



INSTRUCTORS & EXAMINERS

MANUAL

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FOREWORD

Instructors and Examiners are the backbone of flight safety in aviation industry. The quality of instructions imparted by instructor pilots and checking standards upheld by examiner pilots determine professionalism within line operations and consequent safety of a flight. Pakistan Civil Aviation Authority being the regulatory body of all aviation related activities also realizes this imminent need to uplift the standards of instructor pilots and strengthen the checking standards. Revising this manual is the first step in that direction.

A Designated Examiner (DE) is an operator's employee who is given specific limited authority by Director Flight Standards (DFS) to conduct various pilot examinations on behalf of Pakistan Civil Aviation Authority. These examinations include, but are not limited to, Pilot Proficiency Checks (PPCs), Instrument Rating Test (IRT), Route Checks etc. Pilot examinations are conducted by a Designated Examiner (DE) either on an aircraft or in a flight simulator for which the pilot examiner is type rated and current. In pursuance of this delegated authority a Designated Examiner (DE) acts as a delegate representative of Pakistan Civil Aviation Authority regardless of his/ her employment with an Operator.

This renamed manual contains policies, procedures, standards, and guidelines for use by all Operators and Instructor/ Examiner Pilots, while at the same time, addresses the modalities to be put in vogue by Flight Inspectors in addressing the 'Designated Examiners' (DE) Program. The policies and procedures given in this manual are in consonance with ANO 003-XXLC and ANO 026-XXLC. But this being an entirely new manual is more elaborate for better understanding and implementation. Hence this Manual shall take precedence in resolving any matters that may arise in context of pilot examinations, and pilot assessment. This manual is published for use by all air Operators; their SFIs, TRIs, SFEs and TREs; PCAA Designated Examiners (DE) and PCAA Flight Inspectors.

Any errors and omissions be sent to the office of undersigned as official correspondence by mail/ e'mail (flightstandard.directorate@caapakistan.com.pk).

SIGNED

(CAPT. S. M. RAFATULLAH)
Director Flight Standards
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Dated: **22nd January, 2020.**

GLOSSARY OF TERMS AND ABBREVIATIONS/ACRONYMS

1. DEFINITIONS

When the following terms are used in this document, they have the following meanings:

- a) **Aviation Training Organisation:** A PCAA approved Aviation Training Centre which imparts training for acquisition of a Licence, Certificate or a Rating in accordance with CARs, 94 and relevant ANOs.
- b) **Approved Training:** Training carried out under special curricula and supervision approved by the PCAA.
- c) **Approved Person:** A person Approved by the PCAA to perform a specific job function.
- d) **Approval Certificate:** A certificate issued by the PCAA indicating an approval of a person, document or a training centre as required.
- e) **CAA Inspector:** Authorized Person for the purposes of Rule-4(2) and Rule-5 of the Civil Aviation Rules, 1994 who is authorized to perform the duties and exercise the powers under said Rules.
- f) **Cognitive:** Pertaining to cognition. Knowing, perceiving, or conceiving as an act or faculty distinct from emotion and volition.
- g) **Crew member:** A person assigned by an operator to duty on an aircraft during a flight duty period;
- h) **Differences Training:** Differences training is a training which comprises all the appropriate elements or components of different equipment, equipment location, or safety procedures on currently operated aircraft types or variants.
- i) **Fatigue:** A physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness and/or physical activity that can impair a crew member's alertness and ability to safely operate an aircraft or perform safety related duties;
- j) **Flight Inspector:** Authorized Pilot Person for the purposes of Rule-4(2) and Rule-5 of the Civil Aviation Rules, 1994 who is authorized to perform the duties and exercise the powers under said Rules.
- k) **Flight Safety Documents System.** A set of interrelated documentation established by the operator, compiling and organizing information necessary for flight and ground operations, and comprising, as a minimum, the operations manual and the operator's maintenance control manual;
- l) **Ground / Technical Knowledge Instructor:** An approved Instructor who can conduct initial/ recurrent or re-validation ground training of Crew Member(s).
- m) **Licensing Authority:** The Authority designated by CAA Pakistan in accordance with CARs, 94 and relevant ANOs.
- n) **Medical Assessment:** The evidence issued by the Licensing Authority that the holder meets specific requirements of medical fitness. It is issued following an evaluation by the

Licensing Authority of the report submitted by the designated medical examiner who conducted the examination of the applicant for the Licence or Certificate or Rating.

- o) **Mock-up:** A training device that is a partial, functional replica of an actual aircraft, without motion.
- p) **Operations Manual.** A manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties;
- q) **Operator.** A person, organization or enterprise engaged in or offering to engage in an aircraft operation;
- r) **Pilot-in-Command:** The pilot responsible for the operation and safety of the aircraft during flight time.
- s) **Rating:** An authorization entered on or associated with a Licence or Certificate and forming part thereof, stating special conditions, privileges or limitations pertaining to such Licence or Certificate.

2. LIST OF ABBREVIATIONS

Following are the abbreviations that may have been used in this document:

ANO	Air Navigation Order
AOC	Air Operator Certificate
ATO	Approved Training Organization
CARs	Civil Aviation Rules
CRM	Crew Resource Management
DE	Designated Examiner
DFS	Director Flight Standards
DGCAA	Director General Civil Aviation Authority
HF	Human Factor
ICAO	International Civil Aviation Organization
PCAA	Pakistan Civil Aviation Authority
PF	Pilot Flying
PM	Pilot Monitoring
PPC	Pilot Proficiency Check
RC	Route Check
SFE	Synthetic Flight Examiner
SFI	Synthetic Flight Instructor
TEM	Threat & Error Management
TRE	Type Rating Examiner
TRI	Type Rating Instructor

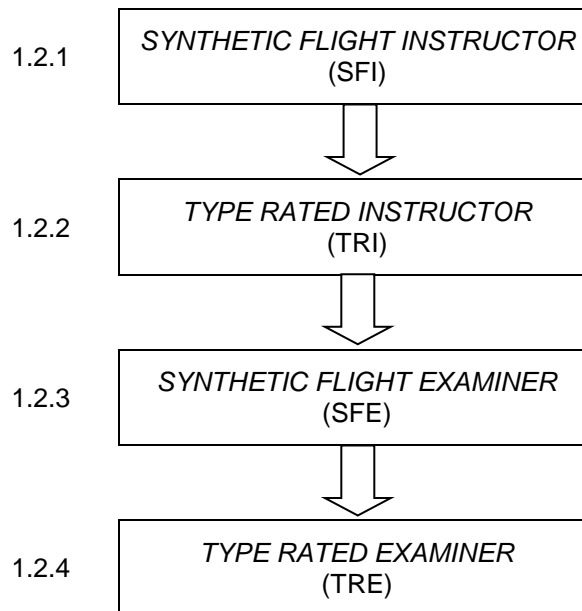
Chapter 1

CORE PROCESS & DESIRED FLOW

1.1 CORE PROCESS

- 1.1.1 Operator Nominates a Pilot Instructor/ Examiner according to its internal policies.
- 1.1.2 Operator raises CAAF-663 for the position to Licensing Branch with an info copy for DFS.
- 1.1.3 Licensing Branch after their due process dispatches pilot's CAA-663 to DFS.
- 1.1.4 DFS after crosscheck of required attachments with CAAF-663 invites pilot for interview.
- 1.1.5 Successful interview is recorded on the pilot's CAAF-663 and an inspector is detailed for check.
- 1.1.6 Inspector records result of the check on the pilot's CAAF-663 and dispatches it back to Licensing Branch along with PPC/ Route Check Report on appropriate CAAF.
- 1.1.7 Licensing Branch endorses Instructor/ Examiner Rating on Pilot's License after due process.

1.2 DESIRED FLOW OF RATINGS



Chapter 2

BASIC QUALIFICATIONS CRITERIA

2.1 INTRODUCTION

2.1.1 Desired qualification criteria for attaining Instructor/ Examiner Ratings are announced in following paras of this chapter. These criteria are for basic Instructor/ Examiner Rating ab initio. Any variations in qualifications criteria due career progression, new aircraft fleet etc. are dealt with provisions covered under Miscellaneous Provisions.

2.2 SYNTHETIC FLIGHT INSTRUCTOR (SFI)

- 2.2.1 Holds a current or have held ATPL with aircraft type rating endorsed
- 2.2.2 PCAA Medical Certificate
- 2.2.3 Minimum 1000 Commercial Hours
- 2.2.4 Minimum 300 PIC hours on aircraft type
- 2.2.5 Minimum Grand Total 3000 hours all types
- 2.2.6 Undergone formal classroom instructions in topics given in Chapter 3
- 2.2.7 Passed PCAA Flight Instructor (FI) examination
- 2.2.8 No failure during last two PPCs.
- 2.2.9 CAAF 663 raised by operator organization

2.3 TYPE RATING INSTRUCTOR (TRI)

- 2.3.1 Valid PCAA ATPL with valid IR on aircraft type
- 2.3.2 PCAA Medical Certificate
- 2.3.3 Minimum 50 FSTD hours as Synthetic Flight Instructor (SFI) on type FSTD
- 2.3.4 Minimum hours - 500 PIC on type jet aircraft and 250 PIC on type turboprop
- 2.3.5 Minimum 1000 Commercial hours
- 2.3.6 Minimum Grand Total 3000 hours all types
- 2.3.7 No failure during last two PPCs
- 2.3.8 CAAF 663 raised by operator organization

2.4 SYNTHETIC FLIGHT EXAMINER (SFE)

- 2.4.1 Holds a current or have held ATPL with aircraft type rating
- 2.4.2 PCAA Medical Certificate
- 2.4.3 Minimum hours - 1000 PIC on type jet aircraft and 500 PIC on type turboprop

- 2.4.4 Minimum 100 FSTD hours as Synthetic Flight Instructor (SFI) on type FSTD
- 2.4.5 Minimum 200 hours on aircraft type as Type Rating Instructor (TRI)
- 2.4.6 No failure during last two PPCs.
- 2.4.7 Undergone formal classroom instructions in topics given in Chapter 3
- 2.4.8 CAAF 663A raised by operator organization

2.5 TYPE RATING EXAMINER (TRE)

- 2.5.1 Valid PCAA ATPL with valid IR on aircraft type
- 2.5.2 PCAA Medical Certificate
- 2.5.3 Minimum 200 TRI hours
- 2.5.4 Must be a Synthetic Flight Examiner (SFE) on type
- 2.5.5 No failure during last two PPCs.
- 2.5.6 CAAF 663A raised by operator organization

2.6 DESIGNATED EXAMINER (DE)

- 2.6.1 A PCAA Designated Examiner can only be either a rated Synthetic Flight Examiner (SFE) or a Type Rated Examiner (TRE) who is specifically authorized by Director Flight Standards for conducting a particular check or a series of checks for an operator.
- 2.6.2 Passed PCAA Approved Person (AP-1) examination.

2.7 GROUND / TECHNICAL KNOWLEDGE INSTRUCTOR

- 2.7.1 Ground / Technical Knowledge Instructor shall have:
 - a) Practical background in aviation in the areas relevant for the training provided and have undergone a course of training in instructional techniques from an accredited institution or PCAA approved ATO; or

Previous experience in giving theoretical knowledge instruction and an appropriate theoretical background in the subject on which they will provide theoretical knowledge instruction.
 - b) Ground / Technical Knowledge Instructor should, before appointment, prove their competency by giving a PCAA monitored test lecture based on material they have developed for the subjects they are to teach.
 - c) Qualified to conduct approved ground school courses by PCAA
 - d) The theoretical knowledge instruction for type or class ratings should be conducted by instructor holding the appropriate type or class rating, or having appropriate experience in aviation and knowledge of the aircraft concerned.
 - e) For this purpose, a Flight Engineer, a Maintenance Engineer or a Flight Operations Officer should be considered as having appropriate experience in aviation and knowledge of the aircraft concerned.

2.8 MISCELLANEOUS PROVISIONS

2.8.1 Following provisions are annunciated here for better explanation of qualification requirements. However, any provision not covered herein may be put up for Director Flight Standard's perusal and may be dealt with as 'special case' by him with due diligence for a waiver thereof.

2.8.1.1 In case a pilot has been a TRI/ and or SFI on any commercial aircraft, desired ratings flow requirement may be altered subject to approval from Director Flight Standards. An operator when impeded with newly inducted aircraft type desired ratings flow requirement of being an SFI first maybe waived off by Director Flight Standards for pilot's professional progression.

2.8.1.2 A current pilot with temporary medical unfitness may be permitted to continue SFI or SFE duties with approval from Director Flight Standards.

2.8.1.3 Where an operator who doesn't have any examiner pilot(s) (SFE/ TRE), but has instructor pilot(s) (SFI/ TRI) yet, all pilot checks shall be conducted by instructor pilot(s) (SFI/ TRI) with the express authority of Director Flight Standards and shall mandatorily be monitored by a PCAA Flight Inspector.

Chapter 3

GROUND SCHOOL & INTERVIEW GUIDELINES

3.1 INTRODUCTION

This chapter deals with guidelines for ground school syllabus and interview by DFS for attaining instructor/ examiner ratings. Besides the desired qualifications given in Chapter 2. Operator Organization(s) desirous of nominating pilots for instructor/ examiner ratings must also ensure that following combinations of subjects are taught in a class room environment to the nominees prior to raising their CAAF 663. These ground school requirements are given in PCAA Licensing Branch ANO-026-XXLC for Instructor (TRI/ SFI) and Examiner (TRE/ SFE) Ratings. Wherein such ground school is planned by an Operator Organization for either rating for the first time, entire syllabus approval shall be sought and classes shall be monitored by Flight Standards Directorate for approval of the Approved Person(s).

3.1.1 SYNTHETIC FLIGHT INSTRUCTOR (SFI)

3.1.1.1 SFI Course from an accredited/ approved ATO or

3.1.1.2 ANO-026-XXLC

3.1.2 TYPE RATED INSTRUCTOR (TRI)

3.1.2.1 TRI Course from an accredited/ approved ATO or

3.1.2.2 ANO-026-XXLC

3.1.3 SYNTHETIC FLIGHT EXAMINER (SFE)

3.1.3.1 SFE Course from an accredited/ approved ATO or

3.1.3.2 ANO-026-XXLC

3.1.4 TYPE RATED EXAMINER (TRE)

3.1.4.1 TRE Course from an accredited/ approved ATO or

3.1.4.2 ANO-0026-XXLC

3.1.5 DESIGNATED EXAMINER (DE)

3.1.5.1 Chapter 2, para 2.6 Instructors & Examiners' Manual

3.2 GUIDELINE FOR PANEL INTERVIEW BY FLIGHT STANDARDS

3.2.1 Pilots nominated for either Instructor or Examiner's position are mandatorily required to be interviewed by Director Flight Standards (DFS) for further processing. The interview shall be held at Flight Standards Directorate by a panel headed by Director Flight Standards. Other panelist shall either be the Operator's Principal Operations Inspector (POI) or a Flight Inspector designated by Director Flight Standards (DFS). For scope of the interview following must be kept in mind while interviewing the Instructor/ Examiner. A nominee is expected to have thoroughly browsed through following while preparing for the panel interview.

3.2.1.1 Instructor Rating Nominee Syllabus:

a) Type Aircraft Standard Operating Procedures (SOPs)

- b) Flight Crew Training/ Techniques Manual (FCTM)
- c) Operator's Operations Manual Part 'A' & 'D' (OM-A & OM-D)
- d) Instructors & Examiners Manual
- e) PCAA ANO-014-FSXX - Crew Resource Management Training
- f) PCAA ANO-017-FSXX - Flight Crew Training Requirements & Procedures
- g) PCAA ANO-020-FSXX - Accident Prevention & Safety Programme
- h) PCAA ANO-024-FSXX - Commercial Air Transport Operations
- i) PCAA ANO-028-FSXX - Flight Data Analysis (FDA) & Flight Data Monitoring

3.2.1.2 Examiner Rating Nominee Syllabus:

- a) Type Aircraft Standard Operating Procedures (SOPs)
- b) Flight Crew Training/ Techniques Manual (FCTM)
- c) Operator's Operations Manual Part 'D' (OM-D)
- d) Operator's Safety Management Systems' (SMS) Manual
- e) Instructors & Examiners Manual
- f) PCAA ANO-014-FSXX - Crew Resource Management Training
- g) PCAA ANO-017-FSXX - Flight Crew Training Requirements & Procedures
- h) PCAA ANO-020-FSXX - Accident Prevention & Safety Programme
- i) PCAA ANO-024-FSXX - Commercial Air Transport Operations (D9.3& Attachment B).
- j) PCAA ANO-028-FSXX - Flight Data Analysis (FDA) & Flight Data Monitoring.

Chapter 4

CONDUCT & LIMITS OF AUTHORITY

4.1 PILOT INSTRUCTOR(S)

Pilot Instructor(s) include Synthetic Flight Instructor(s) and Type Rated Instructor(s) (i.e. SFI and TRI). These Instructors are to conduct training task as assigned within a FSTD/ aircraft environment, as applicable. They must conduct themselves with integrity in all assigned training tasks. All training tasks assigned to an instructor must be compliant with aircraft operating procedures, company SOPs and PCAA Rules. Their authority is limited to imparting line training and writing training reports only.

4.2 PILOT EXAMINER(S)

Pilot Examiner(s) include Synthetic Flight Examiner(s) (SFE), Type Rating Examiner(s) (TRE) and a Designated Examiner(s) (DE). A Pilot Examiner can impart training; conduct and assess pilots' checks; and evaluate SFI/ TRIs as tasked.

4.3 DESIGNATED EXAMINER (DE)

A Designated Examiner (DE) is an exclusive Pilot Examiner (SFE or TRE) for an operator authorized to conduct Pilot Proficiency Check (PPC) and/ or Instrument Rating Test (IRT), retest of a failed PPC/ RC, Line Check or a Route Check (RC) on behalf of Pakistan Civil Aviation Authority (PCAA). Designated Examiner (DE) supplements state's safety oversight responsibility by delegated powers and functions of Inspector. Designated Examiner (DE) is instituted to allow pilots' checks independent of the availability of Flight Inspectors of Pakistan Civil Aviation Authority.

4.4 CONDUCT & AUTHORITY

- 4.4.1 An air operator seeking approval for a pilot instructor/ examiner should endeavor to adhere to qualifications and experience requirements given in Chapter 2 of this manual. Moreover, the operator's system of selecting potential candidates should be fair and transparent that only competent personnel with integrity are recommended.
- 4.4.2 It is necessary for an Operator that a nominated Pilot Instructor/ Examiner will be able to command professional respect and consistently maintain required piloting skills standards upholding safety.
- 4.4.3 Any SFE/ TRE may be authorized as Designated Examiner (DE) to conduct a check or a series of checks by approving authority- Director Flight Standards (DFS). This authority is issued vide an approval document authorizing a Designated Examiner (DE) to perform checking duties subject to the conditions listed therein.
- 4.4.4 All Designated Examiners are expected to act as delegates of the Pakistan Civil Aviation Authority (PCAA) while conducting any authorized check(s).
- 4.4.5 Pakistan Civil Aviation Authority may suspend authority of an Examiner (SFE/ TRE/ DE) without assigning any reason.
- 4.4.6 An Inspector may conduct any check at any time, if deemed necessary, with written consent of DFS. Similarly, an Inspector may monitor any approved Designated Examiner (DE) conducting any check with the consent of DFS.

4.4.7 **LIMITS OF AUTHORITY**

Instructor/ Examiner	Training/ Checking Authority	Remarks
Synthetic Flight Instructor (SFI)	All Training within FSTD Environment only, to include: -Transition Simulator Training -Recurrent Simulator Training -AWOPS Simulator Training* -Any Other Special Training* etc.	*For conducting such training, SFI must be qualified and experienced in such operations for which he imparts training.
Type Rating Instructor (TRI)	All Training within aircraft only to include: -Base Training -U/S or IOE Training -Any Other Special Ops Training*	*For conducting such training, TRI must be qualified and experienced for such operations.
Synthetic Flight Examiner (SFE)	Training & Checking both within FSTD Environment as tasked and authorized.	No Examiner shall check a candidate for an operation/ or exercise for which he himself is neither experienced nor qualified.
Type Rating Examiner (TRE)	Training & Checking both within aircraft environment as tasked and authorized.	
Designated Examiner (DE)	Checking only within FSTD or Aircraft environment as applicable on behalf of Operator/ and or PCAA as authorized.	

4.5 **CONFLICT OF INTEREST**

4.5.1 Impartiality and unbiasedness in pilots' training/ checking is paramount to maintaining a state's integrity of its training and checking standards. It is vital that these processes are free of any conflict of interest(s). A 'Conflict of Interest' is defined as a situation in which concerns or aims of two different parties are incompatible, or a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity. In the context of an examiner, it is any relationship that might influence an examiner to act, either knowingly or unknowingly, in a manner that does not hold the safety of the traveling public as primary concern and a priority. Where an instructor/ examiner is a company's employee responsible for training and checking own colleagues, is a caveat that needs to be tread with due caution. Similarly, a Designated Examiner (DE) is simultaneously employee of a company and delegate of the Pakistan Civil Aviation Authority (PCAA) when performing checking duties on behalf of PCAA. Hence, in our scenario where our industry does not have the capacity to have independent instructor(s)/ examiner(s), all instructor(s)/ examiner(s) are held to be in a "perceived conflict of interest". Following situations are considered as possible conflict of interest between the Designated Examiner (DE) and his/her delegated authority.

4.5.1.1 Level of instructor(s)/ examiner(s) involvement in the operator company viz financial interests, company ownership or substantial voting shares.

- 4.5.1.2 Any privileges or favors by an Air Operator to influence or obstruct an instructor(s)/ examiner(s) ability to impartially perform his or her duties in any way is construed as conflict of interest. Should any instructor/ examiner come across a conflict of interest situation, a full report shall be immediately submitted to the Pakistan Civil Aviation Authority for review. Validity of any training/ check performed by the instructor/ examiner will be considered null and void.
- 4.5.1.3 An Examiner conducting a check on a pilot whom the examiner has imparted training. This conflict of interest is considered void in the presence of a monitoring PCAA Flight Inspector.
- 4.5.1.4 An Examiner conducting a second consecutive check on a pilot who was not successful in the first check and which too was conducted by the examiner. This caveat is not applicable to a Flight Inspector, wherein an Inspector may monitor the re-test of the same candidate.
- 4.5.1.5 Examiner conducting a check on a candidate who may have refused, in writing, to undergo a check with a particular instructor/ examiner.

Note: It is imperative that Examiners adhere to guidelines annotated above to avoid any conflict of interest. Lack of adherence may result in a suspension of an Examiner's rating. Final authority for deciding whether there is any conflict of interest which might affect an instructor(s)/ examiner(s) ability to conduct check rides in an impartial manner rests with the Pakistan Civil Aviation Authority.

Chapter 5

PILOT ASSESSMENT CHECK & PCAA MONITORING

5.1 INTRODUCTION

Pilots need to go through a number of checks over their professional career to demonstrate their professional knowledge, skill and competence for a type of aircraft. These various checks are conducted in a Full Flight Simulator (FFS) or Type of Aircraft for which pilot is being assessed and are described in succeeding paras of this chapter for the purposes of clarity viz their scope and purpose.

5.2 PILOT PROFICIENCY CHECK (PPC)/ INSTRUMENT RATING TEST (IRT)

A PPC/ IRT is combined check/ test often referred to as PPC only. Whereas it is in fact both, a pilot's proficiency check and instrument rating test. It is conducted to evaluate overall pilot proficiency with respect to normal and abnormal situations. A PPC/ IRT is conducted in a manner that enables pilot to demonstrate his/ her technical knowledge and its skilled application to emerging normal/ abnormal situation viz flight deck management, adherence to aircraft procedures, aircraft automation, decision making and crew coordination while being situationally aware. Also, pilot's competence is evaluated in execution of mandatory manoeuvre(s). The Pilot Proficiency Check may be of following types:

- 5.2.1 **Initial PPC/ IRT:** Any PPC/ IRT that is undertaken after transition training for initial endorsement of aircraft type rating.
- 5.2.2 **Recurrent PPC/ IRT:** Undertaken twice in a calendar year by a current pilot. PPC/ IRT undertaken for Pilot Instrument Rating validation is once every 12 calendar months and called License Proficiency Check (LPC). An intervening six monthly PPC/ IRT is undertaken as Operator's Proficiency Check (OPC). An OPC may be given an extension of two months from its date of expiry but subsequent LPC must be done within 12 calendar month's expiry of last LPC.
- 5.2.3 **Special Purpose PPC/ IRT:** A special purpose PPC/ IRT may be undertaken for the purposes of validating pilot training before undertaking a flight on a non regular destination e.g. operating to/ from category C airfields.

5.3 ROUTE CHECK (RC)

A route check is flown in a type aircraft for a pilot role being evaluated and/ or assessed. It is conducted to evaluate overall pilot proficiency with respect to normal flight situations with no simulated failures. A Route Check is conducted in a manner that enables pilot to demonstrate his/ her competence skills to operate a normal flight in role he's under check for. This Check may be of following types for various purposes but its scope remains the same.

- 5.3.1 **Initial Route Check:** An initial route check is undertaken by a pilot after completion of his/ her under supervision flight training for release on line in specific role either as a Captain or a First Officer.
- 5.3.2 **Annual Route Check:** An annual route check is undertaken every 12 calendar months on a company pilot to assess his/ her adherence to company SOPs. It may be conducted by a Company TRI/ TRE and may be randomly monitored by PCAA.
- 5.3.3 **Special Purpose Route Check:** A special purpose Route Check is undertaken for the purposes of evaluating TRI and TRE.

5.4 RETEST OF A PPC OR RC

Re test of a check is undertaken when a candidate pilot fails his/ her Pilot Proficiency Check (PPC) or Route Check (RC). Re test is done for re-evaluation of the pilot after he/ she has undergone corrective training (if any). The re test of PPC or RC shall be conducted by a different Instructor/ Examiner i.e. one other than the Instructor/ Examiner with whom the candidate had the failure.

5.5 MONITORING OF CHECK(S) BY PCAA

ICAO Annex 1 mandates that a pilot holding a pilot license must demonstrate his/ her knowledge, skill and competence to a representative of the state for continued validation. Ideally all testing/checking tasks and functions should be performed by the Inspectors of the Authority to ensure that every pilot achieves and maintains requisite level of proficiency defined in Civil Aviation Regulations. Due to shortage of Inspectors for every type of aircraft with the Authority to perform such tasks, sufficiently experienced examiner pilots with integrity in an air operator's fleet are delegated duties and functions on behalf of the Authority. To comply with ICAO Regulations, Flight Inspectors shall monitor routine pilot checks as required with authorization of Director Flight Standards. However, following sets of checks shall be mandatorily monitored by a Flight Inspector:

- 5.5.1 Initial Rating PPC of a Candidate Pilot.
- 5.5.2 Initial Route Check of a Candidate Pilot.
- 5.5.3 All SFI/ TRI/ SFE/ TRE Checks
- 5.5.4 Annual PPC & RC of an Examiner and Chief Pilot in GA Ops.
- 5.5.5 Retest of a failed PPC or Route Check.
- 5.5.6 Any non routine simulator training conducted by SFI/ SFE for validation.
- 5.5.7 Any non routine route being flown by operator's TRI/ TRE for validation.
- 5.5.8 Any check deemed necessary by DFS.

5.6 DOCUMENTATION CHECKING PRIOR TO PILOT CHECK(S)

Prior to any check, Route Check or a PPC, the Examiner and PCAA Flight Inspector must verify candidate's following documents as applicable prior to the commencement of Check during the Briefing:

- 5.6.1 Valid PCAA License (ATPL/ CPL/ SPL)
- 5.6.2 Valid PCAA Medical Certificate
- 5.6.3 Valid Mandatory Ground Courses Card
- 5.6.4 Valid Special Authorization e.g. LVTO, CAT-II/ III etc.
- 5.6.5 Last two PPC Reports
- 5.6.6 Training Record (for completion of requisite training hours and signed off release for the check being undertaken)
- 5.6.7 Examiner Authorization to conduct the Check

Note 1: IR is valid for 12 months from the date of the last PPC.

Note 2: For Currency on aircraft type and revalidation:

- | | |
|--------------------------|---|
| a) From 91 to 180 days | 3x Takeoff & Landings |
| b) From 181 to 365 days | Recurrent Sim + 1x additional sim |
| c) From 366 to 550 days | Recurrent Sim + 2x additional sim & Route Check |
| d) From 551 to 1825 days | Recurrent Sim + Min 4x additional sim & Route Check |
| e) Beyond 1825 days | Complete Transition Training + PPC & Route Check |

Chapter 6

PILOT ASSESSMENT STANDARDS, GUIDELINES & GRADING

6.1 PILOT ASSESSMENT STANDARDS

The candidate shall demonstrate his ability to the following limits during a check ride corrected to make allowance for turbulent conditions and the handling qualities and performance of the aircraft used:

<p>Height Generally</p> <p>Starting a go-around at decision height/altitude</p> <p>Minimum descent height/MAP/altitude</p>	<p>± 100 feet</p> <p>+ 50 feet/- 0 feet</p> <p>+ 50 feet/- 0 feet</p>
<p>Tracking On Radio Aids</p> <p>For "Angular" Deviations</p> <p>Linear Lateral Deviations for 2D (LNAV) and 3D (LNAV/VNAV)</p> <p>Linear Vertical Deviations 3D (LNAV/VNAV) (e.g. RNP APCH with LNAV/VNAV using Barometric VNAV)</p>	<p>± 5°</p> <p>Half scale deflection for azimuth and glide path</p> <p>Cross-track error/ deviation shall normally be limited to ± 1/2 the RNP value associated with the procedure. Brief deviations from this standard up to a maximum of 1 time the RNP value are allowable.</p> <p>Not more than - 75 feet below the vertical profile at any time, and not more than + 75 feet above the vertical profile at or below 1000 feet above aerodrome level (AAL).</p>
<p>Heading All Engines Operating</p> <p>with Simulated Engine Failure</p>	<p>± 5°</p> <p>± 10°</p>
<p>Speed All Engines Operating</p> <p>with Simulated Engine Failure</p>	<p>± 5 Knots</p> <p>+ 10/ - 5 Knots</p>
<p>Note: These criteria assume no unusual circumstances and may require allowances for momentary variations. Variables like weather, turbulence, simulated malfunction and type of approach may modify limits above.</p>	

6.2 COMPETENCY TRAINING OBJECTIVES

In the process of training for competence, it is vital that training objectives are well defined. Practical exercises are to be practiced/ instructed as approved by PCAA. The following are the guidelines for training pilots to desired general competency standards:

COMPETENCY/ TRAINING OBJECTIVE	PERFORMANCE INDICATORS	PRACTICAL EXERCISES
Communication	<p>(a) Know what, how much and who to communicate with;</p> <p>(b) Ensure the recipient is ready and able to receive the information;</p> <p>(c) Pass messages and Information clearly, accurately, timely and adequately;</p> <p>(d) Check if the other person has the correct understanding when passing important information;</p> <p>(e) Listen actively, patiently and demonstrate understanding when receiving information;</p> <p>(f) Ask relevant and effective questions, and offer suggestions;</p> <p>(g) Use appropriate body language, eye contact and tone;</p> <p>(h) Open and receptive to others' point of view.</p>	<p>Apply multi- crew procedures, including principles of TEM and CRM to the following:</p> <p>(a) Pre-flight preparation:</p> <p>(1) FMS initialization;</p> <p>(2) Radio and Navigation equipment preparation;</p> <p>(3) Flight Documentation;</p> <p>(4) Computation of take- off performance data.</p> <p>(5) Memory Items recall</p> <p>(b) Take-off and Climb:</p> <p>(1) Before Take-off checks;</p> <p>(2) Normal Take-offs;</p> <p>(3) Rejected Take-offs;</p> <p>(4) Take-offs with abnormal and emergency situations included.</p> <p>(5) Emergency Evacuation</p> <p>(6) Wind shear on Takeoff</p> <p>(c) Cruise:</p> <p>(1) TCAS Event</p> <p>(2) Emergency Descent.</p> <p>(3) Stall & Recovery</p> <p>(4) Steep Turns</p> <p>(5) Upset Prevention & Recovery</p> <p>(6) LOFT scenario system abnormality or emergency</p>
Leadership and Teamwork	<p>(a) Friendly, enthusiastic, motivating and considerate of others;</p> <p>(b) Use initiative, give direction and take responsibility when required;</p> <p>(c) Open and honest about thoughts, concerns and intentions;</p> <p>(d) Give and receive criticism and praise well, and admit mistakes;</p> <p>(e) Confidently do and say what is important to him or her;</p> <p>(f) Demonstrate respect and tolerance towards other people;</p> <p>(g) Involve others in planning, and share activities fairly.</p>	
Situational Awareness	<p>(a) Be aware of what the aircraft and its systems are doing;</p> <p>(b) Be aware of where the aircraft is and its environment;</p>	

	<p>(c) Keep track of time and fuel;</p> <p>(d) Be aware of the condition of people involved in the operation including passengers;</p> <p>(e) Recognize what is likely to happen, plan and stay ahead of the game;</p> <p>(f) Develop what-if scenarios and make pre-decisions;</p> <p>(g) Identify threats to the safety of the aircraft and of the people.</p>	<p>(d) Descent and Approach:</p> <p>(1) Instrument Flight procedures;</p> <p>(2) Holding;</p> <p>(3) Precision Approach using raw data;</p> <p>(4) Precision Approach using flight director;</p> <p>(5) Precision Approach using autopilot;</p>
Workload Management	<p>(a) Be calm, relaxed, careful and not impulsive;</p> <p>(b) Prepare, prioritize and schedule tasks effectively; (c) Use time efficiently when carrying out tasks;</p> <p>(d) Offer and accept assistance, delegate when necessary and ask for help early;</p> <p>(e) Review and monitor and cross-check actions conscientiously;</p> <p>(f) Follow procedures appropriately and consistently;</p> <p>(g) Concentrate on one thing at a time, ensure tasks are completed and does not become distracted;</p> <p>(h) Carry out instructions as directed.</p>	<p>(6) Engine inoperative approach</p> <p>(7) Non-Precision Approach;</p> <p>(8) Circling Approach;</p> <p>(9) Computation of Approach and Landing data;</p> <p>(10) All Engines Go-around;</p> <p>(11) Go-around with engine inoperative;</p> <p>(12) Wind shear during approach.</p>
Problem Solving and Decision Making	<p>(a) Identify and verify why things have gone wrong and do not jump to conclusions or make assumptions;</p> <p>(b) Seek accurate and adequate information from appropriate resources;</p> <p>(c) Persevere in working through a problem;</p> <p>(d) Use and agree an appropriate decision-making process;</p> <p>(e) Agree essential and desirable criteria and prioritizes;</p>	<p>(e) Landing: transition from instrument to visual flight on reaching decision altitude or height or minimum descent altitude or height;</p> <p>(f) After Landing and post flight procedures;</p> <p>(g) Selected Emergency and Abnormal Procedures.</p>

	<p>(f) Consider as many options as practicable;</p> <p>(g) Make decisions when they need to, reviews and changes if required;</p> <p>(h) Consider risks but do not take unnecessary risks.</p>	
Monitoring and Cross-checking	<p>(a) Monitor and cross-checks all actions;</p> <p>(b) Monitor aircraft trajectory in critical flight phases;</p> <p>(c) Take appropriate actions in response to deviations from the flight path.</p>	
Task Sharing	<p>(a) Apply SOPs in both PF and pilot monitoring roles;</p> <p>(b) Makes and responds to standard callouts.</p>	
Use of Checklists	Utilize checklists appropriately according to SOPs.	
Briefings	Prepare and deliver appropriate briefings.	
Flight Management	<p>(a) Maintain a constant awareness of the aircraft automation state;</p> <p>(b) Manage automation to achieve optimum trajectory and minimum workload;</p> <p>(c) Take effective recovery actions from automation anomalies;</p> <p>(d) Manage aircraft navigation, terrain clearance;</p> <p>(e) Manage aircraft fuel state and take appropriate actions.</p>	
FMS Usage	Program, manage and monitor FMS in accordance with SOPs.	
Systems – Normal Operations	Perform and monitor normal systems operation in accordance with SOPs.	
Systems – Abnormal and Emergency Operations	<p>(a) Perform and monitor abnormal systems operation in accordance with SOPs;</p> <p>(b) Utilize electronic and paper abnormal checklists in accordance with SOPs.</p>	
Environment, Weather and ATC	<p>(a) Communicate effectively with ATC;</p> <p>(b) Avoid misunderstandings</p>	

	requesting clarification; (c) Adhere to ATC instructions; (d) Construct a mental model of the local ATC and weather environment	
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6.3 GENERAL COMPETENCIES

Following are the markers for Instructors and Examiners for assessing the general competency of pilots

COMPETENCY	DESCRIPTION	PERFORMANCE INDICATORS/ OBSERVABLE BEHAVIOURS
Application of Knowledge	Relates and applies relevant knowledge in the operational environment and in scenario settings.	<ul style="list-style-type: none"> -Demonstrates the acquisition and retention of required aviation knowledge; -Relates knowledge between the subject areas; -Applies knowledge to the operational environment; -Correctly identifies threat and errors in a timely manner; -Uses knowledge to create valid options of managing threats, errors and undesirable aircraft states; -Mentally resolves basic mathematics problems relating to operational situations, both under normal circumstances and under pressure; -Shares knowledge with others openly and constructively, as and when appropriate.
Application of Knowledge and Procedures	Identifies and applies appropriate procedure in accordance with published operating instructions and pursuant to applicable regulations.	<ul style="list-style-type: none"> -Identifies where to find information; -Follows SOPs unless a higher degree of safety dictates an appropriate deviation therefrom; -Follows all operating instructions in a timely manner; -Correctly operates aircraft systems and associated

		<p>equipment;</p> <ul style="list-style-type: none"> -Monitors the status of aircraft systems; -Complies with applicable regulations; -Applies relevant procedural knowledge.
Communication	<p>Communicates through appropriate means in normal and non normal situations.</p>	<ul style="list-style-type: none"> -Ensures that the recipient is ready and able to receive the information; -Shares appropriate information; -Selects appropriately what, when, how, and with whom to communicate; -Conveys messages clearly, accurately and concisely; -Confirms that recipient correctly understands important information; -Listens actively and demonstrates understanding when receiving information; -Asks relevant and effective questions; -Communicates in order to resolve deviation identified through monitoring; -Adheres to standard R/T phraseology and procedures; -Accurately reads, interprets, drafts and responds to datalink messages in English; -Correctly uses and interprets non-verbal communication.
Aircraft Flight Path Management – Automation	<p>Controls the flight path through automation.</p>	<ul style="list-style-type: none"> -Uses appropriate flight management and guidance systems as well as automation, as installed and appropriate to the conditions; -Monitors and detects deviations from the desired aircraft trajectory and takes appropriate action;

		<p>-Manages the flight path to optimize the operational performance;</p> <p>-Maintains the desired flight path during flight using automation, whilst managing other tasks and distractions;</p> <p>-Effectively monitors automation, including engagement and automatic mode transitions.</p>
<p>Aircraft Flight Path Management – Manual Control</p>	<p>Controls the flight path through manual flight.</p>	<p>-Uses appropriate flight management and guidance systems and automation, as installed and appropriate to the conditions;</p> <p>-Manually controls the aircraft using only the relationship between aircraft attitude, speed and thrust, as well as navigation signals or visual information;</p> <p>-Monitors and detects deviations from the desired aircraft trajectory and takes appropriate action;</p> <p>-Manages the flight path to optimize the operational performance;</p> <p>-Maintains the desired flight path during manual flight, whilst managing other tasks and distractions;</p> <p>-Effectively monitors flight guidance systems, including engagement and automatic mode transitions.</p>
<p>Leadership and Team work</p>	<p>Influences others so that they contribute to a shared purpose. Collaborates to accomplish the goals of the team.</p>	<p>-Creates an atmosphere of open communication and encourages team participation;</p> <p>-Displays initiative and gives directions when required;</p> <p>-Admits mistakes and takes responsibility;</p> <p>-Carries out instructions when directed;</p>

		<ul style="list-style-type: none"> -Gives and receives feedback constructively; -Applies effective intervention strategies to resolve deviations identified whilst monitoring; -Takes into account cultural differences; -Engages others in planning; -Addresses and resolves conflicts and disagreements in a constructive manner; -Exercises decisive leadership.
<p>Problem Solving and Decision-making</p>	<p>Identifies problems precursors and resolves actual problems, using decision-making techniques in a timely manner.</p>	<ul style="list-style-type: none"> -Seeks accurate and appropriate information from appropriate sources; -Identifies and verifies what and why has failed; -Perseveres with resolving problems whilst prioritizing safety; -Uses appropriate and timely decision-making techniques; -Sets priorities appropriately; -Identifies and considers options, as appropriate; -Monitors, reviews, and adapts decisions, as required; -Identifies, assesses, and manages risks effectively; -Adapts when faced with situations where no guidance or procedure exists.
<p>Situational Awareness and Information Management</p>	<p>Perceives, comprehends, and manages information, as well as anticipates its effects on the operation.</p>	<ul style="list-style-type: none"> -Monitors, identifies, and assesses accurately the aircraft's state and systems; -Monitors, identifies, and assesses accurately the aircraft's energy state and anticipated flight path;

		<ul style="list-style-type: none"> -Monitors, identifies, and assesses accurately the general environment as it may affect the operation; -Validates the accuracy of information and checks for gross errors; -Maintains the awareness of the people involved in or affected by the operation as well as their capacity to perform as expected; -Anticipates what could happen, plans, and stays ahead of the situation; -Develops effective contingency plans based upon potential threats; -Recognizes and effectively responds to indications of reduced situational awareness.
<p>Workload Management</p>	<p>Maintains available workload capacity through prioritization and distributes tasks, using resources.</p>	<ul style="list-style-type: none"> -Exercises self-control in all situations; -Plans, prioritizes, and schedules tasks effectively; -Manages time efficiently when carrying out tasks; -Offers and gives assistance, delegates when necessary; -Seeks and accepts assistance, when necessary; -Monitors, reviews, and cross-checks action taken conscientiously; -Verifies that tasks are completed as expected; -Manages and recovers from interruptions, distractions, variations, and failures effectively, while performing tasks.

6.4 PILOT PROFICIENCY CHECK (PPC)

Make every effort to make candidates feel at ease. Be realistic in your demands and simulations. Following are some guidelines on the conduct and assessment of a PPC conducted in FSTD environment.

- 6.4.1 **BRIEFING:** A pre-simulator flight briefing to the candidate is mandatory. It should start with checking validity of personal documents. It must be sufficiently detailed to avoid failure due to the candidate's misunderstanding of standards or limitations expected by the examiner. Always give candidates a thorough briefing before flight. The briefing should include.
- 6.4.1.1 Oral exam of Memory Items;
 - 6.4.1.2 Practical exercises for consultation of RTOW Charts, QRH consultation, MEL consultation and Jeppesen knowledge;
 - 6.4.1.3 Duration of the ride;
 - 6.4.1.4 Mandatory items to be demonstrated during the check;
 - 6.4.1.5 Aircraft data viz zero fuel weight/ CG; fuel weight, takeoff and/or approach speeds for the given aircraft weight.
 - 6.4.1.6 Airfield data viz prevalent runway in use, runway surface condition i.e. dry or wet or contaminated, wind speed and direction.
 - 6.4.1.7 Simulated weather conditions - VMC or IMC, visibility or RVR as applicable, wind speed and direction, airfield temperature and dew point temperature, QNH setting, any significant weather like thunderstorms, icing etc. outside of which the test or check should not take place. Weather will be at or below the weather minima for the approach being carried out. The pilot must assess whether the departure weather is suitable. The examiner may not always provide 'legal' weather.
 - 6.4.1.8 Emphasis on operating normal/ abnormal/ emergency procedures in accordance with relevant aircraft manuals i.e. FCOM, FCTM, QRH procedures, SOPs etc. within acceptable tolerances for competence;
 - 6.4.1.9 Identification and role of the pilot-in-command;
 - 6.4.1.10 In all cases, candidate is expected to initiate the response to any event and carry out any required abnormal/ emergency procedure except where the candidate is not the designated pilot-in-command and the pilot-in-command assumes control of the aircraft;
 - 6.4.1.11 Normal crew co-ordination is expected. An emergency situation caused by incorrect or inappropriate action or response on the part of the candidate will not be corrected by the examiner;
 - 6.4.1.12 Multiple, unrelated failures will not be required, but the candidate must be prepared to take corrective action on related failures, e.g., loss of hydraulics or electrical supply due to a failed engine;
 - 6.4.1.13 Candidate may be required to demonstrate any normal, abnormal or emergency procedures applicable to the aircraft. The candidate's technical performance will be assessed in accordance with the:
 - a) Aircraft Operating Manual, FCTM or QRH;

- b) Rules of the Air and ATC procedures;
- c) Air Operator's Operations Manual; and
- d) Air Operator's SOPs.

6.4.2 **PRE-FLIGHT PHASE**

6.4.2.1 **Flight Planning:** The crew must demonstrate adequate knowledge of the company's SOPs and AFM to effectively plan a departure by programming FMS

- a) **Common Errors:** Some common errors that may affect the assessment are:
 - i) Lack of proper charts and manuals;
 - ii) Inadequate knowledge of, or proficiency in, the interpretation of manuals; or
 - iii) Failure to check fuel load adequate for the intended flight.

6.4.2.2 **Equipment Examination:** The crew must provide proof of successful completion of an equipment examination taken in conjunction with initial or recurrent training i.e. full or transit cockpit preparation

6.4.3 **FLIGHT PHASE**

6.4.3.1 **Taxiing and Flight Preparation:**

- a) Assessment must be based on the crew's ability to safely inspect and prepare the aircraft for flight. All checks and procedures must be carried out according to the AOM and company SOPs.
- b) 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.
- c) Inspection of the aircraft, required de-icing procedures and aircraft documents must be in accordance with the FCOM or AFM and the air operator's procedures manual. The approved check list must be followed. No item shall be missed or processed out of sequence.
- d) The pilot-in-command must ensure adequate ramp safety for start, push back/power back, and taxi. The aircraft radios and instruments shall be checked and set up in accordance with prevailing departure procedures and weather. Any aircraft system required due to weather, navigational requirements, MEL Operational Procedures etc. shall be checked and set for take-off, i.e., weather radar, de-icing equipment, heaters, on board navigation equipment, auto-pilot, auto-throttles, FMS, etc.
- e) Crews shall refrain from any activity that would compromise lookout on the ramp or taxiway, and control audio inputs from outside and within the aircraft to ensure compliance with ATC instructions or ATC clearance, i.e., judicious use of company frequencies, un-necessary cockpit chatter, etc.

6.4.3.2 **Engine Checks:** Engine checks shall be conducted by each crew according to the AFM and company SOPs as appropriate to the aircraft type.

6.4.3.3 **Take-Off:**

Each pilot must perform the take-off exercises detailed in the appropriate Schedule I. A complete take-off briefing need only be completed once by each crew. Discussing specific safety items, or changes to the original departure, constitute an acceptable briefing for subsequent take-offs.

An examiner must ensure that published cockpit procedures and correct airspeeds are observed during ground roll and lift-off. The aircraft 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.

- a) **Common Errors:** Some common errors that may be observed and affect the assessment are:
- i) Checks not complete, or out of sequence;
 - ii) Use of incorrect speeds or power settings;
 - iii) Incorrect take-off technique;
 - iv) mishandling of throttles or thrust levers;
 - v) Loss of directional control, or using incorrect control input to correct adverse yaw during the take-off roll;
 - vi) Exceeding engine or airframe limitations;
 - vii) Rotation before, or lift-off at an airspeed less than, VMCA or VR; or
 - viii) Incorrect or incomplete check resulting in a vital item being missed.

6.4.3.4 **Low Visibility Takeoff (LVTO):** Each candidate shall demonstrate LVTO commensurate to his/ her authorization. The LVTO exercise must include briefing viz its content, taxi to departure runway with an abnormality, a low visibility RTO and one takeoff. This may be combined with other check items by the examiner as deemed appropriate.

- a) **Common Errors:** Some common errors that may be observed and affect the assessment are:
- i) Not briefing at all or incorrect briefing;
 - ii) Not aware of a takeoff alternate or wrong selection thereof;
 - iii) Not highlighting hotspots;
 - iv) Doing checklists while aircraft is taxiing
 - v) Losing directional control during takeoff or RTO.

6.4.3.5 **Engine Failure/ Fire:** Each candidate shall complete exercise in engine failure with or without damage or engine fire before or after V1.

- a) **Common Errors:** Some common errors that may be observed and affect the assessment are:
- i) Incorrect call/ decision to STOP or GO;
 - ii) Failure to raise Landing Gears;

- iii) Forgetting to use max thrust i.e. TOGA as appropriate;
- iv) Losing directional control with engine asymmetry;
- v) Incorrect pitch attitude on takeoff with engine out;
- vi) Initiating appropriate checklist before controlling aircraft below safe height as annotated in aircraft operating manual;
- vii) Forgetting to use or in sufficient rudder trimming;
- viii) Forgetting to engage aircraft automation;
- ix) Confusion between PF and PM duties;
- x) Not proficient in locating/ reading appropriate checklist;
- xi) Incorrect or incomplete check resulting in a vital item being missed;
- xii) Not advising ATC/ declaring appropriate urgency to ATC;
- xiii) Not levelling off at acceleration altitude to clean up and accelerate the aircraft;
- xiv) Not being mindful/ exceeding TOGA limits
- xv) Not informing/ briefing Cabin Crew/ Passengers

6.4.3.6 **Rejected Take-Off:** A rejected take-off shall be completed by each crew, as appropriate to the aircraft type, during which the captain and first officer perform the applicable duties of their assigned seat position. After the take-off roll has begun and the aircraft has attained not more than 50% of lift-off speed, a simulated system failure or condition should be introduced which requires a rejected take-off.

- a) **Common Errors:** Some common errors that may be observed and affect the assessment of the sequence are:
 - i) Failure to alert crew with the appropriate call e.g., “STOP”;
 - ii) Failure to maximize use of brakes and/or improper handling of stopping devices;
 - iii) Failure to alert ATC to emergency, and request assistance;
 - iv) Failure to advise cabin crew of type of emergency and initiate appropriate evacuation procedures (if any);
 - v) Failure to complete emergency checks and/or power plant(s) shutdown if required;
 - vi) Failure to recognize the need to initiate a rejected take-off prior to V₁;
 - vii) Failure to maintain control of the aircraft or stop within the confines of the runway;
 - viii) Endangering the safety of passengers and crew and/or rescue personnel through improper handling of the emergency condition.

6.4.4 WINDSHEAR

If required, Windshear shall be simulated commensurate to candidate's experience as mandated in schedule given in CAAF-028-RGLC-1.3 either on takeoff or on approach to landing.

6.4.4.1 **Common Errors:** Some common errors that may affect the assessment of the exercise are:

- a) Incorrect application of power/ thrust
- b) Incorrect aircraft attitude
- c) Forgetting to maintain the aircraft configuration
- d) Forgetting callouts during shear escape maneuver
- e) Forgetting to smartly raise flaps hence exceeding flap speed
- f) Changing automation mode without realizing its impact on flight guidance

6.4.5 APPROACH TO THE STALL/STALL PROCEDURES:

If required, approach to the stall/stall procedures are carried out 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 aircraft in either the take-off, clean or landing configuration.

6.4.5.1 **Common Errors:** Some common errors that may affect the assessment of the exercise are:

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

6.4.6 STEEP TURNS:

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

6.4.6.1 **Common Errors:** Some common errors that may affect the assessment of the exercise are:

- a) Failure to maintain bank angle;
- b) Failure to maintain airspeed; or

- c) Failure to maintain altitude.

6.4.7 **TCAS EVENT:**

TCAS monitoring is vital in high density air traffic situations. TCAS RA (Resolution Advisory) would be an unexpected manoeuvre if due monitoring of TCAS was not pre-empted and executed satisfactorily. Its lax execution could have disastrous consequences. It should be exercised for every PPC as mandated in CAAF-028-RGLC.

6.4.7.1 **Common Errors:** Some common errors that may affect the assessment of the exercise are:

- a) Not monitoring/ reacting TCAS situation;
- b) Incorrect callouts;
- c) Incorrect TCAS RA manoeuvre procedure;
- d) Not advising ATC during or after executing TCAS RA.

6.4.8 **EGPWS ACTIVATION:**

EGPWS activation is an unexpected situation that could lead to CFIT (Controlled Flight In to Terrain). Any slackness in its escape manoeuvre execution could have disastrous consequences. It should be exercised for every PPC as mandated in CAAF-028-RGLC.

6.4.8.1 **Common Errors:** Some common errors that may affect the assessment of the exercise are:

- a) Not heeding to EGPWS callouts;
- b) Incorrect or slack application of procedure.

6.4.9 **EMERGENCY DESCENT/ RAPID DESCENT:**

Emergency Descent/ Rapid Descent exercise must be simulated as mandated in CAAF-028-RGLC. Every effort must be made by the Instructor/ Examiner to maintain an element of surprise to test the candidates on two different scenarios for the same set of crew. Different scenarios may be accomplished by simulating bleed air/ pressurization malfunctions necessitating either an emergency descent or a rapid descent or even a combination thereof.

6.4.9.1 **Common Errors:** Some common errors that may affect the assessment of the exercise are:

- a) Rushing into initiation of descent;
- b) Incomplete memory recall actions;
- c) Incorrect actions;
- d) Not announcing Emergency Descent on PA;
- e) Descending at incorrect speeds;
- f) Not reading/ calling out FMA;
- g) Not communicating with ATC;

- h) Losing situation awareness;
- j) Incorrect descent/ level off technique;
- k) Not communicating with cabin crew/ passengers after level off

6.4.10 **INSTRUMENT PROCEDURES:**

Area Departure, Enroute, And Arrival: Each pilot shall demonstrate departure, enroute and arrival maneuvers. The Examiner must ensure that the candidate adheres to any clearance, whether actual or simulated, and that the candidate understands and follows the guidelines in SIDs, STARs and published transitions, as well as noise abatement procedures. Each pilot must demonstrate proper use of navigational equipment including programming and sequencing the FMS.

6.4.10.1 **Common Errors:** Some common errors that may be observed and affect the rating of the sequences are:

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

6.4.10.2 **Holding:** Each pilot shall conduct a holding procedure consisting of entry, the hold and exit as appropriate to the aircraft type. For FMS equipped aircraft, each pilot must demonstrate the ability to program a hold and clear it but at the discretion of the check pilot, only one hold is required to be flown. Flying the hold for the second crew member is not required. An examiner 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.

- a) **Common Errors:** Some common errors that may affect the assessment of the sequence are:
 - i) Failure to obtain a current altimeter setting and to set and cross check the altimeters;
 - ii) Failure to obtain/ calculate an expected approach time (EAT);
 - iii) Failure to adjust power settings;

- iv) Poor tracking or incorrect allowance for wind;
- v) Failure to establish a holding pattern using published procedures;
- vi) Failure to fly the holding pattern as prescribed;
- vii) Allowing the aircraft to exceed an assigned airspeed or altitude limitation;
- viii) Violating the ATC clearance;
- ix) Inability to correctly program and execute the hold procedure with the FMS;
- x) Unable to effectively clear the hold from the FMS or to depart the holding pattern; or
- xi) Failure to select the correct auto-flight modes for lateral navigation and airspeed control.

6.4.11 **INSTRUMENT APPROACHES:**

Each pilot must complete the requisite number and type of instrument approaches as detailed in the CAAF-028-RGLC. Each crew must conduct a precision and a managed and non-managed non precision approach applicable to the aircraft type. One approach must be made with a simulated engine failure. Each crew must demonstrate two Cat II or Cat III approaches, where these procedures are authorized in an air operator certificate. An examiner will pay particular attention to the Cat II/ III pre approach briefing, to ensure it is in accordance with the Air Operator's SOPs. Assess the candidate's ability to organize and share the cockpit workload, in respect to crew resource management, by ensuring adherence to company SOPs.

6.4.11.1 **Common Errors - General:** Some errors common to all Instrument Approaches that may affect the rating of the exercise are:

- a) Not familiar with published transitions;
- b) Not using the correct radials or tracks;
- c) Incorrect selection of radio aids or failure to properly identify facilities;
- d) Descent below procedure turn altitude too early or too late;
- e) No altimeter correction for cold weather temperatures;
- f) Unable to properly program the FMS for the type of approach;
- g) Not sure when to leave last assigned altitude for transition, initial, or procedure turn altitude when cleared for the approach;
- h) Not monitoring raw data for the approach;
- j) Failure to conduct a navigation accuracy checks, if required;
- k) Failure to respect step down fixes;
- l) Improper ND mode selected for type of approach;

- m) Slow to make corrections or change modes when tracking is outside tolerances;
- n) Not monitoring all required approach aids;
- p) Loss of separation with other aircraft due to incorrect interpretation or failure to follow a clearance or published approach procedure;
- q) Crew duties, including monitoring and verbal call-outs, not in accordance with company SOPs;
- r) Commencing a missed approach either too early or too late because of poor speed control, wind effect, navigation or timing;
- s) Aircraft 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;
- t) Failure to initiate a go-around in accordance with the published aircraft and company procedures;
- u) Configuring the aircraft inappropriately for the phase of flight; or
- v) Maneuvering the aircraft inappropriately for the phase of flight.

6.4.11.2 **Common Errors – Precision Approaches:** Some common errors on Precision Approaches that may be observed and affect the assessment of the sequence are:

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

6.4.11.3 **Common Errors - NPA:** Some common errors on Non-Precision Approaches that may be observed and affect the rating of the exercise are:

- a) Failure to establish a drift angle on the inbound track;
- b) Arriving over the FAF on final too high and/or fast;
- c) Reaching MDA too late;
- d) Failure to establish the correct MAP;
- e) Inability to program and fly a managed or VNAV approach as appropriate to the aircraft type; or
- f) Aircraft incorrectly configured at FAF.

6.4.12 **CIRCLING APPROACHES:**

6.4.12.1 **Common Errors:** Some common errors that may affect the assessment of this sequence are:

- a) No briefing on the type of circling approach to be used;
- b) Failure to monitor and inform the pilot flying of deviations in airspeed or altitude;
- c) Exceeding 30° of bank or poor final alignment with the runway;
- d) Gross upward deviations in altitude or circling below circling altitude; or
- e) Not maintaining correct airspeed or failure to align aircraft with runway to effect a safe landing.

6.4.13 **MISSED APPROACH OR REJECTED LANDING:**

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

6.4.13.1 **Common Errors:** Some common errors that may affect the assessment of this sequence are:

- a) Not utilizing power and attitude to achieve a satisfactory climb profile;
- b) Not following the published profile or ATC clearance;
- c) Maneuvering the aircraft inappropriately for the phase of flight;
- d) Failure to ensure that required checks are completed;
- e) Improper programming of FMS;
- f) Not establishing or monitoring the missed approach guidance mode;
- g) Missed approach altitude not set for auto flight system; or
- h) Delayed or forgotten aircraft checks.

6.4.14 **LANDINGS**

Landings and approaches to landings must be conducted according to the AOM and company SOP. Examiners must ensure that each candidate conducts a minimum of total 4 landings in day & night settings. For initial rating PPC at least one landing must be conducted at night settings.

6.4.14.1 **Common Errors:** Some common errors that may affect the assessment of this sequence are:

- a) Initiating the flare too early or too late;
- b) Excessive body angle or roll on touch down;
- c) Late or incorrect de-rotation rate;
- d) Over controlling on short final;

- e) Maneuvering the aircraft inappropriately for the phase of flight;
- f) Poor or no cross wind correction;
- g) Improper use, or selection, of auto-brake;
- h) Attempted landing without completing required checks;
- j) Failure to go around/ execute a missed approach even when destabilized on approach;
- k) Failure to track the runway on roll-out.

6.4.15 **NORMAL PROCEDURES:**

When assessing normal procedures, the check pilot must ensure the crew demonstrates adequate knowledge of the company SOPs and aircraft systems to confirm their ability to properly use installed equipment. In addition, aircraft operation must be assessed with specific reference to those items requiring crew coordination and discipline. The crew shall demonstrate use of as many of the air operator's approved Standard Operating Procedures and normal procedures as are necessary to confirm that the crew has the knowledge and ability to properly use installed equipment including FMS, auto-pilot and hand flown maneuvers as appropriate.

6.4.16 **AUTOMATION AND TECHNOLOGY:**

Electronic flight instruments, navigation instruments, automated flight management and guidance systems and electronic aircraft monitoring systems represent a significant level of automation in cockpit design. As a result of these features, training and checking programs must address each element of automation represented in the applicable aircraft. The complete integration and relationship of these systems to aircraft operation must also be addressed and assessed by the check pilot. The crew's management of automation and its effect on situational awareness must be observed during proficiency checks. Situational awareness is defined for the purpose of check ride assessment as "the crew's knowledge and understanding of the present and future status of the aircraft and its systems." Flight path, terrain, system status, aircraft configuration and energy awareness are all important aspects of situation awareness required for the operation of modern aircraft. All modern passenger aircrafts have different levels of automation. Each pilot shall be assessed on their knowledge and ability to effectively use and interpret the aircraft 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 aircraft automation; however, different combinations of automation in some aircraft types may require a type-specific narrative to substantiate the rating assessment.

6.4.17 **AIRCRAFT CHECKLIST AND ALERTING SYSTEM:**

Aircraft manufacturers have developed different levels of automation for crew alerting devices. Candidates must demonstrate a satisfactory knowledge of aircraft checklist and alerting systems appropriate to the aircraft type. Effective use of the checklist and/or ECAM/ EICAS can be confirmed by each crew member's adherence to company SOPs, and by their demonstration of knowledge, ability and discipline during normal and abnormal procedures. Each pilot shall demonstrate procedures of sufficient complexity and detail to confirm adequate knowledge, ability and discipline to effectively use the checklist or ECAM/ EICAS system as appropriate to the aircraft type.

6.4.17.1 **Common Errors:** Some common errors that may affect the assessment of this sequence are:

- a) Not maintaining proper crew coordination and discipline while completing a checklist or procedure;
- b) Clearing ECAM before confirmation by the PF;
- c) Failure to review the aircraft status;
- d) Improper division of duties during ECAM/ EICAS procedures;
- e) Inadequate knowledge of aircraft systems to allow proper completion of procedures;
- f) Inadequate knowledge of QRH and/or ECAM/ EICAS procedures or content;
- g) Failure to clear hard tuned ECAM pages thereby restricting auto-tuned pages;
- h) Not informing PF when ECAM/ EICAS or checklist procedure is complete; or
- j) Failure to correctly prioritise procedures and checklists.

6.4.18 **FMS PROGRAMMING:**

Each crew member shall demonstrate satisfactory knowledge of FMS procedures. Examiners must ensure crew familiarity with the operation of flight management and guidance systems in all phases of flight as appropriate to the aircraft type. Sufficient procedures, appropriate to the aircraft type, must be demonstrated by each crew to confirm adequate knowledge, ability and discipline in the use of the FMS system. On initial proficiency checks each pilot shall demonstrate FMS programming for departure, en-route, arrival, approach, alternate, change of destination and holding procedures. In addition, each crew shall demonstrate programming for lateral offset and altitude crossing restriction maneuvers. During recurrent proficiency checks, crews must demonstrate satisfactory knowledge of sufficient FMS procedures to complete the check ride scenario.

6.4.18.1 **Common Errors:** Some common errors that may be observed and affect the rating of the sequence are:

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

6.4.19 **AUTO FLIGHT SYSTEMS/FLIGHT MODE AWARENESS:**

For all highly automated aircrafts, giving sometimes a subtle mode changes that can occur with regard to flight path management and the auto-throttle system, disciplined monitoring and crew coordination associated with flight mode indications is essential to safe operations. Reference to the flight mode annunciation as well as a thorough understanding of all status, armed and engagement indications is essential to the successful operation of the auto-flight system. Examiners shall ensure flight crews have a sound knowledge of mode awareness and mode transitions as they occur, regardless of whether initiated by the flight crew or by a system response to design logic. Crews must satisfactorily demonstrate an understanding of the means to transition from or between various levels of automation to manual control and back to automation. They must also demonstrate a clear understanding of the conditions or situations in which it is appropriate to do so.

6.4.19.1 **Common Errors:** Some common errors that may affect the assessment of this sequence are:

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

6.4.20 **PILOT MONITORING (PM) DUTIES:**

Automation in aircraft design requires strict adherence to procedures associated with each crew position. To check the proper division of duties between the Pilot Flying (PF) and the Pilot Monitoring (PM) requires observation during normal and abnormal procedures. Examiners must ensure satisfactory compliance with PM duties as detailed in the AOM and company SOPs. Normally an error in PM duties shall be observed during such things as FMS programming, checklist procedures or general cockpit duties specified in company SOPs. Examiners must rate PM duties on the applicable form. If the sequence is rated "S/B" or "U", a narrative identifying the specific area(s) of concern must be included. Each pilot shall demonstrate PM duties sufficient to determine compliance with, and knowledge of, aircraft procedures and company SOPs. This shall include normal and abnormal procedures while operating as PM in the seat normally occupied by the crew member.

6.4.20.1 **Common Errors:** Some common errors that may affect the rating of this sequence are:

- a) Not familiar with PM duties;
- b) PM required excessive help from PF to accomplish tasks;
- c) Completing duties assigned to the PF without direction;

- d) Not maintaining crew discipline during abnormal procedures;
- e) Not familiar with procedures contained in QRH or paper checklists;
- f) Incorrect FMS programming; or
- g) Completing a procedure or checklist in such a way that the aircraft is left in a degraded state or the effect of the required procedure is negated.

6.4.21 **CREW COORDINATION:**

An assessment of crew coordination is required for proficiency checks on aircraft with two or more crew members. 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 aircraft and require consolidation in one rating. Each crew must demonstrate effective crew coordination. Procedures utilized by the crew members shall be in accordance with company Standard Operating Procedures.

6.4.21.1 **Common Errors:** Some common errors that may affect the rating of this sequence are:

- a) Failure to complete duties as described in the company SOPs;
- b) Completing duties of other crew members;
- c) Failure to heed warnings of other crew members;
- d) Loss of situational awareness due to ineffective crew coordination or communication;
- e) Failure to alert other crew members to potentially hazardous situations;
- f) Failure to effectively share workload with other crew members;
- g) Inability to maintain cockpit discipline;
- h) Overall crew lack of awareness of, or attention to, flight mode annunciation;
or
- j) Tendency to deviate from SOPs when workload increases.

6.4.22 **PILOT DECISION MAKING:**

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

6.4.22.1 **Common Errors:** Some common errors that may affect the rating of this sequence are:

- a) Failure to make decisions in a timely and effective manner;
- b) Poor decision making due to inadequate knowledge;
- c) Not utilizing all available crew and company resources;

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

6.4.23 **SYSTEM MALFUNCTIONS:**

The candidate must demonstrate adequate knowledge to diagnose malfunctions of aircraft components or systems in a reasonable time and to take corrective action on those critical emergencies designated as memory checks in the AFM without reference to a check list 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 aircraft airworthiness status. Proper knowledge and discipline in the use of the ECAM/EICAS systems must be demonstrated by both crew members. Abnormal procedures should be of sufficient complexity to allow each crew member to demonstrate the handling of primary and secondary failures and paper checklist procedures appropriate to the aircraft type. Normally a minimum of two different systems malfunctions for each pilot is required to adequately demonstrate knowledge and ability. One of the required engine failures may be included as one of the required systems malfunctions. Multiple, unrelated failures that have a cumulative effect on the operation of the aircraft 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. Any unrelated malfunctions that are a result of crew actions shall not be corrected by the check pilot.

6.4.23.1 **Common Errors:** Some common errors that may affect the assessment of this sequence are:

- a) Inability to identify a malfunction or incorrect diagnosis of the malfunction;
- b) Inadequate knowledge of the procedures required to deal with an emergency, or failure to carry out vital actions in an acceptable time period;
- c) Loss of situational awareness during the completion of required checklists or procedures;
- d) Failure to correctly carry out secondary actions to determine limitations imposed by the emergency on the remaining systems;
- e) Checks/procedures not in accordance with the *AFM* and SOP manual;
- f) Failure to carry out a vital action thereby jeopardizing the safety of the aircraft;
- g) Exceeding aircraft or engine limitations; or
- h) Improper ECAM/EICAS crew discipline.

6.5 ROUTE CHECK (RC)

One of the purposes of any in-flight test or check is to enable a candidate to demonstrate his/her ability to operate a given aircraft in accordance with prescribed standards, limitations and procedures. No list of “Do's” or “Don'ts” can cater to all the situations that may occur during in-flight checks. PCAA therefore relies on the ability of its examiners to fully assess the consequences of their actions and demands. The practices described herein form part of PCAA philosophy towards safe in-flight checking. Examiners are required to abide by these practices. Air carriers may have in-flight checking practices that are more restrictive than those described below. Examiners shall in such cases adhere to the most limiting practice. Flight safety shall always take top priority and all route checks are to be flown as normal routine flights in accordance with operator's approved SOPs. Briefing for a route besides personal documents checking should include:

- 6.5.1 Mandatory items to be demonstrated during the check;
- 6.5.2 Probable duration;
- 6.5.3 Any restrictions or limits imposed on manoeuvres conducted;
- 6.5.4 Role of the examiner/ flight inspector with regard to crew duties if he/she occupies a flight crew position;
- 6.5.5 Identification and role of the pilot-in-command;
- 6.5.6 Method of transferring control from one pilot to the other;
- 6.5.7 Actions to be completed in the event of a real emergency or malfunction;
- 6.5.8 In all cases, the candidate will be expected to initiate the response to any event and carry out any required abnormal or emergency procedure, except where the candidate is not the designated pilot-in-command and the pilot-in-command assumes control of the aircraft;
- 6.5.9 Simulated emergencies introduced by the examiner will be preceded by the word “simulated”;
- 6.5.10 Failure on the part of the examiner to report “field in sight” at MDA or DH will require the candidate to execute a missed approach; and
- 6.5.11 Candidate may be required to demonstrate any normal or emergency procedure applicable to the aircraft. The candidate's technical performance will be assessed in accordance with the:
 - 6.5.11.1 Aircraft Operating Manual, FCTM or QRH;
 - 6.5.11.2 Rules of the Air and ATC procedures;
 - 6.5.11.3 Air Operator's Operations Manual; and
 - 6.5.11.4 Air Operator's SOPs.

6.6 PILOT ASSESSMENT GUIDELINES

In compliance of ICAO Guidelines while conducting training or a check an instructor/ examiner must be cognizant of the fact that the entire process needs to be ‘Competency-based’ rather than ‘Qualification-based’.

Note 1: Qualification-based Training/ Checking is the traditional training/ checking that ensures a candidate demonstrates necessary minimum skill, knowledge and experience level to meet the qualification requirements of the license, rating or privilege.

Note 2: Competency-based Training/ Checking ensures a candidate possesses required competencies to safely, efficiently and effectively carryout assigned task at the workplace i.e. in an aircraft or a flight simulator.

To evaluate the overall technical proficiency, communication skills, leadership, situational awareness, flight deck management, procedural adherence and execution with respect to normal, abnormal and emergency procedures must closely be observed by the examiner. The proficiency checks must be conducted in a manner that enables the candidate pilots to demonstrate knowledge and skill with respect to pilot decision making, crew coordination, aircraft automation, FMS programming, auto-flight systems and flight mode awareness. Following are broad assessment guidelines that shall be used as a reference by Examiners and Inspectors when determining grade to be awarded for specific test sequence(s). These guidelines are not intended to be restrictive in defining all common errors, Examiners and Inspectors must use their knowledge and experience to their assessments.

- 6.6.1 Common errors and assessments are described by a variety of adjectives. Terms such as '(un)acceptable', '(un)satisfactory', 'timely', '(un)safe', 'minor', 'slight', 'brief', 'lack', 'inadequate', 'excessive' etc. are used to describe a candidate's performance. It is difficult to objectively define these adjectives; however, the dictionary definition may be used to provide amplification of meaning and thereby standardization in application. More finite words as '(in) complete', '(in)correct' etc. may be objectively described with additional remarks by referring to appropriate regulation, aircraft flight manual or company procedure(s).
- 6.6.2 The inter-relationship between aircraft systems, flight crew coordination and aircraft automation may cause errors during the completion of one exercise to affect several other sequences too. So, the impact of major error(s) having effect on subsequent exercise sequences must be duly assessed for intertwined exercise sequences.
- 6.6.3 When any one exercise sequence has been assessed as 'Unsatisfactory ('U)', the check must receive an overall 'Unsatisfactory' assessment.
- 6.6.4 A check where more than 4 exercise sequences have been assessed as 'Satisfactory with Briefing' (SB) shall be deemed as 'Unsatisfactory Check'. Whereas, for an Instructor or an Examiner, more than 2 exercise sequences assessed as 'Satisfactory with Briefing' (SB) shall be deemed as 'Unsatisfactory Check'.
- 6.6.5 During a check a flight sequence may involve duties and/or responsibilities for crewmember other than pilot flying (PF). Where a sequence that is rated 'Unsatisfactory' for pilot flying (PF) due to inappropriate action on part of pilot monitoring (PM) should also be rated as 'Unsatisfactory' for the pilot monitoring (PM). In such a case, it is possible that an assessment of 'Unsatisfactory' and consequent failure of the check may be given to more than one crewmember involved in same exercise sequence.
- 6.6.6 During a PPC any 'Unsatisfactory ('U') assessment of an instrument rating related flight sequence constitutes a failure of check. The Examiner shall assess the instrument rating as "failed" in remarks column and not recommend initial issue/ renewal of instrument rating.
- 6.6.7 When an Examiner assesses that a pilot's performance is unsatisfactory and his/ her check has failed, the check shall be terminated. In a route check on aircraft pilot under check may be removed from his assigned seat with the safety pilot, where available. Whereas after a terminated PPC, time remaining in the FSTD session may be used as training provided;
- 6.6.7.1 The Candidate is advised of his/ her failure.
- 6.6.7.2 The Examiner is a designated company training pilot on type.
- 6.6.7.3 Upon completion of training, Candidate is debriefed failure reason(s) in detail.

- 6.6.7.4 The Examiner shall complete check report form with recommendations.
- 6.6.7.5 Operator ensures that the failed Candidate is rechecked and that subsequent check is monitored by PCAA.
- 6.6.8 Instrument rating is valid for a period of 12 months, the competency of each pilot to fly instrument procedures will be monitored during each PPC done during the validity period of his/ her Instrument Rating. Should a pilot fail to demonstrate an adequate level of competency in those exercise sequences that are mandatory for instrument flying competence, that pilot's Instrument Rating shall be suspended by the Examiner conducting that PPC. A pilot has to pass IRT embedded within a PPC prior to resuming flying duties with an air operator.
- 6.6.9 At least one ILS/ NPA (Non Precision Approach) shall be hand flown solely by reference to instruments for revalidation/renewal of a pilot's instrument rating embedded in a route check and pilot proficiency check syllabi.
- 6.6.10 To establish/ or maintain PBN privileges one RNAV/ RNP approach must be flown by the candidate pilot.
- 6.6.11 For a re test, though assessment is overall but items failed in previous PPC or RC must be assessed objectively with emphasis without ignoring other mandatory items.

6.7 ASSESSMENT GRADES

All exercises within a check ride are validated through a uniform grading system and each exercise must be graded according to assessment standards and rating definitions. The appropriate grade rating for each exercise must be recorded on applicable form. An exercise sequence/ procedure can either be graded as Satisfactory ('S'), Satisfactory with Briefing ('SB') or Unsatisfactory ('U'). Though it is impossible to define all instances when a particular exercise/ procedure should be graded as Satisfactory ('S'), Satisfactory with Briefing ('SB') or Unsatisfactory ('U'), however, it is possible to assess each individual sequence and its validity against degree of competence exhibited by a pilot under check. Standardization can be achieved in assessments by applying following definitions. Each sequence of the check ride, including any errors or mistakes, shall be evaluated with respect to the pilot competence against his/ her knowledge, skill and experience level. Each sequence graded as Satisfactory with Briefing ('SB') or Unsatisfactory ('U') requires a brief narrative in the comments section of the form.

- 6.7.1 **Satisfactory ('S')**: An exercise sequence shall be rated Satisfactory ('S') if:
- 6.7.1.1 Candidate operates the aircraft within its limitations
 - 6.7.1.2 Candidate's actions contain minor errors only
 - 6.7.1.3 Candidate's airspeed & altitude control are acceptable for prevailing conditions
 - 6.7.1.4 Candidate's aircraft handling is safe and his/ her knowledge is adequate
 - 6.7.1.5 Candidate completes all maneuvers with smoothness and accuracy
 - 6.7.1.6 Candidate exercises good judgment and airmanship
 - 6.7.1.8 Candidate is situational aware and adequately applies aeronautical knowledge
 - 6.7.1.9 Candidate maintains control of the aircraft at all times in such a manner that successful outcome of a procedure or maneuver is always assured

- 6.7.1.10 Candidate understands and applies crew coordination and incapacitation procedures, if applicable
- 6.7.1.11 Candidate communicates effectively with the other crew members
- 6.7.1.12 Overall candidate demonstrates aircraft handling skills and knowledge commensurate to his/ her experience.
- 6.7.2 **Satisfactory with Briefing ('SB')**: A sequence shall be rated Satisfactory with Briefing (SB) when:
- 6.7.2.1 Aircraft handling and knowledge are safe but of a lower standard than expected and any deficiency can be corrected by debriefing there and then
- 6.7.2.2 Candidate had a brief excursion from published tolerances but initiated corrective action with prompting
- 6.7.2.3 A sequence deviates from standard procedures or practices but does not create a more hazardous situation and repeats sequence satisfactorily
- 6.7.2.4 There is a deviation from standard procedures which the candidate acknowledged without prompting and creating a more hazardous condition from which the candidate recovered unassisted
- 6.7.2.5 Candidate experienced some difficulty/ required prompting to satisfactorily accomplish a task
- 6.7.2.6 A procedure or sequence repeated at the discretion of the Examiner would usually be graded as 'SB'. Before the repetition Examiner shall refrain from teaching the candidate on the correct completion of the exercise.
- Note:** More than 4x SBs shall render a check 'unsatisfactory' for a line pilot, whereas for an Instructor or an Examiner, more than 2x SBs shall render a check 'unsatisfactory'.
- 6.7.3 **Unsatisfactory ('U')**: A single exercise item graded 'unsatisfactory' shall render overall check unsatisfactory. 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:
- 6.7.3.1 Candidate's actions endanger the aircraft, passengers or crew
- 6.7.3.2 Candidate's actions result in a crash
- 6.7.3.3 Multiple errors are made in completion of any one exercise
- 6.7.3.4 Candidate violates an ATC clearance or busts altitude
- 6.7.3.5 Aim of an exercise is complete but there was a major deviation from standard procedures where the safety of the aircraft was jeopardized
- 6.7.3.6 Candidate required consistent prompting or help from other crew member to complete a task
- 6.7.3.7 Candidate's actions caused exceedance aircraft limitations
- 6.7.3.8 Candidate demonstrated unsatisfactory knowledge of aircraft systems, equipment, or procedures

Chapter 7

MONITORING OF CHECKS BY FLIGHT INSPECTOR

7.1 INTRODUCTION

ICAO Annex I, VI and PCAA CARs mandate regular monitoring of pilot checks by flight inspectors as representative of the state. This regular monitoring is also undertaken as safety and regulatory oversight functions of PCAA in compliance of ICAO Regulations. The aim of monitoring is to ensure that training and checking standards of an Operator are practiced and maintained according to PCAA approval and on observing any unsafe practice the Operator be advised accordingly for amendment, improvement and methodology of pilots' training and checking. This Chapter be read by Flight Inspectors in conjunction with FOI Manual as a supplement and by Operators, Pilots, Instructors & Examiners as guidance material for the role of a Flight Inspector.

7.2 INSPECTOR – EXAMINER RELATIONSHIP

Inspector's role is to **MONITOR** a test in an aircraft or in FSTD conducted by an examiner on behalf of PCAA. At no stage an Inspector is to control the sequence of the check being conducted, define/ dictate any aircraft operating procedures or to influence the examiner's assessment of the candidate. This delineation of authority must be made amply clear by the monitoring Inspector to the Examiner before the start of the check in a separate meeting without the presence of candidate(s). Similarly, after the conduct of the check the monitoring Inspector must meet the examiner in the absence of candidates to discuss the debriefing points and examiner's conclusive assessment of candidates. Where a disagreement exists between the evaluations of the Inspector and the Examiner the Inspector's evaluation shall take precedence and be used in the debriefing. In such a situation, Flight Inspector must file a detailed report of his observations for perusal and action of Director Flight Standards (DFS).

7.3 INSPECTOR – CANDIDATE RELATIONSHIP

During the pre check brief the monitoring Inspector must explain his monitoring role to the candidates. Whereby he must explain his role to verify the validity of pilot documents, observe the conduct of check along with its fair and unbiased assessment and endorse his agreement/ disagreement with the examiner on relevant CAAF. He must also emphasize that he shall not pose any questions or try to control the sequence of the check or influence their assessment by the examiner.

7.4 ASSESSMENT MARKERS FOR MONITORING INSPECTOR

Like any other inspection by the PCAA, Pilot Assessment needs to be done against his/ her potential role for which he/ she may be authorized to exercise authority. As personal interview of a candidate instructor/ examiner is insufficient for the candidate to demonstrate his/ her practical professional prowess in the role these checks are the tools with Flight Standards to ascertain pilot's capabilities viz his/ her role. It is reiterated that the candidate be objectively assessed for the role without controlling the sequence of a check being conducted by an examiner.

7.4.1 PILOT PROFICIENCY CHECK (PPC)/ ROUTE CHECK:

PERFORMANCE MARKERS	PRACTICAL EXERCISES
GENERAL	
(a) Understands and applies combinations of thrust and attitude that ensure a stable, safe flight in various aircraft configurations and altitudes.	(a) Take-off, Approach, Landing, Go-around. (b) Flight Deck management exercises.

<p>(b) Manages (much) wider range of speed and thrust.</p> <p>(c) Demonstrates good judgment and correct use of lift and drag devices during various phases of the flight.</p> <p>(d) Uses displays along with all available aids to stay mentally ahead when piloting all profiles.</p> <p>(e) Understands and recognizes precursors of high-energy approaches.</p> <p>(f) Knows angle-of-attack (AoA) versus attitude indications at all levels (high/ low).</p> <p>(g) Practice upset prevention as a priority, and clearly recognizes when and how recovery is necessary, by using the required pilot skills to mitigate loss of control in-flight (LOC-I) events.</p>	<p>(c) Complex problem- solving exercises.</p> <p>(d) Advanced handling exercises.</p> <p>(e) Manual handling skills (i.e. no autopilot, no auto thrust, and where possible, no flight director).</p> <p>(f) Flight at different speeds and altitudes, including slow flight within the normal flight envelope.</p> <p>(g) Steep turns.</p> <p>(h) Aircraft stability and stall awareness.</p> <p>(i) Upset prevention techniques and approach to stall recovery events (appropriate to FSTD limitations and capabilities).</p> <p>(j) High-energy Approach prevention.</p> <p>(k) Go-around management of Approach and Landing configurations.</p>
<p>OPERATOR SPECIFIC</p>	
<p>(a) Executes pre-flight preparation in accordance with operator's SOPs.</p> <p>(b) Conducts an effective Crew briefing, including cabin crew members.</p> <p>(c) Displays good airmanship and TEM skills in assessing aircraft serviceability, weather planning, fuel planning, and destination facilities.</p> <p>(d) Conducts cockpit preparation and briefings in an effective and accurate manner as per SOPs.</p> <p>(e) Manages and executes engine start, taxi-out and pre-take-off checks safely and in accordance with SOPs.</p> <p>(f) Manages and executes runway line-up, take-off, climb, cruising, descent, approach, landing and taxi-in safely and in accordance with SOPs.</p> <p>(g) During non-normal operations, displays good system knowledge, and applies non-normal procedures, communications, TEM, situational awareness (SA), decision-making and safe aircraft handling.</p>	<p>(a) Check In procedures.</p> <p>(b) Preflight Preparation:</p> <p>(c) Normal Procedures:</p> <p>(1) Cockpit preparation;</p> <p>(2) Pushback, engine starting;</p> <p>(3) Taxiing-out;</p> <p>(4) ATC Clearances;</p> <p>(5) Take-off;</p> <p>(6) Climb;</p> <p>(7) Cruise;</p> <p>(8) Descent;</p> <p>(9) Approach;</p> <p>(10) Landing;</p> <p>(11) Taxi-in, Parking, Shutdown and disembarkation procedures.</p>

	<p>(d) Non Normal Operations:</p> <p>(1) As per (c) above, as applicable;</p> <p>(2) TEM;</p> <p>(3) Decision-making;</p> <p>(4) Communication;</p> <p>(5) Diversion consideration, if applicable;</p> <p>(6) Fuel situation awareness; and</p> <p>(7) Passenger and Crew care.</p>
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7.4.2 **INSTRUCTOR APPROVAL CHECKS:**

An Instructor's approval check shall be undertaken for a Synthetic Flight Instructor (SFI) and a Type Rated Instructor (TRI). For monitoring these approval checks DFS authorization is mandatory as in case of any other monitored check. Instructor candidates shall qualify a PPC in an FSTD before the monitored approval check. A Flight Inspector may direct the sequence of exercises in FSTD and pose relevant questions to the candidate Instructor for assessment of his technical and regulatory knowledge. SFI shall be monitored imparting training during a full normal FSTD training session. A TRI shall be monitored operating a mock training flight comprising at least two sectors with a trained and qualified second pilot or another instructor on the second pilot's seat. Instructors shall be assessed on following assessment markers:

COMPETENCE	PERFORMANCE MARKER	DESIRED KNOWLEDGE
Resources Preparation	(a) Ensures adequate facilities; (b) Prepares briefing material; (c) Manages available tools.	(a) Understanding Objectives; (b) In use of available tools; (c) Understands competency-based training methods.
Creating Conducive Learning Environment	(a) Establishes credentials; (b) Clarifies roles; (c) States Objectives; (d) Ascertains and Supports Trainee's needs.	(a) Barriers to Learning; (b) Different Learning Styles.
Presenting Knowledge	(a) Communicates clearly; (b) Creates and sustains realism; (c) Looks for training opportunities.	(a) Teaching Methods; (b) Instructional Techniques.

TEM & CRM Integration	Makes Human Factors (HF), Threat and Error Management (TEM) and Crew Resource Management (CRM) links with technical training.	Knowledgeable in Human Factors (HF), Threat and Error Management (TEM) and Crew Resource Management (CRM).
Time Management to achieve Training Objectives	Allocates and manages time appropriate to achieving competency objective.	Syllabus time allocation
Facilitate Learning	(a) Encourages trainee participation; (b) Exhibits patient, motivating, confident and assertive behavior; (c) Conducts one-to-one coaching, if required; (d) Encourages mutual support between crew.	(a) Facilitation; (b) Giving constructive feedback; (c) Encouraging trainees to ask questions and seek advice;
Assessing Trainees' Performance	(a) Assesses and Encourages trainee to self- assess his/ her performance against competency standards; (b) Makes assessment decision and provides clear feedback; (c) Observes CRM behavior.	(a) Observation Techniques; (b) Observations recording methods.
Monitoring and Reviewing Progress	(a) Compares individual outcomes against defined objectives; (b) Identifies individual differences in learning rates and applies appropriate corrective action.	(a) Learning Styles; (b) Strategies for adapting training to meet individual needs.
Evaluating Training	(a) Elicits feedback from trainees; (b) Tracks training session processes against competence criteria; and (c) Keeps appropriate records.	(a) Competency units and associated elements; (b) Performance criteria
Report Writing	Reports accurately and fairly using only	(a) Training Objectives;

	observed actions and events.	(b) Individual versus systemic flaws/ weaknesses.
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7.4.3 **EXAMINER APPROVAL CHECKS:**

An Examiner's approval check shall be undertaken for a Synthetic Flight Examiner (SFE) and a Type Rating Examiner (TRE). For monitoring these approval checks DFS authorization is mandatory as in case of any other monitored check. Examiner candidates shall qualify a PPC in an FSTD before the monitored approval check wherein a Flight Inspector is at liberty to question the examiner candidate on regulatory subjects. SFE shall be monitored conducting PPC in FSTD. A TRE shall be monitored conducting a route check on a pilot comprising at least two sectors. A Flight Inspector of PCAA will observe examiner applicant conducting a PPC/ RC on a 'candidate' in FSTD/ an aircraft, as applicable, for which examiner rating is sought. Candidate Examiner shall be assessed on following assessment markers:

7.4.3.1 **Conduct of the Assessment:** Having agreed with the Flight Inspector the content of the check, the examiner applicant is expected to manage the entire check. This will include briefing, conduct of the PPC/ RC flight, assessment and debriefing of the 'candidate'. The inspector will discuss the assessment with the examiner applicant before the 'candidate' is debriefed and informed of the result.

7.4.3.2 **Briefing the Candidate:** The 'candidate' should be given time and facilities to prepare for the test flight. The briefing should cover the following:

- a) Objective of the PPC/ RC flight;
- b) Documents and Licenses Checks, as necessary;
- c) Freedom for the 'candidate' to ask questions;
- d) Operating procedures to be followed (e.g. SOPs, QRH etc);
- e) Weather assessment, Simulated Weather;
- f) Operating capacity of 'candidate' and the examiner;
- g) Contents of exercises to be performed;
- h) Speed and handling parameters (e.g. V-speeds etc);
- h) Use of R/T;
- j) Respective roles of 'candidate' and examiner (e.g. during emergency/ abnormal ops);
- k) The examiner applicant should maintain the necessary level of communication with the 'candidate'. The following check details should be followed by the examiner applicant:
 - i) Involvement of the examiner in operating environment;
 - ii) Give the 'candidate' precise instructions;
 - iii) Responsibility for safe conduct of the flight;
 - iv) Intervention by examiner, when necessary;
 - v) Liaison with ATC;

- vi) Prompting the 'candidate';
- vii) Keeping the brief concise, factual and unobtrusive.

7.4.3.3 **Debriefing & Assessment:** The examiner applicant should demonstrate to the Flight Inspector ability to conduct a fair, unbiased debriefing of the 'candidate' based on identifiable factual items. A balance between friendliness and firmness should be evident. The examiner applicant should refer to the flight tolerances of relevant check. Attention should be paid to the following points while debriefing the candidate:

- a) Questions from the 'candidate';
- b) Give results of the check and any items with SB/ failure;
- c) Explain reason(s) for SB/ failure items.
- d) Advise the candidate on how to avoid or correct mistakes;
- e) Mention any other points of criticism noted;
- f) Any advice considered helpful.

7.4.3.4 **Documentation:** The examiner applicant should demonstrate to the Flight Inspector the ability to complete the relevant documents correctly. These documents may be the relevant CAAF Check Report form and relevant company's training record forms where the examiner has privileges of conducting operator proficiency checks.

7.4.3.5 **Demonstration of Theoretical Knowledge:** The examiner applicant should demonstrate to the Flight Inspector a satisfactory knowledge of the regulatory requirements associated with the function of an examiner.