

FS-OPS- Appendix- 01		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری دفتر عملیات پرواز - معاونت استاندارد پرواز
Post Holders			
Revision 00	July 2018		

1. Nomination of Post Holders

- 1.1. Nominated post holders must satisfy CAOIRI that they possess the appropriate experience and licensing requirements (if applicable).
- 1.2. The nominated post holders should have practical experience and expertise in the application of aviation safety standards and safe operating practices.
- 1.3. To enable the CAOIRI to clearly identify the persons responsible for different aspects of the operation, the applicant must nominate and seek approval for those personnel selected for following positions. The nomination shall be accompanied by a complete and accurate resume of the person nominated.
- 1.4. Any subsequent change in approved Nominated post holders should be effected only with the approval of CAO.IRI.

2. Positions

2.1.Accountable Manager

Responsible for the overall functioning of the operation, who has corporate authority to ensure that all operations and maintenance activities can be financed and carried out to the standard required by the CAO.IRI. (CAOIRI AROPS ORO.GEN.210)

2.2.Director Flight Operations

Responsible for the conduct and standard of flight operations. (CAOIRI AROPS ORO.AOC.135)

2.3.Director Engineering and Maintenance

Responsible for the conduct and standard of engineering and maintenance. (CAOIRI AROPS ORO.AOC.135)

2.4.Director Training

Responsible for the conduct and standards for all training as required in Operations Manual Part D, for persons involved with aircraft operations. (CAOIRI AROPS ORO.AOC.135)

2.5.Director Ground Operations

Responsible for the conduct and standard of ground operations. (CAOIRI AROPS ORO.AOC.135)

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2.6. Director Security

Responsible for the standard of operator security. (CAOIRI Security Requirements)

2.7. Director Compliance monitoring

Responsible for the operator quality system. (CAOIRI AIROPS AMC1.ORO.GEN.200(a)(6)

2.8. Director Flight Safety (FS)

Responsible for the Operator flight safety. (CAOIRI AIROPS AMC1.ORO.GEN.200(a)(1)

2.9. Director In Flight Services (Cabin Safety)

Responsible for cabin crew (cabin safety functions).

- Two years' experience in a reputed airline as a manager in In-flight services section; or
- Person acceptable to the CAOIRI with knowledge in related regulations pertaining to aviation.

2.10. Chief Pilots for Each Fleet

Responsible for the safe operation of an aircraft fleet.

To be agreed with CAO.IRI.

Note 1: *Some of the above positions may be combined, depending on the size and complexity of the Operation, if the management structure is acceptable to CAO.IRI.*

Note 2: *As the qualifications and level of experience of the nominated post holders will vary according to the scope and size of the proposed operation, CAOIRI Inspectors will use judgment in deciding whether or not particular experience and qualifications are acceptable.*

3. Minimum qualification and experience for cabin crew instructors and examiners

- 1- Be well familiar with the operator's philosophy, procedures, organization as well as area and kind of operation;
- 2- Have a good knowledge of the administrative procedures, contents of Operations Manuals, operational documents, forms and related records;
- 3- At least 3 years of experience as cabin crew;

3.1. Training:

Cabin crew instructors should undergo:

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- Training in the area of "teaching and learning" as described in table 1.
- An operator internal training for operator specific elements according to table 2.

Table 1: Elements on teaching activity and learning behavior

TOPIC	Content
Learning Process	-Motivation -Perception and understanding -Learning methods
Teaching Process	-Elements of effective teaching -Teaching methods -Planning of instructional knowledge
Training Philosophy	-Importance of a planned syllabus -Integration of theoretical knowledge
Techniques for Supervision	-The cabin environment -In-flight situational awareness -Briefing structure (topics and targets) -Candidate's self-assessment and self-critic
Human Performance and Limitation	-Psychological factors -Human information processing -Behavioral attitudes
Feedback system	-The drawing up of comments, recommendations and improvements -The need of concise communication
Candidate's Evaluation	- The role of a Cabin Crew Instructor during supervision and its analysis -Assessment of student performance -Analysis of student's errors

Table 2: Operator's Specific Elements

Topic	Content
Requirements	-CAOIRI AIROPS ORO.CC -Operator's Specific Requirements(directives)
Training and Checking Administration	-Records and Forms -Control, analysis and storage of records

3.2. Integration of a new Aeroplane type or new Operator commencing Operation:

Where a new aeroplane is being added to the operator's AOC or where a new operator is starting its operation it might be necessary to make use Cabin Crew Instructors from another operator using the same type of aeroplane.

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Before being released as Cabin Crew Instructor, fulfillment of the requirements stipulated in table 2, tailored to the operator's needs must be granted.

Proof of the corresponding qualification and training shall be recorded and reported to CAO.IRI.

An operator's Cabin Crew Instructor may extend the function to the new aeroplane type after having undergone training according to CAOIRI AROPS ORO.CC for changing aeroplane type.

3.3. Maintaining Qualification

The operator has to ensure that the Cabin Crew Instructors and examiners maintain their knowledge , skills and qualifications. Therefore the operator has also to establish a recurrent programme for Cabin Crew Instructors which must be described in the operator's operations manuals.

4. Minimum qualification and experience for Flight dispatch/Flight operations officers ground instructors

- 1- Be well familiar with the operator's philosophy, procedures, organization as well as area and kind of operation;
- 2- Have a good knowledge of the administrative procedures, contents of Operations Manuals, operational documents, forms and related records;
- 3- At least 3 years of experience as Flight dispatch/Flight operations officer.

4.1. Maintaining Qualification

The operator has to ensure that the Flight dispatch/Flight operations officers ground instructors maintain their knowledge, skills and qualifications. Therefore, the operator has also to establish a recurrent programme for Flight dispatch/Flight operations officers ground instructors which must be described in the operator's operations manuals.