

ADVISORY CIRCULAR

No. : AC-28-01-025

Date : 1 March 2016

A. SUBJECT.

Ground Examiner Authorization

B. PURPOSE.

This Advisory Circular (AC) provides guidance for Air Operator Certificate (AOC) holder/applicant for the Cabin Safety Examiner (CSE) and Flight Dispatcher Examiner (FDE) authorization.

C. STATUS.

This is the third edition of AC - 28 - 01 - 025, dated 1 March 2016, and it will remain current until withdrawn or superseded.

D. CONTENTS.

- 1.0 General.
- 2.0 Cabin safety examiner authorization.
- 3.0 Flight dispatcher examiner authorization.

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.

Ground Examiner Authorization

1.0 General.

1.1 Applicable Regulations.

- a. A person shall not act as a ground examiner (cabin safety examiner and flight dispatcher examiner) for an AOC holder/applicant unless the person holds a valid ground examiner authorization.
- b. Ground examiner cannot exercise the privileges of their authorization if that authorization has not been renewed prior to the expiry date.
- c. Ground examiner changing operators shall apply for ground instructor authorization approval.

1.2 Eligibility.

- a. JCAR OPS 1 ground examiner authorization is issued to persons whom are employed by Jordanian AOC holder to conduct the required checking in accordance with the applicable approved training and checking program.
- b. The applicant shall hold cabin safety instructor authorization or flight dispatcher instructor authorization.

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 Cabin Safety Examiner (CSE) Authorization.

a. Qualification.

(1) Pre requisite for Authorization.

- (a) Hold a valid cabin safety instructor authorization.
- (b) Has completed at least 1 year as cabin safety instructor.

(2) Operator Training and Checking Requirements.

- (a) Complete the operator internal training program.
- (b) Complete 1day orientation course on auditing principles and cabin crew line release.
- (c) Observe at least 1 cabin crew oral and practical demonstration examination including records and documentation with a recommendation for CARC.

(3) CARC Requirements. Complete the cabin safety examiner skill level assessment through demonstration cabin crew oral examination and acceptance interview with CARC cabin safety inspector.**b. Privileges.****(1)** Conduct the required checking for cabin crew including written, oral practical demonstration and line release for:

- (a) * Initial safety training program.
- (b) * Conversion and differences training program.
- (c) * Senior cabin crew members training program.
- (d) * Single cabin crew member operations training program.
- (e) Refresher training program.
- (f) Recurrent training program.

* Oral check will be conducted by CARC cabin safety inspector

(2) The privileges of the cabin crew line release shall be exercised only by the operator cabin crew examiner during the currency of their qualification on the applicable aircraft type.**c. Re-authorization Requirement.****(1)** For cabin safety examiner re-authorization, the applicant shall:

- (a) Hold a valid cabin safety instructor authorization and
- (b) Within the last 12 months of the period validity of the authorization:
 - Conduct at least 2 cabin crew check; or
 - In the absence of this, complete cabin crew examiner skill level assessment through demonstration cabin crew oral examination and acceptance interview with CARC cabin safety inspector.

(2) If the authorization has lapsed, the applicant shall meet the authorization issuance requirements.

3.0 Flight Dispatcher Examiner (FDE) Authorization.

a. Qualification.

(1) Pre requisite for Authorization.

- (a) Hold a valid JCAR dispatcher license or equivalent validation.
- (b) Hold a valid flight dispatcher instructor authorization.
- (c) Has completed at least 1 year as flight dispatcher instructor.

(2) Operator Training and Checking.

- (a) Complete the operator internal training program.
- (b) Observe at least 1 flight dispatcher competency check including records and documentation with a recommendation for CARC.

(3) CARC Requirements. Complete the flight dispatcher examiner skill level assessment through demonstration flight dispatcher competency check and acceptance interview with CARC flight operations inspector.

b. Privileges. Conduct the flight dispatcher competency check for flight dispatcher conversion training program and the annual recurrent training program.

c. Re-authorization Requirement.

(1) For flight dispatcher examiner re-authorization, the applicant shall:

- (a) Hold a valid JCAR dispatcher license or equivalent validation.
- (b) Hold a valid flight dispatcher instructor authorization; and
- (c) Within the last 12 months of the period validity of the authorization:
 - Conduct at least 2 flight dispatcher competency check;
or
 - In the absence of this, complete the flight dispatcher examiner skill level assessment through demonstration flight dispatcher competency check and acceptance interview with CARC cabin safety inspector.

- (2) If the authorization has lapsed, the applicant shall meet the authorization issuance requirements.

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