PHARMAFLIGHT

Training Guidance for Professional Pilot BSc Students

NOTE: *This guidance is an official appendix of the Academic and Examination Rules and Regulation of University of Debrecen*

Debrecen
Hungary

Revision: 2.1
Effective: 30.10.2022

PHARMAFLIGHT International Science and Service Center
Address: PHARMAFLIGHT Aviation Academy Ltd. 4030 Debrecen Szatke Ferenc Str. 1. Hungary
Phone.: +36 52 870 270 | E-mail: info@pharmaflight.hu | Web: www.pharmaflight.hu

Table of Contects

INTRODUCTION

This Handbook is guidance manual that helps the student to see the regulators of Integrated ATP(A) training. It contains and merges important information from regulations, ATO (Approved Training Organisation) documents and internal rules for of Professional Pilot training of University of Debrecen. All students must comply with the rules and regulations of the different parties.

Parties	Related rules and regulations	
University of Debrecen (UD)	AERAR *'TJSZ'* Bulletin	Academic and Examination Rules and Regulation of UD Fees and Contributions to Be Paid by the Students of UD Bulletin for Professional Pilot BSc Program
PHARMAFLIGHT Aviation Academy Ltd. (PF)	Part-ORA Part-NCO TMs OM	Regulation for Approved Training Organisation Regulation for Non-Commercial Operations with other than complex-motor-powered aircraft Training Manuals Operations Manual
competent civil aviation authority (CAA)	Part-FCL Part-MED RTKE	Regulation for Flight Crew Licensing Regulation for Flight Crew Medical Rules for Theoretical Knowledge Examination
Stipendium Hungaricum (SH)		Scholarship Agreement Programme Operational Regulations

The present booklet is compliant with and is an amendment of the Academic and Examination Rules and Regulation of the University of Debrecen (hereinafter AERAR) and in case of discrepancy, the paragraph disposes the applicability.

For the effective versions of rules and regulations, always refer to the official document.

Aviation related regulations are published on EASA (European Aviation Safety Agency) website. www.easa.europa.eu

REVISION HISTORY

Revision changes can be followed by the side marking on the right side of the paper with the revision number of modifications.

Revision number	Date of effectiveness	Modified by	Approved by
1.0	15.01.2021	-	Bence Horváth (HT)
1.1	26.04.2021	Máté Győri (CMM&SM)	Bence Horváth (HT)
1.2	01.09.2021	Máté Győri (CMM&SM)	Bence Horváth (HT)
1.3	01.02.2022	Máté Győri (CMM&SM)	Bence Horváth (HT)
2.0	01.09.2022	Máté Győri (CMM&SM)	Bence Horváth (HT)
2.1	30.10.2022	Máté Győri (CMM&SM)	Bence Horváth (HT)

2.1

USEFUL CONTACTS AND EMERGENCY RESPONSE PLAN (ERP)

Safety and calamities

In case of an emergency or calamity, contact (call) the corresponding phone number(s) below:

- Central emergency number: 112
- Ambulance: 104
- Fire brigade: 105
- Police: 107

These phone numbers are available in 7/24

PHARMAFLIGHT International Science and Service Center

Address:
PHARMAFLIGHT Aviation Academy Ltd.
4030 Debrecen Szatke Ferenc Str. 1. Hungary
Phone.: +36 52 870 270 | E-mail: info@pharmaflight.hu | Web: www.pharmaflight.hu

Position	Name	Email address
Accountable Manager (AM)	dr. Enikő Földi	ceo@pharmaflight.hu
Compliance Monitoring and Safety Manager (CMM&SM)	Máté Győri	safety@pharmaflight.hu
Head of Training (HT)	**Bence István Horváth**	**headoftraining@pharmaflight.hu**
Chief Theoretical Knowledge Instructor (CTKI)	**Gergely Szombathelyi**	**ctki@pharmaflight.hu**
Chief Flight Instructor (CFI)	**Iván Soma Praznovszky**	**cfi@pharmaflight.hu**

EMERGENCY RESPONSE PLAN (ERP)

General Emergency Operations

The Emergency Response Plan is a condensed document designed to assist company employee to apply the right course of actions and to be able to eliminate most of the confusion that usually occurs when an unexpected, unusual event happens that requires immediate actions. All employees are required to be familiar with the ERP.

Priorities and actions during emergencies:

1. **RESCUE**: Save of human life and support injuries;
2. **NOTIFY:** Call emergency services (Ambulance, Fire Services, Police) and Safety Manager;
3. **SAFE AND SECURE:** Human life, location, properties and data, in this order;
4. **REVIEW:** Crosscheck yourself, make corrective actions;
5. **REPORT:** Follow company procedures and fill out the necessary company forms

Flight Watch (Flight Tracking)

If any aircraft is dispatched, there shall always be a responsible Duty Officer in place who will keep the track of all departure times and ETA's and verifies that an aircraft has arrived or is overdue. Duty Officer monitors the operation continuously. The following flight tracking sources are available:

1. FlightLogger application: PIC or supervising instructor has to set the flight status accordingly and Duty Officer monitors the flight status
2. FlightRadar24 application: Duty Officer monitors the flights (only if FlightLogger is not available)
3. Telegram 'FlightStatus' chat group where PIC or supervising instructor has to announce the followings (only if FlightLogger is not available):
   - ***'HA-XXX departure in 30 mins'*** or ***'HA-XXX take-off at XX:XX'*** in case of departure (UTC)
   - ***'HA-XXX landed'*** in case of arrival
   - ***'HA-XXX cancelled'*** in case on an already announced flight is cancelled

Overdue Aircraft

60 minutes over the ETA is considered the maximum time before activating the "Overdue System". Specialty flight operations may define a shorter response time.

In case of active "Overdue System" the following checklist shall be applied:

1. Look for information in FlightStatus chat group: ***'Any info about HA-XXX?'*** and on company VHF frequency (120.290 MHz)
2. If negative or no response, contact the person who initially dispatched the aircraft (if applicable) and inform Duty Officer and/or Safety Manager
3. If there is no confirmation, attempt to call the aircraft from other stations or relay through other company aircraft in the area.
4. If no satisfactory responses, call ATC unit to confirm aircraft position or flight status.
5. If the answer is negative, inform Search and Rescue Services

EMERGENCY RESPONSE PLAN (ERP) CONT'D

Actions at Crashed Aircraft, Accident and Serious Incident

An incident is not an emergency but may necessitate an immediate response to prevent an accident from happening. Do not allow access of media to the vicinity. Under no circumstances should you talk with media in any reason to protect yourself, pending any future litigations or lawsuits.

1. RESCUE

a) Assist survivors and render first aid at the earliest and have medical personnel called and dispatched immediately.

b) If there is danger of post crash fire, move survivors a safe distance away. (Be especially aware of anyone with indications of spinal injury and give consideration to this prior to moving anyone, unless it is obvious that fire is perhaps imminent.)

c) Keep bystanders and unauthorized personnel out of the crash area.

d) Establish a "No Smoking Rule" immediately.

e) Search the wreckage and surrounding area carefully for other survivors.

2. NOTIFY

a) Medical Aid and Air Ambulance

b) Local SRS and Police

c) Spill Response, if hazardous materials involved

d) Safety Manager

3. PRESERVE THE ACCIDENT AND EMERGENCY SITE

a) Every piece of the aircraft and other affected items on the emergency site its location is important to investigators.

b) Nothing should be disturbed or taken.

c) Use local Police personnel to secure site.

4. IDENTIFY WITNESSES

a) Obtain written statements, if possible, and/or record comments on tape recorder. Any pictures taken?

b) Have witnesses' names, addresses and phone numbers.

5. REVIEW YOUR ACTIONS

a) crosscheck yourself

b) make corrective actions

6. REPORT (when time permits)

Fill out the Occurrence Report Form (PF.SMS.03) and send it to the SM

Contact list:

Ambulance (Hungary)	112 or 104	
Fire Service (Hungary)	112 or 105	
Police (Hungary)	112 or 107	
Safety Manager	+36-20-436-3959	safety@pharmaflight.hu
Accountable Manager	+36-20-333-5092	ceo@pharmaflight.hu
Head of Training	+36-30-907-4067	headoftraining@pharmaflight.hu
Duty Officer	+36-30-793-0947	planner@pharmaflight.hu
Transport Safety Bureau (TSB)(KBSZ)	+36-1-294-5529 +36-30-931-0832	tsbnotification@itm.gov.hu
Hungarian CAA	+36-30-655-4103	

1 STUDENT RESPONSITBILITIES AND DUTIES

Each student is required to perform their duties to their best knowledge and they must comply with the rules and regulations concerning the training and the duties of a pilot. It is strictly forbidden to undertake any duty if a student knows or suspects that he/she is suffering from fatigue (as referred to Annex IV to Regulation (EC) No 216/2008) or feels otherwise unfit to perform his/her duties; or when under the influence of psychoactive substances, alcohol or drug. It is also mandatory to report it.

Students are required to reply and confirm all e-mails, phone calls and messages received from the University of Debrecen and PHARMAFLIGHT. Training schedules are published on the dedicated platform (FlightLogger) and/or via e-mail as a back-up, in case of system malfunction. Last minute changes and information are published via Telegram. All platforms shall be checked frequently:

- at least once every 24 hours in study period, during internships or if flying training is planned
- at least once every 48 hours in exam period

NOTE: *Students are required to download Telegram application for free. After giving the personal data PHARMAFLIGHT will automatically register them and forward the directions for use.*

1.1 PERSONAL DOCUMENTS

Complying with AERAR 3§ (8)(9)

Verifying Identity

Student pilots must always be ready to identify themselves. For identification purposes a passport is required from students – other types of documents (student card, UniPass card, residence permit, driving license, etc.) are not accepted. Students who are unable to identify themselves cannot attend the training, lesson or exam: this means that the lack of passport generates an absence automatically. In case of absence the later mentioned rules are applicable.

Flight Crew Document

It is the student pilots' responsibility to keep all of their necessary documents valid and up-to-date during the entire training including the followings:

- Class 1 Medical Certificate

  Internships/Flight Trainings shall be started only, if the student has obtained and able to present Class 1 medical certificate (issued in accordance with Part-MED), otherwise the subject shall be considered as failed. If the certificate expires or revoked, it shall be renewed as soon as possible but no later than 1 year, otherwise the training contract will be terminated. After a passive semester, student can start the next active semester only, if he/she is able to present valid medical certificate. For more details, refer to MED.030.
- ICAO Language Proficiency Exam

  If the student is not able to obtain and present ELP Certificate, flying training shall not be started. For further details, refer to FCL.055.
- Pilot Licence (if already obtained)
- Logbook

  For details, refer to FCL.050.
- Passport

1.2 PASS STANDARDS (GRADING)

Students must continuously demonstrate a sufficient level of knowledge and skills during their training in order to meet the pass standards of following organizations:

- University of Debrecen
- PHARMAFLIGHT Aviation Academy Ltd.
- Stipendium Hungaricum
- civil aviation authority

NOTE: *If the student pilot does not comply with any parties from the list above, he/she shall not continue the training!*

PHARMAFLIGHT pass standards and internal rules are summarized in this manual.

The merged grading system complies with the requirements of both PHARMAFLIGHT ATO and the University of Debrecen.

Integrated ATP(A) Course Training Manual (TRM) details the ATO related standards, the level of performance and training effectiveness *(refer to paragraph 3.4)*.

1.2.1 Grading of Theoretical Training

Complying with AERAR II 7§ (4) bi)-bl)

For Authority Exams (OE), AERAR III 17§ shall apply according to section 1.2.1 of the present booklet and the 'Rules for Theoretical Knowledge Examination'.

For Authority Exams (OE), AERAR III 18§ (3) (6) (8) (9) paragraphs shall apply according to section 1.2.1 of the present booklet and the 'Rules for Theoretical Knowledge Examination'. In case of cheating on OE the university starts a disciplinary procedure after receiving the official letter from the CAA.

For Authority Exams (OE), AERAR 19§ (7) (8), 20§, 21§ paragraphs shall apply according to the 'Rules for Theoretical Knowledge Examination'

AERAR III 19§ (10) paragraphs shall apply according to section 1.2.1 of the present booklet.

All ATPL related subjects end in an authority (official) exam (OE) as set out in the regulations of 1178/2011/EU (Part-FCL). The instructors allocate the final grades based on the following table:

Pass Standard	Signature	Grade	Grade Base	
OE ☑ HE ☑ MT ☑ ATT ☑	YES	2 - 5	OE*	OE – Authority (Official) Exam HE – Home Exam MT – Mid-Term Test(s) ATT – Attendance ☑ - PASSED ☒ - FAILED ☐ - NOT ATTENDED
OE ☒ HE ☑ MT ☑ ATT ☑	YES	1		
OE ☐ HE ☐ MT ☑ ATT ☑	YES	-		
MT ☑ ATT ☑	YES	2 - 5	MT**	
MT ☒ ATT ☑	YES	1		
MT ☐ ATT ☑	YES	-		
ATT ☐	-	-	-	

* In order to get the recommendation for an authority (official) exam from the ATO, all MTs and HEs must be passed successfully. Attendance must be 100% during lessons. OE gives the final grade.

** The average of passed MTs' percentage gives the final grade. Attendance must be 100% during lessons.

Grades and percentages are interrelated as the follows:

Grade 5 = 90 – 100% pass

Grade 4 = 85 – 89% pass

Grade 3 = 80 – 84% pass

Grade 2 = 75 – 79% pass

Grade 1 = 0 – 74% fail

Consequently, if a student does not pass the OE attempt(s) or MTs until the end of the given university semester (term) including the exam period, the final grade will be considered as 'failed' or 'not attended' (depending on the completion of tests). Exam courses are available in the next semester as a retake option for ATPL related subjects if a signature has been received during the previous semester.

NOTE: *The application and sitting booking for the authority exam is the applicants' responsibility. The student must inform the training organisation (PHARMAFLIGHT ATO) about the authority exam results within 24 hours after the sitting.*

1.2.2 Flying Training Evaluation and Grading

Grading of flying exercises:

Grade 5	Exemplary	The pilot's performance in this competency was exemplary with an outstanding effect on safety. The pilot always demonstrated all of the relevant performance indicators in this competency to an exemplary standard.
Grade 4	Very Good	The pilot's performance in this competency was very effective, which significantly enhanced safety. The pilot regularly demonstrated all of the relevant performance indicators in this competency to a very good standard.
Grade 3	Good	The pilot's performance in this competency was effective with a significant contribution to safety. The pilot consistently demonstrated most of the relevant performance indicators in this competency to a good standard.
Grade 2	Satisfactory	The pilot's performance in this competency was satisfactory with a slightly positive effect on safety. The pilot demonstrated most of the relevant performance indicators in this competency to at least a satisfactory standard. Weak in some areas
Grade 1	Unsatisfactory	The pilot's performance in this competency was unsatisfactory with a negative effect on safety. The pilot did not demonstrate the majority of the relevant performance indicators. Significant deficiencies in many areas

In case of grading the flying exercises, Part-FCL GM1 to Appendix 3 and GM3 FCL.735.A are applied.

The final grade of Flight Training and Internship subjects is based on the overall performance of the students (including theoretical knowledge, technical and non-technical skills, attendance etc.) during the given period but the grades issued during flying exercises have higher priority in grading.

If the prescribed flying training cannot be commenced or completed due to student error (e.g. lack of valid language proficiency, valid medical certificate etc.), the related subject can be considered as 'failed' (1).

Should a student be given a warning concerning his/her unsatisfactory standard and still fails to progress, PHARMAFLIGHT ATO will decide about the continuation of the student flying training.

If the prescribed flying training cannot be commenced or completed due to an unforeseen circumstance, the related subject can be considered as 'not completed' (-).

Based on Part-ORA (and as written in paragraph 3.4), the Head of training is responsible for making final decision on training termination of a student at the ATO, considering the overall performance and feedbacks. *It must not be confused with AERAR I (13) (14).*

If a student badly endangers flight safety, flying training shall be suspended immediately.

1.3 ABSENCES, RETAKES AND WARNINGS

Complying with AERAR II 11§

1.3.1 Absences

Students are required to attend every assigned appointment, training, lesson and other student duty determined by the Approved Training Organisation (ATO).

Students may report sick or being unfit and take sick leave whenever they are unable to attend a class. Being sick and unfit shall be reported in advance, before the commencement of the student's duty.

In case of not being able to be on time or not being able to be present at all (this includes absence resulting from an illness as well), students should contact the planner and the instructor by phone or chat application (Telegram group – „… - questions and absences") as soon as possible, but at latest before his/her duty starts on the day of being absent or late.

If there is no compelling reason to be absent or late then the following rules take place.

Being late for less than 15 minutes, results in:

- oral warning → every second oral warnings will be counted as a written warning

Being absent or late for more than 15 minutes, results in:

- written warning

NOTE: An absence without proof of sickness is considered as a vagary action which leads to a written warning.

Being absent can mean that your flying training will not be submitted within the agreed timeframe.

1.3.2 Retakes

In order to complete the training successfully, students must attend all of the lectures. Any missed lecture will need to be made up for at a later date, prior to a course completion certificate being issued to the student. ***If more than 3 missed days or 30% of total lecture time*** per subject per semester, whichever is less, getting signature in the Lecture Book will be denied. Normally the retake classes will be held in the 2nd drawing week.

1.3.3 Warnings

The attitude, behavior, preparation, communication and absences of students will be monitored during the entire course of their studies. There are two warning categories during the studies based on the student's learning performance and behavior.

To distinguish the warnings there are two level of them.

1st level → oral warning
2nd level → written warning

2 x oral warnings = 1 x written warning

Violating the rules during any kind of operations (ground school lectures, flight trainings) automatically results in a warning according to the following system:

1.3.3.1 Warnings based on student's attendance and performance

Oral warning is allocated for the following reasons:

- being late for less than 15 minutes
- no activity/response during the lectures

Written warning is allocated for the following reasons:

- being late for more than 15 minutes
- absence
- unpreparedness for any flying training

Warnings are recorded on the student's FlightLogger profile for the respective subject/course during which the warning was allocated (Flight Training, Internship included).

After the 2nd written warning of a course the student will be required to attend at a personal meeting with the Head of Training to discuss the reason of his/her performance.

After the 3rd written warning of a course the student will be refused to get the signature of the given course/subject.

Attendance and performance related warnings will be erased at the end of each semester.

NOTE: *The lack of signature means that a student has to attend all classes in the next year of the given course which may result in unforeseen difficulties due to timetable clashes.*

1.3.3.2 Warnings based on student's behavior

In case of any undisciplined action a written warning is allocated to a student.

Receiving the 2nd written warning based on student's behavior, he/she will be required to attend at a personal meeting with the Head of Training to discuss the reason of his/her behavior.

Receiving the 3rd written warning based on student's behavior, he/she will be recommended to be transferred to another BSc programme.

Behavior related warnings will not be erased until the end of BSc programme.

1.4 UNFIT, SICK NOTES AND PROOF OF SICKNESS

Students may report sick or being unfit and take sick leave whenever they are unable to attend a class or operate an aircraft safely and it would endanger aviation safety. Being sick and unfit shall be reported in advance, before the duties of the student.

Students can return to the training after they have presented proof of sickness (signed by a medical doctor) proving that they are healthy and fit to fly. Students shall not continue the training until the official medical certificate has been obtained.

NOTE: *When a student is continuously reporting sick during the training, he or she can be made to undergo an aeromedical examination again.*

NOTE: *An absence without proof of sickness is considered as a vagary action which leads to a written warning. Receiving the 4th written warning of a course, the student will be refused to get the signature of the given course/subject. Written Warnings are deleted at the end of semester.*

1.5 STANDBY DUTY

Students are required to be attended at the given place (e.g. PHARMAFLIGHT, Hajdúszoboszló Airport etc.) right on time and be presented until the end of the duty as on a normal flight duty.

If student does not comply with the standby duty procedure, a Written Warning will be issued.

1.6 STUDENT UNAVAILABILITY

Flying training is one of the top priorities of student pilots and they have to plan their other activities according to this. Students have right to mark time when they are unavailable to be attended on practical training during Internship/Flying Training with the following reasons:

- sickness (refer to 1.4)
- authority/university exam and lessons (booking confirmation shall be attached)
- Administration (booking confirmation shall be attached)

NOTE: *If the student reports continuous unavailabilities and does not be part on Flight Training/Internship for the prescribed period of time thus the practical training cannot be completed on schedule, the Flight Training/Internship may be considered as failed.*

Unavailability shall be reported until 14:00 LT Wednesday on the preceding week by sending an email with the necessary attachment(s) to planner@pharmaflight.hu.

1.7 OUTFIT

In order to make the students fully prepared for a pilot's lifestyle. PHARMAFLIGHT Aviation Academy Ltd. introduced a dress code applying to all student. Just like at an airline, it is obligatory to wear uniforms during the theoretical and practical classes at PHARMAFLIGHT Aviation Academy Ltd. site and at the airports as well.

The general requirement regarding dress is always to suit the occasion, season and weather. Thus, in the summertime, it is not obligatory to wear a tie and a shirt during the practical lessons, instead the T-shirt provided by PHARMAFLIGHT Aviation Academy Ltd. is sufficient. For the rest of the garment the general rules are to be followed, which include a pair of long dark canvas pants and closed dark shoes.

Students have to wash and iron the uniform, and they need to show up in a clean and orderly uniform at every theoretical and practical class.

Hand and hair care are important part of the look, so the students need to make sure that their nails are always well cared for, and their hair clean and orderly. Personal hygiene includes a well- groomed appearance, cleaned and ironed clothes and clean impeccable shoes.

Tattoos and piercings are allowed as long as they are not visible when wearing a uniform and the navel, waist or underwear shall always be covered. Ladies can wear make-up s but it shall be subtle and their perfumes shall not be intense.

1.7.1 Uniform and Dress Code

Students receive a package containing all the accessories of the required uniform.
The package contains the following items:

- Jacket with a personal patch
- Sweeter with shoulder bars
- Epaulet
- Short and Long-Sleeved Shirts
- T-shirt
- Tie
- Badge
- Belt
- Dark Canvas Trousers
- Logbook

The package does not include the shoes. All students must wear closed toe shoes that are, if possible, made of leather and not rubber. The style and shape of the shoe to be purchased by students should be similar to that illustrated in the following illustration:

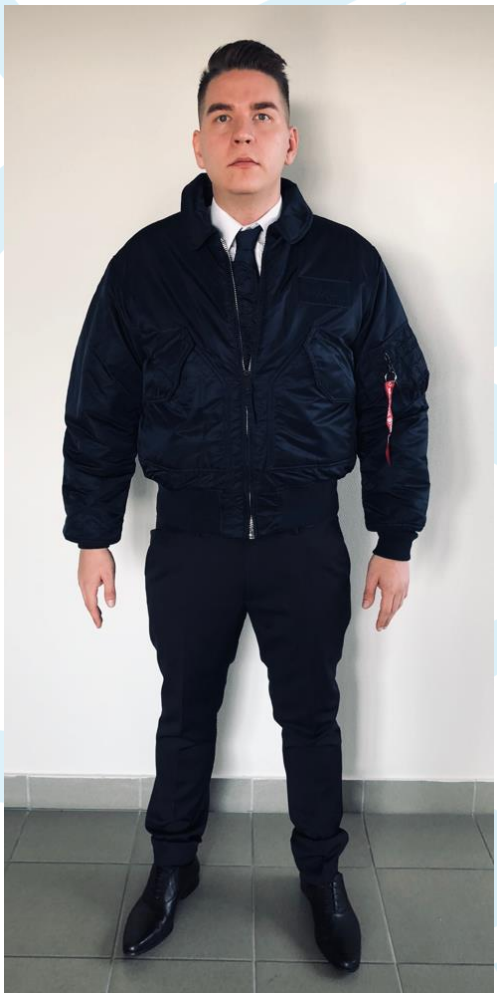
Students are required to keep the uniforms and shoes clean and orderly. The student can decide whether to wear a short or long-sleeved shirt. The basic package includes one short and one long sleeved shirt.
The student can order/buy additional extra items on their own cost if required.

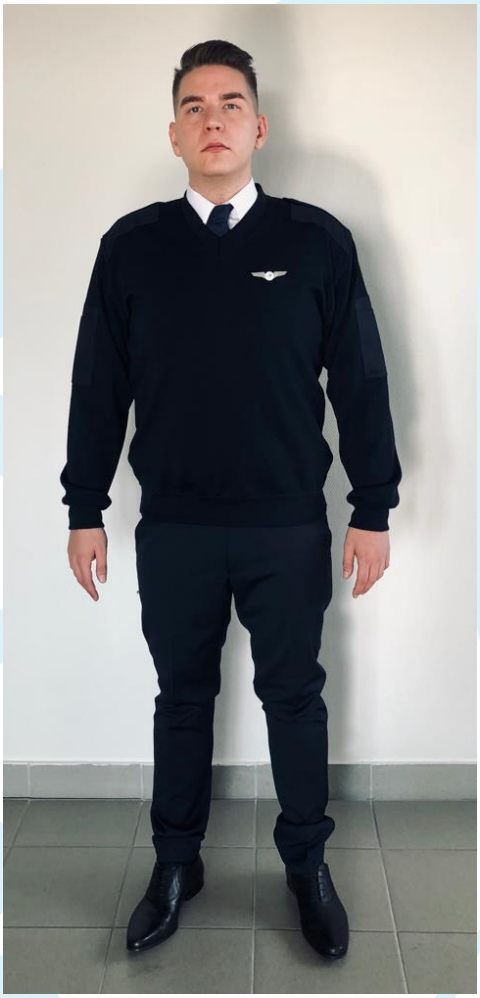
The compulsory dress in PHARMAFLIGHT's theoretical classes in WINTERTIME is the following:

- Long-sleeved Shirt
- Tie
- Badge
- Dark Canvas Trousers
- Dark Closed Shoes
- Epaulet
- Belt
- Jacket with personal patch (depending on the weather)
- Sweeter with shoulder bars (depending on the weather)

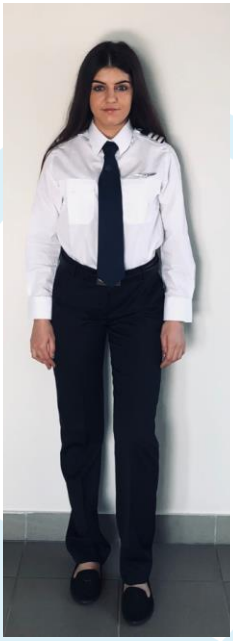
Comment:

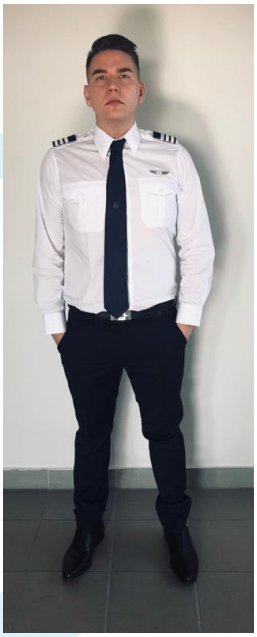
o The badge must be worn above the left front pocket, symmetrical.
o In case of a student wearing a sweater, the epaulet must be taken in the shoulder bar of the sweeter





The summer uniform at PHARMAFLIGHT's practical classes is as follows:



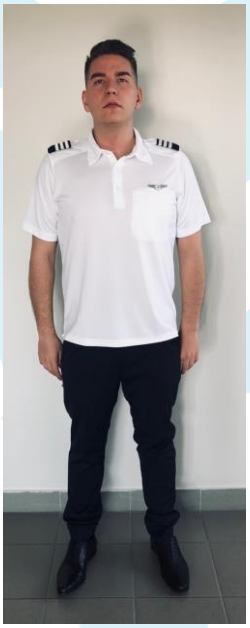


- Long or Short Sleeved Shirt (depending on the actual weather)
- Tie
- Badge
- Dark Canvas Trousers
- Dark Closed Shoes
- Epaulet
- Belt

Comment:

o The badge must be worn above the left front pocket, symmetrical.

The summer uniform at PHARMAFLIGHT's practical classes is as follows:



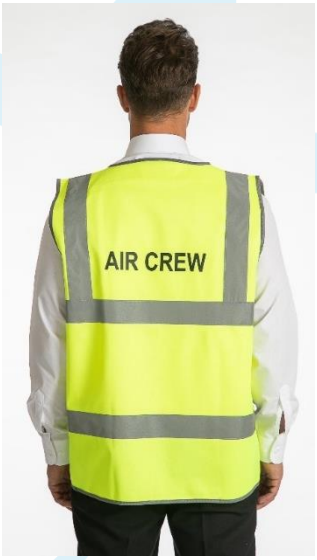
- T-shirt
- Badge
- Dark Canvas Trousers
- Dark Closed Shoes
- Epaulet
- Belt

Comment:

o The badge must be worn above the left front pocket, symmetrical.

1.7.2 High Visibility Jacket/Vest

All personnel and crew member, entering any portion of the movement are at a public airport or anywhere within the runway or taxiway and during night operation, outside of a vehicle or building, shall at all times wear a high visibility jacket/vest.



1.8 PROPERTY HANDLE

All properties shall be handled and operated as written in company manuals, handbooks and orders.

Any students who are found to have neglected or misused PHARMAFLIGHT's or its contracted partners' property will be subject to disciplinary action up to and including termination. If a student's misuse of company property causing damages, PHARMAFLIGHT reserves the right to require the students to pay all or part of the cost to repair or replace the property. Misappropriation of PHARMAFLIGHT's property is grounds for immediate termination and possible criminal action.

Causing any damages, especially when committed intentionally and irresponsibly, shall be refunded to the company.

Discovering any damage or mishandling of the properties, it shall be reported via the published forms or to the instructor or coordinator.

1.9 USE OF PED

During briefings, theoretical and practical trainings, all Personal Electronic Devices (PEDs) shall be switched off or to flight mode.

During examination all PEDs shall be switched off completely (using of flight mode is not allowed).

During practical training, cameras for recording audio and/or video can be used only for training purposes with the following restrictions:

- video recording can only be done with a written consent of the instructor,
- recording of audio or any sound is not allowed, unless otherwise stated by the training organisation,
- recordings are confidential and shall not be shared on any public media, unless otherwise stated by the training organisation,
- the transfer of recordings to a third party is prohibited, unless otherwise stated by the training organisation,
- recording of trainings can only be stored on dataloggers, remote sharing is not allowed,
- the camera must be securely fixed during the entire flight,
- the camera shall not cause any damage in the aircraft and it shall not interfere the completion of exercises or the free view.

Audio and/or video recording of theoretical lessons and virtual classrooms are prohibited.
Photos on board can be taken by the pilot only in safe phases of the flight and the control shall be transferred to the other crew member.

Safety first and consider GDPR. For approval, contact safety@pharmaflight.hu.

2 PART-FCL

2.1 FCL.020 Student pilot

(a) A student pilot shall not fly solo unless authorised to do so and supervised by a flight instructor.

(b) Before his or her first solo flight, a student pilot shall be at least 16 years of age.

2.2 FCL.025 Theoretical knowledge examinations for the issue of licences and ratings

(a) Responsibilities of the applicant

(1) Applicants shall take the entire set of theoretical knowledge examinations for a specific licence or rating under the responsibility of the same Member State's competent authority

(2) Applicants shall only take the theoretical knowledge examination when recommended by the declared training organisation (DTO) or the approved training organisation (ATO) responsible for their training, once they have completed the appropriate elements of the training course of theoretical knowledge instruction to a satisfactory standard.

(3) The recommendation by a DTO or an ATO shall be valid for 12 months. If the applicant has failed to attempt at least one theoretical knowledge examination paper within this period of validity, the need for further training shall be determined by the DTO or the ATO, based on the needs of the applicant.

(b) Pass standards

(1) A pass in a theoretical knowledge examination paper will be awarded to an applicant achieving at least 75 % of the marks allocated to that paper. No penalty marking shall be applied.

(2) Unless otherwise determined in this Part, an applicant has successfully completed the required theoretical knowledge examination for the appropriate pilot licence or rating if he or she has passed all the required theoretical knowledge examination papers within a period of 18 months counted from the end of the calendar month when the applicant first attempted an examination.

(3) If an applicant for the ATPL theoretical knowledge examination, or for the issue of a commercial pilot licence (CPL), an instrument rating (IR) or an en-route instrument rating (EIR) has failed to pass one of the theoretical knowledge examination papers within four attempts, or has failed to pass all papers within either six sittings or within the period mentioned in point (b)(2), he or she shall retake the complete set of theoretical knowledge examination papers.

(4) If applicants for the issue of a light aircraft pilot licence (LAPL), a private pilot licence (PPL), a sailplane pilot licence (SPL) or a balloon pilot licence (BPL) have failed to pass one of the theoretical knowledge examination papers within four attempts or have failed to pass all papers within the period mentioned in point (b)(2), they shall retake the complete set of theoretical knowledge examination papers.

(5) Before retaking the theoretical knowledge examinations, applicants shall undertake further training at a DTO or an ATO. The extent and scope of the training needed shall be determined by the DTO or the ATO, based on the needs of the applicants.

The completion of the airline transport pilot licence (ATPL) theoretical knowledge examinations will remain valid for the issue of an ATPL for a period of 7 years from the last validity date of an IR entered in the licence

NOTE: *The application and sitting booking for authority exam is the responsibility of the applicant. The student must inform the training organisation (PHARMAFLIGHT ATO) about the authority exam results within 24 hours after the sitting.*

NOTE: *The theoretical examination is conducted in accordance with the 'Rules for Theoretical Knowledge Examination', issued by the Hungarian Civil Aviation Authority.*

2.3 FCL.045 Obligation to carry and present documents

(a) A valid licence and a valid medical certificate shall always be carried by the pilot when exercising the privileges of the licence.

(b) The pilot shall also carry a personal identification document containing his/her photo.

I A pilot or a student pilot shall without undue delay present his/her flight time record for inspection upon request by an authorised representative of a competent authority.

(d) A student pilot shall carry on all solo cross-country flights evidence of the authorisation required by FCL.020(a).

I A pilot intending to fly outside Union territory on an aircraft registered in a Member State other than the one that issued the flight crew licence shall carry, in print or in electronic format, the latest issue of the ICAO attachment, which includes a reference to the ICAO registration number of the agreement that recognises the automatic validation of licences, as well as the list of States which are party to this agreement.

2.4 FCL.050 Recording of flight time

The pilot shall keep a reliable record of the details of all flights flown in a form and manner established by the competent authority.

INSTRUCTIONS FOR USE

(d) FCL.050 requires holders of a pilot licence to record details of all flights flown. This logbook enables pilot licence holders to record flying experience in a manner which will facilitate this process while providing a permanent record of the licence holders flying. Pilots who fly regularly aeroplanes and helicopters or other aircraft categories are recommended to maintain separate logbooks for each aircraft category.

I Flight crew logbook entries should be made as soon as practicable after any flight undertaken. All entries in the flight crew logbook should comply with the following:

(1) in case of paper records, they should be made in ink or indelible pencil; or

(2) in case of electronic records, they should be made and kept in a way to be readily available at the request of a competent authority, and contain all relevant items that are mentioned in general part, certified by the pilot, and in a format acceptable by the competent authority.

(f) The particulars of every flight in the course of which the holder of a flight crew licence acts as a member of the operating crew of an aircraft are to be recorded in the appropriate columns using one line for each flight, provided that if an aircraft carries out a number of flights upon the same day returning on each occasion to the same place of departure and the interval between

successive flights does not exceed 30 minutes, such series of flights may be recorded as a single entry.

(g) Flight time is recorded:

(1) for aeroplanes, touring motor gliders and powered-lift aircraft, from the moment an aircraft first moves to taking off until the moment it finally comes to rest at the end of the flight;

(h) When an aircraft carries two or more pilots as members of the operating crew, one of them shall, before the flight commences, be designated by the operator as the aircraft PIC, according to operational requirements, who may delegate the conduct of the flight to another suitably qualified pilot. All flying carried out as PIC is entered in the logbook as 'PIC'. A pilot flying as 'PICUS' or 'SPIC' enters flying time as 'PIC' but all such entries are to be certified by the PIC or FI in the 'Remarks' column of the logbook.

(i) NOTEs on recording of flight time:

(1) column 1: enter the date (dd/mm/yy) on which the flight commences;

(2) column 2 or 3: enter the place of departure and destination either in full or the internationally recognised three- or four-letter designator. All times should be in UTC;

(3) column 5: indicate whether the operation was SP or MP, and for SP operation whether SE or ME;

(4) column 6: total time of flight may be entered in hours and minutes or decimal notation as desired;

(5) column 7: enter the name(s) of PIC or SELF as appropriate;

(6) column 8: indicate the number of landings as pilot flying by day or night;

(7) column 9: enter flight time undertaken at night or under instrument flight rules if applicable;

(8) column 10: pilot function time:

(i) enter flight time as PIC, SPIC and PICUS as PIC;

(ii) all time recorded as SPIC or PICUS is countersigned by the aircraft PIC/FI in the 'remarks' (column 12);

(iii) instructor time should be recorded as appropriate and also entered as PIC.

(9) column 11: FSTD:

(i) for any FSTD enter the type of aircraft and qualification number of the device. For other flight training devices enter either FNPT I or FNPT II as appropriate;

(ii) total time of session includes all exercises carried out in the device, including pre- and after-flight checks;

(iii) enter the type of exercise performed in the 'remarks' (column 12), for example operator proficiency check, revalidation.

(10) column 12: the 'remarks' column may be used to record details of the flight at the holder's discretion. The following entries, however, should always be made:

(i) instrument flight time undertaken as part of the training for a licence or rating;

(ii) details of all skill tests and proficiency checks;

(iii) name and signature of PIC if the pilot is recording flight time as SPIC or PICUS;

(iv) name and signature of instructor if flight is part of an SEP or TMG class rating revalidation.

(j) When each page is completed, accumulated flight time or hours should be entered in the appropriate columns and certified by the pilot in the 'remarks' column.

2.4.1 Explanation to FCL.050

Every flight shall be logged into the pilot's logbook containing all the necessary details of those flights.

1	2		3		4		5						6		7	8			
DATE (dd/mm/yy)	DEPARTURE		ARRIVAL		AIRCRAFT		SINGLE PILOT TIME				MULTI-PILOT TIME		TOTAL TIME OF FLIGHT		NAME PIC	TAKEOFFS		LANDINGS	
	PLACE	TIME	PLACE	TIME	MAKE, MODEL, VARIANT	REGISTRATION	SE	ME								DAY	NIGHT	DAY	NIGHT
27/06/16	LHGD	0520	LHGD	0618	AT-3 R100	HA-VOB	✓						1	18	[redacted]	1		1	
28/06/16	LHGD	0500	LHGD	0548	AT-3 R100	HA-VOB	✓						0	48	[redacted]	1		1	
29/06/16	LHGD	0600	LHGD	0648	AT-3 R100	HA-VOB	✓						0	48	[redacted]	1		1	

1. Date – date of flight
2. Departure
    a. Place – 4-letter ICAO designator, or 3-letter IATA of airport of departure
    b. Time – Time of departure in UTC (or referred to as 'Zulu' time)
3. Arrival – same as departure
4. Aircraft
    a. Aircraft type (Like Cessna 172, Piper PA34 etc.)
    b. Registration of aircraft
5. Single Pilot time
    a. Selection of the appropriate box if it is single engine (SE), or multi engine (ME) aircraft
6. Total Time of Flight

    The pilot enters the total **Block Time** which starts at Off-Block (Aircraft starts moving on its own for the purpose for take-off – in practice during flight training at engine start) and ends at On-Block (Aircraft arrives on stand/parking spot and unable to move on its own).

7. Name of the PIC

    PIC – Pilot in Command: The PIC is the pilot who is responsible for the safety of the aircraft and compliance with the rules of the air, during flight time. If flying with an instructor as a flight lesson or exam, the flight instructor's (or examiners) name should be written. If flying solo or with a licence as PIC 'SELF' should be written.

8. Number of take-offs and landings as appropriate always taken into consideration the official sunrise and sunset times.

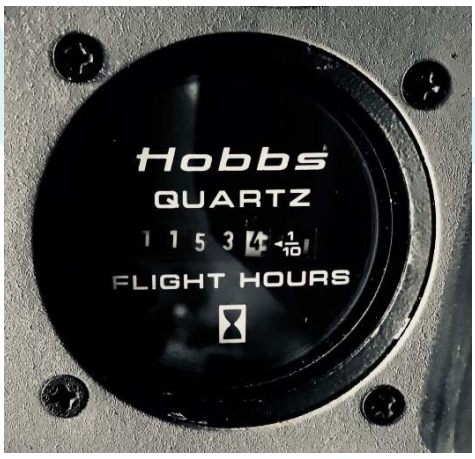
9		10				11			12
OPERATIONAL CONDITION TIME		PILOT FUNCTION TIME				SYNTHETIC TRAINING DEVICES SESSION			REMARKS AND ENDORSEMENTS
NIGHT	IFR	PILOT-IN-COMMAND	CO-PILOT	DUAL	INSTRUCTOR	DATE (dd/mm/yy)	TYPE	TOTAL TIME OF SESSION	
				1 18					H/FCL/CPL/1000796
				0 48					H/FCL/CPL/1000 796
				0 48					H/FCL/CPL/1000 796

This section details the amount of night or instrument flight time.

9. Pilot Function Time – Details in what function the logbook's holder participated in the flight
    a. Pilot-in-command (See 7.)
    b. Co-pilot – Only for multi-pilot airplanes operating as co-pilot
    c. Dual – Time spent under instruction (as a student)
    d. Instructor – Time spent as instructor
10. Simulator sessions
    a. When using this part to make an entry for a simulator flight session the previous (from 1 to 10) columns shall not be filled. The session's date, the training device's type and certification number and the total time of the session shall be written. In flight training you will most likely have simulator session for the instrument rating and MCC (Multi-Crew Cooperation) courses.
11. the 'remarks' column may be used to record details of the flight at the holder's discretion. However, some entries should always be made (refer to FCL.050 Recording of flight time (10))

    Under the remarks section if flying with an instructor it is usual practice to have the instructor signature and licence number under this section. Also, for reference remarks for the training or the number of aircraft logbook (ODS) page belonging to that flight can be entered.

Determining the flight time can be difficult without proper time keeping, during training the reference will be the aircraft hour meter (or referred to as the 'Hobbs meter') which displays the operating hours of the aircraft as a counter. Keep in mind that in many aircraft the counter starts to operate as soon as the main power or battery is turned on so make sure the aircraft is completely unpowered after every flight.



On 'Hobbs meter' counter 0,1 is equal to 6 minutes, so:

0,6 = 0:36

Before completed your logbook always crosscheck the actual **block time** in your training record and on the ODS page. An example for ODS can be found on the next page.

FLY-COOP

AIRCRAFT TECHNICAL LOG

FLY-COOP Légi Szolgáltató Kft., Rákóczi u. 3, Kadarkút, Hungary H-7530
For Maintenace support call: +36 30 974 97 87

BFP **№** 0000104

Type:	Cessna F172M-D	HA-BFP	Date:	21/07/20	
PIC:	[redacted]		Lic. No.:	[redacted]	
Other Crew member:	[redacted]		Lic. No.:	-	
Preflight inspection performed and the aircraft is ready for the intended flight. The security search is completed. The aircraft is accepted in working order by PIC:				6:40 [redacted]	
Off Block counter:	106,8	Fuel qty:	14 G	Oil qty:	OK
Rules:	VFR ☒	IFR ☐	NVFR ☐	IFR Practice ☐	
Hold Item:	Yes ☐ No ☐	Type of op.:	CAT ☐	SPO ☐	NCO ☐ ATO ☒

DEP ICAO	OFF BLOCK	TAKE-OFF	LANDING	ON BLOCK	DEST ICAO	FLIGHT TIME	BLOCK TIME
LHDC	6:46	6:56	8:05	8:10	LHHO	1:09	1:24
	HH MM	HH MM	HH MM	HH MM			
	HH MM	HH MM	HH MM	HH MM			
	HH MM	HH MM	HH MM	HH MM			

			ENG #1 CYCLES	ENG #2 CYCLES	TOTAL TIMES		
DAY	1	1				1:09	1:24
NIGHT	TO	LDG				TOTAL	TOTAL
Sheet total:	1	LDG	CYC	CYC		H 1 1	LOG FLIGHT TIME IN DECIMALS (0,1 h = 0 h 6 m)
Total previous page:		LDG	CYC	CYC	H H H	H H D	
Overall total:		LDG	CYC	CYC	H H H	H H D	

Note / Incidents / Defects / Pilot report:	PIC: [redacted]

Airport:	Full stop:	T&Go :	ACTION TAKEN	Certifies that the work specified except as otherwise Specified was carried out in accordance with EASA PART-145 and in respect to that work the aircraft / aircraft component is considered ready for release to service. EASA APPROVAL N°_____
~~LHBS~~				
LHHO	1	9		Date / A/C Hours / Name / Lic. No.: / Sign
Total:				

Fuel uplift:	-	Oil uplift:	-	Place:	-	Time:	-

The aircraft is handed over in working condition by (PIC):	[redacted]		
On Block counter:	108,2	Counter difference:	1,4

This Technical log system complies with M.A.306 and Regulation (EU) 965/2012 on Air Operations
All times are to be recorded in UTC!
Issue 2 Rev. 0

Issued: 01/01/2018

2.5 FCL.055 Language proficiency

(a) General. Aeroplane, helicopter, powered-lift and airship pilots required to use the radio telephone shall not exercise the privileges of their licences and ratings unless they have a language proficiency endorsement on their licence in either English or the language used for radio communications involved in the flight. The endorsement shall indicate the language, the proficiency level and the validity date, and it shall be obtained in accordance with a procedure established by a competent authority. The minimum acceptable proficiency level is the operational level (Level 4) in accordance with Appendix 2 to this Annex.

(b) The applicant for a language proficiency endorsement shall demonstrate, in accordance with Appendix 2 to this Annex, at least an operational level of language proficiency both in the use of phraseologies and plain language to an assessor certified by a competent authority or a language-testing body approved by a competent authority as applicable. To do so, the applicant shall demonstrate the ability to:

(1) communicate effectively in voice-only and in face-to-face situations;

(2) communicate on common and work-related topics with accuracy and clarity;

(3) use appropriate communicative strategies to exchange messages and to recognise and resolve misunderstandings in a general or work-related context;

(4) handle successfully the linguistic challenges presented by a complication or unexpected turn of events which occurs within the context of a routine work situation or communicative task with which they are otherwise familiar; and

(5) use a dialect or accent which is intelligible to the aeronautical community.

Except for pilots who have demonstrated language proficiency at an expert level (level 6) in accordance with Appendix 2 to this Annex, the language proficiency endorsement shall be re-evaluated every:

(1) 4 years, if the level demonstrated is operational level (level 4); or

(2) 6 years, if the level demonstrated is extended level (level 5).

(d) Specific requirements for holders of an instrument rating (IR). By way of derogation from the paragraphs above, holders of an IR shall have demonstrated the ability to use the English language at the appropriate proficiency level as defined in Appendix 2 to this Annex.

The demonstration of language proficiency and the use of the English language for IR holders shall be done through a method of assessment established by any competent authority.

GENERAL

(a) The method of assessment of the language proficiency level (hereafter: assessment) should be designed to reflect a range of tasks undertaken by pilots but with specific focus on language rather than operational procedures.

(b) The assessment should determine the applicant's ability to:

(1) communicate effectively using standard R/T phraseology;

(2) deliver and understand messages in plain language in both usual and unusual situations that necessitate departure from standard R/T phraseology.

NOTE: *refer to the 'Manual on the Implementation of ICAO Language Proficiency Requirements' (ICAO Doc 9835), Appendix A Part III and Appendix B for further guidance.*

BASIC ASSESSMENT REQUIREMENTS

(l) The aim of the assessment is to determine the ability of an applicant for a pilot licence or a licence holder to speak and understand the language used for R/T communications.

(1) The assessment should determine the ability of the applicant to use both:

(i) standard R/T phraseology;

(ii) plain language, in situations when standardised phraseology cannot serve an intended transmission.

(2) The assessment should include:

(i) voice-only and face-to-face situations;

(ii) common, concrete and work-related topics for pilots.

(3) The applicants should demonstrate their linguistic ability in dealing with an unexpected turn of events, and in solving apparent misunderstandings.

(4) The assessment should determine the applicant's speaking and listening abilities. Indirect assessments, of grammatical knowledge, reading and writing, are not appropriate.

(5) The assessment should determine the language skills of the applicant in the following areas:

(i) pronunciation:

(A) the extent to which the pronunciation, stress, rhythm and intonation are influenced by the applicant's first language or national variations;

(B) how much they interfere with ease of understanding.

(ii) structure:

(A) the ability of the applicant to use both basic and complex grammatical structures;

(B) the extent to which the applicant's errors interfere with the meaning.

(iii) vocabulary:

(A) the range and accuracy of the vocabulary used;

(B) the ability of the applicant to paraphrase successfully when lacking vocabulary.

(iv) fluency:

(A) tempo;

(B) hesitancy;

(C) rehearsed versus spontaneous speech;

(D) use of discourse markers and connectors.

(v) comprehension:

(A) on common, concrete and work-related topics;

(B) when confronted with a linguistic or situational complication or an unexpected turn of events.

NOTE: *the accent or variety of accents used in the test material should be sufficiently intelligible for an international community of users.*

(vi) interactions:

(A) quality of response (immediate, appropriate, and informative);

(B) the ability to initiate and maintain exchanges:

(a) on common, concrete and work-related topics;

(b) when dealing with an unexpected turn of events.

(C) the ability to deal with apparent misunderstandings by checking, confirming or clarifying.

NOTE: *the assessment of the language skills in the areas mentioned above is conducted using the rating scale in AMC2 FCL.055.*

NOTE: *Integrated ATP(A) students must successfully pass the English Language Proficiency exam before they start the flying training.*

2.6 MED.A.030 Medical certificates

(a) A student pilot shall not fly solo unless that student pilot holds a medical certificate, as required for the relevant licence.

(b) An applicant for a licence, in accordance with Annex I (Part-FCL), shall hold a medical certificate issued in accordance with this Annex (Part-MED) and appropriate to the licence privileges applied for.

(c) When exercising the privileges of a:

(1) light aircraft pilot licence (LAPL), a balloon pilot licence (BPL) issued in accordance with Annex III (Part-BFCL) to Commission Regulation (EU) 2018/395, or a sailplane pilot licence (SPL) issued in accordance with Annex III (Part-SFCL) to Commission Implementing Regulation (EU) 2018/1976, the pilot shall hold at least a valid LAPL medical certificate;

(2) private pilot licence (PPL), the pilot shall hold at least a valid class 2 medical certificate;

(5) a commercial pilot licence (CPL), a multi-crew pilot licence (MPL) or an airline transport pilot licence (ATPL), the pilot shall hold a valid class 1 medical certificate.

(d) If a night rating is added to a PPL or LAPL, the licence holder shall be colour safe.

(e) If an instrument rating or BIR is added to a PPL, the licence holder shall undertake pure tone audiometry examinations in accordance with the periodicity and the standard required for class 1 medical certificate holders.

(f) A licence holder shall not at any time hold more than one medical certificate issued in accordance with this Annex (Part-MED).

3 TRAINING MANUALS' SUMMARY

3.1 PROFESSIONAL PILOT BSC PROGRAMME OVERVIEW

The programme comprises:

(a) theoretical knowledge instruction to the ATPL(A) knowledge level;

(b) visual and instrument flying training on single- and multi-engine aircraft and simulator;

(c) UPRT in accordance with FCL.745.A

(d) MCC or APS MCC for the operation of multi-pilot aeroplanes;

(e) Type Rating Course or Jet Orientation Course

The ATP(A) Course with PHARMAFLIGHT is scheduled to last 3 years as the training is provided in a University BSc framework. The University course lasts is 3,5 years, where the total number of semesters are 7, but (in addition) in the 7th Semester Type Rating Course or APS MCC/JOC will be provided so the integrated ATP(A) training will end in the 6th Semester.

There are two moduls available for the students during the 7th semester. The Approved Training Organization (ATO) assign the modul for the student based on their individual performance and final result until the beginning of 7th semester in accordance with the grading system published in Regulation 1178/2011/EU (Part-FCL) considering the complexity of the course. To apply for the module, a written recommendation from the Head of Training of the ATO and an approval from the Dean is required. The moduls are as follows:

1. Modul based on Type Rating Course
   - Prerequisites:
     - Successful completion of Flight Training IV and Internship III subjects with final result grade 4 or better until the beginning of 7th semester,
     - Successfully passed 13 ATPL theoretical knowledge exams until the beginning of 7th semester,
     - Successfully passed CPL/IR skill test until the beginning of 7th semester.
   - Modul subject: Type Rating Course

2. Modul based on Airline Pilot Standard Multi Crew Cooperation and Jet Orientation Course (APS MCC and JOC)
   - Prerequisites:
     - Successful completion of Flight Training IV,
     - Successfully passed 13 ATPL theoretical knowledge exams.
   - Modul subject: APS MCC and JOC

3.2 INTEGRATED ATP(A), MCC(A)/APS MCC(A)

3.2.1 Course Prerequisites for integrated ATP(A)

a) Minimum Age:
The minimum age requirements to enrol the course is 17 years of age.

b) Pre-Entry Requirements:

Before a student is admitted to the Integrated ATP(A) course at PHARMAFLIGHT they will be required to present:

i) According to PART - ORA.ATO.145, before admission an applicant should have sufficient knowledge of Physics, Mathematics and English to facilitate an understanding of theoretical instruction content of the course. EU high school graduation is acceptable proof of knowledge.
By courses provided in University BSC framework the entrance tests carried out by the University is acceptable. In that case the enrolment document is a proof that the student passed the University pre-entrance written and oral test.

ii) Copy of passport or EU national ID

iii) EASA Class 1 medical certificate

Crediting of previous flying experience

An applicant may be admitted to training either as an ab-initio entrant, or as a holder of a PPL(A) or PPL(H) issued in accordance with Annex 1 to the Chicago Convention. In the case of a PPL(A) or PPL(H) entrant, 50% of the hours flown prior to the course shall be credited, up to a maximum of 40 hours flying experience, or 45 hours if an aeroplane night rating has been obtained, of which up to 20 hours may count towards the requirement for dual instruction flight time.

This credit for the hours flown shall be at the discretion of the Head of Training and entered into the applicant's training record.

An applicant holding a course completion certificate for the Basic Instrument Flight Module shall be credited with up to 10 hours towards the required instrument instruction time. Hours done in a BITD will not be credited.

3.2.2 Course Prerequisites for MCC(A)/APS MCC(A)

Applicants for the issue of the course completion certificate shall, before starting the MCC(A)/APS MCC(A) course, comply with the following requirements:

- the minimum age is 18 years of age, and
- hold valid ICAO English Level 4 or higher, and
- hold valid Class I medical certificate, and
- hold commercial pilot licence (CPL) with valid multi-engine instrument rating (IR), or
- being part of Integrated ATP(A) at the company.

3.2.3 Time scale (Theoretical Training)

The total instructional hours of the course are **787,5** and ***850*** **hours**, that is divided as the table shows below:

GROUND SCHOOL SUBJECTS	INSTRUCTIONAL HOURS Class 2019	INSTRUCTIONAL HOURS From Class 2020
COMPULSORY SUBJECTS ACCORDING TO PART-FCL-SUBPART F (ATPL)		
010 AIR LAW	50	35
021 AIRCRAFT GENERAL KNOWLEDGE – AIRFRAME, SYSTEMS, POWER PLANT	70	70
022 AIRCRAFT GENERAL KNOWLEDGE – INSTRUMENTS,ELECTRONICS	70	70
031 FLIGHT PERFORMANCE AND PLANNING – MASS AND BALANCE	40	40
032 PERFORMANCE	60	60
033 FLIGHT PLANNING AND MONITORING	60	60
040 HUMAN PERFORMANCE AND LIMITATIONS	50	35
050 METEOROLOGY	80	90
061 GENERAL NAVIGATION	75	70
062 RADIO NAVIGATION	75	80
070 OPERATIONAL PROCEDURES	30	30
081 PRINCIPLES OF FLIGHT	60	90
090 COMMUNICATIONS (VFR, IFR)	30	20
TOTAL:	**750**	**750**
ADDTITIONAL SUPPLEMENTARY SUBJECT		
100 BASICS OF AVIATION – KNOWLEDGE, SKILLS AND ATTITUDES (KSA)	-	**100**
BASICS OF AVIATION	30	-
RADIOTELEPHONY	7,5	-
SUBTOTAL:	***787.5***	***850***

The detailed flying training and training on FSTD syllabi can be found in the Training Record. The time scale regarding the training planning is summarized in the tables below. The tables contain separately the theoretical and practical training related information.

3.2.4 Theoretical Instruction Training

The table below shows the distribution of theoretical instruction subjects. The main goal during the structuration of time scale was to ensure the students to obtain sufficient theoretical knowledge base for the successful compilation of different practical training phases.

Class 2019

	Total hours	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester
BASICS OF AVIATION I	30	10					
BASICS OF AVIATION II			20				
PRINCIPLES OF FLIGHT I	60	30					
PRINCIPLES OF FLIGHT II			10				
PRINCIPLES OF FLIGHT III				20			
AIRCRAFT GENERAL KNOWLEDGE AIRFRAME, SYSTEMS, POWER PLANT I	70		40				
AIRCRAFT GENERAL KNOWLEDGE AIRFRAME, SYSTEMS, POWER PLANT II				30			
AIR LAW	50			50			
HUMAN PERFORMANCE AND LIMITATIONS	50				50		
METEOROLOGY I	80				30		
METEOROLOGY II						50	
FLIGHT PLANNING AND MONITORING	60				60		
OPERATIONAL PROCEDURES	30				30		
GENERAL NAVIGATION	75					75	
RADIO NAVIGATION	75					75	
AIRCRAFT GENERAL KNOWLEDGE INSTRUMENTS, ELECTRONICS	70						70
MASS AND BALANCE	40						40
PERFORMANCE	60						60
COMMUNICATIONS I (VFR)	30						15
COMMUNICATIONS II (IFR)							15
RADIOTELEPHONY	7,5						7,5
TOTAL	**787,5**	**40**	**70**	**100**	**170**	**200**	**200**

From Class 2020

	Total hours	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester	*Number of progress test(s)*
BASICS OF AVIATION I	100	30						***2***
BASICS OF AVIATION II			70					***4***
PRINCIPLES OF FLIGHT I	90	60						***2***
PRINCIPLES OF FLIGHT II			10					***1***
PRINCIPLES OF FLIGHT III				20				***1***
AIRCRAFT GENERAL KNOWLEDGE AIRFRAME, SYSTEMS, POWER PLANT I	70				20			***2***
AIRCRAFT GENERAL KNOWLEDGE AIRFRAME, SYSTEMS, POWER PLANT II						50		***2***
AIR LAW	35					35		***2***
HUMAN PERFORMANCE AND LIMITATIONS	35						35	***2***
METEOROLOGY I	90		40					***2***
METEOROLOGY II				50				***2***
FLIGHT PLANNING AND MONITORING	60					60		***2***
OPERATIONAL PROCEDURES	30						30	***2***
GENERAL NAVIGATION	70			70				***2***
RADIO NAVIGATION	80				80			***2***
AIRCRAFT GENERAL KNOWLEDGE INSTRUMENTS, ELECTRONICS	70				70			***2***
MASS AND BALANCE	40						40	***2***
PERFORMANCE	60						60	***2***
COMMUNICATIONS I (VFR)	20		10					***1***
COMMUNICATIONS II (IFR)					10			***1***
TOTAL	**850**	**90**	**130**	**140**	**180**	**145**	**165**	***38***

3.2.5 Theoretical Authority Examination

The students have to successfully pass the exams as prescribed in FCL.025. The basic philosophy during the preparation of the theoretical instruction time scale was to help the applicants to complete the entire examination smoothly and to have two additional sittings to retake a failed subject. The two additional sittings can be used whenever the student deems necessary. Those who fail to pass theoretical knowledge examination within the criteria (see in FCL.025 and ARA.FCL.300) until the end of the 6th Semester, 7th Semester shall not be started and the ATO terminate the training.

Class 2019

	1st Sitting 3rd Semester	2nd Sitting 4th Semester	3rd Sitting 5th Semester	4th Sitting 6th Semester	5th Sitting Additional	6th Sitting Additional
010 AIR LAW	x					
021 AIRCRAFT GENERAL KNOWLEDGE AIRFRAME, SYSTEMS, POWER PLANT	x					
022 AIRCRAFT GENERAL KNOWLEDGE INSTRUMENTS, ELECTRONICS				x		
031 MASS AND BALANCE				x		
032 PERFORMANCE				x		
033 FLIGHT PLANNING AND MONITORING		x				
040 HUMAN PERFORMANCE AND LIMITATIONS		x				
050 METEOROLOGY			x			
061 GENERAL NAVIGATION			x			
062 RADIO NAVIGATION			x			
070 OPERATIONAL PROCEDURES		x				
081 PRINCIPLES OF FLIGHT	x					
090 COMMUNICATIONS				x		
Minimum nr. of successfully passed theoretical exams by the end of semester (in total)	2	5	8	9		

If the number of successfully passed authority exams do not match with the criteria given above, flying training may be suspended based on Head of Training discretion.
The extracted timescale and detailed subject descriptions can be found in BSc Bulletin.
The previous tables do not list the MCC.
For further details, refer to 'Rules for Theoretical Knowledge Examination'.

From Class 2020

	1st Sitting 3rd Semester	2nd Sitting 4th Semester	3rd Sitting 5th Semester	4th Sitting 6th Semester	5th Sitting Additional	6th Sitting Additional
010 AIR LAW			x			
021 AIRCRAFT GENERAL KNOWLEDGE AIRFRAME, SYSTEMS, POWER PLANT			x			
022 AIRCRAFT GENERAL KNOWLEDGE INSTRUMENTS, ELECTRONICS		x				
031 MASS AND BALANCE				x		
032 PERFORMANCE				x		
033 FLIGHT PLANNING AND MONITORING			x			
040 HUMAN PERFORMANCE AND LIMITATIONS				x		
050 METEOROLOGY	x					
061 GENERAL NAVIGATION	x					
062 RADIO NAVIGATION		x				
070 OPERATIONAL PROCEDURES				x		
081 PRINCIPLES OF FLIGHT	x					
090 COMMUNICATIONS		x				
Minimum nr. of successfully passed theoretical exams by the end of semester (in total)	2	5	8	9		

If the number of successfully passed authority exams do not match with the criteria given above, flying training may be suspended based on Head of Training discretion.
The extracted timescale and detailed subject descriptions can be found in BSc Bulletin.
The previous tables do not list the MCC and Advanced UPRT trainings.
For further details, refer to 'Rules for Theoretical Knowledge Examination'.

3.2.6 KSA 100 Assessments

The table below contains the distribution of KSA 100 assessments during the course.

From Class 2020

	1st Semester	2nd Semester	1st Internship	3rd Semester	4th Semester	2nd Internship	5th Semester	6th Semester	3rd Internship
FORMATIVE ASSESSMENT	x								
SUMMATIVE ASSESSMENT I			x						
SUMMATIVE ASSESSMENT II						x			
SUMMATIVE ASSESSMENT III									x

3.2.7 Time Scale (Practical Training) - Air Exercises Reference List

(in accordance with Part FCL AMC1 and AMC2 to Appendix 3)

Class 2019

The flying training of Integrated ATP(A) is divided into five phases and the air exercises are allocated in the different phases as detailed in the following table:

SUMMARY					
	DUAL VFR	*DUAL IFR*	*PIC VFR*	*Cross Country IFR SPIC*	*Cross Country VFR PIC*
Phase 1	14,5	-	1	-	-
Phase 2	5,5	4	18	-	12
Phase 3	-	-	1	-	18
Phase 4A	4	70	-	23	-
Phase 4B	6	6	-	-	-
Phase 5	-	20/ 48	-	-	-
Total	**30**	**100/ 128**	**20**	**23**	**30**
	200				

PHASE 1						
	DUAL VFR	*DUAL IFR*	*PIC VFR*	*Cross Country IFR SPIC*	*Cross Country VFR PIC*	*AIRCRAFT TO BE USED*
Exercise 1: Aircraft Familiarization and Preparation for Flight						*Single Engine Piston (SEP)*
Exercise 2: Preparation for and action after flight						
Exercise 3: Air experience	1					
Exercise 4: Effects of controls – Attitudes and Movements	1					
Exercise 5: Taxiing and Ground Emergencies	1					
Exercise 6: Straight and Level Flight	1					
Exercise 7: Climbing	1					
Exercise 8: Descending	1					
Exercise 9: Turning	1					
Exercise 10: Progress Check	0,5					
Exercise 11A: Slow Flight	1					
Exercise 11B: Stalls	1					
Exercise 12: Spin avoidance	1					
Exercise 13: Take-off and climb to downwind position	1					
Exercise 14A: Circuit approach and landing	1,5					
Exercise 14B: Emergencies	1,5					
Exercise 15: Progress Check			1			
Total of phase 1	**14,5**	**-**	**1**	**-**	**-**	

PHASE 2	DUAL VFR	DUAL IFR	PIC VFR	Cross Country IFR SPIC	Cross Country VFR PIC	AIRCRAFT TO BE USED
Exercise 16: 1st SOLO	1		2			Single Engine Piston (SEP)
Exercise 17: Traffic pattern and precautionary landing	1		3			
Exercise 18A: Introduction to Navigation	1				3	
Exercise 18B: Navigation problems at lower levels and in reduced visibility					2	
Exercise 18C: Radio navigation					2	
Exercise 19: Basic Instruments		4				
Exercise 20: Progress Check			2			
Exercise 21: Local Area SOLO			10			
Exercise 22: Advancing to Navigation			1			
Exercise 23: DUAL X-Country Triangle	2,5					
Exercise 24: SOLO X-Country Triangle 150 NM					5	
Total of phase 2	**5,5**	**4**	**18**	**-**	**12**	

PHASE 3	DUAL VFR	DUAL IFR	PIC VFR	Cross Country IFR SPIC	Cross Country VFR PIC	AIRCRAFT TO BE USED
Exercise 25: SOLO Long X-Country Preparation					13	Single Engine Piston (SEP)
Exercise 26: SOLO X-Country Triangle 300 NM					5	
Total of phase 3	**-**	**-**	**-**	**-**	**18**	

PHASE 4A	DUAL VFR	DUAL IFR A/C	DUAL IFR SIM	PIC VFR	Cross Country IFR SPIC	Cross Country VFR PIC	AIRCRAFT TO BE USED
Exercise 29: Instrument flying (review of basic attitudes)		2					Single Engine Piston (SEP) & SIM
Exercise 29: Unusual Attitudes and Recovery		2	1				
Exercise 30: Instrument traffic circuit		2	3				
Exercise 31: Radio Navigation (Applied Procedures) Use of ADF		2	6				
Exercise 32: Radio Navigation II (Applied Procedures) Use of VOR		2	6				
Exercise 33: Radio Navigation III (Applied Procedures) Use of DME GPS		2	3				
Exercise 35: Precision Approach Procedure		5	3				
Exercise 34: VOR Non-Precision Approach Procedure		2	6				
Exercise 35: NDB Non-Precision Approach Procedure		2	6				
Exercise 36: Use of En-Route Radar Pre-Flight and Aerodrome Departure and Arrival Procedures		2	6				
Exercise 37: Progress Check		1					
Exercise 38: Long IR X-Country					20		
Exercise 39: SPIC		6					
Exercise 40: NVFR	3,5						
Exercise 41: Progress Check	0,5						
Exercise 42: SOLO NVFR			1	1			
Total of phase 4A	**4**	**30**	**40**	**1**	**20**	**-**	

PHASE 4B						
	DUAL VFR	*DUAL IFR*	*PIC VFR*	*Cross Country IFR SPIC*	*Cross Country VFR PIC*	*AIRCRAFT TO BE USED*
Exercise 43: Introduction to Multi Engine Principles						*Multi Engine Piston (MEP)*
Exercise 44: Take-Off and Climb	1					
Exercise 45: Traffic Pattern and Slow Flight	2					
Exercise 46: Asymmetric Power Flight 'In flight' Engine Failure Procedure	1					
Exercise 47: Asymmetric Power Flight "Take-Off and Approach"	2					
Exercise 48: IR – Multi Engine Piston – Emergencies		5				
Exercise 49: Progress Check		1				
Total of phase 4B	**6**	**6**	**-**	**-**	**-**	

PHASE 5						
	DUAL VFR	*DUAL IFR*	*PIC VFR*	*Cross Country IFR SPIC*	*Cross Country VFR PIC*	*FSTD DEVICE TO BE USED*
MCC theory instruction						*FFS or FNPT II MCC*
MCC flight training/ APS MCC flight training		20/ 48				

From Class 2020

The flying training of Integrated ATP(A) is divided into six phases and the air exercises are allocated in the different phases as detailed in the following table:

SUMMARY OF INTEGRATED ATP(A)

SUMMARY											
	VFR			IFR							
	Dual	Solo	SPIC	Dual	SPIC	Sim	ME	NT	XC	PF	PM
Phase 1	13:00										
Phase 2	7:00	6:00	4:00						4:00		
Phase 3	5:00	10:00	30:00					3:00	32:00		
Phase 4A		1:00		28:00	20:00	40:00		1:00	22:00		
Phase 4B	6:00			7:00			13:00	1:00			
Phase 5	3:00										
Phase 6 MCC(A) Phase 6 APS MCC(A)						20:00 48:00				10:00 24:00	10:00 24:00
TOTAL	34:00	17:00	34:00	35:00	20:00	60:00 88:00	13:00	5:00	58:00	10:00 24:00	10:00 24:00

PHASE 1 - VFR

Standard briefing time in Phase 1 is 30 minutes before each session but longer briefing time may be defined by the instructor.

PHASE 1											
	VFR			IFR							
	Dual	Solo	SPIC	Dual	SPIC	Sim	ME	NT	XC	PF	PM
1 - Aircraft Familiarization and Preparation for Flight											
2 - Preparation for and action after flight											
3 - Air experience	1:00										
4 - Taxiing and Ground Emergencies	0:30										
5 - Area exercises - Effects of controls I	0:30										
6 - Area exercises - Effects of controls II	0:30										
7.1 - Aerodrome Traffic Pattern I	1:00										
7.2 - Aerodrome Traffic Pattern I	1:00										
8.1 - Aerodrome Traffic Pattern II	1:00										
8.2 - Aerodrome Traffic Pattern II	1:00										
8.3 - Aerodrome Traffic Pattern II	1:00										
9.1 - Aerodrome Traffic Pattern III	1:00										
9.2 - Aerodrome Traffic Pattern III	1:00										
9.3 - Aerodrome Traffic Pattern III	1:00										
10 - Simulated Engine Failures	1:00										
11.1 - Basic UPRT I	0:30										
11.2 - Basic UPRT II	0:30										
12 - PROGRESS CHECK	0:30										
TOTAL Phase 1	13:00										

PHASE 2 - VFR

Standard briefing time in Phase 2 is 60 minutes before each session but longer briefing time may be defined by the instructor.

PHASE 2											
	VFR			IFR							
	Dual	Solo	SPIC	Dual	SPIC	Sim	ME	NT	XC	PF	PM
13.1 - Abnormal Take-Offs and Landings I	1:00										
13.2 - Abnormal Take-Offs and Landings I	1:00										
14 - Emergencies	2:00										
15 - 1st SOLO (PROGRESS CHECK)	1:00										
16 - 1st SOLO		1:00									
17.1 - Local Area and Traffic Pattern I		1:00									
17.2 - Local Area and Traffic Pattern I		1:00									
17.3 - Local Area and Traffic Pattern I		1:00									
17.4 - Local Area and Traffic Pattern I		1:00									
17.5 - Local Area and Traffic Pattern I		1:00									
18.1 - Introduction to Navigation	1:00										
18.2 - Introduction to Navigation	1:00										
18.3 - Introduction to Navigation (PROGRESS CHECK)			1:00						1:00		
19.1 - Advancing to Navigation I			1:00						1:00		
19.2 - Advancing to Navigation I			1:00						1:00		
19.3 - Advancing to Navigation I			1:00						1:00		
TOTAL Phase 2	7:00	6:00	4:00						4:00		

PHASE 3 - VFR

Standard briefing time in Phase 3 is 60 minutes before each session but longer briefing time may be defined by the instructor.

PHASE 3											
	VFR			IFR							
	Dual	Solo	SPIC	Dual	SPIC	Sim	ME	NT	XC	PF	PM
20.1 - Local Area and Traffic Pattern II		1:00									
20.2 - Local Area and Traffic Pattern II		1:00									
20.3 - Local Area and Traffic Pattern II		2:00									
20.4 - Local Area and Traffic Pattern II		2:00									
20.5 - Local Area and Traffic Pattern II		2:00									
20.6 - Local Area and Traffic Pattern II		2:00									
21.1 - Advancing to Navigation II			1:00						1:00		
21.2 - Advancing to Navigation II			1:00						1:00		
22 - VFR X-Country - Different Airport Familiarization	2:00										
23.1 - VFR X-Country			2:00						2:00		
23.2 - VFR X-Country			2:00						2:00		
23.3- VFR X-Country			2:00						2:00		
23.4 - VFR X-Country			2:00						2:00		
23.5 - VFR X-Country			2:00						2:00		
23.6 - VFR X-Country			2:00						2:00		
23.7 - VFR X-Country			2:00						2:00		
23.8 - VFR X-Country			2:00						2:00		
23.9 - VFR X-Country			2:00						2:00		
23.10 - VFR X-Country			2:00						2:00		
23.11 - VFR X-Country			2:00						2:00		
24 - VFR X-Country (300 NM)			4:00						4:00		
25 - VFR X-Country (PROGRESS CHECK)			2:00						2:00		
26.1 - NVFR	0:30							0:30			
26.2 - NVFR	0:30							0:30			
26.3 - NVFR	0:30							0:30			
26.4 - NVFR	1:00							1:00			
27 – NVFR (PROGRESS CHECK)	0:30							0:30			
TOTAL Phase 3	5:00	10:00	30:00					3:00	30:00		

PHASE 4A - IR

Standard briefing time in Phase 4A is 60 minutes before each session but longer briefing time may be defined by the instructor.

PHASE 4A											
	VFR			IFR							
	Dual	Solo	SPIC	Dual	SPIC	Sim	ME	NT	XC	PF	PM
28.1 - Basic Instruments				1:00							
28.2 - Basic Instruments				1:00							
28.3 - Basic Instruments				1:00							
29.1 - Introduction to Instrument Flying				1:00							
29.2 - Introduction to Instrument Flying				1:00							
30.1 - Unusual Attitudes and Recovery						1:00					
30.2 - Unusual Attitudes and Recovery				2:00							
31.1 - Instrument traffic circuit						1:00					
31.2 - Instrument traffic circuit						2:00					
31.3 - Instrument traffic circuit				2:00							
32.1 - Radio Navigation I (Applied Procedures)						2:00					
32.2 - Radio Navigation I (Applied Procedures)						2:00					
32.3 - Radio Navigation I (Applied Procedures)						2:00					
32.4 - Radio Navigation I (Applied Procedures)				2:00							
33.1 - Radio Navigation II (Applied Procedures)						2:00					
33.2 - Radio Navigation II (Applied Procedures)						2:00					
33.3 - Radio Navigation II (Applied Procedures)						2:00					
33.4 - Radio Navigation II (Applied Procedures)				2:00							
34.1 - Precision Approach Procedure						1:00					
34.2 - Precision Approach Procedure						2:00					
34.3 - Precision Approach Procedure				1:00							
34.4 - Precision Approach Procedure				1:00							
34.5 - Precision Approach Procedure				1:00							
34.6 - Precision Approach Procedure				1:00							
34.7 - Precision Approach Procedure				1:00							
35.1 - Non - Precision Approach Procedure I						1:00					
35.2 - Non - Precision Approach Procedure I						1:00					
35.3 - Non - Precision Approach Procedure I						2:00					
35.4 - Non - Precision Approach Procedure I						1:00					
35.5 - Non - Precision Approach Procedure I						1:00					
35.6 - Non - Precision Approach Procedure I				1:00							
35.7 - Non - Precision Approach Procedure I				1:00							
36.1 - Non - Precision Approach Procedure II						2:00					
36.2 - Non - Precision Approach Procedure II						2:00					
36.3 - Non - Precision Approach Procedure II						2:00					
36.4 - Non - Precision Approach Procedure II				2:00							
37.1 - Use of En-Route Radar Pre-Flight and Aerodrome Departure and Arrival Procedures						2:00					
37.2 - Use of En-Route Radar Pre-Flight and Aerodrome Departure and Arrival Procedures						2:00					
37.3 - Use of En-Route Radar Pre-Flight and Aerodrome Departure and Arrival Procedures						2:00					
37.4 - Use of En-Route Radar Pre-Flight and Aerodrome Departure and Arrival Procedures				2:00							
38.1 - Review IR Procedures						1:00					
38.2 - Review IR Procedures						1:00					
38.3 - Review IR Procedures						1:00					
39 - IR (PROGRESS CHECK)				2:00							
40.1 - IR X-Country				2:00					1:00		
40.2 - IR X-Country					2:00				2:00		
40.3 - IR X-Country					2:00				2:00		
40.4 - IR X-Country					2:00				2:00		
40.5 - IR X-Country					2:00				2:00		
40.6 - IR X-Country					2:00				2:00		
41.1 - Long IR X-Country					2:30				2:30		
41.2 - Long IR X-Country					2:30				2:30		
41.3 - Long IR X-Country					2:30				2:30		
41.4 - Long IR X-Country					2:30				2:30		
42 - NVFR		1:00						1:00			
TOTAL Phase 4A		1:00		28:00	20:00	40:00		1:00	21:00		

PHASE 4B – MEP/IR

Standard briefing time in Phase 4B is 60 minutes before each session but longer briefing time may be defined by the instructor.

PHASE 4B											
	VFR			IFR							
	Dual	Solo	SPIC	Dual	SPIC	Sim	ME	NT	XC	PF	PM
43 - Introduction to Multi Engine Principles											
44 - Take-Off and Climb	1:00						1:00				
45 - Traffic Pattern and Slow Flight	1:30						1:30				
46 - ASYMMETRIC POWER FLIGHT 'In flight' Engine Failure Procedure	1:30						1:30				
47 - ASYMMETRIC POWER FLIGHT "Take-Off and Approach"	2:00						2:00				
48.1 - IR – Multi Engine Piston - Emergencies				1:00			1:00				
48.2 - IR – Multi Engine Piston - Emergencies				1:00			1:00				
48.3 - IR – Multi Engine Piston - Emergencies				1:00			1:00				
48.4 - IR – Multi Engine Piston - Emergencies				1:00			1:00				
48.5 - IR – Multi Engine Piston - Emergencies				1:00			1:00				
49 - PROGRESS CHECK				1:00			1:00				
50 - NVFR X-Country				1:00			1:00	1:00			
TOTAL Phase 4B	6:00			7:00			13:00	1:00			

PHASE 5 - UPRT

Standard briefing time in Phase 1 is 30 minutes before each session but longer briefing time may be defined by the instructor.

PHASE 5											
	VFR			IFR							
	Dual	Solo	SPIC	Dual	SPIC	Sim	ME	NT	XC	PF	PM
Recovery from Nose HIGH upsets at various bank angles	0:30										
Recovery from Nose LOW upsets at various bank angles	0:30										
Recovery from Spiral Dive	0:30										
Recovery from Stall event	0:30										
Recovery from incipient spin	0:30										
ATO Check Flight	0:30										
TOTAL Phase 5	3:00										

PHASE 6 – MCC(A)/APS MCC(A)

Standard briefing time in Phase 6 is 60 minutes before each session but longer briefing time may be defined by the instructor.

MCC(A)

PHASE 6											
	VFR			IFR							
	Dual	Solo	SPIC	Dual	SPIC	Sim	ME	NT	XC	PF	PM
Session 1						4:00				2:00	2:00
Session 2						4:00				2:00	2:00
Session 3						4:00				2:00	2:00
Session 4						4:00				2:00	2:00
Session 5						4:00				2:00	2:00
TOTAL Phase 6						20:00				10:00	10:00

APS MCC(A)

PHASE 6											
	VFR			IFR							
	Dual	Solo	SPIC	Dual	SPIC	Sim	ME	NT	XC	PF	PM
Session 1						4:00				2:00	2:00
Session 2						4:00				2:00	2:00
Session 3						4:00				2:00	2:00
Session 4						4:00				2:00	2:00
Session 5						4:00				2:00	2:00
Session 6						4:00				2:00	2:00
Session 7						4:00				2:00	2:00
Session 8						4:00				2:00	2:00
Session 9						4:00				2:00	2:00
Session 10						4:00				2:00	2:00
Session 11						4:00				2:00	2:00
Final assessment						4:00				2:00	2:00
TOTAL Phase 6						48:00				24:00	24:00

3.2.8 Theoretical Progress Tests and Examination

ATPL(A) subjects

All courses have to be completed by successful progress (mid-term) test(s) defined in paragraph 3.2.4. If a subject is divided into separate courses, students must fulfil all of them (I.,II.,III.) before the ATO considers the subject fully completed.

In order to pass progress (mid-term) tests and internal theoretical examinations (home exams) the candidate has to perform the minimum standard (75%).

After the completion of a subject all candidates have to pass successfully an internal theoretical knowledge examination (home exam) to obtain the ATO recommendation for authority exams' sitting.
All mid-term tests and home exams will be performed by candidates in the platform of our contracted partner who provides a similar structure as an authority exam regarding the number and type of questions and time limitations as prescribed in AMC1 ARA.FCL.300(b).

Applicants may use the following equipment during a test or examination:

(1) a scientific, non-programmable, non-alphanumeric calculator without specific aviation functions;
(2) mechanical navigation slide-rule (DR calculator);
(3) protractor;
(4) compasses and dividers;
(5) ruler.

Progress (mid-term) tests

The candidate is allowed to attempt a mid-term test if he or she is registered for the course. In addition, students have to respect absences and retakes rules according to our Operational Manual to validate their performance and obtain a grade.

Two successful mid-term tests shall be performed by candidates to consider a course completed. Each test can be attempted three times by a student per semester. Any mid-term test covers only the included topics to the course. The level of the Question bank is **essential**.

No additional theoretical course should be taken by any candidate in case of a failed mid-term test.

Internal theoretical knowledge examinations (home exams)

All candidates are allowed to attempt a home exam whenever they fulfilled all courses of the subject successfully.

After the completion of all courses of an ATPL (A) subject students have to complete successfully an internal theoretical knowledge examination (home exam) before obtain the recommendation of ATO. In one sitting at least 2 subjects have to be tried for the 1st attempt. For the candidate a total of 3 sittings are available per semester. Each home exam covers all topics of a subject that were discussed during the courses. The level of the Question bank is **standard**.

Home exam days are published by the CTKI. Registration for an exam sitting is done by email to the CTKI indicating the subjects the candidate would like to attempt. Registration for an exam day closes 24 hours before the exam. Cancelling a home exam sitting within 24 hours is not permitted unless a compelling reason or unforeseen events. If a student does not show up on the exam day or cancels within 24 hours without a compelling reason it will still count as a no show.

No additional theoretical course should be taken by any candidate in case of a failed home exam however students who achieved a mark below 50% they are allowed to perform the second attempt only after a two weeks home study period.

Other subjects

All courses have to be completed by at least one successful progress (mid-term) test per semester.

In order to pass progress (mid-term) tests the candidate has to perform the minimum standard (75%).

All mid-term tests will be constructed by the assigned responsible instructor, regarding the number and type of questions and time limitations.

Progress (mid-term) tests

The candidate is allowed to attempt a mid-term test if he or she is registered for the course. In addition, students have to respect absences and retakes (refer to 1.3-1.4) to validate their performance and obtain a grade.

Each test can be attempted three times by a student per semester.

Any additional theoretical course can be required by the assigned responsible instructor in case of a failed mid-term exam.

The Area 100 KSA Assessments
From Class 2020

Students receive an oversight of The Area 100 KSA Learning Objectives during Basics of Aviation I subject. The first mid-term test fulfils the requirements of the formative assessment. Students are tested for summative assessment during each internship. It means, that students will have one formative and three summative assessments at the end of the training.

Each assessment has written mental math test part as well. The minimum score to pass the Area 100 KSA mental maths tests is 75 % of the marks allocated to a test. The mental maths tests should be satisfactorily completed before the student is recommended for their first attempt to take their final theoretical knowledge examination paper.

Formative assessment and initial tests shall be conducted by ground school instructors. Summative assessments are conducted by the flight instructors who are assigned for the upcoming internship in the practical training. The first assessment is recommended to complete in a classroom with group exercises and further assessments shall be conducted individually during long briefings.

The format of formative and summative assessment debriefs should be effective, highlighting the student's strengths and weaknesses and enabling future improvement. The debriefed items must be recorded in remarks part of Training Record. In case of failed assessment, the second attempt shall be conducted by another instructor and the final result shall be made by two of them.

The Area 100 KSA formative assessment and summative assessments includes at least three types of assessment (based on instructor discretion) from the followings:

- written planning exercises combining multiple subjects;
- practical exercises using training devices;
- scenario-based oral board (viva voce);
- scenario-based communications exercises;
- written assignments or project work;
- preparation and delivery of group or individual presentations.

The formative assessment is:

(1) designed such that the student has the opportunity to ask questions and develop competencies in most of the Los in Core Competencies and Threat and Error Management of Area 100 KSA;

(2) conducted during the training

(3) conducted by an instructor that is trained to deliver the formative assessment.

The summative assessments are:

(1) designed so that they collectively give the student the opportunity to demonstrate competency in all LOs in in Core Competencies and Threat and Error Management of Area 100 KSA;

(2) satisfactorily completed before the student is recommended by the ATO for their first attempt to take the final theoretical knowledge examination paper, and the outcome of the assessments should be included in the student's training record;

(3) required that for a student to be considered that they have achieved a 'Satisfactory' standard, they:

(i) meet at least 35 % (which defines the term 'some' used in the word pictures) of the indicators relevant to the assessment exercise, in each competency;

(ii) have an overall positive effect on the outcome or completion of the exercise without any external input from the instructor, or where the assessment requires the instructor to facilitate the exercise, without the instructor providing any knowledge or corrective input to assist in the completion of the exercise; and

(4) conducted by an instructor that is trained to deliver the summative assessments.

3.2.9 Conduction of practical training

In order for the ATP(A) Course to provide the maximum training effectiveness, all participants must adhere to the standard content and sequence of the course syllabi, conduct full and comprehensive briefings and de-briefings and report fully on both classroom and practical trainings. Each student must be fully de-briefed on their performance throughout the course.

Weather minimas for different stages of the training are detailed in 4.3.4.

3.2.10 Grading

Instructors shall use the following grading method in the Training Record (Syllabus) during flying training and training in FSTD. Grades must be logged in FlightLogger. In case of grade 1 and 2, the instructor shall give an explanation in the comment section. Additionally, in case of grade 1, an automatic letter is generated to the Head of Training and Chief Flight Instructor about student's performance.

Grading is based on a 5-level feedback scale (1-5) from the instructor:

1: The pilot did not apply procedures correctly, by rarely demonstrating any of the performance indicators when required which resulted in an unsafe situation.

2: The pilot applied procedures at the minimum acceptable level, by only occasionally demonstrating some of the performance indicators when required, but which overall did not result in an unsafe situation.

3: The pilot applied procedures adequately, by regularly demonstrating most of the performance indicators when required, which resulted in a safe operation.

4: The pilot applied procedures effectively, by regularly demonstrating all of the performance indicators when required, which enhanced safety.

5: The pilot applied procedures in an exemplary manner, by always demonstrating all of the performance indicators when required, which significantly enhanced safety effectiveness and efficiency.

Besides the technical skills, during each session the non-technical skills (core competencies) shall be graded as well with the same grading system that marked above. If any of the skills cannot be graded because of the scope of lesson, it shall be marked as not applicable. Non-technical skills are as follows:

- Aircraft flight path management – manual control
- Aircraft flight path management – automation
- Problem solving and decision making
- Workload management
- Situation awareness
- Leadership and teamwork or managerial skills
- Application of knowledge
- Communication

3.2.11 Practical Training Related Progress Tests

During flying training there are multiple progress tests to check if the student theoretical knowledge is sufficient to start a next level of training. These tests are pre-entry requirements for the next flight stage. The test considered as failed below 75% percent. One test can be attended 3 times, after the 3rd time extra lesson shall be taken and the HT will consider training suspension.

- Type qualification and emergency procedures test (all cases whenever a new type of aircraft is planned for training)
- Radiotelephony test (before the first VFR traffic circuit and cross-country flying training)
- Traffic circuit test (before the first VFR traffic circuit flying training)
- Cross-country test (before the first VFR cross-country flying training)
- IR entry test (before the first IR flying training)
- NVFR test (before the first night flying training)

3.2.12 Progress Checks

During flying training there are multiple progress checks, to make sure students have acquired the required level of proficiency to upgrade to the next stages. Each progress check has a dedicated protocol with specific items to be checked and evaluated. Students non-technical skills shall also be evaluated during each progress check. These progress checks are indicated in the syllabus, together with the completion standards required to pass the check concerned.

The HT shall nominate qualified instructors for progress check completion. The HT and the CFI can also conduct progress checks. Instructors shall not conduct a check for a student to whom they have provided more than 25 % of the required flight instruction during the respective stage. Instructor privileges shall always be respected when nominating the person responsible for the test.

A progress check (after a failed one) can be retaken two times at maximum during the training. If a candidate fails for the third time, the training shall be terminated. Extra training can be defined after the second attempt of the progress check by the head of Training considering the student's performance and the student's contract.

Before progress checks, instructors shall check the practical progress tests result and they shall evaluate the student about his/her present knowledge by questioning the student.

3.2.13 Skill Test

Upon successful completion of the entire flying training, students shall take the CPL(A) skill test on either a single-engine or a multi-engine aeroplane and the IR skill test on a multi-engine aeroplane.

Applicants failing or being unable to complete the entire ATP(A) course may apply to the competent authority for the theoretical knowledge examination and skill test for a licence with lower privileges and an IR if the applicable requirements written in the regulation are met and if the Head of Training certifies that the applicant has adequate level of knowledge, skills and performance to apply for the given licence or rating.

3.3 TYPE RATING COURSE

3.3.1 Course Prerequisites for Type Rating Course

Applicants for the issue of the first type rating for a multi-pilot aeroplane shall, before starting the type rating training course, comply with the following requirements:

(1) have at least 70 hours of flight experience as PIC in aeroplanes;

(2) hold or have held a multi-engine IR(A);

(3) have passed the ATPL(A) theoretical knowledge examinations in accordance with this Annex (Part-FCL);

(4) except when the type rating course is combined with an MCC course:

(i) hold a certificate of satisfactory completion of an MCC course in aeroplanes; or

(ii) hold a certificate of satisfactory completion of MCC in helicopters and have more than 100 hours of flight experience as pilots of multi-pilot helicopters; or

(iii) have at least 500 hours as pilots of multi-pilot helicopters; or

(iv) have at least 500 hours as pilots in multi-pilot operations on single-pilot multi-engine aeroplanes, in commercial air transport in accordance with the applicable air operations requirements; and

(5) have completed the training course specified in point FCL.745.A.

3.3.2 Time scale (theoretical and practical)

Ground Training – Theoretical Knowledge Instruction	Lecture	Progress Test
FCOM/FCTM/MMEL/SOP introduction	6:00	-
System Training (CBT)	42:00	2:00
Mass&Balance, Performance Training	7:00	2:00
CRM Training	4:00	-
PBN Training	4:00	1:00
UPRT Training	4:00	-
Total:	72:00 / 12 days	

Ground Training – Cockpit Procedure Training	Session	Briefing /Debriefing
CPT sessions 1	4:00	2:00
CPT sessions 2	4:00	2:00
CPT sessions 3	4:00	2:00
CPT sessions 4	4:00	2:00
CPT sessions 5	4:00	2:00
CPT sessions 6	4:00	2:00
CPT sessions 7	4:00	2:00
CPT sessions 8 - Release for Simulator Training	4:00	2:00
Total:	48:00 / 8 days	

Simulator Training	Session	Briefing/Debriefing
FFS sessions 1	4:00	2:00
FFS sessions 2	4:00	2:00
FFS sessions 3	4:00	2:00
FFS sessions 4	4:00	2:00
FFS sessions 5	4:00	2:00
FFS sessions 6	4:00	2:00
FFS sessions 7	4:00	2:00
FFS sessions 8 – LOFT/Release for Skill Test	4:00	2:00
Total:	48:00 / 8 days	

3.3.3 Theoretical Knowledge Examination

The theoretical knowledge examination should cover all areas of the theoretical knowledge syllabus as detailed below. The final examination is conducted as a supervised written (including computer-based) knowledge test without reference to course material. The pass mark of 75% assumes the achievement of satisfactory levels of knowledge during the progressive phase tests of the course. The student is advised of any areas of lack of knowledge displayed during the examination and, if necessary, given remedial instruction. A successful pass of the theoretical knowledge course and final examination is the pre-requisite for progression to the flight training phase of the type rating course.

The following tests shall be passed latest before Simulator Training, but preferably before Cockpit Procedure Training:

System Test

The system test is considered as final theoretical examination and it is fully complying with the Part-FCL FCL.725 (a) in accordance with Part-21. It is a multiple-choice question test and contains a minimum of 100 questions of the main subjects of the syllabus according to Part-FCL FCL.725 (b)(1). No help is available, the test is supervised by an instructor in a training room.

Mass&Balance, Performance Test

It may be multiple-choice or fill-the-gap question type test and it shall contain a minimum of 20 questions. The supervisor instructor provides the required appendices (such as loadsheet, QRH, tablet etc.). The trainees can use the Performance Calculator.

PBN Test

It is a multiple-choice question test and contains a minimum of 20 questions from the review topics.

3.3.4 Conduction of Cockpit Procedure Training

Cockpit Procedure Training sessions are considered as part of ground training.

Trainees must be familiar with the SOP and the cockpit flows by the end of the CPT sessions, otherwise the FFS sessions shall not be started and extra training shall be prescribed or the training shall be terminated.

3.3.5 Objective of Cockpit Procedure Training

The trainee will study to safely operate Airbus A320 aircraft in normal, abnormal and emergency situations; apply of standard operating procedures and flows.

3.3.6 Grading of Cockpit Procedure Training

Grading is based on a 5-level feedback scale (1-5) from the instructor:

1: The pilot did not apply procedures correctly, by rarely demonstrating any of the performance indicators when required which resulted in an unsafe situation.

2: The pilot applied procedures at the minimum acceptable level, by only occasionally demonstrating some of the performance indicators when required, but which overall did not result in an unsafe situation.

3: The pilot applied procedures adequately, by regularly demonstrating most of the performance indicators when required, which resulted in a safe operation.

4: The pilot applied procedures effectively, by regularly demonstrating all of the performance indicators when required, which enhanced safety.

5: The pilot applied procedures in an exemplary manner, by always demonstrating all of the performance indicators when required, which significantly enhanced safety effectiveness and efficiency.

During each session non-technical skills (core competencies) shall be graded as well with the same grading system that marked above. If any of the skills cannot be graded because of the scope of lesson, it shall be marked as not applicable. Non-technical skills are as follows:

- Aircraft flight path management – manual control
- Aircraft flight path management – automation
- Problem solving and decision making
- Workload management
- Situation awareness
- Leadership and teamwork or managerial skills
- Application of knowledge
- Communication

3.3.7 Conduction of Simulator Training

The simulator training contains 32 hours of FSTD training programmed for a crew of a multi-pilot aeroplane, of which at least 16 hours should be in an FFS operating as a crew. FFS time may be reduced if other qualified FSTDs used during the flight training programme accurately replicate the cockpit environment, operation and aeroplane response.

Negative training and negative training transfer must be avoided during all simulator exercises.

The exercises should be accomplished as far as possible in a simulated commercial air transport environment.

During simulator training routes, SIDs, STARs, type of approach, ATIS, weather conditions and flight sequences and tasks (etc.) may all be changed on the instructor's discretion, as long as all performance standards are met, and the required tasks and FCL requirements are all covered.

3.3.8 Objective of Simulator Training

The successful trainee will be able to safely operate Airbus A320 aircraft in normal, abnormal and emergency situations; make pre-flight preparation, apply of standard operating procedures in a timely manner, thus able to fulfill the minimum requirements regarding technical and non-technical skills.

3.3.9 Grading of Simulator Training

Refer to 3.3.6. additionally, items listed in Part-FCL Appendix 9 B. 6. shall be graded during the training.

3.4 DUTY TIME LIMITATIONS

The ground and flight duty limitations are detailed for students in 4.1.7.

In addition to 4.1.7, the following limitations shall also be applied during flying training for students being part of Professional Pilot BSc:

Maximum number of block hours/day = 6 Maximum duty days/week = 6 Maximum flight duty days/week = 5	**Maximum number of sessions per day**	**Minimum break between flight duty and ground duty**
Phase 1	2	1 hour
Phase 2-3 other than SOLO	2	1 hour
Phase 2-3 SOLO	1	1 hour
Phase 2-3 SOLO and Dual or SPIC	2	1 hour
Phase 4-5	2	1 hour
Phase 6	1	1 hour
Type Rating	1	1 hour

‘Session’ means an exercise or lesson given in the relevant part of training syllabus.

'Duty' means any task that a crew member is required to perform by the organisation, including flight duty, administrative work, training, positioning and standby.

'Break' means a period of time, shorter than a rest period, when the crewmember is free of all duties but still considered to be within duty period, being less than a rest period. A break counts as duty.

3.5 TRAINING STANDARDS AND EFFECTIVENESS

a) Individual Responsibilities

In order to provide the maximum training effectiveness for Professional Pilot BSc, all participants must adhere to the standard content and sequence of the given course syllabi, conduct full and comprehensive briefings and de-briefings and report fully on both classroom and practical trainings.

Each student will be fully de-briefed on their progress throughout the course.

c) Liaison Between Departments

The Head of Training is ultimately responsible for the instruction standard and the monitoring of student progress.

Any problems that are being experienced will be reported to the Head of Training in order that he can ensure that the training system in operation is effective.

d) Identification of Unsatisfactory Progress and Internal Feedback System for Detecting Training Deficiencies

The Head of Training is responsible for monitoring the progress of students during their Course. By using the following methods their progress will be assessed:

- By referring to the flying training records and reports
- By consultation with the instructors
- By any feedback received from third party

e) Actions to Correct Unsatisfactory Progress

If the Head of Training feels that a student is making unsatisfactory progress, he will suspend the course.

Should the course be suspended then the Head of Training will discuss with both the student and the student's instructor as to the best course of action to be taken.

f) Procedure for Changing Instructors

Should a student's course be unsatisfactory the HT may consider it necessary to change the student's instructor if he feels that it would benefit the student.

Should a student request an instructor change this will only be made at the HT's discretion. There must however be no more than two unplanned instructor changes per student.

g) Internal Feedback System for Detecting Training Deficiencies

By completing a Customer Feedback Forms, the CMM&SM and the Head of Training will quite easily pick up on any training deficiencies. Once these have been raised the Head of Training will take the necessary action required to ensure that the deficiencies are dealt with promptly.

h) Procedure for Suspending a Student from Training

A student will be placed on review, a student:

- fails to achieve the required standard on the course.

- is awarded two consecutive gradings of '1' or teacher's/instructor's signature

As a guidance: *Grade 5 = Exemplary*

Grade 4 = Very Good

Grade 3 = Good

Grade 2 = Satisfactory, but weak in some areas

Grade 1 = Unsatisfactory – significant deficiencies in many areas

- fails to show for any days during the course (for exceptional cases refer to 1.4)

Should a student be given a warning concerning his/her unsatisfactory standard and still fails to progress he/she must be drawn to the attention of the Head of Training who will decide whether training is to continue or whether the student be withdrawn from the course. *It must not be confused with AERAR I (13) (14).*

i) Discipline

Student progress through the course must not be hampered by unacceptable standards of behaviour – nor should it bring discredit to the flight school. It is the responsibility of each individual student to ensure that he is available for duty on time as required by the daily training programme. If a student fails to attend a programmed sortie he will be reported by the instructor to the Head of Training.

j) Reporting and Documentation

Post Sortie: It is the responsibility of each instructor to complete the sortie report form in the student training record as soon as possible. Each form must contain grading information.

An end of course completion certificate must be completed by each instructor for every one of their students. A copy of the form will be retained in the student training record folder.

Standards and Level of Performance

a) Responsibilities

The overall standard is the responsibility of the Head of Training. Staff standards and performance will be monitored. In order that standardisation of training in general and in application of test criteria are met he will comply with Licensing Standards of the Civil Aviation Authority.

b) Standardisation

- The training standards and the assessment of individual student's performance is the responsibility of the Head of Training. He will also ensure that all Instructors meet the criteria for training. Instructors must also be standardised during their training.
- The Head of Training is responsible for the students training. He must ensure that appropriate standards are met by all instructors and that they are suitably standardised in all aspects of theoretical and simulator or flying training.
- The syllabus must be adhered to as closely as possible by all instructors.

4 OM (OPERATIONS MANUAL)

4.1 GENERAL

4.1.1 APPROVAL OR AUTHORISATION OF FLIGHTS

Other than training flights shall only be performed in compliance with the following:

(a) In case of aircraft that is not owned by PHARMAFLIGHT flights are based on the leasing contract between PHARMAFLIGHT and the owner. Only the pilots listed in OMM Appendix 2 Part 2 are authorised to conduct flights with these aircraft.

(b) In case of aircraft owned by PHARMAFLIGHT or contracted partner, a company authorisation shall be obtained prior acting as a Pilot in Command.

Before issuing any endorsement into the student company authorization, a progress check shall be flown (e.g., prior first solo flight). When the progress check successfully passed, company authorisation will be issued for the given phase (refer to OMM B.12.4). These check flights can only be performed by instructors selected by the Head of Training.

The student company authorisation has to be checked before each solo flight by the instructor and the instructor is required to ensure that student pilot:

- has a valid Medical;
- is Hungarian native speaker or holds ELP (Operational Level at least)
- Before undertaking the first solo flight, the FI should ensure that the applicants can use R/T communication and can operate the required systems and equipment.
- is able to apply basic navigation (for cross country solo)
- is able to divert to an alternate (for cross country solo) and
- knows and understands the intended flight program and training targets.
- familiar with the applicable regulations and procedures for different courses can be found in the Operations Manual, the respective Training Manuals and Supplement Handbooks.

4.1.2 PREPARATION OF FLYING PROGRAMME

Together with the instructors a high-level personal flight training schedule will be made. Neither the instructor nor PHARMAFLIGHT can be kept responsible for compliance with the schedule due to unforeseen factors such as: personal progress, attendance, weather, etc. For individual scheduling flight, syllabuses and student competencies are taken into consideration. The Head of Training is responsible to restrict the numbers of aircraft in poor weather conditions. Pre-flight preparation and minimas have to be complied with according to this Manual, if more restrictive, in other cases Part-NCO and Part-SERA contains the applicable regulations.

4.1.3 COMMAND OF AIRCRAFT

In accordance with Regulation (EU) No 1139/2018 and Annex I (Part-FCL) to Regulation (EU) No 1178/2011, one pilot amongst the flight crew must be qualified and nominated as pilot-in-command.

The following areas apply to all instructional flights:

a) On all instructional flight, the instructor is always the PIC of the aircraft.

b) The instructor is responsible to verify that the student has a valid medical and valid licenses/ratings required for the level of training to be performed.

c) The instructor clearly communicates with the student whenever a transfer of controls is performed (positive transfer of controls). When practicing emergencies, the instructor should make it clear who is going to do what. Example - the instructor is returning the control of the aircraft to the student:

- Instructor: “Your control”
- Student: “My control”

d) The instructor is responsible to carry out the objectives of the lesson and may deviate from those and adapt them to the overall training objectives if circumstances require it (Weather, Operational considerations, Student level of performance)

e) On solo flights, the instructor is responsible to verify the student’s preparation and student will operate the aircraft as PIC

f) For Examiners, when a student has failed or partially failed a Skill Test / Proficiency Check, they are considered as Instructors and have to be a duly ATO accredited Instructor

g) If two similarly trained pilots are on board, they have to agree with each other who will be the PIC and it is must be marked on ODS and aircraft logbook.

4.1.4 RESPONSIBILITIES OF THE PIC

(NCO.GEN.105)

The pilot-in-command shall be responsible for:

(1) the safety of the aircraft and of all crew members, passengers and cargo on board during aircraft operations
(2) the initiation, continuation, termination or diversion of a flight in the interest of safety;
(3) ensuring that all operational procedures and checklists are complied with regulations 1139/2018/EU
(4) only commencing a flight if he/she is satisfied that all operational limitations are complied with, as follows:
    a. the aircraft is airworthy;
    b. the aircraft is duly registered;
    c. instruments and equipment required for the execution of that flight are installed in the aircraft and are operative, unless operation with inoperative equipment is permitted by the minimum equipment list (MEL) or equivalent document, if applicable, as provided for in NCO.IDE.A.105, NCO.IDE.H.105;
    d. the mass of the aircraft and, the centre of gravity location is such that the flight can be conducted within limits prescribed in the airworthiness documentation;
    e. all equipment, baggage and cargo are properly loaded and secured and an emergency evacuation remains possible;
    f. the aircraft operating limitations as specified in the aircraft flight manual (AFM) will not be exceeded at any time during the flight; and
    g. any navigational database required for PBN is suitable and current;
(5) not commencing a flight if he/she is incapacitated from performing duties by any cause such as injury, sickness, fatigue or the effects of any psychoactive substance;
(6) not continuing a flight beyond the nearest weather-permissible aerodrome or operating site when his/her capacity to perform duties is significantly reduced from causes such as fatigue, sickness or lack of oxygen;
(7) deciding on acceptance of the aircraft with unserviceabilities in accordance with the configuration deviation list (CDL) or minimum equipment list (MEL), if applicable; and
(8) recording utilisation data and all known or suspected defects in the aircraft at the termination of the flight, or series of flights, in the aircraft technical log or journey log (ODS) for the aircraft.

The pilot-in-command shall ensure that during critical phases of flight or whenever deemed necessary in the interest of safety, all crew members are seated at their assigned stations and do not perform any activities other than those required for the safe operation of the aircraft.

The pilot-in-command shall have the authority to refuse carriage of or disembark any person, baggage or cargo that may represent a potential hazard to the safety of the aircraft or its occupants.

The pilot-in-command shall, as soon as possible, report to the appropriate air traffic services (ATS) unit any hazardous weather or flight conditions encountered that are likely to affect the safety of other aircraft.

The pilot-in-command shall, in an emergency situation that requires immediate decision and action, take any action he/she considers necessary under the circumstances. In such cases he/she may deviate from rules, operational procedures and methods in the interest of safety.

During flight, the pilot-in-command shall:

(1) keep his/her safety belt fastened; and

(2) remain at the controls of the aircraft at all times except if another pilot is taking the controls.

The pilot-in-command shall submit a report of an act of unlawful interference without delay to the competent authority and shall inform the designated local authority.

The pilot-in-command shall notify the nearest appropriate authority by the quickest available means of any accident involving the aircraft that results in serious injury or death of any person or substantial damage to the aircraft or property.

Pilot-in-command is responsible for the operation and safety of the aircraft and for the safety of all passengers and cargo on board. This includes the following:

(a) the safety of all passengers and cargo on board, as soon as he/she arrives on board, until he/she leaves the aircraft at the end of the flight; and

(b) the operation and safety of the aircraft:

(1) for aeroplanes, from the moment it is first ready to move for the purpose of flight until the moment it comes to rest at the end of the flight and the engine(s) used as primary propulsion unit(s) is/are shut down;

(2) for helicopters, from the moment the engine(s) are started until the helicopter comes to rest at the end of the flight with the engine(s) shut down and the rotor blades stopped;

4.1.4.1 Database Suitability

The pilot-in-command should check that any navigational database required for PBN operations includes the routes and procedures required for the flight.

4.1.4.2 Database Currency

The database validity (current AIRAC cycle) should be checked before the flight.

Where an aircraft conducts a series of flights of short duration — such as a helicopter doing a series of lifts — and the aircraft is operated by the same pilot-in-command, the utilisation data for the series of flights may be recorded in the aircraft technical log or journey log (ODS) as a single entry.

4.1.4.3 Checklists

(AMC1 NCO.GEN.105(c))

(a) The pilot-in-command should use the latest checklists provided by the manufacturer. Manufacturer checklists are adapted into the company checklists. When a company checklist is issued it has to be applied over manufacturer checklists.

(b) If checks conducted prior to take-off are suspended at any point, the pilot-in-command should re-start them from a safe point prior to the interruption. At PHARMAFLIGHT the given checklist shall be started from the beginning.

The correct completion of normal checklists is essential for safe operation during all phases of flight and an effective method for preventing omissions of actions or inappropriate actions.

Safety critical aspects of system and aircraft configuration settings should be cross-checked through the use of normal checklists. Normal checklist actions are intended to check and verify actions that were accomplished from memory in accordance with the defined flow pattern.

Time and workload management are key factors in the initiation and effective conduct of normal checklists. Normal checklists should be accomplished in a timely manner during low workload periods within the concerned phase of flight to prevent any rush or interruption that could impact the safety purpose of the normal checklists.

4.1.4.4 Reporting of Hazardous Flight Conditions

(AMC1 NCO.GEN.105(d))

(a) These reports should include any detail which may be pertinent to the safety of other aircraft.

(b) Such reports should be made whenever any of the following conditions are encountered or observed:

(1) severe turbulence;
(2) severe icing;
(3) severe mountain wave;
(4) thunderstorms, with or without hail, that are obscured, embedded, widespread or in squall lines;
(5) heavy dust storm or heavy sandstorm;
(6) volcanic ash cloud; and
(7) unusual and/or increasing volcanic activity or a volcanic eruption.

(c) When other meteorological conditions not listed above, e.g. wind shear, are encountered that, in the opinion of the pilot-in-command, may affect the safety or the efficiency of other aircraft operations, the pilot-in-command should advise the appropriate air traffic services (ATS) unit as soon as practicable.

4.1.4.5 Violation of Reporting

(AMC1 NCO.GEN.105(e))

If required by the State in which the incident occurs, the pilot-in-command should submit a report on any such violation to the appropriate authority of such State; in that event, the pilot-in-command should also submit a copy of it to the competent authority. Such reports should be submitted as soon as possible and normally within 10 days.

4.1.4.6 Compliance with Laws, Regulations and Procedures

(NCO.GEN.110)

The pilot-in-command shall comply with the laws, regulations and procedures of those States where operations are conducted.

The pilot-in-command shall be familiar with the laws, regulations and procedures, pertinent to the performance of his/her duties, prescribed for the areas to be traversed, the aerodromes or operating sites to be used and the related air navigation facilities.

4.1.4.7 Taxiing of Aircraft

(NCO.GEN.115)

An aeroplane shall only be taxied on the movement area of an aerodrome if the person at the controls:

(a) is an appropriately qualified pilot; or
(b) has been designated by the operator and:
(1) is trained to taxi the aeroplane;
(2) is trained to use the radio telephone, if radio communications are required;

(3) has received instruction in respect of aerodrome layout, routes, signs, marking, lights, air traffic control (ATC) signals and instructions, phraseology and procedures; and

(4) is able to conform to the operational standards required for safe aeroplane movement at the aerodrome.

4.1.4.8 Safety Critical Activity

(GM1 NCO.GEN.115)

Taxiing should be treated as a safety-critical activity due to the risks related to the movement of the aeroplane and the potential for a catastrophic event on the ground. Taxiing is a high-workload phase of flight that requires the full attention of the pilot-in-command.

4.1.4.9 Skills and Knowledge

(GM1 NCO.GEN.115(b)(4))

The person designated by the operator to taxi an aeroplane is someone who possess the following skills and knowledge:

(a) positioning of the aeroplane to ensure safety when starting engine;
(b) getting ATIS reports and taxi clearance, where applicable;
(c) interpretation of airfield markings/lights/signals/indicators;
(d) interpretation of marshalling signals, where applicable;
(e) identification of suitable parking area;
(f) maintaining lookout and right-of-way rules and complying with ATC or marshalling instructions when applicable;
(g) avoidance of adverse effect of propeller slipstream or jet wash on other aeroplanes, aerodrome facilities and personnel;
(h) inspection of taxi path when surface conditions are obscured;
(i) communication with others when controlling an aeroplane on the ground;
(j) interpretation of operational instructions;
(k) reporting of any problem that may occur while taxiing an aeroplane; and
(l) adapting the taxi speed in accordance with prevailing aerodrome, traffic, surface and weather conditions

4.1.4.10 Portable Electronic Device (PED)

(NCO.GEN.125)

The pilot-in-command shall not permit any person to use a portable electronic device (PED) on board an aircraft that could adversely affect the performance of the aircraft's systems and equipment.

4.1.4.11 Information on Emergency and Survival Equipment Carried

(NCO.GEN.130)

Except for aircraft taking-off and landing at the same aerodrome/operating site, the operator shall, at all times, have available for immediate communication to rescue coordination centres (RCCs) lists containing information on the emergency and survival equipment carried on board.

4.1.4.12 Content of Information

(AMC1 NCO.GEN.130)

The information, compiled in a list, should include, as applicable:

(a) the number, colour and type of life rafts and pyrotechnics,
(b) details of emergency medical supplies and water supplies; and
(c) the type and frequencies of the emergency portable radio equipment.

4.1.4.13 Documents, Manuals and Information to be carried

(NCO.GEN.135)

Flight Crew Documents:

(a) **IDENTITY CARD OR PASSPORT**

(b) **FLIGHT CREW LICENSE** – Requirements: license valid and issued in accordance with Part-FCL with the appropriate rating(s) valid or

STUDENT COMPANY AUTHORISATION – Issued by PHARMAFLIGHT Zrt.
Valid for 'Solo flight time' when a student pilot is the sole occupant of an aircraft. (OMM PF.ATO.12)

(c) **MEDICAL CERTIFICATE** – Appropriate for the license held and valid

(d) **COMPANY ID CARD** (if issued) – Valid for the entire duration of the training

Aircraft Documents:

Refer to 4.1.6.

4.1.4.14 Current and Suitable Aeronautical Charts

(AMC1 NCO.GEN.135(a)(10))

The aeronautical charts carried should contain data appropriate to the applicable air traffic regulations, rules of the air, flight altitudes, area/route and nature of the operation. Due consideration should be given to carriage of textual and graphic representations of:

(1) aeronautical data, including, as appropriate for the nature of the operation:
(i) airspace structure;
(ii) significant points, navigation aids (navaids) and air traffic services (ATS) routes;
(iii) navigation and communication frequencies;
(iv) prohibited, restricted and danger areas; and
(v) sites of other relevant activities that may hazard the flight; and
(2) topographical data, including terrain and obstacle data.

A combination of different charts and textual data may be used to provide adequate and current data.
The aeronautical data should be appropriate for the current aeronautical information regulation and control (AIRAC) cycle.
The topographical data should be reasonably recent, having regard to the nature of the planned operation.

4.1.5 CARRIAGE OF PASSENGERS

(NCO.OP.145, NCO.OP.150, NCO.IDE.A.140)

The pilot-in-command shall ensure that prior to and during taxing, take-off and landing, and whenever deemed necessary in the interest of safety, each passenger on board occupies a seat or berth has to use his/her safety belt or restraint device properly.

The pilot (PIC of the aircraft) is responsible to carry passengers on board only if he/she holds the required valid licence and associated ratings and the completion of flight must be carried out in accordance with the present manual.

Refuelling and defueling with passengers embarking, on board, disembarking is not allowed.

Infants (under the age of 2 years) are not allowed to carry on-board at all.

The transport of passengers on instructional flights is prohibited, except under the following conditions (abnormal or emergency exercises shall not be carried out during these flights):

- The passenger holds a pilot's license or be part of integrated ATP course and/or
- The Student Pilot and the Instructor agree and
- The teaching objectives are not jeopardized by the passenger's presence.

Other than crew members are also acceptable on board:

- Personnel of the competent authority for training observation purposes
- Personnel of PHARMAFLIGHT ATO for training observation purposes

4.1.6 AIRCRAFT DOCUMENTATION

(NCO.GEN.135)

(a) The following documents, manuals and information shall be carried on each flight as originals or copies unless otherwise specified:

(1) the AFM, POH or equivalent document(s);
(2) the original certificate of registration;
(3) the original certificate of airworthiness (CofA);
(4) the noise certificate, if applicable;
(5) the list of specific approvals, if applicable;
(6) the aircraft radio licence, if applicable;
(7) the third-party liability insurance certificate(s);
(8) the journey log (ODS), or equivalent, for the aircraft;
(9) details of the filed ATS flight plan, if applicable;
(10) current and suitable aeronautical charts for the route area of the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted;
(11) procedures and visual signals information for use by intercepting and intercepted aircraft;
(12) the MEL or CDL, if applicable; and
(13) any other documentation that may be pertinent to the flight or is required by the States concerned with the flight.

(b) Notwithstanding the above, on flights:

(1) intending to take off and land at the same aerodrome/operating site; or
(2) remaining within a distance or area determined by the competent authority, the documents and information in (a)(2) to (a)(8) may be retained at the aerodrome or operating site.

(d) The pilot-in-command shall make available within a reasonable time of being requested to do so by the competent authority, the documentation required to be carried on board.

4.1.7 FLIGHT DUTY PERIOD AND FLIGHT TIME LIMITATIONS (STUDENTS)

Student Pilots undergoing a course of flight training at an organisation shall be subject to the Flight Time and Duty time limits as set out for flight instructional crew with the following additions:

- Student pilots shall not fly more than 3 training sessions/lessons in any one FDP
- Student pilots shall not exceed 6 hours of total flight time in any one FDP
- Instructors can always apply stricter limitations for students they are responsible for but it must remark in the student training folder

Students should use their rest periods properly prior to a flight and appear well rested and fit for Duty. They shall not start a training flight if they know that they are suffering from, or are likely to suffer from fatigue or feel unfit to the extent that the flight may be endangered and/or the training target is in question.

Normal classroom workload is 8 hours of instruction. Specialized courses may last longer, depending on the type of courses involved. In any case, 10 hours is considered a maximum. Students may fly on a daily basis, up to a maximum of 6 days in a row. In practicality, for initial IR students, an average of 3 to 4 half days per week is considered optimum. This is left to the discretion of the CFI or HT. For planning purposes, it is allowed to mix theoretical class and flight instruction, but the total duty time shall not exceed 12 hours.

For further duty time limitations for Professional Pilot BSc students, refer to 3.4.

4.1.8 REST PERIODS (STUDENTS)

Usually, a student is not allowed to have more than 5 days of flight training. After this period of 5 days, the student needs 2 days off. If the student has done 4 days of flight training, he might take one day off and follow by another 4-day training period.

Minimum rest:

The minimum rest period which must be provided before undertaking an FDP or ground instruction starting shall be at least as long as the preceding duty period, or 10 hours, whichever is the greater.

4.1.9 PILOTS' LOG BOOKS

Each pilot is responsible to keep his log book up-to-date. Entries shall be made in accordance with EU 1178/2011 FCL.050 and AMC1 FCL.050. Entries shall match the entries in the aircraft documentation and training syllabuses.

INSTRUCTIONS FOR USE

FCL.050 requires holders of a pilot licence to record details of all flights flown. This logbook enables pilot licence holders to record flying experience in a manner which will facilitate this process while providing a permanent record of the licence holders flying. Pilots who fly regularly aeroplanes and helicopters or other aircraft categories are recommended to maintain separate logbooks for each aircraft category.

Flight crew logbook entries should be made as soon as practicable after any flight undertaken. All entries in the logbook should be made in ink or indelible pencil.

The particulars of every flight in the course of which the holder of a flight crew licence acts as a member of the operating crew of an aircraft are to be recorded in the appropriate columns using one line for each flight, provided that if an aircraft carries out a number of flights upon the same day returning on each occasion to the same place of departure and the interval between successive flights does not exceed 30 minutes, such series of flights may be recorded as a single entry.

Flight time is recorded:

- for aeroplanes, touring motor gliders and powered-lift aircraft, from the moment an aircraft first moves to taking off until the moment it finally comes to rest at the end of the flight;
- for helicopters, from the moment a helicopter's rotor blades start turning until the moment the helicopter finally comes to rest at the end of the flight, and the rotor blades are stopped;

When an aircraft carries two or more pilots as members of the operating crew, one of them shall, before the flight commences, be designated by the operator as the aircraft PIC, according to operational requirements, who may delegate the conduct of the flight to another suitably qualified pilot. All flying carried out as PIC is entered in the logbook as 'PIC'. A pilot flying as 'PICUS' or 'SPIC' enters flying time as 'PIC' but all such entries are to be certified by the PIC or FI in the 'Remarks' column of the logbook.

4.1.10 FLIGHT PLANNING (GENERAL)

4.1.10.1 Execution of the flight

No flight shall commence without a complete and adequate planning for the intended flight. Both, the instructor/examiner and the student/applicant, are familiar with the planning and the actual data as relevant for the intended flight.
As part of the briefing, the instructor shall evaluate the student's flight planning prior to commencing a flight. A complete and adequate flight planning shall include at least:

Organisation	• Check the availability of the aircraft • Sunrise / Sunset – operating hours • Current charts and maps / AIP / VFR Manual / Other produced route and aerodrome information.
Navigation	• VFR / IFR navigation flight plan • Flight announcement • ATC flight plan • NOTAMs • DABS

Weather	• METAR • TAF • Significant Weather Chart • Wind Chart • GAMET • SIGMET • SNOWTAM • Weather Radar / Webcam
Airport	• PPR – Aerodrome's condition of availability • Ground services incl. Fuel
Perforamce	• Elevation / Density • Mass and Balance **Runway** • available length • surface • strength • condition **Take off** • Ground roll • T/O distance • Climb performance **Landing** • LDG distance • Ground roll **Missed approach** • Climb performance **Fuel** • Trip • Reserve • Alternate • Additional

4.1.10.2 State of Health

All pilots and student pilots shall consider their physical and mental health with regard to their intended flight and shall not act as flight crew if they know or suspect that they may be unfit to do so.

- Pilots shall not fly within 24 hours of donating blood or plasma.
- Pilots shall not fly within 48 hours of a bone marrow donation.
- Pilots shall not fly within 48 hours of scuba diving to a depth of 10 metres or more.

Training staff shall ensure that student training flights are planned to avoid causing undue fatigue.

For further rules, refer to 1.4.

4.1.10.3 Local anti-noise requirements

(NCO.OP.120)

In general, all pilots shall carry out operations in such a way as to minimise nuisance to residents around the given area with the safe operation of the aircraft.

The pilot-in-command shall take into account published noise abatement procedures (refer to the given airport rules and regulations) to minimise the effect of aircraft noise while ensuring that safety has priority over noise abatement.

4.1.11 SAFETY (GENERAL)

Flight safety and a safety-centered attitude is required from all operations personnel. Ever necessary steps shall be made to maintain a safe environment. Regulations, procedures and limitations shall always be complied with. Any safety critical issue shall be reported without hesitation to a member of the management.

Participants shall be aware of the risks involved with the tasks they perform, and are encouraged to make comments to improve the existing procedures.

Any violation from the set procedures shall be reported to a member of the management, even if it was in the interest of safety.

Besides the responsibility of the training organization's management, instructors are an important driving force to demonstrate their commitment to safety, to promote safety in an everyday activity during training and to operate any aircraft by example

4.1.11.1 Equipment

(NCO.GEN.155)

All instructors/pilot in command shall operate the aircraft according to the respective flight manual (AFM) / pilots operating handbook (POH) and where applicable, for specific equipment, manufacturer provided operating instructions or MEL (MMEL). The equipment should always be used to the fullest and optimum capacity and has to be handled with care.

4.1.11.2 Emergency Equipment

In accordance with the pre-flight procedure for the concerned aircraft the emergency equipment is to be checked for availability and serviceability.
The standard emergency equipment of the organization's training aircraft consists of:

Equipment	Check if available
Fire Extinguisher	Check that located in the designated place; Check easy accessibility; Check pressure gauge reading or indicator in the operable range or position; Check expiry date/last inspection.
Emergency escape equipment (e.g. emergency safety hammer)	Check that correctly fitted and secured; Check easy accessibility.
First Aid Kit	Check that correctly fitted and secured; Check the seal
Torches	Check that correctly fitted and secured; Check functionality.

HAND FIRE EXTINGUISHER
(NCO.IDE.A.160)

Aircrafts are equipped at least one (per each passenger compartment) hand fire extinguisher. Before each flight the Pilot-in-Command shall check them in accordance with the table above.

FIRST-AID KIT
(NCO.IDE.A.145)

(a) Aeroplanes shall be equipped with a first aid kit.
(b) The first aid kit shall be:
(1) readily accessible for use; and
(2) kept up-to-date.

Content of first-aid kit are as follows:

(1) bandages (assorted sizes),
(2) burns dressings (large and small),
(3) wound dressings (large and small),
(4) adhesive dressings (assorted sizes),
(5) antiseptic wound cleaner,
(6) safety scissors,
(7) disposable gloves.

4.1.11.2 Emergency Locator Transmitter (ELT) Accidental Activation

(NCO.IDE.A.170)

After each flight the ELT is to be checked for an accidental activation by selecting 121.5 on the respective radio equipment. If an accidental activation happened it shall be reported on 121.5. The ELT operating procedures are published together in AFM/POH issued fot the given aircraft.

If PLB is in use:

(a) A personal locator beacon (PLB) should have a built-in GNSS receiver with a cosmicheskaya sistyema poiska avariynich sudov — search and rescue satellite-aided tracking (COSPAS-SARSAT) type approval number. However, devices with a COSPAS-SARSAT number belonging to series 700 are excluded as this series of numbers identifies the special-use beacons not meeting all the technical requirements and all the tests specified by COSPAS-SARSAT.

(b) Any PLB carried should be registered with the national agency responsible for initiating search and rescue or other nominated agency.

When a PLB is carried by a passenger, he/she should be briefed on its characteristics and use by thepilot-in-command before the flight.

4.1.11.3 Policy on the Disposition of Communication Equipment

The following general setting may be applied on aircraft equipped with two independent radio communication transreceivers:

• COMM 1		• COMM 2	
• Frequency in Use	• Frequency STBY	• Frequency in Use	• Frequency STBY
• Active Air – Ground • Frequency	• Previous/Next Air – • Ground Frequency	• 121.500	• ATIS, company frequency 120.290

4.1.11.4 Listening Watch

Where an aircraft is equipped with radio communication equipment, the pilot in command/instructor/student shall ensure that a listening watch is maintained.
VFR flights operating in uncontrolled airspace shall maintain continuous air-ground voice communication watch on the appropriate communication frequency.
IFR and VFR flights operating in controlled airspaces shall establish continuous two-way communication with the appropriate air traffic control unit on the respective communication channel/frequency.

4.1.11.5 Pilots Position Reports and Broadcast

A pilot has to make a position report whenever it is reasonably necessary to do so to avoid a collision, or the risk of a collision, with another aircraft. A position report includes:

- aircraft call sign
- type of aircraft;
- position of the aircraft; and
- the pilot's intentions

In addition to making position reports, pilots should listen to other broadcasts to increase situational awareness.

4.1.11.6 Passenger Briefing

(NCO.OP.130, AMC1 NCO.OP.130, NCO.OP.155)

The pilot-in-command shall ensure that, prior to and during taxiing, take-off and landing, and whenever deemed necessary in the interest of safety, each passenger on board occupies a seat or berth and has his/her safety belt or restraint device properly secured.

Smoking on board is strictly forbidden.

The pilot-in-command shall ensure that before or, where appropriate, during the flight, passengers are given a briefing on emergency equipment and procedures.
The briefing should include

- the locations and use of seat belts and if applicable:
- emergency exits;
- passenger emergency briefing cards;
- life-jackets (if installed);
- oxygen dispensing equipment (if installed);
- other emergency equipment provided for individual passenger use.

4.1.11.7 Occurrence Reporting

The main target of the occurrence reporting system is to avoid any re-occurrence and to learn from reported events. All persons involved in the organization or civil aviation are to report any occurrence endangering or potentially endangering the safety of the operation of an aircraft. Within the organization, there are the following two systems in place

Mandatory reporting system (OMM PF.SMS.03 form shall be filled out)	• Serious Incident; • Accident; and • items listed in A.20.8.2
Voluntary reporting system (OMM PF.SMS.02 or PF.SMS.03 form shall be filled out)	• Occurrence; • Incident; and • any hazard

Definitions

Incident	'incident' means an occurrence, other than an accident and serious accident, associated with the operation of an aircraft which affects or could affect the safety of operation;
Serious incident	'serious incident' means an incident involving circumstances indicating that there was a high probability of an accident and is associated with the operation of an aircraft, which in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down.
Accident	'accident' means an occurrence associated with the operation of an aircraft which, in the case of a manned aircraft, takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, or in the case of an unmanned aircraft, takes place between the time the aircraft is ready to move with the purpose of flight until such time it comes to rest at the end of the flight and the primary propulsion system is shut down, in which: • a person is fatally or seriously injured as a result of: - being in the aircraft, or, - direct contact with any part of the aircraft, including parts which have become detached from the aircraft, or, - direct exposure to jet blast, • except when the injuries are from natural causes, self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to the passengers and crew; or • the aircraft sustains damage or structural failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component, except for engine failure or damage, when the damage is limited to a single engine, (including its cowlings or accessories), to propellers, wing tips, antennas, probes, vanes, tires, brakes, wheels, fairings, panels, landing gear doors, windscreens, the aircraft skin (such as small dents or puncture holes) or minor damages to main rotor blades, tail rotor blades, landing gear, and those resulting from hail or bird strike, (including holes in the radome); or • the aircraft is missing or is completely inaccessible;
ATIR	An "Air Traffic Incident Report" is an incident which occurs in connection with Air Traffic Service (ATS) such as: • Aircraft proximity and near collision with any other flying device; • Faulty air traffic procedures, missed procedures or lack of compliance with applicable procedures by air traffic services or by flight crew; • Failure of air traffic service facilities.
Other occurrences	Any other reportable occurrence
Hazard	Condition or object with the potential of causing injuries to personnel, damage to equipment or structures, loss of material, or reduction of ability to perform a prescribed function.

Mandatory reportable occurrences

In case of mandatory reportable occurrences, PF.SMS.03 form shall be filled out and forwarded to SM within 48 hours.
The following occurrences are mandatory reportable:

- Accident and Serious Incident
- Fire/Smoke
- Fuel spillage
- Hard landing
- Heavy technical defects/malfunctions or structural damage
- Exceedance of structural or engine limitation (e.g. G-load, engine parameters)
- Forced landing
- Bird hazard or strike
- GNSS Occurrence Report
- Exceedance of any limitation inadvertently
- Critical low fuel quantity
- Encountering hazardous phenomena considered as dangerous
- Exceedance of flight time limitations and/or reduction of rest requirements
- Airspace Infringement (AI)
- Collision, aircraft proximity and near collision with any other flying device, avoiding maneuver;
- Altitude restriction violation
- ATC infringements, lack of compliance
- Runway in-/excursion
- False air traffic procedure
- Failure of air traffic facilities

Reporting flow of Serious Incident and Accident

Responsibility:	**Notification to:**	**Dispatch time:**	**Address:**
PIC or any person directly involved in or becoming aware of an accident or serious incident	ATC	Immediately	Current frequency
	According to ERP and OMM E		According to ERP and OMM E
Hungarian Disaster Management	According to ERP and OMM E	Immediately	According to ERP and OMM E
SM	Hu CAA / Transport Safety Bureau	ASAP, latest within 72h	According to ERP and OMM E
	CAMO / AMO	ASAP	Applicable CAMO / AMO

Reporting flow of Incident and Occurrence

Responsibility:	Notification to:	Dispatch time:	Address:
PIC/ Instructor	ATC	Immediately	Current frequency
	SM	ASAP, latest within 48h	According to ERP and OMM E

Reporting flow of Bird Strike

Responsibility:	Notification to:	Dispatch time:	Address:
PIC/ Instructor	ATC	Immediately	Current frequency
	Airport Authority	Immediately after landing	According to AIP
	SM, HT	ASAP, latest within 48 hours	
	CAMO / AMO	ASAP	Applicable CAMO / AMO
SM	Hu CAA / Transport Safety Bureau	ASAP, latest within 72 h	According to ERP and OMM E

Reporting flow of ATIR

Responsibility:	Notification to:	Dispatch time:	Address:
PIC/ Instructor	ATC	Immediately	Current frequency
	SM, HT	ASAP, latest within 48 hours	According to ERP and OMM E
SM	competent authority of the incident	ASAP, latest within 72 hours	According to AIP, ERP and OMM E
	Hu CAA / Transport Safety Bureau		According to ERP and OMM E

Reporting flow of Aircraft Limitation Exceedance

Responsibility	Notification to	Dispatch time	Address
PIC/ Instructor	SM, HT	ASAP, latest within 48 hours	According to ERP and OMM E
	CAMO / AMO	ASAP	Applicable CAMO / AMO

PHARMAFLIGHT will report to the competent authority, and to any other organisation required by the State of the operator to be informed, any accident, serious incident and occurrence as defined in Regulation 2015/1018 EU

Without prejudice to paragraph above, PHARMAFLIGHT will report to the competent authority and to the organisation responsible for the design of the aircraft any incident, malfunction, technical defect, exceeding of technical limitations and any occurrence that would highlight inaccurate, incomplete or ambiguous information contained in the operational suitability data established in accordance with Commission Regulation (EU) No 748/2012 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident.

Without prejudice to Regulation (EU) No 2015/1018 EU, Directive 2003/42/EC, Commission Regulation (EC) No 1321/2007 and Commission Regulation (EC) No 1330/2007, the reports referred in paragraphs above shall be made in a form and manner established by the competent authority and contain all pertinent information about the condition known to the organisation.

Mandatory Reports by SM shall be made as soon as practicable, but in any case, within 72 hours of the organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this.

Where relevant, the organisation will produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report will be produced in a form and manner established by the competent authority.

Communication towards media

Any sort of communication is the responsibility of the accountable manager. Without his/her permission, no personnel are allowed to publish announcements.

4.2 TECHNICAL

4.2.1 AIRCRAFT DESCRIPTIVE NOTES

The owner is responsible for the continuing airworthiness of an aircraft and shall ensure that no flight takes place unless:

1. the aircraft is maintained in an airworthy condition, and;
2. any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable, and;
3. the airworthiness certificate remains valid, and;
4. the maintenance of aircraft is performed in accordance with the maintenance programme as specified in Part-M. point M.A.302.

For other than complex motor-powered aircraft, used for commercial specialised operations, or CAT other than those by licenced air carriers in accordance with Regulation (EC) No 1008/2008, or commercial ATOs, the operator shall ensure that:

(1) no flight takes place unless the conditions defined above are met;

(2) the tasks associated with continuing airworthiness are performed by an approved CAMO. When the operator is not CAMO approved itself then the operator shall establish a written contract with such an organisation, and

(3) the CAMO referred to in point (2) is approved in accordance with Part-M Subpart F or Part-145 for the maintenance of the aircraft and components for installation thereon, or it has established a contract in accordance with M.A.708(c) with such organisations.

Aircraft used for training purposes shall be equipped with dual controls that can be used simultaneously. Training aircraft shall be suitable to demonstrate stalls, spins and emergency procedures, if the course requires such manoeuvres.

The approved Flight Manuals (Pilot Operating Handbooks) or equivalent documents (hereafter referred to as AFM) contain the following, or similar to the following, sections:

- General
- Limitations
- Emergency procedures
- Normal procedures
- Performance
- Airplane handling, service, maintenance
- Airplane and systems descriptions
- Weight and Balance, equipment list
- Supplements

The AFM shall be the main source of information on how to handle an aircraft both on the ground and in the air. Therefore, it shall always be referred to during trainings. Limitations and procedures shall always be complied with. Every aircraft shall be equipped with its respective AFM. The core of these documents is published by the manufacturer, and are adjusted to the specific aircraft either by PHARMAFLIGHT or a different operator.

4.2.2 AIRCRAFT HANDLING

At PHARMAFLIGHT, aircraft and simulators shall be operated as it is prescribed in the training related manuals and handbooks e.g., AFM (POH), FCOM, Training Supplement Handbooks, Standard Operating Procedures etc.

4.2.2.1 Limitations

Aircraft type specific operating limitations and information of aircraft used for the given training can be found in the manual provided by the manufacturer. PHARMAFLIGHT can define more restrictive limitations which shall be published in the corresponding training supplement handbook.

4.2.2.2 Normal procedures

PHARMAFLIGHT has established normal operating procedures that provide guidance to instructors and students to ensure safe, efficient, logical and predictable means of carrying out flight procedures and students' practical training. These procedures are detailed in the 'Training Supplement Handbook' for each aircraft type and they are published on several platforms in both electrical and paper format.

4.2.3 ABNORMAL AND EMERGENCY PROCEDURES

Abnormal and Emergency Procedures are detailed in 'Training Supplement Handbooks' and 'Standard Operating Procedures' related to the given training or phase of training. These handbooks are published on several platforms in both electrical and paper format.

Additionally, each aircraft is equipped with its respective AFM (POH). These documents must contain a section for Emergency Procedures. These procedures shall be referred to in case of emergency. It might be vital for the crew to be familiar with these procedures, since during an emergency, there might be a limited amount of time available for the flight crew to act. The following list shows which section to refer to for emergency procedures:

No.	Type	Part/Section in AFM/POH
1	C-172	Section 3
2	SW121	Section 3
3	P2008JC	Section 3
4	P2006T	Section 3
5	A320	FCOM/ABN and QRH/ABN

4.2.3.1 Descision-making and Emergency Management

At PHARMAFLIGHT, the preferred decision-making model is the so called 'F-DODAR': **F (FUEL) D (DIAGNOSIS), O (OPTIONS), D (DECISION), A (ASSIGN or ALLOCATE [DUTIES]), R (REVIEW)**.

- Include all relevant crewmembers in the process.
- Follow a structured scheme as suggested below which will assist the process and should result in logical decisions:
  - **FUEL**
    Always begin the decision process with a careful review of the fuel status. The exception is if an immediate landing is required due to smoke, fire or any other high-level emergency. The fuel review should consider quantity, balance and consumption. Remember that a wing tank that is leaking fuel should normally be considered as unusable. If the emergency or abnormal situation is not time critical (such as smoke or fire) time will be dictated by usable fuel. Obviously, a fuel leak may quickly lead to a time critical situation.

  - **DIAGNOSIS**
    Keep the process as simple as possible (using the KISS principle). Diagnosing part is closely connecting to the FUEL status but during this part of the model other system operations and malfunctions shall be considered too.

  - **OPTIONS**
    Look for obvious and simple solutions. Assess the time and fuel available. Collect information on suitable airport/runway combinations according to time and fuel and ensure a safe landing can be made when time or fuel is not limiting. Evaluate the time required for landing (for the subsequent NITS briefing to the ATC, PAX or cabin crew).
  - **DECISION**
    Keep the process as simple as possible. Use good CRM and arrive at a logical decision. Do not procrastinate. While crew inputs are important (according to good CRM practice) in order to arrive at a timely and suitable outcome, the final decision always remains with the Pilot-in-Command/Commander.

  - **ASSIGN TASKS/COMMUNICATE**

Once the decision is made by the Pilot-in-Command/Commander, he should allocate tasks according to the situation. Task allocation in the cockpit should be done according to:

- The workload with regard to the experience of the other crew member.

NEXT STEPS:

- Monitor the situation. If new factors appear, make sure the plan is still able to reach the objective. Stay organized.
- Remember there may the deferred checklist items requested by the procedures.
- Ask for updates from ATC so as to not be surprised by unexpected elements during the final stages of the flight.
- Keep a high situational awareness of time, weather and fuel.

PREPARE THE AIRCRAFT:

- The PF should hand over control and communications to PM during approach preparation.
- If the CM1 must fly the aircraft, the approach preparation defaults to CM2.

BRIEF THE APPROACH AND LANDING

- **REVIEW**
  - A brief review should include the following:
    - Fuel status/weather update?
    - Is the cabin prepared, has cabin crew and ATC been updated and have the passengers been informed?
    - Has the briefing been completed?
    - Has anything been overlooked?

4.2.4 INSTRUMENTS AND EQUIPMENTS, RADIO AND NAVIGATION AIDS

(NCO.IDE.A.105, NCO.GEN.155)

A flight shall not be commenced when any of the aeroplane instruments, items of equipment or functions required for the intended flight are inoperative or missing, unless:

(a) the aeroplane is operated in accordance with the MEL, if established.

(b) the aeroplane is subject to a permit to fly issued in accordance with the applicable airworthiness requirements.

If MEL (or MMEL) is established for an aircraft, it shall be used for operational purpose and overrides OM.

If no separated MEL (or MMEL) is published, the following requirements have to be fulfilled. and if any of the following items are missing or not working properly (as it is defined in the POH/AFM), the aircraft shall not be dispatched.

4.2.4.1 Operations under VFR — flight and navigational instruments and associated equipment

(NCO.IDE.A.120)

Aeroplanes operated under VFR by day shall be equipped with a means of measuring and displaying the following:

(1) magnetic heading;
(2) time, in hours, minutes and seconds;
(3) pressure altitude;
(4) indicated airspeed; and
(5) Mach number, whenever speed limitations are expressed in terms of Mach number.

Aeroplanes operated under visual meteorological conditions (VMC) at night, or in conditions where the aeroplane cannot be maintained in a desired flight path without reference to one or more additional instruments, shall be, in addition to the above, equipped with:

(1) a means of measuring and displaying the following:
(i) turn and slip;
(ii) attitude;
(iii) vertical speed; and
(iv) stabilised heading;

and

(2) a means of indicating when the supply of power to the gyroscopic instruments is not adequate.

Aeroplanes operated in conditions where they cannot be maintained in a desired flight path without reference to one or more additional instruments, shall be, in addition to the above, equipped with a means of preventing malfunction of the airspeed indicating system required in (4) due to condensation or icing.

4.2.4.2 Operations under IFR — flight and navigational instruments and associated equipment

(NCO.IDE.A.125)

Aeroplanes operated under IFR shall be equipped with:

(a) a means of measuring and displaying the following:

(1) magnetic heading;
(2) time in hours, minutes and seconds;
(3) pressure altitude;
(4) indicated airspeed;
(5) vertical speed;
(6) turn and slip;
(7) attitude;
(8) stabilised heading;
(9) outside air temperature; and
(10) Mach number, whenever speed limitations are expressed in terms of Mach number;

(b) a means of indicating when the supply of power to the gyroscopic instruments is not adequate;

and

(c) a means of preventing malfunction of the airspeed indicating system required in (a)(4) due to condensation or icing.

4.2.4.3 Operations during nighttime

(NCO.IDE.A.115)

Aeroplanes operated at night shall be equipped with:

(a) an anticollision light system;
(b) navigation/position lights;
(c) a landing light;
(d) lighting supplied from the aeroplane's electrical system to provide adequate illumination for all instruments and equipment essential to the safe operation of the aeroplane;
(e) lighting supplied from the aeroplane's electrical system to provide illumination in all passenger compartments;
(f) an independent portable light for each crew member station

4.2.4.4 Radio communication equipment

(NCO.IDE.A.190)

Where required by the airspace being flown aeroplanes shall be equipped with radio communication equipment capable of conducting two-way communication with those aeronautical stations and on those frequencies to meet airspace requirements.

Radio communication equipment, shall provide for communication on the aeronautical emergency frequency 121,5 MHz.

When more than one communication equipment unit is required, each shall be independent of the other or others to the extent that a failure in any one will not result in failure of any other.

4.2.4.5 Navigation equipment

(NCO.IDE.A.195)

Aeroplanes operated over routes that cannot be navigated by reference to visual landmarks shall be equipped with any navigation equipment necessary to enable them to proceed in accordance with:

(1) the ATS flight plan; if applicable; and
(2) the applicable airspace requirements.

Aeroplanes shall have sufficient navigation equipment to ensure that, in the event of the failure of one item of equipment at any stage of the flight, the remaining equipment shall allow safe navigation.

Aeroplanes operated on flights in which it is intended to land in IMC shall be equipped with suitable equipment capable of providing guidance to a point from which a visual landing can be performed. This equipment shall be capable of providing such guidance for each aerodrome at which it is intended to land in IMC and for any designated alternate aerodromes.

For PBN operations the aircraft shall meet the airworthiness certification requirements for the appropriate navigation specification.

4.2.4.6 Navigation equipment for training flights

In addition to the requirements described in this section, the following rules apply:
For PPL trainings the following equipment is required:

- 1 VOR or 1 ADF or,
- 1 DME and/or 1 GPS and,
- 1 transponder

For IR and CPL trainings the following equipment is required:

- 1 ADF or VOR
- 1 DME and/or 1 GPS
- 1 VOR/ILS
- 1 transponder

Note:
If GPS is required for the task, the device shall not be a handheld GPS.

4.2.4.7 Transponder

(NCO.IDE.A.200)

Where required by the airspace being flown, aeroplanes shall be equipped with a secondary surveillance radar (SSR) transponder with all the required capabilities. The secondary surveillance radar (SSR) transponders of aeroplanes being operated under European air traffic control should comply with any applicable Single European Sky legislation. If the Single European Sky legislation is not applicable, the SSR transponders should operate in accordance with the relevant provisions of Volume IV of ICAO Annex 10.

4.2.5 ALLOWABLE DEFICIENCIES

(NCO.GEN.155)

PHARMAFLIGHT does not allow any deficiencies to the procedures set in the AFM and/or any of PHARMAFLIGHT's Manual. It is vital that all defects affecting the safe operation of the aircraft are rectified within the limits prescribed by the approved minimum equipment list (MEL), configuration deviation list (CDL) or maintenance data, as appropriate. Also, that such defect rectification cannot be postponed unless agreed by PHARMAFLIGHT and in accordance with a procedure approved by the competent authority.
When deferring or carrying forward a defect rectification, the cumulative effect of a number of deferred or carried forward defects on a given aircraft and any restrictions contained in the MEL should be considered. Whenever possible, deferred defect rectification will be made known to the pilot/flight crew prior to their arrival at the aircraft.

Any aircraft defect that would not hazard the flight safety shall be rectified as soon as practicable. After the date the aircraft defect was first identified and within any limits specified in the maintenance data or the MEL. MEL/CDL (if available) provides the basis for establishing which defects may be deferred and the associated limits.

For aircraft without a MEL/CDL no defects shall be accepted without maintenance personnel approval (signed ODS). Maintenance staff shall be infomed as soon as practicable if any defect found.

If MEL is established shall take into account the following:

(1) the document shall provide for the operation of the aircraft, under specified conditions, with particular instruments, items of equipment or functions inoperative at the commencement of the flight;
(2) the document shall be prepared for each individual aircraft, taking account of the operator's relevant operational and maintenance conditions; and
(3) the MEL shall be based on the relevant Master Minimum Equipment List (MMEL), as defined in the data established in accordance with the effective regulation, and shall not be less restrictive than the MMEL.

The MEL and any amendment thereto shall be notified to the competent authority.

4.3 ROUTE

4.3.1 PERFORMANCE

4.3.1.1 Operating limitations — all aircraft

(NCO.POL.100)

During any phase of operation, the loading, the mass and, the centre of gravity (CG) position of the aircraft shall comply with any limitation specified in the AFM, or equivalent document. For this purpose, Mass&Balance sheet published for each aircraft shall be used.

Placards, listings, instrument markings, or combinations thereof, containing those operating limitations prescribed by the AFM for visual presentation, shall be displayed in the aircraft.

4.3.1.2 Performance — general

(NCO.POL.110)

The pilot-in-command shall only operate the aircraft if the performance is adequate to comply with the applicable rules of the air and any other restrictions applicable to the flight, the airspace or the aerodromes or operating sites used, taking into account the charting accuracy of any charts and maps used. The approved AFM shall always be referred to determine the performance.

The approved performance data in the AFM shall be supplemented as necessary with other data if the approved performance data in the AFM is insufficient in respect of items such as:

- accounting for reasonably expected adverse operating conditions such as take-off and landing on contaminated runways; and
- consideration of engine failure in all flight phases.

4.3.2 FLIGHT PLANNING

(NCO.OP.135, NCO.OP.105, NCO.IDE.A.175)

Before commencing a flight, the pilot-in-command shall ascertain by every reasonable means available that the space-based facilities, ground and/or water facilities, including communication facilities and navigation aids available and directly required on such flight, for the safe operation of the aircraft, are adequate for the type of operation under which the flight is to be conducted.

Before commencing a flight, the pilot-in-command shall be familiar with all available meteorological information appropriate to the intended flight. Preparation for a flight away from the vicinity of the place of departure, and for every flight under IFR, shall include:

- a study of available current meteorological reports and forecasts; and
- the planning of an alternative course of action to provide for the eventuality that the flight cannot be completed as planned, because of weather conditions.

Planning a flight and flying over water away from land where an emergency landing is possible greater than that corresponding to 30 minutes at normal cruising speed or 50 NM, whichever is the lesser is strictly forbidden.

4.3.2.1 Simulated situations in flight

(NCO.OP.180)

(a)The pilot-in-command shall, when carrying passengers or cargo, not simulate:

(1) situations that require the application of abnormal or emergency procedures; or
(2) flight in instrument meteorological conditions (IMC).

(b) Notwithstanding (a), when training flights are conducted by an approved training organisation, such situations may be simulated with student pilots on-board.

4.3.2.2 Fuel/energy and oil supply – aeroplanes and helicopters

(NCO.OP.125)

(a) The pilot-in-command shall ensure that the quantity of fuel/energy and oil that is carried on board is sufficient, taking into account the meteorological conditions, any element affecting the performance of the aircraft, any delays that are expected in flight, and any contingencies that may reasonably be expected to affect the flight.
(b) The pilot-in-command shall plan a quantity of fuel/energy to be protected as final reserve fuel/energy to ensure a safe landing. The pilot-in-command shall take into account all of the following, and in the following order of priority, to determine the quantity of the final reserve fuel/energy:
    (1) the severity of the hazard to persons or property that may result from an emergency landing after fuel/energy starvation; and
    (2) the likelihood of unexpected circumstances that the final reserve fuel/energy may no longer be protected.
(c) The pilot-in-command shall commence a flight only if the aircraft carries sufficient fuel/energy and oil:
    (1) when no destination alternate is required, to fly to the aerodrome or operating site of intended landing, plus the final reserve fuel/energy; or
    (2) when a destination alternate is required, to fly to the aerodrome or operating site of intended landing, and thereafter, to an alternate aerodrome, plus the final reserve fuel/energy.

4.3.2.3 In-flight fuel/energy management

(NCO.OP.185)

The pilot-in-command shall monitor the amount of usable fuel/energy remaining on board to ensure that it is protected and not less than the fuel/energy that is required to proceed to an aerodrome or operating site where a safe landing can be made.

The pilot-in-command of a controlled flight shall advise air traffic control (ATC) of a 'minimum fuel/energy' state by declaring 'MINIMUM FUEL' when the pilot-in-command has:

(1) committed to land at a specific aerodrome or operating site; and
(2) calculated that any change to the existing clearance to that aerodrome or operating site, or other air traffic delays, may result in landing with less than the planned final reserve fuel/energy.

The pilot-in-command of a controlled flight shall declare a situation of 'fuel/energy emergency' by broadcasting 'MAYDAY MAYDAY MAYDAY FUEL' when the usable fuel/energy estimated to be available upon landing at the nearest aerodrome or operating site where a safe landing can be made is less than the planned final reserve fuel/energy.

4.3.2.4 Use of aerodromes and operating sites

(NCO.OP.100)

The pilot-in-command shall only use aerodromes and operating sites that are adequate for the type of aircraft and operation concerned.

4.3.2.5 Altimeter check and settings

(NCO.OP.101)

The pilot-in-command shall check the proper operation of the altimeter before each departure.

The pilot-in-command shall use appropriate altimeter settings for all phases of flight, taking into account any procedure prescribed by the State of the aerodrome or the State of the airspace.

PRE-FLIGHT ALTIMETER CHECK

A serviceable altimeter indicates the elevation of the point selected, plus the height of the altimeter above this point, within a tolerance of ± 60 ft.
If the altimeter does not indicate the reference elevation or height exactly but is within the specified tolerances, no adjustment of this indication should be made at any stage of a flight. Also, any error which is within tolerance on the ground should be ignored by the pilot during flight.
If no altimeter setting is available at the aerodrome or operating site of departure, the altimeter should be set using the elevation of the aerodrome or operating site, and the altimeter setting should be verified on first contact with an ATS unit.

4.3.2.6 Take-off conditions — aeroplanes and helicopters

(NCO.OP.175)

Before commencing take-off, the pilot-in-command shall be satisfied that:

(a) according to the information available, the meteorological conditions at the aerodrome or the operating site and the condition of the runway/FATO intended to be used will not prevent a safe take-off and departure; and

(b) the selected aerodrome operating minima are consistent with all of the following:

(1) the operative ground equipment;

(2) the operative aircraft systems;

(3) the aircraft performance;

(4) flight crew qualifications.

4.3.2.7 Departure and approach procedures – aeroplanes and helicopters

(NCO.OP.115)

The pilot-in-command shall use the departure and approach procedures established by the State of the aerodrome, if such procedures have been published for the runway or FATO to be used.

The pilot-in-command may deviate from a published departure route, arrival route or approach procedure:

(1) provided obstacle clearance criteria can be observed, full account is taken of the operating conditions and any ATC clearance is adhered to; or

(2) when being radar-vectored by an ATC unit.

When arriving or departing under IFR to/from an aerodrome or operating site with no published instrument flight procedure, the pilot-in-command should ensure that sufficient obstacle clearance is available for safe operation. This may be achieved, for example, by climbing or descending visually when below a minimum altitude at which obstacle clearance is known to exist.

When operating IFR in uncontrolled airspace, separation from other aircraft remains the responsibility of the pilot-in-command. The pilot-in-command should also comply with any flight planning and communication requirements designated by the competent authority under SERA.4001(b)(3) and SERA.5025(b). Any ATC clearance required to enter controlled airspace must be obtained prior to entry.

4.3.2.8 En-Route

(SERA.5005(f), SERA.5015(b))

Except when necessary for take-off or landing, or except by permission from the competent authority, aircraft shall not be flown over the congested areas of cities, towns or settlements or over an open-air assembly of persons, unless at such a height as will permit, in the event of an emergency arising, a landing to be made without undue hazard to persons or property on the surface. The minimum heights for VFR flights shall be those specified in SERA.5005(f) and minimum levels for IFR flights shall be those specified in SERA.5015(b).

Except when necessary for take-off or landing, or except by permission from the competent authority, a VFR flight shall not be flown:

- over the congested areas of cities, towns or settlements or over an open-air assembly of persons at a height less than 300 m (1 000 ft) above the highest obstacle within a radius of 600 m from the aircraft;
- elsewhere than as specified above, at a height less than 150 m (500 ft) above the ground or water, or 150 m (500 ft) above the highest obstacle within a radius of 150 m (500 ft) from the aircraft.

Minimum levels

Except when necessary for take-off or landing, or except when specifically authorised by the competent authority, an IFR flight shall be flown at a level which is not below the minimum flight altitude established by the State whose territory is overflown, or, where no such minimum flight altitude has been established:

- over high terrain or in mountainous areas, at a level which is at least 600 m (2 000 ft) above the highest obstacle located within 8 km of the estimated position of the aircraft;
- elsewhere than as specified above, at a level which is at least 300 m (1 000 ft) above the highest obstacle located within 8 km of the estimated position of the aircraft.

The cruising levels at which a flight or a portion of a flight is to be conducted shall be in terms of:

- flight levels, for flights at or above the lowest usable flight level or, where applicable, above the transition altitude;
- altitudes, for flights below the lowest usable flight level or, where applicable, at or below the transition altitude

4.3.2.9 Approach and landing conditions — aeroplanes and helicopters

(NCO.OP.205)

Before commencing an approach to land, the pilot-in-command shall be satisfied that:

(a) according to the information available, the meteorological conditions at the aerodrome or the operating site, and the condition of the runway intended to be used will not prevent a safe approach, landing, or missed approach; and

(b) the selected aerodrome operating minima are consistent with all of the following:
- (1) the operative ground equipment;
- (2) the operative aircraft systems;
- (3) the aircraft performance, and
- (4) flight crew qualifications.

LANDING DISTANCE ASSESSMENT

The in-flight landing distance assessment should be based on the latest available weather report and, if available, runway condition report (RCR).

The assessment should be initially carried out when weather report and RCR, if available, are obtained, usually around top of descent. If the planned duration of the flight does not allow to carry out the assessment in non-critical phases of flight, the assessment should be carried out before departure.

When meteorological conditions may lead to a degradation of the runway surface condition, the assessment should include consideration of how much deterioration in runway surface friction characteristics may be tolerated, so that a quick decision can be made prior to landing.

Whenever the RCR is in use and the runway braking action encountered during the landing roll is not as good as reported by the aerodrome operator in the RCR, the pilot-in-command should notify the air traffic services (ATS) by means of a special air-report (AIREP) as soon as practicable.

4.3.2.10 Commencement and continuation of approach — aeroplanes and helicopters

(NCO.OP.210)

If the controlling RVR for the runway to be used for landing is less than 550 m (or any lower value established in accordance with an approval under SPA.LVO), then an instrument approach operation shall not be continued:

(1) past a point at which the aircraft is 1 000 ft above the aerodrome elevation; or

(2) into the final approach segment if the DH or MDH is higher than 1 000 ft.

If the required visual reference is not established, a missed approach shall be executed at or before the DA/H or the MDA/H.

If the required visual reference is not maintained after DA/H or MDA/H, a go-around shall be executed promptly.

VISUAL REFERENCES FOR NPA, APV AND CAT I OPERATIONS

(AMC1 NCO.OP.210)

At DH or MDH, at least one of the visual references specified below should be distinctly visible and identifiable to the pilot:

(1) elements of the approach lighting system;
(2) the threshold;
(3) the threshold markings;
(4) the threshold lights;
(5) the threshold identification lights;
(6) the visual glide slope indicator;
(7) the touchdown zone or touchdown zone markings;
(8) the touchdown zone lights;
(9) FATO/runway edge lights; or
(10) other visual references specified in the operations manual.

4.3.2.11 Aerodrome operating minima — aeroplanes and helicopters

(NCO.OP.110)

For a visual approach (VFR) operation, the RVR should not be less than 800 m.

For instrument flight rules (IFR) flights, the pilot-in-command shall establish aerodrome operating minima for each departure, destination or alternate aerodrome that is planned to be used in order to ensure separation of the aircraft from terrain and obstacles and to mitigate the risk of loss of visual references during the visual flight segment of instrument approach operations.

The aerodrome operating minima shall take the following elements into account, if relevant:

(1) the type, performance, and handling characteristics of the aircraft;
(2) the equipment available on the aircraft for the purpose of navigation, acquisition of visual references, and/or control of the flight path during take-off, approach, landing, and missed approach;
(3) any conditions or limitations stated in the aircraft flight manual (AFM);
(4) the dimensions and characteristics of the runways/final approach and take-off areas (FATOs) that may be selected for use;
(5) the adequacy and performance of the available visual and non-visual aids and infrastructure;
(6) the obstacle clearance altitude/height (OCA/H) for the instrument approach procedures (IAPs), if established;
(7) the obstacles in the climb-out areas and clearance margins;
(8) the competence and relevant operational experience of the pilot-in-command;
(9) the IAP, if established;
(10) the aerodrome characteristics and the type of air navigation services (ANS) available, if any;
(11) any minima that may be promulgated by the State of the aerodrome;
(12) the conditions prescribed in any specific approvals for low-visibility operations (LVOs) or operations with operational credits.

Note: Where a flight contains VFR and IFR segments, aerodrome operating minima need be established only as far as relevant to the IFR segments.

4.3.2.12 Aerodrome operating minima — 2D and 3D approach operations

(NCO.OP.111)

The decision height (DH) to be used for a 3D approach operation or a 2D approach operation flown with the continuous descent final approach (CDFA) technique shall not be lower than the highest of:

(1) the obstacle clearance height (OCH) for the category of aircraft;
(2) the published approach procedure DH or minimum descent height (MDH), where applicable;
(3) the system minimum specified in the table below;
(4) the minimum DH specified in the AFM or equivalent document, if stated.

The MDH for a 2D approach operation flown without the CDFA technique shall not be lower than the highest of:

(1) the OCH for the category of aircraft;
(2) the published approach procedure MDH, where applicable;
(3) the system minimum specified in the table below; or
(4) the minimum MDH specified in the AFM, if stated.

Destination alternate aerodromes — aeroplanes

Facility	Lowest DH/MDH (ft)
ILS/MLS/ GLS	200
GNSS/SBAS (LPV)	200
Precision approach radar (PAR)	200
GNSS/SBAS (LP)	250
GNSS (LNAV)	250
GNSS/Baro-VNAV (LNAV/VNAV)	250
Helicopter point-in-space approach	250
LOC with or without DME	250
SRA (terminating at ½ NM)	250
SRA (terminating at 1 NM)	300
SRA (terminating at 2 NM or more)	350
VOR	300
VOR/DME	250
NDB	350
NDB/DME	300
VDF	350

4.3.2.13 Aerodrome operating minima — circling operations with aeroplanes

(NCO.OP.112)

The MDH for a circling approach operation with aeroplanes shall not be lower than the highest of:

(1) the published circling OCH for the aeroplane category;
(2) the minimum circling height given below; or
(3) the DH/MDH of the preceding IAP.

The minimum visibility for a circling approach operation with aeroplanes shall be the highest of:

(1) the circling visibility for the aeroplane category, if published; or
(2) the minimum visibility given below.

For category 'A' aircraft:

MDH is 400 ft
Minimum meteorological visibility 1500 m

4.3.2.14 Destination alternate aerodromes

(NCO.OP.140)

For IFR flights, the pilot-in-command shall specify at least one destination alternate aerodrome in the flight plan, unless the available current meteorological information for the destination indicates, for the period from 1 hour before until 1 hour after the estimated time of arrival, or from the actual time of departure to 1 hour after the estimated time of arrival, whichever is the shorter period, a ceiling of at least 1 000ft above the DH/MDH for an available instrument approach procedure (IAP) and a visibility of at least 5 000m.

4.3.2.15 Destination aerodromes — instrument approach operations

(NCO.OP.142)

The pilot-in-command shall only select an aerodrome as a destination alternate aerodrome if either:

(a) an IAP that does not rely on GNSS is available either at the destination aerodrome or at a destination alternate aerodrome, or
(b) all of the following conditions are met:
    (1) the onboard GNSS equipment is SBAS-capable;
    (2) the destination aerodrome, any destination alternate aerodrome, and the route between them are within SBAS service area;
    (3) ABAS is predicted to be available in the event of the unexpected unavailability of SBAS;
    (4) an IAP is selected (either at destination or destination alternate aerodrome) that does not rely on the availability of SBAS;
    (5) an appropriate contingency action allows the flight to be completed safely in the event of unavailability of GNSS.

4.3.2.16 Destination alternate aerodromes planning minima

(NCO.OP.143)

An aerodrome shall not be specified as a destination alternate aerodrome unless the available current meteorological information indicates, for the period from 1 hour before until 1 hour after the estimated time of arrival, or from the actual time of departure to 1 hour after the estimated time of arrival, whichever is the shorter period:

(a) for an alternate aerodrome with an available instrument approach operation with DH less than 250 ft,
  (1) a ceiling of at least 200 ft above the decision height (DH) or minimum descent height (MDH) associated with the instrument approach operation; and
  (2) a visibility of at least 1 500m; or

(b) for an alternate aerodrome with an instrument approach operation with DH or MDH 250 ft or more,
  (1) a ceiling of at least 400 ft above the DH or MDH associated with the instrument approach operation; and
  (2) a visibility of at least 3 000m; or

(c) for an alternate aerodrome without an IAP,
  (1) a ceiling of at least the higher of 2 000ft and the minimum safe IFR height; and
  (2) a visibility of at least 5 000m.

4.3.2.17 PBN Operations

(NCO.OP.116)

The pilot-in-command shall ensure that, when PBN is required for the route or procedure to be flown:

(a) the relevant PBN navigation specification is stated in the AFM or other document that has been approved by the certifying authority as part of an airworthiness assessment or is based on such approval; and

(b) the aircraft is operated in conformance with the relevant navigation specification and limitations in the AFM or other document mentioned above.

Preflight and general considerations

(NCO.IDE.A.205)

(1) At navigation system initialisation, the pilot-in-command should confirm that the navigation database is current and verify that the aircraft position, if required, has been entered correctly.

(2) The active flight plan, if applicable, should be checked by comparing the charts or other applicable documents with navigation equipment and displays. This includes confirmation of the waypoint sequence, reasonableness of track angles and distances, any altitude or speed constraints, and, where possible, which waypoints are fly-by and which are fly-over. Where relevant, the RF leg arc radii should be confirmed.

(3) The pilot-in-command should check that the navigation aids critical to the operation of the intended PBN procedure are available.

(4) The pilot-in-command should confirm the navigation aids that should be excluded from the operation, if any.

(5) An arrival, approach or departure procedure should not be used if the validity of the procedure in the navigation database has expired.

Departure

(1) Prior to commencing a take-off on a PBN procedure, the pilot-in-command should verify that the area navigation system is available and operating correctly and the correct aerodrome and runway data has been loaded. A positive check should be made that the indicated aircraft position is consistent with the actual aircraft position at the start of the take-off roll (aeroplanes) or lift-off (helicopters).

(2) Where GNSS is used, the signal should be acquired before the take-off roll (aeroplanes) or lift-off (helicopters) commences.

(3) Unless automatic updating of the actual departure point is provided, the pilot-in-command should ensure initialisation on the runway or FATO either by means of a manual runway threshold or intersection update, as applicable. This is to preclude any inappropriate or inadvertent position shift after take-off.

Arrival and approach

(1) The pilot-in-command should verify that the navigation system is operating correctly and the correct arrival procedure and runway (including any applicable transition) are entered and properly depicted.

(2) Any published altitude and speed constraints should be observed.

(3) The pilot-in-command should check approach procedures (including alternate aerodromes if needed) as extracted by the system (e.g. CDU flight plan page) or presented graphically on the moving map, in order to confirm the correct loading and the reasonableness of the procedure content.

(4) Prior to commencing the approach operation (before the IAF), the pilot-in-command should verify the correctness of the loaded procedure by comparison with the appropriate approach charts. This check should include:

(i) the waypoint sequence;

(ii) reasonableness of the tracks and distances of the approach legs and the accuracy of the inbound course; and

(iii) the vertical path angle, if applicable.

Altimetry settings for RNP APCH operations using Baro VNAV

(1) Barometric settings

(i) The pilot-in-command should set and confirm the correct altimeter setting and check that the two altimeters provide altitude values that do not differ more than 100 ft at the most at or before the FAF.

(ii) The pilot-in-command should fly the procedure with:

(A) a current local altimeter setting source available — a remote or regional altimeter setting source should not be used; and

(B) the QNH/QFE, as appropriate, set on the aircraft's altimeters.

(2) Temperature compensation

(i) For RNP APCH operations to LNAV/VNAV minima using Baro VNAV:

(A) the pilot-in-command should not commence the approach when the aerodrome temperature is outside the promulgated aerodrome temperature limits for the procedure, unless the area navigation system is equipped with approved temperature compensation for the final approach;

(B) when the temperature is within promulgated limits, the pilot-in-command should not make compensation to the altitude at the FAF; and

(C) since only the final approach segment is protected by the promulgated aerodrome temperature limits, the pilot-in-command should consider the effect of temperature on terrain and obstacle clearance in other phases of flight.

(ii) For RNP APCH operations to LNAV minima using Baro VNAV:

(A) the pilot-in-command should consider the effect of temperature on terrain and obstacle clearance in all phases of flight, in particular on any step-down fix;

(B) if the temperature is outside promulgated limits for RNP APCH to LNAV/VNAV minima, the pilot-in-command should not use a Baro VNAV function for vertical guidance, unless the area navigation system is equipped with approved temperature compensation for the final approach.

Sensor and lateral navigation accuracy selection

(1) For multi-sensor systems, the pilot-in-command should verify, during the approach, that the GNSS sensor is used for position computation.

(2) For aircraft with RNP input selection capability, the pilot-in-command should confirm that the indicated RNP value is appropriate for the PBN operation.

4.3.2.18 Ice and other contaminants

(NCO.OP.165, NCO.OP.170)

Ground procedures:

The pilot-in-command shall only commence take-off if the aircraft is clear of any deposit that might adversely affect the performance or controllability of the aircraft, except as permitted in the AFM.

Flight procedures:

(a) The pilot-in-command shall only commence a flight or intentionally fly into expected or actual icing conditions if the aircraft is certified and equipped to cope with such conditions as referred to in 2.a.5 of Annex IV to Regulation (EC) No 216/2008.

(b) If icing exceeds the intensity of icing for which the aircraft is certified or if an aircraft not certified for flight in known icing conditions encounters icing, the pilot-in-command shall exit the icing conditions without delay, by a change of level and/or route, and if necessary, by declaring an emergency to ATC.

Known icing conditions are conditions where actual ice is observed visually to be on the aircraft by the pilot or identified by on-board sensors.

4.3.2.19 Use of supplemental oxygen

(NCO.OP.190, NCO.IDE.A.155)

(a) The pilot-in-command shall ensure that all flight crew members engaged in performing duties essential to the safe operation of an aircraft in flight use supplemental oxygen continuously whenever he/she determines that at the altitude of the intended flight the lack of oxygen might result in impairment of the faculties of crew members, and shall ensure that supplemental oxygen is available to passengers when lack of oxygen might harmfully affect passengers.

(b) In any other case when the pilot-in-command cannot determine how the lack of oxygen might affect all occupants on board, he/she shall ensure that:

(1) all crew members engaged in performing duties essential to the safe operation of an aircraft in flight use supplemental oxygen for any period in excess of 30 minutes when the pressure altitude in the the passenger compartment will be between 10 000 ft and 13 000 ft; and

(2) all occupants use supplemental oxygen for any period that the pressure altitude in the the passenger compartment will be above 13 000 ft.

4.3.2.20 Ground proximity detection

(NCO.OP.195)

When undue proximity to the ground is detected by the pilot-in-command or by a ground proximity warning system, the pilot-in-command shall take corrective action immediately in order to establish safe flight conditions.

4.3.3 LOADING (LOAD SHEETS, MASS AND BALANCE, LIMITATIONS)

Each aircraft is equipped with its respective AFM (POH). The AFM (POH) provides the necessary load sheets to be filled, together with the applicable limitations. No flight shall be dispatched unless all values are within limitations in the entire duration of the flight. Aircraft shall be loaded in a way that also provides a safe operation taking into account performance requirements. Actual mass values shall be used. If a weighing procedure is not available, the PIC shall determine the mass values for each load.

4.3.4 WEATHER MINIMA (STUDENTS – AT VARIOUS STAGES OF TRAINING)

4.3.4.1 Significant weather condition

It is prohibited to fly or plan to fly when significant weather conditions persist or expected both for instructors and students. Weather reports or forecasts, or any combination thereof, indicate that, during a period commencing one hour before and ending one hour after the estimated time of arrival at the aerodrome; or en-route, the weather conditions will be sufficient and above the minimas.

Significant weather conditions are as follows:

- Icing condition:
  - temperature is below 10 -40 C° and above -40 C°, and
  - visible moisture is present

- Presence of significant weather phenomena and combinations of them:
  - Moderate and heavy intensity of the following:
    - RA, SH, DZ
  - Any kind of intensity of the following:
    - TS, FZ, SN, SG, IC, PL, GR, GS, UP, FG, BR, VA, DU, FU, SA, SQ, DS, SS, FC

- Presence of significant cloud (TCu, CB)

4.3.4.2 PPL(A)(H) and PHASE 1-2, 5 of ATP(A) training

All training flights must be carried out in VMC conditions. Further restrictions may be implemented by the flying instructors taking into consideration student performance and experience. The following provide a guide for instructors to implement weather minimas. If no minima is determined by the instructor, the following values apply to the students:

Altitude band	Flight visibility	Distance from cloud
At and above 3050 m (10000 ft) AMSL	10 km	3000 m horizontally, 500 m vertically
Below 3050 m (10000 ft) AMSL and above 900 m (3000 ft) AMSL, or above 300 m (1000 ft) above terrain, whichever is the higher	8 km	3 000 m horizontally, 500 m vertically
At and below 900 m (3000 ft) AMSL, or 300 m (1000 ft) above terrain, whichever is the higher	5 km	Clear of cloud and with the surface in sight

4.3.4.3 IR, CPL and PHASE 3-4 of ATP(A) training

Altitude band	Flight visibility	Distance from cloud
At and above 3050 m (10000 ft) AMSL	8 km	1500 m horizontally, 300 m vertically
Below 3050 m (10000 ft) AMSL and above 900 m (3000 ft) AMSL, or above 300 m (1000 ft) above terrain, whichever is the higher	5 km	1500 m horizontally, 300 m vertically
At and below 900 m (3000 ft) AMSL, or 300 m (1000 ft) above terrain, whichever is the higher	5 km	Clear of cloud and with the surface in sight

In case of IR training, flying in IMC condiction is allowed with extra caution but if any of the significant weather phenomena persists, it is prohibited (refer to 5.1.).

4.3.4.4 Training on FSTD

During simulator training ICAO standard category weather minimas can be applied as defined in the exercise description or on instructor discretion.

Sources of information for pre-flight preparation:

(a) Flights within Hungarian territory

(i) Meteorology:
web: www.aviation.met.hu

(ii) NOTAM (airspace use)
web: http://www.hungarocontrol.hu/hu/legter
tel: +36-1-296-9258

(iii) Aerodrome information
Jeppesen VFR manual or AIP (Hungary)

(b) Flights outside Hungarian territory:

(i) Meteorology and NOTAMs:
web: https://www.ippc.no/ippc/index.jsp

(ii) Aerodrome information
web: http://www.ead.eurocontrol.int/publicuser/public/pu/login.jsp

4.3.5 TRAINING ROUTES OR AREAS

Training routes shall be determined by the flying instructors taking into consideration of the student performance and experience, FCL and other applicable requirements. Training Manuals and this Manual contains the guidance to determine training routes. PHARMAFLIGHT uses predefined training routes published in Training Supplement Handbook for the respective training.

5 TRAINING COSTS

Complying with AERAR II 7§ (4) l).

Direct training costs, sponsored by UD and/or PHARMAFLIGHT, are as follows:

- Theoretical training (both university and ATO)
- 200 flight and simulator hours (including MCC) and A320 Type Rating Course (36 hours on Full Flight Simulator) or 238 flight and simulator hours (including APS MCC)
- Briefing package for flying training (logbook, maps, Training Supplement Handbooks (electronic version only))
- CAA exam fees, both theoretical and practical (first attempt only)
- Skill tests (first attempt only)
- Pilot uniform

Additional costs (e.g. medical examinations, English Language Proficiency Checks etc.) shall be sponsored by the student.

6 FORMS

The following forms are available for students:

PF.SMS.02

Safe flight operations are the ATO's most important commitment. To ensure that commitment, it is imperative to have uninhibited reporting of all incidents and occurrences that might compromise safety. Whilst negligence or deliberate violation of the rules is unacceptable, it is recognised that people make mistakes and systems must therefore be designed to allow for error tolerance. This is so called *'Just Culture'*. This form can be used for any other reason when the rapporteur wants to remain anonym.

PF.SMS.03

In case of mandatory reportable incident and accident the form must be filled out and forwarded as written in point 4.1.13.

PF.ATO.01

Applicants' General Datasheet. It shall fill out and submit together with required documents listed in the course prerequisites when an applicant applies for a training course (e.g. Integrated ATP(A), Type-Rating Course etc.).

PF.ATO.03

General Report form addressed to the ATO e.g., in case of any feedback, complaint or atrocity and an anonymity cannot be kept.

PF.ATO.05

Students may request instructor change in case of conflict of interest. After reporting all relevant student's and instructor's performance data will be reviewed and Head of Training makes a decision about the instructor change.

PHARMAFLIGHT

ANONIM BEJELENTŐLAP
ANONYMOUS REPORT FORM

PF.SMS.02

Az észrevétel tárgya: *Subject of the report:*				
Az észrevétel helyszíne: *Place of the report:*				
Az észrevétel időpontja: *Date of the report:*				
Repülésbiztonságot érintette? *Flight safety effected?*	**Igen** *Yes*	**Nem** *No*	**Nem tudom** *I don't know*	
Az észrevétel milyen témakört érintett? *Which part has been affected by the comment?*	**Elméleti képzés** *Theoretical training*	**Gyakorlati képzés** *Practical training*	**Repülésvégrehajtás** *Flight execution*	**Földikiszolgálás** *Ground handling*
	Egyéb: *Other:*			
Az észrevétel tartalmi része: *Content of the report:*				

Bejelentés feldolgozása *Processing of the Report*			
Ügyintéző neve: *Administrator:*		**Ügyintéző beosztása:** *Title of the Administrator:*	
Intézkedés: *Actions:*			

Aláírás helye és ideje / *Place and date of Signature*	**Adminisztrátor aláírása /** *Signature of Administrator*

PHARMAFLIGHT

ESEMÉNY BEJELENTŐLAP

OCCURRENCE REPORT FORM

PF.SMS.03

1. Bejelentő személyes adatai *Applicant's Personal datas*			
Bejelentő teljes neve: *Applicant's Full Name:*		**Bejelentő születési helye, dátuma:** *Applicant's Place and Date of Birth:*	
Bejelentő pozíciója: *Applicant's Role:*		**Bejelentő szakszo. száma:** *Applicant's Licence Number:*	

2. Esemény kategorizálása (lásd: a Bizottság (EU) 2015/1018 végrehajtási rendelete) *Occurrence Category (refer to Annex 1 of Commition Regulation (EU) 2015/1018)*					
Esemény kategoriájának száma: *Categorization Number of Occurrence:*		**Repülésbiztonságot érinti?** *Aviation safety related?*	**Igen** Yes	**Nem** No	**Nem tudom** I don't know
Esemény kategoriájának megnevezése: *Title of Occurrence Categorization:*					

3. Esemény részletei (ha alkalmazandók) *Occurrence Datas (if applicable)*			
Esemény pontos helye és ideje: *Place and Time of Occurrence:*			
Repülés útvonala: *Flight Route Details:*			
Légi jármű típusa és lajstromjele: *Type and Registration of the Aircraft:*		**Fedélzeten tartózkodók száma:** *Souls on board:*	
Személyi sérülések száma, jellege: *Number and Type of Personal injury:*			
További károk rövid leírása: *Further injury being caused:*			

4. Esemény részletes leírása *Description of Occurrence*				
További bejelentések időpontjai: *Time of Further Reporting:*	**Mentő** Ambulance		**Rendőrség** Police	
	Tűzoltóság Fire Services		**Biztonsági vezető** Safety Manager	

Bejelentés helye és ideje / *Place and date of submitting the form*	**Bejelentő aláírása/** *Signature of Applicant*

Rev. 1.1

PHARMAFLIGHT

KÉPZÉSI ADATLAP

TRAINING DATASHEET

PF.ATO.01

1. Jelentkező személyes adatai *Applicant's Personal Datas*			
Vezetéknév: *Family Name:*		**Keresztnév:** *First Name:*	
Születési hely: *Place of Birth:*		**Születési dátum:** *Date of Birth:*	
Állampolgárság: *Nationality:*		**Telefonszám:** *Phone Number:*	
Anyja neve: *Mother's Name:*		**E-mail cím:** *E-mail Address:*	
Lakcím: *Home Address:*			
Levelezési cím: *Postal Address:*			
Orvosi minősítés száma: *Number of Medical Certificate:*		**Orvosi minősítést kiállító ország:** *Issuing State of Medical Certificate:*	
Orvosi minősítés osztálya: *Class of Medical Certficate:*		**Orvosi minősítés lejárata:** *Expiry Date of Medical Certficate:*	
Angol nyelvi kiterjesztés szintje: *English Proficiency Level:*		**Angol nyelvi kiterjesztés lejárata:** *Expiry Date of English Proficiency:*	
Megjegyzés: *Remarks:*			

2. Képzés adatai *Course Details*			
Képzés megnevezése: *Course Title:*			
Képzés kezdete: *Beginning of the Course:*		**Beszámítások (ha van):** *Credits (if any):*	
Megjegyzés: *Remarks:*			

3. Tapasztalat (ha van) *Experience (if any)*								
Szakszolgálati engedély száma: *Number of Pilot Licence:*			**Szakszolgálati engedély típusa:** *Type of Pilot Licence:*					
Légijármű kategóriák és típusok: *Aircraft Categorites and Types:*								
Összes repült idő: *Total Flight Hours:*	Total:		PIC:		IFR:		Night:	
Repült idő az almúlt 12 hónapban: *Flight Hours in the Past 12 Months:*	Total:		PIC:		SE:		ME:	
Egyéb: *Other:*								

4. Jelentkező nyilatkozata
Applicant's Declaration

Ezennel kijelentem, hogy a fenti adatokat a legjobb tudásom szerint, pontosan adtam meg, nem titkoltam el és nem szolgáltattam félrevezető adatokat és a képzésem időtartama alatt beállt változás esetén azokat képzőszervezetem tudomására hozom.
I hereby declare that all the information given above is correct to the best of my knowledge without concealing any relevant data or providing any misleading or false information and in any case of any changes during my training, I inform the training organization without a delay.

Aláírás helye és ideje / *Place and date of Signature*	**Jelentkező aláírása/** *Signature of Applicant*

Rev. 1.0

PHARMAFLIGHT

ÁLTALÁNOS BEJELENTŐLAP

GENERAL REPORT FORM

PF.ATO.03

1. Bejelentő személyes adatai *Applicant's Personal Datas*			
Vezetéknév: *Family Name:*		**Keresztnév:** *First Name:*	
Születési hely: *Place of Birth:*		**Születési dátum:** *Date of Birth:*	
Beosztás: *Title:*			

2. Bejelentés tárgya *Content of the Report*	
Bejelentés témája: *Content of the Report:*	
Jegyzőkönyv tartalmi része: *Description of the Report:*	

Aláírás helye és ideje / *Place and date of Signature*	**Bejelentő aláírása /** *Signature of Applicant*

3. Bejelentés feldolgozása *Processing of the Report*			
Ügyintéző neve: *Administrator:*		**Ügyintéző beosztása:** *Title of the Administrator:*	
Intézkedés: *Actions:*			

Aláírás helye és ideje / *Place and date of Signature*	**Bejelentő aláírása /** *Signature of Administrator*

Rev. 1.1

PHARMAFLIGHT

OKTATÓVÁLTÁSI JEGYZŐKÖNYV

CHANGE OF INSTRUCTOR REPORT FORM

PF.ATO.05

1. Növendék személyes adatai *Trainee's Personal datas*			
Növendék teljes neve: *Trainee's Full Name:*		**Növendék születési helye, dátuma:** *Trainee's Place and Date of Birth:*	
Jelenlegi oktató neve: *Name of Present Instructor:*		**Jelenlegi oktató engedély száma:** *Licence Number of Present Instructor:*	

2. Oktatóváltás oka, részletes indokolás *Reason of instructor change, detailed explanation*

3. Nyilatkozat *Declaration*
A növendék az oktatóváltás szabályait megértette és elfogadta. Következő oktatóváltásra nincs mód. Minden más a képzési szerződés alapján történik. *Trainee has understood and accepted the rules of instructor change. There are no other options for another instructor change during present phase of course.*

Aláírás helye és ideje / *Place and date of Signature*	**Kérelmező aláírása /** *Signature of Applicant*

4. Döntés *Decision*	
☐ **Engedélyezem** / *Approved*	☐ **Nem engedélyezem** / *Not approved*

5. Indokolás *Justification*			
Új oktató neve: *Name of future instructor:*		**Oktatóváltás időpontja:** *Date of instructor change:*	

Aláírás helye és ideje / *Place and date of Signature*	**Képzésvezető aláírása /** *Signature of Head of Training*

Rev. 1.0