



COSCAP^{BAG}



Designated Check Pilot Manual

1st Edition - 2009

TABLE OF CONTENTS

DESIGNATED CHECK PILOT MANUAL.....	7
CHAPTER 1- GENERAL CONDITIONS	7
1.1 Introduction	7
1.1.1 Definition Used In This Manual	7
1.2 Delegation Policy.....	9
1.3 Conflict Of Interest.....	11
CHAPTER 2 - DCP QUALIFICATIONS	13
2.1 Dcp Nominee Qualifications (Initial Issue).....	13
2.1.1 Essential Qualifications.....	13
2.1.2 Additional Qualifications	14
2.2 Dcp Of Loss Of Medical Category	15
2.3 Currency Requirements (Renewal) And Dcp Refresher Training	15
2.3.1 Currency Requirements For Active DCPs.....	15
CHAPTER 3 - APPLICATION AND DCP APPROVAL.....	17
3.1 The Air Operator.....	17
3.2 The Authority.....	17
3.3 Inspector Briefings	18
3.4 Monitored Flight Checks By (Insert National Regulatory Body/State).....	18
CHAPTER 4 - ADMINISTRATION	20
4.1 Approving Authority	20
4.2 Administrative Procedures.....	20
4.3 Addition Of Type Authority To Existing Dcp Approval.....	20
4.4 Withdrawal Of Dcp Privileges.....	20
4.5 Expiration Of Dcp Authority	21
4.6 Conducting/Monitoring Of Dcps	22
4.7 Dcp Training.....	23
4.8 Air Operator Records And Responsibilities.....	23
CHAPTER 5 - TERMS OF REFERENCE	25
5.1 Dcps- Limits Of Authority	25
5.2 Inspectors' Testing Responsibilities	25
5.3 Procedures For "Conducting" Or "Monitoring" A Check Ride	26

5.4	600 Rvr (Checks)	27
5.5	Category Ii/Iii Operations (Checks)	27
CHAPTER 6 - GENERAL GUIDELINES FOR PPCS AND IRTS.....		29
6.1	Purpose	29
6.2	The Inspector And Dcp Relationship	29
6.3	Participation	29
6.4	Documentation	30
6.5	Validity Period	30
6.6	Briefing.....	31
6.7	Flight Tests.....	33
6.8	Assessment Guidelines	33
6.9	Assessment Standards	35
6.10	Pilot Proficiency Check (PPC)	37
	<i>General</i> 37	
	Pre-Flight Phase.....	37
	Flight Phase	37
	Instrument Procedures	39
	Maneuvers	44
6.11	Safe In-Flight Checking Practices	51
6.12	Administrative Procedures - following an unsuccessful check ride	54
CHAPTER 7- PPCS/IRTS.....		56
7.1	Air Carrier.....	56
	7.1.1. Pilot Proficiency Check.....	56
	7.1.2 <i>Schedule I (Flight Simulation Training Device)</i>	57
	7.1.3 <i>Schedule II (Aeroplane)</i>	62
	-----	66
	Appendix A.....	67
	Appendix B.....	71
	Appendix C.....	73
	Appendix D	77
	Appendix E	79
	Appendix F	82

RECORD OF AMENDMENTS

AMENDMENT NUMBER	DATE	PAGES AFFECTED	DATE ENTERED	INITIALS

DESIGNATED CHECK PILOT MANUAL

AIR CARRIER

CHAPTER 1- GENERAL CONDITIONS

1.1 INTRODUCTION

This Designated Check Pilot Manual is applicable for a DCP (Designated Check Pilot) of *(Insert Name of National Regulatory Body with State)*. The privilege to be accorded to a DCP has been categorized into 2 (two) 'Types' such as :

- a) DCP Type A
- b) DCP Type B

1.1.1 DEFINITION USED IN THIS MANUAL

- a) **Authority** means a common terminology implied by Civil Aviation Authority/Administration, Directorate General of Civil Aviation, Department of Civil Aviation or any other term that is used by a State that performs as a regulatory body in the field of aviation for the State.
- b) **DCP** means Designated Check Pilot, who is an operator's employee and given delegated powers by the Authority to perform certain regulatory duties and functions for or on behalf of the State, as specified in the instrument of delegation.
- c) **Aircraft Operating Manual** means a Pilot's Operating Manual, a Pilot's Operating Handbook, a Flight Crew Operating Manual or a Manual established by the Air Operator for the use and guidance of crewmembers in the operations of its aircraft.
- d) **CAR** means Civil Aviation Rules/ Regulations/ Standards/ Procedures/ Directives/ Equivalent Documents etc.
- e) **DCP Type A** means a DCP who, as an authorized person, may conduct Flight or Skill tests, Recurrent Pilot Proficiency Checks (PPCs), recurrent Instrument Rating Tests (IRTs) and Category II and/or III Approach endorsements as applicable . All these endorsements may be accomplished either in approved Flight Simulation Training Device or in actual aircraft depending on situation and circumstances as approved by the Regulatory Authority. A DCP Type A has all of the authorities of a DCP Type B. However, a DCP Type A is not authorized to perform a Flight or Skill Test leading

to the award of a Licence (CPL or ATPL or Type Rating) unless explicit approval has been granted to him by the relevant Licensing Authority in writing.

- f) **DCP Type B** means a DCP authorized to conduct Pilot Line Indoctrination and /or Line Checks in accordance with Civil Aviation Regulations.
- g) **Conducting** means to take an active role in the flight check, to be involved in pre-flight preparation, the briefing, the control and pace of the various sequences in the assessment of the nominee's performance, the debriefing, and completion of required documents.
- h) **Monitoring** means to taking a passive role during the check. **(Insert National Regulatory Body/State)** Inspectors will do monitoring where the Inspector's interest will be in the manner in which the DCP conducts the test, assesses the results and processes the necessary documentation.
- i) **Inspector** means **(Insert National Regulatory Body/State)** Inspector who is duly authorized by the Authority.
- j) **DCPs** are Operators' employees who have been given delegated powers by the Authority.
- k) **A DCP** can have simultaneously more than one authority provided he/she possesses the desired qualification and authorized so by the Authority.
- l) **Nominee** means a person nominated by an Air Operator as a candidate for DCP approval by **(Insert National Regulatory Body/State)**.
- m) **PPC** means Pilot Proficiency Check, which is deemed to meet the requirements for an aircraft handling and instrument rating as per CAR.
- n) **IRT** means Instrument Rating Test/Check which is deemed to meet the requirement of Instrument Rating only.
- o) **IRC** means Initial Route Check.
- p) **SID** means Standard Instrument Departure.
- q) **STAR** means Standard Terminal Arrival.
- r) **SOP** means the Authority approved Standard Operating Procedures established by an Air Operator, which enable the crewmembers to operate the aircraft within the limitations specified in the Aircraft Flight Manual.
- s) **Training Pilot** means an experienced instructor pilot. A training pilot does line indoctrination only.
- t) **Flight Test or Skill Test** is a demonstration of knowledge and skill of a pilot and, to be conducted by a DCP with the explicit approval of the Authority and, may include such oral examination as the DCP may determine necessary, to ascertain the competency of the person being checked for initial issue of a licence or rating.

- u) **Proficiency Check** is a demonstration of continuing knowledge and skill to revalidate or renew ratings and may include such oral examination as the DCP may determine necessary.

(Insert any other definition or terminology being used by the Operator/State)

- v) **Appendix** : These are different forms used for various purposes are placed at the end of the DCP Manual and designate as follows : -
- (i) Appendix A : Nomination for Operator Designated DCP
 - (ii) Appendix B : DCP Approval
 - (iii) Appendix C : Pilot's Line Check Report
 - (iv) Appendix D : Schedule of Pilot Flight Checks
 - (v) Appendix E : DCP Monitoring Report
 - (vi) Appendix F : Pilot Check Report
 - (vii) Appendix G : Summary items for PPC

(Insert any other Appendix required to be used by the Operator/State)

1.2 DELEGATION POLICY

- 1.2.1 The DCP program has been instituted to allow an Air Operator to develop and maintain a program of flight crew checks independent of the availability of Inspectors of the Authority. **DCPs must, however, be constantly aware that they perform their testing/checking duties as delegates of the (Insert National Regulatory Body/State)** under CAR. Therefore they should uphold the expectation of the Authority at all times and be loyal to the Authority when performing such delegated tasks and functions
- 1.2.2 In ideal case, all the testing/checking tasks and functions should be performed by the Inspectors attached to the Authority in order to ensure that every pilot achieves and maintains the required level of proficiency in accordance with the Civil Aviation Regulations whilst performing flying duties.
- 1.2.3 However, due to shortage of required inspectors with the Authority to perform such tasks, sufficiently experienced pilots with integrity in the air operators' fleet may be considered to perform such duties and functions under delegation, for and or on behalf of the Authority. The DCP program is designed to supplement State's Safety Oversight responsibility by delegation of certain powers and functions.
- 1.2.4 The DCPs shall bear in mind that the standards of competence of pilots depend to a great extent on the competence of the DCP who conducts such tests/checks and the mode and manner that such tests/checks are carried out.
- 1.2.5 The number of DCPs and their conduct of Flight or Skill Tests/ Proficiency Checks are closely monitored by and, at the option of the Authority in order to ascertain whether the DCPs are in a position to discharge the delegated tasks and functions

independently meeting the required standards, without any bias or deviation. Such a monitoring is required for the standardization of the testing/checking procedures of DCPs.

- 1.2.6 An Inspector may conduct any of the Flight or Skill Tests /Checks referred to in this manual, at any time if deemed so necessary, by the Authority. An Inspector may monitor any approved DCP conducting any flight / skill test or check.
- 1.2.7 Qualified personnel of integrity, nominated by an Air Operator will be designated by the **(Insert National Regulatory Body/State)** for the position of DCP. The authority is not transferable between Air Operators. However, experience of working as DCP with one operator will be an added qualification, when it comes to appointment as a DCP for another operator functioning under the same Authority.
- 1.2.8 A DCP shall hold appropriate licence and rating granting privileges at least equal to the licence or rating for which they are authorized to conduct tests/checks.
- 1.2.4 Under the CAR, DCPs are holders of an ‘authority’ delegated to them by the **(Insert National Regulatory Body/State)**. This authority is in the form of an approval document issued to the DCP authorizing DCP duties subject to the conditions listed therein.
- 1.2.5 The **(Insert National Regulatory Body/State)** may suspend or cancel an ‘authority’ without assigning a reason.
- 1.2.6 DCP shall not conduct test/check on applicants to whom they have given flight instruction for that licence or rating except with the express consent in writing of the Authority.
- 1.2.7 The DCP authority to conduct tests/checks in accordance with CAR will specify the type of Test/Check the DCP may conduct and on which aircraft type.
- 1.2.8 PPCs and IRTs shall not be conducted during revenue flights.
- 1.2.9 DCP Type A, and B are Authorized Persons of the Authority to perform the delegated tasks and functions and hold the same powers as of the regular Inspector attached to the Authority when performing such duties.
- 1.2.10 An air operator intending to establish DCP Programme, should set out the minimum qualification and experience requirements that should be satisfied by a pilot to be recommended by the Operator to the Authority for appointment as a DCP and obtains the approval of the CAA thereto.
- 1.2.11 The system of selecting potential candidates for DCP should be fair and transparent such that only the proper and competent personnel with integrity will be recommended to the CAA for appointment as DCP, so that DCP programme receives the wider recognition. It is necessary that the nominated DCP will be able to command professional respect from the pilot population of the air operator and, the required standards in testing/checking are maintained consistently, upholding safety. It is recommended that air operators with large complements of pilots adopts a

mechanism of advertising the positions calling for applications and select the proper applicants through an interview process, which may even be attended by the Authority.

- 1.2.12 Air Operators must inform the **(Insert National Regulatory Body/State)** of their intentions to send potential DCPs to DCP course. This may be done by forwarding a nomination form for each candidate (Appendix "A") or by formal letter listing course candidates who will be attending the forthcoming course. This is to verify that there is a need for a DCP in that company and that the nominee is acceptable to the **(Insert National Regulatory Body/State)**.
- 1.2.13 An Air Operator shall advise the **(Insert National Regulatory Body/State)** when a DCP is no longer employed by the Company or will not be required to perform DCP duties during the coming 12 months.
- 1.2.14 Though the DCP is the holder of the authorization he/she requires the authority of the company to do a check ride on behalf of the **(Insert National Regulatory Body/State)**. Notice of withdrawal is only required if the authority is removed for cause.

1.3 CONFLICT OF INTEREST

- 1.3.1 Conflict of Interest is defined as any relationship that might influence a DCP to act, either knowingly or unknowingly, in a manner that does not hold the safety of the traveling public as the primary and highest priority.

The following situations are considered as possible conflict of interest between the DCP and his/her delegated authority.

- a) level of DCP's financial interest in the company ;
- b) DCP's direct involvement in company ownership ;
- c) DCP owing a substantial number of voting shares ;
- d) Conducting a Test/Check on a pilot whom the DCP has trained which is subject to the test/check
- e) Conducting a test/check again on a pilot who was not successful at the previous test/check which was conducted by the DCP.
- f) DCP having family ties with company owners ; and,
- g) Any privileges or favours, which could bias the DCP's ability to conduct his or her duties.
 - i. In order to preclude this and prior to submission of a DCP Nomination, each company shall investigate each candidate's background, character and motives and declare any conflict of interest found. In addition, each candidate shall declare on their resume which accompanies their nomination form, any conflict of interest of which they have knowledge, and shall be prepared to

discuss at each annual monitor thereafter any change to their status in this regard.

- ii. All DCPs are held to be in a “perceived conflict of interest” in that they are simultaneously employees of the company and delegates of the **(Insert National Regulatory Body/State)** when performing their checking duties. **To avoid a real conflict of interest, it is imperative that DCPs strictly adhere to the policy and guidelines contained in this manual.** Lack of adherence to the manual may result in a suspension or cancellation of a DCP’s delegation.
- iii. The final authority for deciding whether there is any conflict of interest which might affect the DCP’s ability to conduct check rides in an impartial manner rests with the **(Insert National Regulatory Body/State)**.
- iv. It must be stressed that any effort by an Air Operator to influence or obstruct a DCP in any way in the course of fulfilling his or her obligations to the **(Insert National Regulatory Body/State)** will result in the forfeiture by the operator of the privilege of employing DCPs. The validity of any checks performed by the affected DCP will be revoked.
- f) Should any DCP come into a situation of conflict of interest; a full report of the circumstances shall be immediately submitted to the **(Insert National Regulatory Body/State)** for review.
- g) Furthermore, a company shall periodically review the status of each DCP to ascertain that they are not in any conflict of interest and shall record this review on the DCP’s file.

CHAPTER 2 - DCP QUALIFICATIONS

2.1 DCP NOMINEE QUALIFICATIONS (INITIAL ISSUE)

Criterion for the nomination of different categories of DCP shall be as follows:

- (a). For the nomination of any type of DCP, an applicant shall have fulfilled the requirements as laid down in the CARs of **(Insert National Regulatory Body/State)** as well as those outlined in the Authority approved manual of the company and must have previous experience of minimum 100:00 Training hours on type as a Training Pilot (Flight Instructor) of a commercial air operator.
- (b). For the nomination of DCP Type A, an applicant shall have previous experience as on-type DCP Type B.
- (c). For the nomination of DCP Type B, an applicant shall have previous on-type Flight Instructor Rating or other rating(s) with **checking capabilities**.

2.1.1 ESSENTIAL QUALIFICATIONS

The DCP Type A Nominee, in addition to Para 2.1 (a) and (b), shall:

- a) hold a valid ATPL with a valid Instrument Rating endorsed for type as Pilot-in-command which would allow the applicant to fly commercially on the same type of aircraft as requested in the application for checking privileges ;
- b) have as much flight hours as possible but at least not less than 1,000 flight hours as Pilot-in-Command;
- c) demonstrate flying proficiency on the type to which the nominee seeks checking authority;
- d) have been employed as Pilot-in-Command in the same type of commercial operation for which testing/checking authority is sought ; and,
- e) demonstrate satisfactory knowledge of the contents and interpretation of the following publications ;
 1. Civil Aviation Requirements/Rules and Air Navigation Orders/Equivalent Documents etc of **(Insert National Regulatory Body/State)**;
 2. International Civil Aviation Requirements/Standards
 3. Designated DCP Manual issued by the Authority
 4. Personnel Licensing Procedures of **(Insert National Regulatory Body/State)** and International Standards.

5. ICAO SARPS contained in the Annex 6 regarding pilot proficiency requirements, training, and recency.
- f) demonstrate a thorough knowledge of the Air Operator's Operations Manual, Air Operator Certificate and associated Operating Specifications, SOPs and applicable Aircraft Flight and Flight Crew Operating Manuals ;
- g) demonstrate knowledge and ability to conduct on a suitable candidate a Pilot Proficiency/Instrument Renewal(s), Base Check(s) or Line Check(s) if required as appropriate on the aircraft or in the Flight Simulation Training Device on which the DCP has been nominated. Such demonstration flight(s) will be monitored and assessed by an Inspector of **(Insert National Regulatory Body/State)**.

The DCP Type B nominee, in addition to Para 2.1 (a) and (c), shall :

- a) hold a valid ATPL with a valid Instrument Rating endorsed for type;
- b) have accumulated a minimum of 1000 flight hours as PIC. One half of the second in command time on aircraft or up to 500 hours, can be counted towards the 1,000 hours PIC time.
- c) have a minimum at 06 (six) months experience as line captain and shall have minimum 500 hours PIC on Type.

2.1.2 ADDITIONAL QUALIFICATIONS

In addition to 2.1.1, an applicant for DCP Type A,

- a) a nominee for DCP should have successfully completed a DCP training programme approved by the Authority. Under extenuating circumstances the **(Insert National Regulatory Body/State)** may approve checking authority without the DCP course, for a period not to exceed three(3) months. Extenuating circumstances could be illness or non-availability of a DCP course.
- b) have a minimum of six (6) months experience as Line Captain on the type of aircraft for which DCP authority is sought and have accumulated not less than 500 hours as pilot-in-command on type.
- c) Observe at least two PPCs conducted by a DCP **(Insert National Regulatory Body/State)** prior to getting the rating.
- d) An inspector of the Authority, or a sufficiently senior DCP as approved by the Authority, will observe all DCP applicants conducting a test on an 'applicant' in an aeroplane/helicopter for which DCP authorization is sought. Items from the 'Syllabi for training and flight and skill tests/proficiency check will be selected by the inspector for examination of the 'applicant' by the DCP applicant. Having agreed with the inspector the content of the test, the DCP applicant will be expected to manage the entire test. This will include briefing, the conduct of the flight, assessment and debriefing of the 'applicant'. The inspector/senior DCP will discuss the assessment with the DCP applicant before the 'applicant' is debriefed and informed of the result.

(Note: For senior pilots who had functioned as DCP but been grounded due to medical reasons, the Authority may waive one or more of the above requirements, depending on the circumstances)

In addition, DCP type B nominee shall :

- a) have successfully completed an DCP training program. Under extenuating circumstances the **(Insert National Regulatory Body/State)** may approve checking authority without the DCP course, for a period not to exceed 3 months. Extenuating circumstances could be illness or non-availability of a DCP course.
- b) monitor one full course of Flight Training exercise on type
- c) His final handling check conducted by DCP A shall be monitored by an inspector of **(Insert National Regulatory Body/State)** in aircraft or alternately in the Flight Simulation Training Device as in Para 2.3.1.(j).

2.2 DCP OF LOSS OF MEDICAL CATEGORY

A DCP Type A who has been declared medically unfit may continue with DCP duties, **in approved Flight Simulation Training Device** only, provided the following additional conditions are met :

- a) **(Insert National Regulatory Body/State)** is notified and appropriate approval is obtained in writing ;
- b) The DCP shall complete all requirements of the air operator's on-type approved training program with the exception of line checks; and
- c) Semi-annually, the DCP shall monitor, from an observer's seat, four sectors representative of the operations for the aircraft type.

2.3 CURRENCY REQUIREMENTS (RENEWAL) AND DCP REFRESHER TRAINING

2.3.1 CURRENCY REQUIREMENTS FOR ACTIVE DCPs are :

- a) **DCP Type A and B** must have valid PPC and valid Instrument rating.
- b) **DCP Type A and B :**
 - i) prior to being authorized to conduct Test or Check as applicable, the DCP must have completed a DCP course.
 - ii) attend DCP refresher course (2.3.3) every 5 years from the date of appointment or completion of the DCP course, whichever is later. **(Insert National Regulatory Body/State)** may grant 90-day extensions under extenuating circumstances. Extenuating circumstances could be illness or non-availability of a DCP course.

Note : A DCP (Medically unfit) should undergo DCP course prior to and DCP refresher course successively once in every five years.

- c) **DCP Type A** must conduct at least ten (10) PPC and IRTs every 12 months or their delegated authority will be revoked. Concession to this requirement may be given, under special circumstances, at the discretion of **(Insert National Regulatory Body/State)**.
- d) **DCP Type B** must conduct at least 10 line checks (Route Checks) every 12 months or their delegated authority will be revoked. Concession to this requirement may be given, under special Circumstances, at the discretion of **(Insert National Regulatory Body/State)**.

Note: To maintain the same date of validity for successive years, the Annual monitor by an Inspector of **(Insert National Regulatory Body/State)** on every type of DCPs may be completed in the last 90 days of the validity period.

- e) **DCPs Type A and B** must pass an annual PPC renewal in the Flight Simulation Training Device conducted **or** monitored by an Inspector of **(Insert National Regulatory Body/State)**.
- f) **A DCP Type A** must conduct a PPC and/or IRT annually in the Flight Simulation Training Device monitored by an Inspector of **(Insert National Regulatory Body/State)**. This exercise may be accomplished together with annual PPC renewal augmented session [as in 2.3.1.(g)]
- g) **A DCP Type B** must successfully complete a line check (Route Check) annually monitored by an Inspector of **(Insert National Regulatory Body/State)**.
- h) Performance of a **DCP (Medically unfit)** may be monitored by an Inspector as and when desired by **(Insert National Regulatory Body/State)**.

2.3.2 To regain DCP status, the DCP who has not conducted 10 check rides in 12 months must re-apply as a DCP nominee in accordance with sections 2.1. and 3.1 of this manual.

2.3.3 DCP refresher course :

A DCP refresher course consists of the academic portion of an approved DCP course (Flight Simulation Training Device portion not required).

CHAPTER 3 - APPLICATION AND DCP APPROVAL

3.1 THE AIR OPERATOR

- 3.1.1 The Air Operator shall select a potential candidate for DCP per the approved procedures specified in the Air Operator's Manual and forward a formal application to the Authority for approval.
- 3.1.2 The Director of Flight Operations shall complete and sign the nomination form in accordance with the instructions printed thereon (see Appendix "A"). A resume of the candidate's background, qualifications and experience is required and must include previous flight check or supervisory experience. A candidate should declare on his/her application any interest in the company or other conditions that could result in a conflict of interest. Interest in a company will not automatically disqualify a candidate from receiving DCP authority. **(Insert National Regulatory Body/State)** will assess every case with consideration given to all circumstances involved.
- 3.1.3 When the Director of Flight Operations is the nominee; CEO, Managing Director or Chairman of the company must sign the form.
- 3.1.4 If a deviation from the qualifications and experience requirements stated in Chapter 2 is required, supporting documentation justifying the deviation must be included with the nomination form.
- 3.1.5 The completed nomination form, with required supporting documentation, shall be submitted to **(Insert National Regulatory Body/State)**.

3.2 THE AUTHORITY

- 3.2.1 **(Insert National Regulatory Body/State)**, upon receipt of the application, will:
- a) verify the requirement for a DCP considering:
 1. the number and variety of aircraft operated;
 2. the location of the Air Operator's bases and accessibility;
 3. the type of operation; and
 4. the number of DCPs employed by the Air Operator (where applicable)
 5. the process followed by the Operator in selecting the nominee(s), in relation to the approved procedure
 - b) verify the Air Operator's record of performance related to adequacy of record keeping (where applicable) for training and checking;
 - c) confirm that the nominee is acceptable in terms of experience, competency and personal suitability and meets the qualifications set out in Chapter 2 or that any deviation is justified and acceptable; and

- d) contact the Air Operator to arrange a meeting between the nominee and an Inspector.

3.2.2 **(Insert National Regulatory Body/State)** may either approve or disapprove a nominee not meeting all of the stated requirements. Justification is to be included with the nomination application form.

3.3 INSPECTOR BRIEFINGS

3.3.1 The Inspector of **(Insert National Regulatory Body/State)** will brief, examine and de-brief the candidate on the following topics:

- a) Responsibility and obligation of the DCP towards the Authority including powers vested in the DCP.
- b) the procedures and technique associated with conducting a flight check;
- c) the technique and standards used in the assessment and evaluation of a flight;
- d) briefing and debriefing procedures and requirements;
- e) completion of the Flight Check Forms; and
- f) the contents and interpretation of pertinent publications:
 1. Civil Aviation Rules/Requirements etc
 2. Personal Licensing Procedure of **(Insert National Regulatory Body/State)**;
 3. Designated DCP Manual;
 4. Air Operator's Operations Manual, Operating Specifications and SOPs

3.4 Monitored Flight Checks BY (INSERT NATIONAL REGULATORY BODY/STATE)

3.4.1 The Inspector of **(Insert National Regulatory Body/State)** shall observe the DCP Type A nominee demonstrate his/her ability to conduct the on-type PPCs for which approval is sought.

Note: an approved Flight Simulation Training Device approved by the Authority for that air operator's training might substitute the aircraft.

3.4.2 The Inspector of **(Insert National Regulatory Body/State)** may recommend DCP Type B privilege based on direct observation of the nominee acting as a DCP or knowledge of the nominee's experience and personal ability as a DCP.

3.4.3 The Inspector of **(Insert National Regulatory Body/State)** shall recommend the DCP authority be issued, by the **(Insert National Regulatory Body/State)** to the DCP as requested **or issue a limited authority** based on the nominee's demonstrated ability.

- 3.4.4 If the DCP nominee fails to meet the qualifications and knowledge requirements or is unable to demonstrate a satisfactory level of competence, the **(Insert National Regulatory Body/State)** shall inform the Air Operator affected.

CHAPTER 4 - ADMINISTRATION

4.1 APPROVING AUTHORITY

4.1.1 *(Insert National Regulatory Body/State)* will be the approving authority for the issuance, variation, withdrawal or suspension of DCP authority.

4.1.2 Air Operators are to contact the *Director Flight Safety & Regulations (OR, specify as appropriate)* to process DCP nomination for onward approval by the *(Insert National Regulatory Body/State)*.

4.2 ADMINISTRATIVE PROCEDURES

4.2.1 Where the nominee is considered satisfactory, the Inspector of *(Insert National Regulatory Body/State)* shall, after a satisfactory monitor check, complete the recommendation block on the nomination form (Appendix A). The *Director Flight Safety & Regulations (OR, specify as appropriate)* shall complete the second block. The *Director Flight Safety & Regulations (OR, specify as appropriate)* shall then recommend to the *(Insert National Regulatory Body/State)* for approval of DCP authority using the appropriate Appendix, **ensuring that a copy is retained on files and a copy is forwarded to the operator.**

4.3 ADDITION OF TYPE AUTHORITY TO EXISTING DCP APPROVAL

4.3.1 A DCP nomination form (Appendix A) shall be submitted containing only the additional information pertaining to the additional privileges requested. The application shall be signed and submitted as for an initial DCP approval.

4.3.2 The *Director Flight Safety & Regulations (OR, specify as appropriate)*, the *(Insert National Regulatory Body/State)* shall determine whether the request is warranted and verify the nominee's qualifications.

4.3.3 Where the request is for addition of PPC/IRT authority the candidate shall demonstrate the ability to conduct PPCs.

4.3.4 When the nominee has met all requirements, a revised DCP approval shall be issued. The revised approval shall be annotated "This approval supersedes and cancels the approval dated (previous approval date)."

4.4 WITHDRAWAL OF DCP PRIVILEGES

4.4.1 DCP privileges may be withdrawn by the *(Insert National Regulatory Body/State)* in part or in whole without assigning any reason thereof. In these cases, *(Insert National Regulatory Body/State)* will issue a notice of suspension to the DCP concerned and inform the Air Operator affected. **Where there is an immediate threat to safety this privilege can be withdrawn immediately.**

4.4.2 The *(Insert National Regulatory Body/State)* may withdraw a DCP's authority if evidence shows that the DCP has:

- a) at any time, acted in a manner which is in contravention of the guidelines contained in this manual or in breach of the trust placed by the Authority on the DCP;
- b) placed a personal interest, or the interest of the company, ahead of the interest of the travelling public;
- c) failed to attend the required initial or refresher training;
- d) required instruction to maintain the required standards or to follow proper procedures;
- e) fraudulently used DCP authority or has acted in any other way that would discredit the **(Insert National Regulatory Body/State)**.
- f) breached the ***Civil Aviation Rules, Regulations, Instructions etc;***
 - g) **(Insert National Regulatory Body/State)** Inspector determines during the course of a flight check, test or monitor ride, that the DCP no longer meets Civil Aviation Standards. The DCP will be informed verbally, immediately upon completion of the check ride or test, or the Inspector may stop the check at the time the problems occur;
 - h) exercised poor judgement in assessing candidates performance in relation to the standards.
- i) been recommended by the operator for withdrawal of DCP authority based on genuine ground.
- j) failed in any flight check or PPC as evidenced by a DCP/DCP, an Inspector of **(Insert National Regulatory Body/State)** and/or Flight Simulation Training Device DCP/DCP.
- k) met with an incident or accident when acting as PIC or delivering duties as DCP where an investigation would find him responsible.

4.4.3 When it has been alleged that any DCP has acted in a manner specified in 4.4.2, the **Director Flight Safety & Regulations (OR, specify as appropriate)**, prior to making a final decision in the matter, shall ensure :

- a) a comprehensive report from an Inspector of **(Insert National Regulatory Body/State)** who has investigated the matter has been submitted for consideration ; and
- b) the DCP and where applicable, the company in question have been given a formal opportunity to respond to the allegations, either verbally or in writing. The DCP has the right to appeal the decision to the **(Insert National Regulatory Body/State)** within 10 days.

4.5 EXPIRATION OF DCP AUTHORITY

4.5.1 A DCP's Type A privileges will cease to be in force when ;

- a) the DCP's PPC on type or instrument rating has expired ;
- b) the DCP's medical category invalidates his/her license (see section 2.2) ;
- c) five years have elapsed without a refresher DCP course being completed.
- d) The DCP has not been monitored by an Inspector within the preceding 12-month period (The DCP authority is valid to the first day of the 13th month following the month in which he/she was last monitored) ;
- e) One or more of the conditions applicable for the appointment and/or maintenance of approval to function as DCP are not met.
- f) Five years have elapsed on particular equipment as DCP to promote others to avail the authority unless the operator has shortage of appropriate nominees or desires to renew his DCP privileges afresh and the **(Insert National Regulatory Body/State)** approves, in which case the applicant should meet the requirements as mentioned in section 2.3.
- g) Any time the DCP has been denied his privileges under section 4.4. in which case he will not qualify for renewal of his DCP privileges by the **(Insert National Regulatory Body/State)**.

Note : If the Air Operator can show that it is impractical to arrange a monitor ride by an Inspector of **(Insert National Regulatory Body/State)** for the DCP prior to expiry date, an extension may be granted by the **(Insert National Regulatory Body/State)** on a specific case basis. Maximum extension may not exceed 90 days from the date the monitor ride was due.

4.6 CONDUCTING/MONITORING OF DCPs

4.6.1 The **(Insert National Regulatory Body/State)** shall conduct/monitor the standards of all DCPs by :

- a) Conducting **or** monitoring each DCP Type A passing an annual PPC renewal in the Flight Simulation Training Device [as in 2.3.1.(g)].
- b) Conducting a PPC and/or IRT on each DCP Type A **or**, monitoring him/her conducting recurrent PPC and/or IRT on trainees once in every 12 months,
- c) Conducting a line check on DCP Type B **or**, monitoring him/her conducting a line check on a line pilot once in every 12 months.
- d) Monitoring the activities of each DCP to ensure:
 - 1. his/her reports are complete, accurate and meaningful;
 - 2. his/her Flight Checks cover the required sequences;
 - 3. his/her conduct of Flight Checks is fair and in conformance with the standards and procedures described in this manual ;

4. he/she is acting within the limits of his/her authority ;
- g) Completing the DCP Monitoring Report (Appendix E), retaining of records, and updating the Air Operator's DCP file.

4.7 DCP TRAINING

Every DCP shall unless otherwise exempt by the Authority should have completed an approved of course of training prior to appointment as a DCP. It is necessary that a DCP undergo recurrent training at least once in every five years. The course shall cover at least the following with sufficient details.

- a. General
- b. Training Content
- c. Test/Check Standards
- d. Purpose of test and checks
- e. DCP preparation for test/check
- f. Weather minima
- g. Pre flight – briefing
- h. Applicant's planning and facilities
- i. Airmanship
- j. Assessment System
 - i. Flight Management
 - ii. Conduct of test/check
 - iii. Repeat items
 - iv. Pass/fail criteria
 - v. The result
- k. Post flight – debrief
- l. Complaints and Appeals

4.8 AIR OPERATOR RECORDS AND RESPONSIBILITIES

4.8.1 It is the Air Operator's responsibility to ensure a DCP's authority is valid before scheduling him/her to conduct a Flight Check. To aid in this responsibility, an Air Operator shall maintain records to show:

- a) the last date in which a DCP Type A and/or Type B had his/her PPC renewed/monitored by an Inspector;
- b) the last date when the DCP Type C was monitored conducting a Flight Check by an Inspector and when his/her next monitored ride is due; and
- c) a list of the Flight Checks and a copy of all line checks conducted by the DCPs.

- 4.8.2 It is the Operator's responsibility to submit to **(Insert National Regulatory Body/State)**, a monthly schedule of proposed flight checks to be conducted. The list should be submitted to arrive at least seven (7) days prior to the first scheduled check. Unless another method is approved, form (Appendix "D") is to be used.
- 4.8.3 Where a DCP's PPC renewal or monitored ride becomes due, during the period covered by the monthly schedule, it should be so noted by the Air Operator on the form submitted, (Appendix "D") and an advance booking confirmed with **(Insert National Regulatory Body/State)**.
- 4.8.4 If a delay or problem is anticipated by the Air Operator in arranging either a PPC or monitored ride on a DCP prior to the expiry date, contact should be made at once by telephone with **(Insert National Regulatory Body/State)** to make alternate arrangements.
- 4.8.5 The original of all company-conducted checks which are recorded on forms shall be submitted to **(Insert National Regulatory Body/State)** as soon as practicable after the flight check is completed.

CHAPTER 5 - TERMS OF REFERENCE

5.1 DCPs- LIMITS OF AUTHORITY

5.1.1 DCPs Type A with the appropriate licenses may be authorized to conduct:

- a. Authorized persons Duties and responsibilities
- b. Recurrent PPCs and/or IRTs
- c. Base Checks/Aircraft portion of the PPC if required
- d. Line Checks
- e. 1200 RVR Take-Off Checks;
- f. 600 RVR Take-off Checks;
- g. Category II and or Category III Approach Checks; and

5.1.2 A DCP Type A may conduct a re-test of a failed PPC or IRT provided **(Insert National Regulatory Body/State)** is informed. An Inspector shall conduct/monitor a second re-test of a failed PPC/IRT.

5.1.3 A DCP may conduct a semi-annual PPC or IRT on a company executive or supervisory pilot of the Air Operator who is senior to him/herself if that executive or supervisor has satisfactorily completed his/her annual PPC with an Inspector.

5.1.4 A DCP shall not conduct a semi-annual PPC or IRT on a candidate to whom he/she has given the initial or upgrade Flight Simulation Training Device or aircraft flight training,

5.1.5 A DCP may conduct both the recurrent training and recurrent check ride on the same candidate with prior approval from **(Insert National Regulatory Body/State)** for justified reasons. In each case the written justification must also be placed on the candidates' file for each occurrence, for audit purposes. Where this occurs, the next recurrent PPC/IRT shall be given to the candidate by a different DCP, or if none is available, **(Insert National Regulatory Body/State)** Inspector (either conducting or monitoring).

5.1.6 A DCP will not conduct a PPC on an Inspector unless **(Insert National Regulatory Body/State)** has granted specific authority.

5.2 INSPECTORS' TESTING RESPONSIBILITIES

5.2.1 The following checks must be conducted by an Inspector of **(Insert National Regulatory Body/State)** or a senior DCP who is specifically approved by the Authority in writing:

- a) Initial endorsement flight/skill test for award of a Licence or an aircraft type rating on the licence and/or Initial Route Check (IRC)*

- b) Initial Instrument Flight Check*
- c) re-check of a failed PPC / IRT/IRC
- d) annual PPC renewal or biennial renewal of each DCP Type A;
- e) a Base Check on an Air Operator pilot when the Air Operator has no authorized DCP Type A; and
- f) a PPC or IRT on each executive or supervisory pilot senior to the DCP at least once each year.

Note:* In case of non-availability of an Inspector, the authority to conduct this check may be delegated by **(Insert National Regulatory Body/State)** to a DCP on a case to case basis.

5.2.2 In addition to the check flights detailed above that must be conducted by an Inspector, **(Insert National Regulatory Body/State)** shall reserve the right to conduct a sample of recurrent PPC or IRT to validate an Air Operator's training program.

5.2.3 Check rides conducted outside ***(State)*** by Inspectors will be subject to cost recovery (as per the existing policy on Cost Recovery for Regulatory Services Provided outside ***[State]*** as detailed in the Fees Schedule).

5.3 PROCEDURES FOR "CONDUCTING" OR "MONITORING" A CHECK RIDE

5.3.1 An Inspector of **(Insert National Regulatory Body/State)** shall not act as Pilot-in-Command when conducting any check ride.

5.3.2 Where a test is monitored in an aircraft or an approved Flight Simulation Training Device, the Inspector will:

- a) complete the DCP monitoring report (appendix E);
- b) if the monitor was for a DCP nominee, the Inspector will sign the PPC report and attach a copy of the DCP monitor form to the nomination.

5.3.3 A First Officer or Co-Pilot who completes all the mandatory phases of the check (Appendix F) will be checked as First Officer in the section of crew status block. Before being assigned as a Pilot-in-Command, a satisfactory PPC and IRT must be conducted from the Pilot-in-Command position and the crew status block checked as Captain.

5.3.4 The Inspector and DCP Flight Simulation Training Device operator or safety pilot will meet prior to the check to establish the sequence of procedures to be demonstrated and to delineate the extent of the Inspector's input.

5.3.5 Either the Inspector or DCP may conduct pre-flight activities including the briefing of the candidates.

5.3.6 Upon completion of the in-flight portion of the DCP monitor, the Inspector and DCP will meet privately to reach agreement on the results of the check and the

items to be covered in the debriefing. Where a disagreement exists between the evaluations of the Inspector and DCP, the Inspector's evaluation shall take precedence, and be used in the debriefing.

- 5.3.7 A PPC, which has expired for more than 24 months, shall be conducted by an Inspector/DCP as an initial PPC. In case of non-availability of an Inspector, the authority may be delegated to a DCP on a case to case basis.

5.4 600 RVR (CHECKS)

5.4.1 Initial Authorization and Check

- a) During the PPC the pilot shall be required to demonstrate one complete takeoff and one rejected takeoff at 600 RVR;
- b) Annually, thereafter, the pilot will be checked as in the above paragraph by an Inspector or a DCP;
- c) Semi-annually (every six months) the pilot shall be checked during one completed take-off at 600 RVR unless otherwise authorized by an Operations Specifications.
- d) All 600 RVR flight test exercises will be completed in flight an approved Simulation Training Device s; and
- e) The pilot's check report will be annotated in 'takeoff minima' box or where PPCs are required annually, the pilot's training records must be annotated to indicate successful completion of the 600 RVR take off sequence.

5.5 CATEGORY II/III OPERATIONS (CHECKS)

- 5.5.1 Each Captain of an Air Operator that has been issued a Category II/III Operations Specification is required to have a Category II/III check in an approved Category II/III Flight Simulation Training Device Training Device annually / biannually. The Pilot's check report shall be annotated in the landing minima box. If an Air Operator has been issued both CAT II and CAT III operations specifications, successive, 6 month PPC's in an approved Flight Simulation Training Device will alternate CAT II and CAT III renewal checks.

- 5.5.2 The Captain's initial check will include one Category II ILS approach during which a practical emergency is introduced. This is for the express purpose of coordination in decision-making and the resultant missed approach. A category III approach is to be conducted to a landing in Category III weather minima.

- 5.5.3 For the purpose of assessment standards, a successful approach is defined as one in which, at the decision height (Category II), decision point/alert height (Category III): the captain has successfully demonstrated:

- a) his knowledge of the required weather limits, airborne and ground equipment required to conduct a CAT II/III approach;
- b) the ability to coordinate crew activities recurrent to CAT II/III operations;

- c) adequate monitoring of system performance throughout the approach;
- d) sound judgement and decision making skills relative to the conduct and continuance or discontinuance of the approach; and
- e) meet the standards outlined in Section 6.8 of this manual.

CHAPTER 6 - GENERAL GUIDELINES FOR PPCS AND IRTS

6.1 PURPOSE

- 6.1.1 PPCs and IRTs are conducted/monitored to assess the effectiveness and standard of the Air Operator's training and flight checking system and to qualify pilots for Air Operator operations in accordance with CARs.
- 6.1.2 The PPC and IRT will be conducted in accordance with the standards described in this chapter as applicable. The PPC and IRT will be documented on the PPC Report Form. (Appendix F).
- 6.1.3 A PPC and IRT is deemed to be an initial check if the validity period of the last check on type has expired by 24 months or more.

6.2 THE INSPECTOR AND DCP RELATIONSHIP

- 6.2.1 It is desirable to have a DCP or a training pilot assist the Inspector on a Flight Check or Flight Simulation Training Device Check requiring an Inspector's participation; however, if a DCP is not available, the flight check will be conducted solely by the Inspector as follows:
 - a) if the aircraft is certified for single-pilot operation, the Inspector may occupy the co-pilot position except where the Air Operator has indicated in its operations manual that all flights will require a two-man crew;
 - b) where the aircraft is certified for operations with a minimum of two flight crew and/or three crew (a flight engineer) the Inspector shall occupy the jump seat, the candidate will occupy either of the two pilot seats and a qualified safety pilot shall occupy the remaining pilot position; and
 - c) when the aircraft type specification requires two pilots, but is not equipped with a jump seat, the Inspector may occupy the co-pilot position providing he/she is endorsed and current on the aircraft type, trained and competent on company operations and has written authority from the company.

6.3 PARTICIPATION

- 6.3.1 When conducting a PPC or IRT in an approved Flight Simulation Training Device, the DCP shall not participate as a crew member and shall limit his/her activities to the operation of the Flight Simulation Training Device.
- 6.3.2 When conducting a PPC or IRT in an aircraft, the DCP may act as safety pilot and occupy either of the pilot flight positions or a jump seat in case of a flight engineer being checked. In these circumstances, the pre-flight briefing shall include in-flight duties

assigned to the DCP. Those duties shall be kept to a minimum to ensure adequate observation of the pilot's procedures, techniques and performance.

6.3.3 DCPs shall refrain from training or demonstrating proper technique during a check ride.

6.3.4 Aircraft used for the flight check shall be equipped with fully functioning dual controls and provide for a satisfactory means of verbal communication.

6.4 DOCUMENTATION

6.4.1 Prior to commencing a PPC, or IRT, the DCP will examine and verify the validity of the:

- a. Pilot, and Instrument Rating (if applicable);
- b. Medical Certificate;
- c. Pilot's training file;
- d. Aircraft documents.

6.4.2 A check ride will not be conducted if licensing and/or training documents are not presented, are not valid or if the company has failed to provide training for the candidate as specified in the air operator's approved training plan. Training shall be documented and certified and include a recommendation for the candidate to undergo the check ride.

6.4.3 If the check is to be conducted in an approved Flight Simulation Training Device that has un-serviceability, then reference must be made to the Flight Simulation Training Device Component Inoperative Guide to ascertain if the check ride can be completed given the nature of the un-serviceability.

6.5 VALIDITY PERIOD

6.5.1 In all cases, the completion of the PPC according to the applicable schedule may revalidate the Instrument Flight Rating.

- a) Subject to Para c) and d) below, the validity period of a line check and of the training referred to in the approved training programme expires at midnight on the first day of the thirteenth month following the month in which the check or training was completed.
- b) Subject to Para c) and d) below, the validity period of a pilot proficiency check expires on the first day of the seventh month following the month in which the check was completed;
- c) Where a pilot proficiency check or a line check is renewed within the last 90 days of its validity period, its validity period is extended by six or 12 months, as appropriate.
- d) **(Insert National Regulatory Body/State)** may extend the validity period of a pilot proficiency check or a line check by up to 60 days where the **(Insert National**

Regulatory Body/State is of the opinion that aviation safety is not likely to be affected.

- e) Where the validity period of a pilot proficiency check, a line check, or annual or semi-annual check has been expired for 24 months or more, the person shall re-qualify by meeting the training requirements specified in the Civil Aviation Regulation.
- f) The instrument rating will **normally** be renewed at a date as close as possible to the end of the validity period. Renewal of the instrument rating at each PPC is not required as a recovery cost is required for renewal of the instrument rating, no matter who conducts the test.

6.6 BRIEFING

6.6.1 A pre-flight briefing to the candidate is mandatory, whether the check is to be conducted in an approved Flight Simulation Training Device or an aircraft. It must be sufficiently detailed to avoid failure due to the candidate's misunderstanding of standards or limitations expected by the DCP.

6.6.2 The briefing for a check to be conducted in an approved Flight Simulation Training Device should include:

- a) the mandatory items to be demonstrated during the check;
- b) the probable duration of the ride;
- c) that the aircraft is to be flown in accordance with flight manual requirements and within acceptable tolerances;
- d) the identification and role of the Pilot-in-Command;
- e) in all cases, the candidate is expected to initiate the response to any event and carry out any required emergency procedure except where the candidate is not the designated Pilot-in-Command and the Pilot-in-Command assumes control of the aircraft;
- f) normal crew co-ordination is expected. An emergency situation caused by incorrect or inappropriate action or response on the part of the candidate will not be corrected by the DCP;
- g) multiple, unrelated failures will not be required, but the candidate must be prepared to take corrective action on related failures, e.g., loss of hydraulics or electrical supply due to a failed engine;
- h) for the purpose of the ride, the weather will be at or below the weather minima for the approach being carried out. The pilot must assess whether the departure weather is suitable. The DCP will not always provide 'legal' weather;

Note: The DCP will control the visual system to minima appropriate to the exercise being conducted.

- i) the candidate may be required to demonstrate any normal or emergency procedure applicable to the aircraft. The candidate's technical performance will be assessed in accordance with the:
 - 1. aircraft flight manual, aircraft operating manual or pilot operating handbook;
 - 2. Rule of the Air and ATC procedures;
 - 3. Air Operator's operations manual; and
 - 4. Air Operator's SOPs.

6.6.3 The briefing for a check to be conducted in an aircraft should include:

- a) the mandatory items to be demonstrated during the check (to include weather simulated/actual, icing and clearances);
- b) the probable duration of the ride;
- c) any restrictions or limits imposed on manoeuvres conducted in the aircraft to enhance flight safety;
- d) the role of the DCP in regard to crew duties if he/she occupies a flight crew position;
- e) the identification and role of the Pilot-in-Command;
- f) a method of transferring control from one pilot to the other using the statement, "I have control;"
- g) the actions to be completed in the event of a real emergency or malfunction;
- h) in all cases, the candidate will be expected to initiate the response to any event and carry out any required emergency procedure except where the candidate is not the designated Pilot-in-Command and the Pilot-in-Command assumes control of the aircraft;
- i) simulated emergencies introduced by the DCP in an aircraft will be preceded by the word "*simulated*";
- j) for the purpose of the ride, the weather will be simulated at or below the weather minima for the approach being carried out. The pilot must assess whether the departure weather is suitable. The DCP will not always provide 'legal' weather.

when an airborne Flight Check is conducted, failure on the part of the DCP to report "*Field in Sight*" at MDA or DH will require the candidate to execute a missed approach; and

- k) the candidate may be required to demonstrate any normal or emergency procedure applicable to the aircraft. The candidate's technical performance will be assessed in accordance with the:

1. aircraft flight manual, aircraft operating manual or FCOM
2. Rule of the Air and ATC procedures;
3. Air Operator's operations manual; and
4. Air Operator's SOPs.

6.7 FLIGHT TESTS

6.7.1 A flight check in accordance with CARs on an aircraft without an approved Flight Simulation Training Device must be completed in an area where the required approach aids are available. See section 6.11 for guidelines on conducting checks in the aircraft.

6.7.2 The following mandatory items must be successfully completed:

- a. two take - offs;
- b. two landings, one must be asymmetrical;
- c. two types of instrument approaches, one must be carried out with a simulated asymmetric engine failure;
- d. a rejected take-off (as appropriate);
- e. a missed approach or rejected landing followed by a simulated engine failure;
- f. emergency procedures sufficient to check the candidate's knowledge of the aeroplane;
- g. a circling procedure if the operator has circling limits below 1000 feet and three miles visibility; and
- h. on initial PPC approaches to two different stalls:
 - i. steep turns 45° of bank through at least 180°, and
 - j. Holding.

Unless required by the operator's procedures, co-pilots do not normally demonstrate rejected take-offs. A verbal check of his duties during this emergency condition will satisfy the requirement.

Approach to stalls will be conducted on initial PPCs only, or if the DCP deems a repeat is necessary, to establish the candidate's currency on the aeroplane.

Approach to stalls in an aeroplane will not be conducted at altitudes less than 5000 feet above ground/water or less than 2000 feet above a well-defined cloud top with a horizon.

6.8 ASSESSMENT GUIDELINES

6.8.1 It is impossible to define all instances when a particular exercise should be rated "S", "U" or "SB". However, it is possible to examine each sequence of a check ride and test

its validity against the definition for each rating. By applying this test to all exercises, standardization can be achieved in check ride assessments. Each sequence of the check ride, including any errors or mistakes, shall be evaluated with respect to the rating definitions.

Common errors and rating assessments are described by a variety of adjectives. Terms such as (un)acceptable, (un)satisfactory, timely, safe, minor, slight, brief, lack, inadequate and excessive are used to describe the candidates' performance. It is difficult to objectively define these adjectives; however, the dictionary definition may be used to provide amplification of meaning and thereby standardization in application. Terms such as (in)complete, (in)correct, exceed and failure are more finite and may be objectively described by referring to the appropriate regulation, AFM or company procedure.

- 6.8.2 The assessment guidelines shall be used as a reference by DCPs when determining the rating to be awarded for specific flight test sequences. The guidelines are not intended to be restrictive or to define all common errors. DCPs must use knowledge and experience in conjunction with the rating definitions to arrive at their assessments.
- 6.8.3 In order for a check ride to receive a General Assessment of "Failed", at least one sequence must be assessed as "U". It also follows that, when any individual sequence has been assessed as "U", the PPC must receive a General Assessment of "Failed". A PPC for which all sequences have been assessed, as "S" or "SB" must receive a General Assessment of "Pass", regardless of how many sequences have received "SBs".
- 6.8.4 During a PPC check ride, a flight sequence may involve duties and /or responsibilities for crewmembers other than the "pilot flying". Such a sequence that is rated as "unsatisfactory for the pilot flying, may, due to inappropriate action on the part of other crew members, be rated as "unsatisfactory" for the non-flying crew members also. In such a case, it is possible that an assessment of "failed" may be given to more than one crewmember involved in the same flight sequence.
- 6.8.5 During a PPC, any failure of an instrument rating related flight sequence constitutes a failure of the instrument rating and the DCP shall assess the instrument rating as "failed" at the bottom of the Pilot's Check Report. Appropriate administrative action must be carried out in accordance with section 6.12 of this manual.
- 6.8.6 When a DCP decides that a pilot has failed during the course of a check, the check shall be terminated. The time remaining in the session may be used as training, provided that:
- a) the candidate is advised at the time of failure;
 - b) the DCP is a designated company training pilot on type;
 - c) upon completion of the training flight, the candidate is debriefed on the reason for failure;
 - d) the DCP completes form and submits the original to **(Insert National Regulatory Body/State)** and places a copy on the candidate's training file; and

- e) the Air Operator ensures that subsequent checks on the candidate are conducted in accordance with Para 5.1.3.

6.8.7 Instrument Rating Suspension Procedures are in section 6.12.

6.8.8 Instrument rating monitoring during a PPC:

All DCPs must respect the tolerances for instrument flight tests. Each candidate must demonstrate aircraft control to maintain:

- a) assigned headings within 10 degrees;
- b) assigned tracks and bearings within 10 degrees;
- c) altitude within 100 feet except at MDA when accurate altitude control is required;
- d) airspeed within 10 knots for holding, approach and missed approach; and
- e) not more than half scale deflection, as appropriate to the airplane type, of the course deviation indicators during instrument approaches.

These criteria assume no unusual circumstances and may require allowances for momentary variations. Such things as weather, turbulence, simulated malfunction and type of approach may modify the exact rating definition and tolerances to be applied during a particular sequence.

As the instrument rating is valid for a period of 6 months /12 months, the competency of each pilot to fly instrument procedures will be monitored during each PPC done during the validity period of the Instrument Rating. Should a pilot fail to demonstrate an adequate level of competency in those sequences mandatory for instrument flying competence, that pilot's Instrument Rating shall be suspended by the DCP conducting that PPC. That pilot would then have to pass a PPC prior to resuming flying duties with an air operator.

6.9 ASSESSMENT STANDARDS

6.9.1 Each sequence of the check ride shall be graded according to the following assessment standards and rating definitions. The appropriate rating for each exercise must be recorded on the applicable form and any sequence graded "SB" or "U" requires a narrative in the comments section of the form.

The inter-relationship of flight crew coordination and airplane systems as it relates to automation may cause errors made during the completion of one exercise to affect the ratings of several sequences.

6.9.2 Satisfactory (S)

A sequence shall be rated *Satisfactory (S)* if:

- a) it contains minor errors only;
- b) airspeed and altitude control are acceptable for prevailing conditions; and

- c) airplane handling and knowledge are acceptable and safe considering the experience of the candidate.

6.9.3 Satisfactory with Briefing (SB)

A sequence shall be rated *Satisfactory with Briefing (SB)* when:

- a) airplane handling and knowledge are safe but of a lower standard than would be expected and any deficiency can be corrected during debriefing;
- b) the candidate had a brief excursion from published tolerances but initiated corrective action;
- c) a sequence deviates from standard procedures or practices but does not create a more hazardous situation and is repeated satisfactorily or clarified by the candidate during debriefing;
- d) there is a deviation from standard procedures or practices which the candidate acknowledged without prompting, that does not create a more hazardous condition and from which the candidate can recover unassisted; or
- e) the candidate experienced some difficulty or required slight prompting from the other crew member to satisfactorily accomplish a task.

Although not required, provided it is not listed as a fail item, a procedure or sequence that would normally rate an “SB” may be repeated at the discretion of the DCP. DCPs shall refrain from teaching or briefing the candidate on the correct completion of the exercise.

6.9.4 Unsatisfactory (U)

If a sequence cannot be rated *Satisfactory (S)* or *Satisfactory with Briefing (SB)* according to the preceding guidelines, it shall be rated Unsatisfactory.

A sequence shall also be rated *Unsatisfactory (U)* if:

- a) it endangers the airplane, passengers or crew;
- b) it results in a crash;
- c) multiple errors are made in the completion of any one exercise;
- d) it violates an ATC clearance or altitude;
- e) the aim of the exercise is complete but there is a major deviation from standard procedures or practices or the safety of the airplane was jeopardized;
- f) the candidate required continual prompting or help from the other crew member to complete a task;
- g) it exceeds airplane limitations; or
- h) the candidate demonstrates unsatisfactory knowledge of airplane systems, equipment, or procedures.

6.10 PILOT PROFICIENCY CHECK (PPC)

GENERAL

To evaluate the overall technical proficiency, communications skills, leadership and situational awareness of pilots with respect to normal and abnormal procedures, DCPs must closely observe the performance of each crew. To evaluate specific items, the airplane proficiency check shall be conducted in a manner that enables the pilots to demonstrate knowledge and skill with respect to such things as pilot decision making, crew coordination, airplane automation, FMS programming, auto-flight systems and flight mode awareness.

The following describes the exercises to be completed during a PPC, as appropriate to the airplane type, and lists some common errors that may be observed. DCPs must make reference to the applicable schedule to ensure all required sequences are covered in the check ride scenario.

PRE-FLIGHT PHASE

6.10.1 Flight Planning

The crew must demonstrate adequate knowledge of the company's SOPs and AFM, including runway performance charts, to effectively plan a flight.

Some common errors that may affect the assessment are:

- a) lack of proper charts and manuals;
- b) inadequate knowledge of, or proficiency in, the interpretation of performance charts;
- c) failure to check fuel load adequate for the intended flight; or
- d) failure to review weather of departing and arriving aerodromes including routes and alternates.

6.10.2 Equipment Examination

The crew must provide proof of successful completion of an equipment examination taken in conjunction with initial or recurrent training. In exceptional circumstances and if the candidate agrees an oral examination may be administered by the DCP.

FLIGHT PHASE

6.10.3 Taxing and Flight Preparation

Flight preparation and taxing are completed as a crew exercise and need only be demonstrated once when the captain and first officer perform the duties of their assigned seat position. The pre-flight cockpit preparation (checking and setting up the panels, systems, FMSs, FGSs, switches etc) outlines one of the most significant areas of activity that needs to be performed systematically in accordance with the SOP and as specified in the FCOM. An assessment by the DCP on this aspect is to be drawn with well scrutinized view. The cockpit preparation is generally followed by

a pre-departure Crew Briefing which is another very important area that requires a sound assessment on the candidate by the DCP.

Inspection of the airplane, required de-icing procedures and airplane documents must be in accordance with the AOM or AFM and the air operator's procedures manual. The approved checklist must be followed. No item shall be missed or processed out of sequence. The Pilot-in-Command must ensure adequate ramp safety for start, push back/power back, and taxi. The airplane radios and instruments shall be checked and set up in accordance with prevailing departure procedures and weather. Any airplane system required due to weather, navigational requirements or crew composition shall be checked and set for take-off, i.e., weather radar, de-icing equipment, heaters, on board navigation equipment, auto-pilot, auto-throttles, FMS, etc.

Crews will refrain from any activity that would compromise lookout on the ramp or taxiway, and control audio inputs from outside and within the airplane to ensure compliance with ATC direction or clearance, i.e., judicious use of company frequencies, cockpit chatter, etc.

Assessment must be based on the crew's ability to safely inspect and prepare the airplane for flight. All checks and procedures must be carried out according to the AOM and company SOPs.

6.10.4 Engine Checks

Engine checks shall be conducted by each crew according to the AFM and company SOPs as appropriate to the airplane type.

6.10.5 Take-Off

Each pilot must perform the take-off exercises detailed in the appropriate Schedule.

Each crew need only complete a complete take-off briefing once. Discussing specific safety items, or changes to the original departure, constitute an acceptable briefing for subsequent take-offs.

The DCP must ensure that published cockpit procedures and correct airspeeds are observed during ground roll and lift-off. The airplane should be rotated smoothly to the correct pitch angle, with a satisfactory rate of climb and required airspeed attained in a reasonable time. Engine handling must be smooth and positive and the correct power setting used and monitored.

Some common errors that may be observed and affect the assessment of the sequence are:

- a) checks not complete, or out of sequence;
- b) use of incorrect speeds or power settings;
- c) incorrect take-off technique;
- d) mishandling of throttles or thrust levers;

- e) loss of directional control, or using incorrect control input to correct adverse yaw during the take-off roll;
- f) exceeding engine or airframe limitations;
- g) rotation before, or lift-off at an airspeed less than, VMCA or VR; or
- h) an incorrect or incomplete check resulting in a vital item being missed.

6.10.6 Rejected take-off (where it can be safely demonstrated)

A rejected take-off shall be completed by each crew, as appropriate to the airplane type, during which the captain and first officer perform the applicable duties of their assigned seat position in accordance with company SOP.

After the take-off roll has begun and the airplane has attained not more than 50% of lift-off speed, a simulated system failure or condition should be introduced which requires a rejected take-off. This airspeed restriction applies only to PPCs conducted in an airplane.

Some common errors that may be observed and affect the assessment of the sequence are:

- a) failure to recognize the system or condition that requires a *Rejected Take off*;
- b) failure to alert crew with the appropriate call, if applicable, e.g., "*Rejecting Take-Off*";
- c) failure to maximize use of brakes and/or improper handling of stopping devices;
- d) failure to alert ATC to emergency, and request assistance;
- e) failure to advise cabin crew of type of emergency and initiate appropriate evacuation procedures (if any);
- f) failure to complete emergency checks and/or power plant(s) shutdown if required;
- g) failure to recognize the need to initiate a rejected take-off prior to V_1 ;
- h) failure to maintain control of the airplane or stop within the confines of the runway; or
- i) endangering the safety of passengers and crew and/or rescue personnel through improper handling of the emergency condition.

INSTRUMENT PROCEDURES

6.10.7 Area Departure, En-route Arrival

Each pilot shall demonstrate departure, en-route and arrival maneuvers.

The DCP must ensure that the candidate adheres to any clearance, whether actual or simulated, and that the candidate understands and follows the guidelines in

SIDs, STARs and published transitions, as well as noise abatement procedures. Each pilot must demonstrate proper use of navigational equipment including the FMS.

Some common errors that may be observed and affect the rating of the sequences are:

- a) not familiar with, or failure to follow, a SID, STAR or transition;
- b) failure to adhere to noise abatement procedures;
- c) incorrect selection of radio aids or failure to properly identify facilities;
- d) altitude, heading or airspeed allowed to deviate due to pre-occupation or poor cockpit management of workload;
- e) an attempt made to follow a procedure that would violate an ATC clearance or endanger the airplane;
- f) departure or arrival not correctly programmed or failure to monitor the flight guidance modes;
- g) inability to program and fly an altitude crossing restriction or lateral offset;
- h) failure to select and display FMS pages according to company SOPs; or
- i) inability to correctly program the FMS for a change of destination or to activate the alternate flight plan including missed approach/go around.

6.10.8 Holding

Each pilot shall conduct a holding procedure consisting of entry, the hold and exit as appropriate to the airplane type and company SOPs. For FMS equipped aircraft, each pilot must demonstrate the ability to program a hold and clear it but at the discretion of the DCP, only one hold is required to be flown. Flying the hold for the second crewmember is not required.

The DCP must ensure that the method of entry is in accordance with the published procedure and ATC clearance. Speed, control and timing shall be in accordance with established procedures.

Some common errors that may affect the assessment of the sequence are:

- a) failure to obtain a current altimeter setting and to set and cross check the altimeters according to company SOPs;
- b) failure to obtain an expected approach time (EAT);
- c) failure to adjust power settings according to the company SOPs;
- d) poor tracking or incorrect allowance for wind;
- e) failure to establish a holding pattern using published procedures;
- f) failure to fly the holding pattern as prescribed;

- g) allowing the airplane to exceed an assigned airspeed or altitude limitation;
- h) violating the ATC clearance;
- i) inability to correctly program and execute the hold procedure with the FMS;
- j) unable to effectively clear the hold from the FMS or to depart the holding pattern; or
- k) failure to select the correct auto-flight modes for lateral navigation and airspeed control.

6.10.9 Instrument Approaches

Each pilot must complete the requisite number and type of instrument approaches as detailed in the appropriate schedule of the CARs as well as of the approved training schedule of the company. Each crew must conduct a managed and non-managed (or VNAV) approach if applicable to the airplane type. One approach must be made with a simulated engine failure.

Each crew must demonstrate one Category II or Category III approach, where these procedures are authorized in an air operator certificate.

DCPs will pay particular attention to the briefing, when operating in a multiple crew environment, to ensure it is in accordance with the Air Operator's SOPs or covers a review of the:

- a) type of approach to be conducted;
- b) missed approach procedure; and
- c) landing configuration.
- d) Altimeters shall be set to the current local altimeter setting. If a remote altimeter setting is to be used, due allowance for error in the form of a correction factor shall be applied to the various published altitudes.
- e) Assess the candidate's ability to organize and share the cockpit workload, in respect to crew resource management, by ensuring adherence to company SOPs.

Some errors common to all Instrument Approaches that may affect the rating of the exercise are:

- a) not familiar with published transitions;
- b) not using the correct radials or tracks;
- c) incorrect selection of radio aids or failure to properly identify facilities;
- d) descent below procedure turn altitude too early or too late;
- e) no altimeter correction for cold weather temperatures;
- f) unable to properly program the FMS for the type of approach;

- g) not sure when to leave last assigned altitude for transition, initial, or procedure turn altitude when cleared for the approach;
- h) not monitoring raw data for the approach;
- i) failure to conduct a NAV accuracy check if required;
- j) failure to respect step down fixes;
- k) improper ND mode selected for type of approach;
- l) slow to make corrections or change modes when tracking is outside tolerances;
- m) not monitoring all required approach aids;
- n) loss of separation with other airplane due to incorrect interpretation or failure to follow a clearance or published approach procedure;
- o) crew duties, including monitoring and verbal call-outs, not in accordance with company SOPs;
- p) commencing a missed approach either too early or too late because of poor speed control, wind effect, navigation or timing;
- q) airplane not in a position to land due to lateral or vertical misalignment or too high an airspeed at DH, MDA or on turning final from a circling procedure;
- r) failure to initiate a go-around in accordance with the published airplane and company procedures;
- s) configuring the airplane inappropriately for the phase of flight; or
- t) maneuvering the airplane inappropriately for the phase of flight.

Some common errors on Non-Precision Approaches that may be observed and affect the ratings of the exercise are:

- a) failure to establish a drift angle on the inbound track;
- b) arriving over the FAF on final too high and/or fast;
- c) reaching MDA too late;
- d) failure to establish the correct MAP;
- e) inability to program and fly a managed or VNAV approach as appropriate to the airplane type; or
- f) airplane incorrectly configured at FAF.

Some common errors on Precision Approaches that may be observed and affect the assessment of the sequence are:

- a) slow to react to ATC instructions or to instrument deviations, resulting in poor tracking of the localizer or glide slope;
- b) airplane not stabilized and at the correct airspeed on the final approach and upon reaching DH;
- c) failure to monitor airplane and ground equipment required for the approach; or
- d) not using correct company procedures for the conduct of Category I, II or III approaches.

6.10.10 Circling Approaches

A circling approach will not be conducted in weather conditions less than the minimum published in Aeronautical Information Publication (AIP). If the candidate should lose sight of the intended runway of landing, he/she shall commence a missed approach in accordance with published procedures.

Some common errors that may affect the assessment of this sequence are:

- a) no briefing on the type of circling approach to be used;
- b) not designating which pilot will fly the circling approach;
- c) failure to monitor and inform the pilot flying of deviations in airspeed or altitude;
- d) exceeding 30° of bank or poor final alignment with the runway;
- e) gross upward deviations in altitude or circling below circling altitude; or
- f) not maintaining correct airspeed or failure to align airplane with runway to effect a safe landing.

6.10.11 Landings and Missed Approaches

Each pilot must complete the landing exercises detailed in the appropriate Schedule I.

6.10.12 Missed Approach or Rejected Landing

A missed approach may be carried out at any time from intercepting final approach to touch down on the runway. The published missed approach profile must be followed except where it is modified by ATC. Rejected landings may be carried out at any time after the instrument portion of the approach is complete, the runway is in sight and the airplane is configured and has started its final descent to landing.

Some common errors that may affect the assessment of this sequence are:

- a) reluctant to commence missed approach even when the situation demands
- b) not utilizing power and attitude to achieve a satisfactory climb profile;
- c) not following the published profile or ATC clearance;

- d) maneuvering the airplane inappropriately for the phase of flight;
- e) failure to ensure that required checks are completed;
- f) improper programming of FMS;
- g) not establishing or monitoring the missed approach guidance mode;
- h) missed approach altitude not set for auto flight system; or
- i) delayed or forgotten airplane checks.

6.10.13 Landings

Landings and approaches to landings must be conducted according to the AOM and company procedures. The actual landing and roll-out must be assessed by the DCP.

Some common errors that may affect the assessment of this sequence are:

- a) too high or too low speed at short final;
- b) initiating the flare too early or too late;
- c) excessive body angle or roll on touch down;
- d) late or incorrect de-rotation rate;
- e) over controlling on short final;
- f) maneuvering the airplane inappropriately for the phase of flight;
- g) poor or no cross wind correction;
- h) improper use, or selection, of auto-brake;
- i) attempted landing without completing required checks; or
- j) failure to track the runway on roll-out.

MANEUVERS

6.10.14 Steep Turns

If required, the candidate's ability to maintain bank angle, altitude and airspeed should be checked in one or more 45° bank turns through at least 180°. He/she should be allowed to stabilize the airplane at the required altitude and airspeed before starting the turn(s).

Some common errors that may be observed and affect the assessment of the sequence are;

- a) failure to maintain bank angle;
- b) failure to maintain airspeed; or
- c) failure to maintain altitude.

6.10.15 Approach to the Stall/Stall Procedures

If required, approach to the stall/stall procedures are carried out on PPCs to ensure the candidate is familiar with the stall warning devices and airframe response to the onset of the stall condition. Care must be exercised to ensure that limitations imposed by the AFM are not exceeded in the event an approach to the stall is made with warning devices deactivated (if authorized in the flight manual). The exercise may be carried out with the airplane in either the take-off, clean or landing configuration.

Some common errors that may affect the assessment of the exercise are:

- a) incorrect application of power;
- b) allowing the nose to come up prior to safety speed being attained during recovery resulting in secondary stall or stall warning;
- c) not recovering lost altitude when safety speed attained;
- d) a significant altitude loss; or
- e) incorrect recovery procedure or airplane configuration.

6.10.16 Normal Procedures

When assessing normal procedures, the DCP must ensure the crew demonstrates adequate knowledge of the company SOPs and airplane systems to confirm their ability to properly use installed equipment. In addition, airplane operation must be assessed with specific reference to those items requiring crew coordination and discipline.

The crew shall demonstrate use of as many of the air operator's approved Standard Operating Procedures and normal procedures as are necessary to confirm that the crew has the knowledge and ability to properly use installed equipment including FMS, auto-pilot and hand flown maneuvers as appropriate.

6.10.17 Automation and Technology

Electronic flight instruments, navigation instruments, automated flight management and guidance systems and electronic airplane monitoring systems represent a significant level of automation in cockpit design. As a result of these features, training and checking programs must address each element of automation represented in the applicable airplane. The complete integration and relationship of these systems to airplane operation must also be addressed and assessed by the DCP.

The crew's management of automation and its effect on situational awareness must be observed during proficiency checks. Situational awareness is defined for the purpose of check ride assessment as "the crew's knowledge and understanding of the present and future status of the airplane and its systems." Flight path, terrain, system status, airplane configuration and energy awareness are all

important aspects of situation awareness required for the operation of modern airplane.

All modern passenger aeroplane have different levels of automation. Each pilot shall be assessed on their knowledge and ability to effectively use and interpret the airplane checklist and alerting equipment, flight management and navigation equipment, auto flight system and the flight mode annunciation. An assessment must be recorded on the pilot check report form. The following subheadings should be used as a guide when assessing the crew's knowledge of airplane automation; however, different combinations of automation in some airplane types may require a type-specific narrative to substantiate the rating assessment.

Airplane Checklist and Alerting System

Airplane manufacturers have developed different levels of automation for crew alerting devices. Candidates must demonstrate a satisfactory knowledge of airplane checklist and alerting systems appropriate to the airplane type. Effective use of the checklist and/or ECAM/EICAS can be confirmed by each crew member's adherence to company SOPs, and by their demonstration of knowledge, ability and discipline during normal and abnormal procedures.

Each pilot shall demonstrate procedures of sufficient complexity and detail to confirm adequate knowledge, ability and discipline to effectively use the checklist or ECAM/EICAS system as appropriate to the airplane type.

Some common errors that may affect the assessment of this sequence are:

- a) not maintaining proper crew coordination and discipline while completing a checklist or procedure;
- b) clearing ECAM before confirmation by the PF;
- c) failure to review the airplane status;
- d) improper division of duties during ECAM/EICAS procedures;
- e) inadequate knowledge of airplane systems to allow proper completion of procedures;
- f) inadequate knowledge of QRH and/or ECAM/EICAS procedures or content;
- g) failure to clear hard tuned ECAM pages thereby restricting auto-tuned pages;
- h) not informing PF when ECAM/EICAS or checklist procedure is complete; or
- i) failure to correctly prioritize procedures and checklists.

FMS Programming

Each crewmember shall demonstrate satisfactory knowledge of FMS procedures. DCPs must ensure crew familiarity with the operation of flight management and guidance systems in all phases of flight as appropriate to the airplane type.

Each crew to confirm adequate knowledge, ability and discipline in the use of the FMS system must demonstrate sufficient procedures, appropriate to the airplane type. On initial proficiency checks each pilot shall demonstrate FMS programming for departure, en-route, arrival, approach, alternate, change of destination and holding procedures. In addition, each crew shall demonstrate programming for lateral offset and altitude crossing restriction maneuvers. During recurrent proficiency checks, crews must demonstrate satisfactory knowledge of sufficient FMS procedures to complete the check ride scenario.

Some common errors that may be observed and affect the rating of the sequence are:

- a) not familiar with company SOPs regarding the use of the FMS;
- b) multiple programming errors;
- c) excessive time required to program the intended flight;
- d) incorrect or incomplete data entries;
- e) unable to program a procedure or sequence due to lack of knowledge of the FMS;
- f) unable to recover a portion of the flight plan if inadvertently erased;
- g) failure to recognize and take corrective action when programmed FMS navigation is not satisfactory or not in accordance with clearance;
- h) one crew member requires prompting or help from the other crew member in order to program FMS; or
- i) not checking accuracy of entered data.

Auto Flight Systems/Flight Mode Awareness

For all highly automated airplanes, given the sometimes-subtle mode changes that can occur with regard to flight path management and the auto-throttle system, disciplined monitoring and crew coordination associated with flight mode indications is essential to safe operations. Reference to the flight mode annunciation as well as a thorough understanding of all status, armed and engagement indications is essential to the successful operation of the auto-flight system.

DCPs shall ensure flight crews have a sound knowledge of mode awareness and mode transitions as they occur, regardless of whether initiated by the flight crew or by a system response to design logic. Crews must satisfactorily demonstrate an understanding of the means to transition from or between various levels of automation to manual control and back to automation. They must also demonstrate a clear understanding of the conditions or situations in which it is appropriate to do so.

Some common errors that may affect the assessment of this sequence are:

- a) failure to enunciate or recognize mode changes according to the company SOP;
- b) failure to understand the effect or meaning of mode changes;
- c) failure to take manual control or select a different auto-flight mode when required;
- d) not making use of appropriate auto-flight systems when workload is high;
- e) incorrect auto-flight mode engaged or failure to correctly transition between modes;
- f) loss of situational awareness due to unnoticed direct or indirect auto-flight mode changes;
- g) failure of PNF to cross check mode changes; or
- h) unaware of mode changes initiated by system logic.

6.10.18 Pilot Not Flying Duties

Automation in airplane design requires strict adherence to procedures associated with each crew position. To check the proper division of duties between the PF and the PNF requires observation during normal and abnormal procedures. DCPs must ensure satisfactory compliance with PNF duties as detailed in the AOM and company SOPs.

Normally an error in PNF duties will be observed during such things as FMS programming, checklist procedures or general cockpit duties specified in company SOPs. DCPs must rate PNF duties on the applicable form. If the sequence is rated "S/B" or "U", a narrative identifying the specific area(s) of concern must be included.

Each pilot shall demonstrate PNF duties sufficient to determine compliance with, and knowledge of, airplane procedures and company SOPs. This shall include normal and abnormal procedures while operating as PNF in the seat normally occupied by the crewmember.

Some common errors that may affect the rating of this sequence are:

- a) not familiar with PNF duties;
- b) PNF required excessive help from PF to accomplish tasks;
- c) completing duties assigned to the PF without direction;
- d) not maintaining crew discipline during abnormal procedures;
- e) not familiar with procedures contained in QRH or paper checklists;

- f) incorrect FMS programming; or
- g) completing a procedure or checklist in such a way that the airplane is left in a degraded state or the effect of the required procedure is negated.

6.10.19Crew Coordination

An assessment of crew coordination is required for proficiency checks on airplane with two or more crewmembers. The actions of the individual should contribute to the overall effectiveness of the crew during normal, abnormal, and emergency situations. Crew coordination and cockpit resource management in each required sequence, while observed individually, have an interrelationship in the overall operation of the airplane and require consolidation in one rating.

Each crew must demonstrate effective crew coordination. Procedures utilized by the crewmembers shall be in accordance with company Standard Operating Procedures.

Some common errors that may affect the rating of this sequence are:

- a) failure to complete duties as described in the company SOPs;
- b) completing duties of other crew members;
- c) failure to heed warnings of other crew members;
- d) loss of situational awareness due to ineffective crew coordination or communication;
- e) failure to alert other crew members to potentially hazardous situations;
- f) failure to effectively share workload with other crew members;
- g) inability to maintain cockpit discipline;
- h) overall crew lack of awareness of, or attention to, flight mode annunciation; or
- i) tendency to deviate from SOPs when workload increases.

6.10.20Pilot Decision Making

Decision making capability for all crewmembers shall be assessed during proficiency checks. This must include command capability as well as normal cockpit decisions required during a flight. Each pilot shall demonstrate the ability to make timely and effective decisions and to delegate tasks to other crewmembers.

Some common errors that may affect the rating of this sequence are:

- a) failure to make decisions in a timely and effective manner;
- b) poor decision making due to inadequate knowledge;
- c) not utilizing all available crew and company resources;
- d) failure to consider all available information;

- e) failure to initiate normal, abnormal or emergency procedures;
- f) failure to provide leadership as required by the cockpit position and company SOPs; or
- g) failure to heed warnings of other crew members.

6.10.21 System Malfunctions

The candidate must demonstrate adequate knowledge to diagnose malfunctions of airplane components or systems in a reasonable time and to take corrective action on those critical emergencies designated as memory checks in the AFM without reference to a checklist or manual. The candidate must be familiar with alternate components, systems, procedures and any restrictions to continued flight predicated on their use and must develop a course of action that makes allowance for any further degradation in the airplane airworthiness status. Proper knowledge and discipline in the use of the ECAM/EICAS systems must be demonstrated by both crewmembers.

Abnormal procedures should be of sufficient complexity to allow each crewmember to demonstrate the handling of primary and secondary failures and paper checklist procedures appropriate to the airplane type. Normally a minimum of two different systems malfunctions for each pilot is required to adequately demonstrate knowledge and ability. One of the required engine failures may be included as one of the required systems malfunctions.

Multiple, unrelated failures that have a cumulative effect on the operation of the airplane must not be planned as part of the ride scenario. For example, a configuration problem combined with a power plant failure have a cumulative effect requiring excessive work during the final approach and should not be simulated. Conversely, an emergency descent followed by a configuration problem or engine failure does not have a cumulative effect on workload during a single phase of flight and may be planned.

The DCP shall not correct any unrelated malfunctions that are a result of crew actions.

Some common errors that may affect the assessment of this sequence are:

- a) inability to identify a malfunction or incorrect diagnosis of the malfunction;
- b) inadequate knowledge of the procedures required to deal with an emergency, or failure to carry out vital actions in an acceptable time period;
- c) loss of situational awareness during the completion of required checklists or procedures;
- d) failure to correctly carry out secondary actions to determine limitations imposed by the emergency on the remaining systems;
- e) checks/procedures not in accordance with the AFM and SOP manual;
- f) failure to carry out a vital action thereby jeopardizing the safety of the airplane;

- g) exceeding airplane or engine limitations; or
- h) improper ECAM/EICAS crew discipline.

6.11 SAFE IN-FLIGHT CHECKING PRACTICES

6.11.1 Checking Philosophy

- a) No list of “Do's” or “Don'ts” can cater to all the situations that may occur during in-flight tests or checks. The Authority therefore relies on the ability of its DCPs to fully assess the consequences of their actions and demands. Flight safety shall always take top priority.
- b) One of the purposes of any in-flight test or check is to enable a candidate to demonstrate his/her ability to operate a given aircraft in accordance with prescribed standards, limitations and procedures. There is no need whatsoever to place a flight crewmember in a position in which he/she may have to call upon superior knowledge and skills to ensure successful recovery.
- c) The practices described in the succeeding paragraphs form part of the Authority philosophy towards safe in-flight checking. DCPs are required to abide by these practices. Air carriers may have in-flight checking practices that are more restrictive than those described below. DCPs shall in such cases adhere to the most limiting practice.

6.11.2 General

- a) Make every effort to make candidates feel at ease. Be realistic in your demands and simulations.
- b) Always give candidates a thorough briefing before flight. Such briefings shall be conducted using the guidelines given in section 6.6 of the DCP Manual. Particular emphasis must be placed on ensuring that all participants have a clear understanding of:
 - 1. the purpose and scope of the test or check;
 - 2. the outline of the proposed sequence of events;
 - 3. any aircraft or operational restrictions imposed to enhance safety;
 - 4. their respective role, including that of the DCP, and what is expected from them; and
 - 5. who the designated pilot-in-command is.
- c) Considering the aircraft involved, determine the weather conditions (visual vs. instrument meteorological conditions (VMC vs. IMC), thunderstorms, wind, etc.) outside of which the test or check should not take place or continue.
- d) Verify aircraft dual control availability, including brakes (several aircraft types have brake pedals on the left side only), to prevent any last split second surprise,

and discuss the effects of any unusual features on the conduct of the test or check.

- e) Ensure radio communications between candidates and ATS can be monitored (serviceable and functioning headset assembly or cockpit/cabin loudspeaker).
- f) Maintain good lookout during the flight.
- g) Discuss action to be taken by flight crewmembers before any leave their station (e.g., seat change, short duration absences, etc).

6.11.3 Safe In-flight Checking Practices - Operational

a) Aircraft Systems

Never change the position of any system control without the Pilot-in-Command's consent, except for simulating failures, and then only following proper, prior warning to the flight crewmembers.

b) Approach to Stall

1. Required on initial PPC only;
2. To be performed in the appropriate Flight Simulation Training Device in lieu of aircraft whenever available; and
3. When demonstration in the aircraft is required, the practices given below must be adhered to:
 - i) ensure recovery is initiated on first symptoms of a stall,
 - ii) do not initiate below the minimum altitude recommended in the Aircraft Flight Manual (AFM) or Aircraft Operating Manual (AOM), and in no case below 5,000 feet AGL;
 - iii) in clouds;
 - iv) on top of clouds unless a well defined horizon is available; or
 - v) below 2,000 feet above the top of well defined clouds.

c) Balked Landing (All Engines Operating)

Do not initiate below:

- i) 50 feet AGL; and
- ii) indicated airspeed (IAS) normally used for flap setting selected during final approach.

d) Circuit Breakers

Never pull any circuit breaker to simulate equipment failure.

e) Dutch Roll

To be performed in appropriate Flight Simulation Training Device only.

f) Emergency/Rapid Descent

1. All Aeroplanes (Flight Simulation Training Device not available)

- To be performed in appropriate Flight Simulation Training Device when available.

2. Airline Operators (Flight Simulation Training Device not available)

- To be completed at 10,000 feet AMSL, or 2,000 feet above lowest useable minimum en-route altitude (MEA), whichever is higher.

g) Engine Failure(s) on Take-Off (Before Decision Speed)

1. Both for safety and maximum training value, rejected take-offs should be conducted in the Flight Simulation Training Device for the type, when available; and
2. If an approved Flight Simulation Training Device is not available, then a thorough briefing of what the actions of the PF and PNF in the event of a RTO is sufficient. RTOs will not be conducted in the actual aeroplane. The candidate should be briefed prior to the check ride to anticipate the possibility of a rejected takeoff. The DCP must be vigilant to ensure that the candidate does not strike the tail during the manoeuvre, due to an excessive nose high attitude during the flare and touchdown sequence.

h) Engine Failure on Take-Off (After Decision Speed) - Aeroplanes

No engine failure simulation should be initiated unless the conditions given below are met.

- a) Not below 400 feet AGL.
- b) Not below minimum control speed with critical engine inoperative (VMCA) plus 20 (KIAS), or take-off safety speed (V2) plus 10 KIAS, as applicable.

i) Engine-Out Missed Approach

(Do not confuse with “Balked Landing - All Engines Operating”)

Should not to be initiated unless the conditions specified below are met.

a) Not below 50 feet AGL.

b) Not below IAS normally used for flap setting selected during final approach.

j) Flapless Approach

To be cancelled at a minimum of 50 feet AGL and followed by a missed approach where flapless approach IAS exceeds normal landing flap approach IAS by more than 20 KIAS.

k) Flight Controls - Manual Reversion

To be performed in appropriate Flight Simulation Training Device only.

l) Rejected Take-off

To be performed in the appropriate Flight Simulation Training Device whenever available.

m) Runaway Trim/Jammed Stabilizer

To be performed in the appropriate Flight Simulation Training Device only.

n) Stop and Go

Not allowed; must use full available runway length.

o) Touch and Go

Must meet critical field length or balanced field length requirements, as applicable.

6.12 ADMINISTRATIVE PROCEDURES - FOLLOWING AN UNSUCCESSFUL CHECK RIDE

6.12.1 Administrative procedures include action to be taken when a Company pilot has not met acceptable standards. Such actions shall include:

a) notifying the Chief Pilot and/or Operations Manager (*insert as applicable*) of failed items and recommendations as to corrective action;

b) ensuring that grades and evaluation of the failed check are recorded in the individual's training and check records. A PPC report shall be completed for each flight check, including any terminated during pre-flight preparation, or before all air exercises are completed, and ;

- c) immediately notifying the Authority that the pilot has not met the standards for a PPC/IRC or instrument rating. A DCP may conduct a re-test of a failed PPC or IRT. An Inspector must conduct/monitor a second re-test of a failed PPC, IRC or IRT.
- d) suspension of an instrument rating when the pilot fails to demonstrate an adequate level of competency in those sequences which form the Standards for the instrument rating. The DCP will immediately notify the **(Insert National Regulatory Body/State)** to ensure that a notice of suspension or cancellation is issued.

NOTE: The procedures outlined in Paras a, b, and c are also applicable to unsuccessful Line Checks.

CHAPTER 7- PPCs/IRTs

7.1 AIR CARRIER

7.1.1. PILOT PROFICIENCY CHECK

- a) The Pilot Proficiency Check (PPC) shall be conducted in accordance with Schedule I or Schedule II of this section.
- b) All of the manoeuvres required to satisfy renewal of an Instrument Rating shall be part of the pilot proficiency check.
- c) A pilot proficiency check shall be conducted in a manner that enables the pilot to demonstrate the knowledge and the skill respecting:
 - i) the air operator's aeroplane, its systems and components;
 - ii) proper control of airspeed, direction, altitude, attitude and configuration of the aeroplane, in accordance with normal, abnormal and emergency procedures and limitations set out in the aeroplane flight manual, aeroplane operating manual, (if applicable), the air operator's standard operating procedures, the check list, and any other information relating to the operation of the aeroplane type;
 - iii) departure, en-route and arrival instrument procedures and other applicable procedures; and
 - iv) adherence to approved procedures.
- d) Initial and recurrent Pilot Proficiency Checks shall be conducted on a combination of an approved Flight Simulation Training Device certified to Level 4 or higher and a Full Flight- Flight Simulation Training Device or a combination of an approved Flight Simulation Training Device certified to Level 6 or higher and the aeroplane.
- e) For turbo-jet aeroplanes of 50 or more seats initial and recurrent Pilot Proficiency Checks shall be conducted on a Full Flight-Flight Simulation Training Device or a combination of a Full Flight- Flight Simulation Training Device and a flight-training device certified to Level 4 or higher. Location of the synthetic training device will not be considered in applying this standard.
- f) The synthetic training device level of checking shall be part of the training program approval for each aeroplane type. Checking procedures not approved for the Flight Simulation Training Device shall be completed in the aeroplane. The configuration of the Flight Simulation Training Device shall closely resemble that of the aeroplane used by the air operator.
- g) A proficiency check of a pilot-in-command shall be completed in the seat

normally occupied by the pilot-in-command and a check of a second-in-command shall be completed in the seat normally occupied by the second-in-command. The pilot proficiency check shall consist of a demonstration of both pilot flying (PF) duties and pilot not flying (PNF) duties.

- h) The PPC shall not be conducted as an isolated group of emergency procedures and drills. It shall be constructed with minimum disruption in a logical continuous flow reflecting a normal flight profile. Normally the pilot proficiency check is a pre-programmed activity; however, the person conducting the check may require any manoeuvre or procedure from the appropriate Schedule, necessary to determine the proficiency of the crew and to confirm that the crew can operate the aeroplane safely.
- i) Where a pilot successfully completes the pilot proficiency check, the pilot is considered as having successfully completed the flight check requirements for the renewal of the applicable instrument rating.

j) **Use of 'Other Than an Air Operator Employee Pilots' for Training and Checking:**

Authority may be given for other than an air operator employee pilot to occupy a flight crew seat when training, conducting line indoctrination training, and while the first air operator flight crews are completing consolidation and crew pairing minimum flight time requirements on a new aeroplane type.

7.1.2 SCHEDULE I (FLIGHT SIMULATION TRAINING DEVICE)

Pilot Proficiency Check (Flight Simulation Training Device) (see appendix G for the table of exercises)

Each crew or pilot, as appropriate, shall perform the following sequences.

1. Flight Planning and Equipment Examination

Flight planning and equipment examinations are not mandatory when there are, in the training records, written examinations from initial or annual training for which the validity period has not expired.

- a) Flight planning shall include a practical examination on the crew's knowledge of air operator's approved Standard Operating Procedures and the Aeroplane Flight Crew Operating Manual (FCOM) including aeroplane and runway performance charts, and weight and balance procedures.
- b) The equipment examination shall consist of a display of practical knowledge of the airframe, engine, major components and systems including the normal, abnormal and emergency operating procedures and limitations relating thereto.

2. Flight Phase

a) Taxing

- i) the use of the taxing check list;
- ii) taxing in compliance with clearances and instructions issued by the person conducting the pilot proficiency check; and
- iii) where a second-in-command is undergoing the pilot proficiency check, outlined above to the extent practicable from the second-in-command position.

b) Engine Checks

Engine checks shall be conducted as appropriate to the aeroplane type.

c) Take-Off

- i) one normal take-off to be performed in accordance with the Airplane Flight Manual;
- ii) an instrument take-off in the minimum visibility approved for the air operator;
- iii) a take-off in a minimum of a 10 kts crosswind component;

Note: Any or all of the above takeoffs may be combined.

- iv) a take-off with failure of the critical engine. This activity may be conducted in lieu of an engine failure during a rejected landing; and
- v) a rejected take-off from a speed not less than 90% of the calculated VI or as appropriate to the aeroplane type.

d) Instrument Procedures:

Instrument procedures shall consist of IFR pre-flight preparations, terminal and en-route procedures, arrival and departure procedures, system malfunctions and where applicable, the proper programming and use of Flight Management Systems (FMS), (as applicable).

- i) An area departure and an area arrival procedure shall be performed to assess whether the crew:
 - (A) adheres to air traffic control clearances and instructions; and
 - (B) properly uses the available navigation equipment and facilities;
- ii) a holding procedure;
- iii) at least two instrument approaches performed in accordance with procedures and limitations in the Aeronautical Information Publication (AIP) or in the equivalent foreign

publication, or approved company approach procedure for the facility used. One of the approaches shall be a precision approach, and one a non-precision approach;

- iv) one approach and manoeuvre to land using a scene approved for circling where the air operator is authorized for approaches at the published circling minima, and is required during initial qualification check and annually thereafter.

e) Manoeuvres

- i) At least one steep turn in each direction with a bank angle of 45° and a change in heading of at least 180° but not more than 360°.

- ii) Approaches to stalls

For the purpose of this manoeuvre the required approach to a stall is reached when there is a perceptible buffet or other response to the initial stall entry.

The following approaches to the stall are required during initial and upgrade PPCs:

- (A) one in the take-off configuration, except where a zero-flap take-off configuration is normally used in that model and type of aeroplane;
- (B) one in a clean configuration; and
- (C) one in a landing configuration;

One of the approaches to stall shall be performed while in a turn with a bank angle of between 15° and 30°.

- iii) Steep turns and approach to stalls are not required if:

- (A) the PPC is conducted via either a LOFT scenario, a scripted PPC or on a fly-by-wire aeroplane, and

- (B) (a) for an initial PPC on aeroplane type, steep turns and approach to stalls have been satisfactorily demonstrated during initial training;

- (b) for a semi-annual or an annual PPC if,

- (i) steep turns and approach to stalls are required in the applicable annual training syllabus and they have been satisfactorily demonstrated during this training; or

- (ii) steep turns and approach to stalls are not required in the applicable annual training syllabus.

f) Landings and Approaches to Landings:

- i) one normal landing;
- ii) one landing from an approach in Instrument Meteorological Conditions (IMC) not greater than the minimum recommended for the approach;
- iii) one crosswind landing with a minimum of a 10 kt crosswind component;
- iv) one landing and maneuver to that landing with, depending on aeroplane type, engine failure(s) follows:

- (A) for a two engine aeroplane; failure of one engine,

- (B) for a three engine aeroplane; failure of the centre engine combined with the failure of one outboard engine for the pilot-in-command and, failure of one outboard engine only for other than the pilot-in-command,

- (C) for a four engine aeroplane; failure of two engines on the same side for the pilot-in-command and, failure of one outboard engine only for other than the pilot-in-command,

For three and four engine aeroplane, the pilot-in-command is required to perform a two engine inoperative procedure during the initial qualification check and annually thereafter.

- v) one rejected landing or a missed approach. For the purposes of the rejected landing the landing shall be rejected at a height of approximately 50 feet when the aeroplane is approximately over the runway threshold.

- vi) where CAT II approaches are authorized in the air operator certificate, the following is required:

- (A) for a pilot-in-command initial qualification:

- one CAT II ILS approach during which a practical emergency is introduced; aimed at assessing crew co-ordination in decision making and the resultant missed approach; and

- a second CAT II ILS approach to a landing in CAT II weather minima:

(B) for pilot-in-command re-qualification on CAT II approaches:
- at least one CAT II ILS approach to a landing annually.

vii) where CAT II and CAT III approaches are authorized in the air operator certificate, the following is required:

(A) for a pilot-in-command initial qualification:

- one CAT II ILS approach during which a practical emergency is introduced; aimed at assessing crew co-ordination in decision making and the resultant missed approach; and

- a CAT III ILS approach conducted to a landing in CAT III weather minima;

(B) for pilot-in-command re-qualification on CAT II and CAT III approaches:

- successive 6 monthly PPCs in an approved Flight Simulation Training Device with alternate CAT II and CAT III renewal checks.

viii) one landing without the use of an auto-land system.

Note: Any of the landings and approaches to landings specified in this section may be combined. A minimum of two landings is required.

g) Normal Procedures:

The crew shall demonstrate use of as many of the air operator's approved Standard Operating Procedures, and normal procedures as are necessary to confirm that the crew has the knowledge and ability to properly use installed equipment, (auto-pilot and hand flown manoeuvres as appropriate).

h) Abnormal and Emergency Procedures:

i) the crew shall demonstrate use of as many of the air operator's approved Standard Operating Procedures and abnormal and emergency procedures for as many of the situations as are necessary to confirm that the crew has an adequate knowledge and ability to perform these procedures;

ii) system malfunctions shall consist of a selection adequate to determine that the crew has satisfactory knowledge and ability to safely handle malfunctions;

iii) At least two simulated engine failures, excluding failures on the

runway followed by a rejected take-off, at any time during the check.

Where the PPC is conducted following initial training the following flight checking is required within 30 days after the PPC in an approved Flight Simulation Training Device, and may be run concurrent with the flight training requirements on the aeroplane type in the applicable training program:

- i) interior and exterior aeroplane pre-flight checks;
- ii) ground handling for pilots-in-command;
- iii) normal take-off, visual circuit (where possible) and landing;
- iv) a simulated engine failure procedure after take-off (at safe altitude and airspeed);
- v) a simulated engine inoperative landing; and
- vi) a normal missed approach.

7.1.3 SCHEDULE II (AEROPLANE)

Pilot Proficiency Check (Aeroplane) (see appendix G for table of exercises)

Where there is no Flight Simulation Training Device for the aeroplane type, each crew or pilot as appropriate shall perform the following sequences in the aeroplane.

7.1.3.1 Pre-Flight Phase

1. Flight Planning and Equipment Examination

- a) Flight planning and equipment examinations are not mandatory when there are, in the training records, written examinations from initial or annual training for which the validity period has not expired.
 - i) flight planning shall include a practical examination on the pilot's knowledge of standard operating procedures and the Aeroplane Flight Manual including performance charts, loading, weight and balance and Flight Manual Supplements;
 - ii) the equipment examination shall show a practical knowledge of the airframe, engine, major components and systems including the normal, abnormal, and emergency operating procedures and limitations relating thereto.

b) Aeroplane Inspection

- i) A pre-flight aeroplane inspection that includes:
 - (A) a visual inspection of the exterior and interior of the

aeroplane, locating each item to be inspected and explaining the purpose of the inspection;

- (B) the proper use of the pre-start, start and pre-taxi check lists; and
- (C) checks of the appropriate radio communications, navigation and electronic equipment and selection of the appropriate communications and navigation frequencies prior to flight.

7.1.3.2. Flight Phase

a) Taxing

- i) taxing procedures;
- ii) a taxing check including:
 - (A) the use of the taxiing check list;
 - (B) taxing in compliance with clearances and instructions issued by the appropriate air traffic control unit or by the person conducting the pilot proficiency check;
 - (C) where a second-in-command is undergoing the pilot proficiency check, the taxiing check outlined above to the extent practicable from the second-in-command position.

b) Engine Checks

Engine checks shall be conducted as appropriate to the aeroplane type.

c) Take-Off

- i). One normal take-off to be performed in accordance with the Airplane Flight Manual or where the aeroplane is a turbo-jet, a noise abatement take-off performed in accordance with the Airplane Flight Manual (where applicable) and the AIP.
- ii) An instrument take-off performed in the same manner as the normal take-off except that instrument flight rules are simulated at or before reaching an altitude of 200 feet above the airport elevation.
- iii) Where practicable under existing meteorological, airport or airport traffic conditions, one crosswind take-off performed in accordance with the aeroplane-operating manual where applicable.

Note: Any or all of the above takeoffs may be combined.

- iv) a simulated engine failure after take-off (at a safe altitude and airspeed) appropriate to the aeroplane type under the prevailing conditions.

- v) A rejected take-off explained by the candidate prior to the flight.

d) Instrument Procedures

Instrument procedures shall consist of IFR pre-flight preparation, departure and en-route procedures, terminal procedures and system malfunction:

- i) an area departure and an area arrival procedure shall be performed where the pilot:
 - (A) adheres to actual or simulated air traffic control clearances and instructions; and
 - (B) properly uses the available navigation facilities;
- ii) a holding procedure;
- iii) at least two instrument approaches performed in accordance with procedures and limitations in the AIP or the equivalent foreign publication, or approved company approach procedure for the approach facility used. Where practicable one of the approaches shall be a precision approach and one a non-precision approach;
- iv) a circling approach, where the air operator is authorized for circling minima below ceiling 1000 feet and 3 miles ground visibility, except where local conditions beyond the control of the pilot prevent a circling approach from being performed.

e) In Flight Manoeuvres

- i) at least one steep turn in each direction with a bank angle of 45° and a change in heading of at least 180° but not more than 360°;
- (ii) recoveries from impending or full stalls.

For the purpose of this manoeuvre the required recovery from a stall is initiated when there is a perceptible buffet or other response to the initial stall entry. When performed in an aeroplane the approach to stalls shall be conducted at an altitude of at least 5000 feet AGL, and if conducted above cloud at an altitude of at least 2000 feet above the cloud tops.

The following recoveries from impending or full stalls are required during initial and upgrade PPCs:

- (A) one in the take-off configuration, except where a zero-flap take-off configuration is normally used in that model and type of aeroplane;
- (B) one in a clean configuration; and
- (C) one in a landing configuration;

One of the recoveries from impending or full stall may be performed while in a turn with a bank angle of between 15° and 30°.

f) Landings and Approaches to Landings;

- i) one normal landing which shall, where practicable, be conducted without external or internal glide slope information;
- ii) one landing from an instrument approach, and where prevailing conditions prevent an actual landing, an approach to a point where a landing could have been made;
- iii) one cross wind landing where practicable under existing meteorological, airport and airport traffic conditions;
- iv) one landing and manoeuvring to that landing with a simulated failure of 50 percent of the available engines which shall be on one side of the aeroplane for the pilot-in-command and on outboard engine only for other than the pilot-in-command. Where the aeroplane type is a three engine aeroplane, the loss of power shall be an outboard engine and the centre engine for the pilot-in-command and on outboard engine for other than the pilot-in-command. For three- and four-engine aeroplanes the pilot-in-command is required to perform a two-engine inoperative procedure during initial qualification check and annually thereafter;
- v) one landing under simulated circling approach conditions except that where prevailing conditions prevent a landing, an approach to a point where a landing could have been made;

Note: Any of the landings and approaches to landings specified in this section may be combined. A minimum of two landings is required.

g) Normal Procedures

The crew shall demonstrate use of as many of the air operator's approved Standard Operating Procedures, and normal procedures as are necessary to confirm that the crew has the knowledge and ability to properly use installed equipment, (auto-pilot and hand flown manoeuvres as appropriate).

h) Abnormal and Emergency Procedures:

- i) the crew shall demonstrate use of as many of the air operator's approved Standard Operating Procedures and abnormal and emergency procedures for as many of the emergency situations as is necessary to confirm that the crew has an adequate knowledge and ability to perform these procedures;
- ii) system malfunctions shall consist of a selection adequate to determine that the crew has satisfactory knowledge and ability to

safely handle malfunctions;

- iii) at least two simulated engine failures any time during the check.

Appendix A

<u>Nomination for Designated Check Pilot (DCP)</u>								
1.	Name of the Air Operator	:						
2.	Name and Position of the Person making the nomination	:						
3.	Name of the Nominee	:						
4.	Type of Licences and Ratings held by the Nominee	:	Licence <small>(Mark with 'X' as appropriate)</small>	IR <small>(Mark with 'X')</small>	Type <small>(Insert the Type as appropriate)</small>	Total Hours of Flying Experience		
						P1	P2	
			PPL					
			CPL					
			FE					
	ATPL							
5.	Date of Last Proficiency Check	:						
6.	Date of Nominee's Joining the air operator	:						
7.	Details of the Nominee about experience as an instructor	:						
8.	Method, followed in the selection	:						
9.	Whether the applicant has	:	YES		Name of the Operator :			

	served as a DCP earlier ? if Yes, pl provide details	NO	Nature and Scope of DCP Authority	
10.	Details of the DCP Training received by the Nominee	:	Course Title : Date and Duration : Conducted by :	
11.	Nature and Scope of DCP authority sought for	:	TYPE A	TYPE B
		:	PPC (Initial/Recurrent) – Flight Simulator Training Device	
		:	PPC (Initial/Recurrent) – Aircraft	
		:	Instrument Rating (Initial/Recurrent) – Simulator/Aircraft	
		:	Base Check – Simulator/Aircraft	
		:	Line Check (Initial/Recurrent) – Aircraft	
		:	Others (Pl. specify)	
12.	Nominee’s Declaration	:	I certify that the particulars furnished by me above are true and accurate and am aware that I would be disqualified to hold the DCP authority to be conferred on to me, if any of the above particulars is found to be false. I swear that I would regulate myself only in view of the responsibilities cast upon a DCP and exercise the DCP authority with integrity, diligently and devoid of any interest, other than the expectation of Authority in the evaluation of competence of pilots to perform their flying duties safely, in conformity with the applicable rules and standards specified by the Authority. <hr/> Signature and Date	
13.	Declaration by the person nominating	:	I certify that I have personally scrutinized the information provided and satisfied of its accuracy. I declare that the nominee is the most suitable person amongst the current complement of pilots serving in the	

		<p>airline who satisfies all requirements in the DCP Manual for appointment as a DCP.</p> <p>I confirm that the nominee is given full freedom to act in complete loyalty to the Authority whilst performing the DCP's duties and functions and he would neither be subjected to disciplinary action or any discriminatory treatments for such matter nor be influenced by the airline in any manner in relation to the conduct of his duties as a DCP.</p> <hr/> <p>Date and Signature of the person nominating.</p>
--	--	--

Note When the Operations Manager is the nominee, a company executive shall complete and sign the form.

This nomination shall be accompanied by a resume (***Please type or print***) of the nominee's aviation background, qualifications and other experience which would support approval as a DCP. If there is any breach of regulatory practice for which the pilot is convicted or authority has imposed administrative penalties, details of such instances should be clearly mentioned.

Inspector Verification and Recommendation

_____ (Nominee's name)

- a) Has been briefed on flight check procedures;
- b) Has completed at least one monitored PPC and/or Instrument Rating Flight Check (for DCP Type A & B only) ; and
- c) Qualifications have been verified and meets the requirements as per the DCP Manual.

 Inspector's Signature

Date

Director Flight Safety's (*Insert as appropriate*) Signature

Date

APPENDIX B

DCP Approval

_____ is hereby approved as a _____ (Name and licence number)

Designated Check Pilot (DCP) who is an authorised person and is authorised in accordance with Civil Aviation Rules to conduct flight checks, as indicated below, on behalf of **(Insert National Regulatory Body/State)** subject to all of the conditions of issuance.

- | | | | |
|--------------------------------------|--------------------------|------------------------------|--------------------------|
| PPCs (Initial/Recurrent) - Simulator | <input type="checkbox"/> | Line Checks - Aircraft | <input type="checkbox"/> |
| PPCs (Initial/Recurrent) - Aircraft | <input type="checkbox"/> | 1200 RVR take-off checks | <input type="checkbox"/> |
| IRTs (Initial/Recurrent) – Simulator | <input type="checkbox"/> | 600RVR take-off checks | <input type="checkbox"/> |
| IRTs (Initial/Recurrent) – Aircraft | <input type="checkbox"/> | Category II Approach checks | <input type="checkbox"/> |
| Base Checks – Simulator | <input type="checkbox"/> | Category III Approach checks | <input type="checkbox"/> |
| Base Checks –Aircraft | <input type="checkbox"/> | | |

(Check as appropriate)

CONDITIONS OF ISSUANCE :

- Approved as DCP Type ***(Insert A/B/C/D as applicable)***.
- Meet qualifications and maintain currency requirements in accordance with the DCP manual.

3. Approval valid for _____ and

(Air Operator) (Aircraft Type)

4. All Checks shall be conducted pursuant to CAR and the DCP manual.

Failure to meet any conditions of issuance is ground for suspension pursuant to CAR

This authority supersedes and revokes all previously issued like authorities.

This authority shall remain valid until the earliest of :

a) the date on which any condition of issuance is breached;

b) the date on which this authority is revoked in writing, by the Insert National Regulatory Body/State pursuant to CAR.

Dated at _____ (City), _____ (State), this _____ day of _____, 20

Director Flight Safety (*Insert as appropriate*)

For Insert National Regulatory Body/State

APPENDIX C

Pilot's Line Check Report

1. Name/Rank	2. Aircraft Type	3. Date (YY/MM/DD)
4. IFR Valid to	5. Medical Valid to	6. Licence Number

Required Standards

Note: Clarify SB or U assessment with remarks.

S	Satisfactory	SB	Satisfactory with Briefing	U	Unsatisfactory (Fail)
----------	--------------	-----------	----------------------------	----------	-----------------------

		S	SB	U			S	SB	U
1.	Reporting for Duty				27	Verbal Check Navigation Aids			
2.	Manuals				28	Approach Briefing			
3.	Wx Briefing NOTAMS and Bulletins				29	Cabin Security Co-ordination with C/As			
4.	Flight Planning - Operational ATC				30	Descent			
5.	Weight and Balance				31	Use of Speed Brakes			
6.	Aircraft Inspection (Exterior, Interior)				32	Cross Checking Altitudes			

		S	SB	U				S	SB	U
7.	Load Security				33	Approach VFR				
8.	Emergency Equipment				34	Speed Control				
9.	Before Start				35	Transition to Facility				
10	Review of Emergency Drills				36	Approach Instrument				
11	Engine Start				37	Landing				
12	After Start				38	After Landing				
13	Taxi (Speed, Steering, Brakes)				39	Approaching Ramp				
14	ATC Clearances				40	Shut Down				
15	Use of Checklist and Responses				41	General				
16	Take Off (After Take-Off Checks)				42	Smoothness of Control				
17	Noise Abatement Procedure (if applic.)				43	Route Knowledge				
18	Initial Climb				44	Crew Co-ordination				
19	Climb				45	PR use of PA				

		S	SB	U				S	SB	U
20	Cross Checking Altitudes				46	Use of IRS/INS/GPS/LORAN/FMS				
21	Level Off and Altitude Selection				47	Use of Weather Radar				
22	Cruise				48	EROPS / ETOPS				
23	Radio Contacts and Position Reports				49	Minimum Equipment Lists (MELs)				
24	Fuel Checks									
25	Use of Anti-Icing Equipment									
26	Use of Auto Flight System									

General Assessment Passed Failed Next Line Check Due: _____

Comments:

Signatures: _____

Designated Check Pilot (DCP) Chief Pilot
(Insert as appropriate)

Name : _____

Licence No.: _____

APPENDIX E

(Insert Regulatory Body/State)

DCP MONITORING REPORT (INITIAL/RENEWAL)

Line Check /Instrument Rating /Pilot Proficiency Check/**(Insert any other)**

File No.		Company :		Base :	
Flt. No	Sector(s)	Flight Date	Flight time	Aircraft Type	Registration
a.	a.	a.	a.	a.	
b.	b.	b.	b.	b.	
Name of DCP		Licence		Medical Valid Until	
Candidate		Licence		Medical Valid Until	
Candidate		Licence		Medical Valid Until	
Inspector		Licence		Medical Valid Until	

MARKING GRADE : S = Satisfactory; SB=Satisfactory With Briefing; U=Unsatisfactory ;
 N/O = Not Observed (Comments required for each SB and U assessment)

PRE-FLIGHT BRIEFING	a. Content Adequacy		
	b. Clarity		
	c. Report with Candidate		
SCOPE OF FLIGHT CHECK	a. Use of Questions		
	b. Required Items Covered		
	c. Relative to Briefing		
CONDUCT OF FLIGHT CHECK	a. Standard Procedures		
	b. Relative to Briefing		
	c. Report with Candidate		
POST-FLIGHT BRIEFING	a. Content Adequacy		
	b. Relative to Flight Check		
	c. Coverage – Errors/weaknesses		
FLIGHT CHECK REPORT	a. Coverage – Errors/weaknesses		
	b. Content – General		
	c. Assessment Validity		

GENERAL ASSESSMENT : S / SB / U

COMMENTS :

Inspector's Signature

APPENDIX F

PILOT CHECK REPORT

			INITIAL		RENEWAL	
INSTRUMENT RATING						
PPC						
CREW STATUS	CAPTAIN		F/O.		F/E	

NAME OF CANDIDATE:			LICENCE NUMBER:			
NAME OF RECOMMENDING PILOT:			TEST DATE		FLIGHT TEST TIME	
LICENCE NUMBER:						
			DAY	MONTH	YEAR	PRE FLT
						FLT
						POST FLT
NAME OF DCP:						
LICENCE NUMBER:						
CHECKING DEVICE			AIRCRAFT/FLIGHT SIMULATION TRAINING DEVICE		REGISTRATION/ID NO.	
AEROPLANE	SIMULATOR	COMBINED				
CHECK DETAILS			S	S/B	U	COMMENTS-GENERAL ASSESMENT
TECHNICAL KNOWLEDGE						

P R E F L I G H T	FLIGHT PLANNING				
	EXTERIOR, INTERIOR				
	NAVAIDS, CLEARANCE				
	ENG START, COCKPIT CHECKS				
	TAXIING				
	CHECKS & BRIEFING				
D E P A R T U R E	NORMAL TAKE-OFF				
	REJECTED TAKE-OFF				
	CROSSWIND TAKE-OFF				
	FLIGHT SIMULATION TRAINING DEVICE POWER LOSS				
	AREA DEPARTURE				
	LOW VISIBILITY TAKE-OFF				
A I R W O R K	HOLDING				
	AIRCRAFT HANDLING				
	APPROACH STALL				
	FLIGHT CHARACTERISTICS				
T E	TRANSITION TO APPROACH FACILITY				
	NON PRECISION				

					<input type="checkbox"/>				
					FAILED				FAILED
					DCP SIGNATURE				PPC VALID TO
					DA Y	MO NTH	YEAR		
					CANDIDATE SIGNATURE				

APPENDIX G

The following table is only a summary of the items in the applicable standard for PPCs. The standard should be consulted for details.

Exercise	Synthetic Training Device PPC	Aeroplane PPC
Flt plan	☐	☐
A/C inspection		☐
Taxi		☐
Eng checks		☐
Take off	☐ can be combined	☐ can be combined
normal	☐	☐ IMC simulated at 200' AGL
min vis	☐	
10 kt xwind	☐	☐ if able
eng fail	☐	☐ simulated only - at V2 and safe alt
RTO	☐ at not less than 90% of V1	☐ briefing only
Steep Turns	☐ not reqd on fly by wire a/c	☐ not reqd on fly by wire a/c
Stalls	☐ 1 or more - with 1 in land config - not reqd on fly by wire a/c	☐ 1 or more - with 1 in land config - not reqd on fly by wire a/c
Holding	☐	☐
Arrival	☐	☐
IFR approach	☐ 2 - 1 precision - 1 non precision	☐ 2 - 1 precision - 1 non precision
Circle Approaches	☐ if applicable	☐ if applicable

<p>Normal Procedures</p>	<p>☐ should demonstrate satisfactory knowledge of normal system use</p>	<p>☐ should demonstrate satisfactory knowledge of normal system use</p>
<p>Landings</p> <p>normal</p> <p>from inst app</p> <p>w/o glide slope</p> <p>xwind</p> <p>eng fail</p> <p>go around</p> <p>CAT II or III</p>	<p>☐ one of each and they can be combined</p> <p>☐ should be at min for aapp</p> <p>☐ where applicable</p> <p>☐</p> <p>☐ loss of 50% of engines</p> <p>☐ at 50'</p> <p>☐ if authorized to do so</p>	<p>☐ 2 min and they can be combined</p> <p>☐</p> <p>☐ if able</p> <p>☐ where possible</p> <p>☐ where practicable</p> <p>☐ simulated - lose 50 % of engines</p>
<p>Emergency</p>	<p>☐ as reqd to determine competency - min 2 eng failures</p>	<p>☐ as reqd to determine competency - min 2 eng failures</p>
<p>Airborne</p> <p>a/c checks</p> <p>gnd handling</p> <p>normal t/o</p> <p>vis cct & ldg</p> <p>sim eng fail on t/o</p> <p>sim eng fail on g/a</p> <p>no vis aids app</p> <p>partial flap landing</p>	<p>must include all aspects of a/c PPC that was not completed in the sim</p> <p>☐</p> <p>☐</p> <p>☐</p> <p>☐</p> <p>☐</p> <p>☐</p> <p>☐</p> <p>☐</p> <p>☐</p>	