

Flight Training Unit Plan of Supervision

Legend: I=Initially D= Daily W=Weekly
M=Monthly S/A= Semi Annually A=Annually

New Hires

- I* Company indoctrination by watching the dispatch area
- I* Go on FAM flight conducted by CFI/Senior instructor (VFR Proc., Practice areas)
- I* Introduce Supervising Instructor
- I* IT department, Setup Computer login
- I* A/C type exams and/or checkouts, Check lists and SOP
- I* Exam on the company policies/procedures. FTOM, MCM
- I* General orientation (coffee, meet staff, telephone, emergency procedures manual)
- I* Outside resources – FSS, ATC, Flying Club
- I* Review job description, Expectations
- I* Describe training program Lesson Plans and Dispatch Procedures. W&B
- D* Shadow-sit In on the briefings by a Class I or Class II
- I/W* PTR monitoring
- M* Meeting Schedule
- M* Progress review
- S/A* Flight supervising — 2x/year or when new phase is started. ie. Night flying.

SOPs or Company Policy & Procedure

- I* Weather minima for training
- I* Training of air exercises (Flight Notes)
- I* Defect reporting (as per MCM)
- I* Flight watch and company emergency response procedures
- I* A/C rental procedures
- I/A* Winter operations
- I* Local Flying procedures
- I/W* Standardization of ground school and flight lesson
- I* Organization chart
- I* Pay schedule
- I* Hiring standards process/orientation
- I* Duty hours
- I* Care of aircraft
- I* Follow training syllabus
- I* Student complaint & feedback from students
- I* Dress code
- I* Payment policy for student and payment procedure
- I* Goal Statement
- I* Teaching standards

Supervision of Class III, II, I's

- I* CFI Is responsible for all instructor supervision-delegated or otherwise
- M* Ensure consistent training practices throughout the company
(Class 1 delegated to standardize Instructor Training.)
- M* Monitor the PTRs regularly
- M* Flight reviews/progress checks for their students
- M* CFI- one on one meetings
- A' CFI should fly with all instructors to check competency Annual Form

Ground School Instructors

- I* New hire- check qualifications
- W" Obtain feedback for students (i.e. course evaluation)
- M* Regular scheduled or random monitors that result in a formal critique for the G/S I instructor
- M* review subjects or section of G/S to ensure correct/current material
- M* Should propose topics and curriculum and have it approved by CFI
- M' CFI should monitor ground school and test results to find weak areas

Meetings/Communication

- I' Assign Class I, II to supervise Class IV
- I* Chain of command
- I^s Conflict resolution/arbitration
- D* Ensure positives discussed not the problem areas
- D* Maintain an open door policy between students/instructors/CFI/Maintenance
- D* Communications — a) CFI/Instructor b) CFI/Student c) Instructor/Instructor
- D* Setting an example
- W* Regular scheduled meetings (include instructor issues, student issues, etc.)
- M* Aircraft maintenance complaints or considerations
- M* Specialty for winter operations, summer operations or "accident/occurrence follow-up (change of CARs, licensing standards, etc.)

Class IV Supervision

I/D* Monitor G/S (review the applicable lesson plan, then sit in, listen and provide feedback to the Class IV)

W* Monitor PGI

I* Operational control: sign out, wx, clothing, and pre-flight briefings

Is Assign supervising instructor

I* Supervising instructor should be made area of all Class IV activities

D* Daily briefings to discuss proposed training for each student

D* Weather/NOTAMS and limitations

D* 2-way dialogue must take place at all times

D* Pre-solo, pre-flight test

W* Conducting regular ground briefings with instructors

421.63 Class 1 or 2 - Supervision of the Holder of a Class 4 Flight Instructor Rating - Aeroplane and Helicopter

When providing direct supervision to the holder of a Class 4 Flight Instructor Rating, the holder of a Class 1 or 2 Flight Instructor Rating - aeroplane or helicopter shall:

(1) review and approve the holder of the Class 4 Flight Instructor Rating's proposed training program for each student to ensure conformity with the Flight Training Manual and Flight Instructor Guide;

(2) specify the intervals at which progress checks are required, which shall be at least once before the first solo flight and once before the flight test for issue of the pilot licence;

(3) conduct the progress checks specified in (2) above;

(4) approve and countersign the student's pilot training record for each first solo flight authorized and for each flight test recommended by the holder of a Class 4 Flight Instructor Rating; and

(5) review and certify the holder of a Class 4 Flight Instructor Rating's "Instructor's Training Record while under Direct Supervision" form, as to the student's competency with respect to first solo flights and flight tests for issue of licences.

Recurrent Training for Staff Instructors

A* With CFI or senior instructors

A* Identify any weak areas that may require review or instruction

A* Annual flight training incorporated with Montair Annual Proficiency Check

A* Incentives for upgrading i.e. CFI to provide any necessary ground instruction or provide use of the a/c for flight test)

A* Annual training and open book exams for company manuals, a/c, SOP's, CAR's

I* Hiring standards process/orientation

I* Duty hours

I* Filling out PTR's

I* Care of aircraft (securing of aircraft)

I' Follow training syllabus

- I* Student complaint & feedback from students
- I' Dress code
- I* Payment policy for student and payment procedures

(5) A person who is appointed as Chief Flight Instructor for a flight training unit identified in subsection (1) shall be responsible for:

(a) the management of the overall pilot training program;
(amended 2006/12/14)

(b) the supervision of all flight and ground instructors of the flight training unit;
(amended 2006/12/14)

(c) the direct supervision of Class 4 flight instructors, including the designation of a Class 1 or Class 2 flight instructor to supervise a Class 4 flight instructor;
(amended 2006/12/14)

(d) approving of the appointment of ground instructors;
(amended 2006/12/14)

(e) the quality and content of ground school instruction and flight training provided by that flight training unit;
(amended 2006/12/14)

(f) the content and accuracy of Pilot Training Records, course reports, student pilot permits issued, licence applications and any other documents which form part of the training process;
(amended 2006/12/14)

(g) ensuring that flight instruction is based on the contents of the appropriate flight instructor guide and flight training manual;
(amended 2006/12/14)

(h) ensuring that the daily flight record is used for operational control;
(amended 2006/12/14)

(i) ensuring that all appropriate publications including the Canadian Aviation Regulations, Aeronautical Information Publication Canada, Canada Flight Supplement, Water Aerodrome Supplement, Flight Instructor Guide and Flight Training Manual, and the applicable training manual on human factors are readily available to trainees and amended to date;
(amended 2006/12/14)

(j) maintaining a current copy of training publications, charts, maps and any other material required for the ground instruction and flight training of trainees;
(amended 2006/12/14)

(k) ensuring that all solo training flights are properly authorized by a flight instructor and

acknowledged by the trainee;
(amended 2006/12/14)

(l) decisions with respect to flight safety during flying periods;
(amended 2006/12/14)

(m) confirming the continuing validity of staff licences and ratings endorsed on a licence.
(amended 2006/12/14)

(n) ensuring that all staff members are kept informed of any changes to the regulations and standards;
(amended 2006/12/14; no previous version)

(o) disseminating, and acting upon aeroplane safety information, including accident, incident, and other occurrence reports;
(amended 2006/12/14; no previous version)

(p) developing and implementing an operational control system in accordance with section 406.50 of the Canadian Aviation Regulations;
(amended 2006/12/14; no previous version)

(q) where an integrated course is conducted, ensuring the development and implementation of a flight training operations manual in accordance with section 406.61 of the Canadian Aviation Regulations and a training manual in accordance with section 406.62 of the Canadian Aviation Regulations;
(amended 2006/12/14; no previous version)

(r) liaison with Transport Canada on all matters concerning flight training operations;
(amended 2006/12/14; no previous version)

(s) delegation, in writing, of duties to the assistant chief flight instructor; and
(amended 2006/12/14; no previous version)

(t) developing and implementing a plan of action in accordance with paragraph 421.67(3)(b) of the Canadian Aviation Regulations;
(amended 2006/12/14; no previous version)