



Flight Operations Standards Directorate
Commercial Air Transport Section - Training & Checking Arrangements
Quality System Instructor (QSI) Authorization Issuance Application Form
 Ground Instructor Authorization is Valid For 24 Calendar Months
 For initial issuance - 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. Quality System Instructor (QSI) Authorization Details.

• Applicant name	
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3. Quality System Instructor (QSI) Authorization Issuance - Requirements.

No.	JCAR OPS 1 Requirements	YES	NO
a	Practical experience and expertise in the application of aviation safety standards and safe operating practices		
b	Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position		
c	Experience implementing and/or managing aviation quality system		
d	Experience in conducting safety/quality audits and inspections		
e	Has completed at least the following quality system training:		
(1)	Quality management system		
(2)	Quality assurance program		
(3)	Audit techniques		
(4)	Human factor and crew resources management		
f	Full time employment with AOC holder/applicant		
g	Complete teaching and learning course for ground instructor		
h	Complete the operator internal training program		
i	Complete skill level assessment through demonstration lecture and acceptance interview with CARC flight operations inspector		

4. Crew Training Post Holder Recommendation.

• I hereby certify that, the applicant meets JCARs requirements for quality system instructor authorization issuance, and I am satisfied that the information contained in this application is true, correct and completed
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Name	Signature	Date



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B. FOR CARC USE ONLY

1. QSI Authorization Issuance – Documents Assessment.

No.	Assessment Events	YES	NO
a	Check the applicant record for the practical experience and expertise in the application of aviation safety standards and safe operating practices		
b	Check the applicant record for the five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position		
c	Check the applicant record for the experience in implementing and/or managing aviation quality system		
d	Check the applicant record for the experience in conducting safety/quality audits and inspections		
e	Check the applicant record for the completion of at least the following quality system training:		
(1)	Quality management system		
(2)	Quality assurance program		
(3)	Audit techniques		
(4)	Human factor and crew resources management		
f	Check the applicant record for the full time employment with AOC holder/applicant		
g	Check the applicant record for the completion of the teaching and learning course for ground instructor		
h	Check the applicant record for the completion of the operator internal training program		

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

2. QSI Authorization Issuance – Assessor Designation.

<input type="checkbox"/> The under signed, Chief Commercial Air Transport Section authorisesto conduct skill level assessment for quality system instructor authorization through lecture demonstration and interview		
Name	Signature	Date

3. QSI Authorization Issuance – Technical Assessment. QSI authorization issuance skill level assessment through demonstration lecture and interview with CARC flight operations 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)	Quality system instructor privileges		
(2)	Quality system instructor re-authorization requirements		
(3)	Quality system training program applicable to quality management system personnel		



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

4. QSI Authorization Issuance.

a. QSI Authorization Details.

• Applicant name	
• Authorization type	• Quality System Instructor (QSI) Authorization
• AOC holder name	
• Authorization expiry date - calendar months	

b. QSI Authorization Privileges.

• Exercise the privilege of conducting quality system training programs for the AOC holder/applicant personnel responsible for managing the Quality System
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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

Inspector Name	Signature	Date

C. SUPPORTING DOCUMENTS.

- Cover letter from the AOC holder for the quality system instructor (QSI) authorization issuance.
- Quality system instructor (QSI) authorization issuance application form - this application form.
- Supporting documents for quality system instructor (QSI) authorization issuance as detailed in this application form Part A para 3 a-h.