



**Flight Operations Standards Directorate**  
**Commercial Air Transport Section - Training & Checking Arrangements**  
**Quality System Instructor (QSI) Re-authorization Application Form**

Ground Instructor Authorization is Valid For 24 Calendar Months

For re-authorization - Submit within the final three calendar months of validity of the current authorization

**A. FOR AOC HOLDER USE ONLY**

**1. AOC Holder Details.**

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

**2. Quality System Instructor (QSI) Re-authorization Details.**

• Applicant name	
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**3. Quality System Instructor (QSI) Re-authorization Requirements.**

No.	JCAR OPS 1 Requirements	YES	NO
a	Hold a valid quality system instructor (QSI) authorization		
b	Full time employment with AOC holder		
c	Shall within the last 12 months of the period validity of the authorization:		
	<input type="checkbox"/> Delivered quality system training program applicable to quality management system personnel; <b>or</b>		
	<input type="checkbox"/> In the absence of this, 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 re-authorization, and I am satisfied that the information contained in this application is true, correct and completed
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<b>Name</b>	<b>Signature</b>	<b>Date</b>



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**B. FOR CARC USE ONLY**

**1. QSI Re-authorization – Documents Assessment.**

No.	Assessment Events	YES	NO
a	Check the applicant record for a valid quality system instructor (QSI) authorization		
b	Check the applicant record for the full time employment with AOC holder		
c	Shall within the last 12 months of the period validity of the authorization:		
	<input type="checkbox"/> Check the applicant record for the delivered quality system training program applicable to quality management system personnel; <b>or</b>		
	<input type="checkbox"/> In the absence of this, complete skill level assessment through demonstration lecture and acceptance interview with CARC flight operations inspector		

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

**2.  QSI Authorization Issuance – Assessor Designation.**(if applicable)

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

**3.  QSI Authorization Issuance – Technical Assessment.** (if applicable) QSI 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)	Quality system instructor privileges		
(2)	Quality system instructor re-authorization requirements		
(3)	Quality system training program applicable to quality management system personnel		

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



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**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) re-authorization.
- Quality system instructor (QSI) re-authorization application form - this application form.
- Supporting documents for quality system instructor (QSI) re-authorization as detailed in this application form Part A para 3 a-c.