 

**INFORMATION NOTICE**

**Number: LIC 2018/03**

**Issued: August 6, 2018**

**Implementation of Procedures for Flight Training.**

**Guidance for ATOs, Pilots, Instructors and Examiners**

**This Information Notice contains information that is for guidance and/or awareness.**

Recipients are asked to ensure that this Information Notice is addressed to all members of their staff who may have an interest in the information (including any ‘in-house’ or contracted maintenance organizations and relevant outside contractors).

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| **Applicability :** | |
| **Aerodromes:** | Affected |
| **Air Traffic:** | Affected |
| **Airspace:** | Affected |
| **Airworthiness:** | Not primarily affected |
| **Flight Operations:** | Affected |
| **Licensed/Unlicensed Personnel:** | All holders of HCAA issued JAR-FCL/Part-FCL Pilot Licenses & Examiners |

# Introduction

* 1. This Information Notice gives further information on the implementation of procedures concerning Flight Training provided by Aviation Training Providers (ATOs, DTOs etc.) under the Aircrew Regulation (EU) No.1178/2011).

# Scope

The scope of this Information Notice is to improve the quality of flight training and to mitigate the risk associated with training flights performed by aviation training providers; furthermore, the scope focuses on the quality and compliance improvement of the skill/proficiency checks conducted by designated Examiners and on the involvement of all participants in a more disciplined implementation of the regulation. The HCAA licensing department is open to any feedback from persons engaged in aviation training, so that a safer, efficient and competitive aviation training environment is achieved.

Following detailed analyses of past oversight results, HCAA aims to improve the Proficiency level of Flight Instructors and Examiners.

# Applicability to Flight Crew

* 1. Before the student pilot’s first Solo flight or before any cross-country Solo flight, conducted for the purpose of acquiring flight experience towards the issue of a Flight Crew License, a notification email is required to be sent to [examiners@hcaa.gr](mailto:examiners@hcaa.gr) at least four (4) days prior to the scheduled flight. The notification contents shall at least include the names of student pilot and responsible Flight Instructor, together with the ATO name along with its reg. Number,(EL-ATO-XXX), the departure/arrival airports and the date and time of the flight.

Consequently, no first solo or any cross-country solo flight shall be conducted before a notification is sent to HCAA as described above.

In case a first solo or any cross-country solo flight is conducted without the above mentioned formal notification to HCAA, the flight shall not count towards the student pilot’s flight experience and therefore that flight will have to be repeated.

* 1. Whenever an ELP(English Language Proficiency) assessment is scheduled to be conducted by a Language Assessment Body (LAB), for the purpose of granting FCL Language privileges, a notification email is required to be sent to [examiners@hcaa.gr](mailto:examiners@hcaa.gr) at least three (3) days prior to the scheduled assessment.

The notification contents shall at least include the LAB name and reg. number, the assessment date, time, place and the applicant’s and ELP Assessors names.

During an ELP Assessment both the Linguistic and Operational Assessors shall be present as required by relevant regulation.

* 1. Assessment of Competence for Initial Flight Instructor (FI) & (FII) privileges shall be conducted **ONLY**:

1. with the presence of an HCAA Aviation Safety Inspector

A notification email is required to be sent to [examiners@hcaa.gr](mailto:examiners@hcaa.gr) at least ten(10) days prior to the scheduled assessment, in order to arrange the presence of the Aviation Safety Inspector to monitor the AoC. The notification contents shall at least include the applicant and ATO names, together with the date and place of the assessment.

* 1. In the interest of objective and unbiased checking, all HCAA certified examiners shall make every effort to conduct check rides in succession on applicants enrolled at every ATO around Greece and not select to perform check rides on applicants who are registered at a particular ATO only.

From the total number of check rides conducted annually on applicants enrolled at a specific ATO, only a maximum of 40% of those check rides shall be conducted by the same examiner.

An HCAA Aviation Safety Inspector shall be present in at least 2 (two) check rides per year conducted on applicants enrolled at each ATO.

* 1. In order to improve the quality of the check rides, a new pilot program directed by EASA, will begin within the next coming months. The program is related to monitoring the check rides with a video camera apparatus. All recorded data will be sent to EASA for evaluation and review. Every examiner should participate in that program at least once within the 3 year period of validity of his FE/TRE/SFE certificate. Further pertinent procedure details will be announced in time by the Authority.
  2. All training flights must carry the necessary documents according to regulations.

The Pilot in command (solo student or Flight Instructor) is responsible for the carriage of the appropriate documents. The aircraft and pilot documents must be original and namely they are the following:

**A**irworthiness Certificate

**R**egistration Certificate

**R**adio Station license

**O**perator A/C manual

**W**eight & Balance status

**I**nsurance Contract (including training and solo flights)

Nav log (filled for the specific flight and weather conditions affecting the flight)

Load Sheet and CG calculation of the specific flight

Performance calculations for Departure, Arrival and Alternate (when applicable) airports (including T/O & landing distances and over 50ft obstacle)

Weather Briefing

Pilot Documents (License, Medical Certificate and appropriate endorsements)

Pilot’s Logbook (filled until previous flight, proof of recency and FTL)

Navigational equipment (charts, frequencies, fuel receipts)

NOTAMS

* 1. For ATOs initially certified, no Instructor courses will be approved for their first year of operation. From then onwards, provided that there are no serious (Level 1) findings recorded during their first year of operation, the Authority may accept applications for Instructor courses.
  2. The post holder positions are essential for the safe and smooth operation of an ATO. Following the issuance of this Information Notice, post holders are not allowed to be occupied in more than one ATO at the same time. In order to properly monitor daily flying activities, the post holders who are hired on a full time basis, are bound to be physically present at the ATO on a daily basis. Post holders who are part-time hired shall be physically present at the ATO for at least 3 days per week.

Physical presence needs to be proven by submission of adequate documentation.

# Queries and Applications

* 1. Pilots should initially address any queries to the new HCAA address as follows:
  2. HCAA Address:

HELLENIC CIVIL AVIATION AUTHORITY

FLIGHT STANDARDS DIVISION

LICENSING SECTION

580A, VOULIAGMENIS AV ,

ARGIROUPOLI 164 52, GREECE

email: [d2b@hcaa.gr](mailto:d2b@hcaa.gr)

# Cancellation

This Information Notice will remain in force unless cancelled or superseded.