



System Requirements Specifications (Abridged) Flight Standards Directorate

Version: 1.0

FS – 3 APPROVAL OF TRAINING PROGRAMS

Project Name:	eGCA
Customer Name:	Directorate General of Civil Aviation
Location:	New Delhi



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All revisions made to this document are listed here in sequential order

SRS Revision History					
Version No	Author	Create/ Edit Date	Reviewer	Review Date	Description
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Table of Contents

Important Notice 2

1. SYNOPSIS..... 5

2. REFERENCE..... 6

3. BUSINESS RULES..... 7

4. APPLICATION / DATA ELEMENTS 8

5. PROCESS..... 9

6. INTERDEPENDENCIES 10

7. OUTPUT..... 10

8. SPECIFIC SOFTWARE FEATURES 11

9. GENERAL COMMENTS..... 12

10. APPENDIX 13

11. REVIEW HISTORY 15



FS-3	APPROVAL OF TRAINING PROGRAMS
ADMINISTRATOR	DIRECTOR – FLIGHT STANDARDS
APPLICANT	AIRCRAFT OPERATORS

1. SYNOPSIS

ISSUE OF APPROVAL OF TRAINING PROGRAMS

Input (APPLICATION) containing following details is collected:

[1] ORGANIZATION DETAIL, [2] NODAL OFFICER, [3] ABROAD TRAINING ORGANIZATIONS, [4] PILOT CANDIDATE'S DETAIL

PROCESS

VERIFIED FOR CORRECTNESS OF PARTICULARS AND APPROVAL GRANTED IF FOUND TO MEET THE REQUIREMENTS.

EXEMPTION

N/A

OUTPUT

APPROVAL INFORMATION TRANSMITTED TO THE APPLICANT



2. REFERENCE

RULE	
CAR	CAR SECTION-7, SERIES-B, PART-XVIII CAR SECTION-7, SERIES-B, PART-XIX CAR SECTION-8, SERIES-F, PART-I CAR SECTION-8, SERIES-F, PART-II
AIC	
ADVISORY CIRCULAR	
PROCEDURE MANUAL	



3. BUSINESS RULES

ID No.	REFERENCE CAR / AIC / PR. MANUAL	BUSINESS RULES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	REMARKS
FS 3 / BR 1	CAR- 7/B/XVIII, Para-4.2(a)	THE APPLICANT SHALL SUBMIT THE PROOF OF STATE REGULATORY AUTHORITY APPROVAL OF ORGANIZATION CERTIFICATE.	
FS 3 / BR 2	CAR- 7/B/XVIII, Para-4.2(b)	THE APPLICANT SHALL SUBMIT THE PROOF OF STATE REGULATORY AUTHORITY APPROVAL CERTIFICATE FOR LEVEL 'D' SIMULATOR (IF TRAINING CARRIED OUT ON THE SIMULATOR).	
FS 3 / BR 3	CAR- 7/B/XVIII, Para-4.2(c)	THE APPLICANT SHALL SUBMIT THE DOCUMENTS PROOF OF CURRENCY OF THE INSTRUCTORSHIP/EXAMINERSHIP AS INSTRUCTOR(S)/EXAMINER(S).	

4. APPLICATION / DATA ELEMENTS

ID	REFERENCE CAR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
FS 3 - DE 1		GENERAL DETAILS	APPLICATION ID, DATE OF APPLICATION	
FS 3 - DE 2		ORGANIZATION DETAILS	APPROVAL TYPE, ORGANIZATION NAME, ADDRESS OF TRAINING CENTRE	
FS 3 - DE 3		NODAL OFFICER DETAILS	NAME, DESIGNATION, MOBILE NO., EMAIL ID	
FS 3 - DE 4		ABROAD TRAINING ORGANIZATION	IS THE TRAINING CONDUCTED OUTSIDE INDIA, ORGANIZATION NAME, ADDRESS OF TRAINING CENTER	
FS 3 - DE 5		NODAL OFFICER DETAILS	NAME, DESIGNATION, MOBILE NO., EMAIL ID	
FS 3 - DE 6		PILOT CANDIDATE'S INFORMATION	NAME, DATE OF BIRTH, LICENSE NUMBER, LICENSE VALID UP TO, MEDICAL VALID UP TO, TOTAL FLIGHT EXPERIENCE (IN HOURS), CURRENT AIRCRAFT/ RATING ENDORSED ON THE LICENSE	
FS 3 - DE 7		ATTACHMENTS	STATE REGULATORY AUTHORITY APPROVAL OF ORGANIZATION'S CERTIFICATE, STATE REGULATORY AUTHORITY APPROVAL CERTIFICATE FOR LEVEL 'C' AND 'D' SIMULATOR, TRAINING SYLLABUS AND PRACTICAL TEST STANDARDS, LICENSE OF INSTRUCTOR(S) AND EXAMINER(S) AND THEIR CREDENTIALS, ANY ADDITIONAL INFORMATION, ANY OTHER ATTACHMENT	



5. PROCESS

PROCESS	<p>THE APPLICATION WHEN SUBMITTED WOULD ACKNOWLEDGE THE RECEIPT WITH A SYSTEM GENERATED ACKNOWLEDGEMENT NUMBER WHICH WOULD FORM THE BASIS OF REFERENCE OR TRACKING.</p> <p>THE APPLICATION WILL LAND IN GENERAL INBOX, VERIFIER INBOX AND APPROVER INBOX. SELECTION OF VERIFIER WOULD BE GUIDED BY THE WORKLOAD OF THE INDIVIDUALS WITHIN THE VERIFIER GROUP.</p> <p>PROVISION WOULD BE MADE FOR THE APPROVER TO REASSIGN THE WORK TO ANOTHER VERIFIER OR PROCESS THE APPLICATION HIMSELF.</p> <p>WHERE REQUIRED THE APPROVER WOULD REFER THE APPLICATION FOR EXEMPTION TO COMPETENT AUTHORITY.</p> <p>THE DISCREPANCIES NOTED IN THE APPLICATION OR THE ATTACHMENT WOULD BE REFLECTED AS A REMARK AGAINST EACH ITEM AND A SYSTEM GENERATED DISCREPANCY REPORT WOULD BE PROVIDED TO THE APPLICANT AT THE END OF THE SCRUTINY VIA E-MAIL WITH A SMS REGARDING APPLICATION STATUS.</p> <p>APPLICATION STATUS WOULD BE INDICATED AS REJECTED/ IN PROCESS/ PENDING/ DELIVERED</p>
VERIFIER	VERIFY CORRECTNESS OF THE FURNISHED INFORMATION OR SEND DISCREPANCY REPORT
APPROVER	PERFORM CHECKS AS REQUIRED, APPROVE AND ISSUE PERMIT OR SEND DISCREPANCY REPORT TO APPLICANT AND VERIFIER OR FORWARD FOR EXEMPTION OR ISSUE PERMIT
EXEMPTION	APPROVER TO RECOMMEND THE APPLICATION TO EXEMPTING AUTHORITY FOR GRANT OF EXEMPTION
RETURN AFTER EXEMPTION	DESIGNATED AUTHORITY GRANT / RETURN THE REQUEST TO APPROVER
APPROVAL ISSUE	ISSUE APPROVAL



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6. INTERDEPENDENCIES

NO INTERDEPENDENCIES OUTSIDE THE DIRECTORATE

7. OUTPUT

NO OUTPUT



8. SPECIFIC SOFTWARE FEATURES

FEATURE ID	SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	CROSS REFERENCE SECTION (IF ANY)
FS 3 / SF 1	ON SUBMISSION OF APPLICATION A TRACKING ID SHALL BE GENERATED BY THE SYSTEM AND PROVIDED TO THE APPLICANT, USING WHICH THE STATUS OF THE APPLICATION CAN BE TRACKED	
FS 3 / SF 2	APPLICANT SHALL BE ABLE TO SAVE DRAFT/ PARTIALLY FILLED APPLICATION AND COMPLETE AND SUBMIT IT LATER	
FS 3 / SF 3	CANCELLATION AND GENERATION OF NEW APPLICATION WITH SAME DETAILS AND EDITING FEATURES – APPLICANT TO VALIDATE EACH FIELD	
FS 3 / SF 4	WORKING DAY TO BE CALCULATED AS MONDAY – FRIDAY	
FS 3 / SF 5	THE REJECTED APPLICATION SHALL BE STORED IN THE SYSTEM	
FS 3 / SF 6	THE VERIFIER/APPROVER/REVIEWER SHALL BE ABLE TO FORWARD THE APPLICATION WITH 'COMMENTS' OR 'ACTION TAKEN' TO ANY COMPETENT AUTHORITY AT ANY POINT OF TIME	



9. GENERAL COMMENTS

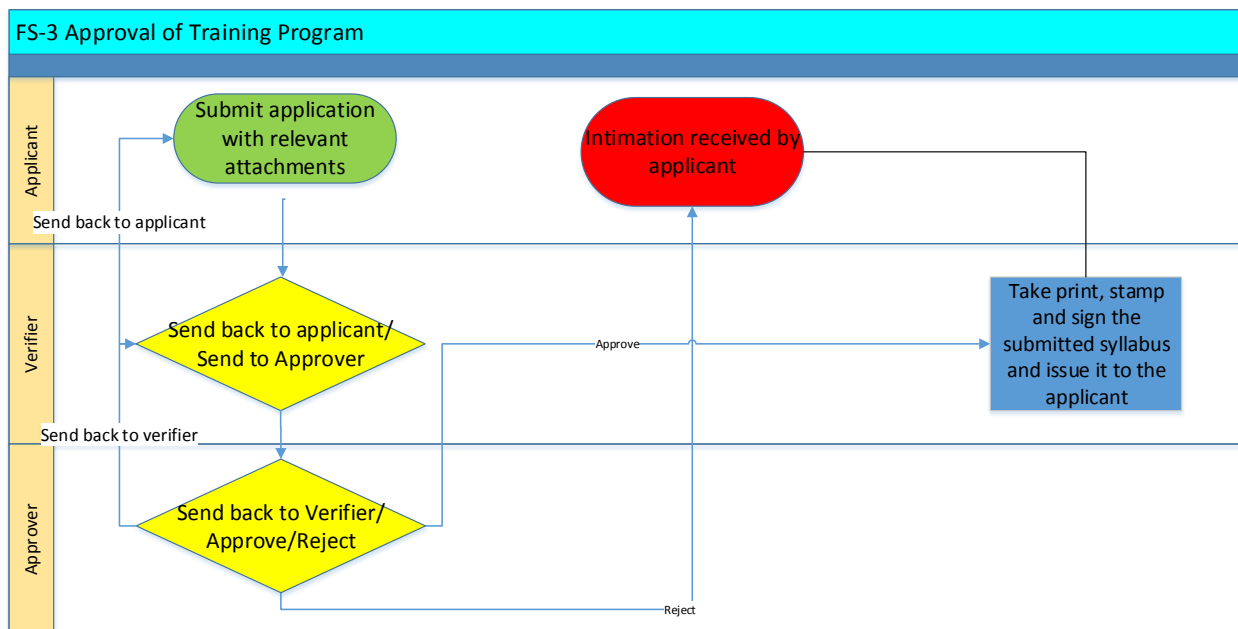
COMMENT ID	GENERAL COMMENTS
GC 1	
GC 2	



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10. APPENDIX

APPENDIX – 1 PROCESS FLOW DIAGRAM



APPENDIX – 2 ACTORS/ ROLES

S. NO.	SYSTEM / APPLICATION ROLE	APPLICANT	AD	DY. CFOI	POI
1.	APPLICANT	X			
2.	VERIFIER		X	X	X
3.	APPROVER		X		

APPENDIX – 3 PROCESS FLOW DESCRIPTION

S. NO.	PROCESS DESCRIPTION	RESPONSIBILITY
FS3.1/3.3.1	APPLICANT VISITS THE PORTAL AND SUBMITS THE APPLICATION WITH RELEVANT ATTACHMENTS.	APPLICANT
FS3.1/3.3.2	ASSISTANT DIRECTOR RECEIVES AND REVIEWS THE APPLICATION OF APPROVAL OF TRAINING PROGRAMS. IF THERE ARE ANY SHORTFALLS THEN HE MAY SEND BACK THE APPLICATION TO THE APPLICANT WITH HIS REMARKS. IF THE APPLICATION IS FOUND TO BE COMPLYING WITH ALL CURRENT REQUIREMENTS, THEN IT IS FORWARDED TO DY. CFOI.	VERIFIER
FS3.1/3.3.3	DY. CFOI RECEIVES AND REVIEWS THE APPLICATION. IF THERE ARE ANY SHORTFALLS THEN HE MAY SEND BACK THE APPLICATION TO THE AD WITH HIS REMARKS. IF THE APPLICATION IS OK THEN HE MAY ALSO MARK THE APPLICATION TO FOI.	VERIFIER
FS3.1/3.3.4	FOI AFTER REVIEWING THE APPLICATION SENDS IT BACK TO THE DY. CFOI WITH HIS REMARKS.	VERIFIER(OPTIONAL STEP)
FS3.1/3.3.5	ASSISTANT DIRECTOR RECEIVES AND REVIEWS THE APPLICATION IN HIS INBOX. THE ASSISTANT DIRECTOR APPROVES/REJECTS THE APPLICATION. IN CASE OF APPROVAL, AD TAKES PRINT OUT, STAMPS IT AND SIGN THE SUBMITTED SYLLABUS AND ISSUE THE SAME TO THE APPLICANT	APPROVER
FS3.1/3.3.6	AN SMS AND AN EMAIL ARE GENERATED NOTIFYING THE APPLICANT OF THE APPROVAL/REJECTION OF THE APPLICATION.	SYSTEM GENERATED



11. REVIEW HISTORY

DATE	REVIEWED BY	SECTION NUMBER	REVIEW FEEDBACK	ACTION TAKEN