



INFORMATION BULLETIN
NO.02/2011
(February 28, 2011)

SUBJECT	:	GUIDELINES FOR QUALIFYING CAR 147 INSTRUCTORS, KNOWLEDGE EXAMINERS AND PRACTICAL ASSESSORS.
ORIGINATOR	:	LICENSING AND AEROMEDICAL
STATUS	:	MANDATORY
ADDRESSED TO	:	ALL TRAINING ORGANISATIONS, OPERATORS,U.A.E LAME LICENSE HOLDERS.
DATE	:	28 FEBRUARY 2011

1. PURPOSE

The objective of this Information Bulletin (IB) is to provide guidance to all UAE CAR 147 and CAR 145 organizations for initial assessment for qualifications/ authorization of knowledge instructors, knowledge examiners and practical assessors and also provides guidance for renewal of such authorizations.

2. APPLICABILITY

The information bulletin is applicable to all UAE CAR 147 Maintenance Training Organization and CAR 145 approved organization.

3. CANCELLATION

This Information Bulletin (IB) cancels all practical assessors' approvals issued by GCAA till date. All new applicants and current approval holders are advised to raise fresh applications using the appropriate form according to the guidelines provided in this IB.

4. ENGINEERING INSTRUCTORS REQUIREMENTS

4.1 General

(a) All instructors employed in a CAR 147 approved maintenance training organization should have completed an Instructional Techniques training with a reputable training provider and should be able to demonstrate thorough understanding of CAR 147, CAR 66, company's MTOE and related internal training procedures.



- (b) All instructors, knowledge examiners and practical assessors employed by the organization should be listed in Part 1.5 of the company's MTOE and should be in possession of valid document that clearly indicates the scopes and limitations of their approvals/qualifications issued in accordance with the approved MTOE.
- (c) Record for all instructors, knowledge examiners and practical assessors must be maintained in accordance with CAR 147.110.
- (d) All instructors, knowledge examiners and practical assessors may hold other positions within the training organization. All such roles should be identified against the holders at appropriate places within the MTOE.
- (e) If an instructor has not been involved in any instructional activity for a period of two (02) years, he/she is required to undergo the 35 hours updating training as described in the following paragraphs, complete a number of sit ins and be assessed as competent in accordance with approved procedures of the organization.

Note: Knowledge examiners should not prepare an examination paper or invigilate an examination in a subject area where he/she has acted as an instructor.

4.2 Type Training Instructors

- (a) The criteria for qualifying/authorizing a type training instructor must either be:
- (1) Hold an aircraft maintenance engineer's license endorsed with the type of aircraft relevant to the type course to be taught and should have completed an instructional techniques course (No previous aircraft type instructional experience).

The instructor should deliver his/her first lecture of the relevant type course (or the appropriate subject if his/her intended scope is to be limited to that subject only) in presence of another qualified instructor as observer. It is not mandatory that observation is made over the entire period of a type course or by a single observer; it may be done on a representative sampling basis by various persons having the appropriate qualification. Observer should raise an evaluation report for each topic/subject area and should clearly make recommendation whether the instructor's performance is satisfactory to independently conduct the training or highlight the areas where more training/development is needed if otherwise. After receiving satisfactory evaluation report from the observer(s), the appropriate post-holder may issue authorization with appropriate scopes and limitations to the instructor in accordance with the approved MTOE procedure.

OR

- (2) Hold an aeronautical/electrical or mechanical engineering degree and formally completed a formal instructional technique course.

In such a case, the prospective instructor should successfully complete a type course relevant to the category taught. He/she should attend at least two "sit-Ins" lessons in the type training to be delivered by him/her. The instructor should deliver his/her first



lecture of the relevant type course (or the appropriate subject if his/her intended scope is to be limited to that subject only) in presence of another qualified instructor as observer. It is not mandatory that observation is made over the entire period of a type course or by a single observer; it may be done on a representative sampling basis by various persons having the appropriate qualification. Observer should raise an evaluation report for each topic/subject area and should clearly make recommendation whether the instructor's performance is satisfactory to independently conduct the training or highlight the areas where more training/development is needed if otherwise. After receiving satisfactory evaluation report from the observer(s), the appropriate post-holder may issue authorization with appropriate scopes and limitations to the instructor in accordance with the approved MTOE procedure.

OR

(3) Instructors with acceptable and verifiable previous experience commensurate with the intended scopes of type trainings may be granted authorization in accordance with approved procedures if they have completed the appropriate type trainings and can demonstrate knowledge of CAR 66, CAR 147, MTOE and relevant company procedures.

(b) All instructors are required to undergo updating training every two years. The updating training should cumulatively consist of at least 35 hours and may be spread over the two years period. Such trainings can take form of attending lectures, seminars, symposia etc and should include activities related to awareness of latest training techniques, specific technical upgrade/variation to the aircraft. Record of each activity of the updating training should be maintained for each instructor, knowledge examiner and practical assessor in the organization with clearly stated dates and venues where the training was conducted.

4.3 BASIC SKILLS INSTRUCTOR

(a) The criteria for qualifying/authorizing a basic skills instructor must be either be:

(1) Applicant should hold appropriate CAR 66 aircraft maintenance license OR hold an aeronautical/electrical or mechanical engineering degree and formally completed a formal instructional technique course.

The prospective instructor should attend training on relevant CAR 66 modules to be taught by him/her. He/she should attend at least two "sit-ins" lessons in the type training to be delivered by him/her. The prospective instructor should then deliver his/her first lecture of the relevant module in presence of another qualified instructor as observer. It is not mandatory that observation is made over the entire period of a module or by a single observer; it may be done on a representative sampling basis by various persons having the appropriate qualification. Observer should raise an evaluation report for each topic/subject area and should clearly make recommendation whether the instructor's performance is satisfactory to independently conduct the training or highlight the areas where more training/development is needed if unsatisfactory. After receiving satisfactory evaluation report from the observer(s), the appropriate post-holder may issue



authorization with appropriate scopes and limitations to the instructor in accordance with the approved MTOE procedure.

OR

(2) Instructors with acceptable verifiable previous experience commensurate with the intended scopes of basic trainings may be granted authorization in accordance with approved procedures.

OR

(3) For instructors involved with teaching of only Module 1 and Module 2, an academic teaching qualification relevant to the modules being taught is acceptable. Such instructors may be granted authorization in accordance with approved procedures if they have completed the appropriate relevant trainings and can demonstrate knowledge of CAR 66, CAR 147, MTOE and relevant company procedures.

(b) All basic instructors are required to undergo updating training every two years. The updating training should cumulatively consist of at least 35 hours and may be spread over the two years period. Such trainings can take form of attending lectures, seminars, symposia and should include activities related to awareness of latest training techniques etc. Record of each activity of the updating training should be maintained for each instructor, knowledge examiner and practical assessor in the organization with clearly stated dates and venues where the training was conducted.

5. KNOWLEDGE EXAMINER REQUIREMENTS

5.1 General

(a) All knowledge examiners must demonstrate an understanding of CAR 147 and CAR 66 requirements and working knowledge of the organization's MTOE and related procedures.

(b) A knowledge examiner may also hold other positions within the training organization like an instructor or a practical assessor. Such other roles must be clearly identified in the organization MTOE and the multiple roles should not impose any kind of constraint on the capability of the holder to discharge his duties. Also knowledge examiner should not be involved in any activity related to examination for the subject area for which he/she was an instructor.

5.2 Qualification criteria for knowledge examiner

(a) Following is the criteria for qualifying a knowledge examiner. A knowledge examiner should comply with all of the following requirements before he/she can be approved/authorized as a knowledge examiner:

- (1) He/she should be conversant with the aircraft basic/type course for which he/she is acting as knowledge examiner.



- (2) Should have excellent understanding with CAR 66 syllabus requirements regarding the level and number of questions for which being approved as knowledge examiner
- (3) Should be able to compile both essay (for basic modules only) and multiple choice examination in the subject area and in case of essay examination, should be able to prepare model answer sheet detailing the marking guide.
- (4) Should realize that the purpose of the essay is to allow the examiner to determine if candidates can express themselves in a clear and concise manner in the form of a written response, in a technical report format using the technical language of the aviation industry. The essay examinations also allow assessing, in part, the technical knowledge retained by the individual and with a practical application relevant to a maintenance scenario.
- (5) Should be able to mark and analyse the students' responses and provide feedback to the instructor/subject matter experts/training manager regarding any inconsistencies with the examination results or process.

6. PRACTICAL ASSESSOR REQUIREMENTS

6.1 General

- (a) It is a requirement that all practical experience submitted to GCAA for the purpose of licence issue or type rating endorsement be verified by a GCAA approved practical assessor. An approved practical assessor assumes the role of a GCAA designated examiner for assessment of the practical competency of a candidate for issue/endorsement of a licence.
- (b) Individual tasks in practical experience logbook or type experience schedule of inspections can be signed/verified by any appropriately qualified person and need not be verified by an approved assessor. However, the role of the approved assessor is to assess the holder on the tasks listed in the logbook/schedule and recommend the applicant for issue of license/rating if found competent in the required skills.
- (c) CAR 147 and CAR 145 organizations should apply to the GCAA for approval of appropriately qualified staff for the positions of practical assessors using appropriate application forms with all supporting documents.
- (d) A practical assessor may hold other positions within the training organization like an instructor or a certifying staff. Such other roles must be clearly identified in the organization MTOE/MOE and the multiple roles should not impose any kind of constraint on the capability of the holder to discharge his duties.
- (e) At times, when GCAA gives acceptance for reduced OJT durations for type trainings conducted dedicatedly under the supervision of an approved OJT assessor, the assessor should be relieved from responsibilities of his other position(s).



6.2 Qualification criteria for practical assessor

(a) Following is the eligibility criteria for applying to GCAA for approval as a practical assessor.

- (1) Should hold appropriately rated aircraft maintenance license
- (2) Should have a sound understanding of CAR 147 and CAR 66 requirements and working knowledge of the organization's MTOE/MOE and related procedures.
- (3) Should apply to GCAA using appropriate GCAA application form along with all relevant documents.

(b) If the submitted application is found satisfactory, the applicant may be called for a personal interview with a GCAA inspector.



**For/ Director General
Omar Bin Ghaleb**

