



Civil Aviation Authority, Bangladesh
Headquarter, Kurmitola, Dhaka

No. CAAB/52/01/73/FI/1420

Date: 23.11.2009

Circular

Subject: Criteria for Approval of Ground Instructors and Examiners on Technical Subjects for Cabin Crew.

A. Approval Criteria of Ground Instructors for Basic Flight Service

The requirements for approval of Ground Instructors for Basic Flight service shall be based on the following criteria:-

1. A person may conduct ground classes for Basic Flight Service subjects in a CAAB approved Training Centre provided:-
 - (a) He has been an existing Ground CAAB approved Instructor and has accumulated minimum 3 (three) years of experience in teaching Basic Flight Service subjects as on 31.10.2009, OR
 - (b) With effect from 01.11.2009, for a new applicant the following requirements should be fulfilled:
 - (i) Has University Graduation with English as a major or subsidiary subject.
 - (ii) Has satisfactorily completed a CAAB approved Basic Flight Service Course.
 - (iii) Completed IT (Instructional Techniques) or TOT (Training of Trainers) from a CAAB approved Training Organization or Centre.
 - (iv) Has satisfactorily conducted a minimum of two hours of classes under supervision of an equivalent subject instructor approved by CAAB. Conduct of class may consist of lecture delivery or management of CBT (Computer Based Training) Courses specific to cabin crew, as appropriate and approved. In case of CBT, the instructor should be able to properly manage the CBT (start, run, use menu, exit, etc). He/she should also be able to pause and explain the relevant topic of the CBT. Class under supervision will not be required in case of induction of new aircraft, if the ground course is conducted at a training centre owned by or recommended by the aircraft manufacturer.
 - (v) Gained experience in witnessing the activities of cabin crew functions during flights including briefing comprising of 8 sectors (minimum 30 minutes each sector) under supervision of a CAAB approved equivalent subject Instructor. *If the operator operates international flights, at least two of these sectors must be in an international route.*

- (vi) Has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved equivalent subject Instructor.

Note : *Applicant from Civil or Military with University Graduation in Science or Engineering or equivalent having satisfied the requirement of (b) i, ii and iii needs to deliver satisfactorily 2 lectures of 1 hour each under supervision of a CAAB approved equivalent subject instructor.*

- 2. Candidates from Civil or Military intending to conduct ground classes on one or more of the following subjects for cabin crew shall have successfully completed IT (Instructional Techniques) or TOT (Training of Trainers) from a CAAB approved Training Organization or Centre and should fulfill the following conditions:-

Note: CAAB Instructor as on 31-10-2009 are exempted from IT/TOT course.

2.1 Type Technical and SEEP Course for Cabin Crew:

- 2.1.1 Teaching experience of CAAB approved Type Technical and SEEP Course of 2 (two) years as on 31.10.2009, OR
- 2.1.2 Has passed in CAAB approved Type Technical and SEEP Course and has satisfactorily delivered 2 (two) lectures of 1 hour each under supervision of a CAAB approved equivalent Course instructor

2.2 Aviation Security for Cabin Crew:

- 2.2.1 Teaching experience of CAAB approved ground subject on Aviation Security of 2 (two) years as on 31.10.2009, OR
- 2.2.2 Has passed in CAAB approved Aviation Security and has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved equivalent subject instructor

2.3 Dangerous Good Regulations for Cabin Crew:

- 2.3.1 Teaching experience of CAAB approved Ground Subject on Dangerous Good Regulations of 2(two) years as on 31.10 2009, OR
- 2.3.2 Has passed in CAAB approved Dangerous Good Regulations and has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved equivalent subject instructor

2.4 Human Performance and limitations for cabin crew:

- 2.4.1 Teaching experience of CAAB approved Ground Subject on Human Performance and limitations of 2(two) years as on 31.10.2009, OR

2.4.2 Has passed in CAAB approved Human Performance and limitations and has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved equivalent subject instructor.

2.5 CRM Course for cabin crew:

2.5.1 Teaching experience of CAAB approved CRM Course of 2(two) years as on 31.10.2009, OR

2.5.2 Has passed in CAAB approved CRM Course and has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved equivalent Course instructor

Note 1: Evaluation and supervision of new instructor when required will be done by a supervising CAAB approved equivalent subject(s) instructor on an evaluation form/format prescribed by CAAB. (Sample evaluation form: Appendix -‘A’). The form will be signed by the supervising instructor and also by the Chief of Training or Head of Training Centre of a CAAB approved Operator or Training Organization as a witness.

B. Application for Ground Instructor Approval for Cabin Crew

The person seeking CAAB approval as ground instructor for Cabin crew shall submit application to Director Flight Safety and Regulations mentioning Name, Designation, Subject(s)/Area(s) of approval, employment status (full-time/part-time employee/guest lecturer). The application shall be signed and dated by the applicant and in case the applicant is a full-time/part-time employee/guest lecturer of a CAAB approved Operator or Training Organization, it shall be forwarded by a letter from the Chief of Training or Head of Training Organization. The application must be accompanied by marked and signed Instructor Evaluation forms and other documentary evidence as may be necessary to meet the requirements. The application may contain request for approval on new subject(s) or area(s) along with renewal of existing subjects as required. In case of renewal, the existing approval shall be submitted along with application and documentary evidence as may be necessary.

C. Validity and Renewal requirements of Instructors for Cabin Crew

(sample certificate: Appendix – ‘B’)

- (a) The period of validity of approval for Ground Instructors shall be of 2 (two) years.
- (b) CAAB will renew the instructor approval provided:-
 - (i) The instructor will apply for renewal of approval within 60 days prior to the date of expiry.

- (ii) Has satisfactorily delivered minimum 6 lectures within the preceding 22 months on each or as many subjects for which the renewal is sought. In case of any shortfall due to unforeseen circumstances, CAAB will scrutinize on case to case basis as to the disposal of the case for renewal.

Note 1: An instructor holding a valid approval for certain area(s) will also be able to conduct refresher courses on those area(s).

- (c) FOI may inspect any evaluation process as described in 2.5 Note-1 anytime any moment.
- (d) If the Ground Instructor's approval expires for not more than 3 (three) years, he/she will be require to satisfactorily deliver 2 demonstrative lectures of 1 hour each in the relevant area(s) under supervision of a CAAB approved equivalent subject Instructor for Cabin Crew. For revival of an expired approval of more than 3 (three) years, the applicant will have to complete the full requirement for Instructor approval.

Director
Flight Safety & Regulations
Civil Aviation Authority, Bangladesh

Civil Aviation Authority, Bangladesh
Instructor Evaluation Form

Name of the Instructor - _____
 Type of Evaluation - Initial/Renewal
 Subject/Area - _____
 (describe – Basic, Type, SEEP, etc, as applicable)
 Date of Evaluation - _____

Sl. No.	Items	Scale											
		1	2	3	4	5	6	7	8	9	10		
1	Compliance and relevance with requirements, syllabus, topic, etc												
2	Subject Knowledge and Resourcefulness												
3	Organization of Thought												
4	Analytical Ability												
5	Self Confidence												
6	Language Clarity												
7	Postures and Gestures												
8	Art of Speaking and Communication Skills												
9	Use of Conventional Audio Visual Aids												
10	Use and management of CBT (Computer Based Training) or Power Point Presentations												

*Evaluation on items 9 and 10 are conditional and may not always be applicable.
 Pass Marks is 70% on the average and 50% on individual items.*

Marks obtained ____ out of ____, i.e. ____ %. The candidate has passed/failed (√).

 (Signature, Name, Designation
 and Approval No. of Evaluator)

 (Signature & Seal of witness)

The evaluator or supervising instructor will be a CAAB approved instructor in the relevant subject(s)/area. He/she shall do the evaluation on behalf of CAAB and the witness shall be the Chief of Training or Head of Training Centre of a CAAB approved Operator or Training Organization. The FOI (Flight Operations Inspector) of CAAB may occasionally visit/monitor the evaluation.

Monogram / Letter Head

Ref: _____

Date: _____

CABIN CREW INSTRUCTORS APPROVAL CERTIFICATE

Mr. Aaa Bb Cccc (P-) is hereby approved as an Cabin Crew Instructor for conducting the subjects of zz, zz, zzzz. Under the privilege of the Certificate, the holder is authorized to conduct the under-mentioned courses in accordance with the CAAB approved Cabin Operations and Safety Manual (COSM):-

Sl. No.	Name of Course	Validity	Remarks/Restrictions
01.	Aaa	03Feb2010	
02.	Bbb	05Jun2010	
03.	Ccc	10Oct2010	
04.	Ddd	15Mar2011	

This certificate is issued in accordance with the CAAB Order No. _____, Dt. _____ and will remain valid till 31Dec2011.

The holder may conduct courses till the validity of the course and beyond the validity till 31Dec2011, provided he/she was found satisfactory during the evaluation on the course/ subject(s) 60 days prior to expiry of that course subject(s).

Deputy Director (FS)
Flight Safety & Regulations
CAAB, HQ, Dhaka.