

SUBJECT : QUALIFICATION OF INSTRUCTOR

REFERENCE NO: QAN 010

REVISION NO : INITIAL

DATE : 16th October 2020

Approved by:


OMAR BIN AHMAD
Quality Assurance Manager
Galaxy Aerospace (M) Sdn. Bhd
(1040262-D)

Reference No.	QAN 010
Date of issue	16 th October 2020
Compliance	Mandatory
Addressees	All staff

SUBJECT: QUALIFICATION OF INSTRUCTOR

1.0 PURPOSE

1.1 This provides the general guidelines to determine qualified Instructor to conduct in-house training.

2.0 SCOPE

2.1 It is applicable to all in-house training activities within GAM.

3.0 RESPONSIBILITY

- 3.1 Quality Assurance Manager is responsible for assessing and authorising instructor in compliance with the requirements.
- 3.2 Training Coordinator is responsible for managing adequately trained and qualified instructors of the various categories to cater for the company's training requirements.

4.0 REFERENCE

- 4.1 GAM/CAAM/MOE Part 3.4 (Certifying Staff Qualification and Training Procedures)
- 4.2 GAM/CAAM/MOE Part 3.13 (Human Factors Training Procedure)

5.0 INSTRUCTORS QUALIFICATIONS

5.1 In-house Instructor must be adequately trained and experienced on a specific subject, process, an appropriate category of a specific aircraft type, components, or model/series of engines before he/she can be deemed to be qualified by Quality Assurance Manager to conduct training for that particular subject, process, aircraft/component category or engine type.

5.2 The Instructors shall meet the following requirements:

	Basic / Regulatory Training	Technical / Specific Training
Qualification	<ul style="list-style-type: none"> i. Hold a valid and current Aircraft Maintenance Engineer's License which is issued or validated by CAAM; or ii. A diploma/degree holder in related field; 	<ul style="list-style-type: none"> i. Hold a valid and current Aircraft Maintenance Engineer's License which is issued or validated by CAAM; or ii. Company Approval Holder; or iii. A diploma/degree holder in related field;

Reference No.	QAN 010
Date of issue	16 th October 2020
Compliance	Mandatory
Addressees	All staff

SUBJECT: QUALIFICATION OF INSTRUCTOR

Training	<ul style="list-style-type: none"> i. Completed and attended Instruction technique / Train the Trainer; or ii. Attended and experienced in specific subject to be taught. 	<ul style="list-style-type: none"> i. Completed and attended Instruction technique / Train the Trainer; and ii. Attended and experienced in specific subject to be taught.
-----------------	---	--

5.3 QAM shall review and assess the qualification of instructors before authorising them as qualified instructor and the assessment is recorded in Training Instructor Assessment Checklist (**GAM/Q-048**).

5.4 Once assessment process is completed and Quality Assurance Manager is satisfied on the qualification, competency, and experience of the personnel, authorised instructors will be listed in the List of Approved Instructor (**GAM/Q-020**).

5.5 Training Coordinator shall maintain a List of Approved Instructor (**GAM/Q-020**) for the types of courses to be conducted. The listing is available at the Quality Assurance Department.