

ADVISORY CIRCULAR

No. : AC - 28 -04-010

Date : 05 April 2017

A. SUBJECT:

- 1- English Language Proficiency Assessment Center (ELPAC) initial approval Certification process and procedure.
- 2- English Language Proficiency Assessor Authorization Issuance approval process and procedure.
- 3- Appendix 1 - Initial Issuance of ELPAC Approval Inspections.

B. PURPOSE:

This Advisory Circular (AC) provides guidance and procedures in accordance with JCAR-FCL1 for ELPAC certification.

C. STATUS:

This is the first edition of AC - 28 -04-010 , dated 05 April 2017. It will remain current until withdrawn or superseded.

D. CONTENTS:

- 1.0 Definitions
- 2.0 Applicable Regulations.
- 3.0 English Language Proficiency Assessment Centers (ELPAC) initial approval Certification process.
- 4.0 English Language Proficiency Assessor Authorization Issuance process and procedure.

E. REFERENCES:

- 1.0 JCAR-FCL1.
- 2.0 ICAO Doc 9835.

1. Definitions.

1.1 Language proficiency skills. The knowledge and abilities which impact on the capacity of a given individual to communicate spontaneously, accurately, intelligibly, meaningfully and appropriately in a given language.

1.2 Passing score. The lowest acceptable score in a test. Candidates scoring below the pass mark fail the test.

1.3 Rater or Assessor. A suitably qualified and trained person who assigns a score to a candidate's performance in a test based on a judgment usually involving the matching of features of the performance to descriptors on a rating scale..

2. Applicable Regulations.

2.1 JCAR-FCL 1.

2.2 ICAO Doc. 9835.

3. Procedures for English Language Proficiency Assessment Centre (ELPAC)

3.1 General

3.1.1 Certification is accomplished in two distinct steps.

a. Firstly, a check is made to determine whether or not the service or Organization complies with the ELPAC's Approval requirements. This is the "technical finding". When making this check, CARC ensures that accountability for the issue of an ELPAC Approval is clearly defined.

This accountability may be delegated or shared, in whole or in part. In all cases, and particularly where more than one department within CARC is involved in the issue of ELPAC Approval, a Flight Operations Inspector from Flight Operations Standards Directorate will be nominated by the CEO, under whose personal responsibility the issue of an Approval is to be considered.

b. The second step is the "legal finding" which is the grant (or refusal) of an ELPAC Approval or other approval or document. The legal finding confers or denies CARC recognition.

3.1.2 The following paragraphs 3.2.1 and 3.2.2 reflect the distinction made above. The first paragraph is concerned with the manner in which a technical finding is to be made and guidance on CARC legal finding is included in the second.

3.2 The Assessment Process Leading to the Issue of ELPAC Approval

3.2.1 Technical findings.

3.2.1.1 Technical findings – General.

In making the technical findings of compliance with the requirements of JCAR FCL1 and ICAO Doc. 9835, CARC ensures that the following steps are taken:

- a. A ELPAC written application for an ELPAC Approval must be submitted, in a format acceptable to CARC, at least 90 days before the date of intended operation. The application form should be printed in English.
- b. A Flight Operations Inspector from Flight Operations Standards Directorate will be nominated by the CEO to oversee and become the Project Manager for all aspects of ELPAC certification process and to coordinate all necessary activity. The nominated person is responsible to the CEO for confirming that all appropriate inspections as listed in Appendix 1 are made. The Project manager will also ensure that the necessary acceptances or approvals required by sub-paragraph c. below are, in due course, issued. Of a particular importance on initial application is a careful review of the qualifications of the nominated post holders. Account should be taken of the relevance of the nominee's previous experience and known record.
- c. Submissions which require CARC specific Approval should be referred to the competent department of CARC. Submissions must include where relevant, the associated qualification requirements.
- d. The applicant's proposed Quality System must be scrutinised with particular regard to the allocated resources. Care will be taken to verify that the system is comprehensive and likely to be effective.
- e. CARC has an obligation to inform the applicant of its decision concerning the application within 60 days of receipt of all supporting documentation. Such documentation includes Operations Manual amended where necessary to CARC satisfaction.



f. When the evaluation process is completed, the person with overall responsibility nominated in accordance with sub-paragraph b. above will present the application to the CEO together with a written recommendation and evidence of the result of all investigations or assessments which are required before a legal finding is made. Approvals or Permissions which are required will be attached to the recommendation.

3.2.1.2 Technical Findings – Phases.

The technical findings process consists of five phases:

a. Phase I: Pre-application.

This phase starts with an informal meeting at CARC with the applicant for ELPAC Approval. The applicant will be handed the applicable documents he needs to prepare the formal application and related attachments. After review and approval of the draft application, the applicant qualifies to proceed to Phase II.

b. Phase II: Formal Application.

In this phase the applicant will prepare the formal application package as well as the Manual/Manuals. After review of the submitted documentation, the Formal Application Meeting will be conducted to highlight the acceptance of the submitted documentation or any deficiencies found during the review. After acceptance of the Formal Application, Phase III can start.

c. Phase III: Document Evaluation.

In this phase the applicant shall submit the required manuals for review and the Management approval/acceptance forms. After acceptance of the manuals and the Management, Phase IV can start.

d. Phase IV: Demonstration and Inspection Phase.

The applicant shall fix a specific date to be ready for the physical inspection phase of his facilities. This inspection will be done according to the standards in the various manuals and checklists. A discrepancy meeting will be conducted if applicable and then the applicant is obliged to submit the corrective actions. When the inspection and corrective actions are satisfactory, the applicant is eligible to move to phase V.



e. **Phase V: Certification Phase.**

At this stage, the review team will prepare a final certification report which will be submitted to the CEO for review of the report and its certification attachments. When the CEO approves the certification the Technical Findings are closed and the ELPAC Approval will be submitted following the Legal Findings.

3.2.2 Legal Findings

a. In making the legal findings with respect to the requirements of JCAR FCL1 and ICAO Doc. 9835, the CEO will only issue an ELPAC Approval if it is completely satisfied that all requirements have been met. If the CEO is not satisfied, the applicant must be informed in writing of the improvements which are required in order to satisfy CARC.

b. Should an application for an ELPAC Approval be subsequently refused, the applicant will be informed of such rights of appeal as exist under the Jordanian Law.



4. English Language Proficiency Assessor Authorization Issuance.

4.1 English Language Proficiency Assessor Authorization Issuance Requirements.

- a. The applicant is current or former aviation specialists - flight crew members or air traffic controllers; or

The Applicant is a Language specialists with additional aviation-related training;
or

The Applicants are assessment team consisting of an operational expert and a language expert.

- b. The applicant has completed the assessor initial training - approximately 40 hours.
- c. The applicant shall be familiar with the relevant standards of JCAR FCL
- d. The applicant shall demonstrate language proficiency of at least ICAO Extended Level 5 in the language to be tested. If the test is designed to assess ICAO Level 6 proficiency, the assessor shall demonstrate language proficiency at ICAO Expert Level 6 under the supervision of flight crew licensing inspector.

4.2 Assessors -Period of validity.

The Assessor's authorization is valid for one year unless otherwise the authorization is suspended, revoked or cancelled by CARC.

4.3 Complete CARC Requirements

- a. Pass English language proficiency assessment for English Language Assessor Authorization at least level 5.
- b. Conducting simulated assessment which shall include the briefing, de-briefing & recording of documentation under the supervision of a flight operations inspector notified by CARC.
- c. Standardization arrangements signatory and acceptance interview with CARC flight operations inspector.



4.4 Privileges.

a. ICAO level 5 assessor Privileges :

Exercise the privilege of conducting English language proficiency assessment including ICAO level 5 in accordance with JCAR FCL (Assessors should not test applicants to whom they have given language training).

b. ICAO level 6 assessor Privileges:

Exercise the privilege of conducting English language proficiency assessment including ICAO level 6 in accordance with JCAR FCL (Assessors should not test applicants to whom they have given language training).

4.5 English Language Proficiency Assessor Authorization Issuance procedure.

1- ELPAC should nominate a qualified assessor and provide CARC with the following:

a. Cover letter.

b. English Language Proficiency Assessor Authorization Issuance/Renewal

Application Form No. (CARC form 28 – 4258).

c. Copy of all required documents and evidences of nominated assessor which are listed in CARC form 28-4258 page 2.

2- CARC/FOSD, assign a flight operations inspector to check the nominated assessor application form and all required documents as well as follow all the required process and procedure.

3- CARC/FOSD, delegates an approved assessor at ELPAC to conduct an assessor`s English language proficiency assessment. The assessment shall be supervised and monitored by CARC`s flight operations inspector.

4- After the required assessment is completed, an applicant shall attend a standardization meeting with the assigned CARC`s flight operations inspector.

5- CARC/FOSD, issues an English Language Proficiency Assessor Authorization.

6- English Language Proficiency Assessor`s Authorization is valid for one year.

7- The assessor authorization shall be recorded in the ELPAC`s assessor file.

Capt. Haitham Misto

Chief Commissioner



Appendix 1 - Initial Issue of ELPAC Approval Inspections

1 Introduction.

What follows is a summary of the most important inspections which will be conducted by CARC prior to the grant of an ELPAC Approval. The content of this Appendix cannot be considered as being entirely separate or belonging in different compartments. Once an ELPAC Approval has been granted, the inspections listed in this Appendix will periodically have to be reviewed as the nature or the scale of the ELPAC business grows or changes. Moreover, CARC is not bound by the content of the Appendix to confine its inspection duties to the list. CARC can and must enquire into any matter which is thought to be relevant to a particular proposal or operation.

1.1 English Language Proficiency Assessment Centre (ELPAC).

The inspector(s) designated by CARC shall have a detailed knowledge of all relevant JCARs and associated procedures. The inspection shall focus on:

- a. Management and Staff - adequacy of number and qualifications ;
- b. Facilities – adequate environment that shall be comfortable for testing which should have acceptable equipment;
- c. Documentation - documents related to the operations of ELPAC;
- d. Training records and checking forms;
- e. Quality system;
- f. Evidence of sufficient funding.

1.2 CARC's applicable forms for ELPAC are listed in AC-28-033.

