


STUDENT MANUAL

The Blue Book

SCHOOL REGULATIONS

REV 08

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involved in the student's training or perform an evaluation flight/simulator session themselves (or appoint an instructor to do so).

In the decision process the student's earlier progress (or lack thereof) shall be taken into account. A student consistently performing below the required standards can be invited to a Hearing Board and might eventually be suspended from training.

The content of any remedial training program shall be communicated to the student and the involved instructor(s). In case of remedial flight training, the student's FlightLogger training mission overview will be updated accordingly.

See chapters 14, 15 & 16 for more explanation of the different types of hearing boards.

10.6 WHEN PLANNED FOR YOUR EXAMINATION FLIGHT

When you complete a training module (PPL, IR, MEP, CPL, ...), you will be planned for your examination flight together with an external examiner of the Belgian Civil Aviation Authority (BCAA).

Whenever you have passed your Final Progress Check, you will be scheduled for the skilltest.

The Operations Manager will contact the Head Of Training to request the skilltest. A 5-day notification is necessary for the BCAA to process the application.

Once the examiner has been appointed, the Operations Manager will inform the student and the examiner that they have been paired for the skilltest.

The student will then contact the examiner in person to plan the skilltest. Once they have reached an agreement on the date and time, the student will inform the Operations Manager.

When passing a skilltest, the skilltest report form together with all of the necessary licences will be sent to the BCAA. A copy of the skilltest report form is sent by the student in PDF format to the Operations Manager as soon as possible to ensure a correct filing of the documents.

It's a requirement as a student to contact your designated Flight Examiner at least 48hrs in advance via telephone to receive information what to prepare for the exam. Not doing so can result in cancelation of your exam flight.

All contact information of the flight examiner can be found via your booking in Flightlogger.

10.7 UNIFORM AND DRESS CODE

10.7.1 INTRODUCTION


"You only get one chance to make a first impression"

Every student, wearing the uniform is responsible for adhering to the uniform regulations. The following guidelines are written to specify how the uniform, and accessories, should be worn.

We would like to stress that when choosing a career above the clouds, the wearing of a uniform is mandatory. As we are a professional flight training academy we aim to achieve and maintain high standards. Wearing a uniform is part of this professional attitude.

The first fitting of the uniform will be scheduled before your start date. You will receive a confirmation from uniforms@skywings.be when your uniform is ready for pick-up.

For all extra orders, you will receive a login for the following website <https://www.sft.corporatethreads.be>.

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10.7.2 GENERAL INSTRUCTIONS

COAT

- Should be worn over the jacket, or pullover.

JACKET

- The jacket is worn when attending campus related duties.
- Must be worn buttoned at all times, except when seated
- Pockets may not be overfilled with keys and clutter
- May be taken off during hot weather
- May be taken off when in class
- May be taken off while flying

TROUSERS

- Trousers must be neatly ironed
- Must be worn with the black belt provided by Skywings
- Pockets may not be overfilled

SHIRT

- Available in long and short sleeved
- Only issued white shirts can be worn for students
- Only issued polo shirts and shirts can be worn for instructors
- Epaulettes should always be placed on the shirt
- Shirts should always be worn buttoned up with the Skywings tie
- Shirts should always be tucked inside the trousers

PULLOVER

- Only the Skywings pullover may be worn
- The pullover must be worn over the shirt with the tie
- The pullover can be worn under the jacket

BELT

- Must be worn with the trousers
- Must be clean at all times

TIE/ SCARF

- MUST be worn at all times when attending school duties
- Tie / scarf must be properly knot

SHOES

- Only classic, black derbies or smart boots may be worn
- Shoes must be clean and shiny


SOCKS

- Only black or navy socks may be worn
- Socks must have an adequate length
- No sport socks or sneaker socks are allowed

BADGES & CREW ID

- The crew badge should ONLY be worn with the Skywings lanyard

PINS

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- No other badges or pins of any kind may be worn with the uniform, unless specifically approved

PERSONAL ITEMS

- Personal items such as jewellery or bracelets are allowed, provided they are subtle and do not pose a hazard for flying.
- Large earrings could get stuck in seatbelts or headsets and may hamper safe evacuation and should not be worn.
- Personal decorations or additions to the uniform are not allowed.
- No items that may be considered by others as discriminating, preaching hate or make political statements are allowed.

10.7.3 BEHAVIOUR WHEN WEARING YOUR UNIFORM

The uniform must only be worn when attending presence learning, flying duties, after care or Skywings Flight Training official representation.

Pilot bags or similar receptacles advertising other ATO's must not be carried by students or instructors in uniform at any time.

Students and instructors must not wear the Skywings uniform at any function or exhibition, nor should they appear on film or television without prior permission of the Skywings management.

10.7.4 EATING, SMOKING, DRINKING

Students and instructors in uniform must not in public areas:

- Consume food (except in restaurant)
- Chew gums
- SMOKE – except in approved smoking areas
- Consume alcohol (not allowed in public and non-public areas)

10.7.5 PERSONAL HYGIENE

Deodorants and anti-perspirants are a quick and simple way of ensuring that you stay fresh and free from body odour. This is very important; it is very difficult for a fellow student or instructor to tell another about body odours!


Dental hygiene is most important.

10.7.6 POSTURE

Uniforms always attract attention wherever the wearer may be. Always avoid slouching, crossed or folded arms and putting your hands in your pockets. Remember to sit comfortably with a straight but relaxed back and shoulders.

10.7.7 UNIFORM CARE

The care of the uniform is the responsibility of the person to whom it has been issued and a high standard of appearance must be maintained at all times. Each garment has washing/dry cleaning instructions, which must be strictly followed.

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10.7.8 RESPONSIBILITY FOR THE SKYWINGS UNIFORM

Uniforms have always to be kept under the direct control and authority of the respective student or instructor. Under no circumstances will the uniform be worn by others than Skywings enrolled students and instructors.

After completion of the after care, a student is to return all uniform items to the school.

10.7.9 EXCEPTIONS DURING HOT DAYS

If the temperature of the ATIS or METAR at Antwerp Airport or any airport you are visiting during flight training is 27 degrees Celsius or above, students are exempted from wearing a tie. The rest of the uniform must still be worn in accordance with the above uniform regulations.

Students in the airline career program must wear a uniform.

Other students are exempted from uniform rules but must dress business casual.

10.7.10 UNIFORM PICTURES

Please use the picture below to see how the uniform should be worn.



Figure 36 SFT Uniform with coat


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Figure 37 Uniform shoes.



Figure 38 SFT jacket, tie & pullover (tie may be replaced with scarf for female uniform)


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Figure 39 Full uniform with trousers, pants, belt, tie & jacket.



Figure 40 Shirt, tie & pullover.



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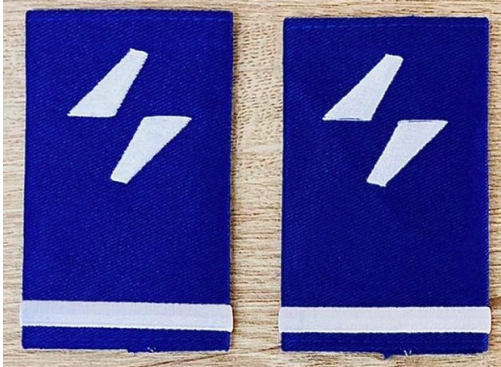
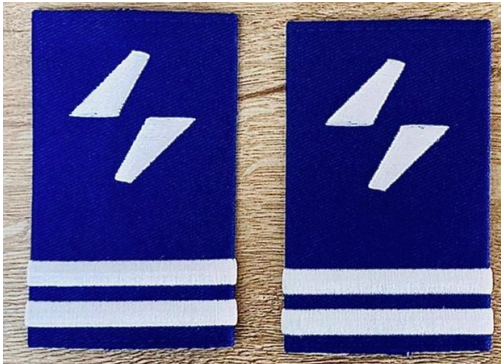



Figure 41 Shirt with epaulettes, tie, pants & belt.

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10.7.11 EPAULETTES

The number of stripes on the student's epaulettes represent different stages of training. This makes it easy to identify more experienced students who will be happy to answer questions or assist those with less experience.

 <p>Figure 42 1 Stripe</p>	<p>Start of the training</p> <p>Holders of 1 stripe are:</p> <ul style="list-style-type: none"> • No PPL skill test done. • During phase 1-2-3 of the integrated training
 <p>Figure 43 2 Stripes</p>	<p>After PPL skill test or Phase 3 FPC:</p> <p>Holders of 2 stripes may know of:</p> <ul style="list-style-type: none"> • PPL theory and practice done. • During Phase 4 of the integrated training
 <p>Figure 44 3 Stripes</p>	<p>After IR Skill Test</p> <p>Holders of 3 stripes may know of:</p> <ul style="list-style-type: none"> • After MEP/IR skill test • After FPC Phase 4 of the Integrated training • During phase 5 & 6 of integrated training