



CONVERSION TRAINING PACK A318/319/320/321

NAME
LICENCE NO
START DATE
FINISH DATE

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Important, please note...

Please ensure that you sign as well as the instructor on relevant pages.

You will need to return this pack after your Base Training and before the issue of your Course Completion Certificate.

Please remember to complete the Course Critique before returning your completed pack.

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STATEMENT of FLYING HOURS

FULL NAME		LICENCE No:-	
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I hereby certify and confirm that I have the following number of flying hours.

Total Time:-

Total time as Pilot in Command:-

Any Other Information:-

Date / /

Signed:-

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A320 CONVERSION TRAINING RECORD - GROUND SCHOOL

NAME		RANK	
LICENCE NO:-		AIRCRAFT TYPE	A320

Subject	Date Completed	Instructors Name
MCC COURSE (applicable)		
INDUCTION – COURSE INTRODUCTION		
T1 – AIRCRAFT GENERAL		
T1 – EMERGENCY LIGHTING		
T1 – DOORS AND EXITS – AIR CONDITIONING		
T1 – PRESSURISATION - PNEUMATICS		
T2 – AUTOFLIGHT SYSTEM		
T2 - ELECTRICAL SYSTEMS		
T2 – COMMUNICATION - EVACUATION		
T3 – APU - FIRE DETECTION & PROTECTION		
T3 – FLIGHT CONTROLS – LAWS - OXYGEN		
T4 – INSTRUMENTS – EIS – ADIRS EFIS - DISPLAYS - ECAM		
T4 – CST 1		
T5 – HYDRAULIC SYSTEM LAND GEAR/BRAKES - STEERING		
T5 – FMGS 1 – CST 2		
T6 – FUEL SYSTEM - ICE & RAIN PROTECTION		
T6 – FMGS 2 – CST 3		
T7 – NAVIGATION – WINDSHEAR – TCAS II		
T7 – FMGS 3 – CST 4		
T8 – POWER PLANT		
T8 – FMGS 4 – CST 5		
T9 – ECAM 1 – CST 6		
T10 – ECAM 2		
T10 - FINAL EXAM – PART 1 CLOSED BOOK		
T11 – ECAM 3		
T11 - PERFORMANCE - FLIGHT PLANNING		
T12 - ECAM 4		
T12 – LOAD & BALANCE – FLIGHT PLAN		
T12 – JEPPESEN CHARTS - AWOPS		
T12 – FINAL EXAM – PART 2 OPEN BOOK		

CONVERSION TRAINING RECORD – GROUNDSCHOOL
To be completed after Final Paper 1 and 2 completed

I certify that (Name)
Has satisfactorily completed the approved course of Ground School Training for
the Airbus A320 type rating and has achieved a mark of% in the final
examinations
(Combined Result of Final Paper 1 and 2)

SignedGround Instructor

Date

Conversion Progress Record

Name		Rank	
Licence Number		Aircraft Type	

On Completion of Fixed Base Training (FBS) Training

I am satisfied that the above named student has reached the required standard during the FBS training phase and that no items are outstanding

I believe that the student is fully ready to commence full flight simulator training.

Signed Name

Position Date

On Completion of Full Flight Simulator Training (FFS) (Completion of LST)

I am satisfied that the above named student has reached the required standard during the FFS training phase and that no items are outstanding

I believe that the student is fully ready to commence aircraft training.

Signed Name

Position Date

On Completion Of Aircraft Training / Zero Flight Time Training*

I am satisfied that the above named student has reached the required standard after aircraft landings and recommend them for the issue of a Type rating.

Signed Name

Position Date

* Delete as required

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FIXED BASE / FULL FLIGHT SIMULATOR & BASE TRAINING SUMMARY

NAME		RANK	
LICENCE NO		AIRCRAFT TYPE	

FIXED BASE SIMULATOR HOURS SUMMARY										
DATE	SIM CODE	INSTRUCTOR		EXERCISE PF / PM	PF TIME	PM TIME	OBS	TOTAL DETAIL	GRAND TOTAL	INST INITIALS
TIME BROUGHT FORWARD FROM JOC COURSE										
			1	/			Y / N			
			2	/			Y / N			
			3	/			Y / N			
			4	/			Y / N			
			5	/			Y / N			
			6	/			Y / N			
			7	/			Y / N			
			8	/			Y / N			
			9	/			Y / N			
TOTAL TIME										

FULL FLIGHT SIMULATOR HOURS SUMMARY										
DATE	SIM CODE	INSTRUCTOR		EXERCISE PF / PM	PF TIME	PM TIME	OBS	TOTAL DETAIL	GRAND TOTAL	INST INITIALS
			1	/			Y / N			
			2	/			Y / N			
			3	/			Y / N			
			4	/			Y / N			
			5	/			Y / N			
			6	/			Y / N			
			7	/			Y / N			
			8	/			Y / N			
			9	/			Y / N			
			10	/			Y / N			
			11	/			Y / N			
			12	/			Y / N			
			12	/			Y / N			
			14	/			Y / N			
TOTAL TIME										
NOTE:- TIME SPENT OBSERVING, SHOULD NOT BE ADDED TO THE TOTAL DETAIL, OR GRAND TOTAL TIME										

AIRCRAFT / ZFT HOURS TRAINING RECORD							
DATE	INSTRUCTOR	DETAIL	PF TIME	PM TIME	TOTAL DETAIL	GRAND TOTAL	INSTRUCTOR INITIALS
		1					

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GENERAL REPORT FORM – Page 1

NAME		RANK	
LICENCE NO		AIRCRAFT TYPE	

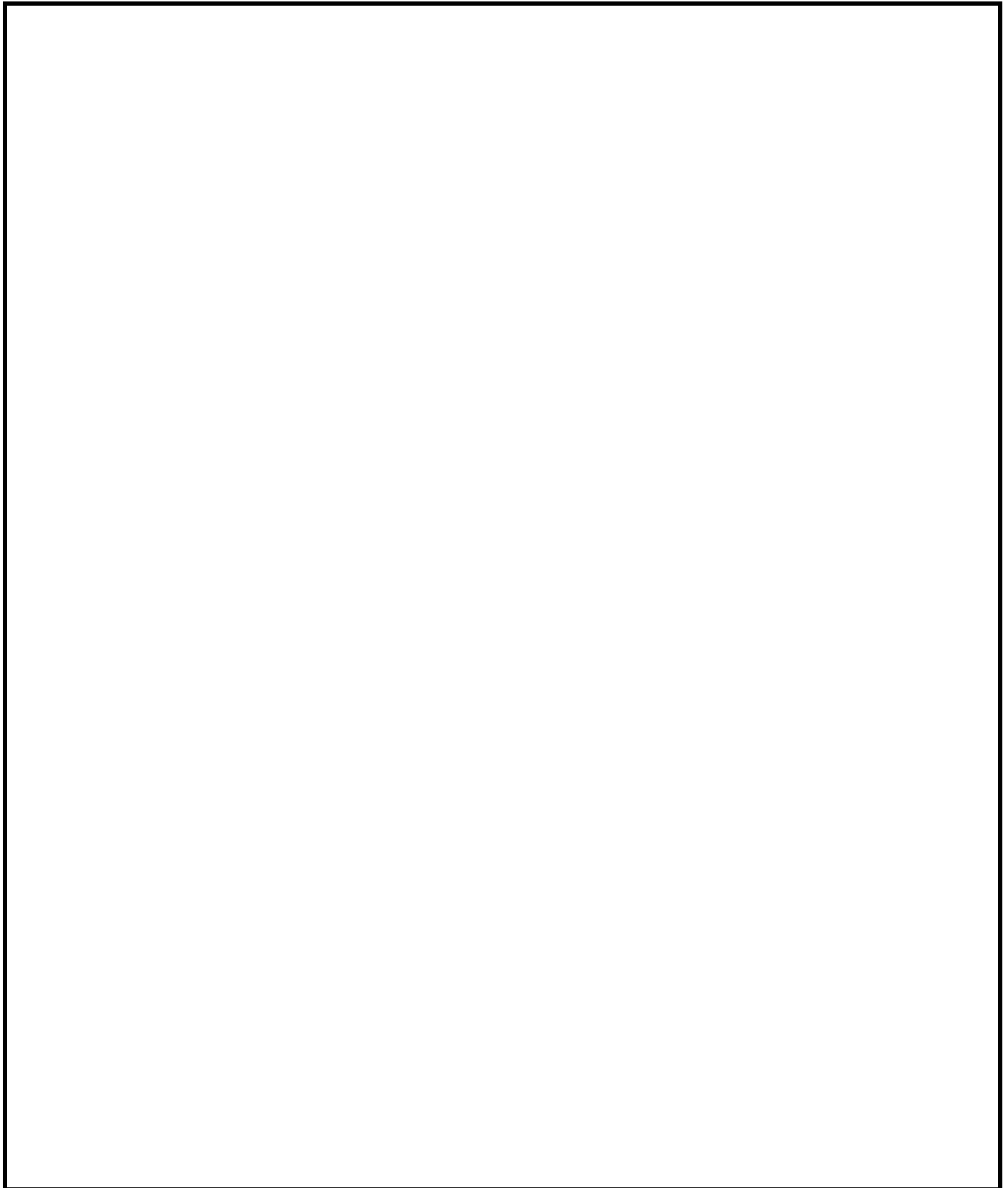
TYPE OF TRAINING	DATE

SIM CODE OR A/C REG	TOTAL TIME :	TIME PF :	TIME PM :
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Please ensure the form is signed by both the Training Captain / Instructor and the Trainee before it is handed in to Flight / Training Operations.

1. LIST EXERCISE'S COVERED AND COMMENTS

GENERAL REPORT FORM – Page 2



GENERAL REPORT FORM – Page 3

<p>2. EXERCISE'S NOT COMPLETED</p>	
<p>3. FURTHER TRAINING REQUIREMENTS</p>	
<p>STATE ADDITIONAL SIMULATOR TIME TO BE BOOKED FOR FURTHER TRAINING FOR THIS CANDIDATE ONLY</p>	<p>TIME:- Hr / Min</p>
<p>STATE ADITONAL SIMULATOR TIME TO BE BOOKED FOR TEST OR RE-TEST</p>	<p>TIME:- Hr / Min</p>
<p>STATE ANY SPECIFIC REQUESTS:-</p>	
<p>TRAINING CAPTAIN</p> <p>SIGNATURE</p> <p>NAME</p>	<p>TRAINEE</p> <p>I confirm that I have read and understood this report</p> <p>SIGNATURE</p> <p>NAME</p>
<p>Comments (Head of Training)</p> <p>SIGNATURE: DATE:</p>	

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NOTECHS MARKERS

NAME		RANK	
LICENCE NO		AIRCRAFT TYPE	

Please note any condition which significantly influenced the progress / outcome of the flight including adverse weather, systems failure, ATC, in-flight difficulties.

Co-operation

Team building and maintaining	
Consideration of others	
Support of others	
Conflict solving	

Leadership and/or managerial skills

Use of authority and assertiveness	
Providing and maintaining standards	
Planning and co-ordination	
Workload management	

Situation Awareness

Awareness of aircraft systems	
Awareness of external environment	
Awareness of time	

Decision making

Problem definition and diagnosis	
Option generation	
Risk assessment and option selection	
Outcome review	

Additional comments

<p>TRAINING CAPTAIN</p> <p>SIGNATURE</p> <p>NAME</p> <p>DATE</p>	<p>TRAINEE</p> <p>I confirm that I have read and understood this report</p> <p>SIGNATURE</p> <p>NAME</p>
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NOTECHS RATING SCALE

Many companies use a numerical grading system for Notechs.
This table describes the grading for the numerical system.

Grade	Numerical Grade	Meaning
Very Poor	5	Observed behaviour directly endangers flight
Poor	4	Observed behaviour in other conditions could endanger flight
Acceptable	3	Observed behaviour does not endanger flight safety but needs improvement
Good	2	Observed behaviour enhances flight safety
Very Good	1	Observed behaviour optimally enhances flight safety and could serve as an example for other pilots

CERTIFICATE OF LANDING COMPLETION – Aircraft Type_____

PILOT'S NAME		LICENCE No:-	
ORGANISATION			

This is to certify that the above named Pilot has completed Landings to a satisfactory standard in the above Aircraft Type following completion of a JAA/CAA Approved Type Rating Course and the application is now made for the grant of the Aircraft Rating. The details of the flight are shown below:-

NOTE:- In accordance with JAR FCL AMC1.261(C)(2) 11.1 Aeroplane (with Flight Simulator), a pilot with less than 500 hrs flight time on similar types of aircraft should complete at least 6 landings including at least one full stop landing. A pilot with more than 500 hrs on similar types should complete at least 4 landings including at least one full stop landing.

Previous Experience on similar Type Hours

Date of Aircraft Training / / 20_____

Aircraft Registration

Time Out Time In Total Flight Time

Number of Take Offs / Landings /

Airport (s) Used

Trainee's Signature

Aircraft Commander

Licence / Examiner Number

Aircraft Commander's Signature

Date / / 2009

NOTE: - The Aircraft Commander must be a current TRI (A) on Type (as applicable) or specifically authorised by the Authority and a copy of the rating/authorisation must accompany this form.

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Course Critique

Name		Rank	
Licence Number		Aircraft Type	
Course Date			

The TRTO request your input to further meet your training needs. Please evaluate the items bellow carefully and comment as required. These critiques are important to the TRTO, therefore please take your time and be honest in your answers and comments. Below you will find questions concerning facilities, scheduling, the syllabus, etc. Please answer them with regard to the course only. At the end of your course, seal all completed forms in an envelope and return to the TRTO Office.

	Please Tick Appropriate Number				
	Excellent	Average			Poor
Scheduling and Notification	1	2	3	4	5
Transportation and Hotel (If Applicable)	1	2	3	4	5
Ground School Facilities and Training Aids	1	2	3	4	5
Ground School Syllabus and Course	1	2	3	4	5
Simulator Syllabus and Course Organisation	1	2	3	4	5
Manuals	1	2	3	4	5
Other Publications, Study Guides, Handouts	1	2	3	4	5
Training Devices CPT / FMC	1	2	3	4	5
Simulator	1	2	3	4	5
Aircraft	1	2	3	4	5
Briefing / Debriefing Facilities	1	2	3	4	5
Helpfulness of Administration / Management	1	2	3	4	5
Standardisation Between Instructors / Manuals	1	2	3	4	5

Please check the following

Training Type

Initial

Command

Recurrent

Crew Position

Capt.

S.F.O

F.O

Please provide specific comments on the back of this form for any item graded "4 or "5"

MPA AND SP HPCA TRAINING, SKILL TEST OR PROFICIENCY CHECK FOR ATPL, MPL AND TYPE RATINGS

Please complete the form in block capitals using black or dark blue ink after reading the attached guidance.

Any of the practical training items may be included in the test/check at the Examiner's discretion.

1. PERSONAL DETAILS								
Surname		Forename(s)			Captain/First Officer* (delete as applicable)			
SIM/Aircraft Registration				Licence No				
Revalidation/Renewal/Initial Issue*			Route		Date			
New Aircraft Rating valid to				Aircraft Type				
	PRACTICAL TRAINING					MPL/ATPL/TYPE-RATING SKILL TEST/PROF CHECK		
<u>Manoeuvres/Procedures</u> Note: Training shall include MCC for each item	OTD	FTD	FFS	A/C	Instructors initials & date training completed	Checked in FFS A/C	Attempt Number (1 or 2)	Examiners initial & date test completed
SECTION 1								
1 Flight Preparation								
1.1 Performance calculation	P→	→	→	→				
1.2 Aeroplane ext. visual inspection; location of each item and purpose of inspection				P				
1.3 Cockpit inspection		P→	→	→				
1.4 Use of checklist prior to starting engines starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies	P→	→	→	→		M		
1.5 Taxiing in compliance with air traffic control or instructions of instructor			P→	→				
1.6 Pre-flight checks		P→	→	→		M		
SECTION 2								
2 Take-offs								
2.1 Normal take-offs with different flap settings, including expedited take-offs			P→	→				
2.2* Instrument take-off; transition to instrument flight is required during rotation or immediately after becoming airborne			P→	→				
2.3 Cross wind take-off (Aircraft, if practicable)			P→	→				
2.4 Take-off at maximum take-off mass (actual or simulated maximum take-off mass)			P→	→				
2.5 Take-offs with simulated engine failure						M		
2.5.1* Where simulator not available shortly after reaching V ₂ (see note)			P→	→		A/C		
Note: In aeroplanes which are not certificated as transport category aeroplanes or as commuter category aeroplanes, the engine failure shall not be simulated until reaching a minimum height of 500 ft above runway end. In aeroplanes having the same performance as a transport category aeroplane regarding take-off mass and density altitude, the instructor may simulate the engine failure shortly after reaching V ₂ .								
OR 2.5.2* between V ₁ and V ₂			P	X		M FFS		
OR 2.5.3* as close as possible after V ₁ , when V ₁ and V ₂ or V ₁ and V _R are identical			P	X		M FFS		
2.6 Rejected take-off at a reasonable speed before reaching V ₁ . (Not to be conducted in aircraft other than as a static touch drill procedure.)			P→	→X		M		

Manoeuvres/Procedures Note: Training shall include MCC for each item	PRACTICAL TRAINING					MPL/ATPL/TYPE-RATING SKILL TEST/PROF CHECK		
	OTD	FTD	FFS	A/C	Instructors initials & date training completed	Checked in FFS A/C	Attempt Number (1 or 2)	Examiners initial & date test completed
SECTION 3								
3 Flight Manoeuvres & Procedures								
3.1 Turns with and without spoilers			P→	→				
3.2 Tuck under and Mach buffets after reaching the critical Mach number, and other specific flight characteristics of the aeroplane (e.g. Dutch Roll)			P	X				
3.3 Normal operation of systems and controls engineer's panel	P→	→	→	→				
3.4 Normal and abnormal operations of following systems						M A minimum of 3 abnormal items shall be selected from 3.4.0 to 3.4.14 inc.		
3.4.0 Engine (if necessary propeller)	P→	→	→	→				
3.4.1 Pressurisation and air-conditioning	P→	→	→	→				
3.4.2 Pitot/static system	P→	→	→	→				
3.4.3 Fuel system	P→	→	→	→				
3.4.4 Electrical system	P→	→	→	→				
3.4.5 Hydraulic system	P→	→	→	→				
3.4.6 Flight control and Trim-System	P→	→	→	→				
3.4.7 Anti and de-icing system, Glare shield heating	P→	→	→	→				
3.4.8 Auto-pilot/Flight director	P→	→	→	→		M (single pilot only)		
3.4.9 Stall warning devices, and stability augmentation devices	P→	→	→	→				
3.4.10 Ground proximity warning system, weather radar, radio altimeter, transponder		P→	→	→				
3.4.11 Radios, navigation equipment, instruments, flight management system	P→	→	→	→				
3.4.12 Landing gear and brake system	P→	→	→	→				
3.4.13 Slat and flap system	P→	→	→	→				
3.4.14 Auxiliary power unit	P→	→	→	→				
3.6 Abnormal and emergency procedures						M A minimum of 3 items shall be selected from 3.6.1 to 3.6.9 inclusive		
3.6.1 Fire drills e.g. Engine, APU, cabin, cargo compartment, flight deck, wing and electrical fires including evacuation		P→	→	→				
3.6.2 Smoke control and removal		P→	→	→				
3.6.3 Engine failures, shut-down and restart at a safe height		P→	→	→				
3.6.4 Fuel dumping (simulated)		P→	→	→				
3.6.5 Windshear at take off/landing			P→	X		FFS only		
3.6.6 Simulated cabin pressure failure/emergency descent			P→	→				
3.6.7 Incapacitation of flight crew member (Multi-pilot operations only)		P→	→	→				
3.6.8 Other emergency procedures as outlined in the appropriate Flight Manual		P→	→	→				
3.6.9 TCAS event	P→	→	→	X		FFS only		
3.7 Steep turns with 45° bank, 180° to 360° left and right		P→	→	→				
3.8 Early recognition and counter measures on approaching stall (up to activation of stall warning device) in take-off configuration (flaps in take-off position). In cruising flight configuration and in landing configuration (flaps in landing position, gear extended)			P→	→				
3.8.1 Recovery from full stall or after activation of stall warning device in climb, cruise and approach configuration			P	X		FFS only		

	PRACTICAL TRAINING					MPL/ATPL/TYPE-RATING SKILL TEST/PROF CHECK		
	OTD	FTD	FFS	A/C	Instructors initials & date training completed	Checked in FFS A/C	Attempt Number (1 or 2)	Examiners initial & date test completed
<u>Manoeuvres/Procedures</u> Note: Training shall include MCC for each item								
3.9 Instrument flight procedures								
3.9.1* Adherence to departure and arrival routes and ATC instructions		P→	→	→		M		
3.9.2* Holding procedures		P→	→	→				
3.9.3* Precision approaches down to a decision height (DH) not less than 60m (200 ft)								
3.9.3.1* Manually, without flight director			P→	→		M Skill test only		
3.9.3.2* Manually, with flight director			P→	→				
3.9.3.3* With auto-pilot			P→	→				
3.9.3.4* (Transport category and commuter category aeroplanes and aeroplanes with equivalent performance only). Manually, with one engine simulated inoperative from prior to Final Approach Point to touch-down or completion of Missed Approach Procedure			P→	→		M		
Note: In aeroplanes which are not certificated as transport category aeroplanes or as commuter category aeroplanes, go-around from an approach with one engine simulated inoperative should be initiated at the higher of MDA/H or 500 ft ARTE. (see also 4.3)								
3.9.4* Non Precision approach down to MDH/A			P→	→		M		
3.9.5 Circling approach under the following conditions (a)* approach to specified minimum circling altitude/height in simulated IMC. Followed by: (b) circling approach to another runway at least 90° off centreline from final approach used in item (a) Remark: If (a) and (b) are not possible due ATC, simulated low visibility pattern may be performed.			P→	→				
SECTION 4								
4 Missed Approach Procedures								
4.1 Go-around with all engines operating after an ILS approach on reaching decision height			P→	→				
4.2 Other missed approach			P→	→				
4.3* Manually go-around with critical engine simulated inoperative after an instrument approach on reaching DH/MDH/A or MAP			P→	→		M		
4.4 Rejected landing at 15m (50 ft) above runway threshold and go-around			P	→				
SECTION 5								
5 Landings								
5.1 Normal landing after an ILS approach with transition to visual flight on reaching DH			P					
5.2 Landing with simulated jammed horizontal stabiliser in any out-of-trim position			P	X				
5.3 Cross wind landings			P→	→				
5.4 Traffic pattern and landing without extended or with partly extended flaps and slats			P→	→				
5.5 Landing with critical engine simulated inoperative			P→	→		M		
5.6 Landing with two engines simulated inoperative: (Not 2 eng. Aircraft)			P	X		M FFS only (Skill test only)		
Note: Aeroplanes with three engines: the centre engine and one outboard engine as far as practicable according to data of the AFM. Aeroplanes with four engines: two engines at one side.								
General remark: Special requirements for extension of a type rating for instrument approaches down to a decision height of less than 60 m (200 ft) i.e. CAT II/III operations – Refer to JAR-FCL Subpart E, paragraph 1.180.								

	PRACTICAL TRAINING					MPL/ATPL/TYPE-RATING SKILL TEST/PROF CHECK		
<u>Manoeuvres/Procedures</u> Note: Training shall include MCC for each item	OTD	FTD	FFS	A/C	Instructors initials & date training completed	Checked in FFS A/C	Attempt Number (1 or 2)	Examiners initial & date test completed
SECTION 6								
6 Type rating for instrument approaches down to a decision height of less than 60 m (200 ft) (CAT II/III)	Note 1 For instrumental approaches down to a DH of less than 60 m (200 ft) Note 2 During the following instrument approaches and missed approach procedures all aeroplane equipment required for type certification of instrument approaches down to a DH of less than 60 m (200 ft) shall be used.							
6.1* Rejected take-off at minimum authorised RVR			P	X		M FFS only		
6.2* ILS Approaches. In simulated IMC down to DH, using flight guidance system. Standard procedures shall be observed.			P→	→		M		
6.3* Go-around from DH			P→	→		M		
Note 1: The training also shall include a go-around due to (simulated) insufficient RVR, wind shear, aeroplane deviation in excess of approach limits for a successful approach, and ground/airborne equipment failure prior to reaching DH and, go-around with simulated airborne equipment failure. Note 2: Special attention shall be given to go-around procedures with pre-calculated manual or automatic go-around attitude guidance.								
6.4* Landing(s) with visual reference established at DH. (Auto-land if fitted.)			P→	→		M		

Note 3: CAT II/III operations shall be accomplished in accordance with Operator's approved procedures.

RESULT

PASS

FAIL

EXAMINER

Name/Initials: (Block Capitals)	Signature	Examiner No.
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Note A: Examiners must address CRM on the LST/LPC.

Note B: Prior to final signature ensure that the candidate has completed ten route sectors or one with an examiner.

Note C: Where the test/check is concluded by more than one examiner, each should present his/her name and licence number at least once on the form.