

AIRPORT OPERATIONS

JEPPESEN FLIGHT CREW TRAINING COURSE LAYOUT & SYLLABUS

COURSE LAYOUT

INTRODUCTION

This course will train professional aviation personnel on airport operations to ensure a practical knowledge of Land and Hold Short Operations (LAHSO), Low Visibility operations, and Runway Incursions. The course emphasizes practical concepts and critical decision-making to enable students to retain and use the information in the real world.

BACKGROUND

Per the Code of Federal Regulations Title 14 Parts 91 (§ 91.1065 and § 91.1101) and 135 (§ 135.345 and § 135.351), initial, transition, recurrent, and upgrade ground training for pilots must include instruction in at least the following, as applicable to their duties:

- Air traffic control systems, procedures, and phraseology
- Air traffic control procedures, including IFR procedures when applicable

COMPONENTS

Following the regulatory requirements and parameters described above, the Airport Operations course covers the following lessons.

- Land and Hold Short Operations (LAHSO)
- Low Visibility Operations
- Runway Incursions

DURATION

The course takes an average student approximately 1.5 hours to complete including the required exam.

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COURSE LAYOUT *(CONTINUED)*

FEATURES & FUNCTIONS

It is the ultimate goal of Jeppesen to provide courseware that increases efficiencies. Thus this module is designed in an interactive, engaging and practical fashion using scenarios that emphasize critical decision-making in operations.

There are multiple topics within a lesson and multiple lessons within the course (see details below). Within each topic, students answer optional questions and answers in order to determine their level of understanding. Students may also quit a lesson or an exam in the middle and return to the same location at a later time. Finally, students may review the content as many times as is desirable during the subscription year.

At the end of the course, there is a required exam. The exam presents multiple randomized questions from a pool of possible questions. To pass, the student must score 80% or better. At the end of the exam, the student and his or her manager may review the exam at the question level in order to make the exam correctable to 100%.

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CERTIFICATE OF COMPLETION

The Jeppesen Learning Center automatically generates a certificate of completion once the student completes all instructional material and passes the exam at 80% or better. The system sends the certificate via email and the student has access to it online as well.

LEARNING MANAGEMENT SYSTEM & ADMINISTRATION

The Jeppesen Learning Center maintains training history records for students and their managers. You may run a training history report at any time during your subscription year to validate your training records.

ENROLLMENT

To enroll in the course, please contact your local Jeppesen Regional Sales Manager (RSM). If you do not know your Jeppesen RSM, please contact:

The Americas

800.553.7750 or 303.328.4244 or e-mail captain@jeppesen.com

Europe and Asia

+49 6102 5070 or e-mail fra-services@jeppesen.com

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COURSE SYLLABUS

LESSON 1: LAND AND HOLD SHORT OPERATIONS (LAHSO)

After completing the topic on LAHSO, you will be able to:

- Explain why LAHSO operations exist
- Determine when LAHSO operations are in effect
- Decide whether or not to accept a LAHSO clearance from ATC
- Comply with a LAHSO clearance

Topics include:

- The reasons why ATC implemented LAHSO
- ATIS broadcasts announcing LAHSO
- The process to use when deciding to accept a LAHSO clearance
- When and how to decline a LAHSO clearance
- Procedures to follow when complying with a LAHSO clearance
- LAHSO and situational awareness

LESSON 2: LOW VISIBILITY OPERATIONS

After completing the lesson on low visibility operations, you will be able to:

- Explain Surface Movement Guidance and Control Systems (SMGCS)
- Identify who uses SMGCS
- Interpret SMGCS charts
- Define when SMGCS plans are used
- Distinguish SMGCS taxiway markings and signs, and taxiway lighting

Topics include:

- How SMGCS operations are communicated to crews
- Who must comply with SMGCS plans and when
- SMGCS ground operations
- Using Jeppesen low visibility taxi route airport or SMGCS charts
- Taxiway markings and signs
- Taxiway lighting
- SMGCS departure taxi
- SMGCS takeoff and after-landing operations

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LESSON 3: RUNWAY INCURSIONS

After completing the lesson on runway incursions, you will be able to:

- Describe effective communication techniques to help avoid runway incursions
- Explain standard operating procedures when conducting airport operations
- Determine how to reduce position errors
- Implement sterile cockpit procedures

Topics include:

- Effective clearance read back techniques
- Anticipating ATC clearances, instructions, and phraseology
- Locating useful aeronautical publications issued by a country's civil aviation authority
- Effective crew resource management including performing briefings for airport operations
- Airport visual aid knowledge
- Airport-specific NOTAMs
- Sterile cockpit rule regulations, briefings, and rule notification