



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,
ISSUE II, DATED: _____

EFFECTIVE: 01st OCT 2016

File No. AV 22024/12//2016

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

1. Introduction

ICAO Annex 1 and Annex 6 require demonstration of knowledge for issue of type ratings in case of pilots, approval of flight dispatchers, recurrent training of pilots and flight dispatchers. Ground instructors carry out ground training in technical and performance subjects as part of an approved training organization (ATO) or an operator's approved training programme. This part of the Civil Aviation Requirement is issued under Rule 29C and 133A of the Aircraft Rules 1937 establishing criteria for approval of ground instructors.

2. Applicability

This CAR prescribes the requirements for the issuance of Ground Instructor's approval for the personnel of Scheduled/Non-scheduled/ATOs 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 type rating, flight dispatcher approval and special operations approval.

b) To provide recurrent ground training in the aeronautical knowledge areas required for recurrent training of pilots and flight dispatchers.

c) To train ground instructors.

4. Eligibility

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

a) Shall be at least 21 years of age; and

b) Shall be able to read, write, speak, and understand the English language; and

c) Shall have at least passed graduate examination with Physics and Mathematics from a recognized Board/University or shall at least be an engineering graduate in aeronautical/aerospace/mechanical /electrical/electronics/communication/computers stream from a recognized Board/University; or

d) Shall be a Qualified pilot/flight navigator/naval observer/flight engineer/flight dispatcher/with minimum of five (05) years of relevant experience shall also be eligible for ground instructor; or

e) Shall be a Ground Instructor / Flight Instructor from military/paramilitary forces; or

f) Shall be a DGCA Approved Instructor/SFI/TRI/Examiner/Designated Examiner.

Note: Subject Matter Experts (SMEs) with relevant experience of minimum 3 years in specialized fields such as meteorology, ATC, legislation may be authorized by the post-holder training to conduct ground training, with standards to be maintained under the quality assurance system of the operator. Dangerous Goods training shall be conducted by approved personnel under CAR Section 11 Series C Part I. AVSEC training shall be conducted by BCAS approved personnel.

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:-

5.1 Ground training.

Ground training shall consist of modular training. This may be carried out with another ground instructor of the operator or ATO.

a) For approval as technical instructor, technical theoretical knowledge instruction (technical training) comprising of minimum 180 hours training to include the revision of technical knowledge, preparation

of lesson plans and the development of classroom instructional skills to enable the Instructor to instruct technical theoretical knowledge syllabus. For personnel holding an Instructor/SFI/TRI/Examiner/Designated Examiner approval and current on type, this training shall be minimum of 90 hours; or

b) For approval as performance instructors, performance subjects training comprising minimum of 360 hours to include performance engineering aspects of operations, preparation of lesson plans and development of classroom instructional skills. For personnel holding an Instructor/SFI/TRI/Examiner/Designated Examiner approval and current on type, this training shall be minimum of 180 hours; and

c) For approval of special operations, an applicant shall need to have prior approval as a technical or performance instructor, and undergo appropriate modular training for EDTO, PBN, MNPS, Data link, ADS, LVO, EFB etc.; and

d) Teaching and learning instruction (trainers course) comprising of minimum 40 hours training to cover;

- Learning process
- Teaching process
- Training philosophies
- Techniques of applied instruction
- Student evaluation and testing
- Training programme development
- Human performance and limitations
- Training administration; and

- 5.2 Regular ground classes – observe and conduct ground classes under supervision of a DGCA approved ground instructor for one full type rating course each and one recurrent training course each; and
- 5.3 Familiarization of minimum 2 hours on aircraft/full flight Simulator for performance instructor; aircraft/full flight simulator/fixed training device for technical instructors; and
- 5.4 Undergo a satisfactory internal assessment by the organization with written test by a DGCA approved Ground instructor.
- 5.5 On satisfactory completion of requirements specified above, the operator/organization employing the candidate shall recommend the name of candidate to FSD, DGCA. The recommendation shall be enclosed with a certificate of completion of training requirements from

the post-holder training.

6. Oral Examination

The applicant Ground Instructor shall be subjected to an oral examination by a DGCA board in FSD consisting of two FOIs. Oral examinations will be conducted separately for technical/performance/special operations subjects.

7. Issue, Withdrawal, Renewal of Ground Instructor Approval

On successful completion of requirements as laid down in this CAR, FSD, DGCA may issue a person ground instructor approval for a period of 5 years. DGCA may withdraw this approval if the ground instructor requirements are no longer met or the fails to meet standards on the basis of which approval was issued. The operator shall ensure that certificate by post-holder training indicating satisfactory performance of the ground instructor for the previous 5 years along with recurrent training records for the last 2 years are submitted to FSD at least 3 months prior to expiry of approval following which renewal of approval may be issued by DGCA. Fees of Rs 3000 shall be payable for initial approval and Rs 1500 for renewal of ground instructor approval.

8. Recurrent training

Recurrent training is conducted annually to ensure the maintenance of competencies, knowledge and skills through a series of theoretical training, hands-on exercises, written exam, etc. relevant to each aircraft type on which the ground instructor will be imparting training.

Recurrent training validity is 12 months. If carried out in 3 months preceding the expiry, the subsequent validity will be 12 months from the original expiry. The minimum duration of recurrent training shall be 24 hours.

An operator shall ensure that each ground instructor who has not carried out any ground instructional duties from 12 up to 36 months completes extended recurrent training with minimum duration 32 hours. If there has been a break from ground instructional duties for a period of 3 years, complete training as per Para 5 above will be required for re-approval.

9. Refresher training

An operator shall ensure that each ground instructor who has not carried out any ground instructional duties for up to 6 months and still remains within the period of validity of the previous Initial/Recurrent Training completes refresher training with minimum duration of 2 days theoretical training. For a gap between 6 to 12 months, recurrent training will be carried out.

10. General Requirements

- 10.1 No operator/ATO shall use any person nor shall any person serve as a Ground Instructor unless that person has been approved by the DGCA.
- 10.2 DGCA may also authorize for a specific period Ground Instructor of equivalent status approved by any Contracting State to exercise functions as Ground Instructor.

(M Sathiyavathy)
Director General of Civil Aviation

Draft