

RECURRENT GROUND TRAINING

OPERATIONS MANUAL

Part 4

APPENDIX E

**ABC AIRLINE**

B737-300

RECURRENT GROUND TRAINING



✦ **Note:**

**EXAMPLE / TEMPLATE FOR RECURRENT GROUND TRAINING**

***This Document Is Intended For Use In Conjunction With:***

- *Advisory Circular CA AOC-AC-FO-019: "Training Program Approval Process" - Technical Guidance Material For Operators and*
- *TGM CA AOC-FO-005: "Training Program Approval Process" - for Flight Operations Inspectors*



Training Manual

APPENDIX E  
ORIG.00  
5MAY07

RECURRENT GROUND TRAINING

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**SUBJECT**

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**RECURRENT GROUND TRAINING**

## RECURRENT GROUND TRAINING

**30:00 HOURS**

- I. OBJECTIVE:** To provide crewmembers with general review of all normal and emergency procedures with respect to the type of aircraft. The emergency training portion of the curriculum is designed to provide a review of those aspects of operations dealing with emergencies in general and with respect to both the specific aircraft emergency equipment and general emergency situations. The Emergency Drill Training of this segment may be accomplished using an approved visual presentation; however, once each 24 calendar months each crewmember must perform the emergency drills and operate the equipment denoted by an asterisk (\*).
- II. COURSEWARE**
- A. Video Cassette Recordings.
  - B. Slide Presentations / Procedures Trainer Mockup (PTM).
  - C. Handout Materials.
  - D. Aircraft Operating Manual (AOM)
  - E. FOM.
  - F. Actual Emergency Equipment such as Fire Extinguishers, O<sub>2</sub> Equipment, Life Vests, Emergency Radio, Megaphone, etc.
- III. INSTRUCTION DELIVERY METHODS**
- A. Lecture
  - B. Discussion
  - C. Practical exercises, demonstrations
  - D. Approved Home Study
  - E. CBT
- IV. GROUND SCHOOL CURRICULUM SEGMENTS ARE OUTLINED IN THE FOLLOWING CHART: CLASSROOM TRAINING MODULES**

MODULES	HOURS
<b>CLASSROOM TRAINING MODULES</b>	<b>30:00</b>
A. GENERAL SUBJECTS	9:00
B. AIRCRAFT SYSTEMS AND LIMITATIONS	8:00
C. RECURRENT EMERGENCY TRAINING	5:00
D. DANGEROUS GOODS	2:00
E. SECURITY	4:00
F. CREW RESOURCE MANAGEMENT	2:00

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**RECURRENT GROUND TRAINING**

**CLASSROOM TRAINING MODULES AND ELEMENTS**

**30:00 HOURS**

**A. GENERAL SUBJECTS**


**9:00 HO**

- I. Dispatch/Flight Planning/Flight Locating.
  - 1. Dispatch System.
  - 2. Flight Locating Procedures
  - 3. Meteorology
  - 4. ATC Systems/Navigation/Communication
  - 5. Accident/Incident & Occurrence review
  - 6. Other instructions necessary to ensure the pilots competence
- II. Operations Specifications/GOM
  - 1. Authorizations and Limitations
  - 2. Special Navigation (RVSM, RNP)
  - 3. Aircraft equipment requirements
  - 4. Diversions and Fuel reserves
  - 5. CV-CARs
  - 6. Adverse weather
  - 7. Contaminated runways
  - 8. Wake turbulence
  - 9. Surface movement guidance and control systems
- III. Mass & Balance/Performance/AOM/M&B
  - 1. Weight & Balance Program
  - 2. Loading procedures,CG computations,and stabilizer trim settings
  - 3. Forms load manifests and fuel slips.
  - 4. Structural Performance (runway)Limitations
- IV. AOM/AFM
  - 1. Limitations
  - 2. General review
- V. Maintenance Procedures
  - 1. Technical Log Book
  - 2. MEL/CDL
  - 3. Fuelling defuelling and de-icing
  - 4. Ferry procedures/Special flight permits.
  - 5. Airworthiness release.
- VI. De-ice/Anti-ice Program and Training

**B. AIRCRAFT SYSTEMS**

**8:00 HOURS**

- A. General Subjects
- B. Aircraft General
- C. Non-Emergency Equipment/Furnishings
- D. Power Plant
- E. Auxiliary Power unit
- F. Pneumatic System
- G. Electrical System

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**RECURRENT GROUND TRAINING**

- H. Hydraulic System
- I. Landing Gear and Brakes
- J. Flight Control System
- K. Fuel System
- L. Air Conditionig and Pressurization
- M. Ice and Rain Protection
- N. Flight Instruments
- O. Communications Equipment
- P. Navigation Equipment
- Q. Automatic Flight
- R. Warning System
- S. Emergency Equipment
- T. Aircraft System Integration

**c. RECURRENT EMERGENCY TRAINING**

**5:00 HOURS**

**1. EMERGENCY SITUATION TRAINING MODULE**

**1:30 HOURS**

- A. Crewmember Duties and Responsibilities.
  - 1. PIC's Emergency Authority.
  - 2. Emergency Assignments.
  - 3. Cockpit Procedure Resource Management.
  - 4. Reporting Incidents and Accidents.
- B. Crew Coordination and Company Communications.
  - 1. Ground Agency Notification Procedures.
  - 2. Company Communication Procedures.
  - 3. Cabin Crew Notification Procedures
- C. Aircraft Fires.
  - 1. Principles of Combustion and Classes of Fires.
  - 2. Toxic Fumes and Chemical Irritants.
  - 3. Use of Hand-Held Extinguishers.
  - 4. Lavatory Fires.
  - 5. Smoke Masks and Goggles.
  - 6. Smoke Control.
- D. First Aid Equipment.
  - 1. Contents and Quantity of First Aid Kits.
  - 2. Requirements for First Aid Integrity.
  - 3. Use of Individual Items.
- E. Illness, Injury and Basic First Aid.
  - 1. Principles of CPR.
  - 2. Ear and Sinus Blockage.
  - 3. Seeking Medical Assistance.
  - 4. Treatment for Shock.
  - 5. Heart Attacks.
- F. Ground Evacuation.
  - 1. Aircraft Configuration.
  - 2. Directing Passenger Flow
  - 3. Blocked or Jammed Exist Procedures.


**RECURRENT GROUND TRAINING**

4. Fuel Spillage and Other Ground Hazards.
5. Aircraft Flashlights.
6. Handicap persons
- G. Ditching.
  1. Cockpit and Cabin Preparation.
  2. Passenger Briefing
  3. Crew Coordination.
  4. Primary Swells, Secondary Swells, and Sea Conditions.
  5. Ditching Heading and Water Landings.
  6. Ditching at Night.
- H. Rapid Decompression (Operations above 25,000 feet).
  1. Respiration.
  2. Hypoxia, Hyperventilation, Hypothermia.
  3. Time of Useful Consciousness.
  4. Gas Expansion and Bubble Formation.
  5. Physical Phenomena and Actual Incidents.
- I. Previous Aircraft Accidents / Incidents .
  1. IAC Accident Report Review.
  2. Human Factors / Considerations.
  3. IAC Reporting System.
- J. Crewmember Incapacitation.
  1. Company Procedures.
  2. Reporting Requirements.
  3. Interference with Crewmembers
- K. Hijacking and Other Unusual Situations
  1. Hijack Procedures
  2. Bomb Threat Procedures
  3. Security Coordinator Responsibilities
  4. In- flight Intercept Signals and Procedures

**2. EMERGENCY DRILL TRAINING MODULE**

**2:30 HOUR**

- A. Hand-Held Fire Extinguishers.
  1. Inspection Tags, Dates and Proper Charge Levels.
  2. Removal and Stowage of Extinguishers.
  3. Review Discharge of Each Type of Extinguisher.
  4. Fire-Fighting Drill with PBE.(one-time).
  5. Fire fighting using equipment representative of that carried in the airplane on an actual or simulated fire.( Note: with Halon extinguishers, an alternative method acceptable to the Authority maybe used).
  6. Actual donning of PBE.
  7. Actual handling of pyrotechnics (real or simulated).
- B. Oxygen Systems.
  1. Inspection Tags, Dates, and Pressures of Portable Oxygen Bottles.
  2. Removal and Stowage of Oxygen Bottles
  3. Actual Operation of Each Type Bottle and Each Type Mask.
  4. Quick-Don Oxygen Masks (cockpit).
  5. Smoke Masks and Protective Breathing Equipment (PBE) in a smoke-filled environment.

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- C. Emergency Exits, Slides / Slide rafts and Inertia Reels.
  - 1. Actual Operation (with actual forces) of Each Type of Exit (normal and emergency modes).
  - 2. Location and use of all types of exits and emergency evacuation drill.
  - 3. Proper Charge Level and methods used to operate slides.
  - 4. Observe Deployment / Inflation and Detachment of Each Type of Slide.
  - 5. Actual egress using slides.
- D. Ditching.
  - 1. Actual Donning, Use and Inflation of Life Preservers.
  - 2. Observe Removal and Inflation of Each Type Life raft.
  - 3. Use of Life-Lines.
  - 4. Demonstration and use of a Life raft.
  - 5. Instruction on Survival Equipment.
  - 6. Installation of Canopy.
- E. Rapid Decompression Drill


**3. QUALIFICATION MODULE**

<b>EMERGENCY TRAINING EXAMINATION</b>	<b>01:00 HOUR</b>
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**D. DANGEROUS GOODS TRAINING MODULE      1:30 HOURS**

**I. DANGEROUS GOODS**

- A. Recognition / Identification.
  - 1. Packaging.
    - a) Hazardous Materials Definitions Chart.
    - b) Damaged or Leaking Packages.
  - 2. Marking.
    - a) Shipping Papers.
    - b) Proper Shipping Name.
    - c) ICAO/IATA.
    - d) Missing Labels.
  - 3. Labeling.
    - a) Poisons.
    - b) Radioactive Materials.
    - c) Dry Ice.
  - 4. Instructions regarding compatibility, loading, storage and handling characteristics.
- B. Reporting Incidents and/or Accidents Requirements.
  - 1. Required Reports.
  - 2. Telephone Reports.
  - 3. Written Reports.

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**RECURRENT GROUND TRAINING**

**QUALIFICATION MODULE**

<b>DANGEROUS GOODS TRAINING EXAMINATION</b>	<b>00:30 HOUR</b>
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**E. SECURITY TRAINING MODULE**

**3:00 HOURS**

**I. SECURITY TRAINING**

- A. General Security Policy and Procedures.
- B. TACV – Approved Security Program.
- C. Preventative Security Screening
- D. The Hijacker, Crew, Flight Attendant, Passenger.
- E. Airport Emergency Response.
- F. Hijacking
- G. Disruptive passengers.

**QUALIFICATION MODULE**

<b>SECURITY TRAINING EXAMINATION</b>	<b>1:00 HOUR</b>
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**F. CREW RESOURCE MANAGEMENT**

**2:00 HOURS**

**I. CRM TRAINING**

- A. Communication Process and Decision Making
- B. Team Building and Maintenance
- C. Workload Management and Situation Awareness