

CAP 6-1

CIVIL AVIATION AUTHORITY OF BANGLADESH



CIVIL AVIATION INSTRUCTION ON COMPETENCE OF AIR OPERATOR
OPERATIONS PERSONNEL (DESIGNATED CHECK PILOTS, DESIGNATED
FLIGHT OPERATIONS INSPECTORS AND DESIGNATED EXAMINERS) CAP 6-1

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FOREWORD

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 Operator 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 CAAB 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 CAAB, shall be known as 'Designated Examiners' who perform the tests and/or checks on behalf of the CAAB.

Since CAAB 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 CAAB when duties are performed on behalf of the CAAB.

Accordingly, this CAP-6-1 contains the Standards, Policies, Procedures and Guidance concerning the evaluations of Company Personnel, Instructors, Examiners and Designated Check Pilots or Designated Examiners. In the cases of Flight Crew, the examining personnel are known as Designated Check Pilots (DCPs) or Designated Examiners (DE) or Designated Pilot Examiners (DPE).

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/DEs, the requirements for issue and renewal of DCP/DPE/DE authorizations, various evaluation techniques as to how the DCPs/DPEs/DEs shall conduct the checks/tests and a vast other procedures.

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In addition, the document provides interactive scenarios between the CAAB FOIs, the DCPs/DPEs/DEs 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.

In conformity Para 5.3.3 of ICAO Doc 8335, CAAB has incorporated the policy by recruiting and arranging experienced personnel of operators and seconded to the CAAB to act as Designated Flight Operations Inspectors (DFOIs) to undertake the strategy to mitigate potential conflict of interest issues in this instruction and has ensured that the DFOIs are adequately trained, qualified and subsequently supervised in the carrying out of their duties.


The DCP/DFOIs/DEs are company personnel, approved by the CAAB, to perform regulatory duties and functions under the delegated authority, for and on behalf of CAAB.

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

This Civil Aviation instructions on competence of Air Operations personnel, Designated Check Pilots, Designated Flight Operations Inspectors and Designated Examiners may be abbreviated as CAP 6-1.

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

This document is hereby approved and shall be followed and adhered to, by the relevant Inspectors of CAAB and the designees from the Air Operator /other approved Agency, from the date of signing.


30.05.2024
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Part-1

Chapter- 1

ABBREVIATIONS

AFM –	Aircraft Flight Manual
AOC –	Air Operator Certificate
AOM –	Aircraft Operating Manual
AIP –	Aeronautical Information Publication
ATC –	Air Traffic Control
ATPL –	Airline Transport Pilot License – (H) means Helicopter category
BTI -	Base Training Instructor
CAAB –	Civil Aviation Authority of Bangladesh
CAT –	Category
CFTI –	Company Flight Training Instructor
CPL –	Commercial Pilot License, (H) means helicopter category
DCP –	Designated Check Pilot
DE -	Designated Examiner
DFOI –	Designated Flight Operation Inspector
DGE-	Designated Ground Examiner
DPE-	Designated Pilot Examiner
S/FOI –	Senior / Flight Operation Inspector
FSTD –	Flight Simulation Training Device
IAP –	Instrument Approach Procedure
ILS –	Instrument Landing System
IRC –	Initial Route Check
IRT –	Instrument Rating Test
MAP-	Missed Approach Point
MFSR-	Member Flight Standard and Regulation
PBN-	Performance Based Navigation
PF-	Pilot Flying
PM-	Pilot Monitoring
PPC –	Pilot's Proficiency Checks
PM –	Pilot Monitoring
RTI-	Route Training Instructor
SIM –	Simulator
SFI –	Synthetic Flight Instructor
SFE –	Synthetic Flight Examiner
SID –	Standard Instrument Departure
SOP –	Standard Operating Procedures
STAR –	Standard Terminal Arrival
TRI –	Type Rating Instructor
TRE –	Type Rating Examiner
RNP –	Required navigation performance
RQ –	Route Qualification
ZFTT –	Zero Flight Time Training

Chapter- 2

Definitions

DCP means Designated Check Pilot, who is an operator's employee and is given delegated powers by the Civil Aviation Authority. A DCP can have simultaneously more than one authority provided he/she possesses the desired qualification and authorized so by CAAB.

Civil Aviation Authority of Bangladesh has categorized the DCP privileges into 4 (four) 'Types' such as:

DCP Type A

DCP Type B

DCP Type C

DCP Type D

DCP Type A means a DCP who, is an authorized person by CAAB, to conduct Ground Training/Examinations as DGE for the type, Initial/Recurrent PPCs, IRCs, IRTs, Category II and/or III approach, PBN training, and LVO as applicable. A DCP Type A has privilege all of the authorities of a DCP Type B, C and D.

DCP Type B means a DCP authorized to conduct Ground Training/Examinations as DGE for the type, Aircraft Base Checks / ZFTT at FSTD from either seat, authorized by CAAB. A DCP Type B has all of the authorities of a DCP Type C.

DCP Type C means a DCP authorized to conduct, Ground training/Examinations as DGE for the type, Route/Line Checks and RQ, authorized by CAAB.

DCP Type D means a DCP authorized to conduct, Ground training/Examinations as DGE for the type, Initial/Recurrent PPCs, LOFT, IRTs, Category II and/or III approach, PBN, and LVO endorsements as applicable only in Simulator authorized by CAAB.

DE means designated pilot examiner, designated foreign examiners (TRE) and SFE who are authorized by CAAB to conduct checks in route and simulator on behalf of CAAB. Both TRE and SFE must hold current authorization by the respective Civil Aviation Authority of their country.

DGE (Subject) – CAAB Designated Ground Examiner of (Subject); Company **Designated Ground Examiners** to impart training, conduct exam and specially to conduct exam/tests on behalf of CAAB to Ops Personnel, including Company Instructors, Examiners, Cockpit Crew, Cabin crew and Flight Dispatchers.

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.

CAR means Civil Aviation Rules.

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.

Monitoring means to take a passive role during the check. FOI/DFOI/DCP of CAAB who will do monitoring where the monitors interest will be in the manner in which the DCP conducts the test, assesses the results and processes the necessary documentation.

Inspector means an Inspector of Civil Aviation Authority of Bangladesh.

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Nominee means a person nominated by an Air Operator as a candidate for DCP/DFOI/DE approval by Civil Aviation Authority of Bangladesh.

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

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

IRC means Initial Route Check.

SID means Standard Instrument Departure.

STAR means Standard Terminal Arrival.

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.

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

Chapter- 3

Conduct of Examinations, Tests and Checks for Operations Personnel

3.1 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;

3.2 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 fulfill this noble task;

3.3 Accordingly, Civil Aviation Authority of Bangladesh has outlined in this Instruction (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;

3.4 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;

3.5 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;

3.6 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 airplane. 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.

3.7 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 almost 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.

3.8 In reference to Para 3.7 (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 DCP 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 program 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 program to be approved by CAAB; and,

3. 'Initial Route 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 program 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 functions 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.

3.9 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 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;

3.10 Towards implementation of the designation policy, CAAB inspectors shall review referring to CAP-6-1, 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;

3.11 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;

3.12 The CAAB inspectors shall ensure that a list of DCPs and line check airmen are readily available at all times. Air Operators should maintain the list in the OM-D;

3.13 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;

3.14 While ensuring the Conduct of Examinations, Tests and Checks for Operations Personnel, the CAAB ensures the following:

(a) That as oversight organization it shall have procedures to verify that all applicable regulations are addressed in the flight crew training programs;

(b) The inspectors of CAAB thoroughly analyze and inspect these programs before granting the AOC or any specific approval; and, towards this effect the operations inspectors' approval procedures shall ensure that these are sufficiently detailed to cover all training and that the following are addressed:

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1. Training policies and directives;
2. Administrative support of air operator;
3. List of designated instructors and line check examiners;
4. Comprehensive syllabi, including lesson plans for approved training;
5. Procedures for the conduct of examinations and manoeuvre tolerances;
6. Procedures to require that flight crew members are properly trained and examined on abnormal and emergency conditions;
7. Procedures for remedial training and subsequent examination of flight crew unable to achieve or maintain required standards; and
8. A process to obtain authority's approval for subsequent changes to the training manual.

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Chapter- 4

Authorization and Designation of Operations Personnel

4.1 4.4 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.

4.2 Foreign Nationals including TRI/TRE, Synthetic Flight Instructors/Examiners (SFI/SFEs), seeking for Authorizations and Designations shall also be subjected to similar evaluation.

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

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

(a) Pursuant to Para 3.8 (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 3.8 (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 3.8 (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 3.8 (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;

Chapter- 5

Examinations, Tests and Checks for company Instructors

5.1 All Company Ground Instructors and Examiners (GI/GE) shall be evaluated by the CAAB Designated Examiners (DE) relevant to the designated task. The evaluation reports shall be submitted to CAAB;

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

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Chapter- 6

Examinations, Tests and Checks for DCP

6.1 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 five year basis (if type rating is not changed). All evaluation reports shall be submitted to CAAB;

Note: Template of the 'Evaluation Form' can be found in Appendix-D.

6.2 All CAAB DCPs 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 Appendix-D.

6.3 Additionally, all CAAB DCPs 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 6.2 and 6.3 back to back basis. The CAAB Inspector monitoring the PPC of the DCPs 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.

Note : Template of DCP/DFOI/DE Monitoring form can be found in Appedix –F

Template of the PPC monitoring form can be found in Appendix – I

Template of the IRC monitoring from can be found in Appendix – H

Template of the Type Specific Skill test/ LOFT form for FOI in Simulator can be found in Appendix- J

Chapter- 7

The Progression of Authorization and Applicability of Air Operator Flight Crew

7.1 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 PIC	For Company usage
Step-2	Type rating as PIC (if not authorized earlier)	For Company usage
Step-3	Completion of IT (if not authorized earlier)	For Company usage
Step-4	Route Training Instructor	For Company usage
Step-5	Type rated DCP-C	For CAAB usage while Conducting IRCs; Also for Company usage for conducting routine RCs
Step-6	Instructor -Base/ZFTT (This authorization may be waved as necessitated)	For Company usage
Step-7	DCP-B (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	Instructor -SIM	For Company usage
Step-9	DCP-A/DCP-D	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. Instructors (Route/Base/Sim/Ground) shall mean Company Instructor of Route/Base/Sim/Ground;
5. 'DCP' (Type A/B/C/D) – CAAB Designated Check Pilot of Type A/B/C/D is also authorized as DGE on Type;
6. DE- CAAB Designated Examiner (TRE/SFE) on type.



Chapter- 8

Evaluation of Air Operator Personnel

Ser No	Authorization	Policy
01	Ground Instructor	Circular-01/2011, (CAAB/52/01/73/FI(V-14)/699, dt: 14-11-2-11)
02	Ground Examiner	Circular-01/2011, (CAAB/52/01/73/FI(V-14)/699, dt: 14-11-2-11)
03	Instructor (Route/Base/SIM)	Civil Aviation Directive (CAD-PEL) 01-2022
04	DCP (A, B, C, & D) / DE	CAP 6-1

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Part-2

Chapter- 1 DESIGNATED CHECK PILOT (DCP)

1.1 Delegation Policy

1.1.1 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 .

1.1.2 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.

1.1.3 Qualified personnel nominated by an Air Operator will be designated by the CAAB for the position of DCP. The authority is not transferable between the types of aircraft. With the change of operator Difference/Familiarization training shall be completed and notified to MFSR division. However with the change of type of aircraft the DCP approval is needed again. For retired pilots held DCP-A or DCP-D before for the type may be eligible for DCP-D for that particular type as per DCP-D policy (only for simulator).

1.1.4 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.

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

1.1.6 The DCP authority to conduct checks in accordance with ANOs will specify the type of Flight Check the DCP may conduct and on which aircraft type.

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

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

1.1.10 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.

1.1.11 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 authorization is removed for a cause.

1.2 Conflict of Interest

1.2.1 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 favors, which could bias the DCP's ability to conduct his or her duties.

1.2.2 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.

1.2.3 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.

1.2.4 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 CAAB.

1.2.5 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.

1.2.6 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.

Chapter- 2

DCP Qualifications (Initial Issue, Evaluation, Currency, Medical Category, Withdrawal, and License Endorsement)

2.1 Initial Issue

2.1.1 DCP – A

2.1.1.1 Qualification for Nomination

- (a) For the nomination of any type of DCP, an applicant shall have fulfilled the requirements as laid down in ANO 1 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-DCP Type B (DCP Type B authorization may be waved as necessitated) or DCP type C.
- (c) 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 ;
- (d) Have accumulated a minimum of 1,000 flight hours as Pilot-in-Command;
- (e) Demonstrate flying proficiency in the type to which the nominee seeks checking authority ;
- (f) Have been employed as Pilot-in-Command in the same type of commercial operation for which checking authority is sought;
- (g) 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 (CAP 6-1)
 4. Personnel Licensing Procedures Manual
- (h) Have successfully completed a DCP course. 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.
- (i) Monitor at least two PPCs and be monitored on at least one PPC by an Inspector prior to getting the approval.
- (j) 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 applicants have adequate experience as assessed by CAAB.

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2.1.2 DCP – B

- (a) For the nomination of any type of DCP, an applicant shall have fulfilled the requirements as laid down in ANO1 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 B, an applicant shall have previous experience as on-type DCP Type C.
- (c) Hold a valid ATPL with a valid Instrument Rating (as applicable) endorsed for type.
- (d) 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.
- (e) 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 has adequate experience as assessed by CAAB.
- (f) Have successfully completed a DCP course. 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.
- (g) Monitor one full course of Flight training exercise on type
- (h) Undergo full base training on type conducted by DCP Type A/B.
- (d) Undergo final handling check conducted by DCP A/B which shall be monitored by an inspector in aircraft or alternately in the simulator.

2.1.3 DCP – C

- (a) For the nomination of any type of DCP, an applicant shall have fulfilled the requirements as laid down 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 C, an applicant shall have met the requirements to become the instructor of the company for Route
- (c) Hold a valid ATPL with a valid Instrument Rating (as applicable) endorsed for type;
- (d) Have accumulated a minimum of 500 hours Pilot-in Command on airplanes. One half of the second in command time on aircraft or up to 200 hours, can be counted towards the 500 hours PIC time;
- (e) Have a minimum of six months experience as Line Captain and have accumulated not less than 100 hours Pilot-in-Command on type.
- (f) Have successfully completed a DCP course. 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.

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- (g) Monitor at least two checks and be monitored on at least one route check by an inspector prior to getting the approval.

2.1.4 DCP – D

- (a) For the nomination of DCP Type D , an applicant shall have been previous on-type flight instructor rating(FIR) or other rating(s) with checking capabilities. Medical category (II) is required for the applicant seeking an authorization for DCP Type D (Flight Simulator only).
- (b) Hold or held ATPL with instrument rating (as applicable) endorsed on type.
- (c) Have accumulated a minimum of 1000 hours PIC of which minimum 750 hours PIC on type.
- (d) Have undergone training to meet the requirement for SFI Authorization.
- (e) Undergone at least two sessions of simulator exercises/handling supervised by DCP Type A or Type D, as the case may be, and shall be monitored by an Inspector.
- (f) Have successfully completed a DCP course. 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.

Note for 2.1:

- (a) 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 shall complete a DCP course.
- (c) Attend DCP refresher course 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. Extenuating circumstances could be illness or non-availability of a DCP course.
- (e) DCP Course or Refresher course consists of the academic portion of an approved DCP course.

2.2 Process of Initial Evaluation, Renewal and Maintenance

a	POSITION (INITIAL)	Company Designated Ground Examiners to impart training, conduct exam and specially to conduct exam/tests on behalf of CAAB to Ops Personnel, including Company Instructors, Examiners, Cockpit Crew, Cabin crew and Flight Dispatchers.
	ELIGIBILITY	Adequately experienced as CAAB Approved Company Instructor/examiner in the areas of responsibilities and Ground Subject on IT Qualified.
	AUTHORIZATION	Approval by CAAB
	AREA OF EVALUATION	Knowledge & Examination capabilities on the subject
	PREREQUISITE	Company Instructor- (Route or Base or SIM) or GI
	VALIDITY	05 Yearly
	EVALUATOR	DCP-A/B/C/D or DGE

CIVIL AVIATION INSTRUCTION ON COMPETENCE OF AIR OPERATOR OPERATIONS PERSONNEL (DESIGNATED CHECK PILOTS, DESIGNATED FLIGHT OPERATIONS INSPECTORS AND DESIGNATED EXAMINERS) CAP 6-1

MONITOR	CAAB Inspector
RENWAL	Circular-01/2011, CAAB/52/01/73/FI(V-14)/699, dt: 14-11-2-11
WITHDRAWAL	Circular-01/2011, CAAB/52/01/73/FI(V-14)/699, dt: 14-11-2-11
LICENSE ENDORSEMENT	Not applicable
REMARKS	All reports shall be submitted by company to CAAB

b	POSITION (INITIAL)	CAAB Designated Check Pilot (Route), DCP Type C- Airplanes/Helicopters		
	ELIGIBILITY	Valid & Appropriate Flying License, Current on Type		
	PREREQUISITE	Company instructor-Route		
	EVALUATION	Oral Test	IT in all areas and situations; Ref Form no by authentic DCP/FOI	
		Monitor	CAAB Type Rated FOI, Or Type Rated DFOI (Other than same operator) Or, Any FOI Or, Any DFOI (Airplanes/Helicopters) during evaluation flight	
	VALIDITY	5 years		
	AUTHORIZATION	Approval by CAAB		
	RENWAL	CAP 6-1, 2.3		
	WITHDRAWAL	CAP 6-1, 2.5		
	LICENSE ENDORSEMENT	Not applicable		
REMARKS	All reports shall be submitted to CAAB			

c	POSITION (INITIAL)	CAAB Designated Check Pilot (Base/ZFTT), DCP Type B- Airplanes/Helicopters		
	ELIGIBILITY	Valid & Appropriate Flying License, Current on Type		
	PREREQUISITE	Company instructor-Base or DCP Type C		
	EVALUATION	Oral Test	IT in all areas and situations;	
		Monitor	CAAB Type Rated FOI, Or Type Rated DFOI (Other than same operator) Or, Any FOI Or, Any DFOI (Airplanes/Helicopters)	
	VALIDITY	5 years		
	EVALUATOR	Oral Test: DCP Type A; PPC: DCP Type A; BC: DCP Type B or above (if not waived); RC: DCP Type C or above		
	AUTHORIZATION	Approval by CAAB		
	RENWAL	CAP 6-1, 2.3		
	WITHDRAWAL	CAP 6-1, 2.5		
LICENSE ENDORSEMENT	Required			
REMARKS	All reports shall be submitted to CAAB			

POSITION (INITIAL)	CAAB Designated Check Pilot (Route, Base/ZFTT & SIM) DCP Type A- Airplanes/Helicopters
ELIGIBILITY	Valid & Appropriate Flying License, Current on Type

d	PREREQUISITE	Company instructor-Base or DCP Type -C	
	EVALUATION	Oral Test	IT in all areas and situations;
		Monitor	CAAB Type Rated FOI, Or Type Rated DFOI (Other than same operator) Or, Any FOI Or, Any DFOI (Airplanes/Helicopters)
	VALIDITY	5 years	
	EVALUATOR	Oral Test: DCP Type A; PPC: DCP Type A; BC: DCP Type B or above (if not waived); RC: DCP Type C or above	
	AUTHORIZATION	Approval by CAAB	
	RENWAL	CAP 6-1, 2.3	
	WITHDRAWAL	CAP 6-1, 2.5	
	LICENSE ENDORSEMENT	Required	
	REMARKS	All reports shall be submitted to CAAB	

e	POSITION (INITIAL)	CAAB Designated Check Pilot (SIM): National/International DCP Type D- Airplanes/Helicopters	
	ELIGIBILITY	2.1.4	
	PREREQUISITE	Hold a valid ATPL with current rating as DCP Type-C Or Held an ATPL with previous rating DCP Type-A or DCP Type-D	
	EVALUATION	Oral Test	IT in all areas and situations;
		Monitor	CAAB Type Rated FOI, Or Type Rated DFOI (Other than same operator) Or, Any FOI Or, Any DFOI (Airplanes/Helicopters)
	VALIDITY	5 years	
	EVALUATOR	Oral Test: DCP Type A; PPC: DCP Type A; BC: DCP Type B or above (if not waived); RC: DCP Type C or above	
	AUTHORIZATION	Approval by CAAB	
	RENWAL	CAP 6-1, 2.3	
	WITHDRAWAL	CAP 6-1, 2.5	
LICENSE ENDORSEMENT	Not Applicable		
REMARKS	All reports shall be submitted to CAAB		

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2.3 General Requirements, Currency Requirements and Monitoring of Checking Competence of DCPs by CAAB

2.3.1 DCP – A

- (a) DCP Type A must have valid PPC and valid Instrument rating as applicable.
- (b) Currency Requirements and Monitoring of Checking Competence of DCP Type A

i. Currency Requirements

Shall conduct at least 2 (two) PPC/IRTs in aircraft or simulator (Initial or Recurrent), 2 (two) Base Checks in Aircraft (if situation demands) /1 (one) Base Check in Simulator (if situation demands) and 4 (four) Route Checks (Initial or Recurrent) every 12 months for his/her privileges as DCP Type A.

Or

Shall be monitored at least one PPC by an Inspector prior to maintain status

ii. Monitoring of Checking Competence

DCP Type A conducting a PPC/IRT in Aircraft or Simulator (Initial or Renewal), Base Check in Aircraft or Simulator (if situation demands) and Route Check (Initial or Renewal) shall be monitored annually by, preferably, a Type Rated FOI/ DFOI or POI for retention of his/her competency as DCP Type A. These exercises may be accomplished together with his/her annual PPC renewal and/or Simulator facility inspection in augmented session.

- (c) DCPs Type A shall consecutively pass every PPC and Route Check renewals in the simulator or Aircraft, as applicable, or their delegated authority will be withdrawn.
- (d) To regain DCP status, the DCP who has not fulfilled the requirement of 2.2.1.(a).i, or has not passed any PPC or Route Check renewal, must re-apply as a DCP nominee in accordance with sections of this manual.

2.3.2 DCP – B

- (a) DCP Type B must have valid PPC and valid Instrument rating as applicable.
- (b) Currency Requirements and Monitoring of Checking Competence of DCP Type B.

i. Currency Requirements

DCP Type B shall conduct at least 2 (two) Base Checks in aircraft (if situation demands)/1 (one) Base Check in Simulator (if situation demands) and 4 (four) Route Checks (Initial or Recurrent) every 12 months for his/her privileges as DCP Type B.

Or

Shall undergo full base training on type conducted by DCP Type A/B or conducted one ZFTT at FSTD and monitored by DCP-A/B to maintain status.

A

ii. Monitoring of Checking Competence

DCP Type B conducting a Base Check in Aircraft or Simulator (if situation demands) and Route Check (Initial or Renewal) shall be monitored annually by, preferably, a Type Rated FOI/DFOI or POI for retention of his/her competency as DCP Type B.

- (c) DCPs Type B shall consecutively pass every PPC and Route Check renewals in the simulator or Aircraft, as applicable, or their delegated authority will be withdrawn.
- (d) To regain DCP status, the DCP who has not fulfilled 2.2.2.(a).1 or has not passed any PPC or Route Check renewal, must re-apply as a DCP nominee in accordance with sections of this manual.

2.3.3 DCP – C

- (a) DCP Type C must have valid PPC and valid Instrument rating as applicable.
- (b) Currency Requirements and Monitoring of Checking Competence of DCP Type C.

i. Currency Requirements

DCP Type C shall conduct at least 4 (four) Route Checks (Initial or Recurrent) every 12 months.

Or

Shall be monitored at least one line check by an inspector to maintain status.

ii. Monitoring of Checking Competence

DCP Type C conducting a Route Check (Initial or Renewal) shall be monitored annually by, preferably, a Type Rated FOI/DFOI or POI for retention of his/her competency as DCP Type C.

- (c) DCPs Type C shall consecutively pass every PPC and Route Check renewals in the simulator or Aircraft, as applicable, or their delegated authority will be withdrawn.
- (d) To regain DCP status, the DCP who has not fulfilled 2.2.3.i or has not passed any PPC or Route Check renewal, must re-apply as a DCP nominee in accordance with sections of this manual.

2.3.4 DCP – D

2.3.4.1 DCP – D (National)

a. Currency Requirements

A DCP Type D (National) shall conduct at least 4 (four) PPC/IRTs every 12 months.

Or

Shall be monitored at least at one IOS by an inspector to maintain status.

b. Monitoring of Checking Competence

DCP Type D (National) conducting a PPC/IRT in Simulator (Initial or Renewal) shall be monitored annually by, preferably, a Type Rated FOI/DFOI or POI for retention of his/her competency as DCP Type D. This exercise may be accomplished together with Simulator facility inspection.

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2.3.4.2 DCP – D (Expatriate)

a. Currency Requirements

DCP Type D (Expatriate) shall conduct at least 2 (two) PPC/IRTs every 12 months or his/her delegated authority will be withdrawn.

b. Monitoring of Checking Competence

DCP Type D (Expatriate) conducting a PPC/IRT in Simulator (Initial or Renewal) shall be monitored by, preferably, a Type Rated FOI/DFOI or POI as and when desired by Chairman. This exercise may be accomplished together with Simulator facility inspection or otherwise.

To regain DCP status, the DCP who has not conducted the required number of check rides in 12 months or has not passed any PPC or Route Check renewal, must re-apply as a DCP nominee in accordance with sections of this manual.

2.4 DCP Status following Loss of Medical Category

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

(a) Member 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.

2.5 Withdrawal of DCP Privileges

2.5.1 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.

2.5.2 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 this 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;

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- (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 judgment 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.

2.5.3 In case a deficiency is observed during any inspection /renewal of a DCP, certificate holder or any other delegated personnel, the following action shall be taken:

- (a) The DCP, certificate holder or the delegated personnel will initially be barred by the FOI to exercise his/her privileges. The FOI will submit a written report to the MFSR division within three working days for further action;
- (b) The DCP, certificate holder or the delegated examiner are required to correct the deficiency within seven working days. During this period he/she is not authorized to conduct any checks or related activities.

2.5.4 If the DCP, certificate holder or the delegated personnel fails to correct the deficiency within the stipulated time then his/her authorization will be revoked by CAAB.

2.6 DE (Qualification, initial authorization, renewal)

2.6.1 TRE; Same requirement as applicable for a DCP Type A

2.6.2 SFE : Same requirement as applicable for a DCP Type D

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 this manual 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 Member Flight Safety & Regulations, CAAB

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

3.2.1 The Member 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 this manual 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 Member 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.

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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 (CAP 6-1);
 - 4. Air Operator's Operating Specifications and SOPs

3.4 CAAB Type Rated FOI or POI is to Monitor 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.

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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/DE authority.

4.1.2 Air Operators are to contact the Member 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 Member Flight Safety & Regulation shall complete the second block. The Member 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 Member 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)."

Chapter- 5

Conducting/Monitoring of DCPs/DEs

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;

Chapter- 6

Air Operator Records and Responsibilities

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 Member 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 "E") 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 "E") and an advance booking confirmed with Member 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 Member 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.

Chapter- 7

Terms of Reference (Conducting and Monitoring)

7.1 Limits of Authority

7.1.1 DCPs Type A/ TRE

With the appropriate licenses may be authorized to conduct:

- (a) Initial and Recurrent PPCs and/or IRT
- (b) Base Checks (on actual aircraft) or ZFTT (on FSTDs) check
- (c) Line Orientation Flight Training and Checks (LOFT)
- (d) 1200 RVR Take-Off Checks;
- (e) 600 RVR Take-off Checks;
- (f) Category II and or Category III Approach Checks; and
- (g) PBN & LVO
- (g) Aircraft portion of the PPC if required.
- (h) Ground Training/Examination as DGE for the type
- (i) DCP Type A/ TRE 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.
- (j) DCP type A/TRE may conduct a semi-annual PPC or IRT on a company executive or supervisory pilot of the Air Operator who is senior to him/her if that executive or supervisor has satisfactorily completed his/her annual PPC with an Inspector.

7.1.2 DCP's Type B

- (a) Base Training and Base Checks
- (b) ZFTT (on FSTDs) from either seat
- (c) Line indoctrinations and Checks, IRC
- (d) Line Orientation Flight Training and Checks (LOFT)
- (e) Ground Training/Examination as DGE for the type
- (f) DCP Type B may conduct a re-test of a failed Base Check provided CAAB is informed. An Inspector shall monitor a second re-test of a failed Base Check.

7.1.3 DCP's Type C/TRE

- (a) Authorized to conduct Route/Line Checks and RQ and LOFT.
- (b) Ground Training/Examination as DGE for the type
- (c) DCP Type C may conduct a re-test of a failed line check provided CAAB is informed. An Inspector shall conduct/monitor a second re-test of a failed line check.

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7.1.4 DCP Type D/SFE/TRE

- (a) Authorized to conduct Initial/Recurrent PPCs, LOFT, IRTs, Category II and/or III approach, PBN, and LVO endorsements as applicable only in Simulator.
- (b) DCP Type D/SFE/TRE 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.
- (c) DCP type D/SFE/TRE may conduct a semi-annual PPC or IRT on a company executive or supervisory pilot of the Air Operator who is senior to him/her if that executive or supervisor has satisfactorily completed his/her annual PPC with an Inspector.
- (d) Ground Training/Examination as DGE for the type

7.1.5 A DCP/DE 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,

7.1.6 A DCP/DE 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/DE, or if none is available, a CAAB Inspector (either conducting or monitoring).

7.1.7 A DCP/DE will not conduct a PPC on an Inspector unless the MFSR of CAAB has granted specific authority.

7.2 CAAB Inspectors' Monitoring

7.2.1 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 (if applicable)
- (c) Recheck of a failed PPC, or IRT/IRC
- (d) Annual PPC renewal or biennial renewal of each DCPs as applicable as per this manual.
- (e) A Base Check on an Air Operator pilot if needed; and

7.2.2 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 or Line Check to validate an Air Operator's training program.

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

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

7.3.2 Where a test is monitored in an aircraft or a simulator, the Inspector will occupy the third seat and will:

- (a) Complete the DCP monitoring report (appendix F); and
- (b) If the monitor was for a DCP nominee, the Inspector will countersign the PPC report and attach a copy of the DCP monitor form to the nomination.

7.3.3 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.

7.3.4 The Inspector and DCP/DE in simulator of operator or 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.

7.3.5 A DCP/DE may conduct pre-flight activities including the briefing of the candidates.

7.3.6 Upon completion of the in-flight portion of the DCP monitor, the Inspector and DCP/DE 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/DE, the Inspector's evaluation shall take precedence, and be used in the debriefing.

7.3.7 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/DE on a case to case basis.

7.4 600 RVR (Checks)

7.4.1 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 a DCP/DE duly monitored by the Inspector;
- (c) Semi-annually (every six months) the pilot shall be checked by a DCP/DE/DE 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.

7.5 Category II/III Operations (Checks)

7.5.1 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.

7.5.2 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.

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

- (a) His knowledge of the required weather limits, airborne and ground equipment required to conduct a CAT II/III approach;
- (b) The ability to coordinate crew activities recurrent to CAT II/III operations; (c) Adequate monitoring of system performance throughout the approach.
- (d) Sound judgment and decision making skills relative to the conduct and continuance or discontinuance of the approach; and
- (e) Meet the standards outlined in this manual.

Chapter- 8

General Guidelines for PPCs and IRTs

8.1 Purpose

8.1.1 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 ANOs.

8.1.2 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).

8.1.3 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.

8.2 The Inspector and DCP/DE Relationship

8.2.1 It is desirable to have a DCP/DE or a training pilot assists the Inspector on a Flight Check or Simulator Check requiring an Inspector's participation;

8.3 Participation

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

8.3.2 When conducting a PPC or IRT in an aircraft, the DCP/DE 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/DE. Those duties shall be kept to a minimum to ensure adequate observation of the pilot's procedures, techniques and performance.

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

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

8.4 Documentation

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

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

8.4.2 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.

8.4.3 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.

8.5 Briefing

8.5.1 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/DE.

8.5.2 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/DE;
- (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/DE will not always provide 'legal' weather;

Note: The DCP/DE 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.

8.5.3 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 maneuvers conducted in the aircraft to enhance flight safety;
- (d) The role of the DCP/DE 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/DE 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/DE will not always provide 'legal' weather.
- (k) When an airborne Flight Check is conducted, failure on the part of the DCP/DE 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.

8.6 Flight Tests

8.6.1 A flight check in accordance with the requirements of ANOs on an aircraft without a synthetic training device must be completed in an area where the required approach aids are available.

8.6.2 The following mandatory items must be successfully completed:

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

8.6.3 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.

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

8.6.5 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.

8.7 Assessment Guidelines (General)

8.7.1 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 unacceptable, unsatisfactory, 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 incomplete, incorrect, exceed and failure is more definite and may be objectively described by referring to the appropriate regulation, AFM or company procedure.

8.7.2 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.

8.7.3 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".

8.7.4 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.

8.7.5 During a PPC, any failure of an instrument rating related flight sequence constitutes a failure of the instrument rating and the DCP/DE 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 this manual.

8.7.6 When a DCP/DE 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/DE 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/DE completes form and submits the original to MFSR, 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 this manual.

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8.7.7 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.

Note: Manufacturer FCOM, AFM, Operator SOP may be consulted for specific type

8.7.8 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.

8.7.9 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/DE conducting that PPC. That pilot would then have to pass a PPC prior to resuming flying duties with an air operator.

8.8 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.

8.8.1 Ratings

8.8.1.1 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.

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8.8.1.2 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.

8.8.1.3 Unsatisfactory (U)

If a sequence cannot be rated Satisfactory or Satisfactory 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 helps 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.

8.9 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.

8.9.1 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.

8.9.2 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.

8.9.3 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.

8.9.4 Engine Checks

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

8.9.5 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/DE 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.

8.9.6 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 V1;
- (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.

8.9.7 Instrument Procedures (Area Departure, En-route Arrival)

Each pilot shall demonstrate departure, en-route and arrival maneuvers. The DCP/DE 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 deviating 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.

8.9.8 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/DE 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.

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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.

8.9.9 Instrument Approaches

Each pilot must complete the requisite number and type of instrument approaches as detailed in the appropriate schedule of the ANOs. 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/DEs 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.

8.9.10 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 affect a safe landing.

8.9.11 Landings and Missed Approaches

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

8.9.12 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.

8.9.13 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.

8.9.14 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.

8.9.15 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.

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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.

8.9.16 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.

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

All modern passenger airplanes 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.

8.9.17.1 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.

8.9.17.2 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.

8.9.17.3 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.

8.9.18 Pilot Not Flying/PM 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/PM requires observation during normal and abnormal procedures. Check pilots must ensure satisfactory compliance with PNF/PM duties as detailed in the AOM and company SOPs.

Normally an error in PNF/PM 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/PM 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/PM 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/PM duties;
- (b) PNF/PM 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.

8.9.19 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.



8.9.20 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.

8.9.21 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.

8.10 Safe In-Flight Checking Practices

8.10.1 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/DEs 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/DEs are required to abide by these practices. Air carriers may have in-flight checking practices that are more restrictive than those described below. DCPs/DEs shall in such cases adhere to the most limiting practice.

8.10.2 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 this 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/DE, 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, and 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).

8.10.3 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:

- 1. 50 feet AGL; and
- 2. 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 Airplanes (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 airplane. The candidate should be briefed prior to the check ride to anticipate the possibility of a rejected take off. The DCP/DE must be vigilant to ensure that the candidate does not strike the tail during the maneuver, due to an excessive nose high attitude during the flare and touchdown sequence.

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

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

- i. Not below 400 feet AGL.
- ii. Not below minimum control speed with critical engine inoperative (VMCA) plus 20 (KIAS), or take-off safety speed (V₂) plus 10 KIAS, as applicable.
 - (1) 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.

- (iii) Not below 50 feet AGL.
- (iv) Not below IAS normally used for flap setting selected during final approach.

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(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.

8.11 Administrative Procedures—following an unsuccessful check ride (PPC/IRC/IRT)

8.11.1 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 MFSR, CAAB 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.

Chapter- 9

PPCs/IRTs

9.1 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 maneuvers 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 airplane, its systems and components;
 - ii) Proper control of airspeed, direction, altitude, attitude and configuration of the airplane, in accordance with normal, abnormal and emergency procedures and limitations set out in the airplane flight manual, airplane operating manual, (if applicable), the air operator's standard operating procedures, the check list, and any other information relating to the operation of the airplane 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 airplane.
- e) For turbo-jet airplanes 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 airplane type. Checking procedures not approved for the synthetic training device shall be completed in the airplane. The configuration of the flight-training device shall closely resemble that of the airplane 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 maneuver or procedure from the appropriate Schedule, necessary to determine the proficiency of the crew and to confirm that the crew can operate the airplane 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 airplane type.

9.2 Schedule I (Synthetic Flight Training Device)

Pilot Proficiency Check at FSTDs (see appendix G for the table of exercises). Each crew or pilot, as appropriate, shall perform the following sequences.

a. 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.

- i. Flight planning shall include a practical examination on the crew's knowledge of air operator's approved Standard Operating Procedures and the Airplane Flight/Operating Manual including airplane and runway performance charts, and weight and balance procedures.
- ii. 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.

b. Flight Phase

i. Taxing

- a) The use of the taxing check list;
- b) Taxiing in compliance with clearances and instructions issued by the person conducting the pilot proficiency check; and
- c) Where a second-in-command is undergoing the pilot proficiency check, outlined above to the extent practicable from the second-in-command position.

ii. Engine Checks

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

iii. **Take-Off**

- a) One normal take-off to be performed in accordance with the Airplane Flight Manual;
- b) An instrument take-off in the minimum visibility approved for the air operator;
- c) A take-off in a minimum of a 10 kt crosswind component; Note: Any or all of the above takeoffs may be combined.
- d) 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
- e) A rejected take-off from a speed not less than 90% of the calculated VI or as appropriate to the airplane type.

iv. **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).

- a) An area departure and an area arrival procedure 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;
- b) A holding procedure;
- c) 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;
- d) One approach and maneuver 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.

v. **Maneuvers**

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

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

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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 airplane;
- (b) One in a clean configuration; and
- (c) One in a landing configuration;

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

- c) Steep turns and approach to stalls are not required if:
 - (1) The PPC is conducted via either a LOFT scenario, a scripted PPC or on a fly-by-wire airplane, and
 - (2) For an initial PPC on airplane type, steep turns and approach to stalls have been satisfactorily demonstrated during initial training;
 - (3) For a semi-annual or an annual PPC if,
 - (4) Steep turns and approach to stalls are required in the applicable annual training syllabus and they have been satisfactorily demonstrated during this training; or
 - (5) Steep turns and approach to stalls are not required in the applicable annual training syllabus.

vi. **Landings and Approaches to Landings:**

- a) One normal landing;
- b) One landing from an approach in Instrument Meteorological Conditions (IMC) not greater than the minimum recommended for the approach;
- c) One crosswind landing with a minimum of a 10 kt crosswind component;
- d) One landing and maneuver to that landing with, depending on airplane type, engine failure(s) follows:
 - (1) For a two engine airplane; failure of one engine,
 - (2) For a three engine airplane; 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,

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- (3) For a four engine airplane; 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 airplane, the pilot-in-command is required to perform a two engine inoperative procedure during the initial qualification check and annually thereafter.

- e) 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 airplane is approximately over the runway threshold.

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

- (1) 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:

- (2) For pilot-in-command re-qualification on CAT II approaches:

At least one CAT II ILS approach to a landing annually

- g) Where CAT II and CAT III approaches are authorized in the air operator certificate, the following is required:

- (1) 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;

- (2) 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

- h) One landing without the use of an auto-land system.

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

vii. Normal Procedure

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 maneuvers as appropriate).

viii. Abnormal and Emergency Procedures:

- a) 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;
- b) Systems malfunctions shall consist of a selection adequate to determine that the crew has satisfactory knowledge and ability to safely handle malfunctions;
- c) At least two simulated engine failures, excluding failures on the runway followed by a rejected take-off, at any time during the check.

Where the PPC is conducted following initial training the following flight checking is required within 30 days after the PPC in a synthetic flight training device, and may be run concurrent with the flight training requirements on the airplane type in the applicable training program:

- (1) Interior and exterior airplane pre-flight checks;
- (2) Ground handling for pilots-in-command;
- (3) Normal take-off, visual circuit (where possible) and landing;
- (4) A simulated engine failure procedure after take-off (at safe altitude and airspeed);
- (5) A simulated engine inoperative landing; and
- (6) A normal missed approach.

9.3 Schedule II (Airplane)

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

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

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9.3.1 Pre-Flight Phase

A. Flight Planning and Equipment Examination

- i. 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 pilot's knowledge of standard operating procedures and the Airplane Flight Manual including performance charts, loading, weight and balance and Flight Manual Supplements;
 - (b) 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.

ii. Airplane Inspection

A pre-flight airplane inspection that includes:

- (1) A visual inspection of the exterior and interior of the airplane, locating each item to be inspected and explaining the purpose of the inspection;
- (2) The proper use of the pre-start, start and pre-taxi check lists; and
- (3) Checks of the appropriate radio communications, navigation and electronic equipment and selection of the appropriate communications and navigation frequencies prior to flight.

B. Flight Phase

- i. Taxing
 - (a) Taxing procedures;
 - (b) A taxing check including:
 - (1) The use of the taxiing check list;
 - (2) Taxing in compliance with clearances and instructions issued by the appropriate air traffic control unit or by the person conducting the pilot proficiency check;
 - (3) 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.

ii. Engine Checks

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

iii. Take-Off

- (a) One normal take-off to be performed in accordance with the Airplane Flight Manual or where the airplane is a turbo-jet, a noise abatement take-off performed in accordance with the Airplane Flight Manual (where applicable) and the AIP.
- (b) 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.
- (c) Where practicable under existing meteorological, airport or airport traffic conditions, one crosswind take-off performed in accordance with the airplane-operating manual where applicable.

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

- (d) A simulated engine failure after take-off (at a safe altitude and airspeed) appropriate to the airplane type under the prevailing conditions.
- (e) A rejected take-off explained by the candidate prior to the flight.

iv. **Instrument Procedures**

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

- (a) An area departure and an area arrival procedure shall be performed where the pilot:
 - (i) Adheres to actual or simulated air traffic control clearances and instructions; and
 - (ii) Properly uses the available navigation facilities;
- (b) A holding procedure;
- (c) 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;

- (d) 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.

v. **In Flight Maneuvers**

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

For the purpose of this maneuver 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 airplane 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:

- (i) One in the take-off configuration, except where a zero-flap take-off configuration is normally used in that model and type of airplane;
- (ii) One in a clean configuration; and
- (iii) One in a landing configuration;

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

vi. **Landings and Approaches to Landings**

- (a) One normal landing which shall, where practicable, be conducted without external or internal glide slope information;
- (b) 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;
- (c) One cross wind landing where practicable under existing meteorological, airport and airport traffic conditions;
- (d) One landing and maneuvering to that landing with a simulated failure of 50 percent of the available engines which shall be on one side of the airplane for the pilot-in-command and on outboard engine only for other than the pilot-in-command. Where the airplane type is a three engine airplane, 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 airplanes the pilot-in-command is required to perform a two-engine inoperative procedure during initial qualification check and annually thereafter;

- (e) 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.

vii. 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 maneuvers as appropriate).

viii. Abnormal and Emergency Procedures

- (a) 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;
- (b) System malfunctions shall consist of a selection adequate to determine that the crew has satisfactory knowledge and ability to safely handle malfunctions;
- (c) At least two simulated engine failures any time during the check.

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Part-3

APPENDIX-A

NOMINATION FORM FOR DESIGNATED CHECK PILOT (DCP)/DE

Air Operator Information (To be filled up and signed by Operator)			
<p>I, <u>(Name of the Company Executive)</u> of <u>(Name of Air Operator)</u> hereby nominate <u>(Name and License Number)</u>, for the authority requested as a DCP Type (A,B,C, D) to exercise the privileges as outlined in (b). The necessary details are:</p>			
<p>Experience: The nominee is professionally suitable and meets all the criteria listed below.</p>			
<p>Qualifications:</p>			
<p>(a) The nominee has fulfilled the requirements as laid down in CAR-84/CAP 6-1 as well as those outlined in the CAAB approved manual of the company and has previous experience of minimum 100:00 training hours on the type as a training pilot (instructor) of a commercial air operator.</p>			
<p>(b) She / He conducts (Please Mark (√) or (x) bellow as applicable):</p>			
Ser No	Type of Privilege	Aircraft Type	(√) or (x)
1	PPCs as DCP Type A		
2	Base Check/ZFTT (Aircraft/FSTD) as DCP Type B		
3	Route Check as DCP Type C		
4	PPCs as DCP Type D		
5	Type Rating Training (FSTD) as Instructor		
6	Base Training / ZFTT (Aircraft/FSTDs) as Instructor		
7	Route Training as Instructor		
8	Was not Instructor Before		
<p>(c) Has the seniority privilege (not only criteria for selection) in which the nominee holds the position ofin order of seniority list.</p>			
<p>(d) Has completed or will undergo the company’s ground and flight training program on type for requested authority.</p>			
<p>(e) Has been employed by the air operator as a pilot for at leastyear/month (Min six months) and has accumulated..... (Min total 500; PIC 100 hrs on type) for which the authority is requested.</p>			
<p>(f) Is fully competent as PIC of the aircraft type for which approval has been requested and has demonstrated this competency from both the LHS & RHS.</p>			
<p>(g) Has completed or will undergo a DCP Course; and</p>			

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(h) Meets the following license and hours requirements:

Hours (PIC)	750 hrs large A/C multi engine A/C or equivalent military or Civil operations experience + 100:00 training Hours on type as Instructor / DCP of a commercial air operator.
License	ATPL (A) or ATPL (H)
Experience	6 months on type as PIC + 300hrs as PIC (for Type-A), 200hrs as PIC (Type-B), 100hrs as PIC (for Type-C)

Signature Block

I certify that.....has acted as PIC of the following aircraft types and meets the all of the previous requirements.

Types				
Hours				

- (a) The nominee's background, character and motivation are suitable to hold this position.
- (b) The nominee meets the qualification requirements outlined in the CAP 6-1.
- (c) The operator has followed proper selection procedure
- (d) The nominee became PIC on type at the first attempt
- (e) Did not fail in PPC in preceding two years
- (f) Did not have record of being responsible for AC accident on any type in 10 years as PIC
- (g) Never being held responsible for any accident on type as PIC
- (h) Never being held responsible for any incident in last three years as PIC I certify that the foregoing information is true and accurate.

I certify that the foregoing information is true and accurate.

Director flight operation's Signature & Seal Date

Nominee's Signature Date

Note:

- (a) When the Director Flight Operations/Operations Manager is the nominee, a senior company executive shall complete and sign the form.
- (b) This nomination shall be accompanied by a resume (Please print) of the nominee's aviation background, qualifications and other experience which would support approval as a DCP.

p

Inspector Verification and Recommendation

(To be filled up and signed by CAAB)

(Nominee's Name) of (Air Operator)

- (a) Has been briefed on flight check procedure;
- (b) Has completed at least one monitored PPC or Instrument Rating Flight Check, as applicable (for DCP-A and DCP-B only); and
- (c) Qualifications have been verified and meet the requirements as per CAP 6-1.

Recommendation:

Check Applicable Box(es)

Initial Application

Amendment

Replacement

Revoke Authority

Recommended:

Yes

No

Inspector's Signature

Date

Recommended:

Yes

No

DFSR's Signature

Date

Recommended:

Yes

No

MFSR's Signature

Date

DCP/DE APPROVAL (To be filled up and signed by CAAB)			
To (Accountable Person of Operator & Operator's Address)			
Attention: Director, Flight Operations, (Operator)			
(Name and license number) is hereby approved as a Designated Check Pilot (DCP). He/she, is an authorized person and is authorized 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 (Check as appropriate):			
PPCs (simulator)	<input type="checkbox"/>	600 RVR take-off checks	<input type="checkbox"/>
PPCs (aircraft)	<input type="checkbox"/>	1200 RVR take-off checks	<input type="checkbox"/>
Base checks	<input type="checkbox"/>	Category II Approach checks	<input type="checkbox"/>
Line checks	<input type="checkbox"/>	Category III Approach checks	<input type="checkbox"/>
IRTs	<input type="checkbox"/>	Relevant courses, ground & flight training	<input type="checkbox"/>
<u>CONDITIONS OF ISSUANCE</u>			
1. Approved as DCP Type (A, B, C, & D).			
2. Shall maintain currency requirements in accordance with CAP 6-1.			
3. Approval is valid for (Air Operator) on (Aircraft Type).			
4. Flight checks shall be conducted pursuant to ANO 1 and CAP 6-1.			
Note:			
(a) Failure to meet any conditions of issuance is ground for suspension pursuant to ANO1.			
(b) This authority supersedes and revokes all previously issued alike authorities.			
(c) This authority shall remain valid until the earliest of:			
1. The date on which any condition of issuance is breached;			
2. The date on which this authority is revoked in writing, by the Chairman.			
Issued at Dhaka, Bangladesh, this (Date) (Month) (Year).			
Member Flight Standard & Regulations For Chairman, Civil Aviation Authority of Bangladesh			

p

Oral Test Report (Cockpit Crew Only)

1. Personal Details:

1.	Name of Candidate:	6.	Exam Site:
2.	NID/Passport Number:	7.	Number of Attempts:
3.	Exam date & Time:	8.	Operator:
4.	Name of Examiner:	9.	Name of FOI/DCP:
5.	ATPL/CPL No:	10.	ATPL/CPL No:

2. Knowledge of Aircraft System (Type of aircraft.....):

Grading Legend: P-Pass, F-Fail, (Passing Mark is 70%)

SI No	ITEM	GRADES	SI No	ITEM	GRADES
1	A/C Gen		10	Flight Instruments	
2	Air-Con & Pressurization		11	Fuel	
3	Autopilot & FD		12	Hydraulic	
4	Cockpit switches & Light		13	Ice and Rain Protection	
5	EFIS, FMS or GNSS		14	Landing Gear and Brakes	
6	Electrical		15	Navigation System	
7	Engine & APU		16	Pneumatics	
8	Fire Protection		17	Propellers (if applicable)	
9	Flight controls		18	Warning System	

3. Miscellaneous Items

SI No	ITEM	GRADES
1	Limitation and Memory Item	
2	Knowledge and ability to compute data	
3	Knowledge of calculation weight and balance	
4	Ability to handle both normal, abnormal and Emergency checklist	
5	General Knowledge of ICAO Annexes and CAAB ANOs.	
6	Detail Knowledge of Operator's SOP	

4. Remarks

Pass Fail

Signature of the Candidate

Signature of the Examiner

Signature by FOI/DFOI/DCP/DE

Part-3

APPENDIX-D

Evaluation Form for Ground Examiner (DGE)/DCP/DE Candidate

1. Personal Details:

1.	Name of Candidate:	5.	ATPL/CPL No:
2.	NID/Passport Number:	6.	Exam Site:
3.	Exam date & Time:	7.	Number of Attempts:
4.	Name of Examiner:	8.	Operator:
9.	Subject / Area:	10.	Name of FOI/DCP:

2. Evaluation:

Grading Legend: P-Pass, F-Fail, (Passing Marks 70%)

Sl No	ITEM	GRADES
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	CBT Management or Power point presentation	

3. Remarks

Pass

Fail

Signature of the Candidate

Signature of the Examiner

Signature by FOI/DFOI/DCP

Part-3

APPENDIX-E

SCHEDULE OF PILOT FLIGHT CHECKS
(To be filled up and signed by Operator)

To Chairman
Civil Aviation Authority of Bangladesh
(Insert Address)

Attention: Member Flight Standard & Regulations, CAAB

Dear (Sir/Madam)

In accordance with the requirements of this Part-2, Para-6 of Civil Aviation Instruction (CAP 6-1), following is the list of Pilot Flight Checks scheduled for the month of (Month), (Year):

SL	Candidate's Name	License Number	Aircraft Type	Type of Check		
				PPC	IRT	ROUTE

Signature of Head of Training Date:	Signature & Seal of DFO Date:
----------------------------------------	----------------------------------

Part-3

APPENDIX-F

DFOI/DCP/DE Monitoring Report (Initial/Renewal)

Route Checks / Instrument Rating / PPC (To be filled up by CAAB)

1. Personal Details:

Name of DFOI/DCP/DE	ATPL/CPL	Medical	Type Validity
Name of other pilot (Capt./FO)	ATPL/CPL		
Name of Monitoring FOI/DFOI/DCP(Detailed by CAAB)	ATPL/CPL		
Name of The Operator	Date		

2. Check Conducted in Aircraft

Flt No	Sector	Flt Time		Aircraft Type	Registration	Crew Status PF/PM
		Day	Night			

3. Check Conducted in FSTD

FSTD Location	FSTD Registration	Time	Level: C or D

3. Evaluation:

Grading Legend: P-Pass, F-Fail, (Passing Mark is 70%)

SL No	ITEM	GRADES
1	Preflight Briefing	Content Adequacy
		Clarity
		Report with Candidate
2	Scope of Flight Check	Use of Questions
		Required Items Covered
3	Conduct of Flight Check	Standard Procedures
4	Post-Flight Briefing	Content Adequacy
		Relative to Flight Check
		Coverage – Errors/Weaknesses
5	Flight Check Report	Coverage – Errors/Weaknesses
		Content
6	Assessment Capability	Writing and Briefing

4. Remarks

Pass Fail

Signature of the Pilot under check _____ Signature of the Examiner _____
Signature by Monitoring (FOI/DFOI/DCP) _____



Part-3

APPENDIX-G

SUMMARY ITEMS FOR PPC

The following table is only a summary guidance of the items in the applicable standard for PPCs. The standard should be consulted for details coherent with the CAAB approved training program of the operator.

Exercise/Event	FSTD	Aircraft (Not In Revenue Flight)
Flt Plan	Class Room & FMS setup	FMS, GNSS set up
AC Inspection	-	Actual
Taxi	MEL applicability practice	Class room discussion
Eng Check	Monitor while session progress	Class room discussion
Check List Procedure	Practice Electronic Check list failure (if applicable)	Class room discussion
Departure Briefing	Actual as per SOP	Actual as per SOP
Take Off	Combined (All mandatory items as per OM-D) <ul style="list-style-type: none"> - With min 10kts cross wind - Contaminated RW - Restricted Visibility 	Can be combined but limited to discussion and class room activities especially for failures.
SID	VOR, Visual & RNAV (if applicable)	As per ATC
RTO	Not less than 90% V1	Class room discussion
Steep Turns	Not required on fly by wire AC	Not required on fly by wire AC
Stalls	1 or More – With one landing configuration, Not required for fly by wire AC	1 or More – With one landing configuration, Not required for fly by wire AC
In flight exercises, Holding, Arrival	As per SOP	As per SOP
Approaches	- Precision, non-precision, CDO, CDFA, PBN (if applicable) - Circle to land – (if Applicable) - Standard traffic pattern	- Precision, non-precision, CDO, CDFA, PBN (if applicable) - Circle to land – (if Applicable) - Standard traffic pattern Note: Min 1 precision/PBN and 1 NON-precision approach
Landings	Combined (All mandatory items as per OM-D) <ul style="list-style-type: none"> - With min 10kts cross wind - Contaminated RW Restricted Visibility 	As per ATC clearance (Failure's practice is only briefing part)
Emergency	Min required for type rating	No actual failure practice, only discussion and class room exercise



Part-3

APPENDIX-H

**Initial Route Check (IRC) or Route Check Report
(To be filled up by DCP/TRE)**

1. Personal & Flight Details:

Name of Candidate					ATPL/CPL No	
Name of Other Pilot					ATPL/CPL No	
PPC/IR (Aircraft)	Initial <input type="checkbox"/>	Renewal <input type="checkbox"/>			Type of AC	
Candidate Status	Initial <input type="checkbox"/>	Renewal <input type="checkbox"/>	Capt <input type="checkbox"/>	FO <input type="checkbox"/>	RTI <input type="checkbox"/>	DCP <input type="checkbox"/>
Date	Flight Time			AC Reg		
Name of Examiner (DCP/TRE)					ATPL/CPL No	
Name of FOI/DFOI						

2. Evaluation:

Grades:

S = Satisfactory,

SB = Satisfactory with briefing,

U = Unsatisfactory,

N/O = Not Observed

} Comments Required for SB & U

SL No	Check Area	S	S B	U	N O	SL No	Check Area	S	S B	U	N O
1	Reporting for Duty					24	Fuel Checks				
2	Manuals					25	Use of Anti-Icing				
3	Wx Briefing, NOTAMs					26	Use of Auto-Pilot System				
4	Flt Planning – Ops ATC					27	Nav-Aids Selections				
5	Weight & Balance					28	Approach Briefing				
6	AC Inspection					29	Cabin Security Coordination				
7	Load Security					30	Descent				
8	Emergency Equipment					31	Use of Speed Brakes				
9	Before Start					32	Cross Checking Altitude				
10	Review of Emergency Drill					33	Approach (VFR/IFR/RNP)				
11	Engine Start					34	Speed Control				
12	After Start					35	Transition to Facility				
13	Taxi (Speed, Steering & Brakes)					36	Approach Instrument				
14	ATC Clearances					37	Landing				
15	Use of Checklist (PF/PM)					38	After landing				
16	Take Off					39	Ramp Area Taxing				
17	Noise Abatement Procedure					40	Shut Down				
18	Initial Climb					41	AC Handling				
19	Climb					42	Route Knowledge				
20	Altimeter Settings					43	Crew Co-Ordination				
21	Level-Off and Altitude					44	PA				
22	Cruise					45	Use of IRS/INS/GPS/FMS				
23	ATC (Monitoring 121.5)					46	Use of WX-RADAR				

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CIVIL AVIATION INSTRUCTION ON COMPETENCE OF AIR OPERATOR OPERATIONS PERSONNEL (DESIGNATED CHECK PILOTS, DESIGNATED FLIGHT OPERATIONS INSPECTORS AND DESIGNATED EXAMINERS) CAP 6-1

SI No	Check Area	S	SB	U	N	SI No	Check Area	S	SB	U	N
47	EDTO					51	CRM				
48	Use of MEL					52	Handling Failures (if any)				
49	Metal DR					53					
50	Situational Awareness					54					
51	Orientation					55					

3. Remarks

Pass Fail

Signature by Candidate

Signature by Examiner

Signature by FOI/DFOI/DCP (if available for monitoring the check)

p

Part-3

APPENDIX-I

PILOTS' PROFICIENCY CHECK REPORT

(To be filled up and signed by DCP/TRE/SFE)

1. Personal & Flight Details:

Name of Candidate			ATPL/CPL No	
Name of Other Pilot			ATPL/CPL No	
Candidate Status	Initial <input type="checkbox"/>	Renewal <input type="checkbox"/>	Capt. <input type="checkbox"/>	FO <input type="checkbox"/>
			RTI <input type="checkbox"/>	DCP <input type="checkbox"/>
PPC/IR (FSTD)	Initial <input type="checkbox"/>	Renewal <input type="checkbox"/>	-	-
FSTD Location			Type of FSTD	
Date :		FSTD Time	FSTD Reg	
Name of DCP/TRE/SFE			ATPL/CPL No	
Name of FOI/DFOI (if available)				

2. Evaluation:

Grades:

S = Satisfactory,

SB = Satisfactory with briefing,

U = Unsatisfactory,

N/O = Not Observed

} Comments Required for SB & U

Check Area	S	SB	U	NO	Comments
PRE-FLIGHT	Technical Knowledge				
	Flight Planning				
	Exterior, Interior				
	Navigation Aids, Clearance				
	Eng. Start, Cockpit Checks				
	Taxing				
	Checks & Briefing				
DEPARTURE	Normal Take-Off				
	Rejected Take-Off				
	Crosswind Take-Off				
	Simulated Power Loss				
	Area Departure				
	Low Visibility Take-Off				
	LVO				
AIR WORK	PBN/SID/FMS/VOR				
	Holding				
	Aircraft Handling				
	Approach Characteristics				
	Approach to Stall				
	UPRT				
	Wind Shear on Take-Off				
Steep Turns					

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Check Area		S	SB	U	N	O	Comments
TERMINAL	Transition to App Facility						
	Non-Precision						
	Precision ILS						
	Misses App						
	Missed App Power loss						
	CAT-II, CAT-III						
	RNP/PBN						
LANDING	Normal/ Flapless Landing						
	Crosswind Landing						
	Simulated Power Loss						
	Rejected landing						
	Bounced Landing						
	CCT Traffic Pattern (if any)						
	Wind shear on Finals						
ABN & EMER	Engine Failure						
	Engine Fire						
	Emergency Descend						

3. Remarks

Pass Fail

Signature by Candidate

Signature by Examiner

Signature by FOI/DFOI/DCP (if Available for monitoring the check)

6

Part-3

APPENDIX-J

LOFT RECORD for FOI in Simulator				
(To be filled up and signed by approved Instructor)				
1. Personal & Flight Details:				
2. RECORD OF EXERCISE (TIME: 02:00 HOURS)				
C = Completed				
CB = Completed with Briefing				
N/O = Not Observed				
Maneuvers and procedures	C	CB	N/O	Comments
1. DEPARTURE	Transit preparation			
	Flight Planning (Airport A to Airport B)			
	Final cockpit preparation			
	Before taxi check list and taxi check list			
	Before take-off checklist			
	Take off transition to instrument flight			
	Crosswind take off			
	Wind shear at take off			
	SID TBN			
2. CRUISE & AIRWORK				
	TCAS resolution during cruise			
	Engine flame out No damage -Engine restart			
	Engine -fire warning			
3. ARRIVAL	Diversion to Airport C			
	Radar vector to land Runway TBN			
	CAT-1 condition			
	ILS APP (AP failed)			
	Engine failure before V1			

Remarks

Signature of Candidate (FOI):

Signature by CAAB Approved

Instructor

Date:

Date:

