM information.
- V-speed computation
- Fuel consumption and cruise control
- Meteorological and Weight limiting factors (i.e. temperature, pressure, wind, contaminated runways and runway climb limits)
- Inoperative equipment factors (i.e. antiskid inoperative)
- Abnormal and Emergency factors (i.e. single engine climb and drift down)

Flight Profiles and Maneuvers

Elements:

- Normal Takeoff
- Rejected Takeoff
- Takeoff with Powerplant Failure after V1
- Approaches to Stalls
- Steep Turns
- Recovery from Unusual Attitudes
- Visual Approach
- Visual Approach with 50% Power Loss
- Visual Approach with Slat/Flap Malfunction
- Normal ILS Approach (Category 1)
- Normal ILS Approach (Category 2 if authorized)
- ILS with One Engine Inoperative

- Normal Non-Precision Approach
- Circling Approach
- Missed Approach
- Missed Approach with One Engine Inoperative
- Emergency Evacuation Procedure (If Published)
- Emergency Landing Procedure (If Published)

FMS Local Area Navigation

Elements:

- FMS Departures and Arrivals
- RNAV / FMS Approaches
- GPS Approaches
- VNAV Guidance
- FMS Approach Problem Areas
- Introduction
- FMS Navigation Principles
- System Architecture
- Global Positioning System (GPS)
- FMS GPS Interface
- FMS Controls
- Radio Control Page
- ACARS (As applicable)
- MCDU
- Flight Planning

Fuel – Normals

Elements:

- General System
- Fuel Distribution
- Fuel Pumps
- Fuel Crossfeed
- Fueling and Defueling
- Operating Limitations
- Controls and Indications

Fuel – Normals / Abnormals

Elements:

- Fuel System Review
- Pump Failures
- Fuel Leaks
- Other Procedures as Applicable
- CRM / Challenge and Response

Hydraulic – Normals

Elements:

- General Description
- Engine Driven Pumps
- Auxiliary and Alternate Pumps
- Operating Limitations
- Controls and Indications

Hydraulic – Normals / Abnormals

Elements:

- Hydraulic System Review
- Pump Failure
- System Failure
- Fluid Loss
- CRM / Challenge and Response

Ice and Rain – Normals

Elements:

- General Description
- Pneumatic Sources
- Wing and Airframe Ice Protection
- Engine Anti-Ice
- Pitot Static Heat
- Windshield Anti-Ice and Rain Removal
- Operating Limitations
- Controls and Indications

Ice and Rain – Normals / Abnormals

Elements:

- Ice and Rain System Review
- Pneumatic Sources Failures
- Airframe Ice Protection Failure
- Engine Anti-Ice Failure
- Pitot Static Heat Failure
- Windshield and Rain Removal Failures
- Ice Accumulation on Airframe
- CRM / Challenge and Response
- Aircraft Specific Cold Weather Preflight Procedures:
    - Deicing and Anti-Icing Procedures
    - Cold Weather Preflight Inspection Procedures
    - Preflight Contamination Check
    - Performance Adjustments
    - AFM Procedures

Introduction and Administration

Elements:

- Facility Tour and Training Center Staff Introduction
- Distribution and Collection of Course Enrollment Forms
- Distribution of Course Syllabus and Training Schedule
- Distribution of Course Training Materials
- Introduction to Course Material

Landing Gear and Brakes – Normals

Elements:

- General Description
- Nosewheel Steering
- Normal Brake System
- Anti-Skid System
- Alternate Braking Systems
- Operating Limitations
- Controls and Indications

Landing Gear and Brakes – Normals / Abnormals

Elements:

- Landing Gear System Review
- Gear Indication Malfunctions
- Nosewheel Steering Failures
- Landing Gear Extension Malfunctions
- Landing Gear Alternate Procedures
- Braking System Review
- Normal Brake System Failure
- Anti-Skid System Failure
- Use of Emergency Braking System
- Tire Failures
- CRM / Challenge and Response

Lighting – Initial

Elements:

- Cockpit Lighting
- Cabin Lighting
- Emergency Lighting
- Exterior Lighting
- Master Warning
- Annunciator Warning
- Minimum Equipment List

Lighting – Review

Elements:

- Cockpit Lighting
- Emergency Lighting

- Exterior Lighting
- Minimum Equipment List
- Master Warning

Navigation Equipment – Normals

Elements:

- General Description
- Navigation Receiver System
- Transponder
- Weather Radar
- TCAS System
- GPWS System
- Radar Altimeter
- Operating Limitations
- Controls and Indications

Navigation Equipment – Normals / Abnormals

Elements:

- Navigation Systems Review
- Navigation Receiver System Failure
- Transponder Failure
- Weather Radar Failure
- TCAS System Malfunctions
- GPWS System Malfunctions
- Flight Management Systems Malfunctions
- CRM / Challenge and Response

Oral Portion of the Proficiency Check

Elements:

- The scope of oral portion of the proficiency check is defined by regulation. The items that will be evaluated on the oral portion of the practical test / proficiency check are specified in the applicable CFRs and the appropriate Practical Test Standards.

Oxygen – Normals

Elements:

- General Description
- Crew Oxygen System
- Passenger Oxygen System
- Portable Oxygen Cylinder
- Operating Limitations
- Controls and Indications
- Crew Oxygen System Usage

Oxygen – Normals / Abnormals

Elements:

- Oxygen System Review
- Passenger Oxygen System Manual Deployment
- Portable Oxygen Cylinder Usage
- CRM / Challenge and Response

Performance and Limitations Review

Elements:

- Review of Performance Problem
- Review of Weight and Balance Problem
- Oral Review of Limitations

Performance and Weight and Balance Review

Elements:

- Weight and Balance Problem
- Takeoff Performance Problem
- Landing Performance Problem
- Optional Performance Issues:
  - Reduced Power Takeoffs
  - Noise Abatement
  - Runway Contamination
  - Obstacle Clearance
  - Airport Analysis
  - Drift Down Procedure

Pneumatic – Normals

Elements:

- General Description
- Pneumatic Sources
- Operating Limitations
- Controls and Indications

Pneumatic – Normals / Abnormals

Elements:

- Air Conditioning System Review
- System Overheating
- System Over-pressure
- System Under-pressure
- Use of External Air
- CRM / Challenge and Response

Powerplant – Normals

Elements:

- General Description
- Engine Fuel System
- Engine Oil System
- Engine Ignition System
- Engine Pneumatic System

- Engine Synchronizer
- Thrust Reverser
- Operating Limitations
- Controls and Indications
- Normal Operating Procedures / Flightcrew Interaction

Powerplant – Normals / Abnormals

Elements:

- Powerplant Review
- Engine Abnormal Procedures
- Engine Emergency Procedures
- CRM / Challenge and Response

Self-Checks:

Elements:

- Completion of self-check exercises
- Instructor review of exercises
- Discussion as necessary of the selected airplane systems

Standard Operating Procedures (SOP)

Elements:

- General SOP Information
- Taxi/Holding Short SOP
- Takeoff SOP
- Climb/Cruise SOP
- Descent/En-Range SOP
- Precision Approach SOP
- Non-Precision Approach SOP
- Missed Approach SOP
- Circling Approach SOP
- Visual Approach SOP
- Landing SOP

Systems and Procedures Review

Elements:

- Powerplant
- Fuel
- Electrical
- Hydraulics
- Landing Gear
- Brakes
- Flight Controls
- Pressurization
- Heating and Cooling
- Ice and Rain

- Fire Protection
- Oxygen
- Communications
- Instruments
- Navigation
- Autopilot
- Emergency Equipment
- Lighting

Weight and Balance

Elements:

- Computations of center of gravity location for specific load conditions
- Determining if the computed center of gravity is within the forward and aft limits for takeoff and landing
- Effects of fuel burn on center of gravity
- Optional Performance Issues:
  - Reduced Power Takeoffs
  - Noise Abatement
  - Runway Contamination
  - Obstacle Clearance
  - Airport Analysis
  - Drift Down Procedures

PART 135 TRAINING PROGRAM

Flight Module Annex

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FLIGHT TRAINING OVERVIEW

Flight Training Objective

The primary objective of flight training is to provide an opportunity for flight crewmembers to acquire the skills and knowledge necessary to perform to a desired standard. This opportunity provides for demonstration, instruction, and practice of the maneuvers and procedures (training events) pertinent to a particular aircraft and crewmember duty position. Successful completion of flight training is validated by appropriate testing and checking. Specific flight training objectives include the following:

a. Conduct a complete cockpit preflight inspection.
b. Using proper checklist procedures, demonstrate the ability to operate the airplane safely.
c. Demonstrate the proper use of the flight director.
d. Demonstrate pertinent judgment in flight management.
e. Become familiar with the airplane handling characteristics.
f. Able to perform required maneuvers safely, smoothly and accurately.
g. Understand and apply CRM procedures
h. Positively communicate with other crewmembers.
i. Exhibit techniques that effectively distribute the workload.
j. Show the ability to coordinate crew activity to maximize safety and ensure adherence to prescribed procedures and regulations.
k. Demonstrate a good knowledge and understanding of all airplane systems and limitations, including optional equipment, avionics and engines.
l. Strictly apply normal, abnormal and emergency procedures, at the appropriate time, in coordinated manner and upon relevant triggering event.
m. Use appropriate manufacturer or SkyJet Elite documentation when necessary.
n. Keep at any moment situational awareness, in order that the success of a procedure or a maneuver is never in doubt.
o. Demonstrate a good knowledge and understanding of airplane performances using relevant materials.

Delivery Method:

- Briefing
- Drill
- Discussion

Instructor Requirements

The instructor assigned will be specifically authorized to provide flight instruction, and to certify the completion of the flight training modules required by each curriculum.

Completion Standard

During simulator training, the order and rate of training event presentation may vary. An instructor may vary the events in the published curriculum segment, during any simulator training period, when a crewmember's progress indicates it is necessary. All required

events must be successfully accomplished to complete the flight training curriculum segment. Certain additional events may be required for P.135 curriculums. At the end of the Flight Training Curriculum Segment, the crewmember must be able to demonstrate competency in performing the maneuvers and procedures contained in the required modules to levels consistent with the applicable Practical Test Standards. The successful completion of flight training is validated by appropriate testing and checking. The crewmember must be the master of the airplane, the crew, and the situation throughout the aircraft's operational envelope. Check Pilots shall sample the crewmember's ability to safely operate the aircraft throughout the range of the approved operational envelope. The crewmember must demonstrate the ability to operate the aircraft smoothly under a complex set of circumstances. The crewmember's performance must be such that the Check Pilot is never in doubt of the successful outcome of each event of the Proficiency Check.

Reference Materials

Technical Manual / Cockpit Reference Manual
Operating Handbook
Flight Manual / MEL
Client Guide

Requirements for Reduction in Programmed Hours

Normally, the crewmember completes a flight training curriculum segment by successfully accomplishing each training event and the specified number of training hours. However, the crewmember may successfully complete a flight training curriculum segment without completing the specified number of training hours if:

a. The crewmember successfully completes all the training events required by the curriculum segment. During recurrent flight training, however, specific training on every event is unnecessary unless it is needed for maintaining pilot proficiency on events. During the actual training, the order and rate of training event presentation may vary. An instructor may vary the events in a published curriculum segment when a crewmember's progress indicates that it is necessary.

b. An instructor recommends the flight test be conducted before completion of the specified hours. The recommendation must be documented in the crewmember’s training record.

c. If the flight check is unsatisfactory due to flight proficiency, the crewmember must complete the remaining programmed hours of the curriculum before another flight check may be attempted.

Instrument Approach Training

Ground and flight training is required for Initial New Hire Categories of training on all of the instrument approaches the operator is authorized to conduct in accordance with Operational Specifications C-52 and C-73. Because of procedural and design similarities, flight training on one type of instrument approach procedure often provides the necessary training for other types of instrument approach procedures.

For the Initial New Hire Categories of Training, instrument approach flight training must be conducted on at least ***one*** authorized approach from each approach group.

Instrument approach flight training for Transition, Upgrade, Requalification and Recurrent Categories of training is at the discretion of SkyJet Elite.

Non-precision Approaches *Without* Vertical Guidance	**Non-precision Approaches *With* Vertical Guidance**	**Precision Approaches Procedures**
Group 1 (CDI / HSI Based) AZI AZI / DME AZI / DME BC LDA LDA / DME LOC LOC / DME SDF TACAN VOR VOR / DME	**Group 6 (CDI / HSI Based)** LDA LDA PRM LDA PRM DME SDF LOC BC	**Group 8** ILS ILS PRM ILS / DME MLS
Group 2 (GPS Based) GPS RNAV (GPS)	**Group 7 (GPS Based)** RNAV (GPS) RNAV (GNSS)	**Group 9 (GPS Based)** ILS / DME (FMS) RNAV / ILS GLS
Group 3 (Controller Based) ASR SRA SRE		**Group 10 (Controller Based)** **PAR**
Group 4 (Needle Based) NDB NDB / DME		
Group 5 LOC BC LOC BC / DME		

FLIGHT TRAINING MODULES

Sim # 1 – Normal Maneuvers and Procedures

Events:

PREPARATION

Preflight – Flight deck

Performance Data

GROUND OPERATIONS

Start Procedures

Taxi

Pre-takeoff Checks

Parking

Shutdown

TAKEOFFS

Normal

INFLIGHT MANEUVERS

Normal Climb

Steep Turns

Approach to Stalls – Takeoff

Approach to Stalls – Clean

Approach to Stalls - Landing

Normal Descent

INSTRUMENT PROCEDURES

Departure

Arrival

INSTRUMENT APPROACHES

ILS – Normal

LANDINGS

From an ILS

Sim # 2 – Abnormal and Emergency Procedures

Events:

PREPARATION

Preflight – Exterior / Flight deck / Cabin

Performance Data

GROUND OPERATIONS

Start Procedures

Pre-takeoff Checks

Taxi

TAKEOFFS

Normal / Crosswind

INFLIGHT MANEUVERS

Normal Climb

Steep Turns

Approach to Stall – Takeoff / Clean / Landing

Engine Shutdown / Restart

Unusual Attitude Recovery

High Speed Handling

Normal Descent

INSTRUMENT PROCEDURES

Departure / Arrival

Circling Approach

Holding

Procedure Turn

INSTRUMENT APPROACHES

Non-Precision Approach

GPS Approach

MISSED APPROACHES

From a Non-precision

Complete

LANDINGS

Normal / Crosswind

Rejected

From a Circling Approach

EMERGENCIES AND ABNORMALS

Communications / Navigation

FMS

Flight Instruments

Engine Starting

Stall Warning

Sim # 3 – LOFT / SPOT / LOE

Events:

FLIGHT SEGMENT #1	FLIGHT SEGMENT #2
NORMAL OPERATIONS	**ABNORMAL / EMERGENCY OPERATIONS**
GROUND OPERATIONS	**GROUND OPERATIONS**
Preflight	Preflight
Start Procedures	Start Procedures
Taxiing	Taxiing
Pre-takeoff Checks	Pre-takeoff Checks
TAKEOFFS	**TAKEOFFS**
Instrument	Instrument
LANDINGS	**LANDINGS**
Normal	Normal
INSTRUMENT PROCEDURES	**INSTRUMENT PROCEDURES**
Departure	Departure
Arrival	Arrival
NON-PRECISION APPROACHES	**NON-PRECISION APPROACHES**
First Approach Type	First Approach Type
GENERAL	**GENERAL**
LOFT Planning	COM/NAV Procedures
Exterior Inspection	Use of Autopilot
COM/NAV Procedures	Abnormal Checklist Usage
Use of Autopilot	Emergency Checklist Usage
Normal Checklist Usage	

Sim # 4 – Engine Out Procedures

Events:

PREPARATION

Performance Data

TAKEOFFS

Engine Failure

Rejected

INFLIGHT MANEUVERS

Engine Shutdown

Engine Restart

INSTRUMENT APPROACHES

RNAV “Type A” or “Type B” DPs and STARS

ILS - 1 Engine Out

Non-precision Approach-1 Engine Out

MISSED APPROACHES

ILS - 1 Engine Out

LANDINGS

From an ILS - 1 Engine Out

ABNORMAL PROCEDURES

Engine

Fuel

EMERGENCY PROCEDURES

Aircraft Evacuation

Aircraft Fires – Engine

Engine Failure Second Segment

Engine Out En Route Climb

Sim # 5 – Cold Weather Operations

Events:

PREPARATION

Performance Data

GROUND OPERATIONS

Low Visibility Taxi

TAKEOFFS

Instrument

Rejected Instrument Takeoff

INSTRUMENT PROCEDURES

Departure/Arrival

RNAV “Type A” or “Type B” DPs and Stars

INSTRUMENT APPROACHES

ILS – Autopilot

Non-precision

GPS Approach

LANDINGS

Normal/Crosswind

From an ILS

ABNORMAL PROCEDURES

Anti-icing

Electrical

Hydraulic

Landing Gear

Brakes

EMERGENCY PROCEDURES

Aircraft Fires (Electrical)

Smoke Control

Ice Accumulation on Airframe

Sim # 6 – Hot Weather Operations

Events:

PREPARATION

Performance Data

TAKEOFFS

Engine Failure

INSTRUMENT APPROACHES

Non-precision

GPS Approach (If Applicable)

LANDINGS

No Flap Visual

From a Visual Approach

ABNORMAL PROCEDURES

Air Conditioning

Pressurization

Oxygen

Flight Controls

Autopilot

EMERGENCY PROCEDURES

Rapid Decompression

Emergency Descent

Wind-shear Escape

GPWS Escape Maneuver

Landing with Pitch Miss-trim

Thunderstorm Avoidance

Heavy Precipitation / Turbulence

Sim # 7 – Recommendation and Review

Events:

PREPARATION

Preflight-Exterior/Cabin

Preflight-Flight deck

Performance Data

GROUND OPERATIONS

Start Procedures

Taxi

Pre-takeoff Checks

Parking / Shutdown

TAKEOFFS

Normal / Crosswind

Rejected

Engine Failure

Instrument

INFLIGHT MANEUVERS

Normal Climb

Steep Turns

Approaches to Stalls

Engine Shutdown / Restart

Unusual Attitude Recovery

High Speed Handling

Normal Descent

INSTRUMENT PROCEDURES

Departure

Arrival

RNAV “Type A” DP / Star (If Required)

Holding

Circling Approach

INSTRUMENT PROCEDURES

Procedure Turn

ILS – Normal

ILS – Engine Out

ILS – Autopilot

Non-precision Approach # 1

Non-precision Approach # 2

GPS Approach

MISSED APPROACHES

From an ILS

From a Non-precision

Engine Out

Complete

LANDING

Normal / Crosswind

1 Engine Out

From an ILS

From a Circling Approach

No Flap Visual

Rejected

Landing with Pitch Miss-trim

From a Visual Approach

ABNORMAL PROCEDURES

Selected System Abnormals

EMERGENCY PROCEDURES

Selected System Emergencies

Wind-shear Escape

Sim # 8 – Simulator Proficiency Check – PIC

Events:

GROUND OPERATIONS

Preflight

Start Procedures

Taxi

Pre-takeoff Checks

TAKEOFFS

Normal

Crosswind

Instrument

With Engine Failure

Rejected

INFLIGHT MANEUVERS

Steep Turns

Approach to Stall – Takeoff

Approach to Stall – Clean

Approach to Stall - Landing

Engine Failure/Relight

Unusual Attitude Recovery

LANDINGS

Normal

Crosswind

From an ILS

From a Circle

Rejected

No Flap

1 Engine Out

INSTRUMENT PROCEDURES

Departure

Arrival

Holding

PRECISION APPROACH

Normal ILS

Engine Out ILS

Autopilot ILS

NONPRECISION APPROACH

First Type

Second Type

Circling

GPS

MISSED APPROACH

From an ILS

Engine Out

Second Missed Approach

ABNORMAL PROCEDURES

As Required

EMERGENCY PROCEDURES

As Required

Sim # 8 – Simulator Proficiency Check – SIC

Events:

GROUND OPERATIONS

Preflight

Start Procedures

Taxi

Pre-takeoff Checks

TAKEOFFS

Normal

Crosswind

With Engine Failure

Right Seat

INFLIGHT MANEUVERS

Approach to Stall – Takeoff

Approach to Stall – Clean

Approach to Stall - Landing

Unusual Attitude Recovery

LANDINGS

Normal

Crosswind

1 Engine Out

Right Seat

PRECISION APPROACH

Normal ILS

NONPRECISION APPROACH

First Type

ABNORMAL PROCEDURES

As Required

EMERGENCY PROCEDURES

As Required

Sim # 10 – Landing Currency

Events:

GROUND OPERATIONS

Taxi

Pre-takeoff Checks

TAKEOFFS

With Engine Failure

PRECISION APPROACH

Normal ILS

LANDINGS

Normal

From an ILS

With Engine Failure

Sim # 15 – Cold Weather Procedures

Events:

PREPARATION

Preflight – Exterior / Cockpit / Cabin

Performance Data

GROUND OPERATIONS

Start Procedures

Pre-takeoff Checks

Taxi / Low Visibility Taxi

TAKEOFFS

Normal / Crosswind

Instrument

Rejected

INFLIGHT MANEUVERS

Normal Climb

Steep Turns

Approach to Stall – Takeoff / Clean / Landing

Engine Shutdown / Restart

Unusual Attitude Recovery

Normal Descent

INSTRUMENT PROCEDURES

Departure / Arrival

RNAV “Type A” DP / Star

RNAV “Type B” DP / Star

Holding

Circling Approach

Procedure Turn

INSTRUMENT APPROACHES

ILS – Engine Out

Non-Precision Approach

GPS Approach

MISSED APPROACHES

From an ILS – Engine Out

LANDINGS

From an ILS – Engine Out

Rejected

Normal / Crosswind

From a Circling Approach

EMERGENCIES AND ABNORMALS

Aircraft Evacuation

Aircraft Fires

Anti-Ice

Electrical

Engine / Engine Starting

Smoke Control

Stall Warning

Sim # 16 – Hot Weather Procedures

Events:

PREPARATION

Performance Data

GROUND OPERATIONS

Parking

Shutdown

TAKEOFFS

Engine Failure

INFLIGHT MANEUVERS

High Speed Handling

INSTRUMENT PROCEDURES

Departure / Arrival

RNAV “Type A” DP / Star

RNAV “Type B” DP / Star

INSTRUMENT APPROACHES

ILS – Autopilot

Non-Precision Approach – Engine Out

GPS

MISSED APPROACHES

From an ILS

From a Non-Precision

LANDINGS

No Flap / Partial Flap

Engine Out

Landing with Pitch Miss-trim

From a Visual Approach

EMERGENCIES AND ABNORMALS

Air Conditioning / Pressurization

Communications / Navigation

Flight Controls / Autopilot

Flight Instruments / Flight Director

Fuel

Heavy Precipitation / Turbulence

Hydraulic

Landing Gear / Brakes

Oxygen

Rapid Decompression / Emergency Descent

Wind-shear Escape

Sim # 18a – Instructor / Check Pilot – Aircraft

Events:

Training for emergency situations likely to develop during a training or checking conducted in the aircraft

Training on safety measures to be taken from either pilot seat for emergency situations that are likely to develop during training or checking in the aircraft

Training for the potential results of improper, untimely or non-execution of safety measures during training or check in the aircraft

Training and practice in conducting aircraft training and checking in the required normal, abnormal and emergency procedures. This training will be conducted from the left and right pilot seats.

Sim # 18b – Instructor / Check Pilot – Simulator

Events:

Training in the operation of the flight simulator or flight training device

Training on simulator safety to include simulator evacuation, location of emergency equipment and emergency settle demonstration.

Training and practice in conducting simulator training and / or checking in the required normal, abnormal and emergency procedures. This training will be conducted from the simulator Instructor Operating Station (IOS).

Sim # 18c – Instructor / Check Airman – Simulator Qualification

Events:

Check Airman applicants will plan and conduct a complete 135.293 oral exam and proficiency check as required, while being observed by an FAA inspector.

Simulator instructor applicants will plan and conduct a training session including all the tasks required for an ATP / Type Rating while being observed by an FAA inspector or a designated check pilot.

Sim # 18d – Line Check Pilot Training

Events:

This module will be used to support the 135.299 Line Check Training LOFT

Training and practice in conducting a 14 CFR 135.299 Line Check in an aircraft

Training will be conducted from the right pilot seat while checking a PIC in the left pilot seat.

PREPARATION

Flight Planning

Preflight – Flight Deck

Performance Data / Weight and Balance

Dispatch / Flight Following Procedures

GROUND OPERATIONS

Preflight

Start Procedures

Deice Anti Ice Procedures

Taxiing

Pre-takeoff Checks

Parking / Shutdown

TAKEOFFS

Normal

CLIMB / ENROUTE / DESCENT

Unexpected clearance changes

Speed Restrictions and ATC Requests

INSTRUMENT PROCEDURES / ARRIVALS

Flight Planning

Departure (RNAV preferred - if available)

Arrival (RNAV preferred - if available)

INSTRUMENT APPROACHES

Precision / Non-precision or Visual

LANDINGS

Normal

GENERAL

Planning

Normal Checklist Usage

Abnormal Checklist Usage

Use of Proper SOPs and Callouts

Use of Minimum Equipment List

Sim # 19 – Line Experience Module (LEM)

Events:

PREPARATION

Flight Planning

Preflight – Flight deck

Performance Data / Weight and Balance

Dispatch / Flight Following Procedures

GROUND OPERATIONS

Preflight

Start Procedures

Taxiing – Low Visibility

Pre-takeoff Checks

Parking / Shutdown

TAKEOFFS

Instrument

LANDINGS

Normal

INSTRUMENT PROCEDURES

Departure

Arrival

INSTRUMENT APPROACHES

Precision / Non-precision

GENERAL

LEM Planning

Normal Checklist Usage

Abnormal Checklist Usage

Use of Minimum Equipment List

PART 135 SIMULATOR INSTRUCTOR AND CHECK PILOT REQUIREMENTS:

1. 2.0 hours logged as Pilot in Command (PIC) and 2.0 hours logged as Pilot Monitoring (PM)
2. Minimum of Two Flight Segments Flown
3. Two Takeoffs and Two Landings Completed as Sole manipulator of the Controls
4. Compliance with 135.337(f)(1) and 135.338.(f)(1)

LEM TRAINING EVENTS (As Required)

Short Approach Request

Tailwind Landing Request

Speed Restrictions and Expedite Requests

Expedite to an Altitude

Unexpected Clearance to a New Fix

Special Approaches

Traffic Alert / TCAS Alert

Uncontrolled Field Approach

Special Airport Operation

Special Route Authorizations

RNP Approaches and Departures

Equipment Failures Affecting Nav Reliability

PART 135 TRAINING PROGRAM

Standard Operating Procedures

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GENERAL INFORMATION

Definitions

LH/RH – Pilot Station. Designation of seat position for accomplishing a given task because proximity to the respective control/indicator. Regardless of or PM role the pilot in that seat performs tasks and responds to checklist challenges accordingly.

PF – Pilot Flying. The pilot responsible for controlling the flight of the aircraft.

PIC – Pilot-in-Command. The pilot responsible for the operation and safety of an aircraft during flight time.

PM / PNF – Pilot Monitoring / Pilot Not Flying. The pilot who is not controlling the flight of the aircraft.

Flow Patterns

Flow patterns are an integral part of SOP. Accomplish the cockpit setup for each phase of flight with a flow pattern, then refer to the checklist to verify the setup. Use normal checklists as “done lists” instead of “do lists.”

Flow patterns are disciplined procedures; they require pilots who understand the aircraft systems/controls and who methodically accomplish the flow pattern.

Checklists

Use a challenge-response method to execute any checklist. After the PF initiates the checklist, the PM challenges by reading the checklist item aloud. The PF is responsible for verifying that the items designated as PF or his seat position (i.e., LH or RH) are accomplished and for responding orally to the challenge.

Items designated on the checklist as PM or by his seat position are the PM’s responsibility. The PM confirms the accomplishment of the items and then responds orally to his own challenge. In all cases, the response by either pilot is confirmed by the other and any disagreement is resolved prior to continuing the checklist.

After the completion of any checklist, the PM states “_____ checklist is complete.” This allows the PF to maintain situational awareness during checklist phases and prompts the PF to continue to the next checklist, if required.

Effective checklists are pertinent and concise. Use them the way they are written: verbatim, smartly, and professionally.

Omission of Checklists

While the PF is responsible for initiating checklists, the PM should ask the PF whether a checklist should be started if, in his opinion, a checklist is overlooked. As an expression of good crew resource management, such prompting is appropriate for any flight situation: training, operations, or check rides.

Challenge/No Response

If the PM observes and challenges a flight deviation or critical situation, the PF should respond immediately. If the PF does not respond by oral communication or action, the PM must issue a second challenge that is loud and clear. If the PF does not respond after the second challenge, the PM must ensure the safety of the aircraft. The PM must announce that he is assuming control and then take the necessary actions to return the aircraft to a safe operating envelope.

NOTE: "Control" means responsible for flight control of the aircraft, whether manual or automatic.

Abnormal/Emergency Procedures

When any crewmember recognizes an abnormal or emergency condition, the PIC designates who controls the aircraft, who performs the tasks, and any items to be monitored. Following these designations, the PIC calls for the appropriate checklist. The crewmember designated on the checklist accomplishes the checklist items with the appropriate challenge/response.

The pilot designated to fly the aircraft (i.e., PF) does not perform tasks that compromise this primary responsibility, regardless of whether he uses the autopilot or flies manually.

Both pilots must be able to respond to an emergency situation that requires immediate corrective action without reference to a checklist. The elements of an emergency procedure that must be performed without reference to the appropriate checklist are called memory or recall items. Accomplish all other abnormal and emergency procedures while referring to the printed checklist.

Accomplishing abnormal and emergency checklists differs from accomplishing normal procedure checklists in that the pilot reading the checklist states both the challenge and the response when challenging each item.

When a checklist procedure calls for the movement or manipulation of the controls or switches critical to safety of flight (e.g., throttles, engine fire switches, fire bottle discharge switches), the pilot performing the action obtains verification from the other pilot that he is moving the correct control or switch prior to initiating the action.

Any checklist action pertaining to a specific control, switch, or equipment that is duplicated in the cockpit is read to include its relative position and the action required (e.g., “Left Throttle – IDLE; Left Boost Pump – OFF”).

Time Critical Situations

When the aircraft, passengers, and/or crew are in jeopardy, remember three things:

- FLY THE AIRCRAFT – Maintain aircraft control.
- RECOGNIZE CHALLENGE – Analyze the situation.
- RESPOND – Take appropriate action.

Rejected Takeoffs

The rejected takeoff procedure is a pre-planned maneuver; both crewmembers must be aware of and briefed on the types of malfunctions that mandate an abort. Assuming the crew trains to a firmly established SOP, either crewmember may call for a rejected takeoff.

The PF normally commands and executes the rejected takeoff for directional control problems or catastrophic malfunctions. Additionally, any indication of the following malfunctions prior to V_1 is cause for an abort:

- Engine failure
- Engine fire
- Reverser unlock/deploy

In addition to the above, the PF usually executes a rejected takeoff prior to 80 KIAS for any abnormality observed.

When the PM calls a rejected takeoff, the PF announces “Abort” or “Continue” and executes the appropriate procedure.

Critical Malfunctions in Flight

Inflight, the observing crewmember positively announces a malfunction. As time permits, the other crewmember makes every effort to confirm/identify the malfunction before initiating any emergency action.

If the PM is the first to observe any indication of a critical failure, he announces it and simultaneously identifies the malfunction to the PF by pointing to the indicator/annunciator.

After verifying the malfunction, the PF announces his decision and commands accomplishment of any checklist memory items. The PF monitors the PM during the accomplishment of those tasks assigned to him.

Non-Critical Malfunctions in Flight

Procedures for recognizing and verifying a non-critical malfunction or impending malfunction are the same as those used for time critical situations: use positive oral and graphic communication to identify and direct the proper response. Time, however, is not as critical and allows a more deliberate response to the malfunction. Always use the appropriate checklist to accomplish the corrective action.

Radio Tuning and Communication

The PM accomplishes navigation and communication radio tuning, identification, and ground communication. For navigation radios, the PM tunes and identifies all navigation aids. Before tuning the PF's radios, he announces the NAVAID to be set. In tuning the primary NAVAID, the PM coordinates with the PF to ensure proper selection sequencing with the autopilot mode. After tuning and identifying the PF's NAVAID, the PM announces "(Facility) tune and identified."

Monitor NDB audio output anytime the NDB is in use as the NAVAID. Use the marker beacon audio as backup to visual annunciation for marker passage confirmation.

In tuning the VHF radios for ATC communication, the PM places the newly assigned frequency in the head not in use (i.e., preselected) at the time of receipt. After contact on the new frequency, the PNF retains the previously assigned frequency for a reasonable time period.

Altitude Assignment

The PM sets the assigned altitude in the altitude alerter and points to the alerter while orally repeating the altitude. The PNF continues to point to the altitude assignment and alerter setting until the PM confirms the altitude assignment and alerter setting.

Altitude Capture

When the PM indicates that an altitude has been captured, the PNF will verbally state, "ALTITUDE CAPTURED."

Pre-Departure Briefings

The PIC should conduct a pre-departure briefing prior to each flight to address potential problems, weather delays, safety considerations, and operational issues. Pre-departures briefings should include all crewmembers to enhance team-building and set the tone for

the flight. The briefings may be formal or informal, but should include some standard items. The acronym AWARE works well to ensure no points are missed. This is also an opportunity to brief any takeoff or departure deviations from the SOP due to weather or runway conditions.

NOTE: The acronym AWARE stands for the following.

- Aircraft status
- Weather
- Airport
- Route of flight
- Extra

Advising of Aircraft Configuration Change

If the PF is about to make an aircraft control or configuration change, he alerts the PM to the forthcoming change (e.g. gear, speed-brake, and flap selections). If time permits, he also announces any abrupt flight path changes so there is always mutual understanding of the intended flight path.

Time permitting; a PA announcement to the passengers precedes maneuvers involving unusual deck or roll angles.

Transitioning from Instrument to Visual Conditions

If visual meteorological conditions (VMC) are encountered during an instrument approach, the PM normally continues to make callouts for the instrument approach being conducted.

However, the PF may request a changeover to visual traffic pattern callouts.

Holding Short

PF	PNF
CALL "Before Takeoff Checklist"	**ACTION Complete Before Takeoff Checklist** **CALL "Before Takeoff Checklist Complete"**
Takeoff Briefing	
ACTION : Brief The Following Assigned Runway for Takeoff Initial Heading / Course Initial Altitude Airspeed Limit (If Applicable) Clearance Limit Emergency Return Plan SOP Deviations Consider the Following: Impaired Runway Conditions Weather Obstacle Clearance Instrument Departure Procedures Abort	
Cleared for Takeoff	
	ACTION Confirm Assigned Runway for Takeoff and Check Heading Indicator Agreement **CALL "Assigned Runway Confirmed, Heading Checked"**
ACTION Confirm Assigned Runway for Takeoff and Check Heading Indicator Agreement **CALL "**Assigned Runway Confirmed, Heading Checked"	
CALL "Takeoff Checklist"	
	ACTION Complete Takeoff Checklist **CALL "Takeoff Checklist Complete"**

Takeoff Roll

PF	PNF
Setting Takeoff Power	
CALL "Set _____."	**CALL** " _____ set."
Initial Airspeed Indication	
	CALL "Airspeed alive."
	At 80 KIAS,
	CALL "80 kts crosscheck."
At 80 KIAS	
ACTION When using nosewheel steering, move left hand to yoke unless needed for crosswind control.	
CALL "My yoke."	**CALL** "Your yoke."
At V_1	
	CALL "V_1."
ACTION Move hand from throttles to yoke.	
At V_R	
	CALL "Rotate."
ACTION Rotate to approximately 10° pitch attitude for takeoff.	

Climb

PF	PNF
At Positive Rate of Climb	
	CALL "Positive rate."
Only after PNF's call, **CALL** "Gear up."	
	CALL "Gear selected up." When gear indicates up, "Gear indicates up."
After Gear Retraction	
	ACTION Immediately accomplish attitude correlation check. ▪ PF's and PNF's ADI displays agree. ▪ Pitch and bank angles are acceptable.
	CALL "Attitudes check." Or, if a fault exists, give a concise statement of the discrepancy.
At V_2 + 25 KIAS and 400 Ft Above Airport Surface (Minimum)	
	CALL "V_2 + 25 KIAS."
CALL "Flaps up."	
	CALL "Flaps selected UP." When indicator shows UP, "Flaps indicate UP."

Climb (continued)

PF	PNF
At V_{ENR} (Minimum)	
CALL "Climb power."	
	CALL "Climb power set."
At 1,500 Ft (Minimum) Above Airport Surface and Workload Permitting	
CALL "Climb checklist."	
	ACTION Complete Climb checklist.
	CALL "Climb checklist complete."
At Transition Altitude	
CALL "29.92 set. Transition Altitude checklist."	**CALL** "29.92 set."
	ACTION Complete Transition Altitude checklist.
	CALL "Transition Altitude checklist complete."
At 1,000 Ft Below Assigned Altitude	
	CALL "____ (altitude) for ____ (altitude)." (e.g., "9,000 for 10,000.")
CALL "____ (altitude) for ____ (altitude)." (e.g., "9,000 for 10,000.")	

Cruise

PF	PNF
CALL "Cruise checklist."	
	ACTION Complete Cruise checklist.
	CALL "Cruise checklist complete."
Altitude Deviation in Excess of 100 Ft	
	CALL "Altitude."
CALL "Correcting."	
Course Deviation in Excess of One Half Dot	
	CALL "Course."
CALL "Correcting."	

Descent

PF	PNF
CALL "Descent checklist."	
	ACTION Complete Descent checklist.
	CALL "Descent checklist complete."
At 1,000 Ft Above Assigned Altitude	
	CALL "_____ (altitude) for _____ (altitude)." (e.g., "10,000 for 9,000.")
CALL "_____ (altitude) for _____ (altitude)." (e.g., "10,000 for 9,000.")	
At Transition Level	
CALL "Altimeter set _____. Transition Level checklist."	**CALL** "Altimeter set _____ ."
	ACTION Complete Transition Level checklist.
	CALL "Transition Level checklist complete."
At 10,000 Ft	
	CALL "10,000 ft."
CALL "Check. Speed 250 kts."	

Maintain sterile cockpit below 10,000 ft above airport surface.

Descent (continued)

PF	PNF

At Appropriate Workload Time

REVIEW **REVIEW**

Review the following:

- approach to be executed
- field elevation
- appropriate minimum sector altitude(s)
- inbound leg to FAF, procedure turn direction and altitude
- final approach course heading and intercept altitude
- timing required
- DA/MDA
- MAP (non-precision)
- VDP
- special procedures (DME step-down, arc, etc.)
- type of approach lights in use (and radio keying procedures, if required)
- missed approach procedures
- runway information conditions

ACTION Brief the following:

- configuration
- approach speed
- minimum safe altitude
- approach course
- FAF altitude
- DA/MDA altitude
- field elevation
- VDP
- missed approach
  - heading
  - altitude
  - intentions
- abnormal implications.

Accomplish as many checklist items as possible. The Approach checklist must be completed prior to the initial approach fix.

Precision Approach

PF	PNF
Prior to Initial Approach Fix	
CALL "Approach checklist."	
	ACTION Complete Approach checklist.
	CALL "Approach checklist complete."
After Level-Off on Intermediate Approach Segment	
CALL "Flaps 20 (or 7)."	
	CALL "Flaps selected 20 (or 7)."
	When flaps indicate 20° (or 7°), "Flaps indicate 20 (or 7)."
At Initial Convergence of Course Deviation Bar	
CALL "Localizer/course alive."	**CALL** "Localizer/course alive."
At Initial Downward Movement of Glideslope Raw Data Indicator	
CALL "Glideslope alive."	**CALL** "Glideslope alive."
When Annunciators Indicate Localizer Capture	
CALL "Localizer captured."	**CALL** "Localizer captured."

Precision Approach (continued)

PF	PNF
At One Dot From Glideslope Intercept	
	CALL "One dot to go."
CALL "Gear down. Before Landing checklist."	**CALL** "Gear selected down." When gear indicates down, "Gear indicates down."
	ACTION Complete Before Landing checklist except for full flaps and autopilot/yaw damper.
When Annunciator Indicates Glideslope Capture	
CALL "Glideslope captured."	**CALL** "Glideslope captured."
CALL "Flaps FULL (or 20)."	**CALL** "Flaps selected FULL (or 20)." When flaps indicate FULL (or 20°), "Flaps indicate FULL (or 20)."

If the VOR on the PNF's side is used for crosschecks on the intermediate segment, the PNF's localizer and glideslope status calls are accomplished at the time the PNF changes to the ILS frequency. This should be no later than at completion of the FAF crosscheck, if required. The PNF should tune and identify his NAV radios to the specific approach and monitor.

Precision Approach (continued)

PF	PNF
At FAF	
CALL "Outer marker." or "Final fix."	**ACTION** ■ Start timing. ■ Visually crosscheck that both altimeters agree with crossing altitude. ■ Set missed approach altitude alerter. ■ Check PF and PNF instruments. ■ Call FAF inbound. **CALL** "Outer marker." or "Final fix." "Altitude checks."
At 1,000 Ft Above DA(H)	
	CALL "1,000 ft to minimums."
CALL "Check."	
At 500 Ft Above DA(H)	
	CALL "500 ft to minimums."
CALL "Check."	

NOTE: An approach window has the following parameters:

- within one dot deflection, both LOC and GS
- IVSI less than 1,000 fpm
- IAS within V_{AP} ±10 kts (no less than V_{REF} or 0.6 AOA, whichever is less)
- no flight instrument flags with the landing runway or visual references not in sight
- landing configuration, except for full flaps (non-precision or single engine approaches).

When within 500 ft above touchdown, the aircraft must be within the approach window. If the aircraft is not within this window, a missed approach must be executed.

Precision Approach (continued)

PF	PNF
At 200 Ft Above DA(H)	
	CALL "200 ft to minimums."
CALL "Check."	
At 100 Ft Above DA(H)	
	CALL "100 ft to minimums."
CALL "Check."	
At Point Where PNF Sights Runway or Visual References	
	CALL "Runway (or visual reference) _____ o'clock."
CALL "Going visual. Land." or "Missed approach."	
	ACTION As PF goes visual, PNF transitions to instruments.
At DA(H)	
	CALL "Minimums. Runway (or visual reference) _____ o'clock."
ACTION Announce intentions.	
CALL "Going visual. Land." or "Missed approach."	
	ACTION As PF goes visual, PNF transitions to instruments.

Precision Missed Approach

PF	PNF
At DA(H)	
	CALL "Minimums. Missed approach."
CALL "Missed approach."	
ACTION Apply power firmly and positively. Activate go-around mode and initially rotate the nose to the flight director go-around attitude.	**ACTION** Assist PF in setting power for go-around.
CALL "Flaps 20 (or 7)."	
	CALL "Flaps selected 20 (or 7)." When flaps indicate 20° (or 7°), "Flaps indicate 20 (or 7)."
At Positive Rate of Climb	
	CALL "Positive rate."
CALL "Gear up."	
	CALL "Gear selected up." When gear indicates up, "Gear indicates up."
	ACTION Announce heading and altitude for missed approach.

Precision Missed Approach (continued)

PF	PNF
At V_{REF} + 25	
	CALL "V_{REF} + 25."
CALL "Flaps UP."	
	CALL "Flaps selected UP."
	When flaps indicate UP, "Flaps indicate UP."

Precision Approach Deviations

PF	PNF
± One Half Dot – Glideslope	
	CALL "One half dot (*high, low*) and (*increasing, holding, decreasing*)."
CALL "Correcting."	
± One Half Dot – Localizer	
	CALL "One half dot (*right, left*) and (*increasing, holding, decreasing*)."
CALL "Correcting."	
V_{AP} ± _____	
	CALL "Speed (*plus or minus*) _____ (knots) and (*increasing, holding, decreasing*)."
CALL "Correcting."	
At or Below V_{REF}	
	CALL "V_{REF}." or "V_{REF} minus _____ (knots below V_{REF})."
CALL "Correcting."	
Rate of Descent Exceeds 1,000 FPM	
	CALL "Sink ____ (amount) hundred and (*increasing, holding, decreasing*)."
CALL "Correcting."	

Non-Precision Approach

PF	PNF
Prior to Initial Approach Fix	
CALL "Approach checklist."	
	ACTION Complete Approach checklist.
	CALL "Approach checklist complete."
After Level-Off on Intermediate Approach Segment	
CALL "Flaps 20 (or 7)."	
	CALL "Flaps selected 20 (or 7)." When flaps indicate 20° (or 7°), "Flaps indicate 20 (or 7)."
At Initial Convergence of Course Deviation Bar	
CALL "Localizer/course alive."	**CALL** "Localizer/course alive."
When Annunciators Indicate Course Capture	
CALL "Localizer/course captured."	**CALL** "Localizer/course captured."
Prior to FAF	
	CALL "_____ (number) miles/minutes from FAF."
CALL "Gear down Before Landing checklist."	
	CALL "Gear selected down." When gear indicates down, "Gear indicates down."
	ACTION Complete Before Landing checklist except for full flaps and autopilot/yaw damper.

Non-Precision Approach (continued)

PF	PNF
At FAF	
CALL "Outer marker." or "Final fix."	**CALL** "Outer marker." or "Final fix."
	ACTION ■ Start timing. ■ Visually crosscheck that both altimeters agree. ■ Set MDA (or nearest 100 ft above) in altitude alerter. ■ Check PF and PNF instruments. ■ Call FAF inbound.
At 1,000 Ft Above MDA	
	CALL "1,000 ft to minimums."
CALL "Check."	
At 500 Ft Above MDA	
	CALL "500 ft to minimums."
CALL "Check."	

NOTE: An approach window has the following parameters:

- within one dot CDI deflection or 5° bearing
- IVSI less than 1,000 fpm
- IAS within V_{AP} ±10 kts (no less than V_{REF} or 0.6 AOA, whichever is less)
- no flight instrument flags with the landing runway or visual references not in sight
- landing configuration, except for full flaps (non-precision or single engine approaches).

When within 500 ft above touchdown, the aircraft must be within the approach window. If the aircraft is not within this window, a missed approach must be executed.

Non-Precision Approach (continued)

PF	PNF
At 200 Ft Above MDA	
	CALL "200 ft to minimums."
CALL "Check."	
At 100 Ft Above MDA	
	CALL "100 ft to minimums."
CALL "Check."	
At MDA	
	CALL "Minimums. _____ (time) to go." or "Minimums. _____ (distance) to go."
CALL "Check."	
At Point Where PNF Sights Runway or Visual References	
	CALL "Runway (or visual reference) _____ o'clock."
CALL "Going visual. Land." or "Missed approach."	
Runway Assured	
CALL "Flaps FULL (or 20)."	
	CALL "Flaps selected FULL (or 20)." When flaps indicate FULL (or 20°), "Flaps indicate FULL (or 20)."

Non-Precision Missed Approach

PF	PNF
At MAP	
	CALL "Missed approach point. Missed approach."
CALL "Missed approach."	
ACTION Apply power firmly and positively. Activate go-around mode and initially rotate the nose to the flight director go-around attitude.	**ACTION** Assist PF in setting power for go-around.
CALL "Flaps 20 (or 7)."	
	CALL "Flaps selected 20 (or 7)." When flaps indicate 20° (or 7°), "Flaps indicate 20 (or 7)."
At Positive Rate of Climb	
	CALL "Positive rate."
CALL "Gear up."	
	CALL "Gear selected up." When gear indicates up, "Gear indicates up."
	ACTION Announce heading and altitude for missed approach.

Non-Precision Missed Approach (continued)

PF	PNF
At V_{REF} + 25 and 400 Ft Above Airport Surface (Minimum)	
CALL "Flaps UP."	
	CALL "Flaps selected UP."
	When flaps indicate UP, "Flaps indicate UP."
At 1,500 Ft (Minimum) Above Airport Surface and Workload Permitting	
CALL "Climb checklist."	
	ACTION Complete Climb checklist.
	CALL "Climb checklist complete."

Non-Precision Approach Deviations

PF	PNF
± One Dot – Localizer/VOR	
	CALL "One dot (*right, left*) and (*increasing, holding, decreasing*)."
CALL "Correcting."	
± 5° At or Beyond Midpoint for NDB Approach	
	CALL " ____ (degrees off course) (*right, left*) and (*increasing, holding, decreasing*)."
CALL "Correcting."	
V_{AP} ± ___	
	CALL "Speed (*plus or minus*) _____ (knots) and (*increasing, holding, decreasing*)."
CALL "Correcting."	
At or Below V_{REF}	
	CALL "V_{REF}." or "V_{REF} minus _____ (knots below V_{REF})."
CALL "Correcting."	
Descent is ± 200 FPM of Briefed Rate	
	CALL "Sink ____ (amount) hundred and (*increasing, holding, decreasing*)."
CALL "Correcting."	

Visual Traffic Patterns

PF	PNF
Before Pattern Entry/Downwind (1,500 Ft Above Airport Surface)	
CALL "Approach checklist."	**ACTION** Complete Approach checklist.
	CALL "Approach checklist complete."
Downwind	
CALL "Flaps 20 (or 7)."	
	CALL "Flaps selected 20 (or 7)."
	When flaps indicate 20° (or 7°), "Flaps indicate 20 (or 7)."
CALL "Gear down. Before Landing checklist."	
	CALL "Gear selected down."
	When gear indicates down, "Gear indicates down."
	ACTION Complete Before Landing checklist except for full flaps and yaw damper.

Visual Traffic Patterns (continued)

PF	PNF
At 1,000 Ft Above Airport Surface	
	CALL "1,000 AGL."
CALL "Check."	
At 500 Ft Above Airport Surface	
	CALL "500 AGL."
CALL "Check."	
At 200 Ft Above Airport Surface	
	CALL "200 AGL."
CALL "Check."	

Landing

PF	PNF
At Point on Approach When PF Sights Runway or Visual Reference (Landing Assured)	
CALL "Going visual. Land. Flaps FULL (or 20)."	
	CALL "Flaps selected FULL (or 20)." When flaps indicate FULL (or 20°), "Flaps indicate FULL (or 20)."
ACTION Push autopilot and trim disconnect switch.	**ACTION** Continue with: ■ speed check ■ vertical speed check ■ callouts ■ gear down verification ■ flap verification.
CALL "Autopilot/yaw damper off."	**CALL** "Final gear and flaps recheck. Before Landing checklist complete."
At 100 Ft Above Touchdown	
	CALL "100 ft."
At 50 Ft Above Touchdown	
	CALL "50 ft."

Landing (continued)

PF	PNF
At Touchdown	
ACTION Extend speedbrakes and spoilers.	
	CALL "Speedbrakes and spoilers extended."
At Thrust Reverser Deployment	
ACTION Deploy thrust reversers.	
	CALL "Seven lights."
If Pilot Uses Nosewheel Tiller During Rollout	
CALL "Your yoke."	
	CALL "My yoke."
At 80 KIAS	
	CALL "80 kts. Nosewheel steering verified on."
At Thrust Reverser Idle Speed (65 KIAS)	
	CALL "65 kts."
ACTION Retard thrust reverser power to idle RPM.	

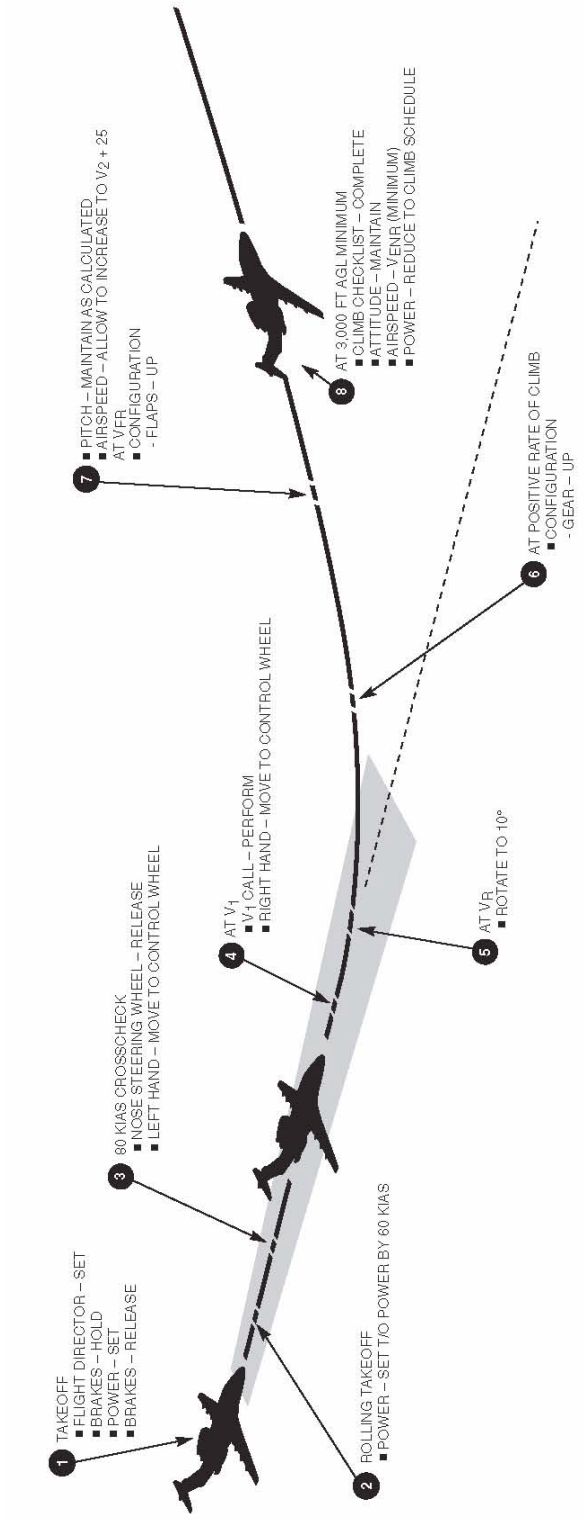
PART 135 TRAINING PROGRAM

Maneuvers

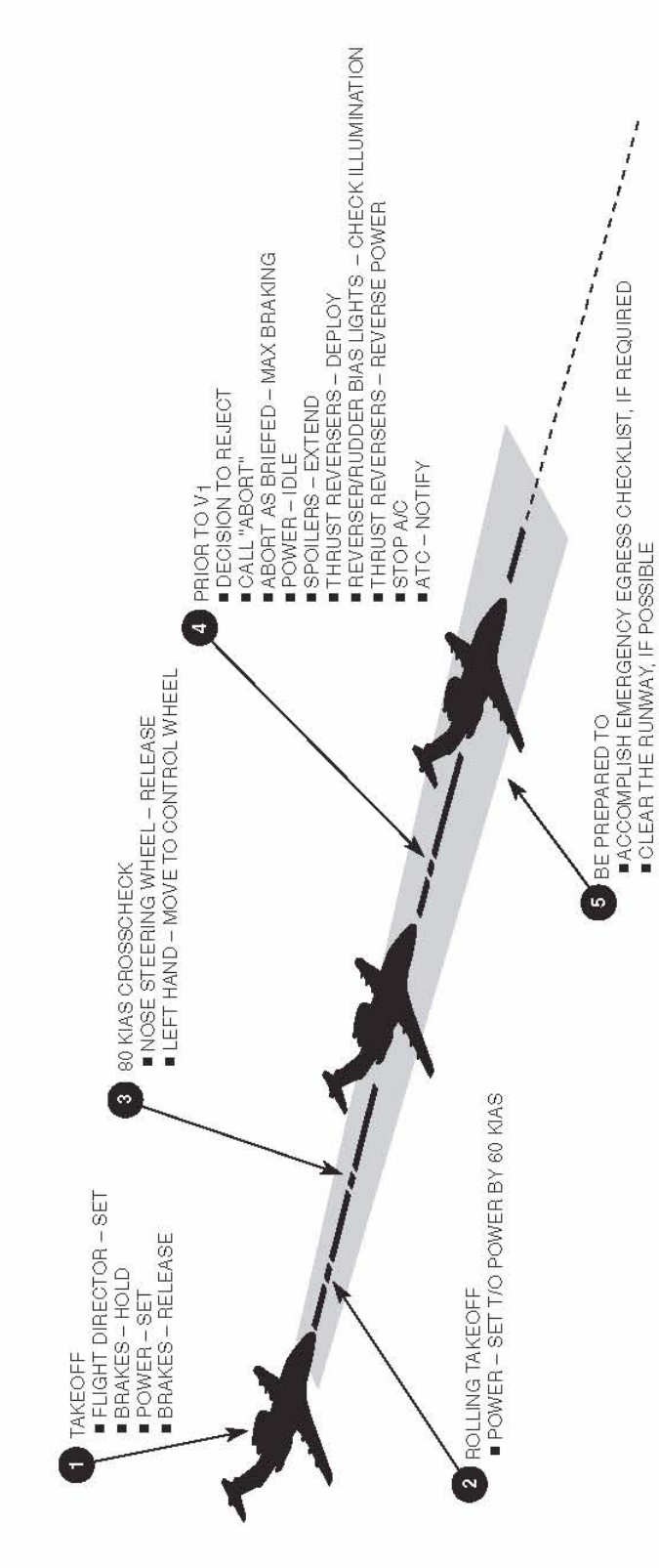
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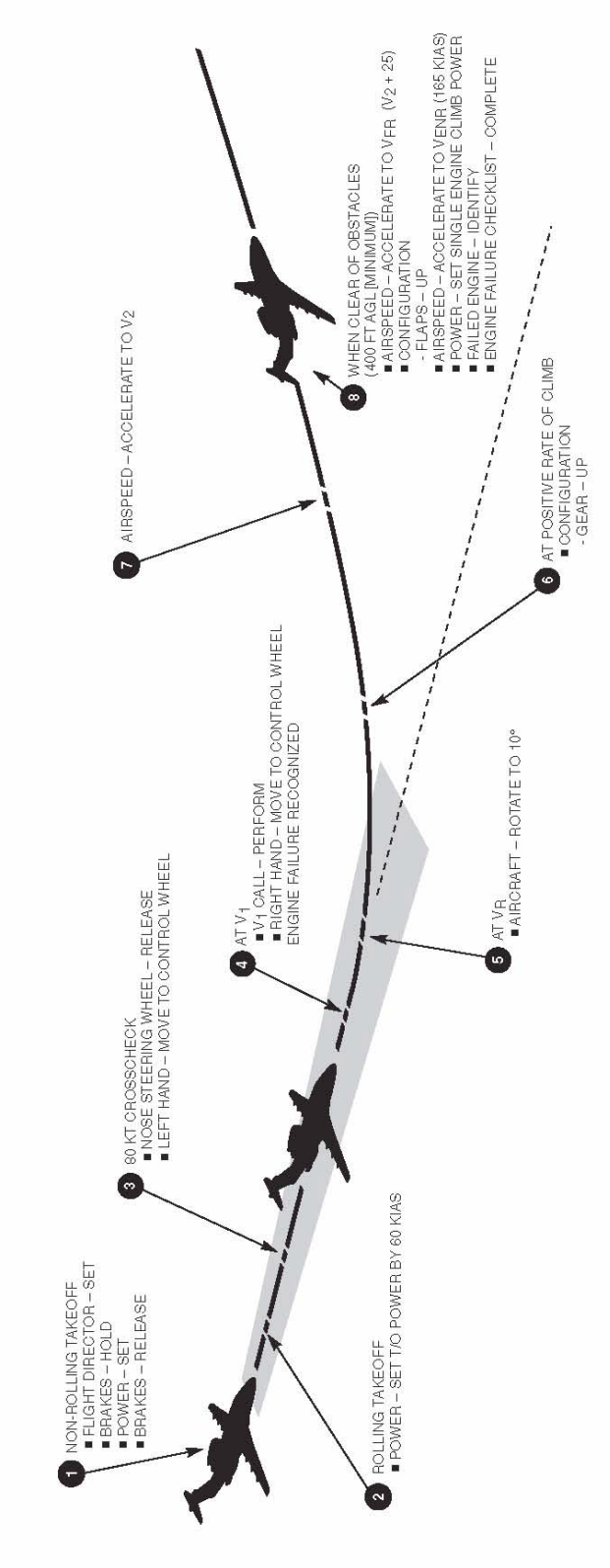
NORMAL TAKEOFF



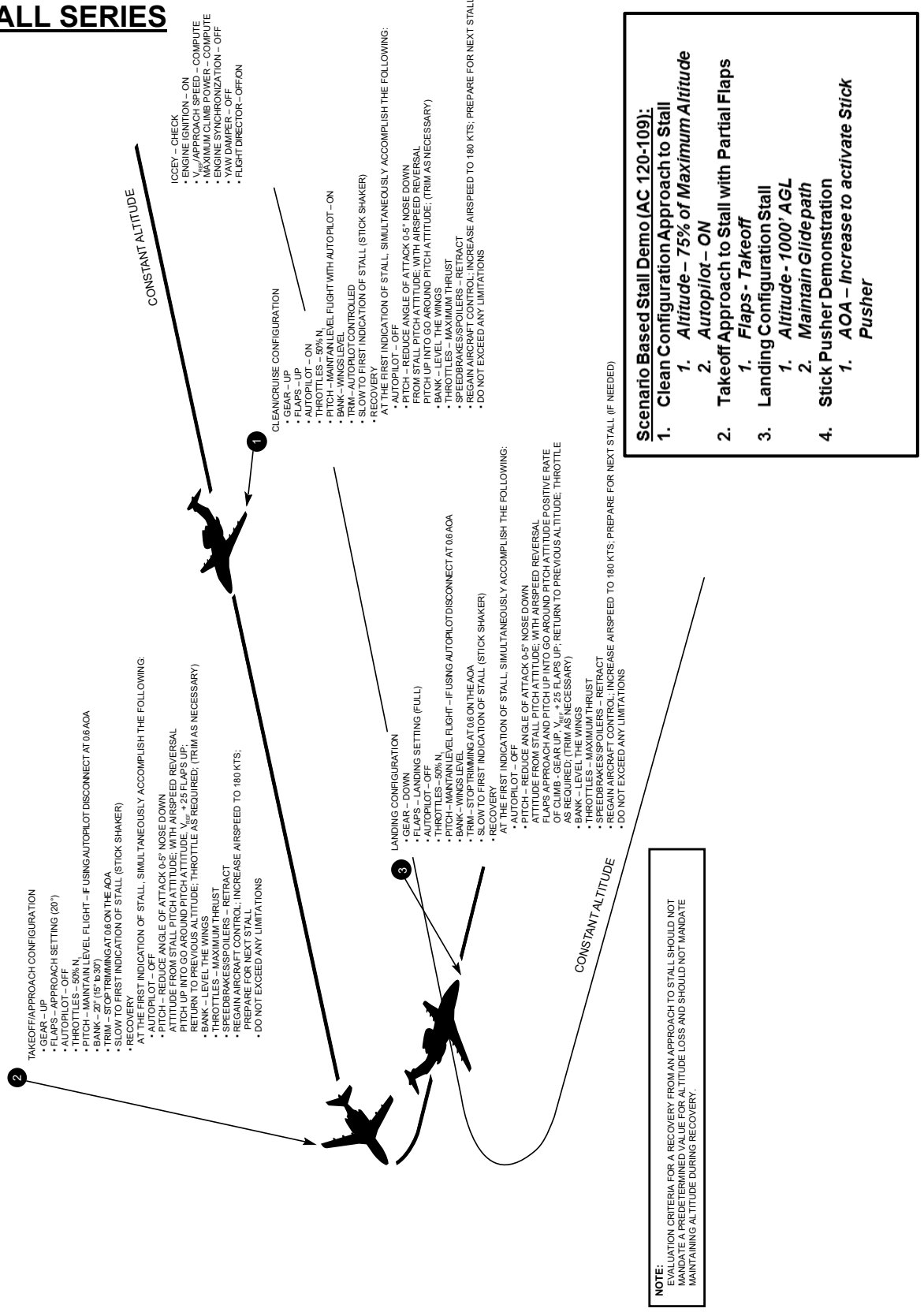
REJECTED TAKEOFF



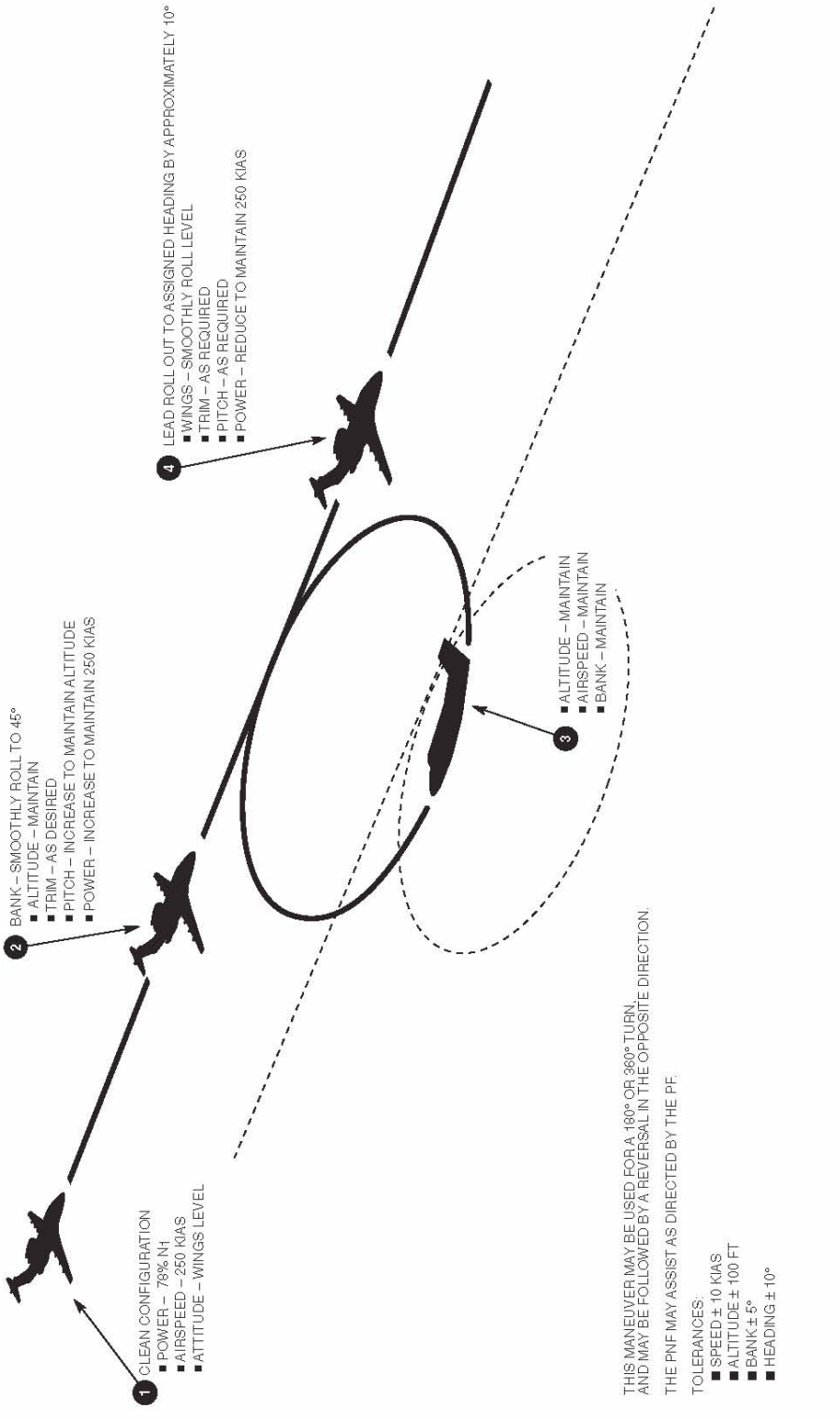
ENGINE FAILURE AFTER V_1



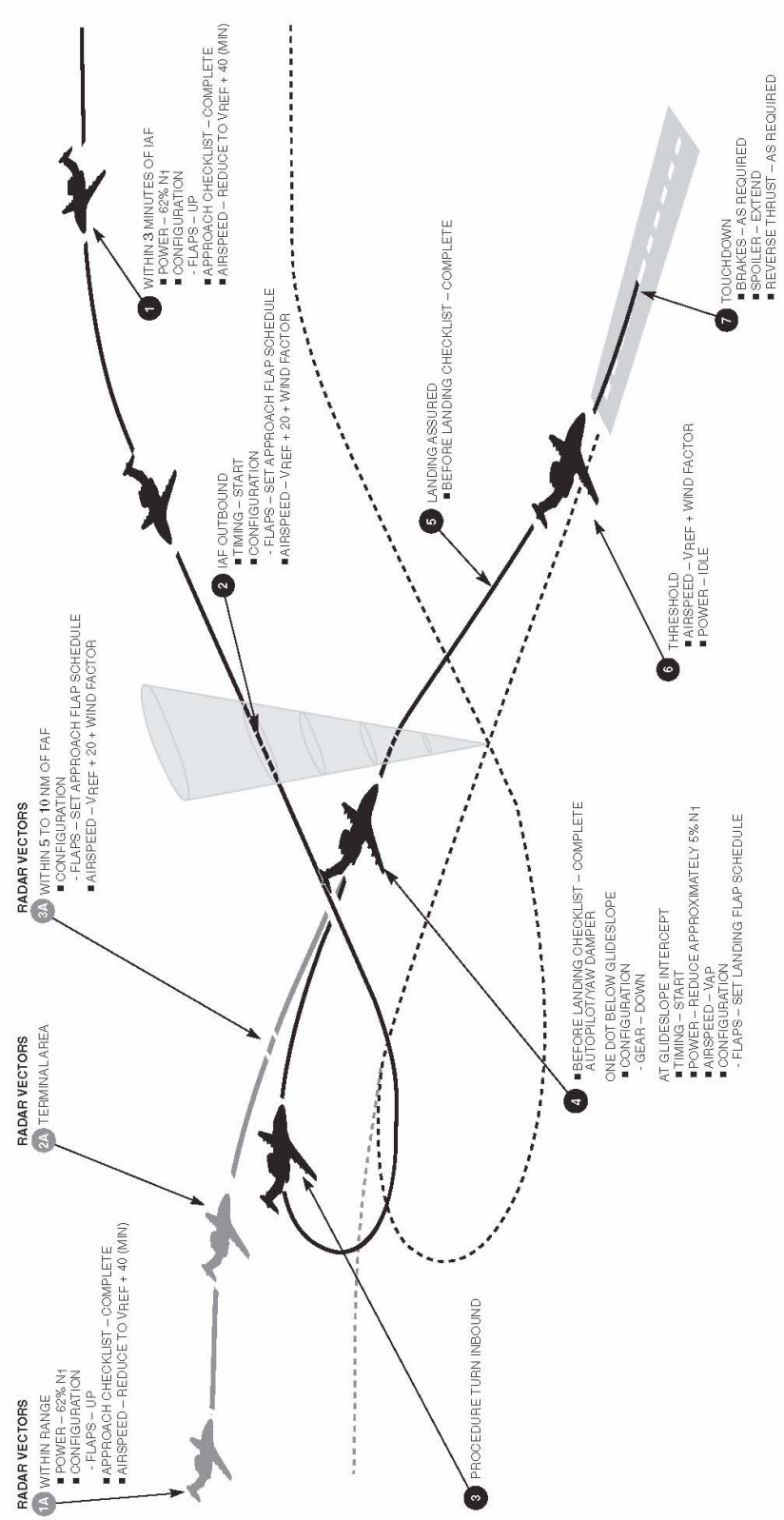
STALL SERIES



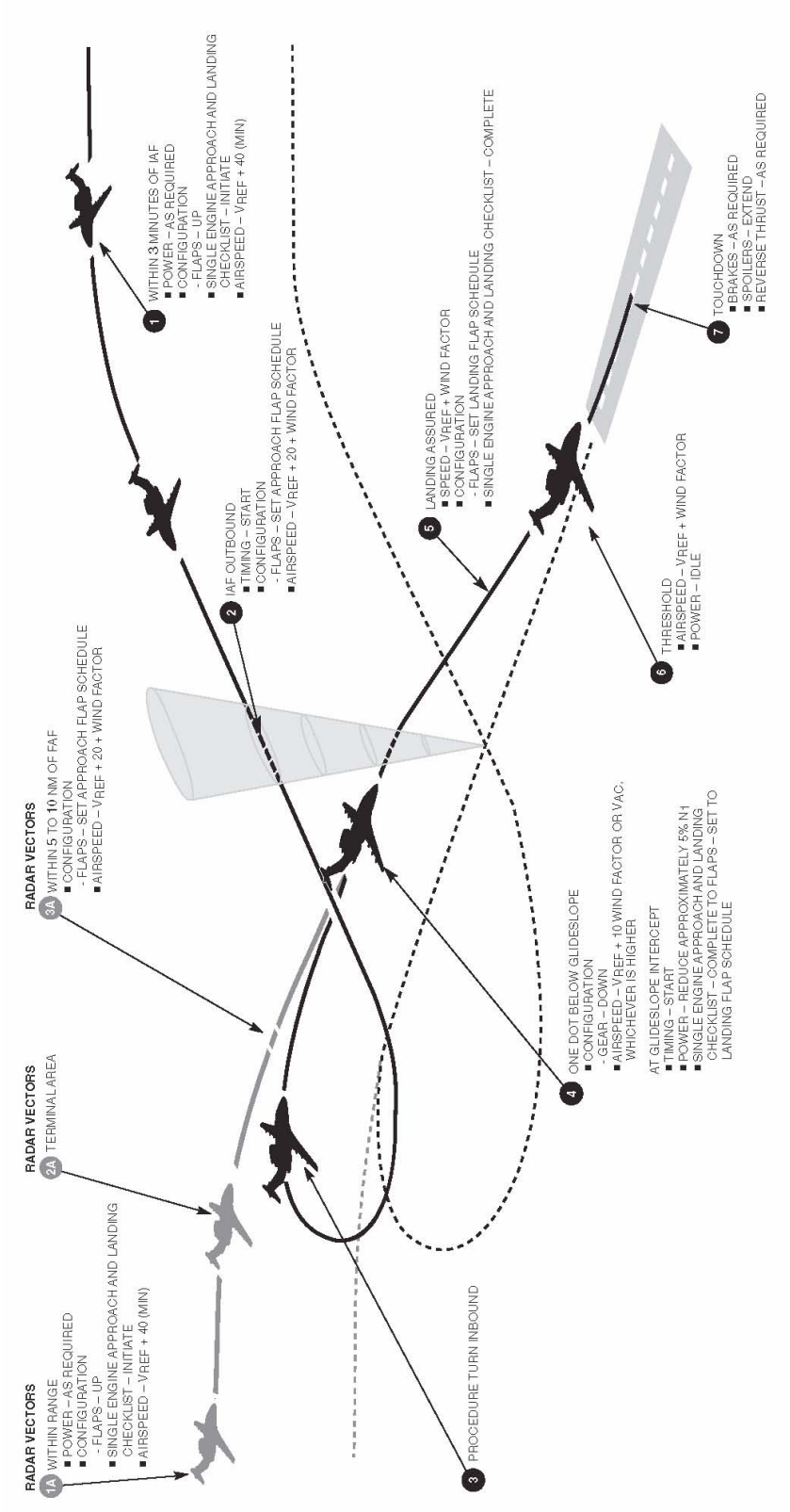
STEEP TURNS


1 CLEAN CONFIGURATION
■ POWER – 78% N1
■ AIRSPEED – 250 KIAS
■ ATTITUDE – WINGS LEVEL
2 BANK – SMOOTHLY ROLL TO 45°
■ ALTITUDE – MAINTAIN
■ TRIM – AS DESIRED
■ PITCH – INCREASE TO MAINTAIN ALTITUDE
■ POWER – INCREASE TO MAINTAIN 250 KIAS
3 ■ ALTITUDE – MAINTAIN
■ AIRSPEED – MAINTAIN
■ BANK – MAINTAIN
4 LEAD ROLL OUT TO ASSIGNED HEADING BY APPROXIMATELY 10°
■ WINGS – SMOOTHLY ROLL LEVEL
■ TRIM – AS REQUIRED
■ PITCH – AS REQUIRED
■ POWER – REDUCE TO MAINTAIN 250 KIAS
THIS MANEUVER MAY BE USED FOR A 180° OR 360° TURN,
AND MAY BE FOLLOWED BY A REVERSAL IN THE OPPOSITE DIRECTION.
THE PNF MAY ASSIST AS DIRECTED BY THE PF.
TOLERANCES:
■ SPEED ± 10 KIAS
■ ALTITUDE ± 100 FT
■ BANK ± 5°
■ HEADING ± 10°

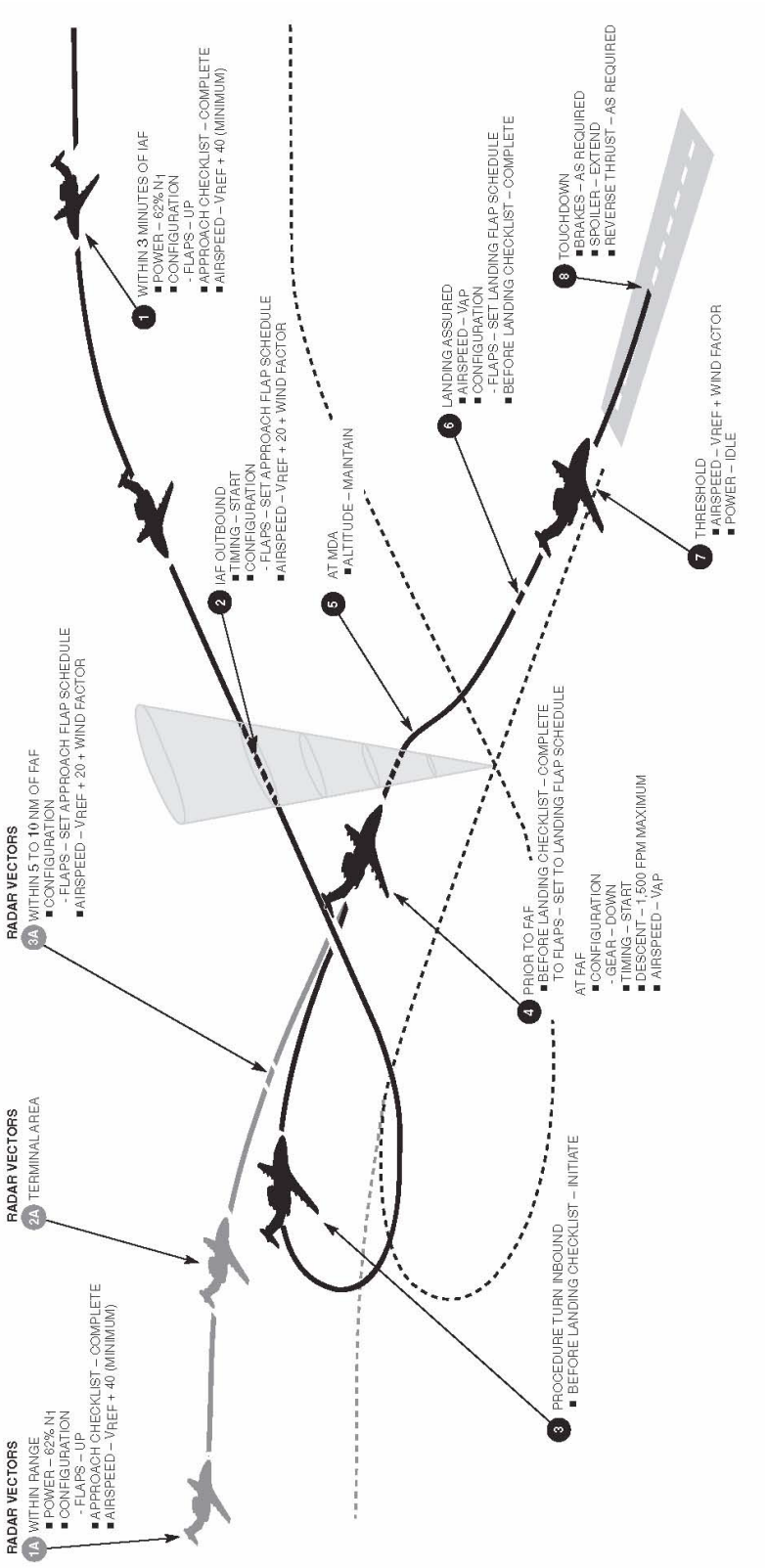
PRECISION APPROACH AND LANDING



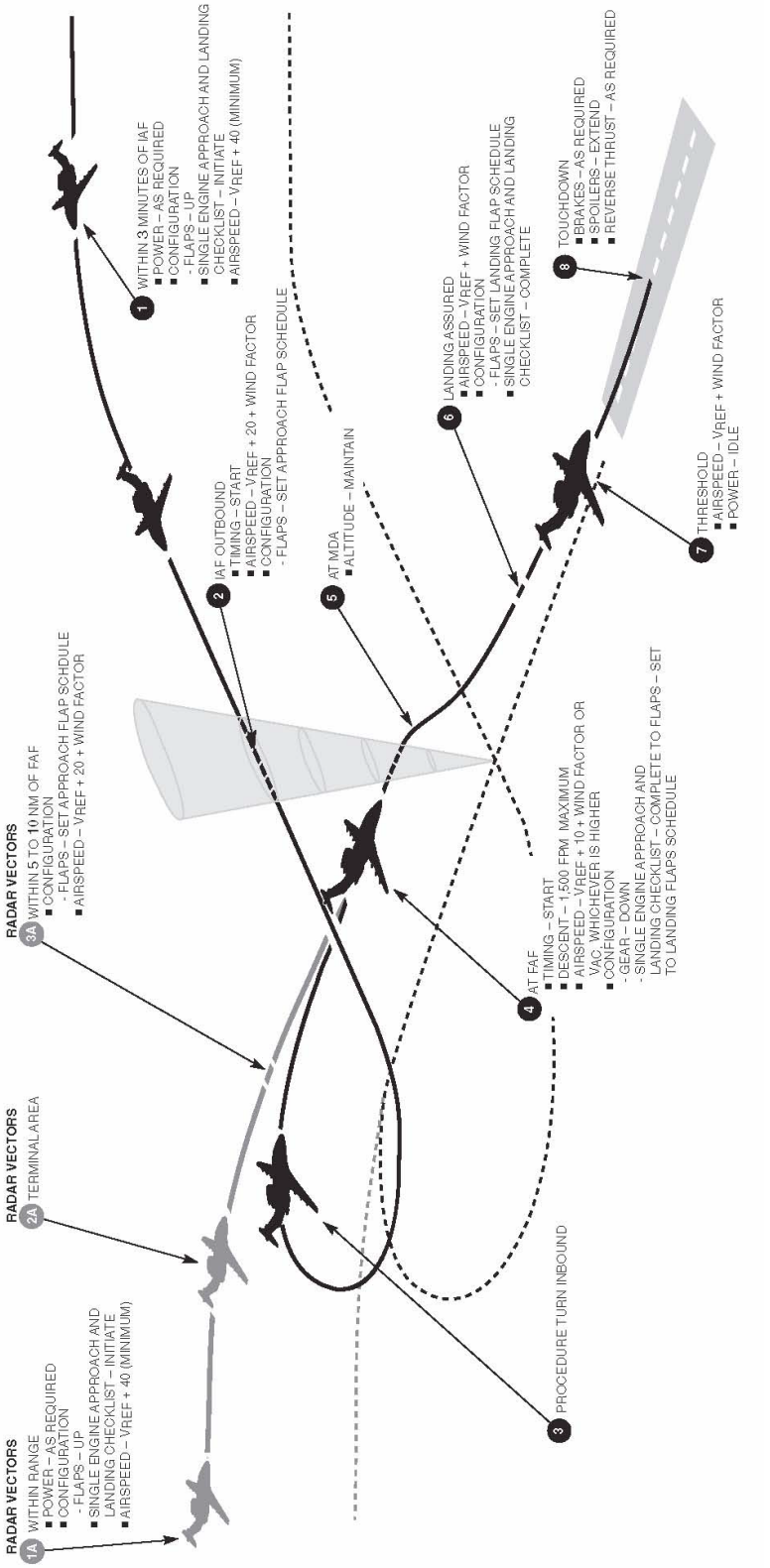
SINGLE-ENGINE PRECISION APPROACH AND LANDING



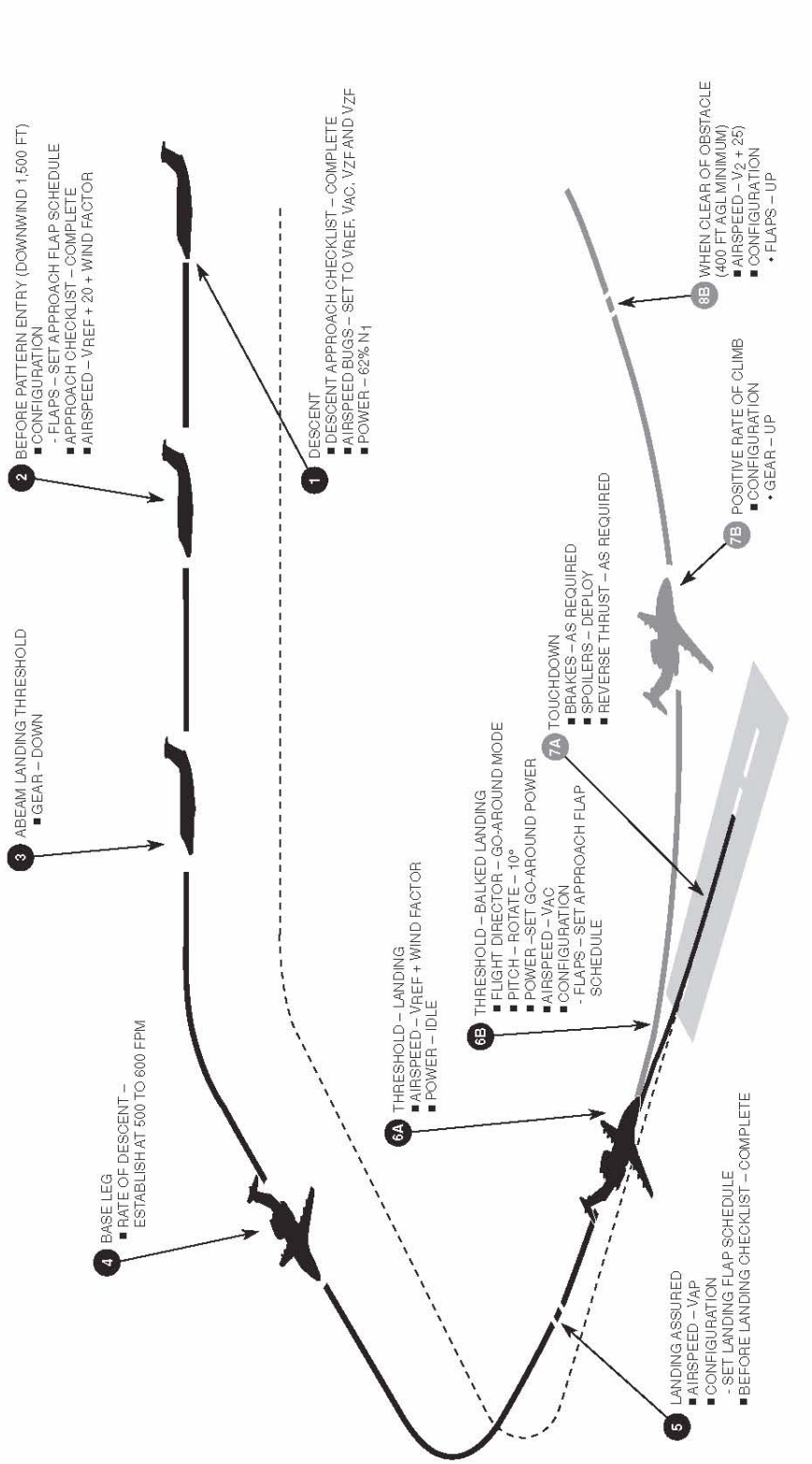
NON-PRECISION APPROACH AND LANDING



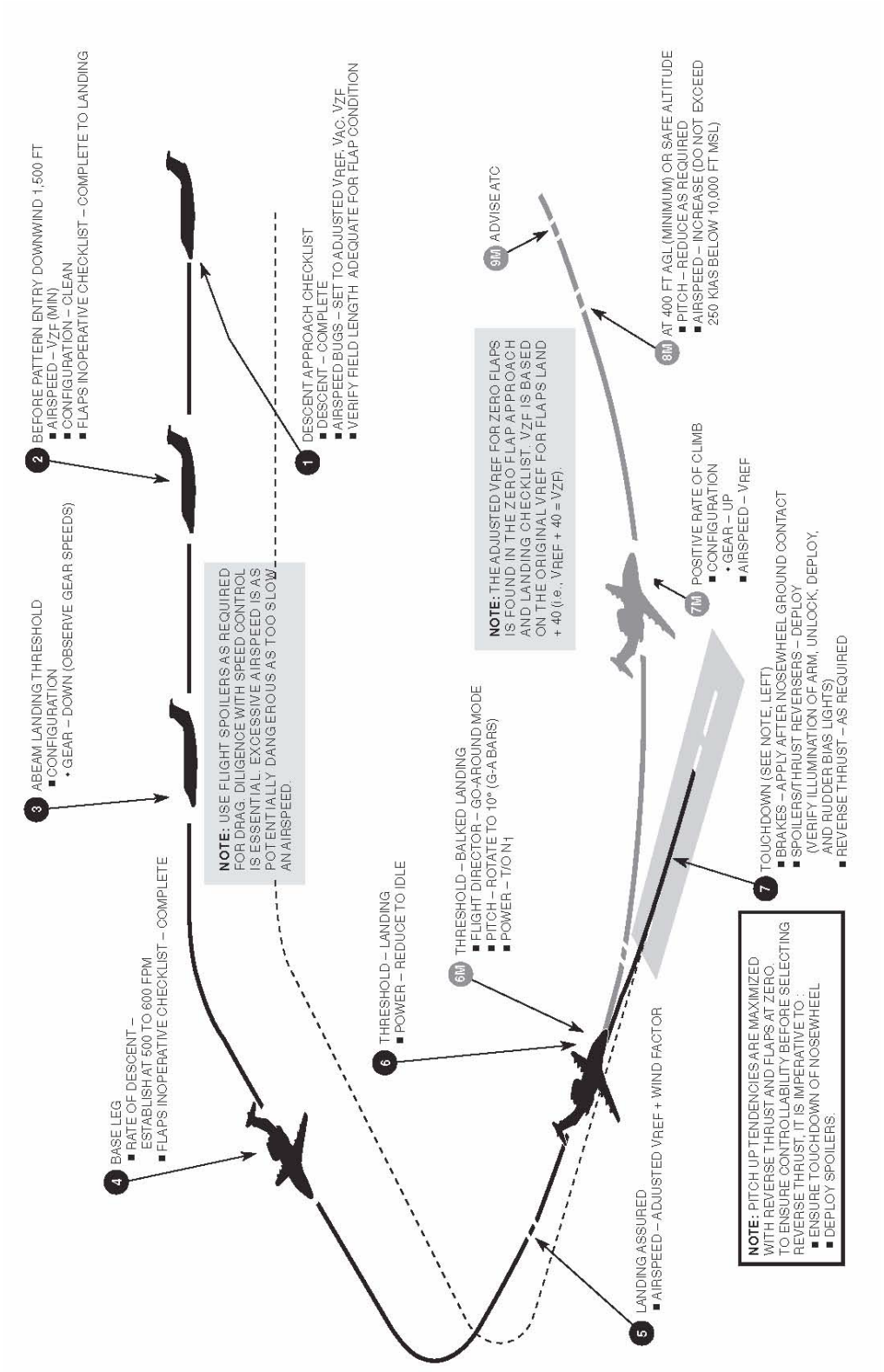
SINGLE-ENGINE NON-PRECISION APPROACH AND LANDING



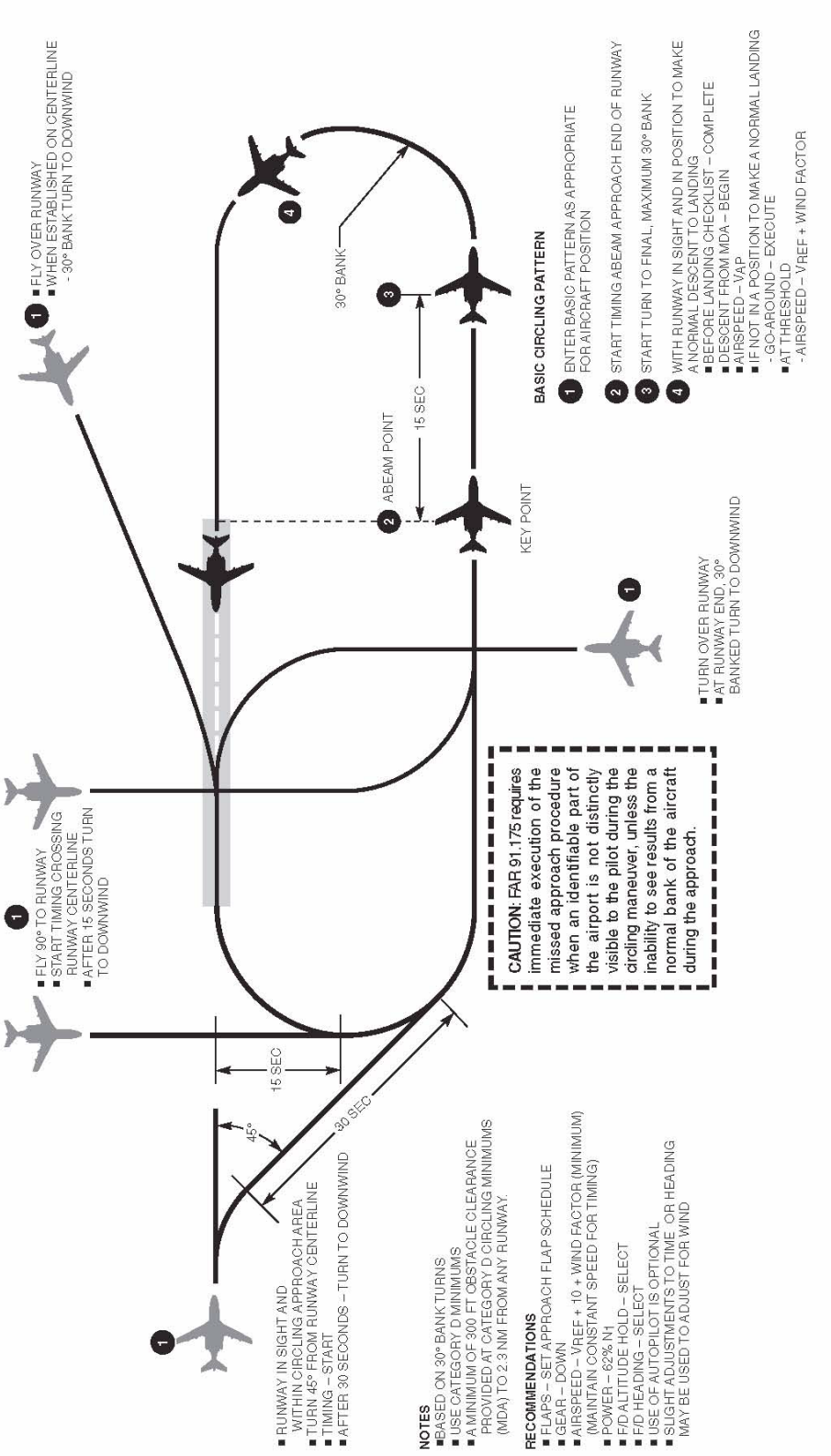
VISUAL APPROACH / BALKED LANDING



NO FLAP VISUAL APPROACH / BALKED LANDING



CIRCLING APPROACH



GO-AROUND / MISSED APPROACH

