



Flying Training Organizations for Pilot licenses and Ratings

This guide gives the requirements for the issue, revalidation and variation of the approval of FTOs

Introduction

1. A Flying Training Organization (FTO) is an organization staffed, equipped and operated in a suitable environment offering flying training, and/or synthetic flight instruction and/or theoretical knowledge instruction for specific training programs.
2. An FTO wishing to offer approved training to meet JCAR-FCL 1 requirements shall obtain the approval of CARC. No such approval will be granted by CARC unless:
 - (a) CARC can enforce the JCAR-FCL 1 requirements; and
 - (b) The FTO meets all requirements of JCAR-FCL 1.

Obtaining Approval

3. A FTO seeking approval shall provide to CARC such operations and training manuals as required by paragraph 31. A FTO shall establish procedures acceptable to CARC to ensure compliance with all relevant JCAR-FCL 1 requirements. The procedures shall include a quality system (see AMC to JCAR-FCL 1.055 and IEM No. 1 to JCAR-FCL 1.055) within the FTO to readily detect any deficiencies for self-remedial action. After consideration of the application, the FTO will be inspected to ensure that it meets the requirements set out in this Appendix. Subject to satisfactory inspection, approval of the FTO will be granted for a period of (2) year, revalidation of the approval may be granted for further periods of (2) years. CARC is not obliged to grant an approval for a FTO outside Jordan if the personnel resources are not available or the cost of processing the application for approval and inspections puts undue burden on CARC.
4. All training courses shall be approved (see IEM to JCAR-FCL 1.055 (to be developed)).



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5. CARC will monitor course standards and will sample training flights with students. During such visits, access shall be given by the FTO to training records, authorization sheets, technical logs, lectures, study notes and briefings and any other relevant material. A copy of the report on a visit to a FTO will be made available by CARC to that FTO.
6. Approval will be varied, suspended or revoked by CARC if any of the approval requirements or standards ceases to be maintained to the minimum approved level.
7. If a FTO wishes to make changes to an approved course or to its operations or training manual the approval of CARC shall be obtained before the changes are implemented. FTOs need not to advise CARC of minor changes in day-to-day operations. Where any doubt exists as to whether a proposed change is minor, CARC shall be consulted.
8. A FTO may make training arrangements with other training organizations or make use of alternative base aerodromes as part of its overall training organization, subject to the approval of CARC.

Financial Resources

9.
 - (a) A FTO shall satisfy CARC that sufficient funding is available to conduct training to the approved standards (see IEM No. 2 to JCAR-FCL 1.055).
 - (b) A FTO shall nominate a person acceptable to CARC who shall satisfy CARC that sufficient funding is available to conduct training to the approved standard. Such person shall be known as the accountable manager.

Management and Staffing

10. The management structure shall ensure supervision of all grades of staff by persons having the experience and qualities necessary to ensure the maintenance of high standards. Details of the management structure, indicating individual responsibilities, shall be included in the FTO's Operations Manual.



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11. The FTO shall satisfy CARC that an adequate number of qualified, competent staff is employed. For integrated courses, (3) persons on the staff shall be employed full time in the following positions:

- (a) Head of Training (HT)
- (b) Chief Flying Instructor (CFI)
- (c) Chief of Ground Instructor (CGI)

For modular training courses, these positions may be combined and filled by one or two persons, full time or part time, depending upon the scope of training offered. At least one person on the staff must be full time. At FTOs conducting theoretical knowledge instruction only, the positions of HT and CGI may be combined. The nominated person shall have a sound managerial capability and shall meet the requirements set out in paragraph 19 below.

12. The number of part time instructors in relation to the scope of training offered shall be acceptable to CARC.
13. The ratio of all students to flight instructors, excluding the HT, shall not normally exceed 6:1. Class numbers in ground subjects involving a high degree of supervision or practical work shall not normally exceed (12) students.

Head of Training (HT)

14. The HT shall have overall responsibility for ensuring satisfactory integration of flying training, synthetic flight training and theoretical knowledge instruction, and for supervising the progress of individual students. The HT shall have had extensive experience in training as a flight instructor for professional pilot licenses and possess a sound managerial capability. The HT shall hold or have held in the three years prior to first appointment as a HT, a professional pilot license and rating(s) issued in accordance with ICAO Annex 1, related to the flying training courses conducted.



Chief Flying Instructor (CFI)

15. The CFI shall be responsible for the supervision of flight and synthetic flight instructors and for the standardization of all flight instruction and synthetic flight instruction. The CFI shall:
- (a) Hold the highest professional pilot license related to the flying training courses conducted;
 - (b) Hold the rating(s) related to the flying training courses conducted;
 - (c) Hold a flight instructor rating for at least one of the types of airplane used on the course; and
 - (d) Have completed (1000) hours pilot in command flight time of which a minimum of (500) hours shall be on flying instructional duties related to the flying courses conducted of which (200) hours may be instrument ground time.

Instructors, Other Than Synthetic Flight Instructors

16. Instructors shall hold:
- (a) A professional pilot license and rating(s) related to the flying training courses they are appointed to conduct;
 - (b) An instructor rating relevant to the part of the course being conducted e.g. instrument rating instructor, flight instructor, type/class rating instructor, as appropriate; or
 - (c) An authorization from CARC to conduct specific training in a FTO. (see JCAR-FCL 1.300)
17. The maximum flying hours, maximum flying duty hours and minimum rest time between instructional duties of instructors shall be acceptable to CARC.



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Instructors for Synthetic Flight Training

17. For flight training duties on a FTD and a FNPT I, instructors shall hold or have held (3) years prior to the first appointment, a professional pilot license and rating(s), except for instructors having an authorization according to item 3 and / or 4 of Appendix 1 to JCAR-FCL 1.005, appropriate to the training courses they are appointed to conduct, and have had instructional training experience. For flight training duties on a flight simulator and/or FNPT II, instructors shall hold a FI (A), IRI (A), TRI (A) or CRI (A) rating or a SFI (A) or STI (A) or MCCI (A) authorization relevant to the course the instructor is conducting.

Chief Ground Instructor (CGI)

18. The CGI shall be responsible for the supervision of all ground instructors and for the standardization of all theoretical knowledge instruction. The CGI shall have a practical background in aviation and have undergone a course of training in instructional techniques or have had extensive previous experience in giving theoretical knowledge instruction.

Theoretical Knowledge Instructors

19. Theoretical Knowledge Instructors in license and ratings examination subjects shall have appropriate experience in aviation and shall, before appointment, give proof of their competency by giving a test lecture based on material they have developed for the subjects they are to teach.

Records

20. A FTO shall maintain and retain the following records for a period of at least (5) years, using appropriate administrative staff:
- (a) Details of ground, flying, and simulated flight training given to individual students;
 - (b) Detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations; and
 - (c) Personal information, e.g. expiry dates of medical certificates, ratings, etc.



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21. The format of the student training records shall be specified in the Training Manual.
22. The FTO shall submit training records and reports as required by CARC.

Training Program

23. A training program shall be developed for each type of course offered. This program shall include a breakdown of flying and theoretical knowledge instruction in a week-by-week or phase presentation, a list of standard exercises and a syllabus summary. In particular, synthetic flight training and theoretical knowledge instruction shall be phased in such a manner as to ensure that students shall be able to apply to flying exercises the knowledge gained on the ground. Arrangements should be made so that problems encountered in instruction can be resolved during subsequent training. The content and sequence of the training program shall be acceptable to CARC.

Training Airplanes

24. An adequate fleet of training airplanes appropriate to the courses of training shall be provided. Each airplane shall be fitted with duplicated primary flight controls for use by the instructor and the student. Swing-over flight controls shall not be acceptable. The fleet shall include, as appropriate to the courses of training, airplane(s) suitable for demonstrating stalling and spin avoidance and airplane(s) suitably equipped to simulate instrument meteorological conditions and suitably equipped for the instrument flight training required
25. Only airplanes approved by CARC for training purposes shall be used.

Aerodromes

26. The base aerodrome, and any alternative base aerodrome, at which flying training is being conducted shall have at least the following facilities:
 - (a) At least one runway or take-off area that allows training airplanes to make a normal take-off or landing at the maximum take-off or maximum landing mass authorized, as appropriate,



- (i) Under calm wind (not more than 4 knots) conditions and temperatures equal to the mean high temperature for the hottest month of the year in the operating area,
 - (ii) Clearing all obstacles in the take-off flight path by at least 50 feet,
 - (iii) With the power plant operation and the landing gear and flap operation (if applicable) recommended by the manufacturer, and
 - (iv) With a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques;
- (b) A wind direction indicator that is visible at ground level from the ends of each runway;
- (c) Adequate runway electrical lighting if used for night training; and
- (d) An air traffic control service except where, with the approval of CARC, the training requirements may be satisfied safely by another means of air/ground communications.

Flight Operations Accommodation

27. The following accommodation shall be available:

- (a) An operations room with facilities to control flying operations.
- (b) A flight planning room with the following facilities:
 - Appropriate current maps and charts.
 - Current AIS information.
 - Current meteorological information.
 - Communications to ATC and the operations room.
 - Maps showing standard cross-country routes.
 - Maps showing current prohibited danger and restricted areas.
 - Any other flight safety related material.
- (c) Adequate briefing rooms/cubicles of sufficient size and number.



- (d) Suitable offices for the supervisory staff and room(s) to allow flying instructors to write reports on students, complete records, etc.
- (e) Furnished crew-room(s) for instructors and students.

Theoretical Knowledge Instruction Facilities

28. The following facilities for theoretical knowledge instruction shall be available:
- (a) Adequate classroom accommodation for the current student population.
 - (b) Suitable demonstration equipment to support the theoretical knowledge instruction.
 - (c) An R/T training and testing facility.
 - (d) A reference library containing publications giving coverage of the syllabus.
 - (e) Offices for the instructional staff.

Requirements for Entry to Training

29. A student accepted for training shall possess the appropriate medical certificate for the license required in accordance with JCAR-Part Medical, and shall meet entrance requirements set by the FTO, as approved by CARC.

Training Manual and Operations Manual

30. A FTO shall prepare and maintain a Training Manual and Operations Manual containing information and instructions to enable staff to perform their duties and to give guidance to students on how to comply with course requirements.
31. A FTO shall make available to staff and, where appropriate, to students the information contained in the Training Manual, the operations Manual and the FTO's approval documentation. The amendment procedure shall be stated and amendments properly controlled.
32. The Training Manuals shall state the standards, objectives and training goals for each phase of training that the students are required to comply with and shall include the following:



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- Part 1 - The Training Plan
- Part 2 - Briefing and Air Exercises
- Part 3 - Synthetic Flight Training
- Part 4 - Theoretical Knowledge Instruction

For further guidance, see IEM No. 3 to JCAR-FCL 1.055.

33. The Operations Manual shall provide relevant information to particular groups of staff, e.g. FIs, synthetic flight instructors, ground instructors, operations and maintenance staff, etc., and shall include the following:
- (a) General.
 - (b) Technical.
 - (c) Route.
 - (d) Staff Training.

For further guidance, see IEM No. 3 to JCAR-FCL 1.055.