



NOTICE TO OPERATORS 14-06

Subject:	Qualification of Ground Instructor (new or renewal)
Date:	18/06/2014
References:	EC no. 965/2012 (EASA AIR OPS) Part-ORO, including ORO.FC.145 (a)(2) ORO.CC.115 (c)(2) ORO.CC.115 (d) ORO.FC.215 (b) AMC 1 ORO.FC.220 ORO.TC.110
Amends:	Current practice for Ground instructor certificates delivered by the BCAA
Applicability:	Commercial Air Transport operators

Description:

This Notice To Operators (NTO) contains information that is for guidance and/or awareness.

Operators are asked to ensure that this NTO is copied to all members of their staff who may have an interest in the information (including any 'in-house' or relevant outside contractors).

The following procedure should be followed and described in the OM Part D (OM-D) if an operator needs to qualify his personnel as **Ground Instructor & Supervisor**.

Definition

“Ground Instructor/Supervisor (GI/GIS)” : the instructor/supervisor which need to be accepted by the BCAA or need to be suitably qualified following the applicable regulation. This includes CRM instructors/supervisors, Safety equipment instructors/supervisors (including first aid, fire drill...) and Cabin safety instructors/supervisors for which, today, the BCAA is issuing an Instructor Certificate.

Non-exhaustive list of articles related to this subject in EASA AIR OPS :

(...) personnel appropriately qualified (...) “ORO.FC.145 (a)(2) - ORO.CC.115 (c)(2) – ORO.CC.115 (d)”

(...) suitably qualified CRM trainer (...) “ORO.FC.215 (b)”

(...) personnel integrating elements of CRM into conversion training are suitably qualified “AMC 1 ORO.FC.220”

(...) ground and refresher training by suitably qualified personnel, (...) emergency and safety equipment training by suitably qualified personnel “AMC1 ORO.FC.230”

(...) personnel suitably qualified and experienced (...) “ORO.TC.110”



Introduction

1.1 Subsequent to the introduction of Part-ORO there will be substantial changes to the BCAA approach with regard to Ground Instructors (GI). As from 28 October 2014, the BCAA will no longer deliver certificates of GI.

The new regulation requires operators to ensure their GI's are suitably qualified. Presently the European Aviation Safety Agency (EASA) has not issued guidance on how to ensure GI achieve an acceptable standard. For CRMI (CRM instructor), it is expected Acceptable Means of Compliance (AMC) and Guidance Material (GM) will be provided for industry by June 2016.

1.2 The purpose of this NTO is to assist operators in establishing standards of GI until EASA guidance is published.

1.3 Operators are reminded that during the transition to Part-ORO there is no change in the regulation regarding the requirements for operators to ensure the suitability of GI.

2 Scope

2.1 To demonstrate an effective system for ground training in accordance with regulation for both flight and cabin crew or others, operators should develop procedures within their OM-D for both selecting and assessing suitably qualified **Ground Instructors (GI)**.

The minimum number of training sessions a GI has to provide during his validity period should be described in the OM-D.

2.2 It is expected that operators will formally appoint a **responsible manager** who will manage ground training. The appointed manager will need to maintain ground training programmes in accordance with Part-ORO. He shall be acceptable to the BCAA.

2.3 Operators should establish procedures where all GI for Air Crew (flight crew and cabin crew) are assessed by a **Ground Instructor Supervisor (GIS)**. The assessment of the GI will be undertaken every three years.

The operator shall establish a procedure for the selection of suitably qualified Ground Instructor Supervisors.

2.4. Operators who utilise contracted services should establish a similar process.

3 Further Information

Operators are required to adhere to their current procedures under EU-OPS/JAR-OPS 3 until 28 October 2014 or until their OM-D, including Ground Instructor/Supervisor qualification procedures, under Part-ORO is approved.



**Federal Public Service
Mobility and Transport**
Civil Aviation Authority

Belgium Civil Aviation Authority (BCAA)
Kingdom of Belgium
Operations Directorate

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4 Queries

Any queries or requests for further guidance as a result of this communication should be addressed at the following e-mail address: ops.queries@mobilifgov.be.

5 Cancellation

This Information Notice will remain in force until its withdrawal.

For the BCAA,


Robbie DECOSTER
Responsible a.i. Operations Directorate

