



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 __, __ September 2014**

EFFECTIVE: FORTHWITH

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

1. INTRODUCTION

In order to standardize the flying training activities in the flying training institutes / clubs / schools 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) of the Institutes.** The CAR is issued under provisions of Rules 133B of the Aircraft Rules 1937 to provide the regulations to comply with the requirements of Clause (c) and (e), Para 2, Section A, Schedule II and rule 41A of the Aircraft Rules 1937.

All previous circulars and guidelines and CAR issued on the subject stand cancelled.

2. GENERAL

- 2.1** CFI shall be overall in-charge of the Flying Training Organization.
- 2.2** In absence of CFI, Dy.CFI shall be overall in-charge for the Flying Training Organization.
- 2.3** In absence of CFI and Dy.CFI flying training activities shall be stopped under intimation to DGCA.
- 2.4** CFI/Dy. CFI shall be approved by DGCA. The flying training institute/ club/ school seeking approval of a pilot as CFI/ Dy.CFI shall make an application to DGCA (Attn: Directorate of Flying Training) giving all necessary details in accordance with **Appendix I.**

3. Requirements

- 3.1 The Flight Instructor seeking approval as CFI / FII should be free from prejudices and capable of recording fair assessment of the trainee pilots.
- 3.2 Security clearance of the applicants applying for CFI/Dy.CFI shall be obtained from their District Police Authorities before employing them. Fresh security clearance will have to be obtained i.r.o. CFI/ Dy. CFI, in case of CFI/Dy.CFI are changing from one FTO to other FTO.
- 3.3 The Flight Instructor should 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 incidents. In case of Qualified Flight Instructor (QFI) in Defence forces, the records duly authenticated from the Defence office where the QFI last functioned to be enclosed with the application.
- 3.4 The Flight instructor should have exercised the privileges of his Flight Instructor Rating (A) for at least one year under an approved CFI / Dy.CFI in a Civil Flying Training Institute in the country. 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.
- 3.5 The Flight Instructor in addition to the requirements above should have sent atleast 10 pupil pilots on their first solo flight for CFI and atleast 5 pupil pilots on their first solo flight for Dy. CFI in an approved Civil Flying Training Institute. When a Flight Instructor rating holder had been a Qualified Flight Instructor (QFI) in Defence Forces he should have released at least 20 pupil pilots on first solo on ab-initio trainer aircraft exercising the privilege of QFI in the Defence Flying Institutes and in addition released a minimum 2 Pupil Pilots on their solo flights in a Civil Flying Institute.
- 3.6 The Flight Instructor should possess the following valid licences/ rating:
- i) CPL/ALTP Licence.
 - ii) Flight instructor's Rating .
 - iii) FRTOL.
 - iii) Instrument Rating.
 - iv) Medical

Note: Any one of the above licence/ rating not valid, will disqualify the applicant for approval as CFI/Dy.CFI, while in case of serving

CFI/ Dy.CFI will render them ineligible to discharge the function of CFI/Dy.CFI.

3.7 MINIMUM FLYING EXPERIENCE REQUIREMENTS

Sl.#	Flying Requirements	For CFI hours	For Dy. CFI Hours
i)	Total flying	2500 , 2200	1500 , 1200
ii)	Total solo flying	2000 , 1800	1200 , 1000
iii)	Total instructional flying	1500, 1200	750, 500
iv)	Total instructional night flying	25	10
v)	Total night flying	50	30
vi)	Total instrument flying	50	50

4. **Procedure for approval:**

- 4.1 The application will be scrutinized in DGCA and The Flight Instructor seeking the approval as CFI / Dy. CFI and meeting the requirement of this CAR shall be called for oral examination.
- 4.2 The oral of CFI/Dy.CFI will be carried out by a three member Board constituted by DGCA from time to time.
- 4.3 Board will prepare a report, which shall be signed by all the members for assessing the applicant for his fitness to perform as CFI / Dy. CFI.
- 4.4 Director General / Joint Director General on the basis of the Board's report/ result of Ground Refresher course 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.

6. **Public Information:** On receipt of approval FTO has to display the same on their web-site.

7. **Requirements to be ensured during the validity of approval**

7.1 **REFRESHER COURSE :**

A Chief flight Instructor/ Dy. Chief flight Instructor of the flying club/ Training Institute shall also undergo a refresher course once in two years at IGRUA; or any other Flying training Academy/Institute approved by DGCA; or conducted by DGCA. This refresher course shall cover subjects as in Appendix II, including all aspects of flying training, importance of flying safety and airworthiness in general as well as specific issues emerging out of past incidents/ accidents. A certificate to this effect shall be issued by the senior most instructor/ DGCA officer under whose supervision the course was conducted. The validity of the refresher Course shall be for 2 years.

7.2 PROFICIENCY AND SKILL CHECKS :

7.2.1 The CFIs/ Dy. CFI will be responsible to ensure their standard of proficiency failing which the renewal of CFI/Dy.CFI ship or FIR may be withheld by DGCA. Every CFI/Dy. CFI has to undergo Proficiency check annually. These checks will be carried out at the required intervals by Examiners nominated by DGCA. CFIs interested to be nominated as examiner for carrying out proficiency checks shall send their request to DGCA by 31st August of every year.

7.2.2 The CFI conducting the proficiency/skill check of another CFI/Dy.CFI for renewal of FIR shall record the same in the logbook of the CFI/Dy.CFI concerned and also forward the check report to the DGCA Headquarters (Attn: Flying Training Directorate).

8. PRIVILEGES

Functions to be seen from examiner CAR

8.1 Privileges of Dy. CFI

- i) To conduct student pilot's licence examination and Flight Radio Telephone Operators (Restricted).

To issue SPLs as per FLYING TRAINING CIRCULAR No. 3 of 2013 - Procedure and Guidelines for issue of Student Pilot License.

- 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 institute/club/school for which he is approved.

- iv) To carry out the skill tests for issue and renewal of pilots licences.
- v) To act as overall in-charge of the flying training activities of his institute / club / school in absence of CFI.
- vi) To authenticate the entries in the pilot's log book.
- vii) To conduct standardization checks of APIs / PIs of the institute.

8.2 **Privileges of CFI**

- i) To carry out patten training for the issue of FIR (A).
- ii) To carry out skill test for issue / renewal of AFIR (A) / FIR (A).
- iii) To carry out skill test for issue / renewal of Instrument Rating provided the CFI has a total instrument flying experience of at least 100 hours and his Instrument rating is current.
- iv) All privileges of Dy.CFI.

9. **Suspension or cancellation of approval/ License:** CFI/ Dy. CFI approval may be suspended or cancelled by DGCA subsequently if he is found lacking in any of the requirements including proficiency. Pilot License of CFI/ Dy. CFI may be suspended in case of serious safety violations, violation of Aircraft Rules, CAR, Circulars or instructions issued by DGCA time to time.

10. **General Instruction for CFI/ Dy. CFI**

- 10.1 Approved FTOs shall ensure that the CFI/ Dy. CFI are employed for atleast one year at a stretch. In case, they leave the organization with NOC from the FTO before completing six months of their employment then they will not be considered for holding the posts of CFI/ Dy.CFI in other FTO for a period of another six months. The NOC shall be issued by Accountable Manager with the consents of competent authorities in their FTO (e.g. CEO, Chairman, Head of Organization etc.). The NOC issued shall include the information about issues including criminal/judicial proceedings, complaints, pending matters related to accident/incident, pending actions on audit/surveillance findings etc.
- 10.2 No flying training shall be carried out without briefing and authorization by CFI/Dy.CFI. Following are required to be ensured in this regard:-
 - i) Authorization shall be recorded in the authorization book properly.

- ii) Exercises to be carried out during the sortie, sortie duration, ETD, Area/Sector allotted are clearly briefed and entered in the appropriate column of the authorization book.
 - iii) Before undertaking the flight, the Pilot-in-command (PIC) (instructor; or trainee in case of solo) is to sign in the appropriate column of the authorization book as 'having understood the briefing and orders for the sortie'.
 - iv) On completion of the sortie, details such as ATD, ATA, exercises actually carried out; and reasons (like bad weather, aircraft un-serviceability, recall etc.) for exercises not carried out, are to be entered and the authorization book shall be signed in the appropriate column by PIC as 'having completed/partially completed/ not completed' the exercises.
 - v) In case of dual flights the trainee is also required to sign the authorization book in the separate column after the completion of the sortie.
- 10.3 **Supervision of training flights:** The person authorizing the flight shall be available at the aerodrome during the course of flight. All flying training shall be carried out under the supervision of a flight instructor. Flight instructor supervising the flight shall be in constant touch of the aircraft through visual means and R/T while aircraft is flying in the vicinity of the aerodrome. In case of flying training beyond the vicinity of the aerodrome supervising instructor shall be in contact through R/T and monitor the flight progress.
- 10.4 **Instructor/ Examiner (Multi engine aircraft used in FTO):** The requirements and privileges of Multiengine Instructors & examiners on fixed wing aircraft having AUW below 5700Kgs is laid down in CAR, Section-7, Series-I, Part-III. Minimum requirement to be complied with for Training on Multi-engine aeroplane below 5700Kgs is laid down in CAR, Section-7, Series-B, Part-XVIII.
- 10.5 CFI/Dy.CFI shall ensure following in case a student wishes to transfer himself from one FTO to other during course of training:-
- (a) Dispatch the ground training record to CGI/CFI of other FTO and trainee is given a copy of the same;
 - (b) Dispatch the completed FTPR in sealed cover to CFI of other FTO within a month.
 - (c) Complete the log book in all respect i.e. all entries properly filled in and duly certified by CFI and handed over to trainee.

The CI/CFI/Dy.CFI of the other FTO shall then formulate syllabus to meet the Requirement of the Aircraft Rules and CAR for issue of appropriate pilot license.

- 10.6 In absence of CGI the senior most GI will look after the duties and in absence of CSFI senior most Synthetic Flight Instructor will look after the duties under the supervision of CFI/Dy.CFI. When the CGI/CSFI are on leave for more than two weeks the intimation shall be given to DGCA by CFI/Dy.CFI.
- 10.7 Requirement for CI and CFI are same. Wherever, instruction are issued by DGCA for PII/FII they shall be read as for Dy.CFI.

(Dr. Prabhat Kumar)
Director General of Civil Aviation




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CIVIL AVIATION REQUIREMENTS
SERIES 'D' PART V

SECTION 7
SEPTEMBER 2014

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

Appendix IV

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 attached certificate from Accountable Manager that nominee is free from prejudices and capable of recording fair assessments of trainee pilots.		Yes / No	
4.	Whether the security clearance from district state authorities of nominee is attached.		Yes/ No	
5.	Whether involved in accident/ incident in last 5/3 yrs respectively, attributed to nominees proficiency. (attach record, if any) Note: In case of Qualified Flight Instructor (QFI) in Defence forces, attached the records duly authenticated from the Defence office where the QFI last functioned with the application.		Yes/No (if yes, list of accident/ incident with details including involvement of self/ trainee or both)	
6.	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.)	 Hours (ATTACH INSTRUCTIONAL FLYING EXPERIENCE LIST FTO WISE after issue of FIR)	
7.	In case of FI no. of pupil sent for first solo (attach self certified list with name of pupil and FTO etc.)			
	Name of the FTO (write name below)		No. of pupil you sent for first solo 	
			Required 10 for CFI & 5 for Dy. CFI	
	In case of QFI no. of pupil sent for first solo (attach self certified list)			
	name of the FTO (write name below)	No. of pupil you sent for first solo in civil FTO 	No. of Pupil sent for 1 st solo as QFI 	
		Required 2	Required 20	
8.	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			-----

CIVIL AVIATION REQUIREMENTS
SERIES 'D' PART V

SECTION 7
SEPTEMBER 2014

FIR			Aircrafts:
MEDICAL			
Attach self certified copies of above documents.			

9.	Flying Requirement	Minimum required		AVAILABLE
		CFI	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	

10.	Breakup of Total Flying experience									
type	Day			Night			Instru- ctional	Instrument time		
	dual	---	Solo	dual	---	Solo		Simu- lated	Actual	
Single engine		---			---					
Twin engine	UT	Co-pilot	PIC	UT	Co-pilot	PIC	-do-	-do-	-do-	
G.Total										

Note: in G.Total, please total single and multi column both.

11.	Employment details with FTOs (name of FTO)	Capacity	Period		Reason for leaving
			from	to	

12.	Information i.r.o. CI/CFI/Dy.CFI of who served in approved FTOs	
Have you obtained NOC from your previous employer (approved FTO). (not applicable for non-approved FTOs)	Yes/No	
Have you served a period of minimum 6 months in your previous FTO. (if served for less than 6months, then will not be considered for another 6 months from the date of last leaving)		
Have you exercised the privileges of CFI/Dy.CFI in last six months.	Yes/No (in case of no, oral is not mandatory)	
Date of last refresher course with name of Institute/		

	organization. (validity two years)	
	Date of last proficiency check and assessment.	
	Date of last skill test (of FIR) and assessment.	
	have you ever been stopped from exercising the privileges as instructor. If yes, give details.	Yes/No

13.	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:

Appendix II

SYLLABUS FOR REFRESHER COURSE

- i) Knowledge of specific Technical on Type and Mechanics of Flight.
- ii) Methods and techniques of Flying Instructions
- iii) Flight Instruments & Instrument flying
- iv) General Rules VFR, IFR
- v) Aerodrome surface Markings & Services
- vi) SIDs & STARs if applicable.
- vii) Stalls, Spin recovery at incipient stage, GPWS, Windshear
- viii) Stabilized approach, Missed approach
- ix) Forced landing without power and precautionary landings
- x) Flight Planning
- xii) Crew Resource Management (CRM)
- xiii) Pilot Navigation, Navigation at lower levels/reduced visibility and Radio Navigation, Radio Aids & R/T.
- xiv) Airmanship & Crosswind Techniques (for fixed wing aircraft only)
- xv) Essentials of sending first solo
- xvi) Night flying scenarios

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