

# Instructor Note:

**From:** Assistant Chief Flight Instructor  
**To:** SATC Instructors (SFA program)  
**Date:** 16/11/2008

**Subject:** Procedure Extra Training (PET)

**References:**

For the full explanation, refer to:

- o **Training Manual** Part 1 p I-55
- o **Training record sheet:**
  - o Extra training flown in this phase overview.
  - o Rules concerning extra training (at bottom of sheet)
- o The **PET form:** [www.sabena-az.com](http://www.sabena-az.com)

**When to write a PET form?**

- o Whenever the instructor judges it necessary to consolidate certain exercises before the training is continued (building blocks).
- o The mission contents could not be achieved because more time was spent on other exercises (that should be known).
- o 2 consecutive slow progress (**amber** flights)

**What to do?**

- o Continue the session and work on the items that need extra training.
- o Do not introduce the next exercises in the training (as it would violate the building block principle!).
- o After the session, inform the student. Explain the reasons of the PET and **how to correct** his mistakes. Be honest if it's not good, but try to finish with a positive remark.

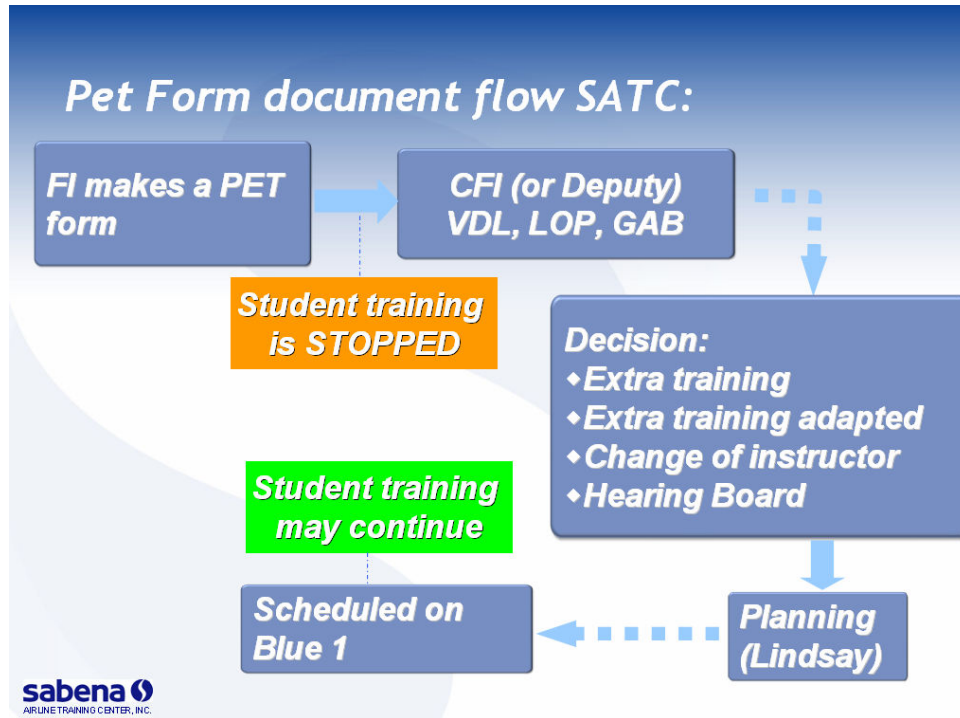
**Paperwork:**

Last but not least! If you want the student to get the appropriate training to help him solve his problem, the forms must be clearly filled out and planning must be informed.

For your convenience, we created a **checklist** to be followed to make sure all paperwork is done correctly.

PET FORM CHECKLIST	
<b>When raising a PET form:</b>	
Training record	In the instructor comments box of the mission, write " <u>PET form raised</u> " (in addition to the mission comments)
Blue one flight report	Training completed " <u>NO</u> " and/or training " <u>failed</u> ".
PET form	Complete. ( <a href="http://www.sabena-az.com">www.sabena-az.com</a> ). & print
PET form	Send to CFI and/or assistant CFI's <a href="mailto:guy.vanderlinden@sabena-az.com">guy.vanderlinden@sabena-az.com</a> <a href="mailto:gabriel.pieter@yahoo.com">gabriel.pieter@yahoo.com</a> <a href="mailto:lopezlouisphilippe@yahoo.com">lopezlouisphilippe@yahoo.com</a>
<i>The PET form will be approved by one of the CFI's, and forwarded by this CFI to the scheduling and other CFI's (see the PET form document flow below)</i>	
<b>After extra training is approved:</b>	

Extra training	To be performed by FI according to schedule
Training record “ <b>extra training</b> ”	Complete
Training record training phase	Complete the box "extra missions flown in these phases" (on the backside of the training record of the applicable phase).



**Important reminders:**

- o **Only after it has been approved**, the extra training may be performed. You can only do as much training as is approved by the CFI in the PET.
- o There is a **limited number of hours** per phase in the training. Refer to Training Manual.
- o If we need to go beyond this amount of extra training a **hearing board** is required! This will be organized by the CFI or Assistant CFI.

We remain at your disposition if you have any questions concerning the training.

( Deputy ) Chief Flight Instructors