



ACCEPTABLE COMPANY PROCEDURES [BASIC INDOCTRINATION] TRAINING

SECTION 1 POLICY & GENERAL INFORMATION

1.1 PURPOSE

The purpose of this advisory circular is to provide specific guidance for the contents of a company procedures [Basic Indoctrination] curriculum segment of training curriculums for AOC personnel qualification.

- Where aircraft type is included, the guidance in this advisory circular assumes a turbojet passenger carrying airplane.
- Operators of difference categories and types of aircraft will find it necessary to modify their training modules, elements and events to address their aircraft type-specific training requirements.

1.2 STATUS OF THIS AC

This AC is an original issuance.

1.3 BACKGROUND

Each AOC holder is required by Part 8 to have formal training that includes a review of the operator-specific company procedures for the qualification of their flight operations personnel.

1.4 APPLICABILITY

This guidance is applicable to AOC holders and the personnel assigned as crew members and dispatchers in commercial air transport operations.

1.5 RELATED REGULATIONS

The following regulations are directly applicable to the guidance contained in this advisory circular —

- PCAR Part 2 – Personnel Licensing
- PCAR Part 8 – AOC Operations Personnel Qualification
- PCAR Part 9 – AOC Certification & Administration

1.6 RELATED PUBLICATIONS

For further information on this topic, individuals are invited to consult the following publications—

- 1) Civil Aviation Authority of the Philippines (CAAP)

Copies may be obtained from the CAAP Flight Standards Inspectorate Service.

- Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.
- Where a regulation contains the words “prescribed by the Authority,” the AC may be considered to “prescribe” a viable method of compliance, but status of that “prescription” is always “guidance” (never regulation).

- ◆ AC 09-001, AOC Certification & Administration
- 2) International Civil Aviation Organization (ICAO)

- ◆ Annex 6, Part I, International Commercial Air Transport – Aeroplanes
- ◆ Annex 6, Part III, International Commercial Air Transport – Helicopters

Copies may be obtained from Document Sales Unit, ICAO, 999 University Street, Montreal, Quebec, Canada H3C 5H7.

1.7 DEFINITIONS & ACRONYMS

1.7.1 DEFINITIONS

The following definitions are used in this advisory circular—

- 1) **AOC Holder.** This term is used to describe a person or entity that has been issued a valid Air Operator Certification for the conduct of commercial air transport.

This list of definitions is applicable in the context of this advisory circular only. Words, such as "instructor" may be found in other publications with a different definition.
- 2) **Curriculum.** A complete training agenda specific to an aircraft type, crew member, dispatcher, or other duty position, and a category of training.
- 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.
- 4) **Instructor.** This term is used to describe a person authorized by CAAP to conduct instructor activities
- 5) **Module.** Sub-divisions within a curriculum segment, that are characterized as training, checking, or qualification modules comprised of elements and events.—
 - (a) **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.
 - (b) **Checking & Qualification Module.** An integral part of a qualification curriculum segment containing assessment, proficiency and experience requirements.
 - (c) **Element** - An integral part of a training, checking, or qualification module that is subject oriented.

Within a module, elements and events are presented in subject and/or task listings.
 - (d) **Event** - An integral part of a training, checking, or qualification module which is task-oriented and requires the use of a specific procedure or procedures.

1.7.2 ACRONYMS

The following acronyms are used in this advisory circular—

- 1) **AOC** – Air Operator Certificate
- 2) **ATO** – Approved Training Organization
- 3) **CAAP** – Philippine Civil Aviation Authority
- 4) **PCAR** – Philippine Civil Aviation Regulation

SECTION 2 RECOMMENDED CURRICULUM SEGMENTS

2.1 BASIC INDOCTRINATION - NO PREVIOUS EXPERIENCE

2.1.1 PROGRAMMED HOURS OF INSTRUCTION

The programmed hours for this curriculum segment will be **40 hours**.

2.1.2 OBJECTIVE OF THIS CURRICULUM SEGMENT

- A. Given the FOM and operations specifications, the students will be able to—
- Discuss or participate in the handling of typical flight operations scenarios;
 - Locate the information within the user operations manuals.
- B. Their demonstrated knowledge and actions will be consistent with policies and procedures provided in this training.

2.1.3 PREREQUISITE OF ENTRY

The prerequisite required for attending this training are—

- Must be a [AIRLINE] pilot employee
- Enrollment in an initial or requalification training curriculum at [AIRLINE] Airlines

2.1.4 INSTRUCTOR GUIDES/LESSON PLANS

The instructor guides and lesson plans for this curriculum segment will be developed and implemented to present the training at a level which assumes that the student has no previous background in the subjects presented.

2.2 BASIC INDOCTRINATION: PREVIOUS PCAR PART 9 EXPERIENCE

2.2.1 PROGRAMMED HOURS OF INSTRUCTION [RESERVED]

2.2.2 OBJECTIVE OF THIS CURRICULUM SEGMENT [RESERVED]

2.2.3 PREREQUISITE OF ENTRY [RESERVED]

2.2.4 INSTRUCTOR GUIDES/LESSON PLANS [RESERVED]

2.3 BASIC INDOCTRINATION: CURRENT & QUALIFIED

2.3.1 PROGRAMMED HOURS OF INSTRUCTION [RESERVED]

2.3.2 OBJECTIVE OF THIS CURRICULUM SEGMENT [RESERVED]

2.3.3 PREREQUISITES OF ENTRY [RESERVED]

2.3.4 INSTRUCTOR GUIDES/LESSON PLANS [RESERVED]

2.4 BASIC INDOCTRINATION: RECURRENT TRAINING

2.4.1 PROGRAMMED HOURS OF INSTRUCTION

The programmed hours for this curriculum segment will be **4.0 hours**.

2.4.2 OBJECTIVE OF THIS CURRICULUM SEGMENT

- A. Given the FOM and operations specifications, the students will be able to—
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- Discuss or participate in the current policy and procedure issues at [AIRLINE] Airlines
 - The students will be able to locate the information within the user operations manuals.
- B. The students demonstrated knowledge and actions will be consistent with policies and procedures provided in this training.

2.4.3 PREREQUISITE OF ENTRY

The prerequisite required for attending this training are—

- Must be a [AIRLINE] pilot employee
- Evidence of satisfactory completion of a Initial or Recurrent training curriculum at [AIRLINE] Airlines.
- Evidence of current qualification in an [Aircraft Type-Specific] aircraft with [AIRLINE]
- Enrollment in an recurrent or requalification training curriculum at [AIRLINE] Airlines

2.4.4 INSTRUCTOR GUIDES/LESSON PLANS

The instructor guides and lesson plans for this curriculum segment will be developed and implemented to present the policies and procedures that have been revised in the past 12 months and any issues with specific policies that need clarification.

2.5 COURSEWARE

The following courseware will be used or referenced during this curriculum segment—

- 1) Prepared Lesson Plans
- 2) Microsoft Powerpoint Presentations
- 3) Flight Operations Manual
- 4) [Aircraft Type-Specific] Standard Operating Procedures Manual
- 5) [Aircraft Type-Specific] Minimum Equipment List
- 6) PCAR Parts 1, 7, 8, 9
- 7) Operations Specifications

2.6 INSTRUCTIONAL DELIVERY

The following delivery methods will be used during this curriculum segment—

- Lectures
- Demonstrations
- Video

SECTION 3 TRAINING MODULES (OPERATOR-SPECIFIC)

3.1 DUTIES & RESPONSIBILITIES

- 1) Company History, Organization, and Management Structure
 - 2) Operational Concepts, Policies, and Kind of Operation
 - 3) Company Forms, Records, and Administrative Procedures
 - 4) Employee Standards and Rules of Conduct
 - 5) Authority and Responsibilities of Duty Position
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- 6) Company Required Equipment
- 7) Company Manual Organization and Revisions,
- 8) Employee Responsibilities Concerning Manuals
- 9) Employee Compensation and Benefits
- 10) Company Drug Testing
- 11) Safety and Risk Assessment
- 12) Customs and Immigration

3.2 APPROPRIATE PROVISIONS OF THE PCAR

- 1) PCAR Part 8 Flight Crew member Qualification, Training and Qualification Requirements
- 2) PCAR Part 2: Medical Certificates, Physical Examination, and Fitness For Duty Requirements
- 3) Operational Provisions: Part 8 (Operation of Aircraft Requirements)
- 4) Operational Provisions: Part 7 (Instruments & Equipment Requirements)
- 5) Operational Provisions: Part 8 (Passenger Carrying Requirements)
- 6) Operational Provisions: Part 8 (Flight & Duty Requirements)
- 7) Operational Provisions: Part 8 (Operational Control Requirements)
- 8) Operational Provisions: Part 8 (Aircraft Performance Requirements)
- 9) Regulatory Requirements For Company Manuals
- 10) Regulations Emphasis—
 - (a) Flight Crew Emergency Authority
 - (b) Interference With Crew members
 - (c) Reporting Requirements
- 11) Record Keeping Requirements: Part 8 and Part 9

3.3 AIR OPERATOR CERTIFICATE & OPERATIONS SPECIFICATIONS

- 1) Legislation basis: Philippine Republic Act re Civil Aviation
- 2) Regulatory Basis: PCAR Part 9
- 3) Review Limitations and Authorizations of Master Operations Specifications
- 4) Review Limitations and Authorizations of Aircraft Display Operations Specifications
- 5) Areas of Operations
- 6) Description of CAAP Flight Standards Inspectorate Service
- 7) Responsibility and authority of CAAP inspectors: PCAR Part 1
- 8) Enforcement of PCAR requirements: Part 1

3.4 APPROPRIATE PORTIONS OF THE [AIRLINE] OPERATIONS MANUAL

- 1) Review of the pertinent sections of [AIRLINE] Flight Operations Manuals
 - 2) Regular Operations: Ground & Pre-Takeoff
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- 3) Regular Operations: Flight
- 4) Regular Operations: Post-Flight
- 5) Flight Release Procedures
- 6) Maintenance Release Procedures
- 7) Non-Normal Operations Procedures
- 8) Crew Scheduling Procedures
- 9) Adverse Weather Operations
- 10) Communications Procedures
- 11) Interface with ATC
- 12) Minimum Equipment Lists and Configuration Deviation Lists
- 13) Reports and Forms

SECTION 4 TRAINING MODULES [PILOT-SPECIFIC]

4.1 OPERATIONAL CONTROL

- 1) Dispatch, Flight Release, Flight Locating Systems and Procedures
- 2) Organization, Duties, and Responsibilities.
- 3) Weather and NOTAM Information
- 4) Company Communications

4.2 WEIGHT & BALANCE

- 1) Definitions (Such as Zero-Fuel Weight, Moments, and Inches of Datum)
- 2) General Loading Procedures and Center of Gravity Computations
- 3) Effects of Fuel Burn and Load Shifts in Flight
- 4) Weight and Balance Forms, Load Manifest, and Other Applicable Documents

4.3 AIRPLANE PERFORMANCE & AIRPORT ANALYSIS

- 1) Definitions (Such as Balanced Field, VMC, Obstruction Planes, and Maximum Endurance)
- 2) Effects of Temperature and Pressure Altitude
- 3) General TERPS Criteria (Obstacle Clearance Standards)
- 4) Standard vs. Non-Standard Engine Failure Profiles
- 5) Airport Analysis System
- 6) Effects of Contaminated Runways and how that affects Actual Aircraft Performance.
- 7) Mountain Flying: if applicable to Airplane Type and Company Operation

4.4 METEOROLOGY

- 1) Basic Weather Definitions (Such as Forecasts, Reports, and Symbols)
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- 2) Temperature, Pressure, and Winds
- 3) Atmosphere Moisture, Clouds, and Virga
- 4) Air Masses and Fronts
- 5) Thunderstorms, Icing, and Windshear

4.5 NAVIGATION

- 1) Definitions—
 - (a) RNP-10
 - (b) RNAV-5
 - (c) RNAV-1
 - (d) RNP-4
 - (e) RNP-1
- 2) Basic Navigational Instruments
- 3) Dead Reckoning and Pilotage Concepts and Procedures
- 4) Navigational Aids
- 5) VHF and GPS Network Description

4.6 AIRSPACE & ATC PROCEDURES

- 1) Definitions
- 2) Description of Airspace
- 3) Navigation Performance and Separation Standards
- 4) Controller and Pilot Responsibilities
- 5) ATC Communication
- 6) Air Traffic Flow Control
- 7) Wake Turbulence Recognition and Avoidance
- 8) Runway Incursions
- 9) All Weather and Low Visibility Airport Surface Movement

4.7 ENROUTE & TERMINAL AREA CHARTS & FLIGHT PLANNING

- 1) Terminology of Charting Services
 - 2) Take-Off Minimums, Landing Minimums, and Alternate Requirements
 - 3) General Company Flight Planning Procedures
 - 4) Flight Service and International Procedures
 - 5) Airport Diagrams
 - 6) Special Areas and Airports
 - 7) Driftdown Analysis
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4.8 CONCEPTS OF INSTRUMENT PROCEDURES

- 1) Definitions
- 2) Holding Patterns, Procedure Turns
- 3) Precision Approaches to Include ILS / PRM
- 4) Non-Precision Approaches
- 5) Circling and Visual Approaches
- 6) Controlled Flight Into Terrain (CFIT)
- 7) Approach and Landing Accident Reduction (ALAR)
- 8) Land and Hold Short Operations (LAHSO)

4.9 AIRPLANE GROUND DE-ICING/ANTI-ICING

- 1) Clean aircraft concept
- 2) Aircraft surface contamination
- 3) Adverse effects of surface contamination on aircraft performance and flight characteristics
- 4) Cold weather preflight inspection procedures
- 5) Techniques for recognizing contamination on aircraft
- 6) Duties and responsibilities
- 7) Aircraft Deicing/Anti-Icing procedures
- 8) Types and characteristics of Deicing/Anti-Icing fluids
- 9) Communication procedures
- 10) Inspection and check procedures and responsibilities
- 11) Critical area identification
- 12) Use of holdover times
- 13) Overnight aircraft

4.10 PROHIBITED DRUGS

- 1) Company Procedures
- 2) Rights of the Employee

4.11 CARRY-ON BAGGAGE

- 1) Objectives of carry-on baggage procedures
 - 2) Regulations pertinent to carry-on baggage
 - 3) Operations Specifications pertinent to carry-on baggage
 - 4) Definitions and limitations of carry-on baggage
 - 5) Informing passengers of carry-on requirements
 - 6) Dimensions and locations of carry-on baggage
 - 7) Screening of carry-on baggage
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- 8) Hazardous materials limitations for carry-on baggage
- 9) Verification the carry-on baggage does no interfere with emergency equipment
- 10) Acceptable stowage of carry-on baggage
- 11) Crew coordination concerning carry-on baggage
- 12) Proper stowage of carry-on and unusual articles
- 13) Handling and stowage of unusual or fragile articles
- 14) Handling of assistive devices
- 15) Location of purchased-seat articles
- 16) Handling of carry-on baggage during an emergency
- 17) Handling of carry-on baggage rejected during screening

End of Advisory Circular



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