



System Requirements Specifications (Abridged) Flight Standards Directorate

Version: 1.0

FS 7 – Approval of Ground Instructor

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
1.0	Ravi Khatri	29 Jan 2016			

SRS Approval History			
Submitted by	Approver Name & Designation	Approval Date	Signature



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FS-7	APPROVAL OF GROUND INSTRUCTOR
ADMINISTRATOR	DIRECTOR – FLIGHT STANDARDS
APPLICANT	AIRCRAFT OPERATORS

1. SYNOPSIS

INITIAL ISSUE AND RENEWAL OF APPROVAL OF GROUND INSTRUCTOR

Input (APPLICATION) containing following details is collected:

[1] TRAINING TYPE, [2] OPERATOR & TYPE, [3] OPERATOR'S NODAL OFFICER DETAIL, [4] CANDIDATE DETAIL, [5] EXISTING APPROVAL DETAILS (FOR RENEWAL CASE), [5] CANDIDATE'S EDUCATIONAL QUALIFICATION DETAIL, [6] CANDIDATE'S EXPERIENCE DETAIL, [7] TRAINING / REFRESHER TRAINING DETAILS, [8] ATTACHMENTS [9] SUITABLE DECLARATION

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-I, PART-VII
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 7 / BR 1	CAR-7/I/VII, Para-4(a)	THE PERSONNEL SHALL BE AT LEAST 21 YEARS OF AGE	
FS 7 / BR 2	CAR-7/I/VII, Para-4(b)	THE PERSONNEL SHALL BE ABLE TO READ, WRITE, SPEAK, AND UNDERSTAND THE ENGLISH LANGUAGE.	
FS 7 / BR 3	CAR-7/I/VII, Para-4(c)	FOR ORGANIZATIONS INVOLVED IN GENERAL AVIATION/AERIAL OPERATIONS/ NON-SCHEDULED OPERATIONS & FLYING CLUBS, THE APPLICANT FOR GROUND INSTRUCTOR SHALL HAVE AT-LEAST PASSED GRADUATE EXAMINATION WITH PHYSICS AND MATHEMATICS FROM A RECOGNIZED BOARD/UNIVERSITY.	
FS 7 / BR 4	CAR-7/I/VII, Para-4(d)	FOR ORGANIZATIONS INVOLVED IN SCHEDULED COMMERCIAL OPERATIONS, THE APPLICANT FOR GROUND INSTRUCTOR SHALL AT-LEAST BE AN ENGINEERING GRADUATE IN AERONAUTICAL / MECHANICAL / ELECTRICAL / ELECTRONICS / COMMUNICATION / COMPUTERS STREAM FROM A RECOGNIZED BOARD/UNIVERSITY.	
FS 7 / BR 5	CAR-7/I/VII, Para-4(e)	QUALIFIED PILOT / FLIGHT NAVIGATOR / FLIGHT ENGINEER / FLIGHT DISPATCHER /WITH MINIMUM OF FIVE (05) YEARS OF RELEVANT EXPERIENCE INCLUDING INSTRUCTIONAL EXPERIENCE SHALL ALSO BE ELIGIBLE FOR GROUND INSTRUCTOR.	
FS 7 / BR 6	CAR-7/I/VII, Para-4(f)	SUBJECT MATTER EXPERTS (SMES) IN SPECIALIZED FIELDS E.G. DANGEROUS GOODS / CRM / FOQA, ETC, WITH MINIMUM OF TEN YEARS OF RELEVANT EXPERIENCE SHALL ALSO BE ELIGIBLE FOR GROUND INSTRUCTOR IN RELEVANT FIELDS.	
FS 7 / BR 7	CAR-7/I/VII, Para-4(g)	APPROVED GROUND INSTRUCTOR / FLIGHT INSTRUCTOR OF DEFENSE SERVICES.	
FS 7 / BR 8	CAR-7/I/VII, Para-4(h)	AIR TRAFFIC CONTROLLERS, WHO HAVE UNDERGONE A COURSE EQUIVALENT TO AERODROME OFFICERS COURSE FROM CIVIL AVIATION TRAINING COLLEGE, ALLAHABAD, WITH FIVE YEARS ATC EXPERIENCE.	

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FS 7 / BR 9	CAR-7/I/VII, Para-5	THE PERSONNEL SHALL HAVE UNDERGONE THE TRAININGS AS DETAILED IN PARA 5 OF CAR-7/I/VII	
FS 7 / BR 10	CAR-7/I/VII, Para-5	THE PERSONNEL SHALL HAVE BEEN ISSUED A CERTIFICATE BY AN DGCA APPROVED GROUND INSTRUCTOR ON THE TEST/ TRAINING ASPECTS AS DETAILED IN PARA 5 OF CAR-7/I/VII	

4. APPLICATION / DATA ELEMENTS

ID	REFERENCE CAR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
FS 7 - DE 1		APPLICATION TYPE	INITIAL / RENEWAL / EXTENSION OF TRAINING TYPE / GROUND INSTRUCTOR FOR NEWLY INTRODUCED AIRCRAFT IN INDIA	
FS 7 - DE 2		GENERAL DETAILS	DATE OF APPLICATION, TRAINING TYPE APPLYING FOR, OTHERS, AIRCRAFT TYPE, OPERATOR TYPE	
FS 7 - DE 3		EMPLOYER'S NODAL OFFICER	NAME, DESIGNATION, TELEPHONE NO., EMAIL ID	
FS 7 - DE 4		CANDIDATE'S IDENTIFICATION	NAME(AS PER X CERTIFICATE), ADDRESS, EMPLOYER, NATIONALITY, DATE OF BIRTH (AS PER X CERTIFICATE), ABLE TO READ WRITE AND UNDERSTAND ENGLISH, DATE OF ORAL EXAM	
FS 7 - DE 5		EXISTING GROUND INSTRUCTOR APPROVAL DETAILS	APPROVAL LETTER NUMBER, TRAINING TYPE, APPROVAL VALID FROM DATE, APPROVAL VALID TILL DATE, APPROVAL LETTER	
FS 7 - DE 6		DETAILS FOR INITIAL APPLICATION CASE	APPLYING BASED ON EDUCATION OR EXPERIENCE	
FS 7 - DE 7		EDUCATIONAL QUALIFICATION DETAILS	QUALIFICATION, YEAR OF PASSING, BOARD/ UNIVERSITY, OTHER DETAILS, EDUCATIONAL CERTIFICATES	
FS 7 - DE 8		EXPERIENCE PARTICULARS	EXPERIENCE AS, EXPERIENCE IN YEARS, EXPERIENCE DETAILS, EXPERIENCE CERTIFICATES	
FS 7 - DE 9		TRAINING REFRESHER / TRAINING DETAILS	TRAINING DESCRIPTION, TRAINING UNDERGONE (FROM DATE), TRAINING UNDERGONE (TO DATE), RECORDS OF TRAINING REQUIREMENTS	
FS 7 - DE 10		ATTACHMENTS	APPROVAL CERTIFICATE FROM CONTRACTING STATE, CERTIFICATE OF	

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ID	REFERENCE CAR / AIC / PR. MANUAL	PARTICULARS	DETAIL	REMARKS
			TEST/ TRAINING ISSUED BY A DGCA APPROVED GROUND INSTUCTOR, COMPANY RECOMMENDATION/ NOMINATION	
FS 7 - DE 11		DECLARATION	REMARKS BY APPLICANT (IF ANY), I CERTIFY THAT THE ABOVE INFORMATION IS TRUE IN EVERY RESPECT AND HAS UNDERGONE PROCESS OF SELECTION, SUITABILITY TESTS, AND REQUISITE TRAINING TESTS ON THE TYPE OF AIRCRAFT AND MEETS ALL THE REQUIREMENTS OF CAR SECTION-7 SERIES-I PART-VII.	



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



6. INTERDEPENDENCIES

NO INTERDEPENDENCIES OUTSIDE THE DIRECTORATE.

7. OUTPUT



सत्यमेव जयते

GOVERNMENT OF INDIA
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नागर विमानन विभाग
महानिदेशक नागर विमानन का कार्यालय
सफदरजंग एयरपोर्ट के सामने
नई दिल्ली - ११०००३

Reference No: <Sr No. of Approval>/<First
संख्या Characters of Candidate First, Middle
Dated and Last Name>/<YYYY>-FSD
दिनांक <Date of Approval in DD MMM YYYY
format>

Ground Instructor Approval

Approval is hereby granted to under mentioned personnel to exercise the privileges of Ground Instructor for under mentioned Training type under the provision of Civil Aviation Requirements, Section 7, Series I, Part VII, for the purpose of Training of Pilots and Flight Dispatchers for the under mentioned Operator.

Name of Ground Instructor	<Full Name of candidate>
Training Type	<Training Type>
Aircraft Type	<Aircraft Type>
Valid from	<Valid from>
Valid till	<Valid till>
Operator	<Operator>

The above approval is valid, subject to the condition that the above mentioned Instructor is employed with the above mentioned Operator or unless revoked or suspended by DGCA.

This approval is without prejudice to compliance of requirements stipulated in Aircraft Rules 1937, applicable CAR or Operation Circular for approval of Ground Instructor.

<Name of Signatory>
<Designation of Signatory>
उड़ान मानक निदेशालय
Flight Standard Directorate
नागर विमानन महानिदेशक के लिए
For Director General of Civil Aviation



8. SPECIFIC SOFTWARE FEATURES

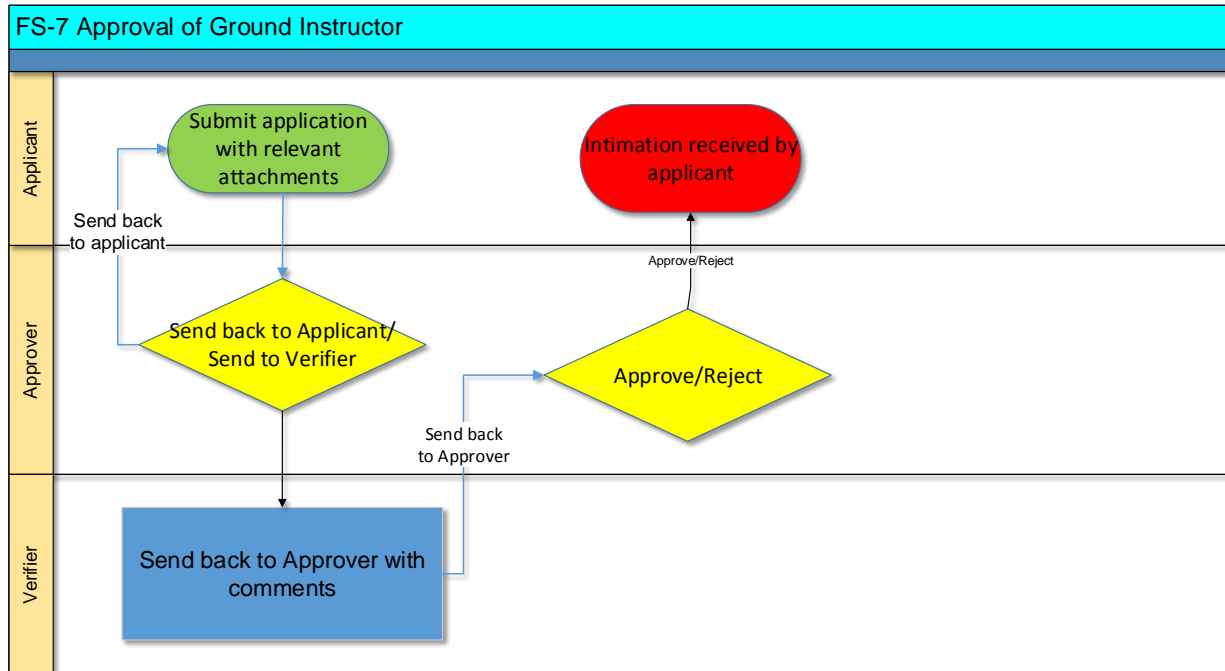
FEATURE ID	SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	CROSS REFERENCE SECTION (IF ANY)
FS 7 / SF 1	ON SUBMISSION OF APPLICATION A TRACKING ID SHALL BE GENERATED BY THE SYSTEM AND PROVIDED TO THE APPLICANT, USING WHICH THE STATUS OF THE APPLICATION CAN BE TRACKED	
FS 7 / SF 2	APPLICANT SHALL BE ABLE TO SAVE DRAFT/ PARTIALLY FILLED APPLICATION AND COMPLETE AND SUBMIT IT LATER	
FS 7 / SF 3	CANCELLATION AND GENERATION OF NEW APPLICATION WITH SAME DETAILS AND EDITING FEATURES – APPLICANT TO VALIDATE EACH FIELD	
FS 7 / SF 4	WORKING DAY TO BE CALCULATED AS MONDAY – FRIDAY	
FS 7 / SF 5	THE REJECTED APPLICATION SHALL BE STORED IN THE SYSTEM	
FS 7 / 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	



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10. APPENDIX

APPENDIX – 1 PROCESS FLOW DIAGRAM



APPENDIX – 2 ACTORS/ ROLES

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



11. REVIEW HISTORY

DATE	REVIEWED BY	SECTION NUMBER	REVIEW FEEDBACK	ACTION TAKEN