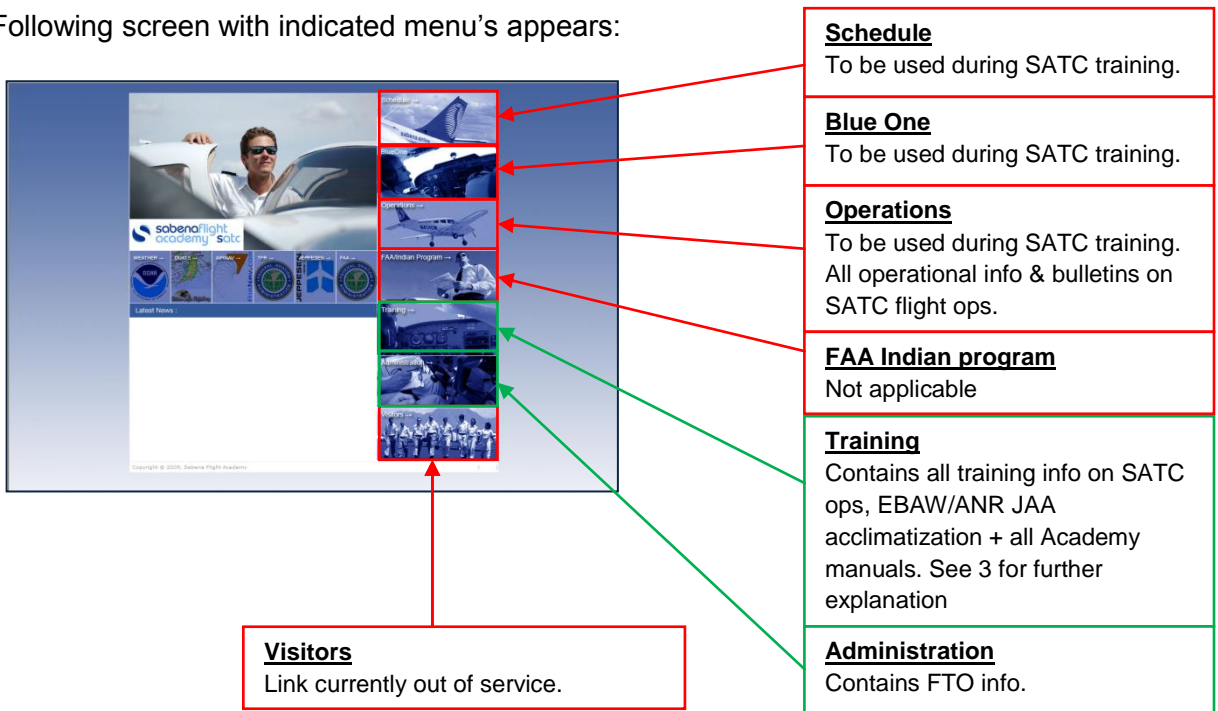


Internal memo

Academy digital library

1. Go to following website: <http://www.sabena-az.com/>
2. Following screen with indicated menu's appears:



The screenshot shows the Sabena Flight Academy website interface. A vertical menu on the right side of the page is highlighted with a red border. Red arrows point from this menu to callout boxes on the right. A green arrow points from the 'Training' menu item to a green-bordered callout box. A red arrow points from the 'Visitors' menu item to a red-bordered callout box.

<u>Schedule</u> To be used during SATC training.
<u>Blue One</u> To be used during SATC training.
<u>Operations</u> To be used during SATC training. All operational info & bulletins on SATC flight ops.
<u>FAA Indian program</u> Not applicable
<u>Training</u> Contains all training info on SATC ops, EBAW/ANR JAA acclimatization + all Academy manuals. See 3 for further explanation
<u>Administration</u> Contains FTO info.

Visitors
Link currently out of service.

3. If you click on "Training", you will see need to enter a log-in & password. These are identical for everyone:

Log-in: **flysabena**

Password: **162seneca**

- If entered correctly, the following screen appears. It holds several sub-divisions through which you are invited to scroll and have a look. The most important one during your Theoretical training in Brussels is the part “miscellaneous manuals”. Here you can find the Training Manuals & Ops Manual applicable to you. Also, a lot of other manuals and info’s can be found so please explore.

The screenshot shows a list of documents in a digital library. Two green boxes highlight specific sections:

- Other documents:** Contains EBAW/ANR info, ATC English training... This box highlights a list of documents including:
 - CGAPH-A-F017 Yellow Slip-R1.pdf
 - SFA Quality Manual V1.1.pdf
 - CGA-O-004 PET Form Rev3.1.pdf
 - Standing Order FHPT 2 DA42 V2.0.pdf
 - PAR8 MEL.pdf
 - CGABR-O-002 EBAW ATC Procedure V1.0.pdf
 - CGAP-A-F002 FAA Student Departure Procedures Checklist R2.pdf
 - Instructor Note 08 11 16 PET3.pdf
 - SATC-O-006 VFR Radio Guide R0.pdf
 - Student Note 08 12 24 Training Records.pdf
 - XRX DCAS Brief R3.pdf
 - CGAP-A-F002 JAA Student Departure Procedures Checklist R1.pdf
 - ATC English Training.pdf
 - CGAP-A-F004 Student Apartment Move Out Checklist R1.pdf
 - CGAP-O-F012 Student Solo Checkout Form R0.pdf
 - CGAPH-T-F019 Report of Flights R0.pdf
 - CGABR Prom vs TM Rev Overview from 17 to 23 V1.0.pdf
- Miscellaneous manuals:** Contains training manuals, operation manuals, VFR manual... This box highlights a list of documents including:
 - SFA IFR Manual BULLETINS 30 06 2009.pdf
 - Common ATP(A) JAA TM Rev1.0.pdf
 - SFA Instructor Guide V1.0.pdf
 - VFR MANUAL 2.0.pdf
 - IFR MANUAL 1.3.pdf
 - Common OM SFA Rev1.2.pdf
 - SFA Instr Stand Trng IFR V1.1 (2).pdf
 - Standardization notes V1.1.docx
 - SFA Instr Stand Trng VFR V1.0.pdf
 - SFA - Working Method V1.0.docx
 - SFA Company Notams 30-04-13.pdf
 - CGABR O Manual V8.0.pdf
 - QRH ERRATUM V1.2.docx
 - RT Calls CGAP V1.1.docx
 - Common ATP(A) JAA TM Rev2.0 Incl Temp Rev (1 to 4).pdf

Do note that the boxes indicated above are not indicating the only points of interest to you. Explore!. E.g. Garmin 1000 CBT

- If you click on one of the documents indicated, you will again be requested to enter the same log-in and password as previously described in point 3. The documents can open as word, PDF, excel or JPEG files.
- In case of any further question on this matter, please do not hesitate to contact the training staff at CAE Oxford Aviation Academy Brussels.

Wishing you a happy and prosperous training!

----- Procedure completed -----