



# ADVISORY CIRCULAR

**CAA-AC-OPS049**  
**November 2022**

## MINIMUM QUALIFICATION REQUIREMENTS FOR CABIN CREW INSTRUCTOR AUTHORIZATION.

### 1.0 PURPOSE

1.0.1 This Advisory Circular is issued to provide guidance, information and procedures required in applying for the issue of the cabin crew member instructor authorization in compliance with the Civil Aviation (Personnel Licensing) Regulations, 2022 and the Civil Aviation (Operation of Aircraft – Commercial Air Transport Aeroplanes) Regulations, 2022.

1.0.2 This Advisory Circular is an Initial Issue dated November 2022.

### 2.0 REFERENCES

- I. Regulations 197 (b), 201, 202 of the Civil Aviation (Personnel Licensing) Regulations 2022.
- II. Part VIII of the Civil Aviation (Operation of Aircraft- Commercial Air Transport Aeroplanes) Regulations 2022.
- III. The prescribed Application Form. Form- AC- OPS049

### 3.0 GUIDANCE AND PROCEDURES

#### 3.1 Eligibility Requirements for the Instructor Authorization

The applicant should be a holder of a valid Cabin Crew Member Certificate issued by the Authority and rated on the type of aircraft to instruct on.

Personnel Licensing Regulation authorizes the holder of a cabin crewmember certificate to act as a cabin crewmember instructor if authorised.

The applicant shall meet the **competency** and **experience** requirements for the authorization as a cabin crew member instructor.

- a) **Experience** – The applicant for a Cabin Crew member Instructor Authorization should have been a senior cabin crew member on type for which authorisation is sought for a minimum of three years

- b) **Instructors Recommendation** – An applicant should have received instruction from an authorised instructor satisfying that he/she has the necessary knowledge and skill required for the Authorisation

3.1.2 The following prerequisites have to be fulfilled in order to comply with the CAA requirements and to be suitably qualified as a Cabin Crew Instructor within the approved training and checking programme envelope of the respective operator. The applicant for authorization shall:

- a) Be a holder of a valid cabin crewmember certificate rated on the aircraft type for which the instructor authorization is sought.
- b) Submit instructor report from an authorized instructor as evidence of having received instruction.
- c) Provide evidence of having attended an approved instructor's course.
- d) Be well familiar with the operator's philosophy, procedures, organisation as well areas and kind of operation.
- e) Have a good knowledge of administrative procedures, contents of Operations Manuals, Operational documents, forms and related records.
- f) Have good experience on aeroplane type(s).
- g) A Cabin Crewmember Instructor must be qualified in all the knowledge requirements necessary for Cabin Crew and additionally, must possess instructional skills.
- h) Present a photo Identification Card or a Passport as a form of identification, details of which should be the same as the personal information provided on the prescribed application form; and if the applicant's identity cannot be verified, the application will be rejected, and the applicant will have to return with the proper identification.

Depending on the organizational structure, aeroplane fleet and subject to CAA acceptance, the Operator may nominate other training and checking personnel in specific function (e.g. Ground Instructor's, CRM Trainer, AVSEC training, Dangerous Goods training etc.) for the supervising tasks which must be described in the Operator's Manuals.

The prescribed application forms for issue or renewal of a Cabin Crew Member Instructor Authorization may be obtained from the Authority's Personnel Licensing (PEL) Office.

#### **4.0 RESPONSIBILITIES OF A CABIN CREW MEMBER INSTRUCTOR**

- 4.1 To give ground and in-flight Training in the aeronautical knowledge areas required for the issuance of a Cabin Crew Member Certificate under regulations 194 - 200 of the Civil Aviation (Personnel Licensing) Regulations 2022 and Part VIII of the Civil Aviation (Operation of Aircraft) Regulations 2022 in the relevant type of aircraft;
- 4.1.2 To give recommendation for knowledge test required for the issuance of a Cabin Crew Member Certificate in accordance with the Civil Aviation (Personnel Licensing) Regulations, 2022;
- 4.1.3 To give ground and in-flight Training in the aeronautical knowledge areas required for the cabin crewmember operations on the specific Aircraft Type; and

4.1.4 To endorse the training record of a person to whom the Cabin Crew Member Instructor has provided the training or recommendation for certification as a cabin crewmember.

4.1.5 The holder of a cabin crew instructor authorization shall Maintain a record in a document that contains the following:

- a) The name of each person whose record the Instructor has endorsed, and the date of the endorsement; and
- b) The name of each person the Instructor has endorsed for a knowledge test, and the date of the endorsement;

4.1.6 The holder of a cabin crew instructor authorization shall retain the records for at least three years from the date of giving the flight training or ground training.

## **5 Requirements for Renewal and the Renewal Process**

5.1 The applicant should –

- a) complete the prescribed renewal application form;
- b) submit the original Cabin Crew Member Certificate;
- c) submit a valid class 2 medical certificate; and
- d) submit proof of having exercised the privileges of the authorization in the last six months preceding the date of renewal application.

5.1.2 A cabin crew member instructor authorization that has lapsed may be renewed if the applicant has a valid cabin crew member certificate with the endorsement for the type authorization sought and has received the applicable Cabin Crew Member Instructor training acceptable to the Authority.

## **6.0 Discrepancies or Ineligibility**

5.1 If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons why the authorization cannot be issued and explain how the applicant may correct the discrepancies.

5.1.2 If the applicant is not eligible for the authorization, inform the applicant of the reasons for ineligibility and explain how the applicant may re-apply.

## 6 Issue or Renewal of the Authorization

6.1 When an applicant has satisfactorily met all requirements for the authorization and the prescribed application form has been completed, the authorization may be issued.

