



Flight Operations Standards Directorate
Commercial Air Transport Section - Aviation Training Organization - Initial Safety Training Approval
Initial Safety Training Manual Compliance List

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| • Aviation Training Organization Name | | | |
| • Inspector Name | | | |
| • Aviation Training Organization Focal Point | Name | Phone No. | E-mail |
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| CHAPTER | Initial Safety Training Manual Compliance List |
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| 0 | Administration and Control of Operations Manual |
| 1 | General |
| 2 | Initial Safety Training Program |
| 3 | Procedures |
| 4 | Documentation and Storage |
| 5 | Quality Assurance Program |
| Appendix 1 | Initial Safety Training Program Training Records |
| Appendix 2 | Initial Safety Training Attestation |
| Appendix 3 | Staff Training Records |



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| CHAPTER 0 | ADMINISTRATION AND CONTROL OF THE MANUAL |
| 0.1 | Introduction |
| 0.2 | System of Amendment and Revision |



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| CHAPTER 0 | ADMINISTRATION AND CONTROL OF THE MANUAL |
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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
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| 0 | Administration and Control of Operations Manual |
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| 0.1 | Introduction |
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| a | A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable aviation training organization approval certificate | 1.1045 App. 1 A 0.1 (a) | | | | | |
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| (1) | Aviation training organization shall ensure that the contents of the training manual, including all amendments or revisions, do not contravene the conditions contained in the aviation training organization approval certificate or any applicable regulations and are acceptable to or where applicable approved by CARC | 1.1040 (b) | | | | | |
| (2) | Unless otherwise approved by CARC, or prescribed by national law, an operator must prepare the training manual in the English language. | 1.1040 (c) | | | | | |
| (3) | Aviation training organization shall ensure that the training manual is amended or revised so that the instructions and information contained therein are kept up to date. The aviation training organization shall ensure that all training personnel are made aware of such changes that are relevant to their duties | 1.1040 (g) | | | | | |
| (4) | Each holder of the training manual, or appropriate parts of it, shall keep it up to date with the amendments or revisions supplied by the aviation training organization | 1.1040 (h) | | | | | |
| (5) | Aviation training organization shall supply CARC with intended amendments and revisions in advance of the effective date. When the amendment concerns any part of the training manual which must be approved in accordance with JCARs, this approval shall be obtained before the amendment becomes effective. When immediate amendments or revisions are required in the interest of safety, they may be published and applied immediately, provided that any approval required has been applied for | 1.1040 (i) | | | | | |
| (6) | Aviation training organization shall incorporate all amendments and revisions required by CARC | 1.1040 (j) | | | | | |
| (7) | Aviation training organization must ensure that information taken from approved documents, and any amendment of such approved documentation, is correctly reflected in the training manual and that the training manual contains no information contrary to any approved documentation. However, this requirement does not prevent an operator from using more conservative data and procedures | 1.1040 (k) | | | | | |



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| (8) | Aviation training organization must ensure that the contents of the training manual are presented in a form in which they can be used without difficulty. The design of the training manual shall observe human factors principles | 1.1040 (l) | | | | | |
| (9) | Aviation training organization must ensure that all training personnel are able to understand the language in which those parts of the training manual which pertain to their duties and responsibilities are written | 1.025 (a) | | | | | |
| (10) | Aviation training organization must make arrangements for the production of manuals, amendments and other documentation | App. 2 to OPS 1.175 (e) | | | | | |
| b | A statement that the manual contains training instructions that are to be complied with by the relevant personnel | 1.1045 App. 1 A 0.1 (b) | | | | | |
| (1) | Aviation training organization shall ensure that the training manual contains all instructions and information necessary for the training personnel to perform their duties | 1.1040 (a) | | | | | |
| (2) | Aviation training organization shall ensure that all training personnel have easy access to a copy of the training manual which is relevant to their duties | 1.1040 (f) | | | | | |
| c | Explanations and definitions of terms and words needed for the use of the manual | 1.1045 App. 1 A 0.1 (d) | | | | | |



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| 0.2 | System of Amendment and Revision | | | | | | |
| a | Details of the person(s) responsible for the issuance and insertion of amendments and revisions. | 1.1045 App. 1 A 0.2 (a) | | | | | |
| b | A record of amendments and revisions with insertion dates and effective dates | 1.1045 App. 1 A 0.2 (b) | | | | | |
| c | A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety | 1.1045 App. 1 A 0.2 (c) | | | | | |
| d | A description of the system for the annotation of pages and their effective dates. | 1.1045 App. 1 A 0.2 (d) | | | | | |
| e | A list of effective pages | 1.1045 App. 1 A 0.2 (e) | | | | | |
| f | Annotation of changes (on text pages and, as far as practicable, on charts and diagrams) | 1.1045 App. 1 A 0.2 (f) | | | | | |
| g | Temporary revisions | 1.1045 App. 1 A 0.2 (g) | | | | | |
| h | A description of the distribution system for the manuals, amendments and revisions. | 1.1045 App. 1 A 0.2 (h) | | | | | |



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| CHAPTER 1 | GENERAL |
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| 1.1 | Organizational Structure and Responsibilities |
| 1.2 | Training and Checking Policy |
| 1.3 | Training Facilities |
| 1.4 | Training Equipments |
| 1.5 | Internal Training Program |
| 1.6 | Training Personnel |
| 1.7 | Checking Personnel |



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| 1.1 | Organizational Structure and Responsibilities | | | | | | |
| 1.1.1 | Organizational Structure | | | | | | |
| a | Aviation training organization must satisfy CARC that its organization and management are suitable and properly matched to the scale and scope of the training; | 1.175(g)(1) | | | | | |
| b | Organizational structure. A description of the organizational structure including the general company organigram | App. 1 1.1045 1 A 1.1 | | | | | |
| c | Aviation training organization must have a sound and effective management structure. Nominated post holders must have managerial competency together with appropriate technical/operational qualifications in aviation | App. 2 to OPS 1.175 (a) | | | | | |
| d | Aviation training organization must have nominated an accountable manager (name) acceptable to the authority. The nominated an accountable manager has corporate authority for ensuring that all training activities can be financed and carried out to the standard required by the authority | App.1 1.1045 1 A 1.2 and 1.175 (h) | | | | | |
| e | The name of the nominated head of training | App. 1 1.1045 1 A 1.2 and 1.175 (i) | | | | | |
| f | A description of the functions and the responsibilities of the nominated head of training including name must be contained in the training manual and CARC must be given notice in writing of any intended or actual change in appointments or functions | App. 2 to OPS 1.175 (b)(1) | | | | | |
| g | Other than in exceptional circumstances, the authority must be given at least 10 days prior notice of a proposed change of a nominated post holder | 1.185 (f) | | | | | |



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| 1.1.2 | Head of Training |
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| a | A Head of training acceptable to CARC shall be nominated. The head of training responsibilities shall include ensuring that the training organization complies with JCARs requirements. This person is ultimately directly responsible to CARC. Training organization offering initial safety training program only, the head of training shall be a cabin safety instructor | AC - 28 - 01 - 010 | | | | | |
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| b | Head of training should have: | AC - 28 - 01 - 010 | | | | | |
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| (1) | Practical experience and expertise in the application of aviation safety standards and safe operating practices | AC - 28 - 01 - 010 | | | | | |
| (2) | Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position | AC - 28 - 01 - 010 | | | | | |
| (3) | Appropriate management experience in a comparable organization | AC - 28 - 01 - 010 | | | | | |
| (4) | Familiarity with quality system | | | | | | |
| (5) | Comprehensive knowledge of: | AC - 28 - 01 - 010 | | | | | |
| (a) | JCAR OPS 1 and any associated requirements and procedures related to aviation training organization subjects | AC - 28 - 01 - 010 | | | | | |
| (b) | The need for and content of the aviation training organization training manual | AC - 28 - 01 - 010 | | | | | |

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| c | A description of the functions and the responsibilities of the nominated head of training must be contained in the training manual and CARC must be given at least 10 days prior notice of a proposed change of the post | AC - 28 - 01 - 010 | | | | | |
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| d | A person nominated as head of training by the aviation training organization must not be nominated as head of training by other aviation training organization, unless acceptable to the authority | App. 2 to OPS 1.175 (b)(3) | | | | | |
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| e | Persons nominated as head of training must be contracted to work sufficient hours to fulfill the management functions associated with the scale and scope of the training | App. 2 to OPS 1.175 (b)(4) | | | | | |
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| f | The aviation training organization must make arrangements to ensure continuity of supervision in the absence of nominated head of training | App. 2 to OPS 1.175 (b)(2) | | | | | |
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| g | The aviation training organization must satisfy CARC that, procedures for the supervision of training have been defined | 1.175(g)(2) | | | | | |
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| 1.1.3 | Quality Manager |
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| a | The quality manager, acceptable to CARC shall be nominated. The quality manager is responsible for the management of the quality system, monitoring function and requesting corrective actions. The accountable manager can hold the quality manager post subject to meet the quality manager acceptance requirements | AC - 28 - 01 - 010 | | | | | |
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| b | Quality manager should have: | AC - 28 - 01 - 010 | | | | | |
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| (1) | Practical experience and expertise in the application of aviation safety standards and safe operating practices | AC - 28 - 01 - 010 | | | | | |
| (2) | Appropriate management experience in a comparable organization | AC - 28 - 01 - 010 | | | | | |
| (3) | Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position | AC - 28 - 01 - 010 | | | | | |
| (4) | Experience implementing and/or managing aviation quality system | AC - 28 - 01 - 010 | | | | | |
| (5) | Experience in conducting safety/quality audits and inspections | AC - 28 - 01 - 010 | | | | | |
| (6) | Computer literacy and superior analytical skills | AC - 28 - 01 - 010 | | | | | |
| (7) | Have completed at least the following quality system training: | AC - 28 - 01 - 010 | | | | | |
| (a) | Quality management system | AC - 28 - 01 - 010 | | | | | |
| (b) | Quality assurance program | AC - 28 - 01 - 010 | | | | | |
| (c) | Audit techniques | AC - 28 - 01 - 010 | | | | | |
| (d) | Human factor and crew resources management | AC - 28 - 01 - 010 | | | | | |
| (8) | Comprehensive knowledge of: | AC - 28 - 01 - 010 | | | | | |
| (a) | JCAR OPS 1 and any associated requirements and procedures related to aviation training organization subjects | AC - 28 - 01 - 010 | | | | | |
| (b) | The need for and content of the aviation training organization training manual | AC - 28 - 01 - 010 | | | | | |
| (c) | Quality system | AC - 28 - 01 - 010 | | | | | |

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| c | A description of the functions and the responsibilities of the nominated quality manager must be contained in the training manual and CARC must be given at least 10 days prior notice of a proposed change of the post | AC - 28 - 01 - 010 | | | | | |
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| 1.1.4 | Initial Safety Training Manager |
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| a | Training organization offering more than one JCARs approved training program shall nominate in addition to the head of training; initial safety training manager acceptable to CARC and shall be a cabin safety instructor (CSI) and is responsible for ensuring that the initial safety training program complies with JCAR OPS 1 requirements | AC - 28 - 01 - 010 | | | | | |
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| b | Initial safety training manager should have: | AC - 28 - 01 - 010 | | | | | |
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| (1) | Practical experience and expertise in the application of aviation safety standards and safe operating practices | AC - 28 - 01 - 010 | | | | | |
| (2) | Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position | AC - 28 - 01 - 010 | | | | | |
| (3) | Appropriate management experience in a comparable organization | AC - 28 - 01 - 010 | | | | | |
| (4) | Hold JCAR OPS 1 cabin safety instructor authorization | AC - 28 - 01 - 010 | | | | | |
| (5) | Familiarity with quality system | AC - 28 - 01 - 010 | | | | | |
| (6) | Comprehensive knowledge of: | AC - 28 - 01 - 010 | | | | | |
| (a) | JCAR OPS 1 and any associated requirements and procedures related to cabin crew training | AC - 28 - 01 - 010 | | | | | |
| (b) | The need for and content of the initial safety training manual | AC - 28 - 01 - 010 | | | | | |

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| c | A description of the functions and the responsibilities of the nominated initial safety training manager must be contained in the training manual and CARC must be given at least 10 days prior notice of a proposed change of the post | AC - 28 - 01 - 010 | | | | | |
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| d | Persons nominated as initial safety training manager must be contracted to work sufficient hours to fulfill the management functions associated with the scale and scope of the training | App. 2 to OPS 1.175 (b)(4) | | | | | |
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| e | The aviation training organization must make arrangements to ensure continuity of supervision in the absence of the initial safety training manager | App. 2 to OPS 1.175 (b)(2) | | | | | |
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| 1.1.5 | Training Management Responsibilities and Duties | | | | | | |
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| a | The aviation training organization must employ sufficient training personnel for the planned training and checking in accordance with JCAR OPS 1 | App. 2 to OPS 1.175 (c)(1) | | | | | |
| b | A description of the duties, responsibilities and authority of training management personnel | 1.1045 Appendix 1 A 1.3 | | | | | |
| c | The number of supervisors to be appointed is dependent upon the structure of the aviation training organization and the number of staff employed | App. 2 to OPS 1.175 (c)(3)(i) | | | | | |
| d | The duties and responsibilities of these supervisors must be defined | App. 2 to OPS 1.175 (c)(3)(ii) | | | | | |
| e | The supervision of the training staff must be exercised by individuals possessing experience and personal qualities sufficient to ensure the attainment of the standards specified in the training manual | App. 2 to OPS 1.175 (c)(3)(iii) | | | | | |



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| 1.2 | Training and Checking Policy | | | | | | |
| a | Aviation training organization will not be granted the initial safety training approval certificate or a variation to the approval certificate, and that the initial safety training approval certificate will not remain valid unless he has satisfied CARC that he has the ability to comply with required training programs | 1.180(a)(3)(iii) | | | | | |
| b | Aviation training organization shall ensure that all personnel assigned to or directly involved in training are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the training as a whole | 1.205 | | | | | |
| c | Aviation training organization shall ensure that the contents of the training manual is in accordance with JCAR OPS 1 | AC - 28 - 01 – 010 | | | | | |
| d | Aviation training organization must ensure that the contents of the training manual are presented in a form in which they can be used without difficulty. The design of the training manual shall observe Human Factors principles | 1.1040 (l) | | | | | |
| f | Aviation training organization must make arrangements for the production of manuals, amendments and other documentation | App. 2 1.175 (e) | | | | | |
| g | A description of the distribution system for the manuals, amendments and revisions | 1.1045 Appendix 1 A 0.2 (h) | | | | | |
| h | Ground training should comprise a properly organized program of ground instruction by training staff | AMC OPS 1.945 | | | | | |
| i | Aviation training organization should maintain a summary of the training | IEM 1.985 | | | | | |



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| 1.3 | Training Facilities | | | | | | |
| 1.3.1 | Aviation training organization 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) | | | | | |
| a | Classrooms | AC NO 12 | | | | | |
| (1) | 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 | | | | | |
| (2) | 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 | | | | | |
| (3) | 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 | | | | | |
| (4) | 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 | | | | | |
| b | Fire and Smoke Training Facilities | AC NO 12 | | | | | |
| (1) | 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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| (2) | 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 | | | | | |
| c | Water Survival Training Facilities | AC NO 12 | | | | | |
| (1) | The training shall be conducted at a water body /pool with minimum depth of 12 feet | AC NO 12 | | | | | |
| 1.3.2 | The Learning Environment. The key to a good learning environment is the elimination of discomforts and other undesirable characteristics | AC NO 12 | | | | | |
| a | The climate must be comfortable | AC NO 12 | | | | | |
| b | Lighting must be of adequate level for work or viewing | AC NO 12 | | | | | |
| c | Distracting sounds must be kept to a minimum | AC NO 12 | | | | | |
| d | Work areas must be aesthetically pleasing | AC NO 12 | | | | | |
| e | Training equipment must be adequate | AC NO 12 | | | | | |



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| 1.4 | Training Equipment | | | | | | |
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| 1.4.1 | Aircraft Mock Up | | | | | | |
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| a | 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 | | | | | |
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| b | 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 | | | | | |
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| (1) | Layout of the cabin in relation to exits, galley areas and safety equipment stowage. | AC OPS 1.1005 | | | | | |
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| (2) | Type and location of passenger and cabin crew seats. | AC OPS 1.1005 | | | | | |
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| (3) | 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 OPS 1.1005 | | | | | |
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| (4) | 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 | | | | | |
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| c | 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 aircraft. 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 | | | | | |
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| 1.4.2 | Door Trainer | | | | | | |
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|---|---|---------------|--|--|--|--|--|
| a | 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 | | | | | |
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| | |
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| CHAPTER 1 | GENERAL |
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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|----|--------|------------|----|-----|----|----|---------|
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| 1.5 | Internal Training Program |
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| 1.5.1 | Training Personnel Internal Training Program |
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| | | | | | | | |
|---|---|----------|--|--|--|--|--|
| a | The objective of the internal training program is to qualify training personnel to ensure that they have the adequate knowledge of the training program, training standards and related implementation procedures | AC NO 20 | | | | | |
|---|---|----------|--|--|--|--|--|

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|---|---|----------|--|--|--|--|--|
| b | The internal training program must cover the following: | AC NO 20 | | | | | |
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|-----|---|----------|--|--|--|--|--|
| (1) | Chapter 1 - General | AC NO 20 | | | | | |
| (2) | Chapter 2 - initial safety training program | AC NO 20 | | | | | |
| (3) | Chapter 3 - Procedures. | AC NO 20 | | | | | |
| (4) | Chapter 4 - Documentation and storage | AC NO 20 | | | | | |
| (5) | Appendix 1 - Initial safety training program implementation procedures | AC NO 20 | | | | | |
| (6) | Appendix 2 - Staff training, standardization and evaluation implementation procedures | AC NO 20 | | | | | |

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| 1.5.2 | Checking Personnel Internal Training Program |
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|---|---|----------|--|--|--|--|--|
| a | The objective of the internal training program is to qualify checking personnel to ensure that they have the adequate knowledge of the checking program, checking standards and checking implementation procedures. | AC NO 20 | | | | | |
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|---|---|----------|--|--|--|--|--|
| b | The internal training program must cover the following: | AC NO 20 | | | | | |
|---|---|----------|--|--|--|--|--|

| | | | | | | | |
|-----|---|----------|--|--|--|--|--|
| (1) | Chapter 2 - Checking program. | AC NO 20 | | | | | |
| (2) | Chapter 3 - Procedures. | AC NO 20 | | | | | |
| (3) | Chapter 4 - Documentation and storage | AC NO 20 | | | | | |
| (4) | Appendix 1 - Initial safety training program implementation procedures | AC NO 20 | | | | | |
| (5) | Appendix 2 - Staff training, standardization and evaluation implementation procedures | AC NO 20 | | | | | |



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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|----|--------|------------|----|-----|----|----|---------|
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| 1.6 | Training Personnel |
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| 1.6.1 | General |
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| a | Applicable Regulations |
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|-----|---|----------|--|--|--|--|--|
| (1) | A person shall not act as a ground instructor unless the person holds a valid ground instructor authorization | AC NO 24 | | | | | |
| (2) | Ground instructor cannot exercise the privileges of their authorization if that authorization has not been renewed prior to the expiry date | AC NO 24 | | | | | |
| (3) | Ground instructor changing operators shall submit a new ground instructor authorization application | AC NO 24 | | | | | |

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|----------|--------------------|
| b | Eligibility |
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|-----|---|----------|--|--|--|--|--|
| (1) | Ground instructor authorization is issued to persons whom are employed by aviation training organization to provide the required training in accordance with the approved training programs | AC NO 24 | | | | | |
| (2) | Education. A minimum educational level of successful completion of high school (Tawjihi) or equivalents | AC NO 24 | | | | | |
| (3) | English language. The applicant can read, write, speak and understand English language | AC NO 24 | | | | | |

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|----------|-----------------|
| c | Validity |
|----------|-----------------|

| | | | | | | | |
|-----|---|----------|--|--|--|--|--|
| (1) | The period of validity of ground instructor authorization shall be 24 calendar months in addition to the remainder of the month of issue. If issued within the final three calendar months of validity of a previous ground instructor authorization, the period of validity shall extend from the date of issue until 24 calendar months from the expiry date of that previous ground instructor authorization | AC NO 24 | | | | | |
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| CHAPTER 1 | GENERAL |
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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|----|--------|------------|----|-----|----|----|---------|
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| 1.6.2 | Cabin Safety Instructor Authorization |
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| a | Privileges |
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|-----|--|----------|--|--|--|--|--|
| (1) | Exercise the privilege of conducting initial safety training program | AC NO 24 | | | | | |
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| (2) | Exercise the privilege of conducting the following training for the AOC holder/applicant in accordance with their approved training programs: |
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| | | | | | | | |
|-----|--|----------|--|--|--|--|--|
| (a) | Cabin crew conversion and differences training program | AC NO 24 | | | | | |
| (b) | Single cabin crew member operations training program | AC NO 24 | | | | | |
| (c) | Senior cabin crew member training program | AC NO 24 | | | | | |
| (d) | Cabin crew refresher training program | AC NO 24 | | | | | |
| (e) | Cabin crew annual recurrent training program | AC NO 24 | | | | | |
| (f) | Flight crew emergency and safety equipment training program | AC NO 24 | | | | | |
| (g) | Flight crew annual recurrent emergency and safety equipment training program | AC NO 24 | | | | | |

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|----------|---------------------|
| b | Requirements |
|----------|---------------------|

| | | | | | | | |
|------|---|----------|--|--|--|--|--|
| (1) | Hold JCAR OPS 1 cabin safety attestation | AC NO 24 | | | | | |
| (2) | Have a minimum of 5 years working experience as cabin safety attendant in commercial air transport | AC NO 24 | | | | | |
| (3) | Have a minimum of 1 year as senior cabin crew | AC NO 24 | | | | | |
| (4) | Have completed operator conversion, differences training course and senior cabin crew member course | AC NO 24 | | | | | |
| (5) | Hold a valid cabin crew 12 months recurrent training | AC NO 24 | | | | | |
| (6) | Full time employment with aviation training organization | AC NO 24 | | | | | |
| (7) | Complete teaching and learning course for ground instructor | AC NO 24 | | | | | |
| (8) | Complete the aviation training organization internal training program | AC NO 24 | | | | | |
| (9) | Complete skill level assessment through demonstration lecture and acceptance interview with CARC cabin safety inspector | AC NO 24 | | | | | |
| (10) | Be supervised by cabin safety instructor when conducting their first cabin crew safety training course lectures | AC NO 24 | | | | | |



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| CHAPTER 1 | GENERAL |
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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|----|--------|------------|----|-----|----|----|---------|
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| c | Re-authorization Requirement |
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|-----|--|----------|--|--|--|--|--|
| (1) | For cabin safety instructor re-authorization, the applicant shall within the last 12 months of the period validity of the authorization: | AC NO 24 | | | | | |
| (a) | Deliver cabin crew safety training programs; or | AC NO 24 | | | | | |
| (b) | In the absence of this, attend the cabin crew 12 months safety recurrent training program | AC NO 24 | | | | | |
| (2) | If the authorization has lapsed, the applicant shall meet authorization issuance requirements | AC NO 24 | | | | | |

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| 1.6.3 | Cabin Crew CRM Instructor (CRMI) Authorization |
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| a | Privileges |
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|-----|---|----------|--|--|--|--|--|
| (1) | Exercise the privilege of conducting the introductory CRM for the initial safety training program | AC NO 24 | | | | | |
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| (2) | Exercise the privilege of conducting the following cabin crew CRM training for the AOC holder/applicant in accordance with their approved training programs: |
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|-----|---|----------|--|--|--|--|--|
| (a) | Operator CRM training for conversion and differences training program | AC NO 24 | | | | | |
| (b) | Airplane type specific CRM training program | AC NO 24 | | | | | |
| (c) | CRM training for senior cabin crew member program | AC NO 24 | | | | | |
| (d) | Annual CRM recurrent training program | AC NO 24 | | | | | |

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| b | Requirements |
|----------|---------------------|

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|------|---|----------|--|--|--|--|--|
| (1) | Hold JCAR OPS 1 cabin safety attestation | AC NO 24 | | | | | |
| (2) | Have a minimum of 5 years working experience as a cabin safety attendant in commercial air transport | AC NO 24 | | | | | |
| (3) | Have a minimum of 1 year as a senior cabin crew | AC NO 24 | | | | | |
| (4) | Have completed operator conversion, differences training course and senior cabin crew member course | AC NO 24 | | | | | |
| (5) | Hold a valid cabin crew 12 months recurrent training | AC NO 24 | | | | | |
| (6) | Full time employment with aviation training organization | AC NO 24 | | | | | |
| (7) | Complete teaching and learning course for ground instructor | AC NO 24 | | | | | |
| (8) | Received instruction on Human Factor Performance Limitation (HPL) | AC NO 24 | | | | | |
| (9) | Complete the aviation training organization internal training program | AC NO 24 | | | | | |
| (10) | Complete skill level assessment through demonstration lecture and acceptance interview with CARC cabin safety inspector | AC NO 24 | | | | | |



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| CHAPTER 1 | GENERAL |
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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
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| c | Re-authorization Requirement |
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|-----|--|----------|--|--|--|--|--|
| (1) | For cabin crew CRM instructor re-authorization, the applicant shall within the last 12 months of the period validity of the authorization: | AC NO 24 | | | | | |
| (a) | Deliver cabin crew CRM training programs; or | AC NO 24 | | | | | |
| (b) | In the absence of this, attend the cabin crew CRM 12 month's recurrent training program | AC NO 24 | | | | | |
| (2) | If the authorization has lapsed, the applicant shall meet authorization issuance requirements | AC NO 24 | | | | | |

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| 1.6.4 | First Aid Instructor (FAI) Authorization |
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| a | Privileges |
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|-----|---|----------|--|--|--|--|--|
| (1) | Exercise the privilege of conducting crew medical aspects and first aid training for initial safety training program | AC NO 24 | | | | | |
| (2) | Exercise the privilege of conducting crew medical aspects and first aid training for the AOC holder/applicant in accordance with their approved training programs | AC NO 24 | | | | | |

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| b | Requirements |
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|-----|---|----------|--|--|--|--|--|
| (1) | Hold at least bachelor degree in nursing | AC NO 24 | | | | | |
| (2) | Have a minimum of 5 years working experience in medicine and nursing field | AC NO 24 | | | | | |
| (3) | Received instruction on aircraft environment and aviation medicine | AC NO 24 | | | | | |
| (4) | Full time employment with aviation training organization | AC NO 24 | | | | | |
| (5) | Complete teaching and learning course for ground instructor | AC NO 24 | | | | | |
| (6) | Complete the aviation training organization internal training program | AC NO 24 | | | | | |
| (7) | Complete skill level assessment through demonstration lecture and acceptance interview with CARC cabin safety inspector | AC NO 24 | | | | | |



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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|----|--------|------------|----|-----|----|----|---------|
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|----------|-------------------------------------|
| c | Re-authorization Requirement |
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|-----|--|----------|--|--|--|--|--|
| (1) | For first aids instructor re-authorization, the applicant shall within the last 12 months of the period validity of the authorization: | AC NO 24 | | | | | |
| (a) | Deliver crew medical aspects and first aid training programs; or | AC NO 24 | | | | | |
| (b) | In the absence of this, complete skill level assessment through demonstration lecture and interview with CARC cabin safety inspector | AC NO 24 | | | | | |
| (2) | If the authorization has lapsed, the applicant shall meet authorization issuance requirements | AC NO 24 | | | | | |

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| 1.6.5 | Dangerous Goods Instructor Authorization |
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| a | Privileges |
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|-----|--|----------|--|--|--|--|--|
| (1) | Exercise the privilege of conducting dangerous goods training requirements of the initial safety training program | AC NO 24 | | | | | |
| (2) | Exercise the privilege of conducting dangerous goods initial and recurrent training for all the categories of ICAO Technical Instruction for the AOC holder/applicant in accordance with their approved training program | AC NO 24 | | | | | |

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| b | Requirements |
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|-----|--|----------|--|--|--|--|--|
| (1) | Have a minimum of 5 years working experience in cargo operations, including dangerous goods handling and acceptance | AC NO 24 | | | | | |
| (2) | Have completed dangerous goods training program in Category 6 | AC NO 24 | | | | | |
| (3) | Hold a valid 24 month dangerous goods recurrent training in Category 6 | AC NO 24 | | | | | |
| (4) | Full time employment with aviation training organization | AC NO 24 | | | | | |
| (5) | Complete teaching and learning course for ground instructor | AC NO 24 | | | | | |
| (6) | Complete the aviation training organization internal training program | AC NO 24 | | | | | |
| (7) | Complete skill level assessment through demonstration lecture and acceptance interview with CARC dangerous goods inspector | AC NO 24 | | | | | |



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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|----|--------|------------|----|-----|----|----|---------|
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|----------|-------------------------------------|
| c | Re-authorization Requirement |
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|-----|---|----------|--|--|--|--|--|
| (1) | For dangerous goods instructor re-authorization, the applicant shall within the last 12 months of the period validity of the authorization: | AC NO 24 | | | | | |
| (a) | Deliver dangerous goods training programs; or | AC NO 24 | | | | | |
| (b) | In the absence of this, attend the dangerous goods 24 months recurrent training program in Category 6. | AC NO 24 | | | | | |
| (2) | If the authorization has lapsed, the applicant shall meet authorization issuance requirements | AC NO 24 | | | | | |



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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|----|--------|------------|----|-----|----|----|---------|
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| 1.7 | Checking personnel |
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| 1.7.1 | General |
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| a | Applicable Regulations |
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|-----|---|-----------|--|--|--|--|--|
| (1) | A person shall not act as a cabin safety examiner unless the person holds a valid ground examiner authorization | AC NO. 25 | | | | | |
| (2) | Ground examiner cannot exercise the privileges of their authorization if that authorization has not been renewed prior to the expiry date | AC NO. 25 | | | | | |
| (3) | Ground examiner changing operators shall apply for ground instructor authorization approval | AC NO. 25 | | | | | |

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|----------|--------------------|
| b | Eligibility |
|----------|--------------------|

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|-----|---|-----------|--|--|--|--|--|
| (1) | JCAR OPS 1 cabin safety examiner authorization is issued to persons whom are employed by Jordanian aviation training organization to conduct the required checking in accordance with the approved training and checking programs | AC NO. 25 | | | | | |
| (2) | The applicant shall hold JCAR OPS 1 cabin safety instructor authorization | AC NO. 25 | | | | | |

| | |
|----------|-----------------|
| c | Validity |
|----------|-----------------|

| | | | | | | | |
|-----|---|-----------|--|--|--|--|--|
| (1) | The period of validity of cabin safety examiner authorization shall be 24 calendar months in addition to the remainder of the month of issue. If issued within the final three calendar months of validity of a previous cabin safety examiner authorization, the period of validity shall extend from the date of issue until 24 calendar months from the expiry date of that previous cabin safety examiner authorization | AC NO. 25 | | | | | |
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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|----|--------|------------|----|-----|----|----|---------|
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| 1.7.2 | Cabin Safety Examiner (CSE) Authorization |
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| a | Privileges. |
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|-----|---|----------|--|--|--|--|--|
| (1) | Exercise the privilege of conducting initial safety training program written and practical demonstration checking | AC NO 25 | | | | | |
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| (2) | Exercise the privilege of conducting the following written and practical demonstration for the AOC holder/applicant in accordance with their approved training programs: |
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| | | | | | | | |
|-----|--|----------|--|--|--|--|--|
| (a) | Cabin crew conversion and differences training program | AC NO 25 | | | | | |
| (b) | Single cabin crew member operations training program | AC NO 25 | | | | | |
| (c) | Senior cabin crew member training program | AC NO 25 | | | | | |
| (d) | Cabin crew refresher training program | AC NO 25 | | | | | |
| (e) | Cabin crew annual recurrent training program | AC NO 25 | | | | | |
| (f) | Flight crew emergency and safety equipment training program | AC NO 25 | | | | | |
| (g) | Flight crew annual recurrent emergency and safety equipment training program | AC NO 25 | | | | | |

| | | | | | | | |
|-----|--|-----------|--|--|--|--|--|
| (3) | Oral check for initial safety, conversion and differences, senior cabin crew members and single cabin crew member will be conducted by CARC cabin safety inspector | AC NO. 25 | | | | | |
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| (4) | Line release shall be exercised only by the operator cabin crew examiner during the currency of their qualification on the applicable aircraft type | AC NO. 25 | | | | | |
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| b | Requirements |
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|-----|---|-----------|--|--|--|--|--|
| (1) | Hold a valid JCAR OPS 1 cabin safety instructor authorization | AC NO. 25 | | | | | |
| (2) | Has completed at least 1 year as cabin safety instructor | AC NO. 25 | | | | | |
| (3) | Complete the aviation training organization internal training program | AC NO. 25 | | | | | |
| (4) | Complete 1day orientation course on auditing principles and cabin crew line release | AC NO. 25 | | | | | |
| (5) | Observe at least 1 cabin crew oral and practical demonstration examination including records and documentation with a recommendation for CARC | AC NO. 25 | | | | | |
| (6) | Complete the cabin safety examiner skill level assessment through demonstration cabin crew oral examination and acceptance interview with CARC cabin safety inspector | AC NO. 25 | | | | | |



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|----|--------|------------|----|-----|----|----|---------|
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| | |
|----------|-------------------------------------|
| c | Re-authorization Requirement |
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|-----|---|-----------|--|--|--|--|--|
| (1) | For cabin safety examiner re-authorization, the applicant shall: | AC NO. 25 | | | | | |
| (a) | Hold a valid cabin safety instructor authorization and | AC NO. 25 | | | | | |
| (b) | Within the last 12 months of the period validity of the authorization conduct at least 2 cabin crew check; or in the absence of this, complete cabin crew examiner skill level assessment through demonstration cabin crew oral examination and acceptance interview with CARC cabin safety inspector | AC NO. 25 | | | | | |
| (2) | If the authorization has lapsed, the applicant shall meet the authorization issuance requirements | AC NO. 25 | | | | | |



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| CHAPTER 2 | Initial Safety Training Program |
| 2.1 | General |
| 2.2 | Training Personnel |
| 2.3 | Checking Personnel |
| 2.4 | Entry requirements |
| 2.5 | Training Program |
| 2.6 | Checking |



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| CHAPTER 2 | Initial Safety Training Program |
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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|----|--------|------------|----|-----|----|----|---------|
|----|--------|------------|----|-----|----|----|---------|

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|------------|-----------------|--|--|--|--|--|--|
| 2.1 | General. | | | | | | |
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|-------|---|------------|--|--|--|--|--|
| 2.1.1 | 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 | | | | | |
|-------|---|------------|--|--|--|--|--|

| | | | | | | | |
|-------|--|------------|--|--|--|--|--|
| 2.1.2 | 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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| 2.1.3 | 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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| 2.1.4 | 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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| 2.2 | Training Personnel. Training is conducted by the following personnel: | | | | | | |
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| 2.2.1 | Cabin crew training is conducted by approved cabin safety instructor | AC NO. 24 | | | | | |
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| 2.2.2 | Cabin crew CRM Training is conducted by approved cabin crew CRM instructor | AC NO. 24 | | | | | |
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| 2.2.3 | Medical aspect training is conducted by is conducted by approved first aid instructor | AC NO. 24 | | | | | |
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| 2.2.4 | Dangerous goods training is conducted by approved dangerous goods instructor | AC NO. 24 | | | | | |
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| 2.2.5 | Aviation security training is conducted by approved aviation security instructor | NASP | | | | | |
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| CHAPTER 2 | Initial Safety Training Program |
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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|------------|---|------------|----|-----|----|----|---------|
| 2.3 | Checking Personnel. Checking is conducted by the following personnel: | | | | | | |
| 2.3.1 | Checking is conducted by approved cabin safety examiner | AC No. 25 | | | | | |
| 2.4 | Entry requirements. Aviation training organization shall ensure that each cabin crew member meets the following requirements: | | | | | | |
| 2.4.1 | Is at least 18 years of age | OPS 1.995 | | | | | |
| 2.4.2 | A minimum educational level of successful completion of high school (Tawjihi) or equivalents | AC No. 10 | | | | | |
| 2.4.3 | 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 | | | | | |
| 2.4.5 | Can read, write, speak and understand English language | AC No. 10 | | | | | |
| 2.4.6 | 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 | | | | | |
| a | 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 | | | | | |
| b | An operator should maintain a medical record for each cabin crew member | IEM 1.995 | | | | | |
| c | The following medical requirements are applicable for each cabin crew member: | IEM 1.995 | | | | | |
| (1) | Good health | IEM 1.995 | | | | | |
| (2) | Free from any physical or mental illness which might lead to incapacitation or inability to perform cabin crew duties | IEM 1.995 | | | | | |
| (3) | Normal cardio respiratory function | IEM 1.995 | | | | | |
| (4) | Normal central nervous system | IEM 1.995 | | | | | |



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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|-----|--|------------|----|-----|----|----|---------|
| (5) | Adequate visual acuity 6/9 with or without glasses | IEM 1.995 | | | | | |
| (6) | Adequate hearing; and | IEM 1.995 | | | | | |
| (7) | Normal function of ear, nose and throat | IEM 1.995 | | | | | |

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| 2.5 | Training Program |
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| 2.5.1 | General |
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| a | 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 | | | | | |
| b | The training course should be based on generic procedures, regulatory requirements, and not refer to a specific aircraft type | AC - 28 - 01 - 010 | | | | | |

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| 2.5.2 | Course Applicability. The course is applicable for: |
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| a | New entrant who do not have previous cabin crew experience for the issuance of attestation | AC - 28 - 01 - 010 | | | | | |
| b | Cabin crew absent from active flying duties for more than 5 years | AC - 28 - 01 - 010 | | | | | |

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| 2.5.3 | Course Duration. At least 15 working days (90 hours) as detailed: |
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| a | 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 | | | | | |
| (1) | Dangerous goods training. At least 2 working days (12 hours) | AC - 28 - 01 - 010 | | | | | |
| (2) | Aviation security training. At least 2 working days (12 hours) | AC - 28 - 01 - 010 | | | | | |
| b | CRM training. At least 1 working day (6 hours) | AC - 28 - 01 - 010 | | | | | |

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| 2.5.4 | 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: |
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| a | Fire and smoke training. |
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| (1) | 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 | | | | | |
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| CHAPTER 2 | Initial Safety Training Program |
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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|----------|--|------------------|----|-----|----|----|---------|
| (2) | 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 | | | | | |
| (3) | The necessity for frequent checking of potential fire-risk areas including toilets and the associated smoke detectors | App. 1 to 1.1005 | | | | | |
| (4) | 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 | | | | | |
| (5) | The general procedures of ground-based emergency services at aerodromes | App. 1 to 1.1005 | | | | | |
| b | 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 | | | | | |
| c | Survival training. Survival training shall be appropriate to the areas of operation (e.g. polar, desert, jungle or sea). | App. 1 to 1.1005 | | | | | |
| d | Medical aspects and first aid | App. 1 to 1.1005 | | | | | |
| (1) | Instruction on medical aspects and first-aid, first-aid kits, emergency medical kits, their contents and emergency medical equipment | App. 1 to 1.1005 | | | | | |
| (2) | First-aid associated with survival training and appropriate hygiene; and | App. 1 to 1.1005 | | | | | |
| (3) | The physiological effects of flying and with particular emphasis on hypoxia | App. 1 to 1.1005 | | | | | |
| e | Passenger handling .to includes dangerous goods training and security procedures | App. 1 to 1.1005 | | | | | |
| (1) | 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 | | | | | |



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| CHAPTER 2 | Initial Safety Training Program |
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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|-----|---|------------------|----|-----|----|----|---------|
| (2) | Methods used to motivate passengers and the crowd control necessary to expedite an airplane evacuation | App. 1 to 1.1005 | | | | | |
| (3) | 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 | | | | | |
| (4) | 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 | | | | | |
| (5) | Duties to be undertaken in the event of encountering turbulence including securing the cabin | App. 1 to 1.1005 | | | | | |
| (6) | Precautions to be taken when live animals are carried in the cabin | App. 1 to 1.1005 | | | | | |
| (7) | Dangerous goods training, including provisions under Subpart R | App. 1 to 1.1005 | | | | | |
| (a) | General philosophy | ICAO TI 4.1 | | | | | |
| (b) | Limitations | ICAO TI 4.1 | | | | | |
| (c) | Labeling and marking | ICAO TI 4.1 | | | | | |
| (d) | Recognition of undeclared dangerous goods | ICAO TI 4.1 | | | | | |
| (e) | Provisions for passengers and crew | ICAO TI 4.1 | | | | | |
| (f) | Emergency procedures | ICAO TI 4.1 | | | | | |
| (8) | Security procedures, including provisions under Subpart S | App. 1 to 1.1005 | | | | | |
| (a) | Principles and philosophy of aviation security | NCASTP | | | | | |
| (b) | Threats to civil aircraft | NCASTP | | | | | |
| (c) | Security procedures in relation to safeguarding aircraft and passengers | NCASTP | | | | | |
| (d) | Managing an act of unlawful interference so as to minimize the risk and/or effect of such an act | NCASTP | | | | | |
| (e) | Terrorism, acts of unlawful interference and the history of aviation security incidents | NCASTP | | | | | |
| (f) | Aviation legislation and security programs, including international, national, airport and aircraft operator requirements | NCASTP | | | | | |



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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|----------|--|------------------|----|-----|----|----|---------|
| (g) | Restricted articles, including dangerous goods, prohibited items, weapons, explosives and other sabotage devices | NCASTP | | | | | |
| (h) | Procedures for aircraft security checks and/or searches | NCASTP | | | | | |
| (i) | Procedures for handling unruly and disruptive passengers | NCASTP | | | | | |
| (j) | Procedures for responding to acts of unlawful seizure and hostage situations | NCASTP | | | | | |
| (k) | Determining the seriousness of any occurrence | NCASTP | | | | | |
| (l) | Appropriate self-defense responses | NCASTP | | | | | |
| (m) | 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 | | | | | |
| (n) | Characteristics and behavior of perpetrators, coping with such behavior and passenger response | NCASTP | | | | | |
| (o) | New terrorist profiles | NCASTP | | | | | |
| (p) | Situational training exercises regarding various threat conditions | NCASTP | | | | | |
| (q) | Protection of aircraft | NCASTP | | | | | |
| (r) | Flight deck procedures, including crew communication and coordination through a locked flight crew compartment door | NCASTP | | | | | |
| (s) | Response to bomb threats in flight; and | NCASTP | | | | | |
| (t) | On-the-ground including post flight and aircraft search procedures, including guidance on least-risk bomb locations and post | NCASTP | | | | | |
| f | 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 | | | | | |
| g | Discipline and Responsibilities | App. 1 to 1.1005 | | | | | |
| (1) | The importance of cabin crew performing their duties in accordance with the operations manual | App. 1 to 1.1005 | | | | | |
| (2) | 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 | | | | | |
| (3) | An awareness of the aviation regulations relating to cabin crew and the role of CARC | App. 1 to 1.1005 | | | | | |



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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|----------|---|------------------|----|-----|----|----|---------|
| (4) | General knowledge of relevant aviation terminology, theory of flight, passenger distribution, meteorology and areas of operation | App. 1 to 1.1005 | | | | | |
| (5) | 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 | | | | | |
| (6) | 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 | | | | | |
| (7) | 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 | | | | | |
| (8) | The importance of safety duties and responsibilities and the need to respond promptly and effectively to emergency situations | App. 1 to 1.1005 | | | | | |
| (9) | 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 | | | | | |
| h | Crew Resource Management - Introductory CRM course | App. 1 to 1.1005 | | | | | |
| (1) | 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 | | | | | |
| (2) | The introductory CRM course shall be conducted by at least one cabin crew CRM instructor | App. 1 to 1.1005 | | | | | |
| (a) | Human factors in aviation - General instructions on CRM principles and objectives - <i>in depth</i> | App. 2 to 1.1005 | | | | | |
| (b) | Human performance and limitations - <i>in depth</i> | App. 2 to 1.1005 | | | | | |
| (c) | Personality awareness, human error and reliability, attitudes and behaviors, self assessment - <i>in depth</i> | App. 2 to 1.1005 | | | | | |
| (d) | Stress and stress management - <i>in depth</i> | App. 2 to 1.1005 | | | | | |
| (e) | Fatigue and vigilance - <i>in depth</i> | App. 2 to 1.1005 | | | | | |
| (f) | Assertiveness - <i>in depth</i> | App. 2 to 1.1005 | | | | | |
| (g) | Situation awareness, information acquisition and processing - <i>in depth</i> | App. 2 to 1.1005 | | | | | |



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| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
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| 2.6 | Checking |
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| a | At the discretion of 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 | | | | | |
| 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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| CHAPTER 3 | PROCEDURES |
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| 3.1 | Ground Training Procedures |
| 3.2 | Ground Checking Procedures |
| 3.3 | Practical Training Procedures |
| 3.4 | Training Standards Procedures |



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| CHAPTER 3 | | PROCEDURES | | | | | |
|------------|---|--------------|----|-----|----|----|---------|
| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
| 3.1 | Ground Training Procedures | | | | | | |
| 3.1.1 | Ground training | App.1 1.1045 | | | | | |
| 3.2 | Ground Checking Procedures | | | | | | |
| 3.2.1 | Ground checking | App.1 1.1045 | | | | | |
| 3.2.2 | Proficiency criteria | App.1 1.1045 | | | | | |
| 3.2.3 | Unsatisfactory performance | App.1 1.1045 | | | | | |
| 3.3 | Practical Training Procedures | | | | | | |
| 3.3.1 | Instructor and trainee ratio | App.1 1.1045 | | | | | |
| 3.3.2 | Practical training | App.1 1.1045 | | | | | |
| 3.3.3 | Proficiency criteria | App.1 1.1045 | | | | | |
| 3.3.4 | Unsatisfactory performance | App.1 1.1045 | | | | | |
| 3.4 | Training Standards Procedures | | | | | | |
| 3.4.1 | Training and checking plan preparation | App.1 1.1045 | | | | | |
| 3.4.2 | Training and checking supervision | App.1 1.1045 | | | | | |
| 3.4.3 | Instructors and examiners standardization | App.1 1.1045 | | | | | |
| 3.4.4 | Instructors and examiners evaluation | App.1 1.1045 | | | | | |
| 3.4.5 | Feedback system | App.1 1.1045 | | | | | |
| 3.4.6 | Training program improvement | App.1 1.1045 | | | | | |



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| CHAPTER 4 | DOCUMENTATION AND STORAGE |
| 4.1 | Training Material |
| 4.2 | Training Records |
| 4.3 | Document Storage |



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| CHAPTER 4 | DOCUMENTATION AND STORAGE |
|------------------|----------------------------------|

| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
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| 4.1 | Training Material |
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| 4.1.1 | General |
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| a | The aviation training organization shall have training material for the initial safety training program. The training material can be hard, soft or both hard and soft | App.1 1.1045 | | | | | |
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|---|---|--------------|--|--|--|--|--|
| b | The aviation training organization shall establish training material control procedures that ensure material reliability and update | App.1 1.1045 | | | | | |
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| 4.1.2 | Initial Safety Training Programs Training Material |
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| a | The operator shall detail the training material that cover initial safety training program | App.1 1.1045 | | | | | |
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| 4.2 | Training Records |
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| 4.2.1 | Aviation training organization shall: |
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| a | Maintain records of all training and checking | OPS 1.1035 | | | | | |
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| b | Keep a copy of the attestation of safety training | OPS 1.1035 | | | | | |
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| c | Make the records of the initial safety training and checking available on request to the cabin crew member concerned | OPS 1.1035 | | | | | |
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| 4.3 | Document Storage |
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| 4.3.1 | Preservation of Documentation |
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| a | Any original documentation or copies thereof that he is required to preserve is preserved for the required retention period even if he ceases to be the aviation training organization | OPS 1.155 | | | | | |
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| CHAPTER 4 | DOCUMENTATION AND STORAGE |
|------------------|----------------------------------|

| No | Events | JCAR OPS 1 | TM | YES | NO | NA | Remarks |
|--------------|---|--------------|----|-----|----|----|---------|
| 4.3.2 | Document Storage Periods | OPS 1.1065 | | | | | |
| a | Aviation training organization shall ensure that the initial safety training record is stored in an acceptable form, accessible to CARC for 3 years | App.1 1.1065 | | | | | |



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| CHAPTER 5 | QUALITY ASSURANCE PROGRAM |
|------------------|---|
| 5.1 | Introduction |
| 5.2 | Quality Inspection |
| 5.3 | Audit |
| 5.4 | Auditors |
| 5.5 | Auditors Independence |
| 5.6 | Audit Scope |
| 5.7 | Audit Scheduling |
| 5.8 | Monitoring and Corrective Action |
| 5.9 | Corrective Action |
| 5.10 | Management Evaluation |
| 5.11 | Recording |



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| CHAPTER 5 | QUALITY ASSURANCE PROGRAM |
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| No | Events | JCAR FCL 1 | TM | YES | NO | NA | Remarks |
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| 5.1 | Introduction |
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| 5.1.1 | The quality assurance program should include all planned and systematic actions necessary to provide confidence that all training are conducted in accordance with all applicable requirements, standards and procedures | IEM No. 1 to FCL 1.055 | | | | | |
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| 5.2 | Quality Inspection |
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| 5.2.1 | The primary purpose of a quality inspection is to observe a particular event/action/document etc., in order to verify whether established training procedures and requirements are followed during the accomplishment of that event and whether the required standard is achieved | IEM No. 1 to FCL 1.055 | | | | | |
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| 5.2.2 | Typical subject area for quality inspections is the training standards | IEM No. 1 to FCL 1.055 | | | | | |
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| 5.3 | Audit |
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| 5.3.1 | An audit is a systematic, and independent comparison of the way in which a training is being conducted against the way in which the published training procedures say it should be conducted | IEM No. 1 to FCL 1.055 | | | | | |
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| 5.3.2 | Audits should include at least the following quality procedures and processes | IEM No. 1 to FCL 1.055 | | | | | |
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| a | A statement explaining the scope of the audit | IEM No. 1 to FCL 1.055 | | | | | |
| b | Planning and preparation | IEM No. 1 to FCL 1.055 | | | | | |
| c | Gathering and recording evidence | IEM No. 1 to FCL 1.055 | | | | | |
| d | Analysis of the evidence | IEM No. 1 to FCL 1.055 | | | | | |

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|-------|--|------------------------|--|--|--|--|--|
| 5.3.3 | Techniques which contribute to an effective audit are: | IEM No. 1 to FCL 1.055 | | | | | |
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| a | Interviews or discussions with personnel | IEM No. 1 to FCL 1.055 | | | | | |
| b | A review of published documents | IEM No. 1 to FCL 1.055 | | | | | |
| c | The examination of an adequate sample of records | IEM No. 1 to FCL 1.055 | | | | | |
| d | The witnessing of the activities which make up the operation | IEM No. 1 to FCL 1.055 | | | | | |
| e | The preservation of documents and the recording of observations | IEM No. 1 to FCL 1.055 | | | | | |

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| CHAPTER 5 | QUALITY ASSURANCE PROGRAM |
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| No | Events | JCAR FCL 1 | TM | YES | NO | NA | Remarks |
|----|--------|------------|----|-----|----|----|---------|
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| 5.4 | Auditors |
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| 5.4.1 | The aviation training should decide, depending on the complexity of the training, whether to make use of a dedicated audit team or a single auditor. In any event, the auditor or audit team should have relevant training and/or operational experience | IEM No. 1 to FCL 1.055 | | | | | |
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| 5.4.2 | The responsibilities of the auditors should be clearly defined in the relevant documentation | IEM No. 1 to FCL 1.055 | | | | | |
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| 5.5 | Auditors Independence |
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|-------|--|------------------------|--|--|--|--|--|
| 5.5.1 | Auditors should not have any day-to-day involvement in the area of the operation or maintenance activity which is to be audited. The aviation training organization may in addition to using the services of full-time dedicated personnel belonging to a separate quality department, undertake the monitoring of specific areas or activities by the use of part-time auditors | IEM No. 1 to FCL 1.055 | | | | | |
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| 5.5.2 | The aviation training organization whose structure and size does not justify the establishment of full-time auditors, may undertake the audit function by the use of part-time personnel from within his own organization or from an external source under the terms of an agreement acceptable to CARC | IEM No. 1 to FCL 1.055 | | | | | |
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| 5.5.3 | In all cases the the aviation training organization should develop suitable procedures to ensure that persons directly responsible for the activities to be audited are not selected as part of the auditing team. Where external auditors are used, it is essential that any external specialist is familiar with the type of training conducted by the aviation training organization | IEM No. 1 to FCL 1.055 | | | | | |
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| 5.5.4 | The Quality Assurance Program of the aviation training organization should identify the persons within the company who have the experience, responsibility and Authority to: | IEM No. 1 to FCL 1.055 | | | | | |
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| a | Perform quality inspections and audits as part of ongoing quality assurance | IEM No. 1 to FCL 1.055 | | | | | |
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| CHAPTER 5 | QUALITY ASSURANCE PROGRAM |
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| No | Events | JCAR FCL 1 | TM | YES | NO | NA | Remarks |
|----|--|------------------------|----|-----|----|----|---------|
| b | Identify and record any concerns or findings, and the evidence necessary to substantiate such concerns or findings | IEM No. 1 to FCL 1.055 | | | | | |
| c | Initiate or recommend solutions to concerns or findings through designated reporting channels | IEM No. 1 to FCL 1.055 | | | | | |
| d | Verify the implementation of solutions within specific timescales | IEM No. 1 to FCL 1.055 | | | | | |
| e | Report directly to the quality manager | IEM No. 1 to FCL 1.055 | | | | | |

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| 5.6 | Audit Scope |
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|-------|---|------------------------|--|--|--|--|--|
| 5.6.1 | Aviation training organizations are required to monitor compliance with the training and operations manuals they have designed to ensure safe and efficient training. In doing so they should as a minimum, and where appropriate, monitor: | IEM No. 1 to FCL 1.055 | | | | | |
| a | Organization | IEM No. 1 to FCL 1.055 | | | | | |
| b | Plans and company objectives | IEM No. 1 to FCL 1.055 | | | | | |
| c | Training procedures | IEM No. 1 to FCL 1.055 | | | | | |
| d | Manuals, logs, and records | IEM No. 1 to FCL 1.055 | | | | | |

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| 5.7 | Audit Scheduling |
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| 5.7.1 | A quality assurance program should include a defined audit schedule and a periodic review cycle. The schedule should be flexible, and allow unscheduled audits when trends are identified. Follow-up audits should be scheduled when necessary to verify that corrective action was carried out and that it was effective | IEM No. 1 to FCL 1.055 | | | | | |
| 5.7.2 | The aviation training organization should establish a schedule of audits to be completed during a specific calendar period. All aspects of the training should be reviewed within a period of 12 months in accordance with the program unless an extension to the audit period is accepted as explained below | IEM No. 1 to FCL 1.055 | | | | | |
| 5.7.3 | The aviation training organization may increase the frequency of their audits at their discretion but should not decrease the frequency without the acceptance of CARC. It is considered unlikely that a period of greater than 24 months would be acceptable for any audit topic | IEM No. 1 to FCL 1.055 | | | | | |

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| CHAPTER 5 | QUALITY ASSURANCE PROGRAM |
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| No | Events | JCAR FCL 1 | TM | YES | NO | NA | Remarks |
|---|---|------------------------|----|-----|----|----|---------|
| 5.7.4 | When the aviation training organization defines the audit schedule, significant changes to the management, organization, training, or technologies should be considered, as well as changes to the regulatory requirements | IEM No. 1 to FCL 1.055 | | | | | |
| 5.8 Monitoring and Corrective Action | | | | | | | |
| 5.8.1 | The aim of monitoring within the quality system is primarily to investigate and judge its effectiveness and thereby to ensure that defined policy, training standards are continuously complied with | IEM No. 1 to FCL 1.055 | | | | | |
| 5.8.2 | Monitoring activity is based upon quality inspections, audits, corrective action and follow-up. The aviation training organization should establish and publish a quality procedure to monitor regulatory compliance on a continuing basis. This monitoring activity should be aimed at eliminating the causes of unsatisfactory performance | IEM No. 1 to FCL 1.055 | | | | | |
| 5.8.3 | Any non-compliance identified should be communicated to the manager responsible for taking corrective action or, if appropriate, the accountable manager. Such non-compliance should be recorded, for the purpose of further investigation, in order to determine the cause and to enable the recommendation of appropriate corrective action | IEM No. 1 to FCL 1.055 | | | | | |
| 5.8.4 | The quality assurance program should include procedures to ensure that corrective actions are developed in response to findings. These quality procedures should monitor such actions to verify their effectiveness and that they have been completed. Organizational responsibility and accountability for the implementation of corrective action resides with the department cited in the report identifying the finding. The accountable manager will have the ultimate responsibility for ensuring, through the quality manager, that corrective action has re-established compliance with the standard required by CARC and any additional requirements established by the aviation training organization | IEM No. 1 to FCL 1.055 | | | | | |

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| No | Events | JCAR FCL 1 | TM | YES | NO | NA | Remarks |
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| 5.9 | Corrective Action |
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| 5.9.1 | Subsequent to the quality inspection/audit, the aviation training organization should establish: | IEM No. 1 to FCL 1.055 | | | | | |
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| a | The seriousness of any findings and any need for immediate corrective action | IEM No. 1 to FCL 1.055 | | | | | |
| b | The origin of the finding | IEM No. 1 to FCL 1.055 | | | | | |
| c | What corrective actions are required to ensure that the non-compliance does not recur | IEM No. 1 to FCL 1.055 | | | | | |
| d | A schedule for corrective action | IEM No. 1 to FCL 1.055 | | | | | |
| e | The identification of individuals or departments responsible for implementing corrective action | IEM No. 1 to FCL 1.055 | | | | | |
| f | Allocation of resources by the accountable manager, where appropriate | IEM No. 1 to FCL 1.055 | | | | | |

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| 5.9.2 | The quality manager should: | IEM No. 1 to FCL 1.055 | | | | | |
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| a | Verify that corrective action is taken by the manager responsible in response to any finding of non-compliance | IEM No. 1 to FCL 1.055 | | | | | |
| b | Verify that corrective action includes the elements outlined in paragraph 5.9.1 above | IEM No. 1 to FCL 1.055 | | | | | |
| c | Monitor the implementation and completion of corrective action | IEM No. 1 to FCL 1.055 | | | | | |
| d | Provide management with an independent assessment of corrective action, implementation and completion | IEM No. 1 to FCL 1.055 | | | | | |
| e | Evaluate the effectiveness of corrective action through the follow-up process | IEM No. 1 to FCL 1.055 | | | | | |

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| 5.10 | Management Evaluation |
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| 5.10.1 | A management evaluation is a comprehensive, systematic documented review by the management of the quality system, training policies, and procedures, and should consider the results of quality inspections, audits and any other indicators; as well as the overall effectiveness of the management organization in achieving stated objectives | IEM No. 1 to FCL 1.055 | | | | | |
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| 5.10.2 | A management evaluation should identify and correct trends, and prevent, where possible, future non-conformities. | IEM No. 1 to FCL 1.055 | | | | | |
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| CHAPTER 5 | QUALITY ASSURANCE PROGRAM |
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| No | Events | JCAR FCL 1 | TM | YES | NO | NA | Remarks |
|-------------|--|------------------------|----|-----|----|----|---------|
| 5.10.3 | Conclusions and recommendations made as a result of an evaluation should be submitted in writing to the responsible manager for action. | IEM No. 1 to FCL 1.055 | | | | | |
| 5.10.4 | The responsible manager should be an individual who has the Authority to resolve issues and take action. | IEM No. 1 to FCL 1.055 | | | | | |
| 5.10.5 | The accountable manager should decide upon the frequency, format, and structure of internal management evaluation activities | IEM No. 1 to FCL 1.055 | | | | | |
| 5.11 | Recording | | | | | | |
| 5.11.1 | Accurate, complete, and readily accessible records documenting the results of the quality assurance program should be maintained by the aviation training organization. Records are essential data to enable the aviation training organization to analyze and determine the root causes of non-conformity, so that areas of non-compliance can be identified and subsequently addressed | IEM No. 1 to FCL 1.055 | | | | | |
| 5.11.2 | The following records should be retained for a period of 5 years: | IEM No. 1 to FCL 1.055 | | | | | |
| a | Audit Schedules | IEM No. 1 to FCL 1.055 | | | | | |
| b | Quality inspection and audit reports | IEM No. 1 to FCL 1.055 | | | | | |
| c | Responses to findings | IEM No. 1 to FCL 1.055 | | | | | |
| d | Corrective action reports | IEM No. 1 to FCL 1.055 | | | | | |
| e | Follow-up and closure reports; and | IEM No. 1 to FCL 1.055 | | | | | |
| f | Management evaluation reports | IEM No. 1 to FCL 1.055 | | | | | |



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| Appendix 1 | Initial Safety Training Program Training Records | | | |
|------------|--|-----|----|---------|
| No | Events | YES | NO | Remarks |
| 1 | Aviation Training Organization 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 | Head of Training/Initial Safety Training Manager Name and Signatory | | | |



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| Appendix 2 | Initial Safety Training Attestation |
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| 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 |
|-------------------|--|

| No | Events | YES | NO | Remarks |
|----|--------|-----|----|---------|
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| 10 | Head of Training/Initial Safety Training Manager Declaration | | | |
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| a | I hereby declare that; the applicant have completed initial safety training course in accordance with JCAR OPS 1.1005 as detailed below: | | | |
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|-----|--|--|--|--|
| (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 | | | |

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| b | I hereby declare that; the applicant have successfully passed the associated check referred to in JCAR OPS 1.1025 as detailed below: | | | |
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| (1) | Written test | | | |
| (2) | Practical demonstration test; and | | | |
| (3) | Oral test | | | |

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| 11 | Head of Training/Initial Safety Training Manager Name and Signatory | | | |
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| 12 | CARC Cabin Safety Instructor Name and Signatory | | | |
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| 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 | | | |
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| 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 | | | |
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|-------------------|--|------------|-----------|----------------|
| Appendix 3 | Staff Training Records | | | |
| No | Events | YES | NO | Remarks |
| 1 | Internal Training Program Training Record | | | |
| a | Aviation Training Organization Name | | | |
| b | Instructor Details | | | |
| (1) | Name | | | |
| (2) | Training authorization type | | | |
| c | Internal Training Program Details | | | |
| d | Responsible Training Personnel Name and Signatory | | | |
| e | Head of Training/Initial Safety Training Manager Name and Signatory | | | |



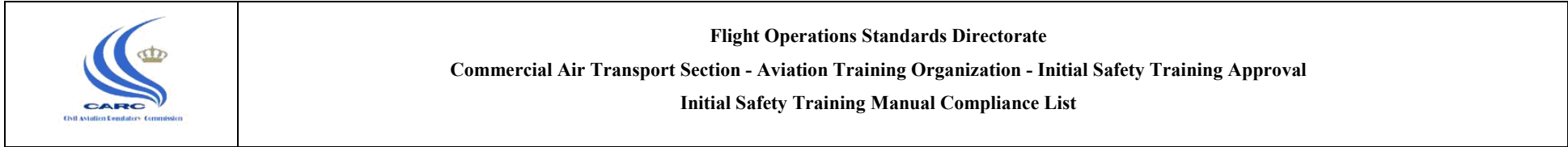
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| Appendix 3 | | Staff Training Records | | |
|------------|--|------------------------|----|---------|
| No | Events | YES | NO | Remarks |
| 2 | Standardization Training Record | | | |
| a | Aviation Training Organization Name | | | |
| b | Instructor Details | | | |
| (1) | Name | | | |
| (2) | Training authorization type | | | |
| c | Standardization Training Details | | | |
| d | Responsible Training Personnel Name and Signatory | | | |
| e | Head of Training/Initial Safety Training Manager Name and Signatory | | | |



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| Appendix 3 | | Staff Training Records | | |
|------------|--|------------------------|----|---------|
| No | Events | YES | NO | Remarks |
| 3 | Evaluation Training Record | | | |
| a | Aviation Training Organization Name | | | |
| b | Instructor Details | | | |
| (1) | Name | | | |
| (2) | Training authorization type | | | |
| c | Evaluation Training Details | | | |
| d | Responsible Training Personnel Name and Signatory | | | |
| e | Head of Training/Initial Safety Training Manager Name and Signatory | | | |



| | |
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| <ul style="list-style-type: none"> • Assessment Result | |
| <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |

☐ **Unsatisfactory**

[illegible]

Date _____