# User Manual for CCAR-141

# Foreign Applicants

# Contents

# 1. Steps to log in the system

## 1.1. System Website

System website: https://fsop.caac.gov.cn.

Step1: Click 【ENGLISH】 (see Diagram1) to convert system into English (See Diagram2 ).



**Diagram1**　　Log page in Chinese



**Diagram2**　　Log page in English

Step2: Choose "User Name Password sign in".

Step3：Input "UserName"，"Password" and "Verify Code", then click "LOGIN".

## 1.2. Download the User Manual

Click "User Manual for CCAR-141 Foreign Applicants" (See Diagram 3) to download the user manual.
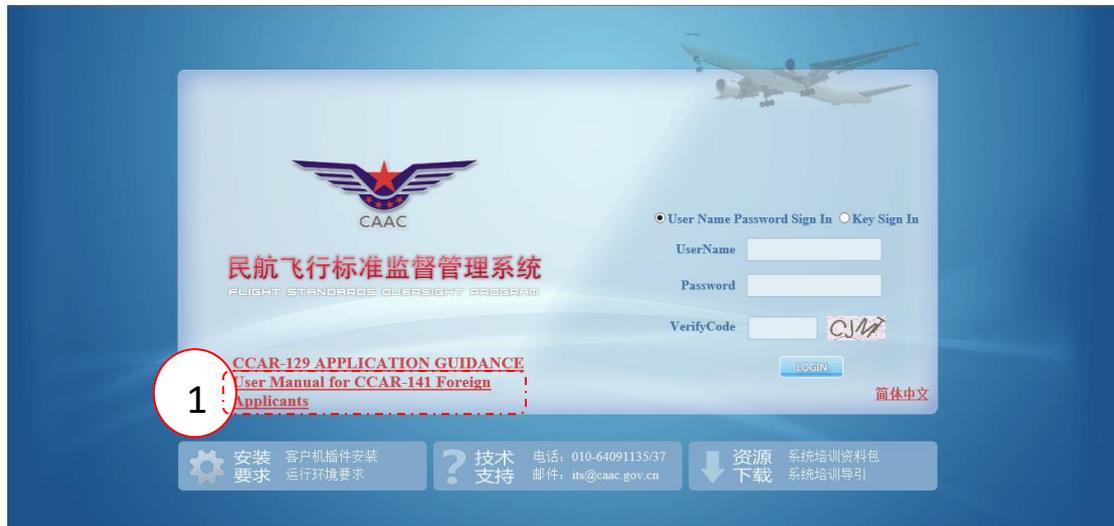


**Diagram3**    User Manual for CCAR-141 Foreign Applicants

# 2. Operation Instructions

There are two functional modules: one is Application Guidance, the other is Previous Application.

## 2.1. System Functions

### 2.1.1 Application Guidance

This module includes the following functions:

1)  The initial application for original CCAR-141 foreign pilot school verification

The application for the verification renewal (The verification should be renewed every two years.)

2)  The application for the verification amendment (To amend the relevant information of the issued verification)

3)  Review and update the Routine information (including Flight Instructors List, Aircrafts List, FSTDs List and Others)

## 2.2. Previous Application

This module includes the following functions:

1)  To review the completed and ongoing application information;

2)  To review the approval status, result, date and verification information.

## 2.3. System Operation

### 2.3.1. The issuance of verification

After entering the page of "Application Guidance", read the instruction (See Diagram 4 ), you may also click and download "User Manual".
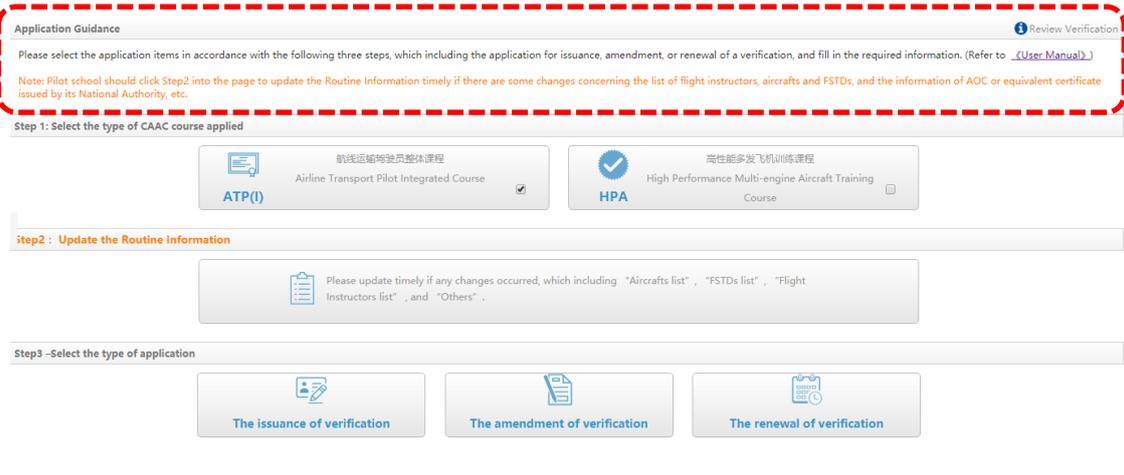


**Diagram4**    Operation Instruction

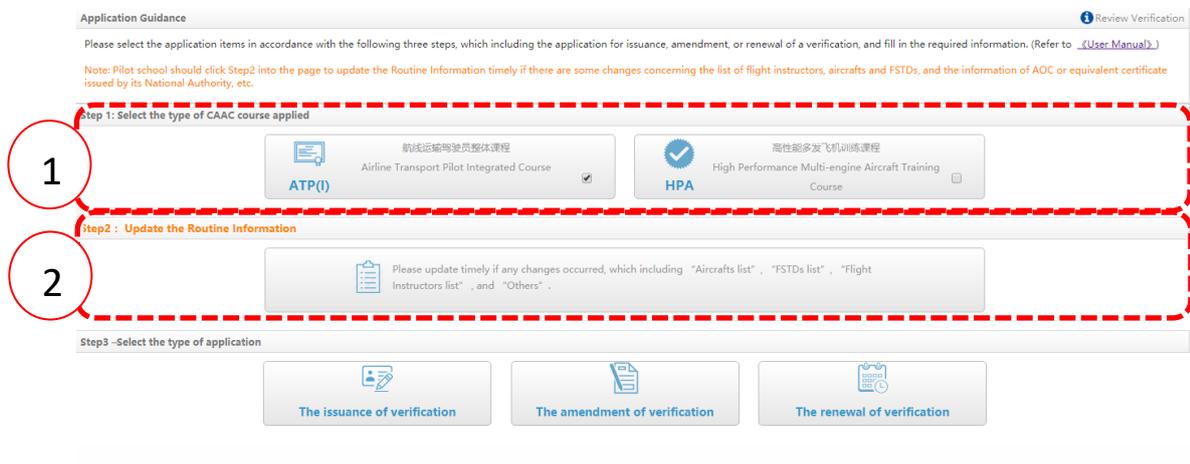Step 1: Select the course type applied (See Diagram 5). You may select ATP(I) course or ATP(I)+HPA course.



**Diagram5**    The Course Type Selection

step2：    Fill in/ update the Routine Information (See Diagram 5    frame No.2). Click the buttons to fill in as required. (Note: )

Diagram6 is the page of Flight Instructors List. The upper frame displays the instructors of ATP (I), the bottom frame displays the instructors of HPA (only for application of HPA course )

Click 【ADD】button to fill in the information of a new instructor, then click【SAVE】button.

Click 【Delete】button to delete the information of a instructor, then confirm the operation.

Click 【Edit】button to update the information of a instructor, then click【SAVE】button

You may use "Search by name" function to review the information of a recorded instructor.



**Diagram6**     The List of Flight Instructors

Diagram7 is the page of Aircrafts List. The upper frame displays the aircrafts used by of ATP (I), the bottom frame displays the aircrafts used by HPA (only for application of HPA course )

Click 【ADD】button to fill in the information of a new aircraft, then click【SAVE】button.

Click 【Delete】button to delete the information of an aircraft, then confirm the operation.

Click 【Edit】button to update the information of a aircrafts,   then click【SAVE】button

You may use "Search by RegNo" function to review the information of a recorded aircraft.



**Diagram7**     Aircrafts List

Diagram8 is the page of FSTDs List.

Click 【ADD】button to fill in the information of FSTD, then click【SAVE】button.

Click 【Delete】button to delete the information of a FSTD, then confirm the operation.

Click 【Edit】button to update the information of a FSTD,   then click【SAVE】button

You may use "Search by Type and Model " function to review the information of a recorded FSTD.
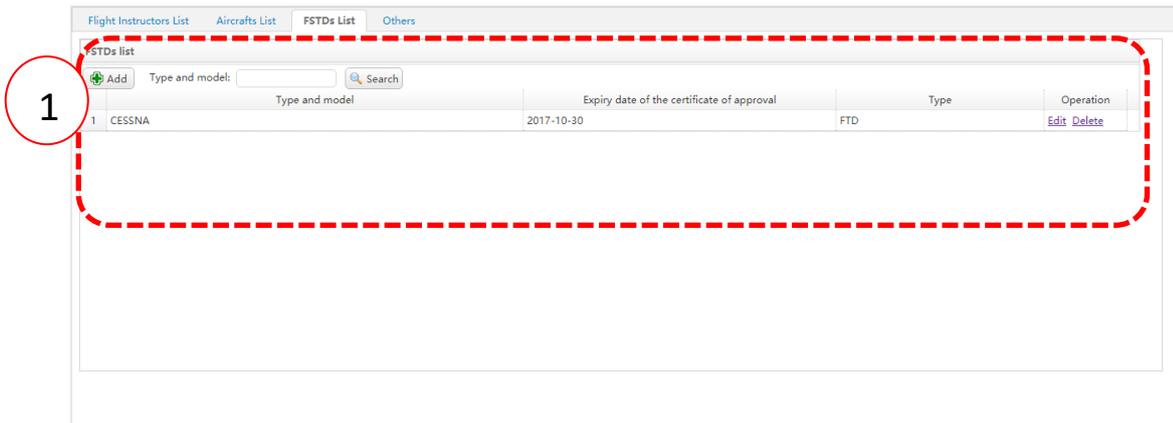
**Diagram8**　　FSTDs List

Diagram 9 is the page of Routine Information.

The following information should be filled in: Serial Number, Issuance Date and Expiry Date of AOC or equivalent certificate issued by its National Civil Aviation Authority, the Transport Airlines Customer List, Maximum capacity, the number of classrooms and briefing rooms in main operation base and satellite bases, the name of the HPA course examiners (separate examiners by a comma), whether HPA course conducted by other training organizations (if click Yes, fill in the name of training organization. ), then click【SAVE】button.

After confirming all the routine information have been completed and saved, click 【Save&Back】button for the next step.

Note: Pilot school should click Step2 into the page to update the Routine Information timely if there are some changes concerning the list of flight instructors, aircrafts and FSTDs, and the information of AOC or equivalent certificate issued by its National Authority, etc.
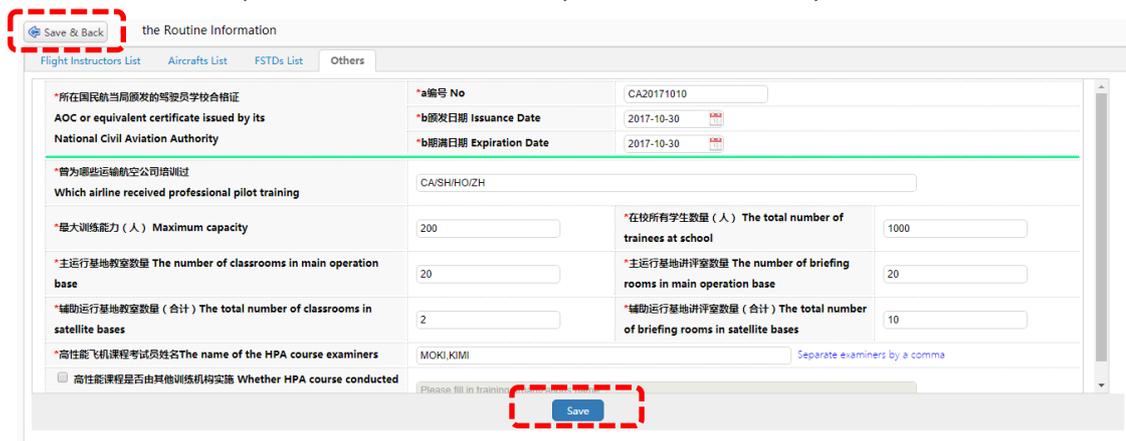


**Diagram9**　　Others

Step 3: Select the type of application. Select the Issuance of verification.
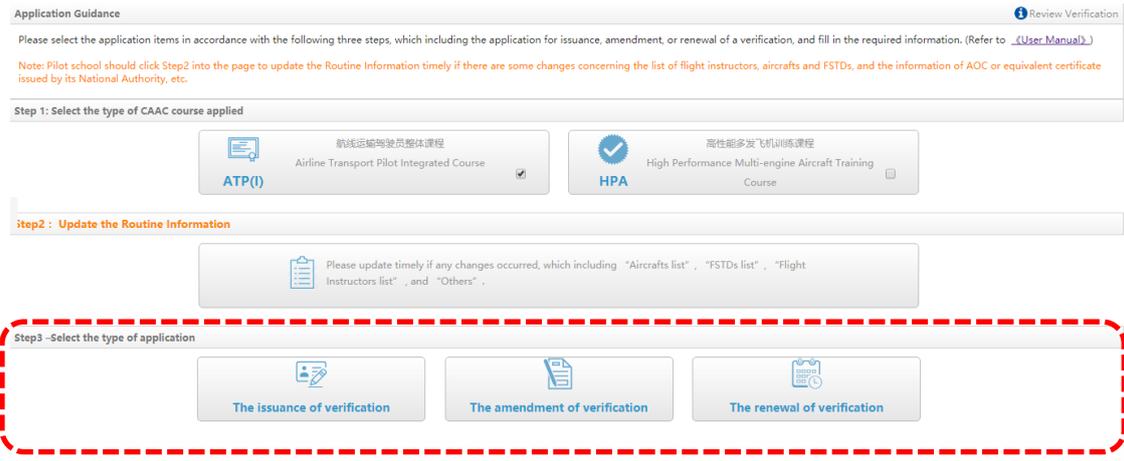
**Diagram10**    Select the type of application

Step 4: Fill in the application information

The application information should include Application Contents, Attachment List, Checklist and Information Preview. Any changes of application contents should be approved by CAAC.

Diagram 11 is the page of Application Contents. The items with * must be filled in.

Click 【ADD】button to fill in the information of a new satellite operating base.

Click 【Delete】button to delete the information of a satellite operating base.

When select the course type, remember to input the name of that course in your school. When select the HPT course, you should select either 20 hours training or 50 hours training, whether using level C/D simulator training, whether the simulator approved by CAAC.

After all the information has been completed, click 【Save】button , then click【nextstep】button.
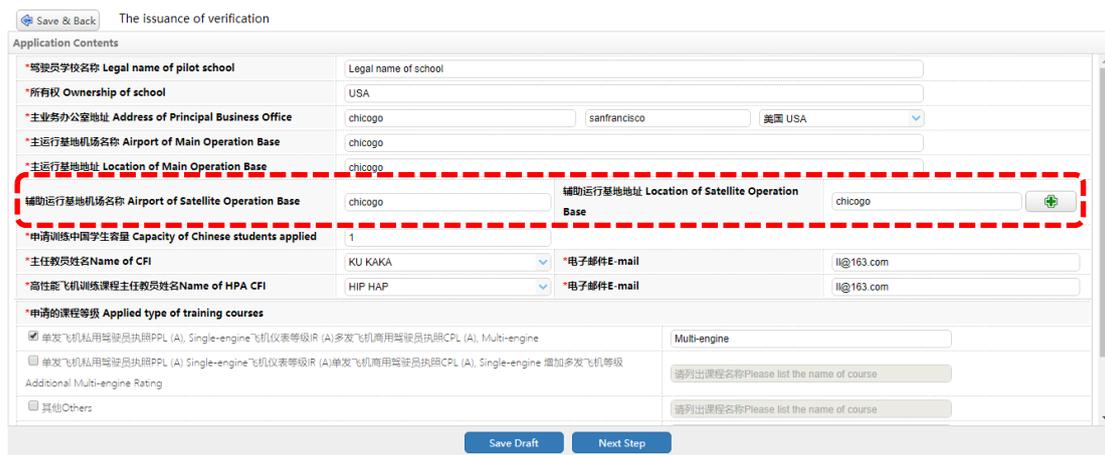


**Diagram11**    Application Contents

**Diagram12**　　Application Contents

Diagram 13 is the page of Attachment List.

Click 【Upload】button to upload the associated attachment files. The system support multiple files with one uploading, the maximum size of a single file is no more than 50M, unlimited format.

After all the information has been completed, click 【Save】 button , then click【nextstep】 button.



**Diagram13**　　Attachment List.

Diagram 14 is the page of Checklist List.

Click 【Fill In】 button to fill in the associated checklist, then Checklist page ( See Diagram 15) will be popped out.



**Diagram14**　　Checklist List

Click each item of the checklist, if the result is "No" or "Not Applicable", the reason must be filled in the remark column.

After all the information has been completed, click 【Submit】button .



**Diagram15**　　Checklist

Diagram 16 is the page of Information Preview. After reviewing and confirming the information, click 【Agree to the above statement】button, then the application will be submitted to CAAC.

**Diagram16** Information Preview

Using the Previous Application function, you can review the completed and ongoing application information and the approval status, result, date and verification information.



**Diagram17** Previous Application

### 2.3.2. The renewal of verification

The renewal of verification

Step1: Click 【HPA course】 (See Diagram18), only applicable for adding the HPA course, otherwise, skip the step.



**Diagram18** Select HPA Course

Step2: Click 【Fill in/ Update the Routine Information】 (See Diagram19), you must update the routine information if any changes occurred, otherwise, skip the step.
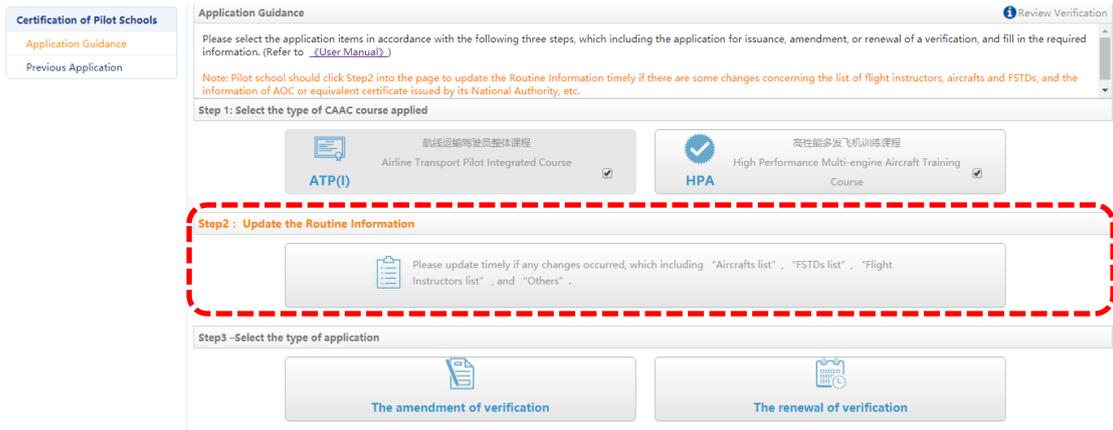
**Diagram19**      Update the Routine Information

Step 3: Select the type of application. Select the Renewal of Verification (See Diagram 20).
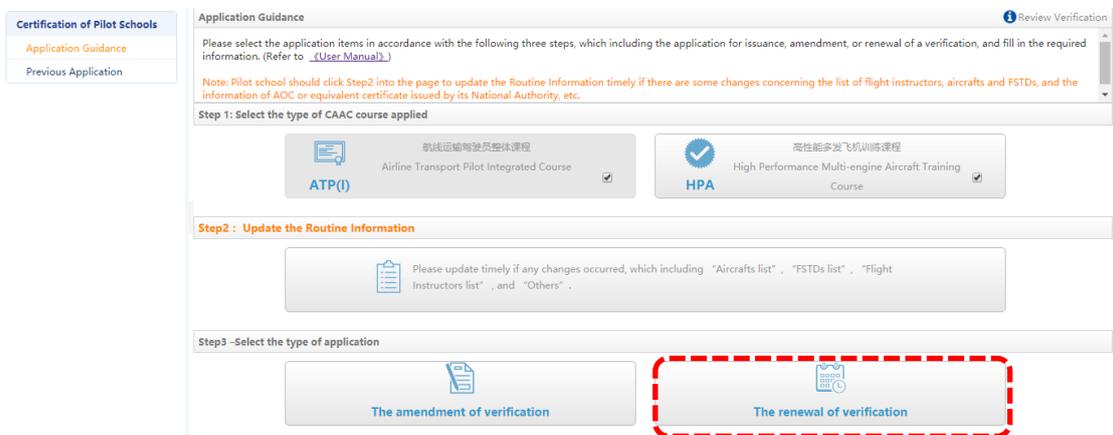


**Diagram20**      Select the Renewal of Verification

Step 4: Fill in the application information

To renew the certain Application Information, click the relevant item (See Diagram21), if any changes occurred.

You must renew each item one by one.

After all the information has been completed, click 【Save】or【nextstep】 button.

Click 【nextstep】button, if there is no change.

**Diagram21**　　Application Information

To renew the other information, you may use the same procedure as the Issuance of Verification. Refer to the Operation Instruction of Issuance of Verification.

### 2.3.3. The amendment of verification

To amend the relevant information of the issued verification, refer to the follow procedures.

Step1: Click 【HPA course】 (See Diagram22), only applicable for adding the HPA course, otherwise, skip the step.



**Diagram22**　　HPA Course

Step2: Click 【Fill in/ Update the Routine Information】 (See Diagram23), you must update the routine information if any changes occurred, otherwise, skip the step.
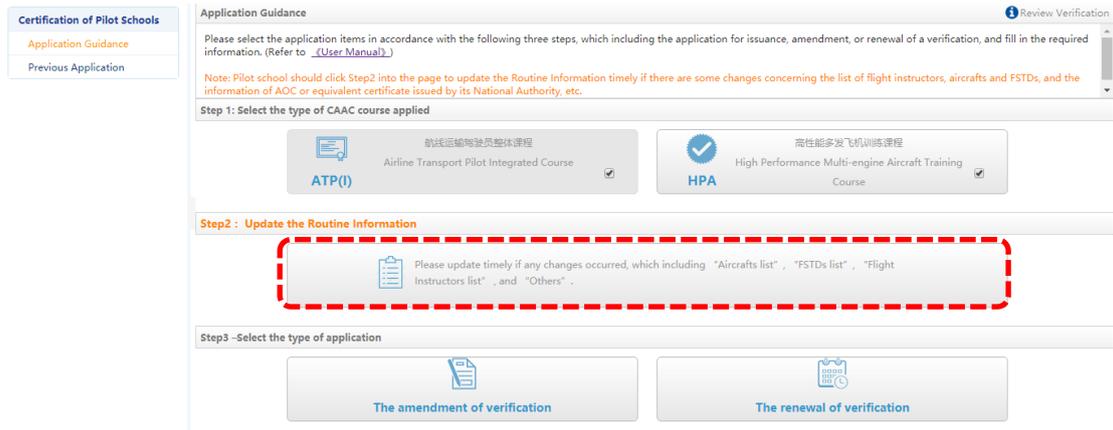
**Diagram23**　　Update the Routine Information

Step 3: Select the type of application. Select the Amendment of Verification (See Diagram 24).
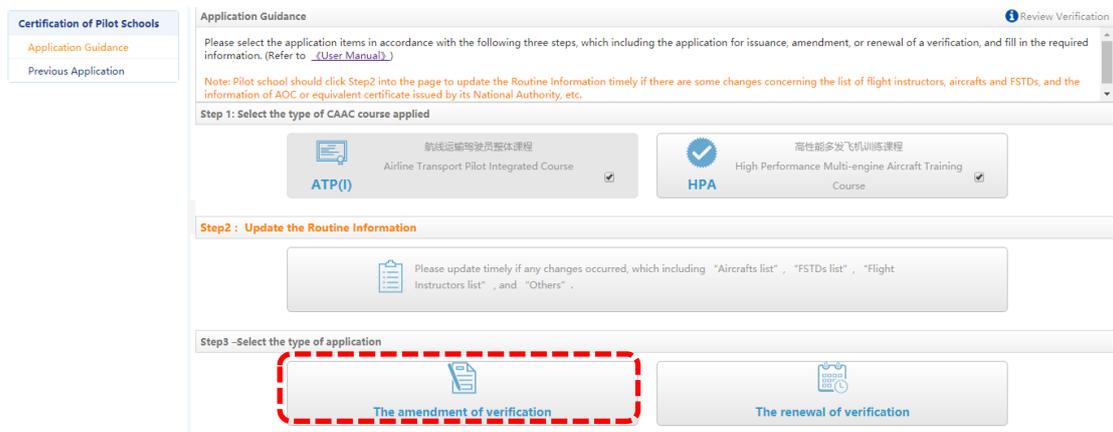


**Diagram24**　　Amendment of Verification

Step 4: Fill in the application information

To update the Application Information, click the relevant item (See Diagram25), if any changes occurred.

You must update each item one by one.

After all the information has been completed, click 【Save】or【nextstep】 button.

Click 【nextstep】button, if there is no change.

**Diagram25**     Application Information

To update the other information, you may use the same procedure as the Issuance of Verification. Refer to the Operation Instruction of Issuance of Verification.

### 2.3.4. Update the Routine information

You may enter 【Application Guidance】module, and Click 【Fill in/ Update the Routine Information】(See Diagram 26) into the page to update the Routine Information timely if there are some changes concerning the list of flight instructors, aircrafts and FSTDs, and the information of AOC or equivalent certificate issued by its National Authority, etc.

The detailed operation procedure is as the same as the Issuance of Verification. Refer to the Operation Instruction of Issuance of Verification.



**Diagram26**     Update the Routine Information

### 2.3.5. Previous Application

Diagram 16 is the page of Information Preview. After reviewing and confirming the information, Using the Previous Application function, you can review the completed and ongoing

application information and the approval status, result, date and verification information.

Click 【view】 button, review the detailed information of previous application (See Diagram 27).



**Diagram27**    Review Previous Application

# 3.  Questions and Solutions

1、 In order to ensure browser compatibility, please use IE11 browser or Google Chrome browser.

2、 When using the system, if the page shown in Diagram 27,28, may be due to the system is in maintenance state, you can contact the system operation and maintenance personnel to confirm.



**Diagram28**    Error 503

3、 When using the system, if the page shown in Diagram 29, may be due to network reasons, you can try to refresh the page several times, if still can not solve the problem can also contact the system operation and maintenance personnel to confirm.

**Error 200--Service Unavailable**

**From RFC 2068** *Hypertext Transfer Protocol -- HTTP/1.1:*

**10.5.4 503 Service Unavailable**

The server is currently unable to handle the request due to a temporary overloading or maintenance of the server. The implication is that this is a temporary condition which will be alleviated after some delay. If known, the length of the delay may be indicated in a Retry-After header. If no Retry-After is given, the client SHOULD handle the response as it would for a 500 response.

   Note: The existence of the 503 status code does not imply that a server must use it when becoming overloaded. Some servers may wish to simply refuse the connection.

**Diagram29**     Error 200

At present, the system collects fewer common problems. With the system running on the line, it will collect the feedback questions and suggestions of the users, summarize and report the leadership. After the consent of the leaders, we will add to the list .

Contact email: its@caac.gov.cn.