



Advisory Circular

CAA-AC-PEL015

September 2022

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 202 of the Civil Aviation (Personnel Licensing) Regulations 2022.

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

The applicant should submit an application for cabin crew member instructor authorization to and in a manner acceptable by the Authority.

3.2 The Applicant's Identity

Present a National Identity 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) A person is eligible for a cabin crew member instructor authorisation, where he or she has—
 - i) a minimum of 3 years of experience as a cabin crew member;

- ii) qualifications and experience as a lead cabin crew member on the type for which the instruction is sought;
- iii) undergone training in the applicable areas of the fundamentals of instructing as specified in sub-regulation 158 (c) of the Civil Aviation (Personnel Licensing) Regulations 2022;
- iv) successfully completed the training and assessment program prescribed in Schedule 6 to these Regulations;
- v) been nominated by the operator; and
- vi) demonstrated satisfactory knowledge of the contents and interpretation of the following—
 - vii) civil aviation regulations; or
 - viii) relevant civil aviation publications;
- b) The requirements in paragraph (a) do not preclude a subject matter expert from being authorised to examine on matters that deal with his or her area of expertise.

3.4 Application requirements for the Cabin Crew member 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) An application letter;
- b) A certified report from the employer to prove competence and experience shown in the application letter
- 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 Schedule 6 of the Civil Aviation (Personnel Licensing) Regulations 2022

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 2022;

3.5.3 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 196 of the Civil Aviation (Personnel Licensing) Regulations 2022.

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;

3.7 Requirements for Renewal of Cabin Crew Instructor Authorization

3.7.1 The applicant should submit–

- a) an application in a manner acceptable to the Authority;
- b) proof of having exercised the privileges of the authorization in the last twelve 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, the authorization may be issued or renewed.



Uganda Civil Aviation Authority