GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

DRONE TRAINING CIRCULAR 01 OF 2023

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(DGCA-31017/106/2025-DRONE-Dte)

Effective Date 22nd June 2026

Subject: Requirements for approval of Train the Trainer, Instructor Rating, Master Instructor Authorization and change management.

1. Introduction

Rule 34 (1) of The Drone Rules 2021 states that the training for grant of RPC shall be conducted by DGCA authorised RPTO. Sub Rule 1 of the Rule 41 of said rules, empowers Director General to lay down criteria for training, syllabus, infrastructure, instructors, proficiency testing and issuance of remote pilot certificates. In line to the said rule, this circular is being issued to lay down criteria for approval of Train the Trainer, Instructor rating and Master Instructor Authorisation and related change management.

2. Definitions

2.1 **Remote Pilot Training organization (RPTO)**: An organization authorized by the Directorate General of Civil Aviation to impart Remote Pilot Training to any individual seeking a Remote Pilot Certificate under Rule 34 of Drone Rules 2021.

2.2 **Train The Trainer:** An approval granted by DGCA to an authorised Remote Pilot Training organization (RPTO) to impart training to RPC holders desirous of obtaining Instructor rating.

2.3 **Remote Pilot** means an individual charged by the operator with duties essential to the operation of an unmanned aircraft and who manipulates the flight controls, as appropriate, during flight time.

2.4 **RPC Instructor** means an individual authorized by DGCA to impart training to a candidate enrolled in an authorised RPTO for the purpose of obtaining remote pilot certificate.

2.5 **Master Instructor** means an individual authorised by DGCA for imparting TTT Course.

2.6 **Command and control (C2) link** means the data link between the remotely piloted aircraft and the remote pilot station for the purposes of managing the flight.

2.7 **Detect and avoid:** The capability to see, sense or detect conflicting traffic or other hazards and take

the appropriate action.

2.8 **Dual flight time:** Flight time during which a person is receiving flight instructions from a RPC Instructor using the remote pilot station during a remotely piloted aircraft flight.

2.9 **Flight time:** The total time from the moment a command and control (C2) link is established between the remote pilot station (RPS) and the remotely piloted aircraft (RPA) for the purpose of taking off or from the moment the remote pilot receives control following a handover until the moment the remote pilot completes a handover or the C2 link between the RPS and the RPA is terminated at the end of the flight.

2.10 **Handover:** The act of passing piloting control from one remote pilot station to another.

2.11 **Remote pilot station (RPS):** The component of the remotely piloted aircraft system containing the equipment used to pilot the remotely piloted aircraft.

2.12 **Remotely piloted aircraft (RPA):** An unmanned aircraft which is piloted from a remote pilot station.

2.13 **Remotely piloted aircraft system (RPAS):** A remotely piloted aircraft, its associated remote pilot station(s), the required command and control links and any other components as specified in the type design.

2.14 **Classification of unmanned aircraft systems.**— The unmanned aircraft system shall, based on the maximum all-up weight including payload, be classified as follows:—

(a) Nano unmanned aircraft system: weighing less than or equal to 250 grams;

(b) Micro unmanned aircraft system: weighing more than 250 grams, but less than or equal to 2 kilograms;

(c) Small unmanned aircraft system: weighing more than 2 kilograms, but less than or equal to 25 kilograms;

(d) Medium unmanned aircraft system: weighing more than 25 kilograms, but less than or equal to 150 kilograms; and

(e) Large unmanned aircraft system: weighing more than 150 kilograms.

2.15 **Categorisation of unmanned aircraft system.**—(1) The unmanned aircraft system shall be categorized into the following three categories, namely:—

(a) aeroplane;

(b) rotorcraft; and

(c) hybrid unmanned aircraft system.

(2) The aeroplane, rotorcraft and hybrid unmanned aircraft system shall be further sub-categorised as follows:—

(a) remotely piloted aircraft system;

(b) model remotely piloted aircraft system; and

(c) autonomous unmanned aircraft system.

3. Applicability & Scope

3.1. Provisions of this circular are applicable to Individual RPC holder and RPTOs for obtaining the following

a) Train the Trainer course approval

b) Instructor Rating

c) Master Instructor Rating

3.2. The scope of this DTC is as follows;

- Conditions : VLOS
- Category: Rotorcraft, Hybrid
- Sub-Category: RPAS
- Class : Micro, Small , Medium

4. Requirements for the issue of Instructor rating (RPAS)

4.1 Eligibility

4.1.1 The applicant shall have passed a Degree Course from a University/Institutes recognized by UGC/AICTE or equivalent; or having a valid PPL/ CPL, AME/ ATC License or Diploma (03 years) in technical subject from a recognized institute; and

Note: Degree/Diploma certificate as proof of eligibility. In the absence of Degree/Diploma certificate, valid provisional certificate along with mark sheets pertaining to all the academic years.

4.1.2 The applicant shall have a valid RPC at the time of enrolment for RPI course in respective category and class.

4.1.3 The applicant shall hold RPI rating in rotorcraft category for obtaining instructor rating in Hybrid category.

Note: Applicants shall follow the procedure for obtaining additional rating specified under para 8.6 of this circular.

4.2 Knowledge

4.2.1 The applicant shall demonstrate the ability to effectively assess trainees against the adapted competency model used in the authorized RPTO.

4.2.2 The applicant shall successfully complete the training and meet the qualifications of an authorized RPTO, appropriate to the delivery of competency-based training programmes.

4.2.3 The approved TTT shall focus on the development of competence in the following specific areas:

4.2.3.1 the adapted competency model of the remote pilot training Organization ;

4.2.3.2 in accordance with the assessment and grading system of the Remote Pilot training organization, making assessments by observing behaviours; gathering objective evidence regarding the observable behaviours of the adapted competency model used;

4.2.3.3 recognizing and highlighting performance that meets competency standards;

4.2.3.4 determining root causes for deviations below the expected standards of performance; and

4.2.3.5 Identifying situations that could result in unacceptable reductions in safety margins.

4.2.4 The applicant shall have met the competency requirements for the issue of a remote pilot Certificate as appropriate to the category and class.

4.2.5 In addition, the applicant shall have demonstrated a level of competency appropriate to the privileges granted to the holder of an RPAS instructor rating, in at least the following areas:

4.2.5.1 techniques of applied instruction;

4.2.5.2 assessment of student performance in those subjects in which ground instruction is given;

4.2.5.3 the learning process;

4.2.5.4 elements of effective teaching;

4.2.5.5 competency-based training principles, including student assessments;

4.2.5.6 evaluation of the training programme effectiveness;

4.2.5.7 lesson planning;

4.2.5.8 classroom instructional techniques;

4.2.5.9 use of training aids, including flight simulator as appropriate;

4.2.5.10 analysis and correction of student errors;

4.2.5.11 human performance relevant to RPAS, instrument flight and remote pilot Certificate training, including principles of TEM; and

4.2.5.12 Hazards involved in simulating system failures and malfunctions in the aircraft.

Note: The detailed syllabus is attached as Annexure -I

4.3 Skill

4.3.1 The applicant shall have successfully performed a formal competency assessment (final test) followed by oral exam by DGCA, prior to conducting instruction and assessment within a competency-based training programme at DGCA authorized RPTO.

4.3.2 The competency assessment shall be conducted during a practical training session in the category of RPA and associated RPAS for which RPAS instructor privileges are sought, including pre-flight, post-flight and ground instruction as appropriate.

4.3.3 The competency assessment shall be conducted by a person authorized (Master Instructor) by the DGCA.

4.4 Experience

4.4.1 The applicant shall have met the requirements for the issue of a remote pilot certificate, shall maintain competencies and meet the recent experience requirements for the certificate.

4.4.2 The applicant shall have a minimum RPA flying experience of 20 hours for respective category and class as the case may be. Flying requirements shall be fulfilled on the date of application for Oral exam for RPI.

4.4.3 Remote Pilots flying logbook shall be submitted as proof of the flying experience specified under para 4.4.2. Logbook shall be certified for correctness of entries on every page by competent authorities such as Accountable Manager of RPTO/ UAS owner/ Head of Organisation of the Company

4.5 Remote pilot Instructor flying training

4.5.1 The applicant shall, under the supervision of an RPAS master instructor authorized by the DGCA for that purpose:

4.5.1.1 have received training in RPAS instructional techniques including demonstration, student practices, recognition and correction of common student errors; and

4.5.1.2 have practiced instructional techniques in those flight manoeuvres and procedures in which it is intended to provide remote pilot certificate training.

Note: The detailed syllabus is attached as Annexure -I

5. Requirements for approval of TTT organization/ Master Instructor Authorization.

5.1 Eligibility

5.1.1 TTT organization:

5.1.1.1 A DGCA authorised RPTO;

5.1.1.2 Shall have been in operation free from an accident/incident in the preceding six months from the date of application; and no enforcement action pending against the organisation.

5.1.1.3 Shall have generated at least 100 RPCs in respective category and class at the date of application.

5.1.2 Master Instructor:

5.1.2.1 Shall be a DGCA approved Instructor of appropriate category and class;

5.1.2.2 Shall have a minimum experience of imparting training to 100 remote pilot candidates (in respective category and class) for the purpose of RPC at DGCA authorised RPTO(s) at the time of application;

5.1.2.3 Shall have an overall drone flying experience of 200 Hrs, of which flying instructional experience shall be at least 100 Hours in respective category and class; and

5.1.2.4 Shall have an accident and incident free flying violations in preceding six months from the date of application.

5.1.2.5 Shall not have been involved in any violation of the drone rules 2021 or any other rules, regulations, circular, for which enforcement action is in process.

Note:

1. Incident here means any event / occurrence (other than accident defined in the Drone Rules, 2021), that has occurred during training/ operation.

6. Training Syllabus

The training syllabus for Remote pilot instructor course is attached as Annexure-I. RPTOs intending to become TTT organization, shall incorporate separate training curriculum/syllabus for RPI course and RPC course in their Training and procedure manual.

7. Requirements for approval of TTT course and Master Instructor Authorisation

7.1 The eligible applicant shall make an application to Drone Directorate on eGCA platform and upload the relevant documents as per the checklist specified in Annexure 3, at least 45 days prior to intended date of commencement of the training.

7.2 The applicant shall apply for authorization of at least two (02) master instructors in respective category/class of drone, along with application for TTT. Skill test followed by oral exam of the proposed master instructors shall be carried out by a Board constituted by DGCA.

7.3 An approved TTT organization shall have at least two authorised Master Instructors on their base at all time for validity of TTT approval.

7.4 For an approved TTT; Number of students: Number of Master Instructor: 10:1 shall be maintained at all times.

7.5 In case of failure of candidate during assessment, for next assessment, the TTT can apply after a period of 30 days from the date of declaration of result.

8. Requirements for Instructor rating/ additional rating

8.1 The eligible applicant shall make an application to TTT organization authorized by DGCA to undertake RPI course.

8.2 Respective TTT organization shall be responsible for forwarding the list of candidates having successfully undergone the RPI course to DGCA for oral exam. The Individual applicants meeting the requirements of para 4.1 & 4.4, may also apply directly to DGCA for oral exam, in case, respective TTT organization is not functioning after completion of course. DGCA shall issue notification for conduct of the oral exam through the appropriate means.

8.3 DGCA shall conduct oral examination for the eligible candidates for grant of instructor rating by the board. Result of Oral examination shall be declared.

8.4 The applicant shall be permitted for oral examination within a period of one year from the date of skill test towards RPI for fresh rating. Cooling period between the attempts to be at least 30 days.

8.5 The applicant, after availing attempts within a year, shall undergo afresh TTT course for next oral examination.

8.6 Requirements for additional rating:

a) Applicants having RPI rating in one category/class and willing to obtain additional rating in any other category/ class of UAS, need to obtain RPC and gain relevant flying experience in respective category and class of UAS followed by oral exam conducted by DGCA.

b) In such case, RPTO concern is responsible for forwarding the name of candidate to DGCA for oral

exam.

c) The applicant shall be permitted for oral examination within a period of one year from the date of application for 1st attempt towards additional rating. Cooling period between the attempts to be at least 30 days.

d) The applicant, after availing all attempts in a year, shall undergo refresher TTT course along with proficiency check as per para 13.3 (Note 1 & 2) in respective category/ class.

8.7 Any falsification of document/ fraudulent entries, towards obtaining RPC/RPI may lead to debarment of candidature for a period of 2 years.

8.8 The successful applicant, through TTT/ RPTO (as the case may be) shall submit an application for approval of Instructor Rating on eGCA platform within one month from the date of publication of oral result in DGCA website. The list of documents to be uploaded in eGCA are specified in the Annexure 10. Up on approval, the Instructor rating shall be endorsed and reflected in RPC.

9. Requirements for change in scope of TTT approval (Amendment/ up-Gradation Scope)

9.1 The applicant shall make an application for change in scope of TTT approval (amendment/up-gradations of scope) on eGCA platform and upload the Application form & relevant documents as per the checklist specified in Annexure 3, at least 45 days prior to intended date of commencement of the training, under the intended scope.

9.2 The applicant shall apply for authorization/upgrade of at least two (02) master instructors in respective category/class of drone along with application for TTT upgrade. Skill test followed by oral exam of the proposed master instructors shall be carried out by a Board constituted by DGCA. For an approved TTT; Number of students: Number of Master Instructor: 10:1 shall be maintained at all times.

10. Issuance

After such scrutiny and inspection, as necessary and based on the satisfactory compliance of the applicable requirements by the applicant, DGCA may issue TTT approval, Instructor rating/ Master Instructor authorization.

11. Validity

Unless revoked or suspended:-

11.1 TTT approval shall remain valid for a period of five years from the date of issue or until the validity of RPTO Authorization, whichever is earlier, subject to continued compliance of the Drone Rules 2021 and DTCs issued thereunder from time to time.

11.2 Master Instructor authorization shall remain valid for a period up to five years from the date of issue, subject to validity of respective RPC, Instructor rating and TTT approval (where he/she is associated).

11.3 Instructor rating shall remain valid for a period of ten years from the date of issue or the validity of

RPC whichever is earlier, subject to validity of respective RPC.

12. Renewal

12.1 TTT Approval and Master Instructor Authorisation

The applicant shall apply for renewal of TTT Course/ Master Instructor authorisation along with compliance of requirements laid down in this DTC on eGCA platform and upload the Application form & relevant documents as per the checklist specified in Annexure 8 at least 45 days before the date of expiry. The period of renewal shall be for a maximum period of 05 Years.

12.2 Instructor rating

The applicant, through TTT where latest refresher course was undertaken shall apply for renewal of Instructor rating along with compliance of requirements laid down in this DTC on eGCA platform and upload the relevant documents as per the checklist specified in Annexure **11** at least 45 days before the date of expiry. The period of renewal shall be for a maximum period of 10 Years.

13 Functions

13.1 TTT organization

The functions of TTT shall be:

13.1.1 to conduct of Train the trainer course of eligible candidates in respective category and class, as per applicable syllabus prescribed by DGCA.

13.1.2 to ensure compliance of applicable clause of this DTC, prior to conduct of training of candidates and forwarding their name for oral examination to DGCA.

13.1.3 to maintain complete training record of the candidates.

13.1.4 to submit returns as desired by DGCA from time to time.

13.1.5 to make and verify entries in various Logbooks such as Organization/ RPAS/ Battery/ Personnel Logbook etc.

13.1.6 to ensure compliance of The Drone Rules 2021, DTCs and any other guidelines/directions issued by DGCA from time to time.

13.2 Master Instructor

The functions of holder of Master Instructor Authorization shall be:

13.2.1 to impart Instructor training (as per applicable syllabus) and Competency Assessment (Final test) to eligible candidates to take DGCA oral exam towards instructor Rating.

13.2.2 to verify various entries in candidates personal Logbook.

13.2.3 to ensure compliance of The Drone Rules 2021, DTCs and any other guidelines/directions issued by DGCA from time to time.

13.2.4 To impart refresher training to RPI.

13.2.5 All functions of RPI.

Note: Master Instructor shall undergo assessment of their continued proficiency every two years by DGCA Assessor or assessor nominated by DGCA and same shall be recorded in personal logbook.

13.3 Instructor

The functions of the holder of a remote pilot instructor rating shall be:

13.3.1 to carry out RPC training (as per applicable syllabus) for issuance of remote pilot certificate provided that he/she holds remote pilot certificate and instructor rating on respective category and class for which instructions are being given;

13.3.2 to verify various entries in candidates personal Logbook.

13.3.3 to ensure compliance of The Drone Rules 2021, DTCs and any other guidelines/directions issued by DGCA from time to time.

Note:

1. The RPI shall undergo refresher course every 2 years in respective category/class for a duration not less than 8 hours, broadly encompassing the topics covered under Annexure-I and new developments occurred during the period followed by 1 hour of flying covering topics under Para 3.2 of Annexure I.
2. RPI shall undergo assessment of their continued proficiency every two years by master instructor and same shall be recorded in personal logbook.

14. Enforcement Action

In case of any concealment or misrepresentation of facts to DGCA or during the course of training activities, if the organization/individual fails to comply with the requirements of The Aircraft Rules 1937, The Drone Rules, 2021, other applicable DTCs and any other guidelines/directions issued by DGCA from time to time or if the standard of training is found to be below the desired level, the approval/authorisation granted to the organization/individual shall be liable to alteration, suspension or cancellation or Penalty in accordance with the Rule 50 and/ or 53 of the Drone Rules, 2021.

03/06/26

(Vir Vikram Yadav)

Director General of Civil Aviation

Annexure-I

A MINIMUM TRAINING REQUIREMENTS FOR INSTRUCTORS

1. Ground Training

Ground training shall consist of two parts;

(a) Technical theoretical knowledge instruction (technical training) comprising of minimum 05 hours training to include the revision of technical knowledge, the preparation of lesson plans and the development of classroom instructional skills to enable the Instructor to instruct the technical theoretical knowledge syllabus.

(b) Teaching and learning instruction (trainers course) comprising of minimum 7:30 hours training to cover;

- Learning process
- Teaching process
- Training philosophies
- Techniques of applied instruction
- Airborne instruction techniques
- Student evaluation and testing
- Training programme development
- Human performance and limitations relevant to flight instruction
- Specific hazards involved in simulating systems failures and malfunctions in the aircraft during flight
- Training administration
- Mock session

Note: Ground training for instructor can be modular.

2. Simulator Training

2.1 Phase I

One simulator session of at least 1 hour for the purpose of familiarisation and handling of normal, abnormal and emergency conditions.

2.2 Phase II

(a) One simulator session of at least 30 min for trainee Instructor Pilot (s) to observe master instructor imparting instructions on simulator, covering at least Circuit Flying – Square, Flying in

circles, Flying in figure of 8, Disorientation and Recovery.

(b) The trainee Instructor Pilot shall impart instructions on simulator for 30 mins under supervision of master instructor, covering at least Circuit Flying – Square, Flying in circles, Flying in figure of 8, Disorientation and Recovery.

3. RPAS Training

3.1 Phase I

One RPAS practical flying training of at least 1 hour mins to the satisfaction of Master Instructor with the trainee Instructor Pilot having control of Mater remote pilot station and Master Instructor having control of slave remote pilot station and acting as remote Pilot- under-Training. This will provide handling the RPAS in normal, abnormal and emergency conditions while imparting instructions and to take timely corrective actions.

3.2 Phase II

(a) One session of at least 30 min for trainee Instructor Pilot (s) to observe master Instructor imparting instructions on RPAS, covering at least Circuit Flying – Square, Flying in circles, Flying in figure of 8, Disorientation and Recovery.

(b) The trainee Instructor Pilot shall impart instructions on RPAS for 30 mins under supervision of master instructor, covering at least Circuit Flying – Square, Flying in circles, flying in figure of 8, Disorientation and Recovery.

4. Final Test

An Instructor evaluation does not entail an evaluation of the candidate's proficiency in the basic flying skills. The purpose of the Instructor evaluation is to ensure that the candidate has achieved the required skills for briefing, evaluating, and debriefing.

A final test of trainee instructor pilot shall be carried out for at least 30 min, as per Annexure VI

ANNEXURE-2

PROFORMA FOR INSTRUCTOR/ MASTER INSTRUCTOR EVALUATION (FINAL TEST)

Name of Candidate: (under check)	RPC No.	Category	Sub-category	Class	Scope of operations
Name of RPTO	Model Name & UIN number	Date & Time	Duration	Flying experience	Number of RPC generated

Details of DGCA nominated Assessor /Master Instructor:

Name:

RPC no:

Validity:

EXERCISE		**Assessment**
(S – Satisfactory/ U – Unsatisfactory/ NA – Not Applicable)		
PRE-FLIGHT BRIEFING	a. Briefing preparation	
	b. Knowledge of Drone rule and DTCs	
	c. RPAS knowledge	
	d. Lesson plan	
	e. Pre-flight Check	
EVALUATION DURING IN-FLIGHT	a. Ability to give exercises	
	b. Ability to introduce failure	
	c. Time management for evaluation of trainee	
POST FLIGHT BRIEFING	a. Ability to recount key faults	
	b. Note taking during session	
	c. De-brief techniques	
	d. Report writing	
FLIGHT CHECK REPORT	a. Filling-up forms	
	b. Filling up log-books	
	c. other records	

COMMENTS:	**OVERALL ASSESSMENT**	
	SAT	UNSAT
Signature of Candidate:	**Inspector's Signature**	

ANNEXURE-3

Checklist for approval of TTT organisation & Master Instructor Authorization (Initial/ Upgrade/ Amendment)

S. No	DTC Para	Documents to be uploaded on eGCA portal
1	7.1	Application form (Refer Annexure 4)
2	5.1.1.1	RPTO Authorization certificate
3	5.1.1.2	Certificate in letter head signed by Accountable Manager stating a) Accident/ Incident free operation in preceding 6 months b) No enforcement action pending against the organisation
4	5.1.1.3	Declaration certificate along with consolidated statement in company letter head signed by Accountable Manager (Refer Sample consolidated statement in Annexure 5)
5	5.1.2.1	Proof of DGCA Approved Instructor of appropriate category and class a) RPC ~~b)~~ RPI Course completion certificate c) Refresher training record d) Recency requirement record *(All the above certificates shall be attested by Self & Accountable Manager before uploading)*
6	5.1.2.4 & 5.1.2.5	Self-Declaration certificate by proposed master Instructors (Refer Annexure 6)
7	5.1.2.2	Consolidated statement (Refer sample statement in Annexure 7)
8	5.1.2.3	Properly scanned logbook
9		Updated Training and Procedure Manual, SOP etc.
10		Request letter on company letter head signed by authorized signatory
11		Existing TTT Approval & Master Instructor Authorization certificate (applicable for Upgrade & Amendment)

ANNEXURE-4

APPLICATION FOR TTT & MASTER INSTRUCTOR (INITIAL/ UPGRADE/ AMENDMENT)

APPLICANT'S DEATILS

Name of RPTO & Authorization No		Registered address:	
Class room address:	Flying area address:	Validity of RPTO Authorization:	Scope of RPTO Approval (Category, class, condition)
Application for Initial/ Upgrade of Scope / Amendment			
Scope of existing TTT Approval & its Validity (applicable for Upgrade & Amendment)		List of authorized Master instructors with Name RPC number & Scope (applicable for Upgrade & Amendment) 1. 2.	

ELIGIBILTY: 1 . Details of proposed Master Instructors:-

s. no.	Name	RPC details including scope	RPC generated by candidate at the time of application	Total Flying hours & Instructional hours in respective class and category
1.				
2.				

2. **No. of RPC generated by RPTO in Respective Category and Class:-_____**
3. **Details of Enforcement action pending (if any):-**

DECLARATION BY APPLICANT

I CERTIFY THAT (*The RPTO Name*) is in continuous operations and no accident and incident has occurred in the preceding six months from the date of application. I also certify that **THE ABOVE INFORMATION IS TRUE IN EVERY RESPECT, and I AGREE TO ABIDE BY THE PROVISIONS OF THE DRONE RULES 2021 AND DTC's ISSUED THEREUNDER.**

Accountable Manager's SIGNATURE …….. DATE (DD/MM/YY)

Accountable Manager's NAME and stamp

ANNEXURE-5

CONSOLIDATED STATEMENT SHOWING THE EVIDENCE OF GENERATING AT LEAST 100 RPCS IN RESPECTIVE CATEGORY AND CLASS AS PER THE REQUIREMENT SPECIFIED IN PARA 5.1.1.3 OF DTC 01 OF 2023

Name of RPTO:

Authorization Number:

Registered Address:

Flying area address:

Category: **Sub-category:** **Class**:

s. no.	Name of Candidate	RPC Number	Date of Issue
1.			
2.			
100			

I certify that **THE ABOVE INFORMATION IS TRUE IN EVERY RESPECT, and I AGREE TO ABIDE BY THE PROVISIONS OF THE DRONE RULES 2021 AND DTC's ISSUED THEREUNDER.**

Accountable Manager's SIGNATURE …….. DATE (DD/MM/YY)

Accountable Manager's NAME and stamp

ANNEXURE-6

Self-Declaration by the proposed Master Instructor

s. no.	Name of proposed master instructor	RPC details including scope	RPC generated by candidate at the time of application	Total Flying hours in respective class and category	Instructional Experience in respective class and category

I hereby confirm that I have an accident and incident free flying violations in preceding six months and I have not been involved in any violation of the Drone Rules 2021 or any other rules, regulations, circulars communicated and there is no enforcement action on me for any violation.

I certify that THE ABOVE INFORMATION IS TRUE IN EVERY RESPECT, and I AGREE TO ABIDE BY THE PROVISIONS OF THE DRONE RULES 2021 AND DTC's ISSUED THEREUNDER.

Proposed Master Instructor's Signature ……DATE (DD/MM/YY)

ANNEXURE-7

CONSOLIDATED STATEMENT SHOWING THE EVIDENCE OF GENERATING AT LEAST 100 RPCS IN RESPECTIVE CATEGORY AND CLASS AS PER THE REQUIREMENT SPECIFIED IN PARA 5.1.2.2 OF DTC 01 OF 2023

Name of Proposed Master Instructor: **RPC Number:**

Category: **Sub-category:** **Class**:

s. no.	Name of Candidate	RPC Number	Date of Issue	RPTO Name
1.				
2.				
100				

I certify that **THE ABOVE INFORMATION IS TRUE IN EVERY RESPECT, and I AGREE TO ABIDE BY THE PROVISIONS OF THE DRONE RULES 2021 AND DTC's ISSUED THEREUNDER.**

Proposed Master Instructor's Signature ……DATE (DD/MM/YY)

Accountable Manager's SIGNATURE …….. DATE (DD/MM/YY)

Accountable Manager's NAME and stamp

Annexure 8

Checklist for approval of TTT organisation & Master Instructor Authorization (Renewal)

S. No	Documents to be uploaded on eGCA portal
1	Application form (Refer Annexure 10)
2	RPTO Authorization certificate & TPM acceptance
3	TTT approval certificate
4	Documents of Master Instructors a) Master Instructor Authorization certificate b) RPC c) Refresher training record d) Recency requirement record *(All the above certificates shall be attested by Self & Accountable Manager before uploading)*
5	Show cause notice/ Enforcement action documents on organisation & Master Instructors preceding 5 years (if any)
6	Certificate in letter head signed by Accountable Manager stating a) Accident/ Incident free operation in preceding 6 months b) No enforcement action pending against the organisation
7	Training and Procedure Manual, SOP etc.
8	Request letter on company letter head signed by authorized signatory

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APPLICATION FOR APPROVAL OF TTT & MASTER INSTRUCTOR (RENEWAL)

APPLICANT'S DEATILS

Name of RPTO & Authorization no		Registered address:	
Class room address		Flying area address:	
Scope of TTT (Category, Class, condition)	Validity of TTT approval	Scope of RPTO (Category, class, condition)	Validity of RPTO Authorization

ELIGIBILTY: 1. List of authorized Master Instructors:-

s. no.	Name	RPC number with scope	Validity of authorization	Total number of TTT candidates trained
1.				
2.				

2. **No. of TTT candidates trained by organisation :-_____**
3. **Details of all the show cause notice/ enforcement taken by DGCA in preceding 5 years on Organisation & Master Instructors (if any):-**

DECLARATION

I CERTIFY THAT (*The RPTO Name*) is in continuous operations and no accident and incident has occurred in the preceding six months from the date of application. I also certify that **THE ABOVE INFORMATION IS TRUE IN EVERY RESPECT, and I AGREE TO ABIDE BY THE PROVISIONS OF THE DRONE RULES 2021 AND DTC's ISSUED THEREUNDER.**

Accountable Manager's SIGNATURE …….. DATE (DD/MM/YY)

Accountable Manager's NAME and stamp

ANNEXURE-10

Checklist for endorsement of Instructor Rating

S.No	DTC Para	Documents to be uploaded on eGCA portal
1	4.1.1	Qualification certificate
2	4.1.2	Remote Pilot Certificate
3	4.2.5, 4.5 & 13.3 (Note)	RPI Course Completion certificate Refresher course certificate (if applicable).
4	4.3.1	Instructor Evaluation (Final Test)
5	4.3.1	DGCA RPI Oral examination result *(highlighting the respective candidate row)*
6	4.4.2	Logbook (proper scan)
7		Request letter on company letter head signed by authorized signatory

ANNEXURE-11

Checklist for renewal of Instructor Rating

S. No	Documents to be uploaded on eGCA portal
1	Log book (proper scan)
2	Refresher Training records
3	Recency requirement record
4	Show cause notice/ Enforcement action documents preceding 5 years (if any)
5	Certificate in letter head signed by Accountable Manager stating a) Accident/ Incident free operation in preceding 6 months No enforcement action pending against the organisation
6	Request letter on company letter head signed by authorized signatory