



GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, NEW DELHI.

CIVIL AVIATION REQUIREMENTS
SECTION 7 – FLIGHT CREW STANDARDS
TRAINING & LICENCING
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Subject: **Criteria for approval of Ground Instructors**

1. Introduction

ICAO Annex 1 and Annex 6 require demonstration of knowledge for issue of type ratings in case of pilots, approval of flight dispatchers, recurrent training of pilots and flight dispatchers. Ground instructors carry out ground training in technical and performance subjects as part of an approved training organization (ATO) or an operator's approved training programme/type rating programme. This part of the Civil Aviation Requirement is issued under Rule 29C and 133A of the Aircraft Rules 1937 establishing criteria for approval of ground instructors.

2. Applicability

This CAR prescribes the requirements for the issuance of Ground Instructor's approval for the personnel of Scheduled/Non-scheduled/ATOs and the conditions under which those approvals are necessary, and the limitations upon those approvals.

3. Functions Of Ground Instructor

a) To provide initial ground training in the aeronautical knowledge areas required for the issuance of a type rating, flight dispatcher approval and special operations approval.

b) To provide recurrent ground training in the aeronautical knowledge areas

required for recurrent training of pilots and flight dispatchers.

c) To provide ground training for check pilots/ LTCs/ Instructors/ TRI/ SFI/ Examiners/ DEs.

c) To train ground instructors.

4. Eligibility

To be eligible for issuance of the Ground Instructor's Approval, a person:-

a) Shall be at least 21 years of age; and

b) Shall be able to read, write, speak, and understand the English language; and

c) Shall have at least passed graduate examination with Physics and Mathematics from a recognized Board/University or shall at least be an engineering graduate in aeronautical/aerospace/mechanical /electrical/ electronics/ stream from a recognized Board/University; or

d) Shall be a Qualified pilot/flight navigator/naval observer/flight engineer/ATCO with minimum of five (05) years of relevant experience shall also be eligible for ground instructor; or

e) Shall be a Ground Instructor / Flight Instructor from military/paramilitary forces; or

f) Shall be a DGCA Approved Instructor/SFI/TRI/Examiner/Designated Examiner: or

g) Shall be an Aircraft Maintenance Engineer having undergone three years specialized and designed course in aviation

Note: Subject Matter Experts (SMEs) with relevant experience of minimum 3 years in specialized fields such as meteorology, ATC, legislation may be authorized by the post-holder training to conduct ground training, with standards to be maintained under the quality assurance system of the operator. Dangerous Goods training shall be conducted by approved personnel under CAR Section 11 Series C Part I. AVSEC training shall be conducted by BCAS approved personnel.

5. Training Requirements For Approval As Ground Instructor

On fulfilling the eligibility requirements specified in Para 4 above, the trainee ground instructor shall undergo following training:-

5.1 Ground training.

Ground training shall consist of modular training. This may be carried out with another ground instructor of the operator or DGCA approved ATO or ATO approved by an ICAO Contracting State.

a) For approval as technical instructor, technical theoretical knowledge instruction (technical training) comprising of minimum 180 hours training to include the revision of technical knowledge, preparation of lesson plans and the development of classroom instructional skills to enable the Instructor to instruct technical theoretical knowledge syllabus. For personnel holding an Instructor/SFI/TRI/Examiner/Designated Examiner approval and current on type, this training shall be minimum of 90 hours; or

b) For approval as performance instructors, performance subjects training comprising minimum of 180 hours to include performance engineering aspects of operations, preparation of lesson plans and development of classroom instructional skills. For personnel holding an Instructor/SFI/TRI/Examiner/Designated Examiner approval and current on type, this training shall be minimum of 90 hours; and

c) For approval of special operations, an applicant shall need to have prior approval as a technical or performance instructor, and undergo appropriate modular training for EDTO, PBN, MNPS, Data link, ADS, LVO, EFB etc.; and

d) Teaching and learning instruction (trainers course) comprising of minimum 40 hours training to cover;

- Learning process
- Teaching process
- Training philosophies
- Techniques of applied instruction
- Student evaluation and testing
- Training programme development
- Human performance and limitations
- Training administration; and

5.2 Practical Training – observe and conduct ground classes under supervision of a DGCA approved ground instructor for one full type rating course each and one recurrent training course each; and

- 5.3 Familiarization of minimum 2 hours on aircraft/full flight Simulator for performance instructor; aircraft/full flight simulator/fixed training device for technical instructors or a two sector flight on the operator's type of aircraft as an observer in the flight deck; and
- 5.4 Undergo a written test by an approved Ground instructor.
- 5.5 On satisfactory completion of requirements specified above, the applicant Ground Instructor will undergo an oral examination.

6. Oral Examination

The applicant Ground Instructor shall be subjected to an oral examination by a board constituted by the Post Holder Training of the operator/organization. Oral examinations will be conducted separately for technical/performance/special operations subjects.

7. Issue, Withdrawal, Renewal of Ground Instructor Approval

On successful completion of requirements as laid down in this CAR, the Post Holder Training shall issue approval to the Ground Instructor for a period of 5 years. Withdrawal and renewal of approval will be in accordance with the policy that is specified in the Operations Manual/Training and Procedures Manual. The policy shall include the method of training and qualification of ground instructors. For ground instructors approved on type, with change of operator, approval can be issued by the Post Holder training after an oral examination without the need for additional training requirements for approval.

8. Recurrent training

- 8.1 Recurrent training is conducted annually to ensure the maintenance of competencies, knowledge and skills through a series of theoretical training, hands-on exercises, written exam, etc. relevant to each aircraft type on which the ground instructor will be imparting training.
- 8.2 Recurrent training validity is 12 months. If carried out in 3 months preceding the expiry, the subsequent validity will be 12 months from the original expiry. The minimum duration of recurrent training shall be 16 hours.
- 8.3 An operator shall ensure that each ground instructor who has not carried out any ground instructional duties from 12 up to 36 months completes extended recurrent training with minimum duration 32 hours. If there has been a break from ground instructional duties for a period of more than 3 years, complete training as per Para 5 above will be required for re-approval.

9. Refresher training

An operator shall ensure that each ground instructor who has not carried out any ground instructional duties for up to 6 months and still remains within the

period of validity of the previous Initial/Recurrent Training completes refresher training with minimum duration of 8 hours theoretical training. For a gap between 6 to 12 months, recurrent training will be carried out.

10. Records

- 10.1 The record of initial training, qualification and approval of a ground instructor shall be maintained by the operator as long as the Ground Instructor remains in employment with the operator/ATO.
- 10.2 Individual training record of an approved Ground Instructor shall be maintained for a period of 3 years by the operator/ATO.

11. General Requirements

- 11.1 No operator/ATO shall use any person nor shall any person serve as a Ground Instructor unless that person has been approved in accordance with this CAR.
- 11.2 DGCA may also permit for a specific period Ground Instructor of equivalent status approved by any Contracting State to exercise functions as Ground Instructor. Such permission will be given to the Post-Holder Training to issue the approval for a period of not more than 6 months.
- 11.3 DGCA approved Ground Instructors as on date of issue of this CAR can be approved as Ground Instructors by the Post Holder Training without any further training. The DGCA approval will lapse for all such DGCA approved Ground Instructors three months from the date of issue of this CAR.



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