AOG 6-3

CIVIL AVIATION AUTHORITY OF BANGLADESH

AIR OPERATOR GUIDANCE ON COMPETENCE OF AIR OPERATOR OPERATIONS PERSONNEL AND DESIGNATED EXAMINERS

ISSUE-1
09 MAY 2017

DIRECTORATE OF FLIGHT SAFETY & REGULATIONS

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APPROVAL AND AMENDMENT PROCEDURE

As per ICAO Doc 8335 'Manual of Procedures for Operations Inspections, Certifications and Continuing Surveillance', it is an accepted practice for the Civil Aviation Authority of a State to assess the relevant operational personnel of a prospective Air Operators and/or an established Air Operator who would perform the duties in various operational fields.

It is also an accepted practice as per the provisions outlined in the Doc 8335 to delegate certain examining functions to Designated Personnel of the air Operator. In the Operational fields, this applies to conduct of examinations for the award of Type Ratings, Instrument Ratings, Conduct of Pilots' Proficiency Checks (PPC) and Line Checks.

It is expected that prior to engaging the company personnel for various operational tasks, the personnel are adequately trained and subsequently examined for competency before they undertake the operational tasks. Such training shall be provided by qualified Instructors and competency checks are evaluated by the company examiners who should possess the qualification and aptitude to conduct such examinations and evaluations. The qualifications and approvals of the personnel are accorded by the CAA Authority with a view to ensuring that appropriately qualified personnel from among the company are awarded with the responsibility to perform, teach and conduct examinations.

Since, some of the examination tasks relate to awarding of Type Ratings, Instrument Ratings, Conduct of Pilots' Proficiency Checks (PPC) and Line Checks fall under the responsibility to the regulatory functionaries, most suitable candidates from the company examiners shall be evaluated by the relevant area Inspectors, qualified to conduct such evaluations, to select the Designated Examiner personnel, covering examiner activity in the areas of operations, aircraft and Flight Synthetic Training Devices, as necessary. These Designated Examiner personnel, when perform the tasks of examination of company personnel, required for the CAA, shall be known as 'Designated Examiners' who perform the tests and/or checks on behalf of the CAA.

Since CAA is responsible to closely supervise all and the subsequent activities of the Designated Personnel., all Designated Personnel must be kept under the supervisory and technical control of the CAA when duties are performed on behalf of the CAA.

Accordingly, this CAP-6 contains the Standards, Policies, Procedures and Guidance concerning the evaluations of Company Personnel, Instructors, Examiners and Designated Examiners. In the cases of Flight Crew, the examining personnel are known as Designated Check Pilots (DCPs) or Designated Pilot Examiners (DPEs).

In this document, Part-1 deals with the specific criteria and evaluation of Company Personnel, Instructors, Examiners and Designated Examiners, whereas, Part-2 specifies the details on the types of the DCPs/DPEs, the requirements for issue and renewal of DCP/DPE authorizations, various evaluation techniques as to how the DCPs/DPEs shall conduct the checks/tests and a vast other information.

In addition, the document provides interactive scenarios between the CAAB FOIs, the DCPs/DPEs and the company candidates undergoing checks/tests.

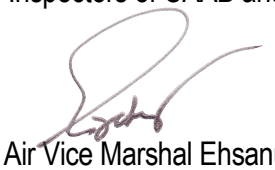
Flight Operations Inspectors of CAAB and Air Operator Designated Check Pilots (DCPs) shall, at all times, comply with the stipulations in this document when performing duties and functions connected with the subject matter, unless a deviation is sought and requisite approval therefore, has been granted in writing.

The DCP is a company examiner, approved by the CAAB, to perform regulatory duties and functions under the delegated authority, for and on behalf of CAAB.

When performing duties, DCPs shall, first and foremost, act as delegates of CAAB, and shall therefore regulate themselves only in view of the obligations and objectives of CAAB.

The document may be modified or amended as and when circumstances arise, but under strict permission of the undersigned.

The document is hereby approved and shall be followed and adhered to by both the relevant Inspectors of CAAB and DCPs from the Air Operator, from the date of signing.



Air Vice Marshal Ehsanul Gani Choudhury
Chairman, Civil Aviation Authority
Bangladesh
09 May 2017

AMENDMENTS

CHAPTER	SUBJECT	DATE AMENDED	AMENDED BY

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TABLE OF CONTENTS
PART-1

PART-2
[DCP MANUAL]

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PART-1

CHAPTER-1
Conduct of Examinations, Tests and Checks for Operations Personnel

1.1 ICAO has mandated through Annex 1, in addition to fulfilling many requirements, the essentiality for the Operational Personnel to acquire appropriate Knowledge and Skill to conduct commercial air transport operations. On the point of view of ICAO, wherein, acquiring the theoretical Knowledge by all relevant operations personnel shall be ensured in accordance with the requirements of Annex 1, the maintenance of competency of such personnel have been necessitated in accordance with the requirements of Annex 6;

1.2 An essential part of action that plays an important role for the operations personnel of a commercial air transport operator is to receive appropriate training to acquire the required knowledge and skill to perform the assigned tasks effectively and efficiently. In order for an air operator to impart appropriate training to its operational personnel, there is always a need to develop efficient Instructors and examiners in the organization to fulfil this noble task;

1.3 Accordingly, Civil Aviation Authority of Bangladesh has outlined in this Policy Document (CAP-6) the requirements for all categories of operations personnel including its Instructors and Examiners of relevant areas for those air operators who intend to conduct commercial air transport operations;

1.4 Each operations personnel of air operators shall satisfactorily demonstrate adequacy of knowledge and operational skill during Examinations, Tests and Checks to the best satisfaction of CAAB;

1.5 Alike all operational personnel, the flight crew members of the air operators who fall in the category of one of the most important operational personnel, shall demonstrate adequacy of competence through ‘Knowledge Test’, ‘Oral Test’ and ‘Skill Test’ prior to being qualified to operate aircraft;

1.6 Standard 9.4.4.1 of ICAO Annex 6 mandates that an operator shall ensure that piloting Technique and the ability to execute emergency procedures is checked in such a way as to demonstrate the pilot’s competence on each type or variant of a type of aeroplane. Where the operation may be conducted under instrument flight rules, an operator shall ensure that the pilot’s competence to comply with such rules is demonstrated to either a check pilot of the operator or to a representative of the State of the Operator. Such checks shall be performed twice within any period of one year. Any two such checks which are similar and which occur within a period of four consecutive months shall not alone satisfy this requirement. Further to this, ICAO recommends that Flight simulation training devices approved by the State of the Operator may be used for those parts of the checks for which they are specifically approved.

1.7 Although ICAO has not specified any means for a contracting State as to how to initiate setting up the path to ensure attainment of competence by the operations personnel of air operator, it has been an established practice, followed by all most all the contracting States

of ICAO whereby, an incumbent applicant of the air operator intending to be appropriately qualified as operations personnel shall be required to:

(a) Display, as an operations personnel (other than cockpit crew, cabin crew and/or flight dispatcher), his/her competence, following completion of the required ground training on the relevant technical subjects and the related OJTs in his/her areas of responsibility, a demonstration of knowledge conducted through an examination ('Knowledge Test') prior to his assigned task;

(b) Display, as a cabin crew, his/her competence, following completion of the required ground training on the relevant technical subjects, aircraft familiarization, emergency equipment and the related OJTs, a demonstration of knowledge conducted through an examination ('Knowledge Test') prior to his assigned task;

(c) Display, as a flight dispatcher, his/her competence, following completion of the required ground training on the relevant technical subjects, related OJTs and in-flight observation, a demonstration of knowledge conducted through an examination ('Knowledge Test') prior to his assigned task; and,

(d) As a Flight Crew, he/she shall be required to:

1. Display his/her competence, following completion of the required ground training on the relevant technical subjects, related aircraft familiarization and in-flight observation, a demonstration of knowledge conducted through an examination ('Knowledge Test') prior to his/her commencement of flight training in actual aircraft or simulator;

2. Display his/her competence, following completion of the required flight training, either in actual aircraft or Flight Simulation Training Device (FSTD), a demonstration of knowledge conducted through an 'Oral Test' prior to his 'Initial Pilot Proficiency Check' (PPC);

3. Display his/her competence, following completion of the required Route or Line indoctrination training in actual aircraft, a demonstration of Skill conducted through an 'Initial Route or Line Check' (IRC).

4. Needless to mention that, at this stage, a flight crew, shall have to fulfill any other requirements such as flying P-1 (U/S) or any other necessities required to be fulfilled pursuant to regulatory and/or operator induced requirements which need to be accomplished prior to being able to operate flights independently.

1.8 In reference to Para 1.7 (a) to (d), Civil Aviation Authority of Bangladesh shall ensure that the operations personnel of an air operator engaged in commercial air transport operations shall demonstrate to either an examiner/check pilot of the operator or to a representative of CAAB to demonstrate their competence through the following arrangements and evaluations:

(a) That, the air operators shall ensure that they have adequate number of qualified Ground and Flight Instructors in the Organizations in all fields to provide training to all operations personnel at large;

(b) That, the air operators shall ensure that they have adequate number of qualified Ground and Flight Examiners in the Organizations in all fields to conduct examinations/tests/checks etc. for all types of operations personnel;

(c) That, the air operators shall ensure that they have adequate number of appropriately qualified company ground and flight examiners in the Organizations who should be conducting recurrent examinations/tests/checks for the operations personnel in the areas of their responsibility.

(d) That, the air operators shall ensure that they have adequate number of highly qualified ground and flight examiners in the Organizations who could be awarded with the privileges of Designated Ground and Flight Examiners by CAAB. These examiners shall be required to conduct evaluations on the competence of the operations personnel with respect to 'Initial' examinations/tests/checks mentioned in Para 1.7 (a) to (d) in their appropriate areas of authorities and responsibilities.

(e) That, the air operator shall ensure that these Designated Ground and Flight Examiners shall conduct evaluations on the competence of the operations personnel with respect to 'Initial' examinations/tests/checks in their appropriate areas of authorities and responsibilities. The 'Initial' Examinations/Tests/Checks to be conducted, shall comprise of 'Knowledge Test', 'Oral Test' and 'IRC', as below:

1. 'Knowledge Test' shall be conducted in the following manner:

   a. For all operations personnel except cockpit crew, cabin crew and flight dispatchers, the knowledge test shall be conducted to a satisfactory standard following completion of the ground training including OJTs in the relevant areas of responsibilities prior to being declared as 'Operational' for the assigned task;

   b. For Cabin Crew, the knowledge test shall be conducted to a satisfactory standard following completion of the ground training including aircraft familiarization on emergency equipment, handling procedures and OJTs in the relevant areas of responsibilities prior to being declared as 'Operational' for the assigned task;

   c. For Flight Dispatcher, the knowledge test shall be conducted to a satisfactory standard following completion of the ground training, as well as in-flight observation, as appropriate OJTs in the relevant areas of responsibilities prior to being declared as 'Operational' for the assigned task;

   d. For Cockpit Crew, the knowledge test shall be conducted to a satisfactory standard following completion of the ground training (type technical), cockpit timing and observation flights, if any prior to undergoing Flight Training either in actual aircraft or simulator.

Note: Contents of the 'Knowledge Test' and any questionnaire shall be developed by the operator as a part of training programme to be approved by CAAB.

2. 'Oral Test' shall be conducted for Cockpit Crew only following completion of flight training either in actual aircraft or simulator and prior to 'Initial Pilot Proficiency Check' (PPC). Contents of the 'Oral Test' and any questionnaire shall be developed by the operator as a part of training programme to be approved by CAAB.; and,

3. 'Initial Route or Line Check' (IRC) shall be conducted for Cockpit Crew only following completion of the required route or line indoctrination training. Contents of the 'IRC' and any questionnaire/checklist shall be developed by the operator as a part of training programme to be approved by CAAB.

Note-1: An examiner/check pilot of an operator means an incumbent who is an operator employee and has been approved by CAAB to conduct 'Recurrent' examinations/tests/checks only;

Note-2: Representative of CAAB means an incumbent who is an operator employee and has been officially 'Designated' by CAAB to conduct, on behalf of CAAB, any 'Initial' examinations/tests/checks and otherwise, whenever required by the operator, may conduct any recurrent examinations/tests/checks;

Note-3: Representative of CAAB also means an incumbent who is employed by CAAB and has been assigned the responsibility to conduct/monitor examinations/tests/checks, whenever applicable. The Inspectors of CAAB generally fall in this category. Although the Designated Flight Operations Inspectors (DFOIs) of CAAB also fall under similar category, they shall perform the functionaries of CAAB FOIs in all aspects except that they will not conduct/monitor any examinations/tests/checks of the personnel belonging to the air operators where the DFOIs themselves are employed.

1.9 With reference to conducting examinations, tests and checks for operations personnel, the CAAB inspectors shall review procedures for the delegation/designation and evidence of effective implementation of the this policy document (CAP-6) in order to ensure that CAAB has developed the required policy and procedure, as outlined in this document, by which it delegates any of its inspection or supervision responsibilities, such as competency checks, route checks, instrument ratings checks, conversion checks and upgrading checks, to designated inspectors and/or check operations personnel of an AOC holder;

1.10 Towards implementation of the designation policy, CAAB inspectors shall review referring to CAP-6, other regulations and procedures in order to ensure that CAAB has established procedures for renewal of the mandates for delegated or designated check operations personnel as well as the duration of their designation;

1.11 To this effect, the CAAB inspectors shall review mechanism for oversight and confirm adherence that CAAB shall conduct oversight of tasks delegated to other internal

divisions, other bodies, regional organizations, private agencies or individuals as applicable;

1.12 The CAAB inspectors shall ensure that a list of designated examiners and line check airmen are readily available at all times;

1.13 The CAAB inspectors shall also ensure that the operator provides Comprehensive syllabi, including lesson plans for designated personnel of the air operator which shall be approved by CAAB;

PART-1

CHAPTER-2
Endorsement, Authorization and Designation of Operations Personnel

2.1 Chapter 2.4 provides the procedure of evaluations which shall be followed for Specific Authorizations of Operations Personnel of prospective and/or established air operators of Bangladesh intending to conduct commercial air transport operations.

2.2 Foreign Nationals including Simulator Flight Instructors/Examiners (SFI/SFEs), seeking for Endorsements, Authorizations and Designations shall also be subjected to similar evaluation.

2.3 The Principal Operations Inspector (POI) of the respective air operator shall take necessary measure in this regard.

2.4 All authorizations mentioned underneath shall be subjected to CAAB evaluation. The following policy shall govern to evaluate an air operator personnel by CAAB:

(a) Pursuant to Para 1.8 (e) 1a, all company operations personnel except the cockpit crew, the cabin crew and the flight dispatchers shall be evaluated by the CAAB Designated Examiners relevant to the designated task. The evaluation reports shall be submitted to CAAB;

(b) Pursuant to Para 1.8 (e) 1b, all company cabin crew shall be evaluated by the CAAB Designated Examiners relevant to the designated task. The evaluation reports shall be submitted to CAAB;

(c) Pursuant to Para 1.8 (e) 1c, all company flight dispatchers shall be evaluated by the CAAB Designated Examiners relevant to the designated task. The evaluation reports shall be submitted to CAAB;

(d) Pursuant to Para 1.8 (e) 1d, all company flight crew shall be evaluated by the CAAB Designated Examiners relevant to the designated task. The evaluation reports shall be submitted to CAAB;

PART-1

CHAPTER-3
Examinations, Tests and Checks for Company Instructors and Examiners

3.1 All Company Ground Instructors and Examiners shall be evaluated by the CAAB Designated Examiners relevant to the designated task. The evaluation reports shall be submitted to CAAB;

3.2 All Company Flight Instructors and Examiners (Route or Line/Base/Simulator) shall be evaluated by the CAAB Designated Examiners relevant to the designated task. The evaluation reports shall be submitted to CAAB;

PART-1

CHAPTER-4
Examinations, Tests and Checks for Designated Ground Examiners

4.1 All CAAB Designated Ground Examiners shall be evaluated by the CAAB Designated Examiners relevant to the designated task, which shall be monitored by CAAB prior to performing the assigned task. This authorization shall be subjected to recurrent monitor by CAAB on three year basis. All evaluation reports shall be submitted to CAAB;

Note: Template of the 'Evaluation Form' can be found in Appendix-A of this Part.

4.2 All CAAB Designated Flight/Simulator Examiners (Route or Line / Base / Simulator) shall be evaluated by CAAB Designated Examiners performing the Check/Test relevant to the designated task, which shall be monitored by CAAB prior to performing the assigned task. This authorization shall be subjected to recurrent monitor by CAAB on yearly basis. All evaluation reports shall be submitted to CAAB;

Note: Template of the 'Evaluation Form' can be found in Part-2.

4.3 Additionally, all CAAB Designated Flight/Simulator Examiners (Route or Line / Base / Simulator) shall be evaluated by CAAB Designated Examiners performing PPC, which shall be monitored yearly basis by CAAB. Monitor by CAAB can be structured to facilitate the CAAB Inspector accomplish 4.2 and 4.3 back to back basis. The CAAB Inspector monitoring the PPC of the Designated Flight/Simulator Examiners (Route or Line / Base / Simulator) shall authenticate the PPC Report by signing at the bottom of the report. Air Operators shall ensure developing the appropriate PPC Format ensuring to accommodate the provision for the monitoring FOI to authenticate by signing, which shall be approved by CAAB. All evaluation reports shall be submitted to CAAB.

PART-1

CHAPTER-5
Examinations, Tests and Checks for Designated Flight Operations Inspectors

5.1 All CAAB Designated Flight Operations Inspectors (DFOIs) shall be evaluated by CAAB through a recruitment/selection process acceptable to the decisions of the CAAB Board meeting prior to their performing the assigned task.

PART-1

CHAPTER-6
The Progression of Authorization and Applicability of Air Operator Flight Crew

6.1 The progression of authorization and applicability of air operator personnel have been outlined below:

PROGRESSION	AUTHORIZATION	APPLICABILITY
Step-1	Initial Type rating (or validation) as Copilot or Commander	For Company usage
Step-2	Type rating as Commander (if not authorized earlier)	For Company usage
Step-3	Completion of Instructional Techniques (if not authorized earlier)	For Company usage
Step-4	Type rated Route/Line Flight Instructor/Examiner	For Company usage
Step-5	Type rated Designated Route/Line Flight Examiner	For CAAB usage while Conducting IRCs; Also for Company usage for conducting routine RCs
Step-6	Type rated Base Check Instructor/Examiner (This authorization may be waved as necessitated	For Company usage
Step-7	Type rated Designated Base Check Examiner (This authorization may be waved as necessitated)	For CAAB usage while Conducting Initial Base Checks; Also for Company usage for conducting routine BCs
Step-8	Type rated Simulator Flight Instructor	For Company usage
Step-9	Type rated Simulator Flight Examiner	For Company usage
Step-10	Type rated Designated Simulator Flight Examiner	For CAAB usage while Conducting Initial Type Rating PPCs; Also for Company usage for Routine Recurrent PPCs

Note: CAAB's policy shall be to use the following abbreviations:

1. 'GI' (Subject) shall mean Company Ground Instructor of (Subject); Example: GI (DG) means 'Company Ground Instructor' of Dangerous Goods
2. 'GE' (Subject) – Company Ground Examiner of (Subject);
3. 'DGE' (Subject) – CAAB Designated Ground Examiner of (Subject);
4. 'FI' (Route/Base/Sim) shall mean Company Flight Instructor of (Route/Base/Sim); Example: FI (Route) means 'Company Flight Instructor' on Route Flying.
5. 'Check Pilot/Airman' (Route/Base/Sim) – Company Check Pilot of (Route/Base/Sim);
6. 'DCP' (Type A/B/C/D) – CAAB Designated Check Pilot of (Type A/B/C/D);

PART-1

CHAPTER-7
Evaluation of Air Operator Personnel

7.1 The details of 'Evaluation' of air operator operations personnel have been shown as under:

01	POSITION (INITIAL)	Company Operations Personnel, other than Cockpit Crew, Cabin crew and Flight Dispatchers, to be declared as Operational	
	ELIGIBILITY	Completed and passed the appropriate Orientation, Training Program, OJT etc. to be productive for the duties as operations personnel in the areas of responsibilities.	
	AUTHENTICATION TYPE	Accepted by CAAB	
	AREA OF EVALUATION	Knowledge Test	Company Orientation, Training Program, OJT etc.
		Oral Test	Job tasks to be performed
	PREREQUISITE FOR CONTINUITY OF AUTHORIZATION THROUGH EVALUATION	Proficient always	As per company syllabus/check form approved by CAAB
	EVALUATOR	Knowledge Test: Company Instructor/examiner of the area of responsibility; Oral Test: Company Instructor/examiner of the area of responsibility;	
	MONITOR	Not Applicable	
	REMARKS	Nil	

02	POSITION (INITIAL)	Company Instructors/Examiners to impart training and conduct examinations to Operations Personnel, other than Cockpit Crew, Cabin crew and Flight Dispatchers.	
	ELIGIBILITY	Adequately experienced in the areas of responsibilities and Ground Subject on Instructional Technique Passed	
	AUTHENTICATION TYPE	Accepted by CAAB	
	AREA OF EVALUATION	Knowledge Test	On the fields of responsibilities
		Oral Test	On the fields of responsibilities
	PREREQUISITE FOR CONTINUITY OF AUTHORIZATION THROUGH EVALUATION	Proficiency (05 Yearly)	On the fields of responsibilities.
	EVALUATOR	Knowledge Test: Company examiner on the areas of responsibilities; Oral Test: Company examiner on the areas of responsibilities;	
	MONITOR	Not Applicable	
	REMARKS	All reports shall be submitted to CAAB	

03	POSITION (INITIAL)	Company Designated Examiners to impart training, conduct examinations and specially to conduct examinations/tests on behalf of CAAB to Operations Personnel, including Company Instructors and Examiners, other than Cockpit Crew, Cabin crew and Flight Dispatchers.	
	ELIGIBILITY	Adequately experienced as Company Instructor/examiner in the areas of responsibilities and Ground Subject on Instructional Technique Passed.	
	AUTHENTICATION TYPE	Approved by CAAB	
	AREA OF EVALUATION	Knowledge Test	On Instructional and examining in the areas of responsibilities.
		Oral Test	On Instructional and examining in the areas of responsibilities.
	PREREQUISITE FOR	Proficiency	On Instructional and examining in the areas of responsibilities.

	CONTINUITY OF AUTHORIZATION THROUGH EVALUATION	(03 Yearly)	
	EVALUATOR	Knowledge Test: Company examiner on the areas of responsibilities; Oral Test: Company Designated Examiner on the areas of responsibilities;	
	MONITOR	CAAB Inspector in the area of responsibility.	
	REMARKS	All reports shall be submitted to CAAB	

04	POSITION (INITIAL)	Initial Type Rating Or Up-Gradation on Aeroplanes/Helicopters, Bangladesh Flight Crew.	
	ELIGIBILITY	Valid & Appropriate Flying License.	
	AUTHENTICATION TYPE	Approval by CAAB	
	AREA OF EVALUATION	Knowledge Test	Type Technical – Systems, QRH, Limitations & Performance etc.;
		Oral Test (To be conducted prior to conducting Initial PPC)	1. Type Technical – Systems, QRH, Limitations & Performance etc.; 2. Flying Techniques in all areas and situations related to aircraft type; 3. Company Regulations & Procedures, if not assessed earlier; 4. CAAB Regulations, if not assessed earlier.
	PREREQUISITE FOR CONTINUITY OF AUTHORIZATION	Initial PPC	As per company syllabus/check form approved by CAAB
		IRC	As per company syllabus/check form approved by CAAB
	EVALUATOR	Knowledge Test: Company GI (Type Technical); Oral Test: DCP Type A; Initial PPC: DCP Type A; IRC: DCP Type C or above.	
	MONITOR	Not Applicable	
	REMARKS	All reports shall be submitted to CAAB	

05	POSITION (INITIAL)	Initial Validation Or Type Rating Or Up-Gradation on Aeroplanes/Helicopters, Foreign National Flight Crew.	
	ELIGIBILITY	Valid & Appropriate Flying License.	
	AUTHENTICATION TYPE	Validation by CAAB	
	AREA OF EVALUATION	Knowledge Test	Not Applicable
		Oral Test (To be conducted prior to conducting IRC)	1. Type Technical – Systems, QRH, Limitations & Performance; 2. Flying Techniques in all areas and situations; 3. Company Regulations & Procedures, if not assessed earlier; 4. CAAB Regulations, if not assessed earlier.
	PREREQUISITE FOR CONTINUITY OF VALIDATION THROUGH EVALUATION	Initial PPC	Not Applicable, if not undergoing PPC before operating
		IRC	As per company syllabus/check form approved by CAAB
	EVALUATOR	Knowledge Test: N/A; Oral Test: DCP Type A (If required); Initial PPC: DCP Type A (If required); IRC: DCP Type C or above.	
	MONITOR	Not Applicable	
	REMARKS	All reports shall be submitted to CAAB	

06	POSITION (INITIAL)	Company Type Rated Route/Line Flight Instructor/Examiner (Aeroplanes/Helicopters)

	ELIGIBILITY	Valid & Appropriate Flying License with Ground Subject on Instructional Technique Passed.	
	AUTHENTICATION TYPE	Approval by CAAB	
	AREA OF EVALUATION	Knowledge Test	Not Applicable
		Oral Test (To be conducted prior to conducting IRC)	1. Type Technical – Systems, QRH, Limitations & Performance; 2. Flying Techniques in all areas and situations; 3. Company Regulations & Procedures, if not assessed earlier; 4. CAAB Regulations, if not assessed earlier.
	PREREQUISITE FOR CONTINUITY OF AUTHORIZATION THROUGH EVALUATION	Self PPC (Yearly)	As per company syllabus/check form approved by CAAB
		Conduct RC (Yearly)	As per company syllabus/check form approved by CAAB
	EVALUATOR	Knowledge Test: N/A; Oral Test: DCP Type C or above; PPC: DCP Type A; RC: DCP Type C or above.	
	MONITOR	Not Applicable	
	REMARKS	All reports shall be submitted to CAAB	

07	POSITION (INITIAL)	Company Type Rated Base Check Instructor/ Examiner (Aeroplanes/Helicopters)	
	ELIGIBILITY	Valid & Appropriate Flying License with Ground Subject on Instructional Technique Passed. Was authorized as Company Flight Instructor/Examiner (Route) earlier.	
	AUTHENTICATION TYPE	Approval by CAAB	
	AREA OF EVALUATION	Knowledge Test	Not Applicable
		Oral Test (To be conducted prior to conducting BC)	1. Type Technical – Systems, QRH, Limitations & Performance; 2. Flying Techniques in all areas and situations; 3. Company Regulations & Procedures, if not assessed earlier; 4. CAAB Regulations, if not assessed earlier.
	PREREQUISITE FOR CONTINUITY OF AUTHORIZATION THROUGH EVALUATION	Self PPC (Yearly)	As per company syllabus/check form approved by CAAB
		Conduct RC (Yearly)	As per company syllabus/check form approved by CAAB
		Conduct BC (Yearly)	As per company syllabus/check form approved by CAAB (If not waived)
	EVALUATOR	Knowledge Test: N/A; Oral Test: DCP Type A; PPC: DCP Type A; BC: DCP Type B or above; RC: DCP Type C or above.	
	MONITOR	Not Applicable	
	REMARKS	All reports shall be submitted to CAAB	

08	POSITION (INITIAL)	Company Type Rated Simulator Flight Instructor (Aeroplanes/Helicopters)
	ELIGIBILITY	Valid & Appropriate Flying License with Ground Subject on Instructional Technique Passed. Was authorized as Company Flight Instructor/Examiner (Route) earlier (If Check Captain-Base is waived).
	AUTHENTICATION TYPE	Approval by CAAB

	AREA OF EVALUATION	Knowledge Test	Not Applicable
		Oral Test (To be conducted prior to conducting PPC)	1. Type Technical – Systems, QRH, Limitations & Performance; 2. Flying Techniques in all areas and situations; 3. Company Regulations & Procedures, if not assessed earlier; 4. CAAB Regulations, if not assessed earlier.
	PREREQUISITE FOR CONTINUITY OF AUTHORIZATION THROUGH EVALUATION	Self PPC (Yearly)	As per company syllabus/check form approved by CAAB
		Conduct RC (Yearly)	As per company syllabus/check form approved by CAAB
		Conduct BC (Yearly)	As per company syllabus/check form approved by CAAB (if not waived)
		Instruct SIM (Yearly)	As per company syllabus/check form approved by CAAB
	EVALUATOR	Knowledge Test: N/A; Oral Test: DCP Type A; PPC: DCP Type A; BC: DCP Type B or above (if not waived); RC: DCP Type C or above.	
	MONITOR	Not Applicable	
	REMARKS	All reports shall be submitted to CAAB	

09	POSITION (INITIAL)	Company Type Rated Simulator Flight Examiner (Aeroplanes/Helicopters)	
	ELIGIBILITY	Valid & Appropriate Flying License with Ground Subject on Instructional Technique Passed. Was authorized as Company Simulator Flight Instructor earlier.	
	AUTHENTICATION TYPE	Approval by CAAB	
	AREA OF EVALUATION	Knowledge Test	Not Applicable
		Oral Test (To be conducted prior to conducting PPC)	1. Type Technical – Systems, QRH, Limitations & Performance; 2. Flying Techniques in all areas and situations; 3. Company Regulations & Procedures, if not assessed earlier; 4. CAAB Regulations, if not assessed earlier.
	PREREQUISITE FOR CONTINUITY OF AUTHORIZATION THROUGH EVALUATION	Self PPC (Yearly)	As per company syllabus/check form approved by CAAB
		Conduct RC (Yearly)	As per company syllabus/check form approved by CAAB
		Conduct BC (Yearly)	As per company syllabus/check form approved by CAAB (if not waived)
		Conduct PPC (Yearly)	As per company syllabus/check form approved by CAAB
	EVALUATOR	Knowledge Test: N/A; Oral Test: DCP Type A; PPC: DCP Type A; BC: DCP Type B or above (if not waived); RC: DCP Type C or above.	
	MONITOR	Not Applicable	
	REMARKS	All reports shall be submitted to CAAB	

10	POSITION (INITIAL)	CAAB Designated Check Pilot (Route), DCP Type C- Aeroplanes/Helicopters
	ELIGIBILITY	Valid & Appropriate Flying License with Ground Subject on Instructional

		Technique Passed. Was authorized as Company Flight Instructor/Examiner (Route) earlier.	
	AUTHENTICATION TYPE	Approval by CAAB	
	AREA OF EVALUATION	Knowledge Test	Not Applicable
		Oral Test (To be conducted prior to conducting RC)	1. Type Technical – Systems, QRH, Limitations & Performance; 2. Flying Techniques in all areas and situations; 3. Company Regulations & Procedures, if not assessed earlier; 4. CAAB Regulations, if not assessed earlier.
	PREREQUISITE FOR CONTINUITY OF AUTHORIZATION THROUGH EVALUATION	Self PPC (Yearly)	As per company syllabus/check form approved by CAAB
		Conduct RC (Yearly)	As per company syllabus/check form approved by CAAB
	EVALUATOR	Knowledge Test: N/A; Oral Test: DCP Type A; PPC: DCP Type A; RC: DCP Type C or above.	
	MONITOR (IN ORDER OF PREFERENCE)	1. CAAB Type Rated FOI Or 2. Type Rated DFOI (Other than same operator) Or, 3. Any FOI Or, 4. Any DFOI (Other than same operator) (Aeroplanes/Helicopters)	
	REMARKS	All reports shall be submitted to CAAB	

11	POSITION (INITIAL)	CAAB Designated Check Pilot (Base), DCP Type-B (Aeroplanes/Helicopters)	
	ELIGIBILITY	Valid & Appropriate Flying License with Ground Subject on Instructional Technique Passed. Was authorized as Company Base Check Instructor/ Examiner earlier.	
	AUTHENTICATION TYPE	Approval by CAAB	
	AREA OF EVALUATION	Knowledge Test	Not Applicable
		Oral Test (To be conducted prior to conducting BC)	1. Type Technical – Systems, QRH, Limitations & Performance; 2. Flying Techniques in all areas and situations; 3. Company Regulations & Procedures, if not assessed earlier; 4. CAAB Regulations, if not assessed earlier.
	PREREQUISITE FOR CONTINUITY OF AUTHORIZATION THROUGH EVALUATION	Self PPC (Yearly)	As per company syllabus/check form approved by CAAB
		Conduct BC (Yearly)	As per company syllabus/check form approved by CAAB (if not waived)
		Conduct RC (Yearly)	As per company syllabus/check form approved by CAAB
	EVALUATOR	Knowledge Test: N/A; Oral Test: DCP Type A; PPC: DCP Type A; BC: DCP Type B or above (if not waived); RC: DCP Type C or above.	
	MONITOR (IN ORDER OF	1. CAAB Type Rated FOI Or	

	PREFERENCE)	2. Type Rated DFOI (Other than same operator) Or, 3. Any FOI Or, 4. Any DFOI (Other than same operator) (Aeroplanes/Helicopters)	
	REMARKS	All reports shall be submitted to CAAB	

12	POSITION (INITIAL)	CAAB Designated Check Pilot (SIM), DCP Type-A (Aeroplanes/Helicopters)		
	ELIGIBILITY	Valid & Appropriate Flying License with Ground Subject on Instructional Technique Passed. Was authorized as Company SIM Check Instructor/ Examiner earlier.		
	AUTHENTICATION TYPE	Approval by CAAB		
	AREA OF EVALUATION	Knowledge Test	Not Applicable	
		Oral Test (To be conducted prior to conducting PPC)	1. Type Technical – Systems, QRH, Limitations & Performance; 2. Flying Techniques in all areas and situations; 3. Company Regulations & Procedures, if not assessed earlier; 4. CAAB Regulations, if not assessed earlier.	
	PREREQUISITE FOR CONTINUITY OF AUTHORIZATION THROUGH EVALUATION	Self PPC (Yearly)	As per company syllabus/check form approved by CAAB	
		Conduct RC (Yearly)	As per company syllabus/check form approved by CAAB	
		Conduct BC (Yearly)	As per company syllabus/check form approved by CAAB (if not waived)	
		Conduct PPC (Yearly)	As per company syllabus/check form approved by CAAB	
	EVALUATOR	Knowledge Test: N/A; Oral Test: DCP Type A; PPC: DCP Type A; BC: DCP Type B or above (if not waived); RC: DCP Type C or above.		
	MONITOR (IN ORDER OF PREFERENCE)	1. CAAB Type Rated FOI Or 2. Type Rated DFOI (Other than same operator) Or, 3. Any FOI Or, 4. Any DFOI (Other than same operator) (Aeroplanes/Helicopters)		
	REMARKS	All reports shall be submitted to CAAB		

13	POSITION (INITIAL)	CAAB Designated Check Pilot (SIM), DCP Type-D (Aeroplanes/Helicopters)		
	ELIGIBILITY	Was authorized as Company SIM Check Instructor/ Examiner Or CAAB authorized DCP Type-A earlier.		
	AUTHENTICATION TYPE	Approval by CAAB		
	AREA OF EVALUATION	Knowledge Test	Not Applicable if not more than 180 days have elapsed since active.	

		Oral Test (To be conducted prior to conducting PPC)	1. Type Technical – Systems, QRH, Limitations & Performance; 2. Flying Techniques in all areas and situations; 3. Company Regulations & Procedures, if not assessed earlier; 4. CAAB Regulations, if not assessed earlier.
	PREREQUISITE FOR CONTINUITY OF AUTHORIZATION THROUGH EVALUATION	Self PPC (Yearly)	As per company syllabus/check form approved by CAAB
		Conduct PPC (Yearly)	As per company syllabus/check form approved by CAAB
	EVALUATOR	Knowledge Test: N/A; Oral Test: DCP Type A; PPC: DCP Type A;	
	MONITOR (IN ORDER OF PREFERENCE)	1. CAAB Type Rated FOI Or 2. Type Rated DFOI (Other than same operator) Or, 3. Any FOI Or, 4. Any DFOI (Other than same operator) (Aeroplanes/Helicopters)	
	REMARKS	All reports shall be submitted to CAAB	

14	POSITION (INITIAL)	CAAB Designated Flight Operations Inspector (Aeroplanes/Helicopters)	
	ELIGIBILITY	Valid & Appropriate Flying License with Ground Subject on Instructional Technique Passed. Was authorized at least as Company Flight Instructor/ Examiner earlier on relevant task to be performed.	
	AUTHENTICATION TYPE	Appointed and Authorized by CAAB	
	AREA OF EVALUATION	Knowledge Test	Not Applicable
		Oral Test (To be conducted prior to conducting PPC)	1. Type Technical – Systems, QRH, Limitations & Performance; 2. Flying Techniques in all areas and situations; 3. Company Regulations & Procedures, if not assessed earlier; 4. CAAB Regulations, if not assessed earlier.
	PREREQUISITE FOR CONTINUITY OF AUTHORIZATION THROUGH EVALUATION	Self PPC (Yearly)	As per company syllabus/check form approved by CAAB
		Conduct RC (Yearly)	As per company syllabus/check form approved by CAAB
		Conduct BC (Yearly)	As per company syllabus/check form approved by CAAB (if not waived)
		Conduct PPC (Yearly)	As per company syllabus/check form approved by CAAB
	EVALUATOR	Knowledge Test: N/A; Oral Test: 1. CAAB FOI Or 2. DFOI (Other than same operator) (Aeroplanes/Helicopters)	
	MONITOR	Not Applicable	
	REMARKS	All reports shall be submitted to CAAB	

Note: Template of 'Oral Test' has been outlined in Appendix-B of this Part.

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PART-1

Appendix 'A'

CIVIL AVIATION AUTHORITY, BANGLADESH
EVALUATION FORM FOR DESIGNATED GROUND EXAMINER CANDIDATE

Name of the Candidate		
Company		
Subject/Area		
Type of Evaluation	Initial	Renewal
Date of Evaluation	First attempt:	Second Attempt:
Name and Designation of Evaluator		
Name of CAAB Inspector		

SL NO	ITEM	MARKS									
		1	2	3	4	5	6	7	8	9	10
1	Compliance and relevance with requirements, syllabus, topic, etc.										
2	Subject Knowledge and Resourcefulness										
3	Organization of Thought										
4	Analytical Ability										
5	Self Confidence										
6	Language Clarity										
7	Postures and Gestures										
8	Art of Speaking and Communication Skills										
9	Use of Conventional Audio Visual Aids										
10	Use and management of CBT (Computer Based Training) or Power Point Presentations										

Evaluation on items 9 and 10 are conditional and may not always be applicable.
Pass Marks is 70% on the average and 50% on individual item.

FULL MARKS	MARKS OBTAINED	PASS	FAIL	RECOMMENDATION

(Evaluating Designated Examiner)

(Monitoring CAAB Inspector)

The evaluator must be a Designated Examiner in the relevant subject(s) / area(s). He/she shall evaluate on behalf of CAAB and sign the form. The CAAB Inspector monitoring the evaluation shall countersign.

PART-1

Appendix 'B'

ORAL TEST REPORT (FLIGHT DECK CREW & FLIGHT DISPATCHER)
PASS MARK 70%

A. BASIC DATA:

Name of Candidate:	License Type/Number:
National Identity Number:	Aircraft(s) Type:
Name of Company:	Exam Pass Date/Time:
Name of Designated Pilot/FD Examiner:	Name of Flt Ops Inspector:

B. KNOWLEDGE OF COMPANY MANUALS AND PROCEDURES

[ ] Indoctrination	[Pass/Fail]	[ ] Forms	[Pass/Fail]
[ ] OPS Manual	[Pass/Fail]	[ ] Safety Reporting	[Pass/Fail]
[ ] Other Manuals	[Pass/Fail]	[ ] OPS Control [ ] Procedures	[Pass/Fail] [Pass/Fail]

C. KNOWLEDGE OF CIVIL AVIATION REQUIREMENTS AND PROCEDURES

[ ] ICAO	[Pass/Fail]	[ ] Advisory Circulars	[Pass/Fail]
[ ] CAAB Rules & Regulations	[Pass/Fail]	[ ] Safety Reporting	[Pass/Fail]
[ ] Licensing Information	[Pass/Fail]	[ ] Compliance Procedures	[Pass/Fail]

D. KNOWLEDGE OF AIRCRAFT SYSTEMS & PERFORMANCE

[ ] Hydraulic	[Pass/Fail]	[ ] Electrical	[Pass/Fail]
[ ] Pneumatic	[Pass/Fail]	[ ] Engines	[Pass/Fail]
[ ] Flight Instruments	[Pass/Fail]	[ ] Flight Controls	[Pass/Fail]
[ ] Landing Gears & Brakes	[Pass/Fail]	[ ] Autopilot & Flight Director	[Pass/Fail]
[ ] EFIS & FMS	[Pass/Fail]	[ ] Navigation System	[Pass/Fail]
[ ] Fuel	[Pass/Fail]	[ ] Propellers (if applicable)	[Pass/Fail]
[ ] Air condition & Pressurization	[Pass/Fail]	[ ] Ice & Rain Protection	[Pass/Fail]
[ ] Knowledge of and Ability to Compute Performance Data			[Pass/Fail]
[ ] Knowledge of Calculating Weight and Balance			[Pass/Fail]
[ ] Ability to Handle Both Normal, Abnormal and Emergency Checklist			[Pass/Fail]
[ ] Detail Knowledge of Operator's SOP			[Pass/Fail]
[ ] Knowledge of Flight Engineer's Section (if applicable)			[Pass/Fail]
[ ] Any Other			[Pass/Fail]

E. OVERALL GRADE

FIRST ATTEMPT	SECOND ATTEMPT	THIRD ATTEMPT
Date: ……... Duration: …… Grade: [……%]/[Pass/Fail]	Date: ……... Duration: …… Grade: [……%]/[Pass/Fail]	Date: ……... Duration: …… Grade: [……%]/[Pass/Fail]
Comment: Designated Pilot/FD Examiner	Comment: Designated Pilot/FD Examiner	Comment: Designated Pilot/FD Examiner
Comment: Flt Ops/Dispatcher Inspector	Comment: Flt Ops/Dispatcher Inspector	Comment: Flt Ops/Dispatcher Inspector

PART-2

DESIGNATED CHECK PILOT (DCP)/DESIGNATED PILOT EXAMINER (DPE)
[Terminology – 'DCP Manual' has been used in most of this Part-2 of the document]

CHAPTER-1
General Conditions

1.1 Introduction

This Designated Check Pilot Manual is applicable for DCPs (Designated Check Pilots). Civil Aviation Authority of Bangladesh has categorized the DCP privileges into 4 (four) 'Types' such as :

(a) DCP Type A
(b) DCP Type B
(c) DCP Type C
(d) DCP Type D

1.1.1 Definition

(a) DCP means Designated Check Pilot Or Designated Pilot Examiner, who is an operator's employee and is given delegated powers by the Civil Aviation Authority.

(b) 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.

(c) CAR means Civil Aviation Rules.

(d) DCP Type A means a DCP who, as an authorized person by CAAB, may conduct Initial/Recurrent PPCs, IRTs and Category II and/or III approach endorsements as applicable. A DCP Type A has all of the authorities of a DCP Type B, C and D.

(e) DCP Type B means a DCP authorized to conduct Aircraft Base Checks, authorized by CAAB. A DCP Type B has all of the authorities of a DCP Type C.

(f) DCP Type C means a DCP authorized to conduct Route/Line Checks, authorized by CAAB.

(g) DCP Type D means a DCP authorized to conduct Initial/Recurrent PPCs, IRTs and Cat II and III approach only in Simulator authorized by CAAB.

(h) 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.

(i) Monitoring means to take a passive role during the check. Civil Aviation Authority of Bangladesh 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.

(j) Inspector means an Inspector of Civil Aviation Authority of Bangladesh.

(k) DCPs are Operators' Employees who have been given delegated powers by the Authority.

(l) A DCP can have simultaneously more than one authority provided he/she possesses the desired qualification and authorized so by CAAB.

(m) Nominee means a person nominated by an Air Operator as a candidate for DCP approval by Civil Aviation Authority of Bangladesh.

(n) PPC means Pilot Proficiency Check, which is deemed to meet the requirements for an aircraft handling and instrument rating as per CAR '84.

(o) IRT means Instrument Rating Test/Check which is deemed to meet the requirement of Instrument Rating only.

(p) IRC means Initial Route Check.

(q) SID means Standard Instrument Departure.

(r) STAR means Standard Terminal Arrival.

(s) SOP means CAAB 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.

(t) Training Pilot means an experienced instructor pilot. A training pilot does line indoctrination only.

1.1.2 Appendix : These are different forms used for various purposes are placed at the end of the DCP Manual and designate as follows : -

(a) Appendix A : Nomination for Operator Designated Check Pilot.
(b) Appendix B : DCP Approval
(c) Appendix C : Pilot's line check Report
(d) Appendix D : Schedule of Pilot Flight Checks
(e) Appendix E : Check pilot Monitoring Report
(f) Appendix F : Pilot Check Report
(g) Appendix G : Summary items for PPC
(h) Appendix H : Line Check Certificate

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. DCPs must, however, be constantly aware that they perform their checking duties as delegates of the Civil Aviation Authority of Bangladesh under CAR'84.

1.2.2 The DCP program is designed to supplement inspection requirements by delegation of certain powers. The number of DCPs and their conduct of Flight Checks are closely monitored by and at the option of Civil Aviation Authority, Bangladesh. An Inspector may conduct any of the Flight Checks referred to in this manual. An Inspector may monitor any approved DCP conducting any flight check.

1.2.3 Qualified personnel nominated by an Air Operator will be designated by the CAAB for the position of DCP. The authority is not transferable between Air Operators.

1.2.4 Qualified personnel nominated by an Air Operator will be designated by the CAAB for the position of DCP. The authority is not transferable between Air Operators.

1.2.5 Under CAR '84 DCPs are holders of an 'Authority' by virtue of the authority delegated to them by the Chairman. This authority is in the form of an approval document issued to the DCP authorizing DCP duties subject to the conditions listed therein.

1.2.6 The Chairman may suspend or cancel an 'Authority' without assigning a reason.

1.2.7 The DCP authority to conduct checks in accordance with CAR'84 will specify the type of Flight Check the DCP may conduct and on which aircraft type.

1.2.8 PPC and IRTs shall not be conducted during revenue flights.

1.2.9 DCP Type A, B, C and D are Authorized Persons.

1.2.10 Air Operators must inform Civil Aviation Authority of Bangladesh 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 Civil Aviation Authority of Bangladesh.

1.2.11 An Air Operator shall advise Civil Aviation Authority of Bangladesh when a DCP is no longer employed by the Company or will not be required to perform DCP duties during the coming 12 months. 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 Civil Aviation Authority. 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) DCP having family ties with company owners ; and,

(e) Any privileges or favours, which could bias the DCP's ability to conduct his or her duties.

1.3.2 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.

1.3.3 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 Civil Aviation Authority 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.

1.3.4 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 issuing authority.

1.3.5 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 Civil Aviation Authority, Bangladesh 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.

1.3.6 Should any DCP comes into a situation of conflict of interest; a full report of the circumstances shall be immediately submitted to Civil Aviation Authority, Bangladesh for review. 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.

PART-2

CHAPTER 2
DCP Qualifications

2.1 DCP Nominee Qualifications (Initial Issue)

(a) For the nomination of any type of DCP, an applicant shall have fulfilled the requirements as laid down in Rule 34 of CAR '84 as well as those outlined in the CAAB 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. (DCP Type B authorization may be waved as necessitated).

(c) For the nomination of DCP Type B, an applicant shall have previous experience as on-type DCP Type C. (DCP Type B authorization may be waved as necessitated).

(d) For the nomination of DCP Type C, an applicant shall have met the requirements as in 2.1 (a).

(e) For the nomination of DCP Type D (Flight Simulator Instructor only), an applicant shall have been previous on-type FIR or other rating(s) with checking capabilities. No special medical category is required for the applicant seeking a rating for DCP Type D (Flight Simulator Instructor only).

2.1.1 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 (as applicable) 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 accumulated a minimum of 1,000 flight hours as Pilot-in-Command;

(c) demonstrate flying proficiency in 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 checking authority is sought;

(e) demonstrate satisfactory knowledge of the contents and interpretation of the following publications ;

1. Civil Aviation Requirements/Rules and Air Navigation Orders
2. International Civil Aviation Requirements/Standards
3. Designated Check Pilot Manual
4. Personnel Licensing Procedures Manual

(f) demonstrate a thorough knowledge of the Air Operator's operations manual, operating specifications, SOPs and applicable aircraft flight and 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 simulator type on which the DCP has been nominated. Such demonstration flight(s) will be monitored and assessed by an Inspector.

2.1.2 In addition, the DCP Type A nominee shall :

(a) Have successfully completed a DCP training programmme. Under extenuating circumstances the appropriate approving authority may approve checking authority without the DCP course up to a maximum period of six months. Extenuating circumstances could be illness or non-availability of a DCP course.

(b) Monitor at least two PPCs and be monitored on at least one PPC by an Inspector prior to getting the rating.

(c) Have a minimum of six 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. This limitation, however, may be reduced to 300 hours provided the applicant have adequate experience as assessed by CAAB.

2.1.3 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 (as applicable) 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. This limitation, however, may be reduced to 300 hours provided the applicant have adequate experience as assessed by CAAB.

2.1.4 In addition, DCP type B nominee shall :

(a) Have successfully completed a DCP training program. Under extenuating circumstances the appropriate approving authority may approve checking authority without the DCP course. Extenuating circumstances could be illness or non-availability of a DCP course.

(b) Monitor one full course of Flight training exercise on type

(c) Undergo full base training on type conducted by DCP Type A/B.

(d) His final handling check conducted by DCP A/B shall be monitored by an inspector in aircraft or alternately in the simulator as in Para 2.3.1.(i).

2.1.5 The DCP Type C nominee, in addition to Para 2.1 (a) and (d), shall :

(a) Hold a valid ATPL with a valid Instrument Rating (as applicable) endorsed for type;

(b) Have accumulated a minimum of 500 hours Pilot-in Command on aeroplanes. One half of the second in command time on aircraft or up to 200 hours, can be counted towards the 500 hours PIC time;

(c) Have a minimum of six months experience as Line Captain and have accumulated not less than 100 hours Pilot-in-Command on type.

2.1.5 In addition, DCP type C nominee shall :

(a) Have successfully completed a DCP training programme. Under extenuating circumstances the appropriate approving authority may approve checking authority without the DCP course, up to a maximum period of six months. Extenuating circumstances could be illness or non-availability of a DCP course.

(b) Monitor at least two checks and be monitored on at least one line check by an inspector prior to getting the rating.

2.1.6 The DCP Type D nominee shall :

(a) Hold or held ATPL with instrument rating (as applicable) endorsed on type.

(b) Have accumulated a minimum of 1000 hours PIC of which minimum 750 hours PIC on type.

(c) Undergo full on type simulator sessions and simulator familiarization/handling exercises as per approved syllabus

(d) Undergo at least two sessions of simulator exercises/handling supervised by DCP Type A or Type D, as the case may be, shall be monitored by an Inspector.

2.2 DCP Status following Loss of Medical Category

2.2.1 A DCP who has been declared medically unfit may continue with check pilot duties, in simulator only, provided the following additional conditions are met:

(a) Director Flight Safety & Regulations of Civil Aviation Authority of Bangladesh is notified and appropriate approval taken ;

(b) The DCP shall complete all requirements of the air operator's approved training program for the aircraft type with the exception of line indoctrination and 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

(a) DCP Type A, B and C must have valid PPC and valid Instrument rating as applicable.

(b) DCP Type A, B and C :

1. Prior to being authorized to conduct PPC, IRT, Base Training/ Check, Line Indoctrination/Line Check (Route Check, IRC) and/or, as the case may be, the DCP must have completed a DCP course.

2. Attend DCP refresher course (2.3.2) every 5 years from the date of appointment or completion of the DCP course, whichever is the later. Chairman CAAB may grant 180-day extensions under extenuating circumstances.

Note: Extenuating circumstances could be illness or non-availability of a DCP course.

Note : It is desirable that A DCP Type D shall undergo DCP course prior to being rated as DCP Type D and DCP refresher course successively once in every five years.

(c) DCP Type A shall conduct at least 10 PPC and IRTs every 12 months or their delegated authority will be removed. Concession to this requirement may be given, under special Circumstances, at the discretion of Chairman.

(d) DCP Type B shall conduct at least 10 Base Checks every 12 months or their delegated authority will be removed. Concession to this requirement may be given, under special Circumstances, at the discretion of Chairman.

(e) DCP Type C shall conduct at least 10 line checks (Route Checks) every 12 months or their delegated authority will be removed. Concession to this requirement may be given, under special Circumstances, at the discretion of Chairman.

(f) A DCP Type D shall conduct at least 10 simulator sessions every 12 months to maintain his/her currency. Concession to this requirement may be given, under special Circumstances, at the discretion of Chairman.

Note: To maintain the same validity date in successive years, the monitor may be completed in the last 180 days of the validity period.

(g) DCPs Type A and B shall pass an annual PPC renewal in the simulator conducted or monitored by, preferably, a Type Rated FOI or POI.

(h) A DCP Type A shall conduct a PPC and/or IRT etc. annually in the simulator monitored by, preferably, a Type Rated FOI or POI. This exercise may be accomplished together with annual PPC renewal augmented session [as in 2.3.1.(g)]

(i) A DCP Type B shall carry out Base Check exercises annually in the aircraft or in simulator monitored by, preferably, a Type Rated FOI or POI. The exercises relevant to Base Check may be accomplished in simulator together with annual PPC renewal augmented session [as in 2.3.1.(g)],

(j) A DCP Type C shall successfully complete a line check (Route Check) annually monitored by, preferably, a Type Rated FOI or POI.

(k) Performance of a DCP Type D shall be monitored by, preferably, a Type Rated FOI or POI. Annually or as and when desired by Chairman.

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

2.3.2 DCP refresher course :

A DCP refresher course consists of the academic portion of an approved DCP course (simulator portion not required).

PART-2

CHAPTER 3
Application and DCP Approval

3.1 The Air Operator

3.1.1 The Director of Flight Operations shall complete and sign the nomination form in accordance with the instructions printed thereon (see Appendix "A"). A résumé 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. The approving authority will assess every case with consideration given to all circumstances involved.

3.1.2 When the Director of Flight Operations is the nominee; Managing Director or Chairman of the company must sign the form.

3.1.3 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.

3.1.4 The completed nomination form, with required supporting documentation, shall be submitted the Director Flight Safety & Regulations, CAAB

3.2 Action by the Civil Aviation Authority, Bangladesh (CAAB)

1.2.1 The Director Flight Safety & Regulations of CAAB, 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).

(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, preferably, a Type Rated FOI or POI.

3.2.2 The Director Flight Safety & Regulations CAAB may approve a nominee not meeting all of the stated requirements. Justification is to be included with the nomination application form.

3.3 Inspector Briefings to be conducted by, Preferably, a Type Rated FOI or POI

3.3.1 The Inspector will brief, examine and de-brief the candidate on the following topics:

(a) The procedures and technique associated with conducting a flight check;

(b) The technique and standards used in the assessment and evaluation of a flight;

(c) Briefing and debriefing procedures and requirements;

(d) Completion of the Flight Check Forms; and

(e) The contents and interpretation of pertinent publications:

1. Civil Aviation Rules/Requirements
2. Personal Licensing Procedure Manual;
3. Designated Check Pilot Manual;
4. Air Operator's Operating Specifications and SOPs

3.4 CAAB Type Rated FOI or POI is to Monitored Flight Checks

3.4.1 The Inspector shall observe the Type A and Type B check pilot nominee demonstrate his/her ability to conduct the PPCs in the aircraft type for which approval is sought.

Note: a simulator type approved for that air operator’s training might substitute the aircraft.

3.4.2 The Inspector may recommend Type C check pilot privileges based on direct observation of the nominee acting as a check pilot or knowledge of the nominee's experience and personal ability as a check pilot.

3.4.3 The Inspector shall recommend the check pilot authority be issued, by the Chairman Civil Aviation Authority, Bangladesh to the check pilot as requested or issue a limited authority based on the nominee's demonstrated ability.

3.4.4 If the check pilot nominee fails to meet the qualifications and knowledge requirements or is unable to demonstrate a satisfactory level of competence, CAAB shall inform the Air Operator affected.

PART-2

CHAPTER 4
Administration

4.1 Approving Authority

4.1.1 Chairman Civil Aviation Authority will be the approving authority for the issuance, withdrawal or suspension of DCP authority.

4.1.2 Air Operators are to contact the Director Flight Safety & Regulations to process DCP nomination for onward approval by the Chairman.

4.2 Administrative Procedures

4.2.1 Where the nominee is considered satisfactory, the Inspector shall, after a satisfactory monitor check, complete the recommendation block on the nomination form (Appendix A). The Director Flight Safety & Regulation shall complete the second block. The Director Flight Safety & Regulation shall then recommend to the Chairman 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, CAAB 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 Chairman, Civil Aviation Authority in part or in whole without assigning any reason thereof. In these cases, Chairman, Civil Aviation Authority will issue a notice of suspension to the DCP concerned and inform the Air Operator affected.

4.4.2 The Chairman, Civil Aviation Authority 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;

(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 Civil Aviation Authority.

(f) Breached the *Civil Aviation Regulations;*

(g) CAAB 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.

(j) Failed in any flight check or simulator performance as evidenced by Inspector and/or Simulator Instructor.

(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 of CAAB, prior to making a final decision in the matter, shall ensure :

(a) A comprehensive report from an Inspector 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 Chairman, Civil Aviation Authority 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 (including concession or waiver period) 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) The conditions of section 2.3 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 authority 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 Authority.

Note : If the Air Operator can show that it is impractical to arrange a CAAB monitor ride for the DCP prior to expiry date, an extension may be granted by the office on issue of the authority on a specific case basis. Maximum extension may not exceed 180 days from the date the CAAB monitor ride was due.

4.6 Conducting/Monitoring of DCPs

4.6.1 The Civil Aviation Authority of Bangladesh shall conduct/monitor the standards of all DCPs by :

(a) Conducting or monitoring each DCP Type A and B passing an annual PPC renewal in the simulator;.

(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 Base Training/Base Check on a DCP Type B or, monitoring such training/check conducted by the DCP Type B either in the aircraft or in the simulator once in every 12 months.

(d) Conducting a line check on DCP Type C or, monitoring him/her conducting a line check on a line pilot once in every 12 months.

(e) Monitoring a DCP type D conducting PPCs and/or IRTs etc. as and when desired by Chairman Civil Aviation Authority, Bangladesh.

(f) 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 ;

4.7 Air Operator Records and Responsibilities

4.7.1 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.

(d) It is the Operator's responsibility to submit to the Director Flight Safety & Regulations CAAB, 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.

(e) 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 Director Flight Safety & Regulations, CAAB.

(f) 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 the Director Flight Safety & Regulations, CAAB to make alternate arrangements.

(g) The original of all company-conducted checks which are recorded on forms shall be submitted to the Director Flight Safety & Regulations, CAAB as soon as practicable after the flight check is completed.

PART-2

CHAPTER 5
DCP Terms of Reference

5.1 DCPs- Limits of Authority

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

(a) Initial and Recurrent PPCs and/or IRT
(b) Base Checks
(c) Line Indoctrination and Checks
(d) 1200 RVR Take-Off Checks;
(e) 600 RVR Take-off Checks;
(f) Category II and or Category III Approach Checks; and
(g) Aircraft portion of the PPC if required.

5.1.2 DCP's Type B are authorized to conduct

(a) Base Training and Base Checks
(b) Line indoctrinations and Checks

5.1.3 A DCP Type A may conduct a re-test of a failed PPC or IRT provided CAAB is informed. An Inspector shall conduct/monitor a second re-test of a failed PPC/IRT.

5.1.4 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.

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

5.1.6 A DCP may conduct both the recurrent training and recurrent check ride on the same candidate with prior approval from the issuing authority 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, a CAAB Inspector (either conducting or monitoring).

5.1.7 A DCP will not conduct a PPC on an Inspector unless the Director Flight Safety & Regulations of CAAB has granted specific authority.

5.2 CAAB Inspectors' Testing Responsibilities through monitoring

5.2.1 The following checks must be monitored by an Inspector:

(a) Initial endorsement type rating and/or Initial Route Check (IRC)

(b) Initial Instrument Flight Check

(c) Recheck 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 if needed; and

5.2.2 In addition to the check flights detailed above that must be monitored by an Inspector, CAAB reserves the right to conduct a sample of recurrent PPC or IRT to validate an Air Operator's training program.

5.2.3 Check rides monitored outside Bangladesh by Inspectors will be subject to cost recovery.

5.3 Procedures for "Conducting" or "Monitoring" a Check Ride

5.3.1 An Inspector shall not be assigned to act as Pilot-in-Command when conducting any check rides.

1.3.2 Where a test is monitored in an aircraft or a simulator, 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 simulator 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 A 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 monitored by an Inspector 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 take off and one rejected take off at 600 RVR;

(b) Annually, thereafter, the pilot will be checked as in the above paragraph by an a DCP duly monitored by the Inspector;

(c) Semi-annually (every six months) the pilot shall be checked by a DCP 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 simulators; and,

(e) The pilot's check report will be annotated in 'take off 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 Simulator 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 simulator 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 appro

(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.

PART-2

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 Simulator Check requiring an Inspector's participation;

6.3 Participation

6.3.1 When conducting a PPC or IRT in a simulator, the DCP shall not participate as a crew member and shall limit his/her activities to the operation of the simulator.

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 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 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 Licence, 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 a simulator that has unserviceability, then reference must be made to the Simulator Component Inoperative Guide to ascertain if the check ride can be completed given the nature of the unserviceability.

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 paras (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 paras (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) Chairman may extend the validity period of a pilot proficiency check or a line check by up to 60 days where the Chairman 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 training has been expired for 24 months or more, the person shall requalify 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 a simulator 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 a simulator 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.

(k) 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,

(l) 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 a synthetic training device must be completed in an area where the required approach aids are available.

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 45º of bank through at least 180º, and

(j) Holding.

6.7.3 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.

6.7.4 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.

6.7.5 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 (General)

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 check pilots 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. Check pilots 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 an 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 Director Flight Safety & Regulations, CAAB 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 check pilots 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.

6.8.9 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.

6.8.10 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

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.

6.9.1 Ratings

6.9.2 Satisfactory (S)

A sequence shall be rated *Satisfactory* 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 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.

Note: 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 check pilot. Check pilots 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* or S*atisfactory with Briefing* according to the preceding guidelines, it shall be rated Unsatisfactory.

A sequence shall also be rated Unsatisfactory 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 (General)

(a) To evaluate the overall technical proficiency, communications skills, leadership and situational awareness of pilots with respect to normal and abnormal procedures, check pilots 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.

(b) 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. Check pilots must make reference to the applicable schedule to ensure all required sequences are covered in the check ride scenario.

6.10.1 Pre-Flight Phase (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; or

(c) failure to check fuel load adequate for the intended flight.

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 check pilot.

6.10.3 Flight Phase (Taxing and Flight Preparation)

Flight preparation and taxiing are completed as a crew exercise and need only be demonstrated once when the captain and first officer and (as the case may be) perform the duties of their assigned seat position.

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.

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 alert crew with the appropriate call, if applicable, e.g., "*Rejecting Take-Off*";

(b) failure to maximize use of brakes and/or improper handling of stopping devices;

(c) failure to alert ATC to emergency, and request assistance;

(d) failure to advise cabin crew of type of emergency and initiate appropriate evacuation procedures (if any);

(e) failure to complete emergency checks and/or power plant(s) shutdown if required;

(f) failure to recognize the need to initiate a rejected take-off prior to V_1;

(g) failure to maintain control of the airplane or stop within the confines of the runway; or

(h) endangering the safety of passengers and crew and/or rescue personnel through improper handling of the emergency condition.

6.10.7 Instrument Procedures (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.

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 check pilot, 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. 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) using incorrect 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) not utilizing power and attitude to achieve a satisfactory climb profile;
(b) not following the published profile or ATC clearance;
(c) maneuvering the airplane inappropriately for the phase of flight;
(d) failure to ensure that required checks are completed;
(e) improper programming of FMS;
(f) not establishing or monitoring the missed approach guidance mode;
(g) missed approach altitude not set for auto flight system; or
(h) 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 check pilot.

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

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

6.10.14 Maneuvers (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 check pilot 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 check pilot.

The crew's management of automation and it's 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 airplane 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. Check pilots 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.

Check pilots 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. Check pilots 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. Check pilots 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.

6.10.19 Crew 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.

6.10.20 Pilot 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 check pilot 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. CAAB 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 CAAB 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 and/or designated 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 simulator 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 simulator only.

(f) Emergency/Rapid Descent

1. All Aeroplanes (Simulator not available)

   i) To be performed in appropriate simulator when available.

2. Airline Operators (Simulator not available)

   i) 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 simulator for the type, when available; and

2. If a simulator is not available, then a thorough briefing of what the actions of the PF and PNF in the event of a RTO is sufficient. RTO's 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 take off. 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 simulator only.

(l) Rejected Take-off

To be performed in the appropriate simulator whenever available.

(m) Runaway Trim/Jammed Stabilizer

To be performed in the appropriate simulator 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 (PPC/IRC/IRT)

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 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 CAAB 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 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 Chief, Flight Standards who will 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.

PART-2

CHAPTER 7
PPCs/IRTs

7.1 Air Carrier (Pilot Proficiency Check)

a) The pilot proficiency check 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 a Flight Training Device certified to Level 4 or higher and a Full Flight Simulator or a combination of a Flight 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 Simulator or a combination of a Full Flight Simulator 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 synthetic training device shall be completed in the aeroplane. The configuration of the flight-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.

7.2 Schedule I (Synthetic Flight Training Device)

Pilot Proficiency Check (Synthetic Flight 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/Operating Manual 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) taxiing 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 kt 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, (as applicable).

i) An area departure and an area arrival procedures shall be performed where 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 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 45º and a change in heading of at least 180º but not more than 360º.

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 15º and 30º.

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 center 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 coordination 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 month PPCs in an approved simulator will 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) systems 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.

i) Where the PPC is conducted following initial training the following flight checking is required within 30 days after the PPC in a synthetic flight 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.

7.3 Schedule II (Aeroplane)

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

Where there is no synthetic training device for the aeroplane type, each crew or pilot as appropriate shall perform the following sequences in the aeroplane.

7.3.1 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.

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 45º and a change in heading of at least 180º but not more than 360º;

(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 15º and 30º.

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.

PART-2

CHAPTER-8

Appendix A

NOMINATION FOR OPERATOR DESIGNATED CHECK PILOT

Air Operator / Private Operator Information (Please Print or Type)

I, _____ ; of, _____hereby nominate
(Name of Company Executive) (Name of Air Operator)

_____
(Name and Licence Number)

Authority requested as a DCP type_____to: ___ *(Check Yes for each authority requested)*

Experience

The nominee is professionally suitable and meets all the criteria listed below.

Qualifications:

(a). The nominee has fulfilled the requirements as laid down in Rule 34 of CAR '84 as well as those outlined in the CAAB approved manual of the company and have previous experience of minimum 100:00 training hours on type as a Training Pilot (Flight Instructor) of a commercial air operator.

(b) Please Mark (√) or (×) below as applicable :

He/She Conducts:	(a) PPCs (Simulator) type A	☐
	(b) PPCs (Aircraft) type A	☐
	(c) Instrument Rating Simulator or Aircraft type A	☐
	(d) Base check (Aircraft) type B	☐
	(e) Line Checks type C	☐
	(f) Line Indoctrination type C	☐
	(g) Simulator PPC type D	☐

b). On the following aircraft type

_____

c) Has the seniority plivilege (not only criteria for selection) in which the nominee holds the position of ……. In order of seniority list.

d) Has completed or will undergo the company's ground and flight training programme on type for the requested authority;

e) Has been employed by the Air Operator as a Pilot for at least six months and has accumulated not less than 500/100 hours Pilot-in-Command on type for which the authority is requested;

f) Is fully competent as Pilot-in-Command of the aeroplane type for which approval has been requested and has demonstrated this competency from both the left and right seats;

g) Has completed or will undergo a Designated Check Pilot Course;

i) Meets the following licence and hour requirements:

Hours (PIC)	750 hrs large a/c multi engine aeroplanes or equalvalent military or Civil Operations experience + 100:00 training hours on type as a Training Pilot (Flight Instructor) of a commercial air operator.
Licence	ATPL
Experience	6 months on type as PIC + 300 hours as PIC (for Type A) 200 hours as PIC (for type B) 100 hours as PIC (for Type C)

_____ _____

Completion Date Course Location

Signature Block

I certify that:

_____ has acted as Pilot-in-Command of the following aircraft types and meets the all of the previous requirements.

Types				
Hours				

The nominee's background, character and motivation are suitable to hold this position.
The nominee meets the qualification requirements outlined in the D*CP Manual*.
The operator has followed proper selection procedure

The nominee became PIC on type at the first attempt
Did not fail in PPC inpreceding two years
Did not have record of being responsible for any aircraft accident on any type in 10 years as PIC
Never being held responsible for any accident on type as PIC
Never being held responsible for any incident in last three years as PIC

I certify that the foregoing information is true and accurate.

_____ _____
Director flight operation's Signature Date

_____ _____
Nominee's Signature Date

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.

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, as applicable (for DCP Type A & B only) ; and

c) Qualifications have been verified and meets the requirements as per the DCP *Manual*.

Recommendation:

Check Applicable Box(es) ☐ Initial Application ☐ Amendment
☐ Replacement ☐ Revoke Authority

Recommended: ☐ Yes ☐ No

_____ _____
Inspector's Signature Date

Recommended: ☐ Yes ☐ No

_____ _____

Director Flight Safety's Signature Date

Approved: ☐ Yes ☐ No

PART-2 Appendix B

DCP APPROVAL

_____ _____ is hereby approved as an Operator
(Name and licence number)

Designated Check Pilot (DCP), is an authorised person and is authorised in accordance with Civil Aviation Rules to conduct flight checks, as indicated below, on behalf of Civil Aviation Authority, Bangladesh subject to all of the conditions of issuance.

PPCs (simulator)	☐	600 RVR take-off checks	☐
PPCs (aircraft)	☐	1200 RVR take-off checks	☐
Base checks	☐	Category II Approach checks	☐
Line checks	☐	Category III Approach checks	☐
IRTs	☐	Relevant courses, ground & flight training	☐

(Check as appropriate)

CONDITIONS OF ISSUANCE

1. Approved as Type _____ DCP.
(A, B, C & D)
2. Meet qualifications and maintain currency requirements in accordance with the DCP manual.
3. Approval valid for _____ and _____
(Air Operator) (Aircraft Type)

4. Flight checks shall be conducted pursuant to CAR'84 and the DCP manual.

Note:
(a) Failure to meet any conditions of issuance is grounds for suspension pursuant to CAR'84
(b) This authority supersedes and revokes all previously issued like authorities.
(c) This authority shall remain valid until the earliest of:
(d) The date on which any condition of issuance is breached;
(e) The date on which this authority is revoked in writing, by the Director General pursuant to CAR'84.

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

Director Flight Safety & Regulations
For Chairman, Civil Aviation Authority, Bangladesh

PART-2 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			
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			
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 Chief Pilot

Name : _____

Licence No.: _____

PART-2 Appendix D

SCHEDULE OF PILOT FLIGHT CHECKS

To: Director Flight Safety & Regulations
Civil Aviation Authority, Bangladesh

Dear Sir/Madam:

In accordance with the requirements of the *DCP Manual* Section 4.7, the following is the list of Pilot Flight Checks scheduled for the month of _____ of 20 .

Please Type or Print

			Type of Check		
Candidate's Name	Licence Number	Aircraft Type	PPC	IRT	Line

_____ _____
Signature of Chief Pilot Date

If simulator, please indicate type and location.
Indicate whether initial or renewal.

PART-2 Appendix- E

CHECK PILOT MONITORING REPORT (INITIAL/RENEWAL)

Line Indoctrination Monitor/Instrument Rating Renewal/Pilot Proficiency Check

File No.		Company :		Base :	
Flt. No a. b.	Sector(s) a. b.	Flight Date a. b.	Flight time a. b.	Aircraft Type a. b.	Registration
Operator Check Pilot		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

PART-2

Appendix F

PILOT CHECK REPORT

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

NAME OF CANDIDATE:			LICENCE NUMBER:				
NAME OF RECOMMENDING PILOT: LICENCE NUMBER:			TEST DATE			FLIGHT TEST TIME	
		DAY	MONTH	YEAR	PRE FLT	FLT	POST FLT
NAME OF CHECK PILOT: LICENCE NUMBER:							
AEROPLANE SIMULATOR		AIRCRAFT/SIMULATOR TYPE:			REGISTRATION/ID NO.		

	CHECK DETAILS	S	SB	U	COMMENTS-GENERAL ASSESMENT
PREFLIGHT	TECHNICAL KNOWLEDGE				
	FLIGHT PLANNING				
	EXTERIOR, INTERIOR				
	NAVAIDS, CLEARANCE				
	ENG START, COCKPIT CHECKS				
	TAXIING				
	CHECKS & BREIFING				
DEPARTURE	NORMAL TAKE-OFF				
	REJECTED TAKE-OFF				
	CROSSWIND TAKE-OFF				
	SIMULATOR POWER LOSS				
	AREA DEPARTURE				
	LOW VISIBILITY TAKE-OFF				
A	HOLDING				

IRWORK	AIRCRAFT HANDLING				
	APPROACH STALL				
	FLIGHT CHARACTERISTICS				
TERMINAL	TRANSITION TO APPROACH FACILITY				
	NON PRECISION				
	PRECISION ILS				
	MISSED APPROACH				
	MISSED APPROACH POWER LOSS				
	CAT 2, 3 DUTIES				
	CIRCLING APPROACH				
LANDING	NORMAL LANDING				
	FLAPLESS LANDING				
	CROSSWIND LANDING				
	SIMULATOR POWER LOSS				
	REJECTED LANDING				
	LANDING FROM CIRCLING APPROACH				
ABNORMAL	ENGINE FAILURE				

PPC	IR	IR VALID TO		
	PASS	DD	MM	YR
PASS				
FAIL	FAIL			
CHECK PILOT SIGNATURE		PPC VALID TO		
		DD	MM	YR
CANDIDATE SIGNATURE				

PART-2 Appendix G

SUMMARY ITEMS FOR PPC

The following table is only a summary of the items in the applicable standard for PPCs. The standard should be consulted for details coherent with the CAAB Approved Training Programme of the Operator.

Exercise	Synthetic Training Device PPC	Aeroplane PPC
Flt plan		
A/C inspection		
Taxi		
Eng checks		
Take off normal min vis 10 kt xwind eng fail	can be combined	can be combined IMC simulated at 200' AGL if able 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
Normal Procedures	should demonstrate satisfactory knowledge of normal system use	should demonstrate satisfactory knowledge of normal system use
Landings normal from inst app w/o glide slope xwind eng fail go around	one of each and they can be combined should be at min for aapp where applicable loss of 50% of engines at 50'	2 min and they can be combined if able where possible ▯ where practicable ▯ simulated - lose 50 % of engines

CAT II or III	if authorized to do so	
Emergency	as reqd to determine competency - min 2 eng failures	as reqd to determine competency - min 2 eng failures
Airborne a/c checks gnd handling normal t/o vis cct & ldg sim eng fail on t/o sim eng fail on g/a no vis aids app partial flap landing	must include all aspects of a/c PPC that was not completed in the sim	

END