

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS FLIGHT OPERATIONS	Revision: 1 Advisory Circular
Document No. TCAA-AC-OPS033	Title: DESIGNATED CABIN CREW EVALUATOR/ EXAMINER APPROVAL AND SURVEILLANCE	Page 1 of 7

1.0 PURPOSE This Advisory Circular gives guidance to operators on procedures for approval, surveillance and renewal of a Designated Cabin Crew Evaluators/Examiners. All Designated Cabin Crew Evaluators/Examiners must be nominated by the Operator.

2.0 GENERAL

All Designated Cabin Crew Evaluator/Examiners must be nominated by the Operator and approved by the Authority. Approval is based on the Evaluator/Examiner having the proper certificates and ratings, being qualified in accordance with the operator's approved initial, Recurrent and conversion program; having completed the operator's approved Designated Cabin Crew Evaluator/Examiner training program for the appropriate Designated Cabin Crew Evaluator/Examiner functions; and having demonstrated the ability to conduct Cabin checks and to evaluate the performance of Cabin Crew and Cabin crew instructors to the satisfaction of the Authority.

3.0 THE FIVE PHASE PROCESS FOR A DESIGNATED CABIN CREW EVALUATOR/EXAMINER / APPROVAL

The Designated Cabin Crew Evaluator/Examiner approval process is conducted in a five phase's process

4.0 PHASE 1 – PRE-APPLICATION

4.1 Phase one may begin either during the certification process for an AOC when the Inspector briefs an applicant on the Designated Cabin Crew Evaluator/Examiner requirements, or at any time an operator seeks information on the process. The Inspector would brief the applicant or operator on the requirements of the Civil Aviation (Operation of Aircraft) Regulations. Where applicable, the briefing will include information on the approval of a cadre of Designated Cabin Crew Evaluator/Examiner for a startup operator.

4.2 An operator is required to designate a person as a Cabin Crew Evaluator/Examiner

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and submit a letter of request for approval by the Authority.

The letter should include the following:

- a. The candidate's full name;
- b. Mailing address;
- c. Cabin Crew Member Certificate number;
- d. Current Cabin Crew member position; and
- e. Requested Cabin Crew Evaluator/Examiner Classification and Aircraft type.

4.3 Cabin Crew Nomination Form (FORM-OPS-AC-OPS036A) The letter should be accompanied by:

- a. Brief curriculum vitae of the Designated Cabin Crew Evaluator/Examiner, aviation background and experience;
- b. Copies of the Cabin Crew Member Certificate and ratings;
- c. Copy of the Cabin Crew member medical certificate; and
- d. Completed Designated.

5.0 PHASE TWO - SUBMISSION OF DOCUMENTATION

5.1 Phase two begins when the Authority receives the application letter and attachments. The documents may be submitted by conventional or electronic mail or by fax. The assigned Inspector will conduct an initial cursory review of the documents to assess whether the nominee meets the basic qualification requirements for the Designated Cabin Crew Evaluator/Examiner.

5.2 If the operator's submission is unacceptable, the documentation will be returned submission is acceptable, Phase three would be initiated.

6.0 PHASE THREE - REVIEW OF DOCUMENTATION

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6.1 Phase three involves an in-depth review of the records and documentation. The Designated Cabin Crew evaluator/Examiner approved training program must contain all training required by the Civil Aviation (Operation of Aircraft) Regulations, applicable to the approval being sought. The Authority will not accept a nomination for evaluation as a Designated Cabin Crew Evaluator/Examiner unless the record show satisfactory completion of initial, transition, or upgrade training and all training required under the operator's approved Designated Cabin Crew Evaluator/Examiner training program.

6.2 If, after an in-depth review of the records and other documentation it is determined that the candidate does not qualify as a designated cabin crew Evaluator/Examiner, the operator will be given a letter stating the reasons for non-acceptance.

7.0 PHASE FOUR – EVALUATION OF DESIGNATED CABIN CREW EVALUATOR/EXAMINER

7.1 A Designated Cabin Crew Evaluator/Examiner is evaluated in Phase four by an Inspector observing the Designated Cabin Crew Evaluator/Examiner candidate conducting an actual check. The purpose of the Designated Cabin Crew Evaluator/Examiner evaluation is to ensure that the candidate has achieved the required skills for briefing, evaluating, and debriefing a Cabin Crew Member /Cabin Crew instructor. The cabin crew member receiving the check should be a line crew member who is due for an evaluation. The Cabin Crew Member must not be an instructor or Designated Cabin Crew Evaluator/Examiner unless previous approval has been received from the Authority. Such approval would only be granted in unusual circumstances.

7.2 An operator should not submit a nominee for approval as a designated Cabin Crew Evaluator/Examiner when there is any question about the Designated Cabin Crew Evaluator/Examiner's Cabin Crew Member skills in a cabin crew position. Should the Authority have reason to question a candidate's proficiency, Evaluation of the Designated Cabin Crew Evaluator/Examiner shall not be conducted until the candidate's proficiency is verified.

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7.3 If, after reviewing the documentation, the Inspector determines that the candidate does not qualify as a Cabin Crew Evaluator/Examiner, the Inspector shall brief the Manager Flight Operations and provide the operator with a statement of the reason for non-acceptance.

7.4 If the evaluation is satisfactory, the assigned Inspector will inform the candidate that a recommendation of approval will be reported to the Authority. In this case, the Designated Cabin Crew Evaluator/Examiner candidate would be allowed to certify the proficiency of the Cabin Crew Member receiving the check and complete the necessary record keeping tasks.

8.0 PHASE FIVE - DESIGNATED CABIN CREW EVALUATOR/EXAMINER APPROVAL

8.1 Approval of a Designated Cabin Crew Evaluator/Examiner is in the form of a Letter of Approval addressed to a responsible official of the operator and signed by the Inspector. This Letter of Approval may be transmitted to the operator by conventional or electronic mail, by fax, or by other means acceptable to the operator and the Authority, on receipt of the prescribed fees if applicable. The letter will contain the following:

- a.** Designated Cabin Crew Evaluator/Examiner 's name and his/her Certificate number;
- b.** Approved Designated Cabin Crew Evaluator/Examiner function;
- c.** Specified category, or type of aircraft;
- d.** Authorizations and limitations;
- e.** Effective date of each approval (since different approvals may occur at different times, this information simplifies record checks. The date on which the Designated Cabin Crew Evaluator/Examiner was recommended for approval by an inspector shall be the effective date of approval);
- f.** A Designated Cabin Crew Evaluator/Examiner approval is valid for one year

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and may be re-approved by the Authority; and

- g. A Designated Cabin Crew Evaluator/Examiner approval may be amended, suspended or withdrawn by the Authority.

NOTE: Designated Cabin Crew Evaluator/Examiner approval is only valid for the specific air operator under which it was granted.

9.0 APPROVAL OF A DESIGNATED CABIN CREW EVALUATOR/EXAMINER FOR MULTIPLE AIRCRAFT

9.1 Before a Cabin Crew Member may be approved as a Designated Cabin Crew Evaluator/Examiner on more than one type of aircraft, the operator must show that there is a need. Designated Cabin Crew Evaluator/Examiner must be type rated and current in each type of the aircraft the approval is sought. There are various acceptable combinations of Designated Cabin Crew Evaluator/Examiner.

10.0 PERIODIC REPORTING AND REPORTING OF UNSATISFACTORY CHECKS

Any failure of a check conducted by a Designated Cabin Crew Evaluator/Examiner must be reported to the Authority immediately. In addition, an operator must provide an annual report of each Designated Cabin Crew Evaluator/Examiner checking activities, including a pass/fail rate to coincide with the Authority’s periodic review. An operator should ensure that a Designated Cabin Crew Evaluator/Examiner is maintained sufficiently active to retain the required knowledge and skills.

11.0 SURVEILLANCE OF DESIGNATED CABIN CREW EVALUATOR/EXAMINER

The period of validity of a Designated Cabin Crew Evaluator/Examiner approval is 12 months. Designated Cabin Crew Evaluator/Examiner will be checked at least once per year. A renewal of a Designated Cabin Crew Evaluator/Examiner approval will be conducted in the same manner as an initial approval. In addition, an Inspector may conduct random check inspections on a “no notice basis” on all or any Designated Cabin Crew Evaluator/Examiner at any time in the 12-month

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period.

13.0 WITHDRAWAL OF DESIGNATED CABIN CREW EVALUATOR/EXAMINER APPROVAL

Designated Cabin Crew Evaluator/Examiner approval may be withdrawn by the Authority. Reasons for withdrawing the approval of a Designated Cabin Crew Evaluator/Examiner include:

- a. Expiry of required competencies;
- b. the DCCE's medical category invalidates his/her certificate
- c. three-year lapse without a refresher Designated Cabin Crew Evaluator/Examiner course; workshop or seminar being completed.
- d. Expiry of the Cabin Crew Member Certificate
- e. the DCCE has not been monitored by an Inspector within the preceding 12-month period (The DCCE authority is valid to the first day of the 13th month following the month in which he/she was last monitored);
- f. Expiry of the Cabin Crew Member Certificate
- g. The Authority will notify the operator by letter that the approval is withdrawn and the letter will include the effective date of withdrawal and reasons.



Director of Safety Regulation

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