

STATE OF LIBYA
MINISTRY OF TRANSPORT
CIVIL AVIATION AUTHORITY



دولة ليبيا
وزارة المواصلات
مصلحة الطيران المدني

Contacts info@caa.gov.ly std@caa.gov.ly fsd@caa.gov.ly Tel/Fax: +218213605318/22 +218213613323	Advisory Circular (AC) LYCAA/AC-PEL 016	Issued on 30 03 2017 Revision: 00
---	--	--

**Subject: Criteria for Approval of Ground Instructors on
Technical Subjects for Flight Crew & Flight Operation Officer.**

(Supersedes LYCAA/AC-PEL-15)

Published by:

Libyan Civil Aviation Authority

Approved by




26.3.17
Capt. Nasereddin Shaebelain

Director General

Introduction

Libyan Civil Aviation Authority requires demonstration of knowledge for issue of an Approval Ground instructors Certificate, for flight crews, flight operation officer (FOO),

Ground instructors carry out ground training in technical subjects as part of an approved training organization (ATO) or an operator's approved training programme, under Libyan Civil Aviation Law in force and its applicable regulations.

Applicability

This Advisory Circular prescribes the requirements for the issuance of Ground Instructor's Approval Certificate for the Operators and Aviation Training Organizations (ATOs) and the conditions under which those approvals are necessary, and the limitations upon those approvals.

Change Notice

This Advisory Circular (AC) is superseded LYCAA/AC-PEL-15 issued on 30/01/2017.

Eligibility

A. Approval Criteria of Ground Instructors on Technical Subjects for Flight Crew & Flight Operation Officer (FOO).

The requirements for approval of Ground Instructors on Technical Subjects for Flight Crew & FOO shall be based on the following criteria:-

1. A person may conduct ground instruction on Technical Subjects for Flight Crew & FOO at the LYCAA Approved Training Organization (ATO)/Operator provided that:-
 - (a) He/She has been an existing Ground Instructor and has accumulated a minimum of 2(two) years of experience in teaching ATPL technical subjects may continue teaching ATPL/CPL/PPL/FOO technical subjects; or 3(three) years experience in teaching CPL subjects may continue teaching CPL/PPL technical subjects as per LYCAR.
 - (b) With effect from 10.04.2017, for a new applicant to conduct ground instruction on Technical Subjects for Flight Crew & FOO the following requirements should be fulfilled:
 - i. Successful completion an Instructional Techniques course (IT) or Training of Trainers course (ToT) from the LYCAA Approved Training Organization/Operator; and
 - ii. Demonstration a level of knowledge on Technical Subjects appropriate to the privileges granted to the holder; and
 - iii. Satisfactory deliver 4 lectures of 1 hour each under supervision of a LYCAA approved equivalent instructor.
- Note : *Applicant from Civil or Military with Graduation in Science or Engineering or equivalent having satisfied the requirement of (b) i and ii needs to deliver satisfactorily 2 lectures of 1 hour each under supervision of LYCAA approved equivalent instructor.*
2. Candidates from Civil or Military intending to conduct ground instruction on one or more of the technical subjects for Flight Crew & FOO shall have successfully complete an Instructional Techniques (IT) or Training of Trainers (ToT) from a LYCAA Approved Training Organization/Operator and should fulfill the following conditions:-
 - 2.1 Teaching experience of technical subject of 3(three) years. for ATPL/FOOL or 4(four) years for CPL; or

- 2.2 Has demonstration a level of knowledge of the equivalent standard or higher and has satisfactorily delivered 4 lectures of 1 hour each under supervision of LYCAA approved equivalent instructor.

Note: *Ground instructors who have been authorized from LYCAA before this AC comes into force are exempted from IT/ToT.*

3. A person qualified to conduct ground instruction on technical subjects of ATPL/FOOL will also be able to conduct the same for PPL and CPL.
- (a) Evaluation and supervision of new instructor when required, will be done by supervising LYCAA approved equivalent instructor on an evaluation form/format prescribed by LYCAA (*sample evaluation form: Appendix – 'A'*). The form will be signed by the supervising instructor and also by the Chief of Training or Head of Training Organization/Operator as a witness.
- (b) 'Higher' means that the course contents and duration is more than that of ATPL.
- (c) The terminology 'Equivalent' has been used in relevance to the subjects for either ATPL/CPL/PPL/FOO/TYPE TECHNICAL/SEP/DGR/CRM/SECURITY OR CPL/PPL as the case may be.

B. Approval Criteria of Ground Instructors for Type Technical Subjects of Flight Crew:

The requirements for approval of Ground Instructors for Type Technical Subjects shall be based on the following criteria:-

1. A person may conduct ground classes for Type Technical Subjects in a LYCAA approved Training Organization/Operator provided that:-
- (a) He has been an existing Ground Instructor for Type Technical Subjects and has accumulated minimum 3(three) years of experience in teaching on-Type Technical Subjects; or
- (b) With effect from 10.04.2017, for a new applicant the following requirements should be fulfilled:
- i Has/she has successfully completed an Instructional Techniques (IT) or Training of Trainers (ToT) from LYCAA Approved Training Organization/Operator;
 - ii He/she has successfully completed and passed LYCAA approved Type Technical Course.
 - iii In case of a non-flight crew/grounded flight crew, he/she shall attend on type simulator conversion course as an observer.
 - iv In case of flight crew, he/she shall have successfully completed type simulator conversion course from the designated seat.
 - v In case of non-existence of the on-type FSTD, minimum 6 sectors of jump seat as an observation of line flying may be done by the prospective instructor instead of simulator observation/conversion.
 - vi Has satisfactorily conducted a minimum of two hours of classes under supervision of a Type Technical Instructor approved by LYCAA. The conduct of class may consist of lecture delivery or management of Computer Based Training (CBT) of Pilots Type Courses, as appropriate and approved by LYCAA. In case of CBT, the instructor should be able to properly manage the CBT (*start, run, use menu, exit, etc.*). He/she should also be able to

pause and explain the relevant topic of the CBT. Class under supervision will not be required in case of new aircraft, if the ground course is conducted at a training centre owned by or recommended by the aircraft manufacturer.

- vii Has Satisfactory delivered 4 lectures of 1 hour each under supervision of a LYCAA approved ATPL/Type Technical instructor, if FSTD is not available.

C. Approval Criteria of Ground Instructors for Safety Emergency Procedures (SEP) Course of Flight Crew:

The requirements for approval of Ground Instructors for SEP Course shall be based on the following criteria:-

1. A person may conduct ground classes for SEP Course in LYCAA approved Training Organization provided:-
 - (a) He has been an existing on-type SEP Instructor and has accumulated minimum 3(three) years of experience in teaching on-type SEP Subjects, OR
 - (b) With effect from 10.04.2017, for a new applicant the following requirements should be fulfilled:
 - i Only on-type Technical Instructor who has successfully completed and passed a LYCAA approved on-type SEP course for flight and cabin crew including all associated drills and practices.
 - ii Has satisfactorily delivered 2 lectures of 1 hour each under supervision of a LYCAA approved equivalent instructor.

D. Approval Criteria of Ground Instructors for Aviation Security/DGR/CRM Course of Flight Crew:

The requirements for approval of Ground Instructors for Aviation Security/DGR/CRM Course shall be based on the following criteria:-

1. A person may conduct ground classes for Aviation Security/DGR/CRM Course in a LYCAA approved Training Organization provided:-
 - (a) He/She has been an existing Aviation Security/DGR/CRM Instructor in teaching Aviation Security/DGR/CRM Subjects, OR
 - (b) With effect from 10.04.2017, for a new applicant the following requirements should be fulfilled:
 - i Has successfully completed an Instructional Techniques (IT) or Training of Trainers (ToT) from LYCAA approved Training Organization,
 - ii Has successfully completed and passed LYCAA approved Aviation Security/DGR/CRM **instructor course**.
 - iii Has satisfactorily delivered 2 lectures of 1 hour each under supervision of a LYCAA approved equivalent instructor.

E. Application for Ground Instructor Approval for Flight Crew/Flight Operation Officer.

(Sample of Instructor's approval certificate: Appendix – 'C')

An applicant seeking LYCAA an approval for Ground Instructor of Flight crew/Flight Operation Officer shall submit an application to LYCAA [*Name, Designation, Subject(s)/Area(s) of teaching, employment status (full-time/part-time employee/guest lecturer)*].

The application shall be signed and dated by an applicant and in case the applicant is a full-time/part-time employee/guest lecturer of LYCAA Approved Training Organization or

Operator, it shall be forwarded with a letter from the Chief of Training or Head of Training Organization.

The application must be accompanied by Instructor Evaluation forms duly completed and signed together with other documentary evidence(s) as may be necessary to meet the requirements. The application may contain request for approval of new subject(s) or area(s) along with renewal of existing subjects as required.

In case of renewal, the existing approval shall be submitted along with application together with documentary evidence as may be necessary.

F. Validity and Renewal requirements of Instructors for Flight Crew

(Sample of Instructor's approval certificate: Appendix – 'B')

- (a) The period of validity of approval for Ground Instructors shall be 3 (three) years.
- (b) LYCAA will renew the instructor approval provided that :-
 - (i) The instructor will apply for renewal of Approval Certificate within 30 days prior to the date of expiry;
 - (ii) Has satisfactorily delivered a minimum 4 lectures within the preceding 36 months on each or as many subjects for which the renewal is sought. In case of any shortfall due to unforeseen circumstances LYCAA will scrutinize on case to case basis as to the disposal of the case for renewal.
- (c) If the Ground Instructor's Approval Certificate has been expired for not more than 3 (three) years, he/she will be required to satisfactorily deliver 4 demonstrative lectures of 1 hour each in the relevant area(s) under supervision of LYCAA approved Instructor for Flight Crew. For renewal of an expired an Approval Certificate of more than 3 (three) years, the applicant will have to complete the full requirement for Ground Instructor Approval Certificate.
- (d) If FSTD is available renewal of instructors approval on-type will require two (02) sessions SIM observation once in 12 months.
- (e) LYCAA Inspector may inspect any evaluation process at anytime,
 - (i) If an instructor has LYCAA an Approval Certificate to conduct ATPL course or equivalent subject(s), he/she will be able to conduct courses like ETOPS/EDTO, RVSM etc. provided he/she has successfully completed and passed LYCAA approved course(s) on the respective area(s). However, prior to conducting such course(s), he/she should satisfactorily deliver 2 lectures of 1 hour each under supervision of LYCAA approved instructor on such Subjects/areas.
 - (ii) A Ground instructor holding a valid Approval Certificate to impart lesson on any or more subjects will also be able to conduct refresher courses on those subject(s).

Director General Civil Aviation Authority,

Appendix 'A'

<h1 style="margin: 0;"><u>Instructor Evaluation Form</u></h1>	
---	---

Name of the Instructor					
Type of Evaluation	Initial		Renewal		
Subject/Area <i>(Describe – ATPL, Type, SEP, etc., as applicable)</i>					
Date of Evaluation					

No.	Items	Scale									
		1	2	3	4	5	6	7	8	9	10
1	Compliance and relevance with requirements, syllabus, topic, etc.										
2	Subject Knowledge and Resourcefulness										
3	Organization of Thought										
4	Analytical ability										
5	Self confidence										
6	Language clarity										
7	Postures and Gestures										
8	Art of Speaking and Communication Skills										
9	Use of Conventional Audio Visual Aids										
10	Use and management of CBT or Power Point Presentations										

Evaluation on items 9 and 10 are conditional and may not always be applicable.

Pass Marks is 70% on the average and 50% on individual items.

Marks obtained ___ out of ___, i.e. ___%. The candidate has passed/failed (√).

Name & Signature of Evaluator	Name & Signature (Head of Organization/Chief of Training)

The evaluator or supervising instructor will be LYCAA approved instructor in the relevant subject(s)/area. He/she shall do the evaluation on behalf of LYCAA and the witness shall be the Chief of Training or Head of Training Organization of a LYCAA approved Training Organization or Operator. The LYCAA Inspector may occasionally visit/monitor the evaluation.

LYCAA-PEL-002/2017

Appendix – ‘B’



INSTRUCTORS APPROVAL CERTIFICATE

Certificate No. xxx/yyyy

Mr./Mrs.) is hereby approved as Ground Instructor for conducting instruction on the technical subjects/courses of PPL,CPL,ATPL/FOOL. Under the privilege of an INSTRUCTOR APPROVAL CERTIFICATE, the holder is authorized to conduct the under-mentioned technical subject/course in accordance with LYCAA Approved Training Procedure Manual (TPM):-

No.	Name of technical subject/course	Remarks/Restrictions
01		
02		
03		
04		
05		

This certificate is issued in accordance with the LYCAR and will remain valid till xx/xx/20xx.

Director General of Civil Aviation Authority

Appendix “C”

Ground Instructor Application Form	
---	---

APPLICATION DETAIL	TO BE COMPLETED BY THE APPLICANT		
I am applying for:- Ground Instructor Certificate:	Initial Issue		Renewal

PERSONAL DETAILS <i>(fill in details)</i>	TO BE COMPLETED BY THE APPLICANT		
First Name:			
Surname:-			
Date Of Birth:			
Address			
Telephone number: .			
E-mail:			
Approval Training Organisation:			
Applicant Status:	Full Time		Part Time
			Gust

SUBJECT(S)/AREA(S) OF TEACHING <i>(fill in your needs)</i>	TO BE COMPLETED BY THE APPLICANT		
Area(s):-			
Subject(s):-			

DECLARATION OF APPLICANT	TO BE COMPLETED BY THE APPLICANT		
I declare that the information provided by me on this form is correct..			
Name:	Signature:		
Date			

LYCAA-PEL-001/2017