



**AIR ADVENTURE FLYING CLUB**

0267-08-SEL

# **OPERATIONS & PROCEDURES MANUAL**

## **C172 / C150**





**Air Adventure Flying Club (0267-08-SEL)**  
**OPERATIONS & PROCEDURES MANUAL**

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*Approved by :* \_\_\_\_\_  
CAAM



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## **GENERAL**

The Air Adventure Flying Club (AAFC) Operations Manual is written in conformance with the Civil Aviation Regulation 2016 set by Malaysian CAAM in the PPL Manual. It covers policies and concept with regards to the training procedures adopted at the AAFC.

The aim of this manual is to provide detail information and instruction so as to enable the AAFC aircrew, operating staff and students carry out their duties and training in a standard, safe and efficient manner.

In addition to the Operations Manual, other manuals which are approved by the CAAM and aircraft manufacturers shall be treated as supplements to this manual.

This is not a confidential manual, thus the information's contained in this manual should be read by all staff and aircrew of the AAFC.

Any error and/or ambiguity to the text should be notified in the Amendment Proposal form at the front of the Record of Amendment page of this Operation Manual. It should be forwarded to the Chief Flying Instructor/Head of Training (CFI/HOT) for his approval. Matters regarding AAFC administrative and management policies will need General committee's approval.

The CFI/HOT will in turn brief the flying sub-committee members to ensure the amended procedures are understood and complied with. The AAFC staff is to ensure that the revised text or the new inclusions would be in the form of replacement of pages and is indicated by a line on the outer edge of the affected page.

.....  
**Chow Tuck Heng**  
*Head of Training*



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## **1.0 ADMIN AND CONTROLS OF OPERATIONS MANUAL**

### **1.1 PRE-AMBLE TO USE AND AUTHORITY OF THIS MANUAL**

The aim of this Manual is to provide detailed information and instruction so as to enable the AAFC aircrew, operating staffs and students carry out their duties and training in a standard, safe and efficient manner.

All pilots (including student pilots), instructors, maintenance crew and flight operations personnel must read and understand the contents of this Manual. The AAFC members are constantly reminded to comply with the Malaysian Civil Aviation Regulations, Notices, Directives contain in the Aeronautical Information Circular (AIC) and Civil Aviation Regulations 2016.

This document is issued and maintained by the Chief Flying Instructor/Head of Training. Any changes will be brought for the attention of the Flying Sub Committee/General Committee members through CFI/HOT.

### **1.2 AMENDMENT, REVISION AND THE DISTRIBUTION OF THE MANUAL**

#### **1.2.1 Procedures for Amendments**

Procedures for amendments in respect of the contents from this Operation Manual shall be made as follows:

- ✓ Recommendations of amendments should be addressed to the Chief Flying Instructor/Head of Training by filling up the amendments form (sample available in this manual).
- ✓ The recommendations of amendments would then be addressed at the monthly Flying Sub-Committee meeting chaired by the Chief Flying Instructor/Head of Training. Matters regarding flying procedures may be approved at the meeting. Matters regarding administration and club management would be brought at the AGM.
- ✓ The Chief Flying Instructor/Head of Training would then bring the amendments to the Operations Manual to the attentions of the Club Committee members for their attention.

#### **1.2.2 Distribution List**

- a. President of the AAFC
- b. Vice-President
- c. Chief Flying Instructor (HOT)
- d. Flight Operations CAAM Malaysia
- e. AAFC Operations Room, Subang
- f. Maintenance Contractor
- g. Spare
- h. Spare
- i. Spare
- j. Spare



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**1.2.3 Operations Manual Amendment Proposal Form**

**Amendment No :**

**Date :**

**Proposed by :**

No.	Reference	Particulars	Reason for Change

**Approved by :**

**CAAM :**

**Date :**

**Date :**



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Fill up the form as follows:-

- a. Amendment No : An amendment reference number which shall carry the format as below

**AMD17-01**

↑                      ↖

Year of amendment      Amendment  
made                      running number

- b. Date : Date of the amendment was proposed
- c. Proposed by : The person who proposed the amendment
- d. Numbers : Follows in sequence
- e. Reference : This column should contain the Paragraph and page numbers where the information to be amended can be found
- f. Particulars : This section contains information with regards to the changes required to be carried out/proposed
- g. Reason for change : self-explanatory
- h. Approved by : Signature of the Chief Flying Instructor/Head of Training
- i. Date : the date when the amendments are approved and from then the amendments become effective.

Completed forms should then incorporated into the AAFC Operations Manual.



Amendment No.	Publication Date	Date Inserted	Inserted by
AMD17-01	13.01.2017	13.01.2017	Loh Chin Peen
AMD18-01	09.01.2018	09.01.2018	Loh Chin Peen

**10 / P a g e**





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## **2.0 GLOSSARY OF SIGNIFICANT TERMS AND DEFINITIONS**

The following terms are used and have the following meanings:

### **AAFC**

Air Adventure Flying Club (AAFC). The AAFC is a flying club run by the Committee Members. Located at the Subang International Airport, more commonly referred to as Skypark. A person must be approved by the General Committee before becoming a member. Members have the privileges to utilise the RSFC assets as provided for by the club's constitutions and bylaws. Flying members must strictly follow Current Flying Regulation (CFR), Standard Operating Procedures (SOP) and CAAM rules and regulations.

### **Aerodrome**

Aerodrome is an area of land or water used for the aircraft taking-off and landing. In regulations 105 to 114, any civil aerodrome established by the Government as specified in the Schedule to the license issued to a licensed company and includes any road or open space which is within the limits of the aerodrome but does not include any road or open area to which the public have access.

### **Aeroplane**

The airplane or aeroplane refers to any powered fixed wing aircraft. A fixed wing aircraft is normally powered by propellers or jet engines. A fixed wing aircraft is a heavier-than-air craft whose lift is generated by forward motion through the air.

### **Aircraft**

A machine that can derive support in the atmosphere from the reactions of the air, other than the reactions of the air against the surface of the earth, and includes any non-power-driven object such as a free balloon, captive balloon, glider or kite and any power-driven flying machine such as an airship, aeroplane, whether a landplane, seaplane, amphibian, or a self-launching motor glider, rotorcraft, whether a helicopter or gyroplane, and a micro light plane.

### **Aircraft Avionics**

Avionics literally means aviation electronics. In essence it comprises all electronic systems designed for use on an aircraft. At a basic level this comprises communications, navigation and the display and management of multiple systems.

### **Aircraft – category**

Classification of aircraft according to specified basic characteristics, e.g.: aeroplane, helicopter, glider, free balloon.

### **Aircraft certified for single-pilot operation**

A type of aircraft which the State of Registry has determined, during the certification process, can be operated safely with a minimum crew of one pilot.

### **Aircraft – type of**

All aircraft of the same basic design including all modifications thereto except those modifications which result in a change in handling or flight characteristics.

### **Approved**

Means approved in writing by the Minister or the Director General, as the case may be;



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**Approved training**

Clubs/Flight schools that wish to offer flight training programme (PPL, CPL/IR, and ATPL) must ensure that Flight training, and/or synthetic flight instruction and if applicable, theoretical instruction for the specific flight training programme must be approved by CAAM Malaysia.

**Approved maintenance organization**

An organization approved by Contracting State, in accordance with the requirements of Annex 6, Part I, Chapter 8 – Aeroplane Maintenance, to perform maintenance of aircraft or parts thereof and operating under supervision approved by that State.

*Note – Nothing in this definition is intended to prelude that the organization and its supervision be approved by more than one State*

**Certify as airworthy (to)**

It's issued by CAAM Malaysia or aviation regulation body of each country in respect of each aeroplane determined to airworthy, following consideration of design, construction, workmanships, materials, essential equipment and the results of flying trials and other tests.

**Chief Flying Instructor (CFI)**

An assistant Flying Instructor or Flying Instructor appointed by the Air Adventure Flying Club (AAFC) based on the recommendations from the HOT. He / She is under the supervision and reports to the Head of Training. The CFI will ensure that all PPL flying is conducted in according with the approved syllabus.

**Co-Pilot**

“Co-pilot” means, in relation to an aircraft, a licensed pilot who, in performing his duties as such, is subject to the direction of another pilot carried in the aircraft.

**CAAM**

Department of Civil Aviation

**Dual instruction time**

Flight times of all flight when the “Holders operating capacity” was P3 (pupil pilot under training) which means there must always be instructor must be always on board unless the pupil carrying out solo flights. During these flights the student is receiving flight instruction from an authorized pilot.

**Flight Crew Member**

Those members of the crew of the aircraft who respectively undertake to act as pilot and flight engineer of the aircraft during flight time.

**Flight Experience**

Experience gained as a member of the flight crew of an aircraft. It is measured terms of hours logged.

**Flight Plan**

The term “flight plan” is used to mean variously, full information on all items compromised in the flight plan description, covering the whole route of flight, or limited information is required when the purpose to obtain a clearance for a minor portion of a flight such as to cross an airway, to take off from or to land at controlled aerodrome. It is provided to an air traffic control unit.



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### **Flight time**

“Flight time” means in relation to any person, all time spent by the person in an aircraft which may or may not be registered in Malaysia, other than an aircraft of which the authorised maximum total weight does not exceed 1600 kilogram and which not flying for the purpose of public transport or aerial work, while it is in flight and he is carried therein as a member of crew thereof.

*Note – Pilots here at AAFC are required to fill both the block time and flight time on the tech log. Flight time would be the time when the aircraft moves on its own power for the purpose of taking off and until it comes to rest at the very end of flight.*

### **Head of Training (HOT)**

The AAFC Head of Training (HOT) also acts as the Club Captain in most cases. However, the Committee Members may appoint a different person to be the HOT if the Club Captain does not possess the suitable flying qualifications. The minimum qualification of the HOT is PPL with Flying Instructor (FI) category. He is appointed by the AAFC General Committee and approved by CAAM to perform duties as specified in Civil Aviation Regulation 2016

### **Human performance**

Human capabilities and limitations which have an impact on the safety and efficiency of aeronautical operations

### **Licensing Authority**

The authority designated by a Contracting State as responsible for the issuing of licenses for those who qualifies for the requirements.

*Note – In the provisions of this Annex, the Licensing Authority is deemed to have been given the following responsibilities by the Contracting State:*

- a. Assessment of an application qualifications to hold a license or rating
- b. Issue and endorsement of licenses and ratings
- c. Designation and authorization of approved persons
- d. Approval of training courses
- e. Approval of the synthetic flight trainers and authorization for their use in gaining the experience or in demonstrating the skills enquired for the issue of a license or rating and
- f. Validation of licenses issued by other Contracting States

### **Maintenance**

The performance of tasks required to ensure the continuing airworthiness of an aircraft, including any one or combination of overhaul, inspection, replacement, defect rectification, and the embodiment of a modification or repair.

### **Medical Assessment**

In order to obtain a flight crew license, it is necessary for candidate to have a medical clearance at a standard appropriate to the licence applied. The medical exam will be conducted by a medical assessor designated by CAAM. The report will then be submitted to CAAM before a new licence or renewal licence is issued. The list of designated medical assessor by CAAM can be obtained from the CAAM website.

### **Night**

Night is defined for the rules of the Air as being the time between the sunset and sunrise. The actual night starts twenty minutes after sunset and twenty minutes before sunrise, excluding both the times determined at surface level.



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**Pilot**

A person who flies aircraft for pleasure or as a profession. In other words, it can be said a person who manipulates the flight controls of an aircraft during flight time.

**Pilot-in-command**

A person who for the time being is in charge of the piloting of the aircraft without being under the direction of any other pilot in the aircraft.

**Problematic use of substance**

The use of one or more psychoactive substances by aviation personnel in a way that:

- a. Constitutes a direct hazard to the user or endangers the lives, health or welfare of other, and/or
- b. Causes or worsens an occupational, social, mental or physical problem or disorder.

**Rating**

An authorization entered on or associated with a license and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence.

**Sign a maintenance release (to)**

- a. Certify that the aircraft or any part thereof or its equipment has been overhauled, repaired, replace, modified or maintained, as the case may be, in a manner and with material of a type approved by the Director General either generally or in relation to a class of aircraft or a particular aircraft and shall identify the overhaul, repair, replacement, modification or maintenance to which the certificate relates and shall include particulars of the work done; and
- b. Certify in relation to any inspection required by the Director General that the aircraft or the part thereof or its equipment, as the case may be, has been inspected in accordance with the requirements of the Director General and that any consequential repair, replacement or modification has been carried out as aforesaid.

**Solo Flight Time**

Flight time during which a student pilot is the sole occupant of an aircraft.



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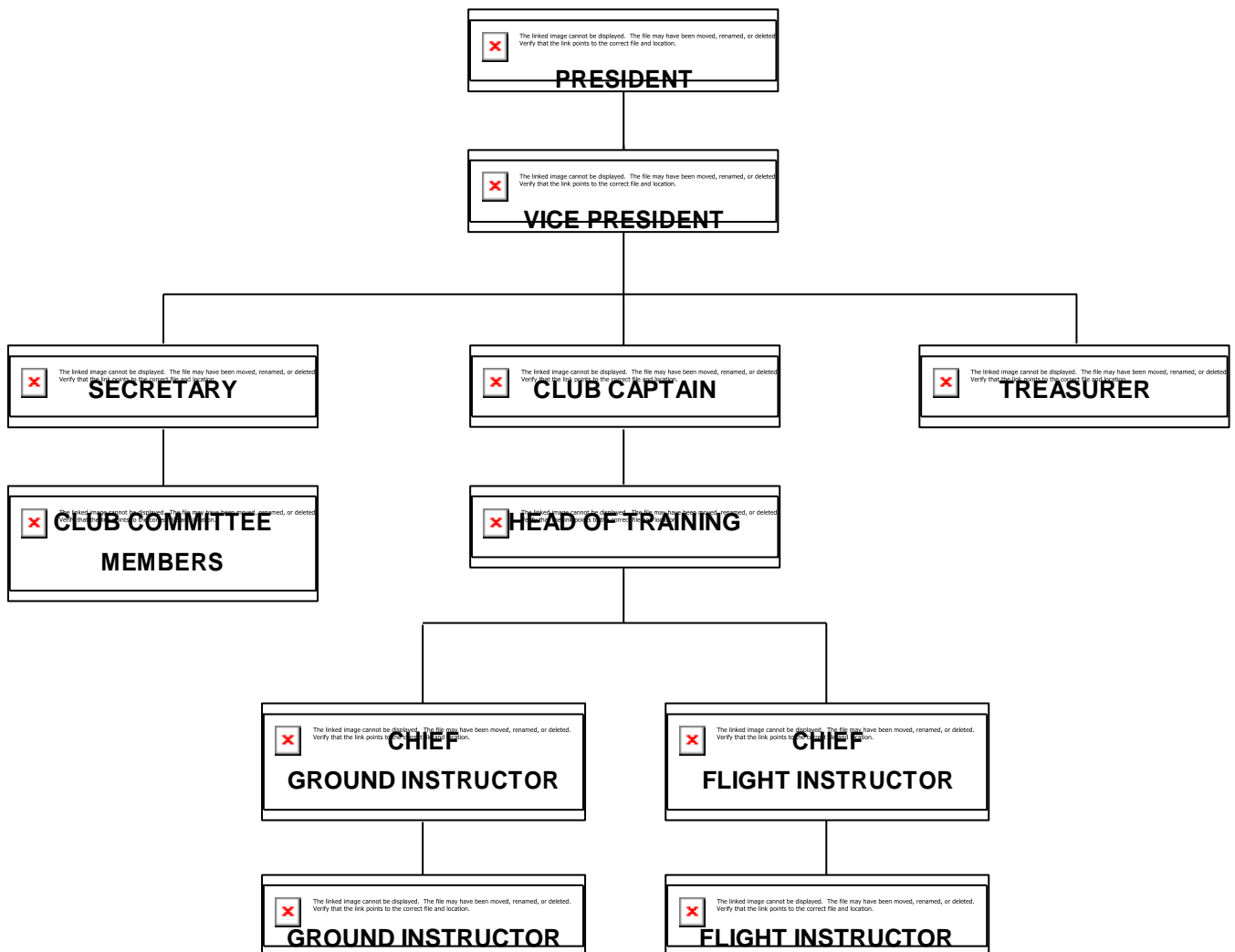
### 3.0 SCOPE OF TRAINING AUTHORIZED UNDER THE ORGANIZATION'S TERMS OF APPROVAL

The Air Adventure Flying Club is a club registered with the Register of Society. It's a member's club and the office bearers are elected by the members of the club. The club general committee holds responsibility on running the club. The club is dedicated for training pilots up to Private Pilot License level as well as for recreational flying for those who have already obtained PPL.

Scope of training is consisting of ground school training and flying training in a syllabus set by the club with compliance to CAAM requirement for Private Pilot's Licence.

### 3.1 ORGANIZATION CHART - (CHART OF THE MANAGEMNT ORGANIZATION)

Air Adventure Flying Club Committee Members





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### **3.2 QUALIFICATIONS, RESPONSIBILITIES AND SUCCESSION OF COMMAND OF MANAGEMENT AND KEY OPERATIONAL**

#### **3.2.1 Head of Training (HOT)**

Responsibility:

- a. Appointed by the Club General Committee at the Air Adventure Flying Club. The HOT ensures that the daily operation of the club is running in an efficient manner. The HOT also liaise with the CAAM or Flight Operations in matters relating to flight safety, flying operations and flying programs.
- b. Ensures that the instructors as well as other flight members (PPL pilots) flying at the AAFC holds a valid license, valid type rating, valid medical certificates and endorsements
- c. Ensures all flight safety aspects are implemented as per the CAAM requirements
- d. Ensures all Flight Manuals are updated
- e. Ensures that the PPL ground school as well as PPL flight training are conducted according to CAAM's requirement

#### **3.2.2 Chief Flying Instructor (CFI)**

Responsibility:

- a. Manage the flying club operations with operation officer
- b. Ensure the PPL Flight Program is running smoothly and efficiently
- c. Maintaining student training record and progress
- d. Organize club activities as directed by the Club Captain
- e. Update all Flight Manuals as directed by the HOT
- f. Conduct PPL training
- g. Stay up-to-date on regulatory and procedural changes in the flight training environment, reviews flight program courses.

#### **3.2.3 Flight Instructor**

Responsibility:

- a. Contact and meet with potential new customers. Conduct tour of facilities and familiarize customers with AAFC's policies, procedures and flight training courses.
- b. Perform those flight instructor duties authorized by the CAAM Malaysia in accordance with the Approved Training Course.
- c. Ensure all students understand and practice all aspects of the AAFC Aviation Safety Program.
- d. Regularly schedule each assigned student to ensure satisfactory progress and immediately inform CFI of any delays in training or unsatisfactory progress.



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- e. Responsible for accurately maintaining all appropriate records to include student training record, student logbook and other pertinent records.
- f. Responsible for the timely course completion of all flight students assigned, including completion of required paperwork.
- g. Recommend curriculum and courseware improvements when appropriate.
- h. File incident reports as necessary to report any observed violations or situations that may affect the safety of flight.

### **3.2.4 Chief Ground Instructor**

Responsibility:

- a. Undertake planning, provisioning and management of all aspects of ground training and non-flying development programs at the AAFC.
- b. Supervise and manage the activities of respective Ground Instructors to ensure optimum utilization of resources
- c. Give practical ground training when appropriate or as required.
- d. Ensure the AAFC's theoretical training programs are in accordance with the requirements of the CAAM Malaysia.
- e. Evaluate, prepare and maintain appropriate levels of ground training materials.
- f. Carry out standardisation, proficiency training and validation of ground instructors.
- g. Maintain detailed records of ground training programs and results.
- h. Ensure that ground training programs, rosters and examination schedules are coordinated with the flying training program.

### **3.2.5 Ground Instructor**

Responsibility:

- a. To provide students with theory knowledge and skills required for the qualification of the PPL.
- b. Instructing and supervising students, planning and reviewing assignments.
- c. Observing and testing knowledge, skills and procedures, and play a primary role in assisting the students to understand the theory component of aviation training.
- d. Assist in tutoring students to prepare for examinations, monitor testing and student progress.
- e. Give practical ground instruction of all AAFC Training Courses in order to meet with the timely completion of the Ground Theory Program.
- f. Ensure that all Ground training components of the Flying Training conducted within your area of responsibility meets/exceeds the standards required by CAAM Malaysia.

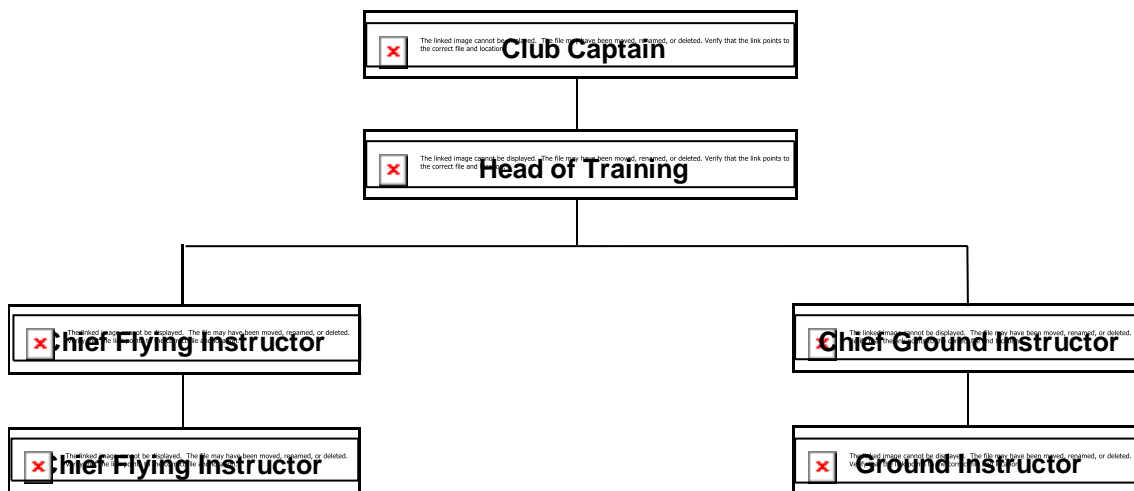


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### 3.3 PERATIONAL CONTROL SYSTEM

The structure of the operations control shall be as follows:



### 3.4 HEAD OF TRAINING

The duties of the Head of Training are outlined in section 3.2.1. of this Operations Manual.

### 3.5 CHIEF FLIGHT INSTRUCTOR

The duties of the Chief Flying Instructor are outlined in section 3.2.2. of this Operations Manual. He reports to the HOT.

### 3.6 STUDENT PILOT

Responsible to the FI/GI under the observation of CFI / HOT in respect of training and the requirements of the CAAM Malaysia for the qualification and award of the PPL.

### 3.7 FLYING MEMBERS

Members of the Air Adventure Flying Club who has a valid CAAM approved flying licence (SPL / PPL / CPL / ATPL) and whose currency has not lapsed. Flying members are classified as current by the Air Adventure Club on condition that the member, based on his total flying hours as P1 and/or P2 has flown at least one take-off and landing within the stipulated time frame as below:

<u>Flight Experience(Hours)</u>	<u>Duration Last Flown</u>
< 101	21 days
> 101 < 200	30 days
> 201 < 500	60 days
> 501 < 1000	90 days
> 1000	180 days

### 3.8 HONORARY FLYING INSTRUCTORS

Experienced flying instructors who volunteers themselves to teach at the AAFC. Most of the AAFC Honorary Flying Instructors are the RMAF / ex-RMAF Qualified Flying Instructor (QFI). Their services to the club ensure that flight instructional standard is maintained.



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## **4.0 POLICIES**

### **4.1 APPROVAL OF FLIGHT**

- a. All flying members at the Air Adventure Flying Club must get authorization from the CFI, RFI or any other current instructor available at the club premises prior to their flight.
- b. Pilots are required to get Chief Flight Instructor/Head of Training or Instructor's authorization before any flights. The pilots must ensure that their license is valid, and their currency is valid. It is the prerogative of the instructor to grant the pilot authorization to fly. As for Navigation flights, the pilot must show the flight route, weather reports and route info before taking the flight.
- c. Pilots also need to be checked for certain navigation route like Pulau Tioman, Pulau Pangkor, Pulau Redang and airstrip, i.e.: Jenderata and Sungai Tiang, Taman Negara etc.

### **4.2 RESPONSIBILITIES OF THE PILOT IN COMMAND**

Responsibilities of the PIC are as follows;

- a. Ensure that the route selected for a flight is the route designated by the operator. If possible, all designated routes shall be in the vicinity of settlements, prominent landmarks and etc;
- b. Acquire up to date information on meteorological conditions of the area of operation, specifically the en-route weather, before executing any flight;
- c. Calculate the aircraft fuel requirement accurately in order to reach the destination with sufficient fuel for any unforeseen diversion. Fuel calculation is as specified in AIC 2/2000 and 5/2000;
- d. Ensure that baggage, belongings, things, etc. carried by each passenger are properly weighed recorded in the load sheet accordingly.
- e. The commander of any aircraft flying in or over Malaysia shall be responsible for and is the final authority in relation to the operation of the aircraft.
- f. Endorse all flight records, observations and discrepancies in the Aircraft Log book and Technical Log books, as appropriate.

### **4.3 GENERAL FLIGHT PLANNING PROCEDURES**

The PIC is responsible for performing adequate flight planning task before each mission. Flight planning should include:

- a. Obtain En-route Weather
  - ✓ Metars
  - ✓ TAFs
  - ✓ NOTAMs

*(Available at Meteorological Office)*
- b. Plot course on VFR sectional map
- c. Choose cruise altitude based on:
  - ✓ Cloud heights
  - ✓ Upper winds
  - ✓ Obstacles
  - ✓ Restricted areas
  - ✓ NOTAMs
  - ✓ Airspace



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- d. Determine using performance charts (or ROD calculations):
  - ✓ TOC
  - ✓ TOD
- e. VFR Sectional; determine and record on Flight Plan:
  - ✓ Checkpoints
  - ✓ Measure leg lengths
- f. Use performance charts and record each on Flight Plan
  - ✓ TAS
  - ✓ Fuel Planning
  - ✓ Power/RPM setting
- g. Write down departure and destination frequencies
- h. Complete Fuel Flow Calculations
- i. Complete Flight Plan form

#### **4.4 POLICY REGARDING CARRIAGE OF PASSENGER**

It is mandatory for flying members or pilots to be a Club Member and he is responsible to ensure the following requirements are met before carrying passenger on a club aircraft:

- a. Fill up club's indemnity form
- b. Give thorough briefing to passenger regarding safety involved throughout the flight
- c. Brief on procedure to be carried out in case of emergency
- d. Ensure that the aircraft weight is within the parameter for safety flight according to the Pilot operating handbook

Pilots or flying members are not allowed to fly Club's aircraft for hire or reward. Pilots are required to submit the above requirement to the Head of Training for approval prior to flight.

#### **4.5 POLICY REGARDING SAFETY, INCLUDING HAZARDS, ACCIDENTS AND INCIDENTS REPORTING AND SAFETY MANAGEMENT SYSTEM**

When an incident or accidents takes place involving an Air Adventure Flying Club aircraft the following actions must be taken by the pilot in command.

- a. Inform the Chief Flying Instructor/Head of Training about the incident or accident immediately.
- b. Prepare a report to the Chief Flying Instructor/Head of Training explaining how the incident or accident took place. This report would then be sent to the committee members who would then appoint a panel of experts from the club to carry out their own internal investigation.
- c. Raise the CAAM Mandatory Occurrence Report (MOR).
- d. Submit the MOR to the Head of Training within 24 hours.
- e. The Head of Training shall submit the MOR to the flight safety Department of CAAM.
- f. Take pictures to be submitted together with the MOR.
- g. Pilots are not allowed to alter the crash site or remove any parts of the aircraft in any way (except personal luggage or injured persons).



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#### **4.6 FLYING DUTY PERIOD AND FLIGHT TIME LIMITATIONS FOR FLYING STAFF**

All pilots in the Air Adventure Flying Club shall observe the following duty and flight time limitations;

- a. 800 hours in 12 consecutive months
- b. 80 hours in 28 consecutive days
- c. 20 hours in 7 consecutive days
- d. 4 hours in one day (GH and Circuits and Landing sorties)
- e. 6 hours in one day (Navigation sorties)

A minimum of 30 minutes before and 30 minutes after flight shall be added, for planning purposes for preventing limitation overrun.

#### **4.7 REST PERIOD FOR FLIGHT CREW**

Flight Crew must have sufficient rest period in between sorties. The maximum duty -time is 12 hours in a day. Extension may be granted by the CFI/HOT based on case to case basis.

#### **4.8 OPERATIONAL CONTROL SYSTEM**

All pilots will be given a USB/CD containing the following publications below:

- a. Club Constitution
- b. Operations & Procedures Manual
- c. Training & Syllabus Manual
- d. Standard Operating Procedures
- e. Pilot Operation Handbook
- f. Aircraft Check-List

All pilots are to sign for as having read and understood the Operations & Procedures Manual, Training & Syllabus Manual and the Standard Operating Procedures.

### **5.0 OPERATIONS PROCEDURE**

#### **5.1 DESCRIPTION OF FACILITIES AVAILABLE**

The AAFC Operations Room is located at the Wira Kris Hangar within the Light Aircraft Terminal. The Flight Planning and Room is also located at the same premise.

##### **5.1.1 Number and Size Of Class Room**

The AAFC classroom and briefing has an approximate area of 400 square feet. It is air-conditioned with ample tables and chairs.

##### **5.1.2 Training Aids Provided**

- a. White board
- b. Overhead Projectors
- c. Power point presentations
- d. Aircraft models
- e. PPL books and manuals.



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### **5.1.3 TRAINING AIRCRAFT**

All the flight training at the AAFC will be conducted in the aircrafts stated below:

- a. A 1985 Cessna 172P model (upgraded with a 180 horse-power engine) with the registration of 9M-NCU.
- b. A 1978 Cessna 172N model with the registration of 9M-TFC.
- c. A 1976 Cessna 150M model with the registration of 9M-JFA.

Aurotel Sdn Bhd owns all the aircrafts and a lease agreement with the AAFC is on hand.

## **5.2 AIRCRAFT OPERATING INFORMATION**

### **5.2.1 Certification and Operating Limitations**

Refer to the individual performance and aircraft limitations in the various Pilot Operation Handbook.

### **5.2.2 Aircraft Handling, Including:**

#### **a. Aircraft Performance Limitations**

Refer Aircraft Flight Manual for Cessna C172 performance limitations

#### **b. Use of Checklist**

All the checks i.e: preflight, post flight etc. shall be carried out in accordance to the respective aircraft checklist. It is a club requirement that each flying member should have their own checklist and carry them on board when flying.

#### **c. Aircraft Maintenance Procedures**

Maintenance shall be carried out with the respective aircraft maintenance manual and the safety procedures strictly followed.

Club technical crew must be in charge of updating aircraft tech log hours and keep track with aircraft maintenance schedule e.g.: 50 hours check, 100 hours check, radio check, etc.

### **5.2.3 Instruction for Aircraft Loading and Securing of Load**

This procedure shall be carried out in accordance with the Aircraft Owner's Manual and/or the approved Pilots' Operating Handbook for the aircraft type, or as otherwise laid down by the Club through the approved procedure.

### **5.2.4 Re-Fuelling Procedures**

This procedure shall be carried out in accordance with the Aircraft Owner's Manual and/or the approved Pilots Operating Handbook for the aircraft type, or as otherwise laid down by the Club through approved procedures.



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### **5.2.5 Emergency Procedures**

#### **a. Declaration of Emergencies**

All emergencies are to be handled in accordance with the Emergency Procedure Checklist for the aircraft type. In addition, the pilots are to note the following:

- i) A deviation from any rules, regulation or condition, in respect of any particular flight mission is required if it is in the interest of avoiding immediate danger to the aircraft or its occupants.
- ii) The PIC is required to take such course of action which he judges to result in a safe completion of the flight mission.
- iii) Notify the appropriate tower frequency of this emergency as soon as it is practicable which includes a brief description causing the emergency to be declared.
- iv) If normal operation is resumed. ATC should be advised.
- v) Raise an occurrence report for submission to CAAM and Head of Training.

#### **b. Emergency Change of Altitude**

Regardless of controlled or uncontrolled airspace, the PIC must broadcast his intention to alert any aircraft in the vicinity of any impending danger.

#### **c. Communication Failure**

Refer AIP

#### **d. Nav Aid Failure**

Refer AIP

#### **e. Diversions Due to Weather**

Club pilots and instructors are expected to use command judgment in deciding to divert due to weather and to make such decision so as to ensure the safety of the aircraft and occupants. Delayed arrivals due to such diversion should be reported to the ATC and the Club as soon as it is practicable.

#### **f. Emergencies with Student/Inexperienced Pilots**

The instructor will take over all emergency drills. A briefing should be given on ground prior to take off to avoid all possible confusion in the event of an actual emergency.

- *Instructions for emergency procedures of specific aircraft types are laid out in the respective Aircraft Pilots Operating Handbook.*

## **5.3 ROUTES AND FLIGHT PLANNING PROCEDURES**

### **5.3.1 Performance Criteria, E.G.: Take-Off, En-Route, Landing, Endurance and Range.**

All Performance criteria are to be in accordance with the Pilots Operation Handbook.



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### **5.3.2 Flight Planning Procedure**

#### **a. Fuel and Oil Requirements**

The PIC is responsible for ensuring that fuel loaded for any local training flight is sufficient for the planned flight. In addition, a minimum 1.5 hour of flight endurance is required for an unscheduled diversion to WMKM/WMKI.

Bearing in mind the terminal weather forecast and any expected delays in flight, the PIC is to ensure that the reserve is sufficient to safely complete the flight to destination and/or alternate airfield.

The PIC is also responsible for ensuring that sufficient oil is carried to complete the flight safely (refer respective Pilots Operating Handbook for engine oil requirement).

The PIC is to sign for the fuel after refueling. Check the fuel gauges for the correct amount. The PIC is also required to do a visual check using the dipstick available in the Clubs aircrafts.

The calculated amount of fuel plus adequate amount of reserves is to be carried for all flights. No flight of more than 50 nm is to take off without a minimum fuel of 3 hours endurance.

#### **b. Minimum Safe Altitude**

Except when necessary for takeoff or landing, no person may operate an aircraft below the following altitudes:

- i. *Anywhere.* An altitude whereby, if engine fails an emergency landing without undue hazard to persons or property on the surface.
- ii. *Over congested areas.* Over any congested area of a city, town, or settlement, or over any open air
- iii. assembly of persons an altitude of 1,500 feet above the highest obstacle within a horizontal radius of 2,000 feet of the aircraft.
- iv. *Over other than congested areas.* An altitude of 500 feet above the surface except over open water or sparsely populated areas. In those cases, the aircraft may not be operated closer than 500 feet to
- v. any person, vessel, vehicle or structure.

*\* Refer to AIP for more clarification about Minimum Safe Altitude*

#### **c. Navigational Equipment**

Below is the minimum equipment required for the Air Adventure Flying Club aircraft operations:

- ✓ Airspeed Indicator
- ✓ Artificial Horizon
- ✓ Directional Indicator
- ✓ Altimeter
- ✓ Magnetic Compass
- ✓ Oil Pressure Gauge
- ✓ Oil Temperature Gauge
- ✓ Fuel Gauge
- ✓ Intercom
- ✓ 2-way VHF Com
- ✓ Transponder



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#### **5.4 WEATHER MINIMA FOR ALL INSTRUCTIONAL TRAINING**

##### **Flights During Day and Night Operations**

Below 3000 feet:

- ✓ Flight Visibility 5 km
- ✓ 1500 m Horizontally
- ✓ 1000 feet Vertically
- ✓ (Clear of cloud and terrain)

Above 3000 feet:

- ✓ Flight Visibility 3 km
- ✓ 1500 m Horizontally
- ✓ 1000 feet Vertically
- ✓ (Clear of cloud and terrain)

Wind does not exceed the maximum crosswind limitation (refer POH)

For student solo flight, maximum crosswind allowed must be 5 Knots below the maximum crosswind allowed on the respective aircraft (refer POH)

Minimum cloud base on student solo is 2000 feet

#### **5.5 TRAINING ROUTES AND TRAINING AREAS**

Refer to the Club Training and Syllabus Manual for Navigation Training Routes.

Training areas:

- ✓ WMR 417 area – 5000 feet and below
- ✓ WMR 236 area – 2000 feet and below
- ✓ Port Klang – 1500 feet and below
- ✓ Kapar – 1500 feet and below

\*Due to the designated training area is located far from base, most of the training will be conducted in Port Klang and Kapar.



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## **6.0 TRAINING**

### **6.1 PERSON RESPONSIBLE FOR STANDARDS AND COMPETENCY OF INSTRUCTIONAL PERSONNEL**

All the instructional standards and competency is under the supervision of the Chief Flying Instructor (CFI). CFI/DCFI will be in charge of standard checks and training for instructional personnel to maintain the required standards.

### **6.2 DETAILS OF THE TRAINING PROGRAMME FOR INSTRUCTIONAL PERSONNEL**

The training programme details are available at the Air Adventure Flying Club Training manual.

### **6.3 PROCEDURES FOR PROFICIENCY CHECKS AND UPGRADE TRAINING**

A Proficiency Check is required for PPL holder and who wants to fly a different category aircraft available in the club. A Proficiency Check is done by the CFI or Flight Instructors delegated by CFI.

A Proficiency check consists of:

- a. Knowledge in terms of aircraft systems and procedure
- b. General handling technique
- c. Emergency Drills and procedures
- d. Flight preparation
- e. Airmanship

A thorough briefing will be carried out after the flight and Head of Training or Instructor will record the progress on member's personal file.

### **6.4 AIM OF THE PPL COURSE**

The aim for this course is to train student pilots to the level of proficiency necessary to meet the CAAM standard and requirements for the issue of the Private Pilot License (PPL)

At the end of the course the student pilot would have met all the training standard set by the club and also the Department of Civil Aviation.

### **6.5 PRE-ENTRY REQUIREMENTS**

#### **6.5.1 MINIMUM AGE**

Minimum age for Private Pilots License is 17

#### **6.5.2. MEDICAL REQUIREMENT**

Private Pilots must pass a Class 2 medical examination (Same requirement as SPL). This examination must only be carried out by a Licensed Aviation Medical Examiner.

If you are aged under 40, you must renew your medical every two years. If you are between 40 and 60 your medical lasts for one year, and if you are 60 or older it is valid for six months only. If you are unable to pass your medical examination, you can continue to fly with an instructor, but you cannot hold a PPL. So, to avoid possible disappointment later, you should make sure you are able to pass your medical before beginning flight training.



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## **6.6 CREDITS FOR PREVIOUS EXPERIENCE**

Which Should Be Obtained from CAAM Before the Training Commences.

Members/ students who has previous flying experience and wish to continue training based on the strength of their previous experience should comply to the following requirement:

- i. Get a certification stamp on the logbook or a letter from previous flying organization (i.e.: Flying school, Air Force)
- ii. Obtain the CAAM written approval for foreign license conversion prior to commencement of training.
- iii. An evaluation flight with Head of Training to evaluate student handling capability and for the Head of Training to make recommendations for the amount of training required.

## **6.7 TRAINING CURRICULA**

### **6.7.1 Flying Curriculum**

Details about flying curriculum available at the Air Adventure Flying Club Training & Syllabus Manual.

### **6.7.2 Theoretical Knowledge Curriculum**

Details about theoretical knowledge curriculum available at the Air Adventure Flying Club Training & Syllabus Manual.

## **6.8 THE GENERAL ARRANGEMENTS OF DAILY AND WEEKLY PROGRAMS FOR FLYING TRAINING AND GROUND TRAINING.**

Flight and Theoretical training programmes are tailored to the needs of the members of the AAFC. Programs are implemented and recorded by the use of the Flight Schedule Pro Software and made available to all members.

Only instructors and the operations officers are authorised to affect any training programmes on the Flight Schedule Pro.

A solo training flight is deemed to have received the authorisation of the flight instructor once displayed on the Flight Schedule Pro.

However, all planning and arrangements will be with the prior approval of the Head of Training.

## **6.9 TRAINING POLICIES**

### **6.9.1 Bad Weather Constrains**

All the flying club members at the Air Adventure Flying Club are required to obtain the METAR and TAF weather report prior to their flight. Club members are not allowed to enter any weather condition intentionally. Should bad or deteriorating weather be encountered during the flight the following actions are to be adhered:

- ✓ Maintain visual with ground
- ✓ Return to Subang Airfield or Divert to nearest airfield
- ✓ Inform tower about on route weather
- ✓ Wait for weather improvement (depending on remaining fuel endurance)



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#### **6.9.2 Maximum Student Training Times**

Theoretical training:

- ✓ 4 hours a day
- ✓ 21 hours per week
- ✓ 80 hours a month

Flying training:

- ✓ 3 hours a day
- ✓ 15 hours every consecutive 7 days
- ✓ 60 hours every consecutive 28 days

#### **6.9.3 PPL Training Duration for Students**

The Training duration for a student pilot is restricted to 9 months. It is mandatory for all student pilots to complete both the theoretical and flying training WITHIN 9 months from the date of the Certificate of Validity of the initial issue of the SPL.

Any extension to the training duration is to obtain with the written approval from CAAM

#### **6.9.4 Duration of Training Flight at Various Stages**

a. Stage 1

- ✓ Stage 1 consist of basic handling basic navigation, instrument flying up to student first solo
- ✓ Total hours on stage 1 is 25 .3 hours

b. Stage 2

- ✓ Stage 2 consists of General Handling, Navigations and up to the Final Handling test.
- ✓ Total hours on stage 2 is 21 hours

#### **6.9.5 Maximum Student Flying Hours in Any Day or Night**

Maximum student flying by day and night is 3 hours. (inclusive of solo flights).

#### **6.9.6 Maximum Number of Student Training Flights in Any Day or Night**

A maximum of 2 flights are allowed in a day.

#### **6.9.7 Minimum Rest Periods in between Training Flights**

Minimum rest period between flights is 1 hour. However, flight instructors may exercise their discretion to send students solo in lesser than 1 hour especially during the initial circuits solo phase in consideration of impending weather, traffic congestion etc.

### **6.10 POLICY FOR THE CONDUCT OF STUDENT EVALUATION**

#### **6.10.1 Procedures for Flying Progress Checks and Skill Test**

All flying progress checks and tests are as stipulated in the Training & Syllabus Manual outlining detailed exercises and accumulated hours for the particular stage of flying

*\*Student who fails in the internal progress and skill test would be required to go for additional revision flying hours.*



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#### **6.10.2 Procedures For Theoretical Knowledge Progress Test**

The aim of this Progress Test is to assess the knowledge and understanding gained by student throughout the theoretical phase.

The knowledge test will be carried out by the ground instructor under the supervision of the CFI. The test includes following topics:

- ✓ Aircraft system and type technical
- ✓ Radio Telephony
- ✓ Air Law
- ✓ Aircraft General
- ✓ Navigation & Meteorology
- ✓ Human Performance and Limitation

In house test paper will be provided by the Air Adventure Flying Club and papers shall be returned to the respective ground instructor or CFI on completion of the test.

A score of 80 marks is required to constitute a pass and a re-sit is required should any student pilot achieve lower than 79 marks. No student pilot is to be sent for the CAAM PPL ground examinations without having first passed the Club in-house examinations.

#### **6.10.3 Procedures for The PPL Flight Test**

Authorization for the test will be given by the HOT/CFI. All student pilots would have met the following requirements: -

- a. Completed and passed CAAM theoretical examinations and in- house test.
- b. Obtained minimum hours in accordance with the syllabus.
- c. A satisfactory performance shown during the pre-flight test with the HOT/CFI.

On satisfactory completion of the above, the Head of Training will liaise with the respective CAAM examiner for the conduct of the test.

#### **6.10.4 Test Reports and Records**

All test reports and records shall be kept under lock and key at the AAFC office. All records are to be kept for a minimum of 5 years.

#### **6.10.5 Procedures for Knowledge Test**

- ✓ The Ground Instructor will be in charge of the test under the supervision of the Head of Training.  
Student pilots will be tested on all subjects covered during ground school. The questionnaires are with multi-choice answers.
- ✓ Students may use test aids, such as scales, protractors, plotters, navigation computers, log sheets, and all models of aviation oriented calculating devices that are directly related to the test. In addition, student may use any test materials provided with the test.

Student pilots are required to meet the minimum passing mark of 80% for all the subjects. A mandatory re-sit is required for any test score of 79% or below.



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#### **6.10.6 Procedures for Question Analysis and Review**

The procedure for the above is only allowed to students who attain 10% below the passing mark. Students concerned are to apply in writing to the CAAM for a review of the result and the process of the review and analysis is to be carried out with HOT and the appropriate examiner. This process is only allowable within seven working days after the results are published by the CAAM on their web-site.

A student can liaise with the Flight Operation Officer AAFC for a re-sit with the prior approval from Head of Training.

#### **6.10.7 Knowledge Test – Re-Sit Procedures**

The procedure is for the student to undergo further theoretical lessons with the ground instructors and re-sit for the next written examination by the CAAM at Putrajaya. A student is only allowed 3 re-sits throughout the PPL course on any one subject.

### **6.11 POLICY REGARDING TRAINING EFFECTIVENESS**

#### **6.11.1 Individual Student Responsibilities**

Student Pilot shall observe the following responsibilities:

- ✓ Student pilot may fly the Club aircraft only if under the instruction of a Head of Training or Flying Instructor.
- ✓ No student pilot shall be permitted to fly solo in Club aircraft until the Flying Instructor cleared and authorized the student for solo. An entry for solo flight in the Flight Scheduled Pro by the flight instructor is deemed as authorisation for the solo flight.
- ✓ Student pilots must show all the flight planning and weather report for navigation flights before he/she can go for solo navigation.
- ✓ Student are to use extreme care with the aircraft handling on ground and also while flying.
- ✓ Student shall be responsible for properly securing the aircraft after each flight.

#### **6.11.2 Liason Procedures Between Training Departments**

All the theoretical and flying schedule will be available on the Flight Schedule Pro. However, the HOT is to ensure all theoretical and flying schedules are coordinated. This is to ensure that the student pilots' progression is monitored, and discrepancies are addressed.

In the event of a theoretical/flight program conflict, the flight program shall always take precedence over the theoretical program.

#### **6.11.3 Procedures to Correct Unsatisfactory Progress**

Following procedures should be followed to correct unsatisfactory student progress:

- a. Additional ground school or flight training shall be given to student.
- b. Thorough briefing will be conducted by respective instructors on the unsatisfactory progress.
- c. On completion of the above, re-test will be conducted for unsatisfactory progress on ground school, and
- d. For any unsatisfactory progress on flying, review flight will be conducted by Head of Training with the student and student may require additional flying hours based on HOT discretion.



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**6.11.4 Procedures for Changing Instructors**

- a. No instructor change is allowed up to the student pilot first solo unless due to unsatisfactory progress and suspension from training is imminent.
- b. The student may request for a change of instructor and the change can only be affected at the explicit approval by the HOT.
- c. A more experienced and senior instructor is to be allocated to a student pilot in the event the instructor change is due to unsatisfactory progression on the part of the student pilot.
- d. All the instructor changes must be approved by the Head of Training.

**6.11.5 Maximum Number of Instructor Changes Per Student**

Maximum number changes of instructor per student pilot are 3 to avoid any possible confusion to teaching methods with the change of instructors

**6.11.6 Internal Feedback System for Detecting Training Deficiencies**

The HOT will hold regular meetings with all training staff to identify training deficiencies. Actions on the feedback will be taken to improve any shortcomings in the organisation. A standards meeting will be conducted once every three months.

**6.11.7 Procedures for Suspending A Student From Training**

A student pilot can be suspended from training due to the reason below:

- a. Failure in theoretical exams in any subject for more than 3 times
- b. Failure in flying for more than 3 flights
- c. Air Sickness
- d. Breach of flying discipline
- e. Disciplinary (other than flying discipline)
- f. At own request
- g. Other reasons

Suspension is done at the discretion of the Head of Training and the AAFC Committee members.

**6.11.8 Requirements for Reporting and Documentation**

All the reports in regard to flying, ground school and etc must be filled up (sample forms available at appendix 10) and shall be recorded in the respective student file.

**6.11.9 Completion Standards at Various Stages Of Training To Ensure Standardization.**

**STAGE 1:**

Stage 1 covers from basic training up to the student first solo.

On the completion of stage 1, the student pilot is expected to know the basic handling technique, instrument flying, basic navigation and the handling of emergencies and procedures. The student pilot is also required to know the aircraft systems which including the electrical system, fuel system, aircraft performance, aircraft limitation, etc.



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**STAGE 2 :**

Stage 2 covers from the first solo flight to the PPL flight test.

The student pilot will be required to meet the minimum handling standard and be able to deal with any simulated emergencies given by instructor. Stage 2 includes flight planning, plotting, fuel calculation, etc. A student would have acquired the necessary knowledge and flying skills to be eligible to sit for the PPL test with the CAAM examiner.

**6.12 FLIGHT PLANNING SYLLABUS**

**6.12.1 Air Exercise**

Refer to the Air Adventure Training Manual and Flying Syllabus

**6.12.2 Flight Lesson List**

Refer to the Air Adventure Training Manual and Flying Syllabus

**6.12.3 Phases of Flight In The Course And Emergencies.**

**Stage 1:**

This phase covers basic training up to student first solo. Upon completion of Phase 1 a student pilot would have acquired the basic general handling technique with emergencies procedure. The emergencies covered during phase one are as follows:

- ✓ Engine fire on ground (during start up)
- ✓ Engine fire while manoeuvring
- ✓ Brake failure
- ✓ Engine Failure after Take Off (EFATO)
- ✓ Radio Failure procedure

Student also must have basic knowledge of aircraft system which includes electrical system, fuel system, aircraft performance, aircraft limitation, etc.

**Stage 2:**

Phase 2 will cover from the first solo flight up to the PPL flight test. In this phase student will fly general handling, and carryout revision in all exercise. The student pilot is required to meet the minimum handling standard and able to perform emergencies:

- ✓ Alternator/ electrical failure
- ✓ Engine Fire in the air
- ✓ Engine failure – Practical for landing (PFL)
- ✓ Cabin fire
- ✓ Electrical fire
- ✓ Abort take off & etc.
- ✓ Lost procedures
- ✓ Diversion procedures
- ✓ Recovery from unusual aircraft attitude, and
- ✓ Any possible emergency en-route.

A student pilot is to sit for the Radio telephone practical test (RTOL) after a minimum of two instructional navigation flights and to obtain a pass before the student pilot can be sent Training Area Solo or Navigation Solo.



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## **6.13 REQUIREMENTS FOR INSTRUCTIONAL METHODS**

### **6.13.1 Pre-Flight Briefing**

A Pre-Flight briefing is to be carried out for every exercise to ensure the student understands the respective exercises. The Pre-Flight briefing will cover all the exercise and emergency procedures.

The briefing should approximately take 15 minutes and covers the information that is specific to the flight. Weather information and NOTAM to be obtained the student pilot before the briefing. A typical departure brief will cover the current weather, route of flight and clearance, takeoff performance considerations, special departure procedures, and takeoff/departure specific emergency procedures.

### **6.13.2 Post-Flight Briefing**

The Post flight brief should be done during the completion of every exercise. The briefing covers the summary of the flight and the outcome of the exercises carried out.

This briefing will also cover the achievement and errors of the completed sortie. Thorough debriefing about the errors and corrections must be carried out by the instructors to ensure the student pilot is aware of the mistakes and to prevent recurrences of such mistakes.

### **6.13.3 Solo Flight Authorization:**

- a. The instructor shall ensure the student pilot has met minimum flying hours for solo in accordance with the flight syllabus before the student pilot is authorised for any solo flight:
- b. The student pilot must be checked-out by the instructor on handling skill and emergencies prior to any solo flight.
- c. The instructor must ensure the student pilot is physically fit and prepared for the solo flight.
- d. The student pilot must get authorization from instructor before they can fly solo in the AAFC. An entry in the Flight Schedule Pro for student solo flight constitutes the authorisation by the flight instructor.
- e. The minimum weather requirement must be observed in order to fly solo. The authorizing flight instructor is to ensure that the minimum weather is met before flight.
- f. The student pilot must understand and be briefed by the authorising flight instructor prior to the solo flight.
- g. The authorising flight instructor is to monitor the solo student by the use of the transceiver available at the club ops room.

## **6.14 INSTRUCTION IN RESPECT TO THE CONDUCT AND DOCUMENTATION OF ALL PROGRESS CHECKS.**

- a. The AAFC student flight training report or any flight tests report are to be filled up and filed into the student personal file.
- b. All flight training reports and flight tests reports are to be written within 48 hours of the concluded flight.



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**6.15 INSTRUCTION, WHERE APPLICABLE, GIVEN TO ALL EXAMINING STAFF IN RESPECT TO THE CONDUCT OF THE TEST.**

The examining staff is to be briefed by the student pilot's personal instructor highlighting the strengths (or weaknesses, if any) of the student pilot being tested.

The examining staff is to be briefed on the following:

- a. The Standard Operating Procedures
- b. The performance and limitations as laid down in the Pilot Operating Handbook.
- c. The flight syllabus
- d. Emergency procedures

**6.16 THEORETICAL KNOWLEDGE SYLLABUS**

**6.16.1 The Syllabus For Theoretical Knowledge Instruction Should Be Structured Generally, As for The Flight Training Syllabus.**

Refer to the AAFC Training Manual and Syllabus

**6.17 TEST AND CHECKS FOR THE ISSUE OF A LICENCE OR RATING**

**6.17.1 An organization authorized to conduct testing required for the issuance of a license or rating include:**

- a. Name of personnel with testing authority and scope of authority;
  - ✓ CAAM Authorized examiner
- b. Role and duties of the authorized personnel;
  - ✓ As per CAAM Examiner
- c. Minimum requirement for appointment as well as selection and appointment procedures;
  - ✓ All CAAM Examiner and authorized examiner
- d. Any other applicable requirements established by the CAAM

**6.18 RECORDS**

**6.18.1 Procedures**

- a. **Attendance**  
All attendance record for ground school and flying shall be attached in the student progress file for a period of 5 years.
- b. **Student Training**  
Student training records must be in the respective student file and should be kept in flight operations office for a period of 5 years.
- c. **Staff Training and Qualification Records**  
Staff training and qualification shall fill in staff personal file and must be located in the ops room
- d. **Inspections of Records**  
The Club CFI must conduct a quarterly or a least 6 monthly inspection on the student and PPL records.



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Students and PPL holders' files are confidential and to be kept by RFI. No other people are allowed to open the files unless approval acquired from CFI.

**e. Record Entries**

All flying and ground school records are to be entered within 48 hours after the flight or the ground school. Instructors are to use the approved report forms as laid out in the Operations and Procedures Manual.

**f. Logbook Entries**

Entries in the personal flying log book are to be in accordance to the entry made in the flight tech log.

All student and pilots in the club shall submit their log book at least quarterly to be endorsed by the CFI/Club Captain.

## **7.0 APPENDICES**

### **7.1 GRADING**

Above Average	5
High Average	4
Average	3
Low Average	2
Below Average (Fail)	1
Dangerous (Fail)	0

- ✓ No written remarks are required for an achieved grade of 3 or higher
- ✓ A Student pilot attaining a grade of 1 must repeat the exercise. Maximum allowable is three (3) consecutive repeat, after which the student pilot would be brought to suspension board.
- ✓ A student pilot with 0 grading (dangerous) would be interviewed by the HOT/CFI. The Student pilot with 2 consecutive 0 would be brought to the suspension board.
- ✓ Suspension board will comprise of the HOT/CFI, RFI and one nominated FI. The suspension board will determine whether the student pilot is suitable to continue flying training or be suspended permanently.

### **7.2 ATTACHED ARE THE FOLLOWING FORMS**

#### **7.2.1 Ground Training Report**

- A. Ground Training Report - HPL
- B. Ground Training Report - VFR
- C. Ground Training Report - Navigation & Meteorology
- D. Ground Training Report - Air Law
- E. Ground Training Report - Aircraft General Knowledge
- F. Ground Training Report - Radio
- G. Ground Training Report - Operational Procedure
- H. Ground Training Report - Flight Performance, Planning & Landing
- I. Training Report - Revision



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**7.2.2 Students Training Hour Summary**

**7.2.3 Student Pre-Familiarization Certification**

**7.2.4 Student Safe Solo Certificate – Aeroplane**

**7.2.5 Flight Training Report**

- A. Area /Aircraft Familiarisation (AF)
- B. Effects of Controls 1 (EOC 1)
- C. Effects of Controls 2 (EOC 2)
- D. Straight & Level 1 (S&L 1)
- E. Straight & Level 2 (S&L 2)
- F. Climb & Descend 1 (C & D 1)
- G. Medium Turn (MT)
- H. Descending 2 (DESC 2)
- I. Stall 1 (STALL 1)
- J. Stall 2 (STALL 2)
- K. Circuit & Landings 1 (CCT 1)
- L. Circuit & Landings 2 (CCT 2)
- M. Circuit & Landings 3 (CCT 3)
- N. Steep Turn (ST)
- O. Instrument Flying 1 (IF 1)
- P. Instrument Flying 2 (IF 2)
- Q. Instrument Flying 3 (IF 3)
- R. Instrument Flying 4 (IF 4)
- S. Practice Diversion (DIV)
- T. Navigation Exercise 1 (NAVEX 1)
- U. Practice Forced Landing (PFL)
- V. Navigation Exercise 2 (NAVEX 2)
- W. Navigation Exercise 3 (NAVEX 3)
- X. Circuit & Landings 4 (CCT 4)
- Y. Circuit & Landings 5 (CCT 5)
- Z. Circuit & Landings 6 /BHT (CCT 6)
- AA. Circuit & Landings 8 /BHT (CCT 8)
- BB. Circuit & Landings 10 /BHT (CCT 10)
- CC. General Handling 1 (GH 1)
- DD. General Handling 3 (GH 3)
- EE. Navigation Exercise 4 (NAVEX 4)
- FF. Navigation Exercise 6 (NAVEX 6)
- GG. General Handling 5 (GH 5)
- HH. General Handling 7 / Pre-PPL (GH 7)
- II. General Handling Form

**7.2.6 Student No Show Report**

**7.2.7 Student VFR Navigation Log**

**7.2.8 Flight Authorisation Sheet**



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## **7.2.1**

# **Ground Training Report**



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**A. Ground Training Report – HPL**

Student Name: \_\_\_\_\_ SPL No: \_\_\_\_\_

Ground Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

Topic	Date	Time	Hrs	Hrs Total	Content & Remarks
<b>HPL</b>					
			<b>Obj.</b>	<b>10</b>	

Overall Remarks:

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**B. Ground Training Report – VFR**

Student Name: \_\_\_\_\_ SPL No: \_\_\_\_\_

Ground Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

Topic	Date	Time	Hrs	Hrs Total	Content & Remarks
<b>VFR</b>					
			<b>Obj.</b>	<b>10</b>	

Overall Remarks:

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**C. Ground Training Report – Navigation & Meteorology**

Student Name: \_\_\_\_\_ SPL No: \_\_\_\_\_

Ground Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

Topic	Date	Time	Hrs	Hrs Total	Content & Remarks
<b>Navigation &amp; Meteorology</b>					
			<b>Obj.</b>	<b>20</b>	

Overall Remarks:

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**D. Ground Training Report – Air Law**

Student Name: \_\_\_\_\_ SPL No: \_\_\_\_\_

Ground Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

Topic	Date	Time	Hrs	Hrs Total	Content & Remarks
<b>Air Law</b>					
			<b>Obj.</b>	<b>20</b>	

Overall Remarks:

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**E. Ground Training Report – Aircraft General Knowledge**

Student Name: \_\_\_\_\_ SPL No: \_\_\_\_\_

Ground Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

Topic	Date	Time	Hrs	Hrs Total	Content & Remarks
<b>Aircraft General Knowledge</b>					
			<b>Obj.</b>	<b>20</b>	

Overall Remarks:

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**F. Ground Training Report – Radio**

Student Name: \_\_\_\_\_ SPL No: \_\_\_\_\_

Ground Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

Topic	Date	Time	Hrs	Hrs Total	Content & Remarks
<b>RADIO</b>					
			<b>Obj.</b>	<b>5</b>	

Overall Remarks:

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**G. Ground Training Report – Operational Procedures**

Student Name: \_\_\_\_\_ SPL No: \_\_\_\_\_

Ground Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

Topic	Date	Time	Hrs	Hrs Total	Content & Remarks
<b>Operational Procedures</b>					
			<b>Obj.</b>	<b>10</b>	

Overall Remarks:

---



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**H. Ground Training Report – Flight Performance, Planning & Loading**

Student Name: \_\_\_\_\_ SPL No: \_\_\_\_\_

Ground Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

Topic	Date	Time	Hrs	Hrs Total	Content & Remarks
<b>Flight Performance, Planning &amp; Loading</b>					
			<b>Obj.</b>	<b>10</b>	

Overall Remarks:

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**I. Ground Training Report – Revision**

Student Name: \_\_\_\_\_ SPL No: \_\_\_\_\_

Ground Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

Topic	Date	Time	Hrs	Hrs Total	Content & Remarks
<b>Revision</b>					
			<b>Obj.</b>	<b>0 - 5</b>	

Overall Remarks:

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### **7.2.2 Students Training Hour Summary**



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### **7.2.3 Student's Pre Famil Certification**

1. This is to certify that.....has been checked out on the following aircraft systems, emergencies and procedures and found to be competent and safe.
  - a. Handling/Taking over Control, Follow Thru"
  - b. Braking system
  - c. Avionics and Navigational Equipment
  - d. Flight Instruments and Interphone Systems
  - e. Seats and Safety Harness
  - f. Ventilation Systems
  - g. Doors
  - h. Various Essentials equipment, which includes:
    - i. Switches
    - ii. Handles
    - iii. CCT Breakers
    - iv. Instruments
2. Emergencies:
  - a. Starting & Fire Drill
  - b. Brake failure
  - c. Total Electrical failure on ground with and without engine by day.

Signed by,

---

*Flight Instructor*



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### 7.2.4 Student Safe Solo Certificate – Aeroplane

QUALIFICATION	MINIMUM REQUIREMENT	SIGNATURE DATE	CANCELLED DATE	REINSTATED DATE
<b>FIRST DAY SOLO</b>	1. Normal circuit 2. Flapless 3. Stall 4. EFATO 5. Emergencies			
<b>FIRST SOLO DAY – TRAINING AREA</b>	1. PFL 2. Std rejoin 3. Radio Failure Proc 4. Ac system 5. Diversion			
<b>PFL AND OVERTHOOT (500 FT AGL)</b>	1. 3 dual PFL sortie			
<b>NAVIGATION SOLO</b>	1. 3 dual NAVEX sortie 2. En route diversion			
<b>DIVERSION</b>	1. entry / out diversion 2. RT procedures 3. Circuits 4. RT procedures			



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## **7.2.5**

# **Flight Training Report**



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**1. Area /Aircraft Familiarisation (AF)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	External Checks							
2.	Strapping in & Seat Adjustment							
3.	Internal Checks							
4.	Pre-Start Checks							
5.	Taxi							
6.	R/T Procedures							
7.	Magneto Check							
8.	Pre Take-Off Checks							
9.	Take-Off & Departure							
10.	Recognition of Landmarks							
11.	General Orientation							
12.	Airsickness							
13.	Confidence							
14.	Retention							
15.	Aptitude							
16.	Attitude							
17.	Motivation							
18.	Overall Grade							

*Remarks By Instructor:*

Signed by instructor  
Date:

Signed by student  
Date:



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**2. Effects of Controls 1 (EOC 1)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Lookout (Clock Code)							
6.	Ts & Ps Checks							
7.	Recognition of Datum Attitude							
8.	Pri/Sec Effect of Elevator							
9.	Pri/Sec Effect of Aileron							
10.	Pri/Sec Effect of Rudder							
11.	Eff of Airspeed							
12.	Eff of Slipstream							
13.	Trimming							
14.	Retention							
15.	Aptitude							
16.	Attitude							
17.	Motivation							
18.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 student  
 Date:

\_\_\_\_\_  
 Signed by  
 Date:



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**3. Effects of Controls 2 (EOC 2)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Lookout (Clock Code)							
6.	Airmanship – Flap Limitation							
7.	Revise Datum Attitude (DA) &							
8.	Maintain DA with Various Power							
9.	Maintain DA with Flap							
10.	Maintain DA with Power & Flap							
11.	Rejoin Procedures							
12.	Clearof Checks							
13.	Situation Awareness							
14.	Retention							
15.	Aptitude							
16.	Attitude							
17.	Motivation							
18.	Overall Grade							

*Remarks by Instructor:*

Signed by instructor  
Date:

Signed by student  
Date:



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**4. Straight & Level 1 (S&L 1)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Revise DA with Various Power							
7.	Revise DA with Flap & Power							
8.	Maintain Straight/Balanced							
9.	Maintain Height							
10.	Maintain S&L (SHoT) 90 Knots							
11.	Regain Height/Heading							
12.	Rejoin Procedures							
13.	Situation Awareness							
14.	Retention							
15.	Aptitude							
16.	Attitude							
17.	Motivation							
18.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



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**5. Straight & Level 2 (S&L 2)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Revise S & L at 90 Knots							
7.	S&L at > than Cruise Power							
8.	S&L at < than Cruise Power							
9.	S&L at Specific Airspeed							
10.	S&L with Flaps Extended							
11.	S&L with Flaps Retracted							
12.	Rejoin Procedures							
13.	Situation Awareness							
14.	Retention							
15.	Aptitude							
16.	Attitude							
17.	Motivation							
18.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



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**6. Climb & Descend 1 (C & D 1)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Revise S&L at Various Airspeeds							
7.	Entry and Maintain Climb							
8.	Levelling Off from Climb							
9.	Entry and Maintain Cruise							
10.	Levelling Off from Cruise							
11.	Enter and Maintain Glide							
12.	Level Off Glide Descent							
13.	Rejoin Procedures							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							
19.	Overall Grade							

*Remarks By Instructor:*

Signed by instructor  
Date:

Signed by student  
Date:



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## 7. Medium Turn (MT)

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Revise Climb							
7.	Revise Cruise Descent							
8.	Entry (Bank, Balance, Back Pressure)							
9.	Maintain the Medium Turn							
10.	Exit (Bank, Balance, Back Pressure)							
11.	Rate 1 Turn							
12.	Rejoin Procedures							
13.	Situation Awareness							
14.	Retention							
15.	Aptitude							
16.	Attitude							
17.	Motivation							
18.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



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## 8. Descending 2 (DESC 2)

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Revise Medium Turn							
7.	Effect of Power on Descent							
8.	Effect of Flap on Descent							
9.	Effect of Power and Flap on Descent							
10.	Base Technique							
11.	Finals Technique							
12.	Go Around Procedures							
13.	Rejoin Procedures							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							
19.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



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**9. Stall 1 (STALL 1)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship – HASELL & CHAPS							
6.	Revise Medium Turn							
7.	Pre-Stall Briefing							
8.	Lookout Turn ( 1x 180/2 x 90 deg)							
9.	Symptoms Approaching Stall							
10.	Symptoms at the Stall							
11.	Standard Stall Recovery (SSR)							
12.	Rejoin Procedures							
13.	Situation Awareness							
14.	Retention							
15.	Aptitude							
16.	Attitude							
17.	Motivation							
18.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



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**10. Stall 2 (STALL 2)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship – HASELL & CHAPS							
6.	Pre-Stall Briefing							
7.	Simulation of Circuit Pattern							
8.	Stall In Finals Approach							
9.	Standard Incipient Stall Recovery (SISR)							
10.	Stall in the Base Turn							
11.	Standard Incipient Stall Recovery (SISR)							
12.	Rejoin Procedures							
13.	Situation Awareness							
14.	Retention							
15.	Aptitude							
16.	Attitude							
17.	Motivation							
18.	Overall Grade							

*Remarks By Instructor:*

Signed by instructor  
Date:

Signed by student  
Date:



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**11. Circuit & Landings 1 (CCT 1)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Up-wind							
6.	Cross-Wind							
7.	Down-wind							
8.	Base Leg							
9.	Finals							
10.	Flaring/Landing							
11.	Go Around							
12.	EFATO							
13.	Situation Awareness							
14.	Retention							
15.	Aptitude							
16.	Attitude							
17.	Motivation							
18.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



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**12. Circuit & Landings 2 (CCT 2)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Up-wind							
6.	Cross-Wind							
7.	Down-wind							
8.	Holding on Down-wind							
9.	Base Leg							
10.	Finals							
11.	Flaring/Landing							
12.	Go Around							
13.	EFATO							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							
19.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



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**13. Circuit & Landings 3 (CCT 3)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Up-wind							
6.	Cross-Wind							
7.	Down-wind							
8.	Holding on Down-wind							
9.	Base Leg							
10.	Finals							
11.	Flaring/Landing							
12.	Go Around							
13.	EFATO							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							
19.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club (0267-08-SEL)**  
**OPERATIONS & PROCEDURES MANUAL**

## 14. Steep Turn (ST)

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Revise Medium Turn							
7.	Left Steep Turn Entry (BBB)							
8.	Maintain Steep Turn (ALAP)							
9.	Left Steep Turn Exit (BBB)							
10.	Right Steep Turn Entry (BBB)							
11.	Maintain Steep Turn (ALAP)							
12.	Right Steep Turn Exit (BBB)							
13.	Rejoin Procedures							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							
19.	Overall Grade							

*Remarks By Instructor:*

Signed by instructor  
Date:

Signed by student  
Date:



**Air Adventure Flying Club** (0267-08-SEL)  
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**15. Instrument Flying 1 (IF 1)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Full Panel Straight and Level							
7.	Full Panel Medium Turns							
8.	Full Panel Climb							
9.	Full Panel Descent							
10.	Unusual Attitude – High Nose							
11.	Unusual Attitude – Low Nose							
12.	Low Speed Handling							
13.	Rejoin Procedures							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							
19.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club** (0267-08-SEL)  
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**16. Instrument Flying 2 (IF 2)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Revise Full Panel							
7.	Partial Panel Straight & Level							
8.	Partial Panel Climb							
9.	Partial Panel Descent							
10.	Partial Panel All Turns							
11.	Partial Panel Unusual							
12.	Partial Panel Low Speed							
13.	Rejoin Procedures							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							
19.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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**17. Instrument Flying 3 (IF 3)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Revise Full Panel							
7.	Revise Partial Panel							
8.	Full Panel Radial Intercepts							
9.	Partial Panel Intercepts							
10.	Full Panel Homing							
11.	Demonstrate Full Panel VOR							
12.	Rejoin Procedures							
13.	Situation Awareness							
14.	Retention							
15.	Aptitude							
16.	Attitude							
17.	Motivation							
18.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club** (0267-08-SEL)  
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**18. Instrument Flying 4 (IF 4)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Revise Full Panel							
7.	Revise Partial Panel							
8.	Full Panel Radial Intercepts							
9.	Partial Panel Intercepts							
10.	Partial Panel Homing							
11.	Partial Panel VOR							
12.	Rejoin Procedures							
13.	Situation Awareness							
14.	Retention							
15.	Aptitude							
16.	Attitude							
17.	Motivation							
18.	Overall Grade							

*Remarks By Instructor:*

Signed by instructor  
 Date:

Signed by student  
 Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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**19. Practice Diversion (DIV)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Flight Planning							
7.	Flight Plan							
8.	Recognition of Way-points							
9.	Accuracy of Time Estimates							
10.	Cycle of Activities/Cockpit Management							
11.	Rejoin Procedures WMKM							
12.	Ground Handling & Parking WMKM							
13.	Situation Awareness							
14.	Retention							
15.	Aptitude							
16.	Attitude							
17.	Motivation							
18.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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**20. Navigation Exercise 1 (NAVEX 1)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Flight Planning							
7.	HATE, TTT, CLEAROF							
8.	Map Reading							
9.	Accuracy of Time Estimates							
10.	Mental Dead Reckoning							
11.	Track and Drift Correction							
12.	Diversion							
13.	Emergencies							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							
19.	Overall Grade							

*Remarks By Instructor:*

Signed by instructor  
Date:

Signed by student  
Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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## 21. Practice Forced Landing (PFL)

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Revise Clean Stall							
7.	Immediate Action							
8.	Selection of Landing Area (5S)							
9.	Planning							
10.	Subsequent Action (FMIT)							
11.	Safety Action (FMITB)							
12.	Flight onto High/Low Key							
13.	Emergencies							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							
19.	Overall Grade							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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## 22. Navigation Exercise 2 (NAVEX 2)

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Flight Planning							
7.	HATE, TTT, CLEAROF							
8.	Map Reading							
9.	Accuracy of Time Estimates							
10.	Mental Dead Reckoning							
11.	Track and Drift Correction							
12.	Diversion							
13.	Emergencies							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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**23. Navigation Exercise 3 (NAVEX 3)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Flight Planning							
7.	HATE, TTT, CLEAROF							
8.	Map Reading							
9.	Accuracy of Time Estimates							
10.	Mental Dead Reckoning							
11.	Track and Drift Correction							
12.	Diversion							
13.	Emergencies							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

Signed by instructor  
Date:

Signed by student  
Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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**24. Circuit & Landings 4 (CCT 4)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Up-wind							
6.	Cross-Wind							
7.	Down-wind							
8.	Holding on Down-wind							
9.	Base Leg							
10.	Finals							
11.	Flaring/Landing							
12.	Go Around							
13.	EFATO							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

Signed by instructor  
Date:

Signed by student  
Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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**25. Circuit & Landings 5 (CCT 5)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Up-wind							
6.	Cross-Wind							
7.	Down-wind							
8.	Holding on Down-wind							
9.	Base Leg							
10.	Finals							
11.	Flaring/Landing							
12.	Go Around							
13.	EFATO							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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**26. Circuit & Landings 6 /BHT (CCT 6)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Up-wind							
6.	Cross-Wind							
7.	Down-wind							
8.	Holding on Down-wind							
9.	Base Leg							
10.	Finals							
11.	Flaring/Landing							
12.	Go Around							
13.	EFATO							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

Signed by instructor  
Date:

Signed by student  
Date:



**Air Adventure Flying Club** (0267-08-SEL)  
**OPERATIONS & PROCEDURES MANUAL**

**28. Circuit & Landings 8 (CCT 8)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Up-wind							
6.	Cross-Wind							
7.	Down-wind							
8.	Holding on Down-wind							
9.	Base Leg							
10.	Finals							
11.	Flaring/Landing							
12.	Go Around							
13.	EFATO							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

Signed by instructor  
Date:

Signed by student  
Date:



**Air Adventure Flying Club (0267-08-SEL)**  
**OPERATIONS & PROCEDURES MANUAL**

### 30. Circuit & Landings 10 (CCT 10)

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Up-wind							
6.	Cross-Wind							
7.	Down-wind							
8.	Holding on Down-wind							
9.	Base Leg							
10.	Finals							
11.	Flaring/Landing							
12.	Go Around							
13.	EFATO							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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**32. General Handling 1 (GH 1)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Climb							
6.	Steep Turns							
7.	Stalls							
8.	Practice Forced Landing							
9.	Unusual Position Recovery							
10.	Rejoin Procedures							
11.	Circuit & Landings							
12.	Emergencies							
13.	EFATO							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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**34. General Handling 3 (GH 3)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Climb							
6.	Steep Turns							
7.	Stalls							
8.	Practice Forced Landing							
9.	Unusual Position Recovery							
10.	Rejoin Procedures							
11.	Circuit & Landings							
12.	Emergencies							
13.	EFATO							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

Signed by instructor  
Date:

Signed by student  
Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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### 36. Navigation Exercise 4 (NAVEX 4)

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Flight Planning							
7.	HATE, TTT, CLEAROF							
8.	Map Reading							
9.	Accuracy of Time Estimates							
10.	Mental Dead Reckoning							
11.	Track and Drift Correction							
12.	Diversion							
13.	Emergencies							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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**38. Navigation Exercise 6 (NAVEX 6)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Flight Planning							
7.	HATE, TTT, CLEAROF							
8.	Map Reading							
9.	Accuracy of Time Estimates							
10.	Mental Dead Reckoning							
11.	Track and Drift Correction							
12.	Diversion							
13.	Emergencies							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club** (0267-08-SEL)  
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#### 40. Navigation Exercise 8 (NAVEX 8)

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Airmanship							
6.	Flight Planning							
7.	HATE, TTT, CLEAROF							
8.	Map Reading							
9.	Accuracy of Time Estimates							
10.	Mental Dead Reckoning							
11.	Track and Drift Correction							
12.	Diversion							
13.	Emergencies							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

Signed by instructor  
Date:

Signed by student  
Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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**42. General Handling 5 (GH 5)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Climb							
6.	Steep Turns							
7.	Stalls							
8.	Practice Forced Landing							
9.	Unusual Position Recovery							
10.	Rejoin Procedures							
11.	Circuit & Landings							
12.	Emergencies							
13.	EFATO							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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**44. General Handling 7 / Pre PPL (GH 7)**

Student	Instructor	Date	Duration	Registration

NO	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Climb							
6.	Steep Turns							
7.	Stalls							
8.	Practice Forced Landing							
9.	Unusual Position Recovery							
10.	Rejoin Procedures							
11.	Circuit & Landings							
12.	Emergencies							
13.	EFATO							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

\_\_\_\_\_  
 Signed by instructor  
 Date:

\_\_\_\_\_  
 Signed by student  
 Date:



**Air Adventure Flying Club** (0267-08-SEL)  
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**45. General Handling Form**

Student	Instructor	Date	Duration	Registration

N O	EXERCISES	0	1	2	3	4	5	COMMENTS
1.	Start-Up /Shutdown							
2.	Taxy							
3.	R/T Procedures							
4.	Take-Off & Departure							
5.	Climb							
6.	Steep Turns							
7.	Stalls							
8.	Practice Forced Landing							
9.	Unusual Position Recovery							
10.	Rejoin Procedures							
11.	Circuit & Landings							
12.	Emergencies							
13.	EFATO							
14.	Situation Awareness							
15.	Retention							
16.	Aptitude							
17.	Attitude							
18.	Motivation							

*Remarks By Instructor:*

Signed by instructor  
Date:

Signed by student  
Date:



**Air Adventure Flying Club (0267-08-SEL)**  
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**7.2.6 Student No Show Report**

**A. STUDENT INFORMATION**

Full name:

Course:

**B. SORTIE INFORMATION**

Date:

Time:

Plan take-off:

Sortie type:

Sortie cancel due to:

Remark(s):

**C. INSTRUCTOR'S SIGNATURE**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**D. STUDENT'S SIGNATURE**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



**Air Adventure Flying Club (0267-08-SEL)**  
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## 7.2.7 Student VFR Navigation Log



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## 7.2.8 Flight Authorisation Sheet

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**7.2.9 AAFC Ground Instructors / Assessment Form**

Name of Student : \_\_\_\_\_

Topic : \_\_\_\_\_

Date of Test : \_\_\_\_\_

Name of Instructor : \_\_\_\_\_

Name of Examiner : \_\_\_\_\_

This checklist covers the items to be assessed in checking ground instructor. A demonstration of training being conducted in the appropriate area of expertise is required.

1. Material presented conformed with the approved syllabus Yes ☐ No ☐

---

---

2. Aids specified by the syllabus available and used in a proficient Manner Yes ☐ No ☐

---

---

3. Instructor displayed adequate knowledge of the subject, incl. theory and the principles of operation Yes ☐ No ☐

---

---

4. Instructor proficient in operating training equipment (if applicable) Yes ☐ No ☐

---

---

5. Teaching effectiveness and instructional technique Yes ☐ No ☐

---

---



**Air Adventure Flying Club (0267-08-SEL)**  
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6. Satisfactory use of training manuals or course notes issued to the students      Yes ☐      No

---

---

7. Supervision and conduct of examinations satisfactory      Yes ☐      No

---

---

8. General Remarks

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---

---

**Overall Grade:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Examiner \_\_\_\_\_