



# ADVISORY CIRCULAR

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**Flight Operations  
No. 05**

**Subject: Flight Crew & Flight Operation Officers  
Training Records**

**Date Initiated: 06-09-06  
Initiated by: ASRD**

## FLIGHT CREW & FLIGHT OPERATION OFFICERS TRAINING RECORDS

### 1. PURPOSE.

The purpose of this Advisory Circular is to provide Operators with information that will enable them to compile, retain and maintain Flight Crew, Cabin Crew and Flight Operation Officers Training records to satisfy the provisions of sub-section 9.2.2.5 (*Retention and Maintenance of Personnel Records*) of the Guyana Aviation Requirements.

### 2. COMPOSITION OF RECORDS.

All Training records are required to be separated into two main parts: INITIAL Training and RECURRENT Training. These parts are required to be subdivided into the various elements of training as described on the following pages.

### 3. RETENTION OF RECORDS.

Training records for all INITIAL Training must be retained in the employees training file for as long as he remains employed by that company. Records for RECURRENT training must be retained for not less than three (3) years.

### 4. FLIGHT CREW TRAINING RECORDS

#### INITIAL GROUND TRAINING

Company Procedures Indoctrination	(8.10.1.9)
Initial Aircraft Technical (Ground School)	(8.10.1.14)
Aircraft Differences	(8.10.1.17)

Initial Emergency Equipment Drills / Test	(8.10.1.13)
Initial CRM Training /Test	(8.10.1.12)
Initial Dangerous Goods Training / Test	(8.10.1.10)
Initial Security Training	(8.10.1.11)

### **INITIAL FLIGHT TRAINING**

Initial Aircraft / Simulator Flight Training and Check	(8.10.1.15)
Initial Supervised Line Flying	(8.10.1.26)
Initial Specialised Operations Training ( <i>If required</i> )	(8.10.1.16)

### **RECURRENT GROUND TRAINING: (8.10.1.33)**

#### ***Annual***

Aircraft technical Limitations, Normal and Emergency Procedures refresher training (Ground School)

Actual Donning of Emergency Equipment (Lifejacket & PBE)

Location & Use of Emergency Exits & Equipment (Actual use of Fire Extinguishers)  
CRM

Security Training

#### ***Bi Annual every two (2) years***

Dangerous Goods

#### ***Triennial every three (3) years***

Fire extinguisher / Smoke / Fire Drill  
Operation of Doors / Emergency Exits  
Ditching Drills & Emergency Evacuation Demo

### **RECURRENT FLIGHT TRAINING**

Proficiency Check	Six (6) months	(8.10.1.20)
Route and Area Check	Twelve (12) months	(8.10.1.30)

Operators should refer to the applicable **Implementing Standards** in the Guyana Aviation Requirements for further details of Flight Crew Training requirements.

## 5. CABIN CREW TRAINING RECORDS

### INITIAL GROUND TRAINING

Company Procedures Indoctrination	(8.10.1.9)
Initial Aircraft Technical (Ground School)	(8.10.1.14)
Aircraft Differences	(8.10.1.17)
Initial Emergency Equipment Drills / Test	(8.10.1.13)
Initial CRM Training /Test	(8.10.1.12)
Initial Dangerous Goods Training / Test	(8.10.1.10)
Initial Security Training	(8.10.1.11)

### INITIAL FLIGHT TRAINING

Initial Supervised Line Experience	(8.10.1.28)
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RECURRENT GROUND TRAINING:	(8.10.1.34)
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#### *Annual*

Aircraft-specific flight presentation and Emergency assistance to Flight Crews refresher training.

Competence Check CRM	(8.10.1.25)
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#### *Bi Annual every two (2) years*

Dangerous Goods

### RECURRENT FLIGHT TRAINING

Line Observation	Twelve (12) months	(8.10.1.29)
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Operators should refer to the applicable **Implementing Standards** in the Guyana Aviation Requirements for further details of Flight Crew Training requirements.

## 6. FLIGHT OPERATIONS OFFICERS TRAINING RECORDS

### INITIAL GROUND TRAINING

Company Procedures Indoctrination	(8.10.1.9)
Initial Aircraft Technical (Ground School)	(8.10.1.14)
Aircraft Differences	(8.10.1.17)
Initial CRM Training /Test	(8.10.1.12)
Initial Dangerous Goods Training / Test	(8.10.1.10)

### INITIAL FLIGHT TRAINING

Initial Line Observation	(8.10.1.29)
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### RECURRENT GROUND TRAINING

<b>Annual</b>	(8.10.1.35)
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Aircraft-specific flight presentation, Emergency assistance to Flight Crews refresher training and CRM

Competence check	(8.10.1.25)
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**Bi Annually**  
Dangerous Goods

### RECURRENT FLIGHT TRAINING

Line Observation	Twelve (12) Months	(8.10.1.29)
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Operators should refer to the applicable **Implementing Standards** in the Guyana Aviation Requirements for further details of Flight Crew Training requirements.

*Z. Mohamed*

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Interim Director General

