The Hashemite Kingdom of Jordan
Civil Aviation Regulatory Commission
Flight Operations Standards Directorate

المملكة الأردنية الهاشمية
هيئة تنظيم الطيران المدني
مديرية مقاييس العمليات الجوية

ADVISORY CIRCULAR

No. : AC-28-01-010
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A. SUBJECT.

Initial Safety Training Approval

B. PURPOSE.

This advisory circular (AC) provides guidance for Air Operator Certificate (AOC) holder/applicant and training organizations to obtain initial safety training approval.

C. STATUS.

This is the third edition of AC - 28 - 01 - 010, dated 1 March 2016, and it will remain current until withdrawn or superseded

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E. REFERENCES.

The following documents were used as reference material:

- JCAR - OPS 1.
- ICAO Annex 6.
- ICAO Doc 7192, Part E - 1 requirements.

Initial Safety Training Approval

1.0 Background.

1.1 The assignment of cabin attendants for safety related duties on board an aircraft is a legal requirement of Annex 6. Paragraph 12.1 of Annex 6 part I obliges operators to establish, to the satisfaction of the state authorities, the minimum number of cabin attendants required for each type of airplane they operate in order to effect a safe and expeditious evacuation of the airplane, and the necessary function to be performed in an emergency or a situation requiring an emergency evacuation.

1.2 Regardless of the operators' emphasis on duties and responsibilities of cabin crew, from the regulatory point of view, the major function of cabin crew on board an aircraft is to ensure passenger safety by preventing and managing adverse situations, which may develop in the aircraft cabin, and to provide guidance to all persons on board during an emergency.

1.3 JCAR OPS 1 requirements for each cabin crew member to complete an initial safety training course and to undergo an examination to demonstrate knowledge and proficiency, and cabin crew attestation to be issued to those applicants who have passed the examination following completion of the initial training course, such attestation shall clearly state a reference to the approval of CARC.

1.4 The initial safety training course shall be completed by trainee if not previously qualified as a cabin crew and is not a holder of initial safety attestation. This course can be followed or combined with conversion course for specific type of airplane.

1.5 The initial training course shall be developed in accordance with JCAR OPS 1.1005 and this advisory circular requirement. The objective of initial safety training course is to acquire the knowledge and skills required to qualify as a cabin crew member, the course does not contain any specific type related items.

1.6 The initial safety training course covers theoretical and practical "hands on" training on equipment with mixed classroom and mock up (Multi Purpose Cabin Trainer) sessions, including fire fighting, smoke and evacuation scenarios by qualified instructors.

2.0 Applicable Regulations.

2.1 Air Operator Certificate (AOC) holder/applicant shall not conduct training for initial safety training unless an approval for the conduct of training has been issued by CARC in accordance with JCAR OPS 1.

2.2 A person shall not act as a cabin crew member without holding attestation, and has completed the required training in accordance with JCAR OPS 1.

3.0 Attestation Policy.

3.1 Eligibility. Air Operator Certificate (AOC) holder/applicant shall ensure that each cabin crew member meets the following requirements:

a. Is at least 18 years of age.

b. A minimum educational level of successful completion of high school (Tawjihi) or equivalents.

c. Able to reach safety equipment and open and close overhead bins in the aircraft from a standing position - at least 158 cm.

d. Can read, write, speak and understand English language.

e. 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.

f. Complete initial training in accordance with OPS 1.1005 for the issuance of attestation of safety training.

3.2 Knowledge. The applicant shall have demonstrated a level of knowledge appropriate to the privileges granted to the holder of attestation, in at least the following subjects:

a. Fire and Smoke Training.

b. Water Survival Training.

c. Survival Training.

d. Medical Aspects and First Aid Training.

e. Passenger Handling Training.

f. Communication.

g. Discipline and Responsibilities.

h. Crew Resources Management.

3.3 Attestation. Applicant shall pass initial safety training examination. The examination shall include written, practical demonstration and oral examination.

4.0 Initial Safety Training Approval.

4.1 General. Air operator certificate (AOC) holder/applicant shall not conduct initial safety training for the issuance of attestation unless has been approved by CARC. Air operator certificate (AOC) holder/applicant shall require approval/acceptance for the following:

a. Initial safety training manager acceptance.

b. Cabin safety instructor(s) approval.

c. Cabin crew CRM instructor(s) approval.

d. First aid instructor(s) approval.

e. Dangerous goods instructor(s) approval.

f. Aviation security instructor(s) approval.

g. Cabin safety examiner(s) approval.

h. Training program approval.

i. Training material acceptance.

j. Training facilities acceptance.

k. Training Devices Acceptance.

4.2 Management Personnel Acceptance. In addition to the accountable manager, quality manager and crew training manager, Air Operator certificate (AOC) holder/applicant shall have initial safety training manager acceptable to CARC.

4.3 Instructor(s) and Examiner(s) Approval. Air Operator certificate (AOC) holder/applicant shall have the following instructor(s) and examiner(s) approved in accordance with JCAR OPS 1:

a. Cabin safety instructor(s) approval.

b. Cabin crew CRM instructor(s) approval.

c. First aid instructor(s) approval.

d. Dangerous goods instructor(s) approval.

e. Aviation security instructor(s) approval

f. Cabin safety examiner(s) approval.

4.4 Documents Approval/Acceptance.

a. Quality Manual. Air Operator certificate (AOC) holder/applicant shall amend quality assurance program to include initial safety training program in accordance with JCARs.

b. Operations Manual Part D. Air Operator certificate (AOC) holder/applicant shall amend operations manual part D to include initial safety training program to enable staff to perform their duties and to give guidance to trainees on how to comply with course requirements. The content and sequence of the training program shall be acceptable to CARC.

4.5 Training Program Approval.

a. General.

(1) Operations manual part D - training shall state entry requirements for the course and shall include the standards and objectives for each module of training that the trainees are required to complete.

(2) The training course should be based on generic procedures, regulatory requirements, and not refer to a specific aircraft type.

b. Course Applicability. The course is applicable for:

(1) New entrant who do not have previous cabin crew experience, for the issuance of attestation.

(2) Cabin crew absent from active flying duties for more than 5 years.

c. Course Duration. At least 15 working days (90 hours) as detailed:

(1) Safety and medical aspect training. At least 14 working days (84 hours) to include the following as part of passenger handling:

(a) Dangerous goods training. At least 2 working days (12 hours).
(b) Aviation security training. At least 2 working days (12 hours).

(2) CRM training. At least 1 working day (6 hours)

d. Training Program Contents. Initial safety training course shall be conducted in accordance with the AOC holder/applicant operations manual part D - cabin crew training and checking program, the course shall at least include:

(1) Fire and Smoke Training. AOC holder/applicant shall ensure that fire and smoke training includes:

(a) 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.

(b) 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.

(c) The necessity for frequent checking of potential fire-risk areas including toilets, and the associated smoke detectors.

(d) 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.

(e) The general procedures of ground-based emergency services at aerodromes.

(2) 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.

(3) Survival Training. Survival training shall be appropriate to the areas of operation (e.g. polar, desert, jungle or sea).

(4) Medical Aspects and First Aid. AOC holder/applicant shall ensure that medical and first aid training includes the following subjects:

(a) Instruction on medical aspects and first-aid, first-aid kits, emergency medical kits, their contents and emergency medical equipment.

(b) First-aid associated with survival training and appropriate hygiene.

(c) The physiological effects of flying and with particular emphasis on hypoxia.

(d) Medical emergencies in aviation including:

- Asthma.
- Choking.
- Heart attacks.
- Stress reactions and allergic reactions.
- Shock.
- Stroke.
- Epilepsy.
- Diabetes.
- Air sickness.
- Hyperventilation.
- Gastro-intestinal disturbances.
- Emergency childbirth.

(e) Practical cardio - pulmonary resuscitation by each cabin crew member having regard to the airplane environment and using a specifically designed dummy.

(f) Basic first aid and survival training including care of:

- The unconscious.
- Burns.
- Wounds.
- Fractures and soft tissue injuries.

(g) Travel health and hygiene including:

- The risk of contact with infectious diseases especially when operating into tropical and sub-tropical areas. Reporting of infectious diseases protection from infection and avoidance of water-borne and food-borne illness. Training shall include the means to reduce such risks.
- Hygiene on board.
- Death on board.

- Handling of clinical waste.
- Alertness management, physiological effects of fatigue, sleep physiology, circadian rhythm and time zone changes.

(h) The use of appropriate airplane equipment including first aid kits, emergency medical kits, first aid oxygen and emergency medical equipment.

(5) Passenger Handling. AOC holder/applicant shall ensure that training for passenger handling includes the following:

(a) 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.

(b) Methods used to motivate passengers and the crowd control necessary to expedite an airplane evacuation.

(c) 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.

(d) 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.

(e) Duties to be undertaken in the event of encountering turbulence, including securing the cabin.

(f) Precautions to be taken when live animals are carried in the cabin.

(g) Dangerous goods training, including provisions under Subpart R:

- General philosophy.
- Limitations.
- Labeling and marking.
- Recognition of undeclared dangerous goods.
- Provisions for passengers and crew.
- Emergency procedures.

(h) Security procedures, including provisions under Subpart S:

- Principles and philosophy of aviation security.
- Threats to civil aircraft.
- Security procedures in relation to safeguarding aircraft and passengers.
- Managing an act of unlawful interference so as to minimize the risk and/or effect of such an act.
- Terrorism, acts of unlawful interference and the history of aviation security incidents.
- Aviation legislation and security programs, including international, national, airport and aircraft operator requirements.
- Restricted articles, including dangerous goods, prohibited items, weapons, explosives and other sabotage devices.
- Procedures for aircraft security checks and/or searches.
- Procedures for handling unruly and disruptive passengers.
- Procedures for responding to acts of unlawful seizure and hostage situations.
- Determining the seriousness of any occurrence.
- Appropriate self-defense responses.
- 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.
- Characteristics and behavior of perpetrators, coping with such behavior and passenger response.
- New terrorist profiles.
- Situational training exercises regarding various threat conditions.
- Protection of aircraft.
- Flight deck procedures, including crew communication and coordination through a locked flight crew compartment door.
- Response to bomb threats in flight; and
- On-the-ground including post flight and aircraft search procedures, including guidance on least-risk bomb locations.

(6) 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.

(7) Discipline and Responsibilities. AOC holder/applicant shall ensure that each cabin crew member receives training on:

(a) The importance of cabin crew performing their duties in accordance with the Operations Manual.

(b) Continuing competence and fitness to operate as a cabin crew member with special regard to flight and duty time limitations and rest requirements.

(c) An awareness of the aviation regulations relating to cabin crew and the role of CARC.

(d) General knowledge of relevant aviation terminology, theory of flight, passenger distribution, meteorology and areas of operation.

(e) Pre-flight briefing of the cabin crew and the provision of necessary safety information with regards to their specific duties.

(f) The importance of ensuring that relevant documents and manuals are kept up-to-date with amendments provided by the operator.

(g) The importance of identifying when cabin crew members have the authority and responsibility to initiate an evacuation and other emergency procedures.

(h) The importance of safety duties and responsibilities and the need to respond promptly and effectively to emergency situations.

(8) Crew Resources Management. AOC holder/applicant shall ensure that, the Introductory CRM Course satisfies the following:

(a) An operator shall ensure that a cabin crew member has completed an Introductory CRM Course before being first assigned to operate as a cabin crew member.

(b) 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.

(c) The introductory CRM course shall be conducted by at least one cabin crew CRM instructor.

(d) The introductory CRM training shall cover in depth the following subjects:

- Human factors in aviation - General instructions on CRM principles and objectives.
- Human performance and limitations.
- Personality awareness, human error and reliability, attitudes and behaviors, self assessment.
- Stress and stress management.
- Fatigue and vigilance.
- Assertiveness.
- Situation awareness, information acquisition and processing.

e. Training Method. Training may include the use of mock-up facilities, video presentations; computer based training and other types of training. A reasonable balance between the different training methods should be achieved.

f. Training Records.

(1) Air Operator Certificate (AOC) holder/applicant shall retain detailed trainees records to show that all requirements of the training courses have been conducted in accordance with JCAR OPS 1, and shall maintain a system for record keeping. The trainee's records shall be kept for a minimum period of five (5) years upon completion of the training.

(2) Cabin crew training record shall include:

(a) The individual's name.

(b) Initial safety training entry requirements.

(c) The training duration and completion date.

(d) Reference of training materials used to meet the training requirements.

(e) Evidence which shows that training has been completed.

(f) Evidence which shows that a test has been completed satisfactorily.

(g) The name and address of the AOC holder/applicant providing the training.

(3) The format of the training records shall be specified in the operations manual part D - training.

4.6 Training Facilities Acceptance.

a. Classrooms.

(1) 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.

(2) 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.).

(3) 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.

(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.

b. Fire and Smoke Training Facilities.

(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).

(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.

c. Water Survival Training Facilities. The training shall be conducted at a water body /pool with minimum depth of 12 feet.

d. The Learning Environment. The key to a good learning environment is the elimination of discomforts and other undesirable characteristics:

(1) The climate must be comfortable.

(2) Lighting must be of adequate level for work or viewing.

(3) Distracting sounds must be kept to a minimum.

(4) Work areas must be aesthetically pleasing.

(5) Training equipment must be adequate.

4.7 Training Devices Acceptance.

a. Aircraft Mock Up.

(1) 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.

(2) 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 air craft. 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.

b. Door Trainer.

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.

4.8 Inspection.

a. When CARC is satisfied that the application and associated documentation complies with the requirements, all aspects of the initial safety training will be inspected to ensure that the requirements are met.

b. The inspection will cover the following:

(1) Training facilities inspection.

(2) Training devices inspection.

(3) Cabin safety instructor assessment.

(4) Cabin crew CRM instructor assessment.

(5) First aid instructor assessment.

(6) Cabin safety examiners assessment.

(7) Initial safety training records inspection.

5.0 Suspension or Revocation of an Approval.

5.1 An approval issued by CARC may be revoked or suspended if the requirements cease to be met in part or in whole or if the standards on which the approval was granted are not maintained. Should there be a failure to meet the requirements or standards, AOC holder will be formally notified of the non-compliances and remedial action will be identified and agreed within a specified time scale. Should the AOC holder fail to meet the standards in the specified time, revocation or suspension of the approval will be considered.

5.2 If an approval is revoked and the AOC holder wishes to reapply for renewal of this approval, then the initial application process must be followed.

6.0 Continuation of Approval.

CARC safety oversight program inspections and audits will focus on the AOC holder maintenance of the initial safety training approval in accordance with JCAR OPS 1

7.0 Examinations.

7.1 AOC holder/applicant providing the initial safety training course shall ensure that following the completion of training, each applicant undergoes written, practical demonstration and oral examinations in the items listed in Appendix 1 to OPS 1.1005.

7.2 The initial safety training oral examination will be conducted by CARC cabin safety inspector.

7.2 AOC holder/applicant providing the training course shall ensure that the personnel performing these checks are suitably qualified and approved.

7.4 The minimum pass requirement is 80% for all types of examinations.

7.5 Applicants failing initial safety training written, practical demonstration or oral examination may sit for the examination again after completing at least one (1) days corrective training and assessment by a cabin safety instructor with a recommendation for each re-sit.

7.5 AOC holder/applicant shall prescribe the unsatisfactory performance procedure in the training manual - operations manual part D.

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Appendix A
Initial Safety Training Approval Process

Initial safety training approval process consists of five phases as detailed:

1. Phase 1 Pre-application Phase.

a. Applicant making an initial inquiry by submitting initial safety training letter of intent to CARC Chief Commissioner.

b. CARC Chief Commissioner will forward the letter of intent to director flight operations standards.

c. Director flight operations standards will assign a focal point - a flight operations inspector. The assigned flight operations standards focal point will call for initial meeting with applicant focal point.

d. The initial meeting objective is to advise the applicant focal point to thoroughly review the appropriate CARC regulations, directives and advisory materials and provide guidance concerning initial safety training requirements and an explanation of the initial safety training certification process.

e. The flight operations standards focal point will provide the AOC applicant focal point with the initial safety training approval - prospective operator's pre-assessment statement.

f. The applicant forward the initial safety training approval -prospective operator's pre-assessment statement.

g. Flight operations standards directorate focal point will assess the initial safety training approval - prospective operator's pre-assessment statement and

(1) If accepted, director flight operations standards will inform the applicant focal point with CARC acceptance to start the initial safety training approval and will recommends in writing to CARC chief commissioner to nominate initial safety training certification project manager and initial safety training certification team; or

(2) If rejected, director flight operations standards will recommends in writing to CARC chief commissioner the rejection including reasons(s).

i. The initial safety training certification project manager will call for the pre-application meeting with applicant.

j. The pre-application meeting objective is to determine that, the applicant has sufficient knowledge of the appropriate CARC regulations and procedures for initial safety training certification to include overview of the initial safety training approval process to include:

(1) Initial safety training approval application form.
(2) Initial safety training approval process form.
(3) Initial safety training manual - OMD.
(4) Initial safety training manual - OMD compliance list.
(5) Initial safety training program instructors and examiners application forms

k. The pre-application phase completion date is based on the last signatory of the initial safety training certification project manager minutes of meeting by the initial safety training certification team and the applicant focal point.

2. Phase 2 Formal Application Phase.

a. Applicant shall submit the formal application at least 30 days before the date of intended operations.

b. The application shall be valid for 90 calendar date from date of the application.

c. The formal application includes:

(1) Copy of the initial safety training study fee slip.
(2) Initial safety training approval application form.
(3) Initial safety training approval process form.
(4) Initial safety training manual - OMD.
(5) Initial safety training manual - OMD compliance list.
(6) Utilization training facilities agreement - if applicable.
(7) Application for ground instructors and examiners to include:
  (a) Cabin safety instructor(s) authorization application form.
  (b) Cabin crew CRM instructor(s) authorization application form
  (c) First aid instructor(s) authorization application form
  (d) Aviation security instructor(s) authorization application form.
  (e) Dangerous goods instructor(s) authorization application form
  (f) Cabin safety examiner(s) authorization application form.

3. **Phase 3 Document Evaluation Phase.** The initial safety training approval documents evaluation include:

a. Initial safety training approval application form.

b. Initial safety training approval process form.

c. Initial safety training manual - OMD.

d. Utilization training facilities agreement acceptance- if applicable.

e. Application for ground instructors and examiners to include:

(1) Cabin safety instructor(s) authorization application form.
(2) Cabin crew CRM instructor(s) authorization application form.
(3) First aid instructor(s) authorization application form.
(4) Aviation security instructor(s) authorization application form.
(5) Dangerous goods instructor(s) authorization application form.
(6) Cabin safety examiner(s) authorization application form.

4. **Phase 4 Demonstrations and Inspection Phase.** The initial safety training approval demonstrations and inspection include:

a. Training facilities inspection.

b. Training devices inspection.

c. Ground instructors and examiners assessment to include training and checking material/equipments:

(1) Cabin safety instructor assessment.
(2) Cabin crew CRM instructor assessment.
(3) First aid instructor assessment.
(4) Dangerous goods instructor assessment.
(5) Cabin safety examiners assessment.

5. **Phase 5 Certification Phase.**

a. The initial safety training approval report include:

(1) The initial safety training approval - prospective operator's pre-assessment statement.
(2) The initial safety training approval study fee slip
(3) The initial safety training approval application form.

(4) The initial safety training approval process form.
(5) Initial safety training manual - OMD approval letter.
(6) The initial safety training approval fee slip
(7) Initial safety training approval letter.

b. CARC/FOSD will issue/amend AOC operations specification to include initial safety training approval.

Appendix B
Initial Safety Training Approval Requirements for Training Organization

Training organization seeking initial safety training approval shall meet the requirements detailed in AC - 28 - 01 - 010 above; and:

1. Application.

a. Submit initial safety training approval application form at least 30 days before the intended date of operations.

b. Initial safety training approval application shall be valid for 90 calendar days starting from the date of application.

2. Management Personnel Approval/Acceptance. Training organization shall have the following management personnel:

a. Accountable Manager. Training organization shall nominate a person acceptable to CARC who shall satisfy CARC that sufficient funding is available to conduct training to the approved standard. Such person shall be known as the accountable manager.

b. Quality Manager.

(1) The quality manager, acceptable to the 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.

(2) Quality manager should have:

(a) Practical experience and expertise in the application of aviation safety standards and safe operating practices.
(b) Appropriate management experience in a comparable organization.
(c) Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position.
(d) Experience implementing and/or managing aviation quality system.
(e) Experience in conducting safety/quality audits and inspections.
(f) Computer literacy and superior analytical skills.

(g) Have completed at least the following quality system training:

- Quality management system.
- Quality assurance program.
- Audit techniques.
- Human factor and crew resources management.

(h) Comprehensive knowledge of:

- JCAR OPS 1 and any associated requirements and procedures related to training organization subjects.
- The need for and content of the training organization training manual(s).
- Quality system.

(3) 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.

c. Head of Training.

(1) 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.

(2) Head of training should have:

(a) Practical experience and expertise in the application of aviation safety standards and safe operating practices.
(b) Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position.
(c) Appropriate management experience in a comparable organization.
(d) Familiarity with quality system.
(e) Comprehensive knowledge of:

- JCAR OPS 1 and any associated requirements and procedures related to training organization subjects.

- The need for and content of the training organization training manual(s).

(3) 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.

d. Initial Safety Training Manager.

(1) 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.

(2) Initial safety training manager should have:

(a) Practical experience and expertise in the application of aviation safety standards and safe operating practices.
(b) Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position.
(c) Appropriate management experience in a comparable organization.
(d) Hold JCAR OPS 1 cabin safety instructor authorization.
(e) Familiarity with quality system.
(f) Comprehensive knowledge of:

- JCAR OPS 1 and any associated requirements and procedures related to cabin crew training.
- The need for and content of the initial safety training manual.

(3) 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.

3. Documents Approval/Acceptance.

a. Quality Manual.

(1) The training organization shall establish a quality system and hold quality manual acceptable to CARC containing the relevant information pertaining to the operator's quality system and quality assurance program in accordance with JCARs.

(2) The content and sequence of the quality manual for shall be acceptable to CARC and as detailed:

(a) Chapter 0. Administration and control of the manual.
(b) Chapter 1. General
(c) Chapter 2. Quality assurance program.
(d) Appendix 1. Quality system inspection checklist(s).
(e) Appendix 2. Quality system finding and corrective action report.

(3) Training organization offering initial safety training program only can have the quality assurance program integrated as a part of the initial safety training manual.

b. Initial Safety Training Manual.

(1) Training organization shall have training manual containing the initial safety training program approved by CARC to enable staff to perform their duties and to give guidance to trainees on how to comply with course requirements.

(2) The content and sequence of the initial safety training manual for shall be acceptable to CARC and as detailed:

(a) Chapter 0. Administration and control of the manual.
(b) Chapter 1. General.
(c) Chapter 2. Initial safety training program.
(d) Chapter 3. Procedures.
(e) Chapter 4. Documentation and storage.
(f) Chapter 5. Quality assurance program.
(g) Appendix 1. Initial safety training program training records.
(h) Appendix 2. Initial safety training attestation.
(i) Appendix 3. Staff training records.

4. **Training Facilities.** Training organization shall have adequate facilities for the management personnel and instructional staff.

5. **Approval Certificate.** CARC/FOSD will issue initial safety training approval certificate, the validity of the certificate is 2 years, it remains valid until:

   a. CARC suspends, revokes or otherwise terminates the certificate.

   b. The certificate holder surrenders the certificate to CARC.

   c. The certificate holder suspends training for more than 6 months; or

   d. The expiry date.