



GOVERNMENT OF INDIA
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENTS
SECTION 7 - FLIGHT CREW STANDARDS
TRAINING & LICENSING
SERIES 'D' PART I**

ISSUE I, 15TH JULY, 1999

EFFECTIVE: 1st JULY 2006

SUBJECT: APPROVAL OF FLYING TRAINING INSTITUTES.

1. INTRODUCTION

In order to ensure that the flying training institutes have the required capability to impart initial flying training to pilots for issue of licences, this Civil Aviation Requirement lays down the procedure and the minimum requirements relating to infrastructure, procedures and manpower for grant of approval for undertaking flying training activities with aircraft having maximum certified take off mass not exceeding 5700 kgs. This CAR is issued under the provisions of Rule 133A of the Aircraft Rules, 1937.

2. ELIGIBILITY REQUIREMENTS

Approval for undertaking flying training activities can be granted only to:

- a) a citizen of India; or
- b) a group of individuals of Indian nationality or a trust/society registered under the Societies Registration Act, 1860; or

- c) a Non-Resident Indian (NRI)/Overseas Corporate Bodies (OCB); or
- d) a company registered under the Companies Act, 1956, having its principal place of business within India and with or without foreign equity participation (excluding NRI equity) as approved by Government from time to time; or
- e) the Central Government or a State Government Undertaking owned or controlled by either of the said Governments.

3. GRANT OF INITIAL NOC

3.1 For grant of initial No Objection Certificate (NOC) in principle for starting a flying training institute, the applicant should submit a written application as per Annexure I to DGCA, along with a bank draft of ~~Rs. 25,000/- (Rupees twenty five thousand)~~ Rs.50,000/ (rupees fifty thousand) payable at any scheduled bank at Delhi in favour of Central Pay & Accounts Office, DGCA, New Delhi. The application should contain the following information along with the supporting documents:

- i) Memorandum of Articles of Association duly registered with the competent authority.
- ii) No Objection Certificate from Airports Authority of India, from air traffic point of view.
- iii) No Objection Certificate from the owner of the airport:
 - (a) for use of airport for setting up the training institute, and
 - (b) for provision of parking and hanger space.
- iv) Financial soundness of the applicant with supporting documents.
- v) Project report giving complete details regarding proposed organisational set up, manpower to be employed, training plans, proposed infrastructure and equipment both for flying as well as ground technical training for the institute, source of funding including details of foreign investments, if any, viability of the project, etc.
- vi) Names of the Directors of the Board and Chairman/Chief Executive Officer, their nationality, passport details, address and other details as per Annexure II A/II B for necessary security clearance.
- vii) Type and number of aircraft and simulator to be used and the source of procurement.
- viii) Organization structure including that of the ground training setup.

- ix) Any other relevant information.

Incomplete application or application without the supporting documents or the fee is liable to be rejected.

- 3.2 If foreign investment is planned in the project, prior approval of the Foreign Investment Promotion Board (FIPB) shall be obtained by the applicant before his application can be considered. The foreign investments in the flying training institutes shall be within the framework of the policy guidelines in this regard for domestic air transport operations.
- 3.3 The application shall be examined from various aspects i.e. the need for the training institute, airport capacity and constraints at the proposed airport, suitability of the proposed aircraft type keeping in view the airworthiness and safety regulations, satisfactory plan of human resource development for the institute, aircraft maintenance arrangement and compliance with the other applicable requirements. If considered necessary, the representative of the applicant may be called to furnish any clarifications required on the project.
- 3.4 Applicants whose proposals are found satisfactory and who meet the requirements, may be granted No Objection Certificate in principle by DGCA subject to any condition as may be considered necessary, for setting up the flying training institute for the purpose of imparting flying training to the student pilots to enable them to acquire appropriate pilot's licences.
- 3.5 The NOC is normally valid for one and half year during which period the applicant should take necessary steps to comply with the other requirements and acquire the final approval for starting the training institute.

4. **PERMISSION FOR IMPORT/ACQUISITION OF AIRCRAFT:**

- 4.1 After receipt of initial NOC, the applicant shall take necessary steps to the satisfaction of DGCA for establishing the required infrastructure, recruitment and training of manpower, preparation and approval of training and procedures manual, maintenance system manual, MEL, maintenance schedules, security programme etc. On completion of the necessary preparedness, the applicant shall apply, in the proforma prescribed in Annexure III (eight copies), to the Ministry of Civil Aviation, New Delhi, for granting permission to import/acquire the aircraft.
- 4.2 The applicant will prepare a training and procedures manual (as per ICAO guidelines given in Annex 1) for the use and guidance of personnel concerned. This manual may be issued in separate parts and shall contain at least the information as detailed at Annexure IV. The training and procedures manual shall be amended as necessary to keep

- the information contained therein up to date. Copies of all amendments to the training and procedures manual shall be furnished promptly to all organizations or persons to whom the manual has been issued.
- 4.3 The applicant shall establish a quality assurance system, acceptable to DGCA, which ensures that training and instructional practices comply with all relevant requirements of this CAR. All training schools holding approval, as on 12th March 2007, shall establish a quality assurance system acceptable to DGCA latest by 30th September 2007.
- 4.4 The applicant shall furnish necessary information to show that the specific aircraft proposed to be imported meets the requirements for import of aircraft and that all mandatory modifications and Airworthiness Directives have been complied with. A list of pending terminal action if any, shall be submitted to DGCA.
- 4.5 After such scrutiny as may be considered necessary, the Ministry of Civil Aviation may grant the applicant permission for import/acquisition of the aircraft with such conditions as may be specified.
- 4.6 The permission to import aircraft shall be valid for one year. This permission may be extended on one time basis by 3 moths on genuine grounds with the prior approval of the competent authority. However, where the aircraft proposed to be imported is a new one with a definite delivery schedule, extension of NOC may be allowed for the actual lead time of the delivery.
- 4.7 Acquisition of aircraft by local purchase/lease within the country shall also be with the approval of the competent authority.

5. GRANT OF APPROVAL

- 5.1 The institute should have the following basic facilities:
- i) Adequate hangar space or suitable arrangements for accommodating the aircraft for maintenance. The place should be well lighted and should contain adequate space for workshop / work benches. Adequate facilities for fire fighting and other safety equipment shall be provided at the facility.
 - ii) Adequate pucca space, either concrete or asphalt, should be available for parking the aircraft. Parking bays and taxi tracks should be properly marked. Facilities for mooring shall be provided.
 - iii) Adequate space for the engineering, maintenance, operations should be available.
 - iv) Adequate and well equipped class rooms for flying training and ground training classes shall be available. The classrooms shall be properly lighted, well ventilated, furnished and free from noise. The size of the rooms shall be appropriate for the number of students expected to be taught at any time.

- v) An alarm bell or manually operated siren should be available in the area at an appropriate place.
- vi) A telephone connection should be available.
- vii) A well equipped library having aviation books, literature, upto date flying training circulars/compendium, CARs, AICs, Air Safety Circulars, Aircraft Manual, AIP, Jeppeson Charts and necessary route maps should be available in the institute.
- viii) The institute shall have the necessary training aids such as computer, overhead projector, slide projector, video cassette player etc.

5.2 The applicant shall recruit a suitable pilot and an engineer and obtain their approvals as Chief Flight Instructor/Flight Instructor In-Charge and Quality Control Manager of the institute from DGCA. In addition, adequate number of flight instructors, ground instructors and engineering personnel should be employed.

5.3 Approval of Ground Instructors:

5.3.1 The applicant shall nominate a suitable person as Chief Ground Instructor who shall be approved by DGCA. The criteria for Chief Ground Instructor shall be as follows:

- (i) Age: Not more than 65 years
- (ii) Educational Qualification: 10+2 with Physics and Mathematics, preferable Graduate in Science with Physics/Mathematics
- (iii) Experience: Minimum five years of teaching experience in any two subjects viz. Air Regulation, Air Navigation, Aviation Meteorology or Technical (Aircraft and Engines) in a DGCA approved Flying Training Institute/Academy/Club including IAF training establishments;
- (iv) Others: He should either have held or be a holder of Commercial Pilot's Licence or higher category of pilot's licence or a Navigator's licence. The Qualified Flight Instructor, Qualified Navigator Instructor from IAF shall also be considered eligible

5.3.2 The Chief Ground Instructor shall be assisted by adequate number of professionally qualified Instructors for imparting ground training to the trainees on subjects covering at least the CPL course.

5.3.3 The Ground Instructors shall be approved by the Chief Ground Instructor.

5.3.4 The Instructors need to have the minimum qualifications for the subjects as below:

- a) Air Navigation: Flight Navigator's civil licence holder or equivalent from Air Force or Airline Transport Pilot's licence holder.
- b) Aviation Meteorology: Qualified Meteorologist or equivalent from Air Force or Commercial Pilot's licence holder.
- c) Technical: Degree or equivalent qualification in Aeronautical Engineering from civil or Air Force.
- d) Air Regulations: Minimum 5 years experience in air regulation subjects.

Note: For the purpose of ground instruction, the pilot licence need not be current.

5.4 Ground training requirements:

5.4.1 The Chief Ground Instructor and the Ground Instructors shall cover the following subjects:

Air Regulations
Air Navigation
Aviation Meteorology
Technical (Aircraft & Engine)

5.4.2 The ground training shall comprise a total of 350 hours to cover the CPL syllabus as detailed in CAR Section 7 Series 'B' Part IV. Basic Computer instruction is also desirable.

5.4.3 The Student Instructor ratio shall not be more than 30:1.

5.4.4 No instructor shall carry out classroom training for more than 5 hours a day and no instructor shall take more than two subjects.

5.5 If the applicant intends to employ foreign licenced pilots or engineers for limited period, specific approval of the competent authority shall have to be obtained in accordance with the provisions of AIC 4/98, and also obtain validation of their licences from DGCA.

5.6 If twin engine aircraft training is planned, the applicant shall submit complete details of the training syllabus and flight instructors and obtain approval of the same from the Flight Inspection Directorate of DGCA.

5.7 The applicant shall ensure that all instructional personnel (ground and flying) receive initial and continuation training appropriate to their assigned tasks and responsibilities. The training programme established shall include training in knowledge and skills related to human performance.

5.8 After completion of the necessary preparedness, the applicant shall apply to DGCA for grant of approval to the flying training institute. The application shall contain information on the following aspects along with the supporting documents:

- i) Particulars of the specific aircraft to be used.
 - ii) Detail of mandatory instruments and equipments installed on the aircraft.
 - iii) Certificate of registration and certificate of airworthiness of the aircraft.
 - iv) Approval of maintenance organisation.
 - v) Names, licence/approval and endorsements of the engineers and flight instructors.
 - vi) A current comprehensive insurance policy covering the aircraft, occupants of aircraft, and third party risks in accordance with the requirements.
 - vii) A statement showing compliance of the requirements of this CAR and conditions of the initial NOC.
 - viii) Compliance of the requirements for leased aircraft operations, if the aircraft is acquired on lease.
 - ix) Details of facilities, equipment, procedures and necessary manpower.
- 5.9 After the applicant furnishes information showing compliance of the requirements, a review of the preparedness status of the applicant shall be carried out by DGCA along with the representatives of the applicant.
- 5.10 If the preparedness status is found satisfactory, an inspection of the institute shall be carried out by a team of officers including an officer from the concerned regional airworthiness office, to confirm that the proposed institute has acquired the capability to undertake the planned flying training activities.
- 5.11 If the applicant is found to be meeting the requirements, DGCA may grant the necessary approval stipulating any conditions, if considered necessary. The approval shall be valid for a period not exceeding one year.
- 5.12 It will be the responsibility of the institute to ensure that during the period of validity of the approval, capability of the institute is not degraded in any way. DGCA officers, including Flight Operations Inspectors, may carry out random spot checks or safety audit of the institute at any time.

6. RENEWAL OF THE APPROVAL

- 6.1 The approval of the flying training institute shall be ~~renewable by DGCA every year.~~ **valid for one year and renewable by DGCA against the**

payment of a fee of Rs.25,000/-(Rupees twenty five thousand only) by a demand draft drawn in favour of the pay and accounts office, Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi. For renewal, the institute shall demonstrate continued capability to conduct the flying training activities authorised.

- 6.2 The applicant shall make a request to DGCA for renewal of the approval at least 30 days prior to expiry of the approval. An internal safety audit report confirming that the institute maintains the required capability and meets the requirements of this CAR shall be submitted along with the request.
- 6.3 The approval shall be renewed after inspection by DGCA and on satisfying that the institute maintains the required capability.

7. GENERAL REQUIREMENTS

- 7.1 The institute shall conduct its activities within the scope of the approval and shall not conduct passenger transport services for hire and reward.
- 7.2 Any change in the Board of Directors or Chairman/CEO at any time shall be intimated to the Ministry of Civil Aviation and DGCA along with the details of new Chairman or Director as per Annexure IIA/IIB. New Chairman/ CEO or Directors shall be appointed only after a specific prior approval of DGCA.
- 7.3 The institute shall carry out its training activities at the approved places.
- 7.4 Flying training institutes who do not have their own infrastructure of adequate type for providing ground training to the pilots, can have an arrangement with any other ground training institute having training infrastructure including adequate classrooms and appropriate Instructors etc. as outlined in para 5 above on the subject, for imparting ground training in an organized manner to the trainees undergoing flying training. Such Ground Training Institute shall get the DGCA approval through the concerned Flying Training Institute/Club who shall be responsible to ensure standard of their Ground Training Institute as per the DGCA requirement. The flying training institute shall furnish, to DGCA, a copy of a signed Memorandum of Understanding (MOU) detailing the arrangement made including details of the syllabus, hours on each subject and duration of course, facilities and infrastructure available. Such an arrangement shall also be reflected in the Training and Procedures manual of the flying training institute and such ground training institute shall be liable for inspection by DGCA to ensure its standard of ground training for pilots.
- 7.5 The aerodrome at the main base of the institute should have proper fencing and adequate security arrangements. The runway should be smooth with satisfactory runway markings, threshold markings, windsock, signal square and adequate display of signboards. Proper

- communication facility and adequate safety services shall also be provided. The institute shall be responsible for enforcing necessary security arrangements.
- 7.6 Security clearance in respect of foreign trainees shall be obtained from the concerned authorities prior to commencement of their training.
- 7.7 All rules, regulations, procedures and instructions laid down by DGCA or Ministry of Civil Aviation shall be complied with.
- 7.8 ATC instructions and procedures shall be strictly followed.
- 7.9 The applicant shall not indulge in any advertisement inviting applications to train pupil pilots unless the institute is duly approved by DGCA to commence flying training.
- 7.10 After the institute is duly approved by DGCA to commence flying training they may start inducting trainee pilots to their institute through wide publicity in public domain and fair selection on merit with transparency . The institute shall set up their own website which should contain the advertisement for the induction of trainee pilots and their procedure for selection of candidates. The website shall in addition contain the following information:
- (a) Name of the flying school
 - (b) Validity of flying school
 - (c) Number of aircraft
 - (d) Types and number of individual types of aircraft
 - (e) Number of instructors
 - (f) Number of student
 - (g) Name of CEO
 - (h) Name of CFI/FII and his/her validity
 - (i) Name of CGI and his/her validity
 - (j) Name of QCM and his/her validity
 - (k) Maintenance schedule approval and validity
 - (l) Class room facility and charges
 - (m) Hostel facility and charges
 - (n) Flying training rates per hour on each type of aircraft

(o) Tentative duration of completion of flying hours to obtain PPL/CPL

(p) Number of students who passed DGCA exam.

(q) Number of students who obtained PPL/CPL with date of issue

(r) Any other information as deemed fit by the management.

The setting up of a website will be a condition precedent for final approval of the school and before initial commencement of induction of trainees for flying.

7.11 The Flying Training Institute shall induct student pilots once, twice or thrice a year only through a wide publicity of their training programme, flying training charges, duration of the course, class room, hostel, library facilities etc.

7.12 The approval of the Flying Training Institute shall not be valid after its CFI or QCM leaves the organization and the same shall be shown in their web-site immediately.

7.13 DGCA may stipulate any other condition to ensure safety of operations, if considered necessary.

7.14 During the course of flying training activities, if the institute fails to comply with the requirements of this CAR, Aircraft Act 1934, Aircraft Rules 1937, or other regulations issued from time to time, or if the standard of flying training is found to be below the desired level, the approval granted to the institute shall be liable to alteration, suspension or cancellation.

(K Gohain)
Director General of Civil Aviation

ANNEXURE I

**APPLICATION FOR GRANT OF N.O.C. FOR APPROVAL OF
FLYING TRAINING INSTITUTE**

1. Applicant's details
 - A. In case of an individual
 - a) Name
 - b) Nationality
 - c) Address in India with Telephone, Telex, Fax numbers
 - B. In case of a company or a corporate body
 - a) Name of the company/ corporate body with details of registration
 - b) Address with telephone, telex, Fax numbers of the registered office
 - c) Address of principal office of business, including operations and maintenance bases
 - d) Full details of any other business the company is engaged in
 - e) Names and nationality of the Board of Directors/Chairman/ CEO
 - f) Details of the share holding of the company
 - g) Percentage share of foreign nationals or company, if any, in the capital of the company

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- h) A copy each of the certificate of incorporation and Memorandum and Articles of Association
 - i) Objectives of the organization particularly with regard to flying training activities.
 - j) Details of experience in civil aviation field/activities
2. Financial resources
- a) Authorised equity capital
 - b) Subscribed equity capital
 - c) Other resources
(attach supporting documents such as balance sheet, bank certificates etc.)
3. Details of Organisation
- a) Overall set up of the flying training institute including ground training infrastructure.
 - b) Proposed maintenance facilities with details of organisation, equipment and approved programme.
 - c) Number of flight and ground instructors with details of their licences
 - d) Source of flight and ground instructors and engineers
 - e) Main base of the training institute
4. Details of aircraft proposed to be operated
- a) Whether the aircraft is to be acquired on outright purchase or lease or lease finance (indicate wet lease or dry lease)

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- b) Name and address of Owner/
Lessor for the purpose of
registration of aircraft.
- c) Number and type of aircraft
- d) Passenger capacity of each
type of aircraft
- e) Maximum all up weight
- f) Whether the aircraft is type
certified to FAA or JAA
requirements
5. Potential need for flying training
institute
6. Project profitability
(a copy of feasibility study may
be enclosed)
7. State if the applicant has at any
time contravened any provision
of the Aircraft Act, 1934 and/or
the rules made thereunder. If
so, give details.
8. Particulars of fee, the name of
the Bank (to be drawn on any
scheduled bank in Delhi,
payable to Central Pay &
Accounts Office, DGCA, New
Delhi).
9. Statement showing compliance with the Civil Aviation Requirements (CAR
Section 3 Series 'C' Part I Issue 2 dated 30th December, 1993, if the aircraft
are leased by the operator).
10. By what time the flying training
activities are proposed to be
started
11. Any other relevant information.

Certified that the statements made/information given in this application are true.

(Signature of the applicant/authorised signatory.)

ANNEXURE II: A

**INFORMATION REQUIRED FOR SECURITY CLEARANCE
OF CHAIRMAN AND DIRECTORS OF BOARD
(INDIAN NATIONALS)**

- 1) Name and full address of the organization:
- 2) Name in full:
- 3) Father's name in full:
- 4) Date and place of Birth:
- 5) Permanent address in India:
- 6) Present address in India:
- 7) Home Address (abroad):
- 8) Passport No. Date and place of issue and its validity:
- 9) Present occupation:
- 10) Qualification:
- 11) Bankers:
- 12) Any other information:

Authorised signatory of the company

Countersigned:

ANNEXURE II: B

**INFORMATION REQUIRED FOR SECURITY CLEARANCE OF CHAIRMAN
AND DIRECTORS OF BOARD
(Non-Resident Indians)**

- 1) Name and full address of the organization:
- 2) Name in full:
- 3) Father's name in full:
- 4) Date and Place of Birth:
- 5) Present address in India:
- 6) Home address (abroad):
- 7) P.P. No. Date and Place of issue and its validity:
- 8) Present Occupation:
- 9) Duration of stay abroad:
- 10) Qualification:
- 11) Bankers:
- 12) Any other relevant information:

Draft

Authorised signatory of the company

Countersigned:

ANNEXURE III

APPLICATION FOR IMPORT/ACQUISITION OF AIRCRAFT

- a) Type and Make of aircraft
- b) Nationality and Registration
- c) Year of Manufacture
- d) Name of manufacturer
- e) Serial number
- f) Maximum certified take-off Weight (Kg)
- g) Engine type
- h) Number of landings since new
- i) Number of hours flown since new
- j) Number of pressurisation cycles since new (if applicable)
- k) Last major check done and number of hours since flown
- l) Previous history of aircraft with details of any incident/accident involving structural damage
- m) Name of the authority and country which issued the last Certificate of Airworthiness
- n) Whether being acquired on lease/purchase
- o) Name of the company from which the aircraft is being taken on lease/purchase

UNDERTAKING

It is confirmed that the aircraft after registration in India shall be maintained, operated and de-registered (if required) in accordance with the Indian rules, regulations, procedures and any condition specified by DGCA India and there is no binding or limitation of any kind in this regard in the lease agreement for the acquisition of the aircraft.

(Signature of the Applicant/Authorised Signatory)

ANNEXURE IV

Contents of Training and Procedures Manual

- a) a general description of the scope of training authorized under the organization's terms of approval;
- b) the content of the training programmes offered including the syllabus, hours on each subject and duration of course and equipment to be used;
- c) a description of the organization's quality assurance;
- d) a description of the organizations facilities;
- e) a description of the duties and qualification of the personnel designated as responsible for planning, performing and supervising the flying training and also associated ground training;
- f) a description of the procedures used to establish and maintain the competence of instructional personnel;
- g) a description of the method used for the completion and retention of the training records, which should be retained for a minimum of two year period, both for flying training and also for ground training; and
- h) a description, when applicable, of additional training needed to comply with an operator's procedures and requirements.

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