



**Flight Operations Standards Directorate**  
**Commercial Air Transport Section - Training & Checking Arrangements**  
**Flight Crew CRM Instructor (CRMI) Authorization Issuance Application Form**

Ground Instructor Authorization is Valid For 24 Calendar Months

Submitted within a minimum of 10 days before authorization use is required

**A. FOR AOC HOLDER/APPLICANT USE ONLY**

**1. AOC Holder/Applicant Details.**

• Operator name			
• Crew training post holder contact details	Name	Phone No.	E-Mail

**2. Flight Crew CRM Instructor (CRMI) Authorization Details.**

• Applicant name			
• Airplane type(s)			
• License type		• License expiry date	
• License number		• Type rating expiry date	

**3. Flight Crew CRM Instructor (CRMI) Authorization Issuance Requirements.**

No.	JCAR OPS 1 Requirements	YES	NO
a	Hold a valid JCAR ATPL or equivalent JCAR validation		
b	Hold a valid type rating multi pilot airplane		
c	Have a minimum of 5 years working experience as commander in commercial air transport		
d	Have completed initial operator's CRM training, CRM training for operators' conversion course, and CRM for commander course		
e	Hold a valid flight crew 12 months recurrent training		
f	Full time employment with AOC holder/applicant		
g	<input type="checkbox"/> Complete teaching and learning course for ground instructor; <b>or</b>		
	<input type="checkbox"/> Hold 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)		
h	Complete CRM skill assessment training course		
i	Complete the operator internal training program		
j	Complete skill level assessment through demonstration lecture and interview with CARC flight operations inspector		

**4. Crew Training Post Holder Recommendation.**

• I hereby certify that, the applicant meets JCARs Requirements for flight crew CRM instructor authorization issuance, I am satisfied that the information contained in this application is true, correct and completed

Name	Signature	Date



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**B. FOR CARC USE ONLY**

**1. Flight Crew CRMI Authorization Issuance - Documents Assessment.**

No.	Assessment Event	YES	NO
a	Check applicant record for a valid JCAR ATPL or equivalent JCAR validation		
b	Check applicant record for a valid type rating multi pilot airplane		
c	Check the applicant record for a minimum of 5 years working experience as commander in commercial air transport		
d	Check the applicant record for the completion of the initial operator's CRM training, CRM training for operators' conversion course, and CRM for commander course		
e	Check the applicant record for a valid flight crew 12 months recurrent training		
f	Check the applicant record for the full time employment with AOC holder/applicant		
g	Check the applicant record for:		
	<input type="checkbox"/> The completion of the teaching and learning course for ground instructor; <b>or</b> <input type="checkbox"/> 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)		
h	Check the applicant record for the completion of CRM skill assessment training course		
i	Check the applicant record for the completion of operator internal training program		

• <b>Assessment Result</b>	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
• <b>Remarks</b>		
<b>Flight Operations Inspector Name</b>	<b>Signature</b>	<b>Date</b>

**2. Flight Crew CRMI Authorization Issuance - Assessor Designation.**

• The under signed, Chief Commercial Air Transport Section authorises Capt.....to conduct the skill level assessment for flight crew CRM instructor authorization through lecture demonstration and interview		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

**3. Flight Crew CRMI Authorization - Technical Assessment.** CRMI authorization issuance skill level assessment through demonstration lecture and interview with CARC flight operations inspector:

No.	Assessment Event	YES	NO
<b>a</b>	<b>Lecture demonstration.</b> Assess the applicant instructional skill level to include:		
(1)	Lecture subject relevant to the flight crew approved training program		
(2)	Lecture structure		
(3)	Use of training aids		
(4)	Eye contact		
(5)	Handling questions		
(5)	Control of trainees		
(6)	English proficiency		
(7)	Depth of knowledge		
(8)	Confidence		
<b>b</b>	<b>Interview.</b> Assess the applicant knowledge for:		
(1)	Flight crew CRMI privileges		
(2)	Flight crew CRMI re-authorization requirements		
(3)	Flight crew CRM training program		
(4)	Flight crew CRM training program implementation procedures		



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• Lecture & Interview Date		• Assessment Result	<input type="checkbox"/> SAT	<input type="checkbox"/> UNSAT
• Remarks				
Flight Operations Inspector Name		Signature		Date

**4. Flight Crew CRMI Authorization Issuance.**

**a. CRMI Authorization Details.**

• Applicant name	
• Authorization type	• Flight Crew CRM Instructor (CRMI) Authorization
• Airplane type(s)	
• AOC holder name	
• Authorization expiry date - calendar months	

**b. CRMI Authorization Privileges.**

• Initial CRM training	
• CRM training for operators Conversion course	
• CRM training for commander upgrade course	
• Annual CRM recurrent training	
• CRM skill assessment training course	

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

Flight Operations Inspector Name	Signature	Date

**C. SUPPORTING DOCUMENTS.**

- Cover letter from the AOC holder for the flight crew CRM instructor (CRMI) authorization issuance.
- Flight crew CRM instructor (CRMI) authorization issuance application form - this application form.
- Supporting documents for flight crew CRM instructor (CRMI) authorization issuance as detailed in this application form Part A para 3 a-i.