



NAMIBIAN CIVIL AVIATION AUTHORITY

Advisory Pamphlet (AP)

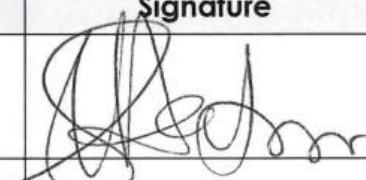

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OPERATOR CONVERSION COURSE (OCC)

Document Control

Approval

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Change Summary

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NOTE:

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Ms. Toska Sem

Executive Director for Civil Aviation





1. INTRODUCTION

- 1.1. This advisory pamphlet provides guidance material to air operators on operator conversion courses and required initial and recurrent training for flight crew.
- 1.2. This advisory pamphlet does not cover cabin crew training.

2. BACKGROUND

- 2.1. In accordance with the requirements of NAMCARS 121, 127, 135, pilots are required to undergo an operator conversion course when joining the company or when transitioning to a new type.
- 2.2. The details of an operator conversion course are contained in the NAMCATS.
- 2.3. Hazards identified during audits and following incidents and accidents indicate that development, implementation, and maintenance of operator conversion courses require more guidance.
- 2.4. The content contained in this document does not add any requirement that is not already required by the regulations, it merely outlines an acceptable means of compliance.

3. TRAINING REQUIRED

- 3.1. NAMCAR 121.03.3, 127.03.3, and 135.03.3 specify the requirements for an operator conversion course (OCC):
*" (1) The operator of shall ensure that -
(a) a flight crew member completes a type conversion course in accordance with the applicable requirements prescribed in Part 61 or 63, as the case may be, when changing from one type of aeroplane to another, for which a new type rating is required;
(b) a flight crew member completes the operator's type conversion course before commencing unsupervised line flying -
(i) when changing to an aeroplane for which a new type rating is required; or
(ii) when employed by such operator;"*
- 3.2. The operator conversion course must be completed when transitioning to a new type or when employed by an operator. A pilot who has already completed the Part 61 type conversion course must still complete the minimum requirements of an operator conversion course when being employed. This training should focus on operator-specific aspects of operation, e.g. SOPs, which is why it is essential instructors and



examiners are approved by the operator and there is a contract between the operator and ATO.

4. RECOMMENDED SYLLABI

- 4.1. The outline of an operator conversion course is included in NAMCATS 12103.3, 127.03.3, and 135.03.3.
- 4.2. A comprehensive tailored syllabus is essential however, and the below gives a basic framework of what is recommended, inclusive of and expanding on the format provided in the NAMCATS, and based on industry recommended practices, hazards identified in the State Safety Programme, and local knowledge/corroborations with operators and aviation training organisations.
 - 4.2.1. Technical knowledge
 - 4.2.2. Emergency equipment and procedures training
 - 4.2.3. Crew resource management training
 - 4.2.4. Operator's standard operating procedures
 - 4.2.5. Technical exam on aircraft systems and normal/abnormal/emergency procedures
 - 4.2.6. Upper air work
 - a. Stalls
 - b. Steep turns
 - c. Unusual attitudes
 - 4.2.7. Circuits
 - a. Normal circuits
 - b. Short field takeoff and landing
 - c. Operation on dirt strips
 - d. MAUW circuits
 - 4.2.8. Emergencies
 - a. Forced landing
 - b. Precautionary landing
 - c. Electrical failure
 - d. System faults
 - 4.2.9. Instrument flight
 - a. Full panel and partial panel manoeuvres
 - b. Instrument flight procedures (departure, arrival, holds, approach) (IFR rated pilots only)
 - 4.2.10. Proficiency check
 - 4.2.11. Line training under supervision
 - 4.2.12. Line check

5. RELATIONSHIP WITH AVIATION TRAINING ORGANISATION (ATO)



- 5.1. All initial training must be completed by an approved ATO, certified in accordance with NAMCARs Part 141. However, it is essential that the air operator have a contract with the ATO and this is subject to the operators quality system (i.e. sub-contractor audits).
- 5.2. The contractual obligations must specify the syllabi to be used for conversion courses in accordance with the operator's approved training manual (flight operations manual Part D). The operator proficiency check forms must also be provided to the designated examiner to complete the final check. On completion an operator proficiency certificate must be issued by the operator.
- 5.3. Normally training syllabi, test forms, and certificates are an annexure to the training manual to ensure they can be updated readily.
- 5.4. The training contract itself need not be a part of the FOM, however it should be reviewed when audited and must be available. Designated instructors and examiners from the ATO should be specified by the operator and ideally should be an annexure to the FOM so as to enable easy upload.
- 5.5. Where the OCC is part of the initial type conversion in terms of Part 61, the course must encompass the minimum requirements of the ATO's approved type conversion.

6. APPROVAL OF DESIGNATED EXAMINERS AND INSTRUCTORS

- 6.1. All initial training (new types) for license issue must be completed by an approved ATO, certified in accordance with NAMCARs. The syllabus in addition to complying with the OCC must include the minimum requirements of the ATO's approved type rating course. The ATO shall have an approved course detailed in their training procedures manual (TPM).
- 6.2. Both examiners and instructors should be approved as an annexure to the flight operations manual (FOM) Part D (Training).
- 6.3. Training contracts shall be reviewed during annual audits. Annexures to the FOM detailing instructors and examiners must be approved whenever there are changes (adding or removing a name).

7. TRAINING RECORDS

- 7.1. A copy of the training record must be kept by both the ATO and the operator. It is essential that the pilot file includes the pilots OCC record along with all test records.
- 7.2. Training files should be kept up to date and as a minimum include training, testing, and certification on the following:
 - 7.2.1. Company indoctrination training



- 7.2.2. SMS training
- 7.2.3. Initial aircraft type training
- 7.2.4. Recurrent training and testing
- 7.2.5. Upgrade training
- 7.2.6. Line training
- 7.2.7. Aircraft servicing and ground handling training
- 7.2.8. Initial and recurrent emergency procedures training (SEPT)
- 7.2.9. Surface contamination training (De-icing) if applicable
- 7.2.10. Crew resource management training (may be subcontracted)
- 7.2.11. Dangerous goods training (may be subcontracted)
- 7.2.12. Aviation security training (as per NAMCARS 121,127,135 Part 13 and also as per the Avsec manual) (may be subcontracted)
- 7.2.13. Special authorisations Training (RVSM, PBN etc.)

7.3. The operator shall issue a certificate of competency for proficiency checks which must be kept on file.

7.4. It is recommended the operator keep a record, for example, a spreadsheet of expiry dates of certificates and currency.

7.5. Files must be kept while employed and for a period of 3 years after the pilot has ceased employment as per the document retention period in the NAMCARS.

8. SUMMARY

8.1. An operator conversion course is an essential part of qualifying your crew to ensure they meet standards set by your organisation, Following these guidelines will assist you in ensuring minimum standards are achieved and exceeded.

8.2. Quality training is a foundation for the safety system and improved, effective flight operations.