



Civil Aviation Authority, Bangladesh  
Headquarter, Kurmitola, Dhaka

No. CAAB/52/01/73/FI/1419

Date: 23-11-2009

**Circular**

**Subject: Criteria for Approval of Ground Instructors and Examiners on Technical Subjects for Flight Crew & FOO.**

**A. Approval Criteria of Ground Instructors on Technical Subjects for Flight Crew & FOO.**

The requirements for approval of Ground Instructors on Technical Subjects for Flight Crew & FOO shall be based on the following criteria:-

1. A person may conduct ground classes on Technical Subjects for Flight Crew & FOO in a CAAB approved Training Centre provided:-
  - (a) He has been an existing Ground Instructor and has accumulated minimum 2(two) years of experience in teaching ATPL subjects may continue teaching ATPL/CPL/PPL/FOO subjects OR 2(two) years experience in teaching CPL subjects may continue teaching CPL/PPL subjects as per CAR '84 as on 31.10.2009.
  - (b) With effect from 01.11.2009, for a new applicant to conduct ground classes on Technical Subjects for Flight Crew & FOO the following requirements should be fulfilled:
    - i. Has successfully completed IT (Instructional Techniques) or TOT (Training of Trainers) from a CAAB approved Training Organization or Centre
    - ii. Has satisfactorily completed ATPL / FOOL Course in order to teach ATPL/CPL/PPL/FOO subjects OR CPL Course in order to teach CPL/PPL subjects, and
    - iii. Has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved equivalent instructor.

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

2. Candidates from Civil or Military intending to conduct ground classes on one or more of the following subjects for Flight Crew & FOO 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.*

**2.1 Air Law:**

- 2.1.1 Teaching experience of ground subject on Air Law of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009, OR
- 2.1.2 5 (five) years experience as Air Traffic Controller and has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved equivalent Air Law instructor, OR
- 2.1.3 Has passed in Air Law of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved equivalent Air Law instructor.

**2.2 Meteorology:**

- 2.2.1 Teaching experience of ground subject on Meteorology of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009, OR
- 2.2.2 Has 5(five) years experience as meteorological officer in Met Briefing section, OR
- 2.2.3 Has passed in Meteorology of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved equivalent Meteorology instructor.

**2.3 Human Performance and limitations:**

- 2.3.1 Teaching experience of ground subject on Human Performance and limitations of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009, OR
- 2.3.2 Has passed in Human Performance and Limitations of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved equivalent Human Performance and Limitations instructor.

**2.4 Navigation:**

- 2.4.1 Teaching experience of ground subject on Navigation of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009, OR
- 2.4.2 Has passed in Navigation of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved equivalent Navigation instructor.

## **2.5 Flight Performance and Planning:**

- 2.5.1 Teaching experience of ground subject on Flight Performance and Planning of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009, OR
- 2.5.2 Has passed in Flight Performance and Planning of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved equivalent Flight Performance and Planning instructor, OR
- 2.5.3 Has 4 (four) Years experience as Flight Dispatcher with FOO licence having experience for Departures on International routes.

## **2.6 Operational Procedures:**

- 2.6.1 Teaching experience of ground subject on Operational Procedures of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009, OR
- 2.6.2 Has passed in Operational Procedures of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved equivalent Operational Procedures instructor.

## **2.7 Principles of Flight:**

- 2.7.1 Teaching experience of ground subject on Principle of Flight of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009, OR
- 2.7.2 Has passed in Principle of Flight of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved equivalent Principle of Flight instructor.

## **2.8 Radio Telephony:**

- 2.8.1 Teaching experience of ground subject on Radio Telephony of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009, OR
- 2.8.2 Has passed in Radio Telephony of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved equivalent Radio Telephony instructor, OR
- 2.8.3 5 (five) years experience as Air Traffic Controller and has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved equivalent Radio Telephony instructor.

**2.9 Aircraft General Knowledge for Aeroplane, Helicopter and Powered-lift :**

2.9.1 Teaching experience of ground subject on Aircraft General Knowledge for Aeroplane, Helicopter and Powered-lift of 2(two) years for ATPL or 4(four) years for CPL as on 31.10.2009, OR

2.9.2 Has passed in Aircraft General Knowledge for Aeroplane, Helicopter and Powered-lift of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved equivalent Aircraft General Knowledge for Aeroplane, Helicopter and Powered-lift instructor.

**3. Notes:**

- (a) A person qualified to conduct classes on subjects of ATPL/FOOL will also be able to conduct the same of PPL and CPL.
- (b) Evaluation and supervision of new instructor when required, will be done by a supervising CAAB approved equivalent 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 an operator or Training Organization as a witness.
- (c) ‘Higher’ means that the course contents and duration is more than that of ATPL.
- (d) The terminology ‘Equivalent’ has been used in relevance to the subjects for either ATPL/CPL/PPL/FOO/TYPE TECHNICAL/SEEP/DGR/CRM/SECURITY ETC **OR** CPL/PPL ETC as the case may be.

**B. Approval Criteria of Ground Instructors for Type Technical Subjects of Flight Crew:**

The requirements for approval of Ground Instructors for Type Technical Subjects shall be based on the following criteria:-

A person may conduct ground classes for Type Technical Subjects in a CAAB approved Training Centre provided:-

- (a) He has been an existing Ground Instructor for on-Type Technical Subjects and has accumulated minimum 2(two) years of experience in teaching on-Type Technical 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 successfully completed IT (Instructional Techniques) or TOT (Training of Trainers) from a CAAB approved Training Organization or Centre

- ii He/she has successfully completed and passed CAAB approved pilot's Type Technical Course.
- iii In case of a non-flight crew/grounded flight crew, he/she shall attend on type simulator conversion course as an observer.
- iv In case of flight crew, he/she shall successfully complete on type simulator conversion course from the designated seat.
- v No exemption will be admissible as regards to b i, iii and iv if the on-type Flight Simulation Training Device (FSTD) is in existence anywhere in the world. However, in case of non-existence of the on type FSTD, minimum 6 sectors of jump seat observation of line flying may be done by the prospective instructor instead of simulator observation/conversion.
- vi Has satisfactorily conducted a minimum of two hours of classes under supervision of an Type Technical Instructor approved by CAAB. The conduct of class may consist of lecture delivery or management of CBT (Computer Based Training) of Pilots Type Courses, as appropriate and approved by CAAB. 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.
- vii Has satisfactorily delivered 4 lectures of 1 hour each under supervision of a CAAB approved ATPL/Type Technical instructor, if FSTD is not available.

**C. Approval Criteria of Ground Instructors for SEEP (Safety Equipment and Emergency Procedures) Course of Flight Crew:**

The requirements for approval of Ground Instructors for SEEP Course shall be based on the following criteria:-

A person may conduct ground classes for SEEP Course in a CAAB approved Training Centre provided:-

- (a) He has been an existing on-type SEEP Instructor and has accumulated minimum 2(two) years of experience in teaching on-type SEEP 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 Only on-type Technical Instructor who has successfully completed and passed a CAAB approved on-type SEEP course for flight and cabin crew including all associated drills and practices.

- ii Has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved equivalent instructor.

**D. Approval Criteria of Ground Instructors for Aviation Security/DGR/CRM Course of Flight Crew:**

The requirements for approval of Ground Instructors for Aviation Security/DGR/CRM Course shall be based on the following criteria:-

A person may conduct ground classes for Aviation Security/DGR/CRM Course in a CAAB approved Training Centre provided:-

- (a) He has been an existing Aviation Security/DGR/CRM Instructor and has accumulated minimum 2(two) years of experience in teaching Aviation Security/DGR/CRM 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 successfully completed IT (Instructional Techniques) or TOT (Training of Trainers) from a CAAB approved Training Organization or Centre
  - ii Has successfully completed and passed CAAB approved Aviation Security/DGR/CRM course.
  - iii Has satisfactorily delivered 2 lectures of 1 hour each under supervision of a CAAB approved equivalent instructor.

**E. Application for Ground Instructor Approval for Flight Crew**

An applicant seeking CAAB approval for Ground Instructor of Flight crew shall submit application to Director Flight Safety and Regulations mentioning Name, Designation, Subject(s)/Area(s) of teaching, 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 with a letter from the Chief of Training or Head of Training Organization. The application must be accompanied by Instructor Evaluation forms duly completed and signed together with other documentary evidence(s) as may be necessary to meet the requirements. The application may contain request for approval of 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 together with documentary evidence as may be necessary.

**F. Validity and Renewal requirements of Instructors for Flight Crew**

(Sample of Instructor's approval 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: If an instructor has CAAB approval to conduct ATPL course or equivalent subject(s), he/she will be able to conduct courses like ETOPS, RVSM etc, provided he /she has successfully completed and passed CAAB approved course(s) on the respective area(s). However, prior to conducting such course(s), he/she should satisfactorily deliver 2 lectures of 1 hour each under supervision of a CAAB approved instructor on such areas.

Note 2: A Ground instructor holding a valid approval to impart lesson on any or more subjects will also be able to conduct refresher courses on those subject(s).

- (c) FOI may inspect any evaluation process as described in 2.9 note 3(b) anytime any moment.
- (d) If the Ground Instructor's approval expires for not more than 2 (two) years, he/she will be required to satisfactorily deliver 2 demonstrative lectures of 1 hour each in the relevant area(s) under supervision of a CAAB approved Instructor for Flight Crew. For revival of an expired approval of more than 2 (two) years, the applicant will have to complete the full requirement for Instructor approval.
- (e) If FSTD is available renewal of instructors approval on type will require two (02) sessions SIM observation once in two years.

**G. Approval Criteria for Ground Examiners on Technical Subjects for Flight Crew and FOO.**

A person who has obtained instructors approval on one or more subject(s) and has been renewed the same at least 2 (two) times will become eligible for becoming CAAB Approved Examiner on that subject(s).

(Sample of Approved Examiner's Certificate: Appendix – C).

Director  
Flight Safety & Regulations  
Civil Aviation Authority, Bangladesh

**Civil Aviation Authority, Bangladesh**  
**Operation Instructor Evaluation Form**

Name of the Instructor - \_\_\_\_\_

Type of Evaluation - Initial/Renewal

Subject/Area - \_\_\_\_\_

(Describe – ATPL, 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.*



**OPERATIONS INSTRUCTORS APPROVAL CERTIFICATE**

Mr. Aaa Bb Cccc (P- ) is hereby approved as an Operations Instructor for conducting courses on the subjects of PPL,CPL,ATPL/FOOL. Under the privilege of the Certificate, the holder is authorized to conduct the under-mentioned courses in accordance with the CAAB approved Training Procedure Manual (TPM):-

Sl. No.	Name of Course	Validity	Remarks/Restrictions
01.	PPL, CPL, ATPL / FOOL	03 Feb 2010	
02.	.....Pilots Type Technical Course	05 Jun 2010	
03.	.....		
04.	.....		

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).

Director  
Flight Safety & Regulations  
CAAB, HQ, Dhaka.

OPERATIONS EXAMINER’S DESIGNATION CERTIFICATE

Mr. Aaa Bb Cccc (P- ) is hereby designated as an Operations Examiner on the subjects mentioned in the certificate.

Sl. No.	Name of Course	Validity	Remarks/Restrictions
01.	PPL, CPL, ATPL / FOOL	03 Feb 2010	
02.	.....Pilots Type Technical Course	05 Jun 2010	
03.	.....		
04.	.....		

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).

Director  
Flight Safety & Regulations  
CAAB, HQ, Dhaka.