Order
CAA-O-PEL019A
July 2008

ISSUE AND RENEWAL OF A CABIN CREW MEMBER INSTRUCTOR AUTHORIZATION

1.0 PURPOSE

This Order is issued to provide guidance in determining if an applicant meets the requirements for the issue of a Cabin Crew member (CMC) Instructor Authorization under the Civil Aviation (Personnel Licensing) Regulations.

2.0 REFERENCES

2.1 Regulations 5, 124 to 129 of the Civil Aviation (Personnel Licensing) Regulations;
2.2 Regulation 192 of the Civil Aviation (Operation of Aircraft) Regulations;
2.3 The prescribed Application Forms;
2.4 A Cabin Crew Member Certificate

3.0 GUIDANCE AND PROCEDURES

3.1 General Information

The applicant should be a holder of a valid Cabin Crew member Certificate issued by the Authority and rated on the type of aircraft to instruct on.

3.2 Responsibilities of a Cabin Crew Member Instructor

3.2.1 To give ground and in-flight Training in the aeronautical knowledge areas required for the issuance of a Cabin Crew member Certificate under regulations 126 and 127 of the Civil Aviation (Personnel Licensing) Regulations and regulation 192 of the Civil Aviation (Operation of Aircraft) Regulations in the relevant type of aircraft;
3.2.2 To give recommendation for knowledge test required for the issuance of a Cabin Crew member Certificate in accordance with the Civil Aviation (Personnel Licensing) Regulations;

3.2.3 To give ground and in-flight Training in the aeronautical knowledge areas required for the cabin crewmember operations on the specific Aircraft Type; and

3.2.4 To endorse the training record of a person to whom the Cabin Crew member Instructor has provided the training or recommendation for certification as a cabin crewmember

3.3 Application Requirements

3.3.1 Advise the applicant to bring the following documents attached to the application form on applying for the authorization

a) A properly completed prescribed application forms;

b) A certified report to demonstrate adequate competence to substantiate the experience and training shown on the Application Form; and

c) A valid cabin crew member certificate issued by the Authority.

3.4 Applicant arrives to Apply for the Authorization – Collect the documents and records listed above.

3.5 Review Application:

3.5.1 Check the application form for accuracy, using the instructions attached to the form;

3.5.2 Ensure that the ATO or instructor has provided the required endorsements and reports.

3.6 Verify Applicant’s Identity

3.6.1 Inspect acceptable forms of identification to establish the applicant’s identity. Compare the identification with the personal information provided on the prescribed application form. If the applicant’s identity can be verified, proceed with the task.

3.6.2 If the applicant’s identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.

3.6.3 If the applicant’s identity appears to be different from the information supplied on the prescribed application Form, or it appears that an attempt at falsification has been made, do not continue with this task. Collect the falsified documents and bring them to the attention of the head of the personnel Licensing Office for further action.

3.7 Establish Eligibility for Issue of the Instructor Authorization
3.7.1 Determine if the applicant meets the competency and experience requirements for the authorization as a cabin crewmember instructor.

a) **Experience:** Check the presented record to determine if the applicant has the experience required for the authorization. Use an acceptable and reliable record from an instructor.

b) **The cabin crew Instructor Recommendation:** An applicant must present the Instructor’s recommendation as evidence of having met the practical instruction requirements. For providing the Instructor’s recommendation one of the following methods shall be used:

   (i) The endorsement can be provided in the relevant prescribed application form or

   (ii) in a letter to the Authority.

3.8 **Requirements for Renewal and the Renewal Process**

3.8.1 Check the documents presented and confirm that the applicant has:

a) completed the prescribed renewal application form

b) presented proof of having exercised the privileges of the authorization in the last six months preceding the date of renewal application.

3.9 **Discrepancies or Ineligibility**

3.9.1 If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons why the authorization cannot be issued and explain how the applicant may correct the discrepancies.

3.9.2 If the applicant is not eligible for the authorization, inform the applicant of the reasons for ineligibility and explain how the applicant may re-apply.

3.10 **Issue or Renewal of the Authorization**

3.10.1 When an applicant has satisfactorily met all requirements for the authorization and the prescribed application form has been completed, the authorization may be issued;

3.10.2 Ensure the prescribed fees the authorization is paid;

3.10.3 Prepare the authorization;

3.10.4 When a rating needs to be added, enter the additional rating on the existing authorization;

3.10.5 Make copy of the authorization for the licensing file;

3.10.6 Provide applicant with the original Authorization; and

3.10.7 File all documents on licensing file.

4.0 **RESULTS**
4.1 Completion of this task results in the issue of one of the following:

4.1.1 A Cabin Crew member Instructor Authorization;

4.1.2 An additional rating.

5.0 FUTURE ACTIVITIES

5.1 Applicant may return for:

5.1.1 an additional rating or

5.1.2 renewal of the authorization.

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Civil Aviation Authority