Audit of Acme Air Training Manual to Advanced Aircrew Academy Online 135 Pilot Recurrent and Initial Curriculums - EXAMPLE

Advanced Aircrew Academy will provide an online training center with the following courses to meet Acme Air's Part 135 initial training requirements.

- Alcohol and Drug Misuse Prevention (1.0 hour)
- Controlled Flight Into Terrain / Wake Turbulence (2.5 hours)
- Crew Resource Management (4.0 hours)
- FAR, AIM and NTSB 830 (2.0 hours)
- Instrument Procedures and PRM Approaches (2.5 hours)
- NACO / Jeppesen Chart Differences (0.5 hour)
- Regulatory (5 hours)
- U.S. Terminal & Enroute RNAV Procedures (2.0 hours)
- Runway Incursion (1.5 hours)
- TCAS (1.5 hours)
- Weather (3.0 hours)
- Winter Operations (1.5 hours)
- TSA Security (4 hours)
- Safety Management Systems (1 hour)
    - **Subtotal 32 hour curriculum**
- Emergency Situation (4 hours) – Separate Curriculum (4 hours covered in hands-on drill)
- PIC/SIC Hazardous Material - Non Carrier (4 hours)

The recurrent training modules cover portions of the initial (8900.10 Volume 3, Chapter 19, Section 10, Paragraph 3-1337 (b) 2 & 4). On an annual basis the courses are updated to any changes made to your manuals and the content or focus of the modules change so the pilots don't have to take the same course year after year. For example, the Regulatory course will cover a portion of the GOM / Op Specs and FARs every year.

Advanced Aircrew Academy will provide an online training center with the following courses during the first recurrent cycle to meet Acme Air's Part 135 recurrent training requirements. The curriculum will include at least 2 hours of Hazmat and 2 hours of Emergency each year.

- Alcohol and Drug Misuse Prevention (approximately 1.0 hour)
- CRM (approximately 1.5 hours)
- FAR, AIM and NTSB 830 (approximately 1.0 hour)
- Regulatory (approximately 2.0 hours)
- U.S. Terminal & Enroute RNAV Procedures Recurrent (approximately 2.0 hours)
- Weather (approximately 1.0 hour)
- TSA Security (2 hours) - Separate Training Certificate
- Emergency Situation (4 hours) – Separate Training Certificate

- PIC/SIC Hazardous Material - Non Carrier (2 hours) – Separate Training Certificate

Worldwide International Procedures – Recurrent

- International – North America / RVSM / WATRS Plus / Extended Overwater
- North Atlantic
- Europe
- Pacific Ocean Region

Total – 8 hour recurrent curriculum

Curriculum Segment: PIC/SIC Basic Indoctrination

Operator Specific:

	Training Manual Reference	Online Course
A.	**Duties and Responsibilities of Flight Crew Members**	
1.	Company History, Organization, and Management Structure.	Regulatory.
2.	Operational Concepts, Polices and Kind of Operation.	Regulatory.
3.	Forms, Records, and Administrative Procedures.	Regulatory.
4.	Employee Standards and Rules of Conduct.	Regulatory.
5.	Authority and Responsibility of Duty Position.	Regulatory.
6.	Required Equipment.	Regulatory.
7.	Manual Organization, Revisions, and Employee Responsibilities Concerning Manuals.	Regulatory, International – North America / RVSM, and TCAS.
8.	Employees Compensation and Benefits.	Regulatory.
9.	Contracts.	Regulatory.
B.	**Appropriate Provisions of the Code of Federal Regulations**	
1.	Flight Crew Member's Certification, Training, and Qualification Requirements.	Regulatory.
2.	Medical Certificates, Physical Examination, and Fitness for Duty Requirements.	FAR, AIM and NTSB 830.
3.	Operational Control Requirements.	Regulatory.
4.	Flight Duty and Rest Requirements.	Regulatory.
5.	Record Keeping Requirements.	Regulatory and International – North America / RVSM.
6.	Operational Rules in 14 CFR Part 91 and Part 135 and any other applicable regulations.	Regulatory, International – North America / RVSM, Instrument Procedures and PRM Approaches, FAR, AIM and NTSB 830.
7.	Regulatory Requirements for Acme Air's Manuals.	Regulatory.
8.	Other Appropriate Regulations Such as Flight Crew Emergency Authority, Interference with Crew Members, and Reporting Requirements.	FAR, AIM and NTSB 830.
9.	Applicable Portions of TSA Regulations.	TSA Security.
10.	NTSB 830	FAR, AIM and NTSB 830.
11.	Acme Air's Drug / Alcohol Testing Program.	Alcohol and Drug Misuse Prevention.
12.	Minimum Equipment List.	Regulatory.

C. Contents of Operating Manual, Certificate and Operation Specifications.	
1. Regulatory Basis in 14 CFR 135	Regulatory.
2. Definitions, Description, and Organization of Operation Specifications	Regulatory.
3. Limitations and Authorizations of Operation Specifications.	Regulatory.
4. Description of Certificate.	Regulatory.
5. Description of FAA CHDO and responsibilities of FAA POI.	Regulatory.
D. Appropriate portions of Operating Manual.	Regulatory.

Airman Specific:

Training Manual Reference	**Online Course**
A. Operational Control	
1. Dispatch, flight release or flight locating systems and procedures.	Regulatory.
2. Organization, duties and responsibilities.	Regulatory.
3. Weather and NOTAM information.	Regulatory.
4. Acme Air's Communications.	Regulatory.
B. Weight and Balance	
1. Definitions.	Regulatory.
2. General loading procedures and center of gravity computations.	Regulatory.
3. Effects of fuel burn and load shifts in flight.	Regulatory.
4. Weight and balance forms, load manifests, fuel slips and other documents.	Regulatory.
C. Aircraft Performance and Airport Analysis	
1. Definitions.	Instrument Procedures.
2. Effects of temperature and pressure altitude.	Instrument Procedures.
3. General TERPs criteria.	Instrument Procedures.
4. Airport analysis system as appropriate to the type of operation.	Instrument Procedures.
5. Effects of contaminated runways.	Instrument Procedures and Regulatory.
6. Land and Hold Short Operations.	Regulatory.
7. Runway Limitations.	Instrument Procedures.
D. Meteorology	
1. Basic weather definitions.	Weather.

2. Temperature, pressure and winds.	Weather.
3. Atmospheric moisture, fog and clouds.	Weather.
4. Air masses and frontal systems.	Weather.
5. Thunderstorms, icing and windshear.	Weather.
6. High Altitude weather situations.	Weather.
E. Winter Operations / Ground Deicing	
1. The use of holdover times when using deicing / anti-icing fluids.	Winter Operations.
2. De-icing / Anti-icing procedures, including inspection, check procedures and responsibilities.	Winter Operations.
3. Communications.	Winter Operations.
4. Surface contamination.	Winter Operations.
5. Types and characteristics of de-icing / anti-icing fluids.	Winter Operations.
6. Cold weather preflight inspection procedures.	Winter Operations.
7. Techniques for recognizing contamination.	Winter Operations.
F. Navigation	
1. Definitions.	Regulatory and Instrument Procedures.
2. Basic navigation instruments.	Instrument Procedures.
3. Dead reckoning and pilotage concepts and procedures.	Instrument Procedures.
4. Navigation aids.	Instrument Procedures.
5. VHF, VLF, GPS and self-contained systems.	Instrument Procedures and RNAV.
G. Airspace and ATC Procedures	
1. Definitions.	Instrument Procedures and RNAV.
2. Description of airspace.	Instrument Procedures, RNAV and Regulatory.
3. Navigation performance and separation standards.	Instrument Procedures and RNAV.
4. Controller and pilot responsibilities.	Instrument Procedures and RNAV.
5. ATC communications.	Instrument Procedures and RNAV.
6. Air traffic flow control.	Instrument Procedures and RNAV.
7. Wake Turbulence Recognition and Avoidance.	Controlled Flight Into Terrain / Wake Turbulence.
H. En Route and terminal area charting and flight planning	
1. Terminology of charting services.	Instrument Procedures, RNAV and NACO / Jepp Chart Differences.
2. Takeoff minimums, landing minimums and alternate requirements.	Regulatory.
3. General Acme Air's flight planning	Instrument Procedures.

procedures.	
4. Flight service and international procedures.	International – North America.
5. Airport diagrams.	NACO / Jepp Chart Differences.
6. Airport Ground Operational Safety.	Runway Incursion.
7. Special airport familiarization.	Regulatory.
I. Concepts of instrument procedures	
1. Definitions.	Instrument Procedures and RNAV.
2. Holding patterns and procedure turns.	Instrument Procedures and RNAV.
3. Precision approaches.	Instrument Procedures and RNAV.
4. Nonprecision approaches.	Instrument Procedures and RNAV.
5. Circling, visual, and contact approaches.	Instrument Procedures and RNAV.
6. Landing minimums.	Instrument Procedures and RNAV.
7. Visual cues before and during descent below DH or MDA.	Instrument Procedures and RNAV.
J. Wake Turbulence	
1. Causes.	Controlled Flight Into Terrain / Wake Turbulence.
2. Accident Prevention.	Controlled Flight Into Terrain / Wake Turbulence.
K. All weather surface operations	
1. Surface movement. a,b,c,d,e & f.	Runway Incursion.
2. Airport markings.	Runway Incursion.
3. Airport signs.	Runway Incursion.
4. Airport lighting.	Runway Incursion.
L. Airport Ground Operational Safety	
1. SOPs	Runway Incursion.

Curriculum Segment: International Procedures Training

Special Curriculum Segment

Training Manual Reference	**Online Course**
A. Recurrent	
1. ICAO Operations – Rules	International – North America / RVSM / WATRS Plus / Extended Overwater
2. ICAO Operations – Regulations	International – North America / RVSM / WATRS Plus / Extended Overwater
3. ICAO Measurement Standards	International – North America / RVSM / WATRS Plus / Extended Overwater
4. Use of oceanic Planning Charts	North Atlantic

5. Publication Sources	International – North America / RVSM / WATRS Plus / Extended Overwater
6. Itinerary Planning	North Atlantic
7. ICAO Flight Plan and Flight Log	North Atlantic
8. Route Planning	North Atlantic
9. Enroute & Terminal Procedures	Europe P-RNAV
10. Long Range Communications	International – North America / RVSM / WATRS Plus / Extended Overwater
11. TCAS / ACAS Operations	International – North America / RVSM / WATRS Plus / Extended Overwater
12. Special Use Airspace Structure	International – North America / RVSM / WATRS Plus / Extended Overwater
13. RVSM	International – North America / RVSM / WATRS Plus / Extended Overwater
14. MNPS	North Atlantic
15. BRNAV – RNP 5/10	Europe P-RNAV
16. Air Traffic Clearances	North Atlantic
17. Meteorology	International – North America / RVSM / WATRS Plus / Extended Overwater
18. Navigation Procedures	North Atlantic
19. Emergency Procedures	North Atlantic
20. Crew Resource Management	International – North America / RVSM / WATRS Plus / Extended Overwater
21. Atlantic*	North Atlantic
22. Pacific*	Pacific Ocean Region
23. Central and South America*	International – Latin and South America
24. Caribbean, Bermuda & WATRS*	International – North America / RVSM / WATRS Plus / Extended Overwater
25. Altimetry Review*	International – North America / RVSM / WATRS Plus / Extended Overwater
26. ICAO Approach Procedures*	International – North America / RVSM / WATRS Plus / Extended Overwater
27. Russian Operations*	
28. Customs, Immigration & Security*	International – North America / RVSM / WATRS Plus / Extended Overwater
* Indicates Optional Item	