TransNorthern LLC
An Alaskan Limited Liability Company (LLC)
DBA

TRANSNORTHERN AVIATION

TNA Training Program

3350 Old International Airport Road
Anchorage, Alaska 99502
(907) 245-1879

Email: Records@TransNorthern.com

This Manual is current through:
Revision 15, March 10, 2025

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Revision Control

In accordance with 14 CFR § 135.21(a), each manual shall have the date of the last revision on each revised page.

Each pilot and any other person authorized safety sensitive duties or are assigned safety sensitive functions are responsible to have access to a copy of this manual at all times while flight operations are in progress. This includes contractors and subcontractors, full and part time, temporary or intermittent employees.

Highlights of Changes

This change reincorporates Single Engine Training back into TransNorthern's Training Program

Removed the following statements on Page 1-16 in accordance with current §135.337 & §135.338 regulations

- "Holds a current Class I or Class II medical certificate."
- "Has satisfied the recency of experience requirements of §135.247."

Pages 4-12, 4-13, 4-14 – Flight Training Module for Single and Multi-Engine Aircraft

Page 5-5 – Added C-207

Page 5-21 Updated Flight Training Record

Fixed Table of contents for multiple incorrect page numbering

Fixed Multiple typos and formatting errors

Record of Revisions

Revision Number	Effective Date	Date Entered	Entered By
1	07-12-02	iv, v, Ch3 p6, Ch3 p7, Ch 4 p3, Ch 4 p19	
2	01-15-03	REPLACE: Cover, iii, iv, v, vi, Ch4 P1, Ch4 p6, Ch 6 p18, App. 1 p1. ADD: Ch4 p6A, Ch 4 p6B, Ch 4 p6C and App.1 pages 40 through 44	
3	04-21-03	REPLACE: Cover, iv, v, vi, Ch 3 p6, Ch 6 p16, App. 1 p9	
4	11-15-03	New Issue All Pages	
5	01-01-05	REPLACE: Cover, iv, v, vi, Ch4 p4, Ch6 p15, Appdx 1 p2, p5, p8, p9, p28, p29.	
6	11-01-05		
7	04-15-07	All Pages, Add ME Piston aircraft	
8	04-03-13	All Pages, Check airman records	
9	04-03-13	All Pages, FAA Reqd Change	
10	04-23-16	Preface, Ch4, Ch6, Add Flight training for Special Approaches	
11	07-28-17	Added New Hire ck list CH6, Page 24 – corrected CH 6 index page.	
12	10-07-18	Preface, Ch 4-P1, Ch 4-P7, Ch 4-P13, Ch 6-P18	
13	2-28-20	Preface ii, CH 4-P1, CH4-P6, CH 6-P11, CH 6-P13	
14	1/5/21	All pages – due to reformatting	
15	3/10/25	Pages: ii, iii, v, vi, 1-8, 1-16, 4-12, 4-13, 4,14, 5-5, 5-21	

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JAMES M HOWERY

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1 General Information

1.1 Use of this Manual

Herein “TNA” or “Company” refers to TransNorthern, LLC dba TransNorthern Aviation.

This document is only one aspect of the total training program. This volume incorporates curriculum for the various categories and duty positions; specific curriculum segments and various subject modules supporting those segments. The definitions for curriculum segments and subject modules, as used in this manual, may be found under the title DEFINITIONS in this Chapter. While the curriculum gives guidance as to the general areas of study required by the crewmember, the subject modules provide detailed information on the subjects to be presented. Modular Training is the concept of program development in which logical subdivisions of training programs are developed, reviewed, approved, and modified as individual units. Curriculum segments and modules may be used in multiple curriculum. The modular approach allows great flexibility in program development and reduces the administrative workload in the development and approval of these programs.

This specific manual provides a framework for the standardization of the training program, it is the standard and is directive in nature. Instructors will make and follow their lesson plans based on the approved subject module. Improvements to the lesson plans are encouraged.

To determine the training required one need only define the category of training and duty position of the crewmember, and find the appropriate curriculum table in 3, Categories of Training. From there follow the curriculum to the curriculum segments in 4, Curriculum Segments, where they are located, for the objectives, instruction required, and prerequisites.

Each training curriculum lists the Curriculum Segments that must be completed prior to pilot qualification. Within the Curriculum Segments are Subject Modules containing the descriptive information to be covered.

Revision control is accomplished in the upper right-hand corner of each page. Revision Control tracking is accomplished in the List of Effective Pages.

Recordkeeping is an integral part of training. Without adequately documented records, training is not eligible to be considered as part of minimum requirements for training under the 14 CFR Part 135. This manual has one chapter (5, Recordkeeping) devoted to the records needed to properly document all phases of the company training program. If there is a more expedient method of recording training activities bring it to the attention of the Chief Pilot, changes are encouraged.

14 CFR Part 135 does not require programmed hours to be defined within training programs. Training hours may be adjusted by the instructor based on a number of factors, such as experience of the students, home study, size of class, etc., however, ALL items of the curriculum must be adequately covered and confirmed by appropriate testing in order for the student to receive a Certificate of Training.

1.2 Regulations

[14 CFR § 135.343]

Under the provisions of 14 CFR Part 135, Subpart H, it is the responsibility of the operator to develop a training program in order to enhance safety and standardization. This manual, when implemented, fulfills the provision of a training program as required under 14 CFR § 135.341: Pilot and Flight Attendant Crewmember Training Programs; recurrent training as required under 14 CFR § 135.351: Recurrent Training; and of course, 14 CFR § 135.323: Training Program: General.

Under the provisions of 14 CFR § 135.343: Crewmember Initial and Recurrent Training, there is a requirement that, "No certificate holder may use a person, nor may any person serve, as a crewmember in operations under this part unless that crewmember has completed the appropriate initial or recurrent training phase of the training program appropriate to the type of operation in which the crewmember is to serve since the beginning of the 12th calendar month before that service."

Under Provisions of 14 CFR 119 SFAR 99, Hazmat Training will be conducted under a separate program approved by the FAA. Hazmat Training must be completed biennially appropriate to the employee's duty assignment.

> NOTE: However, the provisions of 14 CFR § 135.323(b), "Whenever a crewmember who is required to take recurrent training under this subpart completes the training in the calendar month before, or the calendar month after, the month in which that training is required, the crewmember is considered to have completed it in the calendar in which it was required."

One purpose of this training program is to provide information and impart skills to pilots leading to the checks required under 14 CFR § 135.293, 135.297, 135.299 and/or 135.244. Testing and checking determines whether learning has occurred. In that light, tests will be administered throughout the training program.

Initial or Final approval of this manual and program will be indicated by letter and signed by the FAA Principal Operations Inspector and contained as cover page in this manual. The Approval letter must have the current Revision # listed.

Final approval of this manual and program must be obtained within 24 months from the date of initial approval and will be indicated by an appropriate stamp on each page in the List of Effective Pages and signed by the FAA Principal Operations Inspector.

1.3 Applicability

This document sets forth the standards and requirements for the establishment and maintenance of an approved training program for crewmembers, check airmen, flight instructors and other applicable operations personnel employed by or under contract to this company.

1.4 Training Objectives

At the conclusion of any category training curriculum, the individual involved will be able to successfully demonstrate his knowledge of the regulations, polices, and procedures applicable to the specific block of instruction by correctly answering a minimum of 70 percent of the questions on written tests. In relation to flight checks, the pilot will be able to fly the aircraft with the successful outcome of each maneuver never in doubt.

1.4.1 Training Program

[14 CFR § 135.329(e)(1) and 135.351(a)]

TransNorthern Aviation training program requires crewmember remain adequately trained and currently proficient for each aircraft, crewmember position, and type of operation in which the crewmember serves.

1.5 Categories of Training

There are six basic categories of training applicable to 14 CFR Part 135 operators. The primary factors which determine the appropriate category of training are the crewmember's previous experience with the operator and previous duty position. Each category of training consists of one or more curriculums each one of which is specific to an aircraft type and a duty position. Training should be identified with and organized according to specific categories of training. When discussing training requirements, instructors and check airmen should be specific regarding the category of training being discussed and use the nomenclature described in this Training Program. Use of this common nomenclature improves standardization and mutual understanding. The six categories of training are briefly discussed in the following subparagraphs.

1.5.1 Initial New Hire Training

This training category is for personnel who have not had previous experience with the operator (newly hired personnel). It also applies, however, to personnel employed by the operator who have not previously held a crewmember or dispatcher duty position with that operator. Initial new hire training includes basic indoctrination training and training for a specific duty position and aircraft type. Except for the basic indoctrination curriculum segment, the regulatory requirements for “initial new hire” and “initial equipment training” are the same. Since initial new hire training is usually the employee's first exposure to specific company methods, systems, and procedures, it must be the most comprehensive of the six categories of training. For this reason, initial new hire training is a distinct separate category of training and should not be confused with initial equipment training.

1.5.2 Initial Equipment Training

This category of training is for personnel who have been previously trained and qualified for a duty position by the operator (not new-hires) and who are being reassigned for any of the following reasons:

For 14 CFR Part 135 operations, the crewmember is being reassigned in one of the following circumstances:

a. Reassignment is to a different duty position on a different aircraft type and the crewmember has not been previously trained and qualified by the operator for that duty position and aircrafttype.
b. Reassignment is to an aircraft of a category or class on which the crewmember has not previously qualified with that operator.

1.5.3 Transition Training

This category of training is for an employee who has been previously trained and qualified for a specific duty position by the operator and who is being assigned to the same duty position on a different aircraft type.

1.5.4 Upgrade Training

This category of training is for an employee who has been previously trained and qualified as second-in-command and is being assigned as pilot-in-command to the same aircraft type for which the employee was previously trained and qualified.

1.5.5 Recurrent Training

This category of training is for an employee who has been trained and qualified by the operator, who will continue to serve in the same duty position and aircraft type, and who must receive recurring training and/ or checking within an appropriate eligibility period to maintain currency.

1.5.6 Requalification Training

This category of training is for an employee who has been trained and qualified by the operator, but has become unqualified to serve in a particular duty position and/or aircraft due to not having received recurrent training and/or a required flight or competency check within the appropriate eligibility period and/ or failure of a check ride (becoming disqualified).

1.5.7 Differences Training

For the purposes of describing degrees of difference and for defining acceptable training and checking methods, five levels of differences have been defined (Levels A–E). This program does not require any Differences Training for Level B thru E aircraft. Level A are covered in the Aircraft Ground Curriculum.

1.5.7.1 Differences Levels

The FAA Flight Standardization Board (FSB) for an aircraft has defined levels of training, checking, and currency requirements that are appropriate for specific systems or tasks when performed as part of a Differences Training Curriculum.

The following definitions apply:

a. Level A: Differences are such that the pilot must be aware of the information but they are minor enough to have little effect on systems operations. Testing may not be required or it may be delayed until the next recurrent training.
b. Level B: Differences involve certain procedural changes and requires that the pilot receive formal training in either general operating subjects (GOS) and/or aircraft systems, but it does not require systems integration training (SIT). Testing must be conducted immediately after training.
c. Level C: Differences are great enough to require systems integration but no actual flight training. The pilot must accomplish a specific set of tasks associated with an airplane system, component or piece of equipment. Proficiency can be trained and tested using a training device that accurately duplicates the essential functions of the system or component such as a flight simulator, flight- training device (FTD), partial task trainer (PTT), or airplane.
d. Level D: Differences require flight training modules, but not simulation for landing. Testing consists of applicable events of the 14 CFR Part 135 competency check.
e. Level E: Differences require flight training modules, including landing events. Testing consists of applicable events of the 14 CFR Part 135 competency check.

1.5.7.2 TransNorthern Aviation Differences Evaluation

TransNorthern Aviation has evaluated its aircraft and identified Level A differences only. These differences will be instructed in module 4.5.3.3, Differences Training and recorded on form 5.14, Special Subjects.

1.6 Testing and Evaluation

Progress through the training program is dependent upon the crewmember being able to absorb and retain the material being taught. Written tests may be used for material the crewmember may be required to look-up in reference manuals. A thorough oral examination can show where training weaknesses have developed and allow the instructor to probe deeper into the substance of a question than he could if only a written test is used. The Chief Pilot shall determine the appropriateness of any written test used.

1.6.1 Grading

A minimum score of 70 percent-corrected to 100 percent-is required to pass the company exams. Retests are authorized only after the instructor has reviewed the failed material with the crewmember. When oral examination is completed, the evaluation must meet the satisfaction of the instructor.

1.7 Facilities

[14 CFR § 135.323(a)(2)]

TransNorthern Aviation shall provide adequate ground and flight training facilities and properly qualified ground instructors for the training required 14 CFR Part 135.

Training will be conducted in the training room at TransNorthern. The room must comfortably seat all students attending and be equipped with items required by this training program. TransNorthern may conduct training at other locations in appropriate training rooms.

1.8 Training Aids

Training aids include: Overhead Projectors; White Boards, Charts and Posters, Documents, Manuals, Handouts, Aircraft Parts and Equipment, TV/VCR, CDs/Computers; and when needed, additional Audio-Visual Equipment.

1.9 Courseware

a. A listing of training materials made available to each student can be found in the appendix under, Training Materials.
b. Specific lesson plans are contained in this manual in Appendix 1. All instructors will review the pertinent lesson plan prior to giving instruction.
c. A reference library is maintained by the Records and Manuals Manager. A list of material used in the training program and contained in the library are listed in 6.2, Reference Library. This library may contain both digital and paper material.

1.10 Qualification Requirements

No person will be assigned duties as a crewmember until the following requirements have been completed.

1.10.1 14 CFR Part 135 Required Certificates

All pilots must hold specific certificates and ratings before performing duties in 14 CFR Part 135 revenue service. If a pilot does not hold the required certificates and/or ratings, they must be obtained when completing the qualification curriculum segment.

Pilot Certification Requirements - Airplanes. The pilot certification requirements for 14 CFR Part 135 airplane operations depend on the kind and type of operation being conducted and the types of aircraft used.

a. PIC's conducting passenger-carrying operations using either a turbojet airplane or any airplane having 10 or more passenger seats (excluding any pilot seat), or PIC's conducting a commuter operation using a multiengine airplane, must hold the following:

   i. ATP certificate
   ii. Airplane category rating
   iii. Appropriate class rating
   iv. Type rating (for all airplanes over 12,500 lbs. and turbojet airplanes)
   v. First class medical certificate

b. PIC's conducting 14 CFR Part 135 flight operations in airplanes other than those described in paragraph (a), must hold the following:

   i. Commercial pilot certificate (or ATP certificate)
   ii. Instrument rating (or ATP certificate)
   iii. Airplane category rating
   iv. Appropriate class ratings
   v. Type rating (for all airplanes over 12,500 lbs. and turbojet airplanes)
   vi. At least a second-class medical certificate

c. SIC's conducting any 14 CFR Part 135 airplane operations must hold the following:

   i. Commercial pilot certificate (or ATP certificate)
   ii. Instrument rating (or ATP certificate)
   iii. Airplane category rating
   iv. Applicable class rating
   v. At least a second-class medical certificate

d. Pilots conducting 14 CFR Part 135, VFR-only operations in isolated areas with single-engine, reciprocating-powered airplanes may be relieved of the requirement to hold an instrument rating when authorized by paragraph A 020 of the operations specifications (These operations are subject to the restrictions of 14 CFR § 135.243(d)).

1.10.2 14 CFR Part 135 Minimum PIC Flight Experience Requirements

14 CFR § 135.243(b) and (c) require that a PIC who does not hold an ATP certificate and who conducts operations that do not require an ATP certificate, must have acquired a minimum number of flight hours before serving as a PIC.

a. Before serving as a PIC in a VFR operation, the pilot must have accumulated at least the following flight hour experience:

   i. 500 total pilot flight hours
   ii. 100 cross-country flight hours
   iii. 25 night, cross-country flight hours

b. Before serving as a PIC in an IFR operation, the pilot must have accumulated at least the following flight hour experience:

   i. 1,200 total pilot flight hours
   ii. 500 cross-country flight hours
   iii. 100 night flight hours
   iv. 75 actual or simulated instrument flight hours, 50 of which must have been in actual flight

1.11 Basic Checking Qualification

The basic checking modules for 14 CFR Part 135 are composed of two parts. One part consists of the written or oral test elements and the other part consists of the flight check events. Although they are distinct and separate parts, when combined, they make up a single checking module.

The subject areas that must be addressed in the written or oral test for the 14 CFR Part 135 basic checking module are described in 14 CFR § 135.293(a) and for PIC's conducting IFR operations 14 CFR § 135.297(c). These regulations require a written or oral test element as a distinct part of the basic checking module.

Basic checks must be conducted to at least the standards which were required for the initial issuance of the certificate which is required to act as a PIC in the operation to be conducted.

1.11.1 14 CFR Part 135 Basic Checking Module

[14 CFR § 135.329(e)(2)]

The flight check required to qualify a pilot for revenue service is termed a basic checking module when listed in a curriculum outline. The basic checking module of a 14 CFR Part 135 curriculum must be designed to satisfy the requirements of 14 CFR § 135.293. In addition, the basic checking module must satisfy the requirements of 14 CFR § 135.297 for PIC's conducting IFR operations. Those operators whose PICs are authorized to use an autopilot in lieu of a SIC in IFR operations must include a demonstration of these skills in the basic checking module.

a. 14 CFR § 135.293(a) (1) and (4) thru (8) Requirements. All pilots who are qualifying in an aircraft type for 14 CFR Part 135 service, are required by 14 CFR § 135.293 to complete a general knowledge test before entering revenue service and annually thereafter. This test is not specific to any one type of aircraft but IS specific to the company's operations. To avoid confusion this check is herein referred to as the 14 CFR § 135.293 Knowledge Check. The Knowledge Check may be completed simultaneously with a competency check or Proficiency Check as described below but only required to be completed 1 time per year. This can be a written or oral test but must cover a minimum of:

   i. The appropriate provisions of 14 CFR Parts 61, 91, and 135 of this chapter and the operations specifications and the manual of the certificate holder.
   ii. Navigation and use of air navigation aids appropriate to the operation or pilot authorization, including, instrument approach facilities and procedures.
   iii. Air traffic control procedures, including IFR procedures.
   iv. Meteorology in general, including the principles of frontal systems, icing, fog, thunderstorms, wind shear, and operations specific to the certificate holder, high altitude weather.
   v. Procedures for - (i) Recognizing and avoiding severe weather situations; (ii) Escaping from severe weather situations, in case of inadvertent encounters, including low altitude wind shear (except that rotorcraft pilots are not required to be tested on escaping from low altitude wind shear); and (iii) Operating in or near thunderstorms (including best penetrating altitudes), turbulent air (including clear air turbulence), icing, hail, and other potentially hazardous meteorological conditions.
   vi. New equipment, procedures, or techniques.

b. 14 CFR § 135.293(a) (2) and (3) and (b) Requirements. All pilots who are qualifying in an aircraft type for 14 CFR Part 135 service, are required by 14 CFR § 135.293 to complete a check in that type of aircraft before entering revenue service and annually thereafter. The rule and this document refers to this check as a Competency Check. The requirements of 14 CFR § 135.293 are aircraft specific; that is, each pilot must satisfactorily complete a competency check in each type of aircraft prior to operating that aircraft in revenue service. 14 CFR §135.293 does not specify the maneuvers (events) which must be accomplished on a competency check. The rule authorizes the administrator or check airman to make this determination. To ensure standardization and an adequate level of safety, the minimum acceptable content of competency checks for 14 CFR Part 135 curricula are established in this curriculum segment. Since operators may be authorized to conduct VFR only operations or a combination of VFR and IFR operations, separate requirements have been established for VFR only competency checks and competency checks conducted for pilots in combined VFR and IFR operations. These requirements are indicated in columns marked "VFR COMP" and "IFR COMP" and reference the 8900.1 for current information.

Some demonstration of competency in the ability to maneuver the aircraft solely by reference to instruments will be included on each competency check. For VFR competency checks, this demonstration will be appropriate to the aircraft's installed equipment and the operating environment.

c. 14 CFR § 135.297 Requirements. 14 CFR § 135.297 requires PICs to complete an Instrument-Proficiency Check prior to conducting IFR revenue operations. Thereafter the PIC must have completed an Instrument-proficiency check within the preceding 6 months to continue IFR revenue operations. The requirements of 14 CFR § 135.297 are not aircraft specific. That is, a single check fulfilling the requirements of 14 CFR § 135.297 is sufficient to qualify a PIC to conduct IFR operations in all types of aircraft in which the PIC is qualified according to 14 CFR § 135.293. 14 CFR § 135.293(c) specifies that the check conducted to satisfy 14 CFR § 135.297 simultaneously satisfies the requirements of 14 CFR § 135.293 for the type of aircraft in which the check is accomplished.

i. Operations Requiring ATP Certificates.
14 CFR § 135.297(c)(1) requires that for operations requiring an ATP certificate, the Instrument-proficiency check consist of the maneuvers required for original issuance of that certificate and any applicable type rating.

ii. Operations Requiring Commercial Certificates.
14 CFR § 135.297(c)(1) also requires that for operations requiring a commercial certificate and an instrument rating, the Instrument-proficiency check consist of the maneuvers required for original issuance of a commercial certificate, instrument rating, and any applicable type rating.

NOTE: The oral or written test requirements of 14 CFR § 135.293(a) must be completed for each aircraft make and model for which the pilot is assigned annually.

1.12 Operating Experience Qualification – Commuter Passenger Operations Only – Reserved

1.13 Line Check Qualification

14 CFR § 135.299 specifies that before a pilot can serve as an unsupervised PIC in revenue operations, that pilot must have satisfactorily completed a Line Check. Requalification training curriculums that are used to requalify PIC's who have been unqualified for 12 months or more should include a required PIC Line Check module. 14 CFR Part 135 specifies that all PIC's must satisfactorily complete a Line Check once every 12 calendar months in at least one of the aircraft types in which the PIC is to serve. Therefore, the qualification curriculum segment for recurrent training should include a Line Check module for the PIC.

1.13.1 14 CFR Part 135 Line Checks

For 14 CFR Part 135 operations, the Line Check must be conducted over at least one route segment which includes takeoffs and landings at one or more airports that are representative of the type of operation. A route segment for the purpose of a Line Check consists of a departure from one terminal area and the flight to, and arrival at, a different terminal area. If the PIC is authorized to conduct IFR operations, the Line Check must include at least one route segment flown over a civil airway under IFR (or simulated IFR) with an instrument approach procedure. In certain 14 CFR Part 135 operations, it may not be practical to conduct a Line Check during revenue operations. In these cases, the Check Airman may authorize that the Line Check be conducted during the same flight period that the Competency Check is conducted. If the Line Check is conducted in this manner, the Line Check portion of this flight period must include the requirements previously discussed.

1.14 Requalification Training

A crewmember may lose qualification status and become “unqualified” for any of the following reasons:

a. Failure to accomplish all of the recency of experience requirements required by the regulations;
b. Failure to complete recurrent training within the eligibility period established by the regulations; or
c. Failure of a check ride.

A crewmember may be simultaneously qualified in one airplane or duty position and unqualified in another.

> NOTE: If a crewmember fails a check ride in one airplane, that crewmember cannot fly in revenue service in another airplane until the crewmember's qualification has been reestablished.

This Reference Table is found in 8900.1 Vol 3, Ch 19, Sec 11.

The minimum content and training hours recommended for requalification training is based on the length of time the flight crew member has been unqualified. Flight crew members must be trained to proficiency and may be required to complete a qualification module before being returned to revenue service. However, the instructor should consider the individual case to determine if more or less elements, events, and training hours planned for in the curriculum outline may be required.

1.14.1 Table 3-76

14 CFR Part 135 Planned Requalification Curriculum Flight crew Member Overdue Training-Turbojet Airplanes, Transport Category Airplanes, Commuter Category Airplanes, and Large Helicopters.

Time Past Month Due	RGT Segment	RFT Segment	Qualification Segment
Up to 12 calendar months	The portion of RGT not accomplished when due.	The elements not accomplished when due.	The modules not accomplished in the eligibility period: PC,LC, or special
12 to 35 months	50% of hours for initial equipment	50% of hours for initial equipment	All qualification modules of the transition curriculum.
36 to 59 months	50% of hours for initial equipment	50% of hours for initial equipment	All qualification modules of the transition curriculum
More than 59 months	SAME AS INITIAL EQUIPMENT TRAINING		

KEY: RGT - Recurrent Ground Training
RFT - Recurrent Flight Training
PC - Proficiency Check
LC - Line Check

1.14.2 Table 3-77

14 CFR Part 135 Planned Requalification Curriculum Flight crew Member Overdue Training-Single and Multiengine General-Purpose Airplanes.

Time Past Month Due	RGT Segment	RFT Segment	Qualification Segment
Up to 12 calendar months	The portion of RGT not accomplished when due.	The elements not accomplished when due.	The modules not accomplished in the eligibility period: PC, LC, or special
12 to 35 months	50% of hours for initial equipment	50% of hours for initial equipment	All qualification modules of the transition curriculum.
More than 35 months	SAME AS INITIAL EQUIPMENT TRAINING		

KEY: RGT - Recurrent Ground Training
RFT - Recurrent Flight Training
PC - Proficiency Check
LC - Line Check

1.14.3 Recent Experience

[14 CFR § 135.247]

a. TransNorthern Aviation may not use any person, nor may any person serve, as pilot-in-command of an aircraft carrying passengers unless, within the preceding 90 days, that person has:

1. Made three takeoffs and three landings as the sole manipulator of the flight controls in an aircraft of the same category and class and, if a type rating is required, of the same type in which that person is to serve
2. For operation during the period beginning one hour after sunset and ending one hour before sunrise (as published in the Air Almanac), made three takeoffs and three landings during that period as the sole manipulator of the flight controls in an aircraft of the same category and class and, if a type rating is required, of the same type in which that person is to serve

NOTE: A person who complies with paragraph (a)(2) of this section need not comply with paragraph (a)(1) of this section.

3. Paragraph (a)(2) of this section does not apply to a pilot in command of a turbine-powered airplane that is type certificated for more than one pilot crewmember, provided that pilot has complied with the requirements of paragraph (a)(3)(i) or (ii) of this section:

i. The pilot in command must hold at least a commercial pilot certificate with the appropriate category, class, and type rating for each airplane that is type certificated for more than one pilot crewmember that the pilot seeks to operate under this alternative, and:

A. That pilot must have logged at least 1500 hours of aeronautical experience as a pilot
B. In each airplane that is type certificated for more than one pilot crewmember that the pilot seeks to operate under this alternative, that pilot must have accomplished and logged the daytime takeoff and landing recent flight experience of paragraph (a) of this section, as the sole manipulator of the flight controls
C. Within the preceding 90 days prior to the operation of that airplane that is type certificated for more than one pilot crewmember, the pilot must have accomplished and logged at least 15 hours of flight time in the type of airplane that the pilot seeks to operate under this alternative
D. That pilot has accomplished and logged at least three takeoffs and three landings to a full stop, as the sole manipulator of the flight controls, in a turbine-powered airplane that requires more than one pilot crewmember. The pilot must have performed the takeoffs and landings during the period beginning one hour after sunset and ending one hour before sunrise within the preceding six months prior to the month of the flight

ii. The pilot in command must hold at least a commercial pilot certificate with the appropriate category, class, and type rating for each airplane that is type certificated for more than one pilot crewmember that the pilot seeks to operate under this alternative

A. That pilot must have logged at least 1500 hours of aeronautical experience as a pilot;
B. In each airplane that is type certificated for more than one pilot crewmember that the pilot seeks to operate under this alternative, that pilot must have accomplished and logged the daytime takeoff and landing recent flight experience of paragraph (a) of this section, as the sole manipulator of the flight controls
C. Within the preceding 90 days prior to the operation of that airplane that is type certificated for more than one pilot crewmember, the pilot must have accomplished and logged at least 15 hours of flight time in the type of airplane that the pilot seeks to operate under this alternative
D. Within the preceding 12 months prior to the month of the flight, the pilot must have completed a training program that is approved under 14 CFR Part 142. The approved training program must have required and the pilot must have performed, at least six takeoffs and six landings to a full stop as the sole manipulator of the controls in a flight simulator that is representative of a turbine-powered airplane that requires more than one pilot crewmember. The flight simulator's visual system must have been adjusted to represent the period beginning one hour after sunset and ending one hour before sunrise

b. For the purpose of paragraph (a) of this section, if the aircraft is a tailwheel airplane, each takeoff must be made in a tailwheel airplane and each landing must be made to a full stop in a tailwheel airplane

1.14.4 Pilot-in-Command – Instrument Proficiency Check

[14 CFR § 135.297]

a. TransNorthern Aviation may not use a pilot, nor may any person serve, as a pilot in command of an aircraft under IFR unless, since the beginning of the 6th calendar month before that service, that pilot has passed an instrument proficiency check under this section administered by the Administrator or an authorized check pilot

b. No pilot may use any type of precision instrument approach procedure under IFR unless, since the beginning of the sixth calendar month before that use, the pilot satisfactorily demonstrated that type of approach procedure. No pilot may use any type of nonprecision approach procedure under IFR unless, since the beginning of the 6th calendar month before that use, the pilot has satisfactorily demonstrated either that type of approach procedure or any other two different types of nonprecision approach procedures. The instrument approach procedure or procedures must include at least one straight-in approach, one circling approach, and one missed approach. Each type of approach procedure demonstrated must be conducted to published minimums for that procedure

c. The instrument proficiency check required by paragraph (a) of this section consists of an oral or written equipment test and a flight check under simulated or actual IFR conditions. The equipment test includes questions on emergency procedures, engine operation, fuel and lubrication systems, power settings, stall speeds, best engine-out speed, propeller and supercharger operations, and hydraulic, mechanical, and electrical systems. The flight check includes navigation by instruments, recovery from simulated emergencies, and standard instrument approaches involving navigational facilities which that pilot is to be authorized to use. Each pilot taking the instrument proficiency check must show that standard of competence required by §135.293(e)

    1. The instrument proficiency check must:

        i. For a pilot in command of an airplane under §135.243(a), include the procedures and maneuvers for an airline transport pilot certificate in the particular type of airplane
        ii. For a pilot in command of an airplane or helicopter under §135.243(c), include the procedures and maneuvers for a commercial pilot certificate with an instrument rating and, if required, for the appropriate type rating

    2. The instrument proficiency check must be given by an authorized check airman or by the Administrator

d. If the pilot in command is assigned to pilot only one type of aircraft, that pilot must take the instrument proficiency check required by paragraph (a) of this section in that type of aircraft

e. If the pilot in command is assigned to pilot more than one type of aircraft, that pilot must take the instrument proficiency check required by paragraph (a) of this section in each type of aircraft to which that pilot is assigned, in rotation, but not more than one flight check during each period described in paragraph (a) of this section

f. If the pilot in command is assigned to pilot both single-engine and multiengine aircraft, that pilot must initially take the instrument proficiency check required by paragraph (a) of this section in a multiengine aircraft, and each succeeding check alternately in single-engine and multiengine aircraft, but not more than one flight check during each period described in paragraph (a) of this section. Portions of a required flight check may be given in an aircraft simulator or other appropriate training device, if approved by the Administrator

g. If the pilot in command is authorized to use an autopilot system in place of a second in command, that pilot must show, during the required instrument proficiency check, that the pilot is able (without a second in command) both with and without using the autopilot to:

    1. Conduct instrument operations competently
    2. Properly conduct air-ground communications and comply with complex air traffic control instructions
    3. Each pilot taking the autopilot check must show that, while using the autopilot, the airplane can be operated as proficiently as it would be if a second in command were present to handle air-ground communications and air traffic control instructions. The autopilot check need only be demonstrated once every 12 calendar months during the instrument proficiency check required under paragraph (a) of this section

1.14.5 Second-in-Command Qualifications

[14 CFR § 135.245]

TransNorthern pilots serving as a Second-in-Command (SIC) shall complete

a. Except as provided in paragraph (b) of this section, no certificate holder may use any person, nor may any person serve, as second in command of an aircraft unless that person holds at least a commercial pilot certificate with appropriate category and class ratings and an instrument rating.
b. No certificate holder may use any person, nor may any person serve, as second in command under IFR unless that person meets the following instrument experience requirements:

    1. Use of an airplane for maintaining instrument experience. Within the six calendar months preceding the month of the flight, that person performed and logged at least the following tasks and iterations in-flight in an airplane in actual weather conditions, or under simulated instrument conditions using a view-limiting device. Form 5.25, SIC Instrument Qualification shall be completed and retained until the next superseding event. The following items shall be recorded:

        i. Six instrument approaches
        ii. Holding procedures and tasks
        iii. Intercepting and tracking courses through the use of navigational electronic systems

    2. Use of an FSTD for maintaining instrument experience. A person may accomplish the requirements in paragraph (c)(1) of this section in an approved FSTD, or a combination of aircraft and FSTD, provided:

        i. The FSTD represents the category of aircraft for the instrument rating privileges to be maintained
        ii. The person performs the tasks and iterations in simulated instrument conditions
        iii. A flight instructor qualified under §135.338 or a check pilot qualified under §135.337 observes the tasks and iterations and signs the person's logbook and completes 5.25, SIC Instrument Qualification

c. A second in command who has failed to meet the instrument experience requirements of paragraph (c) of this section for more than six calendar months must reestablish instrument recency under the supervision of a flight instructor qualified under §135.338 or a check pilot qualified under §135.337. To reestablish instrument recency, a second in command must complete at least the following areas of operation required for the instrument rating practical test in an aircraft or FSTD that represents the category of aircraft for the instrument experience requirements to be reestablished:

    1. Air traffic control clearances and procedures
    2. Flight by reference to instruments
    3. Navigation systems
    4. Instrument approach procedures
    5. Emergency operations
    6. Postflight procedures

    NOTE: In the event a pilot has not met the requirements of item (d) of this section a pilot shall complete a 135.293 check.

1.14.6 Failure to Complete Recurrent Training

A requalification curriculum segment is required when a crewmember fails to complete recurrent training during a pre-established eligibility period. The minimum amount of training required in each segment of the curriculum is determined by the length of time the crewmember has been unqualified. The table in section 1.14.1, Table 3-76 contains the requalification requirements for 14 CFR Part 135 crewmembers who have exceeded their respective eligibility periods for required training or checks.

1.14.7 Noncurrent or Overdue Upon Reassignment

A crewmember who is reassigned to a duty position or aircraft type in which the crewmember was previously qualified, but is not currently qualified, must receive requalification training. The method used to requalify the crewmember differs according to the reason for the requalification as follows:

a. A crewmember who is unqualified solely because of not having accomplished the required currency events, may be requalified by completing those events or a recency of experience qualification module.
b. A crewmember who is unqualified for being overdue recurrent training may be requalified in accordance with the table in section 1.14.2, Table 3-77.

1.14.8 Reassigned to a Previously Held Duty Position

When a crewmember is reassigned to a duty position previously held in the same type of aircraft the crewmember currently flies, requalification training may be necessary. The method used to requalify the crewmember differs according to the reason for the requalification.

When a pilot is returning from SIC to PIC the crewmember must meet both the recency of experience and recurrent training requirements for the duty position or be placed in requalification training.

a. A crewmember who is unqualified solely for being non-current may be requalified by completing those events or a recency of experience qualification module.
b. A crewmember who is unqualified for being overdue recurrent training may be requalified in accordance with the table in section 1.14.2, Table 3-77.

1.14.9 Requalification After Failed Check rides

A crewmember who fails a required check must be entered into requalification training. The requalification training segment must consist of at least that remedial training required to restore the airman's competency in the failed events.

If a pilot fails a required check and did not complete recurrent flight training then the pilot must complete all recurrent flight training requirements prior to re-checking.

The instructor or check airman conducting this training must certify to the crewmember's proficiency before the crewmember re-accomplishes the check ride. This certification is not limited to the events the crewmember failed and may encompasses all events of the qualification module.

1.15 Planned Flight Training Hours

A flight crewmember will complete a flight training curriculum segment by successfully accomplishing each training event and the specified number of training hours. Flight crewmembers are then required to successfully meet the requirements specified in the Qualification Segment. If a crewmember fails to meet any of the qualification requirements because of a lack in flight proficiency, the crewmember must be returned to training status. After additional or re-training, an instructor recommendation is required for re- accomplishing the unsatisfactory qualification requirement.

A flight crewmember may successfully complete a training curriculum segment without completing the specified number of training hours provided all of the following are met.

a. The crewmember successfully completes all of the training events required by the curriculum segment.
b. An instructor recommends that the student is prepared for testing/checking.
c. The crewmember satisfactorily completes the qualification curriculum segment requirements. If a flight crewmember fails to meet the qualification curriculum segment requirements because of lack of flight proficiency, the crewmember must complete retraining in any deficient areas. The crewmember must then be recommended by an instructor before re-accomplishing the failed qualification requirements.

1.15.1 Flight Training Hours (National Norms) One Pilot-FSTD or All Training Conducted in Aircraft

		CATEGORY OF TRAINING				
	Family of Aircraft	Initial New-Hire	Initial Equipment	Transition	Conversion	14 CFR § 135.347 Upgrade
Transport And Commuter Category Airplane	14 CFR Part 135 Transport and Commuter Category	PIC – 12 SIC – 12	PIC – 10 SIC – 10	PIC – 8 SIC – 8	Not applicable.	SIC TO PIC – 6
Multiengine Airplane	14 CFR Part 135 IFR/ VFR	PIC – 8 SIC – 8	PIC – 6 SIC – 6	PIC – 6 SIC – 6	Not applicable.	SIC TO PIC – 4
	14 CFR Part 135 VFR Only	PIC – 4 SIC – 4	PIC – 3 SIC – 3	PIC – 3 SIC – 3	Not applicable.	SIC TO PIC – 2
Single-engine Airplane	14 CFR Part 135 IFR/ VFR	PIC – 6 SIC – 6	PIC – 4 SIC – 4	PIC – 4 SIC – 4	Not applicable.	SIC TO PIC – 4
	14 CFR Part 135 VFR Only	PIC – 3 SIC – 2	PIC – 2 SIC – 1	PIC – 2 SIC – 1	Not applicable.	SIC TO PIC – 1

1.16 Instructors and Check Airman

[14 CFR § 135. 323(a)(4),135.337 and 135.338]

a. No person may serve as a flight instructor or check airman in the training program for a particular type aircraft unless that person:

   i. Holds the airman certificate and ratings that must be held to serve as a pilot in command for that type of operation.
   ii. Has satisfactorily completed the appropriate training phases for the aircraft, including recurrent training, which would qualify the individual to serve as a pilot in command.
   iii. Has satisfactorily completed the appropriate proficiency or competency checks required to serve as a pilot in command.
   iv. Has satisfactorily completed the applicable training requirements of 14 CFR § 135.339 or 135.340 as required.
   v. In the case of a check airman, has been approved by the Administrator for the airman duties involved.

b. Ground training will be conducted at the direction of the Chief Pilot or his designated representative. The Chief Pilot will be responsible for administering all tests be they written or oral.
c. Company Flight Instructors must have successfully completed the flight instructor ground and flight training modules specified by this program and within each 24 calendar month period that person must satisfactorily conduct instruction under the observation of an FAA inspector or the operator's Check Airman in the calendar month before or the calendar month after the month in which it is due. Training records shall be completed and recorded with form 5.16, Flight Instructors.
d. Company Check Airman must have successfully completed the Check Airman ground and flight training modules specified by this program and be approved by the FAA. Additionally, within each 24 calendar month period that person must satisfactorily conduct a flight check for which the check airman holds current authorization under the observation of an FAA inspector in the calendar month before or the calendar month after the month in which it is due. Training records shall be completed and recorded with form 5.17, Check Airmen.
e. The company must supply to the POI (in the format and time interval specified by the POI) a list of all checks conducted by each company Check Airman, including (at a minimum) the name of the check airman and certificate number, name of the person being checked and certificate number, the date of the check, the type of checking activity (Competency check, OE check, etc.) and outcome of the check (pass or fail).

   NOTE: 14 CFR § 135.323(a)(4) Requires that each certificate holder that has an approved training program must have enough qualified Instructors and Check Airman to accomplish all the training and checking required by the FAR

1.17 Definitions

The following terms are used throughout this training manual and are defined as follows:

Base Month: Training/Checking Month (Base Month): The calendar month during which a crewmember or aircraft dispatcher is due to receive required recurrent training, a required flight check, a required competency check, or required operating familiarization. Calendar month means the first day through the last day of a particular month.

Courseware: Instructional material developed for each curriculum. This is information in lesson plans, instructor guides, computer software programs, audiovisual programs, workbooks, aircraft operating manuals, and handouts. Courseware must accurately reflect curriculum requirements, be effectively organized, and properly integrate with instructional delivery methods.

Curriculum: A complete training agenda specific to an aircraft type and a crewmember or dispatcher duty position. Each curriculum consists of several curriculum segments.

Curriculum Segment: The largest subdivision of a curriculum containing broadly related training subjects and activities based on regulatory requirements. Curriculum segments are logical subdivisions of a curriculum which can be separately evaluated and individually approved, for example: the ground training segment and the flight training segment. Each curriculum segment consists of one or more training modules.

Early or Late Base Month: The Calendar Month before a Pilot's Base Month, but within his Eligibility Period, is called the Early Base Month. The Calendar Month after a Pilot's Base Month, but within his Eligibility Period, is called the Late Base Month.

Eligibility Period: Three calendar months (the calendar month before the “training/checking month,” the “training/checking month,” and the calendar month after the “training/checking” month). During this period a crewmember or aircraft dispatcher must receive recurrent training, a flight check, or a competency check, to remain in a qualified status. Training or checking completed during the eligibility period, is considered to be completed during the training/checking month.

Flight Hour - The number of 60-minute hours of incurred time between the start of taxi for the purpose of flight until the aircraft comes to rest at its final stopping point and engine is shut off. Typically, this is designated as Hours to the nearest 1/10th of an hour.

Ground Training Hour - A sixty-minute block of time including reasonable breaks.

Instructional Delivery Methods: Methodology for conveying information to a student. For example, this may include lectures, demonstrations, audiovisual presentations, on line training, home study assignments, workshops, and drills. Training devices, simulators, aircraft, and computer work stations are also considered instructional delivery methods.

Modular Training: The concept of program development in which logical subdivisions of training programs are developed, reviewed, approved, and modified as individual units. Curriculum segments and modules may be used in multiple curriculums. The modular approach allows great flexibility in program development and reduces the administrative workload on both operators and in the development and approval of these programs.

Planned Hour - is the time that is dedicated by the instructor to complete instruction. The FAA has provided a table (located in section 1.15.1, Flight Training Hours (National Norms) One Pilot-FSTD or All Training Conducted in Aircraft of this document) that contains “National Norms” for scheduling training time for specific modules. “Planned Hours” are not to be confused with any hourly requirement for completion of a subject module.

Programed Training Hour - describes a course of instruction that includes start and stop times for each lesson. Under 14 CFR Part 135 there are in no specified number of 'Training hours' that need to be accomplished. All ground training must be accomplished until the student has acquired the knowledge provided by the training segment to a proficient level.

Training Module: A subpart of a curriculum segment which constitutes a logical, self-contained unit. A module contains elements or events which relate to a specific subject. For example, a ground training curriculum segment could logically be divided into modules pertaining to aircraft systems (hydraulic, pneumatic, electrical, etc.). As another example, a flight training curriculum segment is normally divided into flight periods each of which is a separate module. A training module includes the outline, appropriate courseware, and the instructional delivery methods. It is usually but not necessarily completed in a single training session.

Training Program: A system of instruction which includes curriculums, facilities, instructors, check airmen, courseware, instructional delivery methods, and testing and checking procedures. This system must satisfy the training program requirements of 14 CFR Part 121 or 14 CFR Part 135 and ensure that each crewmember and dispatcher remain adequately trained for each aircraft, duty position, and kind of operation in which the person serves.

TransNorthern may change a pilot's Base Month by notation on the TNA Flight Checking Form (section 5.19, Flight Checking Form) if such a change is beneficial to the pilot or the company. The changed Base Month will be indicated (in Bold type) also on pilot's Record of Tests and Checks (section 5.6, Record of Tests and Checks).

Examples of when it may be appropriate to change a pilot's base month:

a. The company needs to move a single pilot into a scheduled training event to consolidate class time.
b. For multiple years in succession a pilot takes a flight check in his early or late base month.
c. Changing a base month for pilots with multiple aircraft qualifications may be accomplished so that 14 CFR § 135.297 due dates match 14 CFR § 135.239 annual checks
d. Any documented change in Base Month MAY NOT be used to extend a pilot's qualification eligibility.

2 Contract Training – Reserved

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3 Categories of Training

This section contains the curricula appropriate to the crewmember duty position and aircraft assigned. Each curriculum lists the curriculum segments to be completed for the appropriate categories of training. These categories of training are summarized in general terms as follows:

a. All personnel not previously employed by the operator must complete initial new hire training.
b. All personnel must complete recurrent training for the duty position and aircraft type for which they are currently assigned within the appropriate eligibility period.
c. All personnel who have become unqualified for a duty position on an aircraft type with the operator must complete requalification training to reestablish qualification for that duty position and aircraft type.
d. All personnel who are being assigned by the operator to a different duty position and/or aircraft type must complete either initial equipment, transition, upgrade, or requalification training, depending on the aircraft type and duty position for which they were previously qualified.

3.1 Aircraft Families

There are five basic families of aircraft used in 14 CFR Parts 121 and 135 operations. Aircraft are assigned to a particular family according to their performance and flight characteristics. The ground and flight training requirements for crewmembers are significantly different for each family of aircraft. Within each aircraft family, however, the ground and flight training requirements are similar, even though individual aircraft may be quite different in construction and appearance. The five families of aircraft are as follows:

3.1.1 Transport Category and Commuter Category Airplane Family

The transport and commuter category airplane family includes all airplanes certificated under 14 CFR Part 25 (and predecessor rules such as CAR 4, 4A and 4B and SR 422, 422A, and 422B) and those few turbojet airplanes certified under 14 CFR Part 23. This family of airplanes also includes those few large airplanes of 30 or more passenger seats certified under Aero Bulletin 7A (DC-3, L-18, C-46) known as large non-transport airplanes when operated in revenue service. This family also includes those airplanes certified under 14 CFR Part 23 in the commuter category.

3.1.2 Turboprop and SFAR Airplanes

This family of airplanes consists of turbo-propeller airplanes and those airplanes certified under 14 CFR Part 23 for operations in excess of 12,500 MTOW or with more than 9 passenger seats and less than 20 passenger seats of either reciprocating or turbo-propeller power. It also includes any aircraft certified under Special Federal Aviation Regulations. In accordance with 14 CFR § 135.293(b) certain airplanes of particular make and model airplane

have been determined to be equivalent to other models in a series. Airplanes of an equivalent series may be considered a single type for purposes of training and checking.

a. Beechcraft Turbo-propeller: B65-A90, 90, 99, 100, and 200
b. Cessna Turbo-propeller of the 400 series
c. Rockwell Commander Turbo-propeller: 680T, 690V, 680W, and 690

3.1.3 Multiengine General Purpose Airplane Family

This family includes all multiengine airplanes certificated for operations with 9 or less passenger seats and not more than 12,500 pounds MTOW. It does not include any airplanes certified in the transport or commuter category regardless of the MTOW. Crewmembers operating airplanes in this family must have similar knowledge, skills, and abilities to operate them under 14 CFR Part 135. For example, a pilot operating an airplane within this family, may require diversified training in short and soft field landings, but is not required to have training in V_1 cuts. The type of operation may require specific training, such as seaplane operations.

a. Beechcraft Reciprocating: B50, 55, 56, 57, 58, 60, 70, and 95
b. Cessna Reciprocating: C310, 320, 340, and 400 Series
c. Cessna: 336, 337
d. Piper Reciprocating: PA-23, PA-30, PA-31, PA-34, and PA-39
e. Rockwell Commander Reciprocating: 500, 560, 680, 685, and 720

3.1.4 Single Engine General Purpose Airplane Family

This family includes all single engine airplanes of not more than 12,500 pounds maximum takeoff weight other than turbine powered airplanes. Crewmembers operating airplanes in this family must have similar knowledge, skills, and abilities to operate them under 14 CFR Part 135. For example, pilots operating single engine airplanes are required to have training that applies to all airplanes in this group, such as forced landing procedures. The type of operation may require specific training, such as seaplane or ski plane training.

3.1.5 Helicopter Family

This family includes all helicopters. Helicopter operations under 14 CFR Part 135 require similar knowledge, skills, and abilities. General training requirements for this family of aircraft include such events as autorotation and anti-torque failure. The type of operation may require specific training in events such as high-altitude landings or airborne radar approach procedures.

3.1.6 PIC/SIC Fixed Wing Aircraft Curriculum

[14 CFR § 135.329]

OBJECTIVE: To develop the necessary knowledge and skill for the crewmember to perform the duties and responsibilities of the assigned duty position and aircraft to the desired standards.

REQUIRED CURRICULUM SEGMENTS									
TRAINING CATEGORY (Reference)	Basic Indoc Section 4.1	General Emergency Section 4.3	A/C Ground Section 4.4	Special Subjects Section 4.5	Crew Resource Management Section 4.5.2	Optional Subjects Section 4.5.3	A/C Flight Section 4.6	Hazmat	Qual Section 4.7
Initial New-Hire Training	Required	Required	Required	Required	Required	See **	Required	Required see ***	Required See *
Initial Equipment Training		Required	Required	Required	Required	See **	Required		Required See *
Transition Training		Required	Required	Required	Required	See **	Required		Required See *
Recurrent Training	Required	Required	Required	Required	Required	See **	Required	Required see ***	Required See *
Upgrade Training			Required	Required	Required	See **	Required		Required See *
Requalification Training	Required	Required see *	Required see *	Required	Required	See **	Required see *	Required see ***	Required See *

NOTE: All Transport Category Training will be to IFR standards.

DIFFERENCES TRAINING for any category will be contained in the individual aircraft Ground or Flight curriculum segments when required for aircraft fleet that has differences.

The location of the curriculum segments and the PLANNED training hours are shown in each box. The following notes apply:

* See 1.14, Requalification Training for Requalification requirements.

** Optional based upon the pilot's duty assignment and operational requirement.

*** Hazmat moved to Company Hazardous Materials Ops and Training Manual.

3.2 Instructor Curriculum

3.2.1 Initial and Transition

OBJECTIVE: To develop the necessary knowledge and skill for the crewmember to perform the duties and responsibilities of the assigned duty position and aircraft to the desired standards.

	REQUIRED CURRICULUM SEGMENTS	
Training Category	Ground Training	Flight Training
Initial Training	Section 4.8, Air Transportation Flight Instructor Ground Training Curriculum Segment	Section 4.9, Flight Instructor Flight Training Curriculum Segment
Transition Training	Section 4.8, Air Transportation Flight Instructor Ground Training Curriculum Segment	Section 4.9, Flight Instructor Flight Training Curriculum Segment

NOTE: Transition Training may be substituted for Initial Aircraft Ground training as a student for previously qualified Instructors.

3.3 Check Airman Curriculum

3.3.1 Initial and Transition

OBJECTIVE: To develop the necessary knowledge and skill for the crewmember to perform the duties and responsibilities of the assigned duty position and aircraft to the desired standards.

	Required Curriculum Segments	
Training Category	Ground Training	Flight Training
Initial Training	Section 4.10, Check Airman Ground Training Curriculum Segment	Section 4.11, Check Airman Flight Training Curriculum Segment
Transition Training	Section 4.10, Check Airman Ground Training Curriculum Segment	Section 4.11, Check Airman Flight Training Curriculum Segment

NOTE: Transition Training may be accomplished by an FAA ASI or Company Check Airman and is certified by letter from the Company Principal Operations Inspector authorizing Check Airman Authority.

4 Curriculum Segments

[14 CFR § 135.327]

4.1 Basic Indoctrination Training Curriculum Segment

[14 CFR § 135.329(a)(1)]

OBJECTIVE: To introduce the new-hire crewmember to the company and its manner of conducting operations in air transportation, to acquaint the crewmember with the company's policies, procedures, forms, organizational and administrative practices, and to ensure the crewmember has acquired basic airman knowledge.

> NOTE: The Company General Operations Manual contains the latest company policies and procedures and should be utilized extensively when conducting training so as to assure coverage of the most up-to-date information.

Instructional Delivery Methods ..... Lecture, Digital Media

Testing/Checking..... Written or Oral exam

4.1.1 Operator Specific Modules

[14 CFR § 135.345]

The following topics will be covered in Basic Indoctrination and form section 5.7, Operator Indoctrination Training and placed in the employees training file.

a. General Operations Manual – Duties and Responsibilities
b. Appropriate Provisions of the Federal Aviation Regulations
    i. 14 CFR Part 1
    ii. 14 CFR Part 49
    iii. 14 CFR Part 61
    iv. 14 CFR Part 91
    v. 14 CFR Part 119
    vi. 14 CFR Part 135
    vii. 14 CFR Part 175
c. Contents of Certificate and Operations Specifications
d. Employee Assistance Program

4.1.2 Airman Specific Modules

The following topics will be covered in Basic Indoctrination and form section 5.8, Airman Indoctrination Training and placed in the employees training file.

a. Operational control (this includes dispatch or flight release for part 121 and flight locating procedures for part 135)
b. Weight and Balance (W&B)
c. Aircraft performance and airport analysis,
d. Meteorology
e. Navigation
f. Airspace and air traffic control (ATC) procedures
g. En Route and terminal area charting and flight planning
h. Instrument procedures
i. Concepts of instrument approach
j. Normal and emergency communication procedures
k. Other instructions necessary to ensure the pilot's competence
l. Airport ground operational safety (refer to the current editions of Advisory Circular (AC) 120-74, Parts 91, 121, 125, and 135 Flight crew Procedures During Taxi Operations, and AC 91-73, Parts 91 and 135 Single Pilot, Flight School Procedures During Taxi Operations).

4.1.3 Airport Ground Operational and Runway Safety

Courseware ..... Lesson Plans, Digital Media, AC 120-74B

Instructional Delivery Methods ..... Lecture and Digital Media

Objective: To enhance safety for aircraft ground operations at tower controlled and uncontrolled airports.

Standard: ..... Oral evaluation to the satisfaction to the instructor.

a. Purpose - provide flight crewmembers mitigation procedures that will avoid a runway incursion and enhance safe taxi operations
b. Standard Operating Procedures (SOP) for use during all phases of flight and including ground operations - single pilot and two pilot operations.
c. Discussion Elements:

    i. Airport Markings
    ii. Hot Spots
    iii. Planning
    iv. Situational Awareness
    v. Written Taxi Instructions
    vi. Verbal Communications (two pilot crew)
    vii. ATC Communications
    viii. Taxi
    ix. Aircraft Lighting

4.2 Requalification Training Curriculum Segment

OBJECTIVE: To requalify a crewmember of the company to conduct operations in air transportation, to reacquaint the crewmember with the company's policies, procedures, forms, organizational and administrative practices, and to ensure the crewmember has acquired basic airman knowledge.

> NOTE: The Company General Operations Manual contains the latest company policies and procedures and should be utilized extensively when conducting training so as to assure coverage of the most up-to-date information.

Instructional Delivery Methods ..... Lecture, Digital Media

Testing/Checking..... Written or Oral exam

4.2.1 Training Modules

The training events will be determined based upon the airman's uncompleted training events. To determine the training required reference section 1.14.1, Table 3-76 and section 1.14.2, Table 3-77.

4.3 General Emergency Curriculum Segment

[14 CFR § 135.329(a)(3)]

OBJECTIVE: To develop the necessary knowledge and skills in the actual use of certain items of emergency equipment, as well as the procedures to be followed, when emergency situations occur.

Instructional Delivery Method .....Lecture, Demonstration, Drills, Digital Media

Testing/Checking ..... Written or Oral Exam

4.3.1 Emergency Situation Ground Training Module

[14 CFR § 135.331]

a. TransNorthern Aviation training will provide emergency training under this section for each aircraft type, model, and configuration, each crewmember, for each kind of operation conducted, for each crewmember and the certificate holder. This training will be recorded using section 5.9, Emergency Situation Ground Training
b. Emergency training must provide the following:

   i. Flight crew Member Duties and Responsibilities

      A. Emergency assignments
      B. Pilot in command (PIC) emergency authority
      C. Reporting incidents and accidents

   ii. Crew Coordination and Company Communication

      A. Cabin crew notification procedures
      B. Ground agency notification procedures (e.g., FAA or Airport Authority)
      C. Company communication procedures

iii. Aircraft Fires

A. Principles of combustion and classes of fire
B. Fire inflight or on the surface and smoke control procedures with emphasis on electrical equipment and related circuit breakers found in cabin areas;
C. Toxic fumes and chemical irritants
D. Use of appropriate hand-held extinguishers
E. Lithium battery fires
F. Lavatory fires
G. Smoke masks and goggles

iv. First Aid Equipment

A. Contents of first aid kit
B. Requirements for first aid kit integrity
C. Use of individual items

v. Illness, Injury, and Basic First Aid

A. Principles of cardiopulmonary resuscitation (CPR)
B. Ear and sinus blocks
C. Seeking medical assistance
D. Treatment of shock
E. Heart attack and pregnancy situations

vi. Ground Evacuation

A. Aircraft configuration
B. Directing passenger flow
C. Blocked or jammed exit procedures
D. Fuel spills and other ground hazards
E. Handicapped persons

vii. Ditching

A. Flight deck and cabin preparation
B. Passenger briefing
C. Crew coordination
D. Primary swells, secondary swells, and sea conditions
E. Ditching heading and water landings
F. Ditching at night
G. Instruction on ditching equipment kept onboard the aircraft

viii. Rapid Decompression (RD)

A. Respiration
B. Hypoxia, hypothermia, and hyperventilation
C. Gas expansion/bubble formation
D. Physical phenomena and actual incidents

ix. Previous Aircraft Accidents/Incidents

A. NTSB accident report reviews
B. Human factors (HF)/considerations
C. Reports received through the certificate holder's safety reporting system

x. Crewmember Incapacitation

A. Company procedures
B. Reporting requirements (NTSB)
C. Interference with crewmembers

xi. Hijacking and Other Unusual Situations

A. Hijack procedures
B. Bomb threat procedures
C. Security coordinator responsibilities
D. In-flight intercept signals and procedures

4.3.2 Emergency Drill Training Module

[14 CFR § 135.331(c)]

Each crewmember must perform at least the following emergency drills, using the proper emergency equipment and procedures, unless the Administrator finds that, for a particular drill, the crewmember can be adequately trained by demonstration. Training for emergency drills shall be recorded with form section 5.10, Emergency Drill Training and placed in the employee training file. Training will include the following:

1. Ditching
2. Emergency evacuation
3. Fire extinguishing and smoke control
4. Operation and use of emergency exits, including deployment and use of evacuation chutes
5. Use of crew and passenger oxygen
6. Removal of life rafts from the aircraft, inflation of the life rafts, use of life lines, and boarding of passengers and crew
7. Donning and inflation of life vests and the use of other individual flotation devices

4.4 Aircraft Ground Curriculum Segment

[14 CFR § 135.329(a)(2) and 135.345]

OBJECTIVE: To develop the necessary crewmember knowledge for understanding the basic functions of aircraft systems, the use of the individual systems components, the integration of aircraft systems, and operational procedures.

Instructional Delivery Method ..... Lecture, Digital Media

Testing/Checking..... Written or Oral exam

4.4.1 General Operational Subjects Modules

General Operational subjects training shall be recorded with form section 5.11, Specific Aircraft - General Operating Subjects and placed in the employee training file. Training will include the following:

a. Flight Release and Locating Procedures (Reference OPS Manual, Flight Plans)
b. Dispatch Procedures
c. Weight and Balance calculations and use. (Includes Seat Reconfiguration)
d. Operating Limitations
e. Fuel consumption and control
f. Anti-icing Procedures
g. Meteorology - Adverse Weather Practices
h. Communication and Navigation Equipment
i. Performance Characteristics During All Flight Regimes
j. Ground Icing and Deicing
k. Airplane Flight Manual
l. Flight Planning
m. Normal and Emergency Procedures
n. Flat Light

4.4.2 Aircraft Systems Modules

Aircraft Systems subjects training shall be recorded with form section 5.12, Specific Aircraft – Aircraft Systems and placed in the employee training file. Training will include the following:

a. Aircraft General
b. Powerplants and Propellers
c. Electrical
d. Hydraulic (Include Replacement of fluid training)
e. Fuel
f. Pneumatic
g. Air Conditioning and Pressurization
h. Flight Controls
i. Landing Gear
j. Ice and Rain Protection
k. Equipment and Furnishings
l. Navigation Equipment
m. Auto Flight System
n. Flight Instruments
o. Communications Equipment
p. Warning Systems
q. Fire Protection
r. Oxygen
s. Lighting
t. Emergency Equipment - including Exits
u. Auxiliary Power Unit (APU)
v. Ground Deicing/Anti-icing Procedures

4.4.3 Aircraft Systems Integration Modules

Aircraft Systems Integration subjects training shall be recorded with form section 5.12, Specific Aircraft – Aircraft Systems and placed in the employee training file. Training will include the following:

a. Use of Checklists
b. Auto flight
c. Flight Planning
d. Cockpit Familiarization
e. Display Systems
f. Navigation Systems (includes GPS)
g. Crew Resource Management

4.5 Special Subjects Curriculum Segment

4.5.1 Ground Icing/Deicing

Courseware ..... Lesson Plans, Company Operations Manual, Approved Pilot's Operating Handbook

Instructional Delivery Methods .....Lecture, Digital Media and Demonstration

Objective: Provide standardized ground training so that crewmembers will be able to operate aircraft in potential Ground Icing Conditions, assess dangers associated with Ground Icing Conditions and remove contamination from aircraft incurred during Ground Icing Conditions.

Standard:..... Oral and demonstrated evaluation to the satisfaction to the instructor

a. Clean Aircraft Concept
b. Methods for Deicing
c. Definitions

    i. Deicing
    ii. Anti-Icing
    iii. Deicing/Anti-Icing
    iv. Pre-takeoff Contamination Check
    v. Ground Icing Conditions

d. Duties and Responsibilities

    i. Chief Pilot
    ii. Pilot in Command

e. Deicing Procedures
f. Cold Weather Preflight Inspection Procedures
g. Pre-Takeoff Contamination Check Procedures
h. 2010 Rule Change - No Polished Frost

4.5.2 Crew Resource Management (CRM) Curriculum Segment

[14 CFR § 135.329(a)(4) and 135.330]

OBJECTIVE: To fulfill the requirements of CFR 14 § 135.330 and provide education and instruction to flight crewmembers with emphasis on the importance and requirements to understand situation awareness, communication skills, teamwork, task allocation, and decision making within a comprehensive framework of standard operating procedures

Instructional Delivery Methods ..... Lecture, Digital Media

Testing/Checking.....Written or Oral exam

4.5.2.1 Subject Modules

a. Authority of the pilot in command;

    • Including GOM Section 1.5 - Duties and Responsibilities

b. Communication processes, decisions, and coordination, to include communication with Air Traffic Control, personnel performing flight locating and other operational functions, and passengers;

    • Including GOM Section 12.1.2 - Communications

c. Building and maintenance of a flight team
d. Workload and time management

e. Situational awareness

- Including GOM Section 19.3 - Flight Contingency Plans

f. Effects of fatigue on performance, avoidance strategies and countermeasures
g. Effects of stress and stress reduction strategies
h. Aeronautical decision-making and judgment training

NOTE: TransNorthern CRM curriculum specifically deals with a discussion to make crewmembers aware of the human and psychological aspect of Crew Resource Management. However, CRM is part of each of the company Training Curriculum. Specific CRM practices are part of each aircraft's ground and flight training and are assessed with each checking session. It is important to understand that completion of this curriculum alone - does NOT meet the requirements of the company's CRM training until all other initial required Curriculum have been completed.

4.5.3 Optional Curriculum Segment

4.5.3.1 Special Approaches Curriculum

Courseware ...FAA Form(s) 8260-7B, Special Approach Plates, Company Operations Specifications, AFM

Instructional Delivery Methods ..... Lecture, Digital Media, in some case, Flight Training

Requirement..... Special Approach Curriculum Segment is required for any FAA approved Special Approaches.

4.5.3.1.1 14 CFR 97

Procedures for GPS Approaches

Objective: Provide standardized ground and flight training associated with Special IFR Approach procedures authorized by the Company.

Standard: Oral evaluation to the satisfaction to the instructor.

a. Operations Specifications Par C081 for Approved Approaches.
b. Review Specific Authorized Special Approaches
c. Chart Currency
d. Aircraft Performance Requirements
e. Calculating Aircraft Performance
f. Ground and Flight Training requirements

NOTE: The Chief Pilot or DO will only issue a duty assignment for pilots that have completed all training required by section 4.5.3.1.2, Special Instrument Approaches

Reference Ops Spec C081 for Companies current Special Approach Authorization.

Review Each Authorized Approach Form 8260-7B authorized for required Ground Training Required. Document completion of training on the Special Approaches Certificate of Training in section 5.14, Special Subjects for Initial and Recurrent Training.

NOTE: Review the table below and any Special Approach requiring Flight Training must be accomplished and documented on section 5.18, Flight Training Record.

4.5.3.1.2 Special Instrument Approaches

Special Instrument Approaches				
Airport Name	Airport Ident	Procedure Name	Ground Training Required	Flight Training Required
Badami	PABP	RNAV (GPS) Rwy 4	Review Approach Plate Procedures, Airport Topography and Hazards, Aircraft Performance Requirements, Missed Approach Procedures and Limitations from the 8260	No Special Instrument procedures or Flight Training
Badami	PABP	RNAV (GPS) Rwy 22	Review Approach Plate Procedures, Airport Topography and Hazards, Aircraft Performance Requirements, Missed Approach Procedures and Limitations from the 8260	No Special Instrument procedures or Flight Training Required
Badami	PABP	TAKEOFF MINIMUMS AND OBSTACLE DEPARTURE PROCEDURE (ODP)	Review Takeoff Minimums and Obstacle Departure Procedure, Review Plate	No Special Instrument procedures or Flight Training Required
Dutch Harbor	PADU	RNAV (GPS) RWY 13	Review Approach Plate Procedures, Airport Topography and Hazards, Aircraft Performance Requirements, Missed Approach Procedures and Limitations from the 8260	Demonstrate ability to Initiate immediate climbing reduced radius turn to not exceed a ground track radius of 1.5NM.
Dutch Harbor	PADU	RNAV (GPS) RWY 31	Review Approach Plate Procedures, Airport Topography and Hazards, Aircraft Performance Requirements, Missed Approach Procedures and Limitations from the 8260	Demonstrate ability to Initiate immediate climbing reduced radius turn to not exceed a ground track radius of 1.5NM.
Kodiak	PADQ	ILS Z or Loc Z-Rwy 26	Review Approach Plate Procedures, Airport Topography and Hazards, Aircraft Performance Requirements, Missed Approach Procedures and Limitations from the 8260	Demonstrate ability to Initiate immediate climbing reduced radius turn to not exceed a ground track radius of 1NM.
Kodiak	PADQ	VOR DME Rwy 26	Review Approach Plate Procedures, Airport Topography and Hazards, Aircraft Performance Requirements, Missed Approach Procedures and Limitations from the 8260	No Special Instrument procedures or Flight Training Required

Airport Name	Airport Ident	Procedure Name	Ground Training Required	Flight Training Required
Valdez	PAVD	LDA/DME-G	Review Approach Plate Procedures, Airport Topography and Hazards, Aircraft Performance Requirements, Missed Approach Procedures and Limitations from the 8260	Demonstrate ability to execute missed approach turn using 1 NM turn radius or less.
Valdez	PAVD	RNAV (GPS) B	Review Approach Plate Procedures, Airport Topography and Hazards, Aircraft Performance Requirements, Missed Approach Procedures and Limitations from the 8260	No Special Instrument procedures or Flight Training Required
Valdez	PAVD	Johnston Pnt.two Dp	Review Procedures per Plate and Limitations from the 8260	No Special Instrument procedures or Flight Training

4.5.3.2 12-5 Program (Security)

Courseware ..... Lesson Plans, Power Point Presentations, Literature from Dept. of Homeland Security

Instructional Delivery Methods .....Lecture, Digital Media and Visual Aids

Objective: Provide Training for Ground Security Coordinators and In-flight Security Coordinators in accordance with federal security programs.

Standard:..... Oral evaluation to the satisfaction to the instructor

a. Roles and Responsibilities of the GSC (and/or ISC)
b. Procedures for Assessing and Maintaining Ground Security
c. Preventative Security
d. Procedures for Controlling Access to Aircraft
e. Threat Levels and Types
f. Information Exchange Requirements
g. Emergency Response
h. Action and Assistance in Aircraft Emergency Situations
i. Crewmember Tactics
j. Identification of Weapons, Explosives, and Incendiaries

4.5.3.3 Differences Training

Courseware ..... Lesson Plans, Power Point Presentations, AFM or other Aircraft Supplements

Instructional Delivery Methods .....Lecture, Digital Media and Visual Aids

Objective: ..... Provide standardized ground and flight training associated with Aircraft Differences

Standard:..... Oral evaluation to the satisfaction to the instructor

Requirement: ..... Required for Flight Crewmembers operating same type aircraft with differences

4.5.3.4 High Altitude Training

Courseware ..... Lesson Plans and Power Point Presentations
Instructional Delivery Methods .....Lecture, Digital Media and Visual Aids

Objective: ..... Provide for crewmembers operating at or above 25,000(FL250)

Standard:..... Oral evaluation to the satisfaction to the instructor

TransNorthern Aviation crewmembers who serve in operations above 25,000 feet must receive instruction in the following:

1. Respiration
2. Hypoxia
3. Duration of consciousness without supplemental oxygen at altitude
4. Gas expansion
5. Gas bubble formation.
6. Physical phenomena and incidents of decompression.

4.5.3.5 UPS Training

TransNorthern Aviation is a 'Small Aircraft Feeder Carrier' for UPS. UPS, requires persons admitted to UPS property to have completed a training program annually provided by UPS in the form of a PowerPoint presentation describing policies of UPS during Ramp Operations. The form 5.15, UPS Feeder Operations will be completed when the training is accomplished.

> NOTE: The UPS training is not FAA approved, but is included in the training program for TransNorthern Aviation personnel record keeping.

4.5.3.6 Seat Dependent Training

[14 CFR § 135.329(e)(1)]

Trans Northern Aviation in addition to initial, transition, upgrade and recurrent training, must provide ground and flight training, instruction, and practice necessary to ensure that each crewmember:

- Remains adequately trained and currently proficient for each aircraft, crewmember position, and type of operation in which the crewmember serves

Requalification training will also be conducted when a PIC is reassigned as a SIC on the same aircraft type if seat dependent training is required. Training shall be completed with form 5.19 Flight Checking Form. This training will be conducted annually during the pilots 135.293 check ride.

4.6 Flight Training Curriculum Segment

[14 CFR § 135.329(b) and 135.347]

PIC/SIC

Fixed Wing Aircraft

OBJECTIVE: To develop the necessary crewmember skills and knowledge to perform the duties and responsibilities for the duty position and operate the aircraft to the desired standards.

Instructional Delivery Method ..... Instruction/Practice/Demonstration/Specific Aircraft FMG

Testing/Checking..... Company Specific FMG and Commercial/Instrument Pilot or ATP as applicable

4.6.1 Flight Modules Single and Multi-Engine Aircraft

NOTE: This list includes training for both Single (Marked "**S**") and Multi-Engine Aircraft (Marked "**M**"). Items preceded with a "**I**" are only required for IFR certification. Items preceded with a "**V**" are only required for Non IFR duty assignments. Not all items are required for a specific aircraft make/model. Company Instructors must determine that all appropriate flight training for the Airman's required duty assignment is completed before certifying completion of flight training. Reference Page 5-27 for single vs multiengine testing requirements.

a. Preparation

i. S,M - Training Flight Briefing - (each Flight Training Session must include Pre & Post Brief)
ii. S,M - Weight and Balance calculations including Fuel Load determination
iii. S,M - Performance Limitations
iv. S,M - Flight Log Procedures
v. S,M - Visual Inspection - Interior & Exterior
vi. S,M - Securing Cargo

b. Surface Operations

i. S,M - Flight Deck Management / Organization
ii. S,M - Use of Checklists
iii. S,M - Starting
iv. S,M - Pre-Takeoff Checks
v. S,M - Taxi Operations

c. Takeoff

i. S,M - Normal
ii. S,M - Crosswind
iii. S,M - Short field/Soft
iv. S,M - Rejected
v. I - Instrument
vi. M - V_{MC} demonstration and recovery *(consider discussion only)*
vii. S,M - Powerplant below V_{MC} or V_1 IAW the Aircrafts AFM – Rejected
viii. M - Powerplant failure after V_{MC}
ix. S,M - Systems Ops for Takeoff - (Deicing/Environmental/etc.) - Discussion/configuration ck

d. Climb

i. S,M - Normal
ii. M - With Failed Engine (normally trained in conjunction with Missed Approach or Engine failure on Takeoff)

e. En Route Segment

i. S,M - Steep Turns
ii. S,M - Stall Prevention - During training documentation of completion required all three be conducted during Flight Training Session
    A. Takeoff configuration
    B. En Route (or clean) configuration
    C. Landing configuration
iii. M - Powerplant Shutdown and Restart
iv. S,M - Slow-Speed Handling Characteristics
v. M - En Route Operations with Engine Inoperative

f. Descent - proper powerplant management demonstrated on all descents.

i. S,M - Normal
ii. S,M - Maximum Rate

g. Approaches

i. S,M - Normal VFR Procedures, Including Visual Approaches
ii. S - Accuracy (combine with h. ii. Below)
iii. S,M - IFR Precision Approaches
    A. S,M - ILS - Normal
    B. M - ILS - Engine Out Approach
    C. I - With complete Missed Approach Procedure
iv. IFR Non-Precision Approaches - (Note MUST be listed in Ops Specs)
    A. I - RNAV GPS LNAV
    B. I - RNAV GPS with Vertical Guidance
    C. I - NDB or NDB-DME
    D. I - VOR or VOR-DME
    E. I - LDA or LDA-DME
    F. I - LOC Back course
    G. I - Circling Approach
    H. I - Contact Approach
    I. I - Complete Missed Approach Procedure from Non-Precision Approach
    J. I, M - Complete one approach with a powerplant failure

h. Landings

i. S,M - Normal
ii. S – Power off Accuracy landing (typically initiated on downwind) -
iii. M - With Simulated Powerplant Failure
iv. S,M - Pitch Mistrim (PIC)
v. S,M - From a Precision Approach
vi. M - From a Precision Approach with most critical Engine Inoperative
vii. S,M - Crosswind
viii. S,M - No Flap Approach and Landing
ix. S,M - Short/Soft Field

i. After Landing

i. S,M - Parking
ii. S,M - Emergency Evacuation

j. Systems Procedures during any Flight Phase. Normal, Abnormal or Alternate.

i. S,M - Pneumatic/Pressurization
ii. S,M - Fuel and Oil
iii. S,M - Electrical
iv. S,M - Hydraulic
v. S,M - Flight Controls
vi. S,M - Anti-Icing and Deicing Systems
vii. S,M - Autopilot (if installed)
viii. S,M - Flight Management Guidance Systems and/or Automatic or Other Approach and Landing Aids.
ix. S,M - Stall Warning Devices and/or Stall Avoidance Devices
x. S,M - Airborne Weather Radar
xi. S,M - Flight Instrument System Malfunction
xii. S,M - Communications Equipment
xiii. S,M - Navigation Systems

k. Systems Procedures during any Flight Phase - Emergency

i. S,M - Fires
ii. S,M - Smoke Control
iii. S,M - Powerplant Failure/Fire/Malfunctions
iv. S,M - Electric, Hydraulic and Pneumatic Systems
v. S,M - Flight Control Systems Malfunction
vi. S,M - Landing Gear and Flap System Malfunction
vii. S,M - Ice Accumulation on Airframe
viii. S,M - Air Hazard Avoidance
ix. S,M - Windshear/Microburst
x. S – (If NOT IFR authorized) Inadvertent Instrument Metrological Conditions encounter.
xi. S – (If NOT IFR authorized) At least One ILS procedure to a full stop.

4.6.2 Course Completion Requirements

a. A flight crewmember completes a flight training curriculum segment by successfully accomplishing each training event. Flight crewmembers are then required to successfully meet the requirements specified in the qualification curriculum segment. If a person fails to meet any of the qualification requirements because of a lack in flight proficiency, that person must be returned to training status. After retraining, an instructor recommendation is required for re-accomplishing the unsatisfactory qualification requirement.
b. A flight crewmember may successfully complete a flight training curriculum segment without completing any specified number of training hours, provided all of the following conditions are met:

   i. The crewmember successfully completes all of the training events required by the curriculum segment.
   ii. An instructor recommends the flight test be conducted before completion of the specified number of training hours. The recommendation must be suitably documented.
   iii. The flight crewmember satisfactorily completes the qualification curriculum segment requirements. If a flight crewmember fails to meet the qualification curriculum segment requirements because of a lack in flight proficiency, he must receive additional training in the deficient areas and must then be recommended by an instructor before re-accomplishing the failed qualification requirements.

   NOTE: Completion of SIC flight training segment does NOT qualify pilot for PIC qualification. Upgrade Flight Training is required in Pilot's Station.

4.7 Qualification Curriculum Segment

OBJECTIVE: To determine that a crewmember has satisfactorily completed all required curriculum segments and to determine whether sufficient learning has occurred by the comparison or the crewmember's performance, in practical situations, to established standards.

4.7.1 Testing or Checking

Each crewmember required to train under a curriculum must complete the curriculum in its entirety.

All written examinations must be completed with a minimum score of 70%. Subject areas found deficient will be reviewed and the crewmember knowledge determined to be satisfactory. Such review will be documented by the instructor.

Satisfactory completion of flight training required events will be in accordance with the standards set forth in the Airman Certification Standards for the pilot certificate and rating required for the duty position assigned.

A crewmember who fails to meet qualification objectives must continue training until those objectives are met, unless the crewmember is removed from training status.

A crewmember will become fully qualified to serve in a specific duty position in a specific aircraft upon satisfactory completion of the qualification segment requirements. Checking modules that list the following modules, sections 4.7.1.1, Basic Checking Module and 4.7.1.2, Line Check Qualification Module, are located in section 1.11, Basic Checking Qualification and 1.13, Line Check Qualification.

4.7.1.1 Basic Checking Module

a. PIC/SIC Competency Check (14 CFR § 135.293) and
b. PIC Instrument Proficiency Check (14 CFR § 135.297)

4.7.1.2 Line Check Qualification Module

- PIC Line Check (14 CFR § 135.299)

4.7.2 Operating Experience Module Commuter Only

[14 CFR § 135.244]

Reserved

4.8 Flight Instructor Ground Training Curriculum Segment

[14 CFR § 135. 323(c)]

OBJECTIVE: To develop the necessary skills and knowledge to instruct/evaluate other airmen performing their duties and responsibilities for their duty position and to ensure those airmen operate the aircraft to the desired standards, and be able to certify as to the competence of those airmen.

Instructional Delivery Method ..... Lecture, Digital Media

Testing/checking ..... Written or Oral exam

4.8.1 Training Module For Those Pilots Not Holding Valid Flight Instructor Certificates

a. The Fundamental Principles of the Teaching Learning Process
b. Teaching Methods and Procedures
c. The Instructor Student Relationship

4.8.2 Training for All Pilots

4.8.2.1 Operator Specific Module

a. Flight Instructor duties, functions, and responsibilities
b. The applicable Code of Federal Regulations and the certificate holder's policies and procedures
c. The applicable methods, procedures, and techniques for conducting the flight instruction
d. Proper evaluation of pilot performance including the detection of:

    i. Improper and insufficient training
    ii. Personal characteristics that could adversely affect safety

e. The corrective action in the case of unsatisfactory training progress
f. The approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures in the aircraft.

4.9 Flight Instructor Flight Training Curriculum Segment

[14 CFR § 135. 323(c)]

OBJECTIVE: To develop the necessary skills and knowledge to instruct/evaluate other airmen performing their duties and responsibilities for their duty position and to ensure those airmen operate the aircraft to the desired standards, and be able to certify as to the competence of those airmen.

Instructional Delivery Methods.....Instruction/Demonstration/Practice

Testing/checking ..... Evaluation, Progress Check

4.9.1 Flight Module

Flight instructors will receive flight training in accordance with 14 CFR § 135.340. The training will consist of the following:

a. The safety measures for emergency situations that are likely to develop during instruction.
b. The potential results of improper or untimely safety measures during instruction.
c. Training and practice from the left and right pilot seats in the required normal, abnormal, and emergency maneuvers to ensure competence to conduct the flight instruction required by this part.
d. The safety measures to be taken from the left or right pilot seat for emergency situations that are likely to develop during instruction.

4.10 Check Airman Ground Training Curriculum Segment

[14 CFR § 135. 323(c) and 135.339]

OBJECTIVE: To develop the necessary skills and knowledge to instruct/evaluate other airmen performing their duties and responsibilities for their duty position and to ensure those airmen operate the aircraft to the desired standards, and be able to certify as to the competence of those airmen.

Instructional Delivery Methods ..... Lecture, Digital Media

Testing/checking .....Written or Oral exam

4.10.1 Operator Specific Module

a. Check Airman duties, functions, and responsibilities.
b. The applicable Code of Federal Regulations and the certificate holder's policies and procedures.
c. The applicable methods, procedures, and techniques for conducting the required checks.
d. Proper evaluation of pilot performance including the detection of:

    i. Improper and insufficient training
    ii. Personal characteristics that could adversely affect safety

e. The corrective action in the case of unsatisfactory checks.
f. The approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures in the aircraft.

4.11 Check Airman Flight Training Curriculum Segment

[14 CFR § 135. 323(c) and 135.339]

OBJECTIVE: To develop the necessary skills and knowledge to instruct/evaluate other airmen performing their duties and responsibilities for their duty position and to ensure those airmen operate the aircraft to the desired standards, and be able to certify as to the competence of those airmen.

Instructional Delivery Methods: ..... Instruction/Demonstration/Practice Testing/checking: ..... Evaluation, Progress Check

4.11.1 Flight Module

Check Airmen will receive flight training in accordance with 14 CFR § 135.339. The training will consist of the following:

a. The safety measures for emergency situations that are likely to develop during a check.
b. The potential results of improper, untimely, or nonexecution of safety measures during a check.
c. Training and practice in conducting flight checks from the left and right pilot seats in the required normal, abnormal, and emergency procedures to ensure competence to conduct the pilot flight checks required by this part.
d. The safety measures to be taken from either pilot seat for emergency situations that are likely to develop during checking.

4.12 Recurrent General Subjects Curriculum Segment

[14 CFR § 135.329(c)]

OBJECTIVE: To comply with 14 CFR § 135.351 (b) (2), "Instruction as necessary in the subjects required for initial ground training by this subpart, including low altitude windshear training and training on operating during ground icing conditions, as prescribed in 14 CFR § 135.341 and described in 14 CFR § 135.345, and emergency training."

Instructional Delivery Methods .....Lecture/Discussions/Digital Media/Quizzing

Testing/checking ..... Completion of 14 CFR § 135.293 (a) Check certifies Completion

4.12.1 General

The specific General Subject areas that are not aircraft specific are:

a. The appropriate provisions of 14 CFR Parts 61, 91, and 135 of this chapter and the operations specifications and the manual of the certificate holder;
b. Navigation and use of air navigation aids appropriate to the operation or pilot authorization, including, when applicable, instrument approach facilities and procedures;
c. Air traffic control procedures, including IFR procedures when applicable;
d. Meteorology in general, including the principles of frontal systems, icing, fog, thunderstorms, and windshear, and, if appropriate for the operation of the certificate holder, high altitude weather;

Reference curriculum found in Chapter 4, Curriculum Segments.

No specific number of hours are required. Utilize the forms found in Chapter 5, Recordkeeping of this program for Instructor certification. Complete forms found in sections 5.5.2, Record of Training thru 6.16, Certificate of Training of this manual and Reference UPDATE training record forms 5.5.1, Basic Indoctrination and 5.5.2, Record of Training with individual class documentation on forms section 5.9, Emergency Situation Ground Training thru section 5.17, Check Airmen.

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5 Recordkeeping

5.1 General Recordkeeping

a. The Director of Operations or Chief Pilot will assemble and keep on file a training folder (3 ring binder) for each individual as required by the appropriate regulation. In that training file will be kept certificates of training courses completed. A record of all initial and recurrent training will be established and maintained. Information required to be maintained for each pilot used under this part includes but is not limited to:

   i. The full name of the pilot.
   ii. The pilot certificate, by type and number, and ratings that the pilot holds.
   iii. The pilot's aeronautical experience in sufficient detail to determine the pilot's qualifications to pilot the aircraft in operations under this part.
   iv. The pilot's current duties and the date of the pilot's assignment to those duties.
   v. The effective date and class of the medical certificate that the pilot holds.
   vi. The date and result of each of the initial and recurrent competency tests and proficiency and route checks required and the type of aircraft flown during that test or check.
   vii. The pilot's flight time in sufficient detail to determine compliance with the flight time limitation of 14 CFR Part 135, Subpart F.
   viii. The pilot's check airman authorization, if any.
   ix. Any action taken concerning the pilot's release from employment for physical or professional disqualification.
   x. The date of the completion of the initial phase and each recurrent phase of training.

Each Pilot's Individual Record will be contained in a 3 Ring Binder Organized so as to make documentation of training easy to assess. Each Binder will be labeled as a Pilot Training Record and contain the Pilot's Name on the Cover. The Binders will be tabbed for Annual Pilot Data (including photocopies of Medicals and Certificates), General Training, Aircraft Specific Ground Training, Flight Training, Testing and Checking, Instructor and Check Airman Training / Authority Letters, OE, and a section for "Other" documentation such as needed.

b. In accordance with 14 CFR § 135.323(c), each segment of training (ground, flight, course of training, proficiency or competency check) shall be certified by the applicable ground instructor, flight instructor or check airman as to the proficiency and knowledge of the crewmember upon completion of the training or check. This certification will be a part of the crewmember's training record.
c. The Director of Operations or Chief Pilot will maintain a record of the satisfactory completion of initial and recurrent training given crewmembers and ground personnel who perform assigned duties and/or have responsibilities for the handling and carriage or recognition of Hazardous Materials.
d. "OE", Operating Experience [Ref 14 CFR § 135.244], documentation will be maintained in the permanent section of this record.
e. A line qualified instructor who conducts training of (1) a classroom subject within a course, (2) a complete course of ground training, or (3) emergency drills required within this approved training program will be considered to have completed that subject, course, or drill for their own training requirement. Such credit shall be certified inserting a copy of the student's Certificate of Completion with the instructor's signature into the appropriate location of the Instructor's Pilot Record.
f. Contractual simulator training certification will be documented by the inclusion of the contractor's certificate of completion in the crewmember's record file.
g. All completed record forms pertaining to the initial qualification requirements (i.e. Basic Indoctrination., Initial Equipment, etc.) will be maintained in their original state in the crewmember's record file. Copies of recurring records (i.e. recurrent training) that must be retained only until superseded, may be discarded when new currency records are completed and the old records are replaced by current certification documentation.
h. A score of 70% or higher constitutes satisfactory completion of a written examination. SAT entered in the results column indicates that the crewmember scored 70% or higher on course examinations. Any subject area determined to be deficient will be reviewed and additional instruction conducted to achieve a satisfactory level of knowledge.

NOTE: All tests should be corrected to a score of 100% to assure that the student gains complete knowledge of the material presented. Testing and Correcting Test s is a valuable part of the learning experience. The training hours identified for individual curriculum are designed to assure time for adequate test taking and correcting.

i. The CFR requires that crewmembers may not be assigned Flight Duties unless currently trained and qualified. It is the responsibility of both the Company and the Crewmember to assure that all training and checking is accomplished when due. In order that no training or checking is overlooked the Company will prepare a Status Board in the Chief Pilots office that shows Training and Checking Due dates for all Assigned Flight Crewmembers. The Chief Pilot shall be responsible for monitoring this Status Board.

5.1.1 Currency Periods for Records

Adequate historical data must be maintained to enable the company to determine compliance with the CFR at any time. This section contains information and guidance to be used when determining the necessary currency periods for records.

In order to demonstrate regulatory compliance, training and qualification records must be retained to document currency and prerequisite qualification.

a. Permanent Records. Permanent records are the documentation of the successful completion of training or qualification events which are prerequisites for subsequent assignments. These records must be retained for the duration of the crewmember's employment to substantiate the crewmember's qualifications. Examples of permanent records include the following:

   i. Basic Indoctrination records
   ii. Initial Qualification records
   iii. Including initial qualifications for Flight Instructors and Check Airman)
   iv. Transition and Upgrade aircraft training records
   v. Required Operating Experience (OE) records

b. Currency Records. Currency records are the documentation of training or qualification events which qualify crewmembers for their present assignments and are required to be re-accomplished at scheduled intervals. In order to show continuity of qualification, this type of record must be retained until superseded by a record of similar training or qualification.

   NOTE: The company utilizes 'single line entry' records which permanently documents the history of Currency for Pilots, Instructors and Check Airman for the duration of their employment.

c. Records of Action. Regulations require the recording of each action taken concerning the release from employment or physical or professional disqualification of any flight crewmember and that the record be kept for at least 6 calendar months.

5.2 Airman Competency/Proficiency Check Form

To assure complete and accurate compliance with the Proficiency Check procedures set forth in 14 CFR § 135.293, 135.297, 135.299, the check airman conducting the check will complete the appropriate sections on form 5.19, Flight Checking Form, of this manual (current version).

FAA Form 8410-3 AIRMAN PROFICIENCY/QUALIFICATION CHECK may also be utilized if desired.

The completed form will be inserted into the crewmember's record file.

If the proficiency check is given in lieu of recurrent flight training, the checkbox on the company form should be noted. If FAA form is utilized make note on the comments sections of the form.

If a FAA ASI is conducting or observing a flight check complete appropriate sections of the company form or make note in the comments section of the FAA form.

The following table lists required records and their currency periods. Current copies of these documents are to be contained in the individual pilot's record.

Type of Record	Duty Position	Currency Period
Duty Assignment and A8 Qualification	PIC/SIC	Maintain Current Information
Initial New-Hire Training	PIC/SIC	Permanent
Initial Equipment Training	PIC/SIC	Permanent
Transition Training	PIC/SIC	Permanent
Upgrade Training	PIC	Permanent
Recurrent Training	PIC/SIC	Until Superseded
Requalification Training	PIC/SIC	Retain for current aircraft
Differences Training	PIC/SIC	Retain for current aircraft
Check Airman/Instructor Initial Training	---	Permanent
Check Pilot Authorizations	---	Retain for current aircraft
Flight Instructor Biennial Ck	---	Permanent Single Line Entry
Check Airman Biennial Ck	---	Permanent Single Line Entry
Competency or Proficiency Check Form	PIC SIC	Until Superseded
Competency or Proficiency Check	PIC SIC	Permanent Single Line Entry
Line Check	PIC	Until Superseded
Special Area Qualification	PIC/SIC	12 months
Recency of Experience	PIC/SIC	90 days
Operating Experience	PIC	Permanent for each aircraft
Airman Certificate Information	PIC/SIC	Required by duty position
Airman Medical Certificate Information	PIC/SIC	Maintain current information
Aeronautical Experience	PIC/SIC	Permanent
Physical or Professional Disqualification	PIC/SIC	12 months
Flight Time Limitations and Rest Requirements	PIC/SIC	Current and previous year

5.3 Pilot Data Sheet

(Complete this sheet at Initial Hire and Annually at initial or recurrent ground)

Name:_____

(First) (Middle Initial) (Last)

Mailing Address:_____

Home Phone:_____ Cell Phone: _____

Person to Notify:_____ Phone: _____

Email Address:_____

Certificate Number and Ratings: _____

Medical Certificate: Class_____Date _____

NOTE: Copy of Current Medical and Pilot Certificate must be placed in Pilot Folder.
Additional Aircraft Ratings and Time in Type:

_____

FLIGHT TIME

Total Time:_____SEL PIC:_____SES PIC:_____MEL PIC: _____

Night XC:_____Night:_____Instrument:_____Simulated:_____

Commercial Flight Time Last Calendar Year:_____

REMARKS: _____

_____

I understand that I am required by Federal Regulations and this company to submit to a mandatory drug test prior to employment and to random testing during employment and to a mandatory test within 72 hours after an accident in accordance with the Company Drug and Alcohol Program.

Signature:_____ Date: _____

Date and Reason for release from Employment:

5.4 Duties and Dates of Assignment

Name:_____ Page _____
(Last, First, Middle

	Cessna 207	Beech 99	Beech 200	Volpar	Metroliner	Super DC-3			
PIC									
SIC									
Charter									
VFR									
IFR									
Day									
Night									
100 M/M									
Autopilot									
Ground Icing									
Ground Instructor									
Flight Instructor									
Check Airman									
PIC Ops Control (A8)									
Special Approach Badami									
Special Approach Dutch Harbor									
Special Approach Kodiak									
Special Approach Valdez									

Form Instructions: Enter Date of Assignment or completion in the appropriate box to show when duties were assigned. Mark 'X' through box when relieved from Duty Assignment. Start a new sheet if re-assigned after being un-assigned. The intent of this record is to fulfill the requirements of 14 CFR 14 CFR § 135.63(a)(4)(iv).

5.5 Record of Training

Name:____________________ Page ___

5.5.1 Basic Indoctrination

OPERATOR SPECIFIC		AIRMAN SPECIFIC	
Initial	__/__/__ Ck Plt ___	Initial	__/__/__ Ck Plt ___

GENERAL SUBJECTS and EMERGENCY		HAZARDOUS MATERIALS	
Initial	__/__/__ Ck Plt ___	Initial	__/__/__ Ck Plt ___
Recurrent	__/__/__ Ck Plt ___	Recurrent	__/__/__ Ck Plt ___
Recurrent	__/__/__ Ck Plt ___	Recurrent	__/__/__ Ck Plt ___
Recurrent	__/__/__ Ck Plt ___	Recurrent	__/__/__ Ck Plt ___
Recurrent	__/__/__ Ck Plt ___	Recurrent	__/__/__ Ck Plt ___
Recurrent	__/__/__ Ck Plt ___	Recurrent	__/__/__ Ck Plt ___
Recurrent	__/__/__ Ck Plt ___	Recurrent	__/__/__ Ck Plt ___
Recurrent	__/__/__ Ck Plt ___	Recurrent	__/__/__ Ck Plt ___

INSTRUCTOR		CHECK AIRMAN	
GROUND	FLIGHT	GROUND	FLIGHT
__/__/__ Ck Plt ___	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___

Aircraft Type: ____________________

	GROUND	EMERGENCY	FLIGHT TRAINING
Initial	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___
Upgrade	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___
Recurrent	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___
Recurrent	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___
Recurrent	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___
Recurrent	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___
Recurrent	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___
Recurrent	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___	__/__/__ Ck Plt ___

5.4.1 Record of Training

Name:______________________________________ Page _____

Type Aircraft: ____________

	GROUND		EMERGENCY		FLIGHT TRAINING	
Initial	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____

TypeAircraft: _______

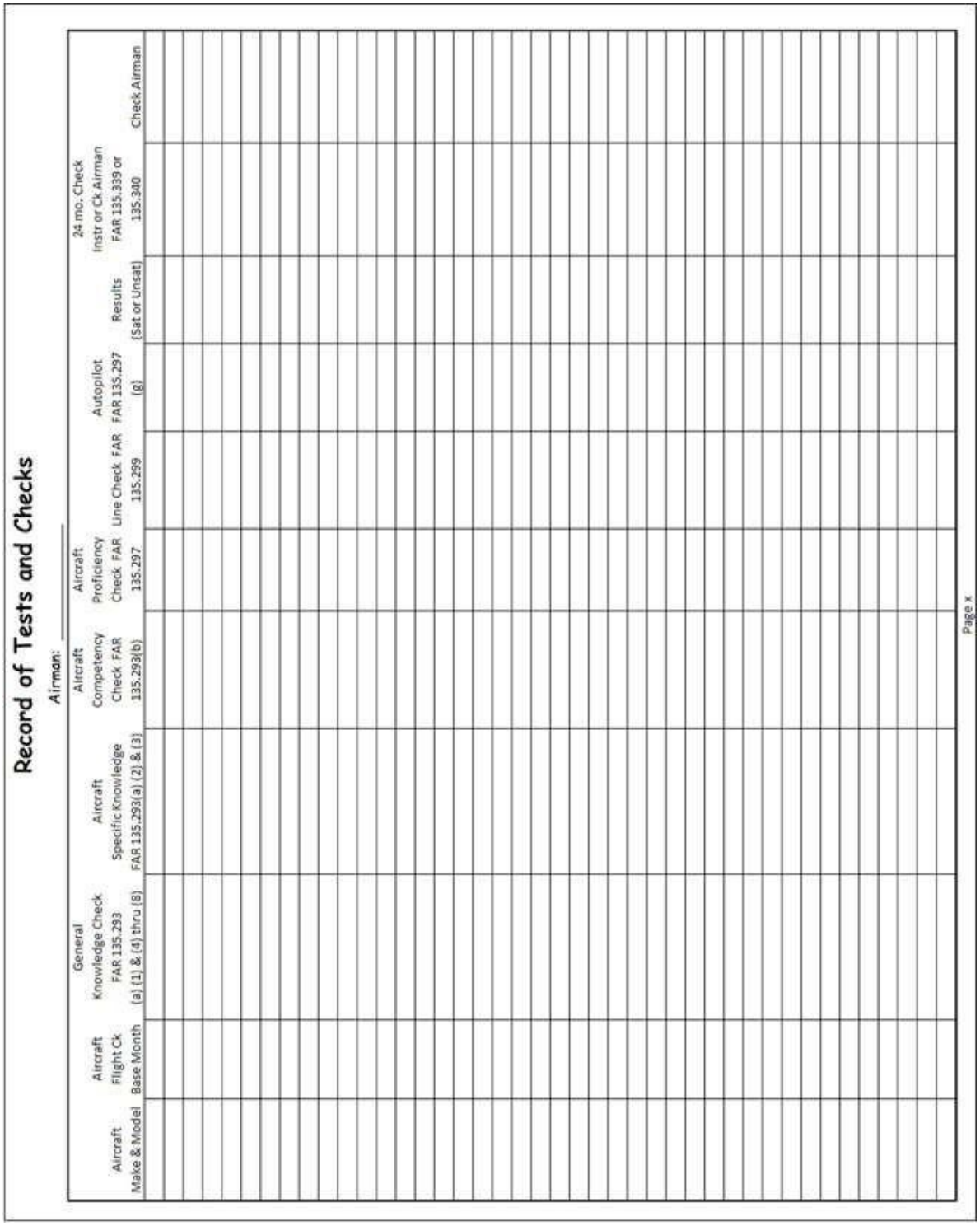
	GROUND		EMERGENCY		FLIGHT TRAINING	
Upgrade	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____
Recurrent	___/___/___	CK Plt	___/___/___	CK Plt	___/___/___	CK Plt _____

TypeAircraft: ____________

	GROUND		EMERGENCY		FLIGHT TRAINING	
Transition	/ /	CK Plt	/ /	CK Plt	/ /	CK Plt
Recurrent	/ /	CK Plt	/ /	CK Plt	/ /	CK Plt
Recurrent	/ /	CK Plt	/ /	CK Plt	/ /	CK Plt
Recurrent	/ /	CK Plt	/ /	CK Plt	/ /	CK Plt
Recurrent	/ /	CK Plt	/ /	CK Plt	/ /	CK Plt
Recurrent	/ /	CK Plt	/ /	CK Plt	/ /	CK Plt
Recurrent	/ /	CK Plt	/ /	CK Plt	/ /	CK Plt
Recurrent	/ /	CK Plt	/ /	CK Plt	/ /	CK Plt
Recurrent	/ /	CK Plt	/ /	CK Plt	/ /	CK Plt
Recurrent	/ /	CK Plt	/ /	CK Plt	/ /	CK Plt
Recurrent	/ /	CK Plt	/ /	CK Plt	/ /	CK Plt
Recurrent	/ /	CK Plt	/ /	CK Plt	/ /	CK Plt

5.5 Record of Tests and Checks

[14 CFR § 135.293(a)(1)(4-8), 135.293(a)(2)(3), 135.293(b), 135.297, 135.299, 135.297(g), 135.339 or 135.340]



Record of Tests and Checks

Airman: _____

Aircraft Make & Model	Aircraft Flight Ck Base Month	General Knowledge Check FAR 135.293 (a) (1) & (4) thru (8)	Aircraft Specific Knowledge FAR 135.293(a) (2) & (3)	Aircraft Competency Check FAR 135.293(b)	Aircraft Proficiency Check FAR 135.297	Line Check FAR 135.299	Autopilot FAR 135.297 (g)	Results (Sat or Unsat)	24 mo. Check Instr or Ck Airman FAR 135.339 or 135.340	Check Airman

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5.6 Operator Indoctrination Training

Name:_____ Type of Training:_____

Subject Module	Date	Instructor Initials
Operator Specific Modules		
1. Company General Operations Manual		
2. Duties and Responsibilities		
3. Appropriate Provisions of the CFRs		
4. Contents of Certificate and Operations Specs.		
5. Employee Assistance and Benefits		
Student's Signature: _____		

I certify that pilot training has been conducted in accordance with the Company FAA approved Training Program.

Instructor_____ Date Completed _____

5.7 Airman Indoctrination Training

Name:_____ Type of Training:_____

Subject Module	Date	Instructor Initials
Airman Specific Modules		
1. Operational Flight Control		
2. Weight and Balance		
3. Aircraft Performance and Airport Analysis		
4. Meteorology		
5. Navigation		
6. Airspace and ATC Procedures		
7. En Route and Terminal Area Charting and Flight Planning		
8. Instrument Procedures		
9. Concepts of Instrument Procedures		
10. Normal and emergency communication procedures		
11. Other instructions necessary to ensure the pilot's competence		
12. Airport ground operational safety		
Student's Signature: _____		

I certify that pilot training has been conducted in accordance with the Company's FAA approved Training Program.

Instructor_____ Date Completed _____

5.8 Emergency Situation Ground Training

Name:_____Type of Training:_____Aircraft Type:_____

Subject Module	Date	Instructor Initials
1. Crewmember Duties and Responsibilities		
2. Crew Coordination and Company Communications		
3. Aircraft Fires – On Ground and Inflight		
4. First Aid Equipment		
5. Illness, Injury and Basic First Aid		
6. Ground Evacuation		
7. Ditching		
8. Rapid decompression		
9. Previous Aircraft Accidents/Incidents		
10. Crewmember Incapacitation		
11. Hijacking and Other Unusual Situations		
Student's Signature: _____		

I certify that pilot training has been conducted in accordance with the Company's FAA approved Training Program.

Instructor_____ Date Completed _____

5.9 Emergency Drill Training

Name:_____ Type of Training:_____ Aircraft Type:_____

Subject Module	Date	Instructor Initials
1. Ditching		
2. Emergency evacuation		
3. Fire extinguishing and smoke control		
4. Operation and use of emergency exits, including deployment and use of evacuation chutes		
5. Use of crew and passenger oxygen		
6. Removal of life rafts from the aircraft, inflation of the life rafts, use of life lines, and boarding of passengers and crew		
7. Donning and inflation of life vests and the use of other individual flotation devices		
Student's Signature: _____		

I certify that pilot training has been conducted in accordance with the Company's FAA approved Training Program.

Instructor_____ Date Completed _____

5.10 Specific Aircraft - General Operating Subjects

Name:_____ Type of Training:_____ Specific Aircraft Type:_____

Subject Module	Date	Instructor Initials
1. Flight Release and Locating Procedures		
2. Dispatch Procedures		
3. Weight And Balance – Includes Seat Reconfiguration		
4. Operating Limitations		
5. Fuel consumption and control		
6. Anti-icing Procedures		
7. Meteorology - Adverse Weather Practices		
8. Communication and Navigation Equipment		
9. Performance Characteristics		
10. A/C Specific Ground Deicing/Anti-Icing		
11. Aircraft Flight Manual		
12. Flight Planning		
13. Normal and Emergency Procedures		
14. Flat Light		
Student's Signature: _____		

I certify that pilot training has been conducted in accordance with the Company's FAA approved Training Program.

Instructor_____ Date Completed _____

5.11 Specific Aircraft – Aircraft Systems

Name:_____ Type of Training:_____ Specific Aircraft Type:_____

Subject Module	Date	Instructor Initials
1. Aircraft General		
2. Powerplants		
3. Electrical		
4. Hydraulic		
5. Fuel		
6. Pneumatic		
7. Air Conditioning Pressurization		
8. Flight Controls		
9. Landing Gear		
10. Ice and Rain Protection		
11. Equipment and Furnishings		
12. Navigation Equipment (Includes GPS if app.)		
13. Auto Flight System		
14. Flight Instruments		
15. Communications Equipment		
16. Warning Systems		
17. Fire Protection		
18. Oxygen		
19. Lighting		
20. Emergency Equipment including Exits		
21. Auxiliary Power Unit (APU)		
22. Ground Deicing/Anti-icing Procedures		
Student's Signature: _____		

I certify that pilot training has been conducted in accordance with the Company's FAA approved Training Program.

Instructor_____ Date Completed _____

5.12 Specific Aircraft – Systems Integration

Name:_____ Type of Training:_____ Specific Aircraft Type:_____

Subject Module	Date	Instructor Initials
1. Use of Checklist		
2. Auto flight		
3. Flight Planning		
4. Cockpit Familiarization		
5. Display Systems		
6. Navigational Systems (includes GPS approach)		
7. Cockpit Resource Management (A/C Specific)		
8. Differences Training		
Student's Signature: _____		

I certify that pilot training has been conducted in accordance with the Company's FAA approved Training Program.

Instructor_____ Date Completed _____

5.13 Special Subjects

Name:_____ Type of Training:_____

Subject Module	Date of Ground Training	Ground Instructor Initials	Date of Flight Training	Flight Instructor Initials
1. Ground Icing/Deicing - General				
2. Special IFR Approaches - must include all authorized on current OpSpec C-081				
a. PABP – RNAV (GPS) Rwy 4				
b. PABP – RNAV (GPS) Rwy 22				
c. PABP – Takeoff Minimums and ODP				
d. PADU – RNAV (GPS) RWY 13				
e. PADU – RNAV (GPS) RWY 31				
f. PADQ – ILS Z or Loc Z-Rwy 26				
g. PADQ – VOR DME Rwy 26				
h. PAVD – LDA/DME-G				
i. PAVD – RNAV (GPS) B				
j. PAVD – Johnston Pnt.two Dp				
3. Hazardous Materials				
4. 12-5 program (Security Training)				
5. High Altitude Training				
6. "A8" Limited Operational Control for Pilots				
7.Airport Ground Operational and Runway Safety				
8. Crew Resource Management – General				
9.				
10.				
Student's Signature: _____				

I certify that pilot training has been conducted in accordance with the Company's FAA approved Training Program.

Instructor_____ Date Completed _____

5.14 UPS Feeder Operations

Name:_____ Company: TRANSNORTHERN

Type of Training: ANNUAL Specific HUB Location: _PANC_

Subject Module	Date	Instructor Initials
1. Ramp Safety and Operating Procedures		
2. Ramp Driving Procedures and Methods		
3. GSE Guide man Procedures and Methods		
4. Pilot Procedures and Methods		
5. Bomb Thread – Identification and Notifications		
6. Cargo Acceptance		
7. Parking/Loading/Problem Resolution		
8. Current UPS Ramp Security Regulations		
9. Other:		
Student's Signature: _____		

I certify that pilot training has been conducted in accordance with the Company's FAA approved Training Program.

Instructor_____ Date Completed _____

5.15 Flight Instructors

Name:_____Type of Training: Flight Instructor

Subject Module	Date	Instructor Initials
Ground Curriculum		
a. Duties, Functions and Responsibilities		
b. The applicable Code of Federal Regulations and the certificate holder's policies and procedures.		
c. The applicable methods, procedures, and techniques for conducting the required checks.		
d. Proper evaluation of pilot performance including the detection of: i. Improper and insufficient training ii. Personal characteristics that could adversely affect safety		
e. The corrective action in the case of unsatisfactory checks.		
f. The approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures in the aircraft.		
Flight Curriculum		
a. The safety measures for emergency situations that are likely to develop during instruction.		
b. The potential results of improper or untimely safety measures during instruction.		
c. Training and practice from the left and right pilot seats in the required normal, abnormal, and emergency maneuvers to ensure competence to conduct the flight instruction required by this part		
d. The safety measures to be taken from the left or right pilot seat for emergency situations that are likely to develop during instruction.		
Student's Signature: _____		

I certify that pilot training has been conducted in accordance with the Company's FAA approved Training Program.

Instructor_____ Date Completed _____

5.16 Check Airmen

Name:_____Type of Training: Check Airman

Subject Module	Date	Instructor Initials
Ground Curriculum		
a. Duties, Functions and Responsibilities		
b. The applicable Code of Federal Regulations and the certificate holder's policies and procedures.		
c. The applicable methods, procedures, and techniques for conducting the required checks.		
d. Proper evaluation of pilot performance including the detection of: i. Improper and insufficient training ii. Personal characteristics that could adversely affect safety		
e. The corrective action in the case of unsatisfactory checks.		
f. The approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures in the aircraft.		
Flight Curriculum		
a. The safety measures for emergency situations that are likely to develop during a check.		
b. The potential results of improper or untimely safety measures during a check.		
c. Training and practice in conducting flight checks from the left and right pilot seats in the required normal, abnormal, and emergency procedures to ensure competence to conduct the pilot flight checks required by this part.		
d. The safety measures to be taken from either pilot seat for emergency situations that are likely to develop during checking.		
Student's Signature: _____		

I certify that pilot training has been conducted in accordance with the Company's FAA approved Training Program.

Instructor_____ Date Completed _____

5.17 Flight Training Record

NAME:			A/C Type					Position: (circle one) PIC SIC FLT INST CK Airman					
FLT	Hours	Date	Instructor					Comments					
1													
2													
3													
4													
5													
Flight # ->			1	2	3	4	5	Flight # ->	1	2	3	4	5
PREPARATION AND SURFACE OPS								LOC Back Course Approach					
Complete Preflight and Prep per Curriculum must be complete for each flt.								Circling Approach					
TAKEOFF								Precision Approach					
Normal								Contact Approach					
Crosswind								Precision full Missed Approach					
Short/Soft								Non-Precision full Missed Approach					
Instrument								Special Instrument Approach					
Rejected								Special Instrument Approach					
With Powerplant Failures								Special Instrument Approach					
CLIMB								**LANDINGS**					
Normal								Normal					
With One Engine Inop								Spot					
EN ROUTE SEGMENT								From Precision Approach					
Steep Turns								Eng Out (from ILS for Twin Engine)					
Holding								Crosswind					
Stall - Takeoff Configuration								No Flap Approach and Landing					
Stall - En Route (Clean) Configuration								Short/Soft					
Stall - Landing Configurations								**SYSTEMS & PROCEDURES**					
Powerplant Shutdown & Restart								Pneumatic Pressurization and A/C					
Slow Flight Handling Characteristics								Fuel and Oil					
En Route Operations with Engine Inop.								Electrical Normal, Abnormal Emergency					
Autopilot Operations								Hydraulic Normal, Abnormal Emergency					
DESCENT								**MISCELLANEOUS**					
Normal								Anti-Icing & Deicing Systems					
Max Rate								Windsheer / Microburst / Air Hazard					
APPROACHES								Stall Warning Systems					
Normal V_{MC} Procedures								Flight Instrument System Malfunction					
Accuracy								Communications Systems					
ILS Normal Approach								Navigation Systems					
ILS Engine Out Approach								Aircraft Fire & Smoke Control					
ILS Full Missed Approach Procedure								Powerplant Failure / Fire					
RNAV GPS LNAV								Gear & Flap System Malfunction					
RNAV GPS with Vertical Guidance								Pitch Mistrim					
NDB (or NDB -DME) Approach								Parking / Securing					
LDA (or LDA-DME) Approach								Differences					

I certify the above Record of Training is correct and that all required Flight Training has been completed satisfactory.

Instructor Signature:	Date:	Instructions: in each box for each flight enter "S" for Satisfactory or "U" for Unsatisfactory. NOTE: Complete appropriate training tasks for A/C type and Pilot duties
Airman's Signature:	Date:	

5.18 Flight Checking Form

TRANSNORTHERN AVIATION Airman Competency/Proficiency Check Form		Departure Airport	Date of Check
Name of Airman (Last, First, Middle initial)		Type of Check	
Pilot Certificate Information:	Grade:	FAR 135.293(a)(1)(4)(5)(6)(7)(8) Company Specific	YES NO
	Number:	FAR 135.293(a)(2)(3) Aircraft Knowlege Check	YES NO
Airman's Signature:		FAR 135.293(b) Aircraft Competancy Check	YES NO
		FAR 135.297 Instrument Proficiency Check	YES NO
		FAR 135.299 Line Check	YES NO
Check conducted by:			
Name:		Medical Information Date of Exam:	
Signature:		Class:	
Agency: (TNA or FAA)		Date of Birth:	
Base Month Status:	General Training	A/C Ground	A/C Flight

Abbreviations for Airman's Performance — S=Satisfactory U=Unsatisfactory "—"=not required or not observed

PREFLIGHT		INSTRUMENT PROCEDURES	
1. Equipment Examination (oral or written)		22. Area Departure	
2. Preflight Inspection		23. Holding	
3. Taxiing		24. Area Arrival	
4. Engine Checks		25. Instrument Approaches: (note approach name)	
TAKEOFFS		ILS	
5. Normal		2nd ILS	
6. Instrument		VOR	
7. Crosswind		GPS	
8. With Simulated Powerplant Failure		Other	
9. Rejected Takeoff		2nd Other	
INFLIGHT MANEUVERS		26. Circling Approach	
10. Steep Turns		27. Missed Approach	
11. Approaches to Stalls		28. Use of Autopilot	
12. Specific Flight Characteristics		GENERAL	
13. Powerplant Failure		29. Comm./Nav. Procedures	
LANDINGS		30. Judgment	
14. Normal		31. Cockpit Resource Management	
15. From an ILS		OTHER OPERATIONS (as Reqd.)	
16. Crosswind		32. Unusual Attitude	
17. With a Simulated Powerplant Failure		33.	
18. Rejected Landing		34.	
19. From a Circling Approach		35.	
EMERGENCIES		36.	
20. Normal and Abnormal Procedures		37.	
21. Emergency Procedures		38.	

Aircraft Used (Make and Model) →		ADDITIONAL INFORMATION	
AIRMAN COMPETANCY STATUS		Flight Check in lieu of recurrent flight training?	YES NO
	Exp Date	***Complete this section to show compliance with 135.339 or 135.340***	
Current Knowledge FAR 135.293(a)		**Observation of:** Check Airman / Instructor = Sat / UnSat	
Competency FAR 135.293(b)		FAA INSPECTOR Name:	
Instrument Proficiency FAR 135.297		FAA INSPECTOR Signature:	
Line Check FAR 135.299		**Notes:** *(1) Retain this form in pilot's record until superceeded.*	
Use of Autopilot FAR 135.105		*(2) Any Unsat checks will require retraining and retesting prior to assignment as Part 135 flight crewmember.*	

REMARKS:

5.19 Instructor/Check Airman Activity Record

TRANSNORTHERN AVIATION

Instructor/Check Airman Activity Report

Instructor/Check Airman: ______________________ **Cert No.** ______________

Date: January thru January year: ________

Date	Airman's Certificate Number	Airman's Name	Aircraft Type	Training or Checking	Type of Check	Result	FAA Observed by

Page ___ of ___

5.20 New Pilot Training Checklist

Employee Name - _____

- ☐ W4 Tax Exemption Status
- ☐ Pilot Data Sheet
- ☐ Copies of Pilot's License and Medical
- ☐ Copy of Driver's License, Passport or Birth Certificate
- ☐ Insurance Form
- ☐ Pilot History Data - or Resume
- ☐ Airport Badge
- ☐ Drug Testing
- ☐ PRIA - Request FAA Date Send: _____ Date Received: _____
- ☐ PRIA - Request NDR Date Send: _____ Date Received: _____
- ☐ PRIA - Request
- ☐ Previous Employer Date Send: _____ Date Received: _____
- ☐ Previous 2nd Date Send: _____ Date Received: _____
- ☐ Operator Indoctrination Training
- ☐ Airman Indoctrination Training
- ☐ Emergency Situation Training
- ☐ Emergency Drill Training
- ☐ Crew Resource Management
- ☐ Special Subjects Training
- ☐ Aircraft Specific, General Training
- ☐ Aircraft Specific, Aircraft Systems
- ☐ Aircraft Specific, Systems Integration
- ☐ UPS Training

- ☐ TSA Training Test Score_____(must be >84%)
- ☐ HazMat Training

5.21 Attendance Roster

SUBJECT: _____

DATE: _____ INSTRUCTOR: _____ HOURS: _____

_____
Instructor's Signature

NOTE: All persons attending any part of the class should sign in on the attendance roster. Proof of completion of any training segment is the issuance of the Certificate of Training.

5.22 Written Test Answer Sheet

Name:_____ Test Name:_____ Date: _____

1. A B C D E
2. A B C D E
3. A B C D E
4. A B C D E
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5.23 Checking Module – Reference Only

5.23.1 Fixed Wing Airplanes

EVENTS	VFR COMP	IFR COMP	INST PROF	NOTES
WRITTEN OR ORAL TEST 14 CFR § 135.297 or 135.293	B	B	P	
GROUND OPERATIONS Preflight Inspection	B	B	P	Both PIC and SIC may be checked at the simultaneously.
Start Procedures	B	B	P	Both PIC and SIC may be checked at the simultaneously.
Taxiing	B	B	P	Both PIC and SIC may be checked at the simultaneously.
Pretakeoff Checks	B	B	P	Both PIC and SIC may be checked at the simultaneously.
TAKEOFFS AND DEPARTURES Normal	B	B	P	
Crosswind	B	B	P	May be combined with other Maneuvers
Instrument		P	P	
With Powerplant Failure	B	B	P	ME Aircraft Only
Rejected Takeoff	P	P	P	ME Aircraft Only
Short Field	P	P	P	SE Aircraft Only – Waivable if not Initial, transition or upgrade checking
Area Departure			P	Waivable if not Initial, transition or upgrade checking
INFLIGHT MANUEVERS Steep Turns	P		P	Waivable if not Initial, transition or upgrade checking
Approaches to Stalls	B	B	P	Ability to recognize approach to stalls in clean, takeoff and landing configurations. 1 with bank of 15-30 degrees.
Powerplant Failure	P	P	P	
INSTRUMENT PROCEDURES Area Arrival			P	Ref 14 CFR § 135.299 if Line Check compliance is required. Waivable if not Initial, transition or upgrade checking
Holding			P	Waivable if not Initial, transition or upgrade checking
Normal ILS Approach		B	P	
Engine-Out ILS		P	P	ME Aircraft Only
Coupled Approach		P	P	
Nonprecision Approach		B	P	
Second Nonprecision Approach			P	
Missed Approach from an ILS			P	
Second Missed Approach			P	
Circling Approach			P	
LANDINGS AND APPRS. TO LDGS. Normal	B	B	P	Ref 14 CFR § 135.299 if Line Check compliance is required. At least 3 manually flown landings reqd for Initial, transition or upgrade checking
Crosswind	B	B	P	May be combined with other Maneuvers
Landing from an ILS			P	
Landing with Engine-Out	B	B	P	ME Aircraft Only
Circling Approach			P	
Rejected Landing			P	
Short Field Landing	P	P	P	SE Aircraft Only
No Flap Approach	P	P	P	Only reqd for Transport Category Aircraft
ABNORMAL AND EMERGENCY PROC. System Malfunctions	B	B	P	Both PIC and SIC may be checked at the simultaneously
Maneuver by Partial Panel	B	B	P	Only required for aircraft not having standby instrumentation.
Unusual Attitude Recovery	B	B	P	
Emergency Landing	B	B	P	SE Aircraft Only
Instrument Approach	B		P	Demo ILS approach if equipped or letdown on partial panel

5.24 SIC Instrument Qualification

TransNorthern Aviation
SIC Instrument Qualification

§135.245 (c) No certificate holder may use any person, nor may any person serve, as second in command under IFR unless that person meets the following instrument experience requirements:

(1) Use of an airplane or helicopter for maintaining instrument experience. Within the 6 calendar months preceding the month of the flight, that person performed and logged at least the following tasks and iterations in-flight in an airplane or helicopter, as appropriate, in actual weather conditions, or under simulated instrument conditions using a view-limiting device:

(i) Six instrument approaches;
(ii) Holding procedures and tasks; and
(iii) Intercepting and tracking courses through the use of navigational electronic systems.

Training Shall be completed 6 months after a crewmember completes his 135.293 checkride to maintain currency. **Month:**

Name: **Cert No:**

Date:	Aircraft ID	Qualifing Procedure Completed

Examples of qualifing Procedures:

6/2/2020 TNV152 ILS Z 20 ENA
6/2/2020 TNV152 Hold as Published at Napto
6/2/2020 TNV152 LOC 0TR ANC
6/3/2020 TNV122 ILS 0TR ANC
6/5/2020 TNV132 ILS 0TR ANC
6/6/2020 TNV152 ILS Z 20 ENA
6/6/2020 TNV152 Depart ENA Intercept and Track corse Direct ZIBVI
6/6/2020 TNV152 RNAV (GPS) Z 22 HOM
6/7/2020 TNV152 ILS 0TR ANC

5.25 Right Seat Qualification

TransNorthern Aviation PIC serving in SIC capacity Qualification

In order to assure that currently qualified Pilots in Command of a type of aircraft are also qualified to serve in a Second in Command Duty Assignment in the same Make Model Aircraft, Annually Pilot will complete a training event. This event shall typically be completed at the same day or month that they complete the Aircraft §.293 Check. Note: No Training Event is not permitted to be conducted concurrently with any Checking Event. Training may be conducted before or after Checking on the same day but NOT concurrently.

CFR Reference:

§135.329 Crewmember Training Requirements:

(e) In addition to initial, transition, upgrade and recurrent training, each training program must provide ground and flight training, instruction, and practice necessary to ensure that each crewmember -

(1) Remains adequately trained and currently proficient for each aircraft, crewmember position, and type of operation in which the crewmember serves; and

(2) Qualifies in new equipment, facilities, procedures, and techniques, including modifications to aircraft.

NAME: Certificate No:

Date	A/C Type	Company Instructor of Check Airman

Maintain this record in the Pilot's Training Record permanently

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6 Additional Material

6.1 Training Materials

The following list of materials are to be made available to students for the purpose of instruction only.

The company makes these materials available in digital or printed format.

Each crewmember will be responsible for the cost of replacement of missing items!

1. Copy of General Operations Manual
2. Copy of applicable Aircraft Flight Manual
3. Copy of CFR's/AIM
4. Copy of Advisory Circular - Aviation Weather
5. Copy of or excerpts of appropriate Advisory Circulars
6. Copy of Advisory Circular - Aviation Weather Services
7. Copy of Flight Training Handbook
8. Copy of Instrument Flying Handbook

Each crewmember will be expected to furnish a calculator or flight computer (E6B, etc.) and any other flight equipment compatible with the type operation expected to be conducted. This includes an INK PEN!

6.2 Reference Library

6.2.1 Regulations

a. 14 CFR Part 1..... Definitions and Abbreviations
b. 14 CFR Part 61..... Certification: Pilots and Flight Instructors
c. 14 CFR Part 91..... General Operating and Flight Rules
d. 14 CFR Part 135..... Air Taxi Operators and Commercial Operators
e. 49 CFR Part 830..... National Transportation Safety Board
f. 49 CFR Part(s) 170-175 ..... Hazardous Materials

6.2.2 Advisory Circulars

The Company subscribes to a Computerized Aviation Reference Library and a complete and current list of Advisory Circulars are available from the Records Department for almost any subject.

6.2.3 Other Material

a. Airman Certification Standards
b. FAA-S-ACS-7 ..... Commercial Pilot
c. FAA-S-ACS-8 ..... Instrument Rating
d. FAA-S-8081-5 ..... Airline Transport Pilot
e. Aeronautical Information Manual
f. Applicable Aircraft Flight Manuals
g. Company Operations Manual
h. Company Maintenance Manual
i. Company Training Manual
j. ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air
k. DOT Guide: Incident Reporting Guide with Blank Form 5800.1
l. Company Hazardous Materials Operations and Training Manual
m. Individual Aircraft Maintenance Manuals

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