



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 & LICENSING
SERIES 'I', PART V, ISSUE-III
3rd FEBRUARY 2015**

EFFECTIVE: FORTHWITH

File No. AV22011/6/2014-FG

**Subject: Criteria for approval of Chief Flight Instructor and Dy.
Chief Flight Instructor for Flying Training Organisations.**

1. INTRODUCTION

In order to standardize the flying training activities in the flying training organisations (FTO) engaged in flying training (aeroplane/ helicopter) for grant of pilots' Licences, this Civil Aviation Requirement lays down the minimum requirements for approval of Chief Flight Instructor (CFI) and Dy. Chief Flight Instructor (Dy.CFI) and their functions. CAR also lays down the requirements and procedure for approval of examiner and the functions to be performed by them in FTO as examiner. The CAR is issued under Rule 133A for the provisions of Rules 133B, clause (c) and (e) of Para 2 of Section-A of Schedule II and Rule 41A of the Aircraft Rules 1937.

2. GENERAL

- 2.1** CFI shall be overall in-charge of the Flying Training Activities.
- 2.2** In absence of CFI, Dy.CFI shall be overall in-charge for the Flying Training Activities. No FTO shall function without the CFI or Dy. CFI for a period not exceeding six months.
- 2.3** In absence of both CFI and Dy.CFI flying training activities shall be stopped under intimation to DGCA. Further, resumption of flying training activities of FTO shall be with approval of DGCA.

Note:- In case of larger FTOs having big fleet of aircraft and trainees, FTO may have post of Chief Instructor (CI) depending upon the

size of organization. The requirements and functions of CI are the same as that of CFI. However, only senior most CFI shall be designated as CI and he shall be overall in-charge of flying training activities. Larger FTOs may decide the number of CFIs/ Dy. CFIs as per the size of their fleet and number of trainees.

- 2.4** CFI/ Dy. CFI shall be approved by DGCA. The FTO seeking approval of their appointed CFI/ Dy.CFI nominee, shall make an application to DGCA (Attn: Directorate of Flying Training) giving all necessary details in accordance with **Appendix I**.
(Note: In case of approved FTO application should be made 30 days in advance).

3. Requirements

- 3.1** The candidate for CFI/ Dy.CFI should possess the valid following license/ rating/ medical:-

- i) CPL or ALTP Licence.
- ii) Flight instructor's Rating.
- iii) Instrument Rating.
- iv) FRTOL.
- v) Medical

Note: Serving CFI/ Dy.CFI shall not discharge their functions unless above license/ rating/ medical are valid.

- 3.2** Minimum Flying Experience Requirements

| Sl.# | Minimum Flying Requirements | For CFI Hours | For Dy. CFI Hours |
|------|---|---------------|-------------------|
| i) | Total flying | 2200 | 1200 |
| ii) | Total solo flying | 1800 | 1000 |
| iii) | Total instructional flying | 1200 | 500 |
| iv) | Total instructional night flying | 25 | 10 |
| v) | Total night flying | 50 | 30 |
| vi) | Total instrument flying | 50 | 50 |
| vii) | No. of pupil pilot sent for first solo in DGCA approved FTO | | |
| | -by FIR holder | 10 | 5 |
| | -by Qualified Flight Instructor (QFI) from Defense forces, {holding FIR and released at least 20 pupil pilots on first solo on ab-initio trainer aircraft exercising the privilege of QFI in Defense} | 5 | 2 |

- 3.3 The candidate for the post CFI/ Dy. CFI shall have a flying record, free of any accident/ incident attributable to his proficiency in handling any type of aircraft during the preceding five years for accident and three years in case of incident. In case of Qualified Flight Instructor (QFI) in Defence forces and holding FIR, the records duly authenticated from the Defence office where the QFI last functioned to be enclosed with the application.

4. Procedure for approval of CFI/ Dy. CFI:

- 4.1 The applicant meeting the requirement of this CAR shall be called for oral examination. Oral will be conducted by board approved by DGCA. The Oral board will assess the competency of the candidate to discharge the functions of CFI/ Dy. CFI as enumerated in this CAR at para 7.
- 4.2 Director General / Joint Director General on the basis of the Board's report may grant approval as CFI / Dy.CFI in case the performance of the pilot is found satisfactory.

5. Validity of approval of CFI/Dy.CFI: The approval of CFI/Dy.CFI shall be for a particular FTO and shall be valid for five years or till he is in employment with the FTO whichever is earlier, from the date of issue.

Renewal of approval:- The approval of CFI/Dy.CFI may be renewed provided his functioning during the previous validity was satisfactory.

The application for renewal shall be made in the prescribed format as in Appendix-I.

6. Requirements to be ensured during the validity of approval

- 6.1 Standardization check for CFI/ Dy. CFI functions: All CFI/ Dy. CFI are required to undergo once in two years standardization check under DGCA approved Examiner or FOI (FTO). The proforma for functions in Air and Ground alongwith the contents of check are at **Appendix-II**.
- 6.2 Refresher: All CFI/ Dy. CFI are required to undergo annual refresher on the functions carried out by them. The syllabus for the same is at **Appendix-III**. The refresher will be carried out by DGCA.

7. **FUNCTIONS**

7.1 **Functions of Dy. CFI**

- i) To conduct student pilot's licence examination and Flight Radio Telephone Operators (Restricted) Examination as per DGCA guidelines.
To issue SPLs as per DGCA guidelines.
- ii) To impart flying training to trainee pilots for the issue of Civil Flying Licences, Patter Training for the issue of Assistant Flight Instructors rating (AFIR) and to carry out their periodical progress checks.
- iii) To authorize flights of the aircraft operated by the FTO for which it is approved.
- iv) To act as overall in-charge of the flying training activities of his institute / club / school in absence of CFI.
- v) To authenticate the entries in the pilot's log book.

7.2 **Functions of CFI**

- i) To carry out patter training for the issue of FIR (A).
- ii) All functions of Dy.CFI.

8. **Examiner Functions which can be delegated to a CFI/Dy. CFI**

Examiners are required to administer the skill tests as required under Schedule-II of the Aircraft Rules 1937 for issue/ renewal of pilot licenses and associated ratings. The Examiners are approved under the provisions of the Rule 41A of the Aircraft Rules 1937. The provisions laid down in rule 41A are applicable to the Examiners.

8.1 FTO may seek approval of their CFI as Examiner for administering of following skill tests:-

- i) To carry out skill test for issue and renewal of pilot licenses.
- ii) To carry out skill test for extension and renewal of aircraft ratings including IR test.
- iii) To carry out skill test for issue / renewal of AFIR / FIR.
- iv) To carry out skill test for issue / renewal of Instrument Rating.

8.2 FTO may seek approval of their Dy. CFI as Examiner for administering of following skill tests:-

- i) To carry out skill test for issue and renewal of pilot licenses.

- ii) To carry out skill test for extension and renewal of aircraft ratings.
- iii) To carry out skill test for issue / renewal of Instrument Rating.

8.3 Procedure

8.3.1 The FTO seeking approval of their appointed CFI/ Dy.CFI as examiner, shall make an application to DGCA giving all necessary details in accordance with **Appendix IV**, 30 days in advance.

8.3.2 The candidate for examiner shall undergo a competency test for examiner on aircraft by a DGCA Flight Operations Inspector (FTO) or an examiner nominated by DGCA for the purpose. During the competency check the 'knowledge and skill' of the candidate to administer the skill test on trainee pilots is required to be assessed. The proforma for assessment of candidate by DGCA FOI(FTO) or DGCA nominated examiner is at **Appendix-V**.

8.3.4 On successful completion of competency test the candidate will be approved for Examiner functions as mentioned above. The competency report shall clearly indicate the performance of the candidate and recommendation for approval as examiner on type/ types of aircraft. The candidate who fails in the test shall not be recommended for such approval for a minimum period of three months.

8.4 Examiner shall exercise function of examiner only when:

- (a) he has a minimum of 10 hrs. of flying experience as a pilot-in-command on the type during the preceding 90 days and;
- (b) he has exercised the privileges of Examiner on the type or on the group / class of similar aircraft during the preceding one year except when a pilot is newly approved on the type or group/class of similar aircrafts.
- (c) Examiner can administer skill test only on type of aircraft on which he himself has rating and is current.
- (d) Standardization check of Examiner: Examiner can administer skill test provided he has satisfactorily undergone the standardization check for examiner within two years by a DGCA Flight Operations Inspector (FTO) or an examiner nominated by DGCA for the purpose. The proforma for standardization check of examiner by DGCA FOI(FTO) or DGCA nominated examiner is at **Appendix-V**.

(Note: Standardization check for the 'functions of CFI as in para 7 above' can be clubbed with the 'standardization check for examiner' functions. Standardization check for the 'functions of Dy. CFI as in para 7 above' can be clubbed with the 'standardization check for examiner' functions. Accordingly both the reports i.e. in Appendix-II and Appendix –V can be filled up simultaneously.)

9. Enforcement:

Without prejudice to the provisions of any rules, the Director-General may, after giving a show cause notice to CFI/ Dy. CFI and after making such enquiry as he may deem fit, cancel, suspend or endorse on any approval or issue a warning or an admonition to CFI/Dy. CFI, where he is satisfied that:-

- (a) the conditions stipulated by the Director-General under rule 133B or under the civil aviation requirements are not being complied with;
- (b) the CFI/ Dy. CFI has performed work or granted a certificate in respect of work which has not been performed in a careful or competent manner; or has performed work beyond the scope of his approval; or failed to make proper entries and certification thereof; or for any other reason considered by the Director-General as sufficient to cancel, suspend or endorse an approval granted under this CAR; or to issue a warning or an admonition".

**(M. Sathiyavathi)
Director General of Civil Aviation**

**CIVIL AVIATION REQUIREMENTS
SERIES 'I' PART V**

**SECTION 7
28th JULY 2014**

Application for Approval of Post holders (CI/CFI/Dy.CFI)

Appendix -I

| | | | | |
|--|--|--|-----------------|---|
| 1. | Personal details of nominee | | | |
| | Name & Age | | | |
| | Address with e-mail and mobile number | | | |
| 2. | Whether had been FI or QFI or Both (please indicate) | | | |
| 3. | Whether the security clearance from district state authorities of nominee is attached. | | | Yes/ No |
| 4. | Accident (in last 5 yrs)/ Incident (in last 3 yrs) details (if any) | | | |
| | i) | Self | | Yes/No |
| | ii) | Trainee under his supervision (if yes, give details) | | Yes /No |
| 5. | <p>Experience after issue of Flight Instructor Rating:- Instructional Flying Experience under CFI / Dy. CFI in a Civil Flying Training Institute in the country (at least one year). (Note: In case of QFI from Defence forces, he should have supervised the flying training in a civil flying training Institute for at least six months under supervision of CFI/ Dy.CFI.)</p> | | | <p>..... Hours (in last one year/ half year, as applicable)</p> |
| 6. | Name of license | Number | Valid upto | Rating/restrictions on license |
| | CPL/ALTP | | | As PIC: |
| | {Please indicate aircraft type in rating column} | | | As Co-pilot: |
| | Instrument Rating | | | Open rating: |
| | FRTOL | | | Aircrafts: |
| | FIR | | | ----- |
| | MEDICAL | | | Aircrafts: |
| Attach self certified copies of above documents. | | | | |
| 7. | Flying Requirements | Minimum required | | Available |
| | | For CFI hrs | For Dy. CFI hrs | |
| i) | Total flying | 2200 | 1200 | |
| ii) | Total solo flying | 1800 | 1000 | |
| iii) | Total instructional flying | 1200 | 500 | |
| iv) | Total instructional night flying | 25 | 10 | |
| v) | Total night flying | 50 | 30 | |
| vi) | Total instrument flying | 50 | 50 | |
| vii) | No. of pupil pilot sent for first solo in DGCA approved FTO | | | |
| | -by FIR holder | 10 | 5 | |
| | -by QFI holding FIR and released at least 20 pupil pilots on first solo on ab-initio trainer aircraft exercising the privilege of QFI in defence | 5 | 2 | |

**CIVIL AVIATION REQUIREMENTS
SERIES 'I' PART V**

**SECTION 7
28th JULY 2014**

| | | | | | |
|-----|--|----------|--------|--------|--------------------|
| 8. | Employment details with FTOs (name of FTO) | Capacity | Period | | Reason for leaving |
| | | | from | to | |
| | | | | | |
| 9. | Information i.r.o. CI/CFI/Dy.CFI of who served in approved FTOs | | | | |
| | NOC from your previous employer FTO. | | | Yes/No | |
| | Date of last standardization check as per this CAR. | | | | |
| | Date of last refresher as per this CAR. | | | | |
| | Date of last skill test (of FIR) and assessment. | | | | |
| | Did ever any enforcement action was taken against while discharging functions as instructor or as Dy.CFI or CFI. If yes, give details. | | | Yes/No | |
| 10. | Any other information: please also include the details such as any dispute/ court case/ investigation related to aviation is pending. | | | | |
| | | | | | |

UNDERTAKING

Certified that the statements made/information given in this application are true.

Note: please provide self attested copies wherever required.

(Signature of Accountable manager)
(with complete correspondence address)

Signature of nominee for CFI/Dy.CFI

Date :

Place:

CFI/ Dy. CFI STANDARDISATION CHECK REPORT – (AIR)

Name of FTO:.....

Date of check:

Time from to.....

Aircraft Registration-VT-.....

Aircraft type

| | |
|----------------------------------|-------------------|
| Name of CFI/ Dy. CFI under check | Name of Examiner: |
| License no. | License No. |
| Medical valid upto. | |

| Function | # | Checked on | Assess-ment | Remarks |
|--|----|-----------------------------|-------------|---------|
| Instructional capability for general flying | 1. | Briefing | | |
| | 2. | Demonstration of exercise | | |
| | 3. | Observations and debriefing | | |
| Instructional capability for Instrument flying | 1. | Briefing | | |
| | 2. | Demonstration of exercise | | |
| | 3. | Observations and debriefing | | |
| AFIR patter capability | 1. | Briefing | | |
| | 2. | Patter skill | | |
| | 3. | Observations and debriefing | | |
| FIR patter capability* (*n/a for Dy. CFI) | 1. | Briefing | | |
| | 2. | Patter skill | | |
| | 3. | Observations and debriefing | | |

Final assessment:
S- Satisfactory
NS-Not satisfactory

| |
|---|
| FOI(FTO)/ DGCA approved Examiner signature |
|---|

Examiner candidate
(signature below)

CFI/ Dy. CFI STANDARDISATION CHECK REPORT – (GROUND)

| Area of Check | # | Checked on | Assessment | Remarks |
|---|----------|-------------------------------------|-------------------|----------------|
| Conduct of SPL and FRTOL(R) exam | 1. | Procedures of examination | | |
| | 2. | Setting of questions | | |
| | 3. | Examination and evaluation | | |
| | 4. | Issue of SPL | | |
| Authorization | 1. | Procedure of flight authorization | | |
| Ground Briefing/ Debriefing before flight | 1. | Briefing procedure | | |
| | 2. | Debriefing procedure | | |
| Recordkeeping | 1. | Student, instructors | | |
| | 2. | Records related to flying. | | |
| | 3. | Forwarding of documentation to DGCA | | |
| AFIR training | 1. | Ground training | | |
| FIR training* (*n/a for Dy. CFI) | 2. | Ground training | | |
| Final assessment: S- Satisfactory NS-Not satisfactory | | | | |
| FOI(FTO)/ DGCA approved Examiner signature | | | | |

Examiner candidate
(signature below)

Appendix-III

SYLLABUS FOR REFRESHER OF CFI AND DY. CFI

- Procedure and training Manual of FTO
- Discussion on FTC issued in last one year
- Student pilot's licence examination and Flight Radio Telephone Operators (Restricted) Examination.
- Issue SPLs.
- flying training aspects for issue of CPL, Patter Training for the issue of Assistant Flight Instructors rating AFIR and FIR and conduct of periodical progress checks.
- Authorization of training flights, Log book & FTPR
- Log book & FTPR
- Skill tests (for issue of License and ratings) & Pilot Deviations.
- Patter training for the issue of FIR (A).
- Discussion on last one year accidents in FTO.
- Ethics and Professionalism in the Role of the Flight Instructor
- How to Give an Effective and Useful Flight Review
- How to Teach Effectively and Build a Culture of Safety
- Navigating in the 21st Century: Pilotage and GPS
- Regulatory, Policy, and Publications
- Safety management system, threat and error management
- Customer Service and Student Retention
- Human Factors in Flight Instruction
- Weak Performance Areas (in flight/written exams)
- Aircraft Maintenance in Flight Training
- Operational control (Instructor Technique)
- Industry Information Session and QA Period

Application for Approval of Post holders (CI/CFI/Dy.CFI) as EXAMIER

| | | | |
|----|---|--|---------|
| 1. | Name of FTO | | |
| | Name of CFI/ Dy. CFI | | |
| | Correspondence address with e-mail and mobile number | | |
| | CFI/Dy. CFI Approval No. Validity of Approval | | |
| 2. | Accident (in last 5 yrs)/ Incident (in last 3 yrs) details (if any) | | |
| | i) | Self | Yes/No |
| | ii) | Trainee under his supervision (if yes, give details) | Yes /No |

| 3. | Name of license | Number | Valid upto | Rating/restrictions on license |
|--|--|--------|------------|---|
| | CPL/ALTP {Please indicate aircraft type in rating column} | | | As PIC: As Co-pilot: Open rating: |
| | Instrument Rating | | | Aircrafts: |
| | FRTOL | | | ----- |
| | FIR | | | Aircrafts: |
| | MEDICAL | | | |
| Attach self certified copies of above documents. | | | | |

| | | |
|----|---|---------|
| 5. | Flying Experience: (Note: The candidate shall be current on aircraft type before undergoing competency check for examiner.) | |
| | Type of aircraft on which Examiner ship sought | |
| | Whether current | Yes/ No |

| | | | |
|----|--|---------------------|-----------|
| 6. | Additional requirement for CI/CFI candidate for considering them for Examiner functions to administer IR, AFIR, FIR and ME skill tests: | | |
| | Item | Required | Available |
| | Instrument flight time for considering for IR test Examiner | 100 Hrs | |
| | ME instructional Experience to consider for ME examiner; and RHS training with DGCA approved Examiner On ME type on which Examiner-ship is sought (N/A in case ME Examiner ship not required) | 50 Hrs 5 Hrs | |

| | |
|----|---|
| 7. | Any other information: please also include the details such as any dispute/ court case/ investigation related to aviation is pending. |
| | |

UNDERTAKING

Certified that the statements made/information given in this application are true.

Note: please provide self attested copies wherever required.

Signature of CFI/Dy.CFI nominee for Examiner

Date :

Place:

(Signature of Accountable manager)
(with complete correspondence address)

Appendix-V

Examiner Competency Check/ Standardization Check

Name of FTO:.....

Date of check:

Time from to.....

Aircraft Registration-VT-.....

Aircraft type

| Name of CFI/ Dy. CFI under check: License no. Medical valid upto..... | | Name of FOI(FTO) or DGCA Examiner: License No. | |
|---|--|---|---------|
| S.No. | Examiner capability on following MANOEUVERS | Assess- ment | Remarks |
| 1. | Cockpit Check | | |
| 2. | Starting Procedure | | |
| 3. | Precautions before taxing out | | |
| 4. | Taxing Procedure | | |
| 5. | Engine check | | |
| 6. | Pre take-off check | | |
| 7. | Precautions before, taking runway & lining up | | |
| 8. | Take off | | |
| 9. | Climbing speed & use of power | | |
| 10. | Procedure for leveling out. i) Use of correct power '&' ii) Correct use for & fit trim iii) Keeping lateral level, direction and constant speed | | |
| 11. | Level turns. (a) Precaution to be taken before commencing a turn. (b) Medium turn | | |
| 12. | Gliding & Climbing turns. (a) Use of bank in a climbing turns. (b) Medium gliding turn with flaps up & down. (c) Descending turns at given speed and rate of descent | | |
| 13. | Descent & ascent of given rate and speed. | | |
| 14. | a) Correct procedure for joining circuit. b) circuit Patterns (90° turns) | | |
| 15. | Landing (with full, half & no flap) | | |
| 16. | Precautionary landing | | |
| 17. | Forced landing | | |
| 18. | Action in the event of fire | | |
| 19. | Asymmetric handling (for ME only): (a) In climb (b) In flight (c) Circuit approach | | |
| 20. | Instrument flying (n/a for Dy. CFI) : (a) Knowledge of gyroscopic instrument (b) Straight & level flight. (c) Climb | | |

**CIVIL AVIATION REQUIREMENTS
SERIES 'I' PART V**

**SECTION 7
28th JULY 2014**

| | | | |
|-----|---|--|--|
| | <ul style="list-style-type: none"> (d) Decent (e) Turns-rate 1 & 2 (f) Climbing & descending turns (g) Turns on to northerly and southerly courses (understanding of compass behavior on northerly and southerly headings) (h) Recovery from awkward positions (i) holding (j) Approach any two <ul style="list-style-type: none"> (i) ILS with Engine(s) failed to DA. (ii) Non- precision approach VOR NDB LOC (iii) <u> </u> <u> </u> <u> </u> Circling/ visual approach (as applicable) | | |
| 21. | Night flying: <ul style="list-style-type: none"> (a) Correct use of cockpit lights (b) Correct procedure for the touch down (c) Landing with & without the use of landing lights | | |
| 22. | <ul style="list-style-type: none"> (a) stall and recovery (b) side slips (c) carried out sustained steep turn through 360° (not less than rate 2° turns) one to the port & one to the starboard in lieu of spinning and recovery exercise. | | |
| 23. | Assessment <ul style="list-style-type: none"> (a) Assessment as AFIR examiner (b) Assessment as FIR examiner (c) Assessment as instructor <ul style="list-style-type: none"> (i) ability to impart instructions (ii) ability to brief and debrief pilot trainees on local and cross- country flights. | | |

DGCA FOI(FTO)/ DGCA approved examiner shall assess for examiner capability of candidate on all above aspects.

Final assessment and recommendation :

(Limitation :- Height ± 100' > 15 Sec, Direction ± 10°, Speed ± 10 Kts except in approach phase when it would be +10/ -0 Kts)

S- Satisfactory NS-Not satisfactory

Examiner candidate
(signature below)

FOI(FTO)/ DGCA approved Examiner
signature