

**ADVISORY CIRCULAR**

**No. : AC-28-01-024**

**Date : 1 March 2016**

**A. SUBJECT.**

**Ground Instructor (GI) Authorizations**

**B. PURPOSE.**

This Advisory Circular (AC) provides guidance for Air Operator Certificate (AOC) holder/applicant for the ground instructor authorization.

**C. STATUS.**

This is the third edition of AC - 28 - 01 - 024, dated 1 March 2016, and it will remain current until withdrawn or superseded.

**D. CONTENTS.**

- 1.0 General.
- 2.0 Dangerous goods instructor.
- 3.0 Flight dispatcher instructor.
- 4.0 Cabin crew CRM instructor.
- 5.0 Flight crew CRM instructor.
- 6.0 Cabin safety instructor.
- 7.0 First aid instructor.
- 8.0 Quality system instructor.
- 9.0 Safety management system instructor.

Appendix A - Teaching and learning course for ground instructor

**E. REFERENCES.**

The following documents were used as reference material:

- JCAR FCL 1.
- JCAR OPS 1.
- ICAO Annex 6.
- ICAO, doc 9376-AN/914, chapter 4 Training.
- ICAO Doc 9284 Technical Instructions.
- ICAO Doc 9859 Safety Management Manual (SMM)

## **Ground Instructor Authorization**

### **1.0 General.**

#### **1.1 Applicable Regulations.**

- a. A person shall not act as a ground instructor for AOC holder/applicant unless the person holds a valid ground instructor authorization.
- b. Ground instructor cannot exercise the privileges of their authorization if that authorization has not been renewed prior to the expiry date.
- c. Ground instructor changing operators shall submit a new ground instructor authorization application.

#### **1.2 Eligibility.**

- a. Ground instructor authorization is issued to persons whom are employed by Jordanian AOC holder/applicant to provide the required training in accordance with the approved training programs.
- b. **Education.** A minimum educational level of successful completion of high school (Tawjihi) or equivalents.
- c. **English language.** The applicant can read, write, speak and understand English language.

**1.3 Validity.** The period of validity of ground instructor authorization shall be 24 calendar months in addition to the remainder of the month of issue. If issued within the final three calendar months of validity of a previous ground instructor authorization, the period of validity shall extend from the date of issue until 24 calendar months from the expiry date of that previous ground instructor authorization.

### **2.0 Dangerous Goods Instructor Authorization.**

**2.1 Privileges.** Exercise the privilege of conducting dangerous goods initial and recurrent training for all the categories of ICAO Technical Instruction for the AOC holder/applicant.

## **2.2 Authorization Issuance Requirements.**

### **a. Pre requisite for authorization.**

- (1) Have a minimum of 5 years working experience in cargo operations, including dangerous goods handling and acceptance.
- (2) Have completed dangerous goods training program in Category 6.
- (3) Hold a valid 24 month dangerous goods recurrent training in Category 6.
- (4) Full time employment with AOC holder/applicant.

### **b. Operator training requirements.**

- (1) Complete teaching and learning course for ground instructor.
- (2) Complete the operator internal training program.

### **c. CARC acceptance requirements.** Complete skill level assessment through demonstration lecture and acceptance interview with CARC dangerous goods inspector.

## **2.3 Re-authorization Requirement.**

- a. For dangerous goods instructor re-authorization, the applicant shall within the last 12 months of the period validity of the authorization:
  - (1) Deliver dangerous goods training programs; or
  - (2) In the absence of this, attend the dangerous goods 24 months recurrent training program in Category 6.
- b. If the authorization has lapsed, the applicant shall meet authorization issuance requirements.

## **3.0 Flight Dispatcher Instructor Authorization.**

### **3.1 Privileges.** Exercise the privilege of conducting flight dispatcher conversion training and annual recurrent training for the AOC holder/applicant.

### **3.2 Authorization Issuance Requirements.**

#### **a. Pre requisite for authorization.**

- (1) Hold a valid JCAR dispatcher license or equivalent validation.
- (2) Have a minimum of 5 years working experience as a flight dispatcher in commercial air transport.
- (3) Have completed operator conversion course.
- (4) Hold a valid flight dispatcher 12 months recurrent training.
- (5) Full time employment with AOC holder/applicant.

#### **b. Operator training requirements.**

- (1) Complete teaching and learning course for ground instructor.
- (2) Complete the operator internal training program.

#### **c. CARC acceptance requirements.** Completed skill level assessment through demonstration lecture and acceptance interview with CARC flight operations inspector.

### **3.3 Re-authorization Requirement.**

#### **a.** For flight dispatcher instructor re-authorization, the applicant shall within the last 12 months of the period validity of the authorization:

- (1) Deliver flight dispatcher training programs; or
- (2) In the absence of this, attend the flight dispatcher 12 months recurrent training program.

#### **b.** If the authorization has lapsed, the applicant shall meet authorization issuance requirements.

### **4.0 Cabin Crew CRM Instructor (CRMI) Authorization.**

#### **4.1 Privileges.** Exercise the privilege of conducting the following cabin crew CRM training for the AOC holder/applicant:

- a. Introductory CRM for the initial safety training course - if AOC holder holds initial safety training approval.
- b. Operator CRM training for conversion and differences.
- c. Airplane type specific CRM training.
- d. CRM training for senior cabin crew member.
- e. Annual CRM recurrent training.

## 4.2 Authorization Issuance Requirements.

### a. Pre requisite for authorization.

- (1) Hold JCAR OPS 1 cabin safety attestation.
- (2) Have a minimum of 5 years working experience as a cabin safety attendant in commercial air transport.
- (3) Have a minimum of 1 year as a senior cabin crew.
- (4) Have completed operator conversion, differences training course and senior cabin crew member course.
- (5) Hold a valid cabin crew 12 months recurrent training.
- (6) Full time employment with AOC holder/applicant.

### b. Operator training requirements.

- (1) Complete teaching and learning course for ground instructor.
- (2) Received instruction on Human Factor Performance Limitation (HPL).
- (3) Complete the operator internal training program.

### c. CARC acceptance requirements. Complete skill level assessment through demonstration lecture and acceptance interview with CARC cabin safety inspector.

## 4.3 Re-authorization Requirement.

- a. For cabin crew CRM instructor re-authorization, the applicant shall within the last 12 months of the period validity of the authorization:
  - (1) Deliver cabin crew CRM training programs; or
  - (2) In the absence of this, attend the cabin crew CRM 12 month's recurrent training program.
- b. If the authorization has lapsed, the applicant shall meet authorization issuance requirements.

**Note:** A cabin crew member holding a recent qualification as a CRM instructor may continue to be a CRM instructor even after the cessation of active flying duties.

## **5.0 Flight Crew CRM Instructor (CRMI) Authorization.**

**5.1 Privileges.** Exercise the privilege of conducting the following flight crew CRM training for the AOC holder/applicant:

- a. Initial CRM training.
- b. CRM training for operators' conversion course.
- c. CRM training for commander upgrade course.
- d. Annual CRM recurrent training.
- e. CRM skill assessment training course.

## **5.2 Authorization Issuance Requirements.**

### **a. Pre requisite for authorization.**

- (1) Hold a valid JCAR ATPL or equivalent JCAR validation.
- (2) Hold a valid type rating multi pilot airplane.
- (3) Have a minimum of 5 years working experience as commander in commercial air transport.
- (4) Have completed initial operator's CRM training, CRM training for operators' conversion course, and CRM for commander course.
- (5) Hold a valid flight crew 12 months recurrent training.
- (6) Full time employment with AOC holder/applicant.

### **b. Operator training requirements.**

- (1) Complete teaching and learning course for ground instructor or holds or have held one of the following ratings FI (A), CRI (A), IRI (A), STI (A), MCCI (A), FI (H), TRI (H), IRI (H) or SFI (H).
- (2) Complete CRM skill assessment training course.
- (3) Complete the operator internal training program.

**c. CARC acceptance requirements.** Complete skill level assessment through demonstration lecture and interview with CARC flight operations inspector.

### **5.3 Re-authorization Requirement.**

- a. For flight crew CRM instructor re-authorization, the applicant shall within the last 12 months of the period validity of the authorization:
  - (1) Delivered flight crew CRM training programs; or
  - (2) In the absence of this, attend the flight crew CRM 12 month's recurrent training program.
- b. If the authorization has lapsed, the applicant shall meet authorization issuance requirements.

**Note:** A flight crew member holding a recent qualification as a CRM instructor may continue to be a CRM instructor even after the cessation of active flying duties.

### **6.0 Cabin Safety Instructor Authorization.**

#### **6.1 Privileges.** Exercise the privilege of conducting of the following cabin crew training for the AOC holder/applicant:

- a. Initial safety training - if AOC holder holds initial safety training approval.
- b. Conversion and differences training.
- c. Single cabin crew member operations training.
- d. Senior cabin crew member training.
- e. Refresher training.
- f. Annual recurrent training.

#### **6.2 Authorization Issuance Requirements.**

##### **a. Pre requisite for authorization.**

- (1) Hold JCAR OPS 1 cabin safety attestation.
- (2) Have a minimum of 5 years working experience as cabin safety attendant in commercial air transport.
- (3) Have a minimum of 1 year as senior cabin crew.
- (4) Have completed operator conversion, differences training course and senior cabin crew member course.
- (5) Hold a valid cabin crew 12 months recurrent training.
- (6) Full time employment with AOC holder/applicant.



**b. Operator training requirements.**

- (1) Complete teaching and learning course for ground instructor.
- (2) Complete the operator internal training program.

**c. CARC acceptance requirements.**

- (1) Complete skill level assessment through demonstration lecture and acceptance interview with CARC cabin safety inspector.
- (2) Be supervised by cabin safety instructor when conducting their first cabin crew safety training course lectures.

**6.3 Re-authorization Requirement.**

- a. For cabin safety instructor re-authorization, the applicant shall within the last 12 months of the period validity of the authorization:
  - (1) Deliver cabin crew safety training programs; or
  - (2) In the absence of this, attend the cabin crew 12 months safety recurrent training program.
- b. If the authorization has lapsed, the applicant shall meet authorization issuance requirements.

**Note:** A cabin crew member holding a recent qualification as a cabin safety instructor may continue to be a cabin safety instructor even after the cessation of active flying duties.

**7.0 First Aid Instructor (FAI) Authorization.**

**7.1 Privileges.** Exercise the privilege of conducting crew medical aspects and first aid training for initial safety training program and the medical aspects and first aid part of the AOC holder/applicant training programs.

**7.2 Authorization Issuance Requirements.****a. Pre requisite for authorization.**

- (1) Hold at least bachelor degree in nursing.
- (2) Have a minimum of 5 years working experience in medicine and nursing field.
- (3) Received instruction on aircraft environment and aviation medicine
- (4) Full time employment with AOC holder/applicant.

**b. Operator training requirements.**

- (1) Complete teaching and learning course for ground instructor.
- (2) Complete operator internal training program.

**c. CARC acceptance requirements.** Complete skill level assessment through demonstration lecture and acceptance interview with CARC cabin safety inspector.

**7.3 Re-authorization Requirement.**

**a.** For first aids instructor re-authorization, the applicant shall within the last 12 months of the period validity of the authorization:

- (1) Deliver crew medical aspects and first aid training programs; or
- (2) In the absence of this, complete skill level assessment through demonstration lecture and interview with CARC cabin safety inspector.

**b.** If the authorization has lapsed, the applicant shall meet authorization issuance requirements.

**8.0 Quality System Instructor (QSI) Authorization.**

**8.1 Privileges.** Exercise the privilege of conducting quality system training programs for the AOC holder/applicant personnel responsible for managing the quality system.

**Note.** Quality briefing required by JCAR OPS 1 for all AOC holder/applicant personnel can be provided by quality system instructor, quality manager or quality auditor.

**8.2 Instructor Authorization Issuance Requirements.**

**a. Pre requisite for authorization.**

- (1) Practical experience and expertise in the application of aviation safety standards and safe operating practices.
- (2) Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position
- (3) Experience implementing and/or managing aviation quality system.
- (4) Experience in conducting safety/quality audits and inspections.

- (6) Has completed at least the following quality system training:
  - (a) Quality management system.
  - (b) Quality assurance program.
  - (c) Audit techniques.
  - (d) Human factor and crew resources management.
- (7) Full time employment with AOC holder/applicant.

**b. Operator training requirements.**

- (1) Complete teaching and learning course for ground instructor.
- (2) Complete the operator internal training program.

**c. Complete CARC acceptance requirements.** Complete skill level assessment through demonstration lecture and acceptance interview with CARC flight operations inspector.

### **8.3 Re-authorization Requirement.**

- a. For quality system instructor re-authorization, the applicant shall within the last 12 months of the period validity of the authorization:
  - (1) Deliver quality system training program applicable to quality management system personnel; **or**
  - (2) In the absence of this, complete skill level assessment through demonstration lecture and acceptance interview with CARC flight operations inspector
- b. If the authorization has lapsed, the applicant shall meet authorization issuance requirements.

### **9.0 Safety Management System Instructor Authorization**

**9.1 Privileges.** Exercise the privilege of conducting aviation safety management system training programs for the AOC holder/applicant personnel responsible for managing the safety management system, operational personnel, managers and supervisors, senior managers and the accountable executive.

### **9.2 Instructor Authorization Issuance Requirements.**

**a. Pre requisite for authorization.**

- (1) Practical experience and expertise in the application of aviation safety standards and safe operating practices.
- (2) Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position.

- (3) Experience in aviation safety in the capacity of an aviation safety investigator, safety/quality manager or safety risk manager
- (4) Experience implementing and/or managing an SMS.
- (5) Experience in conducting safety/quality audits and inspections.
- (6) Has completed at least the following safety management systems (SMS) training:
  - (a) Quality management system.
  - (b) Audit techniques.
  - (c) Safety management system (SMS).
  - (d) Human factor and crew resources management.
  - (e) Investigation in safety management systems.
  - (f) Aircraft accident investigation.
- (7) Full time employment with AOC holder/applicant.

**b. Operator training requirements.**

- (1) Complete teaching and learning course for ground instructor.
- (2) Complete the operator internal training program.

**c. CARC acceptance requirements.** Complete skill level assessment through demonstration lecture and acceptance interview with CARC flight operations inspector.

### **9.3 Re-authorization Requirement.**

- a. For safety management system instructor re-authorization, the applicant shall within the last 12 months of the period validity of the authorization:
  - (1) Deliver safety management system training programs; or
  - (2) In the absence of this, attend the safety management system 36 months recurrent training program
- b. If the authorization has lapsed, the applicant shall meet authorization issuance requirements.

**Eng. Ahmad Azzam**  
**Acting Chief Commissioner**

## **Appendix A**

### **Teaching and Learning Course for Ground Instructor**

1. **Course Objective.** The aim of the teaching & learning course is to give adequate training to the applicant in theoretical knowledge instruction in order to instruct ground training subjects.
2. **Course Duration.** The teaching & learning course shall comprise not less than 18 hours of classroom the covers the teaching and learning items. The course shall be taught by approved training organization.
3. **Course instructor.** The instructor for teaching & learning course shall be a flight crew holds or have held one of the following ratings FI (A), CRI (A), IRI (A), STI (A), MCCI (A),FI (H), TRI (H), IRI (H) or SFI (H).

#### **4. Teaching and Learning Items.**

##### **3.1 The Learning Process.**

- a. Motivation.
- b. Perception and understanding.
- c. Memory and its application.
- d. Habits and transfer.
- e. Obstacles to learning.
- f. Incentives to learning.
- g. Learning methods.
- h. Rates of learning.

##### **3.2 The Teaching Process.**

- a. Elements of effective teaching.
- b. Planning of instructional activity.
- c. Teaching method.
- d. Teaching from the known to the unknown.
- e. Use of lesson plans'.

##### **3.3 Training Philosophies.**

- a. Value of a structured (approved) course of training.
- b. Importance of a planned syllabus.

### **3.4 Techniques of Applied Theoretical knowledge Instruction - Classroom instruction techniques.**

- a. Use of training aids.
- b. Group lectures.
- c. Individual briefings.
- d. Student participation/discussion.

### **3.5 Student Evaluation and Testing**

#### **a. Assessment of student performance.**

- (1) The function of progress tests.
- (2) Recall of knowledge.
- (3) Translation of knowledge into understanding.
- (4) Development of understanding into actions.
- (5) The need to evaluate rate of progress.

#### **b. Analysis of student errors.**

- (1) Establish the reason for errors.
- (2) Tackle major faults first, minor faults second.
- (3) Avoidance of over criticism.
- (4) The need for clear concise communication.

### **4.4 Training Program Development.**

- a. Lesson planning.
- b. Preparation.
- c. Explanation and demonstration.
- d. Student participation and practice.
- e. Evaluation.

### **4.5 Human Performance and Limitations Relevant to Flight Instruction.**

- a. Physiological factors.
- b. Psychological factors.
- c. Human information processing.
- d. Behavioral attitudes.
- e. Development of judgment and decision making.

### **4.6 Training Administration.**

- a. Theoretical knowledge instruction records.
- b. Ground training curriculum.
- c. Study material.
- d. Official forms.