

5/2007

Applicability: All Aeroplane and Helicopter AOC Holders

Approval of Safety and Emergency Procedures Instructors and Examiners

1. Introduction

- 1.1 JAR OPS 1 and 3 requires flight crew training and checking of Safety and Emergency equipment and procedures as part of the *Operator's Conversion Course* (JAR OPS 1/3.945) and *re-current training* (JAR OPS 1/3.965). Safety and Emergency equipment and procedures training and checking is also required for cabin crew as part of *conversions* (JAR OPS 1/3.1010) and *re-current training* (JAR OPS 1/3.1015). The persons conducting such training and checking are required to be acceptable to the Authority.
- 1.2 The objective of this Flight Operation Directive is to establish the minimum requirements to be acceptable to the Authority to undertake such functions.

2. Minimum Requirements

- 2.1 Prior to being considered for such an appointment, the candidate shall have completed the following preparation and training:
- (a) A basic instructional course that adequately covers the fundamentals of teaching and learning. The Authority may assist operators identify appropriate courses.
 - (b) Sufficient observation sessions as part of induction training in order to be phased into the Operator's training and checking programme.
 - (c) A training programme involving observations and training and/or checking delivery under the supervision of a qualified person undertaking the particular function. Operators may use their own discretion as to the initial and progress of candidates in regards to the types of training or checking. The Operator shall ensure that prior to making the nomination to the Authority, that they are satisfied that the candidate can conduct the training and/checking function unsupervised to meet the objectives and intent of the training or check.

3. Operator Nominations

- 3.1 Operators may apply by letter to the Authority for the consideration of appointment of candidates.

3.2 Sufficient evidence shall be provided to document that the above training requirements have been met. A final recommendation for approval by the person supervising the training for the purpose of 2.1 (c) shall be provided.

4. Appointment by the Authority

4.1 Prior to the appointment by the Authority, operators shall make necessary arrangements for the Authority to observe the candidate in conducting training and/or checking delivery for each function being applied for. This accreditation may be conducted by the Authority or a person approved by the Authority.

4.2 The Authorities approval letter will be categorised as follows:

(a) Role: Instructor, Examiner or Instructor and Examiner

(b) Training: Initial, Conversion, Differences and Re-current

4.3 Instructors and Examiners approved for Conversions may participate in training and/or checking of flight crew for the purpose of JAR OPS 1/3.945 or cabin crew for the purpose of JAR OPS 1/3.1010.

5. Training and Checking of Instructors and Examiners

5.1 The Authority would like to re-iterate that all Instructors and/or Examiners, whether they continue to operate as a member of cabin crew or not, shall meet the same training and testing standards of JAR OPS 1/3 Subpart N and O. This may also serve to ensure that they remain current and competent (knowledge, skills and aptitude) as an Instructor and Examiner.

5.2 The Authority recognises the difficulty for small operators to comply with the checking requirements given that most Examiners would at some point be involved in the preparation of the operator's examination material. The Authority will accept that such training and checking is undertaken by another qualified person by means of an appropriately derived questionnaire and/or verbal questioning involving scenarios. The items covered should however be documented. The operator is also required to ensure that the same two examiners do not examine each other for the purpose of JAR OPS 1/3 Subpart N and O.

6. Queries

6.1 Any queries as a result of this Flight Operations Directive should be addressed to Head Flight Operations at the following e-mail address: morr@scaa.sc

7. Cancellation

Nil

Marlon A. Orr
Head Flight Operations
8th June 2007

Recipients of new FODs are asked to ensure that these are copied to their 'in house' or contracted organisations, to relevant outside contractors, and to all members of their staff who could have an interest in the information or who need to take appropriate action in response to this Flight Operations Directive.
--