

FLIGHT TRAINING SCHOOL RULES

NO PASSENGERS ARE ALLOWED ON TRAINING FLIGHTS

IT IS FORBIDDEN TO ENTER THE MAINTENANCE HANGAR UNLESS ACCOMPANIED BY AN AUTHORIZED PERSONNEL.

STUDENTS ATTENDING THEORETICAL LESSONS MUST BE IN TIME AND CLASSROOMS MUST BE LEFT IN ORDER AFTER LESSON.

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STUDENTS INVOLVED IN PRACTICAL FLIGHT TRAINING ARE REQUIRED TO:

- 1) SHOW THEIR MEDICAL CERTIFICATE TO THE INSTRUCTOR PRIOR TO THE FIRST FLIGHT AND TO PROVIDE A COPY OF ALL SUBSEQUENT MEDICAL CERTIFICATES TO THE FLIGHT SCHOOL SECRETARIAT.**
- 2) BOOK FLIGHT SHIFTS AND ARRIVE AT LEAST ONE HOUR BEFORE THE FLIGHT. CANCELLATIONS MUST BE JUSTIFIED TO THE H.T. OR C.F.I.**
- 3) ARRIVE EQUIPPED WITH ALL NECESSARY MATERIAL LISTED IN THE FLIGHT PREPARATION CHECK LIST.**

CONSULT THE SECRETARIAT FOR INFORMATION REGARDING THE TRAINING PATH

THE OPERATIVE SECRETARIAT IS LOCATED IN THE HEADQUARTER BUILDING AND THE OPENING HOURS ARE:

**MORNINGS
08.30 – 13.00**

**AFTERNOONS
14.30 – 18.00**

PLEASE, CHECK YOUR MEDICAL AND FIX YOUR REVALIDATION CLASS 1 CERTIFICATE AT LEAST 45 DAYS IN ADVANCE.

ONCE A MONTH, ON THURSDAYS, AN OVERVIEW OF FLIGHTS MAY BE REQUESTED FROM THE SECRETARIAT (ALESSANDRA).

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THE ADMINISTRATIVE SECRETARIAT IS LOCATED ABOVE THE HANGAR

Administrative Office hours
From Monday to Friday

Morning
10.00 – 13.00

PAYMENTS AND PAYMENT DOCUMENTATION MAY BE REQUESTED FROM THE ADMINISTRATIVE SECRETARIAT. DOCUMENTATION REGARDING PRACTICAL EXAMS WILL BE SENT TO ENAC ONCE THE FINAL BALANCE HAS BEEN PAID IN FULL.

Mrs Monica: amministrazione@professionevolare.it

Mrs Elisa: amministrazione2@professionevolare.it

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USEFUL NUMBERS:

SCHOOL TEL. 0543/781281 int. 5 operative segr. FAX. 0543/473450

int. 7 administrative segr..

int. 8 planning

CELL. +39 335.1417199

PLANNING

cell. +39 335.1417200

INTEGRATED AB INITIO ATPL COURSE

AFTER THE FIRST SOLO FLIGHT, STUDENTS MUST GO TO THE OPERATIVE SECRETARIAT TO OBTAIN THE FORMS FOR THE ISSUE OF THE CERTIFICATE OF STUDENT PILOT STATUS (FOGLIO AUTORIZZAZIONE VOLI SOLISTI FORM)

INTEGRATED ATPL COURSE WITH PPL CREDITS

TAKE THE ORIGINAL AND PHOTOCOPIES OF THE LOGBOOK WITH THE TOTAL NUMBER OF HOURS SO AS TO CALCULATE THE ABATEMENT IN ACCORDANCE WITH YOUR CONTRATC.

CHECK THE EXPIRY DATE OF THE SEP AND BOOK THE PROFICIENCY CHECK BEFORE THE EXPIRY DATE.

MODULAR CPL/IR

A COPY OF: LICENCE, MEDICAL, LOGBOOK (**with total at the end of each page**), FISCAL CODE, IDENTITY CARD OR PASSPORT, DYPLONA MUST BE DELIVERED AT THE ATO.

TRAINING FLIGHT ACTIVITY WILL START AFER THE COMPLECTION OF ALL THE PRE-ENTRY REQUIREMENTS.

PRACTICAL TRAINING ACTIVITY CANNOT START BEFORE THE STUDENT HAS AT LEAST 150 TOTAL FLIGHT HRS WITH AT LEAST 70 HRS PIC, 50 HRS IN NAVIGATION AND 1 FLIGT OF AT LEAST 300 NM WITH 2 LDGS IN 2 DIFFERENTS AIRPORTS.

TAKE THE PHOTOCOPIES AND THE ORIGINAL LOGBOOK WITH THE TOTAL NUMBER OF HOURS.

AT THE END OF THE COURSE

PLEASE, CHECK TO TAKE YOUR MCC, PBN, UPRT AND TEA CERTIFICATES BY THE SCHOOL.

TAKE CARE OF THESE ORIGINAL CERTIFICATES, DURING YOUR FUTURE AILINE RECRUITMENT PROCESS, YOU CAN BE REQUESTED TO SHOW A COPY.

THE ATO HAS TO MAINTAIN A RECORD KEEPENG FOR 3 YEARS. IF YOU NEED A NEW COPY, THE COSTS WILL BE € 25,00 PLUS POST.

**FOR STUDENTS WHO HAVE TO SIT THE
THEORETICAL ATPL EXAMINATIONS**

1. Go to the secretariat (Federica) and fill in the examination application form.
2. Make the payment to ENAC by ONLINE SERVICES

**NOTE: AT THE END OF THE THEORETICAL COURSE IT IS COMPULSORY
TO TAKE THE FINAL CHECK FOR PRESENTATION FOR THE EXAMS.**

Exams take place at ENAC Rome, Viale Castro Pretorio 58 – examination room, or in ENAC, Milano Malpensa according to the published dates on ENAC website.

The arrive time is 08:30.

Take with you your personal identity card, a copy of the bank transfer and stationary materials.

Please, check and respect the update Covid-19 ENAC and Italian policy

Subjects are divided by day according to the ENAC published timetable.

Normally:

MONDAY

Air Law (01.40)

Mass&Balance (01.00)

Oper. Procedures (01.20)

THURSDAY

Airframe/Sys/P.P. (02.00)

Performances (01.00)

Human Perform. (01.00)

WEDNESDAY

Meteo (02.30)

Instruments (01.30)

Communic. (01.00)

THURSDAY

Flight Planning (03.00)

Principles Of Flight (01.00)

FRIDAY

General Navigation (02.00)

Radio Navigation (01.30)

It is possible to sit the examinations on separate days in different sessions.

The daily examination fee must be paid again if an examination is not passed even if only it is only necessary to resit one examination (for example air law pass – mass and balance fail – the full fees of euro 96,00 must be paid for the next session).

FLIGHT SKILL TESTS

AT LEAST 6 MONTHS IN ADVANCE IF YOU HAVE A PART FCL MEDICAL CERTIFICATE DIFFERENT FROM AN ITALIAN ONE, YOU HAVE TO MAKE THE **S.O.L.I. (STATE OF LICENCE ISSUE)** FORM TO PERMEET THE MEDICAL DATA TRANFER. WITHOUT THIS, YOU CAN MAKE TRAINING AND SKILL TEST ALSO, BUT THE LICENCE CANNOT BE ISSUED.

DOCUMENT FOR AIRPORT:“T.I.A.”

TIA means identity certificate for airport aentrance admission.

As an ATO student you will obtain the TIA. To have this, you are requested to pass a SAFETY course, and a SECURITY course. This last one is online, the safety instead you will attenda t the school at the course beginning.

The TIA is a personal identity card and permee the holder to enter in the airside, so you have to take maximum care of it.

In the event of theft or loss, an immediate report must be made to the police.

IT IS COMPULSORY TO BRING IT ON SIGHT ALWAYS.

IF IT IS FORGOTTEN, YOU WILL BE MADE A PROVISIONAL CARD (TIV) WHICH HAS A COST OF 8 EUROS TO BE PAID TO THE CARD OFFICE THAT ISSUING IT FOR DAILY IS-SUE.

WE RECOMMEND YOU THE MAXIMUM RESPECT OF BEHAVIOR WITH THE PERSON IN CHARGE OF CONTROLS AND COMPLIANCE WITH THE RULES IN THE ROUTE FROM THE AIR STATION TO THE SCHOOL AND VICE-VERSA.

Annex

Rules for Flight missions planning

An accurate planning is the base of the good result of every type of flight. Training activity of the A.T.O. is finalized to professional training; therefore it must comply with the parameters, which are fundamental to safeguard all the aspects characteristic of the commercial flight:

First of all **Safety**, then, when safety is satisfied:

Regularity, Punctuality, Comfort and Economy:

Before each flight mission the student must be at Professione Volare at least 1 hour before to plan and collect all documentation necessary for the flight, such as weather informations and notams at departure, destination and alternate airports.

Before flight he has to calculate weight and balance based on the fuel quantity on board (actual fuel mass equal or superior at the minimum take off fuel mass) and has to check the ATL (Aircraft technical Log).

For navigation flight mission, both VFR than IFR, the students must always have at least two planned navigations: one northbound and the other southbound (or westbound), so make possible to fly to a planned aerodrome (if the weather is not so good North, you can fly South).

Together with the flight instructor, or with the CFI if the instructor is not yet landed from his previous flight mission, the student has to file the ATC FPL (the Flight Plan) using the "SELF BRIEFING" program by ENAV. The dedicated computer seats at students disposal for flight documentation are the one in the "planning room", and another one in the classroom "C".

The personal documentation each student must carry with him on board is:

1. Current identity document (Identity Card, Passport, VISA, if required);
2. Current medical certificate;
3. Flight Licence (if he has) or the Solo Flight Authorization (for Solo Student Flight Mission);
4. The form: "Dichiarazione volo Scuola" (Flight School Declaration – for landings in different airports, to have tax free-)
5. The flight log;
6. Charts (navigation, airports, etc.).

The student must also check the presence and currency on board of the following documents:

1. Aeroplane Flight Manual (or equivalent document),
2. Certificate of Registration,
3. Certificate of Airworthiness,
4. A.R.C.,
5. Noise Certificate (if applicable),
6. List of specific approvals, if applicable,
7. Airplane Radio Licence,
8. Third Party Liability Insurance Certificate(s),
9. Aircraft Technical Log for the aircraft,

10. Details of the filed ATS flight plan, if applicable,
11. Current and suitable aeronautical charts of the proposed flight and all routes along which it is reasonable to expect that the flight may be diverted,
12. Normal and emergency check lists,

Remember:

1. Carriage of passengers on flight school mission is NOT ALLOWED;
2. The maintenance facilities is for STAFF ONLY: enter byself is NOT ALLOWED;
3. Take photos or videos on board is NOT ALLOWED;
4. Smoking on board and in the vicinity of parking aircrafts is NOT ALLOWED;
5. Smoking during refuelling is NOT ALLOWED
6. Smoking inside the airport apron is NOT ALLOWED
7. The entrance of students or pilots on the airport apron is permitted for flight only
8. IT IS FORBIDDEN to throw papers, food and other, ETC ON THE GROUND,
9. CLOTHING TO ACCESS at the ATO PREMISES MUST BE DECENT:AND POLITE:
LONG TROUSERS MUST BE DRESSED FOR THE FLIGHT, THROWS AND TROUSERS
OF WHICH LENGTH IS ABOVE THE KNEE ARE PROHIBITED IN THE CLASSROOM.

The flight mission planning is by CFI and by the Operative Secretary. The planning schedule is according to kind of course, approved training course program and student progress.

Covid 19 ATO Policy

WEAR THE CLAUROGICAL MASK (OR FFP2) FOR THE WHOLE DURATION OF STAY IN THE PREMISES AND AREAS OUTSIDE THE SCHOOL IS MANDATORY.

FOR FLIGHTS YOU HAVE TO WEAR FFP2 ALL THE TIME. N VOLO INDOSSARE LA MASCHERINA FFP2.

AT THE ENTRANCE TO THE BUILDING WAIT OUTSIDE TO HAVE THE TEMPERATURE MEASURED WITH THE THERMOSCANNER.

SANITIZE YOUR HANDS EVERY TIME YOU ENTER THE SCHOOL ROOMS AND WASH OR SANITIZE YOUR HANDS MULTIPLE TIMES DURING THE PERMANENCE TIME.

ALWAYS KEEP THE MINIMUM DISTANCE OF AT LEAST 1 METER BETWEEN YOU AND OTHERS.

IF YOU HAVE INFLUENTIAL SYMPTOMS PLEASE STAY AT HOME AND WAIT FOR THE SITUATION TO DEVELOP.

IF YOU HAVE FEVER, OR SYMPTOMS FROM COVID19, OR IF YOU ARE POSITIVE TO COVID19, NOTIFY THE SCHOOL.

YOU ARE ALL PLEASE KEEP A RESPONSIBLE ATTITUDE TOWARDS YOURSELF AND THOSE NEAR YOU, EVEN OUTSIDE, IN YOUR PRIVATE LIFE.