

# Client briefing sheet – Type Rating Landing Training



Lupus Air Services Ltd



## 1 Introduction

Thank you for using Lupus Air Services to complete your aircraft type rating. This briefing explains what we need to do to get this done as easily as possible.

## 2 Why we need to do it

Many people are familiar with being able to find a TRI for the aircraft then go and fly the circuits. Unfortunately, the EASA rules no longer allow this freedom. The landings for a type rating have to be done within an Approved Training Organisation (ATO), and some National Aviation Authorities (NAAs) insist that it is the same ATO as carried out the ground and simulator training.

To address this issue, Lupus Air Services supply instructors within an ATO framework to enable you to complete your or your employee's type rating. We work in conjunction with all the major simulator training providers where this is required by your NAA.

## 3 What we offer

We will supply an instructor at a location convenient for you to do the required training. We will provide course completion certificates and sign any other required paperwork.

We can arrange all travel and flight planning if required, or you may wish to do that yourself.

## 4 What we need from you

The first thing we require is an aircraft! The basic model is that we come to you wherever your aircraft is. If you do not have an aircraft or it is unavailable for whatever reason, we will endeavour to help you find one. However, the commercial arrangements for the use of that aircraft are entirely between you and the owner/operator.

Whichever aircraft we use, it has to be listed on our ATO. All we require for this are copies of the usual certificates of airworthiness and registration, evidence that the aircraft is on a maintenance programme and a statement as to whether the aircraft has its own MEL or is operating to a MMEL. Finally we need a cover note from the aircraft insurers showing that the correct coverage is in place.

We also need some details of the student and his/her experience, along with information on where the aircraft is located.

A full list is attached at the end of this sheet.

## 5 Suitable airport for training

We will work with you to plan the training at a suitable airport. If possible we will do it at the airport where the aircraft is located. However, this is not always possible for either traffic reasons or due to the runway being inadequate.

Touch and go landings require considerably more runway than normal operations, with no obstacles in the vicinity. We have a list of the minimum required for each type.

It is possible to conduct the training with full stop landings and taxiing back to take off again on a normal length runway, but this is extremely time consuming and wearing on the brakes.



## 6 On the day

Often the student has never seen the aircraft before, they have only had the classroom and simulator training. Therefore it takes longer than normal to prepare for the flight. We schedule three hours from student and instructor meeting to getting airborne, with the aircraft required from one hour after meeting.

We have weather requirements set out in our approved operations manual that must be met for us to be able to do the landings. Generally we need 2000ft cloudbase to do visual circuits, but we can do instrument approaches down to 800 ft. These obviously take longer and are very much second choice.

The actual flight may take as little as 45 minutes if the landings can be done at the airport of departure, up to 2 hours if a long transit is required.

### **Important note**

If we do not have the time schedule as written above available before expiry of slot, airport closure etc., or if the weather is not suitable, the training will have to be rescheduled.

## 7 Delays or cancellations

In the event that we are unable to complete the landings on the day, we will endeavour to reschedule for as soon as possible.

If the flight is cancelled due to unavailability of your aircraft, student or a TRI supplied by you, the weather or ATC issues, then we will invoice any expenses already incurred.

If the cancellation is due to unavailability of a TRI supplied by us then we will not charge anything and any fees already paid may be either used for the rescheduled training or refunded on request.

## 8 Paperwork – getting your type rating issued

At the end of the flight when the instructor is satisfied that the student carrying out consistently safe landings he will sign a completion certificate. In addition the instructor will sign any NAA forms required if he can. Please note that some NAAs require that the form be signed by the Head of Training rather than the instructor who conducted the training, in which case this will normally be returned to you the next working day.

The time required for type rating issue once you have received the paperwork from us varies from NAA to NAA.

## 9 If you have your own instructor

If you have a TRI on staff you would obviously prefer to use him/her. This is possible by having your instructor inducted to the ATO. The induction process involves a half day of classroom training, a simulator session and then one of our standards instructors observing the first “live” training.

We do not charge for adding an instructor to the ATO, but the observed training session is charged at normal rates. Subsequently any training done for you is at a reduced rate, and if we use your TRI for third party customers we pay for his time.



*Lupus Air Services*

## 10 List of requirements

### 10.1 Aircraft

We need copies of:

- Certificate of airworthiness
- Certificate of registration
- Either the MEL approval or the LoA allowing use of the MMEL
- Last maintenance statement or maintenance programme approval
- An insurance cover note or certificate for a policy covering the aircraft with a combined single limit appropriate to the type of aircraft and including the following wording:

We hereby note Lupus Air Services Ltd and all its agents and employees as additional insured for all flights and associated ground risks conducted for the purposes of training in accordance with LAS' Training Organisation Approval.

We also warrant that there is severability of interests between Lupus Air Services Ltd and all other insured parties.

We further warrant that there is a waiver of subrogation of underwriter's rights against the Additional Insured with respect to Hull insurance.

### 10.2 Student

We need:

- Copy of licence and medical
- Total hours
- Hours on Multi pilot aircraft less than 10 tonnes MTOW
- Hours on aircraft more than 10 tonnes MTOW
- Which seat (left or right) the landings are to be done from.
- Copy of simulator training record with LST complete.