

Democratic Socialist Republic of Sri Lanka



Civil Aviation Authority of Sri Lanka

General Direction

(Issued under Sec. 121, Civil Aviation Act No. 14 of 2010)

Title: REQUIREMENTS FOR APPROVAL OF INSTRUCTORS AND TRAINING PROGRAMMES

Reference No.: CA-GD-2017-OPS S.N. : SLCAGD-007 Date: 10th February 2017

Pursuant to Section 121 of the Civil Aviation Act No.14 of 2010, Director General of Civil Aviation shall have the power to issue, whenever he considers it necessary or appropriate to do so, such General Direction for the purpose of giving effect to any of the provision in the CA Act, any Regulations or Rules made thereunder including the Articles of the Convention on International Civil Aviation which are specified in the Schedule to the CA Act.

Accordingly, I, being the Director General of Civil Aviation do hereby issue the General Direction as mentioned in the Attachment hereto (Ref: SLCA-GD-007-Att-01) , for the purpose of giving effect to the provisions in the aforementioned Act and Standards & Procedures described under Article 37 of the Convention, which are specified in the Attachment.

This General Direction shall be applicable to every person holding an Air Operator Certificate issued by Director General of Civil Aviation and his employees engaged in flight operations and shall come into force with immediate effect and remain in force unless revoked.

Attention is also drawn to sec. 103 of the Act, which states inter alia that failure to comply with General Direction, issued by DGCA is an offence.

H.M.C. Nimalsiri
Director General of Civil Aviation and
Chief Executive Officer

Civil Aviation Authority of Sri Lanka
04, Hunupitiya Road
Colombo 02.

Enclosure: Attachment No. SLCA-GD-007-Att-01

General Direction

Title: REQUIREMENTS FOR APPROVAL OF INSTRUCTORS AND TRAINING PROGRAMMES

References

- i. ICAO Annex 6 Chapter 9
- ii. ICAO Annex 6 Chapter 10
- iii. ICAO Annex 6 Chapter 12
- iv. ICAO Annex 6 Chapter 14
- v. ICAO Doc 8335
- vi. ICAO Doc 9376
- vii. ICAO Doc 9683
- viii. ICAO Doc 9868

1. General

- i. All personnel imparting knowledge on flight operations (Instructors) shall have the prior approval of the DGCA to conduct such training.
- ii. Qualifications shall meet the requirements stipulated by the DGCA in the applicable field given below (Paragraph 02 to 08).
- iii. All Instructors shall have followed a “Train the Trainer” programme or a similar programme to ensure that the person has the attitude & skill to impart knowledge.
- iv. All Instructors shall complete the Initial Training and shall maintain on a recurrent basis, the knowledge, skills and qualifications stipulated in the CAASL/Operator training manual/programme in order to ensure the knowledge imparted is accurate & up to date.
- v. All operators shall maintain a training file for each Instructor with all applicable training documents.
- vi. All Instructors shall be evaluated once every two year as a minimum, by the respective CAASL Inspector to ensure the competency and the subject knowledge required with respect to the delegated task is satisfactory.

Note: Prior to recommending the candidates for the DGCA's approval, the operator shall assess the individuals' knowledge, capabilities & the competency by a panel of instructors to determine that he/she is a subject matter expert who is capable of executing the responsibilities. Thereafter the CAASL Inspectors will evaluate the performance of the Instructor for approval of DGCA.

- vii. This General Direction is an amendment and replacement to ASN 127 issued by the DGCA.

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.
- 2.1.4** High level of knowledge in Ground School Subjects.
- 2.1.5** Completion of a CAASL 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).

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. Instructors / Simulator Instructors

- 2.2.1** In case of aircraft less than 5700Kg, conduct of a minimum of 06 Line Training Sectors as a Line Instructor and in case of aircraft more than 5700Kg conduct of a minimum of 10 Line Training Sectors as a Line Instructor.
- 2.2.2** Competency to operate to and from all airports to which the relevant fleet operates.
- 2.2.3** High level of flying accuracy.
- 2.2.4** High level of knowledge in Ground School Subjects.
- 2.2.5** Completion of a CAASL Approved Instructors' Course.

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 in an aircraft.

3. Ground school instructors for flight crew

3.1 Aircraft Systems & Visual and 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.
- 3.1.3** First officers with minimum of 3 years experience as a line pilot from the day of check out and possess a valid CAA SL ATPL and who possesses a high level of knowledge in Ground School Subjects.

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 Instructors

Same criteria as for 3.1

3.3 Weight & Balance Instructors

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

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

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

4. Dangerous Goods Instructors

4.1.1 Shall have successfully completed a Category 06 Dangerous Goods programme and recurrent training as required.

4.1.2 Shall be current on the subject of Dangerous Goods.

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

5. Cabin Safety Instructors

5.1.1 All safety trainers & assessors shall have a minimum of 3 years' experience as a cabin crewmember and shall meet the applicable requirements published in IS 021 & SLCAP 4305 as amended.

5.1.2 Shall complete the Initial training as specified by the authority and shall maintain on a recurrent basis the knowledge & skill required to ensure the knowledge is up to date.

5.1.3 Training requirements of the Instructor& the assessor shall be stipulated in the training manual of the operator which shall have the prior approval of the DGCA.

5.1.4 All Cabin Safety Instructors approved by DGCA will be designated as CAASL Cabin Safety Instructors. A letter to such effect will be issued by Director Operations, once the candidate satisfies the requirements.

6. Aviation Security Instructors for Flight and Cabin Crew

6.1.1 Any person involved in aviation security Instructional functions are required to be certified by the Civil Aviation Authority as specified in section 18.5.8 in the National Civil Aviation Security Programme.

6.1.2 Qualifications & Experience

The applicant shall have;

- a. five years of work experience in International Civil Aviation Security environment with the knowledge on International obligations, Regional & National legislations, National level benchmark documents, implementation of Aviation Security measures of controls at National & Airport levels and
- b. successfully completed an Aviation Security course conducted and or approved by ICAO/IATA/CAA-SL preferably in Aviation Security management; and
- c. working ability in English language such as report writing, computer literacy, communication and presentation skills.
- d. Certified Avsec instructors shall be required to undergo a Re-certification process in every two year period to maintain the currency of the certificate.

7. Flight operations officer/dispatcher OJT instructors

- 7.1.1** Minimum of two years experience in Flight Dispatching out of which one year should be in the capacity of a supervisor.
- 7.1.2** Holder of ICAO 201 Flight Operations Officers Licence issued by the CAA SL.

8 Ground handling instructors

8.1 Ramp Operations Instructors

- 8.1.1** 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.
- 8.1.2** Should have successfully completed Advance Ramp Handling level training programme conducted by IATA or a similar programme conducted by a recognized airline.
- 8.1.3** Recommendation of the company Director Ground Handling.

8.2 Passenger Services Instructors

- 8.2.1** Minimum two years Airline experience out of which at least one year in the capacity of agent or officer grade.
- 8.2.2** Recommendation of the company Director Ground Handling

8.3 Baggage Services Instructors

- 8.3.1** Minimum two years Airline experience out of which at least one year in the capacity of agent or officer grade.
- 8.3.2** 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.

8.3.3 Recommendation of the company Director Ground Handling.

8.4 Weight and Balance Control Instructors

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

8.4.2 Recommendation of the company Director Ground Handling.

8.5 Ground Support Equipment Instructors

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

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

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

8.5.4 Recommendation of the company Director Ground Handling.

9. Obligations of approved instructors

9.1 All Instructors shall ensure that Initial & Recurrent Training requirements are stipulated in the applicable training manuals. Any discrepancy with regard to above shall be brought to the notice of CAASL 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 CAASL 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 CAASL.

10. Requirements for approval of training programmes

10.1 The operator shall comply with the requirements stipulated by CAASL when submitting training programmes for approval by the DGCA. The training requirements shall be in detail in Part D of the Operations Manual or as a separate document.

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

10.2.1 Training Policy & Objectives

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.