



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje
MCCI tečaja osposobljavanja

*Application / Compliance Checklist for
MCCI course approval*

Upravne pristojbe
70,00 kn

UPUTE:

Ovaj zahtjev/listu usklađenosti potrebno je ispuniti kod inicijalnog stjecanja odobrenja tečaja osposobljavanja u skladu sa zahtjevima Uredbe Komisije (EU) br. 1178/2011 i njezinih izmjena i dopuna.

Uz ovaj zahtjev/listu usklađenosti potrebno je dostaviti:

- 70,00 kn upravnih pristojbi;
- tečaj osposobljavanja (priručnik/program osposobljavanja) - u papirnatom i elektroničkom (CD/DVD) izdanju.

Upute za ispunjavanje:

U rubriku "*Organisation Reference*" potrebno je upisati referencu na program/priručnik (ime programa/priručnika i poglavlje) gdje je zahtjev opisan ili označiti N/A ukoliko nije primjenjivo.

Ispunjavanjem liste usklađenosti odgovorne osobe organizacije potvrđuju usklađenost programa/priručnika sa primjenjivim zahtjevima.

Rubrika "*Results*" (*Satisfactory-S, Unsatisfactory – U, Not applicable – N/A*) ispunjava se od strane CCAA inspektora. Rubrike S, U i N/A označavaju se sa znakom "X".

Uputa za buduće ishodaenje odobrenja izmjena tečaja osposobljavanja (programa/priručnika):

Nije potrebno ispunjavati ovaj zahtjev/listu usklađenosti, već je potrebno dostaviti zahtjev za odobrenje izmjena tečaja osposobljavanja (programa/priručnika) sa popisom izmjena i dopuna i 70,00 kn upravnih pristojbi, te izmjenom programa/priručnika u papirnatom i elektroničkom (CD/DVD) izdanju.



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TRAINING MANUAL		Obligatory			
Ref.: AMC&GM to Part-ORA; Subpart ATO; Section II; AMC1 ORA.ATO.230 (a)		Organization reference	RESULTS		
			S	U	N/A
Part 1 – The training plan					
(1) The aim of the course (ATP, CPL/IR, CPL, etc. as applicable)	A statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints to be observed.				
(2) Pre-entry requirements	(i) Minimum age, educational requirements (including language), medical requirements; (ii) Any individual Member State requirements.				
(3) Credits for previous experience	To be obtained from the competent authority before training begins.				
(4) Training syllabi	As applicable, the flying syllabus (single-engine or multi-engine, as applicable), the flight simulation training syllabus and the theoretical knowledge training syllabus.				
(5) The time scale and scale, in weeks, for each syllabus	Arrangements of the course and the integration of syllabi time.				
(6) Training programme	(i) The general arrangements of daily and weekly programmes for flying, theoretical knowledge training and training in FSTDs, if applicable;				
	(ii) Bad weather constraints;				
	(iii) Programme constraints in terms of maximum student training times, (flying, theoretical knowledge, on FSTDs), for example per day, week or month;				
	(iv) Restrictions in respect of duty periods for students;				
	(v) Duration of dual and solo flights at various stages;				



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		S	U	N/A
(vi) Maximum flying hours in any day or night;				
(vii) Maximum number of training flights in any day or night.				
(viii) Minimum rest period between duty periods.				
(7) Training records	(i) Rules for security of records and documents;			
	(ii) Attendance records;			
	(iii) The form of training records to be kept;			
	(iv) Persons responsible for checking records and students' log books;			
	(v) The nature and frequency of record checks;			
	(vi) Standardization of entries in training records;			
	(vii) Rules concerning log book entries.			
(8) Safety training	(i) Individual responsibilities;			
	(ii) Essential exercises;			
	(iii) Emergency drills (frequency);			
	(iv) Dual checks (frequency at various stages);			
	(v) Requirement before first solo day, night or navigation etc. if applicable			
(9) Tests and examinations	(i) Flying: (A) progress checks; (B) skill tests.			
	(ii) Theoretical Knowledge: (A) progress tests; (B) theoretical knowledge examinations.			
	(iii) Authorization for test;			
	(iv) Rules concerning refresher training before retest;			



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		S	U	N/A
(v) Test reports and records;				
(vi) Procedures for examination paper preparation, type of question and assessment, standard required for 'pass';				
(vii) Procedure for question analysis and review and for raising replacement papers;				
(viii) Examinations resit procedures.				
(10) Training effectiveness	(i) Individual responsibilities;			
	(ii) General assessment;			
	(iii) Liaison between departments;			
	(iv) Identification of unsatisfactory progress (individual students);			
	(v) Actions to correct unsatisfactory progress;			
	(vi) Procedure for changing instructors;			
	(vii) Maximum number of instructor changes per student;			
	(viii) Internal feedback system for detecting training deficiencies;			
	(ix) Procedure for suspending a student from training;			
	(x) Discipline;			
	(xi) Reporting and documentation.			
(11) Standards and level of performance at various stages	(i) Individual responsibilities;			
	(ii) Standardisation;			
	(iii) Standardisation requirements and procedures;			
	(iv) Application of test criteria.			
Part 2 - Briefing and Air Exercises				
(1) Air Exercise	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and subtitles.			



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			S	U	N/A
(2) Air exercise reference list	An abbreviated list of the above exercises giving only main and subtitles for quick reference, and preferably in flip-card form to facilitate daily use by instructors.				
(3) Course structure: phase of training	A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency.				
	Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.				
(4) Course structure: integration of syllabi	The manner in which theoretical knowledge and flying training in an aircraft or an FSTD will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and flight training.				
(5) Student progress	The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he/she must achieve before progressing from one phase of air exercise training to the next. Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises for example night flying.				
(6) Instructional methods	The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorization of solo flights, etc.				
(7) Progress tests	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.				
(8) Glossary of terms	Definition of significant terms as necessary.				



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Ref.: AMC&GM to Part-ORA; Subpart ATO; Section II; AMC1 ORA.ATO.230 (a)		Organization reference	RESULTS		
			S	U	N/A
(9) Appendices	(i) Progress test report forms;				
	(ii) Skill test report forms;				
	(iii) ATO certificates of experience, competence, etc. as required.				
Part 3 – Flight training in an FSTD, if applicable					
(1) Air Exercise	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and subtitles.				
(2) Air exercise reference list	An abbreviated list of the above exercises giving only main and subtitles for quick reference, and preferably in flip-card form to facilitate daily use by instructors.				
(3) Course structure: phase of training	A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency. Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.				
(4) Course structure: integration of syllabi	The manner in which theoretical knowledge and flying training in an aircraft or an FSTD will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and flight training.				
(5) Student progress	The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he/she must achieve before progressing from one phase of air exercise training to the next. Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before				



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		S	U	N/A
	significant exercises for example night flying.			
(6) Instructional methods	The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorization of solo flights, etc.			
(7) Progress tests	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.			
(8) Glossary of terms	Definition of significant terms as necessary.			
(9) Appendices	(i) Progress test report forms;			
	(ii) Skill test report forms;			
	(iii) ATO certificates of experience, competence, etc. as required.			
Part 4 - Theoretical knowledge instruction				
(1) Structure of the theoretical knowledge course	A statement of the structure of the course, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an example of a course schedule.			
	Distance learning courses should include instructions of the material to be studied for individual elements of the course.			
(2) Lesson Plans	A description of each lesson or group of lessons including teaching materials, training aids, progress test organisation and inter-connection of topics with other subjects.			
(3) Teaching materials	Specification of the training aids to be used (for example study materials, course manual references, exercises, self-study materials, demonstration equipment).			
(4) Student progress	The requirement for student progress, including a brief but specific statement of the standard that must be achieved and the mechanism for achieving this, before application for theoretical knowledge examinations.			
	The organization of progress testing in each subject, including topics			



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			S	U	N/A
(5) Progress testing	covered, evaluation methods and documentation.				
(6) Review procedure	The procedure to be followed if the standard required at any stage of the course is not achieved, including an agreed action plan with remedial training if required.				

MCCI training course					
		Organization reference	RESULTS		
			S	U	N/A
FCL.920 Instructor competencies and assessment					
All instructors shall be trained to achieve the following competences: — Prepare resources, — Create a climate conducive to learning, — Present knowledge, — Integrate Threat and Error Management (TEM) and crew resource management, — Manage time to achieve training objectives, — Facilitate learning, — Assess trainee performance, — Monitor and review progress, — Evaluate training sessions, — Report outcome.					
FCL.930.MCCI MCCI — Training course					
(a) The training course for the MCCI shall include, at least: (1) 25 hours of teaching and learning instruction; (2) technical training related to the type of FSTD where the applicant wishes to instruct; (3) 3 hours of practical instruction, which may be flight instruction or MCC instruction on the relevant FNPT II/III MCC, FTD 2/3 or FFS, under the supervision of a TRI, SFI or MCCI nominated by the ATO for					



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MCCI training course				
	Organization reference	RESULTS		
		S	U	N/A
that purpose. These hours of flight instruction under supervision shall include the assessment of the applicant's competence as described in FCL.920.				
(b) Applicants holding or having held an FI, TRI, CRI, IRI or SFI certificate shall be fully credited towards the requirement of (a)(1).				
AMC1 FCL.930.MCCI MCCI — Training course				
AEROPLANES				
GENERAL				
(a) The objective of the technical training is to apply the core instructor competencies acquired during the teaching and learning training to MCC training.				
(b) During the practical training the applicant should demonstrate the ability to instruct a pilot in MCC.				
(c) To supervise applicants for MCCI certificates, the adequate experience should include at least three type rating or MCC courses.				
(d) It is to be noted that airmanship is a vital ingredient of all flight operations. Therefore, in the following air exercises the relevant aspects of airmanship are to be stressed at the appropriate times during each flight.				
(e) The student instructor should learn how to identify common errors and how to correct them properly, which should be emphasised at all times.				
COURSE OBJECTIVE				
(f) The course should be designed to give adequate training to the applicant in theoretical knowledge instruction and FSTD instruction to instruct those aspects of MCC required by an applicant for a type rating on a first MP aeroplane.				
(g) Confirmation of competency of the applicant to be authorised as an MCCI(A) will be determined by the applicant conducting at least 3 hours MCC instruction to a satisfactory standard on the relevant FNPT or FFS under the supervision of a TRI(A), SFI(A) or MCCI(A) nominated by the ATO for this purpose.				
(h) The course consists of three parts: (1) Part 1: teaching and learning that should follow the content of AMC1 FCL.920; (2) Part 2: technical theoretical knowledge instruction (technical training);				



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MCCI training course				
	Organization reference	RESULTS		
		S	U	N/A
(3) Part 3: flight instruction.				
Part 1				
The content of the teaching and learning part of the FI training course, as established in AMC1 FCL.930.FI, should be used as guidance to develop the course syllabus.				
Part 2				
TECHNICAL THEORETICAL KNOWLEDGE INSTRUCTION SYLLABUS				
(a) The FSTD training consists of the application of core instructor competencies to MCC training in a commercial air transport environment, including principles of threat and error management and CRM. The content of the training programme should cover MCC course exercises in sufficient depth to meet the standard required for issue of the MCCI(A) certificate.				
(b) The course should be related to the type of FSTD on which the applicant wishes to instruct. A training programme should give details of all theoretical knowledge instruction.				
(c) Identification and application of human factors (as set in the ATPL syllabus 040) related to MCC aspects of the training.				
Part 3				
FLIGHT INSTRUCTION SYLLABUS				
(a) The content of the instruction programme should cover training exercises as applicable to the MCC requirements of an applicant for a MP type rating.				
(b) Training exercises: The exercises should be accomplished as far as possible in a simulated commercial air transport environment. The instruction should cover the following areas: (1) pre-flight preparation, including documentation, and computation of take-off performance data; (2) pre-flight checks, including radio and navigation equipment checks and setting; (3) before take-off checks, including powerplant checks, and take-off briefing by the PF;				



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MCCI training course				
	Organization reference	RESULTS		
		S	U	N/A
(4) normal take-offs with different flap settings, tasks of PF and PNF, call-outs; (5) rejected take-offs; crosswind take-offs; take-offs at maximum takeoff mass; engine failure after v1; (6) normal and abnormal operation of aircraft systems, use of checklists; (7) selected emergency procedures to include engine failure and fire, smoke control and removal, windshear during take-off and landing, emergency descent, incapacitation of a flight crew member; (8) early recognition of and reaction on approaching stall in differing aircraft configurations; (9) instrument flight procedures, including holding procedures; precision approaches using raw navigation data, flight director and automatic pilot, one engine simulated inoperative approaches, non-precision and circling approaches, approach briefing by the PF, setting of navigation equipment, call-out procedures during approaches; computation of approach and landing data; (10) go-arounds; normal and with one engine simulated inoperative, transition from instrument to visual flight on reaching decision height or minimum descent height or altitude; (11) landings, normal, crosswind and with one engine simulated inoperative, transition from instrument to visual flight on reaching decision height or minimum descent height or altitude.				

Instructor Certificates				
GM1 FCL.900 Instructor certificates	Organization reference	RESULTS		
		S	U	N/A
GENERAL				
(a) Nine instructor categories are recognised: (1) FI certificate: aeroplane (FI(A)), helicopter (FI(H)), airship (FI(As)), sailplane (FI(S)) and balloon (FI(B)); (2) TRI certificate: aeroplane (TRI(A)), helicopter (TRI(H)), powered-lift aircraft (TRI(PL)); (3) CRI certificate: aeroplane (CRI(A)); (4) IRI certificate: aeroplane (IRI(A)), helicopter (IRI(H)) and airship (IRI(As)); (5) SFI certificate: aeroplane (SFI(A)), helicopter (SFI(H)) and powered-lift aircraft (SFI(PL)); (6) MCCI certificate: aeroplanes (MCCI(A)), helicopters (MCCI(H)), powered-lift aircraft(MCCI(PL)) and				



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Instructor Certificates				
GM1 FCL.900 Instructor certificates	Organization reference	RESULTS		
		S	U	N/A
airships (MCCI(As)); (7) STI certificate: aeroplane (STI(A)) and helicopter (STI(H)); (8) MI certificate: (MI); (9) FTI certificate: (FTI). (b) For categories (1) to (4) and for (8) and (9) the applicant needs to hold a pilot licence. For categories (5) to (7) no licence is needed, only an instructor certificate. (c) A person may hold more than one instructor certificate.				

Naziv organizacije:		
Datum podnošenja zahtjeva:		
	Ime i prezime:	Potpis:
Šef školstva <i>(Head of Training):</i>		
Voditelj nadgledanja usklađenosti <i>(Compliance Monitoring Manager):</i>		
Odgovorni rukovoditelj <i>(Accountable Manager):</i>		

Position	Name and Surname	Signature	Date
CCAA Inspector			
CCAA Inspector			

Note: CCAA Inspector shall provide detailed list of non-compliances, if found.