



**TYPE RATING EXAMINER (TRE)
SYNTHETIC FLIGHT EXAMINER (SFE)**

AIR NAVIGATION ORDER

VERSION : 1.0
DATE OF IMPLEMENTATION : 01-10-2020
OFFICE OF PRIME INTEREST : Personnel Licensing Directorate

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A AUTHORITY:

- A1. This Air Navigation Order (ANO) is issued by the Director General, Civil Aviation Authority in pursuance of the powers vested in him under Rules 4, 35 to 44, 58, 340, 342, 347, 348, 354, 355, 357, 359, 360 and all other enabling provisions of the Civil Aviation Rules, 1994 (CARs, 94).

B PURPOSE:

- B1. The purpose of this ANO is to provide regulatory framework for issue, renewal and revalidation of the following ratings related to flying training and examination of the same:
- B1.1. Type Rating Examiner – TRE.
- B1.2. Synthetic Flight Examiner – SFE.

C SCOPE:

- C1. This ANO relates to the administrative and regulatory requirements for issue of Type Rating Examiner (TRE) and Synthetic Flight Examiner (SFE) for specific aircraft type.

D DESCRIPTION:

D1. DEFINITIONS:

The following terms shall have the meanings assigned to them here under. Any other term used in this ANO but not defined here shall have the same meanings as given in Civil Aviation Ordinance, 1960, Pakistan Civil Aviation Ordinance, 1982, Civil Aviation Rules, 1994, and relevant ANOs, Issued by Director General CAA Pakistan.

- D1.1. **AEROPLANE:** A power-driven heavier-than air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces, which remain fixed under given conditions of flight.
- D1.2. **AIRCRAFT:** Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.
- D1.3. **AIRCRAFT – CATEGORY:** Classification of aircraft according to specified basic characteristics, e.g., aeroplane helicopter, glider, free balloon.
- D1.4. **APPROVED TRAINING PROGRAM:**A training program approved by PCAA.
- D1.5. **APPROVED FLIGHT SIMULATOR:**A Synthetic Flight Trainer approved by PCAA.
- D1.6. **AVIATION TRAINING ORGANIZATION (ATO):**Aviation Training Organization is a training centre approved by the PCAA; and whose training is acceptable to PCAA for the purposes of issue, renewal and revalidation of a Licence, Certificate, Rating or an Endorsement.
- D1.7. **CAA INSPECTOR:**A CAA official employed for regulatory work or a person authorized by the Director General PCAA, to perform a regulatory function.
- D1.8. **CENTRE-LINE THRUST AEROPLANE:** An aeroplane that has the following characteristics:
- D1.8.1. The aeroplane has two or more engines; and
- D1.8.2. The failure of one or more of the engines does not produce asymmetric handling qualities in the aeroplane.
- D1.9. **CHECK PILOT:** See Designated Check Pilot and Designated Examiner duly approved by PCAA.
- D1.10. **CIVIL AIRCRAFT:** Any aircraft on the civil register of Pakistan, other than those, which the State of Pakistan treats as being in its service, either permanently or temporarily.

- D1.11. **COMMERCIAL AIR TRANSPORT OPERATION:** An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.
- D1.12. **COMPETENT AUTHORITY:** The Director General, Civil Aviation Authority (DG CAA) or a person authorized by the Director General.
- D1.13. **CO-PILOT (P-2):** A licensed pilot serving in any piloting capacity other than as pilot-in-command but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction.
- D1.14. **FLYING TRAINING ORGANIZATION:** An Aviation Training Centre, approved by PCAA; and whose, flying training is acceptable to PCAA for the purposes of issue, renewal and revalidation of a Licence, Certificate, Rating or an Endorsement.
- D1.15. **GROUND TRAINING ORGANIZATION:** An Organization, approved by the PCAA; for the purposes of issue, renewal and revalidation of a Licence, Certificate, Rating or an Endorsement.
- D1.16. **LICENSING AUTHORITY:** The Authority designated by the DG CAA, Pakistan as responsible for the licensing of personnel, with respect to the following:-
- assessment of an applicant's qualifications to hold a licence or rating;
 - issue and endorsement of licences and ratings;
 - designation and authorization of approved persons;
 - approval of training courses;
 - approval of the use of flight simulation training devices and authorization for their use in gaining the experience or in demonstrating the skill required for the issue of a licence or rating; and
 - validation of licences issued by other Contracting States.
- D1.17. **MEDICAL ASSESSMENT:** The CAAF-005-XXAM issued by PCAA, that the licence holder meets specific requirements of medical fitness.
- D1.18. **PILOT-IN-COMMAND:** The pilot responsible for the operation and safety of the aircraft during its flight time.
- D1.19. **RATING OR CATEGORY:** An authorization entered on or associated with a Licence or certificate and forming a part thereof, stating special conditions, privileges or limitations pertaining to such Licence.
- D1.20. **SYNTHETIC FLIGHT TRAINER:** Any one of the following type of an approved apparatus in which flight conditions are simulated on ground:
- D1.20.1. **A FLIGHT SIMULATOR:** A device or apparatus which provides an accurate representation of the flight deck of a particular aircraft type to the extent that the mechanical, electrical, electronic, etc., aircraft systems control functions, the normal environment of flight crew members, and the performance and flight characteristics of that type of aircraft are realistically simulated;
 - D1.20.2. **A FLIGHT PROCEDURES TRAINER:** A device or apparatus which provides a realistic flight deck environment, and which simulates instrument responses, simple control functions of mechanical, electrical, electronic, etc. aircraft systems, and the performance and flight characteristics of aircraft of a particular class;
 - D1.20.3. **A BASIC INSTRUMENT FLIGHT TRAINER:** A device or apparatus which is equipped with appropriate instruments, and which simulates the flight deck environment of an aircraft in flight in instrument flight conditions;

- D1.21. **SYNTHETIC FLIGHT INSTRUCTOR:** Synthetic Flight Instructor who may conduct pilot type training on synthetic flight trainer for aircraft of weight category of 5700 Kgs and above.
- D1.22. **SYNTHETIC FLIGHT EXAMINER:** A Synthetic Flight Examiner is a person who has been delegated powers to conduct simulator examination/checks on behalf of PCAA, of aircraft weight category of 5700 Kgs and above
- D1.23. **TYPE RATING INSTRUCTOR:** Type Rating Instructor who may conduct pilot type training on an aircraft of weight category of 5700 Kgs and above.
- D1.24. **TYPE RATING EXAMINER:** A Type Rating Examiner is a person who has been delegated powers to conduct flight checks on behalf of PCAA of weight category of 5700 Kgs and above.
- D1.25. **UNDER SUPERVISION FLYING PERMIT:** Under supervision flying permit is a document issued by Licensing Office of PCAA, issued to pilots who are not type rated, to permit them to sit on a pilot operating seat, to receive training on the aircraft under the supervision of an Instructor, a TRI or a DCP.
- D2. **TYPE RATING EXAMINER (TRE) FOR AIRCRAFT ABOVE 5700 KG OF WEIGHT:**
- D2.1. A Type Rating Examiner is a person who has been delegated powers to conduct flight checks on behalf of PCAA.
- D2.2. Type Rating Examiner rating is endorsed on ATPL of a pilot who has met the requirements of issuance of TRE rating as mentioned in this ANO.
- D3. **TRE RATING – PRIVILEGES:**
- D3.1. The privileges of the holder of a Type Rating Examiner rating are:
- D3.1.1. Exercise all the privileges of a TRI of the type of aircraft.
- D3.1.2. Conduct annual line checks of the pilots of his company.
- D3.1.3. With the written permission from Flight Standards Directorate, PCAA, may conduct Initial line checks of his company's pilots, for the Initial endorsement of that type on the applicants license.
- D3.1.4. A TRE shall not conduct the check of a trainee whom he has trained, unless authorized by PCAA.
- D3.1.5. With a written authorization from Flight Standards Directorate, a TRE may conduct a check of a pilot/ trainee of a company other than where he is presently employed.
- D3.1.6. A TRE shall not conduct more than two (02) consecutive line checks of a pilot. However, in extreme compelling circumstances, the same may be conducted with a written approval from Flight Standards Directorate, PCAA.
- D3.1.7. A TRE shall not conduct the Line/Route check of a PCAA Flight Inspector, without the written authority from Flight Standards Directorate, PCAA.
- D4. **TRE RATING – GROUND TRAINING:**
- D4.1. All Type Rating Examiners are required to undergo a PCAA approved ground training, which will be conducted by the Air Operator. Guidelines for the preparation of the TRE/SFE ground training program are given in Appendix-F of this ANO.
- D5. **TRE RATING – ISSUE REQUIREMENTS:**
- D5.1. An applicant for the initial issue of a TRE rating shall have:
- D5.1.1. A valid ATPL;

- D5.1.2. Must be a current TRI on that aircraft;
- D5.1.3. Must have been a TRI on that aircraft and have a minimum of 200 instructional hours as TRI on that aircraft type.
- D5.1.4. Recommended by his company/Air Operator.
- D5.1.5. “Satisfactory” recommendation by the Interview Board and TRE Check by a PCAA Inspector or Designated Examiner (DE) on his conduct of a Route/Line Check.

D6. TRE RATING – APPLICATION & ACTION PROCEDURE:

- D6.1. An applicant for the initial issue of a TRE rating shall:
 - D6.1.1. Fill out the TRE/SFE application form (CAAF-021-LCXX), giving full details as described on the Form;
 - D6.1.2. TRE/SFE application Form must be recommended by the Head of Operations or Head of Training of his organization;
 - D6.1.3. The application must be sent to “Licensing Office” of PCAA, under covering letter of the Air Operator / Organization. Applicable fee voucher or authority to deduct the same from the operator’s account must be accompanied.
 - D6.1.4. After scrutiny of the TRE application by Licensing Office, the same will be sent to Flight Standards Directorate for TRE/SFE Interview.
 - D6.1.5. Flight Standards Directorate will check and assess the company training file of the candidate. If the training records are found satisfactory by DFS or his nominated Inspector, an Interview Board of three (03) Flight Inspectors (minimum two) will conduct the interview and record their observations/ recommendations on the CAAF-021-LCXX in the relevant portion.
 - D6.1.6. On a satisfactory recommendation by the Interview Board, FSD will detail a Flight Inspector for the TRE check.
 - D6.1.7. Detailed Flight Inspector for the TRE check will fill out the requisite portions of the TRE application form after the check. TRE check may be conducted on the aircraft or on a flight simulator.
 - D6.1.8. Original TRE form (CAAF-021-LCXX) will be sent back to Licensing Office by Flight Standards Directorate – duly filled by the detailed Flight Inspector.
 - D6.1.9. On the recommendation of Flight Inspector/Designated Examiner of Flight Standards Directorate, TRE of the aircraft will be endorsed on the ATPL of the applicant.

Note: Applicants applying in individual capacity may be considered for endorsement of TRE. Such applications must be endorsed or certified by Director Flight Standards or his nominee.

- D6.1.10. In case a TRE leaves the current employer, the Air Operator will notify the same to Flight Standards Directorate for the purposes of record, (with a copy to Licensing Office, PCAA) within ten (10) working days of his leaving. Failure to do so, may invite appropriate action against that Air Operator.

D7. TRE RATING – CURRENCY:

- D7.1. Currency requirements are having completed at least 10 line checks (Route Checks) on that type of aeroplane in the preceding 12 months;
- D7.2. Flight Standards Directorate may in exceptional circumstance waive off the minimum requirement of Line/Route checks in 12 months;

- D7.3. Attended a TRE/SFE refresher ground training, as approved by the PCAA, within the last three years;
- D7.4. Passed a Pilot Proficiency Check on that aircraft type within the last 6 months.
- D7.5. Conduct a line check as TRE duly monitored by a Flight Inspector/Designated Examiner of Flight Standards Directorate once every twelve (12) months.
- D7.6. Annual PPC of the TRE will be monitored by a Flight Inspector/Designated Examiner of Flight Standards Directorate.

Note: Operators utilizing the TRE must ensure that the TRE meets the currency requirements as outlined above. Similarly, the TRE himself must ensure that he maintains the currency whilst exercising the privileges of the TRE endorsement.

D8. **TRE RATING – REGAINING CURRENCY:**

- D8.1. For regaining currency of a TRE, rating the applicant shall:
- D8.1.1. Undergo one simulator session of at least 04 hours (02 hours as PF and 02 hours as PNF/PM); or
- D8.1.2. Undergo at least one refresher training flight of at least two (02) hour comprising a minimum of 02 take offs and 02 landings from the right hand seat; and
- D8.1.3. Attended a TRE/SFE refresher ground training, as approved by the PCAA, within the last three years (If applicable);
- D8.1.4. Pass a Pilot Proficiency Check within the last 6 months.

D9. **TRE RATING – PERIOD OF VALIDITY:**

- D9.1. TRE Ratings shall remain valid subject to validity of the Licence and recent experience.
- D9.2.** An applicant who fails to achieve a “satisfactory” grading in all exercises of the Pilot Proficiency Check shall not exercise the privileges of that rating, until the PPC has been successfully completed. **Satisfactory with Briefing (SB) shall not be accepted as Satisfactory.**
- D9.3. Any failure in the Pilot Proficiency Check, shall result in the suspension of the TRE Rating on the particular type of aircraft.

D10. **ADDITIONAL TRE RATING:**

- D10.1. Procedure as per Initial Issue of TRE will be followed.

D11. **DOCUMENTS TO BE SUBMITTED FOR TRE ENDORSEMENT:**

- D11.1. Original ATPL (After the successful completion of the TRE check);
- D11.2. TRE Check Report – filled on CAAF-021-LCXX;
- D11.3. Medical Fitness Certificate CAAF-005-LCAM (Class I);
- D11.4. Copy of ATPL page to show the TRI endorsement of that aircraft type;
- D11.5. Copy of last two PPC: CAAF-028-LCXX;
- D11.6. Proof of TRE/SFE initial ground training;
- D11.7. Operator’s authorization / Fee Voucher.

D12. SYNTHETIC FLIGHT EXAMINER (SFE) FOR AIRCRAFT WEIGHT ABOVE 5700 KG:

- D12.1. A Synthetic Flight Examiner is a person who has been delegated powers to conduct simulator examination/checks on behalf of PCAA.
- D12.2. Synthetic Flight Examiner rating is endorsed on ATPL of a pilot who has met the requirements of issuance of SFE rating as mentioned in this ANO.

D13. SFE RATING – PRIVILEGES:

- D13.1. The privileges of the holder of a SFE rating are:
- D13.1.1. Exercise all the privileges of a SFI of the type of aircraft.
- D13.1.2. Conduct recurrent pilot proficiency checks (PPC), skill tests, recurrent instrument rating (IR) tests and Category II and/or III approach endorsements as applicable. All these endorsements shall be accomplished in approved flight simulation training device (FSTD).
- D13.1.3. An SFE is not authorized to perform a skill test leading to the award of a License (CPL or ATPL or Type Rating) unless explicit approval has been granted to him in writing by Flight Standards Directorate, PCAA.
- D13.1.4. A SFE shall not conduct the check of a trainee whom he has trained.
- D13.1.5. A SFE shall not conduct more than two (02) consecutive PPC of a pilot. However, in extreme compelling circumstances, the same may be conducted with a written approval from Flight Standards Directorate, PCAA.
- D13.1.6. An SFE shall not conduct a test/check again of a pilot who was not successful at the previous test/check which was conducted by him. In all such cases, a Flight Inspector or a Designated Examiner of PCAA will be detailed.
- D13.1.7. With a written authorization from Flight Standards Directorate, a SFE may conduct a check of a pilot/ trainee of a company other than where he is presently employed.
- D13.1.8. An SFE shall not conduct the PPC of a PCAA Flight Inspector, without the written authority from Flight Standards Directorate, PCAA.

D14. SFE RATING – GROUND TRAINING:

- D14.1. All Synthetic Flight Examiners (SFEs) are required to undergo a PCAA approved ground training, which will be conducted by the Air Operator. Guidelines for the preparation of the TRE/SFE ground training program are given in Appendix-F of this ANO.

D15. SFE RATING – ISSUE REQUIREMENTS:

- D15.1. An applicant for the initial issue of a SFE rating shall have:
- D15.1.1. Holds or should have held an ATPL;
- D15.1.2. Must be a current SFI on that aircraft;
- D15.1.3. Must have been a SFI on that aircraft and have a minimum of 100 hrs as simulator instructional hours as SFI.
- D15.1.4. Recommended by the company/Air Operator.
- D15.1.5. “Satisfactory” recommendation by the Interview Board and SFE Check by a PCAA Inspector or DE on his conduct of a PPC.

D16. SFE RATING – APPLICATION & ACTION PROCEDURE:

- D16.1. An applicant for the initial issue of a SFE rating shall:
- D16.1.1. Fill out the TRE/SFE application form (CAAF-021-LCXX), giving full details as described on the Form;
- D16.1.2. TRE/SFE application form must be recommended by the Head of Operations or Head of Training of the organization sending the application;
- D16.1.3. The application must be sent to “Licensing Office” of PCAA, under covering letter of the Air Operator / Organization. Applicable fee voucher or authority to deduct the same from the operator’s account must be accompanied.
- D16.1.4. After scrutiny of the SFE application by Licensing Office, the same will be sent to Flight Standards Directorate for TRE/SFE interview.
- D16.1.5. Flight Standards Directorate will check and assess the company training file of the candidate. If the training records are found satisfactory by DFS or his nominated Inspector, an Interview Board of three (03) Flight Inspectors (minimum two) will conduct the interview and record their observations/recommendations on the CAAF-021-LCXX.
- D16.1.6. On a satisfactory recommendation by the Interview Board, FSD will detail a Flight Inspector for the SFE check.
- D16.1.7. Detailed Flight Inspector for the SFE check will fill out the part 2, para 10 of the SFE application form after the check.
- D16.1.8. Original SFE Form will be sent back to Licensing Office by FSD – duly filled by the detailed Flight Inspector.
- D16.1.9. On the recommendation of Flight Inspector /Designated Examiner of FSD, SFE of the aircraft type will be endorsed on the ATPL of the applicant.

Note: Applicants applying in individual capacity may be considered for endorsement of SFE. Such applications must be endorsed or certified by DFS or his nominee.

- D16.1.10. In case a SFE leaves the current operator, the Air Operator will notify the same to FSD for the purpose of record (with a copy to Licensing Office, PCAA) within ten (10) working days of his leaving. Failure to do so, may invite appropriate action against the Air Operator.

D17. **SFE RATING – CURRENCY:**

- D17.1. Currency requirements are having completed at least ten (10)PPCs of that type of aeroplane in the preceding 12 months;
- D17.2. Flight Standards Directorate, PCAA may, in exceptional circumstance waive off the minimum requirement of 10 PPCs in the last 12 months;
- D17.3. Attended a TRE/SFE refresher ground training, within the last three years;
- D17.4. Conduct a PPC as SFE duly monitored by a Flight Inspector/Designated Examiner of FSD once a year.

Note: Operators utilizing the SFE must ensure that the SFE meets the currency requirements as outlined above. Similarly, the SFE himself must ensure that he maintains the currency whilst exercising the privileges of the SFE endorsement.

D18. **SFE RATING – REGAINING CURRENCY:**

- D18.1. For regaining currency of a SFE rating the applicant shall:
- D18.1.1. Undergo one simulator session of at least 04 hours (02 hours as PF and 02 hours as PNF/PM); duly monitored by a Flight Inspector of PCAA.

- D18.2. Attended a TRE/SFE refresher ground training, as approved by the PCAA, within the last three years; (If applicable)
- D19. **SFE RATING – PERIOD OF VALIDITY:**
- D19.1. SFE Ratings shall remain valid subject to validity of the medical (Class 2) and currency requirements.
- D19.2. An applicant who fails to achieve a “satisfactory” grading in the PCAA monitored PPC, will stop exercising the privileges of SFE.
- D19.3.** An applicant who fails to achieve a “satisfactory” grading in all exercises of the pilot proficiency check shall not exercise the privileges of that rating, until the PPC has been successfully completed. **Satisfactory with Briefing (SB) shall not be accepted as Satisfactory.**
- D19.4. Flight Standards Directorate will notify Licensing Office if the requirements of paragraph above are not met. Consequently, no further check reports of that SFE will be entertained for renewal of licenses.
- D20. **ADDITIONAL SFE RATING:**
- D20.1. Procedure as per Initial Issue of SFE will be followed.
- D21. **DOCUMENTS TO BE SUBMITTED FOR SFE ENDORSEMENT:**
- D21.1. Original ATPL (After the successful completion of the SFE check);
- D21.2. SFE Check Report – filled on CAAF-021-LCXX;
- D21.3. Medical Fitness Certificate CAAF-005-LCAM (Class 2);
- D21.4. Copy of ATPL page to show the SFI of that aircraft type;
- D21.5. Proof of TRE/SFE initial ground training;
- D21.6. Operators authorization / Fee Voucher.
- E EVIDENCES (ACRONYMS / RECORDS / REFERENCES):**
- E1. **ACRONYMS:**
- | | |
|------|---|
| ANO | AIR NAVIGATION ORDER |
| AOC | AIR OPERATOR CERTIFICATE |
| ATPL | AIRLINE TRANSPORT PILOT LICENCE |
| CAA | CIVIL AVIATION AUTHORITY (OF PAKISTAN) |
| CAAF | CAA FORMs |
| CARs | CIVIL AVIATION RULES |
| DCP | DESIGNATED CHECK PILOT |
| DE | DESIGNATED EXAMINER |
| FI | FLIGHT INSPECTOR |
| FSTD | FLIGHT SIMULATION TRAINING DEVICES |
| FTO | FLYING TRAINING ORGANIZATION |
| GTO | GROUND TRAINING ORGANIZATION |
| ICAO | INTERNATIONAL CIVIL AVIATION ORGANIZATION |
| PPC | PILOT PROFICIENCY CHECK |
| SB | SATISFACTORY WITH BRIEFING |



SFE	SYNTHETIC FLIGHT EXAMINER
SFI	SYNTHETIC FLIGHT INSTRUCTOR
TRE	TYPE RATING EXAMINER
TRI	TYPE RATING INSTRUCTOR
U/S	UNDER SUPERVISION

E2. **RECORDS:**

E2.1. CAAF-020-LCXX as Annexure-A

E2.2. CAAF-021-LCXX as Annexure-B

E3. **REFERENCES:**

E3.1. Civil Aviation Rules 1994

E3.2. ICAO Annex-1

E3.3. ICAO Annex-6

IMPLEMENTATION:

This Air Navigation Order shall be implemented with effect from 01st October, 2020 and supersedes the ANO-026-RGLC-1.0 dated 25th August 2017.

(HASSAN NASIR JAMY)
Director General,
Pakistan Civil Aviation Authority

Dated: September, 2020

(M. NAEEM IQBAL QURESHI)
Director Personnel Licensing

Dated: September, 2020

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APPENDIX-A

TRE/SFE DELEGATION POLICY & GUIDELINES

1. The TRE/SFE qualification/endorsement is instituted to allow an Air Operator to develop and maintain a program of flight crew checks independent of the availability of Inspectors of the CAA Pakistan. All TRE/SFEs **must, however, be constantly aware that they perform their testing/checking duties as delegates of the Pakistan Civil Aviation Authority (PCAA)** under this ANO. Therefore, they should uphold the expectation of the Authority at all times and be loyal to the Authority when performing such delegated tasks and functions.
2. In ideal case, all the testing/checking tasks and functions should be performed by the Flight Inspectors of Pakistan Civil Aviation Authority in order to ensure that every pilot achieves and maintains the required level of proficiency in accordance with the Civil Aviation Regulations whilst performing flying duties.
3. However, due to shortage of required Flight Inspectors with PCAA to perform such tasks, sufficiently experienced pilots with integrity, in the Air Operators' fleet may be considered to perform such duties and functions as TRE/SFE, for and or on behalf of the Authority. The TRE/SFE program is designed to supplement State's Safety Oversight responsibility by delegation of certain powers and functions.
4. The TRE/SFE shall bear in mind that the standards of competence of pilots depend to a great extent on the competence of the TRE/SFE who conducts such tests/checks and the mode and manner that such tests/checks are carried out.
5. The number of TRE/SFE and their conduct of flight or skill tests/ proficiency checks are closely monitored by and, at the discretion of the PCAA in order to ascertain whether the TRE/SFEs are in a position to discharge the delegated tasks and functions independently meeting the required standards, without any bias or deviation. Such a monitoring is required for the standardization of the testing/checking procedures of TRE/SFEs.
6. A flight inspector of PCAA may conduct any of the flight or skill tests /checks referred to in this ANO, at any time if deemed so necessary. A flight inspector may monitor any approved TRE/SFE conducting any flight / skill test or check.
7. Qualified personnel of integrity, nominated by an Air Operator will be approved by the Pakistan Civil Aviation Authority for the position of TRE/SFE. Although the TRE/SFE qualification is endorsed on the ATPL of a pilot, he will normally conduct checks/test of the pilots employed with his Air Operator. Checks/Test of pilots working with other Air Operators may be conducted with the written permission of Flight Standards Directorate, PCAA.
8. A TRE/SFE shall hold appropriate licence and rating granting privileges at least equal to the licence or rating for which they are authorized to conduct tests/checks.
9. Under this ANO, TRE/SFEs are holders of an "Authority" delegated to them by the Pakistan Civil Aviation Authority. This authority is in the form of the TRE/SFE endorsement on his license and is subject to the conditions listed in this ANO.
10. Pakistan Civil Aviation Authority may suspend or cancel the TRE/SFE authorization as per existing rules and regulations.
11. A TRE/SFE shall not conduct test/check on applicants to whom they have given flight instruction for that licence or rating except with the express consent in writing of PCAA.

12. A TRE/SFE shall conduct tests/ checks only on the type of aircraft/ aircraft simulator endorsed on his License.
13. PPCs and IRTs shall **not** be conducted during revenue flights.
14. TRE/SFEs are authorized persons of PCAA to perform the delegated tasks and functions and hold the same powers as of the Flight Inspector PCAA when performing such duties.
15. The system of selecting potential candidates for TRE/SFEs should be fair and transparent such that only the proper and competent personnel with integrity will be recommended by the Air Operator, to PCAA for appointment as TRE/SFE, so that this program receives the wider recognition. It is necessary that the nominated TRE/SFEs will be able to command professional respect from the pilot community and, the required standards in testing/checking are maintained consistently, upholding safety.
16. An air operator shall advise the Flight Standards Directorate, PCAA, with a copy to Licensing Office PCAA, within ten (10) working days, when a TRE/SFE is no longer employed by the operator or will not be available to perform such duties.

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APPENDIX-B

CONFLICT OF INTEREST – POLICY & GUIDELINES

- 1 Conflict of Interest is defined as any relationship that might influence a TRE/SFE 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.
- 2 The following situations are considered as possible conflict of interest between the TRE/SFE and his/her authority:-
 - 2.1 Level of TRE/SFE's financial interest in the company;
 - 2.2 TRE/SFE's direct involvement in company's ownership.
 - 2.3 Conducting a test/ check on a pilot whom the TRE/SFE has trained.
 - 2.4 Conducting a test/ check again on a pilot who was not successful at the previous test/check which was conducted by the TRE/SFE.
 - 2.5 Conducting more than two (02) consecutive test/ checks on the same pilot. However, in extreme compelling circumstances, the same may be conducted with a written approval from Flight Standards Directorate, PCAA.
 - 2.6 Any privileges or favors, which could bias the TRE/SFE's ability to conduct his or her duties.
 - 2.7 In order to preclude the conflict of interest, prior to submission of a TRE/SFE nomination, the operator 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 as and when required.
 - 2.8 The final authority for deciding whether there is any conflict of interest which might affect the TRE/SFE's ability to conduct check/ test in an impartial manner rests with the Pakistan Civil Aviation Authority.
 - 2.9 It must be stressed that any effort by an Air Operator to influence or obstruct a TRE/SFE in any way in the course of fulfilling his or her obligations to the Pakistan Civil Aviation Authority will result in an Inquiry into such a case.
 - 2.10 Should any TRE/SFE come into a situation of conflict of interest; a full report of the circumstances shall be immediately submitted to the Pakistan Civil Aviation Authority for review.
 - 2.11 An Air Operator shall periodically review the status of each TRE/SFE to ascertain that they are not in any conflict of interest and shall record the same on the TRE/SFE's organization personal file.

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APPENDIX-C

PILOT PROFICIENCY CHECKS (PPC) – POLICY & GUIDELINES
(TO BE CONDUCTED IN APPROVED FLIGHT SIMULATION TRAINING DEVICE – FSTD)

1 **GENERAL**

- 1.1 To evaluate the overall technical proficiency, communications skills, leadership and situational awareness of pilots with respect to normal and abnormal procedures, SFE 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, CRM, Airplane Automation, FMS Programming, Auto-Flight Systems and Flight Mode Awareness.
- 1.2 The following paragraphs describes the exercises to be completed during a PPC, as appropriate to the airplane type, and lists some common errors that may be observed. TRE/SFEs must make reference to the applicable schedule to ensure all required sequences are addressed in the simulator check.

2 **Checking of Personal Documents of Flight Crew**

- 2.1 SFE must check the personal documents of the candidates, before the PPC check commences. The documents to be checked are, but not limited to:-
- 2.1.1 ATPL/CPL of all the flight crew members – current and valid;
- 2.1.2 PCAA Medical of all the flight crew members – current and valid;
- 2.1.3 Training File of the candidate – PCAA approved syllabus (Training Sessions) completed, with a notation “Recommended for Check” endorsed on the last simulator training session;
- 2.1.4 Serviceability and PCAA approval of the Simulator to be used for Check Session.
- 2.2 In case any of the above documents are incomplete/not valid, the subject check should be re-scheduled.

3 **PRE-FLIGHT PHASE**

- 3.1 **Flight Planning:** The crew must demonstrate adequate knowledge of the Aircraft Type SOPs, FCOMs, MEL and CDL, including Runway Performance Charts, to effectively plan a flight. Some common errors that may affect the assessment are:-
- 3.1.1 Lack of proper charts and Manuals;
- 3.1.2 Inadequate knowledge of, or proficiency in, the interpretation of performance charts;
- 3.1.3 Failure to check fuel load adequate for the intended flight; or
- 3.1.4 Failure to review weather of departing and arriving aerodromes including routes and alternates.

4 **FLIGHT PHASE**

4.1 **Taxing and Flight Preparation**

- 4.1.1 Flight preparation and Taxiing are completed as a crew exercise and need only be demonstrated once when the Captain and First Officer perform the duties of their assigned seat position. The pre-flight cockpit preparation (checking and setting up the panels, systems, FMSs, FMGSs, switches etc) outlines one of the most significant areas of activity that needs to be performed systematically in accordance with the SOP and as specified in the FCOM.

- 4.1.2 An assessment by the SFE on this aspect is to be drawn with well scrutinized view. The cockpit preparation is generally followed by a Pre-Departure Crew Briefing which is another very important area that requires a sound assessment on the candidate by the SFE. Inspection of the airplane, required de-icing procedures and airplane documents must be in accordance with the FCOM/SOPs or AFM and the Air Operator's Operations Manual. The approved checklist must be followed. No item shall be missed or processed out of sequence.
- 4.1.3 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, deicing equipment, heaters, on board navigation equipment, auto-pilot, auto throttles, Auto Thrust, FMS/FMGS etc.
- 4.1.4 Crew 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.
- 4.1.5 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 FCOM and Aircraft SOPs.
- 4.2 **Engine Checks**
- 4.2.1 Engine checks shall be conducted by each crewmember according to the FCOM and SOPs as appropriate to the airplane type
- 4.3 **Take Off**
- 4.3.1 Each pilot must perform the take-off exercises as per SOP. Each crewmember 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.
- 4.3.2 SFE 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.
- 4.3.3 Some of the common mistakes/observations are enumerated below:-
- 4.3.3.1 Checks not complete, or out of sequence;
- 4.3.3.2 Use of incorrect speeds or power settings;
- 4.3.3.3 Incorrect take-off technique;
- 4.3.3.4 Mishandling of throttles or thrust levers;
- 4.3.3.5 Loss of directional control, or using incorrect control input to correct adverse yaw during the take-off roll;
- 4.3.3.6 Exceeding engine or airframe limitations;
- 4.3.3.7 Rotation before, or lift-off at an airspeed less than, V_{MCA} or V_R ; or
- 4.3.3.8 An incorrect or incomplete Check resulting in a vital item being missed.
- 4.4 **Rejected Take Off (RTO)**

- 4.4.1 A Rejected Take-Off (RTO) shall be completed by each crewmember, as appropriate to the airplane type, during which the Captain and First Officer perform the applicable duties of their assigned seat position in accordance with Aircraft SOP and FCOM.
- 4.4.2 After the take-off roll has begun and the airplane has yet to achieve V_1 , a simulated system failure or condition should be introduced which requires a rejected take-off.
- 4.4.3 Some of the common errors that may be observed during a RTO, which affect the assessment of the sequence are:-
- 4.4.3.1 Failure to recognize the system or condition that requires a Rejected Take-Off;
- 4.4.3.2 Failure to recognize the need to initiate a Rejected Take-Off prior to V_1 ;
- 4.4.3.3 Failure to alert the other crew member, with the appropriate call, as applicable, e.g., "Rejecting Take-Off", "STOP" etc;
- 4.4.3.4 Failure to maximize use of brakes and/or improper handling of stopping devices;
- 4.4.3.5 Failure to alert ATC of the emergency, and request assistance;
- 4.4.3.6 Failure to advise cabin crew of type of emergency and initiate appropriate evacuation procedures (if any);
- 4.4.3.7 Failure to complete emergency checks and/or power plant(s) shutdown if required;
- 4.4.3.8 Failure to maintain control of the airplane or stop within the confines of the runway; or
- 4.4.3.9 Endangering the safety of passengers and crew and/or rescue personnel through improper handling of the emergency condition.

5 INSTRUMENT PROCEDURES

5.1 Area Departure; En-Route and Arrival

- 5.1.1 Each pilot shall demonstrate departure, en-route and arrival maneuvers. SFE 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.
- 5.1.2 Each pilot must demonstrate proper use of navigational equipment including the FMS/FMGS.
- 5.1.3 Some of the common errors that may be observed during this exercise, which affect the assessment of the sequence are:-
- 5.1.3.1 Not familiar with, or failure to follow, a SID, STAR or transition;
- 5.1.3.2 Failure to adhere to Noise Abatement Procedures;
- 5.1.3.3 Incorrect selection of radio aids or failure to properly identify facilities;
- 5.1.3.4 Altitude, heading or airspeed allowed to deviate due to pre-occupation or poor cockpit management of workload;
- 5.1.3.5 An attempt made to follow a procedure that would violate an ATC clearance or endanger the airplane;
- 5.1.3.6 Departure or arrival not correctly programmed in the FMS/FMGS or failure to monitor the flight guidance modes;
- 5.1.3.7 Inability to program and fly an altitude crossing restriction or lateral offset;

- 5.1.3.8 Failure to select and display FMS/FMGS pages according to aircraft SOPs; or
- 5.1.3.9 Inability to correctly program the FMS/FMGS for a change of destination or to activate the alternate flight plan including missed approach/go around.
- 5.2 **Holding**
- 5.2.1 Each pilot shall conduct a holding procedure consisting of entry, the hold and exit as appropriate to the airplane type and its SOPs. For FMS equipped aircraft, each pilot must demonstrate the ability to program a hold and clear it but at the discretion of the SFE, only one hold is required to be flown. Flying the hold by the second crewmember is at the discretion of the SFE.
- 5.2.2 The SFE 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.
- 5.2.3 Some of the common errors that may be observed during this exercise, which affect the assessment of the sequence are:-
- 5.2.3.1 Failure to obtain a current altimeter setting and to set and cross check the altimeters according to SOPs;
- 5.2.3.2 Failure to obtain an Expected Approach Time (EAT);
- 5.2.3.3 Failure to adjust power settings (if required) according to the Aircraft SOPs;
- 5.2.3.4 Poor tracking or incorrect allowance for wind or monitoring of the same;
- 5.2.3.5 Failure to establish a Holding Pattern using published procedures;
- 5.2.3.6 Failure to fly the holding pattern as prescribed or monitor the same;
- 5.2.3.7 Allowing the airplane to exceed an assigned airspeed or altitude limitation;
- 5.2.3.8 Violating the ATC clearance;
- 5.2.3.9 Inability to correctly program and execute the hold procedure with the FMS/FMGS;
- 5.2.3.10 Unable to effectively clear the hold from the FMS/FMGS or to exit the holding pattern; or
- 5.2.3.11 Failure to select the correct auto-flight modes for lateral navigation and airspeed control.
- 5.3 **Instrument Approaches**
- 5.3.1 Each pilot must complete the requisite number and type of instrument approaches as detailed in the CAAF-028-LCXX "Check Report – Flight/Simulator for Multi-Engine Aircraft". Each crew must conduct a Managed and/or Selected Approach as applicable to the airplane type. Approach with a simulated engine failure as outlined in the above form must be completed.
- 5.3.2 Each crew must demonstrate Category II or Category III Approach, where these procedures are authorized in the Operations Specification of the Air Operator. SFE 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:
- 5.3.2.1 Type of approach to be conducted;
- 5.3.2.2 Missed approach procedure; and
- 5.3.2.3 Landing configuration.

- 5.3.2.4 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.
- 5.3.2.5 Assess the candidate's ability to organize and share the cockpit workload, in respect to crew resource management, by ensuring adherence to company SOPs.
- 5.3.3 Some of the common errors that may be observed during this exercise, which affect the assessment of the sequence are:-
- 5.3.3.1 Not familiar with published transitions;
- 5.3.3.2 Not using the correct radials or tracks;
- 5.3.3.3 Incorrect selection of radio aids or failure to properly identify facilities;
- 5.3.3.4 Descent below procedure turn altitude too early or too late;
- 5.3.3.5 No altimeter correction for cold weather temperatures (if applicable);
- 5.3.3.6 Unable to properly program the FMS for the type of approach;
- 5.3.3.7 Not sure when to leave last assigned altitude for transition, initial, or procedure turn altitude when cleared for the approach;
- 5.3.3.8 Not monitoring raw data for the approach;
- 5.3.3.9 Failure to conduct a NAV accuracy check – if required;
- 5.3.3.10 Failure to respect step down fixes;
- 5.3.3.11 Improper ND mode selected for type of approach;
- 5.3.3.12 Slow to make corrections or change modes when tracking is outside tolerances;
- 5.3.3.13 Not monitoring all required approach aids;
- 5.3.3.14 Loss of separation with other airplane due to incorrect interpretation or failure to follow a clearance or published approach procedure;
- 5.3.3.15 Crew duties, including monitoring and verbal call-outs, not in accordance with company SOPs;
- 5.3.3.16 Commencing a missed approach either too early or too late because of poor speed control, wind effect, navigation or timing;
- 5.3.3.17 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;
- 5.3.3.18 Failure to initiate a go-around in accordance with the published airplane and company procedures;
- 5.3.3.19 Configuring the airplane inappropriately for the phase of flight; or
- 5.3.3.20 Maneuvering the airplane inappropriately for the phase of flight.
- 5.3.4 Some of the common errors that may be observed during Precision Approaches, which affect the assessment of the sequence are:-
- 5.3.4.1 Slow to react to ATC instructions or to instrument deviations, resulting in poor tracking of the localizer or glide slope;
- 5.3.4.2 Airplane not stabilized and at the correct airspeed on the final approach and upon reaching DH;

- 5.3.4.3 Failure to monitor airplane and ground equipment required for the approach; or
- 5.3.4.4 Not using the correct laid down procedures for the conduct of Category I, II or III approaches.
- 5.3.5 Some of the common errors that may be observed during Non Precision, which affect the assessment of the sequence are:-
 - 5.3.5.1 Failure to establish a drift angle on the inbound track;
 - 5.3.5.2 Arriving over the FAF on final too high and/or fast;
 - 5.3.5.3 Reaching MDA too late;
 - 5.3.5.4 Failure to establish the correct MAP;
 - 5.3.5.5 Inability to program and fly a managed or VNAV approach as appropriate to the airplane type; or
 - 5.3.5.6 Airplane incorrectly configured at FAF.

5.4 **Circling Approaches**

- 5.4.1 A circling approach will not be conducted in weather conditions less than the minimum published in Aeronautical Information Publication (AIP). Should the candidate lose sight of the intended runway of landing, he/she shall commence a missed approach in accordance with published procedures.
- 5.4.2 Some of the common errors that may be observed during Circling Approaches, which affect the assessment of the sequence are:-
 - 5.4.2.1 Incomplete or no briefing on the type of circling approach to be used;
 - 5.4.2.2 Failure by PNF to monitor and inform the Pilot Flying (PF) of deviations in airspeed or altitude;
 - 5.4.2.3 Exceeding 30° of bank or poor final alignment with the runway;
 - 5.4.2.4 Gross upward deviations in altitude or circling below circling altitude; or
 - 5.4.2.5 Not maintaining correct airspeed or failure to align airplane with runway to effect a safe landing.

5.5 **Landings**

- 5.5.1 Each pilot must complete the landing exercises as detailed in the CAAF-028-RGLC “Check Report – Flight/Simulator for Multi-Engine Aircraft”. The actual landing and roll-out must be assessed by the SFE.
- 5.5.2 Some of the common errors that may be observed during Landings, which affect the assessment of the sequence are:-
 - 5.5.2.1 Too high or too low speed at short final;
 - 5.5.2.2 Initiating the flare too early or too late;
 - 5.5.2.3 Excessive body angle or roll on touch down;
 - 5.5.2.4 Late or incorrect de-rotation rate;
 - 5.5.2.5 Over controlling on short final;
 - 5.5.2.6 Maneuvering the airplane inappropriately for the phase of flight;
 - 5.5.2.7 Poor or no cross wind correction;

- 5.5.2.8 Improper use or selection of auto-brake;
- 5.5.2.9 Attempted landing without completing required checks; or
- 5.5.2.10 Failure to track the runway centerline on roll-out.

5.6 **Missed Approach or Rejected Landing**

- 5.6.1 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.
- 5.6.2 Some of the common errors that may be observed during Missed Approaches/Rejected Landings, which affect the assessment of the sequence are:-
 - 5.6.2.1 Reluctance to commence missed approach even when the situation demands
 - 5.6.2.2 Not utilizing power and attitude to achieve a satisfactory climb profile;
 - 5.6.2.3 Not following the published profile or ATC clearance;
 - 5.6.2.4 Maneuvering the airplane inappropriately for the phase of flight;
 - 5.6.2.5 Failure to ensure that required checks are completed;
 - 5.6.2.6 Improper programming of FMS/FMGS;
 - 5.6.2.7 Not establishing or monitoring the missed approach guidance mode;
 - 5.6.2.8 Missed approach altitude not set for auto flight system; or
 - 5.6.2.9 Delayed or forgotten airplane checks.

6 **MANOEUVRES**

6.1 **Steep Turns (If Applicable to the Aircraft Type)**

- 6.1.1 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).
- 6.1.2 Some of the common errors that may be observed during this exercise, which affect the assessment of the sequence are:-
 - 6.1.2.1 Failure to maintain bank angle;
 - 6.1.2.2 Failure to maintain airspeed; or
 - 6.1.2.3 Failure to maintain altitude.

6.2 **Approach to Stall/Stall Procedures (If Applicable to the Aircraft Type)**

- 6.2.1 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.

6.2.2 Some of the common errors that may be observed during this exercise, which affect the assessment of the sequence are:-

6.2.2.1 Incorrect application of power;

6.2.2.2 Allowing the nose to come up prior to safety speed being attained during recovery resulting in secondary stall or stall warning;

6.2.2.3 Not recovering lost altitude when safety speed attained;

6.2.2.4 A significant altitude loss; or

6.2.2.5 Incorrect recovery procedure or airplane configuration as laid down in the AFM/FCOMs.

6.3 **Normal Procedures**

6.3.1 When assessing Normal Procedures, the SFE must ensure the crew demonstrates adequate knowledge of the Aircraft 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.

6.3.2 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, auto-throttle/auto-thrust and hand flown maneuvers as appropriate.

6.4 **Pilot Incapacitation**

6.4.1 Pilot Incapacitation will be practiced on Simulator only.

6.4.2 At the discretion of the SFE, a pilot incapacitation scenario will be generated.

6.4.3 Action by the other pilot as per SOP/FCOM or Company Operations Manual will be completed to a safe landing.

6.5 **Automation and Technology**

6.5.1 Electronic Flight Instruments (EFIS), navigation instruments, automated flight management and guidance systems (FMS/FMGS) and electronic airplane monitoring systems (ECAM) 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 SFE.

6.5.2 The crew's management of automation and its effect on situational awareness must be observed during the PPC. 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.

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

6.6 **Airplane Checklist and Alerting System**

- 6.6.1 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 aircraft SOPs, and by their demonstration of knowledge, ability and discipline during normal and abnormal procedures.
- 6.6.2 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.
- 6.6.3 Some of the common errors that may be observed during this exercise, which affect the assessment of the sequence are:-
- 6.6.3.1 Not maintaining proper crew coordination and discipline while completing a checklist or procedure;
- 6.6.3.2 Clearing ECAM before confirmation by the PF;
- 6.6.3.3 Failure to review the airplane status;
- 6.6.3.4 Improper division of duties during ECAM/EICAS procedures;
- 6.6.3.5 Inadequate knowledge of airplane systems to allow proper completion of procedures;
- 6.6.3.6 Inadequate knowledge of QRH and/or ECAM/EICAS procedures or content;
- 6.6.3.7 Failure to clear hard tuned ECAM pages thereby restricting auto tuned pages (If applicable);
- 6.6.3.8 Not informing PF when ECAM/EICAS or checklist procedure is complete; or
- 6.6.3.9 Failure to correctly prioritize procedures and checklists.
- 6.7 **FMS/FMGS Programming**
- 6.7.1 Each crewmember shall demonstrate satisfactory knowledge of FMS/FMGS procedures. SFEs must ensure crew familiarity with the operation of Flight Management and Guidance Systems in all phases of flight as appropriate to the airplane type.
- 6.7.2 SFE must confirm that each crew member has adequate knowledge, ability and discipline in the use of the FMS/FMGS system, appropriate to the airplane type. On initial proficiency checks each pilot shall demonstrate FMS/FMGS 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/FMGS procedures to complete the check ride scenario.
- 6.7.3 Some of the common errors that may be observed during this exercise, which affect the assessment of the sequence are:-
- 6.7.3.1 Not familiar with aircraft SOPs regarding the use of the FMS/FMGS;
- 6.7.3.2 Multiple programming errors;
- 6.7.3.3 Excessive time required to program the intended flight;
- 6.7.3.4 Incorrect or incomplete data entries;
- 6.7.3.5 Unable to program a procedure or sequence due to lack of knowledge of the FMS/FMGS;
- 6.7.3.6 Unable to recover a portion of the flight plan if inadvertently erased or deleted;

- 6.7.3.7 Failure to recognize and take corrective action when programmed FMS/FMGS navigation is not satisfactory or not in accordance with clearance;
- 6.7.3.8 The crew member requires prompting or help from the other crew member in order to program FMS/FMGS; or
- 6.7.3.9 Not checking accuracy of entered data.
- 6.8 **Auto-Flight Systems/Flight Mode Awareness**
- 6.8.1 For all highly automated airplanes, given the sometimes-subtle mode changes that can occur with regard to flight path management and the auto-throttle/auto-thrust system, disciplined monitoring and crew coordination associated with flight mode indications is essential to safe operations. Reference to the flight mode annunciation (FMA) as well as a thorough understanding of all status, armed and engaged indications is essential to the successful operation of the auto-flight system.
- 6.8.2 SFEs shall ensure flight crew 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. Crew 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.
- 6.8.3 Some of the common errors that may be observed during this exercise, which affect the assessment of the sequence are:-
- 6.8.3.1 Failure to enunciate or recognize mode changes according to the aircraft SOP;
- 6.8.3.2 Failure to comprehend the effect or meaning of mode changes;
- 6.8.3.3 Failure to take manual control or select a different auto-flight mode when required;
- 6.8.3.4 Not making use of appropriate auto-flight systems when workload is high;
- 6.8.3.5 Incorrect auto-flight mode engaged or failure to correctly transition between modes;
- 6.8.3.6 Loss of situational awareness due to unnoticed direct or indirect auto-flight mode changes;
- 6.8.3.7 Failure of PNF to cross check mode changes and/or announce the same; or
- 6.8.3.8 Unaware of mode changes initiated by system logic.
- 6.9 **Pilot Not Flying (PNF) Duties**
- 6.9.1 Pilot Not Flying (PNF) duties forms an important part of the operation of a two man cockpit aircraft. At times this important duty is not given the due importance, which could compromise safety.
- 6.9.2 Automation in airplane design requires strict adherence to procedures associate with each crew position. To check the proper division of duties between the PF and the PNF requires observation during normal and abnormal procedures. SFEs must ensure satisfactory compliance with PNF duties as detailed in the FCOM and aircraft SOPs.
- 6.9.3 Normally an error in PNF duties will be observed during such things as FMS/FMGS programming, checklist procedures or general cockpit duties specified in aircraft SOPs. TRE/SFEs must rate PNF duties on the applicable form. If the sequence is rated "S/B" or "U", a narrative identifying the specific area(s) of concern must be included.

- 6.9.4 Each pilot shall demonstrate PNF duties sufficient to determine compliance with, and knowledge of, airplane procedures and aircraft SOPs. This shall include normal and abnormal procedures while operating as PNF in the seat normally occupied by the crewmember.
- 6.9.5 Some of the common errors that may be observed during this exercise, which affect the assessment of the sequence are:-
- 6.9.5.1 Not familiar with PNF duties;
- 6.9.5.2 PNF required excessive help from PF to accomplish tasks;
- 6.9.5.3 Completing duties assigned to the PF without direction;
- 6.9.5.4 Not maintaining crew discipline during abnormal procedures;
- 6.9.5.5 Not familiar with procedures contained in QRH or paper checklists;
- 6.9.5.6 Incorrect FMS/FMGS programming; or
- 6.9.5.7 Completing a procedure or checklist in such a way that the airplane is left in a degraded state or the effect of the required procedure is negated.
- 6.10 **Crew Co-ordination / Crew Resource Management (CRM)**
- 6.10.1 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.
- 6.10.2 Each crew must demonstrate effective crew coordination. Procedures utilized by the crewmembers shall be in accordance with aircraft and Company Standard Operating Procedures (SOPs).
- 6.10.3 Some of the common errors that may be observed during the exercise, which affect the assessment of the sequence are:-
- 6.10.3.1 Failure to complete duties as described in the Aircraft/Company SOPs;
- 6.10.3.2 Performing/Completing duties of other crew members;
- 6.10.3.3 Failure to heed warnings of other crew members;
- 6.10.3.4 Loss of situational awareness due to ineffective crew coordination or communication;
- 6.10.3.5 Failure to alert other crew members to potentially hazardous situations;
- 6.10.3.6 Failure to effectively share workload with other crew members;
- 6.10.3.7 Inability to maintain cockpit discipline;
- 6.10.3.8 Overall crew lack of awareness of, or attention to, Flight Mode Annunciation (FMA); or
- 6.10.3.9 Tendency to deviate from SOPs when workload increases.
- 6.11 **Pilot Decision Making**
- 6.11.1 Decision making capability for all crewmembers shall be assessed during PPC. 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.

- 6.11.2 Some of the common errors that may be observed during the exercise, which affect the assessment of the sequence are:-
- 6.11.2.1 Failure to make decisions in a timely and effective manner;
 - 6.11.2.2 Poor decision making due to inadequate knowledge;
 - 6.11.2.3 Not utilizing all available crew and company resources;
 - 6.11.2.4 Failure to consider all available information;
 - 6.11.2.5 Failure to initiate normal, abnormal or emergency procedures;
 - 6.11.2.6 Failure to provide leadership as required by the cockpit position and Company SOPs; or
 - 6.11.2.7 Failure to heed warnings of other crew members.
- 6.12 **System Malfunction – Detection, Diagnosis and Action**
- 6.12.1 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 items in the FCOM 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.
- 6.12.2 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.
- 6.12.3 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 SFEs shall not correct any unrelated malfunctions that are a result of crew actions.
- 6.12.4 Some of the common errors that may be observed during the exercise, which affect the assessment of the sequence are:-
- 6.12.4.1 Inability to identify a malfunction or incorrect diagnosis of the malfunction;
 - 6.12.4.2 Inadequate knowledge of the procedures required to deal with an emergency, or failure to carry out vital actions in an acceptable time period;
 - 6.12.4.3 Loss of situational awareness during the completion of required checklists or procedures;
 - 6.12.4.4 Failure to correctly carry out secondary actions to determine limitations imposed by the emergency on the remaining systems;
- 6.12.5 Checks/procedures not in accordance with the FCOM and SOP;
- 6.12.6 Failure to carry out a vital action thereby jeopardizing the safety of the airplane;
- 6.12.7 Exceeding airplane or engine limitations; or
- 6.12.8 Improper ECAM/EICAS crew discipline.

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APPENDIX-D

LINE/ROUTE FLIGHT CHECK – POLICY & GUIDELINES
(TO BE CONDUCTED ON THE AIRCRAFT)

1 CHECKING PHILOSOPHY – GENERAL

- 1.1 To evaluate the overall technical proficiency, communications skills, leadership and situational awareness of pilots with respect to normal procedures on the aircraft, TRE must closely observe the performance of the candidate. To evaluate that the trainee/candidate has achieved the required skill to conduct safe line operations on the specific type of aircraft. The incumbent shall be able to demonstrate knowledge and skill with respect to such things as normal operations, with respect to pilot decision making, crew coordination, airplane automation, FMS programming, Auto-Flight systems and Flight mode awareness.
- 1.2 No list of “Do’s” or “Dont’s” can cater to all the situations that may occur during in-flight tests or checks on the aircraft. PCAA, therefore, relies on the ability of detailed TRE to fully assess the consequences of their actions and demands. Flight safety shall always take top priority.
- 1.3 One of the purpose 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.
- 1.4 The practices described in the succeeding paragraphs form part of the PCAA philosophy towards safe in-flight checking. TREs are required to abide by these practices. Air operators may have in-flight checking practices that are more restrictive than those described below. TREs shall in such cases adhere to the most limiting practice.
- 1.5 A line/ route check will normally be conducted over two (02) sectors; one sector as Pilot Flying (PF) and one sector as Pilot Not Flying (PNF). At the discretion of the TRE, both the sectors or a part thereof may be flown as PF, to ascertain certain aspects of pilot ability.

2 GENERAL GUIDELINES

- 2.1 TREs must make every effort to make the candidate feel at ease. Be realistic in your demands and simulations.
- 2.2 Always give candidate a thorough briefing before flight. Such briefings shall be conducted using the guidelines given in this ANO. Particular emphasis must be placed on ensuring that all participants have a clear understanding of:-
 - 2.2.1 The purpose and scope of the test or check;
 - 2.2.2 The outline of the proposed sequence of events;
 - 2.2.3 Any aircraft or operational restrictions imposed to enhance safety; and
 - 2.2.4 Who the designated Pilot-in-Command is – if applicable/required.
- 2.3 Prevailing weather at departure and destination airfield and limitations in which the check may be discontinued.
- 2.4 Ensure radio communications between candidates and air traffic services (ATS) can be monitored (serviceable and functioning headset assembly or cockpit/cabin loudspeaker).
- 2.5 Maintenance of good lookout and situational awareness during the flight check.
- 2.6 Discuss action to be taken by flight crewmembers before they leave their station (e.g., seat change, short duration absences, etc).

2.7 Circuit breakers must never be pulled to simulate equipment failure.

3 PRE-FLIGHT PHASE

3.1 Flight Planning and Flight Dispatch

3.1.1 TRE must accompany the full crew compliment for pre-flight dispatch briefing. Candidates comprehension of the flight documents must be assessed, which is not limited to:-

3.1.1.1 Understanding of the weather, the abbreviations used therein and upper air wind charts;

3.1.1.2 NOTAMs and its implications on the planned flight;

3.1.1.3 Computerized flight plan (CFP), the fuel uplift and the alternates planned;

3.1.1.4 Any known un-serviceability, MEL/CDL limitations and its implications;

3.1.1.5 Any other information relating to the planned flight.

3.2 Checking of Personal Documents of Flight Crew

3.2.1 TRE must check the personal documents before the flight check can commence. The documents to be checked are, but not limited to:-

3.2.1.1 ATPL/CPL of all the flight crew members – current and valid;

3.2.1.2 PCAA Medical of all the flight crew members – current and valid;

3.2.1.3 Under Supervision permit of the candidate – current and valid;

3.2.1.4 Training file of the candidate – PCAA approved syllabus (Hours/Sectors/Landings) completed, with a notation “**Recommended for Check**” endorsed on the last training flight;

3.2.1.5 Any other document to be carried during flight as laid down the organization’s operations manual.

3.2.1.6 Serviceability of the aircraft to be used for check ride.

3.2.2 In case, any of the above documents are incomplete/not valid, the subject check should be re-scheduled.

3.3 Cabin Crew Briefing by PIC/Captain

3.3.1 TRE must attend the briefing given by PIC/Captain to Cabin Crew Members. The briefing must be conducted by the trainee captain, in case he is under check.

3.3.2 The Cabin Crew briefing may be done on the aircraft depending on availability of briefing room or time constraints.

3.4 Aircraft Exterior Inspection

3.4.1 TRE must accompany the under check candidate for the exterior inspection of the aircraft. Candidate must be able to locate each item to be inspected and explain the purpose of such an inspection or checking.

3.4.2 In case of time constraints, the exterior walk-around inspection may done at the transit station.

3.5 Cockpit Preparation

3.5.1 Cockpit set-up and preparation as per the FCOM/SOP must be done by the candidate. TRE must check that the following tasks are accomplished in safe and timely manner:-

- 3.5.1.1 Cockpit Set-Up – Switches and controls properly set;
- 3.5.1.2 FMS/FMGS preparation and feeding for the route and alternate;
- 3.5.1.3 Using of Take Off Gross Weight charts for calculation of V speeds, flex temperature/ reduced thrust take off;
- 3.5.1.4 Setting up of radio communication and navigation systems;
- 3.5.1.5 Take Off and emergency briefing, using the Approach Plates and FMS/FMGS.

3.6 Engine Start, Taxi, Take Off, SID and Climb

- 3.6.1 TRE must check that the following tasks are accomplished the candidate as per SOP:-
 - 3.6.1.1 Engine start with associated procedures;
 - 3.6.1.2 After start procedures and checklist;
 - 3.6.1.3 Taxi out call and procedures; ATC clearance and task sharing;
 - 3.6.1.4 Taxi procedures and before takeoff checks and checklist;
 - 3.6.1.5 Takeoff and SID – procedure and adherence to ATC clearance;
 - 3.6.1.6 Noise abatement takeoff – if desired by TRE;
 - 3.6.1.7 Climb out, procedures and adherence to ATC instructions – if any;

3.7 Level Off at Cruise Altitude and Cruise

- 3.7.1 TRE must check that the following tasks are accomplished the candidate as per SOP:-
 - 3.7.1.1 Level Off – Procedure and monitoring of the same;
 - 3.7.1.2 Cruise control – Procedure and monitoring;
 - 3.7.1.3 CFP filling and ATC procedures.
- 3.7.2 During cruise, TRE may test the knowledge and procedure of candidate which is not limited to the following:-
 - 3.7.2.1 Change of alternate;
 - 3.7.2.2 Offset procedures;
 - 3.7.2.3 Use of anti Ice – discussion; actual use – if required;
 - 3.7.2.4 Use of weather radar – discussion; actual use – if required
 - 3.7.2.5 Use of TCAS – discussion;
 - 3.7.2.6 Any other questions/procedures at the discretion of TRE.

3.8 Descent Planning and Descent

- 3.8.1 TRE must check that the following tasks are accomplished by the candidate as per SOP:-
 - 3.8.1.1 Descent planning – Procedure and monitoring of the same;
 - 3.8.1.2 ATIS of destination and alternate;
 - 3.8.1.3 FMS/FMGS preparation for descent and approach;

3.8.1.4 Descent initiation and associated procedures;

3.8.1.5 Monitoring of vertical profile and corrections;

3.9 Approach and Landing – Precision Approach

3.9.1 TRE must check that the following tasks are accomplished by the candidate as per SOP:-

3.9.1.1 Initiation of approach phase, deceleration to clean speed;

3.9.1.2 Flaps selection – monitoring of deceleration versus distance to the airfield;

3.9.1.3 Monitoring of localizer and glide slope and its capture/tracking;

3.9.1.4 Approach stabilized by 1000 feet AAL;

3.9.1.5 Glide slope from above – at the discretion of the TRE;

3.9.1.6 Disconnection of auto pilot/ auto throttle/ auto thrust – As per SOP;

3.9.1.7 Manual landing, selection of reverse, tracking of runway centerline;

3.10 Approach and Landing – Non Precision Approach

3.10.1 TRE must check that the following tasks are accomplished by the candidate as per SOP:-

3.10.1.1 Initiation of approach phase, deceleration to clean speed;

3.10.1.2 Flaps selection – monitoring of deceleration versus distance to the airfield;

3.10.1.3 Monitoring of lateral and vertical deviation;

3.10.1.4 Use of distance and height co-relation for vertical guidance;

3.10.1.5 Approach stabilized by 1000 feet AAL;

3.10.1.6 Disconnection of auto pilot/ auto throttle/ auto thrust – As per SOP;

3.10.1.7 Manual landing, selection of reverse, tracking of runway centerline;

3.11 Taxi Back and Engine Shutdown

3.11.1 TRE must check that the following tasks are accomplished by the candidate as per SOP:-

3.11.1.1 After landing procedures and checklist;

3.11.1.2 Taxi back – methodology and procedures;

3.11.1.3 Parking and engine shutdown, parking checklist;

3.11.1.4 Paper work and documentation.

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APPENDIX-E

ASSESSMENT STANDARDS GUIDELINES FOR TRE/SFE

- 1 Each sequence of the check ride shall be graded according to the following assessment standards and rating definitions. The appropriate rating for each exercise must be recorded on the applicable form and any sequence graded “SB” or “U” requires a narrative in the comments section of the form. The inter-relationship of flight crew coordination and airplane systems as it relates to automation may cause errors made during the completion of one exercise to affect the ratings of several sequences.
- 2 **Satisfactory (S)**: A sequence shall be rated “*Satisfactory (S)*” if:
 - 2.1 It contains minor errors only;
 - 2.2 Airspeed and altitude control are acceptable for prevailing conditions; and
 - 2.3 Airplane handling and knowledge are acceptable and safe, considering the experience of the candidate.
- 3 **Satisfactory with Briefing (SB)**: A sequence shall be rated “*Satisfactory with Briefing (SB)*” when:
 - 3.1 Airplane handling and knowledge are safe but of a lower standard than would be expected and any deficiency can be corrected during debriefing;
 - 3.2 The candidate had a brief excursion from published tolerances but initiated corrective action;
 - 3.3 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;
 - 3.4 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
 - 3.5 The candidate experienced some difficulty or required slight prompting from the other crew member to satisfactorily accomplish a task. Although not required, provided it is not listed as a fail item, a procedure or sequence that would normally rate an “SB” may be repeated at the discretion of the TRE/SFE. TRE/SFEs shall refrain from teaching or briefing the candidate on the correct completion of the exercise.
- 4 **Unsatisfactory (U)**: If a sequence cannot be rated “*Satisfactory (S)*” or “*Satisfactory with Briefing (SB)*” according to the preceding guidelines, it shall be rated Unsatisfactory. A sequence shall also be rated *Unsatisfactory (U)* if:
 - 4.1 It endangers the airplane, passengers or crew;
 - 4.2 It results in a crash;
 - 4.3 Multiple errors are made in the completion of any one exercise;
 - 4.4 It violates an ATC clearance or altitude;
 - 4.5 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;
 - 4.6 The candidate required continuous prompting or help from the other crew member to complete a task;
 - 4.7 It exceeds airplane limitations; or

- 4.8 The candidate demonstrates unsatisfactory knowledge of airplane systems, equipment, or procedures.
- 5 **Conversion of Check Flight into Training Flight:** At the discretion of the TRE/SFE, a check flight may be converted into "Training Flight". In such a case, the relevant PCAA form will not be raised. Annotation of the same will be made in the "Training File" of the candidate along with the suggested remedial training.

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APPENDIX-F

TRE/SFE GROUND TRAINING – INITIAL & REFRESHER

1. GENERAL GUIDELINES

- 1.1. All prospective TRE/SFEs must undergo a PCAA approved “Ground Training” before being considered for the endorsement of TRE/SFE on their ATPL.
- 1.2. The Initial TRE/SFE Ground Training will be valid for a period of three (03) years after which a Refresher Ground School will be required. The Refresher Training will be valid for a period of three (03) years. TRE/SFE who join another Air Operator, will carry the validity of the Ground School.
- 1.3. It is the responsibility of the Air Operator and the individual TRE/SFE to ensure that the Initial or Refresher Ground Training is completed in a timely manner. TRE/SFEs who do not undergo the Refresher Ground Training will not exercise the privileges of the endorsement.
- 1.4. The “TRE/SFE Ground Training” will be conducted at the Approved Training Centre of the Air Operator and by Chief Pilot Training or his nominee, who must himself be holding a TRE & SFE endorsement on his ATPL.
- 1.5. Air Operators will inform Flight Standards Directorate, PCAA (copy to Licensing Branch of PCAA) at least ten (10) days before the commencement of the “TRE/SFE Ground Training”. Flight Inspector of Flight Standards Directorate, PCAA, will monitor this Training Activity.

2. TRE/SFE RATING – GROUND TRAINING:

- 2.1. The applicant shall undergo the under mentioned Ground Training to qualify for endorsement of TRE/SFE Rating.

Day-01: 1000-1600 hrs

- a) Introduction – Aim of the TRE/SFE Ground Training.
- b) Review of ICAO Annex-6 “Operation of Aircraft” and Annex-1 “Personnel Licensing”.
- c) Review of Civil Aviation Rules, 1994 (CARs 94); especially Part-V, Part-VI, Part-XI and Part-XII.
- d) General Review of Flight Standards ANOs.
- e) General Review of Licensing ANOs – especially ANO on TRE/SFE.
- f) General Review of Flight Standards Air Safety Circulars.

Day-02 : 1000-1600 hrs

- a) Review of Company’s Operations Manual – Part-A – Relevant Portions.
- b) Review of Company’s Operations Manual – Part-D – Relevant Portions.
- c) Review of Aircraft Type SOPs.
- d) Review of Simulator Cyclic Syllabus for that Aircraft Type.

Day-03 : 1000-1600 hrs

- a) Techniques of applied instruction;
- b) Assessment of student performance in those subjects in which ground instruction is given;

- c) The learning process;
- d) Elements of effective teaching;
- e) Student's evaluation and testing, training philosophies;
- f) Training program development;

Day-04 : 1000-1600 hrs

- a) Lesson planning;
- b) Evaluation Errors – See Appendix-I
- c) Analysis and correction of student errors;
- d) Human performance and limitations relevant to flight instructions and;
- e) Hazards involved in simulating system failures and malfunctions in the aircraft.

Day-05 : 1000-1600 hrs

- a) Review of CAAF-028-LCXX and CAAF-029-LCXX.
- b) Filling of PCAA forms;
- c) Open Book Assessment – 50 questions;

Note: Air Operator must send the Attendance Sheet along with the Open Book Assessment result to Flight Standards Directorate, PCAA with a copy of the same to Licensing Branch, PCAA for processing of the TRE/SFE endorsement.

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APPENDIX-G

ERROR MARGINS DURING A PPC OR LINE CHECK

GENERAL GUIDELINES

1. The error margins acceptable for a “Satisfactory” grade are defined as under:-

Altitude or Height	Margin
Normal Flight	±100 Feet
With Simulated Engine Failure	±150 Feet
Starting a Go-Around at Decision Height	+50 / -0 Feet
Minimum Descent Height/MAP/Altitude	+50 / -0 Feet
Tracking	Margin
On Radio Aids	±05°
Precision Approach	Half Scale deflection, Azimuth and Glide Path.
Heading	Margin
All Engines Operating	±05°
With Simulated Engine Failure	±10°
Speed	Margin
All Engines Operating	±05 Knots
With Simulated Engine Failure	+10 / -5 Knots

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APPENDIX-H

AIR OPERATOR'S RESPONSIBILITY – TRE/SFEs

GENERAL GUIDELINES

1. All Air Operators shall maintain a record of all the TREs and SFEs for each aircraft employed by them.
2. Currency of the TRE/SFE and his Ground Training record must be maintained.
3. A TRE/SFE shall not be detailed for a PPC Check or Line Check if his currency is not maintained.
4. It is the responsibility of the Air Operator and the individual TRE/SFE to ensure that the Initial or Refresher Ground Training is completed in a timely manner. TRE/SFEs who do not undergo the Refresher Ground Training will not exercise the privileges of the endorsement.
5. In case a TRE/SFE leaves the current Company, the Air Operator will notify the same to Flight Standards Directorate, PCAA (with a copy to Licensing Branch, PCAA) within ten (10) working days of his leaving. Failure to do so, may invite appropriate action against the Air Operator.
6. It is the Air Operator's responsibility to submit to Flight Standards Directorate, PCAA, a monthly schedule of proposed flight checks to be conducted. The list should be submitted to reach by the last week of the current month and at least seven (7) days prior to the first scheduled check.
7. Where a TRE/SFEs PPC renewal or Annual PCAA monitored TRE/SFE Check Ride becomes due, the same should be sent to Flight Standards Directorate, PCAA in the monthly schedule.
8. Air Operators will prepare the "TRE/SFE Ground Training" as per guidelines given in Appendix-F. The same will be incorporated in the Company Operations Manual, Part-D after approval by Flight Standards Directorate, PCAA.

Note: Air Operator must send the Attendance Sheet along with the Open Book Assessment result to Flight Standards Directorate, PCAA with a copy of the same to Licensing Branch, PCAA for processing of the TRE/SFE endorsement.

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APPENDIX-I

GUIDELINES FOR TRE/SFEs ON EVALUATION ERRORS

General

1. In order to test effectively, the examiner requires not only a sound knowledge of the characteristics of evaluation, but also a thorough understanding of the possible errors, that can occur throughout the evaluation process. Errors in evaluation fall into several categories.

Personal Bias Error

2. Personal bias is indicated by the examiner's tendency, to rate trainees, or a particular group of trainees the same.

Central Tendency Error

3. Central tendency errors are indicated by a tendency, to rate all, or most candidates as average. The examiner really "feels" that the performance of most trainees is not as good as it should be and, therefore, underscores a trainee's good performance. On the other hand, the examiner is reluctant to cope with the possible emotional response of a trainee, or a recommending instructor. This results in padded or inflated assessments of poor performance. This error may also occur, because an examiner does not want to put effort into making a decision. An average mark is easier to defend.

Generosity Error

4. Generosity errors are indicated by a tendency, to rate all individuals at the high end of the scale. They are probably the most common type of personal bias. This could be caused by an examiner's desire, to be known as a nice person.

Severity Error

5. In this case, all, or most candidates are graded at the low end of the marking scale. Examiners may feel, that the published standards are too low and score the test against their own set of standards. This type of examiner feels, that few people can fly as well as they can. (Neurotics)

Halo Effect

6. This occurs, when an examiner's impression of a candidate is allowed to influence the assessment of performance. Halo error can result in rating a trainee too high, or too low. One form of halo error is the error of leniency.
7. Leniency has its source in an examiner's likes, dislikes, opinions, prejudices, moods and political or community influence of people. For example, when testing a friend, acquaintance, or high profile individual, an examiner may give undeservedly high marks or, conversely, the error of stereotype.

Stereotype

8. As with the error of leniency, the error of stereotype has its source in likes, dislikes, opinions, prejudices, etc. In this case, however, an examiner may allow personal opinion or prejudice to influence the assessment of the trainee and award undeservedly low marks or high marks.

Logical Error

9. Logical error occurs, when an examiner assumes that a high degree of ability in one area means a similar degree of competence in another. This is especially true, if the two items being assessed are similar or related. A good mark on one or two items does not mean the trainee is also qualified on all items. The full test must be completed and marked.

Error of Narrow Criterion

10. This may occur, when an examiner has a group of trainees to test. The examiner may, under this condition, rate each trainee against the others within the group, instead against the standards. If the group to be tested is above average, a trainee, who is of average ability, may be awarded an undeservedly low mark. If the group of trainees to be tested is below average, then a trainee who performs the best within this group, may be awarded a higher assessment, than he actually deserved.

Error of Delayed Grading

11. This type of error occurs, when there is a delay in the assessment of an item, resulting in a tendency to award average marks due to lack of information and/or poor recall. The use of the top or bottom end of the marking scale would be avoided. By not making an assessment immediately after the event, examiners may award assessments, based upon an overall impression of the flight test. This results in an erroneous assessment and a flight test report, that is of little value to the training/evaluation system.

Standards Error

12. All the errors, we have discussed, result in a standards error. However, if an examiner is not thoroughly familiar with established standards, as outlined in the applicable flight test guides, it is virtually impossible to conduct an evaluation to that standard.
13. While these errors may appear obvious on paper, they may not be under flight-test conditions, because the examiner's judgement may be obscured by a combination of two or more. Therefore, Examiners must be aware of these errors to consciously prevent them from influencing the validity of the tests, they conduct.

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APPENDIX-J

GUIDELINES FOR TRE/SFEs ON ORAL QUESTIONS

General

1. The examiner uses oral questions to measure and evaluate the extent of aeronautical knowledge and to determine, that the trainee meets the standard of knowledge, required for the licence being sought.


Guidelines

2. This is an important part of the flight test, and it is the portion of flight testing, that results in the greatest variance in standardization.
3. For this reason it is essential, that questions be prepared beforehand, to ensure, that they are relevant, valid and worded correctly.
4. It is recommended, that examiners have a bank of questions prepared for all the required items or areas of the oral portion of the test. It is not intended, that all of the prepared questions are asked, but the additional questions will be available, if required. Moreover, a bank of questions will allow the examiner, to vary the oral portion of the test from one trainee to the other, depending on individual necessities.
5. The prepared questions should be of a practical operational nature and based upon the aircraft and the trip, assigned for the flight test.
6. Theoretical type questions are not recommended on the flight test, as this area is covered in the written examinations.
7. In preparing questions, it is recommended, that you first write down the correct answer and then write a question, that will elicit only that answer.
8. Questions should be carefully worded and not ambiguous. Good questions are easily understood and composed of common words.
9. They should measure knowledge, not the use of language. Big words and high sounding phraseology may allow the examiner to display command of language and vocabulary, but only detract attention from the test. If trainees cannot understand the meaning of the words, they will not be able to answer the question. Examiners should keep the vocabulary within the grasp of trainees.
10. To make sure that the trainee understands the question, familiar terms and words should be used. The situation and conditions must be clear, to give the trainee the chance, to answer correctly.
11. A question should centre on one idea only. The examiner can guide the trainee through a complex procedure by asking "what", "why",
12. Keep questions as practical, as possible. A flight test is an operational exercise, where the trainee demonstrates knowledge and skill by going through an actual flight.
13. Questions should get the trainee thinking. Asking a question that requires a YES/NO answer doesn't really tell the examiner much about the trainee's level of understanding.
14. It is more effective to guide the trainee's thoughts toward the area to be questioned and then ask the question. In this way, the trainee can visualize the situation and then think about the answer to the specific question. Knowing, that something happens is not as important as understanding, WHY it happens.

15. Tricky or irrelevant questions should be avoided. Questions should be challenging for the trainee, but all the necessary background to come to the answer must be provided
16. Some guideline on “Good” and “Not so Good” questions are given below. This may help an examiner in framing the right question.

GOOD	NOT SO GOOD
<p>EASILY UNDERSTOOD</p> <p>Describe the steps to be followed on a crosswind take off</p>	<p>BEWILDERING</p> <p>If you wanted to take off in a crosswind, what would the aeroplane do?</p>
<p>COMPOSED OF COMMON WORDS</p> <p>If you had an engine failure, what would be your first priority?</p>	<p>OVERSIZE</p> <p>List all the steps you would take, if you had an engine failure.</p>
<p>PROMOTES THINKING</p> <p>Why is it so important, to maintain the ideal gliding speed for the aircraft?</p>	<p>TOSS – UP</p> <p>Is the glide speed for your aircraft important during an approach?</p>
<p>APPLICABLE / APPROPRIATE</p> <p>What would happen, if the aircraft was loaded with an aft C of G?</p>	<p>LEADING</p> <p>If an aircraft was loaded with an aft C of G, would it tend to pitch nose up?</p>
<p>ONLY ONE CORRECT ANSWER</p> <p>What is the normal climb speed for this aircraft?</p>	<p>TRICK</p> <p>What types of climb speeds are there for this aircraft?</p>
<p>PRACTICAL – OPERATIONAL</p> <p>What documents are needed on-board the aircraft for this flight?</p>	<p>IRRELEVANT</p> <p>What fee does the PCAA charge for the issuance of an AOC?</p>

=====XXXXX=====

 <p>پاکستان ہوا بازی اتھارٹی</p>	CIVIL AVIATION AUTHORITY APPLICATION for SFI/ TRI RATING	CAAF-020-LCXX-2.0 Page 1 of 4
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Please fill in BLOCK CAPITALS with Blue ink.

PART ONE

SYNTHETIC FLIGHT INSTRUCTOR (SFI)		INITIAL ISSUE	
TYPE RATING INSTRUCTOR (TRI)		ADD ADDITIONAL TYPE (SFI/ TRI)	

1. APPLICANT DETAILS		
a) Full Name (as on ATPL)		
b) Place & Date of Birth	Place:	DOB:
c) PCAA License Details	ATPL No:	Validity:
d) PCAA Medical	Class:	Validity:
e) Present Address		
f) Contact Number(s)	Mobile:	Landline:
g) E'mail		
2. EMPLOYER/ SPONSOR		
a) Company Name		
b) AOC Details	AOC No:	Validity:
3. APPLICANT'S FLYING EXPERIENCE (as on _____)		
	AEROPLANE	HELICOPTER
a) Grand Total (All Types)	Hours:	Hours:
b) Total on Type _____	Hours:	Hours:
c) Total on Multi-Pilot	Hours:	Hours:
d) Total Instructional Time	Hours:	Hours:
e) TRI Time on _____	Hours:	Hours:
f) SFI Time on _____	Hours:	Hours:
4. APPLICANT'S PRESENT RATINGS & PPC STATUS		
a) Flight Instructor/QFI/QHI	YES/ NO	
b) SFI/ SFE (if applicable)	Aircraft Type:	Issued On:
c) TRI/ TRE (if applicable)	Aircraft Type:	Issued On:
d) Last PPC (attach copy)	Aircraft Type:	Date:
e) 2nd Last PPC (attach copy)	Aircraft Type:	Date:
5. APPLICABLE DOCUMENTS ATTACHED WITH APPLICATION		
a) Copy of PCAA Medical Certificate <input type="checkbox"/>	b) Certificate of Applicable Training <input type="checkbox"/>	
c) Copy of Last 2 months Logbook Pages <input type="checkbox"/>	d) Copy of Last two Sim Check Reports <input type="checkbox"/>	
d) Copy of Applicant's Training Record <input type="checkbox"/>	e) Copy of Refresher Training (if applicable) <input type="checkbox"/>	
*Tick boxes as applicable for attached documents.		
Note: All copies of attached must be duly authenticated either by Operator/ Organisation's		



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'Head of Operations' or by 'Head of Training'.

6. DECLARATION BY THE APPLICANT

I, **Captain** _____ hereby declare that the details entered and documents attached are true and correct to the best of my knowledge and belief.

Name of the Applicant

Signatures

Date

7. CERTIFICATION BY OPERATOR/ ORGANIZATION

I, **Captain** _____ hereby declare that the details entered and documents attached by applicant employed with **M/S** _____ are verified to be correct and confirms request for endorsement of SFI/ TRI Rating for the applicant.

Stamp with Name
Head of Operations/ Training

Signatures

Date

Note: It is a cognizable offence punishable by fine and/ or imprisonment under CARs 1994 and PCAA Regulations to make any declaration for the purposes of procuring for oneself or for any other person the issue of or re-issue of a Rating/ Authorization.



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APPLICATION for SFI/ TRI RATING

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PART TWO

8. APPLICANT'S INTERVIEW & RECOMMENDATIONS		
Interviewed on	Day:	Date:
<u>DFS Remarks:</u>		
<p>The Interview Board constituted at Flight Standards Directorate as dated for interview of applicant Capt _____ for endorsement of SFI/ TRI Rating RECOMMENDS/ DOES NOT RECOMMEND (strike through not applicable) for Monitored Check as applicable by _____ Flight Inspector (Pilot) and further processing by PCAA Personnel Licensing Office.</p>		
a) Director Flight Standards		Signatures
b) Name of Flight Inspector		Signatures
c) Name of Flight Inspector		Signatures

PART THREE

9. SFI/ TRI CHECK DETAILS		
a) Applicant Details	Name:	Lic No:
b) Date of Check _____	On Aeroplane	In Simulator
c) Flight Route/ Location	Route:	Location:
d) Examiner conducting Check	Name:	Lic No:
e) Aeroplane/ Sim Registration No		
f) Check Time on Aeroplane/ Simulator	Block Hours:	Sim Hours:

OBSERVED INSTRUCTIONAL COMPETENCE	S	SB	U	N
1. RESOURCES PREPARATION				
2. CREATING CONDUCTIVE LEARNING ENVIRONMENT				
3. PRESENTING KNOWLEDGE				
4. TEM & CRM INTEGRATION				
5. TIME MANAGEMENT				
6. FACILITATE LEARNING				
7. ASSESSING TRAINEE PERFORMANCE				
8. MONITORING & REVIEWING PROGRESS				
9. EVALUATING TRAINING				
10. REPORT WRITING				



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S – Satisfactory; SB – Satisfactory with Briefing; U – Unsatisfactory; N – Not Observed

Note – 1: Simulator Panel Check must be of one complete simulator session of 04 hours duration.

Note – 2: Route Check on aircraft must be of minimum 02 sectors length. 02 hours as PF and 02 hours as PNF/ PM for applicant assessed.

REMARKS BY DESIGNATED EXAMINER:

REMARKS BY PCAA FLIGHT INSPECTOR:

CERTIFICATION & RECOMMENDATION

Certified that the Applicant's performance is **SATISFACTORY/ UNSATISFACTORY**. The Applicant is **RECOMMENDED/ NOT RECOMMENDED** for **ISSUE** of **SFI/ TRI** Rating on _____ Aircraft Type.

SIGNATURE
(CANDIDATE)

SIGNATURE DE

NAME

ATPL No

SIGNATURE
PCAA INSPECTOR

NAME

ATPL No

PART FOUR

Personnel Licensing Office

1. Organisation File (Copy)

2. Personnel Licensing File (Original)

Signatures:_____

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Please fill in BLOCK CAPITALS with Blue ink.

PART ONE

SYNTHETIC FLIGHT EXAMINER(SFE)		INITIAL ISSUE	
TYPE RATING EXAMINER (TRE)		ADD ADDITIONAL TYPE (SFE/ TRE)	

1. APPLICANT DETAILS		
a) Full Name (as on ATPL)		
b) Place & Date of Birth	Place:	DOB:
c) PCAA License Details	ATPL No:	Validity:
d) PCAA Medical	Class:	Validity:
e) Present Address		
f) Contact Number(s)	Mobile:	Landline:
g) E'mail		
2. EMPLOYER/ SPONSOR		
a) Company Name		
b) AOC Details	AOC No:	Validity:
3. APPLICANT'S FLYING EXPERIENCE (as on _____)		
	AEROPLANE	HELICOPTER
a) Grand Total (All Types)	Hours:	Hours:
b) Total on Type _____	Hours:	Hours:
c) Total on Multi-Pilot	Hours:	Hours:
d) Total Instructional Time	Hours:	Hours:
e) TRI Time on _____	Hours:	Hours:
f) SFI Time on _____	Hours:	Hours:
4. APPLICANT'S PRESENT RATINGS & PPC STATUS		
a) Flight Instructor/QFI/QHI	YES/ NO	
b) SFI/ SFE (if applicable)	Aircraft Type:	Issued On:
c) TRI/ TRE (if applicable)	Aircraft Type:	Issued On:
d) Last PPC (attach copy)	Aircraft Type:	Date:
e) 2nd Last PPC (attach copy)	Aircraft Type:	Date:
5. APPLICABLE DOCUMENTS ATTACHED WITH APPLICATION		
a) Copy of PCAA Medical Certificate <input type="checkbox"/>	b) Certificate of Applicable Training <input type="checkbox"/>	
c) Copy of Last 2 months Logbook Pages <input type="checkbox"/>	d) Copy of Last two Sim Check Reports <input type="checkbox"/>	
d) Copy of Applicant's Training Record <input type="checkbox"/>	e) Copy of Refresher Training (if applicable) <input type="checkbox"/>	
*Tick boxes as applicable for attached documents.		
Note: All copies of attached must be duly authenticated either by Operator/ Organisation's 'Head of Operations' or by 'Head of Training'.		



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6. DECLARATION BY THE APPLICANT

I, **Captain** _____ hereby declare that the details entered and documents attached are true and correct to the best of my knowledge and belief.

Name of the Applicant	Signatures	Date

7. CERTIFICATION BY OPERATOR/ ORGANIZATION

I, **Captain** _____ hereby declare that the details entered and documents attached by applicant employed with **M/S** _____ are verified to be correct and confirms request for endorsement of SFE/ TRE Rating for the applicant.

Stamp with Name Head of Operations/ Training	Signatures	Date

Note: It is a cognizable offence punishable by fine and/ or imprisonment under CARs 1994 and PCAA Regulations to make any declaration for the purposes of procuring for oneself or for any other person the issue of or re-issue of a Rating/ Authorization.



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PART TWO

8. APPLICANT'S INTERVIEW & RECOMMENDATIONS

Interviewed on _____ Day: _____ Date: _____

DFS Remarks:

The Interview Board constituted at Flight Standards Directorate as dated for interview of applicant **Capt** _____ for endorsement of **SFE/ TRE** Rating **RECOMMENDS/ DOES NOT RECOMMEND** (strike through not applicable) for Monitored Check as applicable by _____ **Flight Inspector (Pilot)** and further processing by PCAA Personnel Licensing Office.

a) Director Flight Standards		Signatures
b) Name of Flight Inspector		Signatures
c) Name of Flight Inspector		Signatures

PART THREE

9. SFE/ TRE CHECK DETAILS

a) Applicant Details	Name:	Lic No:
b) Date of Check _____	On Aeroplane	In Simulator
c) Flight Route/ Location	Route:	Location:
d) Examiner conducting Check	Name:	Lic No:
e) Aeroplane/ Sim Registration No		
f) Check Time on Aeroplane/ Simulator	Block Hours:	Sim Hours:

OBSERVED EXAMINER COMPETENCE	S	SB	U	N
1. BRIEFING				
2. THEORETICAL KNOWLEDGE				
3. CONDUCT OF CHECK				
4. TIME MANAGEMENT				
5. DEBRIEFING				
6. EXAMINEE EVALUATION				
7. DEBRIEFING				
8. CONFLICT RESOLUTION				
9. DOCUMENTATION				
10. GENERAL CONDUCT				

S – Satisfactory; SB – Satisfactory with Briefing; U – Unsatisfactory; N – Not Observed



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Note – 1: Simulator Panel Check must be of one complete simulator session of 04 hours duration.

Note – 2: Route Check on aircraft must be of minimum 02 sectors length. 02 hours as PF and 02 hours as PNF/ PM for applicant assessed.

REMARKS BY DESIGNATED EXAMINER:

REMARKS BY PCAA FLIGHT INSPECTOR:

CERTIFICATION & RECOMMENDATION

Certified that the Applicant's performance is **SATISFACTORY/ UNSATISFACTORY**. The Applicant is **RECOMMENDED/ NOT RECOMMENDED** for **ISSUE** of **SFE/ TRE** Rating on _____ Aircraft Type.

SIGNATURE (CANDIDATE)

SIGNATURE DE

NAME

ATPL No

**SIGNATURE
PCAA INSPECTOR**

NAME

ATPL No

PART FOUR

Personnel Licensing Office

3. Organization File (Copy)

Signatures: _____

4. Personnel Licensing File (Original)

Date: _____