



ADVISORY CIRCULAR

**CAA-AC-OPS048
November 2022**

DESIGNATED CABIN CREW EXAMINER APPROVAL AND SURVEILLANCE

1.0 PURPOSE

This Advisory Circular gives guidance to operators on procedures for approval, surveillance, and renewal of a Designated Cabin Crew Examiners. All Designated Cabin Crew Examiners must be nominated by the Operator.

1.0.1 This advisory circular cancels the previous circular CAA-AC-OPS 033 dated January 2018

2.0 REFERENCES.

- I Regulations 6, 203 and schedule 6 of the Civil Aviation (Personnel Licensing) Regulations 2022
- II Designated Cabin Crew Examiner Manual

3.0 GENERAL

All Designated Cabin Crew Examiners must be nominated by the Operator and approved by the Authority. Approval is based on the Examiner having the proper certificates and ratings, being qualified in accordance with the operator's approved initial, Recurrent and conversion programme; having completed the operator's approved Designated Cabin Crew Examiner training programme for the appropriate Designated Cabin Crew Examiner functions; and having demonstrated the ability to conduct Cabin checks and to evaluate the performance of Cabin Crew and Cabin crew instructors to the satisfaction of the Authority.

4.0 THE FIVE PHASE PROCESS FOR A DESIGNATED CABIN CREW EXAMINER APPROVAL

The Designated Cabin Crew Examiner approval process is conducted in a five phase's process

5.0 PHASE 1 – PRE-APPLICATION

- 5.1 Phase one may begin either during the certification process for an AOC when the Inspector briefs an applicant on the Designated Cabin Crew Examiner requirements, or at any time an operator seeks information on the process. The Inspector would brief the applicant or operator on the requirements of the Civil Aviation (Personnel Licensing) Regulations 2022. Where applicable, the briefing will include information on the approval of a cadre of Designated Cabin Crew Examiner for a startup operator.
- 5.2 An operator is required to designate a person as a Cabin Crew Examiner and submit a letter of request for approval by the Authority.
The letter should include -
- a. The candidate's full name;
 - b. Mailing address.
 - c. Cabin Crew Member Certificate number;
 - d. Current Cabin Crew member position;
 - e. Requested Cabin Crew Examiner Classification and Aircraft type;
- 5.3 The letter should be accompanied by:
- a. Brief curriculum vitae of the Designated Cabin Crew Examiner, aviation background and experience;
 - b. Copies of the Cabin Crew Member Certificate and ratings
 - c. Copy of the Cabin Crew member medical certificate.
 - d. Completed Designated Cabin Crew Nomination Form (FORM-OPS-AC-OPS048-1)

6.0 PHASE TWO - SUBMISSION OF DOCUMENTATION

- 6.0.1 Phase two begins when the Authority receives the application letter and attachments. The documents may be submitted by conventional or electronic mail or by fax. The assigned Inspector will conduct an initial cursory review of the documents to assess whether the nominee meets the basic qualification requirements for the Designated Cabin Crew Examiner.
- 6.0.2 If the operator's submission is unacceptable, the documentation will be returned to the operator with a letter stating the reasons for non-acceptance.

7.0 PHASE THREE - REVIEW OF DOCUMENTATION

- 7.0.1 Phase three involves an in-depth review of the records and documentation. The Designated Cabin Crew Examiner approved training programme must contain all training required by the Civil Aviation (Personnel Licensing) Regulations 2022, applicable to the approval being sought. The Authority will not accept a nomination for evaluation as a Designated Cabin Crew Examiner unless the record show satisfactory completion of initial, transition, or upgrade training and all training required under the operator's approved Designated Cabin Crew Examiner training programme.

7.0.2 If, after an in-depth review of the records and other documentation it is determined that the candidate does not qualify as a designated cabin crew Examiner, the operator will be given a letter stating the reasons for non-acceptance.

8.0 PHASE FOUR – EVALUATION OF DESIGNATED CABIN CREW EXAMINER

8.0.1 A Designated Cabin Crew Examiner is evaluated in Phase four by an Inspector observing the Designated Cabin Crew Examiner candidate conducting an actual check. The purpose of the Designated Cabin Crew Examiner evaluation is to ensure that the candidate has achieved the required skills for briefing, evaluating, and debriefing a Cabin Crew Member Cabin Crew instructor. The cabin crew member receiving the check should be a line crew member who is due for an evaluation. The Cabin Crew Member must not be an instructor or Designated Cabin Crew Examiner unless previous approval has been received from the Authority. Such approval would only be granted in unusual circumstances.

8.0.2 An operator should not submit a nominee for approval as a designated Cabin Crew Examiner when there is any question about the Designated cabin Crew Examiner's Cabin Crew Member skills in a cabin crew position. Should the Authority have reason to question a candidate's proficiency, Evaluation of the Designated Cabin Crew Examiner shall not be conducted until the candidate's proficiency is verified.

8.0.3 If, after reviewing the documentation, the Inspector determines that the candidate does not qualify as a Cabin Crew Examiner, the Inspector shall brief the Manager Flight Safety Standards and provide the operator with a statement of the reason for non acceptance

8.0.4 If the evaluation is satisfactory, the assigned Inspector will inform the candidate that a recommendation of approval will be reported to the Authority. In this case, the Designated Cabin Crew Examiner candidate would be allowed to certify the proficiency of the Cabin Crew Member receiving the check and complete the necessary record keeping tasks.

9.0 PHASE FIVE - DESIGNATED CABIN CREW EXAMINER APPROVAL

Approval of a Designated Cabin Crew Examiner is in the form of a Letter of Approval addressed to a responsible official of the operator and signed by the Manager Flight Safety Standards. This Letter of Approval may be transmitted to the operator by conventional or electronic mail, by fax, or by other means acceptable to the operator and the Authority, on receipt of the prescribed fees if applicable. The letter will contain the following:

- a. Designated Cabin Crew Examiner 's name and his/ her Certificate number;
- b. Approved Designated Cabin Crew Examiner function;
- c. Specified category, or type of aircraft;
- d. Authorizations and limitations;
- e. Effective date of each approval (since different approvals may occur at different times, this information simplifies record checks. The date on which the Designated Cabin Crew Examiner was recommended for approval by an inspector shall be the

- effective date of approval.)
- f. A Designated Cabin Crew Examiner approval is valid for one year and may be re-approved by the Authority.
 - g. A Designated Cabin Crew Examiner approval may be amended, suspended or withdrawn by the Authority

NOTE: Designated Cabin Crew Examiner approval is only valid for the specific air operator under which it was granted.

10.0 APPROVAL OF A DESIGNATED CABIN CREW EXAMINER FOR MULTIPLE AIRCRAFT

Before a Cabin Crew Member may be approved as a Designated Cabin Crew Examiner on more than one type of aircraft, the operator must show that there is a need. The Designated Cabin Crew Examiner must be type rated and current in each type of the aircraft the approval is sought and shall demonstrate the ability to conduct the additional checks.

When the nominee has met all requirements, a revised DCCE approval shall be issued.

11.0 PERIODIC REPORTING AND REPORTING OF UNSATISFACTORY CHECKS

Any failure of a check conducted by a Designated Cabin Crew Examiner must be reported to the Authority immediately. In addition, an operator must provide an annual report of each Designated Cabin Crew Examiner checking activities, including a pass/fail rate to coincide with the Authority's periodic review. An operator should ensure that a Designated Cabin Crew Examiner is maintained sufficiently active to retain the required knowledge and skills.

12.0 SURVEILLANCE OF DESIGNATED CABIN CREW EXAMINER

The period of validity of a Designated Cabin Crew Examiner approval is 12 months. Designated Cabin Crew Examiner will be checked at least once per year. A renewal of a Designated Cabin Crew Examiner will be conducted upon application by the operator. An inspector shall be assigned to conduct an observation of the candidate performing the duties of designated examiner prior to renewal. In addition, an Inspector may conduct random check inspections on a "no notice basis" on all Designated Cabin Crew Examiner at any time in the 12-month period.

13.0 WITHDRAWAL OF DESIGNATED CABIN CREW EXAMINER APPROVAL

- a. A Designated Cabin Crew Examiner approval may be withdrawn by the Authority. Reasons for withdrawing the approval of a Designated Cabin Crew Examiner include:
 - i. Expiry of required competencies;
 - ii. the DCCE's medical certificate expiry invalidates his/her certificate

- iii. three-year lapse without a refresher Designated Cabin Crew Examiner course, workshop or seminar being completed.
 - iv. Expiry of the Cabin Crew Member Certificate
 - v. the DCCE has not been monitored by an Inspector within the preceding 12- month period (The DCCE authority is valid to the first day of the 13th month following the month in which he/she was last monitored);
- b. The Authority will notify the operator by letter that the approval is withdrawn, and the letter will include the effective date of withdrawal and reasons.

