



# Advisory Circular

CAA-AC-OPS032

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## CHECK PILOT/FLIGHT ENGINEER APPROVAL AND SURVEILLANCE

### 1.0 PURPOSE

This Advisory Circular gives guidance to operators on procedures for approval, surveillance and renewal of a check pilot/flight engineer.

### 2.0 REFERENCES

Regulations on Check pilot training, Check pilot and authorised flight engineer qualifications, Check pilot designation, Check pilot authorizations and limitations and Line qualification: check pilot and instructor of the Civil Aviation (Operation of Aircraft) Regulations.

### 3.0 GENERAL

All Check Pilots/flight engineer must be approved by the Authority. Approval is based on the pilot having the proper certificates and ratings, being qualified in accordance with the operator's approved initial, transition, or upgrade training programme; having completed the operator's approved check pilot/ flight engineer training programme for the appropriate check pilot/ flight engineer functions; and having demonstrated the ability to conduct flight checks and to evaluate the performance of pilots and flight engineers to the satisfaction of the Authority.

### 4.0 THE FIVE PHASE PROCESS FOR A CHECK PILOT/ FLIGHT ENGINEER APPROVAL

The check pilot/ flight engineer approval process is conducted in a five phase's process

### 5.0 PHASE 1 – PRE-APPLICATION

5.1 Phase one may begin either during the certification process for an AOC when the Inspector briefs an applicant on the check pilot/ flight engineer requirements, or at any time an operator seeks information on the process. The Inspector would brief the applicant or operator on the requirements of Regulations on Initial training: flight operations officer to Pilot operating limitations and pairing requirements, Check pilot training, Check pilot and authorised flight engineer qualifications, Check

pilot designation, Check pilot authorizations and limitations and Line qualification: check pilot and instructor of the Civil Aviation (Operation of Aircraft) Regulations. Where applicable, the briefing will include information on the approval of a cadre of check Pilots/ flight engineers for a start up operator.

5.2 The briefing will include a description of the various check pilot classifications approved by the CAA as follows:

- 5.2.1 Proficiency Check Pilot – Aircraft;
- 5.2.2 Proficiency Check Pilot – Simulator;
- 5.2.3 Line Check Pilot - All Seats;
- 5.2.4 Line Check Pilot - Observer's Seat Only;
- 5.2.5 Check Pilot - All Checks;
- 5.2.6 Check pilot (Flight Engineer).

5.3 An operator is required to designate a person as a check pilot/ flight engineer and submit a letter of request for approval by the Authority as a check pilot/ flight engineer in a specific classification. The letter should include -

- 5.3.1 The candidate's full name;
- 5.3.2 Mailing address;
- 5.3.3 Applicable pilot's licence number;
- 5.3.4 Current crew member position;
- 5.3.5 Requested check pilot/ flight engineer classification; and
- 5.3.6 Aircraft type;

5.4 The letter should be accompanied by –

- 5.4.1 Brief curriculum vitae of the pilot's/ flight engineer's aviation background and experience;
- 5.4.2 Copies of the pilot's/ flight engineer's appropriate licence and ratings; and
- 5.4.3 Copy of the pilot's/ flight engineer's medical certificate.

## **6.0 PHASE TWO - SUBMISSION OF DOCUMENTATION**

6.1 Phase two begins when the Authority receives the application letter and attachments. The documents may be submitted by conventional or electronic mail or by fax. The assigned Inspector will conduct an initial cursory review of the documents to assess whether the nominee meets the basic qualification requirements for the type of check pilot approval sought.

6.2 If the operator's submission is unacceptable, the documentation will be returned to the operator with a letter stating the reasons for non-acceptance. If the submission is acceptable, Phase three would be initiated.

## **7.0 PHASE THREE - REVIEW OF DOCUMENTATION**

7.1 Phase three involves an in depth review of the records and documentation. The approved training programme must contain all training required by Regulation on Check pilot training of the

Civil Aviation (Operation of Aircraft) Regulations, applicable to the approval being sought. The Authority will not accept a nomination for evaluation as a check pilot/flight engineer unless the record show satisfactory completion of initial, transition, or upgrade training and all training required under the operator's approved check pilot/ flight engineer training programme for the specified classification.

7.2 If, after an in depth review of the records and other documentation it is determined that the candidate does not qualify as a check pilot/ flight engineer, the operator will be given a letter stating the reasons for non acceptance.

## **8.0 PHASE FOUR - CHECK PILOT EVALUATION**

8.1 A check pilot/ flight engineer is evaluated in Phase four by an Inspector observing the check pilot/ flight engineer candidate conducting an actual check. The purpose of the check pilot/ flight engineer evaluation is to ensure that the candidate has achieved the required skills for briefing, evaluating, and debriefing a pilot/ flight engineer. The pilot/ flight engineer receiving the check should be a line crew member who is due for an evaluation. The pilot/ flight engineer must not be an instructor or check pilot/ flight engineer unless previous approval has been received from the Authority. Such approval would only be granted in unusual circumstances.

8.2 An operator should not submit a nominee for approval as a designated check pilot/ flight engineer when there is any question about the pilot/flight engineer's flying skills in a crew position. Should the Authority have reason to question a candidate's proficiency, the check pilot/flight engineer evaluation shall not be conducted until the candidate's proficiency is verified.

8.3 If the evaluation is satisfactory, the assigned Inspector will inform the candidate that a recommendation of approval will be reported to the Authority. In this case, the check pilot/flight engineer candidate would be allowed to certify the proficiency of the pilot/flight engineer receiving the check and complete the necessary record keeping tasks.

## **9.0 PHASE FIVE - CHECK PILOT/FLIGHT ENGINEER APPROVAL**

Approval of a designated check pilot/flight engineer is in the form of a Letter of Approval addressed to a responsible official of the operator and signed by the Inspector. This Letter of Approval may be transmitted to the operator by conventional or electronic mail, by fax, or by other means acceptable to the operator and the Authority, on receipt of the prescribed fees if applicable. The letter will contain the following:

9.1 Check pilot/flight engineer's name and his/her licence number;

9.2 Approved check pilot/flight engineer function;

9.3 Specified category, class, or type of aircraft;

9.4 Authorisations and limitations;

9.5 Effective date of each approval (since different approvals may occur at different times, this information simplifies record checks. The date on which the check pilot/flight engineer was recommended for approval by an inspector shall be the effective date of approval.)

9.6 A check pilot/flight engineer approval is valid for one year and may be re-approved by the Authority.

9.7 A check pilot/flight engineer approval may be amended, suspended or withdrawn by the Authority

*NOTE: A check pilot/flight engineer approval is only valid for the specific air operator under which it was granted.*

## **10.0 APPROVAL OF A CHECK PILOT/FLIGHT ENGINEER FOR MULTIPLE AIRCRAFT**

Before a pilot/flight engineer may be approved as a check pilot/flight engineer on more than one type of aircraft, the operator must show that there is a need. The pilot/flight engineer must be type rated and current in each type of the aircraft the approval is sought. There are various acceptable combinations of check pilot/flight engineer approvals as follows:

10.1 A check pilot may be approved to serve in all single-engine aeroplanes that an operator operates;

10.2 A check pilot/flight engineer may be approved to serve in two different types of helicopters;

10.3 A check pilot/flight engineer may be approved to serve in a combination of two of the following aircraft families:

10.3.1 One type or a series of multiengine aeroplanes;

10.3.2 Single engine aeroplanes; and

10.3.3 One type or a series of helicopters.

10.2 Before a candidate is considered for approval as a check pilot in (c) above the following conditions must be met:

10.2.1 For proficiency check pilot-aircraft or simulator the candidate must have logged at least 500 hours as PIC in each type;

10.2.2 For line check pilot the candidate must have logged at least 100 hours as PIC in each type and at least 1,000 as PIC in transport category aeroplanes; and

10.2.3 For check flight engineer the candidate must have logged at least 500 hours as a flight engineer in each type.

## **11.0 PERIODIC REPORTING AND REPORTING OF UNSATISFACTORY CHECKS**

Any failure of a check conducted by a designated check pilot/flight engineer must be reported to the Authority immediately. In addition, an operator must provide an annual report of each check pilot's/flight engineer's checking activities, including a pass/fail rate to coincide with the Authority's periodic review. An operator should ensure that a check pilot/flight engineer is maintained sufficiently active to retain the required knowledge and skills.

## **12.0 SURVEILLANCE OF CHECK PILOT/FLIGHT ENGINEER**

The period of validity of a check pilot/flight engineer approval is 12 months. A check pilot/flight engineer will be checked at least once per year. A renewal of a check pilot's/flight engineer approval will be conducted in the same manner as an initial approval. In addition an Inspector may conduct random check inspections on a "no notice basis" on all or any check pilot/flight engineer at anytime in the 12 month period.

## **13.0 WITHDRAWAL OF CHECK PILOT APPROVAL**

**13.1** A check pilot's/flight engineer approval may be withdrawn by the Authority. Reasons for withdrawing the approval of a check pilot/ flight engineer include –

**13.1.1** Lack of check pilot/ flight engineer activity in the authorized role;

**13.1.2** A request by the operator;

**13.1.3** Unsatisfactory performance on the part of the check pilot/ flight engineer.

**13.2** The Authority will notify the operator by letter that the approval is withdrawn and the letter will include the effective date of withdrawal and reasons.

A handwritten signature in dark ink, appearing to be 'James', written in a cursive style. The signature is positioned above a horizontal line.

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**Civil Aviation Authority**