

CHAPTER 43

Cabin Crew Instructor and Check Personnel Qualifications and Approval Process

1.0 PURPOSE

This Chapter addresses guidance and procedures for approval and surveillance of a Cabin Crew Instructor and Check Cabin Crew Personnel as described under Regulations 8.10.1.38 and 8.10.1.39 of the Nigeria Civil Aviation Regulations. All Check Cabin Crew and Cabin Crew Instructor must be approved by the Authority.

2.0 REFERENCES

- 2.1 Regulations [8.10.1.38](#), [8.10.1.39](#), [8.10.1.40](#) and [IS 8.10.1.40](#) of the Nigeria Civil Aviation Regulations.
- 2.2 Nigeria Civil Aviation Authority Order No. [NCAA-O-GEN003](#).
- 2.3 TGM Ops Chapter 19
- 2.4 CHECKLIST: [CL:O-OPS017L](#), [CL: O-OPS017J](#), [CL: O-OPS017K](#)

3.0 GENERAL

- 3.1 Approval is based on a Check Person and Instructor having a valid license and ratings, being qualified in accordance with the operator's approved initial, transition, or upgrade training programme; having completed the operator's approved check personnel and instructor training programme for the appropriate check personnel functions and having demonstrated the ability to conduct flight checks and to evaluate the performance of check personnel to the satisfaction of the Authority.
- 3.2 The check personnel approval process shall follow the process described in this Chapter.
- 3.3 Approval of Check persons and records shall be coordinated with the Licensing Department (PEL).

4.0 CABIN CREW INSTRUCTOR OR CHECK PERSONNEL QUALIFICATIONS, SELECTION AND APPROVAL PROCESS.

- 4.1. Operators shall include in their Cabin Crew Manual the following: Cabin Crew Instructor and Check Personnel qualifications, selection, and approval criteria in accordance with these required specifications for approval.

5.0 AUTHORITY SELECTION AND APPROVAL CRITERIA FOR CABIN CREW GROUND INSTRUCTORS OR CHECK PERSONNEL.

- 5.1 Aspiring cabin crew members desirous of becoming cabin crew ground instructor or check personnel shall undergo a selection process designed to assess that the individual's knowledge, capability and competencies are suitable for instructor's or check personnel's role.
- 5.0 Selection of an instructor will be based on criteria intended to define a proven capability in the subject for which he/she expects to instruct in accordance with the desired competencies.

6.0 SELECTION CRITERIA

6.1 For the purpose of cabin crew ground instructor, Examiner or check personnel selection and approval for appointment by air operators, the candidate shall meet the minimum cabin crew experience and knowledge and other requirements as outlined below for both ground or in flight test:

1. A candidate shall hold cabin crew qualifications required to serve as a cabin crew and for which the privilege to instruct is being sought.
2. Holds a Bachelor's Degree or Higher National Diploma (HND).
3. Has satisfactorily passed the initial cabin crew training course.
4. Has high English language proficiency i.e., desired spoken, written, and instructional capability
5. Has qualified in Authority's I.T (Instructional Techniques) course in line with Nig. CARs 2.2.6.
6. Has at least Five (5) years continuous flying experience in Jet aircraft in domestic/ international routes where applicable
7. Has completed the curricula approved by the Authority for those functions he/she is required to serve, in the subjects under supervision of Authority approved equivalent subject instructor (OJT) is applicable.
8. Has conducted practical instructional checks on operational safety functional activities of operating cabin crew on flights comprising of a total Four (4) sectors out of which Two (2) in domestic sectors (flying time minimum 30 minutes) and at least Two (2) sectors on international routes under supervision of Authority approved equivalent subject instructor (OJT).

7.0 APPROVAL CRITERIA

1. Operators seeking Authority approval as Cabin Crew Instructor or check personnel for their aspiring suitable cabin crew, shall submit letter/application through the director of flight operations or chief of training or head of the training organization or the head of cabin crew department to Chairman Flight Standard Groups (FSG)
2. The letter/application should contain all required information and particulars of the candidate(s) including years and experience of service and subject(s) or areas intended for Authority approval
3. Evidence (copies) of all documents/ certificates must be duly attested by the concerned head with signature and seal.
4. Authority may ask for other documents/certificates etc. relevant to the approval process.
5. In case of renewal/ revalidation of existing instructor's or check personnel's authorization the incumbent shall have to submit, sixty (60) days, two (2) months prior to the date of expiry, all papers and documents relating to activities and performance during the currency of the previous year's validity.
6. In case of lapse of more than sixty (60)/ 2 months but not less than 365 days / 2 months in obtaining Authority approval for renewal/ revalidation, the candidate will be required to give 2 demonstrative class lectures of at least 2 hours each in the relevant area(s) under the supervision of Authority approved equivalent instructor.



7. In case the lapsed period is 365 days 12 months or more from the date of expiry, the candidate shall have to complete the full requirement circle.
8. An approved instructor may apply for new subjects or areas along with renewal of existing subjects/areas with all documentary evidence for Authority's approval process.
9. The initial period of validity for the new entrants will be 2(two) year's period provided the candidate's instructional capability on the aircraft type/s and marks obtained after the required ground test (classroom demonstration) are acceptable to the Authority.
10. On expiry of the initial period of validity, for extension/renewal/re-validation of the cabin crew instructors or check personnel authorization, the incumbent, on selection, shall have instructional capability tests (ground test or classroom demonstration & flight test or line check) on the aircraft type/with satisfactory performance.
11. An approved cabin crew instructor or check personnel, during specified period of currency, will also be eligible to conduct recurrent/refresher courses on subjects initially authorized.
12. All approved cabin crew ground instructors or check persons shall have periodical ground and flight test (classroom & line check) under an established surveillance programme by Authority to be conducted by CSIs to ensure that the appointed instructors or check persons maintain their competency with respect to their delegated tasks and evaluated.
13. The selected/approved cabin crew ground instructors or check persons shall demonstrate their knowledge, skills and qualifications during their approved period of currency when checked/inspected during audit/periodical inspection in classroom or on board (ground or flight test) with the Checklists.
14. Approval may be given on one single type of instructional subject like initial or type or Safety and Emergency Procedures and/or on all the three at one time depending on the instructional capability, knowledge or skills on the aircraft type and the applicable subject areas.