



GOVERNMENT OF INDIA  
**OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION**  
Opposite: Safdarjung Airport, New Delhi-110003

## **FLIGHT CREW LICENSING CIRCULAR 01 OF 2019**

F. No. AV. 11012/5/2018-DTL-DGCA  
Dated: 03<sup>rd</sup> June, 2019

Subject:- **Procedure for the Approval/ Renewal of Aviation English Language Training Organizations and Testing Service Providers.**

1. The Civil Aviation Requirement Section 7 Series G Part V, Issue I dated 30<sup>th</sup> Jan 2019 lays down the qualifications and procedure for approval and certification of trainers and training organisations engaged in English Language Training and Testing. The purpose of this circular is to explain the procedures involved, for the issue and renewal of Aviation English Language Training Organizations and Testing Service Providers.

### **2. PRE-APPLICATION PHASE**

2.1 During this phase, the applicant conducts initial studies, prepares plans, makes inquiries from the DGCA in regard to the opportunities available and seeks advice as to the validity of different proposals. The prospective applicant at this stage is required to submit a letter of intent to the DGCA i.e. application pertaining to training/ assessment of Pilot/ Flight Engineer shall be submitted to Directorate of Training and Licensing while those pertaining to training/ assessment of Air Traffic Controllers/ Aeronautical Station Operators shall be submitted to ANSS Directorate outlining the proposal. DGCA will then invite the applicant for a pre-application meeting.

2.2 The applicant then meets with the Director of the concerned directorate (DTL/ANSS). The applicant shall bring a pre-application statement of intent to this meeting regarding the proposed scope of training and testing ELP.

2.3 The DGCA will appoint a team for the certification process. Certification team may comprise from DTL and ANSS directorate accordingly. The DGCA requires 15 working days for a final decision to be made on the preliminary assessment. If the pre application is acceptable the applicant will be informed to initiate formal application phase.

### 3. FORMAL APPLICATION PHASE

3.1 During this phase, the applicant is required to submit the complete application in prescribed Performa specified at Appendices A, B and C of CAR Section 7 Series G Part V, Issue I, to the concerned directorate in DGCA along with the prescribed fee as per Rule 133C of Aircraft Rules 1937, through <https://bharatkosh.gov.in> along with a copy of the Training and Procedures manual. The DGCA will then make a formal assessment of the completeness of the applicant's proposal and invite the applicant for a Formal Application meeting where the details relating to the certification process would be formally discussed.

3.2 The formal application must be submitted to the DGCA at least 60 working days prior to the proposed commencement date of the training/testing activities.

3.3 Submission of the formal application is associated with a meeting attended by the Accountable Manager/ authorized signatory of the organisation, nominated post holders or key personnel from both the applicant and the DGCA. The formal application must be signed by the Accountable manager of the organisation. An accompanying letter shall include the full name and address of the applicant and contact numbers for the applicant's agent or coordinator. The letter must contain particulars of the proposed training/testing including details of desired training/testing areas to confirm the pre-application information. During the meeting associated with the lodging of the formal application, the DGCA will nominate the assigned officers who will be available to meet with the applicant's technical and operational management and representatives to develop an action plan and to ensure the application proceeds in a timely manner.

3.4 The formal application letter must be accompanied by the required documentation including;

- (i) Application for Approval of ELP Training Organisation/ Testing Service Provider (Appendix-A of *ibid* CAR).
- (ii) Checklist for Testing Service Provider (Appendix-B of *ibid* CAR).
- (iii) Training and Procedures Manual (Appendix-C of *ibid* CAR).
- (iv) Copy of approval as Scheduled Operator/ Non-Scheduled Operator/Private Operator/ ANSP/ Approved Flying Training Organization as applicable, in accordance with *ibid* CAR.
- (v) Details of Personnel and facilities as per *ibid* CAR.
- (vi) CAR compliance Statement.
- (vii) Copy of prescribed fee receipt as per Rule 133C of Aircraft Rules 1937, through <https://bharatkosh.gov.in>.

#### **4. DOCUMENT EVALUATION PHASE**

4.1 During this phase, the DGCA will undertake a detailed study of the applicant's manuals and other documents, which accompanied the formal application. The documentation must be complete, accurate and current to satisfy the DGCA's requirements before the inspection phase can commence. There could be series of discussions between the DGCA and the nominated post holders of the applicant at this stage in regard to establishing the validity/ acceptability of the applicant's proposals. It should be noted that the documents shall reflect precisely the mode and manner in which the applicant intends conducting the proposed training/testing.

4.2 During the document evaluation phase, the required post holders qualifications and experience will also be evaluated by the DGCA, on ensuring that they meet the eligibility requirements for their requested posts these nominated post holders may be interviewed, if found suitable after assessment, approval/acceptance will be granted by DGCA. The next phase can only be commenced on satisfactory completion of document evaluation phase.

#### **5. DEMONSTRATION AND INSPECTION PHASE**

5.1 During this phase, the applicant needs to demonstrate to the DGCA that the applicant is in a position to conduct the proposed training/testing in accordance with the procedures detailed in the documents/ manuals reviewed during the previous phase utilizing the personnel/facilities/equipment identified in the formal application. Training/testing facilities, programme and personnel will be evaluated during this phase.

5.2 This phase may reveal the need for some changes, which in turn may require the applicant to make amendments to the documents originally submitted. All elements must be satisfactorily completed before proceeding to the certification phase. The applicant must satisfy the DGCA that sufficient qualified personnel are employed and that such personnel are employed on a full time basis where appropriate. Amongst other requirements the applicant shall provide adequate facilities and equipment sufficient to permit the staff to carry out their duties related to the conduct of training/testing in compliance with regulations and manuals.

#### **6. CERTIFICATION PHASE**

6.1 When all the previous phases have been satisfactorily completed, the DGCA will issue the Training/Testing approval and the associated authorizations for training/testing English Language Proficiency for a maximum period of 5 years.

6.2 Approval once issued is not transferable, any change in the Scope of the Approval of training/testing organisation shall be subject to DGCA's approval.

6.3 The DGCA, if satisfied beyond any doubt that the applicant is capable of meeting the requirements of the Aircraft Act and rules made thereunder, for training/testing English Language Proficiency, an approval will be issued.

## **7. Renewal of the approval**

7.1 An approved Aviation English Language Training Organization and Testing Service Provider must submit an application for renewal of the approval provided in the form prescribed at Appendix A along with following documents at least 60 days before the expiration of approval:

- (i) Prescribed fee under Rule 133C through <https://bharatkosh.gov.in>
- (ii) Copy of latest internal audit report.
- (iii) Compliance of all pending observations in respect of last inspection.

7.2 DGCA may renew the approval for a period not exceeding five years on being satisfied that the Aviation English Language Training Organizations and Testing Service Providers continues to maintain the required capability. An inspection of the Aviation English Language Training Organizations and Testing Service Providers may be carried out prior to renewal.

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