

# **GENERAL MANUAL USE**

**CAPSTONE II**

**EQUIPMENT**

**TRAINING**

## Capstone II 121/135 Training Program

(Air Carrier Name inserted here)

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### USE OF THIS MANUAL

This document is only one aspect of the total Capstone II training program and must be used with all the courseware addressed in the program. Each segment of training has specific curriculum segments and various subject modules supporting those segments. The definitions for curriculum segments and subject modules, as used in this manual, may be found under the title definitions in this Section. While the curriculum gives guidance as to the general areas of study required by the airman, the subject modules provide detailed information on the subjects to be presented. Modular Training is the concept of program development in which logical subdivisions of training programs are developed, reviewed, approved, and modified as individual units. Curriculum segments and modules may be used in multiple curriculums. The modular approach allows great flexibility in program development and reduces the administrative workload in the development and approval of these programs.

Instructors will make and follow their lesson plans based on the approved subject module. Improvements to the lesson plans are encouraged.

To determine the training required one need only define the category of training and duty position of the airman, and find the appropriate curriculum table in Section C. The page numbers for the appropriate curriculum segments appear in the corresponding blocks along with the suggested times to be applied to the curriculum segments. From there follow the curriculum to the curriculum segments in section D, for the objectives, instruction required, and prerequisites.

Each training curriculum lists the Curriculum Segments that must be completed prior to airman qualification. Within the Curriculum Segments are Subject Modules containing the descriptive information to be covered.

Revision control is accomplished in the upper right hand corner of each page. The following is an explanation of the terms found:

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A-1	Represents Section A, Page 1.
R-org	Represents Revision original
R-10	Would represent Revision 10
2-20-03	Represents the date the revision became effective.

Record keeping is an integral part of training. Without adequately documented records, training never took place. This manual has one chapter (Section G) devoted to the records needed to properly document all phases of the Capstone training program.

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**GENERAL INFORMATION:**

**REGULATIONS**

Under the provisions of FAR 121 Subpart N, and 135, Subpart H, it is the responsibility of the operator to develop a training program in order to enhance safety and standardization. This manual, when implemented, fulfills the provision of a training program as required under FAR 121 and 135 for Pilots and Dispatchers for: initial, recurrent, and requalification training.

Under the provisions of FAR's 121 and 135: Crewmember Initial and Recurrent Training, there is a requirement that, "No certificate holder may use a person, nor may any person serve, as a crewmember in operations under this part unless that crewmember has completed the appropriate initial or recurrent training phase of the training program appropriate to the type of operation in which the crewmember is to serve."

Note, however, the provisions of FAR's 121 and 135 "Whenever a crewmember who is required to take recurrent training under this subpart completes the training in the calendar month before, or the calendar month after, the month in which that training is required, the crewmember is considered to have completed it in the calendar in which it was required."

One purpose of this training program is to provide information and impart skills to airmen leading to the competency checks or flight checks required under FAR's 121 and 135. Testing and checking determines whether learning has occurred. In that light, tests will be administered throughout the training program.

Initial approval of this manual and program will be indicated by letter and signed by the FAA Principal Operations Inspector.

Final approval of this manual and program must be obtained within 24 months from the date of initial approval and will be indicated by an appropriate stamp on each control page signed by the FAA Principal Operations Inspector.

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## APPLICABILITY

This document sets forth the standards and requirements for the establishment and maintenance of an approved training program for crewmembers, check airmen, ground instructors, flight instructors and aircraft dispatchers who will be using Capstone equipment.

## TRAINING OBJECTIVE

At the conclusion of each training curriculum segment, the individual involved will be able to successfully demonstrate his knowledge of the regulations, polices, and procedures applicable to the specific block of instruction by correctly answering 70 percent of the questions on written tests. Initial training on key Capstone equipment will be repeated until there is an 80 percent plus understanding of equipment's Capstone uses and functions. Some initial Capstone testing will be accomplished on a GX60 and MFD simulator.

## CATEGORIES OF TRAINING

**INITIAL.** This training category is for pilots, dispatchers, ground instructors, flight instructors, and check airmen who will be using Capstone equipment for the first time or who have not received recurrent / requalification training in the last 24 Calendar months.

**This training applies only to Capstone equipment.**

**This training is not to be confused with initial new hire training.**

**RECURRENT TRAINING.** This category of training is for an airman who has been trained and qualified on Capstone equipment and who will continue to serve in the same duty position, and who must receive recurring training and/or checking within an appropriate eligibility period to maintain currency.

**REQUALIFICATION TRAINING.** This category of training is for an employee who has been trained and qualified by the operator, but has become unqualified to serve in a particular duty position due to not having received recurrent training and/or a required flight or competency check within the appropriate eligibility period and/or failure of a check ride (becoming disqualified). Requalification training is applicable to all airman positions: pilot, check airmen flight followers and dispatchers.

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## **FACILITIES**

The Classrooms at University of Alaska Locations or other appropriate facilities as approved by the FAA will be used to conduct the Capstone II ground training. The rooms at UA can comfortably seat 20 students and have appropriate break rooms and rest facilities available. Initial training can be accomplished at any facility that will comfortably seat the participants and provides adequate break and rest facilities. The facility will also need provisions for all training aids and course material.

## **TRAINING AIDS**

Training aids include: an overhead projector, video projector, 35mm slide projector, Capstone simulator and dry erase boards

## **COURSEWARE**

- A. A listing of training materials made available to each student can be found in the appendix under, Training Materials.
- b. Specific lesson plans are contained in this manual in Appendix AP-D. All instructors will review the pertinent lesson plan prior to giving instruction.

## **QUALIFICATION REQUIREMENTS:**

No person will be assigned duties as an airman using Capstone equipment until they have completed all of the training and checking requirements of this program.

All classroom attendants are expected to be certificated airmen as Pilots, Dispatchers, Ground Instructors or A&P qualified and involved in installation, repair or troubleshooting of Capstone II equipment.

## **BASIC CHECKING QUALIFICATION**

The basic checking modules are in two parts. One part consists of the written or oral test elements and is applicable to Dispatchers, Ground Instructors, and Check Airmen and Pilots. The other part consists of the flight check events applicable to Pilots and Check Airmen.

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**LINE CHECK QUALIFICATION**

Before any pilot uses Capstone II equipment in an aircraft while in revenue service, that pilot must have satisfactorily completed a line check with a qualified FAA inspector or a Check Airman approved by the FAA to give Capstone II Equipment line checks.

**REQUALIFICATION TRAINING:**

In this section a formal definition of requalification training is given; a definition is not given in the FAR's. Since crewmembers qualified for operations in revenue service under FAR's Part 121 and 135 do sometimes lose their qualification, it is useful to have a definition of requalification training, including the reasons for it and its objectives.

Capstone II requalification training curriculums that are used to requalify PIC's who have been unqualified for 12 months or more may be included in a required PIC line check module. FAR's Part 121 and 135 specifies that all PIC's must satisfactorily complete a line check once every 12 calendar months. Therefore, the qualification curriculum segment for recurrent training should include a line check module for the PIC.

Requalification training is that category of training conducted specifically to restore a previously qualified crewmember to a qualified status.

- A. **LOSING QUALIFICATION.** A crewmember may lose qualification status and become "unqualified" for any of the following reasons: failure to accomplish all of the recency of experience requirements required by the regulations; failure to complete recurrent training within the eligibility period established by the regulations; or failure of a check ride. A crewmember may be simultaneously qualified in one airplane or duty position and unqualified in another.

**Note: If a crewmember fails a check ride in one airplane, that crewmember cannot fly in revenue service in another airplane until the crewmember's qualification has been re-established.**

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**B. FAILURE TO COMPLETE RECURRENT TRAINING.**

A requalification curriculum segment is required when a crewmember fails to complete recurrent training during a pre-established eligibility period. The minimum amount of training required in each segment of the curriculum is determined by the length of time the crewmember has been unqualified. Crewmembers must be trained to proficiency and complete a qualification module before being returned to revenue service. Tables containing the requalification requirements for airmen who have exceeded their respective eligibility periods for required training or checks are contained in the requalification segment of training.

**C. NONCURRENT OR OVERDUE UPON REASSIGNMENT.**

A crewmember who is reassigned to a duty position or aircraft type in which the crewmember was previously qualified, but is not currently qualified, must receive requalification training. The method used to requalify the crewmember differs according to the reason for the requalification as follows:

- a. A crewmember that is unqualified solely because of not having accomplished the required currency events may be requalified by completing those events or a recency of experience qualification module as appropriate.
- b. A crewmember that is unqualified for being overdue recurrent training may be requalified in accordance with the table in the requalification segment.

- D. REQUALIFICATION AFTER FAILED CHECKRIDES.** A crewmember that fails a required check must be entered into requalification training. The requalification training segment must consist of at least that remedial training required to restore the airman's competency in the failed events.

The instructor or check airman conducting this training must certify to the crewmember's proficiency before the crewmember re accomplishes the check ride. This certification is not limited to the events the crewmember failed but it encompasses all events of the qualification module.

The qualification module for SIC shall consist of the module previously failed. The qualification curriculum segment for a PIC shall consist of either the basic qualification module, the line check module, or both, if appropriate.

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**PART 121/135 REQUALIFICATION CURRICULUMS  
AIRMEN OVERDUE TRAINING  
CAPSTONE II EQUIPMENT QUALIFICATION**

Time Past Month Due	RGT Segment	RFT Segment	Qualification Segment
Up to 12 calendar months	The portion of RGT not Accomplished when due.	The elements not Accomplished when due.	The modules not Accomplished in the Eligibility period: CC, PC, LC, or special.
12 to 35 months	8 hours	Line training and checking to proficiency	All qualification modules Of the recurrent ground training curriculum.
36 to 59 months	16 hours	Line training and checking to proficiency	All qualification modules Of the recurrent ground and flight training Curriculum.
More than 59 months	Same as Initial	Same as Initial	Same as Initial

Key: RGT = Recurrent Ground Training  
RFT = Recurrent Flight Training  
CC = Competency Check  
PC = Proficiency Check  
LC = Line Check

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## **CREDIT FOR PREVIOUS GROUND TRAINING**

It is recognized that in some cases a flight crewmember may have recently completed Capstone II training and may be qualified to operate. This previous training will be a result of having been qualified (within the last twelve months) with another certificated operator with an approved Capstone II training program.

In a situation such as this, certain ground training subject modules may be granted credit for previous training. In order to take advantage of this "credit" certain documentation **MUST** be on file in the crewmember's record file.

Acceptable training "credit" will be within the same make and model with the same Capstone II equipment installation. Variations within a series and/or installed equipment must be evaluated and knowledge determined to be satisfactory.

Supporting documentation will consist of the following:

- a. Copies of training received from a certificated Air Carrier's approved FAR 121 or 135 training program, including an FAA form 8410-3, Proficiency Check record (within the previous twelve calendar months).
- b. Copies of training received from a training center such as UAA Aviation Technology. (Within the previous twelve calendar months).

Training credit will be granted only with supporting documentation in the crewmember's record file. Training in each subject area for which credit is granted will consist of a quiz or review to determine the extent of the crewmember's knowledge and instruction as necessary in any area of knowledge determined to be deficient.

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**INSTRUCTORS AND CHECK AIRMEN**

- A. No person may serve as a flight instructor or check airman in the training program for Capstone equipment unless that person:
  - 1. Has completed all required initial ground and flight training for Capstone equipment.
  - 2. In the case of a check airman, has been approved by the Administrator for the airman duties involved under the provisions of FAR 121 or 135.
  
- B. Ground training will be conducted at the direction of the Operator and his designated representative.

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## DEFINITIONS

The following terms are used throughout this training manual and are defined as follows:

**Training Program:** A system of instruction, which includes curriculums, facilities, instructors, check airmen, courseware, instructional delivery methods, and testing and checking procedures. This system must satisfy the training program requirements of Part 121 or Part 135 and ensure that each crewmember and dispatcher remains adequately trained for each aircraft, duty position, and kind of operation in which the person serves.

**Curriculum:** A complete training agenda specific to Capstone equipment and a crewmember or dispatcher duty position. Each curriculum consists of several curriculum segments.

**Curriculum Segment:** The largest subdivision of a curriculum containing broadly related training subjects and activities based on regulatory requirements. Curriculum segments are logical subdivisions of a curriculum, which can be separately evaluated and individually approved, for example: the ground training segment and the flight training segment. Each curriculum segment consists of one or more training modules.

**Modular Training:** The concept of program development in which logical subdivisions of training programs are developed, reviewed, approved, and modified as individual units. Curriculum segments and modules may be used in multiple curriculums. The modular approach allows great flexibility in program development and reduces the administrative workload on both operators and in the development and approval of these programs.

**Training Module:** A subpart of a curriculum segment, which constitutes a logical, self-contained unit. A module contains elements or events, which relate to a specific subject. For example, a ground training curriculum segment could logically be divided into modules pertaining to aircraft systems (hydraulic, pneumatic, electrical, etc.). As another example, a flight training curriculum segment is normally divided into flight periods each of which is a separate module. A training module includes the outline, appropriate courseware, and the instructional delivery methods. It is usually but not necessarily completed in a single training session.

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**Courseware:** Instructional material developed for each curriculum. This is information in lesson plans, instructor guides, computer software programs, audiovisual programs, workbooks, aircraft operating manuals, and handouts. Courseware must accurately reflect curriculum requirements, be effectively organized, and properly integrate with instructional delivery methods.

**Instructional Delivery Methods:** Methodology for conveying information to a student. For example, this may include lectures, demonstrations, audiovisual presentations, home study assignments, workshops, and drills. Training devices, simulators, aircraft, and computer workstations are also considered instructional delivery methods.

**Eligibility Period:** The eligibility period is three calendar months; the base month, (the "training/checking" month) the prior month, (the month before the "training and checking" month) and/or the grace month (the calendar month after the "training/checking" month). During this period a crewmember or aircraft dispatcher must receive recurrent training, a flight check, or a competency check, to remain in a qualified status. Training or checking completed during the eligibility period, is considered to have been completed during the base month or ("training/checking month").

# **CONTRACT**

  

# **TRAINING**

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**CONTRACT TRAINING**

RESERVED FOR FUTURE USE

*Agencies approved to provide training under FAR 142*