



GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENTS
SECTION 7 - FLIGHT CREW STANDARDS
TRAINING & LICENSING
SERIES D PART VII
ISSUE I, ___ JANUARY 2019**

EFFECTIVE: FORTHWITH

File No. DGCA-16026(10)/08/2018-DFT

Subject: Approval, Renewal and Inspection/Surveillance/Audit of Glider Training Organization

1. Introduction

There are various operators/establishments, which own gliders/motor gliders and/or operate or propose to operate them for training, education and recreational purposes, including joy-rides, air-experience or trial-lessons.

This CAR is issued under provisions of Rule 133A, 133B of the Aircraft Rules 1937 and lays down the requirements for gliding operations for recreation, joy-rides, air-experience flights, and for imparting training in gliders for issue of pilot licence (gliders) and associated ratings/approvals.

2. Applicability and Scope

- 2.1 Provisions of this CAR are applicable to all organizations involved in:-
- Imparting flying training for issue of pilot licences and associated ratings on gliders.

Note: Existing Organisations which are imparting training on gliders are required to show compliance as per this CAR within six months from the date of issue of this CAR.

2.2 No person may operate as a certified Glider Training Organisation (GTO) without, or in violation of this CAR.

2.3 The Glider Training Organisation(GTO) imparting Glider Training shall display the Glider Training certificate in a place accessible to the public at the principal place of business of the training Centre.

2.4 The certificate and training specifications issued to GTO shall be available on the premises for inspection by DGCA.

3. Eligibility

3.1 The glider operations including training may be carried out by:

- a) a citizen of India or a group of Indian nationals; or
- b) a trust/society registered under the Societies Registration Act 1860; or
- c) a Non-Resident Indian or Overseas Corporate Bodies; or
- d) Central or State Government or their undertaking; or
- e) a company registered under the Companies Act 1956, having its principal place of business in India and with or without foreign equity participation (Excluding NRI equity) as approved by Government from time to time.

4. No Objection Certificate (NOC) for setting up GTO

4.1 Requirements for issue of NOC

4.1.1 Applicant shall make an application in prescribed proforma (Appendix I) to DGCA along with receipt of prescribed fee of **Rs 50,000/-** paid on <https://bharatkosh.gov.in>

4.1.2 The application shall be accompanied with the following supporting documents:

- i) Memorandum of Articles of Association duly registered with the competent authority.
- ii) Particulars of Directors and Chairman or Chief Executive Officer, to be filled on website <https://esahaj.gov.in/> for necessary security clearance.(Only for motor glider)
- iii) Evidence of having sufficient fund of at least 25,00,000 INR (Rupees twenty five lakh) in the form of paid up capital duly certified by the chartered Accountant.
- iv) Project report containing details of the proposed set-up including three years business plan, proposed financial structure, ownership pattern, time frame in which the applicant proposes to operationalize the various stages of the project, glider type to be used and its suitability for glider training, human resource and maintenance support.
- v) No Objection Certificate from the aerodrome operator for use of airport for setting up the training institute including allocation of parking space.
- vi) No objection certificate from Airports Authority of India from air traffic point of view.
- vii) Any other relevant information required to support issuance of NOC.

- 4.1.3 Before grant of NOC, approval of Ministry of Finance shall be obtained by the applicant, if foreign investment is envisaged. The foreign investments in the Glider training organization shall be within the framework of laid down policy on the subject.

4.2 Process of NOC

- 4.2.1 Before processing for grant of NOC security clearances of the Directors and Chairman/CEO of the organization shall be required as per Ministry of Home Affairs' guidelines, currently in force.

Note: Any change in the Board of Directors or Chairman/ CEO at any stage including during validity of approval shall be intimated to DGCA along with the details of new Chairman or Director. New Chairman/ CEO or Directors shall be appointed only after a specific prior approval of DGCA.

- 4.2.2 Application will be examined by a Committee approved by the Director General to assess the need for GTO, financial soundness of the project, airport capacity, suitability of the proposed Glider type, human resource including maintenance support.
- 4.2.3 Applicants whose proposals are found satisfactory by the Committee will be granted NOC subject to any condition as may be considered necessary.

4.3 Validity of NOC

NOC shall be valid for a period of two year from the date of issue. On grant of NOC, the applicant is required to establish and obtain approval of GTO within a period of two years. The NOC may be extended on genuine grounds for a period of six months at a time subject to maximum period of four years from the date of issue of initial NOC. Application for extension of NOC may be submitted one month in advance. The fee for each extension will be as per Aircraft Rules.

5. Permission for import/ acquisition of glider/motor glider

The applicant may apply to DGCA (Air Transport Directorate) on prescribed proforma (Appendix-A of [Air Transport Circular 2 of 2017](#)) for import/acquisition of glider/motor gliders.

6. Approval of GTO

GTO shall submit complete application as per Appendix II, 90 days prior to expected date of commencement of operations along with prescribed fees of Rs 2,00,000/-

7. Training and procedure manual

The applicant shall prepare a Training and procedure manual and submit to DGCA for acceptance. This manual may be issued in separate parts and shall contain at least the information as detailed at Appendix III.

8. Training Programme

8.1 Ground training programme shall be designed as per the syllabus specified in the Aircraft Rules, 1937 and applicable CAR.

8.2 The GTO shall develop the training programme for winch glider/motor gliders to be used for training and include the same in the Training and procedure manual.

9. General Requirements for setting up the Glider Training Organisation.

9.1 Facilities and Equipment

Glider Training Organisation shall establish facility appropriate to the size and scope of the operation. It shall provide physical environment conducive to the learning. This shall include:

- a) Adequate Office Space for operational and administrative staff.
- b) Storage area including secure area for training and personnel records.

Note:- An approved GTO shall not make a substantial change in facilities, equipment or material that have been approved for a particular training programme, unless that change is approved in advance by the DGCA.

10. Glider operating airstrip

10.1 Each applicant for, and holder of, Gliding training Organisation certificate shall show that it has continuous use of each aerodrome or airstrip at which training flights originate, and that the aerodrome has an adequate runway and the necessary equipment.

10.2 The airstrip shall be adequately protected via proper fencing and/ or adequate watch and ward for preventing runway incursion during aircraft operation.

10.3 The airstrip at which flying training is being conducted shall have at least one runway or take-off area that allows training aircraft to make a normal take-off or landing at the maximum certificated take-off or maximum certificated landing mass, under the conditions specified in aircraft operating manual of manufacturer.

10.4 The airstrip shall have:

- (a) Proper runway, taxiway, apron, holding point markings.
- (b) At least one wind direction indicator (windsock) visible at ground level

- from the ends of each runway.
- (c) Traffic direction indicator when:
 - The airstrip does not have an operating control tower; and
 - Traffic and wind advisories are not available.
 - Proper communication facility not available;
 - (d) adequate safety services as per proposed operations;
 - (e) proper procedures for search and rescue;
 - (f) Contingency plans for accident/incident.

11. Maintenance and Airworthiness

11.1 The operator shall have sufficient infrastructure and personnel to maintain glider/motor gliders as per the airworthiness requirements as per applicable CAR.

11.2 The operator may also enter into an agreement/ arrangement with another appropriately approved organization for the maintenance of glider/motor gliders.

12. Personnel Requirements for Training/Operations

The organization shall employ sufficient number of Glider Pilots and/or Glider Instructors/Glider Examiners to ensure proper continuity of glider training/operations.

12.1 Glider operators which do not impart training on gliders shall appoint a person who holds a valid Pilot's Licence (Glanders) to monitor the glider operations.

12.2 In case a Glider Training Organisation, intends to impart instructions on gliders, it shall appoint, not less than one person who holds a valid Glider Instructor Authorisation (GIA) or Glider Examiner Authorization (GEA) issued under CAR Section-7, Series-I, Part-XI.

12.3 A valid Pilot Licence (Glider) holder shall authorize his own flight if the flight is not for training purposes.

12.4 Services of a person who holds a valid organization as Glider Examiner issued under the provisions of CAR Section-7, Series-I, Part-XI may be availed on need basis, to conduct Gliding Instructor Course, Glider Instructor refresher course, Competency Check (skill test) for issue and renewal of Pilot's Licence (Glanders)/ Glider Instructors/Examiners.

12.5 The Glider Operations shall be conducted in coordination with ATC. (As applicable)

12.6 All joy-riders and any members of public, shall be briefed about the hazards and risks associated with gliding operations, as well as do's and don'ts, before they are allowed in operational area.

13. Glider

- 13.1 GTO must have atleast one glider with valid C of R, C of A.
- 13.2 Gliders must be maintained and inspected in accordance with an approved maintenance program.
- 13.3 Each glider used in GTO for ab-initio training must have at least two pilot stations. That can be easily reached and operated in a normal manner from both pilot stations; with engine-power controls (in case of motor glider)

14. Recordkeeping

The GTO shall maintain a personal record for every student and instructor for five years. Records maintained in the GTO must be sufficient to provide documentary evidence of each training action and allow the reconstruction of training history. Integrity of the records be ensured by proper protection from alteration or removal. Proper arrangement shall be made to safeguard the records from natural disasters. GTO shall also establish system acceptable to DGCA to archive non-active personal records.

15.1 Flight authorization

15.1.1 GTO shall maintain a Flight Authorization Book which shall contain atleast following information:-

- a) the date of the flight;
- b) type of Glider;
- c) the Glider registration mark;
- d) the names of the instructor and student;
- e) the detail of exercise;
- f) the route to be flown and the aerodrome(s) to be visited;
- g) the authorizing instructor's initials or signature;
- h) the initials or signature of the pilot-in-command both before and after flight;
- i) Out time, in time and total flight time;
- j) No. of landings;
- k) Signature of student pilot;
- l) Remarks;
- m) All the pages must have a printed serial no.
- n) total flying must be concluded at the end of the day and duly authenticated by GIA/GEA/PL(G) holder
- o) nature of flight(training/ recreational)

15.1.2 Gliding operations /training shall commence only after due organization from a person as mentioned in para 12 of this CAR.

15.2 Training Records:

15.2.1 All training flights and exercises shall be recorded in the glider pilot log-book and signed by Authorised Glider Instructor or Glider Examiner or in absence of both Accountable Manager may be authorized.

15.2.2 All flights shall be recorded in the journey-log book or the technical log-book of the glider.

15.2.3 The training flights shall be signed by the Authorised Glider Instructor or Glider Examiner in Authorization book.

15.2.4 GTO shall submit quarterly statement regarding no. of SPL/PL(G) issued, Aircraft utilization, Flying of Trainee Pilots, Instructor/examiner utilization and fuel & oil consumption in the form of excel sheet on dft.dgca@gov.in.

Note:- Hard copies are not required to be sent.

15.3 Accident/ Incident Reporting Procedures

The GTO shall develop occurrence reporting procedure in accordance with relevant rules and CAR Section-5, Series-C, Part-I.

16. DGCA Oversight (inspection/ surveillance/ audit)

16.1 Each GTO shall allow the DGCA to inspect the GTO facilities, equipment and records at any reasonable time and in any reasonable place in order to determine compliance with these regulations and the GTO's certificate and training specifications.

16.2 It will be the responsibility of the organization to ensure that during the period of validity of the approval, the capability of the organization is not degraded in any form. DGCA shall carry out surveillance to verify the continued compliance of requirements. DGCA officers may carry out spot checks, a sampling method to get the feel of the functioning and to initiate timely preventive measures.

16.3 DGCA may carry out inspection/ audit of any GTO at any time. Records shall be provided to DGCA inspectors/ auditors for desk-top audit forming part of the continuous oversight of the GTO.

16.4 DGCA do not regulate financial matters/fee structure of GTO, however GTO are required to publish their fee structure and their refund policy on their website (if any).

17. Enforcement/ Penal Provision

17.1 In case of concealment or misrepresentation of facts to DGCA; or during the course of Glider training activities, if the organization fails to comply with the requirements of Aircraft Act 1934, Aircraft Rules 1937, applicable CARs or other regulations issued from time to time; or if the standard of Glider training is found to be below the desired level, the approval granted to the organization shall be liable to alteration, suspension or cancellation.

(B. S. Bhullar)
Director General of Civil Aviation

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APPENDIX I

**APPLICATION FOR GRANT OF N.O.C. FOR APPROVAL OF
GLIDER TRAINING ORGANIZATION (GTO)**

1.	Applicant's details	
	Please identify yourself from the following and provide the necessary information:-	Please tick below
A.	A citizen of India/ Group of Indian nationals	
B.	A trust/society registered under the societies registration act 1860 (enclose copy of registration)	
C.	A Non Resident Indian or Overseas Corporate Body	
D.	Central or State Government or its partially or fully owned undertakings	
E.	A Company or corporate registered under Companies Act 1956 (Attached a copy each of the certificate of incorporation and Memorandum and Articles of Association)	
a)	Name(s)	
b)	Address in India with Telephone, E mail, Fax numbers	
In case of 'E' please also provide following information		
c)	Address of principal office of business in India, including operations and maintenance bases	
d)	Full details of any other business the company is engaged in	
e)	Names and nationality of the Board of Directors/ Chairman/ CEO (Attach Security Clearance)	1. 2. 3. 4.
f)	Details of the share holding of the company	
g)	Percentage share of foreign nationals or company, if any, in the capital of the company	
2.	Fee details (Receipt of Rs 50,000/- deposited on https://bharatkosh.gov.in)	
3.	Aerodrome proposed as base of the training organization.	
4.	No objection certificate from owner of aerodrome for use of aerodrome for setting up of training institute and for provision of parking and hanger space. (Pl. attach)	Yes/no
5.	No objection certificate from Airports Authority of India / Ministry of Defense (as applicable) on Air Traffic point of view. (Pl. attach)	Yes/no

6.	Objectives of the organization particularly with regard to flying training activities and Details of experience in civil aviation field/activities.	
7.	Financial resources	
a)	Authorized equity capital details	
b)	Subscribed equity capital details	
c)	Other resources (indicate attachments) (Attach supporting documents such as balance sheet, statement from the company account stating availability of adequate fund, bank certificates, duly certified by Charter Accountant etc.)	
8.	Project report containing details of the proposed three year business plan of project and time line for implementation of various phases of project. (Pl. attach)	
9.	Details of aircraft proposed to be operated	
a)	Total Number and type of Glider(s)	
b)	Passenger capacity of each type of glider	
c)	Maximum all up weight of each glider	
d)	Whether the glider is type certified to FAA or EASA requirements.	
e)	Whether the glider is to be acquired on outright purchase or lease or lease finance (indicate wet lease or dry lease)	
f)	Name and address of Owner/ Lessor for the purpose of registration of glider.	
10.	Statement showing compliance with the Civil Aviation Requirements (CAR Section 3 Series 'C' Part I Issue III, dated 29 th January 2010, if the aircraft are leased by the operator).	
11.	Details of proposed organization (Please attach separate sheet, if required.)	

a)	Overall set up of the Glider training organization including ground training infrastructure.	
b)	Proposed maintenance facilities with details of organization, equipment and approved programme.	
c)	Organization structure with details of post holders (AM, GIA, GEA, GI, etc.)	
d)	Details of the number of flight and ground instructors	
12.	Potential need for Glider training organization	
13.	Estimated date of starting of training activity.	
14.	Name and contact details of Accountable Manager.	
15.	Any other relevant information.	

(Note:-please do not leave any column blank, in case not applicable write N/A. Applicant is advised to ensure that the proposed facility, equipment etc. shall be able to comply the requirements of Aircraft Rules, CAR on the date of approval)

Certified that the statements made/information given in this application is true.

(Signature of the applicant/authorized signatory.)

APPENDIX II

**APPLICATION ALONGWITH CHECK LIST FOR APPROVAL / RENEWAL OF
APPROVAL OF GLIDER TRAINING ORGANISATION**

This application form shall be used as GTO's compliance statement and DGCA inspector checklist for verification at the time of inspection/ surveillance/ audit. Each page shall be initialed and last page shall be signed by Accountable Manger and Glider Instructor Jointly.

1. General

1.1	Name and address of the Glider training institute. With Telephone (landline/ mobile) E-mail, Fax numbers	
1.2	Name of the President, (if elected Managing Committee is functioning)	
1.3	Are the Board of Directors same, which were at the time of grant of security clearance for setting up of the Institute?	
1.4	Name of the Accountable Manager and whether he has been approved by DGCA.	
1.5	Scope of training authorized under the organization's terms of approval.	
1.6	Whether the Glider Training Organization has FTO approval/ non-scheduled operator's permit? If yes, then submit details.	
1.7	Principal base of operation aerodrome.	
1.8	Other base of operation aerodrome, if any	
1.9	Whether NOC is valid	
1.10	Whether satisfactory statement of Compliance of CAR is submitted by Accountable Manager.	
1.11	Organization Chart	

2. Glider Details (attach separate sheet, if required) (attach documents)

	Gliders	1 st glider	2 nd glider	3 rd glider	4 th glider
2.1	Type of a/c				
2.2	Registration No.				
2.3	Cat. Of Registration				
2.4	C of A valid up to				
2.5	ARC valid up to				
2.6	Owned/ leased				
2.7	Name of lesser				
2.8	Validity of lease				
2.9	Date of manufacturing				

2.10	Age since manufacturing				
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Note: All gliders shall be serviceable and have valid C of A at the time of inspection.

At least one Glider/Motor Glider was found flyable
(in case could not be flown reason thereof)

Remarks-

3. Post Holders Details

Sl. No.	Post	Name of person	Approval reference number	Approval valid (Y/N)
3.1	Accountable Manager			

3.2	Approved DGCA Glider Instructor			
3.3	Whether Licence, ratings and authorization of Glider Instructor are current and date of last competency check/flight review			
3.4	Approved DGCA Glider Examiner			
3.5	Whether Licence, ratings and authorization of Glider Examiner are current and date of last competency check/flight review			
3.6	Ground instructor			
3.7	Whether Police verification of the persons employed on above posts from is obtained from relevant District Police Authorities taken. (attach copy, if not submitted earlier at the time of approval)			

4. Details of Approved Glider Instructors

Sl no.	Names	Whether their licenses are valid	Date of last competency check/flight review by Glider Examiner	Remarks
1.				
2.				
3.				
4.				

5. Details of Approved Glider Examiners

Sl no.	Names	Whether their licenses are valid	Date of last competency check/flight review by Glider Examiner	Remarks
1.				
2.				
3.				
4.				

Sl. No.	Name of FATA Instructors	Whether their licenses are valid	FATA No.(s)
1.			
2.			

6. Ground Instructors Details

Sl. No.	Names	Subjects allotted	qualification
1.			
2.			
3.			
4.			

7.	Scope of Training And Organization	Information	sat	Un-sat	remarks
7.1	Description of the scope of training authorized under the Organisation's terms of approval.				
7.2	Organization chart (of management organization)				

8.	Facilities and Equipment Space for waiting, Operations, flight planning etc.(whether available and proper)	Information	sat	Un-sat	remarks
8.1	Office space for operation and admin staff				
8.2	Storage area including secure area for trg. & personnel record				
8.3	Space for the students waiting for their training.				
8.4	Flight Operation room or area.				

8.5	Flight Planning room or area				
8.6	Space for pilot briefing/debriefing.				
8.7	Office facility for instructors/examiners is available				

9. CLASSROOMS					
9.1	Proper class rooms commensurating with the plan.(whether available and proper)				

10. THE TRAINING PLAN		Information	Sat	Un-sat	remarks
10.1	Whether pre-entry requirements of age, Education Qualification, Language and Medical are ensured:	Yes/No			
10.2	Training and procedure for issue of SPL followed	Yes/No			
10.3	Flying Log Book issued	Yes/No			
10.4	Training records-				
	<ul style="list-style-type: none"> • Procedure for maintaining integrity of record and documents i.e. protection from alteration and removal etc. 	Proper/improper			
	<ul style="list-style-type: none"> • Attendance records. 				
	<ul style="list-style-type: none"> • Persons responsible for checking records and students' log books and procedure thereof and whether checking 	Proper/improper			
	<ul style="list-style-type: none"> • System of tracking of record of flying training of SC/ST candidates 	If available			
10.5	Safety training on following subjects:-				
	<ul style="list-style-type: none"> • Individual responsibilities. 	Carried out/not carried out			
	<ul style="list-style-type: none"> • Essential exercises. 	Carried out/not carried out			
	<ul style="list-style-type: none"> • Emergency drills 	Carried out/not carried out			
	<ul style="list-style-type: none"> • Requirement before first solo 	Met/ Not Met			
10.6	Checks and tests of students for following:-	Carried out/ not carried out			
	<ul style="list-style-type: none"> • Flying: Progress checks and skill tests. 	Carried out/ not carried out			

	<ul style="list-style-type: none"> • Knowledge: Progress tests and knowledge not tests 	Carried out/ not carried out			
	<ul style="list-style-type: none"> • Rules concerning refresher training not before test 	Carried out/ not carried out			
	<ul style="list-style-type: none"> • Test reports and records 	Carried out/ not carried out			
	<ul style="list-style-type: none"> • Preparation for DGCA exams. 	Carried out/ not carried out			
10.7	Procedure for Transfer of Trainee to other GTO being followed	Followed/Not Followed			

11.	BRIEFING AND AIR EXERCISES	Information	sat	Un-sat	remarks
11.1	Air exercise - A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.	Yes/No			
11.2	Air exercise reference list An abbreviated list of the above exercises giving only main and sub-titles for quick reference, preferably in flip-card form to facilitate daily use by instructors.	Yes/No			
11.3	Appendices - Skill test report forms.	Yes/No			
	GTO certificates of experience, competence, etc. as required.	Yes/No			
11.4	Standardized check-lists for normal, abnormal and emergency procedures.	Yes/No			
11.5	Maps and charts required to be carried for flights	Yes/No			
11.6	Check-list to show the documents required to be carried on board?	Yes/No			
11.7	Procedure to ensure pilot has valid licenses, medical assessment before boarding for flying training.	Yes/No			
11.8	Procedures briefing/debriefing.	Yes/No			

11.9	Procedure to collect metrological information prior commencing the first flight of the day and its recordkeeping.	Yes/No			
11.10	Procedures to ensure that documents required to be carried on board are available.	Yes/No			
11.11	Procedures under which the trainee pilots can be sent on their first solo and subsequent solos	Yes/No			
11.12	Procedures have been established under which the trainee pilots can be sent on their first solo cross-country flight.	Yes/No			
11.13	Procedures for carrying out flying check of trainees/ Instructors by GIA/GEA holder to ensure standardized flying training.	Yes/No			
11.14	System of keeping of C of A, C of R, ARC, DGCA approvals (Post holders) for ready reference.	Yes/No			
11.15	Occurrence reporting procedure as per CAR Section-5, Series-C, Part-1 and relevant Air Safety Circulars.	Yes/No			
11.16	Procedure for preparation of contingency plan for aircraft accident, disabled aircraft removal, search and rescue etc.	Yes/No			

12.	ADMINISTRATIVE PROCEDURES	Followed/not followed			
12.1	Authorization and Supervision of flight	Yes/No			
12.2	Flight crew qualification records (licences & ratings) (whether maintained)	Yes/No			
12.3	Flying duty period and flight time limitations(flying instructors) (followed)	Yes/No			
12.5	Flying duty period and flight time limitations (students) (followed)	Yes/No			

12.6	Pilots' log books (properly maintained)	Yes/No			
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13	STAFF TRAINING	INFORMATION	Sat	Un-sat	remarks
13.1	Initial training	Conducted/not conducted			
13.2	Refresher training	Conducted/not conducted			
13.3	Standardization training	Conducted/not conducted			
13.4	Proficiency checks	Conducted/not conducted			

PART-II

14.	Aerodrome inspection contents (Requirements & Procedures)	information	Sat	Un-sat	remarks
14.1	Proper airport perimeter fencing and or adequate watch and ward for preventing runaway incursion during aircraft operation?	Available/not available			
14.2	Procedure for runway inspection.	Available/not available			
14.3	Check availability of smooth runway of adequate length for the type of a/c.	Available/not available			
14.4	Check availability of sufficient length of runway for type of a/c for clearing all obstacles in the take-off light path by atleast 50feet	Available/not available			
14.5	Proper runway markings, taxi way markings, apron markings and holding point marking.	Available/not available			
14.6	Proper communication facility	Available/not available			
14.7	Marking Ground signal areas.	Available/not available			
14.8	Visibility of wind sock or wind direction indicator from each end of the runway at ground level.	Available/not available			
14.9	Proper traffic direction indicator, if applicable.	Available/not available			
14.10	Proper traffic pattern for	Available/not			

	carrying out the flying training.	available			
14.11	Alarm bell and siren facilities at a suitable location.	Available/not available			
14.12	Proper contingency plan for aircraft in emergency.	Available/not available			
14.13	Proper contingency plan for aircraft in emergency.	Available/not available			
14.14	Sufficient number of fire extinguishers	Available/not available			
14.15	First-aid room with proper kit and validity	Available/not available			
14.16	Proper coordination procedure with local fire station	Available/not available			
14.17	Display of 'No-Smoking' sign at prominent places.	Available/not available			

(All the information submitted above have been verified and found correct.)

(Accountable Manager)

(Approved

Glider

Instructor/Examiner)

Signature with Date:

Signature with Date:

(Quality Manager) Signature with date:

For office use only

Review by DGCA inspector as under
Remarks:

Action required:

Name of DGCA Inspector who conducted the
review: _____

Date:-

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Appendix III

GTO's Training and procedure manual

1. Introduction

The Training and procedure manual describes the way the organization conducts its activities. As such it is a document which is essential for the organization as it provides the management and line personnel with clear guidance on the policy of the organization as well as the procedures and processes which are used to provide training. It is also an essential document for DGCA. ***During the approval process, it allows the DGCA to assess whether the way the organization is planning to operate is in line with the existing requirement and accepted practices. Once the training organization is functioning, a large part of the surveillance activities of the DGCA will be to ensure that the organization is functioning as it said it would in the Training and procedure manual.***

2. General Consideration

In preparing the Training and procedure manual, it is important for the GTO to ensure that the Training and procedure manual is consistent with regulations, manufacturer requirements, other documents issued by the training organization and in line with and human factors principles. It is also necessary to ensure consistency across all departments within the organization as well as consistency in use. An integrated approach, recognizing operational documents as a complete system, is the key to success. ***The manual should be assessed on same lines by DGCA.***

3. Contents

The content of the Training and procedure manual spelled out in this Appendix, provides a detailed list which expands on the structure expected for the manual. Depending on the size and scope of training provided by the organization, some of the elements contained in this Appendix can be combined and subdivided further as determined by GTO and ***acceptable to DGCA.***

4. Organizing the Manual

- 4.1 A Training and procedure manual should be organized as far as practicable in the order as enumerated in the Appendix-III A
- 4.2 The manual should be consistent with the training organization's philosophy, policies, procedures and practices.

5. Design

- 5.1 The structure of the manual should be easy to understand, appropriate for the information documented and clearly identified through headings and other

formatting devices. The document structure should be identified at its beginning by explaining organizing elements such as headings, the numbering scheme, main parts of the document and other sources of coding or grouping.

- 5.2 Precise language should be used wherever possible. Significant terms for common items and actions should be maintained throughout the manual. Terms must be clear and easily understood.
- 5.3 Writing style, terminology, formatting, and use of graphics and symbols should be consistent throughout the document. This includes the location of specific types of information and consistent use of units of measurement and codes.
- 5.4 The manual should include a glossary of terms, acronyms, abbreviations and associated definitions. The glossary should be updated on a regular basis to ensure access to the most recent terminology.
- 5.5 The revision process should be considered when designing the manual for ease of amendment and distribution.
- 5.6 The Training and procedure manual should comply with the requirements of the training organization's quality assurance system.

6. Validation

- 6.1 The Training and procedure manual should be reviewed and tested under realistic conditions before its use. The validation process should include using the critical aspects of the information contained in the manual to verify its effectiveness. Routine interaction among groups within the organization should be included in the validation process.
- 6.2 A final **review** of the manual should ensure that all required topics have been addressed with an appropriate level of details for users. The final review should also confirm compliance with safety regulations, manufacturers' recommendations and the organization's philosophy, policies, procedures and practices.

7. Deployment

- 7.1 The training organization should have a system in place to monitor use of the Training and procedure manual after it is published. This will ensure appropriate and realistic use of the manual, based on the operational environment, in a way that is operationally relevant and beneficial to the personnel for whom it is intended. The monitoring system should include formal feedback to obtain inputs from the principal users of the manual and other persons who would be

affected by a new or revised policy, procedure or practice.

8. Amendment

- 8.1 The training organization should develop an effective information gathering, review, distribution and revision control system to process information obtained from all sources relevant to the organization. Sources include, but are not limited to the DGCA safety regulations, manufactures and equipment vendors.

Note. — Manufactures' provide information for the operation of specific aircraft that emphasizes the aircraft systems and procedures under conditions that may not fully match the requirements of the training organization. Training organizations should ensure that such information meets their specific needs and those of the DGCA.

- 8.2 The training organization should develop an information review, distribution and revision control system to process information resulting from changes that originate within the organization. This includes changes:
- (a) in the organization's policies, procedures and practices;
 - (b) in response to operating experience;
 - (c) to the scope of training provided;
 - (d) to the content of training programs;
 - (e) resulting from the installation of new equipment;
 - (f) to an approval document or operating certificate; and
 - (g) for the purpose of maintaining standardization.
- 8.3 The Training and procedure manual should be reviewed in association with other operational documents that form the organization's flight safety documents system:
- (a) on a regular basis (at least once a year);
 - (b) after major events such as mergers, acquisitions, rapid growth, downsizing, etc.;
 - (c) after technology changes, e.g.: the introduction of new equipment; and
 - (d) after changes in safety regulations.
- 8.4 Permanent changes to the Training and procedure manual shall be communicated through a formal amendment process. The manual should be amended or revised as necessary to ensure that the information contained is kept up to date.
- 8.5 Distribution of amendments and revisions should include a tracking system. The tracking system should include some form of log combined with a procedure to ensure that all amendments are furnished promptly to all organization or persons to whom the manual has been issued.
- 8.6 The inspection checklist for the reviewing of a GTO's Training and procedure manual is same which was used at the time of initial approval i.e. Appendix-III A

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Contents of the Training and procedure manual

1. The 'Training and procedure manual' should include elements as enumerated in the Appendix IIIA.

2. **Appendices**

Appendices to 'Training and procedure manual' may be kept in a separate folder and it should include, sample progress test forms, navigation logs, skill tests reports and records, a copy of the approved training organization approval document, as required.



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Appendix-III A

Training and procedure manual Checklist
(For compliance statement by GTO & acceptance by DGCA)

This form shall be used as GTO's compliance statement and DGCA inspector checklist for acceptance of Training and procedure manual of GTO. GTO shall fill up checklist after ensuring each item (column 'A', 'U' & 'Remarks' be left blank). Each page shall be initialed and last page shall be signed by Accountable Manger and Approved glider Instructor Jointly.

Name of GTO: _____	Date: _____
Address of GTO: _____	
Website & e-mail of GTO: _____	
Name of Accountable manager _____	
Tel. _____	
Approved glider Instructor/Examiner _____	
Tel. _____	
(A = Acceptable, U = Unacceptable) OM = Training and procedure manual	

PART-I

No.	Subject	Page & Para no. of OM	A	U	Remarks
1.	GENERAL				

1.1	Preamble relating to use and authority of the Training and procedure manual.				
1.2	Table of contents.				
1.3	Amendment, revision and distribution.				
	a) Procedures for amendment;				
	b) Amendment record page;				
	c) Distribution list; and				
	d) List of effective pages.				
1.4	Glossary of significant terms and definitions.				
1.5	Description of the structure and layout of the manual, including:				
	a) Various parts, sections, their contents and use;				
	b) The paragraph numbering system.				

2.	Scope of Training and Organization				
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2.1	Description of the scope of training authorized under the organization's terms of approval.				
2.2	Organisation chart (of management organization)				

2.3	Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to:				
	a) Accountable manager				
	c) Glider examiner/instructor				
	d) Instructors — ground, flying.				
2.4	Police Verification clearance of all above and personnel in succession of command.				

3.	Facilities				
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3.1	Glider details –(at least with following details)				
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#	Gliders	1 st glider	2 nd glider	3 rd glider		remarks
a)	Type of glider					
b)	Registration No.					
c)	Cat. Of Registration					
d)	Owned/ leased					
e)	Name of lesser					
f)	Validity of lease					
g)	Date of manufacturing					

3.2	Space for waiting, Operations, flight planning etc.	OM ref.	A	U	
a)	Office space for operation and admin				
b)	Storage area including secure area for trg. And personnel record				

4.	THE TRAINING PLAN				
4.1	Aim of the course –				
	• A statement of what the student is expected to do as a result of the training,				
	• The level of performance				
4.2	Pre-entry requirements -				
	• Minimum age				
	• Educational requirements				
4.3	Credit for previous experience -				
	• To be obtained from the [AUTHORITY i.e. DGCA] before training begins.				
4.4	Training curricula -				
	• The flying curriculum glider/motor glider				

	<ul style="list-style-type: none"> The theoretical knowledge-training Curriculum 				
	<ul style="list-style-type: none"> Bad weather 				
	<ul style="list-style-type: none"> On field-selection and out-field landing procedure 				
	<ul style="list-style-type: none"> Soaring 				
	<ul style="list-style-type: none"> Duration of dual and solo flights at various stages 				
4.5	Training records -				
	<ul style="list-style-type: none"> Procedure for maintaining integrity of record and documents i.e. protection from alteration and removal etc. 				
	<ul style="list-style-type: none"> Attendance records. 				
	<ul style="list-style-type: none"> The form of training records to be kept e.g. dossier. 				
	<ul style="list-style-type: none"> Persons responsible for checking records and students' log books and procedure thereof. 				
	<ul style="list-style-type: none"> The nature and frequency of records checks. 				
	<ul style="list-style-type: none"> Standardization of entries in training records. Rules concerning log book entries. 				
	<ul style="list-style-type: none"> System of tracking of record of flying training of SC/ST candidates. 				
4.7	Safety training				
	<ul style="list-style-type: none"> Individual responsibilities. 				
	<ul style="list-style-type: none"> Essential exercises. 				
	<ul style="list-style-type: none"> Emergency drills (frequency). 				
	<ul style="list-style-type: none"> Dual checks (frequency at various stages). 				
	<ul style="list-style-type: none"> Requirement before first solo day/navigation etc. 				
4.8	Checks and tests –				
	<ul style="list-style-type: none"> Flying: Progress checks and skill tests. 				
	<ul style="list-style-type: none"> Knowledge: Progress tests and knowledge tests. 				
	<ul style="list-style-type: none"> Authorization for test. 				
	<ul style="list-style-type: none"> Rules concerning refresher training before retest. 				
4.9	Procedure for Transfer of Trainee				
5.	BRIEFING AND AIR EXERCISES				
5.1	Appendices -				
	<ul style="list-style-type: none"> Skill test report forms. 				
	<ul style="list-style-type: none"> GTO certificates of experience, competence, etc. as required. 				

5.2	Standardized check-lists for normal, abnormal and emergency procedures?				
5.3	Maps and charts required to be carried for flights.(only for cross country)				
5.4	Procedure to ensure pilot has valid licenses, medical assessment before boarding for flying training.				
5.5	Procedures briefing/ debriefing.				
5.6	Procedure to collect metrological information prior commencing the first flight of the day and its recordkeeping				

5.7	Procedures under which the trainee pilots can be sent on their first solo and subsequent solos.				
5.8	Procedures have been established under which the trainee pilots can be sent on their first solo cross-country flight.				
5.9	Procedures for carrying out flying check of trainees/ Instructors by GIA/GEA holder to ensure standardized flying training.				
5.10	System of keeping of C of A, C of R, ARC, DGCA approvals (Post holders) for ready reference.				
5.11	Procedure for preparation of contingency plan for glider accident, disabled glider removal, search and rescue etc.				

6.	ADMINISTRATIVE PROCEDURES				
6.1	Student discipline and disciplinary				
6.2	Authorization and Supervision of flights				
6.3	Responsibilities of pilot-in-command (Instructor in dual and trainee in solo flights);				
6.4	Carriage of passengers or persons				
6.5	Aircraft documentation				
6.6	Retention of documents				
6.7	Flight crew qualification records (licences & ratings)				
6.8	Revalidation (licences, ratings & medical certificates)				
6.9	Flying duty period and flight time limitations (flying instructors)				
6.10	Flying duty period and flight time limitations (students)				
6.11	Rest periods (flying instructors)				
6.12	Rest periods (students)				
6.13	Pilots' log books				

6.14	Safety (general: equipment, radio listening watch, flag, hazards, accidents and incidents, including reports, safety of trainee pilots, etc)				
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PART-II

7.	Aerodrome inspection contents (Requirements & Procedures)				
7.1	Proper airport perimeter fencing and/ or watch and ward for preventing runway incursion during aircraft operations.				
7.2	Procedure for runway inspection.				
7.3	Check availability of sufficient length of runway for type of a/c for clearing all obstacles in the take-off flight path by at least 50 feet.				
7.4	Proper communication arrangements with ATC.(as applicable)				
7.5	Proper and adequate safety services are provided by the training institute or by ATC (as applicable).				
7.6	Marking of Ground signal areas.				
7.7	Visibility of wind sock or wind direction indicator from each end of the runway at ground level.				
7.8	Proper traffic pattern for carrying out the flying training.				
7.9	Proper air ground communication to supervise the flying training activities.				
7.10	Alarm bell and siren facilities at a suitable location.				
7.11	Sufficient number of fire extinguishers.				
7.12	Valid First-aid kit in Gliders and Hanger				
7.13	Trained manpower to handle safety services.				
7.14	Proper coordination procedure with local fire station.				
7.15	Display of 'No-Smoking' sign at prominent places.				

The information as mentioned on the page and para column has been verified from the Training and procedure manual of GTO.

(Accountable Manager)
Signature with Date:
Date:

(Approved glider Instructor)
Signature with