



CIVIL AVIATION SAFETY AUTHORITY OF PAPUA NEW GUINEA

The Civil Aviation Act 2000 (as amended) Section 12(k)

SAFETY INFORMATION BULLETIN (SIB)

No. 02/2020 Revision 2 Date: 04 January 2021

Part 121, 125, 135 and 136 Conduct of Flight Crew Training in an Aircraft & Simulator Training Travel Bubble (STTB)

On 28th July 2020, the Department of Personnel Management ('DPM') of the PNG Government issued Circular Instruction 19 of 2020 titled '*Covid-19 National Pandemic – 14-day Lockdown and further Work Arrangements for Essential and Non-Essential Staff in the Public Sector in the National Capital District*'. Following an increase in numbers of positive Covid-19 cases in Port Moresby, the Prime Minister announced a 14-day lockdown in the National Capital District from Tuesday 28th July for all non-essential public service staff.

Accordingly CASA PNG has, from Wednesday 29th July 2020 scaled back operations and will be operating at reduced capacity with the only core executive, management and select technical and administration staff in office attendance. Non-essential CASA PNG staff members will be on work from home (WFH) arrangements. Subject to further information from DPM, an update of this SIB will be undertaken.

1. BACKGROUND:

Current travel and health restrictions by the PNG Government and foreign authorities may not allow PNG operators a reasonable and effective solution to complete routine training and competency assessments due to the location of training facilities in foreign countries. The non-availability of the foreign located training facilities requires that flight crew training and competency activities be conducted in the aeroplane, **however this may be done only in accordance with a training programme approved by the Director.**

The Civil Aviation Rules provide for training activities to be conducted in an aeroplane as follows -

- 121.555(f) Training equipment - "*to conduct training in an aeroplane.*"
- 125.563(b) Flight crew training requirements "*utilising aeroplanes*"
- 135.563(c) Flight crew training programme "*utilising an aircraft*", and
- 136.809(b) Flight crew training requirements "*utilising helicopters*"

Part 136, 135 and 125 routinely use aircraft for training purposes. The use of large Part 121 aeroplanes in the conduct of such training activities is of concern due to additional risks involved and the non-routine nature of such activities.

The above notwithstanding, recent developments have permitted in some instances, certain arrangements to be put in place that allow travel to overseas simulators for the sole purpose of conducting simulator training.

2. OBJECTIVE:

This SIB highlights the respective Rules requirements noted above, that flight crew training utilising an aircraft **must not be carried out unless** it conducted in accordance with, for certificate holders under:

- a) Part 125, 135, and Part 136, an approved training programme; and
- b) Part 121, a safe practice guide acceptable to the Director as prescribed in rule 121.555(g).

This SIB also provides guidance on the option of establishing and using a Simulator Travel Training Bubble (STTB) to facilitate the conduct of training utilising overseas based simulators under the current changing Covid situation.

3. APPLICABILITY:

This SIB issued under Section 12(k) of the Civil Aviation Act 2000, is applicable to an operator that:

- a) does not hold the Director's specific approval to use an aircraft instead of a simulator in its training programme as prescribed under the applicable rules 121.555(f), 125.563(b), 135.563(c) and/or 136.809(b): and
- b) conducts any flight under Instrument Flight Rules (IFR); and
- c) normally uses an approved simulator for pilot competency assessments and instrument rating renewals; and
- d) does not normally use the aircraft for competency assessments and instrument rating renewals;
- e) uses the option of establishing and using a Simulator Travel Training Bubble (STTB).

4. REQUIREMENTS FOR TRAINING ON AN AIRCRAFT:

- a) **DIRECTOR'S APPROVAL:** Operators who cannot access a simulator and who do not have an approved operational competency assessment (OCA) program utilising aircraft **must apply to the Director for approval**. This will help mitigate undue risks associated the utilisation of aircraft for training purposes by operators who commence this as a new activity.
- b) **VALIDITY OF ON-AIRCRAFT IFR OCA:** Approval granted under paragraph (A) above allows a pilot to complete their next due Instrument Flight Rules (IFR) Operational Competency Assessment (OCA) *on the aircraft* for a validity period of 6 months from the date of satisfactory completion of the *on-aircraft* IFR OCA.

If the most recent simulator IFR OCA was satisfactory completed within 60 days prior to the original due IFR OCA, the next OCA may be conducted *on the aircraft* 6 months from that expiry date.

A further grace period no more than 60 days from the end of the on-aircraft 6 month validity period above may be applied for pilots whose immediately preceding satisfactorily completed OCA was conducted in the simulator.

- c) **AIRCRAFT AUTHORISED FLIGHT EXAMINER (AFE):** Prior to conducting training, checks and assessments on the aircraft, the flight examiner ('Check Pilot/Captain') must be appropriately trained and approved by CASA for on aircraft training, checks and assessments.
- d) **AIRCRAFT PROFICIENCY CHECKS:** The two (2) types of on-aircraft checks are operator Proficiency Checks ('Base Checks') and Instrument Rating Renewals (IRR). Base Check flight maneuvers and exercises involve simulated or actual non-normals, and emergencies that are simulated only. This requires detailed training for the Check Pilot and is not part of this approval process. Base checking will not be approved at this time.
- e) **INSTRUMENT RATING RENEWALS:** The usual approved 180-day cyclical operational competency assessment checks (OCA), which also renew (annual) instrument ratings (IRR), can be replaced for one cycle only with an IRR check in-aircraft.

This IRR check must not undertake any simulated non-normals or emergencies but will otherwise complete the requirements of instrument rating competency demonstration. Excluded are: rejected takeoffs, engine failures, one engine/engine-out operations, limited panel, unusual attitudes, or circling approaches.

- f) **EXEMPTION FOR 'APPROVED CHECK PILOT NOT AVAILABLE':** In circumstances where an OCA cannot be conducted in an aircraft due to non-availability of an approved Check Pilots and CASA is not able to assist, then an Exemption may be necessary. Contact the Manager Flying Operations for details.
- g) **SAFE PRACTICES TRAINING GUIDE:** Prior to the conduct of training and competency assessments on an aircraft, operators are required to apply to and submit the Director for approval a Safe Practices Training Guide (or appropriately named document).

The application will request approval for an amendment to the operator's exposition and will include the following information:

- (1) Submit your application on Form CAA 119-01 to flyingoperations@casapng.gov.pg
- a) Location and type of simulator that is not available for use
 - b) Aircraft type to be used
 - c) Name of Check Pilots
 - d) Location for the conduct of check flights
 - e) Other relevant information
- (2) Provide the proposed amendment to your exposition (may be a reference to a temporary supplement or another manual, including the safe practice guide below) to include:
- a) Flight profiles, noting excluded elements above
 - b) Trainee programme including prerequisites, syllabus
 - c) Flight Examiner (Check Pilot) qualifications, training records and experience
- (3) Include your operator specific Safe Practice Guide (or similar document) that must contain and specify but is not limited to the items below:
- a) The minimum and maximum number of flight crew:
 - i. Trainee pilot under check in an operating seat,
 - ii. Qualified and approved Check Pilot on type in the other operating seat,
 - iii. Safety pilot in observer seat, may be a Flight Examiner or other pilot

- iv. Observer seat must have adequate view of pilot with available communications
 - v. No passengers, but additional crew waiting to be checked may be carried
 - b) Responsibilities of each person
 - c) Flight planning, fuel, ATC, minimum weather requirements
 - d) Aircraft limitations
 - e) Training Standard procedures and calls
 - f) Statement on simulated non-normals (discussion only)
 - g) Statement on simulated emergencies (on ground discussion only, touch-drills)
 - h) Statement on any allowable variation from planned profile
 - i) Procedures for actual emergencies
 - j) Crew Resource Management aspects, MCC
 - k) Human factors considerations
 - l) Intervention calls and actions
 - m) Ground Based exercises with touch drills may be used to discuss excluded elements
- h) **SAFETY MANAGEMENT SYSTEMS/RISK ASSESSMENTS:** It is expected that the greatest detail would be required by Part 121 operators to assure the Director the operation can be conducted safely, however other operators should provide as much relevant information as possible.

Operators are expected to utilize and present risk analyses and management plans to determine risk and necessary mitigations in accordance with their own established Safety Management System.

5. SIMULATOR TRAINING TRAVEL BUBBLE (STTB)

Operators are strongly recommended to establish a “Simulator Training Travel Bubble” (STTB) with overseas training providers and respective foreign Government authorities for authorisation and approval to allow pilots to travel to simulator facilities for the sole purpose of the conduct simulator training and checks.

The STTB should apply to controlled groups of pilots for access to simulator facilities with reduced, restricted or exempted quarantine requirements. In order to mitigate risks associated with Covid-19, strict travel requirements may be required.

Advance bilateral communication, coordination and planning between operators, aviation stake holders and the relevant responsible authorities will be essential in facilitating STTB travel to and from simulator facilities.

a) **STTB – FOUNDATIONAL CONTROLLOING ELEMENTS**

The following is a list of recommended foundational elements which may be utilised to justify an STTB, and include elements that can facilitate travel to Australia or other countries for the sole purpose of conducting simulator training. There 4 elements - **Prepare, Protect, Prevent** and **Follow up**.

(1) **Prepare: Prior to travel for simulator**

(i) 2 weeks prior to travel:

Crew monitor their health for Covid symptoms;

(ii) 3 days prior to travel:

Crew are tested in accordance with Covid testing protocols to ensure pilots are Covid free before travel.

(2) **Protect: Public Health Corridor**

(i) Day of arrival in host city or country:

Pilots travel directly from the airport in company arranged/authorised transport to company supplied accommodation.

(ii) Pilots must not leave employer provided accommodation:

Except when required to attend simulation training or if an emergency occurs.

(iii) Pilots are required to travel directly:

To and from the simulator training facility in company supplied/authorised transport.

(iv) Pilots to leave host city/country:

As soon as practicable on completion of simulator training.

(v) On day of departure:

Pilots are to travel directly to the airport in company arranged/authorised transport from company supplied accommodation.

(3) **Prevent: Comply with Covid Plan**

(i) Simulator training facility:

Must have Covid safe plan in place.

(ii) Pilots are required to always comply:

With all aspects of simulator centre Covid safe plan and directions of staff at simulator facility.

(iii) Pilots own airline:

Must have a Covid safe plan.

(iv) Pilots to comply:

With their own airline's Covid safe plan.

(4) **Follow-up: If infection occurs**

(i) After returning from simulator training:

Operators must ensure a follow-up process is complied with, where the pilots are monitored (and if necessary tested) for Covid symptoms, and

(ii) If tested positive within 2 weeks

Follow Covid Health authority requirements and contact tracing protocols

Government agencies, public health authorities, aircraft operators and airports may have established processes and procedures to facilitate the travel of pilots for the sole purpose of conducting simulator training which must be complied with.

6. OTHER IMPORTANT INFORMATION:

Further regulatory relief initiatives will be published through SIBs. CASA is aware that other issues may arise that may be unique to each operator, or that is not covered in this and other SIBs for regulatory relief initiatives.

CASA PNG is taking a flexible, pragmatic and international best practice approach to working with operators in providing assistance to help find solutions to the challenges we face as an aviation sector.



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Tom Waqa, (Capt.)

Acting Director of Civil Aviation.