

Issued: 3 March 2016

Approved Training Organisations and Registered Training Facilities Requirements for Pilots' Aircraft Checklists and Related Content in Theoretical Knowledge Courses and Examinations

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

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

Applicability:	
Aerodromes:	Not primarily affected
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	Not primarily affected
Flight Operations:	Not primarily affected
Licensed/Unlicensed Personnel:	All Approved Training Organisations and Registered Training Facilities

1 Introduction

- 1.1 A number of training accidents, one fatal, resulted in a recommendation being made by the Air Accident Investigation Branch (AAIB) to the CAA that action be taken to ensure that aircraft checklists are updated, where applicable, to always reflect the latest amendments to Original Equipment Manufacturers (OEM) Flight Manual data. This recommendation was accepted by the CAA.
- 1.2 It should be noted that from 26 August 2016 training organisations will be required to operate "complex motor-powered aeroplanes and helicopters" in accordance with Commission Regulation (EU) No 965/2012 (Air Operations Regulation) Annex VI (NCC) and other aeroplanes, helicopters, balloons and sailplanes in accordance with Annex VII (NCO). These have rules that reflect the Basic Regulation (Regulation (EC) No. 216/2008) Annex IV 1b which requires a checklist system. NCC.GEN.110(a)(3) and NCO.GEN.105(a)(3) refer.
- 1.3 This Information Notice supersedes IN-2012/040.

2 Scope

- 2.1 In consideration of the recommendation the CAA also looked at the potential for course material to be out of date and the likelihood that this could result in an incident or accident.

For students under training, Approved Training Organisations (ATOs) and Registered Training Facilities (RTFs) will appreciate that course material should reflect the most up to date revision of any OEM Flight Manual data for aircraft used on the course. This applies to both basic flight training and to type and class rating training.

- 2.2 To ensure that training staff and students use an appropriate aircraft checklist, and any reproduced versions of it, the checklists should be routinely reviewed and updated as necessary to reflect amendments made to OEM Flight Manual data. Likewise, course material should also be routinely reviewed and updated to reflect the latest information.

3 Further Information

- 3.1 To facilitate the review and updating of aircraft checklists and course material against OEM Flight Manual data, the Head of Training (HT) of an ATO or Chief Flying Instructor (CFI) of an RTF should develop and bring into use a suitable amendment process as part of the organisations compliance monitoring processes. Within an ATO the Compliance Monitoring Manager has the responsibility for this system and documenting all action taken. Where any discrepancy exists between the latest standard of OEM data and that used in existing course material already approved by the CAA, appropriate amendments should be submitted to the CAA.
- 3.2 All new courses submitted to the CAA will also need to show that relevant course material and aircraft checklists reflect the latest OEM data.
- 3.3 Future audits will look at the application of these principles.

4 Queries

- 4.1 Any queries or further guidance required as a result of this communication should be addressed to:

For ATOs: itsapprovals@caa.co.uk

For PPL ATOs and RTFs: GA@caa.co.uk

5 Cancellation

- 5.1 This Information Notice will remain in force until further notice.