

Operating manual of the flying school

Westflug Flight Training GmbH & Co KG

Merzbrück airfield
D-52146 Würselen

DE. ATO. 212

PART D "Standardisation of teaching staff".

Editorial

OM Interpretation

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OPERATIONS MANUAL
THE AIR TRAINING SCHOOL Part D



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OM II **List of valid pages**

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OM I	2	1	01.12.2021
OM II	4	1	01.12.2021
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OM IV	7	1	01.12.2021
OM V	7	1	01.12.2021
OM-D 1	8	1	01.12.2021
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OM III List of revisions

Chapter	revision no.	Modified from	Date	Change
All	O	W.Ka	01.12.2020	Re-creation

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OM IV Distributor

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OM V Definitions/abbreviations

See Operating Manual Part A

OM-D 1 Responsibilities for education and training

Westflug Flight Training GmbH & Co KG guarantees that every new employee or every employee who is assigned a different or new task within the company is trained and further trained according to the specifications described in this manual.

Induction to our "Company Standards" will be provided by the Accountable Manager prior to new staff commencing employment and will form part of basic and, where required, refresher training.

The following persons are responsible for the standardisation/refresher training/advanced training of our teaching staff for the individual courses:

Course	Person responsible for standardization	
	Practice	Theory
LAPL/PPL	CFI	CTKI + CFI
NFQ	CFI	CTKI
KFB	CFI	CFI
UPRT	HT	HT
CR SEP (L)	CFI	CFI
FI (A)/CRI	CFI	CTKI + CFI
I - UPRT	HT	HT

OM-D 2 Basic Training

No employee will be employed by Westflug Flight Training GmbH & Co. KG who has not been adequately trained before starting his or her job. The training standard is maintained through regular refresher training. The following is a list of all training measures that may be considered depending on the respective assignment:

Intended activity	Training		Documents to be used	
	Art	Duration	Form	Other
Any	Company Standards	4,5 Stdn	D 1	Introduction of management personnel, OM A- D, TM
Any	Safety management system	2 hrs	D 1 SMM A 7	SMM, CMM
FI for LAPL / PPL / CR SEP	Self-study manuals	1 week	D 2	OM A-D, TM, CMM, SMM
	Theoretical verification of the knowledge of our manuals	6 hrs	D 2	OM A-D, TM, CMM, SMM
	Briefing flight preparation program	1,5 Stdn	D 3	Jeppesen Flight Star
	Practical standardization on/in the aircraft	2 hrs	D 3 + D 4	Training aircraft, TM LAPL/PPL/CR SEP
	Practical standardization flight	1,5 Stdn	D 3 + D 5	Training aircraft TM LAPL/PPL/CR SEP
FI NFQ	As FI PPL; in addition participation in theoretical knowledge instruction NFQ	5 hrs	D 3	TM NFQ
FI UPRT	As FI PPL; in addition participation in theoretical instruction ADV UPRT	5 hrs	D 3	TM ADV UPRT
FI (I)	As FI PPL; in addition participation in 25 hours of teaching and schools	25 hours	D 3	TM FI
TKI for LAPL/PPL/ CR SEP/NFQ/ KFB/UPRT/ FI/CRI	Self-study manuals	1 week	D 2	OM A-D, TM, CMM, SMM
	Theoretical verification of the knowledge of our manuals	6 hrs	D 2	OM A-D, TM, CMM, SMM
	Lesson sample	3 hrs	D 3	Training room
	Additionally for TKI in the subject navigation: briefing flight preparation program	1,5 Stdn	D 3	Jeppesen Flight Star
Administrative staff	Self-study manuals	1 week	D 2	OM A-D, TM, CMM, SMM
	Theoretical verification of the knowledge of our manuals	6 hrs	D 2	OM A-D, TM, CMM, SMM

OM-D 3 Refresher Training

If an employee's authorisation has expired or they have not worked for us for a period of more than 6 months, they must undergo refresher training. The refresher training is generally carried out on our premises for all courses for which we have a training permit. The scope of the refresher training depends on the period of absence or the time until which the authorisation was valid.

Activity	Authorization	Expired or absent since	Type of refresher training
FI	SEP (L)	< 3 months	<ul style="list-style-type: none"> 1 standardization flight Qualification check (only in case of expiry)
		> 3 months < 12 months	<ul style="list-style-type: none"> 3 Standardization flights Qualification check (only in case of expiry) Catching up on the missing standardisation measures in accordance with OM-D 4
		> 12 months	<ul style="list-style-type: none"> 3 Standardization flights Qualification check (only in case of expiry) Repetition of the basic training
	FI	< 3 months	<ul style="list-style-type: none"> Certificate of participation in a teacher training course (if necessary also external) Competence assessment according to FCL.935
		> 3 months < 12 months	<ul style="list-style-type: none"> Certificate of participation in a teacher training course (if necessary also external) 3 Standardization flights Competence assessment according to FCL.935 Catching up on the missing standardisation measures in accordance with OM-D 4
		> 12 months	<ul style="list-style-type: none"> 3 Standardization flights Certificate of participation in a teacher training course (if necessary also external) Competence assessment according to FCL.935 Repetition of the basic training
TKI		< 3 months	<ul style="list-style-type: none"> No action necessary
		> 3 months < 12 months	<ul style="list-style-type: none"> Catching up on the missing standardisation measures in accordance with OM-D 4
		> 12 months	<ul style="list-style-type: none"> Catching up on the missing standardisation measures in accordance with OM-D 4 Lesson rehearsal (participation of the CTKI in a real lesson)
Administrative staff		< 3 months	<ul style="list-style-type: none"> No action necessary
		> 3 months < 12 months	<ul style="list-style-type: none"> Catching up on the missing standardisation measures in accordance with OM-D 4
		> 12 months	<ul style="list-style-type: none"> Basic training

OM-D 4 Standardization Training

Due to the small size of the company and the manageable number of flight instructors, a permanent standardization is guaranteed by the fact that our instructors report and discuss deviations in the applied standards of our flight students directly in a chat group. Discrepancies or deficits in the theoretical training are also noticed and can be corrected

immediately by those responsible for standardization. Furthermore, learning checks in the practical training (see TM) are carried out by the CFI at certain times. Any abnormalities in the course of these learning checks are discussed in the chat group without mentioning the name of the student. In the case of serious deviations, the teachers involved are also contacted directly by the CFI. In doing so, measures are determined as to how such deviations can be avoided in the future.

In addition, a flight instructor meeting (standardisation) is held every six months; more frequently if required. All flight instructors for practical and theoretical instruction as well as the administrative staff shall participate in this meeting. The training manager invites to the meeting with a lead time of at least 2 weeks. The invitation should list the topics of the meeting. The invitation should also include a request for further topics. The standardization training is scheduled for a minimum of 3 hours. If necessary, it may be extended to 6 hours. The list of topics should include the following:

Subject	1. Half Year	2. Half Year
Changes in aviation legislation	✓	✓
Changes in OM, SMM, CMM or/and TM	✓	✓
Results/observations/deviations from standards in the context of the crosschecks	✓	✓
Differences between theoretical and practical teaching. Lessons	✓	✓
Evaluation Feed Back System	✓	✓
Handling the checklists	✓	
Execution of the prakt. Flight exercises (Airwork)		✓
Carrying out cross-country flight briefings	✓	
Implementation of radio navigation procedures		✓
Execution Basic Instrument Flying	✓	
Implementation of Differential Training or CR SEP		✓
Duration/content/type of pre- and debriefings	✓	
Structure of a theory lesson		✓
Carrying out learning assessments theory and practice	✓	
Documentation		✓

Additional standardization activities take place once a year for the following teaching staff:

UPRT and I-UPRT: Execution of the exercises, contents of the theor. training
 NFQ: Conduct of flight training, contents of theor. Training

Minutes and a list of participants must be taken of the meeting/measure. Teachers who were unable to attend are to be sent the minutes. Should a participant not be able to take

part in a standardisation measure during the year, he/she must be trained by the person responsible in accordance with OM-D1 at a separate meeting. A copy of the minutes and the list of participants must be kept in the personnel file.

OM-D 5 Review of standardization

The knowledge of the training and further training measures carried out shall be verified. The verification shall be carried out either by a practical flight or/and by a written test. The results of the checks shall be added to the personal file.

Item to be checked	Who	Nature of the review	Documentation	Interval
Standards in flight training	FI	Standardization Flight	Form D 5	Annual
Basic knowledge OM, CMM, SMM, TM	FI, TKI, Administration	Written test (Open Book)	Form D 2 (Practice) Form D 2 (Theory) Form D 2 (Administration)	2 years
Specific knowledge (by hard items) OM, CMM, SMM, TM	FI, TKI, Administration	Written test	Form D 7 (Practice) Form D 7 (Theory) Form D 7 (Administration)	Annual

OM-D 6 Advanced Training

Within our ATO, flight instructors can be deployed for other, more senior tasks, provided they have the necessary prerequisites. In principle, the commencement of any activity other than the previous one is only possible after training has been completed. The **extension of the assignment must be reported to the LBA immediately by the responsible operations manager.**

6.1 Requirements/qualification of the personnel

We expect our staff to meet the following basic requirement:

- Neat appearance
- linguistic garb
- German language skills in spoken and written
- English language skills, both written and spoken
- Class III driving licence
- Friendly appearance
- Team player

Before being hired, new employees must meet certain minimum qualifications. If parts of these requirements cannot be proven, upgrading training in our ATO to achieve these requirements is possible.

6.2 Head of Training (HT)

The training manager must meet the following requirements/qualifications:

- EASA PPL, CPL or ATPL
- Valid SEP (L)
- Valid certificate of examination
- English language skills
- 3 years activity as Flight Instructor
- Special knowledge of air law
- Leadership
- At least 1,000 h as PIC
- At least 500 h as FI

The HT is responsible for the timely renewal of his ratings. In the event of temporary incapacitation, the CFI shall take over the duties of the HT. If the incapacitation lasts longer than 6 months, the LBA must be informed and, depending on the circumstances, a new HT must be appointed. If both the HT and the CFI are unfit to fly, the LBA must be informed immediately.

The training manager must be approved by the licensing authority.

6.3 Chief Flight Instructor (CFI)

The practical training leader must meet the following requirements:

- ATPL
- Valid certificate of examination
- English language skills
- FI with the privileges FI(I), KFB, NFQ, UPRT
- Valid class rating for the aircraft used in training
- Difference training on all aircraft used in training
- At least 1,000 h as PIC
- At least 500 h as FI

The CFI is responsible for the timely renewal of his/her ratings. In the event of temporary incapacitation, the HT shall take over the duties of the CFI. If the incapacitation lasts longer than 6 months, the LBA must be informed and, depending on the circumstances, a new CFI must be appointed. If both the HT and the CFI are unfit to fly, the LBA must be informed immediately.

The director of practical training must be approved by the licensing authority.

6.4 Head of theoretical training (Chief Theoretical Knowledge Instructor, CTKI)

The theoretical training leader must meet the following requirements:

- English language skills
- Proof of activity in aviation*¹
- Proof of a training course in teaching methodology*.²
- Extensive experience in giving theor. lessons
- Knowledge of the subject matter to be taught*.³

*1 Evidence may be provided by: (at least one applicable)

- Presentation of a PPL (also dormant)
- Activity in a maintenance organization
- University studies in the field of aviation with subsequent lecturing activities

*2 Evidence may be provided by: (at least one applicable)

- Certificate of attendance of 25 lessons in the subject "Teaching and Learning"
- Study in pedagogy
- Other courses e.g. Bundeswehr

*3 Evidence may be provided by: (at least one applicable)

- Proof of activity in other ATOs
- Internal review
- a university degree in the subject to be taught

The director of theoretical training must be approved by the licensing authority.

6.5 Flight Instructor

Flight instructors must meet the following requirements:

- English language skills
- Valid LAPL, PPL, CPL or ATPL
- Valid certificate of examination
- Limited or unrestricted teaching authorisation
- Valid SEP (L)
- A flight experience of at least 5 flight hours in the last 3 months in the aircraft category in which he is to be operated.

6.6 Theoretical Knowledge Instructor (Theoretical Instructor)

Theory teachers must meet the following requirements:

- English language skills
- Proof of activity in aviation*¹
- Proof of a training course in teaching methodology*.²
- Knowledge of the subject matter to be taught*.³

*¹ Evidence may be provided by: (at least one applicable)

- Presentation of a pilot's licence (also dormant)
- Activity in a maintenance organization
- University studies in the field of aviation with subsequent lecturing activities

*² Evidence may be provided by: (at least one applicable)

- Certificate of participation in an instructor training course (LuftPersV or Part FCL) with passed theory examination
- Study in pedagogy
- Other courses e.g. Bundeswehr

*³ Evidence may be provided by: (at least one applicable)

- Proof of activity in other ATOs
- Internal review
- a university degree in the subject to be taught

Prior to beginning teaching, the theory instructor must have received the complete basic training.

6.7 Administrative staff (OPS Staff)

Administrative staff must meet the following requirements:

- German language skills
- English language skills
- Commercial training
- PC - Knowledge:
 - Microsoft Outlook
 - Microsoft Word
 - Microsoft Excel
- Activity in the aviation industry/general knowledge of aviation*.¹

¹ Can also be acquired in our company by attending courses and/or appropriate training. can be acquired in our company.

6.8 Safety Manager

The Safety Manager must be able to demonstrate the following:

- a) appropriate management experience in a comparable organisation or function
- b) Involvement in our ATO through employment contract and sufficient working hours to cope with the work involved.
- c) a contractual agreement or stipulation in the task description (e.g. in the company documentation) that
 - i. within the specialist or functional area, specialist authority to issue instructions and
 - ii. the specific responsibility towards the LBA exists for the respective specialist or functional area.
- d) practical experience and expertise in the training of pilots in an ATO and in the application of operational safety standards,
- e) Demonstrate comprehensive knowledge of:
 - i. Regulations (EC) No 1178/2011
 - ii. Contents and function of quality systems
 - iii. Auditing and inspection practices,
 - iv. Contents of the Operating Manuals (OM A to D)/OMM and TM of the Pilot Training School

The Safety Manager shall report directly to the Accountable Manager.

6.8 Compliance Manager

The Compliance Manager must be able to demonstrate the following:

- f) appropriate management experience in a comparable organisation or function
- g) Involvement in our ATO through employment contract and sufficient working hours to cope with the work involved.
- h) a contractual agreement or stipulation in the task description (e.g. in the company documentation) that
 - iii. within the specialist or functional area, specialist authority to issue instructions and
 - iv. the specific responsibility towards the LBA exists for the respective specialist or functional area.
- i) practical experience and expertise in the training of pilots in an ATO and in the application of operational safety standards,
- j) Demonstrate comprehensive knowledge of:
 - v. Regulations (EC) No 1178/2011
 - vi. Contents and function of quality systems
 - vii. Auditing and inspection practices,
 - viii. Contents of the Operating Manuals (OM A to D)/OMM and TM of the Pilot Training School

The Compliance Manager shall report directly to the Accountable Manager.

6.8 Advancement training

Listed below are possible advancements in our ATO:

Previous activity	Intended activity	Necessary training
FI LAPL	FI PPL	<ul style="list-style-type: none"> • Proof of CPL theory • Standardisation of radio-nav procedures and basic instrument flying incl. standardisation flight
FI PPL	FI NFQ	<ul style="list-style-type: none"> • Night flight qualification • Competence assessment by FI (I) with NFQ • Standardization of night flight training
FI PPL	FI KFB	<ul style="list-style-type: none"> • Aerobatic rating • Sufficient experience in motorized aerobatics (will be checked during the competence assessment) • Standardization Aerobatic Rating • Competence assessment by FI (I)
FI PPL	FI UPRT	<ul style="list-style-type: none"> • UPRT Instructor Course
FI PPL	FI (I)	<ul style="list-style-type: none"> • 500 flying hours as FI • Standardization • Competence assessment by an FI (E)
FI UPRT	FI (I) UPRT	<ul style="list-style-type: none"> • 25 hrs experience in ADV UPRT training in the last 12 months • Standardization • Competence assessment by HT
TKI	TKI new subject	<ul style="list-style-type: none"> • Standardization • Proof of knowledge of the material to be taught • Lesson sample at least 3 hours

No other advancement opportunities are currently available within our ATO.

Evidence of training shall be documented on form D 6. A copy of the form shall be inserted in the personal file.

OM-D 7 Screening of staff for compliance with standards

See also OM-D 4 1st paragraph

Review	Reviewer	Measure	Interval
FI	CFI	Participation in training flights	Sporadically and/or in case of abnormalities
TKI	CTKI	Participation in theoretical lessons	Sporadically and/or in case of abnormalities
Administrative staff	CM	Audit	annual
HT, CFI, CTKI	CM	Participation in standardization measures	regular

Through the participation of the CM in the standardization measures and also through membership in the group chat of the flight instructors, he is involved in the review of compliance with the standards. If he finds deviations, especially among the management personnel, the reasons for the deviation are discussed in a joint meeting, if necessary the standards are changed or measures are taken to avoid the deviation from the standards in the future. Minutes are taken of this discussion, signed by all parties and inserted in the "Standardisation measures" folder.

OM-D 8 Procedure for using an instructor without prior approval

When a new flight instructor is employed or promoted within the ATO, the employee is trained and checked in accordance with OM-D 2. The training and checks are entered in the OM-D A 3 form. As soon as the form has been completed and signed by the responsible persons, the employee may commence his duties. The responsible operations manager notifies the LBA of the commencement of the activity by e-mail. The OM-D A 3 form is attached as an appendix.

OPERATIONS MANUAL
THE AIR TRAINING SCHOOL Part D



WESTFLUG FLIGHT TRAINING

Annex "Annexes"

1. annex D 1 "Information in Company Standards
2. annex D 2 "Verification of knowledge of our manuals".
3. appendix D 3 "Basic training before taking up an activity".
4. annex D 4 "Standardisation on the aeroplane
5. appendix D 5 "Standardisation flight
6. annex D 6 "upgrading training
7. annex D 7 "Specific knowledge of our manuals".

Form D 1 "Information in Company Standards

First and last name: _____

Aspired Activity: _____

Date of training: _____

Item	Duration (Stdn)	Paraphrase after training	
		Acc. Manager	Employees
Company history	0,25		
Organization of the company	0,25		
Basic company philosophy	0,25		
Appearance of our employees	0,25		
Dealing with superiors	0,25		
Interaction with colleagues	0,25		
customer interaction	0,25		
Scope of approval	0,25		
Premises including maintenance organization	0,25		
Introduction of senior staff	0,25		
Safety training (Annex SMM A 7)	2,00		
	Total:	4,5	

Once the training has been completed, the form is inserted into the personnel file. The employee also receives online access to our manuals in order to learn the contents in self-study. The knowledge should be checked after 7 days at the earliest.

Form D 2 Verification of knowledge of our manuals "

First and last name: _____

Aspired Activity: _____

Note: The test is to be taken as an Open Book Test. The questions will be composed according to the activity you are aiming for. For example, the focus of the questions for administrative staff should focus on documentation and Requirements for training. For theory teachers, the focus should be on the number of hours, distribution of hours, learning controls, etc. Each box marked "True" or "Yes" is worth 1 point. Each field results in 1 point. The test is passed, if at least 30 of the possible 40 points have been achieved.

Question no.	OM A - D, CMM, SMM, TM	Reply		Knowledge of text passage	
		Correct	Incorrect	Yes	No
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Page 2 "Checking the knowledge of our manuals "

Question no.	OM A - D, CMM, SMM, TM	Reply		Knowledge of text passage	
		Correct	Incorrect	Yes	No
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
		Points Earned:			

Date:

Test passed: YES / NO

Signature HT

The form must be placed in the personal file. If the test is not passed, the test must be repeated after a few days. If the test is also deemed to be failed at the 3rd attempt, the Acc. Manager is to be informed and further measures are to be discussed with him. If necessary, the employee is to be given a refusal.

Form D 3 "Basic training before taking up an activity".

Name and first name					
License and number					
Authorisations (tick)		SEP (L)		Valid until:	
KFB		UPRT		NFQ	
FI Privileges (tick)		FI (I)		KFB	
		UPRT		NFQ	
Introduction Company Standards on:					
Review of knowledge of our manuals passed on:					
Training Safety Management System on: (Annex SMM A 7)					
Intended activity: (tick)			Administrative staff		
Intended activity: (tick)			FI for LAPL/PPL/CR SEP		
Practical standardization on/in the aircraft performed on:					
Standardization flight conducted on:					
Briefing Flight Preparation Program on:					
Additionally for FI NFQ:	Participation in theory lessons NFQ on:				
	Standardization TM NFQ on:				
Additionally for FI UPRT	Participation Class ADV UPRT on:				
	Standardization TM ADV UPRT				
Additionally for FI(I)	Participation Teaching and learning				
Intended activity: (tick)			Theoretical Knowledge Instructor		
Lesson rehearsal conducted on:					
Additionally for GI subject navigation	Briefing Flight Preparation Program:				

Basic training has been provided; all required forms have been completed, signed, and placed in the personnel file along with this form. The employee (-in) can be employed in the targeted activity after the change notification according to ORA.GEN.130.

Date: _____

Signature CFI: _____

Signature CTKI: _____

Signature HT: _____

Form D 4 "Standardization on/in the Aircraft"

Name and first name					
License and number					
Authorisations (tick)		SEP (L)		Valid until:	
KFB		UPRT		NFQ	
FI Privileges (tick)		FI (I)		KFB	
		UPRT		NFQ	

Practical standardization on/in the aircraft:	
Item	Paraphe CFI
Exterior check	
Maintenance interval, time remaining until next check, Tolerance, ARC test	
Engine lore	
Instrumentation	
Systems (landing gear, flaps, lighting, heating, ventilation etc)	
Inside check	
Starting the engine (theory)	
Engine control (theory)	
Emergency equipment	
Special features: (Please list)	
1.	
2.	
3.	
4.	
5.	

The standardization on/in the aircraft has been successfully performed. The standardization flight can be performed.

Date: _____

Signature CFI: _____

Form D 5 "Standardisation Flight"

Name and first name			
License and number			
Aircraft registration		Pattern:	
Starting location:		Landing site:	
Start time:		Landing time:	
Flight time:			
Practice:	S	U	Signature
Take off & Departure Briefing, Emergency Briefing			
Normal start			
Check "After the start"			
Climb with Vy			
Simulated engine failure after take-off			
Transition to level flight			
Steep curve left and right			
Stalling exercise in landing configuration			
Stalling exercise in the landing configuration in turning flight at idle speed			
Spin avoidance			
UPRT procedure (only for FI UPRT)			
Terrestrial navigation			
Radio navigation VOR			
Radio navigation method GPS			
Basic Instrument Flying			
Emergency landing exercise			
Target landing exercise from 2,000 ft GND			
Flaps down for landing			
Course round guide			
Landing preparation			
Control of the approach angle and speed on final approach			
Final approach check			
Filleting arc and interception			
Roll out			

S = Satisfied U = Unsatisfied (knowledge was not sufficient or exercise was not sufficiently mastered)

If there are serious deviations from our standards, the flight must be repeated at the applicant's expense until each exercise can be flown according to our standards. An exercise is to be rated "S" if it can be flown within the tolerances on the first attempt. If the exercise has to be repeated several times until it is mastered, the exercise is still to be rated "U" accordingly. The record of the standardisation flight (also of the flights scored as failed) shall be placed in the personal file.

Date: _____

Signature CFI: _____

Form D 6 "Upgrading Training"

Name und Vorname	
Lizenz und Nummer	
Aufstiegsschulung:	
FI LAPL (A) → FI PPL (A)	
Nachweis CPL Theorie vom:	
Eintrag FI PPL vorhanden und Kopie in die Akte eingefügt am:	
Standardisierung Funk-Nav Verfahren und Basic Instrument am:	
Änderungen Handbücher erfolgt und Mitteilung an LBA am:	
FI PPL (A) → FI NFQ	
Eintrag NFQ vorhanden und Kopie in die Akte eingefügt am:	
Kompetenzbeurteilung durch FI (I) vom:	
Standardisierung Nachtflugausbildung vom:	
Änderungen Handbücher erfolgt und Mitteilung an LBA am:	
FI PPL (A) → FI KFB	
Eintrag KFB vorhanden und Kopie in die Akte eingefügt am:	
Kompetenzbeurteilung durch FI (I) vom:	
Standardisierung Kunstflugberechtigung vom:	
Änderungen Handbücher erfolgt und Mitteilung an LBA am:	
FI PPL (A) → FI UPRT	
UPRT Instructor Course abgeschlossen am:	
Standardisierung ADV UPRT vom:	
Änderungen Handbücher erfolgt und Mitteilung an LBA am:	
FI PPL (A) → FI (I)	
Voraussetzungen gem. FCL 905 (j)	
Standardisierung FI (I) vom:	
Kompetenzbeurteilung durch FI (E) vom:	
Änderungen Handbücher erfolgt und Mitteilung an LBA am:	
FI UPRT → FI (I) UPRT	
Voraussetzungen gem. FCL 915 (e)	
25 H Training gem. FCL 915 (3) (i)	
Standardisierung I-UPRT vom:	
Änderungen Handbücher erfolgt und Mitteilung an LBA am:	
FI UPRT → FI (I) UPRT	
Voraussetzungen gem. FCL 915 (e)	
25 H Training gem. FCL 915 (3) (i)	
Standardisierung I-UPRT vom:	
Änderungen Handbücher erfolgt und Mitteilung an LBA am:	
TKI → TKI neues Fach	
Standardisierung	
Nachweis der Kenntnisse eingereicht und in die Akte eingefügt am:	
Unterrichtsprüfung durchgeführt am:	
Änderungen Handbücher erfolgt und Mitteilung an LBA am:	

Form D 7 "Specific knowledge of our manuals "

First and last name: _____

Activity: _____

This test only asks for knowledge that the person in question should know by heart based on his/her job. The questions are composed according to the routine activity. For example, for administrative staff, the questions should focus on documentation and training requirements. For theory teachers, on the number of hours, division of hours, learning checks, etc. Each box marked as "Correct" will result in 1 point. The test is passed if at least 15 of the possible 20 points have been achieved.

Question no.	OM A - D, CMM, SMM, TM	Reply	
		Correct	Incorrect
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Question no.	OM A - D, CMM, SMM, TM	Reply	
		Correct	Incorrect
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
Points Earned:			

Date:

Test passed: YES / NO

 Signature HT

The form must be placed in the personal file. If the test is not passed, the test must be repeated after a few days. If the test is also deemed to be failed at the 3rd attempt, the Acc. Manager is to be informed and further measures are to be discussed with him. If necessary, the employee is to be given a refusal.