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TP 6533E

Approved Check Pilot Manual

7th Edition - Revision 2
November 2004

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Foreword

This manual contains the standards, policies, procedures and guidelines that pertain to the Approved Check Pilot (ACP) program and is published for use by Transport Canada Inspectors, Air and Private Operator Company Check Pilots (CCPs) and Designated Approved Check Pilots (DACPs).

CCPs and DACPs are approved by the Regional Managers, Commercial & Business Aviation (RMCBA), the Regional Superintendent for Aeroplanes, Rotorcraft or Certification, or the Chief, Airline Inspection and are authorized to conduct Pilot Proficiency Checks (PPC) and/or Line Checks on behalf of Transport Canada.

When performing their duties, CCPs and DACPs are first and foremost acting as delegates of the Minister according to subsection 4.3(1) of the *Aeronautics Act* thus it is imperative that the policies and procedures specified in this manual be adhered to.

Transport Canada Inspectors will also abide by the policies and procedures specified for the approval and monitoring of ACPs as well as the conduct of PPCs and Line Checks.



Michel Gaudreau
Director
Commercial and Business Aviation

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Record of Amendments

Amendment Number	Date	Pages Affected	Date Entered	Initials
New (7 th Edition)	March 2001	All		
Revision 1	November 2001	All		
Revision 2	November 2004	All		

Changes proposal forms for this manual are found under RDIMS # 849537

Revisions to this manual are indicated using a vertical solid bar adjacent to a paragraph to reflect a modification.

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Definitions

ACP means Approved Check Pilot and can be a Company Check Pilot (CCP), a Contract CCP or Designated Approved Check Pilot (DACP).

ACP Monitor means the passive observance by a TC Inspector of the manner in which an ACP conducts a flight check, assesses the results and processes the necessary documentation.

ACP Type A means an Approved Check Pilot (ACP) who is authorized to conduct Pilot Proficiency Checks (PPCs), and for CAR 705 operations, Line Checks.

ACP Type B means an ACP authorized to conduct Line Checks (CAR 705 only).

AOM (Aircraft Operating Manual) means a Pilot's Operating Manual, a Pilot's Operating Handbook, a Flight Crew Operating Manual or a manual established by the Air Operator for the use and guidance of flight crewmembers in the operations of its aircraft.

Airborne PPC means the airborne portion of a Pilot Proficiency Check (PPC) that is conducted after the candidate's successful completion of the simulator portion of the PPC.

Aircraft PPC means a Pilot Proficiency Check (PPC) that is conducted onboard an aircraft.

Authorized person means a person who is delegated the authority to issue type ratings and/or instrument ratings by signing the additional privileges section on the back of the candidate's license or by completing the Certification of an Additional Privilege Card (26-0267).

Conduct means to take an active role in all phases of a flight check, including pre-flight preparation, the briefing, the control and pace of the various sequences, the assessment of the flight check candidate's performance, the debriefing, and completion of required documents including certification of the candidate's licenses.

Flight check means a PPC or a Line Check.

FTAE means Flight Training and Aviation Education database that is maintained by Transport Canada.

Issuing Authority means the Regional Manager, Commercial and Business Aviation, the Regional Superintendent for Aeroplanes, Rotorcraft or Certification, or the Chief, Airline Inspection, as appropriate.

Line check means a flight check conducted in accordance with paragraph 705.106(1)(d) of the Canadian Aviation Regulations (CARs) which is undertaken upon completion of line indoctrination and annually thereafter.

Nominee means a person nominated by an Air Operator as a candidate for CCP approval by TC.

Operator means the holder of an Air Operator Certificate or a Private Operator Certificate.

PPC mean a PPC/IFR or a PPC/VFR

PPC/IFR means Pilot Proficiency Check conducted in accordance with the appropriate schedule specified in the Commercial Air Service Standards (CASS) and which is deemed to meet the requirements for an Instrument Rating.

PPC/VFR means Pilot Proficiency Check conducted in accordance with the appropriate schedule specified in the Commercial Air Service Standards (CASS) and which is deemed to meet the requirement for VFR operations only.

Professional suitability means a demonstrated willingness to work cooperatively with Transport Canada to uphold the principles of aviation safety.

Qualified person means, in the case of a simulator, a pilot who holds a valid PPC (or foreign equivalent) on the same type of aircraft for which the other candidate is being checked on; a person who has been recommended for a flight check on that aircraft type; or a qualified training pilot on the same type of aircraft for which the candidate is being checked on, where that person is acceptable to both the operator and the PPC candidate.

Safety Pilot means, in the case of a two crew aircraft, a training pilot on the same type of aircraft for which the candidate is being checked on; or a pilot who holds a valid PPC on the same type of aircraft for which the candidate is being checked on.

Scripted PPC means a document that governs the events presented to candidates during a PPC that is conducted in a simulator. The script provides a detailed plan for the execution of mandatory events.

Simulator PPC means a PPC conduct in a simulator.

SOPs means approved Standard Operating Procedures established by an Air Operator, which enable the crewmembers to operate the aircraft within the limitations specified in the Aircraft Flight Manual.

Training Pilot means a training pilot who meets the requirements of the applicable CAR Standard and for the purpose of line indoctrination, means a Training Captain.

TC Inspector means a Transport Canada Inspector who works in the Commercial and Business Aviation (CBA) Branch and is authorized to conduct flight checks and monitors.

Upgrade training means the training undertaken by a first officer to qualify them for aircraft captain.

Vital action means an action that must be taken by flight crew to alleviate a situation that could jeopardize safety of flight. The action shall be taken in a timely manner consistent with the AOM or SOPs as appropriate.

Acronyms

AFM - Aircraft Flight Manual.

AIP – Aeronautical Information Publication

ATC - Air Traffic Control.

ATPL - Airline Transport Pilot License - (H) means Helicopter category.

F/A - Flight Attendant(s).

CAR - Canadian Aviation Regulation.

CASS - Commercial Air Service Standards

CBA - Commercial and Business Aviation

CCP - Company Check Pilot.

CPL - Commercial Pilot License, (H) means helicopter category.

DACP - Designated Approved Check Pilot

IAP - Instrument Approach Procedure.

MAP - Missed Approach Point.

OPI - Office of Primary Interest.

RMCA - Regional Manager Commercial & Business Aviation.

PLPM - Personnel Licensing Procedures Manual.

SID - Standard Instrument Departure.

STAR - Standard Terminal Arrival.

TC - Transport Canada.

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Part I
GENERAL
ADMINISTRATION

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Chapter 1 Approved Check Pilot Program

1.1 Program Description

- 1.1.1 The Approved Check Pilot (ACP) program allows an Air Operator (hereafter referred to as “Operator”) the opportunity to develop and maintain a program of flight checks independent of the availability of Transport Canada Civil Aviation Inspectors (hereafter referred to as TC Inspectors).
- 1.1.2 The ACP program consists of Company Check Pilots (CCPs), Contract CCPs, and Designated Approved Check Pilots (DACPs), who may be delegated the authority to conduct flight checks on behalf of the Minister.
- 1.1.3 An ACP may be authorized to conduct flight checks on up to three types of aircraft operating under CAR subparts 702, 703, 704 and 705. All non-high performance single and multi-engine land and seaplanes are to be considered as “one type”.
- 1.1.4 The Issuing Authority may limit the number of aircraft types on an ACP’s Delegation of Authority, or restrict aircraft models within a type or group, for any of the following reasons:
- (a) automation and technology,
An example of this would be models of aircraft within a type that employs systems such as Flight Management Systems, EFIS, navigation systems such as GPS, or other technologies, where the ACP candidate does not have sufficient experience to effectively evaluate the performance of the pilot or crew using these types of systems.
 - (b) types and complexity of flight operations of client companies,
As flight operations become more complex, the use of SOPs becomes increasingly important thus requiring ACPs to have a comprehensive knowledge of procedures used by the crews being evaluated.
- 1.1.5 To make application for a CCP, an Operator shall have a satisfactory safety record and have in place satisfactory programs for training and record keeping.
- 1.1.6 The number of ACPs (CCPs, Contract CCPs and DACPs) and their conduct of flight checks are closely monitored by and at the option of Transport Canada. A TC Inspector may conduct any of the flight checks referred to in this manual and a TC Inspector may monitor any ACP conducting any flight check.
- 1.1.7 Flight checks conducted outside Canada by TC Inspectors will be subject to cost recovery as per the existing policy on Cost Recovery for Regulatory Services Provided Outside Canada as detailed in the ACI manual.

1.2 Company Check Pilot (CCP)

- 1.2.1 A Company Check Pilot (CCP) is an employee of an Operator who flies as a pilot-in-command during routine company flight operations and who maintains a high degree of proficiency in the type(s) of aircraft and type(s) of operation

for which the CCP will be engaged in performing flight checks. A CCP may be authorized to conduct a PPC/IFR, PPC/VFR, or a line check on company pilot employees.

Provision is made for experienced CCPs who lose their medical category to continue conducting PPCs in simulators only. Refer to section 2.7.

- 1.2.2 Where a fixed-wing CCP meets the qualifications for a Designated ACP, the CCP may be authorized to conduct PPCs on different company aeroplane types, without having to maintain currency on those types.
Example: A pilot flies a Navajo with a company and becomes a CCP. Following this, the pilot is converted to a Beech 1900 and once requirements are met, starts to conduct PPCs on company BE1900 pilots. When the CCP obtains the qualifications for DACP, he/she may obtain approval to conduct PPCs on company Navajo pilots without having to maintain currency on the Navajo aircraft.
- 1.2.3 A CCP shall not conduct a PPC on pilot employees from another company unless authorized to do so under sections 1.3 or 1.4.
- 1.2.4 Although a CCP is the holder of an ACP Delegation of Authority, a CCP requires the authority of the Operator to do a flight check on behalf of the Minister.
- 1.2.5 Companies employing CCPs assume responsibility to ensure that the CCP's authority is valid before scheduling them to conduct a flight check. In addition to this, an Operator is required to maintain records pertaining to the CCP's flight check activity. These requirements are specified in section 7.1.
- 1.2.6 CCP qualifications, initial requirements and currency requirements are specified in the appropriate Chapter of Part II of this manual and the process for obtaining the required approvals is specified in section 3.1.

1.3 Contract CCP (Type A)

- 1.3.1 An Operator (hereafter referred to as the contracting Operator) may employ the services of a CCP from another company when authorized to do so by the Issuing Authority. This ACP is referred to as a Contract CCP and may be authorized to conduct PPCs on pilots from another company in the same type(s) of aircraft for which they are authorized to conduct flight checks as a CCP.
- 1.3.2 The Operator for whom the CCP works (hereafter referred to as the sponsoring Operator) must agree with the appointment and, where an ACP application is submitted, sign the appropriate section of the ACP Application Form. The sponsoring Operator will retain the responsibilities specified in subsection 1.2.4 for the CCP's contract activity.
- 1.3.3 Contract CCPs may be authorized to conduct a single PPC for a contracting Operator or alternatively, may obtain authority (in the ACP Delegation of Authority) to conduct PPCs on a more regular or long-term basis. Contract CCP qualifications are specified in the appropriate Chapter of Part II of this

manual and the process to apply for the required approvals is specified in sections 3.1 and 3.3 respectively.

1.4 Designated Approved Check Pilot (DACP)

- 1.4.1 Designated Approved Check Pilots (DACPs) are former Type A CCPs who may be authorized to conduct flight checks under CAR 703 and 704 based on their prior experience in conducting PPCs in similar types of operations as a CCP.
- 1.4.2 An active Type A CCP may also be authorized as a DACP provided
- (a) they meet the qualification and experience requirements specified for a DACP, and
 - (b) the Operator for whom they are a CCP (the sponsoring Operator) agrees with the appointment and signs the appropriate section of the ACP Application Form.
Flight checks on the sponsoring Operator's flight crew shall be conducted as a CCP. This distinction is made so it is clear that the sponsoring operator's responsibilities for the CCP remain unchanged.
- 1.4.3 An ex TC inspector may also qualify as a DACP.
- 1.4.4 Except for ACPs referred to in subsection 1.4.2, DACPs are not employees of an Operator per se, but are independent agents contracted by an Operator for the sole purpose of conducting PPCs. As such, DACPs assume responsibilities pertaining to the validity of their authority, the handling of flight check documentation and the maintenance of records. This is discussed in detail in Chapter 7 of this Part.
- 1.4.5 DACP qualifications are specified in the appropriate chapter of Part II of this manual and the process for obtaining the require approvals is specified in section 3.1.

1.5 Authorized Persons

- 1.5.1 The *Authorized Person Training Program for ACPs* has been implemented to streamline the licensing process by authorizing ACPs to annotate a pilot's credentials thus allowing the pilot to exercise the privileges of their new or renewed aircraft type and/or instrument rating immediately upon meeting all associated requirements, while waiting for the issue of their formal document.
- 1.5.2 An ACP will qualify to be an Authorized Person upon completion of an ACP (Initial or Recurrent) Course. The Authorized Person delegation will be made through issuance of the ACP Delegation of Authority and the delegation is automatically renewed by completing the ACP (Recurrent) Course.

1.6 Conflict of Interest

- 1.6.1 Conflict of Interest is defined as any relationship that might influence an ACP to act, either knowingly or unknowingly, in a manner that does not hold the safety of the travelling public as the primary and highest priority.

- 1.6.2 All ACPs are held to be in a “*perceived conflict of interest*” in that they are simultaneously employees (regular or contract) of the company and delegates of the Minister when performing their checking duties. To avoid a “*real conflict of interest*”, it is imperative that ACPs strictly adhere to the policy and guidelines contained in this manual. Lack of adherence to the manual may result in a suspension or cancellation of an ACP's delegation.
- 1.6.3 When conducting PPCs or Line Checks for an Operator, the following are examples (not exhaustive) of situations that could be considered as possible conflict of interest between the ACP and his/her delegated authority:
- (a) level of the ACP's financial interest in the company;
 - (b) the ACP's direct involvement in company ownership;
 - (c) the ACP owning a substantial number of voting shares of the company;
 - (d) the ACP's level of involvement with a pilot union or association;
 - (e) the relationship between the ACP and the flight check candidate;
 - (f) the ACP having family ties with company owners; and
 - (g) any privileges or favours which could bias the ACP's ability to conduct his or her duties.
- 1.6.4 In order to determine whether a candidate's conflict of interest is real or perceived, each candidate shall declare on their resume (which must be attached to their application form), any conflict of interest of which they have knowledge, and shall be prepared to discuss at each annual monitor thereafter, any change to their status in this regard. Furthermore, a company shall periodically review the status of each CCP to ensure that they are not in any conflict of interest. The results of this review shall be recorded in the CCP's file.
- 1.6.5 Should any ACP come into a situation that they feel might constitute a “*real conflict of interest*”, a full report of the circumstances shall be immediately submitted to the Issuing Authority for review.
- 1.6.6 The final authority for deciding whether there is any conflict of interest that might affect the ACP's ability to conduct flight checks in an impartial manner rests with the Issuing Authority. Interest in a company will not automatically disqualify a candidate from receiving ACP authority. The approving authority will assess every case with consideration given to all circumstances involved.
- 1.6.7 It must be stressed that any effort by an Operator to influence or obstruct an ACP in the course of fulfilling their obligations to the Minister will result in the forfeiture by the Operator of the privilege of employing ACPs. The validity of any flight checks performed by the affected ACP will be revoked. *This principle also applies to Operators or organizations employing the services of a DACP where influence or obstruction could result in the suspension of the DACP's delegation and the possible invalidation of flight checks conducted by the DACP.*

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Chapter 2 ACP Delegation Policy and Authorities

2.1 ACP Delegation Policy

- 2.1.1 The Issuing Authority may delegate ACP authority to qualified personnel.
- 2.1.2 Under the *Aeronautics Act*, ACPs are holders of a Canadian Aviation Document (CAD) by virtue of the authority delegated to them. This Delegation of Authority (Appendix B) is issued to the ACP authorizing ACP duties subject to the conditions listed therein. ACPs must be constantly aware that they perform their checking duties as delegates of the Minister according to section 4.3(1) of the *Aeronautics Act*.

2.2 ACP Authorities

- 2.2.1 ACPs may be authorized to conduct a PPC/IFR or PPC/VFR, including an airborne PPC where applicable (Type A), or a line check (Type B) as indicated in the following table:

	Type A	Type B
PPC/IFR (initial, upgrade, recurrent)	X	
PPC/IFR (recurrent only)	X	
PPC/IFR (simulator only)	X	
PPC/VFR (initial, upgrade, recurrent)	X	
Line Checks (CAR 705 only)	X	X

- 2.2.2 An ACP's authority may be restricted to recurrent PPCs only dependent upon the Operator's training activities.
- 2.2.3 Active ACPs who lose their medical may be authorized to conduct PPCs in a simulator.
Refer to ACP Loss of Medical Category in section 2.7.
- 2.2.4 Subject to subsection 1.2.2, Type A ACPs are authorized to confer instrument and type ratings to a candidate who has successfully completed a PPC regardless of the candidate's need or qualification to hold a valid PPC.
An example of this is a PC-12 candidate who does not qualify for a PPC because they have not completed the required simulator training, yet who requires an instrument rating renewal because they fly cargo operation IFR. The ACP conducts the PPC and completes the Flight Test Report in the usual manner except no circle (initial, upgrade, recurrent, VFR only) is filled in for the pilot proficiency check. The instrument group 3 circle is filled in and this prompts the licensing action.

2.3 Limits of Authority for ACPs while conducting PPCs

- 2.3.1 An ACP shall not conduct a PPC during a flight engaged in a commercial flight carrying passengers or cargo or performing aerial work.

- 2.3.2 An ACP may conduct a re-test of a failed PPC provided TC is informed. A second re-test of a failed PPC shall be conducted by a TC Inspector.
- 2.3.3 An ACP who is a CCP may conduct a PPC on a company executive or supervisory pilot who is senior to him/herself *only* if that executive or supervisor has satisfactorily completed his/her previous PPC on type with a TC Inspector on board the aircraft or simulator (i.e., the flight check was either conducted or monitored by a TC Inspector).
- 2.3.4 Subject to subsection 2.3.5, an ACP shall not conduct a PPC on a candidate to whom he/she has given the initial or upgrade simulator or aircraft flight training unless the ACP is conducting an airborne PPC.
This subsection applies to an ACP who has given the majority of training, and/or the last training flight prior to the PPC, to a candidate.
- 2.3.5 An ACP may conduct both the recurrent training and recurrent flight check on the same candidate with prior approval from the Issuing Authority for justified reasons. In each case the written justification must also be placed on the candidates' file for each occurrence, for inspection and audit purposes. Where this occurs, the next recurrent PPC shall be conducted by a different ACP, or if none is available, a TC Inspector.
- 2.3.6 An ACP will not conduct a PPC on a TC Inspector unless specific authority has been granted by the RMCBA, Chief, Airline Inspection or Chief, Operational Standards.

2.4 Invalid ACP Authority

- 2.4.1 An ACP's privileges will be invalid when:
- (a) the ACP's PPC on type has expired or become invalid;
 - (b) the ACP's medical certificate has expired or become invalid;
Refer to section 2.7 for authority to conduct flight checks in a simulator only.
 - (c) for Type A ACPs
 - (i) the ACP's PPC has not been conducted by a TC Inspector within the period required by section 6.1, or
 - (ii) the validity period of the ACP Monitor has expired (section 11.1); or
 - (d) for Type A ACPs with PPC/IFR authority, the
 - (i) ACP's instrument rating has expired or become invalid, or
 - (ii) the validity period of the ACP Course has expired (section 11.2).
- 2.4.2 Where an ACP's Type A authority becomes invalid due to an expired ACP course, ACP monitor or PPC by a TC Inspector

- (a) the authority to conduct line checks will remain in effect provided paragraph 3.2.1(c) is complied with within 60 days of the date that the course, monitor or PPC by a TC Inspector expired; and
- (b) any PPCs conducted by an ACP during the period that their authority was invalid may be considered valid by the Issuing Authority if
 - (i) there is no prior history of the ACP conducting flight checks without a valid ACP course, monitor or PPC by a TC Inspector, or
 - (ii) where the ACP is a CCP, there is no prior history of any CCP in the same company conducting flight checks without a valid ACP course, monitor or PPC by a TC Inspector.

If the Issuing Authority has any concerns pertaining to the flight checks in question, they should invalidate the rides and ensure that all requirements are met before accepting any flight check reports.

2.5 Administrative Revocation of an ACP Authority

2.5.1 The Issuing Authority shall issue a Letter of Revocation (Appendix H) to an ACP where

- (a) an air or private operator or a DACP advises Transport Canada that the authority is no longer required; or
- (b) Transport Canada determines that an ACP authority is no longer required.

It is intended that this provision be exercised only where revocation of the ACP authority is non-contentious.

2.6 Suspension or Cancellation of the ACP Authority

2.6.1 The Minister may withdraw an ACP's authority by suspending or cancelling his/her ACP Delegation of Authority pursuant to subsection 7.1(1) of the *Aeronautics Act*.

2.6.2 The Issuing Authority may withdraw an ACP's authority if evidence shows that the ACP

- (a) ceases to have the qualifications necessary for issuance of the document or to meet or comply with the conditions subject to which the document was issued
- (b) at any time, acted in a manner which is in contravention of any of the requirements contained in this manual;
- (c) placed a personal interest, or the interest of the company, ahead of the interest of the travelling public;
- (d) required instruction to maintain the required standards or to follow proper procedures;

- (e) fraudulently used ACP authority or has acted in any other way that would discredit the Minister;
- (f) breached the *Aeronautics Act* or Canadian Aviation Regulations;
- (g) exercised poor judgment in assessing candidates performance in relation to the standards; or
- (h) demonstrated to a TC Inspector during the course of a flight check, monitor, or inspection that they no longer meet TC standards and that holding an ACP authority is therefore no longer in the public interest. *The ACP will be informed verbally, upon completion of the flight check or monitor, or the TC Inspector may stop the flight at the time the problems occur.*

2.6.3 When it has been alleged that any ACP has acted in a manner specified in 2.6.2, the Issuing Authority shall, prior to making a final decision in the matter, ensure:

- (a) a comprehensive report from an Inspector who has investigated the matter has been submitted for consideration; and
- (b) the ACP and where applicable, the company in question have been given a formal opportunity to respond to the allegations, either verbally or in writing.

2.6.4 If the decision of the Issuing Authority is to suspend or cancel the ACP's authority, a notice of suspension or cancellation shall be issued to the ACP as per section 7.1(1)(b) or (c) of the *Aeronautics Act*. ACPs are entitled to procedural safeguards, under the *Aeronautics Act*, including recourse to the Civil Aviation Tribunal (CAT).

2.7 CCP Loss of Medical Category

2.7.1 Where a CCP's medical expires or where the Minister has suspended or refused to renew a CCP's medical certificate, the CCP may obtain authority to continue with ACP duties, in a simulator only, provided an application form is submitted as required by paragraph 3.2.1(b).

2.7.2 CCPs granted PPC (simulator only) authority

- (a) must continue to be employed by the company who nominated them as a CCP;
- (b) will not be permitted to add an aircraft type to their ACP authority; and
- (c) must meet the currency requirements specified in the appropriate Chapter in Part II.

Chapter 3

ACP Authority Application Procedures

3.1 Submitting the ACP Application Form

- 3.1.1 The ACP Application Form can be found in Appendix A and shall be completed and forwarded to the appropriate Transport Canada office with the following documentation attached:
- (a) a résumé outlining
 - (i) the candidate’s background, qualifications and experience, including previous flight check or supervisory experience,
 - (ii) justification for any deviations from the qualifications and experience requirements specified in Part II of this manual, and
 - (iii) declaration of any interest in the company or other condition that could result in a conflict of interest; and
 - (b) for Type A nominees where training has been completed, a copy of the ACP course certificate(s) which show completion of both the theoretical and practical portions of an approved ACP (Initial) Course, including the dates for each portion if completed under separate approved (theoretical/practical) programs.
For CAR 703 nominees who have completed the Alternate ACP Training Program, a copy of the ACP (Recurrent) Course certificate is required.
- 3.1.2 If the nominee has not yet attended an ACP course, the “proposed” box in the “Approved Check Pilot Course” section of the application form shall be checked and the proposed course location and date indicated.
It is in the operator’s interest to verify the acceptability of their company to employ the services of a CCP or Contract CCP, or confirm the suitability of CCP candidates by forwarding a written request to the appropriate TC office.
- 3.1.3 The ACP Application Form shall be signed by the ACP nominee and by the following persons:
- (a) for a CCP nominee, by the Operations Manager (Director of Flight Operations) of the Operator seeking approval for the CCP (sponsoring Operator). Where the CCP nominee is the Operations Manager (Director of Flight Operations), the application form shall be signed by a senior company executive;
 - (b) for a Contract CCP nominee, by the Operations Manager (Director of Flight Operations) of the Operator wishing to use the services of the Contract CCP (the contracting Operator) and the Operator for whom the Contract CCP is employed as a CCP (the sponsoring Operator); and

- (c) for a DACP nominee, by the DACP nominee themselves and, where the DACP nominee is also an active CCP, the Operations Manager (Director of Flight Operations) of the Operator for whom the DACP nominee works as a CCP (the sponsoring Operator).
The signatures of the sponsoring and contracting Operators in paragraphs (b) and (c) above fulfill the policy requirements of section 1.3.2 and paragraph 1.4.2 (b).

3.2 Revisions to the ACP Authority

- 3.2.1 If a revision to an existing ACP Delegation of Authority is required, the Operator or DACP shall submit the following to the Issuing Authority:
- (a) where the request is for an additional authority, an ACP Application Form containing only the additional information pertaining to the addition of an aircraft type or requested authority;
 - (b) where the request is for a PPC (simulator only) authority due to loss of an ACP's medical category, an ACP Application Form together with a declaration that the nominee remains competent to conduct PPCs in a simulator; and
 - (c) where the request is for removal of an authority, written notification identifying the ACP and detailing the authorities to be removed.
The application forms submitted in paragraphs (a) and (b) shall have the "revision" box checked and the application shall be signed and submitted in the same manner as the initial application.
- 3.2.2 The approval process for requested revisions is specified in section 5.2.

3.3 Contract CCP (Singular) Requests

- 3.3.1 The processes specified in section 3.1 assume a continuous or steady state and it is acknowledged that from time to time, circumstances arise where it is desirable to authorize a singular (one-off) approval for a CCP from one company to conduct a flight check on a pilot from another company.
- 3.3.2 Requests for authorizations of this type may be considered in situations where
- (a) an Inspector or DACP is not available to conduct the flight check; and
 - (i) the requirement prompting the need was unforeseen and the circumstances are such that aviation safety will not be adversely affected considering the singular nature of the required authority.
The operative words above are "unforeseen" and "singular", thus poor planning or record keeping would not be considered justification for this type of authorization, nor would repeated requests be acceptable.
- 3.3.3 An Operator requesting an authorization under this section (contracting Operator) will forward the request in writing to the appropriate Issuing Authority and will include the following:

- (a) a brief summary of the circumstances prompting the request;
- (b) the type of flight check required (ex., PPC recurrent), the proposed date for the flight check and the name and license number of the candidate;
- (c) the name and license number of the CCP being requested to conduct the flight check, and
- (d) a written statement from the Operations Manager (Director of Flight Operations) of the Operator who employs the CCP (sponsoring Operator) confirming that the CCP may undertake the requested flight check.

3.3.4 The approval process for authorizations under this section is specified in section 4.5.

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Chapter 4

Transport Canada Approval Procedures

4.1 ACP Application Form Review

- 4.1.1 The appropriate Transport Canada office will, upon receipt of the ACP Application Form, confirm that the ACP nominee
- (a) is acceptable in terms of experience, competency and professional and personal suitability; and
 - (b) meets the qualifications and training requirements set out in Part II, as applicable, or that any deviation is justified and acceptable.
The Issuing Authority may approve a nominee not meeting all of the stated requirements. Justification provided in the ACP nominee's resume (that accompanies the application form) will be considered in making this determination.
- 4.1.2 Where an Operator is requesting CCP authority, the Issuing Authority will verify the requirement for a CCP considering:
- (a) the number and variety of aircraft operated;
 - (b) the location of the Operator's bases and accessibility;
 - (c) the type of operation; and
 - (d) the number of CCPs employed by the Operator (where applicable).
- 4.1.3 TC will also verify the Operator's safety record and performance related to training and record keeping as required by subsection 1.1.4.
- 4.1.4 TC will contact the Operator or DACP to arrange a meeting between the ACP nominee and a TC Inspector for an initial appointment briefing.

4.2 TC Inspector Briefing for Initial Appointment

- 4.2.1 A TC Inspector will assess the knowledge of the ACP nominee on the following topics:
- (a) the procedures and technique associated with conducting a flight check;
 - (b) the technique and standards used in the assessment and evaluation of a flight;
 - (c) briefing and debriefing procedures and requirements;
 - (d) completion of the flight check forms; and
 - (e) the contents and interpretation of the following publications as applicable to the type of flight checks to be undertaken:
 - (i) CARs Part I, specifically the fee schedule;
 - (ii) CAR Part IV, Personal Licensing;

- (iii) CARs 601, 602, 605, 702, 703, 704, 705, and associated CARs Standards, as appropriate;
- (iv) Approved Check Pilot Manual;
- (v) Authorized Person's Training Program for CCPs;
- (vi) Canada Air Pilot (CAP);
- (vii) Instrument Procedures Manual;
- (viii) Canada Flight Supplement,
- (ix) Aeronautical Information Publication (AIP) Canada;
- (x) Operator's COM, Operating Certificate and Operations Specifications, SOPs and AOM(s), as applicable;
- (xi) Appropriate Pilot Proficiency Check Schedule; and
- (xii) Commercial and Business Aviation Advisory Circulars.

For 703 operations, the inspector briefing for initial appointment is done in conjunction with the correction of the Self Study Assignment for 703 Operations where applicable. (See Part II, CAR 703 Specific Requirements)

4.3 Initial ACP Monitor

- 4.3.1 A TC Inspector shall monitor a Type A check pilot nominee as they conduct a PPC in an aircraft type (aircraft or simulator as appropriate) for which approval is sought. This shall be done for initial applicants as well as ACPs seeking additional authority through the addition of an aircraft type or a change to their authority.
ACPs with PPC/VFR authority who are seeking PPC/IFR authority must demonstrate the ability to conduct PPC/IFRs.
- 4.3.2 Subject to subsection 4.3.3, a TC Inspector shall monitor a Type B check pilot nominee as they conduct a Line Check in the aircraft type for which approval is sought. This shall be done for initial applicants as well as ACPs seeking additional authority through the addition of an aircraft type.
- 4.3.3 The initial ACP monitor referred to in subsection 4.3.2 may be waived by the Issuing Authority where a TC Inspector recommends Type B CCP privileges based on their knowledge of the nominee's background, experience and suitability as a check pilot.
- 4.3.4 During the ACP monitor referred to in subsection 4.3.1 or 4.3.2, the check pilot nominee shall demonstrate the knowledge, ability and personal suitability to act as an ACP by conducting the appropriate flight check (PPC or Line Check) on an aircraft or simulator type(s) specified on the ACP Application Form.
- 4.3.5 Flight checks conducted during an initial ACP monitor shall be on normal line crews and not on other ACPs or company training pilots.
- 4.3.6 Subject to subsection 4.3.7, where the ACP nominee is seeking authority for more than one type of aircraft, the nominee shall demonstrate the ability to

conduct a flight check on at least one of the aircraft types for which ACP approval is requested.

- 4.3.7 The aircraft type chosen for the initial ACP monitor will be at the discretion of issuing authority. If there are large differences in the characteristics of the aircraft for which ACP authority is being sought, or if the issuing authority has any concerns pertaining to the ACP's ability to conduct PPCs on any aircraft type, a monitor may be required in each aircraft type.
- 4.3.8 Upon successful completion of the initial ACP monitor(s), the TC Inspector will sign the appropriate flight check report and attach a copy of the ACP Monitor Report(s) (Appendix E) to the ACP Application Form.

4.4 ACP Application Approval

- 4.4.1 Based on the nominee's qualifications, experience and demonstrated ability, the Inspector shall complete the recommendation block on the ACP Application Form.
- 4.4.2 Where the ACP nominee is considered satisfactory, the Inspector shall indicate this by checking the "Yes" box. In addition to this, the Inspector shall also recommend that the ACP authority be issued as requested, or alternatively as a limited authority (PPC recurrent only) by checking the appropriate box.
- 4.4.3 The Issuing Authority shall then complete the approval block of the application form and where the candidate is successful, issue an ACP Delegation of Authority (Appendix B) in accordance with Chapter 5.

4.5 Contract CCP (Singular) Approvals

- 4.5.1 The Issuing Authority will review the request referred to in subsection 3.3.3 and where deemed acceptable, authorize the flight check in writing.
- 4.5.2 Where the contracting Operator is located in a region different from the sponsoring Operator, the RMCBA/Superintendent for Aeroplanes, Rotorcraft or Certification for the contracting Operator will obtain the concurrence of the RMCBA/Superintendent for Aeroplanes, Rotorcraft or Certification for the sponsoring Operator before authorizing the flight check.
- 4.5.3 The authorization will include the following:
 - (a) the names and license numbers of the flight check candidate and the contracted CCP;
 - (b) the type of flight check authorized and the proposed date;
 - (c) conditions that are deemed appropriate, including the following:
 - (i) the Contract CCP shall provide TC with the original copy of the Flight Check Report,
 - (ii) the Contract CCP shall provide the Operator with a copy of the Flight Check Report,

- (iii) the Operator shall place the Flight Check Report in the candidates training records and include a copy of the authorization, and
- (iv) the Contract CCP shall advise his/her company of the flight time incurred during the flight test.

Chapter 5 ACP Delegation of Authority

5.1 Issuance of the ACP Delegation of Authority

- 5.1.1 Once the ACP nominee has met all applicable requirements, the Issuing Authority shall issue an ACP Delegation of Authority, a sample of which is found in Appendix B.
- 5.1.2 The ACP Delegation of Authority will indicate the following:
- (a) the Type of ACP approval (Type A or B);
 - (b) the category of ACP approval (CCP, Contract CCP or DACP), including where applicable, the name of the Operator for whom the ACP is authorized to conduct flight checks;
 - (c) the specific authority granted, including
 - (i) PPC/IFR (initial, upgrade, recurrent),
 - (ii) PPC/IFR (recurrent only),
 - (iii) PPC/IFR (simulator only) for ACPs without a valid medical,
 - (iv) PPC/VFR (initial, upgrade, recurrent),
 - (v) Line Check; and
 - (vi) Authorized Person authority for issuance of type and instrument ratings.
 - (d) the CARs subpart under which the ACP is authorized to conduct flight checks;
 - (e) the aircraft types (maximum of three) upon which the ACP is authorized to conduct flight checks;
 - (f) the conditions of issuance;
 - (g) validity; and
 - (h) the approval and signature of the Issuing Authority.
- 5.1.3 The Issuing Authority shall then ensure that the required ACP information has been entered into NACIS and that the following have been placed in the appropriate file:
- (a) a copy of the ACP Application Form, including attachments as applicable;
 - (b) the ACP course certificate including confirmation that the practical portion of the training has been completed;
 - (c) the ACP Monitor Report (form 26-0387); and
 - (d) the ACP Delegation of Authority.

5.2 Revisions to an ACP Delegation of Authority

- 5.2.1 The Issuing Authority shall determine whether the revision request submitted as required by subsection 3.2.1 is warranted and verify the nominee's qualifications.
- 5.2.2 When the applicant has met all requirements, a revised ACP Delegation of Authority shall be issued. The revised approval shall be annotated “This approval supersedes and cancels all previous approvals for this pilot.”
- 5.2.3 The Issuing Authority shall then ensure that the necessary changes have been entered into NACIS and that the following have been placed in the appropriate file:
 - (a) a copy of the ACP Application Form, including attachments if applicable; and
 - (b) a copy of the new ACP Delegation of Authority.

Chapter 6

Transport Canada ACP Oversight Program

6.1 ACP PPC Conducted by a TC Inspector

- 6.1.1 Subject to subsection 6.1.2, TC Inspectors shall conduct a PPC on Type A ACPs at the frequency indicated in the following table:

CAR Subpart	702	703	704	705
Annually		X	X	X
Every 2 years	X	X ¹	X ¹	X ¹
¹ where authorized by the Issuing Authority				

- 6.1.2 Where an ACP is authorized to conduct PPCs on more than one aircraft type, the aircraft type upon which the PPC referred to in subsections 6.1.1 is conducted shall be at the discretion of the issuing authority. If there are large differences in the characteristics of the aircraft types for which ACP authority is held, or if the issuing authority has any concerns pertaining to the ACP's ability to operate an aircraft type, a PPC may be required on each aircraft type.

6.2 Recurrent ACP Monitor Conducted by a TC Inspector

- 6.2.1 Subject to subsection 6.2.2, TC Inspectors shall conduct an annual monitor on Type A ACPs.
- 6.2.2 Where an ACP is authorized to conduct flight checks on more than one aircraft type, the aircraft type upon which the monitor referred to in subsection 6.2.1 is conducted shall be at the discretion of the Issuing Authority. If there are large differences in the characteristics of the aircraft types for which ACP authority is held, or if the issuing authority has any concerns pertaining to the ACP's ability to conduct PPCs on any aircraft type, a recurrent ACP monitor may be required on each aircraft type.

6.3 ACP Monitor Procedures

- 6.3.1 The TC Inspector and ACP shall meet prior to the flight check to establish the sequence of procedures to be demonstrated and to delineate the extent of the TC Inspector's input.
- 6.3.2 During an ACP monitor, the TC Inspector shall ensure that:
- (a) the ACP's flight check reports are complete, accurate and meaningful;
 - (b) where applicable, the ACP's administrative procedures in regards to the issuance of a type and/or instrument rating are in conformance with requirements specified in the *Authorized Person's Training Program for ACPs*;

- (c) the ACP's flight check covers the required sequences as per the appropriate PPC schedule located in the CASS;
- (d) the ACP's conduct of flight checks is fair and in conformance with the standards and procedures described in this manual and in Company SOPs; and
- (e) the ACP is acting within the limits of his/her authority.
Requirements of this subsection are also checked during inspections and audits.

- 6.3.3 Upon completion of the flight check portion of the ACP monitor, the TC Inspector and ACP shall meet privately to reach agreement on the results of the check and the items to be covered in the debriefing. Where a disagreement exists between the evaluations of the TC Inspector and ACP, the TC Inspector's evaluation shall take precedence and be used in the debriefing.
- 6.3.4 After each ACP monitor, TC Inspectors shall complete an ACP Monitor Report (26-0387). A copy of this form can be found in Appendix E.
- 6.3.5 TC Inspectors shall ensure that a copy of the ACP Monitor Report is provided to the Operator and a copy placed on the ACP's TC regional file.
- 6.3.6 The Issuing Authority shall ensure that the ACP's electronic files located within NACIS are updated with the latest ACP monitor report date.
- 6.3.7 During recurrent ACP monitors, the TC Inspector shall also review the Operator's utilization of ACPs.
- 6.3.8 Where an ACP fails to meet the required acceptable assessment during the monitor, the ACP's monitor shall be deemed to have lapsed. ACP privileges will be suspended until remedial training as determined by the issuing authority is completed and a subsequent monitor successfully passed.

Where it is not possible or convenient to monitor an ACP while they conduct a PPC on a PPC candidate, the TC Inspector may act as the PPC candidate provided they are current on the aircraft type and approval has been obtained from the applicable air or private operator.

Chapter 7

Operator and DACP Responsibilities

7.1 Operator's Records

- 7.1.1 It is the Operator's responsibility to ensure a CCP's authority is valid before scheduling them to conduct a flight check. To aid in this responsibility, an Operator shall maintain records to show:
- (a) the last date that a Type A CCP attended an ACP course (initial or recurrent) and when their next ACP (Recurrent) Course is due;
 - (b) the last date that a Type A CCP had their PPC renewed by a TC Inspector;
 - (c) the last date that a Type A CCP had their ACP monitor and when their next ACP monitor is due; and
 - (d) a list of the flight checks (PPCs and line checks) conducted by the CCP.
- 7.1.2 All CCP records are to be maintained for at least three years (5 years for ACP courses) and shall be made readily available to TC for inspection and auditing purposes.
- This section also applies to an Operator who has sponsored a Contract CCP.*

7.2 Operator's Notification Responsibilities

- 7.2.1 An Operator shall advise Transport Canada when a CCP is no longer employed by the Company or will not be required to perform CCP duties during the coming 24 months.
- 7.2.2 It is the Operator's responsibility to submit to the Transport Canada office concerned, a monthly schedule of proposed flight checks to be conducted by CCPs and DACPs. The list should be submitted to arrive at least seven days prior to the first scheduled check. Unless another method is approved, the form in Appendix D is to be used.
- 7.2.3 Where a CCP's PPC renewal or ACP monitor becomes due during the period covered by the monthly schedule, it should be so noted by the Operator on the form submitted and an advance booking confirmed with a Transport Canada office.
- If a delay or problem is anticipated by the Operator in arranging either the PPC or ACP monitor prior to the expiry date, contact should be made at once by telephone with the Transport Canada office concerned to make alternate arrangements.*
- 7.2.4 The original of all flight check reports shall be submitted to the appropriate Issuing Authority as soon as practicable after the flight check is completed.

7.3 DACP Records

7.3.1 It is the DACP's responsibility to ensure their authority is valid before conducting a PPC. To aid in this responsibility, a DACP shall maintain records to show the following:

- (a) the last date that the DACP attended an ACP course and when the next ACP (Recurrent) Course is due;
- (b) the last date that an approved Operator's recurrent training program (ground and flight) was completed;
- (c) the last date that the DACP had their PPC renewed by a TC Inspector;
- (d) the last date when the DACP was monitored conducting a PPC by a TC Inspector and when their next ACP monitor is due; and
- (e) a list of the PPCs conducted by the DACP.

7.3.2 All DACP records are to be maintained for at least three years (5 years for ACP courses) and shall be made readily available to TC for inspection and auditing purposes.

Where the DACP is also an active CCP, the DACP shall provide the sponsoring Operator with the information required by paragraph 7.4.1(e) on a monthly basis. This shall include the flight time accumulated.

7.4 DACP's Notification Responsibilities

7.4.1 A DACP shall advise Transport Canada when they no longer meet the requirements to hold an ACP authority or when they will not exercise the authority in the coming 24 month period.

7.4.2 It is the DACP's responsibility to

- (a) submit a monthly schedule of proposed flight checks to the appropriate TC office. The list should be submitted to arrive at least seven days prior to the first scheduled check. Unless another method is approved, the form in Appendix D is to be used; and
The appropriate TC office will be the office responsible for the contracting Operator (i.e., the office responsible for the operator whose pilot the flight check will be conducted on).
- (b) where it is not possible to provide advance notice in the monthly schedule required in paragraph (a), advise the Issuing Authority who is responsible for the contracting operator of any PPCs that the DACP will conduct prior to the date of the flight check.

7.4.3 Where the DACP's PPC renewal or ACP monitor becomes due, the DACP shall advise the appropriate TC office and arrange an advance booking.

Note 1: This need not be done if the DACP is an active CCP and the sponsoring Operator has notified TC.

Note 2: If a delay or problem is anticipated by the DACP in arranging either a

PPC or monitored ride prior to the expiry date, contact should be made at once by telephone with the TC office concerned to make alternate arrangements.

- 7.4.4 The original of all flight test report forms shall be submitted to the appropriate Issuing Authority as soon as practicable after the flight check is completed. *The appropriate Issuing Authority will be the Regional Manager responsible for the Operator whose pilot the DACP conducted the PPC on.*

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Chapter 8 Flight Checks

8.1 General

- 8.1.1 Flight checks conducted under Part VII of the Canadian Aviation Regulations consist of Pilot Proficiency Checks (PPCs) and Line Checks.
- 8.1.2 The purpose of these flight checks is
- (a) to evaluate the ability of flight crew to fulfil their assigned responsibilities in a safe and competent manner, and
 - (b) to validate the effectiveness of the company's training program, policies and established procedures.
- 8.1.3 Flight checks provide air operators with valuable information that can be used to continually improve the safety of ground and flight operations.

8.2 PPCs

- 8.2.1 The description and requirements for a PPC are outlined in the applicable schedule published in the Commercial Air Service Standards (CASS) as follows:

CASS	Title	Schedule	Aircraft / Simulator
722	Aerial Work	Schedule I	Aeroplane
722	Aerial Work	Schedule II	Helicopter
723	Air Taxi	Schedule I	Aeroplane
723	Air Taxi	Helicopter	Helicopter
724	Commuter Operations	Schedule I	Synthetic Training Device
724	Commuter Operations	Schedule II	Aeroplane
724	Commuter Operations	Helicopter	Helicopter
725	Airline Operations	Schedule I	Synthetic Training Device
725	Airline Operations	Schedule II	Aeroplane

- 8.2.2 These references define the pilot proficiency check (PPC) as a requirement for the flight crew to demonstrate their ability to safely operate a specific type of aircraft throughout the normal, abnormal, and emergency flight envelopes set out in the AFM, AOM, QRH, and SOPs.
- 8.2.3 Prior to a PPC, the crew is trained to handle any such scenario in accordance with an approved training program. It is this training that must be validated. While it might be desirable, it is unreasonable to evaluate during the PPC, every abnormal and emergency procedure taught during initial and recurrent training. We therefore validate proficiency through the evaluation of but a representative portion of the flight envelope. Given these constraints, the choice of activities and the manner in which they are introduced is of paramount importance. Effective assessments can only be achieved in a realistic flight check environment.

8.3 Line Checks

- 8.3.1 A Line Check is a flight check conducted during normal flight operations (i.e., during a revenue flight). While Line Checks provide an opportunity to evaluate flight crew under normal line operations, they also provide an opportunity to evaluate the effectiveness of company policies and procedures that impact line operations (ex., operational control, refuelling and de-icing, air traffic control, etc.).
- 8.3.2 The Line Check is a valuable tool for determining weaknesses or deficiencies in company policies and procedures and can provide a valuable feedback mechanism for evaluating the efficiency and effectiveness of adjustments to company systems.

8.4 PPC Conducted in an Aircraft

- 8.4.1 If the aircraft is certified for single-pilot operation, the ACP shall occupy the co-pilot position except where the Operator has indicated in its operations manual that all flights will require a two-person crew.
- 8.4.2 Subject to subsections 8.4.3 and 8.4.4, where the aircraft is certified for operations with a minimum of two flightcrew, the ACP shall occupy the jump seat and the candidate(s) shall occupy either of the two pilot seats. A fully qualified training pilot shall occupy one of the pilot positions
- (a) where the flight check is an initial PPC, or
 - (b) when requested to do so by a TC Inspector.
- 8.4.3 Where the flight check is an airborne PPC (following the simulator PPC) or a line check, the ACP may act as the safety pilot and occupy either of the flight positions.
In these circumstances, the pre-flight briefing shall include flight duties assigned to the ACP. Those duties shall be consistent with company SOPs where applicable, yet kept to a minimum to ensure adequate observation of the pilot's procedures, techniques and performance.
- 8.4.4 When the aircraft type specification requires two pilots but is not equipped with a jump seat, the ACP may occupy a passenger seat nearest to the cockpit for the landing and take-off, and after safety considerations and as circumstances (i.e., turbulence) permit, position him/herself between the pilot and co-pilot seat to observe the ride as applicable. If it is determined that this is not practical, then the ACP may occupy a pilot position providing he/she is endorsed and current on the aircraft type, and trained and competent on company operations.
- 8.4.5 All Aircraft used for a flight check shall be equipped with fully functioning dual controls, including brakes, and provide for a satisfactory means of audio and verbal communication.

8.5 PPC Conducted in a Simulator

- 8.5.1 When conducting a PPC in a simulator, the ACP shall not participate as a crewmember and shall limit his/her activities to the conduct of the flight check. A PPC conducted in a simulator should be conducted in real time. There should be only minimum use of freeze and repositioning.

Unless qualified to operate the simulator, a TC Inspector or an ACP shall have a simulator operator, another ACP, or a training pilot operate the simulator during a PPC.

- 8.5.2 If the simulator has unserviceabilities, then reference must be made to the Simulator Component Inoperative Guide or the Aeroplane and Rotorcraft Simulator Manual to ascertain if the flight check can be completed given the nature of the unserviceabilities. Where sufficient guidance is not available, the ACP shall use their experience and judgment in making the determination to continue.

The CARs, aircraft MEL and AOM/AFM may also be referenced to assist in making the determination.

8.6 Scripted PPCs

- 8.6.1 A scripted PPC is a document that governs the events presented to candidates during a simulator PPC. It is the detailed plan for the execution of mandatory events identified in the appropriate PPC schedule referred to in subsection 8.2.1. Section III of this manual pertains to all aspects of the scripted PPC.

- 8.6.2 The aim of the scripted PPC is to

- (a) provide consistent, fair and effective flight crew assessment scenarios,
- (b) provide a positive and realistic experience for flight crews,
- (c) utilize available technology to the maximum,
- (d) enhance and encourage effective crew coordination during PPC activities, and
- (e) encourage effective training through standardized evaluation processes.

- 8.6.3 Air Operators overseen by the Airline Inspection Division shall use scripted PPCs that have been accepted by Transport Canada for all PPCs conducted in a simulator.

- 8.6.4 Air Operators not referred to in subsection 8.6.3 are strongly encouraged to use scripted PPCs during their simulator PPCs. It is also to their benefit to have any scripted PPCs accepted by Transport Canada prior to use.

- 8.6.5 Scripted PPCs shall be prepared in accordance with the requirements of Part III of this manual.

8.7 Conduct of Line Checks

- 8.7.1 ACPs must take into consideration that the line check is conducted during a revenue flight, and ensure the safety of the passengers and crew at all times. If

conducting the line check from one of the pilot seats, the ACP should carry out the duties of that position to the best of his or her abilities. At no time may the ACP make errors on purpose as part of the line check. If conducting the line check from the jump seat, the ACP shall verbally communicate any information of a potential safety nature to the pilots.

- 8.7.2 As part of the line check, it is normal for ACPs to ask technical questions, especially on items not covered during the PPC or ground training. Only “need-to-know” questions should be asked.

8.8 Documentation to be verified before a Flight Check

- 8.8.1 Prior to commencing a flight check, the ACP will examine and verify the validity of the following:
- (a) pilot license;
 - (b) medical certificate;
 - (c) if an initial type and/or initial instrument rating is involved, the application for endorsement forms with it’s associated experience and written examination requirements as per the *Authorized Person’s Training Program for ACPs*.
 - (d) for PPCs and subject to section 8.9, pilot training files; and
 - (e) for flight checks conducted in an aircraft, aircraft documentation that includes at least the following:
 - (i) Certificate of Registration
 - (ii) Certificate of Airworthiness
 - (iii) Journey logbook, as applicable

8.9 Training Requirements Prior to the PPC

- 8.9.1 Except where company procedures have been established and accepted by Transport Canada, a PPC will not be conducted if licensing and/or training documents are not presented, are not valid, or if the company has failed to provide all relevant training for the candidate as specified in the Operator's approved training program.
- 8.9.2 Training shall be documented and certified and include a recommendation for the candidate to undergo the flight check. This would include a re-ride following a failure.
- 8.9.3 If the training documents are not available due to impracticality (ie PPC is conducted abroad or files are not accessible), the candidate(s) shall provide documentation signed by a Chief Pilot, training pilot, or designated company representative recommending the candidate for the PPC and certifying that the relevant training has been completed

8.9.4 Relevant training is considered to be initial or recurrent training required for the aircraft type and type of operation and shall include ground training, examinations, and flight training with the exception of the following:

- (a) surface contamination (seasonal)
- (b) dangerous goods
- (c) high altitude indoctrination HAI
- (d) survival
- (e) aircraft servicing and handling
- (f) elementary work

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Chapter 9 Conduct of Flight Checks

9.1 Conduct of Flight Checks in General

- 9.1.1 ACPs shall refrain from teaching or briefing the candidate on the correct completion of an exercise or from taking any action that will prompt the candidate to take a specific action.
- 9.1.2 When acting as ATC for the purposes of the PPC, ACPs shall
- (a) provide clear and unambiguous clearances and instructions that are appropriate to the area of operation and the aircraft involved;
 - (b) use standard ATC terminology to the extent possible based on their knowledge and experience;
 - (c) provide assistance that would normally be available from ATC when necessary to facilitate the objectives of the exercise or when requested by the crew and doing so will not compromise those objectives. Examples would be providing vectors for an approach, when the script does not require a full procedure, or when requested by the crew to allow time to complete a checklist or evaluate a malfunction; and
 - (d) not use initiatives intended to prevent the crew from making a mistake. Examples would be intervening when it appears that a crew will not comply with an acknowledged clearance, or requesting confirmation that the correct facility is tuned and identified.
- 9.1.3 During *line checks*, ACPs are part of the crew (whether in the jump seat or in a pilot seat), and as such, must take appropriate action to ensure a safe flight and that no violations occur. See section 8.7 regarding allowable ACP feedback during *line checks*.
- 9.1.4 Flight checks may induce tension and feelings of apprehension in even the most experienced pilots. The ACP shall attempt to reduce apprehension and create an environment in which a true demonstration of ability can be established.
- 9.1.5 In order to minimize sources of stress and distraction during a Pilot Proficiency Check or an ACP monitor, admittance should be restricted to the following individuals, where required:
- (a) designated pilot flying (PF) ;
 - (b) designated pilot not flying (PNF);
 - (c) designated second officer or flight engineer, or Cruise Relief Pilot (CRP) if required by the aircraft type/SOPs;
 - (d) designated TC Inspector or ACP conducting the PPC ;
 - (e) designated TC Inspector monitoring the flight check;

- (f) ACP under training, approved at the discretion of the TC Inspector or ACP; and
- (g) where the check is being conducted in a simulator, the simulator operator.

9.2 Flight Check Philosophy

- 9.2.1 Technologies employed in the design, manufacture and maintenance of aircraft have resulted in improved aviation safety as measured by the steady decline in accidents attributable to these factors. While the introduction of human factors training and crew resource management have had a positive effect on safety as well, it is recognised that this area must continue to evolve if we are to realise a reduction in the number of accidents attributable to flight operations.
- 9.2.2 Today's strategies continue to focus on the flight crew yet more attention is now being paid to organizational factors (within the aviation company as well as outside organizations such as air traffic control) as indicated by the introduction of safety management system requirements.
- 9.2.3 Recent developments in assessment techniques focus on threat and error management strategies and performance where it is recognised that from time to time, errors or deviations from standard practices will occur. While not desirable, it is a fact that errors will be committed by flight crews, or by others associated with flight crews (operational or maintenance control, air traffic, etc.), and that these errors, if not recognized and managed effectively, could have disastrous results. Evaluators must focus on how the crew
 - (a) recognizes threats (poor weather, aircraft unserviceabilities, unruly passengers, difficult ATC clearances, terrain, distractions, challenging approaches or clearances, etc);
 - (b) use effective strategies to deal with these threats (personal flight discipline, knowledge, flying skill, rigorous use of SOPs, awareness, communication of threat, use of all resources, etc);
 - (c) avoid errors using SOPs and good CRM teamwork;
 - (d) recognize errors when they occur (using good communication, monitoring and feedback, and situational awareness); and
 - (e) mitigate the effects of errors when they occur (making positive corrections, advising ATC, trusting on-board warning devices such as altimeter alerters, TCAS and GPWS, and obtaining the assistance of additional resources to deal with the situation).
- 9.2.4 Threat and error management assessment techniques require the ACP to go beyond simple error detection. Today's flight check evaluators must recognize the potential safety threat for any given situation or commission of errors, and then determine the effectiveness of crew actions in managing the situation so as not to jeopardize safety.

9.3 Flight Crew Concept

- 9.3.1 A PPC/IFR or PPC/VFR on a multi-crew aircraft shall be conducted under the flight crew concept and not on an individual basis.
Under extenuating circumstances (i.e., conducting a PPC at Flight Safety or Simuflight, and using a qualified person that has a foreign license), ACPs may exercise discretion in the appropriateness of conducting a PPC on a individual pilot versus the entire flight crew.
- 9.3.2 During a flight check, a flight sequence may involve duties and /or responsibilities for crewmembers other than the pilot flying (PF). Such a sequence that is rated as “unacceptable” for the PF may, due to inappropriate action on the part of other crewmembers (i.e., the pilot not flying [PNF]), be rated as “unacceptable” for the PNF also. In such a case, it is possible that an assessment of “failed” may be given to more than one crewmember involved in the same flight sequence.

9.4 Assessments

- 9.4.1 It is impossible to define all instances when a particular exercise should be rated (4), (3), (2) or (1). However, it is possible to examine each sequence of a flight check and test its validity against the definition for each rating. By applying this test to all exercises, standardization can be achieved in flight check assessments. Each sequence of the flight check, including any errors or mistakes, shall be evaluated with respect to the rating definitions.
- 9.4.2 Common errors and rating assessments are described by a variety of adjectives. Terms such as (un)acceptable, (un)satisfactory, timely, safe, minor, slight, brief, lack, inadequate and excessive are used to describe the candidates’ performance. It is difficult to objectively define these adjectives; however, the dictionary definition may be used to provide amplification of meaning and thereby standardization in application. Terms such as (in)complete, (in)correct, exceed and failure are more finite and may be objectively described by referring to the appropriate regulation, AFM or company procedure.
- 9.4.3 The assessment standards located in Chapter 10 shall be used as a reference by ACPs when determining the rating to be awarded for specific flight check sequences. The standards are not intended to be restrictive nor to define all common errors. ACPs must use knowledge and experience in conjunction with the rating definitions to arrive at their assessments.

9.5 Pre-Flight Briefing - PPC Conducted in an Aircraft

- 9.5.1 A PPC pre-flight briefing to the candidate is mandatory. It must be sufficiently detailed to avoid failure due to the candidate's misunderstanding of standards or limitations expected by the ACP.
- 9.5.2 The briefing for a PPC conducted in an aircraft shall include where applicable:

- (a) the mandatory items to be demonstrated during the flight check (to include weather simulated/actual, icing and clearances);
For the purpose of the ride, the weather will be simulated at or below the weather minima for the approaches being carried out. The pilot must determine if the departure weather is suitable.
- (b) the probable duration of the ride;
- (c) that the aircraft is to be operated in accordance with flight manual requirements and within acceptable tolerances (refer to section 10.5 for tolerances);
- (d) any restrictions or limits imposed on manoeuvres conducted in the aircraft to enhance flight safety, including minimum altitudes and airspeeds for simulated engine failures;
- (e) the role of the ACP in regard to crew duties if he/she occupies a flight crew position;
- (f) the identification and role of the Pilot-in-Command and Second-in-Command, if applicable;
- (g) a method of transferring control from one pilot to the other using the statements, "You have control" and "I have control";
- (h) radio procedures and any flight planning considerations;
- (i) the manner in which simulated emergencies will be introduced by the ACP;
All such events are to be preceded by the word "simulated";
- (j) that the candidate will 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:
 - (i) aircraft flight manual, aircraft operating manual or pilot operating handbook;
 - (ii) CAR Part VI and VII;
 - (iii) Operator's operations manual; and
 - (iv) Operator's SOPs;
- (k) the actions to be completed in the event of a real emergency or malfunction; and
During the ride, the candidate will be expected to respond to any event and carry out any required emergency procedure in the manner specified in the appropriate company guidance document (AOM, SOPs, etc.); should a real emergency occur and the Pilot-in-Command assume control of the aircraft, the candidate will acknowledge and respond to directives from the Pilot-in-Command
- (l) the action the candidate will take if the ACP does not report "Field in Sight", where such action shall be to execute a missed approach at

- (i) DA/H,
- (ii) the MAP without violating the MDA, or
- (iii) not exceeding 50 feet below the MDA for operators utilizing the exemption that permits use of the MDA as DA.

9.5.3 A PPC Briefing Guide is attached as Appendix R.

9.6 Pre-Flight Briefing – PPC Conducted in a Simulator

9.6.1 A pre-flight briefing to the candidate is mandatory. It must be sufficiently detailed to avoid failure due to the candidate's misunderstanding of standards or limitations expected by the ACP.

9.6.2 The briefing for a flight check conducted in a simulator shall include:

- (a) the mandatory items to be demonstrated during the check;
- (b) the probable duration of the ride;
- (c) that the simulator is to be operated in accordance with flight manual requirements and within acceptable tolerances (refer to section 10.5 for tolerances);
- (d) where known to the ACP, any differences between the simulator and the aircraft that may affect the performance of the flight crew;
Note 1: Some examples of this would be cockpit configuration and layout, instrumentation, power plant simulations, warning and alert display systems, FMS data bases, electronic monitoring systems, etc.
Note 2: Training on differences between the simulator and the aircraft is required to be included in the training program. ACPs may not be aware of differences and will evaluate flight crew performance with the expectation that any differences will have been covered during training.
- (e) simulator safety features;
- (f) the identification and role of the Pilot-in-Command and Second-in-Command, if applicable;
- (g) that the candidate will be required to demonstrate any normal or emergency procedure applicable to the aircraft and that the candidate's technical performance will be assessed in accordance with the:
 - (i) aircraft flight manual, aircraft operating manual or pilot operating handbook;
 - (ii) CAR Part VI and VII;
 - (iii) Operator's operations manual; and
 - (iv) Operator's SOPs;
- (h) that if the runway environment is seen at the DH or MAP (MDA for stabilized approaches), then the crew should land, otherwise a missed approach should be carried out;

- (i) that the crew should treat all malfunctions as real and that should a simulator fault occur, the ACP will advise the crew immediately;
- (j) that normal crew coordination is expected in accordance with the aircraft AOM/AFM or company SOPs as applicable, and that an emergency situation caused by an incorrect or inappropriate action or response on the part of the candidate will not be corrected by the ACP;
- (k) that multiple, unrelated failures will not be required, but the candidate must be prepared to take corrective action on related failures (ex. loss of hydraulics or electrical supply due to a failed engine);
- (l) that for the purpose of the ride, the weather will be at or below the weather minima for the approach being carried out. The pilot must determine if the departure weather is suitable; and
The ACP will control the visual system to minima appropriate to the exercise being conducted
- (m) if the crew requires more time to complete checklists or briefings, that they should ask for a hold or delaying vectors and that the ACP will make every effort to accommodate the request.

9.6.3 A PPC Briefing Guide is attached as Appendix Q.

9.7 Pre-flight Briefing – Line Checks

9.7.1 A pre-flight briefing to the candidate(s) is mandatory. It must clearly detail what is expected from the candidate(s) and what the candidate(s) can expect from the ACP.

9.7.2 The briefing for a line check shall include at least the following information:

- (a) the line check will continue from check-in to defect reporting at the end of the flight(s);
- (b) the number of flight legs and whether they will be flown as PF or PNF;
- (c) normal crew co-ordination and the use of SOPs will be required;
- (d) the role of the ACP in terms of crew duties and oral questioning;
- (e) the emphasis on command, decision-making and the use of CRM principles;
- (f) the ACP may ask technical questions concerning aircraft operations, rules of the air and ATC procedures, SOPs and the operator's Flight Operations Manual;
- (g) safety is the number one goal for the line check;

Note: A debriefing will occur highlighting strengths and weaknesses and ways to improve performance.

9.8 Debriefing Procedures

- 9.8.1 It is mandatory to carry out a debriefing following every flight check. The debriefing should highlight the strengths and weaknesses of the candidate(s), and be carried out in a positive, non-confrontational manner. The ACP should always remember that the purpose of any flight check is to promote the safety of the travelling public, and conduct the debriefing accordingly. The debriefing should promote learning and increase the knowledge and confidence of the candidate(s). Debriefings should be of a reasonable duration corresponding to the performance.
- 9.8.2 As soon as the ACP knows the outcome of the flight check, he or she should advise the candidate(s). Some empathy and discretion may be required for unsatisfactory assessments.
- 9.8.3 The following items are mandatory to debrief after every flight check:
- (a) any items assessed as either “(1)” or “(2)”;
 - (b) anything written on the Flight Test Report or Line Check Report;
 - (c) anything the ACP considers to be a safety issue.
- 9.8.4 It is recommended that ACPs use a self-debrief method as much as possible for all passed flight checks. This method uses pilot participation as its central theme, with the ACP taking on more of the role of a facilitator. NASA has developed the CRM, Analysis and Line Flying (C-A-L) method of debriefing for airline flight checks using these principles. The goal of the facilitator (ACP) is to assist the crew to bring out CRM issues that may have led to errors or poor performance, analyze why that performance occurred, and then tie it in to line flying. For each sequence going through the C-A-L process, the end result is a discussion about how the sequence can be improved and how to avoid similar errors on the line.
- 9.8.5 Focus your debriefing as much as possible on CRM issues such as workload management, situational awareness, communication, decision-making, monitoring and feedback, conflict resolution and crew performance. Normally, technical errors have a root cause in one of these CRM issues; hence, identification of, and discussion about the errors will help the crew avoid these errors in the future.
- 9.8.6 ACPs should make a conscious decision to highlight strengths and reward good performance during their debriefings. While it is sometimes easier to concentrate on the negative (a sign of the “error detector”), the debriefing will have more impact if good performance is recognised and crews complimented. This will often set a positive tone for the debriefing and open crew’s minds to areas where their performance can be further enhanced.
- 9.8.7 ACPs should ensure that they differentiate between SOPs and techniques during the debriefing. They may suggest techniques, but must insist on SOPs being followed. Recommendations may be made at the ACPs discretion.

- 9.8.8 Every briefing and debriefing should end by asking for questions so that misunderstandings can be clarified right away, and the candidate(s) have the opportunity to pursue any topic in more detail.
- 9.8.9 In the event of an unsatisfactory performance, the ACP must advise the pilot(s) of the following:
- (a) for PPCs, they have the right to appeal the assessment to the Transportation Appeal Tribunal of Canada (TATC) with 30 days;
 - (b) the re-test will be very similar to the original test and may be conducted by either a Transport Canada Inspector or a CCP;
 - (c) the ACP must offer to provide a copy of the Flight Test Report Form to the candidate(s); and
 - (d) where applicable and if known, any company-specific procedures to be followed.

9.9 General Assessment “Failed”

- 9.9.1 In order for a flight check to receive a General Assessment of “Failed”, at least one sequence or item must be assessed “(1)”. It also follows that, when any individual sequence has been assessed “(1)”, the PPC must receive a General Assessment of “Failed”. A PPC for which all sequences have been assessed “(2)”, “(3)” or “(4)” must receive a General Assessment of “Pass”, regardless of how many sequences have received “(2)s”.
- 9.9.2 During a PPC, a “(1)” assessment of an Instrument Rating related sequence constitutes a failure of the Instrument Rating and the PPC. The ACP shall assess the PPC as "failed" at the bottom of the Flight Test Report Pilot Proficiency Check (form 26-0249/26-0279). Appropriate administrative action must be carried out in the suspension of any currently existing PPC and Instrument Rating in accordance with section 9.6.
Where the PF is assessed a “(1)” on an Instrument Rating related sequence, the above failure and associated suspension activity may be relevant to the PNF as well.
- 9.9.3 During a PPC/IFR, failure of a PPC related flight sequence that is not related what-so-ever to an instrument flight sequence constitutes failure of the PPC only. In this case, administrative action is taken in the suspension of the currently existing PPC only. The currently existing Instrument Rating is not affected, hence remains valid.
In order to be re-instated on the line, at any flight crewmember position and regardless of the type of PPC (including upgrade), another PPC must be successfully completed.
- 9.9.4 When an ACP decides that a pilot has failed during the course of a PPC, the flight check shall be immediately terminated.
It is possible that the failure could be for a sequence flown earlier in the flight

check and that the ACP has only made the unsatisfactory evaluation based on further observation.

- 9.9.5 Where the situation in section 9.9.4 occurs and the ACP is a training pilot, the time remaining in the session may be used as training provided that:
- (a) the candidate is advised at the time of failure and agrees with continuing the flight as a training flight;
 - (b) the CCP is a designated company training pilot on type;
 - (c) no other crewmember is being evaluated;
 - (d) upon completion of the training flight
 - (i) the candidate is debriefed on the reason for failure and where applicable, on the administrative suspension procedures that will follow including the candidate's rights to a hearing at the Civil Aviation Tribunal; and
 - (ii) the CCP completes form 26-0249/0279 assessed as "failed" and submits the original to Transport Canada and follows the procedures for PPC and Instrument Rating Suspensions listed in subsection 9.10.1.

9.10 PPC and Instrument Rating Administrative Suspension Procedures

- 9.10.1 An ACP shall carry out the following administrative procedures after failure of a PPC by:
- (a) notifying the Chief Pilot and/or Operations Manager of failed items and recommendations as to corrective action;
 - (b) ensuring that grades and evaluation of the failed flight check are recorded in the individual's training and flight check records. A PPC report shall be completed for each flight check, including any terminated during pre-flight preparation, or before all air exercises are completed, and the candidate is to be offered a copy of the report;
 - (c) immediately notifying the Transport Canada Principal Operating Inspector (POI), the RMCBA/Superintendents of Aeroplanes, Rotorcraft or Certification, or the Chief, Airline Inspection, that the pilot has not met the standards for a PPC (including the Instrument Rating where applicable). If unable to reach any of these TC officials via telephone, a voice message or a facsimile is considered to be an acceptable means of notification;
A copy of the 26-0249/0279 form shall be faxed to Transport Canada for reference purposes.

- (d) if the Instrument Rating was failed and is still valid on the pilot's license, drawing a line through the English and French endorsements on the license and inscribing the notation: "Instrument Rating Suspended" or "suspension de la qualification de vol aux instruments" as appropriate, and signing and dating the license.
- 9.10.2 A TC Inspector shall carry out the following administrative procedures after failure of a PPC:
- (a) notifying the Chief Pilot and/or Operations Manager of failed items and recommendations as to corrective action;
 - (b) ensuring that grades and evaluation of the failed flight check are recorded in the individual's training and flight check records. A PPC report shall be completed for each flight check, including any terminated during pre-flight preparation, or before all air exercises are completed, and the candidate is to be offered a copy of the report as required by the CARs;
 - (c) if the PPC failure involves both the PPC and Instrument Rating as per 9.9.2 then complete the following procedures:
 - (i) if the Instrument Rating is still valid on the pilot's license, drawing a line through the English and French endorsements on the license and inscribing the notation "Instrument Rating Suspended" or "suspension de la qualification de vol aux instruments" as appropriate, and signing and dating the license,
 - (ii) issue a Notice of Suspension (form 26-0363) pursuant to subsection 7.1(1) of the *Aeronautics Act* in consideration of the flight test as such:
 - A name of candidate with address (same as on the license),
 - B candidates 5802 file number,
 - C check the flight test box,
 - D date of flight test when it occurred,
 - E specify that he/she no longer meets the required standards for a PPC, including an Instrument Rating where applicable (refer to section 9.9.2), and the reasons why,
 - F indicate that his/her previous PPC and where applicable, Instrument Rating (including the expiry dates of each as necessary) is hereby suspended,
 - G specify conditions of re-instatement (i.e. conduct a satisfactory PPC),

- H where the form requests an address to which the suspended document is to be returned to, indicate “not applicable”;
 - I specify the date (30 calendar days from the date of the issuance of the suspension) when the candidate’s request for a review by the Tribunal must be received,
Note: the candidate should be verbally briefed on his/her right for a hearing at the Tribunal, and
 - J sign and date it: and
- (d) if the PPC failure involves only the PPC as per 9.9.3, or PPC/VFR, then the procedures in 9.10.2(c)(ii) are to be followed with the exception that no reference is made to the Instrument Rating.

9.11 Line Check Procedures

- 9.11.1 During a line check, when an ACP decides that a particular sequence or event was unacceptable (i.e., “(1)” rating), the line check may be continued at the ACPs discretion until all planned legs have been completed. If, in the ACPs opinion flight safety could be jeopardized by allowing the line check to continue, or the pilot(s) will definitely require further training to meet the standard, then it shall be terminated as soon as practicable.
- 9.11.2 Should the pilot who was assessed as unacceptable “(1)” on a particular sequence or event subsequently perform that item to a standard “(3)” rating later in the line check, then that item should be considered a pass and be assessed as a “(2)”.
- Example: If a crosswind landing is assessed as unsatisfactory during a line check, and there is not another opportunity to carry out a crosswind landing, then the rating of “1” stands. However, if a second crosswind landing is performed to a satisfactory standard “(3)”, then the line check is passed and the crosswind landing is assessed a “(2)” rating.*
- 9.11.3 Although the ACP is not permitted to teach or coach during the line check, normal crew feedback regarding a sequence is allowed. This would be similar to what a line Captain might say to a line First Officer regarding a particular sequence at an appropriate time after it occurs.

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Chapter 10 Assessment Standards

10.1 General

10.1.1 The PPC/IFR and PPC/VFR will be documented on form 26-0249 (Appendix F) or 26-0279 (Appendix G) and the Line Check will be documented on the Line Check Report (Appendix C).

10.1.2 Each sequence of the flight check shall be graded according to the following rating definitions and assessment standards. The appropriate rating for each exercise must be recorded on the flight check form and any sequence graded (2) or (1) requires a narrative in the comments section of the form.

Most sections in this Chapter include a list of common errors that may affect the rating of a sequence. ACPs shall use the wording of the appropriate common error where applicable.

10.2 Introduction to the (1) to (4) Marking Scale

10.2.1 The (1) to (4) marking scale is based on accepted instructional design principles and is an integral part of the *Advanced Qualification Program (AQP)*, which is being recognized world-wide and adopted by several major airlines for crew training.

10.2.2 The scale is consistent with ICAO proposals for international adoption of competency-based (skill-based) training and evaluation.

10.3 Description of the (1) to (4) Marking Scale

10.3.1 When applying the 4-point scale, award the mark that best describes the weakest element(s) applicable to the candidate's performance. Remarks to support mark awards of (1) or (2) must link to a safety issue, a competency standard, or an approved technique or procedure.

10.3.2 Above Standard (4)

- (a) Performance remains well within the qualification standards and management skills are excellent.
- (b) A sequence shall be rated **Above Standard (4)** where
 - (i) performance is ideal under existing conditions,
 - (ii) aircraft handling is smooth and precise,
 - (iii) technical skills and knowledge exceed the required level of competency,
 - (iv) behaviour indicates continuous and highly accurate situational awareness,
 - (v) flight management skills are excellent,
 - (vi) safety of flight is assured. Risk is well mitigated.

10.3.3 Standard (3)

- (a) Minor deviations occur from the qualification standards and performance remains within prescribed limits.
- (b) A sequence shall be rated **Standard (3)** where
 - (i) performance meets the recognised standard yet may include deviations that do not detract from the overall performance,
 - (ii) aircraft handling is positive and within specified limits,
 - (iii) technical skills and knowledge meet the required level of competency,
 - (iv) behaviour indicates that situational awareness is maintained,
 - (v) flight management skills are effective,
 - (vi) safety of flight is maintained. Risk is acceptably mitigated.

10.3.4 Basic Standard (2)

- (a) Deviations from the qualification standards occur, which may include momentary excursions beyond prescribed limits but these are recognized and corrected in a timely manner.
- (b) A sequence shall be rated **Basic Standard (2)** where
 - (i) performance includes deviations that detract from the overall performance, but are recognized and corrected within an acceptable time frame,
 - (ii) aircraft handling is performed with limited proficiency and/or includes momentary deviations from specified limits,
 - (iii) technical skills and knowledge reveal limited technical proficiency and/or depth of knowledge,
 - (iv) behaviour indicates lapses in situational awareness that are identified and corrected by the crew,
 - (v) flight management skills are effective, but slightly below standard. Some items are only addressed when challenged or prompted by other crewmembers,
 - (vi) safety of flight is not compromised. Risk is poorly mitigated.

10.3.5 Below Standard (1)

- (a) Unacceptable deviations from the qualification standards occur, which may include excursions beyond prescribed limits that are not recognized or corrected in a timely manner.
- (b) A sequence shall be rated **Below Standard (1)** where
 - (i) Performance includes deviations that adversely affect the overall performance, are repeated, have excessive amplitude, or for which recognition and correction are excessively slow or nonexistent or the aim of the task is not achieved,
 - (ii) aircraft handling is rough or includes uncorrected or excessive deviations from specified limits,

- (iii) technical skills and knowledge reveal unacceptable levels of technical proficiency and/or depth of knowledge,
- (iv) behaviour indicates lapses in situational awareness that are not identified or corrected by the crew,
- (v) flight management skills are ineffective, unless continuously challenged or prompted by other crewmembers,
- (vi) Safety of flight is compromised. Risk is unacceptably mitigated.

10.4 Elements of the 4-Point Scale

10.4.1 The following six elements are evaluated with the 4-point scale:

- (a) Performance
- (b) Aircraft Handling
- (c) Technical Skills and Knowledge
- (d) Situational Awareness
- (e) Flight Management Skills
- (f) Safety of Flight

10.4.2 Performance:

- (a) Overall error assessment
 - (i) no errors, or
 - (ii) magnitude, significance, or consequence of errors
 - (iii) risk of such errors during critical phases of flight
- (b) Recognition of errors
 - (i) recognized
 - (ii) unrecognized
- (c) Error management
 - (i) promptness or delay correcting errors
 - (ii) not corrected

10.4.3 Aircraft handling:

- (a) Quality of handling
 - (i) smoothness and coordination of controls
 - (ii) control input appropriate to the flight situation
 - (iii) airmanship
- (b) Accuracy
 - (i) use of approved technique or procedure
 - (ii) performance relative to specified tolerances
 - (iii) action taken when deviations occur

- (v) any situation where the examiner had to intervene to ensure the safety of the flight

10.5 Tolerances

- 10.5.1 The tolerances for instrument flight sequences must be respected by all ACPs. Each candidate must demonstrate aircraft control to maintain:
- (a) assigned headings during normal flight within ± 10 degrees;
 - (b) tracking VOR/LOC/LOC BC/ILS/RNAV within $\frac{1}{2}$ scale deflection;
 - (c) NDB bearings within ± 5 degrees;
 - (d) altitude
 - (i) during normal flight within ± 100 feet,
 - (ii) during approach and for minimum IFR altitudes associated with the intermediate and final segments (e.g., FAF, beacon crossing or step-down fixes) within + as required / -0 feet,
 - (iii) accurate altitude control is required at MDA, and
 - (iv) for operators exercising the exemption to use MDA as DA, the altitude loss below the MDA shall not exceed 50 feet during a missed approach;
 - (e) airspeed during normal flight within ± 10 knots; and
 - (f) airspeed during take-off and approach within +10/ -5 knots.
- 10.5.2 These criteria assume no unusual circumstances or conditions and may require allowances for momentary variations. Such things as weather, turbulence, simulated malfunction and type of approach may modify the exact rating definition and tolerances to be applied during a particular sequence.
- 10.5.3 The competency of each pilot to fly instrument procedures will be monitored during each PPC/IFR. Should a pilot fail to demonstrate an adequate level of competency in those sequences mandatory for instrument flying competence, the ACP conducting that PPC/IFR shall suspend the pilot's Instrument Rating. The pilot would then have to pass a PPC/IFR prior to resuming flying duties with an Operator.

10.6 Pilot Proficiency Check/Line Check General

- 10.6.1 To evaluate the overall technical proficiency, communications skills, leadership and situational awareness of pilots with respect to normal and abnormal procedures, ACPs must closely observe the performance of each crew. To evaluate specific items listed in the CASS, the applicable flight check shall be conducted in a manner that enables the pilots to demonstrate knowledge and skill with respect to such things as aircraft automation including FMS/RNAV programming, auto-flight systems and flight mode awareness, pilot not flying (PNF) duties, crew coordination and pilot decision making.

- 10.6.2 When assessing normal procedures, the ACP 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 co-ordination and discipline.
- 10.6.3 The crew shall demonstrate use of as many of the 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 manoeuvres as appropriate.
- 10.6.4 The following describes the exercises to be completed during a flight check, as appropriate to the aircraft type and type of operation, and lists the assessment standard and some common errors that may be observed.
- 10.6.5 ACPs must make reference to the applicable PPC schedule to ensure all required sequences are covered in the flight check scenario.

10.7 Standardised Phases of Flight

- 10.7.1 For the purposes of flight checks (PPCs and Line Checks) conducted under Part VII of the Canadian Aviation Regulations, Transport Canada has adopted the standardised Phases of Flight as specified in ATA iSpec 2200, issued April 2002.
- 10.7.2 The phases of flight are identified as
- (a) flight planning,
 - (b) pre-flight,
 - (c) engine start/depart,
 - (d) taxi-out,
 - (e) take-off,
 - (f) rejected take-off,
 - (g) initial climb,
 - (h) en route climb,
 - (i) cruise,
 - (j) descent,
 - (k) approach,
 - (l) go-around,
 - (m) landing,
 - (n) taxi-in,
 - (o) arrival engine shutdown,

- (p) post-flight, and
- (q) flight close.

10.8 Assessments Standards (Aeroplane)

10.8.1 In addition to the phase of flight events referred to above, the PPC will include the following events for marking:

- (a) Technical Knowledge,
- (b) Abnormal/Emergency Procedures,
- (c) PNF Duties,

Note that the taxi-in, arrival/engine shut-down, post flight and flight close phase of flight events are grouped under the common heading “Ground Arrival”.

10.8.2 Event description, assessment standards and some common errors follow the sequence of events specified in the 26-0249 flight check (PPC) form.

10.9 Technical Knowledge

10.9.1 The Technical Knowledge event (referred to as equipment examination in the CAR standard for PPCs) shall consist of a display of practical knowledge of the airframe, engine, major components and systems including the normal, abnormal and emergency operating procedures and limitations relating thereto.

10.9.2 The ACP may administer an oral examination to confirm the candidate’s knowledge in conjunction with the pre-flight briefing required by section 9.5, 9.6 or 9.7.

10.9.3 The display of practical knowledge for CAR 704 and 705 PPCs is optional when the pilot’s training records contain copies of valid written examinations, from initial or annual training. The crew must provide proof of successful completion of an equipment examination taken in conjunction with initial or recurrent training (subsection 8.8.1 refers).

10.9.4 Assessment will be based on the candidate’s knowledge of

- (a) the airframe, engine, major components and systems, and
- (b) the normal, abnormal and emergency operating procedures and limitations relating thereto.

10.9.5 Some common errors that may affect the assessment are:

- (a) candidate demonstrates a weak knowledge or understanding of aircraft systems or components;
- (b) candidate unable to respond with correct checklist memory action items.

10.10 Flight Planning (FLP)

- 10.10.1 Begins when the flight crew initiates the use of flight planning information facilities and becomes dedicated to a flight based upon a route and an aircraft; ends when the crew arrives at the aircraft for the purpose of the planned flight or the crew initiates a “Flight Close” phase.
- 10.10.2 The crew must demonstrate adequate knowledge of the company’s SOPs and AFM, including aircraft performance charts and weight and balance procedures to effectively plan a flight.
- 10.10.3 Assessment will, where applicable, be based on the candidate’s ability to:
- (a) select an appropriate route, altitude and alternate;
 - (b) obtain and correctly interpret applicable NOTAM information;
 - (c) calculate the estimated time en route and total fuel requirement based on factors such as power settings, operating altitude or flight level, wind, and fuel reserve requirements;
 - (d) calculate the aircraft weight and balance for the planned flight;
 - (e) determine that the required performance for the planned flight is within the aircraft’s capability and operating limitations;
 - (f) locate and apply information essential to the flight;
 - (g) complete, or participate in the completion of, a flight plan in a manner that
 - (i) reflects the conditions of the proposed flight; and
 - (ii) is in accordance with procedures specified in the COM,
 - (h) demonstrate sufficient knowledge of the regulatory requirements relating to instrument flying specified in the regulations.
- 10.10.4 Some common errors that may affect the assessment are:
- (a) lack of proper charts and manuals;
 - (b) inadequate knowledge of, or proficiency in, the interpretation of performance charts; or
 - (c) failure to check fuel load adequate for the intended flight.

10.11 Pre-flight (PRF)

- 10.11.1 Begins with flight crew arrival at an aircraft for the purpose of flight; ends when a decision is made to depart the parking position and/or start the engine(s). It may also end by the crew initiating a “Post-flight” phase.
- 10.11.2 Assessment will be based on the candidate’s ability to:
- safely inspect and prepare the aircraft for engine start by ensuring that all checks and procedures are carried out according to the AOM/AFM and company SOPs.

10.12 Engine Start/Depart (ESD)

- 10.12.1 Begins when the flight crew take action to have the aircraft moved from the parked position and/or take switch action to energize the engine(s); ends when the aircraft begins to move forward under its own power or the crew initiates an "Arrival/Engine Shutdown" phase.

Note: The Engine Start/Depart phase includes: the aircraft engine(s) start-up whether assisted or not and whether the aircraft is stationary with more than one engine shutdown prior to Taxi-out, i.e., boarding of persons or baggage with engines running. It includes all actions of power back for the purpose of positioning the aircraft for Taxi-out.

- 10.12.2 Assessment will be based on the candidate's ability to:
- carry out the appropriate checks and procedures specified in the AOM/AFM and company SOPs,
 - identify and respond to abnormal or emergency situations in accordance with procedures specified in the aircraft checklist, QRH, AOM/AFM or COM as applicable.

10.13 Taxi-out (TXO)

- 10.13.1 Begins when the crew moves the aircraft forward under its own power; ends when thrust is increased for the purpose of take-off or the crew initiates a "Taxi-in" phase.

Note: This phase includes taxi from the point of moving under its own power, up to and including entering the runway and reaching the take-off position.

- 10.13.2 Assessment will be based on the candidate's ability to:
- avoid any activity that would compromise lookout on the ramp or taxiway
 - limit radio procedures and conversation from outside and within the aircraft to ensure compliance with ATC direction or clearance (i.e., judicious use of company frequencies, cockpit chatter, etc.).
 - Adhere to company runway incursion avoidance procedures
 - set up and check the aircraft systems, radios and instruments in accordance with prevailing departure procedures and weather.

Any aircraft system required due to weather, navigational requirements or crew composition shall be checked and set for take-off, i.e., weather radar, de-icing equipment, heaters, on board navigation equipment, auto-pilot, auto-throttles, FMS, etc.

Flight Planning, Pre-flight, Engine Start/Depart and Taxi-out

- 10.13.3 Flight planning, pre-flight, engine start/depart and taxi-out are completed as a crew exercise and, for PPC purposes, need only be demonstrated once when the captain and first officer perform the duties of their assigned seat position.

- 10.13.4 Inspection of the aircraft, required de-icing procedures and aircraft documents must be in accordance with the AOM or AFM and the Operator's procedures manual. The Pilot-in-Command must ensure adequate ramp safety for start, push back/power back, and taxi.
- 10.13.5 Engine checks shall be conducted by each crew according to the AFM and company SOPs as appropriate to the aircraft type.

10.14 Take-off (TOF)

- 10.14.1 Begins when the crew increases the thrust for the purpose of lift-off; ends when an Initial Climb is established (35 feet above runway elevation) or the crew initiates a "Rejected Take-off" phase.
- 10.14.2 Each pilot must perform the take-off exercises detailed in the appropriate PPC Schedule. Each crew need only conduct a complete take-off briefing once. Discussing specific safety items, or changes to the original departure, constitute an acceptable briefing for subsequent take-offs.
- 10.14.3 Assessment will be based on the candidate's ability to:
 - (a) ensure that published cockpit procedures and correct airspeeds are observed during ground roll and lift-off;
 - (b) rotate the aircraft smoothly to the correct pitch angle;
 - (c) attain a satisfactory rate of climb and the required airspeed in a reasonable period of time;
 - (d) handle the engine smoothly and positively and establish and monitor the correct power setting.
- 10.14.4 Some common errors that may be observed and affect the assessment of the sequence are:
 - (a) checks not complete, or out of sequence;
 - (b) use of incorrect speeds or power settings;
 - (c) incorrect take-off technique;
 - (d) mishandling of throttles or thrust levers;
 - (e) loss of directional control, or using incorrect control input to correct adverse yaw during the take-off roll;
 - (f) exceeding engine or airframe limitations;
 - (g) rotation before, or lift-off at an airspeed less than, VMCA or VR; or
 - (h) an incorrect or incomplete check resulting in a vital action being missed.

10.15 Rejected Take-off (RTO)

- 10.15.1 Begins when the crew decides to reduce thrust for the purpose of stopping the aircraft prior to the end of the Take-off phase; ends when the aircraft is taxied

off the runway for a “Taxi-in” phase or when the aircraft is stopped and engines shutdown.

- 10.15.2 Rejected take-offs will be conducted in simulators only. For PPCs conducted in an aircraft, the candidate will verbally respond to a scenario briefed by the ACP. The response will outline the actions of the PF and PNF as appropriate.
- 10.15.3 For PPCs conducted in a simulator, a rejected take-off shall be completed by each crewmember as appropriate to their assigned seat position.
- 10.15.4 Assessment will be based on the candidate’s ability to:
 - (a) communicate effectively with other flight crew, cabin crew and ATC,
 - (b) maintain control of the aircraft during deceleration and stop the aircraft on the runway surface or over-run in compliance with the AFM/SOPs,
- 10.15.5 Some common errors that may be observed and affect the assessment of the sequence are:
 - (a) failure to alert crew with the appropriate call, if applicable, e.g., “Rejecting Take-Off”;
 - (b) failure to maximise use of brakes and/or improper handling of stopping devices;
 - (c) failure to alert ATC to emergency, and request assistance;
 - (d) failure to advise cabin crew of type of emergency and initiate appropriate evacuation procedures (if any);
 - (e) failure to complete emergency checks and/or power plant(s) shutdown if required;
 - (f) failure to recognise the need to initiate a rejected take-off prior to V_1 ;
 - (g) failure to maintain control of the aircraft or stop within the confines of the runway; or
 - (h) endangering the safety of passengers and crew and/or rescue personnel through improper handling of the emergency condition.

10.16 Initial Climb (ICL)

- 10.16.1 Begins at 35 feet above the runway elevation; ends after the speed and configuration are established at a defined manoeuvring altitude or to continue the climb for the purpose of cruise. It may also end by the crew initiating an “Approach” phase.

Note: Maneuvering altitude is based upon such an altitude to safely maneuver the aircraft after an engine failure occurs, or pre-defined as an obstacle clearance altitude. Initial Climb includes such procedures applied to meet the requirements of noise abatement climb, or best angle/rate of climb.

10.17 En-route Climb (ECL)

- 10.17.1 Begins when the crew establishes the aircraft at a defined speed and configuration enabling the aircraft to increase altitude for the purpose of cruise; ends with the aircraft established at a predetermined constant initial cruise altitude at a defined speed or by the crew initiating a “Descent” phase.
- 10.17.2 Assessment will be based on the candidate’s ability to:
- (a) select and use the appropriate communications and navigation systems associated with the proposed departure phase,
 - (b) perform the aircraft checklist items relative to the phase of flight,
 - (c) intercept, in a timely manner, all tracks, radials, and bearings appropriate to the procedure, route, or clearance,
 - (d) correctly adhere to departure, noise abatement and transition procedures, and
 - (e) maintain proper aircraft control and flight within operating configurations and limitations.

10.18 Cruise (CRZ)

- 10.18.1 Begins when the crew establishes the aircraft at a defined speed and predetermined constant initial cruise altitude and proceeds in the direction of a destination; ends with the beginning of Descent for the purpose of an approach or by the crew initiating an “En Route Climb” phase.

Note: For the purposes of PPCs, steep turn and stall maneuvers will be included in this phase of flight where applicable, as well as the holding procedure.

Steep Turns

- 10.18.2 If required, the candidate’s ability to maintain bank angle, altitude and airspeed should be checked in one or more 45° bank turns through at least 180°. He/she should be allowed to stabilize the aircraft at the required altitude and airspeed before starting the turn(s).
- 10.18.3 Some common errors that may be observed and affect the assessment of the sequence are;
- (a) failure to maintain bank angle;
 - (b) failure to maintain airspeed; or
 - (c) failure to maintain altitude.

Approach to the Stall/Stall Procedures

- 10.18.4 If required, approach to the stall/stall procedures are carried out on PPCs to ensure the candidate is familiar with the stall warning devices and airframe response to the onset of the stall condition. Care must be exercised to ensure that limitations imposed by the AFM are not exceeded in the event an approach

to the stall is made with warning devices deactivated (if authorized in the flight manual). The exercise may be carried out with the aircraft in either the take-off, clean or landing configuration.

10.18.5 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.

Holding

10.18.6 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 to clear it, but at the discretion of the ACP, only one hold is required to be flown. Flying the hold for the second crewmember is not required.

10.18.7 Assessment will be based on the candidate's ability to:

- (a) recognize arrival at the holding fix and initiate entry into the holding pattern;
- (b) use a suitable entry procedure as specified in the Instrument Procedures Manual;
- (c) report entering the hold;
- (d) use the proper timing criteria, where applicable;
- (e) comply with leg lengths when a DME distance is specified;
- (f) assess and use proper wind correction procedures;
- (g) maintain a deviation of not more than 10 degrees from the designated track or course or within ½ scale deflection of the course deviation indicator, as applicable;
- (h) maintain airspeed within plus or minus 10 knots of declared airspeed;
- (i) maintain altitude within plus or minus 100 feet; and
- (j) maintain proper aircraft control and flight within operating configurations and limitations while in the hold.

10.18.8 Some common errors that may affect the assessment of the sequence are:

- (a) failure to obtain a current altimeter setting and to set and cross check the altimeters according to company SOPs;
- (b) failure to obtain an expected approach time (EAT);

- (c) failure to adjust power settings according to the company SOPs;
- (d) poor tracking or incorrect allowance for wind;
- (e) failure to enter a holding pattern using standard IFR procedures;
- (f) failure to fly the holding pattern as prescribed;
- (g) allowing the aircraft to exceed an assigned airspeed or altitude limitation;
- (h) violating the accepted and acknowledged ATC clearance;
- (i) inability to correctly program and execute the hold procedure with the FMS;
- (j) unable to effectively clear the hold from the FMS or to depart the holding pattern;
- (k) failure to select the correct auto-flight modes for lateral navigation and airspeed control; or
- (l) failure to comply with an ATC instruction.

10.19 Descent (DST)

10.19.1 Begins when the crew departs the cruise altitude for the purpose of an approach at a particular destination; ends when the crew initiates changes in aircraft configuration and/or speeds to facilitate a landing on a particular runway. It also may end by the crew initiating an “En Route Climb” or “Cruise” phase.

En Route Climb, Cruise, Descent

10.19.2 Each pilot shall demonstrate enroute climb, cruise and descent manoeuvres.

10.19.3 Assessment will be based on the candidate’s ability to:

- (a) adhere to any clearance, whether actual or simulated, and understand and follow the procedures in SIDs, STARs and published transitions, as well as noise abatement procedures;
- (b) demonstrate proper use of navigational equipment including the FMS.

10.19.4 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 accepted and acknowledged ATC clearance or instruction, 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
- (i) inability to correctly program the FMS for a change of destination or to activate the alternate flight plan.

10.20 Approach (APR)

- 10.20.1 Begins when the crew initiates changes in aircraft configuration and/or speeds enabling the aircraft to manoeuvre for the purpose of landing on a particular runway; ends when the aircraft is in the landing configuration and the crew is dedicated to land on a specific runway. It may also end by the crew initiating an “Initial Climb” or “Go-around” phase.

Instrument Approaches

- 10.20.2 Each pilot must complete the requisite number and type of instrument approaches as detailed in the appropriate schedule of the CARs. Each crew must conduct a managed and non-managed (or VNAV) approach if applicable to the aircraft type. One approach must be made with a simulated engine failure.
- 10.20.3 Each crew must demonstrate one Category II or Category III approach if authorized in an Operator certificate. Where an Operator is authorized both Cat II and Cat III, both types of approaches shall be conducted during an initial PPC/IFR.
- Warning: - Conducting an autoland on CAT I ILS facilities can cause unpredictable aircraft performance, especially during visual weather conditions where the ILS signal protection is not maintained.*
- CAT II and CAT III approaches shall only be conducted on facilities that support that operation.*
- 10.20.4 CCPs will pay particular attention to the briefing, when operating in a multiple crew environment, to ensure it is in accordance with the Operator’s SOPs or covers a review of the:
- (a) type of approach to be conducted;
 - (b) missed approach procedure; and
 - (c) landing configuration.
- 10.20.5 Altimeters shall be set to the current local altimeter setting. This includes the requirement to utilize a remote altimeter source if indicated on the instrument approach chart.

- 10.20.6 Assess the candidate's ability to organize and share the cockpit workload, in respect to crew resource management, by ensuring adherence to company SOPs.
- 10.20.7 Some errors common to all Instrument Approaches that may affect the assessment of the exercise or sequence are:
- (a) not following published transitions when cleared to do so;
 - (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;
 - (e) no altimeter correction for cold weather temperatures;
 - (f) unable to properly program the FMS/RNAV 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 when appropriate;
 - (i) failure to conduct a navigation instrument accuracy check if required;
 - (j) failure to respect step down fixes;
 - (k) improper flight director (FD) mode selected for type of approach;
 - (l) slow to make corrections or change modes when tracking;
 - (m) not monitoring all required approach aids;
 - (n) loss of separation with other aircraft due to incorrect interpretation of, or failure to follow, an ATC clearance or instruction, or a published approach procedure;
 - (o) crew duties, including monitoring and verbal call-outs, not in accordance with company SOPs;
 - (p) commencing a missed approach either too early or too late because of poor speed control, wind effect, navigation or timing;
 - (q) 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;
 - (r) failure to initiate a go-around in accordance with the published aircraft and company procedures;
 - (s) configuring the aircraft inappropriately for the phase of flight; or
 - (t) manoeuvring the aircraft inappropriately for the phase of flight.

NDB Approach

- 10.20.8 Assessment will be based on the candidate's ability to:

- (a) select and comply with the NDB instrument approach procedure to be performed;
- (b) select, tune, identify, confirm, and monitor the operational status of ground and aircraft navigation equipment to be used for the approach procedure;
- (c) establish the appropriate aircraft configuration and airspeed and complete the aircraft check list items for that phase of flight;
- (d) prior to final approach course, maintain altitude within plus or minus 100 feet, heading and bearing within plus or minus 10 degrees;
- (e) on the final approach course, maintain a deviation of not more than 5 degrees from the designated track or course;
- (f) maintain airspeed within plus or minus 10 knots of the declared approach speed;
- (g) descend to and maintain the MDA and accurately track to the MAP or to minimum visibility so as to permit completion of the visual portion of the approach with minimal manoeuvring; and
- (h) initiate the missed approach procedure, if the required visual references for the intended runway are not obtained at the MAP.

VOR/LOC/LOC BC

10.20.9 Assessment will be based on the candidate's ability to:

- (a) select and comply with the VOR/ LOC/ LOC BC instrument approach procedure to be performed;
- (b) select, tune, identify, and confirm the operational status of ground and aircraft navigation equipment to be used for the approach procedure;
- (c) establish the appropriate aircraft configuration and airspeed and complete the aircraft check list items for that phase of flight;
- (d) prior to final approach course, maintain altitude within plus or minus 100 feet, heading within plus or minus 10 degrees;
- (e) on the final approach course, maintain VOR/ LOC/ LOC BC within ½ scale deflection of the course deviation indicator;
- (f) maintain airspeed within plus or minus 10 knots of the declared approach speed;
- (g) descend to and maintain the Minimum Descent Altitude (MDA) and accurately track to the Missed Approach Point (MAP) or to minimum visibility so as to permit completion of the visual portion of the approach with minimal manoeuvring; and
- (h) initiate the missed approach procedure, if the required visual references for the intended runway are not obtained at the MAP.

Common Errors - Non-Precision Approaches

10.20.10 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, including accepting an ATC assigned airspeed that leads to de-stabilizing the aircraft approach;
- (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.

ILS Approach

10.20.11 Assessment will be based on the candidate's ability to:

- (a) select and comply with the ILS instrument approach procedure to be performed;
- (b) select, tune, identify, and confirm the operational status of ground and aircraft navigation equipment to be used for the approach procedure;
- (c) establish the appropriate aircraft configuration and airspeed and complete the aircraft check list items for that phase of flight;
- (d) prior to final approach course, maintain altitude within plus or minus 100 feet and heading or course within plus or minus 10 degrees;
- (e) on final approach course, allow no more than ½ scale deflection of the localizer and/or glideslope indications;
- (f) maintain airspeed within plus or minus 10 knots of the declared approach speed;
- (g) descend to the DH so as to permit completion of the visual portion of the approach with minimal manoeuvring; and
- (h) initiate the missed approach procedure upon reaching the DH, when the required visual references for the intended runway are not obtained.

GPS/RNAV Approach

10.20.12 Assessment will be based on the candidate's ability to:

- (a) select and comply with the GPS instrument approach procedure to be performed;
- (b) retrieve the GPS approach from the database, conduct a Receiver Autonomous Integrity Monitoring (RAIM) check or a multi-sensor RNAV check and verify the approach waypoints used for the approach procedure;

- (c) establish the appropriate aircraft configuration and airspeed and complete the aircraft check list items for that phase of flight;
- (d) prior to final approach course, maintain altitude within plus or minus 100 feet, heading plus or minus 10 degrees;
- (e) on final approach course, maintain GPS track bar within ½ scale deflection;
- (f) maintain airspeed within plus or minus 10 knots of the declared approach speed;
- (g) descend to and maintain the MDA and accurately track to the Missed Approach Waypoint (MAWP) or to minimum visibility so as to permit completion of the visual portion of the approach with minimal manoeuvring; and
- (h) initiate the missed approach procedure, when the required visual references for the intended runway are not obtained at the MAWP.

Common Errors - Precision Approaches

10.20.13 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.

Circling Approaches (not required for Rotorcraft)

10.20.14 A circling approach shall not be conducted in weather conditions less than the minimum published in CAP. If the candidate should lose sight of the intended runway of landing, he/she shall commence a missed approach in accordance with published procedures. If conducted in a simulator, the ACP should question the crew on what procedure they plan to follow in order to conduct the circling approach.

10.20.15 Assessment will be based on the candidate's ability to:

- (a) select and comply with the appropriate circling approach procedure considering the manoeuvring capabilities of the aircraft;
- (b) confirm the direction of traffic and adhere to all restrictions and instructions issued by ATC or the check pilot; and
- (c) stay within the visibility criteria and not descend below circling MDA until in a position from which a descent to a normal landing is assured.

10.20.16 Some common errors that may affect the assessment of this sequence are:

- (a) no briefing on the type of circling approach to be used;
- (b) not designating which pilot will fly the circling approach;
- (c) failure to monitor and inform the pilot flying of deviations in airspeed or altitude;
- (d) exceeding 30° of bank or poor final alignment with the runway;
- (e) gross upward deviations in altitude or circling below circling altitude;
or
- (f) not maintaining correct airspeed or failure to align aircraft with runway to effect a safe landing.

10.21 Go-Around (GOA)

10.21.1 Begins when the crew aborts the descent to the planned landing runway during the Approach phase; ends after speed and configuration are established at a defined manoeuvring altitude or to continue the climb for the purpose of cruise. *Note: For the purposes of PPCs, one missed approach or one rejected landing is required per the PPC schedules. These events both fall under the “Go-around” phase of flight.*

10.21.2 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.

10.21.3 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.

10.21.4 Assessment will be based on the candidate’s ability to:

- (a) promptly initiate the missed approach;
- (b) report beginning the missed approach procedure;
- (c) comply with the published or alternate missed approach procedure;
- (d) report anytime the aircraft is unable to comply with a clearance, restriction, or climb gradient;
- (e) follow the check list items appropriate to the go-around procedure;
- (f) request a clearance to the alternate airport, clearance limit, or as directed by the check pilot; and
- (g) maintain the recommended airspeed within plus or minus 10 knots; heading, track, or bearing within plus or minus 10 degrees; and altitude within plus or minus 100 feet during the missed approach procedure.

10.21.5 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) manoeuvring 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 delayed or forgotten aircraft checks.

10.22 Landing (LND)

- 10.22.1 Begins when the aircraft is in the landing configuration and the crew is dedicated to touch down on a specific runway; ends when the speed permits the aircraft to be manoeuvred by means of taxiing for the purpose of arriving at a parking area. It may also end by the crew initiating a “Go-around” phase.
- 10.22.2 Landings and approaches to landings must be conducted according to the AOM and company procedures. The actual landing and roll-out must be assessed by the ACP particularly when the candidates have undertaken a Level C or D training program.
- 10.22.3 Assessment will be based on the candidate’s ability to:
- (a) execute a landing from an approach MDA or DH when the required visual references for the intended runway are obtained;
 - (b) take action respecting NOTAMs, wind shear, wake turbulence, runway surface, braking conditions, and other operational considerations; and/or
 - (c) take into consideration weather factors such as turbulence, wind shear, wind, and visibility.
- 10.22.4 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) manoeuvring 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; or failure to track the runway on roll-out.

10.23 Taxi-in (TXI)

- 10.23.1 Begins when the crew begins to manoeuvre the aircraft under its own power to an arrival area for the purpose of parking; ends when the aircraft ceases moving under its own power with a commitment to shut down the engine(s). It may also end by the crew initiating a “Taxi-out” phase.

10.24 Arrival/Engine Shutdown (AES)

- 10.24.1 Begins when the crew ceases to move the aircraft under its own power and a commitment is made to shutdown the engine(s); ends with a dedication to shutting down ancillary systems for the purpose of securing the aircraft. It may also end by the crew initiating an “Engine Start/Depart” phase.

Note: The Arrival/Engine Shutdown phase includes actions required during a time when the aircraft is stationary with one or more engines operating while ground servicing may be taking place, i.e., deplaning persons or baggage with engine(s) running, and or refueling with engine(s) running.

10.25 Post-flight (PSF)

- 10.25.1 Begins when the crew commences the shutdown of ancillary systems of the aircraft for the purpose of leaving the flight deck; ends when the cockpit and cabin crew leaves the aircraft. It may also end by the crew initiating a “Pre-flight” phase.

10.26 Flight Close (FLC)

- 10.26.1 Begins when the crew initiates a message to the flight following authorities that the aircraft is secure, and the crew is finished with the duties of the past flight; ends when the crew has completed these duties or begins to plan for another flight by initiating a “Flight Planning” phase.

Note that the taxi-in, arrival/engine shut-down, post flight and flight close phase of flight events are grouped under the common heading “Ground Arrival” on the 26-0249 form.

10.27 Abnormal/Emergency

- 10.27.1 Abnormal procedures should be of sufficient complexity to allow each crewmember to demonstrate the handling of primary and secondary failures and paper checklist procedures appropriate to the aircraft type. In addition to the required engine failures, normally a minimum of two different systems malfunctions for each pilot is required to adequately demonstrate knowledge and ability.
- 10.27.2 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.

10.27.3 The ACP shall not correct any unrelated malfunctions that are a result of crew actions.

10.27.4 Assessment will be based on the candidate's ability to demonstrate

- (a) 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 checklist or manual;
- (b) an understanding of alternate components, systems, procedures and any restrictions to continued flight predicated on their use and be able to develop a course of action that makes allowance for any further degradation in the aircraft airworthiness status; and
- (c) knowledge and discipline in the use of the electronic checklist and alerting systems.

10.27.5 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 electronic checklist and alerting system crew discipline.

10.28 Assessment Standards (Helicopter)

10.28.1 The majority of PPCs conducted in helicopters are VFR, single engine. The guidance that follows is for such a PPC. It is followed by additional guidance for PPCs in twin-engine helicopters, PPCs in helicopters with two pilots, and IFR PPCs.

10.29 Technical Knowledge

- 10.29.1 The pilot must display a practical knowledge of the airframe, engine, major components and systems including the normal, abnormal and emergency operating procedures and limitations.
- 10.29.2 The ACP may administer an oral examination to confirm the candidate's knowledge in conjunction with the pre-flight briefing required by section 9.5, 9.6 or 9.7.
- 10.29.3 The display of practical knowledge for CAR 704 PPCs is optional if the training records contain copies of valid written examinations.
- 10.29.4 The pilot must show a practical knowledge of settling with power, vortex ring state, and dynamic rollover to show that they are aware of the causes, prevention and appropriate recovery procedures.

10.30 Flight Planning (FLP)

- 10.30.1 Flight planning begins when the pilot or crew have been given a task for the helicopter and start to make use of flight planning information sources; and ends when the pilot or crew arrive at the aircraft for the purpose of the planned flight.
- 10.30.2 The pilot or crew must demonstrate adequate knowledge of the company's COM, SOPs, and AFM, including helicopter performance charts, limitations, applicable AFM supplements, and weight and balance procedures.
- 10.30.3 The pilot or crew must demonstrate the ability to obtain and understand adequate weather and NOTAM information, and the ability to use VFR (and if applicable, IFR) charts and other documents to effectively plan a flight.
- 10.30.4 Some common errors that may be observed and affect the assessment of the flight planning phase are:
 - (a) failure to correctly establish the aircraft empty weight and balance;
 - (b) not correctly calculating the take off weight (and balance, if applicable);
 - (c) inadequate knowledge of, or proficiency in, the interpretation of performance charts;
 - (d) lack of proper charts or manuals;
 - (e) inadequate knowledge of, or proficiency in, the interpretation of weather or NOTAM information;
 - (f) failure to select and check an appropriate fuel load;
 - (g) failure to select a route, altitude, destination or operating area, (and if applicable, alternate), appropriate for the weather.

10.31 Pre-flight (PRF)

- 10.31.1 The pre-flight begins when the pilot or crew arrives at the helicopter for the purpose of flight; and ends when the pilot or crew are seated at the controls and ready to start the engines. Assessment must be based on the pilot or crew's ability to safely inspect and prepare the helicopter for flight. All checks and procedures must be carried out in accordance with the AFM, company manuals and good airmanship.
- 10.31.2 Some common errors that may be observed and affect the assessment of the pre-flight phase are:
- (a) failing to check that the aircraft has been released by maintenance as serviceable for flight, and has adequate flight time remaining before being due for service;
 - (b) failing to be aware of, or consider the consequences of, deferred defects;
 - (c) failing to take proper MEL action when required;
 - (d) failing to file a flight plan or flight itinerary;
 - (e) failing to conduct an adequate external and internal inspection;
 - (f) taking off without required manuals, documents, charts or other publications.

10.32 Engine start/depart (ESD)

- 10.32.1 This phase begins when the pilot or crew take switch action to prepare to start the engines and ends when the helicopter moves by wheel taxi, or lifts into the hover. All checks and procedures must be carried out in accordance with the AFM, company manuals and good airmanship.
- 10.32.2 Some common errors that may be observed and affect the assessment of the engine start/depart are:
- (a) failure to follow AFM or company procedures or checklists;
 - (b) failure to test and set up IFR navigation equipment;
 - (c) failure to set the required radio frequencies;
 - (d) failure to make required calls or obtain clearance before take off;
 - (e) failure to maintain proper lookout to ensure safety of ground personnel;
 - (f) failure to take MEL action for a defect discovered before taxi.

10.33 Taxi-out and hovering maneuvers (TXO)

- 10.33.1 If the helicopter is wheel equipped, a wheel taxi should be included.
- 10.33.2 Some common errors that may be observed and affect the assessment of the wheel taxi sequence are:

- (a) excessive speed, especially when turning;
- (b) frequent or constant application of brakes against power;
- (c) failure to move the cyclic to keep an appropriate disc attitude during and after turns;
- (d) too much forward cyclic or collective.

10.33.3 Some common errors that may be observed and affect the assessment of wheel and hover taxi are:

- (a) inadequate lookout;
- (b) crossing hold points or entering active runways without clearance;
- (c) not following the cleared taxi route.

10.33.4 Some common errors that may be observed and affect the assessment of hover taxi and other hover maneuvers are:

- (a) hovering too high or too low;
- (b) yaw rates too high;
- (c) not maintaining ground position;
- (d) unnecessary sideward or rearward flight;
- (e) unnecessary or prohibited flight in the avoid curve;
- (f) lack of consideration of the effect of downwash on other aircraft, including parked aircraft;
- (g) hovering too close to obstacles or people on the ground;
- (h) excessive speed.

10.34 Take-off (TOF)

10.34.1 Takeoff includes lifting into the hover and transitioning into forward flight until power is reduced from takeoff to normal climb, and a normal climb airspeed has been reached.

10.34.2 Each pilot must perform the take-off exercises detailed in the appropriate PPC Schedule. Each crew need only conduct a complete take-off briefing once. Discussing specific safety items, or changes to the original departure, constitute an acceptable briefing for subsequent take-offs.

10.34.3 The ACP must ensure that published cockpit procedures and correct airspeeds are observed during takeoff.

10.34.4 Some common errors that may be observed and affect the assessment of the takeoff are:

- (a) takeoff towards obstacles when a safer path is available;
- (b) unnecessary or prohibited flight in the avoid curve;

- (c) for a twin engine helicopter, not following the correct speed and height profile laid down in the AFM or SOP.
- (d) exceeding engine or airframe limitations;
- (e) an incorrect or incomplete check resulting in a vital action being missed.

10.35 Rejected Take-off (RTO)

- 10.35.1 Begins when the pilot decides to abort the takeoff because of insufficient power, other malfunction, or risk of collision with terrain, and ends when the helicopter is in a low hover or on the ground as appropriate.
- 10.35.2 Where two pilots are completing a PPC as a crew, a rejected take-off shall be completed by each pilot.
- 10.35.3 Some common errors that may be observed and affect the assessment of the sequence are:
 - (a) failure to alert crew with the appropriate call, if applicable, e.g., “Engine failure -landing”;
 - (b) failure to use correct attitudes, speeds and techniques;
 - (c) in a twin engined helicopter failure to recognise the need to initiate a rejected take-off prior to V_{toss} ;
 - (d) failure to recognise the need to reject the takeoff to avoid obstacles;
 - (e) failure to recognise the need to reject the takeoff because of malfunctions, eg MGB chip;
 - (f) failure to maintain control of the helicopter or stop within the confines of the runway or heliport.

10.36 Confined Area

- 10.36.1 The confined area exercise begins when the pilot has an area pointed out by the ACP, or is instructed to find a suitable place to land. It ends when the helicopter has safely exited the confined area and is climbing away.
- 10.36.2 The ACP must assess the decision making process that the candidate uses in selecting and reconnoitering a suitable area. The ACP should not unfairly influence this process by deliberately instructing the candidate to land in an area that the ACP believes to be unsuitable.
- 10.36.3 Some common errors that may be observed and affect the assessment of the sequence are:
 - (a) lack of systematic reconnaissance;
 - (b) reconnaissance conducted too low or too high;
 - (c) inadvertent loss of airspeed during reconnaissance;

- (d) failure to establish and take account of the size, shape, slope, surface, or surrounds of the area, and the direction of the wind and sun;
- (e) selection of a poor approach or departure path;
- (f) airspeed or rate of descent too high on approach;
- (g) attempting touchdown in unsuitable part of the area;
- (h) failing to ensure the tail is clear in hover turns;
- (i) wasting power on departure through over-controlling or poor departure profile;
- (j) coming so close to obstacles that the ACP has to warn the candidate or take control.

10.37 Sloping ground

10.37.1 A sloping ground landing may be made in conjunction with the confined area exercise or separately. This exercise begins with the selection of a suitable area and ends when the helicopter is no longer over the sloping ground.

10.37.2 Some common errors that may be observed and affect the assessment of the sequence are:

- (a) attempting to land on a slope that is clearly excessive;
- (b) drifting or yawing while landing or taking off;
- (c) failing to displace the cyclic to keep the disk level whilst lowering the aircraft to the ground after initial contact;
- (d) failing to displace the cyclic to keep the disk level on takeoff resulting in excessive roll or pitch oscillations when breaking contact with the ground;
- (e) turning the tail into the slope;
- (f) rough handling allowing the aircraft to fall abruptly or leap abruptly into the air;
- (g) lowering the aircraft beyond an acceptable roll or pitch attitude.

10.38 Cruise (CRZ)

Steep Turns

10.38.1 The candidate's ability to maintain bank angle, altitude and airspeed should be checked in one or more 45° bank turns through at least 180°. He/she should be allowed to stabilize the aircraft at the required altitude and airspeed before starting the turn(s). The ability to safely conduct steep turns may instead be observed during the confined area recce.

10.38.2 Some common errors that may be observed and affect the assessment of the sequence are;

- (a) failure to maintain bank angle;
- (b) failure to maintain airspeed; or
- (c) failure to maintain altitude.

10.39 Landing (LND)

- 10.39.1 Begins when the aircraft is in the landing configuration and the crew is dedicated to touch down or hover on a specific runway or landing surface; ends when the speed permits the aircraft to be manoeuvred by means of wheel or hover taxi for the purpose of arriving at a parking area.
- 10.39.2 Landings and approaches to landings must be conducted according to the AFM and company procedures.
- 10.39.3 Some common errors that may affect the assessment of this sequence are:
 - (a) initiating the flare too early or too late;
 - (b) over controlling on short final;
 - (c) manoeuvring the aircraft inappropriately for the phase of flight;
 - (d) unnecessary or prohibited flight in the avoid curve;
 - (e) attempted landing without completing required checks;
 - (f) landing too close to obstacles.

10.40 Taxi-in (TXI)

- 10.40.1 Begins when the crew begins to hover or wheel taxi to an arrival area for the purpose of parking; ends when the helicopter ceases moving under its own power with a commitment to shut down the engine(s).

10.41 Arrival/Engine Shutdown (AES)

- 10.41.1 Begins when the crew ceases to move the aircraft under its own power and a commitment is made to shutdown the engine(s); ends with a dedication to shutting down ancillary systems for the purpose of securing the aircraft.

10.42 Post-flight (PSF)

- 10.42.1 Begins when the crew commences the shutdown of ancillary systems of the aircraft for the purpose of leaving the cockpit; ends when the crew leaves the aircraft.

10.43 Flight Close (FLC)

- 10.43.1 Begins when the crew leaves the aircraft. Ends when the crew has informed the flight following agency that the aircraft is safely on the ground, and when the crew has completed all other duties associated with the flight.

Note that the taxi-in, arrival/engine shut-down, post flight and flight close phase of flight events are grouped under the common heading “Ground Arrival” on the 26-0279 form.

10.44 Abnormal/Emergency

- 10.44.1 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 checklist or manual. The candidate must be familiar with alternate components, systems, procedures and any restrictions to continued flight predicated on their use and must develop a course of action that makes allowance for any further degradation in the aircraft airworthiness status.
- 10.44.2 Abnormal procedures should be of sufficient complexity to allow each crewmember to demonstrate the handling of primary and secondary failures and paper checklist procedures appropriate to the 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.
- 10.44.3 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.
- 10.44.4 The ACP shall not correct any unrelated malfunctions that are a result of crew actions.
- 10.44.5 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.

10.45 Engine failure in the hover

- 10.45.1 Some common errors that may be observed and affect the assessment of the sequence are:

- (a) touching down while drifting or yawing;
- (b) failure to land before Nr decays below limits.

10.46 Engine failure in the cruise for a single engine helicopter

10.46.1 A surprise engine failure in the cruise in a single-engine helicopter necessitates an immediate autorotation. A suitable area must be available. As this exercise will often be done away from an airport the autorotation should not be continued below an altitude where wires or other obstacles may be unexpectedly encountered. The assessment should focus on the ability of the pilot to rapidly establish the helicopter in autorotation, select the most suitable landing area, and fly the aircraft to that area. Once it is apparent that the helicopter will make the area, the candidate should be instructed to climb away.

10.46.2 Some common errors that may be observed and affect the assessment of the sequence are:

- (a) slow to lower collective and adjust airspeed;
- (b) failure to control Nr and airspeed during the autorotation;
- (c) cruise flight at an altitude and route that would not allow a successful forced landing, when flight could have been made at a higher altitude, or on a safer route;
- (d) selection of an unsafe landing area, when a safe one is available;
- (e) does not know, or take account of, the surface wind;
- (f) failure to adjust airspeed, heading, and Nr in a timely fashion to make the assigned aiming point or area;
- (g) not making the assigned point or area;
- (h) lack of coordinated flight;
- (i) failure to complete essential actions, such as lowering the landing gear;
- (j) failure to transmit a Mayday call or brief passengers.

10.47 Auto-rotations

10.47.1 The ACP may brief the candidate to use a particular aiming point for auto-rotations, or a limited area on the airport. The auto-rotation will terminate in a touchdown or power recovery, depending on the wishes of the Air Operator. The management of the particular aspects of the power recovery is not assessed as it is neither a normal nor emergency flight maneuver, but a training artificiality.

10.47.2 Some common errors that may be observed and affect the assessment of the sequence are:

- (a) failure to control Nr and airspeed;

- (b) failure to adjust airspeed, heading, and Nr in a timely fashion to make the assigned aiming point or area;
- (c) not making the assigned point or area;
- (d) lack of coordinated flight;
- (e) failure to complete essential actions, such as lowering the landing gear;
- (f) too slow before the flare;
- (g) initiating flare too early or too late, using too much or too little flare;
- (h) not assuming the correct attitude for landing, leading to pitch or roll oscillations after touchdown;
- (i) not straight when landing;
- (j) failing to cushion properly;
- (k) allowing Nr to decay excessively before touchdown;
- (l) excessive speed on touchdown;
- (m) landing hard;
- (n) rough handling risking rotor contact with tail;
- (o) ACP has to take control or initiate overshoot at any point.

10.48 Anti-torque failure or control malfunctions

10.48.1 There are many different types and modes of yaw control failure, and they may be simulated in the hover or in forward flight. There is often more than one way of coping with a particular yaw control problem. Accordingly the ACP should focus on the outcome, rather than the particular technique that the pilot chooses. When using a technique involving the closing of the throttle in the final stages, the ACP should discuss beforehand whether this will be to the ground or a power recovery. The management of the particular aspects of the power recovery is not assessed as it is neither a normal nor emergency flight maneuver, but a training artificiality.

10.48.2 Some common errors that may be observed and affect the assessment of the sequence are:

- (a) attempting to land with excessive yaw or drift;
- (b) attempting to land at an excessive speed or on an unsuitable surface;
- (c) leaving the hover and extending flight, when a landing from the hover was feasible;
- (d) failure to use Nr or throttles to affect yaw when appropriate;
- (e) inappropriate use of Nr or throttles;
- (f) allowing Nr to decay out of limits before landing;

- (g) uncontrolled yaw in the hover that requires the intervention of the ACP to take control or to terminate the simulation;
- (h) use of a technique prohibited in the AFM, eg shutting the throttle if so prohibited.

10.49 Hydraulic failures and malfunctions

- 10.49.1 In some types of helicopter the failure of a hydraulic system will make the controls hard to move and affect the controllability of the aircraft. The consequences of failing to follow AFM procedures and limits in the event of a hydraulic failure can be unpredictable. The ACP should pay particular attention to these procedures and limitations as appropriate for the helicopter type, as well as the aircraft handling.
- 10.49.2 Some common errors that may be observed and affect the assessment of the sequence are:
- (a) failing to observe AFM airspeed limits;
 - (b) failing to carry out the correct AFM or checklist actions;
 - (c) drift or yaw on touchdown;
 - (d) rough control resulting in excessive pitching or rolling on ground contact.

10.50 Additional malfunctions for twin engine helicopters

. OEI in the landing and takeoff phases

10.50.2 Assessment may be made of single engine failures in a twin engine helicopter in the hover, pre CDP (Critical Decision Point), post CDP, pre LDP (Landing Decision Point) and post LDP. The take-off and landing profiles on which these emergencies are tested should be the ones that the Operator uses.

10.50.3 Some common errors that may affect the rating of this sequence are:

- (a) attempting to continue flight where a landing should be made, and vice versa;
- (b) poor or slow control of attitude, power or speed;
- (c) profiles, speeds, and technique not in accordance with AFM or SOPs;
- (d) landing hard;
- (e) exceeding AFM limitations;

. OEI in normal flight

10.50.4 Assessment must also be made of single engine failures in a twin-engine helicopter in normal flight. This may be associated with the results of a simulated engine fire. The pilot should be able to deal with the emergency whilst retaining control of the aircraft, maintaining a safe altitude and heading, and adjusting power and speed as appropriate.

10.50.5 Some common errors that may affect the rating of this sequence are:

- (a) inadvertent altitude excursions;
- (b) not lowering collective resulting in excessive Torque;
- (c) not attaining a safe single engine speed and configuration promptly
- (d) missing turns, descents or other scheduled tasks through distraction;
- (e) wandering off track or glideslope.

10.51 Additional items for IFR PPCs in helicopters

Initial Climb (ICL)

10.51.2 Begins at V_{broc} or above, ends after the speed and configuration are established at a defined manoeuvring altitude or to continue the climb for the purpose of cruise. It may also end by the crew initiating an “Approach” phase.

Note: Maneuvering altitude is based upon such an altitude to safely maneuver the aircraft after an engine failure occurs, or pre-defined as an obstacle clearance altitude. Initial Climb includes such procedures applied to meet the requirements of noise abatement climb, or best angle/rate of climb.

En-route Climb (ECL)

10.51.3 Begins when the crew establishes the aircraft at a defined speed and configuration enabling the aircraft to increase altitude for the purpose of cruise; ends with the aircraft established at a predetermined constant initial cruise altitude at a defined speed or by the crew initiating a “Descent” phase.

Cruise (CRZ)

10.51.4 Begins when the crew establishes the aircraft at a defined speed and predetermined constant initial cruise altitude and proceeds in the direction of a destination; ends with the beginning of Descent for the purpose of an approach or by the crew initiating an “En Route Climb” phase.

Holding

10.51.5 Each pilot shall conduct a holding procedure consisting of entry, the hold and exit as appropriate to the aircraft type.

10.51.6 The ACP must ensure that the hold is established in accordance with the ATC clearance. Speed and timing shall be in accordance with established procedures.

10.51.7 Some common errors that may affect the assessment of the sequence are:

- (a) failure to obtain a current altimeter setting and to set and cross check the altimeters according to company SOPs;
- (b) failure to obtain an expected approach time (EAT);

- (c) failure to adjust power settings or airspeed according to the company SOPs;
- (d) poor tracking or incorrect allowance for wind;
- (e) failure to enter a holding pattern using standard IFR procedures;
- (f) failure to fly the holding pattern as prescribed;
- (g) allowing the aircraft to exceed an assigned airspeed or altitude limitation;
- (h) violating the accepted and acknowledged ATC clearance;
- (i) inability to correctly program and execute the hold procedure with the GPS;
- (j) unable to effectively clear the hold from the GPS or to depart the holding pattern;
- (k) failure to comply with an ATC instruction.

. Descent (DST)

10.51.8 Begins when the crew departs the cruise altitude for the purpose of an approach at a particular destination; ends when the crew initiates changes in aircraft configuration and/or speeds to facilitate a landing on a particular runway. It also may end by the crew initiating an “En Route Climb” or “Cruise” phase.

. En Route Climb, Cruise, Descent

10.51.9 Each pilot shall demonstrate enroute climb, cruise and descent manoeuvres.

10.51.10 The CCP must ensure that the candidate adheres to any clearance, whether actual or simulated, and that the candidate understands and follows the procedures in SIDs, STARs and published transitions. Each pilot must demonstrate proper use of navigational equipment including the FMS or GPS.

10.51.11 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) incorrect selection of radio aids or failure to properly identify facilities;
- (c) altitude, heading or airspeed allowed to deviate due to pre-occupation or poor cockpit management of workload;
- (d) an attempt made to follow a procedure that would violate an accepted and acknowledged ATC clearance or instruction, or endanger the aircraft;
- (e) departure or arrival not correctly programmed or failure to monitor the flight guidance modes;
- (f) failure to select and display GPS pages according to company SOPs; or

- (g) inability to correctly program the GPS for a change of destination or to activate an alternate transition, approach or flight plan.

Approach (APR)

10.51.12 Begins when the crew initiates changes in aircraft configuration and/or speeds enabling the aircraft to manoeuvre for the purpose of landing via a particular instrument approach; ends when the aircraft is in the landing configuration, with visual references, and the crew is dedicated to land at a specific point. It may also end by the crew initiating an “Initial Climb” or “Go-around” phase.

10.51.13 One approach must be made with a simulated engine failure.

10.51.14 CCPs will pay particular attention to the briefing, when operating in a multiple crew environment, to ensure it is in accordance with the Operator’s SOPs or covers a review of the:

- (a) type of approach to be conducted;
- (b) missed approach procedure; and
- (c) instrument panel configuration.

10.51.15 Altimeters shall be set to the current local altimeter setting. This includes the requirement to utilize a remote altimeter source if indicated on the instrument approach chart.

10.51.16 Assess the candidate’s ability to organize and share the cockpit workload, in respect to crew resource management, by ensuring adherence to company SOPs.

10.51.17 Some errors common to all Instrument Approaches that may affect the assessment of the exercise or sequence are:

- (a) not following published transitions when cleared to do so;
- (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;
- (e) unable to properly program the GPS for the type of approach;
- (f) not sure when to leave last assigned altitude for transition, initial, or procedure turn altitude when cleared for the approach;
- (g) not monitoring raw data for the approach when appropriate;
- (h) failure to respect step down fixes;
- (i) improper flight director (FD) mode selected for type of approach;
- (j) slow to make corrections or change modes when tracking;
- (k) not monitoring all required approach aids;

- (l) loss of separation with other aircraft due to incorrect interpretation of, or failure to follow, an ATC clearance or instruction, or a published approach procedure;
- (m) crew duties, including monitoring and verbal call-outs, not in accordance with company SOPs;
- (n) commencing a missed approach either too early or too late because of poor speed control, wind effect, navigation or timing;
- (o) aircraft not in a position to land due to lateral or vertical misalignment;
- (p) failure to initiate a go-around in accordance with the published aircraft and company procedures;
- (q) configuring the aircraft inappropriately for the phase of flight; or
- (r) manoeuvring the aircraft inappropriately for the phase of flight.

10.51.18 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, including accepting an ATC assigned airspeed that leads to de-stabilizing the aircraft approach;
- (c) reaching MDA too late;
- (d) failure to establish the correct MAP;
- (e) aircraft incorrectly configured at FAF.

10.51.19 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.

Go-Around (GOA)

10.51.20 Begins when the crew aborts the descent during the Approach phase; ends after speed and configuration are established at a defined manoeuvring altitude or to continue the climb for the purpose of cruise.

Note: The PPC schedule requires at least one missed approach.

10.51.21 A missed approach may be carried out at any time from intercepting final approach to prior to touch down on the runway. The published missed approach profile must be followed except where it is modified by ATC.

10.51.22 Some common errors that may affect the assessment of this sequence are:

- (a) not utilizing power, attitude and airspeed to achieve a satisfactory climb profile;
- (b) not following the published profile or ATC clearance;
- (c) manoeuvring the aircraft inappropriately for the phase of flight;
- (d) failure to ensure that required checks are completed;
- (e) improper programming of GPS;
- (f) not establishing or monitoring the missed approach guidance mode.

10.52 Additional items for PPCs in helicopters with two pilots

Two pilots as a crew

10.52.2 Where two pilots are being tested as a crew, the flight planning, pre-flight, engine start, and taxi are completed as a crew exercise, and need only be demonstrated once. However, both pilots must demonstrate their ability to control the aircraft in wheel taxi and in the hover. This may be done at any time during the test, not necessarily during the initial taxi. An assessment of PNF duties (10.63) and crew co-ordination (10.64) is required for proficiency checks on helicopters with two pilots.

10.53 Automation and Technology

10.53.1 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 ACP.

10.53.2 The crew's management of automation and its effect on horizontal and vertical situational awareness must be observed during flight checks. Situational awareness is defined for the purpose of flight check assessment as "the crew's knowledge and understanding of the present and future status of the aircraft and its systems with regard to its horizontal and vertical position relative to the required position for each phase of flight." Flight path, terrain, system status, aircraft configuration and energy awareness are all important aspects of situation awareness required for the operation of modern aircraft.

10.53.3 All modern passenger aircraft 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.

Electronic Aircraft Checklist and Alerting System

- 10.53.4 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 electronic checklist and alerting system can be confirmed by each crewmember's adherence to company SOPs, and by their demonstration of knowledge, ability and discipline during normal and abnormal procedures.
- 10.53.5 Each pilot shall demonstrate procedures of sufficient complexity and detail to confirm adequate knowledge, ability and discipline to effectively use this system as appropriate to the aircraft type.
- 10.53.6 Some common errors that may affect the assessment of this sequence are:
- (a) not maintaining proper crew co-ordination and discipline while completing a checklist or procedure;
 - (b) clearing the electronic checklist before confirmation by the PF;
 - (c) failure to review the aircraft status;
 - (d) improper division of duties during the procedures established for the system;
 - (e) inadequate knowledge of aircraft systems to allow proper completion of procedures;
 - (f) inadequate knowledge of QRH and/or system procedures or content;
 - (g) failure to clear hard tuned system pages thereby restricting auto-tuned pages;
 - (h) not informing PF when checklist procedure is complete; or
 - (i) failure to correctly prioritise procedures and checklists.

FMS/RNAV Programming

- 10.53.7 Each crewmember shall demonstrate satisfactory knowledge of FMS/RNAV procedures. ACPs must ensure crew familiarity with the operation of these systems in all phases of flight as appropriate to the aircraft type.
- 10.53.8 Sufficient procedures, appropriate to the aircraft type, must be demonstrated by each crewmember to confirm adequate knowledge, ability and discipline in the use of the FMS/RNAV system. On initial proficiency checks each pilot shall demonstrate FMS/RNAV programming for departure, enroute, arrival, approach, alternate, change of destination and holding procedures. In addition, each crew shall demonstrate programming for lateral offset and altitude crossing restriction manoeuvres. During recurrent proficiency checks, crews

must demonstrate satisfactory knowledge of sufficient FMS/RNAV procedures to complete the flight check scenario.

10.53.9 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/RNAV;
- (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/RNAV systems;
- (f) unable to recover a portion of the flight plan if inadvertently erased;
- (g) failure to recognize and take corrective action when programmed FMS/RNAV navigation is not satisfactory or not in accordance with clearance;
- (h) one crewmember requires prompting or help from the other crewmember in order to program FMS/RNAV; or
- (i) not checking accuracy of entered data.

Auto Flight Systems/Flight Mode Awareness

10.53.10 For all highly automated aircraft, given the sometimes-subtle mode changes that can occur with regard to flight path management and the auto-throttle system, disciplined monitoring and crew co-ordination 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.

10.53.11 ACPs 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.

10.53.12 Some common errors that may affect the assessment of this sequence are:

- (a) failure to enunciate or recognize mode changes according to the company SOP;
- (b) failure to understand the effect or meaning of mode changes;
- (c) failure to take manual control or select a different auto-flight mode when required;

- (d) not making use of appropriate auto-flight systems when workload is high;
- (e) incorrect auto-flight mode engaged or failure to correctly transition between modes;
- (f) loss of situational awareness due to unnoticed direct or indirect auto-flight mode changes;
- (g) failure of PNF to cross check mode changes; or
- (h) unaware of mode changes initiated by system logic.

10.54 Pilot Not Flying Duties

- 10.54.1 Strict adherence to procedures associated with each crew position is essential. To check the proper division of duties between the PF and the PNF requires observation during normal and abnormal procedures. ACPs must ensure satisfactory compliance with PNF duties as detailed in the AOM and company SOPs.
- 10.54.2 Normally an error in PNF duties will be observed during such things as FMS/RNAV programming, checklist procedures or general cockpit duties specified in company SOPs. ACPs must rate PNF duties on the 26-0249/0279 forms. If the sequence is rated “Basic Standard” or “Below Standard”, a narrative identifying the specific area(s) of concern must be included.
- 10.54.3 Each pilot shall demonstrate PNF duties sufficient to determine compliance with, and knowledge of, aircraft procedures and company SOPs. This shall include normal and abnormal procedures while operating as PNF.
Flight crew may be required to conduct PNF duties from a seat position that they do not normally occupy (PPC with two Captains or two F/Os). In this situation, PNF training must be provided immediately prior to the PPC in the seat occupied during the PPC.
- 10.54.4 Some common errors that may affect the rating of this sequence are:
- (a) not familiar with PNF duties;
 - (b) PNF required excessive help from PF to accomplish tasks;
 - (c) not completing duties assigned by the PF without prompting;
 - (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.

10.55 Crew Co-ordination

- 10.55.1 The assessment of crew co-ordination is embedded in flight management skills of the four point scale. The actions of the individual should contribute to the overall effectiveness of the crew during normal, abnormal, and emergency situations. Crew co-ordination and crew resource management in each required sequence, while observed individually, have an interrelationship in the overall operation of the aircraft.
- 10.55.2 Each crew must demonstrate effective crew co-ordination. Procedures utilized by the crewmembers shall be in accordance with company Standard Operating Procedures.
- 10.55.3 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 crewmembers;
 - (c) failure to heed warnings of other crewmembers;
 - (d) loss of situational awareness due to ineffective crew co-ordination or communication;
 - (e) failure to alert other crewmembers to potentially hazardous situations;
 - (f) failure to effectively share workload with other crewmembers;
 - (g) inability to maintain cockpit discipline;
 - (h) overall crew lack of awareness of, or attention to, flight mode annunciation; or
 - (i) tendency to deviate from SOPs when workload increases.

Chapter 11 Validity Periods and Extensions

11.1 ACP Monitor

- 11.1.1 The validity period of a Type A ACP monitor expires on the first day of the thirteenth month following the month in which the ACP monitor was completed.
- 11.1.2 Where a Type A ACP monitor is renewed within the last 90 days of its validity period, its validity period is extended by 12 months.
- 11.1.3 The Issuing Authority may extend the validity period of an ACP monitor by up to 60 days.
- 11.1.4 Where the validity period of an ACP monitor has been extended pursuant to subsection 11.1.3 and the ACP monitor is renewed after the initial expiry date, its validity is extended by 12 months calculated from the date the monitor was conducted.

11.2 ACP Course

- 11.2.1 The validity period of an ACP Course expires on the first day of the 61st month following the month in which the ACP Course was completed.
- 11.2.2 Where an ACP Course is renewed within the last 90 days of its validity period, its validity period is extended by 60 months.
- 11.2.3 The Issuing Authority may extend the validity period of an ACP Course by up to 90 days.
- 11.2.4 Where the validity period of an ACP Course has been extended pursuant to subsection 11.2.3 and the ACP Course is renewed after the initial expiry date, its validity is extended by 60 months calculated from the date the ACP Course was completed.

11.3 Authorized Person's Authority

- 11.3.1 An Authorized Person's authority is valid to the first day of the 61st month following the date of completion of the theoretical portion of an approved ACP (Initial) Course, or upon completion of an inspector briefing.
- 11.3.2 An Authorized Person's authority may be renewed by attending an approved Recurrent ACP Training Course/Workshop or by completion of another inspector briefing.
- 11.3.3 An extension to the validity period of the ACP Course referred to in subsection 11.2.3 automatically extends the Authorized Person's authority to the same date, with the new validity period calculated in the same manner as that specified in subsection 11.2.4.

11.4 Advisory Material (Validity/Renewal Extensions)

Note: The following advisory material is included to assist in the interpretation of regulatory requirements that pertain to the PPC and IRT.

PPC Validity Period

For CAR 705 (Airline) the PPC validity period expires on the first day (at 23:59 hrs) of the 7th month (or on the first day of the 13th month if the operator is approved for LOFT training) following the month in which the PPC was taken. This means if you did a ride in November 2000, your PPC would expire on either the 1st of June 2001 or the 1st of December 2001 (i.e., count 7 or 13 months starting with December). ref: 705.113(2)(a) and (b).

For CAR 704 (Commuter) and CAR 703 (Air Taxi) the PPC validity period expires on the first day (at 23:59 hrs) of the 13th month following the month in which the PPC was taken. This means if you did a ride in November 2000, your PPC would expire on the 1st of December 2001 (i.e., count 13 months starting with December). ref: 704.111(2)(a) and (b) and 703.91(1).

For CAR 702 (Aerial Work) the PPC validity period expires on the first day (at 23:59 hrs) of the 25th month following the month in which the PPC was taken. This means if you did a ride in November 2000, your PPC would expire on the 1st of December 2002 (i.e., count 25 months starting with December 2000). ref: 702.67(1) and 604.68(1)(a).

PPC Renewal

Where PPCs required by CAR 702, 703, 704 or 705 are renewed within 90 days of their expiry date, you add the following to that expiry date: CAR 705 – add 6 months, or if the operator is approved for LOFT training, 12 months; CAR 703 and 704 – add 12 months; CAR 702 – add 24 months.

PPC Extensions

The validity period of a PPC may be extended up to 60 days in accordance with CAR 705.113(5), 704.111(3), 703.91(3) or 702.67(5). Under the current regulations, when the PPC is renewed within the approved extension period, the new expiry date is computed in the same manner as that described under “PPC Validity” above (i.e., the first day of the “x” month following the month in which the PPC was taken).

The following is a repeat of 745.113(5) that provides guidance material pertaining to extensions.

R745.113(5) - Validity Period Extension

Extensions of up to 60 days to the normal expiry date may be granted under the following circumstances, provided the request is made before the expiry date:

- 1. illness, accident, injury or medical requirements preclude completion of checking/training within the appropriate time;*
- 2. simulator, cabin emergency evacuation trainer, or training aid breakdown;*
- 3. simulator or cabin emergency evacuation trainer unavailability for reasons beyond the operator's control;*

4. *pilot or flight attendant inability to attend scheduled session due to aircraft mechanical problems, weather related difficulties, or flight cancellation;*
5. *family emergency;*
6. *any other item which, in the opinion of the Issuing Authority, merits an extension and will not compromise safety; or*
7. *the elapsed time from the date of the last completed check (or required training) does not exceed nine months in the case of a mid year PPC (or training session), fifteen months in the case of a twelve month PPC or line check, or fifteen months in the case of flight attendant annual training. Normally, the validity period will be extended by 30 days and a further 30 day extension will be granted (subject to number 7 above) if required. If it is known at the outset that the issue requiring an extension will not be resolved within 30 days, the validity shall be extended for 60 days or compliance with number 7 above, whichever is shorter.*

IRT Validity Period

The instrument rating validity period is calculated in a manner similar to the PPC validity period with the exception that the instrument rating validity period is the same regardless of what CAR Subpart you operate under (i.e., the instrument rating validity period expires on the first day (at 23:59 hrs) of the 25th month following the month in which the flight check was taken). This means, if you did a ride in November 2000, your instrument rating would expire on the 1st of December 2002 (i.e., count 25 months starting with December 2000). ref: 421.48(1).

If you operate under CAR 702 your PPC and instrument rating validity periods are the same; if you operate under CAR 703, 704 or 705, the dates will be different. This should not pose a problem since every PPC that you successfully complete allows you to renew your instrument rating. If your PPC was conducted by a CCP, you will want to renew the instrument rating only when it is necessary, because there is a \$30 charge for renewing the instrument rating. This will not be a factor if a TC Inspector has conducted your PPC because the \$200 charge for the PPC includes one licensing action (type endorsement or instrument rating).

IRT Renewal

Instrument ratings can be renewed within 90 days of the expiry date and the new expiry date is calculated the same as for a PPC renewal (add 24 months to the old expiry date).

IRT Extensions

The validity period of an instrument rating may be extended for a period not to exceed 90 days provided the application is made while the IRT is valid and the applicant can show that there was no reasonable opportunity to take a renewal flight check within the 90 days prior to the expiry of the instrument rating. Ref: CAR Standard 421.49(6)

When the IRT is renewed within the approved extension period, the new expiry date is computed in the same manner as that described under “IRT Validity” above (i.e., the first day of the 25th month following the month in which the PPC was taken).

IRT Expiry – Airborne PPC

Where the PPC/IFR includes a simulator and an airborne portion, the PPC flight date is the date that the airborne portion of the flight check is completed and this is the date from which the IRT validity period is calculated. The reason for this is that the PPC/IFR is not completed (in the legal sense) until all requirements of the appropriate PPC schedule have been evaluated, and the airborne portion is part of the PPC schedule.

Part II

ACP Requirements

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Chapter 12

Aerial Work (702) ACP Requirements

12.1 Qualifications for CCPs (702)

12.1.1 The 702 Type A CCP nominee shall:

- (a) hold a valid CPL or CPL(H), a valid instrument rating for PPC/IFR nominees, a type rating, and a valid PPC on the same type of aircraft as requested on the nominee's ACP Application Form;
- (b) have accumulated a minimum of 1000 flight hours as Pilot-in-Command;
- (c) have been employed as Pilot-in-Command in a 702 type of commercial operation and on the same category of aircraft for which checking authority is sought;
- (d) have previous experience as a training pilot or have demonstrated equivalent knowledge and ability;
- (e) demonstrate satisfactory knowledge of the contents and interpretation of the following publications:
 - (i) CAR Part I, specifically the fee schedule,
 - (ii) CAR Part IV,
 - (iii) CAR 601, 602, and 605,
 - (iv) CAR 702,
 - (v) Approved Check Pilot Manual,
 - (vi) Authorized Person's Training Program for CCPs,
 - (vii) Canada Air Pilot (CAP),
 - (viii) Instrument Procedures Manual,
 - (ix) Canada Flight Supplement, specifically communication failure procedures; and
 - (x) Aeronautical Information Publication (AIP) Canada.
- (f) demonstrate a thorough knowledge of the Air Operator's operating manual, operating specifications, SOPs and applicable aircraft flight and operating manuals; and
- (g) meet the initial requirements specified in section 12.3.

12.2 Qualifications for Contract CCPs (702)

12.2.1 A 702 Type A Contract CCP nominee shall:

- (a) be active as a CCP on the same type(s) of aircraft as shown on the ACP Application Form or as requested by the contracting Operator in the singular request required by subsection 3.3.3;

- (b) be familiar with the contracting Air Operator's operating manual, operating specifications, SOPs and applicable aircraft flight and operating manuals; and
- (c) meet currency requirements specified in section 12.4.

12.3 Initial Requirements (702)

12.3.1 The nominee shall

- (a) meet the qualification requirements specified in section 12.1 and for Type A PPC/IFR nominees, shall have successfully completed an approved ACP (Initial) Course within the preceding 12 months of being appointed;
- (b) observe or conduct at least two PPCs (two different scenarios on two different pilots/crews) under the guidance of an ACP or a TC Inspector; *Where the Air Operator has an approved ACP (Practical) Course, the requirements of this subsection will be met by the candidate's successful completion of that course*
- (c) participate in the TC Inspector briefing referred to in subsection 4.2.1; and
- (d) undergo the initial ACP monitor referred to in subsection 4.3.1.

12.4 Currency Requirements (702)

12.4.1 An ACP shall maintain currency by

- (a) attending an ACP (Recurrent) Course every 5 years from the date of completion of the ACP (Initial) Course. The ACP (Recurrent) Course shall be one the following:
 - (i) the "recurrent" portion of an approved ACP (Initial) Course,
 - (ii) an approved ACP (Recurrent) Course delivered by an approved ACP training organization, or
 - (iii) a Transport Canada ACP (Recurrent) Course;
- (b) successfully completing a biennial PPC renewal conducted by a TC Inspector (section 6.1); and
- (c) completing an annual monitor conducted by a TC Inspector (section 6.2).

12.5 Currency Requirements - PPC (Simulator Only)

Authority

12.5.1 An ACP who has been granted a PPC (simulator only) authority shall maintain currency by:

- (a) attending an ACP (Recurrent) Course every 5 years;
- (b) completing the operator's annual recurrent training program (ground and simulator) on the applicable aircraft type(s);

- (c) completing a biennial PPC to the appropriate standard conducted by a TC Inspector;
- (d) completing an annual monitor conducted by a TC Inspector; and
- (e) semi-annually, monitoring from an observer/passenger seat, four flights representative of the company's operations for that aircraft type.

12.6 Re-qualification Requirements (702)

12.6.1 CCPs who have not met the currency requirements of section 12.4(c) for the period indicated shall re-qualify in the manner specified:

- (a) one year but less than two years must complete a monitor ride;
- (b) two years but less than five years must attend an ACP (Recurrent) Course and complete a monitor ride; and
- (c) over five years must attend an approved ACP (Initial) Course, in addition to complying with paragraphs 12.4.1(b) and (c).

12.6.2 CCPs who have not met the currency requirements of subsection 12.5 shall re-submit an ACP Application Form in the same manner as for an initial application.

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Chapter 13

Air Taxi Operations (703) ACP Requirement

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13.1 Qualifications for Type A CCPs (703)

13.1.1 A 703 Type A CCP nominee shall:

- (a) hold at least a valid CPL, ATPL, CPL(H) or ATPL(H), as appropriate to that required of a pilot-in-command PPC candidate, a valid instrument rating for PPC/IFR nominees, a type rating and a PPC on the same type of aircraft as requested on the nominee's ACP Application Form;
- (b) have accumulated a minimum of 1,000 flight hours as Pilot-in-Command;
- (c) have experience as a PIC in the same type of Air Taxi Operation and on the same category of aircraft for which checking authority is sought;
- (d) have experience as a training pilot or have demonstrated equivalent knowledge and ability;
- (e) demonstrate satisfactory knowledge of the contents and interpretation of the following publications:
 - (i) CAR Part I, specifically the fee schedule,
 - (ii) CAR Part IV,
 - (iii) CAR 601, 602, and 605,
 - (iv) CAR 703,
 - (v) Approved Check Pilot Manual,
 - (vi) Authorized Person's Training Program for CCPs,
 - (vii) Canada Air Pilot (CAP),
 - (viii) Instrument Procedures Manual,
 - (ix) Canada Flight Supplement, specifically communication failure procedures; and
 - (x) Aeronautical Information Publication (AIP) Canada.
- (f) demonstrate a thorough knowledge of the Air Operator's operating manual, operating specifications, SOPs and applicable aircraft flight and operating manuals; and
- (g) meet the initial requirements specified in section 13.4 or 13.5.

13.2 Qualifications for Contract CCPs (703)

13.2.1 A 703 Type A Contract CCP nominee shall:

- (a) be active as a CCP on the same type(s) of aircraft as shown on the ACP Application Form or as requested by the contracting Operator in the singular request required by subsection 3.3.3;
- (b) be familiar with the contracting Air Operator's operating manual, operating specifications, SOPs and applicable aircraft flight and operating manuals; and
- (c) meet currency requirements specified in section 13.6.

13.3 Qualifications for Designated ACPs (703)

13.3.1 A DACP nominee shall:

- (a) hold at least
 - (i) a valid CPL, ATPL, CPL(H) or ATPL(H), as appropriate to that required of a pilot-in-command PPC candidate, and for PPC/IFR nominees, a valid instrument rating,
 - (ii) a type rating on each aircraft type requested on the nominee's ACP Application Form, where that aircraft requires an individual type rating, and
 - (iii) a valid PPC on at least one type of single-engine rotorcraft and on each type of multi-engine rotorcraft and, subject to subsections 13.3.2 and 13.3.3, on at least one type of aeroplane, for which checking authority is being sought;
For the purpose of acquiring DACP qualifications, a DACP applicant must undergo an approved Operator training program and a PPC conducted under subpart 703 of the CARs. This may be done without having to be an employee of an air operator
- (b) have experience as a PIC in the same type of Air Taxi Operation and on the same category of aircraft for which checking authority is sought;
This requirement will be considered filled by former TC inspectors who have conducted PPCs on pilots in similar commercial operations during their tenure with TC.
- (c) have the following flight experience:
 - (i) 3000 hrs total flight time,
 - (ii) 1500 hrs PIC,
 - (iii) 500 hrs multi-engine, and
 - (iv) 300 hrs instrument time of which 150 hrs must be actual instrument flight time
The multi-engine and instrument time requirements are not applicable for helicopter PPC/VFR nominees.
- (d) have held an ACP Delegation of Authority to conduct PPCs for at least 3 years and have conducted a minimum of 18 PPCs,

- (e) have flight check experience within the previous 5 years, on the same type and category of aircraft and in the same type of Air Taxi Operation for which checking authority is sought;
- (f) possess a thorough knowledge of the contents and interpretation of the following publications:
 - (i) CAR Part I, specifically the fee schedule,
 - (ii) CAR Part IV,
 - (iii) CAR 601, 602, and 605,
 - (iv) CAR 703,
 - (v) Approved Check Pilot Manual,
 - (vi) Authorized Person's Training Program for CCPs,
 - (vii) Canada Air Pilot (CAP),
 - (viii) Instrument Procedures Manual,
 - (ix) Canada Flight Supplement, specifically communication failure procedures; and
 - (x) Aeronautical Information Publication (AIP) Canada;
- (g) be familiar with all contracting Air Operator's operating manuals, operating specifications, SOPs and applicable aircraft flight and operating manuals; and
- (h) meet the training and currency requirements specified in this Chapter.

13.3.2 The aeroplane type chosen for the PPC referred to in subparagraph 13.3.1(a)(iii) shall be at the discretion of TC. If there are large differences in the characteristics of the aircraft types for which ACP authority is being sought, or if TC has any concerns pertaining to the ACP's ability to operate a particular aircraft type, a PPC may be required on each aircraft type.

13.3.3 Where the *DACP* candidate is maintaining a current PPC on an aeroplane type operating under another CAR Subpart, or where a CCP receives authorization pursuant to subsection 1.2.2, the training and PPC requirements of this section may be deemed to have been met provided the candidate has extensive prior experience conducting flight checks under CAR 703 on the types of aeroplanes that they will be conducting PPCs as a *DACP*.

13.4 Initial Requirements - Normal ACP Training Program

13.4.1 The nominee shall

- (a) meet the qualification requirements specified in section 13.1 or 13.3 and for Type A PPC/IFR nominees, shall have successfully completed an approved ACP (Initial) Course within the preceding 12 months of being appointed;

- (b) in addition to the practical training provided on an ACP course, observe or conduct at least two PPCs (two different scenarios on two different pilots/crews) under the guidance of an ACP or a TC Inspector; *Where the Air Operator has an approved ACP (Practical) Course, the requirements of this paragraph will be met by the candidate's successful completion of that course.*
- (c) participate in the TC Inspector briefing referred to in subsection 4.2.1; and
- (d) undergo the initial ACP monitor referred to in subsection 4.3.1.

13.5 Initial Requirements (Alternate ACP Training Program)

- 13.5.1 703 ACP nominees may undergo the Alternate ACP Training Program for 703 Operations. If the ACP will also do flight checks for 702, 704 or 705 operations, then the ACP shall comply with the requirements specified in section 13.4.
- 13.5.2 The Alternate ACP Training Program for 703 operations shall consist of a four step program that contains the following
 - (a) Step 1: Self Study Assignment;
 - (b) Step 2: ACP Nominee Briefing;
 - (c) Step 3: Practical; and
 - (d) Step 4: ACP Recurrent Workshop:
- 13.5.3 Step 1: The first step shall require the nominee to undergo a self study assignment. The self-study assignment shall cover the following areas:
 - (a) CAR Part I, specifically the fee schedule;
 - (b) CAR Part IV;
 - (c) CAR 601, 602, and 605;
 - (d) CAR 703;
 - (e) Approved Check Pilot Manual;
 - (f) Authorized Person's Training Program for CCPs;
 - (g) Canada Air Pilot (CAP);
 - (h) Instrument Procedures Manual;
 - (i) Canada Flight Supplement, specifically communication failure procedures; and
 - (j) Aeronautical Information Publication (AIP) Canada.
- 13.5.4 Step 2: The nominee shall meet with a TC Inspector in order to receive a briefing on how flight tests are to be conducted. This briefing shall consist of the following two parts:

- (a) Part 1: a thorough review the self study assignment shall be made and corrected to 100%; and
 - (b) Part 2: the TC inspector briefing required by section 4.2.
- 13.5.5 Step 3: Step three requires the nominee to undergo the practical portion of the program and shall consist of the following three phases:
- (a) Phase 1: the nominee will observe at least two PPCs conducted by a qualified ACP. This shall be conducted in an aircraft or a level A or higher flight simulator;
 - (b) Phase 2: the nominee shall conduct at least two PPCs (two different scenarios on two different pilots/crews) under the guidance of an ACP or a TC Inspector; and
 - (c) Phase 3: the nominee shall undergo the initial ACP monitor referred to in subsection 4.3.1.
- 13.5.6 Step 4: Before being appointed as an Approved Check Pilot, the nominee shall attend an ACP (Recurrent) Course delivered by Transport Canada or by an approved ACP training organization. This course is not required for VFR CCPs

13.6 Currency Requirements (703)

13.6.1 An ACP shall maintain currency by

- (a) attending an ACP (Recurrent) Course every 5 years from the date of completion of the ACP (Initial) Course. The ACP (Recurrent) Course shall be one the following:
 - (i) the “recurrent” portion of an approved ACP (Initial) Course,
 - (ii) an approved ACP (Recurrent) Course delivered by an approved ACP training organization, or
 - (iii) a Transport Canada ACP (Recurrent) Course;
- (b) for a DACP who is not an active CCP, completing an approved CAR 703 Air Operator annual recurrent training program (ground and flight) on the applicable aircraft type(s);
Where the DACP is maintaining a current PPC on an aeroplane type operating under another CAR Subpart, the training and PPC requirements of this paragraph may be deemed to have been met provided the candidate has extensive prior experience conducting flight checks under CAR 703 on the types of aeroplanes that they will be conducting PPCs as a DACP.
- (c) successfully completing an annual PPC renewal, or where authorized by the Issuing Authority, a biennial PPC renewal, conducted by a TC Inspector (section 6.1); and
- (d) completing an annual monitor conducted by a TC Inspector (section 6.2).

13.7 Currency Requirements - PPC (Simulator Only)

Authority

- 13.7.1 An ACP who has been granted a PPC (simulator only) authority shall maintain currency by:
- (a) attending an ACP (Recurrent) Course every 5 years;
 - (b) completing the operator's annual recurrent training program (ground and simulator) on the applicable aircraft type(s);
 - (c) successfully completing an annual PPC renewal, or where authorized by the Issuing Authority, a biennial PPC renewal, conducted by a TC Inspector (section 6.1);
 - (d) completing an annual monitor conducted by a TC Inspector (section 6.2); and
 - (e) semi-annually, monitoring from an observer/passenger seat, four flights representative of the company's operations for that aircraft type.

13.8 Re-qualification Requirements (703)

- 13.8.1 CCPs who have not met the currency requirements of section 13.6 for the period indicated shall re-qualify in the manner specified:
- (a) one year but less than two years must complete a monitor ride;
 - (b) two years but less than five years must attend an ACP (Recurrent) Course and complete a monitor ride; and
 - (c) over five years must attend an approved ACP (Initial) Course, in addition to complying with paragraphs 13.5.1(b), (c) and (d).
- 13.8.2 DACPs who have not met the currency requirements of section 13.6 and CCPs who have not met the currency requirements of subsection 13.7 shall re-submit an ACP Application Form.

Chapter 14

Commuter Operations (704) ACP Requirements

14.1 Qualifications for CCPs (704)

14.1.1 The 704 Type A CCP nominee shall:

- (a) hold at least a valid ATPL or for rotorcraft, a valid ATPL(H) or CPL(H) as appropriate to that required of a pilot-in-command PPC candidate, a valid instrument rating for PPC/IFR nominees, a type rating, and a valid PPC on the same type of aircraft as requested on the nominee's ACP Application Form;
- (b) have accumulated a minimum of 1000 flight hours as Pilot-in-Command on subpart 704 aircraft. One-half of the Second-in-Command time on subpart 704 aircraft, up to 500 hours, can be counted towards the 1000 hours PIC time;
- (c) have a minimum of six months experience as a Line Captain and have accumulated not less than 100 hours PIC on type;
- (d) have previous experience as a training pilot or have demonstrated equivalent knowledge and ability;
- (e) demonstrate satisfactory knowledge of the contents and interpretation of the following publications:
 - (i) CAR Part I, specifically the fee schedule,
 - (ii) CAR Part IV,
 - (iii) CAR 601, 602, and 605,
 - (iv) CAR 704,
 - (v) Approved Check Pilot Manual,
 - (vi) Authorized Person's Training Program for CCPs,
 - (vii) Canada Air Pilot (CAP),
 - (viii) Instrument Procedures Manual,
 - (ix) Canada Flight Supplement, specifically communication failure procedures, and
 - (x) Aeronautical Information Publication (AIP) Canada
- (f) demonstrate a thorough knowledge of the Air Operator's operating manual, operating specifications, SOPs and applicable aircraft flight and operating manuals; and
- (g) meet the initial requirements specified in section 14.4.

14.2 Qualifications for Contract CCPs (704)

14.2.1 A 704 Type A Contract CCP nominee shall:

- (a) be active as a CCP on the same type(s) of aircraft as shown on the ACP Application Form or as requested by the contracting Operator in the singular request required by subsection 3.3.3;
- (b) be familiar with the contracting Air Operator's operating manual, operating specifications, SOPs and applicable aircraft flight and operating manuals; and
- (c) meet currency requirements specified in section 14.5.

14.3 Qualifications for Designated ACPs (704)

14.3.1 A DACP nominee shall:

- (a) hold at least a valid ATPL or for rotorcraft, a valid ATPL(H) or CPL(H) as appropriate to that required of a pilot-in-command PPC candidate,, a valid instrument rating for PPC/IFR nominees, a type rating, and a valid PPC on the same type of aircraft as requested on the nominee's ACP Application Form;
For the purpose of acquiring DACP qualifications, a DACP applicant must undergo an approved Operator training program and a PPC conducted under subpart 704 of the CARs. This may be done without having to be an employee of an air operator.
- (b) have experience as a PIC in the same type of Commuter Operation and on the same category of aircraft for which checking authority is sought;
This requirement will be considered filled by former TC inspectors who have conducted PPCs on pilots in similar commercial operations during their tenure with TC.
- (c) have the following flight experience:
 - (i) 3000 hrs total flight time,
 - (ii) 1500 hrs PIC,
 - (iii) 500 hrs multi-engine, and
 - (iv) 300 hrs instrument time of which 150 hrs must be actual instrument flight time
The multi-engine and instrument time requirements are not applicable for helicopter PPC/VFR nominees.
- (d) have held an ACP Delegation of Authority to conduct PPCs for at least 3 years and have conducted a minimum of 18 PPCs,
- (e) have flight check experience within the previous 5 years, on the same type and category of aircraft and in the same type of Commuter Operation for which checking authority is sought;
- (f) possess a satisfactory knowledge of the contents and interpretation of the following publications:

- (i) CAR Part I, specifically the fee schedule,
 - (ii) CAR Part IV,
 - (iii) CAR 601, 602, and 605,
 - (iv) CAR 703,
 - (v) Approved Check Pilot Manual,
 - (vi) Authorized Person's Training Program for CCPs,
 - (vii) Canada Air Pilot (CAP),
 - (viii) Instrument Procedures Manual,
 - (ix) Canada Flight Supplement, specifically communication failure procedures; and
 - (x) Aeronautical Information Publication (AIP) Canada
- (g) be familiar with all contracting Air Operator's operating manuals, operating specifications, SOPs and applicable aircraft flight and operating manuals; and
- (h) meet the currency requirements specified in section 14.5.

14.4 Initial Requirements (704)

14.4.1 The nominee shall

- (a) meet the qualification requirements specified in sections 14.1 or 14.3 and for Type A PPC/IFR nominees, shall have successfully completed an approved ACP (Initial) Course within the preceding 12 months of being appointed;
- (b) in addition to the practical training provided on an ACP course, observe or conduct at least two PPCs (two different scenarios on two different crews) under the guidance of an ACP or a TC Inspector.

Where the Air Operator has an approved ACP (Practical) Course, the requirements of this paragraph will be met by the candidate's successful completion of that course.
- (c) participate in the TC Inspector briefing referred to in subsection 4.2.1; and
- (d) undergo the initial ACP monitor referred to in subsection 4.3.1.

14.5 Currency Requirements (704)

14.5.1 A Type A ACP shall maintain currency by

- (a) attending an ACP (Recurrent) Course every 5 years from the date of completion of the ACP (Initial) Course. The ACP (Recurrent) Course shall be one the following:
 - (i) the "recurrent" portion of an approved ACP (Initial) Course,
 - (ii) an approved ACP (Recurrent) Course delivered by an approved ACP training organization, or

- (iii) a Transport Canada ACP (Recurrent) Course;
- (b) for a DACP who is not an active CCP, completing an approved CAR 704 Operator annual recurrent training program (ground and flight) on the applicable aircraft type(s);
- (c) successfully completing a annual PPC renewal, or where authorized by the Issuing Authority, a biennial PPC conducted by a TC Inspector (section 6.1); and
- (d) completing an annual monitor conducted by an Inspector (section 6.2).

14.6 Currency Requirements - PPC (Simulator Only)

Authority

- 14.6.1 An ACP who has been granted a PPC (simulator only) authority shall maintain currency by:
- (a) attending an ACP (Recurrent) Course every 5 years;
 - (b) completing the operator's annual recurrent training program (ground and simulator) on the applicable aircraft type(s);
 - (c) successfully completing a annual PPC renewal, or where authorized by the Issuing Authority, a biennial PPC conducted by a TC Inspector;
 - (d) completing an annual monitor conducted by a TC Inspector; and
 - (e) semi-annually, monitoring from an observer/passenger seat, four flights representative of the company's operations for that aircraft type.

14.7 Re-qualification Requirements (704)

- 14.7.1 CCPs who have not met the currency requirements of section 14.5 for the period indicated shall re-qualify in the manner specified:
- (a) one year but less than two years must complete a monitor ride;
 - (b) two years but less than five years must attend an ACP (Recurrent) Course and complete a monitor ride; and
 - (c) over five years must attend an approved ACP (Initial) Course, in addition to complying with paragraphs 14.5.1(c) and (d).
- 14.7.2 Except where prior arrangements have been made with Transport Canada, DACPs who have not met the currency requirements of section 14.5 and CCPs who have not met the currency requirements of subsection 14.6 shall re-submit an ACP Application Form in the same manner as for an initial application.

Chapter 15

Airline Operations (705) ACP Requirements

15.1 Qualifications for Type A and Type B CCPs (705)

15.1.1 The 705 Type A or Type B CCP nominee shall:

- (a) hold at least a valid ATPL pilot license and a valid instrument rating, type endorsement, and PPC on the same type of aircraft as requested on the nominee's ACP Application Form;
- (b) have accumulated a minimum of 1000 flight hours as Pilot-in-Command on subpart 705 aircraft. One-half of the Second-in-Command time on subpart 705 aircraft, or one half of the PIC time on subpart 704 aircraft, up to 500 hours, can be counted towards the 1000 hours PIC time;
- (c) have a minimum of six months experience as a Line Captain with the company nominating the CCP and have accumulated not less than 100 hours PIC on type;
- (d) have previous experience as a training pilot or have demonstrated equivalent knowledge and ability;
- (e) demonstrate satisfactory knowledge of the contents and interpretation of the following publications:
 - (i) CAR Part I, specifically the fee schedule,
 - (ii) CAR Part IV,
 - (iii) CAR 601, 602, and 605,
 - (iv) CAR 705,
 - (v) Approved Check Pilot Manual,
 - (vi) Authorized Person's Training Program for CCPs,
 - (vii) Canada Air Pilot (CAP),
 - (viii) Instrument Procedures Manual,
 - (ix) Canada Flight Supplement, specifically communication failure procedures, and
 - (x) Aeronautical Information Publication (AIP) Canada;
- (f) demonstrate a thorough knowledge of the Air Operator's operating manual, operating specifications, SOPs and applicable aircraft flight and operating manuals; and
- (g) meet the initial requirements specified in sections 15.3 or 15.4 as applicable.

15.2 Qualifications for Type A Contract CCPs (705)

15.2.1 A 705 Type A Contract CCP nominee shall:

- (a) be active as a CCP on the same type(s) of aircraft as shown on the ACP Application Form or as requested by the contracting Operator in the singular request required by subsection 3.3.3;
- (b) be familiar with the contracting Air Operator's operating manual, operating specifications, SOPs and applicable aircraft flight and operating manuals; and
- (c) meet currency requirements specified in section 15.5.

15.3 Initial Requirements for Type A CCPs

15.3.1 The nominee shall

- (a) meet the qualification requirements specified in section 15.1 and shall have successfully completed an approved ACP (Initial) Course within the preceding 12 months of being appointed;
- (b) in addition to the practical training provided on an ACP course, observe or conduct at least two PPCs (two different scenarios on two different crews) under the guidance of an ACP or a TC Inspector;
Where the Air Operator has an approved ACP (Practical) Course, the requirements of this paragraph will be met by the candidate's successful completion of that course.
- (c) participate in the TC Inspector briefing referred to in subsection 4.2.1; and
- (d) undergo the initial ACP monitor referred to in subsection 4.3.1.

15.4 Initial Requirements for Type B CCPs

15.4.1 The nominee shall

- (a) meet the qualification requirements specified in section 15.1;
- (b) participate in the TC Inspector briefing referred to in section 4.2; and
- (c) undergo the ACP monitor referred to in subsection 4.3.2.

15.5 Currency Requirements for Type A CCPs

15.5.1 A Type A CCP shall maintain currency by

- (a) attending an ACP (Recurrent) Course every 5 years from the date of completion of the ACP (Initial) Course. The ACP (Recurrent) Course shall be one the following:
 - (i) the “recurrent” portion of an approved ACP (Initial) Course,
 - (ii) an approved ACP (Recurrent) Course delivered by an approved ACP training organization, or

- (iii) a Transport Canada ACP (Recurrent) Course;
- (b) successfully completing an annual PPC renewal, or where authorized by the Issuing Authority, a biennial PPC conducted by a TC Inspector (section 6.1); and
- (c) completing an annual monitor conducted by a TC Inspector (section 6.2).

15.6 Currency Requirements - PPC (Simulator Only) Authority

15.6.1 A Type A ACP who has been granted a PPC (simulator only) authority shall maintain currency by:

- (a) attending an ACP (Recurrent) Course every 5 years;
- (b) completing the operator's annual recurrent training program (ground and simulator) on the applicable aircraft type(s);
- (c) successfully completing an annual PPC renewal, or where authorized by the Issuing Authority, a biennial PPC conducted by a TC Inspector;
- (d) completing an annual monitor conducted by a TC Inspector; and
- (e) semi-annually, monitoring from an observer/passenger seat, four flights representative of the company's operations for that aircraft type.

15.7 Re-qualification Requirements (705)

15.7.1 Type A CCPs who have not met the currency requirements of section 15.5 for the period indicated shall re-qualify in the manner specified:

- (a) one year but less than two years must complete an ACP monitor;
- (b) two years but less than five years must attend an ACP (Recurrent) Course and complete an ACP monitor; and
- (c) over five years must attend an approved ACP (Initial) Course, in addition to complying with paragraphs 15.5.1(b) and (c).

15.7.2 Type A CCPs who have not met the requirements of subsection 15.6 shall re-submit an ACP Application Form in the same manner as for an initial application.

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Part III

Scripted PPC

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Chapter 16 Scripted PPC – General

16.1 General Comments

- 16.1.1 Prior to the introduction of scripted PPCs, the conduct of simulator PPCs (specifically the determination of the sequence of events during the PPC) was left entirely up to each CCP or TC Inspector (who developed and enhanced their own “scripts” over time). Each check pilot was permitted to introduce whatever faults they desired and in whatever order they felt was effective within the Approved Check Pilot Manual guidelines. For new ACPs, development of effective scripts took time, and in many cases this led to significant variations in PPC duration, number and types of faults, locations and routes used, weather set ups, etc. This meant that flight crews could not be assured of a proven and effective scenario and that they could in fact expect just about anything to occur during a PPC. To the operator this meant that PPCs were not standardized making it more difficult to validate competence of their flight crews and verify the effectiveness of training programs. This was especially true for operators with a large number of flight crew.
- 16.1.2 To address these issues, the Airline Inspection Division of Transport Canada developed and implemented use of the scripted PPC at the request of Air Operators, and the program has evolved to become accepted practice for managing simulator PPCs.
- 16.1.3 The experience gained to date suggests that any operator who uses simulators for training and flight checking can benefit from the use of scripted PPCs.

16.2 Script Review and Acceptance

- 16.2.1 TC has obtained considerable experience in developing and evaluating scripted PPCs and operators can benefit by working cooperatively with their POI during the development and review process.
- 16.2.2 By participating in this proactive process an air operator can be assured that all requirements are satisfied prior to the introduction of the script. The obvious benefit is that the air operator can avoid involving the flight crew in a potential conflict at a critical phase in the qualification process.
For example, if during an inspection or audit it is noted that a PPC script is missing mandatory events, and the script has not been accepted by Transport Canada, the department would have no choice but to invalidate flight checks that had been conducted using that script. This would require the flight checks to be redone.
- 16.2.3 Accepted scripts are also more likely to take advantage of reduced checking requirements permitted in the CASS, specifically flight checks conducted under the crew concept. The operator is therefore assured that all appropriate training and qualification tracking procedures are properly addressed.

16.3 Required Scripts

- 16.3.1 An air operator's aircraft type specialists (experienced in training and flight checking) are normally responsible for the development of scripted PPCs. There are occasions, however, when TC Inspectors may be required to develop, or assist in the development, of scripts for new aircraft types, companies and simulator locations.
- 16.3.2 At least two scripts will be developed for initial PPCs and two scripts for recurrent PPCs for each aircraft type.
- 16.3.3 In addition to the basic requirements specified in subsection 16.3.2, one initial and one recurrent script shall be developed for
- PPCs conduct on a crew made up of two captains or two first officers, as dictated by the company, and
 - single pilot PPCs.

These may take the form of an addendum to an existing script.

- 16.3.4 Where an operator conducts any annual checks on an annual basis the operator must have a process to ensure crews receive alternating scripts. To achieve this objective scripts must meet the following guidelines:
- scripts must be identified by number(s) or letter(s) or a combination thereof,
 - scripts must have a defined 6-month validity period,
 - where the operator does not track annual checking requirements by any other means, the script used shall be identified in the comments section of the 0249 forms, and a copy of the 0249 must be retained in each pilots training file, and
 - re-qualification scripts that address all missed annual check requirements must be available for candidates whose qualifications have lapsed.

Annual checking exercises include takeoff at minimum visibility, Cat II and/or Cat III approaches and circling approach where applicable. These must be done annually and there is no extension provision.

- 16.3.5 Initial scripts will be reviewed and amended as required but, as a minimum, shall be reviewed every two years.
- 16.3.6 Recurrent scripts will be changed at a frequency that coincides with PPC validity for company flight crew as follows:
- every six months for 705 operators,
Re-qualification scripts may be required if the operator conducts any annual qualification on alternating scripts. Refer to subsection
 - every 12 months for 702, 703 or 704 operators whose flight crew undergo an annual PPC, and

- (c) every 24 months for 702, 703 or 704 operators whose flight crew undergo a PPC every 2 years.

The intent of this subsection is that a PPC script not be given to a candidate more than once.

- 16.3.7 Operators will maintain copies of scripted PPCs for a period of 2 years after expiry.
- 16.3.8 Operators are encouraged to develop a company standard format that meets the criteria defined in this Part.

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Chapter 17 Scripted PPC Content

17.1 General

17.1.1 All scripts shall contain the following minimum information, where applicable:

- (a) company name,
- (b) aircraft type,
- (c) validity period - from and to dates (initial - 2 years; recurrent – 6, 12, 24 months as applicable),
- (d) identification of the simulator(s) to which the script is applicable,
- (e) an identification number or letter for each script,
- (f) identification of initial or recurrent scripts,
- (g) identification of the company manuals in which scripts are contained,
- (h) page numbering (i.e., 1 of 10),
- (i) departure flight plan information,
- (j) initial departure load information,
- (k) NOTAMS,
- (l) applicable weather,
- (m) script activity summary page,
- (n) amendment numbering (if required),
- (o) briefing notes,
- (p) identification of any differences between the simulator and the company's aircraft,
- (q) 26-0249 completion details (if required), and
- (r) a detailed scenario of PPC activities.

17.2 Scenario Details

17.2.1 Each portion of the PPC should be described in sufficient detail to ensure that no doubt exists regarding the set-up of the simulator and the information given to candidates prior to, during, and upon completion of each exercise. This includes PF/PNF as applicable.

17.2.2 Script scenarios must provide sufficient clarity to preclude any confusion that may jeopardize the successful completion of the exercises. Scripts must be sufficiently detailed to eliminate the requirement for additional non-scripted input by the ACP. These objectives facilitate the ACP monitoring process by making adherence to the script a straightforward exercise.

- 17.2.3 The items listed below are considered the minimum and may require additional information in some cases.

17.3 Initial Scenario Setup for First and Subsequent Legs

- 17.3.1 The objective is to clearly describe the PPC scenario in a manner that eliminates any confusion on the part of the flight crew or the ACP. The following contains those items included in a script at the start of each leg:
- (a) All normal preflight crew information including weather and NOTAMS (initial leg only),
 - (b) Departure weather only is required for subsequent legs,
 - (c) Simulator settings such as aircraft position,
 - (d) Weather settings to include wind, altimeter, ceiling, visibility, RVR, temperature, precipitation, cloud height, temperature aloft, wind shear, and temperature gradient,
 - (e) Runway in use and runway conditions,
 - (f) Runway lighting,
 - (g) Day or night settings,
 - (h) Fuel on board including fuel distribution,
 - (i) MEL item simulator configuration,
 - (j) Navigation facilities configuration,
 - (k) Clearances,
 - (l) Aircraft weights including aircraft zero fuel weight, load and distribution,
 - (m) V speeds (if not crew derived),
 - (n) Thrust settings (if not crew derived),
 - (o) Trim settings (if not crew derived),
 - (p) Any notes regarding items which may require verification prior to flight, and
 - (q) Where significant simulator changes are required; the script should provide a quick configuration checklist to preclude overlooking significant items.

It is suggested that on each of these occasions, should the situation warrant, the ACP should accept responsibility for any items missed. This relieves the crew from trying to find the one thing they may have missed and helps speed the next departure.

17.4 Ongoing Scenario Details

- 17.4.1 The following contains those items that describe the ongoing activities once the crew is airborne:
- (a) method of disseminating weather information (i.e., ATIS),
 - (b) simulator weather settings such as wind, altimeter, ceiling, visibility, RVR, temperature, precipitation, cloud height, temperature aloft, wind shear, and temperature gradient,
 - (c) runway in use and runway conditions, runway lighting day or night settings
 - (d) MEL item simulator configuration
 - (e) navigation facilities configuration
 - (f) Clear identification of the fault; including notes specific to each simulator to which the script is applicable.
 - (g) Clear identification of when the fault is introduced and removed or modified.
 - (h) All relevant ATC clearances or communications.

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Chapter 18 Scripted PPC Activities

18.1 General

- 18.1.1 PPC activities are specified in the appropriate CASS schedule referred to in subsection 8.2.1 and are further clarified in Chapters 8, 9 and 10 of this manual.
- 18.1.2 This section will discuss how these requirements permit significant latitude in the design of a scripted PPC. Recurrent scripts are valid for a limited time and therefore past scripts will always form the basis for analysing and creating new scripts. In this regard, the assessment of flight crew is an ongoing process and scripts should reflect this philosophy.
- 18.1.3 By far the most significant assessment is one where the candidate demonstrates an understanding and application of learned techniques and procedures. Duplication of training day faults does not allow assessment of the application of learned techniques and procedures to new situations. It is therefore strongly recommended that scripts include similar but not the exact fault or approach from the training day.

18.2 Briefing

- 18.2.1 In addition to the required items specified in section 9.6, a PPC Briefing Guide has been prepared that further expands on briefing requirements. This guide can be found in Appendix Q. It is suggested that the information presented in the guide be considered when developing a script briefing. Briefing notes should also indicate what information is not to be included. Operators should remember that the script is not to be briefed in detail but a required item/event list can be briefed if desired.

18.3 Assessment Standards

- 18.3.1 The following information recognizes that flight crews undergoing PPCs have successfully completed an approved ground and simulator training program. To evaluate each specific item, the PPC shall be conducted in a manner that enables the crew to demonstrate their knowledge and skill and the ACP to effectively assess these skills. All items/events are to be evaluated against the assessment standards specified in Chapter 10.

18.4 Flight Planning

- 18.4.1 All relevant company flight planning information shall be made available to crews as part of the scripted PPC. This includes all computerized flight planning information and computer generated takeoff performance data where applicable. This not only permits the crew to become familiar with the initial departure but reviewing this information gives the crew an opportunity to relax while performing normal crew duties.

- 18.4.2 Where the flight crew normally develops departure information such as V speeds, thrust settings and so-forth the required information to create this data shall form part of the script.

18.5 Pre-flight (PRF)

- 18.5.1 The initial flight leg shall be conducted from either an “originating” or “through” state and this shall be specified in the script.
- 18.5.2 Scripts should not contain preflight cockpit setup faults. The reason for this is twofold. First, the simulator is very often different from the company’s aircraft in some regard. Secondly, most simulators have more than their share of minor warm-up problems. This combination can very often contribute to the nervousness of the flight crew and make the assessment more difficult. It is far more effective to ensure the crew become comfortable and observe normal cockpit activities.

18.6 Engine Start/Depart (ESD)

- 18.6.1 Engine start faults are not encouraged, as crews are normally nervous in the first few minutes of the PPC. By giving the crews this period to settle down it reduces the opportunity for problems with the first takeoff event. Furthermore, it reduces the stress on an ACP who may be forced to fail a crew for mishandling an event shortly after starting the PPC.
- Initial scripts for 2 captains do not require a cockpit setup and departure taxiing for each captain, as this would make the PPC excessively lengthy. It is acceptable for the second captain to start from the runway with the engines running.*

18.7 Taxi-out (TXO)

- 18.7.1 Scripts shall include a portion of the taxi from the gate to the runway, including where possible, a runway incursion potential at a complicated intersection. In some cases an excessively long taxi is required and the script shall identify if a reposition is permitted. If this is the case, the reposition should follow all normal pre-takeoff activities.
- Where 2 captains are undergoing an initial PPC, the first captain does the engine start/depart and taxi-out while the second captain should conduct a taxi-in and ramp shutdown.*
- 18.7.2 It is acceptable to reduce the visibility gradually as the aircraft approaches the runway to assist in taxi orientation. This shall be identified in the script. Except for the very first takeoff it is acceptable to reposition the aircraft to the button of the runway with the engines running and setup for departure from that point.

Normal Procedures

- 18.7.3 For initial PPCs the initial cockpit setup and taxi should not have any faults introduced unless they are MEL items and have been discussed in the briefing.

- 18.7.4 Recurrent scripts may introduce faults during taxi that lead to an evacuation. This moves the evacuation to a new area and defines this procedure by itself without having it preceded by an RTO or landing.

18.8 Takeoff (TOF)

- 18.8.1 It should be noted that a takeoff with an engine failure above V1 is mandatory while an engine failure on the missed approach is not. The V1 event is not required at the operator's lowest RVR minima. V1 engine failures may occur between V1 and 50 feet RA. It is not acceptable to introduce a fire only as the V1 event must introduce a thrust asymmetry by 50 feet RA.
- 18.8.2 Most scripts will include only one takeoff configuration since in most cases the simulator scene has an excess of runway for normal PPC weights. However, it is recommended that both initial and recurrent scripts make use of all operational flap settings where they require different operational techniques, limitations, procedures or crew knowledge.
- 18.8.3 Scripts must also address minimum visibility take-off requirements for all crewmembers. Where applicable, the operator must ensure that PPCs are scheduled such that Captain annual 600 RVR requirements will be met. This is one reason that PPCs have validity periods and why operators are encouraged to clearly identify scripts and record this information on the 0249 form. It is also why training periods should be permanently designated. Moveable windows will make scheduling and scripting very difficult and will result in mandatory checks being missed for some crewmembers.

18.9 Rejected Take-off (RTO)

- 18.9.1 It is desirable to introduce more than one type of fault that initiates the RTO procedure. In reality, a great many faults may cause a reject. These can be engine fires without a failure, engine compressor stall, crew incapacitation, or some other system fault necessitating a reject. It is recommended that the flight training program and operator SOPs be consulted for additional checking considerations.
- 18.9.2 Where applicable, it is desirable to have the reject occur during the first officer's pilot flying leg on occasion. This adds realism and evaluates the crew control hand-over.

18.10 Initial Climb (ICL)/En-route Climb (ECL)/Descent (DST)

- 18.10.1 Scripts should utilize a SID, where available, and shall include departure instructions for each leg. ATC clearances shall respect all applicable Noise Abatement Procedures.
- 18.10.2 STAR transitions are normally too long to accomplish effectively in most scripts. A transition to an approach via a hold at the FAF should be introduced where the operator conducts approaches that do not have published transitions and are not in a radar-controlled environment.

. Steep Turns

18.10.3 These requirements are withdrawn provided the operator complies with the stipulated conditions. This is highly recommended since this skill is normally well honed during training and uses valuable PPC time better used elsewhere.

. Approach to Stall

18.10.4 These requirements are withdrawn provided the operator complies with the stipulated conditions. Where required, this sequence is best done after the initial departure and prior to any faults being introduced.

. Holding

18.10.5 Scripts require at least one complete hold with the aircraft passing twice over the holding fix (once on initial entry and the second after completion of the entry pattern). FMGS equipped aircraft need only fly the hold once, as the second hold may be a programming exercise only.

18.10.6 This is normally a straightforward exercise and is therefore a good location to introduce faults without overloading the crew. Scripts should, over a period of time, address most of the hold types listed below.

All Aircraft Types

- (a) VOR/standard/non-standard
- (b) ADF/standard/non-standard
- (c) VOR/Radial/DME/inbound/outbound/timed/standard/non-standard
- (d) VOR/Radial/DME/DME/inbound/outbound/standard/non-standard
- (e) LOCALIZER/standard/non-standard
- (f) PUBLISHED/enroute/intersection
- (g) FAF/with a transition to the approach

18.10.7 In addition to the above, FMS aircraft types may introduce holds at the following waypoints created by the crew:

- (a) DATABASE/ including modifications to the stored hold
- (b) CENTELINE FIX/ with a transition to the approach

18.11 Approach (APR)

Due to differences in the amendment cycles of the CASS and the ACP Manual there may be periods when they offer conflicting guidance. These differences will be resolved when TC accepts the scripts for use.

. Category II and III Approaches

18.11.2 To make full use of simulator time operators should plan to introduce a minor fault prior to the Cat II or III approach to permit observation of the crew's ability to assess the approach capability of the aircraft, if possible.

18.11.3 Both landings and missed approaches should be scripted to keep variety and decision making a part of the qualification process. Variety should be used

when scripting the need for a missed approach. Missed approach events should be introduced within 50 feet of DH or alert height.

. **Non-Precision Approaches**

18.11.4 The airports used during the PPC limit the variety and realism of non-precision approaches. It is desirable to mix the type of non-precision given each crew member where possible. If the captain was given an NDB in script 1 then script 2 should be something other than an NDB approach. Scripts should also reflect the use of flight management technology, if appropriate.

. **Pilot Monitored Approaches**

18.11.5 Where an air operator requires the F/O to fly the approach to a decision point/height the following criteria shall be considered in preparing scripted activities.

. **Initial CAT II and/or III Qualification**

18.11.6 The F/O shall fly the approach and missed approach until such time as the Captain makes the “land” decision and takes control of the aircraft.

18.11.7 In scripting the requirements for Schedule 1,(2) (f)(vi) the following additional Schedule 1 requirements may be met for each crew-member.

Schedule 1	Flight Test Report	Captain	First Officer
(2)(f)(i) normal landing	5A	YES	NO
(2)(f)(ii) IMC landing	5E	YES (if not autoland)	NO
(2)(f)(iii) Xwind landing	5A	YES (if Xwind)	NO
(2)(f)(v) missed approach	4D,4E	NO	YES
(2)(f)(vii) manual landing		YES (if not autoland)	NO
(2)(d)(iii) 2 approaches	4B,C	NO	NO

. **Recurrent CAT II and/or III Qualification**

18.11.8 The above chart will apply with the exception of (2)(f)(v). Therefore a missed approach must be scripted elsewhere for the F/O.

. **CAT I Approaches**

18.11.9 Where an air operator always conducts PMA approaches, all approaches will be scripted accordingly. However, some air operators may conduct PMA approaches only under certain conditions. When this is the case, the PPC script will provide at least one approach where the Pilot Flying (PF) both flies the approach and transitions to a visual manual landing.

. **Circling Approaches**

18.11.10 Where authorized, circling approaches are an annual requirement and may include a landing off the approach or a rejected landing from 50 feet. Where a rejected landing/missed approach is desired scripts should ensure that missed approach instructions are clearly defined.

18.12 Landings and Missed Approaches

- 18.12.1 It is possible to integrate a landing off the non-precision approach in a script. This is the best way to assess of the effectiveness of the non-precision approach and will introduce some variety into the script while meeting the requirement for a landing without the use of an auto-flight.
- 18.12.2 Some simulators require higher than published weather programmed into the visual controls to ensure proper acquisition of the runway environment.

18.13 Go-Around (GOA)

- 18.13.1 At the present time a missed approach with an engine failure is not mandatory. Therefore it is reasonable to conduct a normal published missed approach. It is reasonable to continue the missed to a hold at the clearance limit. This provides effective assessment of a probable situation especially for those operators that conduct approaches in uncontrolled airspace or outside of radar control.
- 18.13.2 It is also strongly recommended that engine failures, when planned, occur at a variety of points during the missed approach. Each script should clearly specify the window within which the ACP should fail the engine. The window should be unique to each script and crewmember.
- 18.13.3 Missed approaches may be introduced in a number of ways. The two most common are through ATC or due to lack of acquisition of the runway environment. It is also possible for equipment failures such as navigation aid failure to force a missed approach and this level of variety should be sought where possible.

18.14 Landing (LND)

- 18.14.1 The crosswind requirements for a landing are 10 knots. It is suggested that this not always be a 90 degree wind at 10 knots. It is desirable to have the wind at some other angle and at a higher speed.
- 18.14.2 Some simulators will shift the upper winds as the surface winds are modified. If the simulator does not do this automatically the upper winds should be reviewed to ensure a significant wind shear is not inadvertently introduced.

18.15 Taxi-in (TXI)

- 18.15.1 It is desirable to have a normal taxi-in and gate shutdown procedures for initial PPCs.
Where 2 captains are undergoing an initial PPC, the first captain does the cockpit setup and departure while the second should conduct a taxi-in and ramp shutdown.

18.16 Abnormal/Emergency

- 18.16.1 The introduction of the system faults requires the greatest planning in the creation of a script. The major criterion is that the faults be realistic and not lead to multiple unrelated failures. The type and number of faults is also an

area of significant discussion. An operator may wish to cover every exercise in the QRH over a period of time while others will be restricted somewhat by the complexity of the aircraft, the fidelity of the simulator, and time limitations. The general consensus is one major and one minor abnormal per PF.

18.16.2 Given the vast differences in aircraft types specific guidelines are not possible. However, the following should provide some direction.

- (a) Minor Abnormal: The aircraft system fault requires crew recognition and simple action(s) to remedy. The fault is related to a single system or has minimal impact on crew or aircraft operations,
- (b) Major abnormal: The aircraft system fault requires crew recognition and action. The fault may affect several systems and affects crew and aircraft operations,

Note 1: Faults that do not require crew action, advisory or crew awareness messages, will not be considered to meet this standard unless subsequent aircraft operation is affected.

Note 2: A Medical emergency will not be considered an aircraft abnormal but may be recorded as a fault under the Flight Test Report, section 6 for tracking purposes.

- (c) where a choice of faults exists the most *demanding and assessable* fault should be chosen,
- (d) faults should be introduced at a time where they can be followed to their logical conclusion,
- (e) no unwarranted actions or events shall be introduced for training or exposure purposes. Training credits cannot be obtained during the PPC,
- (f) dual failures are acceptable where a single QRH or ECAM/EICAS procedure exists to correct the fault,
- (g) multiple failures are acceptable where they are the result of a single failure such as an engine failure. A second unrelated fault might be introduced where the first fault has been actioned and is benign for the remainder of the leg,
- (h) system faults should change with each recurrent script period and may be compatible with the recurrent training matrix, if applicable. The exact fault from training day is not recommended. In addition, faults from systems not on the training matrix for that period should also be introduced,
- (i) system faults should be different for each recurrent script,
- (j) system faults should be different for each crew member,
- (k) fault pick lists may be used provided each list is identified and once selected the ACP continues with the fault on that list. ie. Option A or B lists may be incorporated but once the ACP starts on the A list he must continue with the A list, and

- (l) engine fires and or fire/failures are required by regulation and do not count as system abnormalities.

18.17 Automation and Technology

- 18.17.1 The introduction of new technology has redefined the way a great many tasks are accomplished on the flight deck. Effective assessment of this area requires assessment of the crew's inherent understanding of the system operation and how to properly manage both the technology and the flight deck. Meeting this objective requires the introduction of some challenge to the flight crew beyond normal operations. This may be completed by requiring a simple task such as programming an offset, or a crossing restriction, to a complex task requiring the manual creation of a way-point for a holding fix or the complete loss of part of the flight management or other integrated system.
- 18.17.2 Events should also be considered to provide realistic opportunities for autopilot off flight operations. This will permit assessment of crew coordination during the different FCU/MCDU operational philosophies.
- 18.17.3 The level of complexity and the time allotted to these exercises must allow the PPC to be completed within the required timeframe.

18.18 Pilot Not Flying (PNF) Duties

- 18.18.1 Two crew scripts offer a significant opportunity for the PNF to demonstrate his/her ability. However, single crewmember PPC scripts should identify a scenario for the assessment of PNF duties. This cannot be accomplished by merely handing over control to the other pilot for a period of time while airborne. It is recommended that crewmembers operate at least one flight leg from takeoff to touchdown as PNF. During this leg an abnormal or emergency must be introduced.
- 18.18.2 It is also recommended that scripts allow flight crew to alternate PF duties with each leg thus allowing crewmembers both PF and PNF activities before the break. This provides some variety that can keep crews focused on all the tasks at hand. Operators may also have the first officer fly the first leg for added variety.

18.19 Crew Coordination

- 18.19.1 Scripts must permit effective assessment of flight crew coordination. This can only be accomplished by realistic and timely scripts and is one of the reasons that freezes, repositions, and resets are best avoided.

18.20 Pilot Decision Making

- 18.20.1 Scripts should provide adequate opportunity for each pilot to demonstrate the ability to make timely and effective decisions and to delegate tasks to other crewmembers. Where scripts provide opportunity for crews to request options, the desired option/information should be provided in the script.

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Chapter 19 Characteristics of Effective Scripts

19.1 Diversity

- 19.1.1 This is a significant challenge since it is in our nature to become familiar and accepting of the status quo. As discussed earlier, we must accept the reality that a PPC permits assessment of but a few abnormal exercises. We must therefore expect that constant repetition of the same types of scenarios will, over time, tend to shift the focus of training towards excellence in these few areas.
- 19.1.2 Scripts should attempt to cover new areas wherever and whenever possible, to ensure that the training is driven by overall proficiency, and to broaden the scope of the flight crew assessment. This may require that an exercise of lesser difficulty replace the previous fault. Provided this is part of the ongoing diversity of the recurrent scripts, this will tend to enhance the scope of training and proficiency.

19.2 Realism

- 19.2.1 Realistic scenarios are a top priority when reviewing or developing a script. We should therefore address as many real world criteria as feasible and eliminate resets, freezes and repositions, if at all possible. It is also crucial that all contact with outside agencies occur in a realistic method and time frame.
- 19.2.2 For example, it is unrealistic for emergency response vehicles to leave the station and give feedback to the flight deck in less than 2 minutes following a rejected takeoff. Therefore, any feedback that is given to the pilots should be in a realistic form such as stating: “The first officer sees smoke and flame from the #2 engine when he looks out his window”, or “The in-charge flight attendant calls to say that the left wing is on fire.” These are realistic, timely and appropriate scripted responses.

19.3 Training Effects

- 19.3.1 Despite the fact that a PPC is an assessment tool, there is always an element of training, and more significantly, a reinforcement of training that occurred prior to the PPC. A script should therefore support effective training and safe, logical operating practices.
- 19.3.2 One of the characteristics a script must avoid at all costs is a negative training effect. This is most often the result of having a fault removed and the exercise completed before it normally would be in the aircraft. Consider, for example, the case where a crew conducts an RTO due to an engine fire. In this case the exercise was simply to see the RTO and so the procedure is called complete after the aircraft comes to a stop. Yes, the RTO was validated but what behaviour was reinforced in the crew by not completing the fire drill? Did the rescue vehicles respond, and if so, how quickly? Was this realistic? Did this set an unrealistic time frame in the crew’s mind? A script that requires cessation of

an exercise before it's logical and realistic conclusion should be reviewed carefully for any negative impact it may have on future crew behaviour.

- 19.3.3 A PPC can also reinforce negative behaviour when it always asks for the same reaction to a decision process. Always evacuating after an RTO or always landing from a specific approach could cause this. Events requiring a decision by the flight crew should always demand that crews make a decision and not be lead into a repetitive regime.

19.4 Confidence

- 19.4.1 This characteristic speaks in many ways to the effectiveness of the script. A good script will balance the needs of the person doing the assessing, the desire of the crew to be challenged, and the need to leave the crew with an experience that gives them the confidence they need to return to line duties feeling comfortable in their abilities.

Chapter 20 Reference Material

20.1 Reference Material – General

20.1.1 The following is a list of the required reference material to assist in the development and review of a scripted PPC.

CAR 705.106 and 704.108	Specifies requirement for a PPC, refers to CASS
CASS 725.106.2 and 724.108.1	Specifies general requirements, refers to Schedule 1
CASS 725.106 Schedule 1 and CASS 724.108 Schedule 1	Specifies the requirements for PPC content
ACP Manual TP 6533	Chapter 6 specifies assessment guidelines
Company Training Manuals	Specify approved training program
Company Approach Plates	Required to review clearances and procedures
Simulator Scene and Fault Guide	Required to determine simulator capabilities such as: <ul style="list-style-type: none"> • faults available • scenes available • weather capabilities • navigation database available
Company Flight Operations Manual	Required reference material for operations specifications, and operations procedures
Aircraft Operating Manuals	FCOM or AOM <ul style="list-style-type: none"> • must be current and company specific • Aircraft Operating Manuals must be company aircraft envelope volumes
Recurrent scripts for the past 2 years	Provides the details of the previous simulator PPC activities
Prior and current initial scripts	Details initial PPC program
AIP Canada	Reference material
CAP General	Reference material

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Chapter 21 Scripted PPC Development Process

21.1 Air Operator Responsibilities

21.1.1 An Air Operator has the following responsibilities:

- (a) develop scripted PPCs for each aircraft type,
- (b) submit scripts to the POI for review and acceptance a minimum of 30 days (90 days preferred) before the start date,
- (c) assign a contact person responsible for the review/development process,
- (d) make all relevant reference material available or submit it with the scripts,
- (e) develop a process to test fly the scripts before the start date, if practicable. This may or may not be monitored by TC,
- (f) keep a file of all the scripts each aircraft type for a period of not less than two years after the expiration date,
- (g) ensure that scripts and any amendments are distributed to all company Type A ACPs,
- (h) ensure that all feedback from the check pilots & flight crew regarding scripts is addressed in a timely manner,
- (i) follow up on any lessons learned at the end of the usage period,
- (j) ensure all check pilots are aware of the correct procedures for the use of a script,
- (k) ensure all script amendments are issued to all ACPs, and
- (l) ensure all ACPs adhere to the script.

21.2 TC Responsibilities

21.2.1 Transport Canada has the following responsibilities:

- (a) the Issuing Authority/POI will assign a type-qualified inspector to review the script(s),
For Airline Inspection scripts, this shall be in coordination with the Scheduler
- (b) the inspector will review the script(s) and initiate feedback to the operator, keeping the POI informed, until the scripts are acceptable,
- (c) the inspector should monitor a trial of all new scripts, or assign a company representative to provide feedback, as soon as possible after their introduction. This may coincide with normal PPC monitoring activities,
- (d) the inspector will forward copies of the accepted scripts to the POI,

- (e) the POI will send a letter to the operator indicating that the scripts are acceptable and specifying the validity period, and
- (f) the POI shall ensure that copies of acceptable scripts are distributed to each base.

21.3 Developing Scripts

. General

- 21.3.2 The development process is quite demanding and requires considerable attention to detail and an organized review process. Operators are encouraged to have scripts developed by small teams of two or three ACPs. Teams should be assigned to work on new scripts six months before the script will become effective.
- 21.3.3 Developing new scripts is best started with a review of the scripts used for the last two years. In addition, it is recommended that operators review problem areas that they wish to include in the next training checking cycle.
- 21.3.4 After completion of the script it is recommended that a thorough review take place before submission to the POI. The following sections will provide some information on areas common to all scripts.
- 21.3.5 The script should be reviewed to ensure it meets the basic criteria in subsection 17.1.1.

. Simulator

- 21.3.6 The choice of locations must meet company requirements and be available in the simulator database. It is suggested that a nearby city pair be used if at all possible.
- 21.3.7 Ideally, identification of major differences in FMGS database should be noted where the company's database is not loaded for the PPC.
- 21.3.8 Differences between the aircraft and the simulator should be noted on the script and passed to the crew before the PPC.

. Content

- 21.3.9 The script must meet the CARS/CASS mandatory items. It is suggested that the company operations specifications be reviewed to determine what special requirements exist, such as circling or 600 RVR checks.
- 21.3.10 It is suggested that the CARS/CASS requirements be listed in point form for each crewmember. The script should then be reviewed to ensure that each mandatory item is conducted. Having a well-written script summary page simplifies this process.

. Faults

- 21.3.11 Review the list of faults assigned to each crew to determine if they meet the requirements and ensure the workload is evenly distributed. Reviewing past scripts can provide opportunities to assign faults to crewmembers as PF, who have always handled the fault as PNF, for example.

- 21.3.12 The simulator fault guide should be consulted to ensure the faults listed are possible and duplicate the desired fault.
- 21.3.13 Airbus simulators contain a variety of FWC standards and this may play a role in the PPC. Differences are sometimes difficult to note, but where major differences become apparent the briefing notes should indicate the differences.

- . **Level of Detail**

- 21.3.14 Does the script clearly define where activities start and stop? Is it detailed enough that you could run the simulator and have no doubt about when each activity is to be accomplished?

- . **Realism**

- 21.3.15 This is a difficult area to quantify but now that the basics of the script are reviewed and acceptable, the flow and pace of the script should be reviewed. This is best done with a view to making the scenarios flow as much as a line flight as is possible. The following questions can help in this regard.
 - (a) Are there any resets, and if so, can they be eliminated by changing the order or position of an event?
 - (b) Do faults occur in the same place consistently or would it be logical to assume the fault could occur elsewhere? Is this possible?

- . **Accuracy**

- 21.3.16 This is a test of every part of the script. Errors often occur in clearances and simulator setups. Does the weather in the setup match that required in the approach plate?

- . **Fairness**

- 21.3.17 This review determines that the activities are set to meet the criteria but are not more difficult than required. The script should keep the flight crew challenged but periods of high workload should be distributed where possible. Are there periods where the flight crew can relax for even a minute? If not, then the script should be modified to provide some time to collect their thoughts. Time is perceived differently by crew and ACP and what seems like a long time of inactivity can, in fact, be only 30 seconds.

- . **Timing**

- 21.3.18 Does the script meet the time criteria? This is best done in the simulator but can be done if each leg is timed out and the total time calculated. This is also an opportunity to again ensure that events are not too rushed.

- . **Script Trials**

- 21.3.19 Where it is practical a TC inspector should be on hand during the script trial. Whether this is done by using the script to qualify a line crew or as part of a review trial is up to the operator. Some operator's trial run the new scripts on annual CCP check-rides with TC present. This achieves both the evaluation and the monitoring goals and has worked quite well. If the scripts are prepared well in advance of the introduction date this is almost always possible. It

should be noted that for timing purposes the trial PPC flown by an ACP(s) should be completed with at least one half hour to spare. This accounts for the extra time needed by the average line crew.

21.3.20 The most important aspect of a trial is to establish an accurate time criteria and verify simulator operation. As the script progresses, any areas of concern should be noted and solutions defined. Attention should be paid to how the simulator reacts to each fault, to ensure it accurately reflects the company's aircraft. Differences in the operation and configuration of each simulator the company has identified for use, should also be noted.

21.3.21 This is also an excellent time to review the exact simulator button/switch that commands the desired fault. Some simulators have more than one way to enter a fault but each way produces a different reaction. Scripts should include this level of detail where problems may arise or the action is not intuitive.

Acceptance Process

21.3.22 The cooperative nature of the script development process makes it difficult to define one process that will work for every operator and aircraft type. It should always be remembered that a proactive system would be the most rewarding and effective way to meet the significant challenges of building a script. The key is to keep the lines of communication open and always work towards the net objectives.

21.3.23 It is normal practice for TC to accept the PPC scripts without reviewing minute details of the script such as every clearance and simulator setup. This requires the operator to change the script as required and this is acceptable provided the following conditions are met:

- (a) the operator shall identify the person in charge of amending the script,
- (b) all required changes are forwarded to this person who will issue an amendment to each ACP and forward a copy to the POI, and
- (c) all ACPs will use the amended copy.

Just A Reminder

21.3.24 Always try to

- (a) provide consistent, fair and effective flight crew assessment scenarios,
- (b) provide a positive and realistic experience for flight crews,
- (c) utilize available technology to the maximum,
- (d) enhance and encourage effective CRM practices during PPC activities; and,
- (e) encourage effective training through standardized evaluation processes.

Chapter 22 Flight Test Report Completion

22.1 0249 Fault Entry Guide

- 22.1.1 All PPC forms are scanned into the FTAE database. This includes a manual entry of the faults in section 6. The person making the data entry must enter the fault into FTAE from the list in Appendix O.
- 22.1.2 This is a difficult task, as ACPs do not always write up the same fault consistently. Because of this the same scripted fault may be entered differently into FTAE depending on the interpretation used by the person doing the scanning. This is not desirable as it can lead to inconsistencies in the FTAE database. Furthermore, it complicates the operator's role of tracking trends if the ACPs are identifying the same fault in different wording or perhaps not listing the fault at all.
- 22.1.3 Operators are therefore strongly encouraged to provide ACPs with a list of required entries to complete the 0249 for each crewmember and each script. This is assuming the PPC goes exactly according to the script as it does in most cases. This not only simplifies the task of completing the form but also gives the company a standard reporting format for each PPC.
- 22.1.4 As operators determine the list to be used some interpretation is required to translate the actual fault into FTAE codes. This can be done in consultation with TC or TC may complete the list for the operator. Operators using the new form should note that FTAE will only accept 4 faults.
- 22.1.5 It is recommended that faults are listed alphabetically and the 4 most significant faults are listed first as these will be entered into FTAE.
- 22.1.6 An example is shown below.

Actual A320 Fault in Script	26- 0249 / Abnormal Emergencies Entry
IDG overheat	24 Electrical Power
Yellow System Lo Pressure	29 Hydraulics
LGCIU 1 fault	32 Landing Gear
Slats Locked	27 Flight controls

Appendix A ACP Application Form

Initial Revision

Date (yy/mm/dd) _____

ACP NomineeName _____ License # _____ ATPL CPL**ACP Authority Requested:**

- Type A Type B
 CCP Contract CCP DACP
 PPC/IFR PPC/VFR PPC (simulator only) Line Checks

Aircraft Types:

CAR (to be operated under)

1) _____	702 <input type="checkbox"/>	703 <input type="checkbox"/>	704 <input type="checkbox"/>	705 <input type="checkbox"/>
2) _____	702 <input type="checkbox"/>	703 <input type="checkbox"/>	704 <input type="checkbox"/>	705 <input type="checkbox"/>
3) _____	702 <input type="checkbox"/>	703 <input type="checkbox"/>	704 <input type="checkbox"/>	705 <input type="checkbox"/>

Approved Check Pilot Course

- completed proposed N/A
 ACP Initial ACP Recurrent Alternate ACP Trng Program (703 only)

Location(s) _____ Date (s) (yy/mm/dd) _____

Declarationsfor **CCP** (to be signed by the Air/Private Operator)

This certifies that the nominee named above meets all requirements of the Approved Check Pilot Manual (TP 6533) for the ACP authority requested, except as otherwise indicated on this form or attached resume.

_____ Name	_____ Position
_____ Signature	_____ Air or Private Operator

for **Contract CCP** (to be signed by the contracting Air/Private Operator)

This application is made for the purpose of obtaining authority for the ACP nominee to conduct PPCs on pilots employed by our company on a recurring basis.

_____ Name	_____ Position
_____ Signature	_____ Air or Private Operator

for **DACP** (to be signed by the DACP Nominee)

This certifies that the nominee named above meets all requirements of the Approved Check Pilot Manual (TP 6533) for the ACP authority requested, except as otherwise indicated on this form or attached resume.

_____ Name
_____ Signature

Sponsoring Air/Private Operator's Acknowledgement

This acknowledges and confirms our agreement for the ACP nominee named herein to obtain authorization to conduct flight checks as a Contract CCP DACP

Name

Position

Signature

Air or Private Operator

ACP Nominee

This certifies that the information provided in this application and the attached resume (for initial applications only) is accurate and that I will abide by the policies and procedures specified in the Approved Check Pilot Manual (TP 6533).

Signature

Date (yy/mm/dd)

For Transport Canada use only

Inspector Verification:

Initial Authority:

The ACP Nominee named above

- meets all applicable requirements of the ACP Manual, or deviations from the required qualifications and experience are justified.
- has been briefed on flight check procedures, and
- has successfully completed an initial ACP monitor where applicable.

Revised Authority

- meets all applicable requirements of the ACP Manual for the revised authority.

Recommendation for Approval

- Yes No
- as requested recurrent PPC only

Comments:

_____ Inspector's Name	_____ Signature	_____ Date (yy/mm/dd)
ACP Authority Approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> as requested	<input type="checkbox"/> recurrent PPC only	
Comments:		
_____ Issuing Authority	_____ Signature	_____ Date (yy/mm/dd)
Revised Authority <input type="checkbox"/>		
This approval supersedes and cancels the approval dated		_____ Date (yy/mm/dd)

Appendix B ACP Delegation of Authority

Initial

File # 5258 - _____

Revision

n

ACP Approval

Name

License #

is hereby approved as a Approved Check Pilot (ACP) Type A Type B

and is accorded the following privileges for the Operators indicated:

- Company Check Pilot (CCP) for (Operator) _____
- Contract Company Check Pilot (CCCP) for: (Operator) _____
- Designated Approved Check Pilot (DACP)

Authority

The check pilot referred to above is authorised to conduct the following on behalf of the Minister:

- PPC/IFR (initial, upgrade, recurrent) PPC / VFR (initial, upgrade, recurrent)
- PPC/IFR (recurrent only) Line Check
- PPC/IFR (simulator only) Authorized Person for issuance of type ratings
- Authorized Person for issuance of instrument ratings

Aircraft Types and CARs Subpart

This authority is applicable to flight checks conducted on the following aircraft type(s) under the subpart(s) indicated:

- 1) _____ VFR IFR 702 703 704 705
- 2) _____ VFR IFR 702 703 704 705
- 3) _____ VFR IFR 702 703 704 705

Conditions of Issuance

The ACP referred to herein shall

- a) abide by the policy and procedures specified in the Approved Check Pilot (ACP) Manual, TP 6533 E, and continue to meet the qualifications, training and currency requirements established therein, and
- b) conduct flight checks in accordance with the requirements of the Canadian Aviation Regulations.

Validity

Failure to meet any conditions of issuance is grounds for suspension pursuant to section 7 or paragraph 7.1(1) of the *Aeronautics Act* or revocation pursuant to subsection 2.5.1 of the Approved Check Pilot (ACP) Manual (TP 6533).

This authority supersedes and revokes all previously issued like authorities and shall remain valid until the earliest of:

- a) the date on which any condition of issuance is breached; or
- b) the date on which this authority is revoked in writing by the Minister pursuant to section 7 or paragraph 7.1(1) of the *Aeronautics Act*

Dated at _____ Canada, this _____ day of _____, 20 _____

Issuing Authority

Signature

This approval supersedes and cancels the previous approval dated

Date (yy/mm/dd)

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Appendix C Line Check Report

1. Name/Rank <input type="checkbox"/> PF <input type="checkbox"/> PNF	2. License Number	3. Date (yy/mm/dd)
4. IFR Valid to	5. Medical Valid to	6. Aircraft Type/Registration
7. Departure	8. Destination	9. Flight Time

Required Standards

Note: Clarify "(1)" or "(2)" assessment with remarks.

Below Standard	1	Basic Standard	2	Standard	3	Above Standard	4
----------------	---	----------------	---	----------	---	----------------	---

	1	2	3	4	
1. Reporting for Duty					
2. Manuals					
3. Wx Briefing NOTAMS and Bulletins					
4. Flight Planning - Operational ATC					
5. Weight and Balance					
6. Aircraft Inspection (Exterior, Interior)					
7. Load Security					
8. Emergency Equipment					
9. Before Start					
10. Review of Emergency Drills					
11. Engine Start					
12. After Start					
13. Taxi (Speed, Steering, Brakes)					
14. ATC Clearances and Instructions					
15. Use of Checklist and Responses					
16. Take Off (After Take-Off Checks)					
17. Noise Abatement Procedure (if applic.)					
18. Initial Climb					
19. Climb					
20. Cross Checking Altitudes					
21. Level Off and Altitude Selection					
22. Cruise					
23. Radio Contacts and Position Reports					
24. Fuel Checks					
25. Use of Anti-Icing Equipment					
26. Use of Auto Flight System					

	1	2	3	4	
27. Verbal Check Navigation Aids					
28. Approach Briefing					
29. Cabin Security Co-ordination with F/As					
30. Descent					
31. Use of Speed Brakes					
32. Cross Checking Altitudes					
33. Approach VFR					
34. Speed Control					
35. Transition to Facility					
36. Approach Instrument					
37. Landing					
38. After Landing					
39. Approaching Ramp					
40. Shut Down					
41. General					
42. Smoothness of Control					
43. Route Knowledge					
44. Crew Co-ordination					
45. PR use of PA					
46. Use of RNAV systems					
47. Use of Weather Radar					
48. ETOPS (if applicable)					
49. Minimum Equipment Lists (MELs)					

General Assessment Passed Failed Next Line Check Due: _____

Comments:

Signatures:

Company Check Pilot

Chief Pilot

26-0633 (08-01)

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Appendix D Schedule of Flight Checks

(date)

(from)_

To: Transport Canada Regional Office

Dear Sir/Madam:

In accordance with the requirements of the *ACP Manual* (subsections 7.2.2 and 7.5.2), the following is the list of Flight Checks scheduled for the month of _____ of 20_____.

Please Type or Print

Candidate		Type of Flight Check								Proposed Date ²
Name	Lic #	Company 5258	A/C	Sim ¹	PPC/IFR Init/Renew		PPC/VFR Init/Renew		Line Check	
			<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	<input type="checkbox"/>	

 Signature of Chief Pilot

 Date (yy/mm/dd)
¹ Please indicate type and location.² If known

Notes:

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Appendix E ACP Monitor Report

		File Nos. - Dossier N ^{OS}	
		Flight Date - Date du vol (y/a-m-d/j)	
ACP MONITOR REPORT RAPPORT DE CONTRÔLE DU PILOTE VÉRIFICATEUR <input type="checkbox"/> Pilot Proficiency Check Vérification de vol pour compétence pilote <input type="checkbox"/> Line Check Vérification en ligne		Report applicable to the following types Rapport applicable aux types suivants	Aircraft Type - Type d'aéronef
			Registration - Immatriculation
			Flight Time - Temps de vol
Approved Check Pilot (ACP) - PVTA		License	Medical Exam Date - Date de l'examen médicale
Company - Compagnie	Base	Candidate - Candidat(e)	License
TC Inspector - Inspecteur TC	License	Candidate - Candidat(e)	License
MARKING GUIDE GUIDE D'ÉVALUATION			
	1 Below Standard Inférieur au standard	2 Basic Standard Standard de base	3 Standard Standard
			4 Above Standard Supérieur au standard
			NO Not Observed Non observé
<i>Comments required for each "1" or "2" assessment - Commentaires nécessaires pour chaque évaluation "1" et "2"</i>			
PRE-FLIGHT BRIEFING EXPOSÉ AVANT LE VOL	a. Content Adequacy Contenu adéquat		
	b. Clarity Clarté		
	c. Rapport with Candidate Rapport avec le/la candidat(e)		
SCOPE OF FLIGHT CHECK PORTÉE DE LA VÉRIFICATION EN VOL	a. Use of Questions Recours aux questions		
	b. Required Items Covered Détails nécessaires couverts		
	c. Relative to Briefing Concernant l'exposé		
CONDUCT OF FLIGHT CHECK CONDUITE DE LA VÉRIFICATION EN VOL	a. Standard Procedures Procédures normales		
	b. Relative to Briefing Concernant l'exposé		
	c. Rapport with Candidate Rapport avec le/la candidat(e)		
POST FLIGHT BRIEFING COMPTE RENDU DE VOL	a. Content Adequacy Contenu adéquat		
	b. Relative to Flight Check Concernant la vérification en vol		
	c. Coverage - Errors/Weaknesses Rapport des erreurs ou faiblesses		
FLIGHT CHECK REPORT RAPPORT DE LA VÉRIFICATION EN VOL	a. Coverage - Strengths/Weaknesses Rapport des points forts ou faiblesses		
	b. Content - General Contenu général		
	c. Assessment - Validity Validité de l'évaluation		
GENERAL COMMENTS - COMMENTAIRE GÉNÉRAL		GENERAL ASSESSMENT - ÉVALUATION GÉNÉRALE	
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
ACP Monitor Valid to _____ y/a - m - d/j _____ Control du PVA Valid jusqu'au		Inspector's Signature - Signature de l'inspecteur	

26-0387 (0101-01)

CONTENT ADEQUACY

4. The content of the briefing covered every item of the pre flight briefing missing none.
3. The content of the briefing was adequate any omissions would not impact on the check ride.
2. The content of the briefing missed one significant item that could have impacted on the successful completion of the check ride. The inspector may have to intervene.
1. The ACP missed several significant items of the briefing. The check ride cannot continue as briefed. The inspector has to intervene.

CLARITY

4. The briefing was clear concise and to the point. The briefing flowed logically. The candidate knew exactly what was required of him.
3. The briefing is adequate. The information was presented in a reasonable sequence. The ACP repeated himself at times.
2. The briefing is lacking in clarity but not sufficiently to jeopardise the check-ride. The briefing is out of sequence and may be confusing. The ACP assumes the candidate knows more than he really does.
1. The briefing is too short, unclear or takes an excessive amount of time to accomplish. The instructions are confusing. The ACP is unsure of himself creating confusion. The check ride could not be accomplished as briefed.

RAPPORT WITH CANDIDATE

4. The ACP was able to put the candidate at ease through the briefing. The ACP displayed a high level of professionalism.
3. The candidate displays no serious apprehension. The ACP is able to make the candidate relax. The ACP's manners are conducive to a positive checking atmosphere.
2. Although the inspector believes the ACP does not cause, the candidate is nervous and the ACP makes little effort or is unable to make the candidate at ease. The ACP's demeanour is lacking somewhat.
1. The ACP's manners have a negative impact on the candidate. The inspector believes that the candidate may fail due to nervousness. The ACP displays lack of professionalism.

USE OF QUESTIONS

4. Questions asked were relevant and sufficiently challenging to ensure the candidate had the knowledge required to accomplish his flying duties. The ACP has a thorough understanding of the aircraft systems and could easily teach them.
3. Questions asked mostly covered relevant areas and tested the candidate's knowledge. The ACP knows the aircraft systems well enough to explain them to the candidate.
2. Questions asked largely touch on required knowledge but would not be very challenging. Some questions are off topic. When challenged, the ACP has difficulty explaining systems. The Inspector may ask a supplemental question to verify the candidate's knowledge.
1. Questions asked do not ascertain the candidate's knowledge of the aircraft or procedures. The ACP is not sufficiently knowledgeable of the aircraft to conduct the ride. The inspector has to ask the candidate several more questions.

REQUIRED ITEMS COVERED

4. The ACP covered all required items for the briefing logically, missing or omitting none.
3. The ACP covered all items but not necessarily logically and perhaps adding unnecessary ones.
2. The ACP missed one briefing item that did not negatively affect the check ride or remembered and recovered during the check ride. The order did not follow logically.
1. The ACP missed a briefing item that would critically affect the check ride. The inspector intervened to ensure the completion of the ride.

RELATIVE TO BRIEFING

4. All briefed items were related to the check-ride.
3. Some minor variances from the ideal.
2. The ACP digressed from the topic at hand or decides to teach during the briefing.
1. The ACP significantly departs from the subject. The inspector has to refocus the briefing.

STANDARD PROCEDURES

4. The ACP conducts the ideal check ride in an efficient manner, setting an appropriate pace for the sequence of events and missing none. The check ride is a true representation of the pilot's ability.
3. The ACP conducts a good check ride within a reasonable amount of time. The pace and sequence of events leave some room for improvement. No schedule items are missed. The scripted PPC is followed closely. The check ride is a fair examination of the pilot's skills.
2. The check ride is much longer or shorter than normally should have been. A sequence is repeated or a sequence is not repeated when in the opinion of the inspector it could have been otherwise. An important schedule item is missed but the ACP recognizes the error and corrects. The ACP momentarily deviates from the scripted PPC.
1. The flight is rushed or excessively long. Sequences are repeated for no apparent or inappropriate reason. In the opinion of the inspector, a sequence should be repeated but isn't. Schedule items are omitted from the exercise or the ACP fails to follow the scripted PPC. The overall check ride is too easy and does not sufficiently test the candidate. The check ride is unrealistically hard. The inspector intervenes to make sure the ride is completed to standard. The candidate is prematurely assessed a fail. The candidate fails a sequence but is allowed to continue the check ride.

RELATIVE TO BRIEFING

4. The check ride is conducted according to the briefing, following the PPC schedule.
3. The check ride generally follows as briefed but changes are made to the sequence of events. The PPC schedule is adhered to.
2. The ACP significantly changes the profile from the briefed one. The candidate is unsure of what is requested of him. There is some confusion as to what is expected of the candidate. The change from the briefed sequence of events might have affected the candidate's performance. The ACP has to apply a wider tolerance for error because of confusion.
1. The ACP cannot conduct the check ride as briefed. There are numerous changes on the fly. The check ride is confusing and bears little resemblance to a realistic scenario. The inspector has to intervene to complete the check ride. The candidate's performance is negatively affected by the ACP's changes to the planned check ride.

RAPPORT WITH CANDIDATE

4. The candidate was at ease through the flight. The ACP displayed a high level of professionalism.
3. The candidate displays no significant nervousness. The ACP is able to make the candidate relax. The ACP's manners are conducive to a positive checking atmosphere.
2. The candidate is nervous and the ACP makes little effort or is unable to make the candidate at ease. The ACP teaches or coaches during the flight. The ACP is helping the candidate more than he should. The ACP's demeanour is lacking somewhat.
1. The ACP's manners have a negative impact on the candidate. The inspector believes that the candidate may fail due to nervousness. The ACP displays lack of professionalism.

CONTENT ADEQUACY

4. The debrief was in accordance with the ACP manual, highlighting all strengths and weaknesses accurately. The debrief length was appropriate to the performance.
3. The ACP followed the debriefing procedures with minor variations. The major strengths and weaknesses were identified. The debriefing length was adequate.
2. The ACP deviated from the prescribed format but was able to cover all items. The debrief length could be better adjusted for the candidate's performance.
1. The debrief lacked structure, did not follow the ACP manual. The debrief length was not appropriate for the candidate's performance.

RELATIVE TO FLIGHT CHECK

4. All items covered were strictly related to the flight. Debriefing points were related to identifiable issues and not pilot techniques. No new areas were introduced or taught.
3. All items covered were relevant to the flight. Debriefing points were mostly related to identifiable issues.
2. Some items covered do not relate to the check ride. The ACP debriefs his preferred pilot technique rather than commenting on a factual issue. The ACP teaches during the post flight briefing.
1. Several items in the post flight brief are not relevant to the check ride. The ACP confuses preferred pilot technique with factual issues. The ACP enters into a protracted argument with the candidate on the validity of the ratings assessed.

COVERAGE - STRENGTHS/WEAKNESSES

4. The entire performance of the candidate is accurately assessed. All strengths and weaknesses are correctly identified and evaluated.
3. The ACP missed very little, or one or two minor items are not observed. All critical 1 and 2 items are correctly evaluated and the overall assessment of the candidate would not be affected.
2. A few minor items are missed or not observed. All critical 1 and 2 items are correctly evaluated but the overall assessment of the candidate could potentially be affected.
1. Several items or one major item was missed. The ACP fails to debrief level 1 or 2 items. The ACP incorrectly assesses a 1 as a 2 or 3. The ACP's overall rating does not reflect the candidate's performance.

COVERAGE - ERRORS/WEAKNESSES

4. All strengths and weaknesses are correctly entered on the report and clearly supported where required.
3. All strengths and weaknesses are correctly entered on the report but the supporting comments may not be perfectly clear.
2. All strength and weaknesses are entered on the report but one required supporting comment was missed or ineffective.
1. The ACP did not record all weaknesses or strengths. Supporting comments are not effective or do not correspond to the rating given

CONTENT - GENERAL

4. The entire form is filled out correctly and clearly without any error or omission.
3. No item is missing or written that might require clarification.
2. The ACP missed one item that could preclude the form being scanned properly.
1. The ACP missed several items on the form or incorrectly transcribed a rating.

ASSESSMENT - VALIDITY

4. The evaluation reflects exactly the candidate's ability as demonstrated.
3. The evaluation is an accurate report of the candidate's ability as demonstrated.
2. While not affecting the pass or fail assessment, the evaluation may be less accurate than the average.
1. The evaluation does not reflect the candidate's performance or what was discussed in the post flight briefing.

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Appendix F Pilot's Check Report (Aeroplane)



Transport Canada / Transports Canada

FLIGHT TEST REPORT PILOT PROFICIENCY CHECK (Aeroplane)

NAME OF APPLICANT										LICENCE NUMBER									
NAME OF CHECK PILOT - SIMULATOR										LICENCE NUMBER									
NAME OF CHECK PILOT - AIRCRAFT										LICENCE NUMBER									
OPERATOR / TRAINING UNIT										FILE NUMBER									
PRESENT INSTRUMENT RATING		GROUP		EXPIRY		PILOT PROFICIENCY CHECK													
				Y M D		<input type="radio"/> Single Pilot <input type="radio"/> Multi-Crew		<input type="radio"/> Initial <input type="radio"/> Recurrent <input type="radio"/> Upgrade <input type="radio"/> VFR only											
PRESENT PPC		GROUP		EXPIRY		CREW STATUS													
				Y M D		<input type="radio"/> Captain <input type="radio"/> F/O <input type="radio"/> CRP <input type="radio"/> ACP		<input type="radio"/> Type Rating											
VALID MEDICAL		A/C TYPE		A/C REG.		SIM ID NO.		SCRIPT NO.		MONITOR INSPECTOR LICENCE NUMBER									
<input type="checkbox"/> Verified																			
TAKE-OFF		LANDING		GROUND TRAINING/FLIGHT TRAINING/EXAMS		COMPLETE		AQP											
<input type="radio"/> C.A.P. <input type="radio"/> 1200 <input type="radio"/> 600		<input type="radio"/> C.A.P. <input type="radio"/> CAT II <input type="radio"/> CAT III		<input type="checkbox"/> COMPLETE		<input type="checkbox"/> COMPLETE		<input type="checkbox"/> AQP											
CHECK DETAILS										COMMENTS - GENERAL ASSESSMENT									
1. Technical Knowledge										1 2 3 4									
2. Flight planning (FLP)										1 2 3 4									
3. Pre-flight (PRF)										1 2 3 4									
4. Engine start/depart (ESD)										1 2 3 4									
5. Taxi-out (TXO)										1 2 3 4									
6. Take-off (TOF)										1 2 3 4									
7. Rejected take-off (RTO)										1 2 3 4									
8. Initial climb (ICL)										1 2 3 4									
9. En route climb (ECL)										1 2 3 4									
10. Cruise (CRZ)										1 2 3 4									
11. steep turns										1 2 3 4									
12. stalls										1 2 3 4									
13. holding										1 2 3 4									
14. Descent (DST)										1 2 3 4									
Approach (APR)																			
15. <input type="radio"/> VOR <input type="radio"/> LOC BC <input type="radio"/> ILS <input type="radio"/> RNAV																			
<input type="radio"/> LOC <input type="radio"/> NDB <input type="radio"/> GPS <input type="radio"/> Circling										1 2 3 4									
16. <input type="radio"/> VOR <input type="radio"/> LOC BC <input type="radio"/> ILS <input type="radio"/> RNAV																			
<input type="radio"/> LOC <input type="radio"/> NDB <input type="radio"/> GPS <input type="radio"/> Circling										1 2 3 4									
17. Go-around (GOA)										1 2 3 4									
18. Landing (LND)										1 2 3 4									
19. Ground Arrival										1 2 3 4									
20. Flight close (FLC)										1 2 3 4									
21. PNF Duties										1 2 3 4									
Abnormal/Emergencies										Code									
22. Engine failure										1 2 3 4									
23.										1 2 3 4									
24.										1 2 3 4									
25.										1 2 3 4									
26.										1 2 3 4									
27.										1 2 3 4									
RECEIPT NO.																			
PPC SIMULATOR		IFR		PASSED		SIGNATURE OF CHECK PILOT		DATE		Y M D		FLT TIME							
<input type="radio"/> PASSED <input type="radio"/> FAILED		<input type="radio"/> PASSED <input type="radio"/> FAILED																	
PPC AIRCRAFT		GROUP		PASSED		SIGNATURE OF CHECK PILOT		DATE		Y M D		FLT TIME							
<input type="radio"/> PASSED <input type="radio"/> FAILED		① ② ③																	

28-0249E (0407-05) (Version 03)

(POUR LA VERSION FRANÇAISE AU VERSO)



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Appendix G Pilot's Check Report (Rotorcraft)



Transport Canada / Transports Canada

FLIGHT TEST REPORT PILOT PROFICIENCY CHECK (Helicopter)

NAME OF APPLICANT						LICENCE NUMBER					
NAME OF CHECK PILOT - SIMULATOR						LICENCE NUMBER					
TC <input type="radio"/> CCP <input type="radio"/> DACP <input type="radio"/>						LICENCE NUMBER					
NAME OF CHECK PILOT - AIRCRAFT						LICENCE NUMBER					
TC <input type="radio"/> CCP <input type="radio"/> DACP <input type="radio"/>						LICENCE NUMBER					
OPERATOR / TRAINING UNIT						FILE NUMBER					
5 2 5 8 -						LICENCE NUMBER					
PRESENT INSTRUMENT RATING	GROUP	EXPIRY Y M D	PILOT PROFICIENCY CHECK			LICENCE NUMBER					
PRESENT PPC		EXPIRY Y M D	<input type="radio"/> Single Pilot	<input type="radio"/> Initial	LICENCE NUMBER						
VALID MEDICAL	<input type="checkbox"/> Verified		<input type="radio"/> Multi-Crew	<input type="radio"/> Recurrent	LICENCE NUMBER						
A/C TYPE	A/C REG.	SIM ID NO.	<input type="radio"/> Upgrade	<input type="radio"/> VFR only	LICENCE NUMBER						
TAKE-OFF	<input type="radio"/> C.A.P.	<input type="radio"/> 1200	<input type="radio"/> F/O	<input type="radio"/> ACP	MONITOR INSPECTOR LICENCE NUMBER						
LANDING	<input type="radio"/> C.A.P.	<input type="radio"/> CAT II	<input type="radio"/> Type Rating	<input type="radio"/> ACP MONITOR	MONITOR INSPECTOR LICENCE NUMBER						
GROUND TRAINING/FLIGHT TRAINING/EXAMS						MONITOR INSPECTOR LICENCE NUMBER					
<input type="checkbox"/> COMPLETE						MONITOR INSPECTOR LICENCE NUMBER					
CHECK DETAILS				1 2 3 4				COMMENTS - GENERAL ASSESSMENT			
1. Technical Knowledge				1 2 3 4							
2. Flight planning (FLP)				1 2 3 4							
3. Pre-flight (PRF)				1 2 3 4							
4. Engine start/depart (ESD)				1 2 3 4							
5. Taxi-out/hover (TXO)				1 2 3 4							
6. Take-off (TOF)				1 2 3 4							
7. Rejected take-off (RTO)				1 2 3 4							
8. Initial climb (ICL)				1 2 3 4							
9. En route climb (ECL)				1 2 3 4							
10. Cruise (CRZ)				1 2 3 4							
11. steep turns				1 2 3 4							
12. holding				1 2 3 4							
13. Descent (DST)				1 2 3 4							
Approach (APR)				1 2 3 4							
14. <input type="radio"/> VOR <input type="radio"/> LOC BC <input type="radio"/> ILS <input type="radio"/> RNAV				1 2 3 4							
<input type="radio"/> LOC <input type="radio"/> NDB <input type="radio"/> GPS				1 2 3 4							
15. <input type="radio"/> VOR <input type="radio"/> LOC BC <input type="radio"/> ILS <input type="radio"/> RNAV				1 2 3 4							
<input type="radio"/> LOC <input type="radio"/> NDB <input type="radio"/> GPS				1 2 3 4							
16. Go-around (GOA)				1 2 3 4							
17. Confined area				1 2 3 4							
18. Sloping ground				1 2 3 4							
19. Landing (LND)				1 2 3 4							
20. Ground Arrival				1 2 3 4							
21. Flight close (FLC)				1 2 3 4							
22. PNF Duties				1 2 3 4							
Abnormal/Emergencies				Code							
23. Engine failure				1 2 3 4							
24. Autorotation				1 2 3 4							
25.				1 2 3 4							
26.				1 2 3 4							
27.				1 2 3 4							
28.				1 2 3 4							
RECEIPT NO.						RECEIPT NO.					
PPC SIMULATOR <input type="radio"/> PASSED <input type="radio"/> FAILED						SIGNATURE OF CHECK PILOT					
IFR <input type="radio"/> PASSED <input type="radio"/> FAILED						DATE Y M D					
PPC AIRCRAFT <input type="radio"/> PASSED <input type="radio"/> FAILED						FLT TIME					
GROUP ①						SIGNATURE OF CHECK PILOT					
						DATE Y M D					
						FLT TIME					

26-0279E (0407-04) (Version 02)

(POUR LA VERSION FRANÇAISE AU VERSO)



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Appendix H Letter of Revocation



Transport Canada
Safety and Security

Transports Canada
Sécurité et sûreté

Letter of Revocation

Our File _____

To: _____ **Attention:** _____

The ACP Delegation of Authority dated _____

authorizing _____
Name License #

to act in the following capacity:

- Company Check Pilot (CCP) Type A for (Operator) _____
- Company Check Pilot (CCP) Type B for (Operator) _____
- Contract Company Check Pilot (CCP) for: (Operator) _____
- Designated Approved Check Pilot (DACP)

with the following authorities:

- PPC/IFR (initial, upgrade, recurrent), including endorsement of a type rating and instrument rating
- PPC/IFR (recurrent only) including endorsement of an instrument rating
- PPC/IFR (simulator only) including endorsement of a type rating and instrument rating
- PPC / VFR (initial, upgrade, recurrent), including endorsement of a type rating
- Line Checks

and valid for the following aircraft types:

1) _____ 2) _____ 3) _____

is hereby revoked pursuant to subsection 2.5.1 of the Approved Check Pilot Manual (TP 6533).

Dated at _____	Canada, this _____	day of _____	, 20 _____
Issuing Authority		Signature	

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Appendix I Safe Flight Checking Practices Guide

. Checking Philosophy

No list of “Do’s” or “Don’ts” can cater to all the situations that may occur during flight tests or checks. TC therefore relies on the ability of its ACPs to fully assess the consequences of their actions and demands. Flight safety shall always take top priority.

One of the purposes of any flight check is to enable a candidate to demonstrate his/her ability to operate a given aircraft in accordance with prescribed standards, limitations and procedures. There is no need whatsoever to place a flight crewmember in a position in which he/she may have to call upon superior knowledge and skills to ensure successful recovery.

The practices described in the succeeding paragraphs form part of Transport Canada’s philosophy towards safe flight checking. ACPs are required to abide by these practices. Operators may have flight checking practices that are more restrictive than those described below; ACPs shall in such cases adhere to the most limiting practice.

. Flight Check Practices - General

Make every effort to make candidates feel at ease. Be realistic in your demands and simulations.

Always give candidates a thorough briefing before flight. Such briefings shall be conducted using the pre-flight briefing items specified in sections 8.3 and 8.5.

Particular emphasis must be placed on ensuring that all participants have a clear understanding of:

- (b) crew positions (e.g., PIC / SIC),
- (c) considering the aircraft involved, the weather conditions (visual vs. instrument purpose and scope of the flight check;
- (d) the proposed sequence of events;
- (e) any aircraft or operational restrictions imposed to enhance safety;
- (f) their respective role, including that of the ACP, and what is expected from them; and
- (g) the meteorological conditions (VMC vs. IMC), thunderstorms, wind, etc.) outside of which the flight check should not take place or continue.

Verify aircraft dual control availability, including brakes (several aircraft types have brake pedals on the left side only), to prevent any last split-second surprise, and discuss the effects of any unusual features on the conduct of the flight check.

Ensure radio communications between candidates and ATS can be monitored (serviceable and functioning headset assembly or cockpit/cabin loudspeaker).

Maintain a good lookout during the flight.

Discuss action to be taken by flight crewmembers before any leave their station (e.g., seat change, short duration absences, etc).

Discuss verbal calls that may be made by the ACP as well as minimum airspeeds, altitudes or other conditions required for each planned exercise or sequence, where applicable.

. Operational Checklist

The following represents a checklist of flight checking practices that should be adhered to in order to ensure that safety is maintained through-out the flight check process.

. **Aircraft Systems**

Once the flight check has begun, do not change the position of any system control without the Pilot-in-Command's consent except for simulating failures, and then only following proper, prior warning to the flight crewmembers.

. **Approach to Stall**

Required on initial PPC only.

To be performed in the appropriate simulator in lieu of aircraft whenever available.

When demonstration in the aircraft is required, the following practices must be adhered to:

- (h) ensure recovery is initiated on first symptoms of a stall,
- (i) do not initiate below the minimum altitude recommended in the Aircraft Flight Manual (AFM) or Aircraft Operating Manual (AOM), and in no case
 - (i) below 5,000 feet AGL;
 - (ii) in clouds;
 - (iii) on top of clouds unless a well defined horizon is available; or
 - (iv) below 2,000 feet above the top of well defined clouds.

. **Balked Landing (All Engines Operating)**

Do not initiate below:

- (j) 50 feet AGL; and
- (k) indicated airspeed (IAS) normally used for flap setting selected during final approach.

. **Circuit Breakers**

Never pull any circuit breaker to simulate equipment failure.

. **Dutch Roll**

To be performed in appropriate simulator only.

. **Emergency/Rapid Descent**

To be performed in appropriate simulator when available.

. **Emergency/Rapid Descent - All Aeroplanes (Simulator not available)**

Subpart 604, 702,703,704 Operators

To be completed

- (l) clear of clouds; and
- (m) at 5,000 feet above MSL, or 3,000 feet AGL, whichever is higher.

Subpart 705 Operators

To be completed at 10,000 feet above MSL, or 2,000 feet above the minimum enroute altitude (MEA), whichever is higher.

. **Engine Failure(s) on Take-Off (Before Decision Speed)**

Both for safety and maximum training value, rejected take-offs in aeroplanes are to be conducted in simulators only. If a simulator is not available, flight check candidates will brief the ACP on the actions of the PF and where applicable, the PNF, based on a RTO scenario specified by the check pilot.

For helicopters, rejected take-offs may be conducted at the discretion of the ACP. In this case, the candidate should be briefed prior to the flight check to anticipate the possibility of a rejected takeoff, and the ACP must be vigilant to ensure that the

candidate does not strike the tail due to an excessive nose high attitude during the flare and touchdown sequence.

- . **Engine Failure on Take-Off (After Decision Speed) - Aeroplanes**

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

- Single-Engine Aeroplanes**

A suitable area for forced landing must be within reach of the aeroplane.

Not below 400 feet above ground level (AGL).

- Subpart 703,704 Aeroplanes - Multi-engine**

The landing gear and flaps are fully retracted and safe single-engine flight can be maintained.

Not below 400 feet AGL.

- Subpart 604 and 705 Aeroplanes**

Not below 400 feet AGL.

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

- . **Engine Failure - Rotorcraft**

- During Hover/Take-off**

Shall be conducted within a safe flight envelope over a level, firm surface.

- During Cruise Flight**

Not below 500 feet AGL; and

Within normal autorotational range of a suitable engine out landing area.

- . **Engine-Out Missed Approach**

(Do not confuse with “Balked Landing - All Engines Operating”)

Should not to be initiated unless the conditions specified below are met.

- Subpart 702,703,704 Aeroplanes**

Not below 500 feet AGL or other higher altitude necessary to ensure single-engine safe flight.

Not below IAS normally used for flap setting selected during final approach.

- Subpart 705 Aeroplanes**

Not below 200 feet AGL.

Not below IAS normally used for flap setting selected during final approach.

- . **Flapless Approach - Subpart 705 Aeroplanes**

To be cancelled at a minimum of 50 feet AGL and followed by a missed approach where flapless approach IAS exceeds normal landing flap approach IAS by more than 20 KIAS.

- . **Flight Controls - Manual Reversion**

To be performed in appropriate simulator only.

- . **Float Plane**

- Other than Glassy Waters**

Waves less than 18 inches high and no predominant swell.

- Glassy Waters**

Defined objects must be available for height reference.

Two nautical mile (NM) long clear run required for take-off and landing.

. **Forced Landing (Practice)**

Recovery must be completed above 200 feet AGL.

. **Rejected Take-off**

To be performed in the appropriate simulator only.

. **Runaway Trim/Jammed Stabilizer**

Subpart 604, 702,703,704 aeroplanes

Not below 1,000 feet AGL.

Subpart 705 Aeroplanes

To be performed in the appropriate simulator only.

. **Ski Plane**

Must complete the following sequence before making full stop landing:

(n) low level inspection;

(o) touch and go; and

(p) aerial final inspection of tracks.

. **Stop and Go**

Subpart 702, 703, 704 Aeroplanes

Same as “Touch and Go's” below.

Subpart 705 Aeroplanes

Not allowed. Must use full available runway length.

. **Touch and Go**

Subpart 604, 702, 703, 704 Aeroplanes

Must have sufficient runway remaining from touch-down point.

Subpart 705 Aeroplanes

Must meet critical field length or balanced field length requirements, as applicable.

A full briefing of all applicable procedures and verbal calls shall be conducted by the ACP prior to this exercise.

Appendix J PPC Standard Checklist (702/703 Aeroplane)

The following table is only a summary of the items in the applicable standard for PPCs. The standard should be consulted for details.

Exercise	702, 703 Aeroplane PPC
Flt plan Practical exam of SOPs, AFM, including performance, loading, w&b, and AFM supplements	▪
A/C inspection	▪
Taxi	▪
Eng checks	▪
Take off eng fail xwind RTO	▪ ▪ ▪ ▪ only in simulator or by oral brief
Steep Turns	▪
Stalls	▪ 1 or more - 1 must be in ldg config
Instrument Procedures departure hold approaches circling	▪ not reqd for VFR only operators ▪ simulated IMC 200' AGL ▪ ▪ 2 and 1 to be an ILS ▪ where practicable
simulated engine failure	▪ at least 2
Normal Procedures anti ice autopilot appr aid systems stall warning radar or other systsems on a/c	▪ should demonstrate satisfactory knowledge of the normal systems use
Landings normal from inst app xwind eng fail circling	▪ 2 min and they can be combined ▪ where applicable ▪ where practical ▪ simulated with 50% of eng failed ▪ if practicable▪

Appendix J

<p>Emergency</p> <ul style="list-style-type: none">fire in flightsmoke controlrapid decompressionemer descenthyd, elec faill/g, flap failnav, comm failother	<ul style="list-style-type: none">▪ as reqd to determine competency
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Appendix K PPC Standard Checklist (702/703/704 Helicopter)

The following table is only a summary of the items in the applicable standard for PPCs. The standard should be consulted for details.

Exercise	702, 703, 704 Helicopter PPC
Flt plan oral exam on flt plan procedures, flt plan sources, & maintenance release oral exam on flt manual incl. limitations, loading, wt&bal, supplements & performance	<ul style="list-style-type: none"> ▪ ▪
A/C inspection eng and system checks	<ul style="list-style-type: none"> ▪
Taxi and hover both gnd and air taxi inst compliance dep check 360 turn-sideward/rearward & out of wind hover from a sloped surface eng fail in hover	<ul style="list-style-type: none"> ▪ ▪ ▪ as appropriate ▪ ▪ ▪
Departure normal transition to fwd flt RTO eng fail	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪ multi eng only
Air work steep turns eng fail at altitude	<ul style="list-style-type: none"> ▪ ▪ ▪ multi eng only
Approach and Landings autorotation confined area steep approach slope landing	<ul style="list-style-type: none"> ▪ ▪ single eng to landing or recovery - one with 180 degree turn ▪ ▪ ▪
IFR take off area departure hold approaches missed approach emerg system malfunction	<ul style="list-style-type: none"> ▪ where applicable ▪ simulate IMC at 200' AGL ▪ adheres to ATC instr ▪ ▪ at least 2 approaches ▪ at least 1 & 1 ldg from transition ▪ as required

Appendix K

Exercise	702, 703, 704 Helicopter PPC
Emergency fire in flight smoke control anti torque failure emerg descent hyd, elec fail, malfunction flt system fail, malfunction nav, comm fail other as appropriate	<ul style="list-style-type: none"> ▪ as reqd to determine competency
Flt characteristics settling with power, vortex ring state, dynamic rollover	<ul style="list-style-type: none"> ▪ practical knowledge, of causes, prevention and appropriate recovery

Appendix L PPC Standard Checklist (704 Aeroplane)

The following table is only a summary of the items in the applicable standard for PPCs. The standard should be consulted for details.

Exercise	704 Synthetic Training Device PPC	704 Aeroplane PPC
Flt plan	▪	▪
A/C inspection		▪
Taxi		▪
Eng checks		▪
Departure	▪	▪ demonstrate noise abatement procedures
Take off normal min vis 10 kt xwind eng fail	<ul style="list-style-type: none"> ▪ can be combined ▪ ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ can be combined ▪ ▪ IMC simulated at 200' AGL ▪ if able ▪ simulated only - at V2 and safe alt
RTO	▪ at not less than 90% of V1	▪ briefing only
Steep Turns	▪ 1 in each direction 180 - 360 degrees with 45 degree bank angle (see note 1)	▪ 1 in each direction 180 - 360 degrees with 45 degree bank angle
Stalls	▪ 1 or more - with 1 in land configuration (see note 1)	▪ 1 or more - with 1 in land configuration
Holding	▪	▪
Arrival	▪	▪
IFR approach	▪ 2 - 1 precision - 1 non-precision approach or one approach procedure with vertical guidance (APV)	▪ 2 - 1 precision - 1 non precision
Circle Approaches	▪ if applicable	▪ if applicable
Normal Procedures	▪ should demonstrate satisfactory knowledge of normal system use	▪ should demonstrate satisfactory knowledge of normal system use
Landings normal from inst app slope xwind eng fail rejected CAT II or III	<ul style="list-style-type: none"> ▪ one of each and they can be combined ▪ should be at min for app ▪ where applicable ▪ min 90 degree 10 kt xwind component ▪ loss 50% of engines ▪ at 50' ▪ if authorized to do so 	<ul style="list-style-type: none"> ▪ 2 min and they can be combined ▪ ▪ if able ▪ where possible ▪ where practicable ▪ simulated - lose 50 % of engines
Emergency	▪ as reqd to determine competency - min	▪ as reqd to determine

Appendix L

	2 eng failures	competency - min 2 eng failures
Airborne a/c checks gnd handling normal t/o vis cct & ldg sim eng fail on t/o sim eng fail on g/a no vis aids app partial flap landing	must include all aspects of a/c PPC that was not completed in the sim <ul style="list-style-type: none"> ▪ ▪ ▪ ▪ ▪ ▪ ▪ 	

Note 1

Steep turns and approach to stalls are not required if (a) the PPC is conducted via either a LOFT scenario, a scripted PPC or on a fly-by-wire aeroplane and (b) they have been satisfactorily demonstrated during training if required in the initial or annual training program

Appendix M PPC Standard Checklist (705 Aeroplane)

The following table is only a summary of the items in the applicable standard for PPCs. The standard should be consulted for details.

Exercise	705 Synthetic Training Device PPC	705 Aeroplane PPC
Flt plan	▪	▪
A/C inspection		▪
Taxi		▪
Eng checks		▪
Take off normal min vis 10 kt xwind eng fail	<ul style="list-style-type: none"> ▪ can be combined ▪ ▪ ▪ ▪ 	<ul style="list-style-type: none"> ▪ can be combined ▪ IMC simulated at 200' AGL ▪ if able ▪ simulated only - at V2 and safe alt
RTO	▪ at not less than 90% of V1	▪ briefing only
Steep Turns	▪ 1 in each direction 180 - 360 degrees with 45 degree bank angle (see note 1)	▪ 1 in each direction 180 - 360 degrees with 45 degree bank angle
Stalls	▪ 1 or more - with 1 in land configuration (see note 1)	▪ 1 or more - with 1 in land configuration
Holding	▪	▪
Arrival	▪	▪
IFR approach	▪ 2 - 1 precision - 1 non-precision approach or one approach procedure with vertical guidance (APV)	▪ 2 - 1 precision - 1 non precision
Circle Approaches	▪ if applicable	▪ if applicable
Normal Procedures	▪ should demonstrate satisfactory knowledge of normal system use	▪ should demonstrate satisfactory knowledge of normal system use
Landings normal from inst app w/o glide slope xwind eng fail go around CAT II or III	<ul style="list-style-type: none"> ▪ one of each and they can be combined ▪ should be at min for app ▪ where applicable ▪ ▪ min 90 degree 10 kt xwind component ▪ loss of 50% of engines ▪ at 50' ▪ if authorized to do so 	<ul style="list-style-type: none"> ▪ 2 min and they can be combined ▪ ▪ if able ▪ where possible ▪ where practicable ▪ simulated - lose 50 % of engines
Emergency	▪ as reqd to determine competency - min 2 eng failures	▪ as reqd to determine competency - min 2 eng failures
Airborne	must include all aspects of a/c PPC that	

Appendix M

a/c checks gnd handling normal t/o vis cct & ldg sim eng fail on t/o sim eng fail on g/a no vis aids app partial flap landing	was not completed in the sim ▪▪ ▪ ▪ ▪ ▪ ▪ ▪	
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Note 1

Steep turns and approach to stalls are not required if (a) the PPC is conducted via either a LOFT scenario, a scripted PPC or on a fly-by-wire aeroplane and (b) they have been satisfactorily demonstrated during training if required in the initial or annual training program

Appendix N

"SIM ID NO" - Enter number from Transport Canada List of Approved Simulators.

"Pilot Proficiency Check" - Fill in dot for "Initial", "Recurrent" or "Upgrade", as applicable. Fill in dot for "VFR Only", if applicable, otherwise it is assumed that instrument flight proficiency was checked as part of the PPC.

"Rating" - Type Rating - This dot is only filled in to add a type rating to the licence. A completed application for endorsement of a rating (form 26-0083) and the \$30 fee must accompany the PPC Report.

"Rating" - Instrument Group 1, 2 or 3 (aeroplane) and 4 (helicopter). The appropriate dot is only filled in when licensing action is required (issuance, renewal or suspension). For initial issuance of an instrument rating, a completed application for endorsement of a rating (form 26-0083) and the \$30 fee must accompany the PPC Report.

If the fail is "PPC Only" related (refer to subsection 9.1.8), the Group 1,2,3 or Group 4 dot must not be darkened or the computer will suspend the candidate's IFR rating, regardless of the ACP's intentions.

Issuance of a type rating or an initial instrument rating will only be undertaken when the following are submitted together:

- *the Application for Endorsement of a Rating (form 26-0083),*
- *the appropriate fee, and*
- *the PPC Flight Test Report (form 26-0249/0279).*

"Crew Status" - Fill in one dot only. For Captains who are ACP's, fill in the ACP dot.

"Take-off" - CAP, 1200 RVR or 600 RVR - Check block for minimums demonstrated as pilot flying (PF) during PPC.

"Landing" - CAP, Cat II or CAT III - Check block for minimums demonstrated as pilot flying (PF) during PPC.

"Ground Training/Flight Training/Exams" - Confirm all relevant ground training, flight training and examinations are completed prior to conducting the PPC (refer to subsection 8.6.2).

"AQP" - if the carrier is on an approved Advanced Qualification Program and is only using the 0249 form as a "licensing action trigger", the dot must be filled in.

"Check Details" - Enter the appropriate rating beside the applicable test item for the simulator and/or aircraft assessment. For instrument approaches, mark type of approach and circling if applicable. The form provides space to grade two approaches. If additional approaches are flown they should be recorded in the comments section. In the Emergency section the Check Pilot enters, in his/her own words, a brief description of each abnormal and emergency procedure and assigns a number from the FTAE list of aircraft systems. The FTAE numbers are located in Appendix P.

"Flt Test Date" - Enter the date when the PPC is completed. For combined simulator/aircraft PPCs enter the date on which the final portion of the PPC is completed (hence, the date of the airborne).

"PPC Valid To" - An Initial PPC is valid to the first day of the seventh month (705), the first day of the thirteenth month (705 with approved LOFT TRG, 704, 703) or the first day of the 25th month (604)

following the month in which the PPC was conducted (note: use the Flt Test Date as the reference date for when the PPC was conducted). Enter applicable year and month. For a Recurrent PPC completed within the 90 day period prior to the expiry date, add 6, 12 or 24 months, as applicable, to the expiry date that was in effect prior to the flight check.

"IFR Valid To" – An Initial IFT is valid to first day of the twenty-fifth month following the month in which the IFT was conducted (note: use the Flt Test Date as the reference date for when the PPC was conducted). For a Recurrent IFT completed within the 90 day period prior to the expiry date, add 24 months to the expiry date that was in effect prior to the flight check.

"Change of Address" - Fill in computer scannable dot and enter new address. Please include the postal code and if available the home phone number of the candidate.

"Passed/Failed" - The Passed or Failed dot must be darkened as appropriate. In the event of a failure, it would be helpful to put one of the following in the comments section: "PPC only fail"; "PPC/IFR fail".

"Signature and Licence Number of Check Pilot" – The ACP will sign this block of the form. Their licence number is not required if entered in the computer scannable block at top of form.

"Date" – Enter the date(s) of the simulator and/or aeroplane flight test(s). If both simulator and aeroplane flight checks are conducted, the Aeroplane date will then be used in the Flt Test Date section.

"Flight Time" - Flight time is to be entered for the Simulator and Aeroplane PPCs as applicable.

Notes:

- *Due to tolerances of the computer scanner only original printed forms can be scanned. Marks or holes on blue line will cause scanning problems.*
- *When filling in the dots, ensure they are completely filled in and do not go outside the lines or scanning problems will occur*
- *To ensure proper processing, it is beneficial to use the 8-1/2 x 14 version of the Flight Crew Permit/Licence - Application for Endorsement of a Rating form 26-0083. Please do not copy and shrink to 8-1/2 x 11. They are harder to read and they might be missed by the staff processing the documents as they are then the same size as the 0249's and hide behind them.*
- *Please ensure that you staple your documents when mailing them. They may get misplaced as they go to several people during processing. Please always place the 0249/0279 on top (for scanning purposes), any additional privileges cards or other documentation next (incl. cheques), then the Application for Endorsement of a Rating last (on the bottom).*

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Appendix O FTAE Emergency Codes

Description	Code
AIR CONDITIONING	21
AUTO FLIGHT	22
COMMUNICATIONS	23
ELECTRICAL POWER	24
EQUIPMENT / FURNISHINGS	25
FIRE PROTECTION	26
FLIGHT CONTROLS	27
FUEL	28
HYDRAULICS	29
ICE AND RAIN	30
INDICATING / RECORDING	31
LANDING GEAR	32
LIGHTS	33
NAVIGATION	34
OXYGEN	35
PNEUMATIC	36
VACUUM / PRESSURE	37
WATER / WASTE	38
CENTRAL MAINTENANCE	45
AIRBORNE AUXILIARY	49
DOORS	52
FUSELAGE	53
WINDOWS	56
WINGS	57
PROPELLERS	61
ROTORS	62
ROTOR DRIVE	65
POWERPLANT	71
ENGINE	72
ENGINE FUEL & CONTROL	73
IGNITION	74
BLEED AIR	75
ENGINE CONTROLS	76
ENGINE INDICATING	77
ENGINE EXHAUST	78
ENGINE OIL	79
STARTING	80
WATER INJECTION	82
SPECIAL PURPOSE	95

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Appendix P: Example PPC Script

Summary of PPC-A 2/99

Captain Flying Leg #1	First Officer Flying Leg #2
<ul style="list-style-type: none"> • Gate 30 YVR 	<ul style="list-style-type: none"> • T/O RWY 08R
<ul style="list-style-type: none"> • 600 RVR T/O RWY 08r 	<ul style="list-style-type: none"> • Crosswind Takeoff
<ul style="list-style-type: none"> • Crosswind Takeoff 	<ul style="list-style-type: none"> • Return Due Power Failure YYC
<ul style="list-style-type: none"> • #2 Engine Fire/Fail 	<ul style="list-style-type: none"> • NDB Hold At ROSS Fix
<ul style="list-style-type: none"> • Rejected Takeoff 	<ul style="list-style-type: none"> • Equipment Cooling Fault
<ul style="list-style-type: none"> • Passenger Evacuation 	<ul style="list-style-type: none"> • NDB DME 08R
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • @ 50ft Go-Around Due Vehicle
<ul style="list-style-type: none"> • T/O Rwy 08R 	<ul style="list-style-type: none"> • #2 Eng Fire And Failure 50-1200 Ft
<ul style="list-style-type: none"> • Crosswind Takeoff 	<ul style="list-style-type: none"> • Single Engine ILS Rwy 08R
<ul style="list-style-type: none"> • Engine Cowl Anti-Ice Valve Fail 	
<ul style="list-style-type: none"> • Rapid Decompression 	
<ul style="list-style-type: none"> • Emergency Descent 	
<ul style="list-style-type: none"> • Cat II 08R 	
<ul style="list-style-type: none"> • Crosswind Landing 	

Captain Flying Leg #3	First Officer Flying Leg#4
<ul style="list-style-type: none"> • T/O Rwy 08R 	<ul style="list-style-type: none"> • T/O RWY 26L
<ul style="list-style-type: none"> • #2 Engine Flameout @ V₁ On Rotation 	<ul style="list-style-type: none"> • #1 Engine Flameout @ V₁ On Rotation
<ul style="list-style-type: none"> • Restore @ MCT 	<ul style="list-style-type: none"> • Restore @ MCT
<ul style="list-style-type: none"> • YYC Airport Closed 	<ul style="list-style-type: none"> • Loss Of System A
<ul style="list-style-type: none"> • Forces Return 	<ul style="list-style-type: none"> • ILS RWY 26L
<ul style="list-style-type: none"> • Hold At The VR NDB 	<ul style="list-style-type: none"> • Crosswind Landing
<ul style="list-style-type: none"> • #1 CSD Low Oil Pressure 	
<ul style="list-style-type: none"> • LOC 26L Approach 	
<ul style="list-style-type: none"> • Runway Light Failure 	
<ul style="list-style-type: none"> • Forces Missed Approach 	
<ul style="list-style-type: none"> • #1 Engine Fire/Failure 50 To 1200 Ft 	
<ul style="list-style-type: none"> • Single Engine ILS 26L 	

Simulator Setup / Scenario Description

**. AIRPORT – YVR
CAPTAIN**

LEG #1

PF –

CAE Page	___	C Of G	20.2	Ceiling	120'
CAE Fault Page	___	Stab Trim	5.2	RVR Ft/M	600/200m
Gate CAE/RSL	30/30	QNH	29.80	Visibility	1/8 Sm
Runway	08r	Surface Temp	1	Cloud Tops	7000
CAE Gate Code	679	Level 1 Temp (3000)	-5	Flap 1 - Fra	1020'
CAE Rwy Code	697	Level 2 Temp (8000)	-15	Flap 1	136,137,142,157
RSL Visual	21	Surf Wnd Dir/Sp	350/10	Flap 5 – Fra	1030'
RSL IIs	072	Lev 1 Wnd Dir/Sp	020/10	Flap 5	129,129,134,149
ZFW	83.6	Lev 2 Wnd Dir/Sp	020/00	Airway	J534
Fuel	13.8	Entry Door	Open	Radial	070°
Gross Weight	96.7	Cargo Door	Open	Stand EPR/N1	1.90/87.6
Fuel Temp	-15	CAE Crash Reject	On	Max EPR/N1	2.02/92.0
CAE Map Scale	2	CAE Copy Pos	Rwy 08r	Takeoff Alt	YYJ

1. ATIS RECORDING 124.6:
“Vancouver International Airport Information Alpha. Wind 350° at 10 knots. Visibility 1/8 mile in fog, temperature 1°, dewpoint 1°, altimeter 29.80 inches. Arrivals expect ILS CAT 111 runway 08L, departures runway 08R. Advise clearance delivery on initial contact you have information Alpha.”
2. CLEARANCE 121.3:
“Flight 007 is cleared to the YYC airport, YVR _____SID, flight planned route, depart runway 08R, Squawk 6363.”
3. CLOSE CARGO DOORS: CAE 40-27 LINE _____ RSL – Depress Switch
Action before Ground Crew establishes contact. Ground Crew contacts Captain & advises the cargo doors closed, confirms park brake is set and requests permission to remove ground power.
4. CSD: Advises 90 passenger on board and ready to close the doors.
5. CLOSEOUT 130.8: “Flight 007, revision 0, flight plan revision 0, aircraft 796/756, TOW 96.7, fuel 13.1, ZFW 83.6, stab all flaps 5.2, C of G 20.2%, 90 passengers, my sign Tango 2.”
6. GROUND 121.7:
“Flight 007 cleared for pushback at your discretion, call for taxi.”
7. GROUND 121.7:
“Flight 007 cleared to taxi to runway 08R via Lima, cleared to cross runway 12/30.”
8. TOWER 118.7: Clear to position reset RVR’s
“Flight 007 RVR’s A600, B600 wind 350° at 10 knots cleared for takeoff runway 08R, contact YVR DEP 120.5 airborne.”

9. Instructor 115k to 125k:

[FIRE & FAIL ENGINE #2] **Line** ____ + **Line** ____ **Line** ____
PASSENGER EVACUATION **CAE 34-7 + CAE 43-4** **RSL 24-4**

10. **Instructor:** Reposition on the threshold of 08R

11. **TWR 118.7:** “Flight 007 RVR’s A600, B600 wind 350° at 10 knots cleared for takeoff runway 08R, contact YVR DEP 120.5 airborne.”

12. **YVR DEP 120.5:** “CDN 900 radar identified leaving 3000’ cleared DCT BLI VOR climb to and maintain 13000 “

13. Instructor prior to 7000’:

[ENGINE COWL ANTI-ICE VALVE RIGHT FAIL ENGINE #1]

LINE ____ **LINE** ____
CAE 39-5 **RSL 23-5**

Cancel fault if crew recycles switch

14. **YVR DEP 120.5:** “Flight 007 contact YVR CTR 134.4”

15. **YVR CTR 134.4:** “Flight 007, radar identified, cleared to climb to and maintain FL330.” Instructor ensures the 10,000’ check is accomplished and time off is called in.

16. **Instructor @ 11,000’:** Boost to FL300 Allow crew normal time for a proper level off. IE: ATC call, EPR setting, flight plan entry etc...

17. Instructor once stable at FL330 insert fault:

[DECOMPRESSION FAST] **LINE** ____ **LINE** ____
CAE 30-1 **RSL 21-5**

YVR CTR 134.4: “Flight 007 check your declaring an emergency, turn ____, descend to and maintain 10,000 feet. BLI A29.80. Call YVR ARR 120.8 Level 10,000.”

19. **Instructor:** When crew calls level 10,000’ clear Flight 007 to 3,000’

20. **Instructor:** At 9000’ advise the crew that the exercise is complete, clear all faults, and reposition east of YVR. Advise crew to anticipate radar vectors for the CAT 11 approach to runway 08R.

21. **YVR ARR 120.8:** “Flight 007 turn ____ descend to and maintain 3000’, radar vectors for the ILS CAT 11 Runway 08R approach.”

22. **YVR WX: 350/10, ¼ fg, OVC001, 1°/1°, A29.80.....RVR A1200 B600...CAT 11 08R**

23. INSTRUCTOR INSERT - LANDING SETUP

Approach	ILS CAT 11	Surf Wind Dir/Spd	
Runway	08R	QNH	
CAE RWY Code		Ceiling (Feet)	
RSL VIS/ILS		VIS/ RVR	¼sm / 1200 ft
. Type of Emergency	. None	RVR (m)	400m

24. YVR ARR 120.8: Clear crew for the approach and to contact Tower 118.7

25. YVR TWR 118.7: Flight 007 wind 350/10, RVR A1200 B600 cleared to land Rwy 08R.

END OF LEG 1**. AIRPORT – YVR
OFFICER****LEG #2****PF – FIRST**

CAE Page	___	C Of G	20.2	Ceiling	220'
CAE Fault Page	___	Stab Trim	5.2	RVR Ft/M	2600/800m
Gate CAE/RSL		QNH		Visibility	1/2 Sm
Runway	08R	Surface Temp		Cloud Tops	
CAE Gate Code		Level 1 Temp (3000)		Flap 1 - Fra	1020'
CAE Rwy Code		Level 2 Temp (8000)		Flap 1	136,137,142,157
RSL Visual		Surf Wnd Dir/Sp	350/10	Flap 5 – Fra	1030'
RSL ILS		Lev 1 Wnd Dir/Sp		Flap 5	129,129,134,149
ZFW		Lev 2 Wnd Dir/Sp		Airway	J534
Fuel	13.1	Entry Door		Radial	070°
Gross Weight		Cargo Door		Stand EPR/N1	1.90/87.6
Fuel Temp		CAE Crash Reject		Max EPR/N1	2.02/92.0
CAE Map Scale		CAE Copy Pos			

26. WX:Wind 350/10, ½ fg, OVC002, 1°/1°, A29.80

27. Clearance: Flight 007 is cleared to the YYC airport, YVR _____SID, flight planned route, depart runway 08R, Squawk 6363.

28. YVR TWR 118.7: Flight 007 wind 350/10, RVR A2600 B2600 cleared for takeoff runway 08R contact YVR DEP 120.5 airborne.

29. YVR DEP 120.5: Flight 007 radar identified leaving 3000', cleared DCT to the BLI VOR climb to and maintain 7000, expect higher east of Bellingham.

30. Instructor leaving 5000: “Flight 007 the YYC airport has been closed indefinitely due to a power failure advise your intentions. Crew should contact dispatch and dispatch requests they return to YVR.”

WX: Wind Calm, 1¼ fg, OVC005, 1°/1°, A29.80..... NDB DME 08R

31. YVR DEP 120.5: Flight 007 cleared DCT the Victor NDB contact YVR ARR 120.8.

32. YVR ARR 120.8: Flight 007 radar identified cleared DCT the Victor beacon maintain 3000 advise when able to copy hold clearance.

33. **HOLD**: Flight 007 cleared present position DCT the Victor NDB DCT the ROSS fix to hold west on an inbound track of 080°, maintain 3000’, EAT _____ A29.80.

34. Instructor: FAIL STATION CAE _____ RSL – Depress Fail Station

35. Instructor in the hold:

[EQUIPMENT COOLING FAN FAIL]

**LINE _____ LINE _____
CAE 30-25 RSL 21-7**

36. WX: Calm, 1¼ fg, OVC005, 1°/1°, A29.80..... NDB DME 08R

37. INSTRUCTOR INSERT - LANDING SETUP

Approach	NDB DME	Surf Wind Dir/Spd	. Calm
Runway	08R	QNH	
CAE RWY Code		Ceiling (Feet)	520 ft
RSL VIS/ILS		VIS/ RVR	1¼sm / 6600 ft
. Type of Emergency:	. None	RVR (m)	2100m

38. YVR ARR 120.8: “Flight 007 hold clearance canceled cleared the NDB DME 08R approach contact YVR TWR 118.7”

39. TWR 118.7: “Flight 007 call by the ROSS FIX final. By ROSS advise crew to expect a late landing clearance as a runway inspection is being carried out due to a bird strike.”

40. At 50 feet: “Flight 007 vehicle on the runway go-around contact YVR ARR 120.8”

41. Instructor 50’ to 1200’:

[FIRE FAIL ENGINE #2]

**LINE _____ + LINE _____
CAE 34-7 + CAE 43-4**

**LINE _____
RSL 24-4**

42. YVR ARR 120.8: “Flight 007 check you declaring an emergency climb to and maintain 3000’, turn right ___ radar vectors ILS Rwy 08R.”

43. Instructor: RESTORE STATION CAE _____ RSL – Depress Restore Station

44. WX: Calm, ½ fg, OVC002, 1°/1°, A29.80...ILS 08R

45. INSTRUCTOR INSERT - LANDING SETUP

Approach	ILS DME	Surf Wind Dir/Spd	.
Runway	08R	QNH	
CAE RWY Code		Ceiling (Feet)	220 ft
RSL VIS/ILS		VIS/ RVR	½ sm / 2600 ft
. Type of Emergency:	. Engine out	RVR (m)	800m

YVR ARR 120.8: “Flight 007 cleared the ILS DME RWY 08R approach contact YVR TWR 118.7 at ROSS”

YVR TWR 118.7: “Flight 007, RVR A2600 B2600, cleared to land runway 08R”

END OF LEG #2

Appendix Q: PPC Briefing Guide

Introductions (if applicable)

Check Documentation

- pilot licence, instrument rating, medical validation
- pilot training file (refer to section 8.9 for details)
- PPC Initial Application for Endorsement of a Rating (form 26-0083)
Exam completion IATRA, ATPL, INRAT
“KEST” knowledge, experience, skill, time (12 months)

Purpose of Check

- To renew PPC which is done as a crew on a normal flight (from....to...., a/c has flown...., first leg of new crew pairing)
- give candidates a copy of flight plan (as appropriate), and other information necessary for flight (NOTAMs, weight and balance info, etc.)
- approximate duration of the flight check

Mandatory Items

- pre-flight
- take-offs (including x-wind, min RVR, rejected and power loss)
- instrument procedures (including departure, enroute arrival and hold,
- steep turns, stalls, holding procedure where required
- 2 approaches – 1 precision and 1 non-precision (where possible/required)
- landings (including x-wind, rejected, single engine, manual and Cat II/Cat III if applicable)
- both PF and PNF duties be assessed (where applicable)
- abnormal - at least 2 x engine failures a 2 other system related failures

Weather

- the weather will be set at or below minimums for approach being flown
- brief on system to use for ATIS information
- use of anti-ice (same as for normal line operations or as appropriate for sim capabilities)

Check Pilot Role

- in addition to administering the flight check, the ACP will act as ground servicing, ATC, dispatch, maintenance and I/C flight attendant as required
- During a monitor of the simulator portion of a check flight, the TC Inspector will pass all requests through the CCP

Crew Coordination

- aircraft is to be flown in accordance with the AOM, FOM, SOP requirements and within acceptable tolerances (refer section 10.5)
- normal crew coordination and use of SOPs are expected at all times (work as a team)
- the PF will be expected to initiate the necessary response to any event and direct any required follow-up action – the PNF should **assist** but not lead

Appendix Q

- any situation caused by the candidate's incorrect or inappropriate action or response **will not** be corrected by the check pilot

General

- when required, transfer of control should be done in a positive manner by using the statement "I have control/you have control"
- use of headsets, shoulder harness, O2 masks, smoke goggles, and radios/frequencies will be the same as normal line operations
- use of auto-flight systems under FMS guidance and/or auto-pilot use is as per normal line operations

Abnormals / Emergency Procedures

- multiple unrelated failures will not be introduced, but the candidates must be prepared to take corrective action on related failures such as loss of hydraulics/electrics on a failed engine
- assume **any** fault is real unless advised otherwise
- normally, faults will be carried through to landing unless they are corrected through checklist procedures or the re-setting of circuit breakers
- use of the **MEL** will be the same as normal line operations

Stress Clearly

- ensure that candidates clearly understand all instructions, particularly ATC instructions/clearances
- encourage candidates to **ask/clarify** any uncertainties
- candidates should not be in doubt or put in a position where they are required to make assumptions
- advise the candidates to take their time (**Do Not Rush**)
- if an error is made, correct it if able. **Do not dwell on it** or let it impact on the rest of the flight
- emphasize the importance of **error management** (i.e., humans will make errors from time to time – what is most important is that the errors are identified and corrected in a timely manner)

Finally

- brief the candidates on any simulator differences where known (part of the script for scripted PPCs)
- brief the candidates on all known simulator faults
- brief on the actions to take in event of a real emergency or malfunction such as fire/smoke, runaway motion system or hydro failure/lightning strike, etc.

Relax