



Advisory Circular

CAA-AC-PEL 015

Issue 2

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ISSUE OF A CABIN CREW MEMBER INSTRUCTOR AUTHORIZATION

1.0 PURPOSE

This Advisory Circular is issued to provide guidance, information and procedures required to be followed in applying for the issue of a Cabin Crew Member Instructor Authorization.

2.0 REFERENCES

- 2.1 Regulations on Authorisations issued and Privileges of the Civil Aviation (Personnel Licensing) Regulations
- 2.2 The prescribed forms

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

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.

3.2 The Applicant's Identity

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.

3.3 Eligibility Requirements for the Instructor Authorization

3.3.1 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 shall be a holder of a valid cabin crewmember certificate rated on the aircraft type for which the instructor authorization is sought.

b) **Instructors Recommendation** – An applicant should present the Instructor’s report as evidence of having received instruction from an authorised instructor and certifying that the applicant has the experience required for the authorization;

3.4 Application Requirements For The Instructor Authorization

3.4.1 The applicant is required to submit the following documents attached to the application form on applying for the authorization –

- a) A duly completed prescribed Application Form;
- b) A certified report from the employer to prove competence and experience shown on the Application Form
- c) A valid cabin crew member certificate.

3.5 Privileges of a Cabin Crew member Instructor

3.5.1 To give ground Training in the aeronautical knowledge areas required for the issuance of a Cabin Crew member Certificate under Regulations on Knowledge requirements and Skill requirements of the Civil Aviation (Personnel Licensing) Regulations in the relevant aircraft category;

3.5.2 To give recommendation for a knowledge test required for the issuance of a Cabin Crew member Certificate in accordance with the Civil Aviation (Personnel Licensing) Regulations;

3.5.3 To give ground Training in the aeronautical knowledge areas required for the cabin crew member operations on the specific Aircraft Type;

3.5.4 To endorse the training record of a person to whom the Cabin Crewmember Instructor has provided the training or recommendation for certification as a cabin crew member under Regulations on Knowledge requirements and Skill requirements of the Civil Aviation (Personnel Licensing) Regulations.

3.6 The Cabin Crew Member Instructor Records

3.6.1 The holder of a cabin crew instructor authorization shall sign the acceptable record keeping document of each person to whom the Instructor has given flight training or ground training;

3.6.2 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 an knowledge test , and the date of the endorsement;

3.6.3 The holder shall retain the records required by Regulation on Trainees records of the Civil Aviation (Personnel Licensing) Regulations for at least three years from the date of giving the flight training or ground training.

3.7 Requirements for Renewal and the Renewal Process

3.7.1 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.

3.7.2 A cabin crew member instructor authorisation that has lapsed may be renewed if the applicant has a valid cabin crew member certificate and has received the applicable Cabin Crew Member Instructor training acceptable to the Authority.

3.8 Discrepancies or Ineligibility

If a discrepancy that cannot be immediately corrected exists in any of the documents, the application form and all the submitted documents will be returned to the applicant and should not be re-submitted until the discrepancy has been rectified/ corrected.

3.9 Issue or Renewal of the Authorization

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



Civil Aviation Authority