



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 II, 20<sup>TH</sup> 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 organizations (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) for conduct of DGCA delegated functions. CAR also lays down the minimum requirements and procedure for approval of designated examiner and the functions delegated to them to be performed in FTO. The CAR is issued under Rule 41A & 41B of the Aircraft Rules 1937 and clause (c) & (e) of Para 2 of Section-A of Schedule II of the Aircraft Rules 1937.

**2. GENERAL**

**2.1 Definition:-**

**2.1.1 Designated Examiner:-** A 'Designated Examiner' is a CFI/Dy. CFI designated by DGCA for conducting skill test(s) specified in schedule-II of the Aircraft Rules 1937 for Aeroplane/Helicopter.

**2.1.2 Examiner Assessor:-** An 'Examiner Assessor' is a person certified by DGCA to assess Examiner competency of CFI/Dy.CFI for designating him/her as examiner to conduct skill test(s) specified in schedule-II of the Aircraft Rules 1937 for Aeroplane/Helicopter.

**2.2** CFI shall be overall in-charge of the Flying Training Activities. He shall ensure compliance of Aircraft Rules, CAR, Directions issued by DGCA

during conduct of training activities and corresponding with DGCA on Training matters of FTO.

**2.3** In absence of CFI, a Dy. CFI shall be overall in-charge of the Flying Training activities. However, the FTO shall not function for more than six months without a CFI.

**2.4** 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, one CFI shall be designated as CI by the management 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.*

**2.5** 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 flight time	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
viii)	Experience as post holder	6 months active experience as Dy. CFI	-----

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 three years for accident and one 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 initial 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 as per the provisions of aircraft rules for the period specified in aircraft rules provided his functioning during the previous validity was satisfactory.

The application for renewal shall be made to DGCA in the prescribed format as in Appendix-I atleast 1 months in advance.

**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 Examiner Assessor or DGCA nominated Designated Examiner. 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.
- vi) To ensure conduct of Ground and Flying Training as per Training and Procedure Manual(TPM) and initiate amendments to TPM.

**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 in addition to CFI/Dy.CFI functions as mentioned above and same will be endorsed on CFI/Dy.CFI approval certificate. The examiner approval will be valid till the validity of CFI/Dy.CFI approval.

Note: 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.

8.3.5 A Designated Examiner of one FTO can conduct Skill tests of trainees of other FTO with prior permission of DGCA. In this regard, the FTO may make an application 15days in advance in prescribed proforma as per **Appendix-VI**.

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, withdraw 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 Aircraft Rules 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, withdraw or endorse an approval granted under this CAR; or to issue a warning or an admonition".

Note:- it may be noted that the statements made/information given in any of the prescribed application proforma/ its 'appendices or annexures' will be considered as an undertaking of its correctness by the signatories.

(B.S. Bhullar)  
Director General of Civil Aviation

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

Appendix -I

1.	Personal details of nominee			For office use	
	Name				
	Age(as on date of application)				
	Correspondence 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 3 yrs)/ Incident (in last 1 yrs) details (if any)				
	i)	Self	Yes/No		
	ii)	Trainee under his supervision (if yes, give details)	Yes/No		
5.	Experience as post holder (applicable for the post of CFI only)		.....months (Min. 6 months active experience as Dy. CFI)		
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 hours required		Available
			For CFI	For Dy. CFI	
	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 defense	5	2		

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.					
	Was any enforcement action taken by DGCA while discharging functions as instructor / CFI/ Dy. CFI in preceding 10 years. 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.					

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:



**Appendix-II**

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

Name of FTO:.....

Date of check	Time		Aircraft Registration	Aircraft type	Remarks
	From	To			
			VT-		
			VT-		
			VT-		
			VT-		

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

Function	#	Checked on	Assessment	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)**

Name of FTO:.....

Name of CFI/Dy.CFI under check: .....

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

\*\*\*\*

**Appendix-IV**

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

1.	Name of FTO			For office use
	Name of CFI/ Dy. CFI			
	Age(on date of application)			
	Correspondence address with e-mail and mobile number			
	CFI/Dy. CFI Approval No. Validity of Approval			
2.	Accident (in last 3 yrs)/ Incident (in last 1 yrs) details (if any)			
	i)	Self		
	ii)	Trainee under his supervision (if yes, give details)		
3.	Name of license	Number	Valid upto	Rating/restrictions on license
	CPL/ ATPL			As PIC:
	{Please indicate aircraft type in rating column}			As Co-pilot:
				Open rating:
	Instrument Rating			Aircrafts:
	FRTOL			-----
FIR			Aircrafts:	
MEDICAL				
Attach self certified copies of above documents.				
4.	<b>Flying Experience:</b> (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.

Note: please provide self attested copies wherever required.

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

Signature of CFI/Dy.CFI nominee for Examiner

Date :

Place:

**Appendix-V**

**Examiner Competency Check/ Standardization Check**

Name of FTO:.....

Date of check	Time		Aircraft Registration	Aircraft type	Remarks
	From	To			
			VT-		
			VT-		
			VT-		
			VT-		

Name of CFI/ Dy. CFI under check: ..... License no. ..... Medical valid upto.....Age.....	Name of FOI(FTO) or DGCA Examiner: ..... License No. .....
---	---

S.No.	Examiner capability on following MANOEUVRES	Assessment	Remarks
1.	Cockpit Check		
2.	Starting Procedure		
3.	Precautions before taxiing out		
4.	Taxiing 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 decent		
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.		

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

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

**Final assessment and recommendation :**

(Limitation :- Height  $\pm 100'$  > 15 Sec, Direction  $\pm 10^\circ$ , Speed  $\pm 10$  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

**Appendix-VI**

**Application for utilization of DESIGNATED EXAMINER of other FTO**

<b>Details of Employer FTO</b>	
<b>FTO Details</b>	
Name	
Approval No.	
Approval valid upto	
<b>DE Details</b>	
DE Name	
DE Certificate No.	
DE Certificate valid upto	
Aircraft on which DE is requested	
Duration for which DE is requested	
What tests DE is going to conduct at other FTO (give details of student and their tests)	
<b>Details of FTO where DE is required</b>	
<b>FTO Details</b>	
Name	
Approval No.	
Approval valid upto	
Reason why DE is required from other FTO:	

Note: Signature on this form will be taken as consent of both FTOs and DE.

Signature of DE

Signature of Accountable Manager  
of Employer FTO

Signature  
Accountable Manager  
Of FTO where DE is required

Date: