



GUYANA CIVIL AVIATION AUTHORITY

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# GCAA ADVISORY CIRCULAR

**PERSONNEL LICENCING  
AC NO: GCAA AC/PEL-008**

## **SUBJECT: APPROVAL OF TYPE SPECIFIC TRAINING COURSE AND INSTRUCTOR REQUIREMENTS**

**DATE INITIATED: 01-11-2020  
INITIATED BY: Director Aviation  
Safety Regulation**

*Note: Advisory Circulars (ACs) are not mandatory in nature, but provide means such as guidance, methods, procedures and practices acceptable to the Authority for complying with regulations, standards, rules, directives and other requirements in a systematic manner. These are not necessarily the only means of compliance. ACs may also contain explanations of regulations, other guidance material, best practices or information useful to the aviation community. Unless incorporated into a regulation by reference, ACs are not regulatory in nature and do not create or change a regulatory requirement. A change of a regulatory requirement may come in the form of a Directive. An Advisory Circular is not a Directive.*

### **1. PURPOSE**

- 1.1 Pursuant to Section 85 of the Guyana Civil Aviation (Air Navigation) Regulations (GCARs), the Guyana Civil Aviation Authority (GCAA/the Authority) may, from time to time, issue and enforce directions, including notices, circulars and information on any aspect of safety in civil aviation, and pursuant to Section 16 approve any course of training or instruction or any person or authorise a person to conduct such examinations or tests as it may specify.
- 1.2 This Advisory Circular (AC) is issued pursuant to the Sections 16 and 85 of the GCARs and contains information about standards, practices, and procedures acceptable to the Authority. This AC sets forth an acceptable means, but not the only means, of accomplishing or showing compliance with the airworthiness requirements of the applicable regulations and GCAA requirements. It contains guidance for the approval of Aircraft Maintenance Engineers (AMEs) type specific training courses and type course Instructor qualification requirements. AMEs who certifies maintenance tasks are required to hold a Guyana Aircraft Maintenance Engineer Licence (AMEL) as required under Guyana Aviation Requirements (GARs Part 2) prior to the grant of a Company Certification Authorisation (CCA) on a specific aircraft type or prior to an AME carrying out a Certificate of Release to Service (CRS), Certificate of Maintenance Review (CMR), Certificate of Fitness for Flight (CFF), or a Duplication Inspection (DI).
- 1.3 The approved type-training course must include theoretical course elements and examinations acceptable to the Guyana Civil Aviation Authority (GCAA/the Authority). However, the type rating endorsement also requires the performance of practical training and assessment elements acceptable to the Authority. The practical training and assessment elements may either be part of the approved type training course or be performed directly by an Approved Maintenance Organisation (AMO). Type training courses will be approved in accordance with Advisory Circular GCAA AC/PEL-007 and in support with ICAO Annex 1 and Doc 9841 AN 456.
- 1.4 This AC is intended for all persons/organisations regulated by the Guyana Civil Aviation Authority, and persons/organisations, including ATOs, AMOs, AOCs or individuals, applying to conduct aircraft maintenance type specific training courses.

## 2. INTRODUCTION

- 2.1 Guyana Civil Aviation (Air Navigation) Regulations (GCARs) Section 16 states, "without prejudice to any other provision of these regulations the Authority may, for the purpose of this regulation, and subject to such conditions as it thinks fit:
- a) Approve any course of training or instruction.
  - b) Authorise a person to conduct such examinations or tests as it may specify.
  - c) Approve a person to provide or conduct any course of training or instruction.
  - d) Approve a person as qualified to furnish reports to it".
- 2.2 Only an individual holding a valid, current and appropriately type-rated AME Licence may exercise certification privileges with respect to the completion of the tasks requiring the issue of a Certificate of Release to Service, Certificate of Maintenance Review, Certificate of Fitness for Flight and Duplicate Inspection.
- 2.3 Applicants for grant of an AME type rating for aircraft, engines or avionics system are required to successfully complete a relevant training course acceptable to the Authority. The privileges to be granted on the basis of such training courses can be in respect of:
- a) aircraft as are entered on the licence in their entirety either specifically or under broad categories; or
  - b) airframes and engines and aircraft systems or components as are entered on the licence either specifically or under broad categories; and/or
  - c) aircraft avionic systems or components as are entered on the licence either specifically or under broad categories.
- 2.4 All such training courses must be approved by the Authority. Type specific training courses approved by the Authority may be taught locally by local training providers, taught locally by overseas training providers or taught overseas by overseas training providers approved by that State's Civil Aviation Authority (CAA) and accepted by the GCAA. All courses, local and overseas, are assessed using the same analysis and standards. Authorisation to conduct specific type training courses may be issued to both local and overseas training providers once they satisfy the requirements of GARs Part 2 and as indicated in this Advisory Circular.
- 2.5 In order for an initial type specific training course to be approved the training provider, whether an individual, Approved Maintenance Organisation (AMO) or an Approved Training Organisation(ATO), must first make an application to the Authority on the prescribed form (see Attachment A for Application Form). After reviewing the application and syllabus, the Authority may grant the applicant a preliminary approval. Inspectors of the Authority (at least one (1) and not more than two (2) Inspectors) will attend the course as student(s)/participant(s), at the expense of the applicant, to upgrade the Inspectors of the Authority, especially if the training course is a first-of-type in Guyana. However, the applicant is required to demonstrate to the Authority its ability to deliver the course before approval is granted.
- 2.6 If an overseas (external) course provider who is already approved by their State's CAA to conduct a type specific training course, and a Guyana AMO, ATO or Company request the course provider to provide a type specific training for them, the Authority may inspect the facility, training aids, courseware, etc., to ensure that they are adequate, in the same way as it does for any such facility approval in Guyana.

- 2.7 Aircraft type specific training shall consist of theoretical training and examination which shall be conducted by an ATO. Other organisations, such as, operators, manufacturers, etc., desiring to conduct aircraft maintenance type specific training must be appropriately approved by the GCAA, or if these organisations already have approvals from an overseas CAA, then the GCAA may accept or validate the overseas State's approval. The practical training and assessment shall also be conducted by the ATO at their facility or at an AMO.

### 3. AUDIENCE

This AC is applicable to persons/organisations regulated by the Guyana Civil Aviation Authority, and persons/organisations, including ATOs, AMOs, AOCs or individuals, applying to conduct aircraft maintenance type specific training courses.

### 4. CANCELLATION

Not applicable.

### 5. EFFECTIVE DATE

This ***Advisory Circular*** takes effect from the **1<sup>ST</sup> DAY OF NOVEMBER 2020** and remains valid until cancellation or revocation by the Director General Civil Aviation.

### 6. CHANGES

Not Applicable.

### 7. RELEVANT REFERENCES

- a) Guyana Civil Aviation (Air Navigation) Regulations (GCARs) Part IV, Section 16.
- b) Guyana Aviation Requirements (GARs) Part 2 and 3.
- c) Advisory Circular GCAA AC/PEL/007.
- d) International Civil Aviation Organisation (ICAO) Annex 1 – Personnel Licensing.
- e) ICAO Doc 9841 AN 456 – Manual on the Approval of Training Organisations.
- f) Air Transport Association (ATA) Specification 104 Guidelines for Aircraft Maintenance Training.

### 8. CONTACT INFORMATION

***Director General of Civil Aviation***  
*73 High Street, Kingston, Georgetown, Guyana*  
*Phone: (592) 225 6822, FAX: (592) 225 6800*  
*E-mail: [director-general@gcaa-gy.org](mailto:director-general@gcaa-gy.org)*

***Director Aviation Safety Regulation***  
*Phone: (592) 225 0778*  
*E-mail: [dasr@gcaa-gy.org](mailto:dasr@gcaa-gy.org)*

## 9. APPLICATION AND APPROVAL PROCEDURE

### 9.1 APPLICATION PROCESS

- a) Applications for approval of aircraft type specific training courses should be made on prescribed application form (see Attachment A). Applications shall be made to the Director General Civil Aviation, Guyana Civil Aviation Authority, 73 High Street, Kingston, Georgetown, Guyana, Telephone #: 592 225 6822, Fax: 592 225 6800, Email: [director-general@gcaa-gy.org](mailto:director-general@gcaa-gy.org). The processing of an application, including auditing of the course takes some time to complete and consequently organisations requiring approval of type training courses should make the application well in advance of the anticipated start-up date (at least 90 days prior to the proposed start-up date).
- b) The application for approval for conducting aircraft type specific training, including theoretical training and practical and examination assessments, must have:
  - (i) a cover letter accompanying the application, preferably on a company letterhead, briefly describing what is being applied for;
  - (ii) a completed Application Form with all applicable fields filled up correctly and accurately (a sample application form is in Attachment A);
  - (iii) a copy of the regulatory authority approval, if held and issued by another State's CAA. No need to submit proof of approval if the organisation is a GCAA Approved Training Organisation;
  - (iv) in case, the organisation providing the theoretical type specific training is not an ATO or if the training is to be conducted off-site, a detailed procedure describing how the training shall be delivered, including:
    - A. the course content;
    - B. the duration of the theoretical, practical and examination elements; and
    - C. documents to substantiate and demonstrate that course content meets the requirements to satisfy the knowledge base that is appropriate for the type training;
- c) the teaching methods and instructional equipment;
- d) the material and documentation provided to the student;
- e) the qualification and credentials of Instructors, examiners and/or assessors, as applicable;
- f) the examination and/or assessment procedure, as applicable;
- g) the practical elements of training along with evidence of availability of the specific aircraft type for the proposed training dates;
- h) working arrangements, if any, made with organisations appropriately approved in accordance with GARs Part 6 (AMO) or Part 9 (AOC) with details of aircraft availability, location, practical training Instructor and tasks to be performed;
- i) applicable GCAA Fees and Charges; and
- j) the documentation and records to be provided to the student to justify the satisfactory completion of the training course and related examination / assessment. This should include not only a certificate of completion but enough documentation and records to justify that the content and duration approved has been met and that the examination/assessment has been successfully passed.

## 9.2 PERSONNEL

The experience and qualifications of the person in charge of the training course and his/her deputy shall be such as to ensure that the training will be conducted in a satisfactory manner. The number, qualifications and experience of the course Instructors, Examiners and Practical Assessors, shall be appropriate to the intended course.

**Note: Refer to Attachment B for more details on Instructor Examiners and Practical Assessors requirements.**

## 9.3 FACILITIES

- a) Facilities should be adequate to ensure protection from the prevailing weather and of overall size to cope with all planned training and examinations on any day.
- b) They should be fully enclosed and separate from other facilities for theory and examinations.
- c) They should be maintained at a light, noise and temperature/humidity level such that students are able to concentrate on their studies or examinations without undue distraction or discomfort.
- d) Access should be provided to appropriate facilities containing examples of the aircraft and/or engine type.
- e) Adequate office accommodation should be provided for the Instructor(s), Examiner(s) and Practical Assessor(s).
- f) Adequate storage facilities should be available for examination papers and training records.
- g) The students should have access to a library containing all current technical material appropriate to the training course.

## 9.4 COURSE SYLLABUS

- a) The course will normally be classified separately into mechanical and avionics systems. However, limited avionics training will be included in the mechanical course and electrical system will be included in all categories.
- b) The type training will include training corresponding to the levels specified in in Air Transport Association (ATA) Specification 104 Level III.
- c) The training should give adequate detailed theoretical knowledge of the aircraft, its main parts, systems (all existing systems where applicable) equipment, interior and applicable components.
- d) Relevant in-service problems, service bulletins and instructions should also be covered, including training in the systems in use for technical manuals and maintenance procedures.
- e) Knowledge is also required of relevant inspections and limitations as applicable to the effects of environmental factors such as cold and hot climates, wind moisture etc.
- f) A Training Needs Analysis (TNA) will be submitted to justify the hour duration of the training course.

## 9.5 KNOWLEDGE EXAMINATIONS

- a) Knowledge examinations must be conducted at the end of each distinct phase of training or at the end of the course.
- b) The examinations must be conducted using multi-choice questions and the minimum acceptable pass mark should be seventy-five percent (75%).

- c) On completion of the course, the student should be able to:
  - (i) demonstrate by knowledge examination a detailed understanding of applicable systems (in accordance with ATA 100), their operation and maintenance;
  - (ii) ensure safe certification of line and base maintenance, inspections and routine work according to the maintenance manuals and other relevant instructions and tasks as appropriate for the type of aircraft, for example troubleshooting, repairs, adjustments, replacements, rigging and functional checks such as engine runs, etc., if required; and
  - (iii) correctly use all technical literature and documentation for the aircraft.
- d) Examination questions in use shall be sufficient to give full coverage of the phase or section of the syllabus and shall be appropriate to the end of the course standard.
- e) The number of questions is determined by the duration of the course and must comprise a minimum of one question for each hour of instruction subject to a minimum of one question per Syllabus subject and the total number of questions being a multiple of four (4).
- f) The course provider must compile two to three alternate questions for each question required for the examination.
- g) The authority will select the questions for the examination from those provided and/or from the Authority question bank.
- h) The Authority reserves the right to invigilate the examination or part thereof.

## 9.6 PRACTICAL TRAINING

- a) Practical training should be performed in accordance with the requirements of Advisory Circular GCAA AC/PEL/007 and must include hands on training in maintenance of the aircraft, rigging, adjustments, replacement of line replaceable units, trouble-shooting, rectification of minor defects and functional tests of systems. The practical training course should comprise a period of a minimum of 2 weeks (10 days). However, this practical training should not be confused with the working experience required for AMEL or on-the-job training (OJT).
- b) A programme of structured tasks will be prepared to satisfy this practical training requirement.
- c) Practical training may be carried out at an approved maintenance organisation (AMO), at the manufacturer or a combination of both but such training will form part of the particular aircraft type training and must be approved by the Authority.
- d) The training shall include practical hands-on training and theoretical training as appropriate for each task nominated.
- e) Satisfactory completion may be demonstrated by a workplace assessment.
- f) An authorised Instructor must conduct the training and an authorised practical assessor must conduct the practical assessment.
- g) Qualifications and experience standards for the Instructors and practical assessors must be established.

## 9.7 PRACTICAL ASSESSMENT

- a) Practical assessments should be conducted in accordance with GARs Part 2 and this circular.
- b) An assessed pass for each student should be granted when the Practical Assessor is satisfied that the student has demonstrated the capability to use the relevant tools/equipment/test equipment as specified by the tool/equipment/test equipment manufacturer and the use of maintenance manuals as specified by the Type Certificate holder in that the student can carry out the required maintenance/inspection/testing without missing any defects, can readily identify the location of components and is capable of correct removal/fitment/adjustment of such components as applicable.
- c) The student should also show an appreciation of the need to ensure clean working conditions and the observance of safety precautions for the student and the product. In addition, the student should demonstrate a responsible attitude in respect of flight safety and airworthiness of the aircraft

## 9.8 CONDUCT OF THE COURSE

- a) Lecture notes, diagrams and other instructional material shall be substantially accurate at the time they are handed out.
- b) Where an amendment service is not provided a written warning must be given to this effect.

## 9.9 QUALITY CONTROL

- a) An audit will be carried out by the Authority to ensure that the training/examination is to the required standard.
- b) Any findings that affect the standards of the training course must be rectified before any certificates are issued.

## 9.10 COURSE RECORDS

Records of course attendance, examinations and student identification (ID), shall be submitted to the Authority.

## 9.11 COURSE CERTIFICATES

- a) Certificates should be awarded to the successful students on completion of the course.
- b) The certificate details must be agreed to by the Authority and should include the at least the following:
  - (i) a unique certificate number;
  - (ii) name of the student;
  - (iii) name of the course provider;
  - (iv) the airframe/engine combination, whether the engine is included in the course or not;
  - (v) subjects, such as, airframe, engine or avionics;
  - (vi) a clear indication of the standard of the course, in accordance with ATA 104 Level III;
  - (vii) the duration of the course including the start and end dates and or amount of total hours;

- (viii) specific elements of the course to which the certificate relates, such as, knowledge only, practical training only or knowledge and practical training; and
- (ix) any other relevant details particular to the course such as Auxiliary Power Unit (APU) type(s).
- (x) A statement that the student has successfully or satisfactorily completed the course.

#### 9.12 APPROVAL

- a) The Authority will approve the course by letter that will contain any specific conditions necessary.
- b) Upon receipt of the application, documents containing the prerequisite information and fees and charges, the Authority shall assign at one or more Airworthiness Inspector (AWI) to carry out the course assessment.
- c) The assigned Inspector(s) shall review the application and documents to ensure that the proposed course meets the course curriculum and regulatory standard. Discrepancies, if any, observed should be recorded and submitted to the Director Aviation Safety Regulation (DASR).
- d) If the assessment reveals that the training course contents, supporting documents and the training provider(s) meet the requirements for approval, then a recommendation is made to the DASR.
- e) If approval is not recommended, then the AWI must give detailed reason(s) for the non-recommendation.
- f) Based on the evaluation and recommendation of the Inspector(s), the DASR shall issue an approval or give reasons to the applicant why the course is not approved.
- g) Organisations found to have necessary infrastructure and meeting the training standard may be granted approval for a limited period to complete the training programme. It should be ensured that the practical training is completed within three (3) months of completion of theoretical training.
- h) The approved training organisation shall forward a copy of result and assessment report in respect of each trainee to the Authority.
- i) The records of training shall be retained for a period specified in the organisation's training procedures manual and a copy be made available to the Authority.

#### 9.13 MONITORING

- a) The performance of the approved course conducted by an AMO, AOC or ATO in Guyana shall be monitored by the Authority. Monitoring will be done by assigned Inspector(s) of the Authority. The examination and assessment shall be conducted with the association of the assigned Inspector(s).
- b) The above criteria shall apply to a full course as well as to a partial course such as the practical element of a type training course and its assessment.



## 9.14 STANDARDISED TRAINING DELIVERY AND OUTCOMES

- a) Operators may generally request courses that can teach their maintenance personnel whose background varies from first specific type to highly experienced AME holding multi category and type ratings. The Authority may approve courses to this generic standard, that is, a course capable of being delivered to all personnel regardless of background and previous aircraft experience.
- b) Non-licenced aircraft maintenance personnel attending type specific training may be new intake or experienced aircraft maintenance technicians/mechanics or AME without type ratings. Wherever possible, the course approval should be structured so that an aircraft/engine type or other course does not become a pre-requisite to attend the course GCAA is approving.
- c) Courses shall be designed to meet ATA 104 Level III and Instructors and Examiners shall have successfully completed a "Train-the-Trainer" and "Train-the-Examiner" course from a reputable institution, such as the International Air Transport Association (IATA). (**Refer to Attachment B for more details**).

## 9.15 APPROVING APPROPRIATE TEACHING TIMES

- a) The course constructor must allocate teaching times for the various subjects to be taught. Part of the course approval will require review of the instructional contact time in order to make a decision on the appropriateness of the allocation to ensure proper delivery of the course materials.
- b) Considerations that may be made as part of that decision when approving appropriate teaching times include:
  - (i) The number of teaching points per subject;
  - (ii) The proposed length of time of teaching points per subject;
  - (iii) The depth of knowledge required to attain ATA 104 Level III;  
*Note: Understanding of a functional level of systems may be more relevant to line repair than having a full component-level comprehension.*
  - (iv) Suggestions made by aircraft manufacturers;
  - (v) Complexity of the aircraft, its engines and systems;
  - (vi) The training methodology, for example, "chalk and talk", computer based/assisted training (CBT) and training aids available; and
  - (vii) Comparison with existing deliverers of the course (domestic and overseas training providers with existing approvals from the GCAA or another competent authority (other CAAs)).
- c) In order to prevent competition between training providers so that it does not result in a continual reduction in course lengths, to the point where course duration would result in a rushed and harried learning environment, it is an accepted practice to compare like courses between training providers before approval is granted.
- d) Generally, a precedent will have been established, for similar courses presented by different training providers, and this precedent will have established the Authority's starting point and baseline for approval of course/subject teaching time duration.
- e) If a training provider seeks to have a lesser duration course/subject (compared to other training providers for the same or similar aircraft/engine) then they would need to substantiate why a lesser duration can achieve the same transfer of knowledge and level of competency.

## 9.16 CRITERIA USED WHEN ASSESSING A SPECIFIC TYPE TRAINING COURSE

- a) The assessment is based on the technical material and courseware supplied by the training organisation, which includes:
  - (i) Course syllabus (including instructional contact time);
  - (ii) Topic details;
  - (iii) Instructional aids;
  - (iv) Student notes to be provided (copies of training manual(s)/student and Instructor course notes/student handouts,);
  - (v) Examinations (the system of course assessment), copies of all examinations including homework assignments, exercises, etc.,);
  - (vi) Description of the facilities used (including instructional aids); and
  - (vii) Typical attendance records and course certificates.
- b) Consideration of the AME Licence categories, that is:
  - (i) The scope and depth of the material supplied; and
  - (ii) Whether the training covers the privileges of the relevant licence category.

**Note: The courseware for all approved courses must be updated and amended if any changes occur to the aircraft/engines/systems to which the course applies.**

## 9.17 CRITERIA USED WHEN ASSESSING A SPECIFIC TYPE TRAINING COURSE EXAMINATION MATERIAL

- a) The examination material shall be checked to confirm that all instruction given on the course is based on current data.
- b) For one-off course approval the Authority may accept questions sufficient to provide one version of each examination paper relating to a subject or group of topics (each examination paper will still require a backup for re-sit purposes). For ongoing course approval, the number of questions required within the examination need to be enough to compile three separate examination papers per subject or group of topics. The exam papers must comply with the following requirements:
  - (i) No examination, examination part or subject examination can contain more than 50% of questions from other examination papers;
  - (ii) The pass mark for any examination or examination part shall not to be less than 75%;
  - (iii) Examination questions must cover content distributed throughout the syllabus topic areas;
  - (iv) The scope and depth of an examination shall be equivalent to that of the syllabus used by the Authority PEL Division type rating examinations;
  - (v) Changes in examination content are to be distributed throughout the syllabus topic areas; and
  - (vi) The validity of all examination questions are to be determined by an acceptable system of analysis.

- c) When the AWI and/or Licensing Officer is assessing the examination bank, the main tools of analysis used are:
  - (i) A statistical check of the number of questions in terms of ATA chapters;
  - (ii) A classification of the questions to ensure that exams contain the following mix of questions:
    - A. Description and operation (40-50%);
    - B. Location (20%);
    - C. Fault finding (20%);
    - D. Maintenance practices (10%); and
    - E. Testing (10%).
- d) Confirmation that a sufficient number of questions shall be asked for the amount of training provided. The standard benchmark for the amount of questions is one question per hour of instruction out to a maximum of ten questions per day of instruction.

#### 9.18 **CONSIDERATIONS WHEN ASSESSING SPECIFIC TYPE TRAINING COURSES**


- a) When assessing a specific type training course, the assigned AWI shall consider the following:
  - (i) Are adequate facilities provided by the training provider/organisation to conduct the course?
  - (ii) Is the course's instructional time adequate, taking into account the complexity of the aircraft/engine and/or systems?
  - (iii) Is the content, scope, and depth of the course similar to the applicable GCAA PEL type rating exam syllabus?
  - (iv) Does the course cover those aspects of the aircraft/engines/systems relevant to the maintenance certification privileges of the AME licence?
  - (v) Is the course's system of assessment (examination) adequate?

#### 9.19 **PROCEDURE FOR ASSESSING SPECIFIC TYPE TRAINING COURSES**

- a) When the DASR receives a request for assessment of a training course, the DASR shall submit the request to the Manager Personnel Licensing and Chief Inspector Airworthiness (CIAW).
- b) An Inspector(s) is/are assigned to carry out the course assessment.
- c) The CIAW shall register the request and place the documentation in the appropriate file (raising a new file, if required).
- d) The assigned Inspector through the PEL Office shall initiate costing documentation (fees and charges) and attach it to the file. Once he/she is satisfied that all requirements for submission are met he/she shall process the request.
- e) The assessment of courses to be conducted by Guyana and overseas training providers/organisations, airlines/operators and manufacturers should be completed within 14 working days from receipt of the request for assessment, subject to the receipt of all necessary courseware. Should the assigned AWI need more time to assess the course he/she must request a time extension from the DASR. The AWI must state the amount of extended time requested and the reason for the request.

- f) The assigned Inspector(s) shall record the:
- (i) Details of the course designation;
  - (ii) Name of the organisation conducting the course;
  - (iii) Provide the relevant organisation with an estimate of assessment costs. Obtain an undertaking from the relevant organisation that it is prepared to pay for the assessment costs; and
  - (iv) Start a Project Time Sheet to progressively record the time he/she spend on the project.
- g) The Inspector(s) shall assess the request as follows:
- (i) Confirm that the application meets the criteria;
  - (ii) If the assessed course is **UNACCEPTABLE**, the AWI shall:
    - A. Prepare a critique detailing all deficiencies and the rectification required before the approval process may proceed; and
    - B. Send the critique to the training organisation.
  - (iii) If the course is **ACCEPTABLE**, the AWI shall:
    - A. Enter approval details in the **FILE**; and
    - B. Prepare the correspondence that confirms that the training course is acceptable and send it to the training organisation. Instruct the training organisation to update its list of approved courses. This may require an amendment of the organisation's School Procedure Manual (SPM).
- h) In finalising the request, the Inspector(s) shall compute the final costing and send it to the Accounts Department who will raise an invoice to be sent to the applicant for payment.

**APPROVED BY:**



Lt. Col. (Ret'd) Egbert Field, A.A.  
Director General Civil Aviation  
Guyana Civil Aviation Authority

**ATTACHMENT: A**

**AIRCRAFT MAINTENANCE TYPE COURSE APPLICATION FORM**

IDENTIFICATION OF TRAINING ORGANISATION OR OTHER AVIATION ORGANISATION AND AIRCRAFT MAINTENANCE TYPE TRAINING COURSE		FORM NO: GCAA/PEL/013
TRAINING ORGANISATION NAME		
NAME OF ORGANISATION IF NOT A ATO		
ORGANISATION GCAA APPROVAL NUMBER		
COURSE REFERENCE	REFERENCE:	
	DATE OF CREATION:	
	REVISION NUMBER DATE:	
TRAINING NEED ANALYSIS (TNA)		
TYPE COURSE	AIRFRAME: _____	Aircraft-Engine Interfaces Covered by the Course? <input type="checkbox"/> Yes <input type="checkbox"/> No
	ENGINE FITTED: _____	
	ADDITIONAL ENGINES COVERED BY THIS COURSE:	Aircraft-Engine Interfaces Covered by the Course?
	#1: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	#2: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Series: _____		
<b>ADDITIONAL AVIONICS SYSTEMS COVERED BY THIS COURSE (WHEN RELEVANT):</b>		
#1: _____		
#2: _____		
<b>THIS TYPE COURSE COVERS:</b>		
<input type="checkbox"/> THEORETICAL ELEMENTS ONLY <input type="checkbox"/> THEORETICAL AND PRACTICAL ELEMENTS		
IF COURSE IS A "DIFFERENCES" COURSE	<b>SPECIFY AIRCRAFT &amp; ENGINES (AND AVIONICS WHERE RELEVANT):</b>	
	FROM: _____	TO: _____
SUB-CONTRACTING	<b>IS PART OF THE TRAINING SUB-CONTRACTED TO ANOTHER ORGANISATION? (IF YES, SPECIFY WHAT PART AND WHICH ORGANISATION(S))</b>	
	#1: _____	
	#2: _____	
	#3: _____	
ACCESS TO AN AIRCRAFT	<b>THE ACCESS TO AN AIRCRAFT OF THE TYPE IS GRANTED THROUGH:</b>	
	<input type="checkbox"/> AIRCRAFT OWNED BY THE TRAINING ORGANISATION	
	<input type="checkbox"/> CONTRACT WITH AN OEM	
	<input type="checkbox"/> CONTRACT WITH AN AMO <input type="checkbox"/> AOC <input type="checkbox"/> PRIVATE AIRCRAFT OWNER	
	<input type="checkbox"/> NO ACCESS TO AN AIRCRAFT	
TRAINEE PREREQUISITES REQUIRED	<input type="checkbox"/> YES <input type="checkbox"/> NO	

## A. THEORETICAL ELEMENTS

	ATA REFERENCE	LICENCE CATEGORY	TUITION HOURS	NUMBER OF MULTI CHOICE QUESTIONS	AVAILABLE TRAINING AIDS
TIME LIMITS/ MAINTENANCE CHECKS	05				
DIMENSIONS/AREAS (MTOM, ETC.)	06				
LIFTING AND SHORING	07				
LEVELLING AND WEIGHING	08				
TOWING AND TAXIING	09				
PARKING/MOORING, STORING AND RETURN TO SERVICE	10				
PLACARDS AND MARKINGS	11				
SERVICING	12				
STANDARD PRACTICES- ONLY TYPE PARTICULAR	20				
STANDARD PRACTICES AND STRUCTURES (DAMAGE CLASSIFICATION, ASSESSMENT AND REPAIR)	51				
FUSELAGE	53				
NACELLES/PYLONS	54				
STABILISERS	55				
WINDOWS	56				
WINGS	57				
FLIGHT CONTROL SURFACES (ALL)	27A				
DOORS	52				
ZONAL & STATION IDENTIFICATION SYSTEMS					
AIR CONDITIONING	21				
AIR SUPPLY	21A				
PRESSURISATION	21B				
SAFETY & WARNING DEVICES	21C				
AUTO-FLIGHT	22				
COMMUNICATIONS	23				
ELECTRICAL POWER	24				
EQUIPMENT & FURNISHINGS	25				
ELECTRONIC EQUIPMENT INCLUDING EMERGENCY EQUIPMENT	25A				
FIRE PROTECTION	26				
FLIGHT CONTROLS	27				
SYSTEMS OPERATION: ELECTRICAL/FLY-BY-WIRE	27A				
FUEL SYSTEMS	28				
FUEL SYSTEMS-MONITORING AND INDICATING	28A				
HYDRAULIC POWER	29				
HYDRAULIC POWER-MONITORING AND INDICATING	29A				
ICE & RAIN PROTECTION	30				
INDICATING/ RECORDING SYSTEMS	31				
INSTRUMENT SYSTEMS	31A				
LANDING GEAR	32				
LANDING GEAR-MONITORING AND INDICATING	32A				
LIGHTS	33				
NAVIGATION	34				
OXYGEN	35				
PNEUMATIC	36				
PNEUMATIC-MONITORING AND INDICATING	36A				
VACUUM	37				
WATER/WASTE	38				

	ATA REFERENCE	LICENCE CATEGORY	TUITION HOURS	NUMBER OF MULTI-CHOICE QUESTIONS	AVAILABLE TRAINING AIDS
WATER BALLAST	41				
INTEGRATED MODULAR AVIONICS	42				
CABIN SYSTEMS	44				
ON-BOARD MAINTENANCE SYSTEMS (OR COVERED IN 31)	45				
INFORMATION SYSTEMS	46				
CARGO AND ACCESSORY COMPARTMENTS	50				
STANDARD PRACTICES-ENGINES	70				
CONSTRUCTIONAL ARRANGEMENT AND OPERATION (INSTALLATION INLET, COMPRESSORS, COMBUSTION SECTION, TURBINE SECTION, BEARINGS AND SEALS, LUBRICATION SYSTEMS)	70A				
ENGINE PERFORMANCE	70B				
POWERPLANT	71				
ENGINE TURBINE/ TURBOPROP/ DUCTED FAN/UN-DUCTED FAN	72				
ENGINE FUEL AND CONTROL	73				
AIR	75				
ENGINE CONTROLS	76				
EXHAUST	78				
OIL	79				
STARTING	80				
WATER INJECTION	82				
ACCESSORY GEARBOX	83				
PROPULSION AUGMENTATION	84				
FADEC	73A				
IGNITION	74				
ENGINE INDICATING SYSTEMS	77				
AUXILIARY POWER UNITS (APUs)	49				
STANDARD PRACTICES PROPELLERS - GENERAL	60A				
PROPELLERS/ PROPULSION	61				
PROPELLER CONSTRUCTION	61A				
PROPELLER PITCH CONTROL	61B				
PROPELLER SYNCHRONISING	61C				
PROPELLER ELECTRONIC CONTROL	61D				
PROPELLER ICE PROTECTION	61E				
PROPELLER MAINTENANCE	61F				
<b>TOTAL</b>					

#### TRAINING AIDS:

1.	<input type="checkbox"/> GRAPHICAL FLIGHT-DECK SIMULATOR
2.	<input type="checkbox"/> FULL FLIGHT SIMULATOR
3.	<input type="checkbox"/> COMPUTER BASED TRAINER (CBT)
4.	<input type="checkbox"/> MOCK-UP
5.	<input type="checkbox"/> TEST EQUIPMENT
6.	<input type="checkbox"/> HARDWARE TRAINER
7.	<input type="checkbox"/> ACTUAL AIRCRAFT EQUIPMENT

## B. PRACTICAL ELEMENTS:

TYPE OF TASK	NUMBER OF TASKS IN THE SYLLABUS	TRAINING DEVICES
LOCATION		
FUNCTIONAL / OPERATIONAL TEST		
SERVICE AND GROUND HANDLING (SGH)		
REMOVAL / INSTALLATION		
MINIMUM EQUIPMENT LIST		
TROUBLE SHOOTING		

### TRAINING DEVICES (SELECT AS APPLICABLE)

1.	<input type="checkbox"/> STD/ GRAPHICAL FLIGHT-DECK SIMULATOR
2.	<input type="checkbox"/> STD/ FULL FLIGHT SIMULATOR
3.	<input type="checkbox"/> STD/ DESKTOP TRAINING SIMULATOR
4.	<input type="checkbox"/> STD MAINTENANCE SIMULATOR 3D
5.	<input type="checkbox"/> MOCK-UP (PART TASK TRAINER)
6.	<input type="checkbox"/> ACTUAL AIRCRAFT



### C. FUEL TANK SAFETY (FTS)

THEORETICAL & PRACTICAL ELEMENTS OF FTS TRAINING ARE INCLUDED INTO THE COURSE:

YES

NO

N/A

	DATE	NAME, POSITION AND SIGNATURE
<b>FORM FILLED BY:</b>		
<b>QUALITY ASSURANCE VALIDATION:</b>		

## ATTACHMENT: B

### QUALIFICATION AND EXPERIENCE CRITERIA FOR INSTRUCTOR, KNOWLEDGE EXAMINER AND PRACTICAL ASSESSOR CONDUCTING AIRCRAFT TYPE SPECIFIC MAINTENANCE/ENGINEERING TRAINING COURSES

#### B.1 GENERAL

- B.1.1 The assessment process and the continuance or revalidation process of Instructors should be developed by the persons/organisations conducting the training course and referenced in the relevant procedures manual, such as an ATO School Procedures Manual, AOC Operations/Training Manual, AMO Maintenance Procedures Manual, etc.
- B.1.2 Training Organisations (***including, ATOs, AMOs, AOCs, etc., approved by the GCAA to conduct maintenance/engineering training course(s)***) should retain a record of the Instructors, knowledge examiners, and practical assessors training, qualifications, and experience for an indefinite period as well as ensuring that ALL instructional staff are issued with copies of their personal authorisation documents or certificates.
- B.1.3 A record system should be established to record the skills, proficiencies and competencies for the continuance/revalidation of Instructors, knowledge examiners, and practical assessors. Periodicity of these checks should be recorded and retained in the individual's personal training record file.
- B.1.4 The GCAA shall have access to these records during compliance audits.

#### B.2 DEFINITIONS

- a) ***Instructor*** – means a nominated person who will deliver a training course or part thereof. The Instructor is not necessarily the person involved into the drafting of the course material such as content, duration or equivalent, however he must be involved at some point into the organisation of the lessons themselves, such as creation of the Instructor notes, slides, sequencing or equivalent.
- b) ***Knowledge Examiner*** – means a nominated person who will determine the level of theoretical knowledge of the trainees on a particular module, element, or part thereof to be examined. The function may include the drafting and/or the selection of questions (multi-choice and essay questions, as applicable), the performance of the examination exercise itself for essay question, the evaluation of the correctness of answers (except when correct answers are pre-determined) and the final judgement regarding the level of knowledge demonstrated by the trainee. Persons solely supervising an exam session consisting of pre-selected multi-choice questions are not considered as examiners but are considered as support staffs (invigilators), and are therefore not subject to the knowledge and experience requirements, but need to be trained to the examination procedure described in the organisation procedures manual. A Knowledge Examiner must be approved by the Authority.
- c) ***Practical Assessor*** - A nominated person who will determine the level of practical knowledge/practical skills of the trainees on a particular module, element, or part thereof. The function may include ensuring evidence of skill and experience acquisition and determine whether the student is competent at using tools and equipment and working in accordance with maintenance manuals and assess student on their situational awareness ability. Drafting and/or the selection of practical tasks and assessment, the performance oversight and assessments of the practical activities/ assessment kit developed. A Practical Assessor must be approved by the GCAA.

- d) **Authorisation/Documents/Certificates** – means the part of a course that an individual is authorised by the person/organisation to instruct, examine or assess; this scope can cover a full course or be reduced to a particular module or element, or even be limited to a part thereof as an example sub-module, a specific area within a sub-module or equivalent, ATA chapter, sub-section of ATA chapter for type training or equivalent.

### **B3 MAINTENANCE/ENGINEERING TYPE COURSE THEORETICAL TRAINING INSTRUCTOR REQUIREMENTS**

#### **B3.1 GENERAL REQUIREMENTS**

- a) All aircraft type specific training course Instructors, whether permanently or temporarily employed, must have undergone an instructional techniques training course and be able to demonstrate a comprehensive understanding of the GCAA regulatory requirements. Additionally, they should have a practical working knowledge of the organisation operational manual and associated training procedures.
- b) All Instructors, Knowledge Examiners and Practical Assessors permanently employed within the organisation must be listed in organisation's operations/procedures/training manual, under its capability list of Maintenance/Engineering Training Instructors, Knowledge Examiners and Practical Assessors.
- c) Instructors may, with the approval of the Authority, also hold other positions within the organisation, i.e. Knowledge Examiner or Practical Assessor; these other roles must be clearly identified against the individual within the relevant operations/procedures/training manual and annotated on their Personal Authorisation Documents or Certificates.
- d) All sub-contracted type course Instructors are to be vetted and assessed prior to the commencement or delivery of any training. The assessment process is to consist of a face to face event with the training manager or its deputy. The process should also include a presentation demonstration to ascertain the applicant's levels of subject knowledge, delivery skills and techniques. All such assessment is to be recorded and retained by the organisation.

#### **B3.2 CRITERIA**

- a) The basic criteria for an aircraft maintenance/engineering type training Instructor must be, either the following:
- (i) Hold an Aircraft Maintenance Engineer's Licence acceptable to the Authority and successfully completed an instructional techniques / "Train-the-Trainer" course to a nationally recognised standard or to a standard agreed by the Authority; or
  - (ii) Hold an aeronautical or electrical or mechanical engineering degree and successfully completed an instructional techniques / "Train-the-Trainer" course to a nationally recognised standard or to a standard agreed by the Authority; and
  - (iii) Have three (3) years of relevant experience, including one (1) year of experience on the relevant aircraft type(s). The experience must be representative of the elements(s) to be taught and gained in a civil aviation environment or acceptable equivalent such as maintenance, engineering, design organisation, or equivalent This requirement does not necessarily apply for new type-certified aircraft.

- b) With respect to paragraph B3.2(a)(ii) above, the prospective type training Instructor should undergo a type course specific to the category and type training to be taught. This must be evidenced by:
- (i) A **Certificate of Recognition** (training and exam) issued by an appropriately approved maintenance training organisation for a type training (ATA level 3) successfully received on the relevant aircraft(s) and including theoretical and practical elements. The Certificate of Recognition should address the category of licence corresponding to the specialty of the Instructor (for example airframe, powerplant, avionics, etc.); and
  - (ii) A refresher/update course on the concerned aircraft type if the Instructor has not instructed the concerned aircraft type(s) during the two years preceding its employment in the current training organisation.
- c) To avoid conflicts of interest, the Instructor's examination should not be attended in the training organisation where the Instructor is to exercise its privileges, unless specific measures are taken and accepted by the Authority to demonstrate that the integrity of the examination is secured.
- d) The Instructor should attend a number of lesson "sit-ins" of the type-training course on the material he or she is to deliver. This number may vary with each organisation, depending upon the experience of the Instructor and their approved procedures.
- e) The Instructor should then prepare and deliver a training session in a monitored environment, attended and assessed either by the training manager or his delegated representative or his subject matter expert, as part of the organisation's assessment process, prior to the Instructor being approved to deliver a course, (commonly referred to as a competency assessment).
- f) Continuation training for type training Instructor:
- (i) Update training should consist of 40 hours. It may be sub-divided over 24 months into more than one element and should include such activities as awareness of the latest training techniques, any specific technical upgrade to the aircraft type, attendance at relevant lectures and symposiums etc., appropriate to the knowledge being trained.
  - (ii) Records should indicate when update training was scheduled and when it took place for each Instructor/examiner and practical assessor. The update training must also provide evidence of compliance in both **THEORETICAL** and **PRACTICAL** skills and a competency review should be held on file for the relevant period supporting the authorisation

#### **B4 MAINTENANCE/ENGINEERING TYPE COURSE PRACTICAL TRAINING INSTRUCTOR REQUIREMENTS**

B4.1 Basic criteria for a practical training Instructor must be:

- a) **Specialty Knowledge** - A **Certificate of Recognition** (training plus examination plus practical assessment) issued by an appropriately approved training organisation or successfully completed type training course conducted by Original Equipment Manufacturer (OEM) for a type training (level 3) successfully received on the relevant aircraft(s) and including theory & practical; and a refresher/update course on the concerned aircraft type if the Instructor has not instructed the concerned aircraft type(s) in a CAA approved environment during the two years preceding its employment in the current training organisation.

b) ***Pedagogical Skills:***

- (i) Instructor Certificate (delivered by a legal entity, recognised by its local authorities and acceptable to the GCAA, where the Instructor will exercise his privileges; or
- (ii) Evidence of completion a "Train-the-Trainer" course to a nationally recognised standard; or
- (iii) A practical Instructor privilege (documented) granted by the organisation when this part is contracted out; or
- (iv) Assessment performed and documented by the Training Organisation's Training Manager (if himself appropriately qualified as practical Instructor and in accordance with the organisation's procedure manual); and
- (v) Be acceptable to the GCAA, following an in-situ audit in actual training conditions.

c) ***Specialty Experience:***

- (i) Three (3) years of relevant experience, including one (1) year of experience on the relevant aircraft type(s). (The experience must be representative of the tasks to be instructed and gained in approved civil aviation environment, for example aviation maintenance/production), or acceptable equivalent, including line and/or hangar maintenance experience; or
- (ii) Three (3) years of experience in similar aircraft types, and additional experience on the particular aircraft type gained through type training, or equivalent

d) ***Update Training for the Practical Instructor.***

- (i) Update training should consist of minimum of 40 hours. It may be subdivided over 24 months into more than one element and should include such activities as awareness of the latest training techniques, any specific technical upgrade to the aircraft type, attendance at relevant lectures and symposiums etc. Records should indicate when update training was scheduled and when it took place for each Instructor, Examiner and Practical Assessor.
- (ii) The update training must also be documented as evidence in compliance with **PRACTICAL** skills and evidencing where possible application of use of practical involvement (for example being involved in maintenance activities such as: engines changes, component removals/replacement, BITE tests, detailed system tests, structural repairs, troubleshooting or equivalent, as applicable).

## **B5 KNOWLEDGE EXAMINER REQUIREMENTS**

### **B5.1 GENERAL REQUIREMENTS**

- a) All Knowledge Examiners must be able to demonstrate and have an understanding of GCAA regulatory requirements and a comprehensive working knowledge of the organisation's operations and associated training procedures.
- b) All Knowledge Examiners should be listed in the organisation's capability list of training Instructors, Knowledge Examiners and Practical Assessors.

- c) A Knowledge Examiner, may at the discretion of the Authority, also hold other positions within the organisation, for example, engineering Instructor or Practical Assessor, however these other roles must be clearly identified against the individual within the relevant operations/procedures/training manual(s) and on their personal authorisation certificate and personal/training file.

*Note: A Knowledge Examiner shall not issue an examination paper or invigilate an examination in a subject area where he/she has acted as an Instructor.*

## **B6 QUALIFYING THE KNOWLEDGE EXAMINER**

- a) The Knowledge Examiner must:
- (i) Meet the same criteria as the Theoretical Instructor of the concerned type training elements; or
  - (ii) Completion of a "Train-the-Examiner" course to a nationally recognised standard; and
  - (iii) Conversant with the syllabus that details the level of number and level of questions per module; and
  - (iv) Able to compile both written and multi-choice question papers and, in the case of the written papers supply a model answer sheet detailing the marking guide; and
  - (v) Able to mark and analyse the students' responses and provide feedback to the Instructor/training manager, detailing any inconsistencies with the examination results or process.

## **B7 PRACTICAL ASSESSOR REQUIREMENTS**

### **B7.1 GENERAL REQUIREMENTS**

- a) All nominated Practical Assessors, whether permanently or temporarily employed, must demonstrate a comprehensive understanding of the GCAA regulatory requirements, and additionally they should demonstrate a **comprehensive** practical working knowledge of the organisation's operations/procedures manual and associated training procedures.
- b) Practical Assessors should be listed in capability list of the organisation for training Instructors, Knowledge Examiners and Practical Assessors. This list should identify the scope of authorisation for each Practical Assessor, for example, Beech 1900, BN Islander/Trislander, SC7 Skyvan, B757, etc., and be clearly shown on their Personal Authorisation Certificate/Document (commonly referred to as their Scope of Approval).
- c) Practical Assessors may also hold other positions within the organisation, for example, Maintenance/Engineering Instructor or Knowledge Examiner, however, these other roles must be clearly identified against the individual's name in the capability list.
- d) The Practical Assessor should assist instructional personnel in developing the practical training tasks and assessment criteria.
- e) The Practical Assessor may also be nominated by an approved GARs Part 6 AMO or Gars Part 9 AOC, together with associated documented procedure, as outlined in this section to the GCAA for acceptance.

## **B7.2 QUALIFYING THE PRACTICAL ASSESSOR**

- a) The Practical Assessor must either:
  - (i) Meet the same criteria as the Practical Instructor of either the concerned Basic training Modules (for example, Practical Assessor for module 11 meet the criteria of Instructor for Module 11) or the concerned Type-training elements (for example, Practical Assessor for landing gear tasks meet the criteria of practical Instructor for landing gear chapter/elements), and having also successfully completed a formal instructional/facilitators techniques course, and an assessor training course; or
  - (ii) When training is delivered and assessed under the control of an approved AMO (Basic Practical training elements contracted to another AMO, maintenance practical training directly-approved by the GCAA) hold a current aircraft-type rating or aircraft-type technical authorisation, issued by a GARs Part 6 AMO or GARs Part 9 AOC Equivalent Maintenance System (EMS), on the subject/ aircraft-type being taught, and having also successfully completed a formal instructional/facilitators techniques course, and an assessor training course.
- b) All GARs Part 6 AMO or GARs Part 9 AOC nominated Practical Assessors should be listed in the organisation's training manual, or relevant section of their operations/procedures manual. (The capability list should contain the Training Instructors, Knowledge Examiners and Practical Assessors name and designation(s)). This list should identify the scope of authorisation for each Practical Assessor, for example, Beech 1900, BN Islander/Trislander, SC7 Skyvan, B757, etc.
- c) When Practical Assessors hold other positions within the organisation, although the roles of the Assessor and the Instructor for the practical elements of a type training course may be combined, the objectives associated with each function should be clearly understood, and the competence and qualification criteria according to organisation's procedures should be met for both functions. Whenever possible (depending on the size of the organisation), it is recommended to split the roles, in order to avoid any conflicts of interest.

## **B7.8 THE CONTINUATION OF AN INSTRUCTOR, KNOWLEDGE EXAMINER AND PRACTICAL ASSESSOR'S AUTHORISATION**

- a) General requirements:
  - (i) Instructors and Knowledge Examiners shall undergo updated training at least every 24 months, but not later than 36 months, relevant to current technology, practical skills, human factors and the latest training techniques appropriate to the knowledge being trained or examined. This should also be supported with a valid competency review for that period.
  - (ii) The training should consist of a minimum of 40 hours within the 24-month up to but not more than 36-month period. In addition, training organisation personnel are to remain conversant with the latest revision of the applicable GCAA Regulations, and any associated instruction and/or guidance material published by the GCAA. They should also be conversant with the respective organisations operations/procedures/training manuals associated with the organisation's training procedures.

- (iii) Organisations should ensure that personnel training records, including records of qualifications, updated training and experience and competency is retained for each Instructor, Knowledge Examiner and Practical Assessor. It is also expected that organisations and its instructional staff should be able to evidence recency as part of the continuation of an approval. Organisations may wish to adopt the standard industry default of 6 months experience in a 24-month period, alternatively they may wish to define their own within their approved operations/procedures/training manual, subject to the approval of the GCAA.

## B7.9 REVALIDATION OF AUTHORISATION

### a) General requirements:

- (i) In order for an Instructor, Knowledge Examiner or Practical Assessor's authorisation to be revalidated following renewal/expiry/withdrawal, the maintenance training organisation should implement a reinstating procedure within their approved operations/procedure/training manual, as the case may be, that will cover the relevant training disciplines associated with the authorisation concerned and evidence of recency, where applicable.
- (ii) The criteria for reinstating should take into consideration the length of time the individual has been away from that specific training environment or discipline.
- (iii) Any Instructor, Knowledge Examiner or Practical Assessor who has passed 24-month period without exercising the privileges of his authorisation, as a minimum, shall comply with the table below:

INACTIVE PERIOD	RECOVERY PERIOD
24 to 30 Months	40 hours updated training plus Continuation Training plus Training Organisation procedures and processes plus two (2) monitored training sessions with another Instructor covering both Theoretical and Practical aspects.
Above 30 Months up to 60 Months	As above plus two "sit-ins" on the type course for the authorisation being sought.
Over 60 Months	Re-training in the core subject with successful examination.

## B7.9 PERMANENT INSTRUCTORS AND CONTRACT INSTRUCTORS

- a) The GCAA Regulations requires organisations to have a nucleus of permanently employed staff sufficient to undertake the minimum required to maintain the organisations scope of approval. In the case of training organisations (whether, an AOC, AMO or ATO approved by the GCAA to conduct training), such staff should therefore be directly employed by the organisation in order to give the necessary capacity and stability with regards to permanently employed Instructors, Assessors and Examiners to ensure the continued stability of the organisation and therefore ensuring the organisation its ability to meet the requirements of its approval and any subsequent scope. Any staff on zero hours contract will be considered as contractors unless the organisation can satisfy the GCAA that the individual:
  - (i) meets the requirements for an employee;
  - (ii) is required to report for work when requested; and



- (iii) does not perform any work for another aviation Maintenance/Engineering Training Organisation.
- b) Failure to meet any of the requirements above is considered to be a failure of the organisation to fulfil its obligations required by the GCAA.
- c) Where this impacts on the capability of the organisation to perform its approved scope of work, the GCAA may decide to suspend, limit, or revoke the affected part(s) of the approval/authorisation.
- d) The use of contract Instructors is permitted providing the organisation can provide evidence that without the use of the contractors they can still support the organisations scope of approval.

————→ **END** ←————