



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

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. Cabin Crew CRM Instructor (CRMI) Authorization Details.

• Applicant name	
• Attestation date	
• Airplane type(s)	

3. Cabin Crew CRM Instructor (CRMI) Authorization Issuance Requirements.

No.	JCAR OPS 1 Requirements	YES	NO
a	Hold JCAR OPS 1 cabin safety attestation		
b	Have a minimum of 5 years working experience as a cabin safety attendant in commercial air transport		
c	Have a minimum of 1 year as a senior cabin crew		
d	Have completed operator conversion, differences training course and senior cabin crew member course		
e	Hold a valid cabin crew 12 months recurrent training		
f	Full time employment with AOC holder/applicant		
g	Complete teaching and learning course for ground instructor		
h	Received instruction on Human Factor Performance Limitation (HPL)		
i	Complete the operator internal training program		
j	Complete skill level assessment through demonstration lecture and acceptance interview with CARC cabin safety inspector		

4. Crew Training Post Holder Recommendation.

• I hereby certify that, the applicant meets JCARs Requirements for cabin crew CRM instructor authorization issuance, and 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. Cabin Crew CRMI Authorization Issuance - Documents Assessment.

No.	Assessment Event	YES	NO
a	Check the applicant record for the JCAR OPS 1 cabin safety attestation		
b	Check the applicant record for a minimum of 5 years working experience as a cabin safety attendant in commercial air transport		
c	Check the applicant record for a minimum of 1 year as a senior cabin crew		
d	Check the applicant record for the completion of the operator conversion, differences training course and senior cabin crew member course		
e	Check the applicant record for a valid cabin crew 12 months recurrent training		
f	Check applicant records for the full time employment with AOC holder/applicant		
g	Check the applicant record for the completion of teaching and learning course for ground instructor		
h	Check the applicant record for the reception of instruction on Human Factor Performance Limitation (HPL)		
i	Check the applicant record for the completion of the operator internal training program		

<ul style="list-style-type: none"> Assessment Result 	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
<ul style="list-style-type: none"> Remarks 		
Cabin Safety Inspector Name	Signature	Date

2. Cabin Crew CRMI Authorization Issuance - Assessor Designation.

<ul style="list-style-type: none"> The under signed, Chief Commercial Air Transport Section authorises Mr.....to conduct skill level assessment for cabin crew CRM instructor authorization through lecture demonstration and interview 		
Name	Signature	Date

3. Cabin CRMI Authorization Issuance - Technical Assessment. CRMI authorization issuance skill level assessment through demonstration lecture and interview with CARC cabin safety inspector:

No.	Assessment Event	YES	NO
a	Lecture demonstration. 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	Interview. Assess the applicant knowledge for:		
(1)	Cabin crew CRMI privileges		
(2)	Cabin crew CRMI re-authorization requirements		
(3)	Cabin crew CRM training program		
(4)	Cabin crew CRM training program implementation procedures		



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

4. Cabin Crew CRMI Authorization Issuance.

a. CRMI Authorization Details.

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

b. CRMI Authorization Privileges.

• Introductory CRM for the initial safety training program - if AOC holder holds initial safety training approval
• Operator CRM training for cabin crew conversion and differences program
• Cabin crew airplane type specific CRM training program
• CRM training for senior cabin crew member
• Cabin crew annual CRM recurrent training

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

Cabin Safety Inspector Name	Signature	Date

C. SUPPORTING DOCUMENTS.

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