



CIVIL AVIATION AUTHORITY OF SRI LANKA
AVIATION SAFETY NOTICE

ASN No: 127	Ref No: OPS/2010/16	File Ref: OP/23/15/1
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- Recipients : Holders of Air Operator Certificates issued by DGCA, for Commercial Air Transport Operations
- 01.Subject : **Requirements for approval of Safety Training Instructors and Safety Training Programmes.**
- 02.Nature : Compulsory
- 03.Issue no : 01
- 04.Status : New
- 05.Effective date : With immediate effect
- 06.Validity : Until Further Notice
- 07.Contact person : For more details / clarifications/ about this ASN please contact Deputy Director (Operations), Civil Aviation Authority, No.64, Galle Road, Colombo 03, Sri Lanka. Telephone: +94 11 2441523. Email: ddops@caa.lk
- 08.Availability : A copy of this document is available on web site- www.caa.lk and the technical library of Civil Aviation Authority. Copies can be collected at reproduction cost from the library.
- 09.Applicability : Holders of Air Operator Certificates issued by DGCA for Commercial Air Transport Operations.
- 10.Comments : Comments (if any) on the contents of this Aviation Safety Notice may be forwarded to the contact person. However the Aviation Safety Notice will come into effect on the date shown therein notwithstanding any objection or comment made by any person or party unless and until an amendment to the Aviation Safety Notice is issued afresh by the Director General.

- 11.Notice : Any operator who is engaged in Commercial Air Transport Operation under an Air Operator Certificate issued by Director General of Civil Aviation Sri Lanka shall comply with the requirements in the attachment hereto.
- 12.History of Revision : Not applicable
- 13.Related ASNs : ASN 047, ASN 048, ASN 051,ASN 052, ASN 057 and ASN 077
- 14.Action Required : For strict compliance by the holders of Air Operator Certificates engaged in Commercial Air Transport Operations.
- 15.Check list : List of current ASN nos. are as follows

ASN No	Issue No	Date of Applicability	Remarks
ASN002	02	23.09.2010	Replaced ASN no 002 issue no 01
ASN004	01	13.02.2001	nil
ASN005	01	26.03.2001	nil
ASN007	01	15.09.2001	nil
ASN008	02	16.11.2006	Replaced ASN no 008 issue no 01
ASN009	01	18.02.2002	nil
ASN010	01	18.02.2002	nil
ASN011	01	18.02.2002	nil
ASN012	01	18.02.2002	nil
ASN013	01	08.02.2002	nil
ASN014	01	01.03.2002	nil
ASN015	01	01.03.2002	nil
ASN016	01	01.03.2002	nil
ASN017	02	10.03.2005	Replaced ASN no 017 issue no 01
ASN018	01	20.03.2002	nil
ASN019	01	01.04.2002	nil
ASN021	01	01.04.2002	nil
ASN022	01	08.04.2002	nil
ASN023	02	20.09.2010	Replaced ASN no 023 issue no 01 and Replaced ASN no 003
ASN024	01	02.09.2002	nil
ASN025	02	15.10.2002	Replaced ASN no 001
ASN026	01	15.10.2002	nil
ASN027	01	20.12.2002	nil
ASN028	02	20.09.2010	Replaced ASN no 028 issue no 1
ASN029	01	21.03.2002	nil
ASN030	01	10.07.2002	nil
ASN031	01	15.07.2003	Replaced ASN no 006
ASN032	01	25.07.2003	nil
ASN033	02	25.08.2005	Replaced ASN no 033 issue no 01
ASN034	01	11.09.2003	nil
ASN035	01	12.09.2003	nil
ASN036	02	25.08.2010	Replaced ASN no 036 issue no 01
ASN037	01	13.10.2003	nil
ASN038	02	30.06.2010	Replaced ASN no 038 issue no 01
ASN039	04	19.08.2008	Replaced ASN no 039 issue no 03
ASN040	01	07.06.2004	nil
ASN041	01	16.06.2004	nil

ASN042	07	04.10.2010	Replaced ASN no 042 issue no 06 and Replaced ASN no 050
ASN043	02	12.08.2004	Amendment to ASN no 013
ASN044	03	24.05.2010	Replaced ASN no 044 issue no 02
ASN045	02	05.01.2007	Replaced ASN no 045 issue no 01
ASN046	03	10.06.2010	Replaced ASN no 046 issue no 02
ASN047	04	04.10.2010	Replaced ASN no 048 issue no 02
ASN048	03	05.01.2007	Replaced ASN no 048 issue no 01
ASN049	02	04.10.2010	Replaced ASN no 049 issue no 01
ASN051	02	10.06.2010	Replaced ASN no 051 issue no 01
ASN052	02	04.10.2010	Replaced ASN no 052 issue no 01
ASN053	05	10.06.2010	Replaced ASN no 053 issue no 04 and ASN no 64
ASN054	05	01.10.2010	Replaced ASN no 054 issue no 04
ASN055	04	17.07.2009	Replaced ASN no 055 issue no 03
ASN056	02	20.07.2009	Replaced ASN no 056 issue no 01
ASN057	03	01.09.2010	Replaced ASN no 057 issue no 02
ASN058	03	21.07.2009	Replaced ASN no 058 issue no 02
ASN059	02	16.12.2009	Replaced ASN no 059 issue no 01
ASN060	03	20.09.2010	Replaced ASN no 060 issue no 02
ASN061	02	05.08.2005	Replaced Page no 01 of the attachment to the ASN no 061 issue no 01
ASN062	01	01.03.2005	nil
ASN063	01	20.12.2004	nil
ASN065	01	06.04.2005	nil
ASN066	01	16.05.2005	nil
ASN067	01	16.05.2005	nil
ASN068	01	18.05.2005	nil
ASN069	01	18.05.2005	nil
ASN070	01	18.05.2005	nil
ASN071	01	18.05.2005	nil
ASN072	01	19.05.2005	nil
ASN073	01	19.05.2005	nil
ASN074	01	19.05.2005	nil
ASN075	01	19.05.2005	nil
ASN076	01	16.06.2005	nil
ASN077	02	01.06.2009	Replaced ASN no 077 issue No. 01
ASN078	01	21.12.2005	nil
ASN079	02	17.06.2010	Replaced ASN no 079 issue No. 01
ASN080	02	01.07.2010	Replaced ASN no 080 issue No. 01
ASN081	05	10.06.2010	Replaced ASN no 081 issue No. 04
ASN082	01	23.11.2005	nil
ASN083	01	01.12.2005	nil
ASN084	01	16.12.2005	nil
ASN085	01	05.01.2006	nil
ASN086	03	12.07.2010	Replaced ASN no 086 issue No. 02
ASN089	01	10.05.2006	nil
ASN090	03	28.05.2010	Replaced ASN no 090 issue No. 02
ASN091	04	18.11.2010	Replaced ASN no 091 issue No. 03
ASN092	01	09.11.2007	nil
ASN093	02	18.11.2010	Replaced ASN no 093 issue No. 01
ASN094	01	02.06.2006	nil
ASN095	01	25.09.2006	nil
ASN096	01	11.09.2007	nil
ASN097	02	20.01.2010	Replaced ASN no 097 issue No. 01
ASN099	02	25.05.2010	Replaced ASN no 099 issue No. 01
ASN100	04	19.08.2010	Replaced ASN no 100 issue No. 03
ASN101	01	28.01.2008	nil
ASN102	01	04.03.2008	nil
ASN103	01	01.08.2008	nil

ASN104	01	28.08.2008	nil
ASN105	01	07.08.2008	nil
ASN106	01	03.12.2008	nil
ASN107	01	12.01.2009	nil
ASN108	02	04.10.2010	Replaced ASN no 108 issue no 01
ASN109	01	07.09.2009	nil
ASN110	01	08.09.2009	nil
ASN111	02	15.10.2010	nil
ASN112	02	15.09.2010	Replaced ASN no 112 issue No. 01
ASN113	01	03.03.2010	nil
ASN114	01	04.03.2010	nil
ASN115	01	06.04.2010	nil
ASN116	01	06.04.2010	nil
ASN117	01	21.05.2010	nil
ASN118	01	24.05.2010	nil
ASN119	01	22.06.2010	nil
ASN120	01	02.07.2010	nil
ASN121	01	08.07.2010	nil
ASN122	01	25.09.2010	nil
ASN123	-	-	Not issued yet
ASN124	01	23.07.2010	nil
ASN125	01	15.09.2010	nil
ASN126	01	15.09.2010	nil
ASN127	01	10.10.2010	nil
ASN128	01	12.10.2010	nil

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1. REQUIREMENTS FOR APPROVAL OF SAFETY TRAINING INSTRUCTORS AND SAFETY TRAINING PROGRAMMES

1.1 All personnel imparting knowledge on safety of flight operations (Safety Instructors) shall have the prior approval of the DGCA to conduct such training.

1.2 Qualifications shall meet the requirements stipulated by the DGCA in the applicable field given below (Paragraph 02 to 08).

1.3 As a minimum the safety training instructors shall have at least one years experience in the applicable field & sufficient knowledge on the subject matter.

1.4 Shall have followed a “**Train the Trainer**” programme or a **similar programme** to ensure that the person has the skills to impart knowledge and in order to be able to develop & deliver training programmes.

1.5 Shall complete the Initial Training and shall maintain on a recurrent basis, the knowledge, skills and qualifications stipulated in the applicable training manual/programme in order to ensure the knowledge imparted is accurate & up to date.

1.6 Shall be evaluated once a year by the respective CAA SL Inspector to ensure the competency with respect to delegated task.

2. MINIMUM REQUIREMENTS FOR FLIGHT CREW INSTRUCTORS

2.1 Line Instructors

2.1.1 Minimum of 1000 hours in command on type or type rating and experience as a Line Instructor of same family aircraft (e.g Airbus Family – 320, 330 & 340 & Boeing Family 737, 747, 757,767 & 777).

2.1.2 Competency to operate, to and from, all airports to which the relevant fleet operates.

2.1.3 High level of flying accuracy.

Note : Shall be assessed by Director Training or Fleet Chief Pilot.

2.1.4 High level of knowledge in Ground School Subjects.

Note : Shall be assessed by a panel of senior instructors headed by Director Training or Fleet Chief Pilot during the company interview process.

2.1.5 Completion of a CAA SL Approved Instructors’ Course.

2.1.6 Recommendation from the respective Fleet Chief Pilot, endorsed by Director Flight Operations/Director Training (Head of Training and Checking).

2.2 Instructors / Simulator Instructors

2.2.1 In case of aircraft less than 5700Kg, conduct of a minimum of 20 Line Training Sectors as a Line Instructor and in case of aircraft more than 5700Kg conduct of a minimum of 50 Line Training Sectors as a Line Instructor.

2.2.2 Competency to operate to and from all airports to which the relevant fleet operates.

Note : In the case of Simulator Instructors who are not permitted to fly in the line, due to medical reasons, this requirement does not exist. However a special approval from the DGCA shall be obtained for this category of instructors. CAA SL will consider their past experience as Simulator Instructors while they were medically fit. However they shall not be permitted to conduct Line Oriented Flying Training.

2.2.3 High level of flying accuracy.

Note : Shall be assessed by Director Training or Fleet Chief Pilot.

2.2.4 High level of knowledge in Ground School Subjects.

Note : Shall be assessed by a panel of senior instructors headed by Director Training or Fleet Chief Pilot during the company interview process.

2.2.5 Completion of a CAA SL Approved Instructors' Course.

2.2.6 Recommendation from the respective Fleet Chief Pilot, endorsed by Director Flight Operations/Director Training (Head of Training and Checking).

3. GROUND SCHOOL INSTRUCTORS FOR FLIGHT CREW

3.1 Aircraft Systems & Voice Activated Computer Based Instructions (VACBI)

3.1.1 All Line Instructors and Simulator Instructors

3.1.2 Captains who possesses a high level of knowledge in Ground School Subjects.

Note : Shall be assessed by a panel of senior instructors headed by Director Training or Fleet Chief Pilot during the company interview process.

3.1.3 First officers with minimum of 3 years experience as a line pilot from the day of check out and posses a valid CAA SL ATPL and who possesses a high level of knowledge in Ground School Subjects.

Note : Shall be assessed by a panel of senior instructors headed by Director Training or Fleet Chief Pilot during the company interview process.

3.1.4 Recommendation from the respective Fleet Chief Pilot, endorsed by Director Flight Operations/Director Training (Head of Training and Checking).

3.2 Aircraft Performance

Same criteria as for 3.1

3.3 Dangerous Goods

3.3.1 Shall have successfully completed a Category 06 Dangerous Goods programme.

3.3.2 Shall be current on the subject of Dangerous Goods.

3.3.3 Recommendation from the Company Dangerous Goods Coordinator with an endorsement of Director Training (Head of Training and Checking).

3.4 Safety and Emergency Procedures Training

3.4.1 Minimum of five years experience as a flight crewmember or minimum of five years as a cabin crewmember out of which one year experience in a supervisory grade.

3.4.2 Knowledge on Safety & Emergency Procedures pertaining to aircraft type of the operator.

Note: Shall be assessed by a panel of senior Cabin Safety Instructors headed by Director in Flight Services during the company interview process.

3.4.3 Knowledge on all applicable regulations & publications pertaining to Cabin Safety.

Note: Shall be assessed by a panel of senior Cabin Safety Instructors headed by Director in Flight Services during the company interview process.

3.4.4 Recommendation of the company Director in Flight Services

3.5 Aviation Security Instructors for Flight and Cabin Crew

3.5.1 Minimum of five years experience in an international aviation security environment in the capacity of a security supervisor or an executive.

3.5.2 Shall have completed an ICAO/IATA aviation security course. Preferably Management of Aviation Security or successfully completed an Aviation Security course conducted by the CAA SL or a CAA SL approved course for AVSEC instructors conducted by any other organization.

3.5.3 In depth knowledge and understanding of the legal basis for aviation security, including International agreements, Conventions, related protocols, State legislations enacted by the Parliament in Sri Lanka to give effect to the Conventions.

3.5.4 Shall be conversant with ICAO Annex 17 Standards and Recommended practices incorporated in the Annex 17 to the Chicago Convention on International Civil Aviation, including Aviation Security related Chapters/Sections of other

Annexes to the Convention, Doc.8973 current edition, (five Volumes) Safeguarding International Civil Aviation Against Acts of Unlawful Interference and the IATA Security Manual.

3.5.5 Shall have Experience and ability to formulate aviation security training syllabuses, lesson plans.

3.5.6 Shall have skill & competency to deliver all curriculums stipulated for flight and cabin crew related training (Module 1-A and Module 3) in the NCASTP.

3.5.7 Recommendation of the head of the Respective organization.

3.5.8 Candidate need to attend a written AVSEC examination conducted by CAA SL and obtain 80% or more marks at the initial stage to proceed to the rest of the certification process.

Note – Shall be assessed by a panel of CAA SL Inspectors during the final lesson delivery, on a given subject topic from the curriculum for evaluation for certification.

3.6 Weight & Balance

3.6.1 Minimum of two years experience in Weight & Balance related processes out of which one year should be in the capacity of a supervisor.

3.6.2 Hold valid Weight & Balance certification for aircraft types operated by respective company.

3.6.3 Should be current on Dangerous Goods Regulations Category 10 as a minimum.

4. CABIN SAFETY INSTRUCTORS

Refer Para 3-3.4

5. FLIGHT OPERATIONS OFFICER/DISPATCHER OJT INSTRUCTORS

5.1.1 Minimum of two years experience in Flight Dispatching out of which one year should be in the capacity of a supervisor.

5.1.2 Holder of ICAO 201 Flight Operations Officers Licence issued by the CAA SL.

6. GROUND HANDLING INSTRUCTORS

6.1 Ramp Operations

6.1.1 Minimum of two years experience out of which one year should be direct Job related area serving in the capacity of an agent grade or above.

6.1.2 Should have successfully completed Advance Ramp Handling level training programme conducted by IATA or a similar programme conducted by a recognized airline.

6.1.3 Recommendation of the company Director Ground Handling.

6.2 Passenger Services

6.2.1 Minimum two years Airline experience out of which at least one year in the capacity of agent or officer grade.

6.2.2 Recommendation of the company Director Ground Handling.

6.3 Baggage Services

6.3.1 Minimum two years Airline experience out of which at least one year in the capacity of agent or officer grade.

6.3.2 Thorough knowledge on the procedure of handling lost and found baggage and “World Tracer” system.

NOTE : Shall be assessed by a panel of senior instructors headed by Director Ground Handling during the company interview process.

6.3.3 Recommendation of the company Director Ground Handling.

6.4 Cabin Services

6.4.1 Minimum two years Airline experience out of which at least one year in the capacity of agent or officer grade.

6.4.2 Recommendation of the company Director Ground Handling.

6.5 Weight and Balance Control

6.5.1 Minimum two years experience on programming load sheets/control and out of which at least one year in the capacity of officer grade.

6.5.2 Recommendation of the company Director Ground Handling.

6.6 Ground Support Equipment

6.6.1 Minimum two years Airline experience as an equipment operator authorized to operate all Ramp Equipment.

6.6.2 Shall complete all relevant training programmes applicable for equipment operators.

6.6.3 Should possess a state driving licence for heavy vehicles and also have knowledge in operating mechanisms of Ground support equipment.

6.6.4 Recommendation of the company Director Ground Handling.

7. AVIATION SECURITY INSTRUCTORS

Refer Para 3-3.5

8. DANGEROUS GOODS INSTRUCTORS

Refer Para 3-3.3

9. OBLIGATIONS OF APPROVED INSTRUTORS

9.1 All Instructors shall ensure that Initial & Recurrent Training requirements for Safety Training Instructors shall be stipulated in the applicable training manual. Any discrepancy with regard to above shall be brought to the notice of CAA SL and the company Director Training immediately if such discrepancies are identified.

9.2 Shall ensure that all Training Facilities, Synthetic Training Devices & out sourced Training Organizations have approval of the DGCA prior to engage in instructional functions.

9.3 Shall ensure that all training (in-house, out sourced) shall be conducted as per the approved training programme by the DGCA.

9.4 Shall note that at all times they are accountable to DGCA with regard to any malpractices or deviations from the stipulated standards and procedures of any approved company manuals and the CAA SL regulations.

9.5 Should ensure current and updated Training Records are retained and secured as per respective company policy, and should be readily available for inspection by CAA SL.

10. REQUIREMENTS FOR APPROVAL OF TRAINING PROGRAMMES

10.1 The operator shall comply with the requirements stipulated in ASN 047,048 051,052,077 when submitting training programmes for approval by the DGCA. The training requirements shall be in detail in Part D of the Operations Manual.

10.2 The training programme should contain the following as a minimum.

10.2.1 Training Policy.

10.2.2 Instructors

10.2.2.1 Duties & responsibilities.

10.2.2.2 Appointment and supervision.

10.2.2.3 Experience & qualifications required.

10.2.2.4 Training requirements for recurrent, re-qualification etc.

10.2.3 Syllabi and lesson plan of the course.

10.2.4 Operational aspects of airborne training.

10.2.5 Approval of flight simulators.

10.2.6 Approval and use of facilities & instructors.

10.2.7 Record keeping, licenses/ratings, route/aerodrome, qualifications, proficiency checks: recurrent, requalification etc training.

10.2.8 Date of issue of licenses, validity period, and renewal of licenses, / ratings, approvals.

10.2.9 Procedures for the conduct of examinations and assessment criteria.