



# ADVISORY CIRCULAR

**CAA-AC-OPS021  
November 2022**

## CHECK PILOT AUTHORIZATION AND SURVEILLANCE

### 1.0 PURPOSE

1.0.1 This Advisory Circular gives guidance to operators on procedures for authorization, surveillance, and renewal of a check pilot.

1.0.2 This Advisory Circular (AC) cancels CAA-AC-OPS021 dated July 2020.

### 2.0 REFERENCES

Regulation 168, 169 and 171 of the Civil Aviation (Operation of Aircraft - Commercial Air Transport Aeroplanes) Regulations, 2022;

### 3.0 GENERAL

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

### 4.0 THE FIVE PHASE PROCESS FOR A CHECK PILOT AUTHORIZATION

The check pilot authorization process is conducted in a five phase process.

### 5.0 PHASE 1 – PRE-APPLICATION

5.0.1 Phase one may begin either during the certification process for an AOC when the Inspector briefs an applicant on the check pilot requirements, or at any time an operator seeks information on the process. The Inspector would brief the applicant or operator on the requirements of the Regulations.

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

5.2.1 Proficiency Check Pilot – Aircraft;

5.2.2 Proficiency Check Pilot – Simulator;

5.2.3 Line Check Pilot - All Seats;

5.2.4 Line Check Pilot - Observer's Seat Only;

5.2.5 Check Pilot - All Checks;

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

5.3.1 The candidate's full name;

5.3.2 Mailing address;

5.3.3 Applicable pilot licence number;

5.3.4 Current crew member position;

5.3.5 Requested check pilot classification; and

5.3.6 Aircraft type;

5.4 The letter should be accompanied by –

5.4.1 Brief curriculum vitae of the pilot's aviation background and experience;

5.4.2 Copies of the pilot's appropriate licence and ratings; and

5.4.3 Copy of the pilot's medical certificate.

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

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

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

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

7.0.1 Phase three involves an in-depth review of the records and documentation. The approved training programme must contain all training required by the applicable Regulations, applicable to the authorization being sought. The Authority will not accept a nomination for evaluation as a check pilot unless the record show satisfactory completion of initial, transition, or upgrade training and all training required under the operator's approved check

pilot training programme for the specified classification.

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

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

8.0.1 A check pilot is evaluated in Phase four by an Inspector observing the check pilot candidate conducting an actual check. The purpose of the check pilot evaluation is to ensure that the candidate has achieved the required skills for briefing, evaluating, and debriefing a pilot. The pilot receiving the check should be a line crew member who is due for an evaluation.

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

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

## **9.0 PHASE FIVE - CHECK PILOT AUTHORIZATION**

Authorization of a designated check pilot is in the form of a Letter of Authorization addressed to the Accountable Manger of the AOC and signed by the Inspector. This Letter of Authorization may be transmitted to the operator by conventional or electronic mail, by fax, or by other means acceptable to the operator and the Authority.

The letter will contain the following:

9.0.1 Check pilot name and his/her licence number;

9.0.2 Approved check pilot function;

9.0.3 Specified category, class, or type of aircraft;

9.0.4 Authorisations and limitations;

9.0.5 Effective date of each authorization (since different authorizations may occur at different times, this information simplifies record checks. The date on which the check pilot was recommended for authorization by an inspector shall be the effective date of authorization.)

9.1 A check pilot authorization is valid for one year and may be renewed by the Authority on application.

9.2 A check pilot authorization may be amended, suspended or withdrawn by the Authority at any time.

**NOTE:** A check pilot authorization is only valid for the specific air operator under which it is granted.

## **10.0 AUTHORIZATION OF A CHECK PILOT FOR MULTIPLE AIRCRAFT**

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

- 10.0.1 A check pilot may be approved to serve in all single-engine aeroplanes that an operator operates;
- 10.0.2 A check pilot may be approved to serve in one type or a series of helicopters.
- 10.0.3 A check pilot may be approved to serve in one type or a series of multiengine aeroplanes;
- 10.0.4 For proficiency check pilot-aircraft or simulator, the candidate must have logged at least 1000 hours as PIC on type for complex multi engine aircraft;
- 10.0.5 For proficiency check pilot-aircraft, the candidate must have logged at least 100 hours as PIC on type for all single-engine and noncomplex aircraft aeroplanes;
- 10.0.6 For line check pilot the candidate must have logged at least 100 hours as PIC in each type and at least 500 as PIC on type for complex multi engine aircraft; and

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

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

## **12.0 RENEWAL/SURVEILLANCE OF CHECK PILOT AUTHORIZATION**

The period of validity of a check pilot authorization is 12 months. A check pilot will be checked at least once per year. A renewal of a check pilot authorization will be conducted upon application for renewal by the Operator. An Inspector shall be assigned to conduct an observation of the candidate performing the duties of a Check Pilot prior to renewal. In addition, an Inspector may conduct random check inspections on a "no notice basis" on all or any check pilot at any time in the 12-month period.

## 13.0 WITHDRAWAL OF CHECK PILOT AUTHORIZATION

13.1 A check pilot's authorization may be withdrawn by the Authority at any time without prior notice. Some of the reasons that may lead to the withdrawal of the authorization of a check pilot include:

13.1.1 Lack of check pilot activity in the authorized role;

13.1.2 A request by the operator;

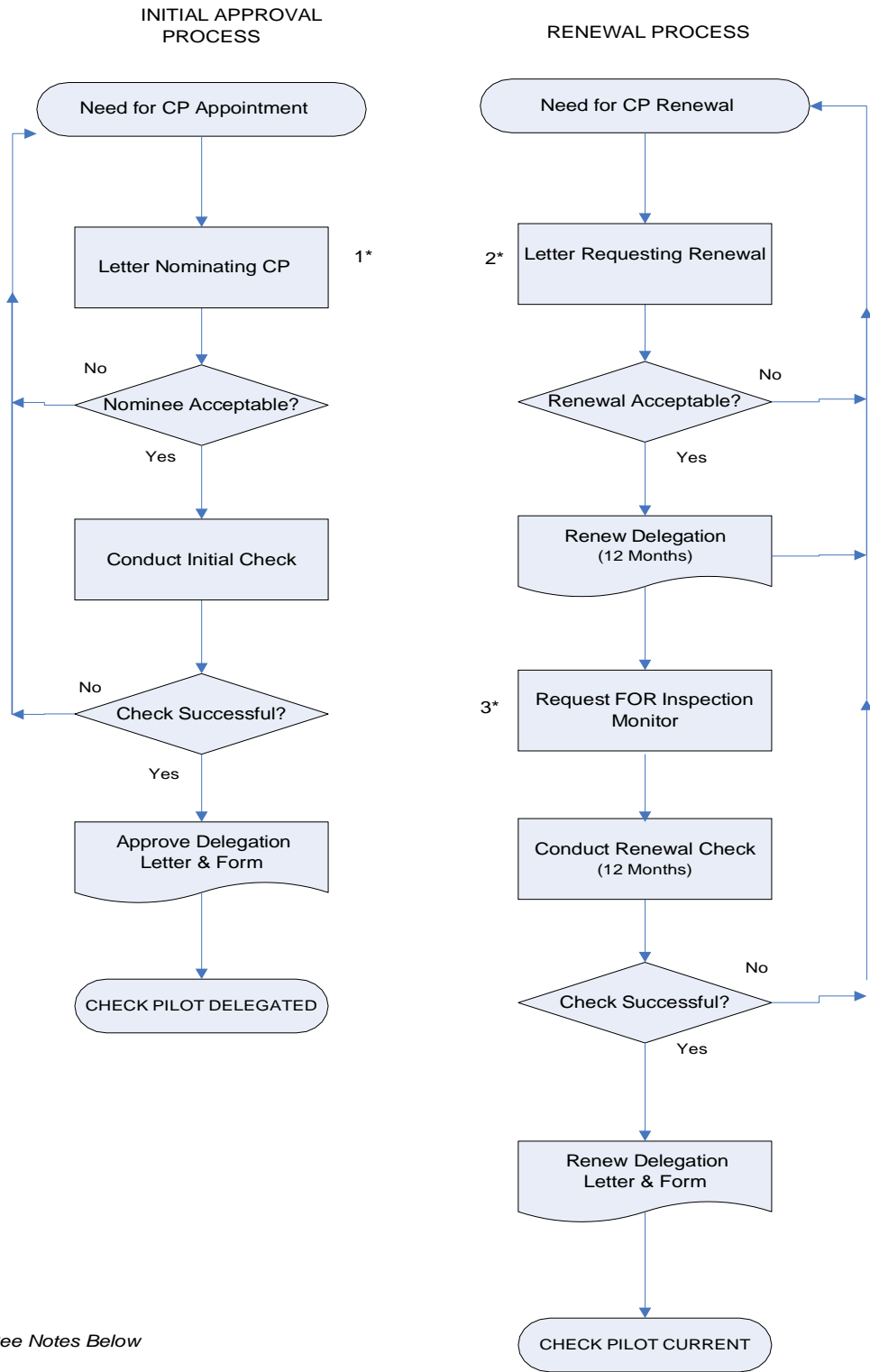
13.1.3 Unsatisfactory performance on the part of the check pilot.

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



## Appendix A: CP Approval/Renewal Process

### CP APPROVAL



\* See Notes Below

*Notes on CP approval/renewal process*

**1. Initial Nomination - Required documents:**

- Completed UCAA nomination form (FORM: AC-OPS021)
- Copies of records to prove training conducted (Ground and Flight as per UCARs)
- Copies of valid License showing IR validity and type rating
- Copies of valid medical form
- Candidates CV indicating aeronautical experience
- Copies of logbook indicating proficiency and recency

**2. 12 Month Renewal - Required documents:**

- Copies of valid License showing IR validity and type rating
- Copies of valid medical form
- Completed UCAA nomination form (FORM: AC-OPS021)
- Completed check pilot activity form (FORM: AC-OPS021-1)
- Copies of logbook indicating proficiency and recency