

OM D example procedure for Eurolearn CBT

Document control and scope

Example OM-D amendment for an organization introducing Eurolearn computer-based training. Complete the operator fields and approval process before adopting the procedure.

Control record

Operator: [legal name and AOC or other approval reference]. Manual owner: [approved training postholder title]. Prepared by: [name and date]. Compliance review: [name and date]. Internal authorization: [name and date]. Competent-authority action: [approval or other required action and reference]. Effective date: [only after the applicable approvals].

Scope of the amendment

This example covers the use of Eurolearn for selected theoretical training elements. It is not a complete Operations Manual Part D and does not replace the operator's aircraft, instructor qualification, practical training, simulator, checking or other approved procedures. Section numbering is illustrative and shall be mapped into the operator's controlled manual.

Bracketed fields require an operator decision. No universal pass mark, course duration, recurrence interval or number of attempts is prescribed by this example. CBT in this document means computer-based training.

Contents

- 1 Organization responsibilities and training provider
- 2 Training programmes and syllabus control
- 3 Training conduct and assessment
- 3 Duty planning and abnormal situations
- 4 Documentation and records
- 5 Provider changes and course recognition
- Appendix A Course approval record
- Appendix B Adoption and reference checklist

Draft revision 01 introduces the example procedure. The organization must maintain its own revision history, distribution list, effective pages and evidence of approval.

1 Organization and training provider

Proposed manual text. The Operator shall identify the responsible roles in its approved organization structure and assign the following interfaces.

1 1 Training management

The [nominated training postholder] is responsible for the suitability of the training programme, acceptance of course content, supervision of standards, qualified training personnel and the final training acceptance process. Delegation of administrative tasks does not transfer the Operator's responsibility for crew competence.

The [training coordinator or deputy] shall arrange assignments with crew scheduling, monitor progress and unsuccessful results, escalate discrepancies, coordinate subject support and receive the required completion evidence. The [compliance monitoring role] shall assess the contracted activity and follow corrective actions under the Operator's management system.

1 2 CBT provider

The proposed CBT provider is Eurolearn, operated by TTA s. r. o., Kvetná ulica 244/12, 930 41 Kvetoslavov, Slovakia, company ID 56573359. Provider contact: info@ttaservices.net; +421 917 753 910.

The authorized scope comprises only the course versions and theoretical elements listed in [controlled syllabus matrix reference]. The supplier assessment and signed agreement shall cover content quality, competence, supervision interfaces, technical support, changes, records, privacy, security, authority access and termination arrangements. No other provider service or course is approved merely by this entry.

1 3 Responsible signature

The Operator shall authorize the Head of Training name and signature used on company certificates. This platform setting does not appoint a regulatory postholder or prove approval of an individual completion. The separate acceptance process in section 4 remains applicable.

The provider supplies the agreed learning service. The Operator retains training and operational responsibilities; TTA retains its own contractual and statutory obligations.

2 Programmes and syllabus control

Proposed manual text. The Operator shall establish a controlled mapping between each approved training element and the corresponding Eurolearn course version.

2 1 Course selection

The [training postholder] shall review the learning objectives, audience, prerequisites, aircraft and operational relevance, language, duration, content revision and assessment coverage before authorizing a course. The review shall identify operator-specific material and any gaps requiring supplementary instruction.

The syllabus shall distinguish initial from recurrent training, theory from practical activity, training from checking, and online from instructor-led delivery. Required equipment practice, drills, simulator work and checks shall remain in the relevant programme. For First Aid, theoretical study shall be mapped separately from required hands-on skills and checking.

2 2 Assessment and recurrence

For each element, Appendix A shall specify [pass standard], [assessment format and duration], [maximum attempts], [remedial process], [recurrence rule] and [qualification validity rule] from the applicable programme. A catalogue setting shall not override an approved requirement. Course access expiry and qualification expiry shall be recorded as separate concepts.

2 3 Course version authorization

The Operator shall retain its review and approval reference with the exact course identifier, version and material revision. Only an authorized published version shall be assigned for operational training. The training coordinator shall check the version before assignment and investigate any mismatch.

Required competent-authority approval shall be obtained before implementation. For applicable CAT flight-crew training, this includes the programme and syllabus approval required by ORO.FC.145(c). Alternative compliance approaches shall follow the relevant approval process.

Imported PDFs and draft question banks are preparation material. Their presence in Eurolearn is not evidence that the course or this manual amendment is approved.

3 Training conduct and assessment

Proposed manual text. The training department shall brief learners on the assigned programme and supervise the standards achieved through the agreed process.

3 1 Identity and assignment

Each learner shall use their own account. Before assignment, the administrator shall verify the learner's identity, company membership and crew code against the Operator's roster. Company and membership identifiers shall be retained where needed for reliable matching; a three-letter code alone is insufficient across organizations or after code reuse.

The assignment shall identify the course/version, due date, access period, allocated study time, technical requirements, expected study environment, help contact and assessment rules. Learners shall not share credentials or assessment answers.

3 2 Supervision and support

A suitably qualified [subject instructor or training contact] shall be available through [contact channel and response arrangement]. The coordinator shall monitor incomplete, overdue and unsuccessful training and escalate to [responsible role]. Required live supervision or invigilation shall be organized and recorded separately; a login or timer does not demonstrate it.

3 3 Assessment and unsuccessful results

The learner shall complete the required content and the prescribed assessment. The coordinator shall check that the result relates to the correct person, assignment and authorized version. Failed attempts shall be retained. Remedial instruction and any reassessment shall follow [approved failure procedure], with an authorized decision and evidence of additional training where required.

Suspected impersonation, assessment irregularities or technical grading faults shall be referred to [training postholder] and TTA. Affected evidence shall be preserved and acceptance withheld pending resolution. Neither a manual pass nor removal of an attempt shall be used to bypass the required standard.

Eurolearn does not currently provide remote proctoring. Any required invigilation must be supplied by the Operator or an agreed qualified party.

3 Duty planning and contingencies

Proposed manual text. Training scheduling shall be coordinated with the Operator's full duty and rest arrangements, including study away from company premises.

3 4 Planning training duty

Crew scheduling shall allocate operator-assigned training as duty under [OM-A duty procedure]. It shall notify a defined interval, or allocated hours and completion period, in advance. Applicable daily and cumulative limits and rest requirements shall be considered with all other assigned duties. Required training shall not be allocated to protected rest or days free of duty.

The learner shall record actual study intervals and breaks using the company procedure. Offline PDF study, supplementary instruction and assessment time shall also be captured. The coordinator shall resolve discrepancies and review intervals before transmission to the official duty system.

3 5 Data exchange

Where the reviewed-time API is used, the Operator shall validate company scope, crew identifiers, UTC timestamps, local-time conversion, duplicate imports and subsequent corrections. [Integration owner] shall reconcile the feed and investigate missing or inconsistent records. Eurolearn observations do not themselves calculate or approve FTL compliance.

3 6 Interrupted or unavailable training

The learner shall report interruptions and unexpected results to [support contact]. Closing the browser shall not be treated as proof that the recorded training interval ended. The coordinator shall review the actual circumstances and correct evidence through the authorized process.

When the platform or required material is unavailable, the training postholder shall arrange rescheduling or an already authorized alternative. Deadlines, validity and duty requirements shall be checked before further operational assignment. No completion shall be assumed from a payment, download or unverified video view.

Direct FL3XX/Leon connections and automatic FTL calculations are not supplied in this release. The Operator must test and approve its actual receiving-system arrangements.

4 Documentation and records

Proposed manual text. The official training record remains under the Operator's control in [designated company record system].

4 1 Completion and acceptance

Before recognizing completion, [authorized role] shall verify learner identity, course/version, assessment result, required supplementary training and practical checks. It shall record the acceptance decision, applicable validity dates and any restrictions in the official company record.

A Eurolearn certificate is supporting evidence of the specified course result. It shall not be treated as an aviation licence, authority approval or release to operational duties. Individual certificates with blank responsible-person and signature fields require a separate receiving-organization decision.

4 2 Evidence and access

The retained file shall include the applicable syllabus/version reference, relevant training and detailed examination evidence, completion certificate, supplementary checks, acceptance and correction history. The coordinator shall confirm that the handover contains the necessary fields; the certificate and time feed alone are not presumed sufficient.

Access shall be restricted to authorized roles designated by [record owner]. Relevant evidence shall be available to the crew member and competent authority in accordance with applicable requirements. Corrections shall preserve the original evidence and the reason, authority and date of the correction.

4 3 Retention and continuity

[Record owner] shall apply [retention schedule and legal basis], including requirements after employment ends. ORO.MLR.115 includes three years for crew training, checking and qualification records; other categories require their applicable periods. Contract termination or course-access expiry shall not erase records still lawfully required.

The Operator and TTA shall agree evidence export, backup/recovery, restricted archives, service exit, deletion instructions and any lawful retention exceptions in the signed processing and service schedules.

Course study PDFs can be downloaded while course access is active. Download rights and the retention of historical training evidence are different arrangements.

5 Changes and recognition

Proposed manual text. Changes to courses, provider arrangements or acceptance criteria shall be managed through the Operator's controlled change process.

5 1 Course and provider changes

Before a new course version is used, [training postholder] shall review the changed objectives, content, checking, duration, recurrence and operational implications. The decision shall identify whether additional training, a syllabus amendment or authority action is required.

The coordinator shall agree the publication and transition date with TTA. Unfinished assignments can be transferred to fresh progress on publication of a successor version. The Operator shall identify affected learners, update their instructions and scheduling and retain historical completion evidence. A supplier publication alone shall not be treated as operator authorization.

5 2 Previous training

Credit for training completed with another operator or provider shall be assessed under [recognition procedure]. The assessment shall compare identity, course content/version, applicable standards, currency, equipment and operator-specific requirements. The authorized decision and any required gap training shall be documented.

A matching course title, an unexpired certificate or a previous supplier relationship shall not automatically establish equivalence. Do not transfer a legacy provider-specific recognition rule to Eurolearn without the necessary assessment and approved amendment.

5 3 Monitoring effectiveness

The training department shall review failed assessments, overdue training, learner feedback, support issues, record-transfer discrepancies and relevant operational findings at [review interval] and after material incidents or changes. It shall assign corrective actions, verify their completion and feed necessary changes into instructor standardization and programme review.

The current platform has no separate per-operator course-publication approval switch. Coordinate releases with TTA and maintain the Operator's authorization records.

Appendix A Course approval record

Complete one record per training element and reference it in the controlled syllabus matrix. Attach detailed syllabi and evidence where the fields are insufficient.

Scope and delivery

- Record reference and revision: [complete]. Rule and OM section: [complete].
- Subject and objectives: [complete]. Crew group and aircraft/operation: [complete].
- Initial or recurrent: [complete]. Prerequisites and language: [complete].
- Eurolearn course ID and version: [complete]. Material revision: [complete].
- CBT duration and objectives: [complete]. Instructor-led/practical allocation: [complete].
- Required equipment, browser and accessibility arrangements: [complete].

Control and evidence

- Training owner and subject contact: [complete]. Identity/supervision process: [complete].
- Assessment method, duration and pass standard: [complete].
- Maximum attempts, remediation and reassessment authorization: [complete].
- Recurrence and qualification validity rule: [complete]. Access period: [complete].
- Duty allocation and reporting procedure: [complete].
- Evidence list, acceptance role, archive and retention reference: [complete].

Review and release

- Supplier/content assessment and findings closed: [reference and date].
- Required practical/checking arrangements verified: [reference].
- Acceptance trial and records handover tested: [reference].
- Internal approval and competent-authority action: [reference as applicable].
- Effective date, affected crew and briefing record: [complete].
- Next review or review trigger: [complete].

Blank fields mean the course is not ready for adoption under this example procedure. No example values should be mistaken for approved limits or standards.

Appendix B Adoption checklist

Editorial and implementation notes for the adopting organization. Complete this checklist and integrate the procedure into the controlled manual before operational use.

Complete the operator amendment

- Replace all bracketed fields and map section numbers/cross-references to the approved manual.
- Confirm provider assessment, contract, data-processing schedule, authority access and service exit.
- Complete each course matrix and verify syllabus, questions, practical elements and settings.
- Confirm qualified personnel, learner identity, supervision, failed-attempt handling and acceptance.
- Test company boundaries, evidence exports, duty reconciliation, recovery and staff departures.
- Obtain required internal and authority approvals; record the effective revision and brief users.

Release capabilities to verify

The initial course library remains draft pending content and assessment preparation. Video completion is not enabled. Remote proctoring, direct roster-vendor adapters and per-completion Head of Training approval are not platform features in this release. Establish required alternative controls before adopting a procedure that depends on them.

Official reference framework

EASA Easy Access Rules for Air Operations, Revision 24, March 2026: ORO.GEN.205, ORO.MLR.100 and 115, ORO.FC.145 and 146, and applicable cabin-crew and FTL provisions. Check applicability dates and later amendments for the intended operation; the compilation includes future provisions.

EASA FAQ 139223 on operator-assigned e-learning and duty:
<https://www.easa.europa.eu/en/faq/139223>

Official Air Operations rules and amendments: <https://www.easa.europa.eu/en/document-library/easy-access-rules/easy-access-rules-air-operations-regulation-eu-no-9652012>

This is a reusable example of CBT-related OM-D sections. It is not evidence of approval of an operator, Eurolearn, a course or any training organization.