

<u>Subject:</u>	Cabin Crew Initial Training – CCIT Provider certification
<u>Date:</u>	19/04/2017
<u>References:</u>	<p>Annex V – Qualification of cabin crew involved in commercial air transport operations [Part-CC] :</p> <ul style="list-style-type: none"> • SUBPART TRA – Training Requirements for cabin crew attestation applicants and holders; and, • Appendix 1 to Part-CC – Initial training course and examination; and, <p>Annex VI – Authority requirements for aircrew [Part-ARA] :</p> <ul style="list-style-type: none"> • SUBPART GEN – General requirements • SUBPART CC – Specific requirements relating to cabin crew • Appendix II to Annex VI Part-ARA – Standard EASA format for cabin crew attestations; <p>Regulation (EC) No 300/2008 on common rules in the field of civil aviation security</p> <p>BCAA Notice to Operators 14-06 – Qualification of Ground Instructor (new or renewal)</p> <p>BCAA Notice to CCIT Organisations / Providers 14-01: Cabin crew Qualifications and related Attestations – Authority requirements for Aircrew</p>
<u>Amends:</u>	NIHIL
<u>Applicability:</u>	Cabin Crew initial training provider/organisation

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

Operators/Organisations 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).

1 Scope

This NTO explains how to obtain a CCITP certificate

2 Definition and acronyms

CCITP/O: Cabin Crew initial training provider/organisation

CCA: Cabin Crew attestation

CCITP certificate: certificate delivered by the BCAA to authorise the organisation to provide initial cabin crew training and issue the CCAs

BCAA: Belgian Civil Aviation Authority

3 Forms

Form 1175: Application form for a CCITP certificate

Form 1202: Issue of a CCA by a CCITP/O. This form is completed by the applicant if the CCITP itself issues the CCA

Form 1203: Application form revocation/suspension of a cabin crew attestation by the BCAA

Form 1118: Nominated person and curriculum vitae

Form: Data base

4 Requirements

An applicant for a CCITP certificate must:

- have his principal operational place of business and his registered office located in Belgium;
- provide the BCAA with a recent business plan;
- grant the BCAA access to his organisation and training facilities;
- support at his own costs extraordinary expenses outside the Belgian territory (travel, accommodation in accordance with the BCAA travel procedures) linked to the operational audits and inspections conducted by the BCAA to grant the approval certificate/ new locations as well as the oversight of the CCITP.

5 Documents to be provided to the BCAA

An applicant for a CCITP certificate must send to the BCAA:

- the form 1175 (Application form for CCITP certificate);
- the forms 1118 and the CV for the training staff;
- the CCITP manual (administration of the manual, organisation, roles and responsibilities, procedures, syllabi of the initial safety courses with complete content by course).

6 Database

The CCITP/O must update the data base (Form) after each completion of an initial training and the delivery of the CCAs and send it to BCAA by request collector using partCC.BCAA@mobilif.gov.be and ops.queries@mobilif.gov.be.

7 Record keeping

The forms of trainee training records including the attestation are to be specified in the training manual and be acceptable to the BCAA. Records and examinations shall be retained by the CCITP/O for a minimum of 5 years or as long as the cabin crewmember is employed by the Operator whatever the less.

8 Back-up

A back-up system shall be described in the training manual of the CCITP/o including the following:

- Location of the back-up system;
- Frequency of back-up system;
- Provider of the back-up system.

9 Qualifications

9.1 Cabin crew trainer

The cabin crew trainer (instructor), to be suitably qualified, shall:

- have adequate knowledge of the relevant flight operations;
- have adequate knowledge on the regulations
- have received instructions on training techniques;
- have completed the training as specified in the accepted training manual
- have received training in group facilitation skills;
- have demonstrated the knowledge, skills and credibility required to train the training elements as described in their manual.

Training of cabin crew trainers shall be both theoretical and practical and described in the CCITP manual.

9.2 Qualification follow-up of the cabin crew trainer

A cabin crew trainer shall be assessed by the operator/organisation when conducting the first initial training course. This first assessment shall be valid for a period of 3 years.

For recency of the 3-year validity period, the cabin crew trainer should conduct at least 2 training events in any 12-month period and be assessed within the last 12 months of the 3-year validity period by the CCITP/O and complete cabin crew trainer refresher training within the 3-year validity period.

The next 3-year validity period should start at the end of the previous period.

9.3 Examiner/ Ground instructor supervisor's requirements.

For assessing cabin crew trainers, the CCITP/O must nominate experienced crew trainers as examiner / ground instructor supervisors. They remain qualified if they have demonstrated continued compliance with the provisions for a cabin crew trainer and capability in that role for at least 3 years.

The CCITP/O must describe the assessment process of the CC trainer and establish a procedure for the selection of the examiner / GIS in his manual. The provider/organisation must also describe the training of the examiner/GIS in the training manual.

10 Revocation or suspension of CC attestation

The reasons of revocation/suspension of CC attestation are listed in ARA.CC.105. The suspected incidents case are notified to the BCAA by completion the Form 1203 and forwarded to BCAA by request collector using partCC.BCAA@mobilite.fgov.be and ops.queries@mobilite.fgov.be.

11 Queries

Any queries or requests for further guidance as a result of this communication should be addressed at the following e-mail address: [mailto: ops.queries@mobilite.fgov.be](mailto:ops.queries@mobilite.fgov.be).

12 Cancellation

This Information Notice will remain in force until its withdrawal.

Philippe D'Homme



Director
Licensing Directorate