

Part 14
AOC PERSONEL QUALIFICATION

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SUBPART A: GENERAL

14.001 APPLICABILITY

- (a) This Part prescribes the minimum requirements of Vietnam for qualification and currency of operations personnel to be able to serve in commercial air transport or to be used by the holder of an Air Operator Certificate issued by the CAAV.
- (b) This Part is applicable to the persons and entities engaged in commercial air transport operations and general aviation for the commercial purpose.

14.003 DEFINITIONS

- (a) The following definitions shall apply in this part:

Note: Additional aviation-related terms are defined in Part 1.

- (1) Check airman (aircraft): A person who is designated by the CAAV, to conduct an evaluation in an aircraft, in a flight simulator, or in a flight training device for a particular type aircraft.
- (2) Check airman (simulator): A person who is designated by the CAAV to conduct an evaluation, but only in a flight simulator or in a flight training device for a particular type aircraft.
- (3) ¹High qualified employee includes: flight crew, technical and maintenance staff who has CRS Cat B or above, flight operations officer, flight dispatcher.

14.005 ACRONYMS

- (a) The following acronyms are used in this part:

- (1) AOC - Air Operator Certificate;
- (2) CRM - Crew Resource Management;
- (3) FE - Flight Engineer;
- (4) IMC - Instrument Meteorological Conditions;
- (5) LVTO - Low Visibility Take Off;
- (6) RVR- Runway Visibility Range;
- (7) PIC - Pilot In Command;
- (8) ²F/O – First officer;
- (9) VMC - Visual Meteorological Conditionst;
- (10) CPL – Commercial pilot license;
- (11) ATPL – Air transportation pilot license;

SUBPART B: AVIATION PERSONNEL QUALIFICATIONS

14.010 AGE RESTRICTIONS FOR PILOTS³

- (a) No AOC holder may use a person as a PIC or Co-pilot of an aircraft with a gross takeoff weight of more than 5700 kg engaged in commercial air transport operations if the license holder has attained their 65th birthday for male and 60th for female.
- (b) No person may serve as a PIC or Co-pilot of an aircraft with a gross takeoff weight of more than 5700 kg engaged in commercial air transport operations if that person has attained their 65th birthday for male and 60th for female.
- (c) The pilot whose age from 60 to 65 for male pilot and 55 to 60 for female pilot engaged in commercial air transport operations shall flight with another member whose age is less than 60 for male pilot and less than 55 for female pilot.

¹ This content is revised according to Item 1, Appendix X to Circular 21/2017/TT-BGTVT dated 30 June 2017

² This content is revised according to Item 2, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

³ This content is revised according to Item 3, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (d) When the AOC holder uses a pilot more than 60 years old for male pilot and 55 years old for female pilot in commercial air transport, the AOC holder shall:
 - (1) Establish a recruitment committee to assess that pilot meets all requirements in Appendix 1 of Chicago convention.
 - (2) Require that pilot to maintain their health to meet applicable medical requirements.

14.013 PIC LICENCE REQUIREMENTS: TURBO-JET OR LARGE AIRCRAFT

- (a) No pilot may act as PIC of a turbo-jet or large aircraft in commercial air transportation operations unless he or she holds an ATPL licence and a type rating for that aircraft.

14.015 PIC LICENCE REQUIREMENTS: SMALL AIRCRAFT

- (a) No pilot may act as PIC of a small helicopter or small propeller-driven aeroplane in commercial air transport during:
 - (1) IFR operations unless he or she holds a commercial pilot licence with appropriate category and class ratings for the aircraft operated, and an instrument rating, or
 - (2) Day VFR operations unless he or she holds a commercial pilot licence with appropriate category and class ratings for the aircraft operated and an instrument rating.

14.017 PIC AERONAUTICAL EXPERIENCE: SMALL AIRCRAFT

- (a) No pilot may act as PIC of a small aircraft in commercial air transport during:
 - (1) IFR-IMC operations across international borders unless he or she meets the minimum aeronautical experience requirements necessary to qualify for the ATP licence;
 - (2) IFR-IMC operations domestic within Vietnam unless he or she has logged a minimum of 500 hours as a pilot, including at least 100 hours in IFR operations.
 - (3) VMC operations across international borders unless he or she has logged a minimum of 500 hours of time as a pilot, including at least 100 hours of cross-country flight time including 25 hours of which were at night.
 - (4) VMC day-only operations within Vietnam unless he or she has logged a minimum of 250 hours as a pilot, including at least 100 hours of cross-country flight time.

14.020 PIC AERONAUTICAL EXPERIENCE: SINGLE-ENGINE SMALL AIRCRAFT

- (a) No pilot may act as PIC of a single-engine small helicopters and propeller-driven aeroplanes in commercial air transport unless he has accumulated 50 hours on the class of aircraft, and:
 - (1) ⁴For VMC night operations, 15 hours of flight time at night in the single pilot role in the aircraft class, including at least 3 takeoff and landings in the preceding 90 days.
 - (2) ⁵For IFR operations, 25 hours of IFR flight time in the single pilot role in the aircraft class, including, within the preceding 90 days at least 5 IFR flights and 3 instrument approaches, or an IFR instrument approach check carried out on such an aircraft.

14.023 LICENCE REQUIREMENTS F/O⁶

- (a) No pilot may act as F/O of an aircraft in commercial air transport operations unless he or she holds at least:
 - (1) CPL commercial pilot licence with appropriate category and class ratings for the aircraft operated; and;
 - (2) An instrument rating.

14.025 OTHER FLIGHT CREW LICENCE REQUIREMENTS

- (a) No person may act as the flight engineer of an aircraft unless he or she holds a flight engineer licence with the appropriate class rating.

⁴ This content is revised according to Item 4, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

⁵ This content is revised according to Item 4, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

⁶ This content is revised according to Item 5, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (b) No person may act as the flight navigator of an aircraft unless he or she holds a flight navigator licence.

14.027 ONE PILOT QUALIFIED TO PERFORM FLIGHT ENGINEER FUNCTIONS

- (a) On all flights, the AOC holder shall ensure there is assigned at least one other flight crew member qualified to perform the FE duties in the event the FE becomes incapacitated.

14.030 PERSONS QUALIFIED TO FLIGHT RELEASE

- (a) No person may issue a flight release for a scheduled passenger-carrying commercial air transport operation in aircraft of more than 20 passengers unless that person:
 - (1) Holds an flight dispatcher licence or an ATPL;
 - (2) Is currently qualified with the AOC holder in accordance with this Part for the operation and type of aircraft used.
- (b) No person, other than the PIC, may issue a flight release for any other commercial air transport operation unless that person:
 - (1) Holds an ATPL rating;
 - (2) Is currently qualified with the AOC holder in accordance with this Part for the operation and type of aircraft used.

14.033 OPERATION PAIRING OF LOW EXPERIENCE CREW MEMBERS

- (a) If the F/O has fewer than 50 hours of flight time in an aircraft with passenger configuration for more than 19 passengers and on a large aircraft of more than 5700kg and the PIC is not an appropriately qualified check airman then all takeoffs and landings and in situations designated as critical must be conducted by PIC.
- (b) The CAAV may, upon application by the AOC holder, authorize deviations from the requirements of this paragraph (a) by an amendment to the operations specifications of AOC holder.

Note: See Appendix 1 of 14.033 for information about the period of the CAAV identified as critical and the case of CAAV may waive the requirements of paragraph (a) of this.

14.035 LANGUAGE PROFICIENCY

- (a) The AOC holder shall evaluate all pilots and flight navigators the ability to speak and understand the language used for radiotelephony communications required to use the radio telephone aboard an aircraft in flight operations.
 - (1) This evaluation will be accomplished before initial assignment to duty and at intervals specified in paragraph (b);
 - (2) The language proficiency requirements of Part 7 will be used to accomplish this evaluation;
 - (3) The language evaluated for international flight operations shall be English;
 - (4) The results of this evaluation will be recorded.
- (b) Those persons demonstrating proficiency below the Expert Level (Level 6) shall be formally evaluated at least once every:
 - (1) 3 calendar years for Level 4 (OL);
 - (2) 6 calendar years for Level 5 (EL).
- (c) Pilots assigned to flight crews will be evaluated to ensure that they can communicate together at the Extended Level 4 in a common language for operation of the aircraft.

SUBPART C: GROUND TRAINING REQUIREMENTS

14.040 SPECIFIC TRAINING PROCEDURES OF OPERATOR

- (a) No person may serve nor may any person use a person as a crew member or flight dispatcher unless that person has completed the operator-specific procedures indoctrination curriculum approved by the CAAV, which shall include a complete review of operations manual procedures pertinent to the crew member or flight dispatcher's duties.
- (b) ⁸This training shall include:
 - (1) Ensuring that all employees when abroad know that they must comply with the laws, regulations and procedures of those States in which operations are conducted.
 - (2) Ensuring that all pilots are familiar with the laws, regulations and procedures, pertinent to the performance of their duties, prescribed for the areas to be traversed, the aerodromes to be used and the air navigation facilities relating thereto.
 - (3) Ensuring that other members of the flight crew are familiar with such of these laws, regulations and procedures as are pertinent to the performance of their respective duties in the operation of the aircraft.
- (c) ⁹The operator shall ensure that each crew member is required to demonstrate during training that he/she is aware the contents of the Operations Manual and the key policies and procedures appropriate to their technical speciality.

14.042 FATIGUE EDUCATION & AWARENESS TRAINING¹⁰

- (a) No person may serve nor may any person use a person as a crew member or flight dispatcher or other employees responsible for administering crew scheduling, unless that person has completed the operator- specific fatigue education and awareness training approved by the CAAV.
- (b) This training program must provide annual fatigue education and awareness training to all crew members, dispatchers, individuals directly involved in the scheduling of flight crew members, individuals directly involved in operational control, and any employee providing direct management oversight of those areas.
- (c) Refer to Appendix 1 to 14.042 for the requirements of fatigue training program.

14.043 INITIAL DANGEROUS GOODS TRAINING

- (a) No person may serve nor may any person use a person as a crew member unless he or she has completed the appropriate initial dangerous goods curriculum approved by the CAAV.
- (b) ¹¹The dangerous goods training curriculum shall conform to that specified in the most current revision of the ICAO Technical Instructions for the assigned position and duties.
- (c) ¹²The operator shall ensure that each crew member is required to demonstrate (appropriate to their technical speciality) during training that he/she is aware of the types of dangerous goods which may, and may not, be carried in the:
 - (1) Cargo compartments;
 - (2) Cockpit; and
 - (3) Passenger cabin.

⁸ This content is revised according to Item 7, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

⁹ This content is revised according to Item 7, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

¹⁰ This content is revised according to Item 2, Appendix X to Circular 21/2017/TT-BGTVT dated 30 June 2017

¹¹ This content is revised according to Item 9, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

¹² This content is revised according to Item 9, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

14.045 INITIAL SECURITY TRAINING¹³

- (a) No person may serve nor may any person use a person as a crew member unless he or she has completed the initial security curriculum approved by the CAAV.
- (b) The approved security program curriculum shall ensure that the crew members act in the most appropriate manner to minimize the consequences of acts of unlawful interference and shall include the following elements:
 - (1) Determination of the seriousness of any occurrence;
 - (2) Crew communication and coordination;
 - (3) Appropriate self-defence responses;
 - (4) Use of non-lethal protective devices assigned to crew members whose use is authorized by the CAAV;
 - (5) Understanding of behaviour of terrorists so as to facilitate the ability of crew members to cope with hijacker behaviour and passenger responses;
 - (6) Live situational training exercises regarding various threat conditions;
 - (7) Flight deck procedures to protect the aeroplane; and
 - (8) Aeroplane search procedures and guidance on least-risk bomb locations where practicable; and
 - (9) Preventive measures and techniques in relation to passengers, baggage, cargo, mail, equipment, stores and supplies intended for carriage on an aircraft so that they contribute to the prevention of acts of sabotage or other forms of unlawful interference.

14.047 INITIAL TRAINING - CREW RESOURCE MANAGEMENT

- (a) No person may serve nor may any person use a person as a crew member unless that person has completed the initial CRM curriculum, including human performance and threat and error management, approved by the CAAV.
- (b) ¹⁴The operator shall ensure that each crew member and dispatcher is required to demonstrate (appropriate to their technical speciality) during training that he/she is knowledgeable about human performance as related to their safety duties including coordination between crew members and dispatchers.

14.050 INITIAL TRAINING - EMERGENCY EQUIPMENT DRILLS

- (a) No person may serve nor may any AOC holder use a person as a crew member unless that person has completed the appropriate initial emergency equipment curriculum and drills for the crew member position approved by the CAAV for the emergency equipment available on the aircraft to be operated.
- (b) ¹⁵The operator shall ensure that each crew member is required to demonstrate during training that he/she is:
 - (1) Capable of performing the emergency duties appropriate to their technical assignment,
 - (2) (2) Aware of other crew members' assignments and functions in the event of an emergency so far as is necessary for the fulfilment of the crew member's own duties; and
 - (3) For those crew members serving on aircraft operated above 3 000 m (10 000 ft), knowledgeable as regards the effect of lack of oxygen and, in the case of pressurized aircraft, as regards physiological phenomena accompanying a loss of pressurization.
- (c) ¹⁶The operator shall ensure that each crew member is required during his/her emergency duties training to be drilled and demonstrate capability in the use of emergency and life-saving equipment required to be carried, such as life jackets, life rafts, evacuation slides, emergency exits, portable fire extinguishers, oxygen equipment, first-aid and universal precaution kits, and automated external defibrillators.

¹³ This content is revised according to Item 10, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

¹⁴ This content is revised according to Item 11, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

¹⁵ This content is revised according to Item 12, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

¹⁶ This content is revised according to Item 12, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

14.053 INITIAL TRAINING - AIRCRAFT GROUND

- (a) No person may serve nor may any person use a person as a crew member or flight dispatcher unless he or she has completed the initial ground training approved by the CAAV for the aircraft type.
- (b) ¹⁷Initial aircraft ground training for flight crew members shall include the pertinent portions of the operations manuals relating to aircraft-specific performance, mass and balance, operational policies, systems, limitations, normal, abnormal and emergency procedures on the aircraft type(s) to which they are assigned.
- (c) ¹⁸For cabin crew members, initial aircraft ground training shall include the pertinent portions of the operations manuals relating to aircraft-specific configuration, equipment, normal and emergency procedures for the aircraft type(s) to which they are assigned.
- (d) ¹⁹For flight dispatchers, aircraft initial ground training shall include the pertinent portions of the operations manuals relating to aircraft-specific flight preparation procedures, performance, mass and balance, systems, and limitations for the aircraft type(s) to which they are assigned.
- (e) ²⁰The operator shall ensure that each crew member is required to demonstrate during training that he/she is aware the contents of the aircraft-specific limitations, systems and normal, abnormal and emergency procedures appropriate to their technical speciality.

14.055 TRANSITION OR UPGRADE AIRCRAFT GROUND TRAINING²¹

- (a) An AOC holder may request approval for separate initial aircraft ground training curriculums which recognise the experience levels of flight crew members for the purpose of:
 - (1) Upgrading from one seat assignment and function to another seat position in the same aircraft; or
 - (2) Transitioning in the same seat assignment in one type of aircraft to another type of aircraft.

SUBPART D: FLIGHT TRAINING REQUIREMENTS

14.060 INITIAL AIRCRAFT FLIGHT TRAINING

- (a) No person may serve nor may any person use a person as a flight crew member unless he or she has completed the initial flight training approved by the CAAV for the aircraft type.
- (b) ²²Initial flight training shall focus on the manoeuvring and safe operation of the aircraft in accordance with AOC holder's normal, abnormal and emergency procedures. This training shall include demonstration of:
 - (1) Use of the installed equipment such as autopilot and data management devices;
 - (2) Proper flight crew coordination and training in all types of emergency and abnormal situations or procedures caused by engine, airframe or systems malfunctions, fire or other abnormalities;
 - (3) Knowledge and skills related to visual and instrument flight procedures for the intended area of operation;
 - (4) Where applicable, procedures specific to the environment in which the aircraft is to be operated; and
 - (5) Knowledge of the functions for which they are responsible and the relation of these functions to the functions of other crew members, particularly in regard to abnormal or emergency procedures.
- (c) ²³(Removed)

¹⁷ This content is revised according to Item 13 (a), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

¹⁸ This content is revised according to Item 13 (a), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

¹⁹ This content is revised according to Item 13 (a), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

²⁰ This content is revised according to Item 13 (b), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

²¹ This content is added according to Item 14, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

²² This content is revised according to Item 15(a), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

²³ This content is revised according to Item 15 (b), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

14.061 INITIAL SINGLE PILOT FLIGHT TRAINING²⁴

- (a) No person may serve nor may any person use a person in the role of a single pilot PIC unless he or she has completed the initial flight training approved by the CAAV including the requirements of Section 14.060 and demonstration of:
 - (1) Autopilot management;
 - (2) Simplified inflight documentation; and
 - (3) Passenger briefing for emergency evacuation.

14.062 TRANSITION OR UPGRADE AIRCRAFT FLIGHT TRAINING²⁵

- (a) An AOC holder may request approval for separate initial flight training curriculums which recognise the experience levels of flight crew members for the purpose of:
 - (1) Upgrading from one seat position to another seat position in the same aircraft; or
 - (2) Transitioning in the same seat position in one type of aircraft to another type of aircraft.

14.063 INITIAL TRAINING SPECIALIZED OPERATIONS

- (a) No person may serve nor may any person use a person as a flight crew member unless he or she has completed the appropriate initial specialized operations training curriculum approved by the CAAV.
- (b) ²⁶Specialized operations for which initial training curricula shall be developed, as appropriate to the operations approvals, to include:
 - (1) PIC right seat qualification;
 - (2) Co-pilot left seat qualification;
 - (3) All-weather operations, including low visibility takeoffs and Category II and III operations;
 - (4) HUD, NVIS and/or EVS operations
 - (5) ETDO operations;
 - (6) PBN operations, such as RNP-10 Operations;
 - (7) RNP-APRCH operations;
 - (8) CPDLC operations;
 - (9) ADS-B Out operations;
 - (10) NORPAC operations;
 - (11) MNPS operations
 - (12) Polar operations.
 - (13) ACAS qualification;
 - (14) EFB usage,
 - (15) Other specialized operations prescribed by the CAAV.

14.065 AIRCRAFT DIFFERENCES

- (a) No person may serve nor may any person use a person as a flight dispatcher or crew member on an aircraft of a type for which a differences curriculum is included in the AOC holder's approved training programme, unless that person has satisfactorily completed that curriculum, with respect to both the crew member position and the particular variant of that aircraft.
- (b) For the purpose of aircraft differences training requirements, no person may combine variants of the same type of aircraft with similar characteristics in terms of operating procedures, systems and handling except under the conditions approved by the CAAV.

²⁴ This content is added according to Item 16, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

²⁵ This content is added according to Item 17, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

²⁶ This content is revised according to Item 18, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

14.067 USE OF FLIGHT SIMULATION TRAINING DEVICES

- (a) Each aircraft simulator and other training device that is used for flight crew member qualification shall:
 - (1) Be specifically approved by the CAAV for:
 - (i) The AOC holder;
 - (ii) The type aircraft, including type variations, for which the training or check is being conducted.
 - (iii) The particular manoeuvre, procedure, or crew member function involved.
 - (2) Maintain the performance, functional, and other characteristics that are required for the qualification and use approvals;
 - (3) Be modified to conform with any modification to the aircraft being simulated that results in changes to performance, functional, or other characteristics required for approval
 - (4) Be given a daily functional preflight check before use; and;
 - (5) Have a daily discrepancy log kept by the appropriate instructor or check airman at the end of each training or check flight.

14.070 INTRODUCTION OF NEW EQUIPMENT OR PROCEDURES

- (a) No person may serve nor may any person use a person as a flight crew member when that service would require expertise in the use of new equipment or procedures for which a curriculum is included in the AOC holder's approved training programme, unless that person has satisfactorily completed that curriculum, with respect to both the crew member position and the particular variant of that aircraft.

14.071 UPSET PREVENTION AND RECOVERY TRAINING (UPRT)²⁷

- (a) **The Operator shall establish and conduct upset prevention and recovery training for its pilots. The CAAV promulgates the advisory circular for UPRT training based on the ICAO guidance material. This provision takes effect as from January 1, 2021.**

SUBPART E: PROFICIENCY AND COMPETENCY CHECKS

14.080 PILOT AIRCRAFT AND INSTRUMENT PROFICIENCY CHECKS

- (b) No pilot may serve nor may any person use a pilot flight crew member unless, since the beginning of the 12th calendar month before that service, that person has demonstrated competency prescribed by the CAAC for the type aircraft are required.
- (c) No pilot may serve nor may any person use a pilot in IFR operations unless, since the beginning of the 6th calendar month before that service, that pilot has demonstrated competency in instrument flight operations in a proficiency check prescribed by the CAAV.
- (d) ²⁸If the pilot is to be authorized for use in:
 - (1) Only VFR commercial air transport operations, the proficiency check of paragraph (a) is required for:
 - (i) Each make and model of helicopter or large or turbine-powered aeroplane.
 - (ii) The category and class of small single engine aeroplanes.
 - (2) IFR commercial air transport operations, the proficiency checks of both (a) and (b) are required for qualification and currency;
 - (3) IFR single pilot role in the aircraft category and class, the proficiency check of paragraph (b) shall be conducted in an environment representative of the operation, including the use of the autopilot and simplified in-flight documentation.

²⁷ This content is revised according to Item 1, Appendix IX to Circular 56/2018/TT-BGTVT dated 30 Jan 2019.

²⁸ This content is revised according to Item 19 (a), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (e) ²⁹A pilot may complete the requirements of paragraphs (a) and (b) simultaneously in a specific aircraft type.
- (f) ³⁰No operator may schedule a flight crew on several variants of the same type of aircraft or different types of aircraft with similar characteristics in terms of operating procedures, systems and handling, unless the CAAV has approved the conditions under which the requirements of paragraph (a) and/or (b) may be combined for each variant or each type of aircraft.
- (g) ³¹For airplanes of 5700 kg or less and requiring a crew composition of only a single pilot, the PIC shall complete the proficiency check specified in paragraph (b) in the single pilot role in the in the class of airplane representative of the operation.
- (h) ³²No person may use a flight simulation training device for the checks required by paragraphs (a), (b) and or (f) of this Section unless the CAAV has approved the device for the specific:
 - (1) Operator;
 - (2) Check or portion of the check; and
 - (3) Events and procedures to be checked.
- (i) ³³Any 2 such checks which are similar and which occur in a period of 4 calendar months shall not satisfy the requirement of paragraph (b) of this Section.
- (j) ³⁴See Appendix 1 to 14.080 for recommended operation and procedures pertaining to the proficiency checks.

14.083 OTHER FLIGHT CREW PROFICIENCY CHECKS

- (a) No person may serve nor may any person use a flight engineer on an aeroplane unless within the preceding 6 calendar months he has completed a proficiency check in accordance with the requirements prescribed by the CAAV.
- (b) The proficiency check of paragraph (a) is not required for a flight engineer that has 50 hours flight time in the preceding 6 calendar months with an AOC holder as flight engineer in the type aeroplane.
- (c) No person may serve as, nor may any person use, a flight navigator on an aircraft unless within the preceding 6 calendar months he or she had a proficiency check in accordance with the requirements prescribed by the CAAV.

14.085 COMPETENCE CHECKS CABIN CREW MEMBERS

- (a) No person may serve nor may any person use a person as a cabin crew member unless, since the beginning of the 12th calendar month before that service, that person has passed the competency check prescribed by the CAAV performing the emergency duties appropriate to that person's assignment.
- (b) ³⁵The operator shall ensure that this check is adequate to determine that the cabin crew member is competent to execute those safety duties and functions which he/she is assigned to perform in the event of an emergency or in a situation requiring emergency evacuation.

14.087 COMPETENCE CHECKS FLIGHT DISPATCHERS³⁶

- (a) No person may serve nor may any person use a person as a flight dispatcher unless, since the beginning of the 12th calendar month before that service, that person has passed the competency check, prescribed by the CAAV in Appendix 1 to 14.087, performing the flight preparation and subsequent duties appropriate to that person's assignment.

²⁹ This content is revised according to Item 19 (a), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

³⁰ This content is revised according to Item 19 (b), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

³¹ This content is revised according to Item 19 (b), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

³² This content is revised according to Item 19 (b), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

³³ This content is revised according to Item 19 (b), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

³⁴ This content is revised according to Item 19 (b), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

³⁵ This content is revised according to Item 20, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

³⁶ This content is added according to Item 21, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

SUBPART F: SUPERVISED LINE FLYING

14.090 SUPERVISED LINE FLYING: PILOTS³⁷

- (a) Each pilot qualifying as PIC or co-pilot in an aircraft type shall complete a consecutive series of flights performing their duties under the supervision of a check pilot prior to unsupervised commercial air transport operations.
- (b) The minimum supervised line flying requirements shall be:
 - (1) 15 flights for a PIC qualifying on a turbine-powered aircraft, of which 10 sectors must have been at least 50 nm in length;
 - (2) 10 flights for a PIC qualifying on a piston aircraft with a passenger capacity of more than 9 passengers;
 - (3) 10 flights for a co-pilot qualifying on an aircraft with a passenger capacity of more than 9 passengers;
 - (4) 10 sectors for a qualifying cruise relief pilot.
- (c) During the time that a qualifying PIC is completing the supervised line flying requirements of (a) and (b), a check pilot who is also serving as the PIC shall occupy a pilot station.
- (d) In the case of a transitioning PIC, the check pilot serving as PIC may occupy the observer's seat if the transitioning pilot has made at least two takeoffs and landings in the type aeroplane used and has satisfactorily demonstrated to the check pilot that he is qualified to perform the duties of a PIC for that type of aeroplane.
- (e) For aircraft with a passenger capacity of 9 or less, the pilots are not required to complete the supervised line flying requirements of (a) and (b) if the original route check qualification in the type of aircraft was completed under the supervision of an authorized person of the CAAV prior to the carriage of passengers in commercial air transport.

14.093 SUPERVISED LINE FLYING OTHER FLIGHT CREW MEMBERS

- (a) Each person qualifying as a flight engineer for an aircraft type shall perform those functions for a minimum of 5 flights engineer for an aircraft type under the supervision of a check airman or a qualified flight engineer.
- (b) Each person qualifying as a flight navigator for an aircraft type shall perform those functions for a minimum of 5 flights engineer for an aircraft type under the supervision of a qualified flight navigator.

14.095 SUPERVISED LINE SERVING: CABIN CREW MEMBERS

- (a) Each person qualifying as a cabin crew member shall perform those functions for a minimum of 2 flights under the supervision of a purser or approved appropriate competence personnel.

Note: While qualifying, this person may not be a required crew member.

14.097 LINE OBSERVATIONS: FLIGHT DISPATCHERS

- (a) No person may serve nor may any person use a person as a flight dispatcher unless, since the beginning of the 12th calendar month before that service, that person has observed, on the flight deck, the conduct a minimum of two complete flights over routes representative of those for which that person is assigned duties.
- (b) ³⁸The flight should include landings at as many aerodromes, heliports or landing sites as practicable;
- (c) ³⁹For the purpose of the qualification flight, the flight dispatcher shall be able to:
 - (1) Monitor the flight crew intercommunication system and radio communications, and
 - (2) be able to observe the actions of the flight crew

³⁷ This content is revised according to Item 22, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

³⁸ This content is revised according to Item 23, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

³⁹ This content is revised according to Item 23, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

SUBPART G: CONTINUING QUALIFICATION AND STANDARDS

14.100 ROUTE AND AERODROME QUALIFICATION⁴⁰

- (a) No person may serve nor may any person use a pilot as the PIC of an aircraft on a route or route segment for which that pilot is not currently qualified until such pilot has complied with the requirements of this Section.
- (b) No person may serve nor may any person use a person as a PIC of a helicopter unless, that person has made a flight, representative of the operation with which the pilot is to be engaged which must include a landing at a representative heliport, as a member of the flight crew and accompanied by a pilot who is qualified for the operation.
- (c) Each such pilot shall demonstrate to the AOC holder an adequate knowledge of:
 - (1) The route to be flown, and the aerodromes which are to be used. This shall include knowledge of:
 - (i) The terrain and minimum safe altitudes;
 - (ii) The seasonal meteorological conditions;
 - (iii) The meteorological, communication and air traffic facilities, services and procedures;
 - (iv) The search and rescue procedures; and
 - (v) The navigational facilities and procedures, including any long-range navigation procedures associated with the route along which the flight is to take place; and
 - (2) Procedures applicable to flight paths over heavily populated areas and areas of high air traffic density, obstructions, physical layout, lighting, approach aids and arrival, departure, holding and instruction approach procedures, and applicable operating minima.

14.103 PIC ROUTE AND AREA QUALIFICATION

- (a) No person may serve nor may any person use a person as a pilot unless, within the preceding 12 calendar months, that person has passed a route check in which he or she satisfactorily performed their assigned duties in one of the types of aircraft they are to fly on that route (in pilot license).
- (b) No person may perform PIC duties over a route or within an area where the procedures associated with that route or within any aerodromes intended to be used for takeoff or landing require the application of special skills and knowledge unless, within the preceding 12 calendar months that pilot has made at least one trip as:
 - (1) A pilot member of the flight;
 - (2) A check pilot;
 - (3) An observer in the flight crew compartment.
- (c) For the purpose of subsequent requalification in the event that more than 12 calendar months elapse in which the pilot has not made such a trip, the pilot shall:
 - (1) Complete the requirement of paragraph (b); or
 - (2) In lieu of that course of action, pilot must complete procedures training in a training device approved by the CAAV for this purpose.

14.105 PIC LOW MINIMUMS AUTHORISATION

- (a) After initial qualification for Cat II approach minimums, a PIC may not plan for or initiate an instrument approach when the ceiling is less than 300 feet and the visibility less than 1 mile until he or she has 15 flights performing PIC duties in the aircraft type which included 5 approaches to landing using Cat II procedures.

⁴⁰ This content is revised according to Item 24, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (b) After initial qualification for Cat III approach minimums, a PIC may not plan for or initiate an approach when the ceiling is less than 100 feet or the visibility is less than 1200 RVR until he or she has 20 flights performing PIC duties in the aircraft type which included 5 approach and landing using Category III procedures.

14.107 PIC QUALIFICATION DESIGNATED SPECIAL AERODROMES AND HELIPORTS

- (a) No person may serve nor may any person use a person as PIC for operations at designated special aerodromes and heliports unless within the preceding 12 calendar months:
 - (1) The PIC has been qualified by the AOC holder through a pictorial means acceptable to the CAAV for that aerodrome; or;
 - (2) The PIC or the assigned F/O₄₁ has made a takeoff and landing at that aerodrome while serving as a flight crew member for the AOC holder.

Note: If acceptable to the CAAV, that portion of the demonstration including the arrival, holding, instrument approach and departure may be conducted in a simulator or training device adequate for those purposes.
- (b) Designated special aerodrome and heliport limitations are not applicable if the operation will occur:
 - (1) During daylight hours;
 - (2) When the visibility is at least 3 miles; and;
 - (3) When the ceiling at that aerodrome is at least 1000 feet above the lowest initial approach altitude prescribed for an instrument approach procedure.

14.110 REGENCY OF EXPERIENCE

- (a) No person may assign and no person may serve as a PIC or F/O₄₂ to operate at the flight controls of a type or variant of a type of aircraft during take-off and landing unless that pilot has operated the flight controls during at least 3 take-offs and landings within the preceding 90 calendar days on the same type of aircraft or a simulator approved by the CAAV for that purpose.
- (b) . No person may assign and no person may serve to act in the capacity of cruise relief pilot in a type or variant of a type aircraft unless, within the preceding 90 calendar days that pilot has operated as a PIC, F/O₄₃ or cruise relief pilot on the same type of aircraft.
- (c) For the purpose of recency of experience described in paragraphs (a) and (b), no person may combine variants of the same type of aircraft or different types of aircraft with similar characteristics in terms of operating procedures, systems and handling except under the conditions approved by the CAAV.
- (d) No person may assign and no person may serve as a PIC of a single-engine aircraft unless, within the preceding 90 calendar days:
 - (1) For night operations, the pilot has made 3 takeoffs and landings at night in the same class of aircraft; and/or;
 - (2) For IFR operations, the pilot has:
 - (i) Made 3 instruments approaches in the class of aircraft in the single pilot role; or
 - (ii) Completed an instrument approach check on such an aircraft.

14.113 RE-ESTABLISHING REGENCY OF EXPERIENCE PILOTS

- (a) In addition to meeting all applicable training and checking requirements, a required pilot flight crew member who, in the preceding 90 calendar days has not made at least three takeoffs and landings in the type aircraft, or variant of the type, in which that person is to serve, shall, under the supervision of a check airman, re-establish recency of experience as follows:

⁴¹ This content is revised according to Item 25, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

⁴² This content is revised according to Item 25, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

⁴³ This content is revised according to Item 25, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (1) Make at least 3 takeoffs and landings in the type aircraft as the pilot handling the controls in which that person is to serve or in a qualified simulator, and;
 - (2) For an aeroplane, make at least one takeoff with a simulated failure of the most critical powerplant, one landing from the lowest decision height authorized for the AOC holder, and one landing to a full stop.
- (b) A cruise relief pilot may re-establish currency by flying skill refresher training, including:
- (1) Normal, abnormal and emergency procedures specific to cruise flight in the aeroplane type(s) or approved flight simulator, and⁴⁴
 - (2) Approach and landing procedures practice as the pilot not flying.⁴⁵
- (c) When using a simulator to accomplish any of the takeoff and landing training requirements necessary to re-establish recency of experience, each required flight crew member position shall be occupied by an appropriately qualified person and the simulator shall be operated as if in a normal in-flight environment without use of the repositioning features of the simulator.
- (d) A check airman who observes the takeoffs and landings of a pilot flight crew member shall certify that the person being observed is proficient and qualified to perform flight duty in operations and may require any additional manoeuvres that are determined necessary to make this certifying statement.

14.115 RE-QUALIFICATION OF PERSONNEL^{L46}

- (a) Re-Qualification: Pilots
- (1) No person may assign and no person may serve as a pilot to operate at the flight controls of a type or variant of a type of aircraft during commercial air transport operations unless that person has remained in current and qualified status for that operation in accordance with this requirements of this Part.
 - (2) Before being returned to flight status, a flight crew member whose current and qualified status has lapsed shall complete all applicable recurrent and recency requirements of this Part.
 - (3) In addition to the requirements of paragraph (2), the flight crew member shall complete:
 - (i) Initial aircraft type-specific flight training, if the period exceeded 3 months; and
 - (ii) Initial aircraft type-specific ground training, if the period exceeded 6 months; and
 - (iii) All other initial training and qualification requirements, if the period exceed 12 months.
- (b) Re-Qualification: Cabin Crew Member Functions
- (1) Before being returned to perform cabin crew functions, a cabin crew member whose current and qualified status has lapsed shall complete all applicable recurrent and recency requirements of this Part.
 - (2) In addition to the requirements of paragraph (1), the cabin crew member shall complete, if that the period of absence from duty exceeded:
 - (i) 6 consecutive months, the initial aircraft-type specific emergency training and drills; and
 - (ii) 12 consecutive months, all other initial training and qualification requirements.
- (c) Re-Qualification: Operational Control Functions
- (1) Before being returned to perform cabin crew functions, a flight dispatcher whose current and qualified status has lapsed shall complete all applicable recurrent and recency requirements of this Part.
 - (2) In addition to the requirements of paragraph (1), the flight dispatcher shall complete, if that the period of absence from duty exceeded:

⁴⁴ This content is revised according to Item 26, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

⁴⁵ This content is revised according to Item 26, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

⁴⁶ This content is added according to Item 27, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (i) 12 consecutive months, the initial aircraft-type specific ground training; and
- (ii) 24 consecutive months, all other initial training and qualification requirements.

SUBPART H: RECURRENT TRAINING

14.120 RECURRENT TRAINING: FLIGHT CREW MEMBERS

- (a) No person may serve nor may any person use a person as a flight crew member unless within the preceding 12 calendar months that person has completed the recurrent ground and flight training curricula approved by the CAAV.
- (b) The recurrent ground training shall include training on:
 - (1) Aircraft systems and limitations and normal, abnormal and emergency procedures;
 - (2) Emergency duties and equipment and drills for performance of these duties and the use of this equipment;⁴⁷
 - (3) Crew resource management (CRM), including human performance and threat and error management;
 - (4) Recognition or transportation of dangerous goods; and;
 - (5) Security training;
 - (6) Other requirements as prescribed by the CAAV.⁴⁸
- (c) The recurrent flight training curriculum shall include:
 - (1) Manoeuvring and safe operation of the aircraft in accordance with AOC holder's normal, abnormal and emergency procedures;
 - (2) Manoeuvres and procedures necessary for avoidance of in-flight hazards; and;
 - (3) For authorized pilots, at least one low visibility takeoff to the lowest applicable minimum LVTO and two approaches to the lowest approved minimums for the AOC holder, one of which is to be a missed approach;
 - (4) Other requirements as prescribed by the CAAV.⁴⁹
- (d) ⁵⁰If authorized by the CAAV, the AOC holder may use satisfactory completion of a proficiency check with the AOC holder for the type aircraft and operation to be conducted in lieu of recurrent flight training.

14.123 RECURRENT TRAINING: CABIN CREW MEMBERS

- (a) No person may serve nor may any person use a person as a cabin crew member unless within the preceding 12 calendar months that person has completed the recurrent ground curricula approved by the CAAV.
- (b) ⁵¹The recurrent ground training shall include training on:
 - (1) Aircraft-specific configuration, equipment and procedures;
 - (2) Emergency duties and equipment and drills for performance of these duties and the use of this equipment;
 - (3) Crew resource management, including knowledge and skills related to human performance;
 - (4) Recognition or transportation of dangerous goods; and
 - (5) Security training; and
 - (6) Other requirements as prescribed by the CAAV.

⁴⁷ This content is revised according to Item 28 (a), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

⁴⁸ This content is revised according to Item 28 (b), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

⁴⁹ This content is revised according to Item 28 (c), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

⁵⁰ This content is revised according to Item 28 (d), Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

⁵¹ This content is revised according to Item 29, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

14.125 RECURRENT TRAINING: FLIGHT DISPATCHER⁵²

- (a) No person may serve nor may any person use a person as a flight dispatcher unless within the preceding 36 calendar months that person has completed the recurrent ground curricula approved by the CAAV.
- (b) A flight dispatcher shall have the following trainings within 12 calendar months:
 - (1) The use of all software and equipment required for the performance of dispatcher duties;
 - (2) Any revisions to the company operating policies and procedures, and
 - (3) Any new or revised operations approvals granted by the CAAV.
 - (4) Aircraft-specific flight preparation, including flight planning, loading, mass and balance, and performance;
 - (5) Weather, including seasonal effects on flight and radio reception
 - (6) Crew resource management, including knowledge and skills related to human performance; and
 - (7) Other requirements as prescribed by the CAAV.
- (c) A flight dispatcher shall have the following trainings within 24 calendar months:
 - (1) Cargo and dangerous goods operations procedures;
 - (2) Abnormal and emergency procedures (including incident and accident identification);
 - (3) Security training.
- (d) A flight dispatcher shall have the following trainings within 36 calendar months:
 - (1) Flight operations manuals;
 - (2) Onboard radio equipment;
 - (3) Introduction of Aviation;
 - (4) Navigation equipment;
 - (5) Seasonal abnormal meteorological conditions;
 - (6) Weather information resources;
 - (7) The effects of meteorological conditions on radio reception;
 - (8) Aviation laws and regulations;
 - (9) Air navigation and special navigation procedures;
 - (10) Special airports;
 - (11) Air traffic control;
 - (12) Aircraft systems, MEL and CDL;
 - (13) Flight monitoring;
 - (14) Communication;
 - (15) Fuel requirements;
 - (16) Anti ice and deicing procedures;
 - (17) EDTO.

⁵² This content is revised according to Item 30, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

SUBPART I: INSTRUCTOR & CHECK AIRMAN QUALIFICATION⁵³

14.130 INSTRUCTOR TRAINING

- (a) No person may use and no person may serve as an instructor for an AOC holder unless he or she has completed the initial and recurrent instructor curricula approved by the CAAV for those functions for which they are to serve.

14.133 INSTRUCTOR QUALIFICATIONS

- (a) Flight Crew Training. No AOC holder may use a person nor may any person serve as a flight instructor in an established flight training programme unless, with respect to the aircraft type involved, that person:
 - (1) Holds the personnel licences and ratings required to serve as a PIC, a flight engineer, or a flight navigator, as applicable;
 - (2) Has satisfactorily completed the appropriate training phases for the aircraft, including recurrent training and differences training, that are required to serve as a PIC, flight engineer, or flight navigator, as applicable;
 - (3) Has satisfactorily completed the appropriate proficiency, competency and recency of experience checks that are required to serve as a PIC, flight engineer, or flight navigator, as applicable;
 - (4) Has satisfactorily completed the applicable initial or transitional training requirements and the CAAV- observed in-flight competency check; and
 - (5) Holds the appropriate medical certificate for service as a required crew member.
- (b) Flight Instructor–Flight Simulation Training. No person may serve nor may any AOC holder use a person as a flight instructor in a flight simulation training device, unless, since the beginning of the 12th calendar month before that service, that person has flown at least 5 flights as a required crew member for the type of aircraft involved or observed, on the flight deck, the conduct of 2 complete flights in the aircraft type to which the person is assigned.
- (c) Cabin Crew Training: No AOC holder may use a person nor may any person serve as an instructor in an established cabin crew training programme unless, with respect to the aircraft type or position involved, that person:
 - (1) Holds the qualification required to serve as a cabin crew member;
 - (2) Has satisfactorily completed the appropriate training phases for the aircraft and position involved, including recurrent training and differences training, that are required to serve as a cabin crew member;
 - (3) Has satisfactorily completed the appropriate competency and recency of experience checks that are required to service as a cabin crew member;
 - (4) Has satisfactorily completed the applicable initial or transitional training requirements and a competency check monitored by the CAAV.
- (d) Flight Dispatcher Training: No AOC holder may use a person nor may any person serve as an instructor in an established flight dispatcher training programme unless, with respect to the aircraft type and position involved, that person:
 - (1) Holds the licence required to serve as a flight dispatcher;
 - (2) Has satisfactorily completed the appropriate training phases for the aircraft or position involved, including recurrent training and differences training, that are required to serve as a flight dispatcher;
 - (3) Has satisfactorily completed the appropriate competency and recency of experience checks that are required to serve as a flight dispatcher; and
 - (4) Has satisfactorily completed the applicable initial or transitional training requirements and a competency check monitored by the CAAV.

⁵³ This content is revised according to Item 31, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

14.135 PERSONNEL APPROVED TO CONDUCT CHECKS

- (a) The CAAV may approve the following AOC holder personnel to conduct checks when such personnel meet the requirements for the authorised responsibilities—
 - (1) Check pilot (or Designated Pilot Examiner)
 - (2) Check flight engineer (Designated Flight Engineer Examiner).
 - (3) Check flight navigator.
 - (4) Check cabin crew member; and.
 - (5) Check flight dispatcher (Designated Flight Dispatcher Examiner).
- (b) The authorized duties of check personnel are, subject to the limitations specified in their designation authorization to:
 - (1) Conduct initial and recurrent proficiency checks for flight crew and competency checks for cabin crew and flight dispatchers,
 - (2) Certify as satisfactory, the knowledge and proficiency of the flight crew, and the knowledge and competency of the cabin crew and flight dispatchers; and
 - (3) For all check personnel, supervise line flying experience.
- (c) No person may serve nor may any AOC holder use a person as a check personnel under the AOC holder's crew member checking and standardisation programme approved under Part 12 unless that person has:
 - (1) Been identified by name and function and approved in writing by the CAAV; and
 - (2) Successfully completed the AOC holders curricula approved by the CAAV for those functions for which he or she is to serve.
- (d) Once approved, no person may serve nor may any AOC holder use a person as a check personnel for any flight crew, cabin crew or flight dispatcher checks unless that person has demonstrated the ability to satisfactorily conduct the check for which he or she is approved initially and at least once every 24 calendar months thereafter.

14.137 CHECK AIRMAN TRAINING

- (a) No person may use and no person may serve as a check person for an AOC holder unless he or she has completed the initial and recurrent check person training curricula approved by the CAAV for those functions for which they are to serve.

14.140 CHECK PERSON QUALIFICATIONS

- (a) Check person for flight crew. No AOC holder may use a person, nor may any person serve as a check person in an established flight crew training programme unless, with respect to the aircraft type involved, that person:
 - (1) Holds the personnel licences and ratings required to serve as a PIC, a flight engineer, or a flight navigator, as applicable;
 - (2) Has satisfactorily completed the appropriate training phases for the aircraft, including recurrent training and differences training, that are required to serve as a PIC, flight engineer, or flight navigator, as applicable;
 - (3) Has satisfactorily completed the appropriate proficiency, competency and recency of experience checks that are required to serve as a PIC, flight engineer, or flight navigator, as applicable;
 - (4) Has satisfactorily completed the applicable initial or transitional training requirements and the CAAV- observed in-flight competency check for check personnel duties;
 - (5) Holds the appropriate medical certificate if serving as a required flight crew member; and
 - (6) Has been approved by the CAAV for the check person duties involved.
- (b) Check Person–Simulator: Additional requirements. No person may serve nor may any AOC holder use a person as a check personnel in a flight simulation training device, unless, since the beginning of the 12th calendar month before that service, that person has:

- (1) Flown at least 5 flights as a required crew member for the type of aircraft involved; or
 - (2) Observed, on the flight deck, the conduct of 2 complete flights in the aircraft type to which the person is assigned.
- (c) Check Person for Cabin Crew. No AOC holder may use a person, nor may any person serve as a check cabin crew member in an established cabin crew training programme unless, with respect to the aircraft type or position involved, that person:
- (1) Holds the qualifications required to serve as a cabin crew member;
 - (2) Has satisfactorily completed the appropriate training phases for the aircraft and or position, including recurrent training and differences training, that are required to serve as a cabin crew member;
 - (3) Has satisfactorily completed the appropriate competency and recency of experience checks that are required to serve as a cabin crew member;
 - (4) Has satisfactorily completed the applicable initial or transitional training requirements and the CAAV- observed competency check for the check personnel duties; and
 - (5) Has been approved by the CAAV for the check cabin crew member duties involved.
- (d) Check Person for Flight Dispatchers. No AOC holder may use a person, nor may any person serve as a check flight dispatcher in an established flight dispatcher training programme unless, with respect to the aircraft type or position involved, that person—
- (1) Holds the licence required to serve as a flight dispatcher;
 - (2) Has satisfactorily completed the appropriate training phases for the aircraft and or position, including recurrent training and differences training, that are required to serve as a flight dispatcher;
 - (3) Has satisfactorily completed the appropriate competency and recency of experience checks that are required to serve as a flight dispatcher;
 - (4) Has satisfactorily completed the applicable initial or transitional training requirements and the CAAV- observed competency check for the check flight dispatcher duties involved.
 - (5) Has been approved by the CAAV for the check flight dispatcher duties involved.

14.143 CHECK PERSON DESIGNATION

- (a) No person may serve nor may any AOC holder use a person as a check person under Section 14.135 for any check unless that person has been designated by name and approved function by the CAAV within the preceding 12 calendar months.

SUBPART J: ADMINISTRATIVE REQUIREMENTS

14.150 TRAINING FACILITIES

- (a) The AOC holder shall included the specifics of the ground and flight training facilities in the Training programme.
- (b) No AOC holder may use ground training facilities that are not acceptable to the CAAV.

14.153 CONTRACT TRAINING

- (a) The AOC holder shall include the specifics in the Training programme.
- (b) The AOC holder shall not use the training program contradicts to applicable regulations of CAAV.
- (c) ⁵⁴The contract training arrangements shall include:
 - (1) The official company names;
 - (2) The specific training program/curriculum of the AOC holder that will be administered;
 - (3) Specific facilities, equipment and simulation that will be used during the training; and

⁵⁴ This content is revised according to Item 32, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (4) The requirement that the service provider will use the flight safety document system of the AOC holder for that training.

14.155 SIMULATION TRAINING DEVICE APPROVAL REQUIRED⁵⁵

- (a) No AOC holder may use a simulation training device for training or checking unless that equipment has been specifically approved for the AOC holder in writing by the CAAV.
- (b) No AOC holder may use a simulation training device for any purpose other than that specified in the CAAV approval.

14.157 TERMINATION OF LINE CHECK

- (a) If it is necessary to terminate a check for any reason, the AOC holder may not use the crew member or flight dispatcher in commercial air transport operations until the completion of a satisfactory recheck.

14.160 RECORDING OF CREW MEMBER QUALIFICATIONS

- (a) The AOC holder shall record in its records maintained for each crew member and flight dispatcher, the completion of each of the qualifications required by this Part.
- (b) The crew member may complete any curricula required by this Part concurrently or intermixed with other required curricula, but completion of each of these curricula shall be recorded separately.

14.163 MONITORING OF TRAINING AND CHECKING ACTIVITIES

- (a) To enable adequate supervision of its training and checking activities, the AOC holder shall forward to the CAAV at least 24 hours prior to the scheduled activity the dates, report times and report location of all:
- (1) Refer to the training for which a curriculum is approved in the AOC holder's training programme; and;
- (2) All proficiency, competence and route checks.
- (b) Failure to provide the information required by paragraph (a) the CAAV may invalidate the training or check and the CAAV may require that it be repeated for observation purposes.

14.165 ELIGIBILITY PERIOD

- (a) Crew members who are required to take a test or a proficiency, competency or route check or recurrent training to maintain qualification for commercial air transport operations may complete those requirements at any time during the eligibility period.
- (b) The eligibility period is defined as the 3 calendar month prior to expiration.
- (c) Completion of the requirement at any time during the period shall be considered as completed in the month-due for calculation of the next due date.

14.167 REDUCTIONS IN REQUIREMENTS

- (a) The CAAV may authorise reductions in, or waive, certain portions of the training requirements of this subpart, taking into account the previous experience of the crew members.
- (b) An AOC holder's request for reduction or waiver shall be made to the CAAV in writing and outline the basis under which the request is made.
- (c) If the request was for a specific crew member, the correspondence from the CAAV authorising the reduction and the basis for it shall be filed in the record the AOC holder maintains for that crew member.
- (d) With the approval of the CAAV, correspondence courses or written examinations may be used to reduce the amount of classroom time for ground training subjects.
- (e) A person who progresses successfully through flight training, is recommended by their instructor or a check airman, and successfully completes the appropriate flight check, or is

⁵⁵ This content is revised according to Item 33, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

permitted by the CAAV, to complete a course in less than programmed time, need not complete the programmed hours of flight training for the particular type aircraft.

56 14.169 REGULATION ON MANAGEMENT OF HIGH QUALIFIED AVIATION EMPLOYEE

- (a) Air operator, aircraft maintenance organization and high qualified aviation personnel shall comply with the following provisions:
 - (1) Air operator, aircraft maintenance organization and high qualified aviation personnel must have labor contracts or labor sub-contracts (hereinafter referred collectively to as labor contracts) in conformity with the provisions of the law on labor and the provisions of this Circular;
 - (2) Air operator and aircraft maintenance organization shall have a policy on expense and compensation for training; accumulative flight hour expenses; the cost of breaking the time commitment after the training when unilaterally terminate the labor contract ahead of time to serve as a basis for the signing of training contracts and labor contracts with high qualified aviation employee.
 - (3) The labor contract between the air operator and the high qualified aviation employee consists of two (02) original copies, one copy (01 copy) for the air operator, one copy (01 copy) for the high qualified aviation employee. Within seven (7) working days from the date of signing the labor contract, the air operator shall send a list of high qualified aviation employee together with a copy of the signed labor contract to CAAV for monitoring and management. In cases where the list of high qualified aviation employee has changed, within seven (07) working days from the date of signing the labor contract, the air operator shall have to report to CAAV for update.
- (b) Termination of labor contract
 - (1) High qualified aviation employee shall be entitled to unilaterally terminate the labor contract ahead of time but must notify in writing to the air operator or aircraft maintenance organization at least 120 days before the scheduled date to terminate the contract so that the aircraft operator shall plan to maintain the operation of assuring the operation of the aircraft in accordance with the approved flight plan;
 - (2) When 120 days prescribed in (b) (1) ends in June and July of the year, the labor contract shall last until the end of July of that year. When it ends in January or February of the year, the term of the labor contract shall last until the end of February of that year;
 - (3) High qualified aviation employee who, when terminating their labor contracts ahead of the commitment time, shall have to fulfill their obligations under training contracts, labor contracts and relevant agreements;
 - (4) The air operator and the aircraft maintenance organization shall have to terminate the labor contract when the parties fulfill their obligations under the training contract, the labor contract and relevant agreements.
- (c) High qualified aviation employee may convert to other air operators and aircraft maintenance organizations according to law provisions when satisfying the following requirements:
 - (1) Having terminated the labor contract and fulfilling all obligations (if any) for the current air operator or the current aircraft maintenance organization according to regulations;
 - (2) Having a labor contract with the new air operator or a new aircraft maintenance organization.

APPENDICES

APPENDIX 1 TO 14.033: PAIRING OF LOW EXPERIENCE FLIGHT CREW MEMBERS IN COMMERCIAL TRANSPORT⁵⁷

- (a) Situations designated as critical by the CAAV at special aerodromes designated by the Authority or at special aerodromes designated by the AOC holder include:

⁵⁶ This content is added according to Item 3, Appendix X to Circular 21/2017/TT-BGTVT dated 30 June 2017

⁵⁷ This content is revised according to Item 34, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (1) The prevailing visibility value in the latest weather report for the aerodrome is at or below 3/4 mile;
 - (2) The runway visual range for the runway to be used is at or below 4,000 feet;
 - (3) The runway to be used has water, snow, slush or similar conditions that may adversely affect aeroplane performance;
 - (4) The braking action on the runway to be used is reported to be less than "good";
 - (5) The crosswind component for the runway to be used is in excess of 15 knots;
 - (6) Windshear is reported in the vicinity of the aerodrome; or;
 - (7) Any other condition in which the PIC determines it to be prudent to exercise the PIC's prerogative.
- (b) Circumstances which would be routinely be considered for deviation from the required minimum line operating flight time include:
- (1) A newly certified AOC holder does not employ any pilots who meet the minimum flight time requirements;
 - (2) An AOC holder adds to its fleet a type aeroplane in its operations; or;
 - (3) An AOC holder establishes a new domicile to which it assigns pilots who will be required to become qualified on the aeroplanes operated from that domicile.

58 APPENDIX 1 TO 14.042: FATIGUE TRAINING PROGRAM

The fatigue training program must include the following contents:

- (a) applicable regulatory requirements for flight, duty and rest;
- (b) the basics of fatigue including sleep fundamentals and the effects of disturbing the circadian rhythms;
- (c) the causes of fatigue, including medical conditions that may lead to fatigue;
- (d) the effect of fatigue on performance;
- (e) fatigue countermeasures;
- (f) the influence of lifestyle, including nutrition, exercise, and family life, on fatigue;
- (g) familiarity with sleep disorders and their possible treatments;
- (h) where applicable, the effects of long range operations and heavy short range schedules on individuals;
- (i) the effect of operating through and within multiple time zones; and
- (j) the crew member responsibility for ensuring adequate rest and fitness for flight duty.

APPENDIX 1 TO 14.080: AIRCRAFT & INSTRUMENT PROFICIENCY CHECK: PILOT⁵⁹

- (a) Satisfactory completion of a PIC proficiency check following completion of an approved Part 14 training program for the particular type aircraft, satisfies the requirement for an aircraft type rating practical test if:
 - (1) That proficiency check includes all manoeuvres and procedures required for a type rating practical test.; and
 - (2) Proficiency checks are be conducted by an Designated Representative of the CAAV.
- (b) Aircraft and instrument proficiency checks for PIC and co-pilot must include the following operations and procedures listed in Appendix 2 to 14.080. As noted, examiners may waive certain events on the flight test based on an assessment of the pilot's demonstrated level of performance.
- (c) The oral and flight test phases of a proficiency check should not be conducted simultaneously.

⁵⁸ This content is revised according to Item 4, Appendix X to Circular 21/2017/TT-BGTVT dated 30 June 2017

⁵⁹ This content is revised according to Item 35, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

- (d) When the examiner determines that an applicant's performance is unsatisfactory, the examiner may terminate the flight test immediately or, with the consent of the applicant, continue with the flight test until the remaining events are completed.
- (e) If the check must be terminated (for mechanical or other reasons) and there are events which still need to be repeated, the examiner shall issue a letter of discontinuance, valid for 60 days, listing the specific areas of operation that have been successfully completed.

APPENDIX 1 TO 14.085: CONTENTS OF CABIN CREW MEMBER COMPETENCY CHECK⁶⁰

- (a) The cabin crew member competency check shall include, for each cabin crew member, a live, timed one- on-one demonstration of the performance of assigned duties at a representative emergency exit during an emergency evacuation. The standard of performance shall be that, from the cockpit evacuation signal, the crew member shall be able to perform all required tasks, including actuation of the evacuation slide and all standardized passenger instructions (call-outs) within 7.5 seconds.
- (b) The cabin crew member shall be required to demonstrate at least two other passenger emergency call-outs and associated actions selected by the person conducting the check. The standard of performance shall be that the crew member be able to enunciate the call-outs using the correct phraseology and perform the tasks associated with the particular call-outs.
- (c) The cabin crew member shall be required to participate as an assigned crew member in a emergency ditching demonstration. All cabin crew members will be assigned specific positions in the aircraft for the start of the demonstration. The standard of performance shall be that, from the cockpit signal, the crew members shall be able to perform all required tasks within 6 minutes. Then, from the instructor signal that the aircraft is motionless in the water, The crew members shall be able to perform (or simulate the performance of) all tasks to deploy and board the rafts.

APPENDIX 1 TO 14.087: CONTENTS OF FLIGHT DISPATCHER COMPETENCY CHECK⁶¹

- (a) Flight dispatcher competency checks shall include demonstration to the operator a knowledge of:
 - (1) The contents of the operations manual (and volumes);
 - (2) The radio equipment in the aircraft used; and
 - (3) The navigation equipment in the aircraft used;
 - (4) The seasonal meteorological conditions and the sources of meteorological information;
 - (5) The effects of meteorological conditions on radio reception in the aeroplanes used;
 - (6) The peculiarities and limitations of each navigation system which is used by the operation; and
 - (7) The aeroplane loading instructions.
 - (8) Knowledge and skills related to human performance relevant to dispatch duties; and
 - (9) The ability to perform the duties specified in Section 16.023.

⁶⁰ This content is revised according to Item 36, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.

⁶¹ This content is revised according to Item 37, Appendix XII to Circular 03/2016/TT-BGTVT dated 31 March 2016.