



OPERATIONS ADVISORY CIRCULAR

Barbados Civil Aviation
Department

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FLIGHT CREW FLIGHT AND OPERATION OFFICERS TRAINING RECORDS

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FLIGHT CREW & FLIGHT OPERATION OFFICERS TRAINING RECORDS

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FLIGHT CREW & FLIGHT OPERATION OFFICERS TRAINING RECORDS

1. PURPOSE.

The purpose of this Advisory Circular is to provide Operators with information that will enable them to compile Flight Crew, Cabin Crew and Flight Operation Officers Training records that comply with Barbados Civil Aviation (Aircraft Operations) Regulation 2007 Reg. No.246.

2. COMPOSITION OF RECORDS.

All Training records are required to be separated into two main parts: INITIAL Training and RECURRENT Training. These parts are required to be subdivided into the various elements of training as described on the following page.

3. RETENSION OF RECORDS.

Training records for all INITIAL Training must be retained in the employees training file for as long as he remains employed by that company. Records for RECURRENT training must be retained for not less than three (3) years.

4. FLIGHT CREW TRAINING RECORDS

INITIAL GROUND TRAINING

Company Procedures Indoctrination -**BCAR (Aircraft Operations) Regulation 229.**

Initial Aircraft Technical (Ground School) - **BCAR(Aircraft Operations) Regulation 234.**

Aircraft Differences -**BCAR (Aircraft Operations) Regulation 237.**

Initial Emergency Equipment Drills / Test -**BCAR (Aircraft Operations) Regulation 233.**

Initial CRM Training /Test -**BCAR (Aircraft Operations) Regulation 232.**

Initial Dangerous Goods Training / Test -**BCAR (Aircraft Operations) Regulation 230.**

Initial Security Training -**BCAR (Aircraft Operations)Regulation 231.**

INITIAL FLIGHT TRAINING

Initial Aircraft / Simulator Flight Training and Check - **BCAR (Aircraft Operations) Regulation 235. and 238.**

Initial Supervised Line Flying - **BCAR (Aircraft Operations) Regulation 251.**
Initial Specialised Operations Training (*If required*) - **BCAR (Aircraft Operations) Regulation 236.**

RECURRENT GROUND TRAINING:

Annual

Aircraft technical Limitations, Norm and Emergency Procedures refresher training (Ground School)

Actual Donning of Emergency Equipment (Lifejacket & PBE)

Location & Use of Emergency Exits & Equipment (Actual use of Fire Extinguishers)

CRM

Security Training

Bi Annual every two (2) years

Dangerous Goods

Triennial every three (3) years

Fire extinguisher / Smoke / Fire Drill

Operation of Doors / Emergency Exits

Ditching Drills & Emergency Evacuation Demo

RECURRENT FLIGHT TRAINING

Proficiency Check Six (6) months – **BCAR (Aircraft Operations) Regulation 260**

Route and Area Check Twelve (12) months – **BCAR (Aircraft Operations) Regulation 260.**

Operators should refer to the applicable **Implementing Standards** in the Civil Aviation Regulations for further details of Flight Crew Training requirements.

5. CABIN CREW TRAINING RECORDS

INITIAL GROUND TRAINING

Company Procedures Indoctrination – **BCAR (Aircraft Operations) Regulation 229.**

Initial Aircraft Technical (Ground School) – **BCAR (Aircraft Operations) Regulation 234.**

Aircraft Differences – **BCAR (Aircraft Operations) Regulation 237.**

Initial Emergency Equipment Drills / Test – **BCAR (Aircraft Operations) Regulation 233.**

Initial CRM Training /Test – **BCAR (Aircraft Operations) Regulation 232.**

Initial Dangerous Goods Training / Test – **BCAR (Aircraft Operations) Regulation 230.**
Initial Security Training – **BCAR (Aircraft Operations) Regulation 231.**

INITIAL FLIGHT TRAINING

Initial Supervised Line Experience **BCAR (Aircraft Operations) Regulation Reg.251.**

RECURRENT GROUND TRAINING: BCAR (Aircraft Operations) Regulation 260.8.)

Annual

Aircraft Configuration, Equipment and Procedures refresher training (Ground School) Actual Donning of Emergency Equipment (Lifejacket & PBE) Location & Use of Emergency Exits & Equipment (Actual use of Fire Extinguishers) CRM Security Training.

Bi Annual every two (2) years

Dangerous Goods

Triennial every three (3) years

Fire extinguisher / Smoke / Fire Drill

Operation of Doors / Emergency Exits

Ditching Drills & Emergency Evac Demo

RECURRENT FLIGHT TRAINING

Competency Check Twelve (12) months - **BCAR-(Aircraft Operation) Regulation 249**

Operators should refer to the applicable **Implementing Standards** in the Civil Aviation Regulations for further details of Flight Crew Training requirements.

6. FLIGHT OPERATIONS OFFICERS TRAINING RECORDS

INITIAL GROUND TRAINING

Company Procedures Indoctrination - **BCAR (Aircraft Operations) Regulation .239.**

Initial Aircraft Technical (Ground School) -**BCAR (Aircraft Operations) Regulation 234.**

Aircraft Differences - **BCAR (Aircraft Operations) Regulation Reg.237.**

Initial CRM Training /Test - **BCAR (Aircraft Operations) Regulation .232.**

Initial Dangerous Goods Training / Test - **BCAR (Aircraft Operations) Regulation 230.**

INITIAL FLIGHT TRAINING

Initial Line Observation - **BCAR (Aircraft Operations) Regulation 255.**)

RECURRENT GROUND TRAINING: BCAR (Aircraft Operations) Regulation 263.)

Annual

Aircraft-specific flight presentation and Emergency assistance to Flight Crews refresher training.
Competence Check.

CRM

Bi Annual every two (2) years

Dangerous Goods

RECURRENT FLIGHT TRAINING

Line Observation Twelve (12) months

Operators should refer to the applicable **Implementing Standards** in the Barbados Civil Aviation Regulations for further details of Flight Crew Training requirements.