



FLIGHT OPERATIONS

DIRECTIVE

***INSTRUCTION IN FLYING FOR
FLYING CLUB***

10CL-16

Issue 1

12th September 2016

INTRODUCTION

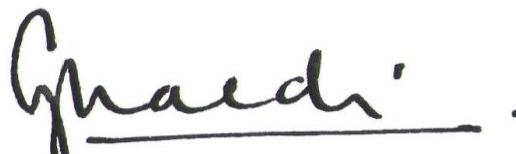
In exercise of the powers conferred by regulations 67, 165 and 202 of the Civil Aviation Regulations 2016, the Director General makes this Flight Operations Directive (“FOD”) – *Instruction in Flying for Flying Club*.

This Directive contains the standards, requirements and procedures pertaining to the provision for instruction in flying for flying club. The standards and requirements in this Directive are based mainly on standards and recommended practices (SARPs) stipulated in International Civil Aviation Organisation (ICAO) Annex 1 to the Chicago Convention – Personnel Licensing.

This FOD is published by the Director General under section 240 of the Civil Aviation Act 1969 [Act 3] and come into operation on 12th September 2016.

Non-compliance with this Directive

Any person who contravenes any provision in this FOD commits an offence and shall on conviction be liable to the punishment under section 240 of the Civil Aviation Act 1969 [Act 3].



(Dato' Sri Azharuddin Abdul Rahman)
Director General of Civil Aviation

12th September 2016

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CIVIL AVIATION REGULATIONS 2016**FLIGHT OPERATIONS DIRECTIVE – INSTRUCTION IN FLYING FOR FLYING CLUB****1. CITATION**

This FOD may be cited as the Flight Operations Directive – Instruction in flying for flying club [10CL-16].

2. APPLICATION

The flying club shall be subjected to this FOD.

3. INTERPRETATION

In this Directive –

“certificate of approval” or “COA” means certificate of approval issued by the Director General to certify that the flying club shall have the power to give instruction in flying under regulation 67 of MCAR;

“certificate of airworthiness” means certificate issued under regulation 26 of MCAR;

“certificate of registration” means certificate issued under regulation 7 of MCAR;

“DCA” means Department of Civil Aviation Malaysia;

“finding” means a conclusion by an audit’s personnel that demonstrates non-conformity with a specific standard;

“flying club” shall has the same meaning assigned to it under MCAR;

“MCAR” means Civil Aviation Regulations 2016; and

“reportable occurrence” has the same meaning assigned to it under MCAR.

PART A
GENERAL REQUIREMENTS
SECTION I – General

4. CERTIFICATE OF APPROVAL FOR INSTRUCTION IN FLYING

An application for the initial or renewal of the COA shall be made in a form and manner together with such documents as specified in this FOD.

5. TERMS AND CONDITIONS OF THE COA AND REQUIREMENTS IN THIS FOD

A holder of COA shall comply with the terms and conditions of the COA issued by the DCA and requirements in this FOD.

6. CHANGES TO FLYING CLUB

- (a) No holder of COA shall make any changes affecting—
- (1) the terms and conditions of the COA or the particulars in the COA; or
 - (2) any of the elements of the flying club's management system as specified in paragraph 12.

unless with the approval of the Director General.

- (b) An application for the changes under paragraph 6(a) shall be made to the Director General and accompanied by the documents and information as may be required by the Director General and in accordance with the requirements as may be required by the Director General.
- (c) The Director General may impose such terms and conditions on the approval of changes.
- (d) The holder of COA shall continue to operate under the terms and conditions of the COA and requirements under this FOD, and such terms and conditions and requirements shall, pending the approval of changes continue in full force and effect.

7. CONTINUED VALIDITY

- (a) Subject to the power of the Director General to suspend or revoke the COA under regulation 193 of MCAR, the COA shall be valid for a period of 12 months.
- (b) When the COA is revoked, the flying club shall within 14 days from the date of revocation returned the COA to the DCA.
- (c) When the COA is suspended, the COA shall no effect during the period of suspension.

8. ACCESS

For the purpose of determining compliance with the MCAR and any notice, circular, directions or information as issued by the Director General, a flying club shall comply with any request, demand or order made by the Director General or any authorized officer to access and inspect any aviation facility, aircraft, aerodrome, place or building, document, records, data, procedures or any other material relevant to its activity.

9. FINDINGS

For the purpose of an application for the issuance or renewal of COA, DCA practice 5 points closure plan for each finding. The flying club shall within 14 days from the receipt of the notification of findings, submit the plan of corrective action to the DCA as follows:

- (a) immediate corrective action;
- (b) root cause analysis;
- (c) root cause correction;
- (d) follow up; and
- (e) closure.

10. IMMEDIATE REACTION TO A SAFETY PROBLEM

A flying club shall implement:

- (a) any safety measures as required by the DCA; and

- (b) any relevant mandatory safety information issued by the DCA.

11. Mandatory Occurrence Report (“MOR”)

- (a) The holder of COA, pilot-in-command (“PIC”) of an aircraft of the holder of COA or PIC of an aircraft used by a flying club who has knowledge of any reportable occurrence shall report the reportable occurrence within 48 hours the reportable occurrence comes to his knowledge to the Director General as required under regulation 165 of MCAR.
- (b) The report as specified in paragraph (a) shall contain the following information—
- (1) the type, series and registration marks of the aircraft concerned ;
 - (2) the name of the operator of the aircraft;
 - (3) the date of the reportable occurrence;
 - (4) if the person making the report has instituted an investigation into the reportable occurrence, whether or not this has been completed;
 - (5) a description of the reportable occurrence, including its effects and any other relevant information;
 - (6) in the case of a reportable occurrence which occurs during flight:
 - (i) the Co-ordinated Universal Time of the occurrence;
 - (ii) the last point of departure and the next point of intended landing of the aircraft at that time;
 - (iii) the geographical position of the aircraft at that time;
 - (7) in the case of a defect in or malfunctioning of an aircraft or any part or equipment of an aircraft, the name of the manufacturer of the aircraft, part or equipment, as the case may be, and, where appropriate, the part number and modification standard of the part or equipment and its location on the aircraft;

- (8) the signature and name in block capitals of the person making the report; and
 - (9) in the case of a report made by the PIC of an aircraft of the holder of COA or PIC of an aircraft used by a flying club, the address or telephone number at which communications should be made to him, if different from that of his place of employment.
- (c) Access to the MOR scheme is available through the DCA website <http://www.dca.gov.my/sectors-divisions/flight-operations/>

SECTION II - Management

12. MANAGEMENT SYSTEM

- (a) A flying club shall establish, implement and maintain a management system that includes—
 - (1) clearly defined lines of responsibility and accountability throughout the flying club, including a direct safety accountability of the accountable manager;
 - (2) description of the overall philosophies and principles of a flying club with regard to safety, referred to as the safety policy;
 - (3) the identification of aviation safety hazards entailed by the activities of a flying club, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness;
 - (4) maintaining personnel trained and competent to perform their tasks;
 - (5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;

- (6) a function to monitor compliance of the a flying club with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and
 - (7) any additional requirements that are prescribed in this FOD or relevant act, regulations, directives notices, circulars or information issued by the Director General.
- (b) The management system shall correspond to the size of a flying club and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.
 - (c) A flying club shall submit a status report on the instruction in flying training to the DCA every quarterly.

13. PERSONNEL REQUIREMENTS

- (a) A flying club shall appoint an accountable manager as approved by the Director General, who has the authority for ensuring that all instruction in flying activities can be financed and carried out in accordance with this FOD and the applicable requirements issued by the Director General. The accountable manager shall be responsible for establishing and maintaining an effective management system.
- (b) A flying club shall appoint nominated post holder with the responsibility of ensuring that a flying club remains in compliance with the applicable requirements and who is ultimately responsible to the accountable managers as follows—
 - (1) Head of Training (“HOT”);
 - (2) Chief Flying Instructor (“CFI”);
 - (3) Chief Theoretical Knowledge Instructor (“CTKI”); and
 - (4) Safety Manager.

- (c) Depending on the size of a flying club, the nominated post holder as specified in paragraph (b) may be the same person. A flying club shall have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with this FOD and the applicable requirements issued by the Director General.
- (d) A flying club shall maintain appropriate experience, qualification and training records to show compliance with paragraph (c) above.
- (e) A flying club shall ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.
- (f) The number of flight instructor/assistance flight instructor ("FI/AFI") on approved PPL training shall be such that the ratio one instructor per six students (1:6).

14. PRE-REQUISITES FOR TRAINING

- (a) A flying club shall ensure that the students meet all the PPL pre-requisites for training established in the FOD – Medical and FOD – FCL.
- (b) Non Malaysian citizen may apply for the instruction in flying subject to the following conditions as stipulated in pre-requisites for training to Part B – Instruction in Flying Training of this FOD.

15. TRAINING

A flying club shall ensure that the PPL training programme comply with the requirements of Subpart C to FOD – FCL and shall be approved by the DCA.

16. TIME LIMIT FOR COURSE

Ab-initio course for the PPL, inclusive of all theoretical knowledge and flying training, shall have a planned duration of not exceeding than 12 months.

17. FACILITY REQUIREMENTS

A flying club shall have facilities allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements as stipulated in Part B of this FOD, paragraph 37.

18. RECORD-KEEPING

- (a) A flying club shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities developed, covering in particular all the elements indicated in paragraph 12 (Management System).
- (b) A flying club shall specify the format of the records in a flying club's procedures.
- (c) A flying club shall keep the records for 3 years and stored in a manner that ensures protection from damage, alteration and theft.
- (d) Training file for all personnel involved in flying training shall have the following—
 - (1) Biodata;
 - (2) Application form joining the flying club;
 - (3) Job description or Term of Reference;
 - (4) Yearly Training Programme; and
 - (5) Certificates of attended courses and/or theoretical knowledge examination results.

19. EMERGENCY RESPONSE PLAN (“ERP”)

- (a) A flying club shall establish an ERP that provides the actions to be taken by the flying club or specified individuals in the case of an emergency. The ERP should reflect the size, nature and complexity of the activities performed by the flying club.
- (b) A flying club shall develop the ERP Flow Chart detailing the flow, process, procedures and contact persons in the event of incident or accident. The contact details shall also cater for other agency such as Malaysian Air Accident Investigation Bureau, Royal Malaysian Police, Fire and Rescue Department of Malaysia, nearest General Hospital and others related agency.

- (c) The ERP Flow Chart shall be published on the notice board of the Operation Room.
- (4) A flying club shall ensure that the ERP contains—
 - (1) an orderly and safe transition from normal to emergency operations;
 - (2) safe continuation of operations or return to normal operations as soon as practicable; and
 - (3) coordination with the emergency response plans of other organisations, where appropriate.

20. CONTINUED VALIDITY

- (a) The Director General or any authorized officer may, at any time, conduct safety regulatory oversight.
- (b) During the safety regulatory oversight audit, the flying club is required to show that the necessary standards have been maintained throughout the validity period of COA.
- (c) The safety regulatory oversight includes—
 - (1) initial audit's;
 - (2) primary concern regarding the flying club;
 - (3) provision of facilities;
 - (4) quality of the instruction being given and flight operations as conducted.
- (d) A checklist for the audit, Non compliance Report and Flying Club's Corrective Action Respond Plan are as per Appendix A of this FOD.
- (e) The main elements of safety regulatory oversight includes—
 - (1) staff adequacy of number and qualifications;

- (2) instructor validity of licenses and ratings;
- (3) logbooks;
- (4) facilities adequacy to the courses to be conducted and to the number of students;
- (5) documentation;
- (6) training records and test forms; and
- (7) flight instructions including pre-flight briefings, actual flight debriefing and flight crew training.

PART B
INSTRUCTION IN FLYING TRAINING

21. SCOPE

This Part B establishes the requirements to be met by a flying club providing instruction in flying for PPL ratings.

22. APPLICATION

- (a) An applicant for the issuance of a COA shall provide the DCA with—
- (1) the following information;
 - (i) name and address of a flying club;
 - (ii) date of intended commencement of activity;
 - (iii) personal details and qualifications of the HOT, CFI, Chief of Theoretical Knowledge Instructor (“CTKI”), the Flight Instructor(s) (“FI”), the Assistant Flight Instructor(s) (“AFI”) and the Theoretical Knowledge Instructor(s) (“TKI”);
 - (iv) name(s) and address(es) of the aerodromes(s) and/or operating site(s) at which the instructional flying training is to be conducted;
 - (v) list of aircraft to be operated for instruction in flying training, including their group, class or type, registration, owners and category of the certificate of airworthiness, insurance, if applicable;
 - (vi) the type of training that a flying club wishes to provide and the corresponding training programme;
 - (vii) any other documentation or information required as outlined by the DCA; and
 - (2) the Training and Procedures Manuals and SMS Manual.

- (b) An applicant for the renewal of a COA shall provide the DCA with the relevant parts of the information and document as specified in paragraph (a) above.
- (c) **The application form for the issuance or renewal of COA is as per Appendix F of this FOD.**

23. PERSONNEL REQUIREMENTS

- (a) A flying club shall nominate a HOT which—
 - (1) has extensive applicable and acceptable experience as an instructor in the areas relevant for the training provided by the flying club;
 - (2) possess sound managerial capability; and
 - (3) hold or have held in the 3 years prior to first appointment as a HOT, a PPL license and rating(s) issued in accordance with Subpart C of the FOD – FCL.
- (b) The HOT's responsibilities shall include—
 - (1) ensuring that the training provided is in compliance with Subpart C of the FOD – FCL and the training programme have been established;
 - (2) theoretical knowledge instruction;
 - (3) supervising the progress of individual students;
 - (4) qualified FI in compliance with Subpart J of the FOD – FCL for the aircraft type of his teaching.
 - (5) qualified TKI to teach theoretical subject knowledge.
- (c) Other HOT's responsibilities shall include:
 - (1) supervision and standardisation of all instructors and the provision of instructor briefing materials;

- (2) supervision and standardisation of all FI (it will be acceptable for the HOT to be supported by instructor nominated as Standard Instructors accepted for this purpose by the DCA); and
 - (3) ensuring that suitable arrangements are in place for the signing of all course completion certificates. Arrangements acceptable to the DCA are to be made for periodic standardisation training and such training is to be detailed within flying club's Operations Manual. These requirements are in addition to the requirements outlined in Subpart J and K of the FOD – FCL relating to Instructor and Examiner currency. The student's flight records shall be submitted to the DCA every quarterly.
- (d) A flying club shall ensure that the FI/AFI undergo training at an Approved Training Organisation (“ATO”) approved by the DCA.
- (e) A flying club shall ensure that the instructors, FI or AFI fulfil the qualifications as specified in Subpart J of the FOD – FCL as follows--
- (1) FI/AFI:
 - (i) All FIs engaged in the flight training for the PPL shall hold a FI Rating valid for the single-engine aeroplane types used on the approved course; a current and unrestricted private pilot's licence and aeroplane ratings valid for the single-engine aeroplane types in which instruction is to be given.
 - (ii) Holders of such an AFI rating may only give elementary instruction to students on approved PPL courses and are subject to compliance with Subpart J of the FOD – FCL (concerning the privileges of the holders of AFI Ratings.
 - (iii) The prerequisites for FI/AFI are as follows:
 - (A) in the case of the AFI(A) and AFI(H):
 - (aa) have received at least 10 hours of instrument flight instruction on the appropriate aircraft category, of which not more than 5 hours may be instrument ground time in an Flight Simulator Training Device (“FSTD”);

- (bb) have completed 20 hours of VFR cross-country flight on the appropriate aircraft category as PIC; and
- (B) additionally, for the AFI(A):
 - (aa) hold at least a CPL(A), of which 150 hours as PIC; or
 - (bb) hold at least a PPL(A) and have:
 - (i) met the requirements for CPL theoretical knowledge in accordance Subpart J of the FOD – FCL; and
 - (ii) completed at least 400 hours of flight time on aeroplanes, of which 250 hours as PIC;
 - (cc) have completed at least 30 hours on single-engine piston powered aeroplanes of which at least 5 hours shall have been completed during the 6 months preceding the pre-entry flight test set out in accordance Subpart J of the FOD – FCL
 - (dd) have completed a VFR cross-country flight as PIC, including a flight of at least 540 km (300 NM) in the course of which full stop landings at 2 different aerodromes shall be made;
- (C) additionally, for the AFI(H), have completed 500 hours total flight time as pilot on helicopters of which:
 - (aa) at least 300 hours shall be as PIC, if the applicant holds at least a CPL(H); or
 - (bb) at least 450 hours as PIC, if the applicant holds at least a PPL(H) and has met the requirements for CPL theoretical knowledge;
- (D) FI
 - (aa) as per AFI qualifications;
 - (bb) has log 200 hours flight instruction in aeroplanes and helicopter.

- (iv) An agreement is to be obtained from DCA before part-time instructors are approved to train the students in the flying club. Part-time instructors are restricted to only one flying club.
- (2) TKI:
- (i) practical background in aviation in the areas relevant for the training provided and have undergone a course of training in instructional techniques; or
 - (ii) previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction.
 - (iii) flight crews may instruct on the subjects of which the knowledge requirement is the basis of their license. However, flight crews, whose license has lapse for more than 5 years prior to their appointment, are to show proof of their competency by passing examinations subjects that are to instruct.
- (e) Instructor to student ratio.
- (1) FI/AFI.
A flying club shall ensure that the number of FI/AFI on approved instruction in flying for the PPL training shall be such that the ratio one instructor per six students (1:6).
 - (2) TKI.
A flying club shall ensure that the number of ground instructors shall be such that to conform to sound educational practice. Classes are not in excess of 24 students in subjects where the teaching does not involve significant amounts of practical or demonstration work, or in excess of 16 students in subjects involving a high degree of supervision of practical work by students or extensive use of demonstration equipment. Ground Instructors who are not involved in additional responsibilities should not exceed more than 23 contact hours in any one week or more than an average of 18 hours per week in any continuous period of 12 months.

(3) Part-Time Instructors.

A flying club shall ensure that the part-time instructors are restricted to only 1 organisation or flying club. An agreement is to be obtained from DCA before part-time instructors are approved to train students in the organisation.

24. FI/AFI FLYING HOURS

A flying club shall ensure that the flight time limitation for an instructor is 800 hours for the consecutive 12 months period.

25. PRE-REQUISITES FOR PPL TRAINING

- (a) A flying club shall ensure that the students meet all the PPL pre-requisites for training established in the FOD – Medical and Subpart C of the FOD – FCL
- (b) No flying club shall accept a student for training on an approved PPL course unless he—
- (1) is 17 years old; and
 - (2) hold a valid Class 2 medical assessments by a Medical Examiner (“ME”).
- (c) No flying club shall accept a student of a non-Malaysian citizen other than Singapore citizen unless he—
- (1) obtain a Malaysian working permit; or
 - (2) obtain a Malaysian spouse permit; or
 - (3) obtain a Malaysian Talent Corp permit; or
 - (4) obtain a Malaysian Second Home programme;
 - (5) obtain a security clearance from Royal Malaysian Police; and
 - (6) obtain “Pass Lawatan Ikhtisas” issued by Department of Immigration Malaysia.

- (d) No flying club shall accept a student of a Singaporean citizen unless he—
- (1) 30 years of age and above;
 - (2) obtain a security clearance from Royal Malaysian Police; and
 - (3) obtain “Pass Lawatan Ikhtisas” issued by Department of Immigration Malaysia.

26. TRAINING PROGRAMME

- (a) A flying club shall establish and maintain a training programme for single engine (“SE”) PPL training which comply with the requirements of Subpart C of the FOD – FCL and shall be approved by the DCA.
- (b) A flying club shall establish and maintain a flying training which comply the standard required by the Subpart C of the FOD – FCL and to include sufficient flying experience to meet the requirements specified. The minimum flying training hours allocated to particular aspects of training are specified in Appendix B of this Directive.
- (c) A flying club shall establish and maintain a theoretical knowledge training. Theoretical knowledge training shall be integrated with the flying training in a manner which will ensure that, as the various flying training exercises are carried out, the student will be able to apply to them the knowledge gained from the ground training, and vice versa as appropriate. It shall be given in the form of lectures and practical demonstrations. 'Directed Study' will not be accepted in lieu of lectures but students will be expected to carry out private study in their own time. The course of training shall be sufficiently detailed to give the student a sound basic knowledge of the ground examination subjects.

27. THEORETICAL KNOWLEDGE INSTRUCTIONAL TIME

- (a) A flying club shall ensure that the time allocated for classroom instruction should be in the range 100 hours for PPL training, excluding student private study. It shall be broadly apportioned to the particular subject as per Appendix C of this Directive.
- (b) Class exercises.
- A flying club shall ensure that adequate time should be allocated to practical work, classroom exercises, progress tests, revision,

demonstrations, films etc., and it is estimated that this may amount to some 40% of the total time. The actual balance between total hours, lectures, practical work, revision etc., must necessarily be made by the organization's authorities.

28. LANGUAGE

A flying club shall ensure that the instruction in flying training be conducted in the English language. All training materials including any documents or records are to be in English language. The flying club shall ensure that students, for whom English is a second language, have a firm grasp of spoken and written English before admitting them to a course.

29. TIME LIMIT FOR COURSE

- (a) *Ab-initio* course for the PPL, inclusive of all theoretical and flying training, shall have a planned duration of not more than 12 months.
- (b) A flying club shall ensure that if a student is unable to pass the PPL training within the periodic limit of 12 months, the student is required to re-start the PPL training again or a re-course after a grace period of 3 months.

30. EXAMINATION RULES AND PROCEDURES

A flying club shall ensure that—

- (a) the passing mark for PPL examinations in accordance to Subpart A of the FOD – FCL is 75%;
- (b) each subject is allowed 1 plus 3 re-sits (maximum 4 attempts). (This is absolute as the system (e-examination) will not facilitate further registration if a student has exceeded the limit (after 4 attempts);
- (c) a student shall have 12 months to complete the series of examinations starting from the actual sitting of the first exam. If a student is unable to pass the series of examinations after 4 attempts or within the periodic limit of 12 months, the student shall be required to re-sit all the examination papers for the license/rating sought after a grace period of 3 months.

31. PPL SKILL TEST

A flying club shall ensure that—

- (a) an applicant for a PPL to be endorsed with an aircraft rating will be required to pass a skill test conducted by a DCA Examiner or DCA Authorized Examiner (“AE”);
- (b) all parts of a skill test have to be completed within a 28 days period (a skill test will normally consist of 1 flight of approximately 1 hour, during which the candidate will be assessed on all items as detailed in the PPL skill test in accordance to the FOD – FCL); and
- (c) the PPL skill test shall be valid for a period of 6 months from the date of application.

32. TRAINING AND PROCEDURES MANUAL

- (a) A flying club shall establish and maintain training and procedures manual containing information and instructions to enable personnel to perform their duties and to give guidance to students on how to comply with course requirements. The contents of the training and procedures manual are listed in Appendix D of this FOD.
- (b) A flying club shall make available to staff and, where appropriate, to students the information contained in the training and procedures manual and the flying club’s approval documentation.
- (c) The training and procedures manual shall establish flight time limitation schemes for flight instructors, including the maximum flying hours, maximum flying duty hours and minimum rest time between instructional duties in accordance with applicable regulation to air operators or at least been acceptable by the DCA.

33. DOCUMENT AND PUBLICATION

A flying club shall keep the following documents at their premise as follows—

- (a) COA;
- (b) Civil Aviation Act 1969;
- (c) MCAR;
- (d) Civil Aviation (Aerodrome Operations) Regulations 2016;

- (e) Training and Procedures Manual;
- (f) ERP Manual;
- (g) Safety Management System (“SMS”) Manual;
- (h) Aircraft Flight Manual for the training aircraft used by the flying club;
- (i) Standard Operating Procedures (“SOP”), Instructor Study Guide (“ISG”) and Student Study Guide (“SSG”);
- (j) Aeronautical Information Procedures (“AIP”); and
- (k) NOTAM.

34. RECORD-KEEPING

- (a) A flying club shall maintain a record of personal information about each student, including the expiry date of his medical certificate and Student Pilot License (“SPL”).
- (b) A flying club shall maintain and retain the following documents for a period 3 years after the completion of the training—
 - (1) details of ground and flight training given to individual students;
 - (2) detailed and regular progress reports from instructors including assessments, and regular progress flight tests and ground examinations;
 - (3) information on the licenses and certificates of the students, including the expiry dates of medical certificates; and
 - (4) Student Training Records (“STR”).
- (b) Student Training Records (“STR”).

The form of the student training records shall be agreed with the DCA and be specified in the Training Manual. These records are to include limited personal details of the student, including a summary of any training requirement, a cumulative flying training record and a day-to-day record of flying training, including details of exercise and sub-exercises covered instructor comments on performance, progress test and summary reports and the results of license tests.

35. TRAINING AIRCRAFT

- (a) A flying club shall use an adequate fleet of training aircraft appropriate to the courses of training provided.
- (b) A flying club shall use an aircraft for the purpose of instruction in flying for the PPL as follow—
 - (1) in the case of PPL(A) training, an aeroplane with a maximum certificated take-off mass (“MCTOM”) of not more than 5700 kilogrammes and powered by one piston propeller engine or one turbine propeller engine; and
 - (2) in the case of PPL(H) training, a helicopter with a MCTOM of not more than 3175 kilogrammes.
- (b) The minimum requirements for aircraft for training aircraft are listed in Appendix E of this FOD.
- (c) A flying club shall use an aircraft for the purpose of instruction in flying for the PPL which has a valid certificate of registration and certificate of airworthiness.

36. AERODROMES AND OPERATING SITES

When providing flight training on an aircraft, a flying club shall use aerodromes or operating sites that have the appropriate facilities and characteristics to allow training of the manoeuvres relevant, taking into account the training provided and the category and type of aircraft used. These aerodromes and operating sites must be approved for used by the DCA.

37. FACILITY REQUIREMENTS

- (a) A flying club shall provide the following—

- (1) An Operations Rooms with suitable facilities to control all flying operations:
- (2) A Flight Planning Room with suitable facilities including:
 - (i) appropriate current maps and charts;
 - (ii) current AIS information;
 - (iii) current meteorological information;
 - (iv) suitable communications between ATC and the Operations Room; and
 - (v) maps showing current Danger/Restricted and Training areas;
- (3) Briefing Rooms or Cubicles of sufficient size and number equipped with a blackboard, table, chairs and model aeroplane or other appropriate training aids. Briefing rooms should be well ventilated, lighted and soundproofed to avoid distractions;
- (4) Suitable office to allow FIs and AFIs to write reports on students, complete training records, etc;
- (5) Suitably sized and furnished crew-rooms for instructors and students;
- (6) Suitable demonstration equipment room to support the theoretical knowledge instruction; and
- (7) R/T training and testing facility.

Appendix A

DEPARTMENT OF CIVIL AVIATION MALAYSIA

FLYING CLUB INSPECTION/AUDIT CHECKLIST

Flying Club	Date	Location	Inspector
Curriculum or Segment Inspected			

S=Satisfactory; U=Unsatisfactory; I=Information

A. GENERAL			F. THEORETICAL KNOWLEDGE INSTRUCTORS		
1.		Manuals & Approvals	1.		Training
2.		Organization and Readability	2.		Knowledge
3.		Staffing	3.		Instructional Technique and Delivery
4.		Job Responsibilities			
5.		Continuity	4.		Adherence
6.		Currency and Conformity			
7.		Distribution and Availability	G. FLIGHT INSTRUCTORS		
			1.		Training
			2.		Knowledge
			3.		Proficiency
			4.		Instructional Technique and Delivery
			5.		Adherence
			6.		Briefings
			7.		Debriefings
			8.		Evaluation
			H. TRAININGAIDS AND EQUIPMENT		
			1.		Instructions for Use
			2.		Condition
			3.		Fidelity
C. INSTRUCTORCOURSEWARE			I. EXAMINATION/TEST		
1.		Title			
2.		Detail			
3.		Usability/Practicality	1.		Staffing
4.		Consistency	2.		Training and Qualification
5.		References	3.		Standardisation
6.		Validation	4.		Level of Activity
			5.		Exam papers
D. STUDENTCOURSEWARE			J. ORAL AND PRACTICAL TEST STANDARDS		
1.		Consistency			
2.		Detail	1.		Conform to Accepted International Standards
3.		Validation	2.		Comply with Regulations
E. TRAININGFACILITIES AND ENVIRONMENT			K. RECORD		
			1.		Training Adequately Monitored
			2.		Utilizes Progress Evaluations
1.		Classroom Space	3.		Training Folders
2.		Storage Space			
3.		Instructor Areas			
4.		Lighting			
5.		Noise and Temperature			
6.		Accommodation			

RESULT			
REMARKS			
<p>Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/></p>			
Signature:		Date:	
Flight Operations & Surveillance Inspector's Name:			
REMARKS			
Signature:		Date:	
Director of Flight Operations:			

FLYING CLUB INSPECTION/AUDIT - NON COMPLIANCE REPORT

Non Compliance Report ("NCR")	Reference:
Organisation: Area:	NCR Level:
1. Requirement:	
2. Encountered Condition:	
Auditor Name and signature:	Date:
3. Immediate Corrective Action (see Note 1)	
Auditee Name and signature:	Date:
4. The immediate corrective action has been reviewed, verified and found to be:	
Auditor Name and signature:	Date:
5. Summary	
Overall Result: SATISFACTORY/ UNSATISFACTORY	Auditee Name and signature: Date:

Note:

1. The auditee to respond to this NCR form stating the intended corrective action return to the DCA within 14 days after receiving the NCR report.

FLYING CLUB CORRECTIVE ACTION – RESPONDED WITHIN 14 DAYS

Flying Club:	
Date:	

NCR Reference	Finding/Observation	DCA Comment
	<u>Immediate Corrective Action:</u>	
	<u>Root Cause Analysis:</u>	
	<u>Root Cause Action:</u>	
	<u>Follow Up:</u>	
	<u>Closure:</u>	

Signature:	
Prepared by:	
Date:	

Appendix B**PPL MINIMUM FLYING TRAINING HOURS AND FLIGHT TEST**

- A. FLYING EXPERIENCE FOR INITIAL GRANT OF PPL (A)
1. A candidate for a PPL (A) to include an aircraft rating in Class Rating SEP or SET shall produce evidence of having satisfactorily completed a course of flying training to a syllabus recognized by the DCA and pass a skill test. The syllabus of flying training must provide for a minimum of 40 hours of flight time, 5 hours of which may have been completed in an FSTD, including at least:
 - (a) 20 hours of dual flight instruction with an AFI or FI;
 - (b) 10 hours as PIC in accordance with instructions given by an AFI or FI; and
 - (c) PPL skill test.
 2. The 20 hours dual instruction must include:
 - (a) 4 hours instruction in instrument flying;
 - (b) 4 hours instruction in pilot navigation flying;
 - (c) 2 hours stall and spin awareness and avoidance training of which 1 hour must have been completed within 9 months preceding the date the license application is received by the DCA.
 3. 10 hours of supervised solo flight time, including at least 5 hours of solo cross-country flight time with at least 1 cross-country flight of at least 270 km (150 nm), during which full stop landings at 2 aerodromes different from the aerodrome of departure shall be made. This flight must be completed within 8 months immediately preceding the date of application for the license.
 4. A candidate holding a pilot license for another category of aircraft, with the exception of balloon, shall be credited with 10% of their total flight time as PIC on such aircraft up to a maximum of 10 hours. The amount of credit given shall in any case not include the requirements in paragraph A.1(b) above.

B. FLYING EXPERIENCE FOR INITIAL GRANT OF PPL (H)

1. A candidate for a PPL (H) to include an aircraft rating shall produce evidence of having satisfactorily completed a course of flying training to a syllabus recognized by the DCA and pass a skill test. The syllabus of flying training must provide for a minimum of 40 hours of flight instruction, 5 hours of which may have been completed in an Flight Simulator Training Device ("FSTD"), including at least:
 - (a) 20 hours of dual flight instruction for the PPL (H) with an AFI or FI; and
 - (b) 10 hours of supervised solo flight time, including at least 5 hours of solo cross-country flight time with at least 1 cross-country flight of at least 180 km (100 nm), during which full stop landings at 2 aerodromes different from the aerodrome of departure shall be made. This flight must be completed within 8 months immediately preceding the date of an application for the license.
 - (c) 35 of the 40 hours of flight instruction have to be completed on the type on the same type of helicopter as the one used for the skill test.
2. A candidate holding a pilot license for another category of aircraft, with the exception of balloon, shall be credited with 10% of their total flight time as PIC on such aircraft up to a maximum of 5 hours. The amount of credit given shall in any case not include the requirements in paragraph B.1(b) above.

C. PPL SKILL TEST

1. A candidate for a PPL to be endorsed with an aircraft rating will be required to pass a skill test conducted by a DCA Examiner or an AE.
2. A skill test will normally consist of a flight of approximately 1 hour, during which the candidate will be assessed on all items as detailed in the PPL skill test form available at DCA. A candidate who fails in any part of the skill test may be required to undertake further flying training before being accepted for re-rest. All parts of the skill test must be completed within a 28 days period.
3. The validity period of a PPL skill test is 6 months.

Appendix C

PPL THEORETICAL KNOWLEDGE INSTRUCTIONAL TIME

SER	COMMON SUBJECT	INSTRUCTIONAL HOURS
1.	Air Law	15
2.	Human Performance and Limitations	10
3.	Meteorology	10
4.	VFR Communications	10
5.	Radio Telephony (Practical)	5
	SPECIFIC SUBJECT CONCERNING THE DIFFERENT AIRCRAFT CATEGORIES	
6.	Principles of Flight	10
7.	Operational Procedures	10
8.	Flight Performance, Planning and Loading	10
9.	Aircraft General Knowledge (A) or (H)	10
10.	Navigation	10
	TOTAL	100

Appendix D**CONTENTS OF THE TRAINING AND PROCEDURES MANUAL**

The Training and Procedures Manual should include the following elements:

1. GENERAL

- 1.1 Preamble relating to use and authority of the manual.
- 1.2 Table of contents.
- 1.3 Amendment, revision and distribution of the manual:
 - (a) procedures for amendment;
 - (b) amendment record page;
 - (c) distribution list; and
 - (d) list of effective pages.
- 1.4 Glossary of significant terms and definitions.
- 1.5 Description of the structure and layout of the manual, including:
 - (a) various parts, sections, their contents and use; and
 - (b) the paragraph numbering system.
- 1.6 Description of the scope of training authorized under the flying club's certificate of approval.
- 1.7 Organization (chart of the management organization).

1.8 Qualifications, responsibilities and succession of command of management and key operational personnel, including but not limited to:

- (a) Accountable manager;
- (b) Head of training;
- (c) Chief flight instructor;
- (d) Chief theoretical knowledge instructor;
- (e) Maintenance manager; and
- (f) Instructors —flight and theoretical knowledge instructor

1.9 Policies:

- (a) policy regarding approval of flights;
- (b) responsibilities of the pilot-in-command;
- (c) flight planning procedures — general;
- (d) policy regarding carriage of passengers;
- (e) operational control system;
- (f) policy regarding safety, including hazards, accidents and incidents reporting and safety management systems;
- (g) flying duty period and flight time limitations for flying staff and students; and
- (h) rest periods for flying staff and students.

1.10 Description of the facilities available, including:

- (a) the number and size of classrooms;
- (b) training aids provided; and
- (c) training aircraft.

2. AIRCRAFT OPERATING INFORMATION

- 2.1 Certification and operating limitations.
- 2.2 Aircraft handling, including:
 - (a) performance limitations;
 - (b) use of checklists; and
 - (c) aircraft maintenance procedures.
- 2.3 Instructions for aircraft loading and securing of load.
- 2.4 Fuelling procedures.
- 2.5 Emergency procedures.

3. ROUTES

- 3.1 Performance criteria, e.g.: take-off, route, landing, etc.
- 3.2 Flight planning procedures including:
 - (a) fuel and oil requirements;
 - (b) minimum safe altitudes; and
 - (c) navigation equipment.

- 3.3 Weather minima for all instructional training flights during day, night, VFR and IFR operations.
- 3.4 Weather minima for all student training flights at various stages of training.
- 3.5 Training routes and practice areas.

4. STAFF TRAINING

- 4.1 Persons responsible for standards and competency of instructional personnel.
- 4.2 Details of the procedures to determine competency of instructional personnel.
- 4.3 Details of the training programme for instructional personnel.
- 4.4 Procedures for proficiency checks and upgrade training.

5. TRAINING PLAN

- 5.1 Aim of the course in the form of a statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints observed.
- 5.2 Pre-entry requirements, including:
 - (a) minimum age;
 - (b) education requirements;
 - (c) medical requirements; and
 - (d) linguistic requirements.

- 5.3 Credits for previous experience, which should be obtained from the DCA before the training commences.
- 5.4 Training curricula, including the:
- (a) flying curriculum (single engine);
 - (b) theoretical knowledge curriculum; and
 - (c) flight simulation training curriculum (if applicable).
- 5.5 The general arrangements of daily and weekly programmes for flying training and theoretical knowledge training.
- 5.6 Training policies in terms of:
- (a) bad weather constraints;
 - (b) maximum student training times — flying and theoretical knowledge, per day/week/month;
 - (c) ratio instructor (flying/theoretical knowledge) to student
 - (d) restrictions in respect of training periods for students;
 - (e) duration of training flights at various stages;
 - (f) maximum student flying hours in any day or night period;
 - (g) maximum number of student training flights in any day or night period; and
 - (h) minimum rest periods between training periods.
- 5.7 Policy for the conduct of student evaluation, including:

- (a) procedures for flying progress checks and skill tests;
- (b) procedures for knowledge progress tests and knowledge tests;
- (c) procedures for authorization for tests;
- (d) procedures for refresher training before retest;
- (e) test reports and records;
- (f) procedures for knowledge test preparation, type of questions and assessments, standards required for a pass;
- (g) procedures for question analysis and review and issuing replacement exams; and
- (h) knowledge test re-write procedures.

5.8 Policy regarding training effectiveness, including:

- (a) individual student responsibilities;
- (b) procedures to correct unsatisfactory progress;
- (c) procedures for changing instructors;
- (e) maximum number of instructor changes per student;
- (f) internal feedback system for detecting training deficiencies;
- (g) procedures for suspending a student from training including suspension board members;
- (h) requirements for reporting and documentation; and

- (i) completion standards at various stages of training to ensure standardization.

6. FLIGHT TRAINING SYLLABUS

- 6.1 Detailed statement of the content specifications of all air exercises to be taught, arranged in the sequence to be flown with main and sub-titles.
- 6.2 Flight lesson reference list in the form of an abbreviated list of the above exercises giving only main and sub-titles for quick reference in a form to facilitate daily use by instructors.
- 6.3 Statement of how the course will be divided into phases, indicating how the phases will be arranged to ensure completion in the most suitable learning sequence and that essential or emergency exercise are repeated at the proper frequency.
- 6.4 Syllabus hours for each phase and for groups of lessons within each phase and when progress tests are to be conducted.
- 6.5 Statement of the standard of proficiency required before progressing from one phase of training to the next. Include minimum experience requirements in terms of hours and satisfactory exercise completion before undertaking significant lessons, such as night flying.
- 6.6 Requirements for instructional methods, particularly with respect to pre-flying and post-flying briefings, adherence to syllabi and training specifications, and authorization of solo flights.
- 6.7 Instruction in respect to the conduct and documentation of all progress checks.
- 6.8 Instruction, where applicable, given to all examining staff in respect to the conduct of tests.

7. THEORETICAL KNOWLEDGE SYLLABUS

- 7.1 The syllabus for theoretical knowledge instruction should be structured generally as in paragraph 6 of this Appendix but with a training specification and objective for each subject.

8. TESTS AND CHECKS CONDUCTED FOR THE ISSUANCE OF A LICENCE OR A RATING

- 8.1 When the DCA has authorized a flying club to conduct the testing required for the issuance of a licence or rating in accordance with the MCAR, it should include:
- (a) name(s) of the personnel with testing authority and scope of the authority;
 - (b) role and duties of the authorized personnel;
 - (c) if the flying club has been given authority to appoint personnel to conduct the testing required for the issuance of a licence or rating, the minimum requirement for appointment as well as the selection and appointment procedure; and
 - (d) applicable requirements established by the DCA such as:
 - procedures to be followed in the conduct of checks and tests; and
 - methods for completion and retention of testing records as required by the DCA.

9. RECORDS

- 9.1 Policy and procedures regarding:
- (a) attendance records;
 - (b) student training records;
 - (c) staff training and qualification records;
 - (d) person responsible for checking records and student personal logs;

- (e) nature and frequency of record checks;
- (f) standardization of record entries;
- (g) personal log entries; and
- (h) security of records and documents.

10. APPENDICES

10.1 As required:

- (a) sample progress test forms; and
- (b) navigation logs, test reports and records.

Appendix E**MINIMUM REQUIREMENT FOR AIRCRAFT USED FOR INSTRUCTION IN FLYING****Minimum Requirements for Aeroplanes**

1. No aeroplane shall be used for the purposes of the course unless it is approved by DCA in accordance with the following minimum requirements:
 - (a) Each aeroplane shall have a valid certificate of airworthiness in the Transport Category (Passenger) and be maintained accordingly.
 - (b) Each aeroplane shall be fitted with duplicated primary flight controls for use respectively by the FI/AFI and the student. Swing-over flight controls are not acceptable.
 - (c) Trimmer, wheel brakes, wing-flap and (if applicable) undercarriage controls and all engine and fuel controls and cabin fire extinguisher shall either be duplicated or be positioned so that they are accessible to both the instructor and student when sitting normally in their customary seats with safety belts or harnesses fastened. Some single-engine aeroplane with fuel controls fitted on the portside and not readily accessible to the Instructor may be accepted.
 - (d) Cruise speed of at least 100 kts TAS, with two crew and full fuel, to make cross-country flight in reasonable time.
 - (e) Fuel endurance of at least 3 hours with two crews.
 - (f) All flight, engine and associated ancillary instruments shall be readily visible to both the instructor and the student when sitting normally in their customary seats with safety belts or harnesses fastened.
 - (g) Two-way electrical intercommunication, which also permits the monitoring from one station of RTF communication made from the other, for use by both the instructor and the student, shall also be fitted. Handheld microphones are not acceptable. Separate transmit facilities shall be provided for the instructor and student. All radio apparatus shall be in Class 1, when so required by regulations.

- (h) In addition to meeting the provisions of the Airworthiness Requirements, each single-engine aeroplane shall have a turn and slip indicator (or turn coordinator and slip indicator), a gyroscopic bank and pitch indicator, a gyroscopic direction indicator and a sensitive pressure altimeter adjustable for changes in barometric pressure.
 - (i) When so required, provision shall be made for a stop watch readily usable by the student in flight. This may be part of the aeroplane equipment, failing which a stop watch holder must be provided.
2. A means of screening the student from external references shall be provided to simulate instrument flight conditions. Head worn visors or similar devices are not acceptable for test purposes. Screening must meet the following requirements.
- (a) Permits visual takeoff by means of a hinged flap or sliding shutter(s).
 - (b) Precludes the use by the student of any external references when simulating IF for single-engine aeroplane, through 75° either side of straight ahead of the student;
 - (c) Allows both the student and the instructor an unimpeded access to all controls and an unrestricted view of the instruments, especially the magnetic compass during limited panel flying.
 - (d) Be angled to ensure minimum interference to the all-round lookout from the normal seating position of the FI.
 - (e) Be simple to erect and remove in flight, and be constructed in a material which will bend or collapse easily on impact.
3. Devices for blanking-off the Artificial Horizon/Attitude Indicator and the Direction Indicator shall be provided for the limited panel Instrument Flying Training.

Minimum Requirements for VFR Helicopter

1. No helicopter shall be used for the purposes of the course unless it is approved by DCA in accordance with the following minimum requirements:
 - (a) Each helicopter shall have a valid C of A as per CS 27 either Category A or B and be maintained accordingly.
 - (b) Each helicopter shall be fitted with duplicated primary flight controls for use respectively by the FI/AFI and the student. Hand Grip throttles (if fitted) shall be duplicated on both collectives.
 - (c) Where applicable, undercarriage controls, all engine, fuel controls and cabin fire extinguisher shall either be duplicated or be positioned so that they are accessible to both the instructor and student when sitting normally in their customary seats with safety belts or harnesses fastened.
 - (d) Cruise speed of at least 100 kts TAS, with two crew and full fuel, to make cross-country flight in reasonable time.
 - (e) Fuel endurance of at least 3 hours 30 minutes with two flight crew.
 - (f) All flight, engine and associated ancillary instruments shall be readily visible to both the instructor and the student when sitting normally in their customary seats with safety belts or harnesses fastened.
 - (g) Two-way electrical intercommunication, which also permits the monitoring from one station of RTF communication made from the other, for use by both the instructor and the student, shall also be fitted. Handheld microphones are not acceptable. Separate transmit facilities shall be provided for the instructor and student. All radio apparatus shall be in Class 1, when so required by regulations.
 - (h) In addition to meeting the provisions of the Certification Specifications 27, Category B single-engine helicopters shall have the following:
 - (i) Clock with stopwatch capability.
 - (ii) Airspeed indicator

- (iii) Sensitive altimeter adjustable for barometric pressure
 - (iv) Magnetic direction indicator v. Outside air temperature indicator
 - (vi) Rate-of-climb (vertical speed) indicator
 - (vii) Gyroscopic Direction Indicator
 - (viii) Attitude indicator
 - (ix) Turn and Slip indicator
2. A means of screening the student from external references shall be provided to simulate instrument flight conditions. Head worn visors or similar devices are acceptable for test purposes. Screening must meet the following requirements.
- (a) Permits visual takeoff by means of a hinged flap or sliding shutter(s).
 - (b) Precludes the use by the student of any external references when simulating IF for single-engine helicopter, through 75° either side of straight ahead of the student;
 - (c) Allows both the student and the instructor an unimpeded access to all controls and an unrestricted view of the instruments, especially the magnetic compass during limited panel flying.
 - (d) Be angled to ensure minimum interference to the all-round lookout from the normal seating position of the FI.
 - (e) Be simple to erect and remove in flight, and be constructed in a material which will bend or collapse easily on impact.
3. Devices for blanking-off the Artificial Horizon/Attitude Indicator and the Direction Indicator shall be provided for the limited panel Instrument Flying Training.

Appendix F**DEPARTMENT OF CIVIL AVIATION MALAYSIA****APPLICATION FOR ISSUANCE/RENEWAL OF A CERTIFICATE OF APPROVAL
(INSTRUCTION IN FLYING FOR PRIVATE PILOT LICENCE)**

Borang DCA – PPL

**APPLICATION FOR ISSUANCE/RENEWAL OF CERTIFICATE OF APPROVAL
(INSTRUCTION IN FLYING FOR PRIVATE PILOT LICENCE)**

Tick appropriate box(es)	FOR OFFICIAL USE ONLY
<input type="checkbox"/> Initial	Date :
<input type="checkbox"/> Renewal	Receipt No:
	Amount:
	Enclosure:

1. ORGANISATION/FLYING CLUB PARTICULARS

Name:	Address:
Tel No:	Fax No:
E-mail address:	Website (if any):
Organization status (e.g. Sdn Bhd or Berhad):	
Details of tenure of premises:	

2. COURSE(S) OFFERED (tick as required)

PPL (A)		PPL (H)	
---------	--	---------	--

PPL (A) Theoretical Knowledge		PPL (H) Theoretical Knowledge	
-------------------------------	--	-------------------------------	--

3. **MANAGEMENT STRUCTURE** (as appropriate to the course(s) offered)

Post	Full / Part time	Name	License(s) held
Head of Training			
Head of Operations			
Flight Instructor			
Theoretical Knowledge Instructor			
Safety Officer			

4. **INSTRUCTING STAFF** (as appropriate to the course(s) offered)

Post	Full / Part time	Name	License(s) held

5. **STUDENT CAPACITY** (maximum allowed for course(s) offered)

PPL (A)		PPL (H)	
PPL (A) Theoretical Knowledge		PPL (H) Theoretical Knowledge	

6. **AERODROME PARTICULARS**

Name	
Type of Traffic Permitted	
Operational Hours	
Night Flying provision	
Air Traffic Services provision	
Radio Navigation and Landing Aids	
Meteorological Information provision	
ALS provision Airways Entry Point	

7. **ESTABLISHMENT SPACE** (dimensions or plans may be submitted in lieu)

Type and Location	Number	Dimensions

8. **AIRCRAFT TO BE UTILISED**

Type	Registration	Expiry date of approval for Skill Test Use	Insurance	Remarks

9. **THEORETICAL KNOWLEDGE INSTRUCTIONAL EQUIPMENT**

Training Aids	Reference Publications

10. **DOCUMENTS SUBMITTED (as applicable)**

Operations Manual	Yes/No
Training Manual	Yes/No
Flying Syllabus	Yes/No
Others (specify):	Yes/No

11. DECLARATION

I certify that all the above named persons are approved by DCA and that all the above information given are complete and correct.

Signature :

Date:

Name :

Position:

(Block capital)

12. REMARKS BY DESIGNATED INSPECTOR

Signature :

Name:

Date:

13. CONCLUDING REMARKS BY DIRECTOR OF FLIGHT OPERATIONS

Signature :

Name:

Date:

Application should be submitted together with the relevant fee and documents to Flight Operations Sector, Department of Civil Aviation Malaysia.

Appendix G

New/Renewal Application Process for Flying Club’s Instruction in Flying

