



GOVERNMENT OF INDIA  
**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**  
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, NEW DELHI.

**CIVIL AVIATION REQUIREMENTS**  
**SECTION 7 – FLIGHT CREW STANDARDS**  
**TRAINING & LICENCING**

**SERIES 'I' PART VII**

**Dated 14<sup>th</sup> September 2009**

**EFFECTIVE : FORTHWITH**

**Subject: Criteria for approval of Ground Instructors**

**1. INTRODUCTION**

It has been long established that comprehensive and robust knowledge of ground subjects covering theory and principles of flight form the foundation of safe flight operations. It is imperative that all the ground training is aimed at developing the competent flight operations personnel to conduct safe and efficient flight operations. This part of the Civil Aviation Requirement is issued under the Rule 133A of the Aircraft Rules 1937 setting out the requirements to impart necessary training to these personnel.

**2. APPLICABILITY**

This CAR prescribes the requirements for the issuance of Ground Instructor's Approval for the personnel of Scheduled/Non-scheduled/Type Rating Training Organizations (TRTO)/General Aviation/Aerial Operators and the conditions under which those approvals are necessary, and the limitations upon those approvals.

**3. FUNCTIONS OF GROUND INSTRUCTOR**

- (a) To provide initial ground training in the aeronautical knowledge areas required for the issuance of a Student Pilot's Licence, Private Pilot's Licence, Commercial Pilot's Licence, Airline Transport Pilot's Licence, Flight Dispatcher Approval/Licence & type rating etc.

- (b) To provide recurrent ground training in the aeronautical knowledge areas required for of Private Pilot's Licence, Commercial Pilot's Licence, Airline Transport Pilot's Licence, Flight Dispatcher Approval/Licence, etc.
- (c) For operators engaged in commercial operations, ground instructors are also required to conduct training, as applicable, on following:-
  - i) Review of aircraft systems & procedures specific to the aircraft type. (Normal, Alternate, Abnormal & Emergency procedures.
  - ii) Performance, Navigation and Flight Planning
  - iii) Specialised Operations Training to include (as applicable) TCAS, EGPWS, RVSM, RNAV/RNP, ETOPS, CAT-II/III, Cold weather operations, High Latitude (Polar) Operations, MNPS, CANPA, etc.
  - iv) CRM / ALAR / CFIT / Dangerous Goods / Human Factors / Security, etc.
  - v) Review of circulars, New Standing Orders, New CARs and Air Safety Circulars pertaining to Flight Operations.

#### 4. ELIGIBILITY

To be eligible for issuance of the Ground Instructor's Approval, a person shall possess the following qualifications:-

- a) He shall be at least 21 years of age;
- b) He shall be able to read, write, speak, and understand the English language.
- c) For organisations involved in General Aviation/Aerial Operations/ Non-scheduled operations & Flying Clubs, the applicant for Ground Instructor shall have at-least passed graduate examination with Physics and Mathematics from a recognized Board/University.
- d) For organisations involved in scheduled commercial operations, the applicant for Ground Instructor shall at-least be an engineering graduate in aeronautical / mechanical / electrical / electronics / communication / computers stream from a recognized Board/University.
- e) Qualified pilot / flight navigator / flight engineer / flight dispatcher /with minimum of five (05) years of relevant experience including instructional experience shall also be eligible for ground instructor.
- f) Subject Matter Experts (SMEs) in specialized fields e.g. dangerous goods / CRM / FOQA, etc, with minimum of **ten years** of relevant experience shall also be eligible for ground instructor in relevant fields.
- g) Approved Ground Instructor / Flight Instructor of Defence services.
- h) Air Traffic Controllers, who have undergone a Course equivalent to Aerodrome officers course from Civil Aviation Training College, Allahabad, with five years ATC experience.

## 5. TRAINING REQUIREMENTS FOR APPROVAL AS GROUND INSTRUCTOR

On fulfilling the eligibility requirements specified in Para 4 above, the trainee ground instructor shall undergo following training:-

- I. Regular ground classes
- II. In-flight familiarization (As applicable)
- III. Mock-up stand-up lectures
- IV. Observe the conduct of simulator session (as applicable)
- V. Undergo manufacturer's approved course (as applicable)
- VI. Undergo a satisfactory internal assessment by the organization with written test by a DGCA approved Ground instructor.

On satisfactory completion of requirements specified in para 5 above, the operator/organization employing the candidate shall recommend the name of candidate to DGCA, FID along with requisite documents in support of para 4 & 5 above. The recommendation shall be enclosed with a certificate from a DGCA approved Ground Instructor on the following aspects of test / training:-

- a) Pass a knowledge test on the aeronautical knowledge areas specific to the field / type of aircraft;
- b) The learning process;
- c) Elements of effective teaching;
- d) Student evaluation and testing;
- e) Course development;
- f) Lesson planning; and
- g) Classroom training techniques.

## 6. Oral Examination

After successful completion above requirements, the applicant Ground Instructor shall be subjected to an oral examination by a DGCA board.

Approval of the Ground Instructor shall be given by Flight Inspection Directorate, DGCA for Technical/Performance Instructor on Specific Aircraft type/General Aviation subjects as applicable.

**NOTE:-** Training requirements as specified in para 5 & 6 above shall be followed for Technical/Performance Instructor's approval on additional aircraft type or Ground Instructor on additional General Aviation subject.

## 7. RECENCY REQUIREMENTS

A Ground Instructor shall be required to undergo the following recency training if he/she has not conducted class room training for Flight Operations personnel for a period specified as under :-

- (a) Exceeding six months but not exceeding two years -
- Shall undergo refresher training
  - Shall conduct training for re-currency under supervision of DGCA approved Ground Instructor.
  - Shall undergo CBT Training / attend class room lectures / hands-on practice of computer based applications provided by manufacturers
- (b) Exceeding two years.

In addition to the above as per (a),

- Shall attend complete Initial Endorsement Training on that aircraft either at a DGCA approved organization or at manufacturer's facility for Technical/Performance Instructor on type.
- Shall undergo extended refresher of minimum three days on relevant subjects for Ground Instructor on General Aviation subjects.

## 8. GENERAL REQUIREMENTS

- For specialized operations viz. ETOPs, MNPs, RNAV / RNP / RVSM / CAT- II/III Operations / EGPWS etc. approval as instructor shall be granted only on successful completion of relevant approved course to DGCA approved Ground Instructors.
- No airline/operator may use any person nor may any person serve as a Ground Instructor unless that person has been approved by the DGCA.
- The airline/operator should ensure that all Ground Instructors undergo periodic training courses to continuously enhance their knowledge and to keep them abreast with latest industry best practices.
- DGCA may monitor the training programme and the performance of Ground Instructor from time to time.
- Notwithstanding the above, DGCA may specify any additional requirements or withdraw approvals if considered necessary.
- In case adequate number of Ground Instructor fully meeting the aforesaid requirements are not available with an operator, Director

General may, at his discretion, relax the requirements taking into consideration experience of applicant Ground Instructor. DGCA may also authorize for a specific period Ground Instructor of equivalent status approved by any Contracting State to exercise privileges as Ground Instructor.

Sd/-  
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