

# **Operating manual** of the flying school

**Westflug Flight Training GmbH & Co KG**

Merzbrück 218  
D-52146 Würselen

**DE. ATO. 212**

**Part A "GENERAL"**

Accountable Manager:  
**Walter Kampsmann**

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**OM Editorial**

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**OPERATIONS MANUAL**  
**THE AIR TRAINING SCHOOL Part A**



**WESTFLUG FLIGHT TRAINING**

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### OM II List of valid pages

Chapter	Pages	Revision number	Valid from
OM I	1-4	New	01.12.2020
OM II	5	6	27.06.2022
OM III	6-7	6	27.06.2022
OM IV	8-8	New	01.12.2020
OM V	9-19	New	01.12.2020
OM-A 1	20	New	01.12.2020
OM-A 2	21-30	New	01.12.2020
OM-A 3	31	1	27.06.2022
OM-A 4	32-34	New	01.12.2020
OM-A 5	35-36	New	01.12.2020
OM-A 6	37	New	01.12.2020
OM-A 7	38-39	New	01.12.2020
OM-A 8	40	New	01.12.2020
OM-A 9	41	New	01.12.2020
OM-A 10	42	New	01.12.2020
OM-A 11	43-46	New	01.12.2020
OM-A 12	46	New	01.12.2020
OM-A 13	46	New	01.12.2020
OM-A 14	47-48	New	01.12.2020
OM-A 15	49	New	01.12.2020
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OM-A 18	51	New	01.12.2020
OM-A 19	51	New	01.12.2020
OM-A 20	52-54	New	01.12.2020
List of assets	55	New	01.12.2020
Annex A 1	56	6	27.06.2022
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Annex A 3	58	New	01.12.2020
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Annex A 7	62	New	01.12.2020
Annex A 8	63	New	01.12.2020
Annex A 9	64	New	01.12.2020

**OM III List of revisions**

Chapter	revision no.	Modified from	Date	Change
All	0	W.Ka	01.12.2020	Re-creation
Annex A1	1	W.Ka	19.05.2021	Admission U.Dreyer, omission Anschau and Lischka
Annex A1	2	W.Ka	13.07.2021	Recording N.Melkumjan
Annex A1	3	W.Ka	20.08.2021	Recording Dr.M.Eichler
Annex A1	4	W.Ka	24.09.2021	Omission Dr.Eichler, admission P.Müller
Annex A1	5	W.Ka	27.05.2022	Recording Ganesh, Lynch, Ridoux
Annex A1	6	W.Ka	27.06.2022	Recording Endejan
OM-A 3	1	W Ka	27.06.2022	Omission of Punselie, inclusion of Endejan

**OPERATIONS MANUAL**  
**THE AIR TRAINING SCHOOL Part A**



**WESTFLUG FLIGHT TRAINING**

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## **OM IV Distributor**

All parts of our operating manuals are located on the server of Westflug Flight Training GmbH & Co.KG. The original version in Word can only be edited by the Acc.Manager, Head of Training and Compliance Manager.

An updated PDF version is also available on the server and can be accessed by all users in a password-protected area on our homepage. password protected area on our homepage and can be viewed by all employees and students. The announcement and certification of the changes is described in CMM 10.

The Federal Office of Civil Aviation, Department L 1, also receives an updated PDF version by e-mail. version by e-mail.



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**OM V Definitions/abbreviations**

- "Aerobatics"  
means an intentional manoeuvre in the form of an abrupt change in the attitude of an aircraft, an abnormal attitude or an abnormal acceleration which is not necessary for normal flight or for instruction for licences or ratings other than aerobatic ratings.
- "Airplane"  
means a heavier-than-air fixed-wing aircraft powered by an engine and held aloft by the dynamic reaction of the air on its wings.
- "Aircraft that must be operated with a co-pilot".  
means an aeroplane type which is required to be operated with a co-pilot in accordance with the flight manual or the air operator's certificate.
- "Aircraft"  
means any machine which, by the reactions of the air which are not reactions of the air with respect to the surface of the earth, can be kept in the atmosphere.
- "Airman Conduct (Airmanship)."  
denotes the coherent application of and well-developed knowledge, skills and attitudes to achieve to achieve objectives in the context of a flight.
- "Basic Instrument Flight Training Device (BITD)."  
means a Ground training device representing the student flight station of a class of aircraft. It may include screen-based instrument consoles and spring-loaded flight controls providing a training platform for at least the procedural aspects of instrument flight.
- "Aircraft category"  
means a categorization of aircraft based on defined basic characteristics, such as aircraft, aircraft with vertical take-off and landing capability, helicopter, airship, glider, free balloon.
- "Aircraft Class"  
designates a categorisation of single-pilot aeroplanes for which a type rating is not required.

- "Competence"  
means a combination of skills, knowledge and attitudes required to perform a task to the prescribed standard.
- "Competency Element"  
means an action that is a task with a triggering and a terminating event that clearly define its boundaries, and an observable result.
- "Unit of Competence"  
denotes an independent function consisting of a number of competence elements.
- "Copilot"  
means a pilot, other than the pilot in command, in an aircraft for which more than one pilot is required, but excluding a pilot who is on board the aircraft for the sole purpose of completing flight training for a licence or rating.
- "Cross-country flight"  
means a flight between a point of origin and a point of destination on a pre-planned route according to standard navigation procedures.
- "Training time with an authorized teacher"  
means flight time or instrument ground time during which a person receives flight instruction from a duly authorised instructor.
- "Error."  
means an act or omission by the flight crew that results in deviation from organizational or flight intentions or expectations.
- "Error Management"  
means the process of detecting and responding to errors with countermeasures that reduce or eliminate the consequences of errors and reduce the likelihood of errors or undesirable aircraft conditions.
- "Flight Time":  
For aeroplanes, powered sailplanes and aircraft with vertical take-off and landing capability, this means the total time from the moment an aircraft starts moving in order to take off until the moment it comes to a standstill at the end of the flight. to the point at which it comes to a standstill at the end of the flight;
- "Flight time according to instrument flight rules" (IFR)  
means the total flight time during which the aircraft is operated under instrument flight rules.
- "Flight and Navigation Procedures Trainer" (Flight and Navigation Procedures Trainer).  
(FNPT) means a training device that replicates the cockpit environment, including the equipment and computer programs necessary to simulate an aircraft type or class in flight so that the systems appear to operate as in an aircraft.



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- "Instrument flight time"  
means the time during which a pilot controls a flying aircraft solely by the use of instruments.
  - "instrument floor time"  
means the time during which a pilot is trained in simulated instrument flight in Flight Simulation Training Devices (FSTD).
  - "Instrument Time"  
means instrument flight time or instrument ground time.
  - "Multi-crew cooperation (MCC)".  
means the functioning of the flight crew as a team of members working together under the leadership of the pilot in command.
  - "Night"  
denotes the hours between the end of civil twilight and the beginning of dawn. Civil twilight ends in the evening and begins in the morning when the center of the sun's disk is 6° below the horizon.
  - "Other training devices" (OTD)  
means training devices, other than flight simulators, flight training devices or flight and navigation skills trainers, which are a training device for those cases where a full cockpit environment is required.
  - "Performance Criteria"  
means a simple evaluative statement of the required outcome of the competence element and a description of the criteria used to assess whether the required level of performance has been achieved.
  - "Pilot-in-Command" (PIC)  
Designates the pilot to whom command has been delegated and who is charged with the safe and who is responsible for the safe execution of the flight.
  - "Pilot in command under supervision" (PICUS)  
means a co-pilot who, under the supervision of the pilot-in-command, performs the duties and functions of a pilot-in-command.
  - "Private Pilot"  
means a pilot holding a licence which prohibits the piloting of aircraft for remuneration, with the other than instruction or testing as defined in this Part.
  - "proficiency check"  
means the demonstration of competence to extend or renew ratings, including, where appropriate, a relevant oral examination.

- "Renewal" (e.g., of a credential or certificate).  
means the administrative action taken after the expiry of a rating or certificate for the purposes of the renewal of the privileges of the rating or certificate for a further specified period after specified requirements have been met.
- "Renewal" (e.g., of a credential or certificate).  
means the administrative action taken within the validity period of a rating or certificate which, after specified requirements have been met, allows the holder to exercise the privileges of the rating or certificate for a further specified period.
- "Route Section"  
means a flight comprising take-off, departure, a cruise of at least 15 minutes, arrival, approach and landing phases.
- "Aircraft with a pilot"  
means an aircraft that is certified to operate with a pilot.
- "Practical Examination"  
means the demonstration of competence for the issue of a licence or rating, including, where appropriate, a relevant oral examination.
- "Solo flying time"  
means a period of flight during which the student pilot is the sole occupant of an aircraft.
- "Student Pilot-in-Command" (SPIC)  
means a student pilot acting as pilot-in-command in a flight with an instructor, where the instructor only observes the student pilot and does not influence or control the flight of the aircraft.
- "Threat"  
refers to events or errors that are beyond the control of the flight crew, increase the complexity of the mission, and require a response to maintain the margin of safety.
- "Threat Management"  
means the process of detecting and responding to threats with countermeasures that reduce or eliminate the consequences of threats and reduce the likelihood of errors or undesirable aircraft conditions.
- "Touring Motor Glider" (TMG)  
designates a specific class of powered sailplane with a fixed, non-retractable engine and a non-retractable propeller. A TMG must be able to take off and climb under its own power in accordance with the Airplane Flight Manual.

- "Aircraft type"

means a categorisation of aircraft for which a type rating is required in accordance with the operational suitability data determined in accordance with Part-21 and includes all aircraft of the same basic design including all modifications thereto except those which result in a change of handling or flight characteristics.

- "Executive in charge"

A person who meets the requirements of the competent authority and is authorised to ensure that all training activities can be financed and conducted in accordance with the standards specified by the competent authority and other requirements established by the ATO.

- "Quality "

The totality of properties and characteristics of a product or service that relate to its suitability for meeting specified or assumed requirements.

- "Quality Assurance "

Any planned and systematic activity required to provide confidence that all training related activities meet the requirements, including those specified by the ATO in appropriate manuals.

- "Compliance Monitoring Manager"

A manager, satisfying the requirements of the Competent Body, who is responsible for the management and supervision of the quality system and for taking corrective action.

- "Records "

Are also referred to as verification documents and have a verifiable character. Records are, for example, proof of theory and practice, completed checklists or audit reports. The focus when dealing with records is on suitable archiving and secure retrieval. In particular, the storage medium, location and time limits must be specified.

- "Documents "

In contrast to records, documents have the character of a specification. Documents are, for example, training plans, job descriptions or procedural instructions. They are subject to the auditing service and must be marked with a change status and release note. In contrast to records, they are changeable.

- "Audit "

According to DIN ISO 8402, clause 3.10 (draft April 1989), the term is defined as follows:  
"A systematic and independent examination to determine whether the quality-related activities and the associated results correspond to the planned specifications and whether these specifications are efficiently implemented and suitable for achieving the specified objectives.

**Notes:**

*Quality audits may only be carried out by persons who have no direct responsibility in the areas to be audited, although it is desirable that they cooperate with the personnel concerned.*

- "Auditor "

Employee who is competent to assess the effectiveness of the quality management system or its parts in practice, to identify deviations and to suggest improvements conducive to the professional performance of the training. In small companies this task can be performed by the Acc. Manager himself/herself, if he/she has the minimum qualification required for this.

### List of abbreviations

<b>A</b>	Aeroplane
<b>AFM</b>	Aircraft Flight Manual
<b>AGL</b>	Above Ground Level
<b>AIC</b>	Aeronautical Information Circular
<b>AIP</b>	Aeronautical Information Publication
<b>AIRAC</b>	Aeronautical Information regulation and control
<b>AIS</b>	Aeronautical Information Services
<b>ARC</b>	Airworthiness Review Certificate
<b>AMC</b>	Acceptable Means of Compliance
<b>AMP</b>	Aircraft Maintenance Program
<b>AeMC</b>	Aero-medical Centre
<b>AOM</b>	Aircraft Operating Manual
<b>ATC</b>	Air Traffic Control
<b>ATIS</b>	Automatic Terminal Information Service
<b>ATO</b>	Approved Training Organization
<b>ATP</b>	Airline Transport Pilot
<b>ATPL</b>	Airline Transport Pilot Licence
<b>ATS</b>	Air Traffic Service
<b>BEM</b>	Basic Empty Mass
<b>BITD</b>	Basic Instrument Training Device
<b>CAO</b>	Combined Airworthiness Organisation
<b>CAS</b>	Calibrated Air Speed
<b>CAMO</b>	Continue Airworthiness Maintenance Organization
<b>CDI</b>	Course Deviation Indicator
<b>CFI</b>	Chief Flying Instructor
<b>CG</b>	Centre of Gravity
<b>CM</b>	compliance manager
<b>CMM</b>	Compliance Monitoring Manual
<b>CP</b>	Co-pilot
<b>CPL</b>	Commercial Pilot Licence
<b>CRE</b>	Class Rating Examiner
<b>CRI</b>	Class Rating Instructor
<b>CRM</b>	Crew Resource Management
<b>CTKI</b>	Chief Theoretical Knowledge Instructor
<b>CQB</b>	Central Question Bank
<b>DC</b>	Direct Current
<b>DME</b>	Distance Measuring Equipment
<b>EFIS</b>	Electronic Flight Instrument System
<b>ETA</b>	Estimated Time of Arrival

# OPERATIONS MANUAL

## THE AIR TRAINING SCHOOL Part A


**WESTFLUG FLIGHT TRAINING**


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<b>FAF</b>	Final Approach Fix
<b>FCL</b>	Flight Crew Licensing
<b>FE</b>	Flight Examiner
<b>FFS</b>	Full Flight Simulator
<b>FI</b>	Flight Instructor
<b>FIE</b>	Flight Instructor Examiner
<b>FIS</b>	Flight Information Service
<b>FMC</b>	Flight Management Computer
<b>FMS</b>	Flight Management System
<b>FNPT</b>	Flight and Navigation Procedures Trainer
<b>FS</b>	Flight Simulator
<b>FSTD</b>	Flight Simulation Training Device ft feet
<b>FTD</b>	Flight Training Device
<b>GGravity</b>	forces
<b>GLONASS</b>	Global Orbiting Navigation Satellite System
<b>GM</b>	Guidance Material
<b>GNSS</b>	Global Navigation Satellite Systems
<b>GPS</b>	Global Positioning System
<b>H</b>	Helicopter
<b>HF</b>	High Frequency
<b>HPA</b>	High Performance Aeroplane
<b>hrs</b>	Hours
<b>HT</b>	Head of Training
<b>IAS</b>	Indicated Air Speed
<b>ICAO</b>	International Civil Aviation Organisation
<b>IFR</b>	Instrument Flight Rules
<b>ILS</b>	Instrument Landing System
<b>IMC</b>	Instrument Meteorological Conditions
<b>IR</b>	Instrument Rating
<b>ISA</b>	International Standard Atmosphere
<b>kg</b>	Kilogram



**OPERATIONS MANUAL****THE AIR TRAINING SCHOOL Part A****WESTFLUG FLIGHT TRAINING**


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<b>LAPL</b>	Light Aircraft Pilot Licence
<b>LDP</b>	Landing Decision Point
<b>LMT</b>	Local Mean Time
<b>LO</b>	Learning Objectives
<b>LOFT</b>	Line Oriented Flight Training
<b>m</b>	meters
<b>ME</b>	Multi-engine
<b>MEL</b>	Minimum Equipment List
<b>MEP</b>	Multi-engine Piston
<b>MET</b>	Multi-engine Turboprop
<b>METAR</b>	Meteorological Aerodrome Report
<b>MMEL</b>	Master Minimum Equipment List
<b>MOC</b>	Management of Change
<b>MP</b>	Multi-pilot
<b>MPA</b>	Multi-pilot Aeroplane
<b>MPL</b>	Multi-crew Pilot Licence
<b>MTOM</b>	Maximum Take-off Mass
<b>NM</b>	Nautical Miles
<b>NOTAM</b>	Notice To Airmen
<b>OAT</b>	Outside Air Temperature
<b>OBS</b>	Omni Bearing Selector
<b>OMM</b>	Organization Management Manual
<b>OSL</b>	Operational Safety Pilot Limitation
<b>OTD</b>	Other Training Devices
<b>PAPI</b>	Precision Approach Path Indicator
<b>PBN</b>	Performance Based Navigation
<b>PF</b>	Pilot Flying
<b>PIC</b>	Pilot-In-Command
<b>PICUS</b>	Pilot-In-Command Under Supervision
<b>PNF</b>	Pilot Not Flying
<b>POH</b>	Pilot Operating Handbook
<b>PPL</b>	Private Pilot Licence

**OPERATIONS MANUAL****THE AIR TRAINING SCHOOL Part A****WESTFLUG FLIGHT TRAINING**


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<b>QDM</b>	Magnetic Bearing TO Station
<b>QFE</b>	Atmospheric pressure at aerodrome elevation
<b>QNH</b>	Altimeter sub-scale setting to obtain elevation when on the ground
<b>RAM</b>	Risk Assessment Matrix
<b>RNAV</b>	Radio Navigation
<b>RPM</b>	Revolution Per Minute
<b>R/T</b>	Radiotelephony
<b>S</b>	Sailplane
<b>SATCOM</b>	Satellite communication
<b>SE</b>	Single-engine
<b>SEP</b>	Single-engine Piston
<b>SET</b>	Single-engine turboprop
<b>SIGMET</b>	Significant Meteorological Weather
<b>SLPC</b>	Single Lever Power Control
<b>SM</b>	Safety Manager
<b>SMMS</b>	Safety Management Manual
<b>SMS</b>	Safety Management System
<b>SOP</b>	Standard Operating Procedure
<b>SP</b>	Single-pilot
<b>SPA</b>	Single-pilot Aeroplane
<b>SPIC</b>	Student PIC
<b>SPL</b>	Sailplane Pilot Licence
<b>SSR</b>	Secondary Surveillance Radar
<b>TAF</b>	(Terminal Area Forecasts) Aerodrome Forecast
<b>TAS</b>	True Air Speed
<b>TAWS</b>	Terrain Awareness Warning System
<b>TBN</b>	To be named
<b>TDP</b>	Take-off Decision Point
<b>TKI</b>	Theoretical Knowledge Instructor
<b>TMG</b>	Touring Motor Glider
<b>TORA</b>	Take-off Run Available
<b>TODA</b>	Take-off Distance Available
<b>TR</b>	Type Rating
<b>TRE</b>	Type Rating Examiner
<b>TRI</b>	Type Rating Instructor
<b>UPRT</b>	Upset Prevention and Recovery Training
<b>UTC</b>	Coordinated Universal Time

# **OPERATIONS MANUAL**

## **THE AIR TRAINING SCHOOL Part A**



**WESTFLUG FLIGHT TRAINING**

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<b>V</b>	Velocity
<b>VASI</b>	Visual Approach Slope Indicator
<b>VFR</b>	Visual Flight Rules
<b>VHF</b>	Very High Frequency
<b>VMC</b>	Visual Meteorological Conditions
<b>VOR</b>	VHF Omni-directional Radio Range
<b>ZFTT</b>	Zero Flight Time Training
<b>ZFM</b>	Zero Fuel Mass



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**OM-A 2 Administrative data****2.1 Name and location of the flight school:****Westflug Flight Training GmbH & Co KG**

Airfield Aachen - Merzbrück

Merzbrück 218

52146 Würselen

Federal Republic of Germany

**Tel:** +49 2405 48510**Fax:** +49 2405 485187**e-mail:** [info@westflug.de](mailto:info@westflug.de)**2.2 Approval as Approved Training Organisation**

The approval was granted on 06.08.2020 by the Luftfahrt Bundesamt under the approval number DE.ATO.212.

The training permit authorises the training of the following courses:

- the class rating SEP(L)
- the light aircraft pilot licence LAPL (A)
- the private pilot licence PPL (A)
- the FI (A) teaching licence
- the class rating instructor authorization (CRI)
- the night flight qualification
- the aerobatic rating
- the Upset Prevention and Recovery Training (UPRT)
- the teaching authorization for Advanced UPRT

The conditions of the permit are in accordance with the provisions of the EU regulations (EC) No. 1178/2011 and are continuously maintained in order to ensure continuous training for our flight students. In the event of discontinuation of the training operation or in the event that the conditions cease to apply, the management undertakes to return the licence to the authorities without delay.

Westflug Flight Training shall at all times grant the Permit Authority access to its premises, documents, aircraft or other facilities relevant to the Permit.

## 2.3 Responsible managing director

Walter Kampsman  
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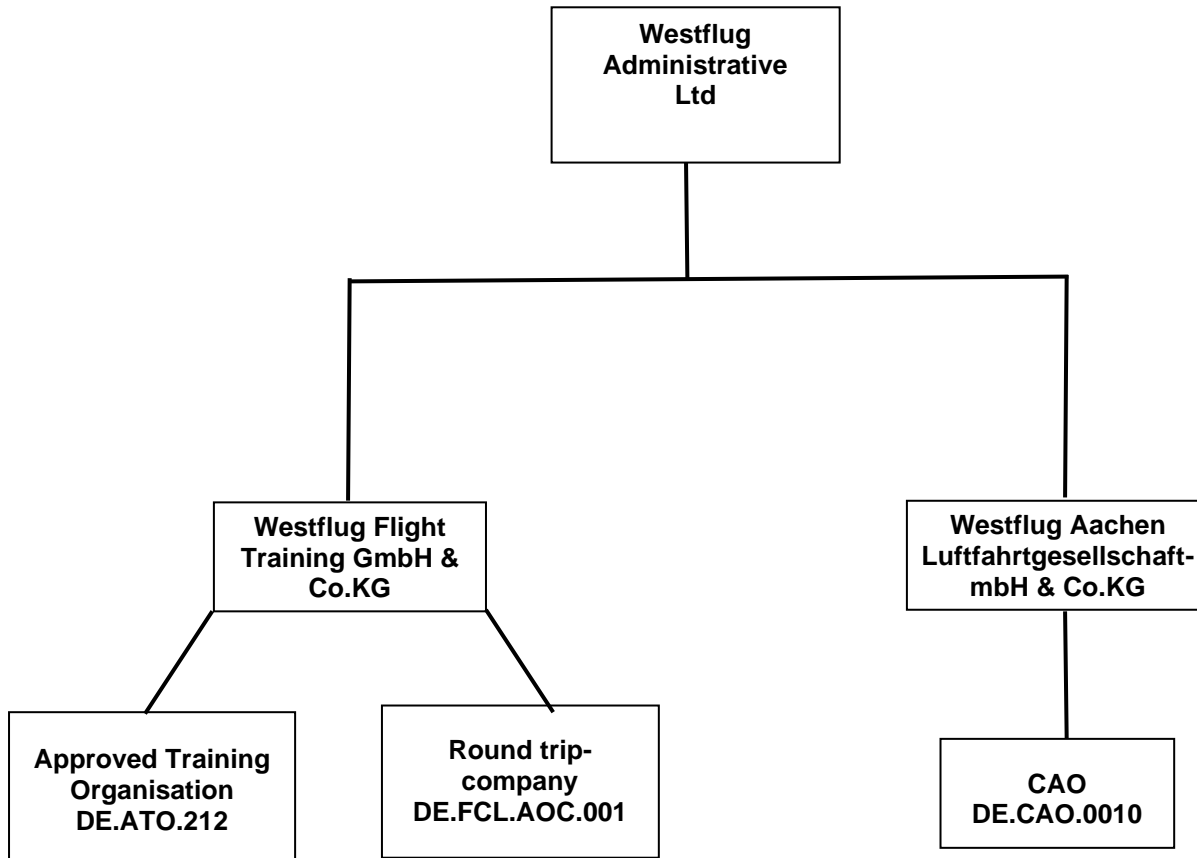
**Email:** [wka@westflug.de](mailto:wka@westflug.de)

## 2.4 Description of the Westflug Flight Training school

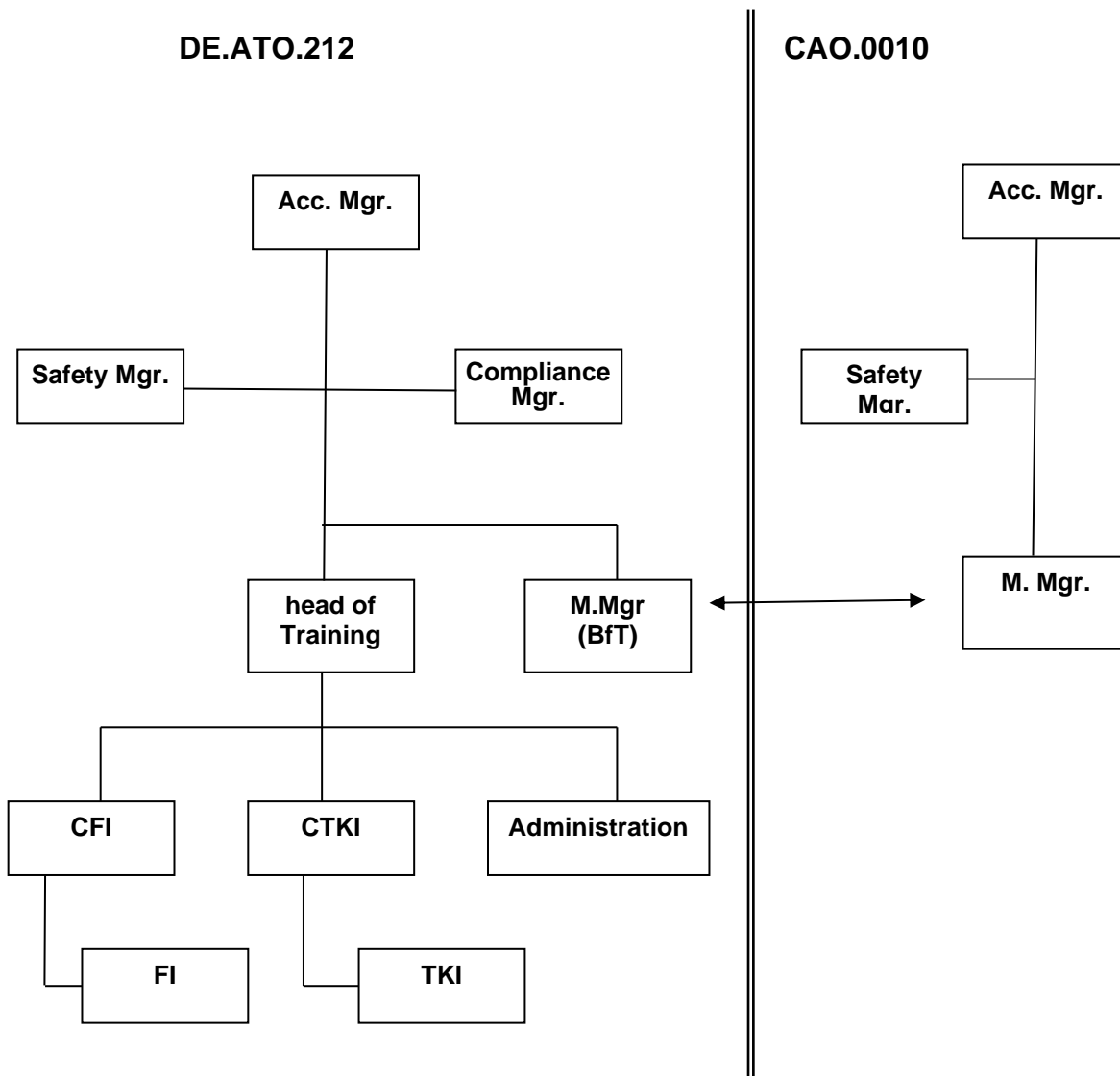
Westflug Flight Training GmbH & Co.KG was founded in 2016. It is closely linked to the company Westflug Aachen GmbH & Co.KG. This company exists since 1963 in its current form at the airfield Aachen - Merzbrück. Originally it was founded as a sightseeing flight company. Later a training licence was granted by the district government of Düsseldorf. Westflug Aachen also maintains a Combined Airworthiness Organisation (CAO) All aircraft of Westflug Flight Training are maintained in this facility. Due to its size and the scope of its training activities, Westflug Flight Training is a "non-complex" ATO.



### 2.5 Organizational chart of the entire company



**2.6 Organizational chart Approved Training Organization**





## **2.7 Responsibilities ..... and obligations**

### **Accountable Manager**

- ➔ He is responsible for the overall management of the company and represents the company vis-à-vis the authorities.
- ➔ He shall inform the authority in writing without delay of any intended changes in the organisation which affect the basis of the authorisation. These include changes in the form of the company, the name of the company, the registered office of the company and changes in the personnel responsible.
- ➔ He is responsible for the quality assurance system and has to ensure its effectiveness by appropriate measures of the quality management department.
- ➔ It shall take appropriate action in the event of non-compliance with required corrective actions
- ➔ It shall be responsible for declaring the operations manual, including the tasks and responsibilities set out therein, to be binding
- ➔ review and approve procedural instructions

#### Other tasks:

- ➔ Initiation of the approval of the OM and its amendments by the authority
- ➔ Maintaining recognition as an Approved Training Organisation
- ➔ Cooperation with the aviation authorities
- ➔ Evaluation of quality audits
- ➔ Determination of required corrective actions
- ➔ Deployment and supervision of senior staff
- ➔ Organisation of the training and further education of the executive staff
- ➔ All correspondence with the Authority, except for correspondence specified in the Procedural Instructions.

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**Compliance Monitoring Manager**

## Tasks:

- Issue, management and distribution of OM A-D, TM, SMM, CMM manuals
- Implementation of quality audits
- Creation of procedural instructions
- Monitoring of required corrective actions
- Creation of QM instructions and forms
- Monitoring of the school library and teaching materials for completeness
- Environmental protection and waste disposal

## Responsibility:

- He is directly responsible to the Executive Board for the tasks assigned to him.  
responsible

**Training Manager r (Head of Training)**

## Tasks:

- Compliance with the procedures and training methods laid down in this manual
- Ongoing monitoring of the OM for the latest legal requirements and preparation of any necessary corrections
- Creation of procedural instructions
- Checking the fulfilment of access requirements for new flight students
- Notification of new student pilots to the licensing authority
- Deploying and supervising his subordinate senior staff
- Monitoring the implementation of specified learning assessments
- Notification of student pilots for examination
- Reporting to the authority of disturbances or special incidents in training
- Maintenance of personnel files
- Standardisation of teaching staff according to OM-D point 1

## Responsibility:

- He is directly responsible for the tasks assigned to him vis-à-vis the Authority and the Executive Board

**Commissioner for Technology (BfT)**

**Tasks:**

- ➔ Timely handover of the aircraft to the CAO for maintenance by monitoring the reservation times in RESI.
- ➔ Passing on the information to the CAO if, exceptionally, maintenance activities have been carried out without the knowledge of the CAO.
- ➔ Reporting of all deficiencies detected on the basis of the logbook or during operation as described in OM-B 2.
- ➔ Notification to the LBA if the CAO contract is terminated by either party or the aircraft is sold.
- ➔ Regular reporting by RESI to the CAO, as agreed with the CAO, of aircraft flight hours and all other usage data.
- ➔ Reporting of events according to OM-B 7.2

**Responsibility:**

- ➔ He is directly responsible to the management for the tasks assigned to him

**Chief Flight Instructor Practice (CFI)**

Due to the size of the company, the tasks of the chief flight instructor and the chief theory instructor are performed by one person. The tasks of the chief flight instructor and the chief theory instructor are performed by one person in personal union.

**Tasks:**

- ➔ Assignment of the student pilots to the flight instructors
- ➔ Preparation of duty rosters for the flight instructors
- ➔ Supervision of flight instructors
- ➔ Coordination of the courses in coordination with the CTKI
- ➔ Planning of the time sequence in the practical training. Training.
- ➔ Monitoring of the set daily training times
- ➔ Reporting of special incidents to the training manager
- ➔ Monitoring of on-board and flight log entries
- ➔ Monitoring of the records in the training record
- ➔ Passing on information about changes in practical training. Training
- ➔ Maintenance of the training manuals
- ➔ Planning of further training measures for the flight instructors in coordination with the Training Manager
- ➔ Standardisation of teaching staff according to OM-D Pt. 1

**Responsibility**

He is directly responsible to the training manager for the tasks assigned to him. responsible.

**Chief Flight Instructor Theory (CTKI)**

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Due to the size of the company, the tasks of the chief flight instructor and the chief theory instructor are performed by one person. The tasks of the chief flight instructor and the chief theory instructor are performed by one person in personal union.

**Tasks:**

- Standardization of the theory - teaching staff according to OM- D Pkt 1
- Creating duty rosters for theory teachers
- Supervision of the theory teachers
- Planning of the training courses
- Monitoring of the set daily training times
- Reports of special incidents to the training manager
- Monitoring of the records in the class registers
- Passing on information about changes in theory training
- Maintenance of the school library

**Responsibility**

- He is directly responsible to the training manager for the tasks assigned to him.

**Administration****Tasks:**

- Processing of new applications according to VAW
- Monitoring of deadlines according to VAW
- Maintenance of pupil files according to VAW
- Control of pupil records/training records
- Timely provision of teaching materials

**Responsibility**

He is directly responsible to the training manager for the tasks assigned to him.  
responsible.

**safety manager**

**Tasks:**

- Establishment of an in-house flight safety department
- Continuous monitoring / evaluation of the safety level
- Maintaining contacts with authorities, flight schools and aviation companies
- Operation of the company's own reporting system
- Carrying out the hazard analysis and risk assessment
- Ensuring that necessary corrective actions are implemented in a timely manner
- Ensuring the effectiveness of the implemented corrective actions
- Carrying out accident investigations in cooperation with the BFU
- Information dissemination and publication of general safety messages
- Preparation, drafting and publication of internal company safety notices
- Preparation and implementation of safety training within the company
- Initiation and monitoring of the introduction of new procedures according to the "Management of Change Process".
- Reporting the results of the hazard assessment to the Acc. Manager

**Responsibility**

He is directly responsible for the tasks assigned to him vis-à-vis the Acc. Manager directly.

**Flight Instructor (FI)****Tasks:**

- Carry out practical training in accordance with the procedures laid down in the training manual.
- Compliance with the procedures set out in this manual
- Reporting of special problems in the training to the HT or CFI
- Keeping of the logbooks and entries of faults or defects
- Monitoring of flight log entries
- Keeping the training records

**Responsibility**

- He is directly responsible to the Chief Flight Instructor Practice (CFI) for the tasks assigned to him.

**Theory teacher (TKI)****Tasks:**

- ➔ Carrying out the theoretical training in accordance with the Procedures established in the training manual
- ➔ Compliance with the procedures set out in this manual
- ➔ Reporting particular problems in training to the CGI
- ➔ Keeping the course reports

#### Responsibility

- ➔ He is directly responsible to the Chief Flight Instructor Theory (CGI) for the tasks assigned to him.

## **2. 8Staff requirements**

See OM-D 6

## **2.9Standardisation**

See OM-D 1

### OM-A 3 Responsibilities

The positions listed in OM-A 2 are filled by the following persons by name.  
filled:

Position	Name	Representative
Acc. Manager	Walter Kampsmann	
Head of Training	Sven Endejan	Walter Kampsmann
chief flight instructor	Walter Kampsmann	Sven Endejan
Chief Theoretical Knowledge Instructor	Prof. Dr. Janser	Walter Kampsmann
compliance manager	Sven Endejan	Walter Kampsmann
safety manager	Walter Kampsmann	Sven Endejan
technical representative	Frank Meisenberg	Sven Menzerath
Ext. auditor		

The names of the other persons can be found in appendix A1 and A2 of this manual.

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**OM-A 4 Pupil behaviour and disciplinary measures****4.1 Duties of the pupil**

- The applicant undertakes to complete the entire training for obtaining the intended authorisation or permit at the school. Exceptions to this are only permitted with the agreement of the school and after approval by the licensing authority. The school guarantees a thorough training, but without any guarantee of success.
- He/she must follow the instructions of the training personnel, especially those of the flight instructors, and must arrive punctually at the scheduled lesson times.
- He has to prepare himself for the respective training flight according to our training manuals.
- He is obliged to keep his personal flight log properly. The entries are to be monitored regularly by the flight instructor or training manager.
- The applicant undertakes to consolidate his knowledge in self-study beyond the scope of the specified lessons. The knowledge is controlled by regular examinations.
- The applicant undertakes to treat our aircraft and other property of the school provided to him/her with care. The school must be notified immediately of any defects, in particular damage, which may impair the airworthiness of the aircraft.
- The applicant undertakes to report immediately to the Head of Training any illness which may result in temporary or permanent medical incapacity.



- 
- The applicant undertakes to refrain from taking any of the following psychoactive substances for a period of at least 12 hours before the start of a flight:
    - Alcohol
    - Opiates
    - Cannabinoids
    - Sedatives
    - Hypnotics
    - Cocaine
    - All psychostimulants
    - Hallucinogens
    - Volatile solvents

Excluded from the above is the ingestion of medications that have been prescribed by an aviation medical examiner or whose ingestion has been declared safe. The ingestion of caffeine and/or tobacco is excluded from the above substances.

- Should the applicant complain of feeling unwell before the start of a flight, he is obliged to report this immediately to the flight instructor and not to start the flight.

### 4. 2 Disciplinary measures

Should the duties listed in 4.1 be disregarded by the student, the school must take disciplinary action to maintain the orderly operation of the school and to the required standard of education, the school must take disciplinary action. The type of action will be based on the severity of the violation as follows:

Category of the Violation	Examples	Disciplinary action	Responsibility*
Simply	<ul style="list-style-type: none"> <li>• Unpunctuality</li> <li>• Inadequate preparation of a training flight</li> <li>• Messy, careless entries in documents</li> <li>• Improper use of school facilities</li> <li>• Condescending behaviour</li> </ul>	Oral warning	FI
Medium	<ul style="list-style-type: none"> <li>• Repeated simple infringements</li> <li>• Negligent, unjustified deviation from the flight order</li> <li>• Mobbing</li> <li>• Negligent damage to school property</li> </ul>	Written warning including copy in student's file.	CFI
Heavy	<ul style="list-style-type: none"> <li>• Repeated medium infringements</li> <li>• Willful misconduct during a training flight</li> <li>• Infringement of the rules on Alcohol and drug use</li> </ul>	Immediate suspension of training until a final decision is made on the termination of the training contract	HT

\*If there is a repeated offence and the FI or CFI, in assessing this offence, considers that the previous warning had no influence on the student's behaviour, he/she will inform the CFI or HT of the existence of a repeated simple/medium violation. The CFI or HT will then initiate the appropriate disciplinary action.

## OM-A 5 Release/ Placement of flight orders

### 5.1 Flight orders

Solo flights by student pilots may only be conducted as part of the following training courses:

- LAPL (A)
- PPL (A)
- Night flight qualification
- Aerobatic rating

No flight orders may be issued for any other training.

Student pilots need a flight order for solo flights. If the flight takes place within sight of the instructor, a verbal flight order is sufficient. For all other flights a written flight order according to form A9 must be issued.

### 5.2 Restrictions

Flight orders are subject to the following restrictions:

- A student pilot must be supervised by an instructor at all times during flight exercises within the aerodrome circuit and may not fly solo without express permission.
- The minimum age for a solo flight is 16 years for aircraft
- An FI with restriction (FI<sub>rp</sub>) does not have the privileges to issue flight orders for:
  - first solo flights by day or by night; and
  - Solo navigation / cross-country flights by day or by night.

The supervising flight instructor of the FI<sub>rp</sub> may only give the flight instruction, if he/she is convinced during a training flight that the student meets the required level of training for the intended flight. The supervising flight instructor of the FI may only issue the flight instruction if he/she is satisfied during a training flight that the student meets the required level of training for the intended flight.

### 5.3 Certification ..... of maturity

Before the 1st solo flight a second flight instructor must give his approval for this flight in writing by signing the guide. An FI with limitations (FI<sub>rp</sub>) may not perform this X-Check.

Certification for cross-country readiness shall be made in writing by signature on the training card. The written certification may only take place if the student has the following level of knowledge:

- Sufficient knowledge of terrestrial navigation
- Ability to approach an airfield by means of VHF direction finder
- At least two arrivals and departures at commercial airports
- The ability to approach an alternate without prior preparation

### 5.3 Prerequisites

Before issuing a flight order, the following requirements must be checked:

- Medical on validity
- X-Check 2nd flight instructor

Additionally for solo cross country flights:

- Has the theory test been passed in full?
- Radiotelephone certificate available?
- Is the plane ready to fly?
- Is the flight preparation correct?
- are the weather conditions sufficient for the whole period of the intended flight? (see OM C 4/5)
- is the cross-country flight readiness signed on the training card?
- is the written flight order signed by both the instructor in charge and the student pilot?

### OM-A 6 Creation of the flight program

#### 6.1 Planning ..... the training

Each course is to be planned taking into account our resources (number of teachers/students, premises, aircraft) in the following steps.

Planning step	Time	Responsibility
General course planning and checking of capacities	3 months before the start of the course	Preparation by administration, release by HT
Individual planning for each student	If the requirements for practical training are met	Preparation by administration, release by CFI
Concrete planning for the implementation of training sections	Results from the guidelines	FI (Deviations after approval by CFI)
Daily planning (checking whether the planned training activities can actually be implemented - weather, teachers, students, etc.)	Previous day	Administration in connection with HT or CFI (weather conditions, availability of aircraft, organisational matters, etc.)
Reviewing the daily schedule	On the day of training	Administration in connection with HT or CFI (weather conditions, availability of aircraft, organisational matters, etc.)
Feasibility of the planned training flight	During Prebriefing/Flight Planning/Flight Preparation	FI in consultation with the student

#### 6.2 Weather criteria ..... for planning

For the weather conditions relevant to planning, see the OM C 4/5 Operating Manual.

#### 6.3 Operation ..... in the aerodrome circuit

When planning the day before, the number of training sections that are to take place in the aerodrome circuit at the home aerodrome must be taken into account. No more than 3 training aircraft should be conducting exercises in the aerodrome circuit at the same time. If there are more than 3 aircraft in the aerodrome circuit at the same time, no solo flights by students may be conducted. If there are more than 5 aircraft in the aerodrome circuit, the training flight shall either be suspended until reduced to 4 or fewer aircraft, or flight exercises shall be repeated outside the aerodrome circuit until that time.

**OM-A 7 Responsibility .....for the aircraft**

**7.1 Pilot in charge**

"Pilot-in-Command" (PIC) means the pilot to whom command has been delegated and who is charged with the safe conduct of the flight. The following table shows for which type of flights to whom the responsibility is assigned and in which area:

Storyline	Flight time with instructor		SOLO*3
	FI*1	SPIC*2	
Status check vehicle	X		
Flight preparation	X	X	X
Pre-flight check	X	X	X
During the flight	X	X	X
Securing on the ground	X	X	X
Entries in the logbook	X	X	X
Entries Guide, training card	X		

- \*1 The flight instructor is basically responsible for all actions during training flights with students. This does not mean that he has to perform the actions himself. It only means that he has to supervise the student pilot's actions and, if necessary, have them corrected.
- 2 \*If the student flies as pilot-in-command under supervision, he/she will act as pilot-in-command for the entire duration of the flight, with the exception of the status check and entries in the training documents. status check and entries in the training records, he acts as a pilot in command. The instructor supervises him only during the flight. If the instructor has to intervene, the flight must not be entered as SPIC and the flight must be repeated. The responsibility of the flight instructor in the sense of aviation law remains unaffected.
- \*3 For solo flights the student is responsible for the entire flight with the exception of the status check and the entries in the training documents. The instructor has to check the points according to OM-A 5.3 before the flight.

### 7.2 Seat of the pilot in command

Education	Seat of the pilot in command	
	Seats next to each other	Seats one behind the other
LAPL / PPL / NFQ / FI / CRI / KFB DUAL	Right	Front
LAPL / PPL / NFQ / KFB SOLO	Links	Rear
FI Candidates among themselves	Right	N/A
Advanced UPRT	N/A	Rear* <sup>1</sup>
UPRT Instructor	N/A	Rear* <sup>2</sup>
Classrating	Right	Front

\*1 In Advanced UPRT, the student usually sits in the front. If the student already has experience on the Extra 330 LX, he may fly from the rear. The prerequisite is that the instructor has permission from our school for differential training on Extra 330.

\*2 In case the applicant for the UPRT wants to acquire at the same time the differential training for tailwheel airplanes or already has it, he may also conduct the training from the rear seat. In this case the instructor, and therefore the pilot in command, sits in the front.

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**OM-A 8 Duties of ..... the pilot in command**

The pilot, as described in OM-A 7.1, is responsible for:

- Overall responsibility for aircraft, persons and cargo on board and on the apron
- Execution, continuation or termination of the flight if safety so requires
- All applicable operating procedures and checklists are to be applied
- Carry out flight only if: Aircraft airworthy, registered, all instruments necessary for the flight (see also OM-B 7).
- installed and operational, weight and centre of gravity within the limits, luggage and equipment
- Ensure that the operating limitations of the flight manual are adhered to in flight.
- flight only if physically and mentally able to do so.
- Aborting the flight in case of oxygen deficiency, fatigue or physical impairment
- Familiarize yourself with and comply with the laws and procedures of the country in which you are flying.
- Do not fly if technical deficiencies are found which affect the flight (except MEL/CDL approval) (see also OM-B 5).
- Record operating data (hours) and technical defects and errors in the logbook (see also OM-B 2)
- If there are security concerns, refuse persons, baggage or cargo
- Report hazardous weather and flight conditions to ATC when they may affect other aircraft (PIREPS); e.g.: Turbulence, ice, thunderstorms, volcanic activity, ...
- Deviations from the established rules and regulations possible in the interest of safety
- Taxiing only by pilots or demonstrably trained personnel specified by the operator (owner). Permission to taxi to the refuelling station is deemed to have been granted after the 1st solo flight.
- Fasten seat belt in flight (seat belt or child restraint system), no smoking during refuelling
- Refuelling with passengers on board not permitted
- Inform competent authority and local authorities of violations of regulations and immediately report accidents involving personal injury or substantial damage to the aircraft.



- Use electronic devices (PED) or additional equipment only if they do not interfere with the airplane and the minimum equipment, even in the event of a failure.
- instruct passengers on emergency equipment and procedures before take-off and, if necessary, again during the flight
- Minimise operational noise while ensuring that safety is given priority over noise reduction
- Conduct flight preparation with all available aids to ensure safe flight, including NAV, COM, MET, alternatives to landing, and consideration of necessary fuel quantities.
- Necessary weather and landing conditions for the intended flight given
- Flights in icing conditions (known icing) only if aircraft are certified and equipped for this purpose.
- No simulation or practice of abnormal or emergency procedures with passengers on board.
- The performance of the aircraft must be sufficient for the intended flight.
- Present the required on-board documents to the competent authority on request.
- Aerodrome or airfield suitable for operation of this aircraft; comply with approach and departure procedures.
- Sufficient fuel reserves: day (place in sight): +10 min, Day (overland): +30 min, Night: +45 min.
- Allow for ATC delay, MET and engine failure and check in flight.

## **OM-A 9 Carriage of passengers**

The carriage of passengers on solo flights by student pilots is strictly prohibited. During instructor-led training flights, passengers may participate in the training flight on a case-by-case basis, subject to the following points:

- Flight instructor for standardization  
or
- Pilot to assist in airspace observation  
or
- Student pilot in training at our ATO

The lesson objectives must not be jeopardised by the presence of the passenger. The student must consent to the presence of another person on board.

No abnormal or emergency procedures shall be carried out with passengers

**OM-A 10 Aircraft documentation**

The following documents must be carried on board the flight:

Document	Content	Cross-country flight	local flight/circuit*
logbook/ Technical logbook	<ul style="list-style-type: none"> <li>• Registration certificate</li> <li>• Certificate of Airworthiness</li> <li>• Noise certificate</li> <li>• Valid ARC</li> <li>• Callsign allocation</li> <li>• Valid confirmation of liability insurance</li> </ul>	X	
Manufacturer/Maintenance Documents	<ul style="list-style-type: none"> <li>• Flight Manual (POH)</li> <li>• List "Permissible failures" (Annex OM-B 11)</li> <li>• HIL (if available)</li> <li>• release to service</li> <li>• Checklists normal and emergency operation</li> </ul>	X	X
Flight planning	<ul style="list-style-type: none"> <li>• Flight Log</li> <li>• Fuel demand calculation</li> <li>• Mass and centre of gravity calculation</li> <li>• Take-off and landing distance calculation</li> <li>• Relevant Notams</li> <li>• Documents weather briefing</li> </ul>	X	
Maps	<ul style="list-style-type: none"> <li>• ICAO 1:500.000</li> <li>• Approach maps</li> <li>• Table with information about interception methods and signals</li> </ul>	X	X
Personal documents and records	<ul style="list-style-type: none"> <li>• Pilot licence (instructor)</li> <li>• Valid Medical</li> <li>• Personal flight log</li> <li>• Radiotelephone certificate</li> <li>• Official photo ID or passport</li> </ul>	X	X

\* In the case of local flights at an aerodrome, the documents which are not ticked must be available at the aerodrome (not on board).

The logbook, the flight manual and the aircraft keys are located in the flight operations office and will be handed over personally to the student. After the flight, the documents will be returned to the flight operations office with the completed logbook. The entries in the logbook are made by the student. For school flights with an instructor, the instructor is responsible for the correctness of the entries according to OM-A 7.1. In addition, the administration checks the logbook entries once a day for correctness (agreement of the airtime with the flight time counter).

## **OM-A 11 Document storage**

### **11.1 Evidence of formal qualifications**

Our flight school keeps records of each student, from which the training progress can be seen. The entries are made by the respective instructor (not the student pilot). 2 types of training records are kept:

- Evidence of formal qualifications Practice
- Training certificate theory

The training record practice is a DIN A3 sized card, on which the individual exercises are documented. The flight times are also recorded on this card. After the flight, the training certificate remains in a wall holder specially set up for the certificates in the reception area. A sample of the training records is attached as Appendix A 2.

The training record theory is kept as a form in a file created for each individual student. Once a week the administrative staff collects the course reports and transfers the theory hours to the training records. A sample of the training records is attached as Appendix A3 to A6.

After the training has been completed, all written records that we have made about the student during his training are collected in an envelope. This envelope will be labeled with the student's name and retention period (end of training plus 3 years) and placed in a "Training Completed" folder. The folder will be stored in a fireproof steel cupboard in the Head of Training's office. At the end of the 3 years, the records will be destroyed by administrative staff and the data deleted from the computer. More detailed explanations on the retention of documents can be found in the CMM under 9.1.

### **11.2 Course report/attendance list**

A course report shall be kept on each theory course. This report is to be completed by the theory instructor. The start time, end time, total hours, lateness of course participants, topics and special incidents are to be entered. To prove attendance, each student must sign the course report. After class hours, the report must be signed by the theory instructor under the last name on the attendance sheet. Course reports must be kept for 3 years. A sample of the course report (theory report) is attached as Appendix A7.

### 11.3 Pupil files

A pupil file in the form of a DIN A 4 folder is to be kept on each pupil.

The folder is organized as follows:

1. Copy of pupil registration
2. Copy Medical
3. Copy of the central traffic register extract (KBA)
4. Copy of identity card
5. Copy of "Declaration of pending criminal proceedings
6. Copy of background check (ZÜP)
7. Copy of licence/radio certificate
8. Passport photos
9. Determination of ausr. Knowledge
10. Proof of theory
11. Copy of certificate of completion of distance learning course
12. Registration for the theory exam
13. Theory exam results
14. Proof of practice
15. Registration for the practical examination
16. Guide (practice, after training has been completed)
17. Application for a licence/authorisation
18. Renewal of missing/expired documents

The student file will be kept up to date at all times. The administrative staff is responsible for monitoring. After the training has been completed, all the records we have made about the student during their training are collected in an envelope. This envelope is labelled with the student's name and the retention period (end of training plus 3 years) and filed in a "Training Completed" folder.

## 11.4 Personnel files

A personnel file shall be kept on each employee. The personnel file shall have the following contents:

1. Copy of pilot's license
2. Copy Medical
3. Company Checks/BÜ
4. Proof § 42 para. 5 LuftBO
5. ZÜP
6. Certificate 1st aid course
7. Certificate of language skills
8. Flight duty & rest periods
9. Teacher training
10. Training records/teacher meetings
11. Aeronautical Curriculum Vitae
12. Employment contract
13. Other

The personnel file shall be kept up to date at all times. The administrative staff is responsible for monitoring. After a staff member leaves, the records must be kept for at least 3 years and then destroyed by the administrative staff.

## 11.5 Deadlines

The monitoring of the deadlines takes place once a month by the administrative staff. In the online reservation program "Resi", the deadlines to be monitored are entered and to be monitored are entered by the administration and checked monthly. The system sends automatically sends an e-mail to the user 30 days before the expiry of the deadline with the information about the imminent expiry of the registered deadline. The training manager randomly monitors the regularity of the checks and the accuracy of the deadlines entered.

## 11.6 Flight logs

Each student pilot shall keep a personal logbook in accordance with. NFL 2-330-17. Only flight logbooks which comply with AMC FCL 0.50 are used. The flight log shall be carried during the flight. The entries in the flight log must be supervised by the flight instructor and the flights must be confirmed by the flight instructor. Before the student reports for the practical test, the flight log must be presented to the instructor. The flight log must be presented to the instructor before the student reports for the practical test. The instructor shall check the consistency of the record and confirm the training in the flight log. The flight log is in the possession of the student pilot.

## 11.7 Board books

The completed aircraft logbooks are collected in a fire-retardant cabinet in the shipyard area by our shipyard personnel. The logbooks must be kept in their entirety. Should an aircraft be decommissioned or destroyed by accident, the logbooks must be kept for a further 5 years beyond this time.

## OM-A 12 Flight crew qualification documents (Licenses and authorizations)

See OM-A 11.4

## OM-A 13 Renewals (medical certificates and ratings)

Flight instructors are responsible for the timely renewal of their licence, ratings and their medical certificate in a timely manner.

The expiry dates of both the instructors and the students are entered in the online reservation system RESI by the administration. Reservation System RESI by the administration. 30 days before the expiry date RESI automatically sends a mail with the information about the impending expiration. As soon as the proof of the extension is presented, the new period is entered in RESI by the administration.

RESI by the administration. The administration regularly checks the pending notifications. If an extension is not submitted by the deadline the teacher will be blocked in RESI, or the student will receive a block on the Education Card a hold notice will be placed.

### OM-A 14 Permitted flight duty times and flight times (instructor)

#### 14.1 Definitions

Annex III, Subsection FTL "Restriction of flying and duty hours and rest requirements".	Break	a period of duty during the flight duty period which is shorter than a rest period and during which a crew member is free from all official duties.
	Service	all duties that a crew member is required to perform for the operator, including flight duty, administrative duties, providing or participating in training and checking, positioning and certain elements of on-call duties
	Flight duty time	a period beginning at the time the crew member is required to report for duty on a flight segment or sequence of flight segments and ending when the aircraft comes to a final stop and the engines are shut down, with the end of the last flight segment on which the crew member is acting as an on-duty crew member
	Flight time	for aeroplanes and powered sailplanes, the period between the first movement of the aircraft when it leaves its parking position for the purpose of take-off until it stops at the assigned parking position with all engines or propellers stopped
	Home base	the place designated by the operator to the crew member where the crew member normally begins and ends a period or series of periods of duty and where the operator is not normally responsible for the accommodation of the crew member concerned
	Positioning	the transport of a crew member not on duty from one place to another at the initiative of the operator, except for <ul style="list-style-type: none"> <li>• the travel time from a private resting place to the declared reporting point at home base, and vice versa, and</li> <li>• the time for the local transfer from the place of rest to the place where the service starts and vice versa</li> </ul>
	Rest time	a continuous, uninterrupted and fixed period of time following or preceding duty during which the crew member is off duty, on standby and in reserve

## 14.2 Flight and duty times

The total duty hours of our teaching staff shall not exceed the following:

- 12 hours of service per day
- 60 hours of service within each of 7 consecutive days
- 110 hours of service within each 14 consecutive days
- 190 hours of service in each of 28 consecutive days, the hours of service to be spread as evenly as possible over that period.

The total flight time of our teaching staff must not exceed the following values:

- 7 hours flying time per day
- 100 hours of flight time within 28 consecutive days
- 900 hours of flight time in the calendar year in question, and
- 1000 hours of flight time within 12 consecutive calendar months

The prebriefing must last at least 30 minutes per flight, the debriefing at least 15 minutes.

## 14.3 Responsibility

According to OM-A 6 the planning of the flight duty times is carried out in accordance with the above mentioned flight and duty times. The flight instructor is responsible for adherence to the maximum daily flight time. Any exceeding of this time limit must be reported immediately to the immediately.

## 14.4 Records

See OM-A 16



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**OM-A 15 Permitted flight duty periods and flight times (pupils)****15.1 Training load for student pilots**

In order not to overstrain the student pilot during his training, maximum times for the training are specified. Since the student's load is subject to strong fluctuations depending on the level of training and the type of exercises to be performed, it may be necessary to further reduce the above times in individual cases. If and to what extent the training has to be shortened for the respective training day is decided by the flight instructor after consultation with the student pilot. At the student's request, the training may be terminated at any time. If there are repeated aborts, the instructor must be informed.

**15.2 Theoretical training**

Theoretical training shall be organised in such a way that each pupil does not normally receive more than 6 hours of instruction per day.

**15.3 Practical training**

The practical training should normally not exceed 3 flying hours per day per student. In the case of longer cross-country flights (flight time > 1 hour), where the load on the student is not so high, e.g. when practising special flight conditions or repeated approaches, etc., up to 5 flight hours per day may be flown. The cross-country flights are to be planned in such a way that after approx. 2 to 2.5 flying hours at the latest, a stopover is made and the possibility of a break is given.

**15.4 Mixed training**

If both theoretical and practical training are conducted on the same day, the total training time shall not exceed eight hours. The time for flight preparation shall be included in this time.

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**OM-A 16 Rest periods (instructor)**

**16.1 Minimum rest period**

The minimum rest period before a flight duty period commences shall be at least as long as the preceding duty period, but in no case less than 12 hours.

**16.2 Records**

In the online reservation system, an online logbook is kept parallel to the aircraft logbook. Based on a start of the flight duty time of 30 minutes before the first OFF-block time and 15 minutes after the last ON-block time, the daily flight duty time and also the daily total flight time are determined by the administration and transferred to an Excel table. Any deviations from the beginning or end of the flight duty time will be noted by the instructor in the Remarks column and taken into account by the administration. The form calculates automatically:

- the number of daily flight hours,
- the total flight time within the last 28 days
- the total flight time in the current calendar year
- the total flight time within the last 12 calendar months
- the daily flight duty time,
- the accumulated flight duty time within the last 14 days
- the accumulated flight duty time within the last 28 days
- the rest period between two flight duty periods

The Excel spreadsheet shall be kept for a period of at least 24 months and shall be presented to the licensing authority upon request.

**16.3 Records of instructional personnel who are also otherwise, aeronautically active .....  
are**

Instructors who also work for other flight schools or airlines must confirm in writing (Appendix A8) that they have received an adequate rest period of at least 12 hours before commencing their flight duties. Flight times outside the ATO must be notified to us in writing by the 5th of the month at the latest and will be entered in the table by the administration.

### **OM-A 17 Rest periods (pupils)**

Each student pilot shall be granted a continuous rest period of 36 hours once within a period of 7 days, and a rest period of at least 12 hours between two consecutive days of training. (See also OM-A 15)

These times must be taken into account when planning courses.

### **OM-A 18 Flight books of the students**

Each student pilot shall keep a personal logbook in accordance with NFL 2-330-17. Only flight logbooks which comply with AMC FCL 0.50 are used. The flight log shall be carried during the flight. The entries in the flight log must be supervised by the flight instructor and the flights must be confirmed by the flight instructor. Before the student reports for the practical test, the flight log must be presented to the instructor. The flight log must be presented to the instructor before the student reports for the practical test. The instructor shall check the consistency of the record and confirm the training in the flight log. The flight log is in the possession of the student pilot.

### **OM-A 19 Flight planning (general)**

Flight preparation/planning takes place in our preparation room. For this computer workstations and a printer are available. On each of the computers planning software "Jeppesen Flightstar" is installed. Also available are data via PC-Met and notams via the DFS portal. 3  
the flight  
weather

Another aid is a large overview - ICAO wall map. The other aids for the flight preparation, like ICAO map, ruler, course triangle or the like, must be purchased by the student and brought along for the flight planning. Furthermore student will receive a training manual and a guide with extensive information on flight preparation. 3

Guidance on responsibility for flight planning is given in OM-A 7.1.

Detailed instructions for flight preparation are given in the OM-C

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**OM-A 20 Safety specifications (general)****20.1 Security (general)**

It is everyone's responsibility to ensure safe operation. Compliance with safety policies, internal procedures and instructions, including the use of the hazard report and knowledge of comprehensive emergency procedures is an essential aspect of safe operation.

The purpose of our organisation's Safety Management System (see SMM) is to improve and maintain the level of safety in all activities and, wherever practicable, to minimise the risk of an aircraft accident.

In addition to the responsibility of managing our training organization, our flight instructors are an important part of this structure by leading by example in all activities and especially during training in the aircraft.

**20.2 Equipment**

All responsible flight instructors/students must operate the aircraft in accordance with the relevant flight manual (POH) and, where applicable for specific equipment, use the operating instructions provided by the manufacturer. The equipment should always be used to its full and optimum extent for safety and must be handled with care.

The instructor-in-command shall ensure that the equipment required for the flight is installed and functioning on board, unless the operation with inoperative equipment is permitted in accordance with the procedures described in OM Part B 5. The use of the table listed there must be done with extreme care.

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### **20.3 Emergency equipment**

As part of the pre-flight check, the emergency equipment must be checked for availability and serviceability.

The standard emergency equipment of the training aircraft in our organization consists of:

- Fire extinguisher
- First aid kit
- Notaxe
- Flashlight (night flight)

The emergency equipment must be checked by the pilot in command for completeness, correct storage location and functionality.

### **20.4 Listening readiness**

In order to hear the safety during operation of an aircraft, the radio and, if applicable, the switching equipment must always be set to listening readiness as soon as possible after starting. This also applies to stationary runs, taxiing to the hangar and taxiing to the refuelling station. During the flight, the pilot must be on constant listening standby on the aerodrome frequency during aerodrome circling operations and flights in the vicinity of the aerodrome. For VFR cross-country flights the flight information service should be used.

### **20.5 Supervision of training flights**

#### **Basic**

Supervision of all flights is carried out by handing out the flight manual, the logbook and the aircraft key to our administrative staff immediately before the flight and by collecting the documents immediately after the flight. This excludes the possibility of unauthorized use of our aircraft. In connection with the RESI reservation system, the timely return of the aircraft is also monitored. The return of the aircraft is monitored.

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**Measures in case of delay**

A flight is considered delayed if the documents are not handed in at the reception area no later than 15 minutes after the scheduled return of the aircraft.

Once an aircraft is delayed, the administration will search in the following order:

1. Inquiry with the air traffic control whether the aircraft has reported. If not, the aircraft will be called on the airfield frequency.
2. Call at the destination airfield and ask for landing and take-off time.  
Recalculation of the expected arrival time with the given wind conditions.
3. Flight information service call

If no reason for delay could be identified after these three actions, the aircraft shall be considered missing and the Emergency Response Plan (ERP) shall be triggered and proceed accordingly.

**Monitoring of solo flights**

The instructor who has given the flight instruction is responsible for the supervision of solo flights of our students. During solo flights within the aerodrome circuit, the flight instructor must maintain permanent eye contact with the student pilot and carry an operational hand-held radio with him at all times. During the first solo flights of a student, the flight instructor must stand at the height of the touchdown point.

For solo cross-country flights with stopover(s) the student pilot has to enter his take-off and landing times at the destination airfield into the online logbook of RESI. The responsible flight instructor has to check the online logbook after the expected arrival time. If no time has been entered in the online logbook, the instructor must call the destination airfield to inquire about the whereabouts of the aircraft.

**Measures in the event of a non-return on the same day**

If a training flight is not returned on the same day, OM-C 6.1 will be applied. A flight order for a solo transfer flight of the student pilot will not be issued.

## **Attachments**

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### Appendix A1 "Flight Instructor Practice

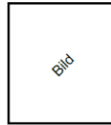
No.	Name	License	Abbreviation	Function	LAPL	PPL	SEP	NFQ	FI	CRI	KFB	UPRT
1	Kampsmann Walter	ATPL	WKA	CFI	x	x	X	x	x	X	x	x
2	Endejan Sven	PPL	SE	HT	x	x	x					
3	Masaru Punselie Robin	PPL	RA	FI	x	x	X	x	x	X	x	x
4	Bergen Ewald	CPL	BE	FI	x	x	X	x	x	X		
5	Meyer Werner	PPL	WM	FI	x	x	X	x				
6	Large Man Andreas	ATPL	GA	FI	x	x	X	x	x	X		
7	Reichenbach Arndt	CPL	JM	FI	x	x	X	x				
8	Dreyer Uwe	PPL	UD	FI	x	x	x					
9	Vathke Jan	PPL	JV	FI	x	x	X	x				
10	Nadenau Thomas	CPL	TN	FI	x	x	X					
11	Liege Elmar	PPL	EL	FI	x	x	X				x	X
12	Schmidt Heinz	ATPL	HSCH	FI	x	x	X	x	x	X		
13	Liss Sebastian	PPL	SB	FI National	x		X					
14	Janser Prof. Frank	PPL	FJ	CTKI	x	x	x					
15	Melkumjan Narine	CPL	NM	FI	x	x	x					
16	Müller, Peter	CPL	PM	FI	x	x	x					
17	Lynch, Wendell John	PPL <sub>(RP)</sub>	LW	FI National	x		x					
18	Ganesh, Siddarth	CPL <sub>(RP)</sub>	SG	FI	x	x	x					
19	Ridoux, Pierre	CPL <sub>(RP)</sub>	PR	FI	x	x	x					



### Appendix A2 "Flight Instructor Theory

No.	Name	License	Abbreviation	010 Air Law and ATC Procedures	021 Aircraft General Knowledge	022 Instrumentation	031 Mass and Balance	032/034 Performance	033 Flight Planning and Monitoring	040 Human Performance and Limit.	050 Meteorology	061 General Navigation	062 Radio Navigation	070 Operational Procedures	081/082 Principles of Flight	090 Communications	FI + CRI Theory	UPRT	NFQ
1	Kampsmann, Walter	ATPL	WKA	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x
2	Punselie, Robin Masaru	CPL	RA		x	x	x	x									x	x	x
3	Dr. Janser Frank	PPL	FJ		x	x	x	x	x			x	x	x	x		x	x	x
4	Schmitt, Stefan	PPL	SCH						x			x	x						
5	Vathke, Jan	PPL	JV	x												x	x		
6	Dohmen, Dr. Achim	PPL	AD							x							x		
7	Nadenau, Thomas	CPL	TN								x							x	
8	Reichenbach Arndt	CPL	AR																x

### Appendix A3 "Training Record LAPL (A)".

Voraussetzungen für den 1. Allein - Überlandflug						Zeiten					Landungen (Anzahl eintragen)				LAPL					
Funksprechzeugnis: _____ Prakt. Zwischenprüfung: _____ Theorieprüfung: _____  Überlandreife: _____ <div style="text-align: right; font-size: small;">Unterschrift Fluglehrer</div>						MINDESTANFORDERUNGEN					30h	6h	15h	3h	2,5h	2	5	  <div style="border: 1px solid black; padding: 5px; display: inline-block; width: 100px;">Name:</div>		
Datum	Kennz.	von	nach	ab	an	Flugzeit	Flugzeit total	Flugzeit solo	Flugzeit mit Lehrer	Solo - Überlandflug	Funknavigation	Landungen total	Landungen Solo total	Verkehrsflughäfen	Notlandeübungen	Ziellandungen	Name der Übung / (entsprechend Leitfaden)	Lehrer	Unterschrift	




**Annex A5 " Evidence of formal qualifications CRI**

Bemerkungen						Mindest-anforderung			CRI						
<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>						Zeiten			<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>						
								3 h							
						Flugzeit						Flugzeit total			Landungen total
Datum	Kennz.	von	nach	Blockzeit					Name der Übung (entsprechend Leitfaden)	Lehrer	Unterschrift				
				ab	an										
										1. Einweisungsflug					
										Platzrunden					
										Ziellandungen					
										Notverfahren					



**Annex A7 "Proof of theory**

 WESTFLUG FLIGHT TRAINING		
<b>Anwesenheitsliste LAPL/ PPL - Theorieunterricht</b>		
Kurs:	Thema:	
Datum:	Lehrer :	
Beginn: 10:00 Uhr	Ende: 17:30 Uhr	Dauer: 03:00
<b>Name, Vorname</b>	<b>Unterschrift</b>	
<b>Bemerkungen/Verspätungen:</b>		
<b>Unterschrift Lehrer:</b>		

---

**Annex A8 "Declaration of sufficient rest period**

## **Erklärung**

Hiermit erkläre ich, \_\_\_\_\_ Name,


dass ich vor meiner Ausbildungstätigkeit bei der Westflug Flight Training GmbH & Co.KG

am \_\_\_\_\_ Datum eine ausreichende Ruhezeit von  
mindestens 12 Stunden erhalten habe.

Würselen, den

\_\_\_\_\_  
Unterschrift

**Annex A9 "Flight Order"**

<b>Flight order</b>				 <b>WESTFLUG FLIGHT TRAINING</b> In case of accidents or emergencies, please notify: Westflug Flight Training: 02405/48510 Chief Flight Instructor: 0163/2441930 or nearest police or air traffic control station	
<b>Student pilot</b>					
<b>License plate number:</b>		D - E			
<b>Lfzg Muster:</b>					
<b>Date:</b>					
<b>Theory test passed on:</b>					
<b>Flight Instructor in Charge:</b>		Name:		Tel:	
Flight path		Landing		Circulation (refueling/ stamps etc)	
From	to	with	witho ut		
<b>The following documents have been checked for validity/correctness by the responsible flight instructor:</b>					
Documents personal/aircraft		verified	Documents Flight Preparation		verified
Identity card			Flight planning (course/altitude)		
Medical			ICAO chart		
Radiotelephone certificate			Approach sheets		
Daily control carried out			Weather documentation		
Board book			Fuel demand calculation		
Insurance certificate			Loading and centre of gravity		
Airworthiness Review Certificate			Payment means refueling/return available		
Release to Service (remaining hours)					
<div style="text-align: center; margin-top: 20px;"> <hr style="width: 80%; margin: 0 auto;"/> <p>Student pilot</p> </div>			By signing this form, I confirm that I will monitor the flight and take appropriate action if the student does not return on time. For the entire duration of the flight, I will be available in person or through the school. <div style="text-align: center; margin-top: 20px;"> <hr style="width: 80%; margin: 0 auto;"/> <p>Responsible flight instructor</p> </div>		