

# FLIGHT PROCEDURES

## JEPPESEN FLIGHT CREW TRAINING COURSE LAYOUT & SYLLABUS

### COURSE LAYOUT

#### INTRODUCTION

This course will train professional aviation personnel on flight procedures to ensure a practical knowledge of air traffic procedures, emergency procedures, and safety of flight concepts. The course emphasized 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:

- Standard and emergency operating procedures
- Air traffic control systems, procedures, and phraseology
- Normal and emergency communication procedures

#### COMPONENTS

Following the regulatory requirements and parameters described above, the Flight Procedures course covers the following lessons.

- Air Traffic Procedures
- Emergency Procedures
- Safety of Flight

#### DURATION

The course takes an average student approximately 2.5 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%.

### 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 303.3284244 or e-mail [captain@jeppesen.com](mailto:captain@jeppesen.com)

#### **Europe and Asia**

+49 6102 5070 or e-mail [fra-services@jeppesen.com](mailto:fra-services@jeppesen.com)

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## COURSE SYLLABUS

### LESSON 1: AIR TRAFFIC PROCEDURES

After completing the topic on Air Traffic Procedures, you will be able to:

- Explain these types of procedures:
  - Preflight
  - Departure
  - Enroute
  - Arrival
- Define pilot and controller responsibilities.
- Describe interception procedures.

Topics include:

- Preflight briefings and NOTAMs
- Mountainous terrain considerations when planning IFR flights
- RNAV and RNP operations to consider during preflight planning
- Abbreviated IFR departure clearances
- Departure restrictions
- Instrument departure procedures
- Reports you must make to ATC
- Airways and route systems including published RNAV routes, magnetic reference bearings (MRBs), and GPS MEAs
- STARs and standard instrument approaches
- Your responsibilities with regards to RNAV and RNP operations
- Interception procedures

### LESSON 2: EMERGENCY PROCEDURES

After completing the lesson on emergency procedures, you will be able to:

- Explain the communications procedures to use in the case of a two-way radio communications failure
- Describe aircraft rescue and firefighting communications procedures

Topics include:

- Lost communications in VFR conditions
- Lost communications in IFR conditions
- Published lost communications procedures
- Re-establishing contact after experiencing a communications failure
- Emergency radio frequencies
- Radio call signals
- Emergency hand signals

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## COURSE SYLLABUS *(CONTINUED)*

### LESSON 3: SAFETY OF FLIGHT

After completing the lesson on safety of flight, you will be able to:

- Describe wake turbulence
- Explain takeoff and landing considerations
- Identify the warning signs of wake turbulence
- Describe how to avoid wake turbulence
- Explain the various worldwide reporting systems

Topics include:

- Wake vortices and how they behave
- Wake turbulence from helicopters
- Hazards from wake turbulence
- Warning signs of wake turbulence and anticipating the likelihood of wake turbulence
- Three basic warnings concerning wake turbulence during takeoff, climb, and landing
- The rationale behind reporting systems
- International accident and incident reporting (ICAO ADREP, GAIN (FAA), CAST (FAA), and JSSI (JAA and EASA))
- Mandatory national (US) accident and incident reporting
- Voluntary confidential incident reporting systems (ASRS FAA and CHIRP United Kingdom)