



Flight Operations Standards Directorate
Commercial Air Transport Section - Special Approvals - Initial Safety Training Approval
Initial Safety Training Approvals Applications Attachments Compliance List

• Operator Name			
• Airplane Type(s)			
• AOC Applicant/Holder Focal Point	Name	Phone No.	E-mail

No	Operation Manual Part D - Training Program Events	JCAR OPS	OMD	YES	NO	NA	Remarks
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1	General.
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a	Training courses shall at the discretion of CARC and subject to its approval be provided: either by the operator directly, or indirectly through a training organization acting on behalf of the operator; or by an approved training organization	OPS 1.1005					
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b	The initial safety training program and structure of the initial training courses shall be in accordance with the applicable requirements and shall be subject to prior approval of CARC	OPS 1.1005					
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c	At the discretion of CARC, the operator or the approved training organization providing the training course, shall deliver an attestation of safety training to a cabin crew member after he/she has completed the initial safety training and successfully passed the check	OPS 1.1005					
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d	Where CARC authorizes an operator or an approved training organization to deliver the attestation of safety training to a cabin crew member, such attestation shall clearly state a reference to the approval of CARC	OPS 1.1005					
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2	Training Personnel. Training is conducted by the following personnel:
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a	Cabin crew training is conducted by approved cabin safety instructor	AC NO. 24					
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b	Cabin crew CRM Training is conducted by approved cabin crew CRM instructor	AC NO. 24					
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c	Medical aspect training is conducted by is conducted by approved first aid instructor	AC NO. 24					
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d	Dangerous goods training is conducted by approved dangerous goods instructor	AC NO. 24					
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e	Aviation security training is conducted by approved aviation security instructor	NASP					
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3	Checking Personnel. Checking is conducted by the following personnel:						
a	Checking is conducted by approved cabin safety examiner	AC No. 25					
4	Training Facilities						
a	Operator must ensure that adequate training facilities and equipment are available for initial safety training and checking; to include class rooms, fire and smoke training facilities and water survival training facilities and as detailed	App. 2 1.175 (d)(3)					
(1)	Classrooms						
(a)	At least one class room shall be available with the minimum furniture needed like white board, a desk or table and chair for each trainee. The classroom should have required training aids like projection media (Power point, slides, overheads, TV, etc.)	AC NO 12					
(b)	At least another classroom shall be made available to serve as an emergency and survival procedures lecture room. It shall be furnished with a display of all pieces of emergency equipments used on by the aircraft operator, such as the types of portable fire extinguishers, portable oxygen equipment, protective breathing equipment (PBE), life raft, adult and infants life jackets, baby survival cots, child restraint system, contents of the survival kits, first aid kits and emergency radio	AC NO 12					
(c)	The classroom should be such that each trainee is allowed reasonable working area. The overall size of the classroom shall be determined by multiplying the expected number of trainees by 1.4 square meters	AC NO 12					
(d)	The maximum permissible number of trainees in a class room shall be a ration of 15 trainee for one instructor and 25 trainees for 2 instructors	AC NO 12					
(2)	Fire and Smoke Training Facilities						
(a)	Practical fire and smoke training must be conducted under the supervision of an instructor who has the knowledge, ability and experience to conduct such training. The training shall be conducted in a confined area to simulate cabin fire and preferably smoke filled conditions with the cabin crew donning the protective breathing equipment (PBE)	AC NO 12					



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(b)	The facility shall be equipped with sufficient fire prevention aids, fire fighting equipments and emergency exit door. Necessary approval shall be obtained from CARC and appropriate local authority wherever required	AC NO 12					
(3)	Water Survival Training Facilities	AC NO 12					
(a)	The training shall be conducted at a water body /pool with minimum depth of 12 feet	AC NO 12					
b	The Learning Environment. The key to a good learning environment is the elimination of discomforts and other undesirable characteristics	AC NO 12					
(1)	The climate must be comfortable	AC NO 12					
(2)	Lighting must be of adequate level for work or viewing	AC NO 12					
(3)	Distracting sounds must be kept to a minimum	AC NO 12					
(4)	Work areas must be aesthetically pleasing	AC NO 12					
(5)	Training equipment must be adequate	AC NO 12					
5	Training Equipment						
a	Aircraft Mock Up						
(1)	A representative training device may be used for the training of cabin crew as an alternative to the use of the actual airplane or required equipment	AC OPS 1.1005					
(2)	Only those items relevant to the training and testing intended to be given should accurately represent the airplane in the following particulars:	AC OPS 1.1005					
(a)	Layout of the cabin in relation to exits, galley areas and safety equipment stowage.	AC OPS 1.1005					
(b)	Type and location of passenger and cabin crew seats.	AC OPS1.1005					
(c)	Exits in all modes of operation (particularly in relation to method of operation, their mass and balance and operating forces) including failure of power assist systems where fitted.	AC OPS1.1005					



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(d)	Safety equipment of the type provided in the airplane (such equipment may be 'training use only' items and, for oxygen and protective breathing equipment, units charged with or without oxygen may be used)	AC OPS 1.1005					
(3)	At least one realistic life size mock-up of the aircraft fuselage, including galley and the cabin with a layout of equipment, switch panels, exit and window arrangements, communication system, fire extinguishers, slide/slide raft etc., to enable realistic simulation of cabin attendants' duties without continuous need for the use of actual air craft. The mock up shall include parts of the cabin containing wash rooms, galleys, each type of door and emergency exit used in the aircraft, some seat rows and overhead bins.	AC NO 12					
b	Door Trainer						
(1)	The use of modern training and simulator systems such as emergency evacuation and door trainers provides an acceptable level of practical experience expected in actual occurrences. All operators may provide training to its crew on the door trainer for the type of aircraft instead of on an actual aircraft	AC OPS 1.1005					
6	Entry requirements. Air Operator Certificate (AOC) holder/applicant shall ensure that each cabin crew member meets the following requirements:						
a	Is at least 18 years of age	OPS 1.995					
b	A minimum educational level of successful completion of high school (Tawjihi) or equivalent	AC No. 10					
c	Able to reach safety equipment and open and close overhead bins in the aircraft from a standing position - at least 158 cm	AC No. 10					
d	Can read, write, speak and understand English language	AC No. 10					
e	Has passed a medical examination or assessment at regular intervals as required by the JCAR so as to check the medical fitness to discharge his/her duties in accordance with AMC OPS 1.995(a) (2) - Minimum requirements	AC No. 10					



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(1)	The initial medical examination or assessment and any re-assessment of cabin crew members should be conducted by or under the supervision of a medical practitioner acceptable to CARC	IEM 1.995					
(2)	An operator should maintain a medical record for each cabin crew member	IEM 1.995					
(3)	The following medical requirements are applicable for each cabin crew member:	IEM 1.995					
(a)	Good health	IEM 1.995					
(b)	Free from any physical or mental illness which might lead to incapacitation or inability to perform cabin crew duties	IEM 1.995					
(c)	Normal cardio respiratory function	IEM 1.995					
(d)	Normal central nervous system	IEM 1.995					
(e)	Adequate visual acuity 6/9 with or without glasses	IEM 1.995					
(f)	Adequate hearing; and	IEM 1.995					
(g)	Normal function of ear, nose and throat	IEM 1.995					
7	Training Program						
a	General						
(1)	The training course shall include the standards and objectives for each module of training that the trainees are required to complete	AC - 28 - 01 - 010					
(2)	The training course should be based on generic procedures, regulatory requirements, and not refer to a specific aircraft type	AC - 28 - 01 - 010					
b	Course Applicability. The course is applicable for:						
(1)	New entrant who do not have previous cabin crew experience for the issuance of attestation	AC - 28 - 01 - 010					
(2)	Cabin crew absent from active flying duties for more than 5 years	AC - 28 - 01 - 010					
c	Course Duration. At least 15 working days (90 hours) as detailed:						
(1)	Safety and medical aspect training. At least 14 working days (84 hours) to include the following as part of passenger handling:	AC - 28 - 01 - 010					



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No	Operation Manual Part D - Training Program Events	JCAR OPS	OMD	YES	NO	NA	Remarks
(a)	Dangerous goods training. At least 2 working days (12 hours)	AC - 28 - 01 - 010					
(b)	Aviation security training. At least 2 working days (12 hours)	AC - 28 - 01 - 010					
(2)	CRM training. At least 1 working day (6 hours)	AC - 28 - 01 - 010					
d	Training Program Contents. An operator shall ensure that each cabin crew member has, before undertaking conversion training, successfully completed initial safety training covering at least:						
(1)	Fire and smoke training						
(a)	Emphasis on the responsibility of cabin crew to deal promptly with emergencies involving fire and smoke and, in particular, emphasis on the importance of identifying the actual source of the fire	App. 1 to 1.1005					
(b)	The importance of informing the flight crew immediately, as well as the specific actions necessary for coordination and assistance, when fire or smoke is discovered	App. 1 to 1.1005					
(c)	The necessity for frequent checking of potential fire-risk areas including toilets, and the associated smoke detectors	App. 1 to 1.1005					
(d)	The classification of fires and the appropriate type of extinguishing agents and procedures for particular fire situations, the techniques of application of extinguishing agents, the consequences of misapplication, and of use in a confined space; and	App. 1 to 1.1005					
(e)	The general procedures of ground-based emergency services at aerodromes	App. 1 to 1.1005					
(2)	Water survival training. The actual donning and use of personal flotation equipment in water. Before first operating on an airplane fitted with life rafts or other similar equipment, training must be given on the use of this equipment, as well as actual practice in water	App. 1 to 1.1005					
(3)	Survival training. Survival training shall be appropriate to the areas of operation (e.g. polar, desert, jungle or sea).	App. 1 to 1.1005					
(4)	Medical aspects and first aid						
(a)	Instruction on medical aspects and first-aid, first-aid kits, emergency medical kits, their contents and emergency medical equipment	App. 1 to 1.1005					
(b)	First-aid associated with survival training and appropriate hygiene; and	App. 1 to 1.1005					
(c)	The physiological effects of flying and with particular emphasis on hypoxia	App. 1 to 1.1005					



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No	Operation Manual Part D - Training Program Events	JCAR OPS	OMD	YES	NO	NA	Remarks
(5)	Passenger handling .to includes dangerous goods training and security procedures	App. 1 to 1.1005					
(a)	Advice on the recognition and management of passengers who are, or become, intoxicated with alcohol or are under the influence of drugs or are aggressive	App. 1 to 1.1005					
(b)	Methods used to motivate passengers and the crowd control necessary to expedite an airplane evacuation	App. 1 to 1.1005					
(c)	Regulations covering the safe stowage of cabin baggage (including cabin service items) and the risk of it becoming a hazard to occupants of the cabin or otherwise obstruction or damaging emergency equipment or airplane exits	App. 1 to 1.1005					
(d)	The importance of correct seat allocation with reference to airplane mass and balance. Particular emphasis shall also be given on the seating of disabled passengers, and the necessity of seating able-bodied passengers adjacent to unsupervised exits	App. 1 to 1.1005					
(e)	Duties to be undertaken in the event of encountering turbulence, including securing the cabin	App. 1 to 1.1005					
(f)	Precautions to be taken when live animals are carried in the cabin	App. 1 to 1.1005					
(g)	Dangerous goods training, including provisions under Subpart R	App. 1 to 1.1005					
	• General philosophy	ICAO TI 4.1					
	• Limitations	ICAO TI 4.1					
	• Labeling and marking	ICAO TI 4.1					
	• Recognition of undeclared dangerous goods	ICAO TI 4.1					
	• Provisions for passengers and crew	ICAO TI 4.1					
	• Emergency procedures	ICAO TI 4.1					
(h)	Security procedures, including provisions under Subpart S	App. 1 to 1.1005					
	• Principles and philosophy of aviation security	NCASTP					
	• Threats to civil aircraft	NCASTP					
	• Security procedures in relation to safeguarding aircraft and passengers	NCASTP					
	• Managing an act of unlawful interference so as to minimize the risk and/or effect of such an act	NCASTP					
	• Terrorism, acts of unlawful interference and the history of aviation security incidents	NCASTP					
	• Aviation legislation and security programs, including international, national, airport and aircraft operator requirements	NCASTP					



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No	Operation Manual Part D - Training Program Events	JCAR OPS	OMD	YES	NO	NA	Remarks
	<ul style="list-style-type: none"> • Restricted articles, including dangerous goods, prohibited items, weapons, explosives and other sabotage devices 	NCASTP					
	<ul style="list-style-type: none"> • Procedures for aircraft security checks and/or searches 	NCASTP					
	<ul style="list-style-type: none"> • Procedures for handling unruly and disruptive passengers 	NCASTP					
	<ul style="list-style-type: none"> • Procedures for responding to acts of unlawful seizure and hostage situations 	NCASTP					
	<ul style="list-style-type: none"> • Determining the seriousness of any occurrence 	NCASTP					
	<ul style="list-style-type: none"> • Appropriate self-defense responses 	NCASTP					
	<ul style="list-style-type: none"> • Use of non-lethal protective devices, such as handcuffs, assigned to crew members or any restraint techniques, the use of which is authorized by the State of the Operator 	NCASTP					
	<ul style="list-style-type: none"> • Characteristics and behavior of perpetrators, coping with such behavior and passenger response 	NCASTP					
	<ul style="list-style-type: none"> • New terrorist profiles 	NCASTP					
	<ul style="list-style-type: none"> • Situational training exercises regarding various threat conditions 	NCASTP					
	<ul style="list-style-type: none"> • Protection of aircraft 	NCASTP					
	<ul style="list-style-type: none"> • Flight deck procedures, including crew communication and coordination through a locked flight crew compartment door 	NCASTP					
	<ul style="list-style-type: none"> • Response to bomb threats in flight; and 	NCASTP					
	<ul style="list-style-type: none"> • On-the-ground including post flight and aircraft search procedures, including guidance on least-risk bomb locations 	NCASTP					
(6)	Communication. During training, emphasis shall be placed on the importance of effective communication between cabin crew and flight crew including technique, common language and terminology	App. 1 to 1.1005					
(7)	Discipline and Responsibilities	App. 1 to 1.1005					
(a)	The importance of cabin crew performing their duties in accordance with the Operations Manual	App. 1 to 1.1005					
(b)	Continuing competence and fitness to operate as a cabin crew member with special regard to flight and duty time limitations and rest requirements	App. 1 to 1.1005					
(c)	An awareness of the aviation regulations relating to cabin crew and the role of the CARC	App. 1 to 1.1005					
(d)	General knowledge of relevant aviation terminology, theory of flight, passenger distribution, meteorology and areas of operation	App. 1 to 1.1005					
(e)	Pre-flight briefing of the cabin crew and the provision of necessary safety information with regards to their specific duties	App. 1 to 1.1005					



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(f)	The importance of ensuring that relevant documents and manuals are kept up-to-date with amendments provided by the operator	App. 1 to 1.1005					
(g)	The importance of identifying when cabin crew members have the authority and responsibility to initiate an evacuation and other emergency procedures; and	App. 1 to 1.1005					
(h)	The importance of safety duties and responsibilities and the need to respond promptly and effectively to emergency situations	App. 1 to 1.1005					
(i)	Awareness of the effects of surface contamination and the need to inform the flight crew of any observed surface contamination	App. 1 to 1.1005					
(8)	Crew Resource Management - Introductory CRM course	App. 1 to 1.1005					
(a)	A cabin crew member shall complete an introductory CRM course before being first assigned to operate as a cabin crew member. Cabin crew who are already operating as cabin crew members in commercial air transportation and who have not previously completed an introductory course, shall complete an introductory CRM course by the time of the next required recurrent training and/or checking	App. 1 to 1.1005					
(b)	The introductory CRM course shall be conducted by at least one cabin crew CRM instructor	App. 1 to 1.1005					
	• Human factors in aviation - General instructions on CRM principles and objectives – <i>in depth</i>	App. 2 to 1.1005					
	• Human performance and limitations - <i>in depth</i>	App. 2 to 1.1005					
	• Personality awareness, human error and reliability, attitudes and behaviors, self assessment - <i>in depth</i>	App. 2 to 1.1005					
	• Stress and stress management – <i>in depth</i>	App. 2 to 1.1005					
	• Fatigue and vigilance – <i>in depth</i>	App. 2 to 1.1005					
	• Assertiveness – <i>in depth</i>	App. 2 to 1.1005					
	• Situation awareness, information acquisition and processing – <i>in depth</i>	App. 2 to 1.1005					
8	Checking						
a	At the discretion of the CARC, the operator or the approved training organization providing the training course shall ensure that during or following completion of the training required by OPS 1.1005 - initial safety training each cabin crew member undergoes a check covering the training received in order to verify his/her proficiency in carrying out normal and emergency safety duties	OPS 1.1025					



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b	At the discretion of CARC, the operator or the approved training organization providing the training course shall ensure that the personnel performing these checks shall be suitably qualified - cabin safety examiner	OPS 1.1025					
c	Elements of training which require individual practical participation should be combined with practical checks	AMC OPS 1.1025					
d	The checks required by JCAR OPS 1.1025 - initial safety training should be accomplished by the method appropriate to the type of training including: practical demonstration, oral and written tests	AMC OPS 1.1025					



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Initial Safety Training Program Training Records - OMD Volume II

No	Events	YES	NO	Remarks
1	Air Operator Certificate (AOC) Details			
a	Name			
b	Address			
c	E-mail address			
2	Trainee Details			
a	Name			
b	Nationality			
c	Date of birth			
d	Education level			
3	Course Details			
a	Duration			
b	Start date			
c	Finish date			
4	Course Entry Requirements Details			
5	Training Program Contents Details			
6	Responsible Training Personnel Name and Signatory			
7	Checking Program Contents Details			
8	Responsible Checking Personnel Name and Signatory			
9	Crew Training Post Holder Name and Signatory			



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Initial Safety Training Attestation

No	Events	YES	NO	Remarks
1	Initial Safety Training Attestation Certificate			
2	Attestation Issuance in Accordance with JCAR OPS 1.1005			
3	Attestation Number			
4	Attestation Issuance Date			
5	State of Issuance. The Hashemite kingdom of Jordan			
6	Attestation Holder Details			
a	Name			
b	Place of birth			
c	Date of birth			
d	Nationality			
e	*Signature of the attestation holder			
7	Competent Authority Details			
a	Name. Civil Aviation Regulatory Commission (CARC)			
b	Address. P.O. Box 7547 Amman 11110 Jordan			
8	Issuing Body Details			
a	Name			
b	Address			
9	Course Duration Details			
a	Duration			
b	Start date			
c	Finish date			



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Appendix 2	Initial Safety Training Attestation
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No	Events	YES	NO	Remarks
10	Crew Training Post Holder Declaration			
a	I hereby declare that; the applicant have completed initial safety training course in accordance with JCAR OPS 1.1005 as detailed below:			
(1)	Fire and smoke training			
(2)	Water survival training			
(3)	Survival training			
(4)	Medical aspects and first aid			
(5)	Passenger handling to include:			
(a)	Dangerous goods initial training in accordance with JCAR OPS 1 Subpart - R Transport of Dangerous Goods by Air			
(b)	Security initial training in accordance with JCAR OPS 1 Subpart - S Security; and			
(6)	Communication			
(7)	Discipline and responsibilities			
(8)	Crew resources management - Introductory CRM training in accordance with JCAR OPS 1 Subpart - O Cabin Crew			
b	I hereby declare that; the applicant have successfully passed the associated check referred to in JCAR OPS 1.1025 as detailed below:			
(1)	Written test			
(2)	Practical demonstration test; and			
(3)	Oral test			
11	Crew Training Post Holder Name and Signatory			
12	CARC Cabin Safety Instructor Name and Signatory			
13	Attestation Privileges. The holder may only exercise the privileges to act as a cabin crew on aircraft engaged in commercial air transport operations if he/she complies with the requirements in JCAR OPS 1 for the continuous fitness and valid aircraft type qualification			
14	*Remarks. The attestation will not replace the production and retention of initial safety training records as required by JCAR OPS 1.1035, therefore the operator shall retain both a copy of the attestation and the initial training records. Moreover attestation would not confirm that cabin crew member has fulfilled the requirements of JCAR OPS 1 subpart O in order to be competent to perform their duties			

