



**CIVIL AVIATION AUTHORITY, BANGLADESH**  
**CAAB, HEADQUARTERS, KURMITOLA, DHAKA**

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**CIRCULAR-02/2015**

Sub: Requirement for Initial / Transition Training and Checking of Simulator Flight Instructor (SFI) / Simulator Flight Examiner (SFE)

(Appropriate to Aeroplane and Helicopter)

**1. General:**

No certificate holder may use a person nor may any person serve as a SFI/SFE unless:

- a) That person holds or held a flight instructor rating in a Class or Type of Aeroplane or Helicopter as appropriate;
- b) That person has satisfactorily completed initial or transition training/check for airmen (simulator) training;
- c) SFI/SFE rating of that person is valid.

**2. Ground Training:**

The initial/ transition ground training for training/check airmen (simulator) shall include applicable items from the following list:

- a) Training/ check airman duties, functions and responsibilities;
- b) The applicable regulations and the certificate holder's policies and procedures;
- c) Briefing and de-briefing technique;
- d) The appropriate methods, procedures and techniques for conducting required training/checks;
- e) Proper evaluation of student performance including the detection of:
  - i) Improper and insufficient training; and
  - ii) Personal characteristics of an applicant that could adversely affect safety;
- f) Appropriate corrective action in case of unsatisfactory training/checks;
- g) The approved methods, procedures and limitations for performing the required normal, abnormal and emergency procedures;
- h) Human performance relevant to flight instruction including principles of threat and error management;
- i) Complete ground classes to orient with the FSTD/FTD and certified thereof;
- j) Initial/recurrent CRM.

Circular-02/2015

**3. Flight Training:**

The initial and transition flight training for training/check airmen (simulator) must include the following:

- a) Must have completed orientation of Instructor Operating Station (IOS) conducted by a qualified SFI/SFE;
- b) Undergo minimum 4 hours of FSTD training for initial and 2 hours for transition simulator flight training conducted by a qualified SFI/SFE to include at least the following:
  - i) Training and practice in conducting flight training/checks in the required normal, abnormal and emergency procedures to ensure competence to conduct the flight training/checks as per the approved syllabus.
  - ii) Training and practice must be accomplished in a flight simulator or in a flight training device;
- c) Training in the operation of flight simulators or flight training devices to ensure competence to conduct the flight training and checks.
- d) Undergo a proficiency check under the observation of an FOI for initial issue. Proficiency check shall be in two parts:
  - i) Undergo a proficiency check; and
  - ii) Conduct a training/check.

**4. Privileges:**

- a) SFI: Holder of a SFI rating is authorized to conduct training in a simulator;
- b) SFE: Holder of a SFE is authorized to conduct training and checking in a simulator.

**5. Validity of Rating:**

- a) SFI/SFE rating shall be endorsed in the licence of the applicant;
- b) An applicant for SFE shall have a minimum experience of 100 hours as a SFI in a Class or Type of Aeroplane or Helicopter as appropriate;
- c) Validity shall be 12 months from the following month of the proficiency check;
- d) To maintain validity of the rating SFI/SFE must have conducted at least 04 simulator sessions of at least 01 hour each satisfactorily within the preceding 06 calendar months;
- e) Undergone a proficiency check within 30 days before the expiry of the rating;
- f) Failing to meet (d) shall undergo a proficiency check;
- g) Revival of rating, if the validity of the rating of a person expired:

Circular-02/2015

- i) For not more than 12 month, shall undergo a proficiency check;
- ii) For more than 12 months, shall undergo a proficiency check and conduct a training/check session under a designated examiner;
- iii) For more than 05 years, shall meet the full initial requirement.

**6. Application:**

Application Form for Issuance/Renewal/Revival of Simulator Flight Instructor/Examiner Rating (Aeroplane & Helicopter) has been as Appendix-A.

This circular will come into force from the date of signature.



Chairman  
Civil Aviation Authority, Bangladesh

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**Appendix-A**

**APPLICATION FORM FOR ISSUANCE/RENEWAL/REVIVAL OF SIMULATOR  
FLIGHT INSTRUCTOR/EXAMINER RATING (AEROPLANE & HELICOPTER)**

**PART-A (Applicant's Part)**

1. Name of Applicant: -----
2. Certificate Holder: -----
3. Category of License & No: -----
4. Class or Type of Aircraft: -----
5. Holder's Capacity: -----
6. Date of Medical Examination: -----Medical Status:-----
7. No. of Training/Check Sessions in Preceding 06 Months: -----
8. Date of Last Proficiency Check: -----
9. Date of Last CRM: -----

**Applicant's Signature**

**PART-B (Certificate from the Organization/Operator)**

This is to certify that statement given in Part-A has been verified and found correct.  
Photocopies of the necessary documents are enclosed.

**Prepared & Checked**

**Authorized Signature & Seal**

**PART-C (Official use by CAAB)**

**INITIATED**

**CHECKED**

**APPROVED**