

REPUBLIC OF KENYA

KENYA CIVIL AVIATION AUTHORITY



**DESIGNATED CHECK PILOT
MANUAL
CAA-M-OPS021**

June 2018

PREFACE

This volume of the manual has been prepared for the use and guidance of Flight Operations Inspectors and Designated Check Pilots in the performance of their duties.

It is emphasized that all matters pertaining to a DCP duties and responsibilities cannot be covered in this manual. DCPs are expected to use good judgment in matters where specific guidance has not been given. Changes in aviation technology, legislation and within the industry will necessitate changes to requirements.

Comments and recommendations for revision/amendment action to this publication should be forwarded to the Director Aviation Safety Standards and Regulations for the Director General, Kenya Civil Aviation Authority.



DIRECTOR AVIATION SAFETY, SECURITY & REGULATION

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CHAPTER 1

1.0 GENERAL CONDITIONS

1.1 Definitions

1.1.1 In this manual:

a) **AFM means Aircraft Flight Manual.**

A Manual, associated with the certificate of airworthiness, containing limitations within which the aircraft is to be considered airworthy and instructions and information necessary to the flight crew members for the safe operation of the aircraft.

b) **AOM means Aircraft Operating Manual.**

A manual, acceptable to the State of the Operator, containing normal, abnormal and emergency procedures, checklists, limitations, performance information, details of the aircraft systems and other material relevant to the operation of the aircraft.

Note: The Aircraft Operating Manual is a part of the Operations Manual.

c) **ATC means Air Traffic Control.**

d) **ATPL means Airline Transport Pilot Licence.**

e) **Authorised person** means any person authorized by the Authority either generally or in relation to a particular case or class of cases, and references to an authorized person includes references to a holder for the time being of any office designated by the Authority

f) **C/A** means Cabin Attendant(s) / Cabin Crew(s): Cabin Crew Member. A crew member who performs in the interest of safety of passengers, duties assigned by the operator or the pilot-in-command of the aircraft, but who shall not act as a flight crew member

g) **Check Pilot** means a pilot approved by the Authority who has the appropriate training, experience, and demonstrated ability to evaluate and certify the knowledge and skills of other pilots. The Check pilot is an operator's employee who is given delegated powers by the Authority and is also referred to as a Designated Check Pilot (DCP).

- h) **CPL** means Commercial Pilot Licence
- i) **Conducting** means to take an **active** role in the flight check, to be involved in pre-flight preparation, the briefing, the control and pace of the various sequences in the assessment of the nominee's performance, the debriefing, and completion of required documents.
- j) **ECAM** means Electronic Centralised Aircraft Monitor
- k) **EICAS** means Engine Indicating Crew Advisory System
- l) **IRT** means Instrument Rating Test / Check which is deemed to meet the requirement of Instrument Rating only
- m) **IAP** means Instrument Approach Procedure.
- n) **Inspector** means KCAA Inspector.
- o) **KCARs** means Kenya Civil Aviation Regulation/Requirement/Rules
- p) **MAP** means Missed Approach Point.
- q) **Monitoring** means to take a **passive** role during the check. KCAA Inspectors will do monitoring where the Inspector's interest will be in the manner in which the DCP conducts the test, assesses the results and processes the necessary documentation.
- r) **Nominee** means a person nominated by an Air Operator as a candidate for DCP approval by KCAA
- s) **PPC** means Pilot Proficiency Check that is deemed to meet the requirements for an Instrument Rating.
- t) **SID** means Standard Instrument Departure.
- u) **SOP** means approved Standard Operating Procedures established by an Air Operator which enable the crew members to operate the aircraft within the limitations specified in the *Aircraft Flight Manual*.
- v) **STAR** means Standard Terminal Arrival.
- w) **Training Pilot** means an experienced pilot. A training pilot does line indoctrination.

1.2 Delegation Policy

- 1.2.1 Designated Check Pilots (DCPs) are approved by the Authority to evaluate and certify the knowledge and skills of an Operator's pilots. DCPs are Authorised Personnel.
- 1.2.2 The DCP program has been instituted to allow an Air Operator to develop and maintain a program of flight crew checks independent of the availability of Inspectors. DCPs must, however, be constantly aware that they perform their checking duties as delegates of the KCAA under the KCARs.
- 1.2.3 The DCP program is designed to supplement inspection requirements by delegation of certain powers. The number of DCPs and their conduct of Flight Checks is closely monitored by and at the option of KCAA. Any of the Flight Checks referred to in this manual may be conducted by an Inspector. An Inspector may monitor any approved DCP conducting any flight check.
- 1.2.4 Qualified personnel are nominated by an Air Operator. After evaluation the designation is signed by the Manager Flight Operations on behalf of the Director General. The authority is not transferable between Air Operators.
- 1.2.5 Under the KCARs DCPs are holders of an 'Authority' by virtue of the authority delegated to them by the Director General. This authority is in the form of an approval document issued to the DCP authorizing DCP duties subject to the conditions listed therein.

The Director General may suspend or cancel an 'Authority' without assigning a reason.

- 1.2.6 The DCP may be authorized to conduct checks on more than one type of aircraft under KCARs.
- 1.2.7 The DCP authority to conduct checks in accordance with KCARs will specify the type of Flight Check the DCP may conduct and on which aircraft type.
- 1.2.8 PPCs shall not be conducted during revenue flights.
- 1.2.9 Air Operators must inform KCAA of their intentions to send potential DCPs to a DCP course. This may be done by forwarding a nomination form for each candidate (Appendix "A") with a cover letter listing course candidates who will be attending the forthcoming course. This is to verify that there is a need for a DCP in that company and that the nominee is acceptable to KCAA.
- 1.2.10 An Air Operator shall advise KCAA when a DCP is no longer employed by the Company or will not be required to perform DCP duties during the coming 12 months. Though the DCP is the holder of the authorization he/she requires the authority of the company to do

a check on behalf of the Civil Aviation Authority. Notice of withdrawal is only required if the authority is removed for cause.

1.3 Conflict Of Interest

- 1.3.1 Conflict of Interest is defined as any relationship that might influence a DCP 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.

The following situations are considered as possible conflict of interest between the DCP and his/her delegated authority;

level of DCP's financial interest in the company:

- a) DCP's direct involvement in company ownership;
 - b) DCP owning a substantial number of voting shares;
 - c) DCP having family ties with company owners; and,
 - d) any privileges or favours which could bias the DCP's ability to conduct his or her duties.
- 1.3.2 In order to preclude this and prior to submission of a DCP Nomination, each company shall investigate each candidate's background, character and motives and declare any conflict of interest found. In addition, each candidate shall declare on their resume which accompanies their nomination form, any conflict of interest of which they have knowledge, and shall be prepared to discuss at each monitor thereafter any change to their status in this regard.
- 1.3.3 All DCPs are held to be in a "*perceived conflict of interest*" in that they are simultaneously employees of the company and delegates of the KCAA when performing their checking duties. To avoid a real conflict of interest, it is imperative that DCPs 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 a DCP's delegation.
- 1.3.4 The final authority for deciding whether there is any conflict of interest which might affect the DCP's ability to conduct checks in an impartial manner rests with the issuing authority.
- 1.3.5 It must be stressed that any effort by an Air Operator to influence or obstruct a DCP in any way in the course of fulfilling his or her obligations to the KCAA will result in the forfeiture by the operator of the privilege of employing DCPs. The validity of any checks performed by the affected DCP will be revoked.

- 1.3.6 Should any DCP come into a situation of conflict of interest, a full report of the circumstances shall be immediately submitted to KCAA for review. Furthermore, a company shall periodically review the status of each DCP to ascertain that they are not in any conflict of interest and shall record this review on the DCP's file.

End of Chapter 1

CHAPTER 2

2.0 DCP QUALIFICATIONS

2.1 DCP Nominee Qualifications

2.1.1 The Designated Check Pilot nominee shall:

- a) hold a valid ATPL/CPL with a valid Instrument Rating as appropriate and endorsed for type as Pilot-in-command which would allow the applicant to fly commercially on the same type of aircraft as requested in the application for checking privileges;
- b) have accumulated a minimum of 1,000 flight hours as Pilot-in-Command;
- c) demonstrate flying proficiency in the type to which the nominee seeks checking authority;
- d) have been employed as Pilot-in-Command in the same type of commercial operation for which checking authority is sought;
- e) have previous experience as a training pilot or have demonstrated equivalent ability and knowledge;
- f) demonstrate satisfactory knowledge of the contents and interpretation of the following publications;
 - 1. Kenya Civil Aviation /Regulations
 - 2. Aeronautical Information Circulars
 - 3. Designated Check Pilot Manual
 - 4. Other appropriate Civil Aviation Authority Publications
- g) demonstrate a thorough knowledge of the Air Operator's operations manual, operating specifications, SOPs and applicable aircraft flight and operating manuals;
- h) demonstrate his/her knowledge and ability to conduct on a suitable candidate a Pilot Proficiency or Line Check(s) if required as appropriate on the aircraft or simulator type on which the DCP has been nominated. The demonstration flight(s) will be monitored and assessed by an Inspector;
- i) have successfully completed a DCP training program. Under extenuating circumstances the authority may approve checking authority without the DCP course, for a period not to exceed 3 months. Extenuating circumstances could be illness or non-availability of a DCP course.

2.1.2 In addition, nominees seeking PPC aircraft or simulator authority must also:

- a) have a minimum of six months experience as Line Captain on the type of aircraft for which DCP authority is sought and have accumulated not less than 500 hours as pilot-in-command on type.

2.1.3 The Designated Check Pilot line Check nominee shall:

1. hold a valid ATPL/CPL with a valid Instrument Rating as appropriate and endorsed for type;
2. have accumulated a minimum of 1,000 hours Pilot-in-Command on aeroplanes. One half of the second in command time on aircraft or up to 500 hours, can be counted towards the 1,000 hours PIC time;
3. have a minimum of six months experience as Line Captain and have accumulated not less than 100 hours Pilot-in-Command on type.

2.1.4 Check pilot classification

- Proficiency check pilot-Aircraft
- Proficiency check pilot-Simulator
- Line check pilot -All seats
- Line check pilot -observer seat only
- Check pilot -All checks
- Check pilot (flight Engineer)

NOTE: For further explanation of the classification, see item 5.2

2.2 DCP Loss Of Medical Category

(when a DCP's licence is not medically valid)

A DCP whose medical certificate has been suspended or revoked may continue with check pilot duties, in simulator only, provided the following additional conditions are met:

- a) **KCAA** Manager Flight Operations is notified;
- b) the DCP shall complete all requirements of the air operator's approved training program for the aircraft type with the exception of line indoctrination and line checks; and
- c) semi-annually, the DCP shall monitor, from an observer's seat, four sectors representative of the operations for the aircraft type.

2.3 DCP Currency Requirements And Refresher Training

2.3.1 Currency requirements for **active** DCPs are:

- a) a DCP must have:

a valid PPC and valid Instrument rating as appropriate

Note: Inspectors should refer to the Flight Operations Inspectors Manual for currency requirements for Inspectors.

- b) for all **DCPs** with PPC authority:

- i) prior to being authorized to conduct PPCs the DCP must have completed a DCP course;
- ii) attend a DCP refresher course (2.3.3) every 3 years from the date of appointment or completion of the DCP course, whichever is the later. Approving authorities may grant 90 day extensions under extenuating circumstances.

Extenuating circumstances could be illness or non-availability of a DCP course.

- c) DCPs must conduct at least 6 checks every 12 months for operators with more than 10 aircraft and at least 3 checks for operators with less than 10 aircraft or their

delegated authority will not be renewed. The Check pilot must complete the check pilot activity form every 12 months as part of the renewal application package.

Note: At the discretion of the issuing authority and under special documented circumstances, the annual currency requirements can be waived.

- d) DCPs must successfully complete a bi-ennial monitor conducted by an Inspector.

Note: To maintain the same validity date in successive years, the monitor may be completed in the last 90 days of the validity period.

2.3.2 To regain DCP status, a DCP whose privileges have been revoked based on 2.3.1 (c) above, must re-apply as a DCP nominee in accordance with sections 2.1 and 3.1 of this manual.

2.3.3 DCP refresher course

A DCP refresher course consists of the academic portion of an approved DCP course (simulator portion not required) once every 3 years.

End of Chapter 2

CHAPTER 3.

3.0 DCP APPLICATION, APPROVAL AND RENEWAL

3.1 The Air Operator

- 3.1.1 The Director of Operations shall complete and sign the nomination form in accordance with the instructions printed thereon (see Appendix “A”). A resume of the candidate's background, qualifications and experience is required and must include previous flight check or supervisory experience. A candidate should declare on his/her application any interest in the company or other conditions that could result in a conflict of interest. Interest in a company will not automatically disqualify a candidate from receiving DCP authority. The approving authority will assess every case with consideration given to all circumstances involved.
- 3.1.2 When the Director of Operations is the nominee, the Accountable Manager will sign the form.
- 3.1.3 If a deviation from the qualifications and experience requirements stated in Chapter 2 is required, supporting documentation justifying the deviation must be included with the nomination form.
- 3.1.4 The completed nomination form, with required supporting documentation, shall be submitted to the KCAA.

3.2 KCAA

- 3.2.1 The Manager Flight Operations, upon receipt of the application, will appoint a Flight operation inspector who will:
 - a) Verify the requirement for a DCP considering:
 - 1. the number and variety of aircraft operated;
 - 2. the location of the Air Operator's bases and accessibility;
 - 3. the type of operation; and
 - 4. the number of DCPs employed by the Air Operator (where applicable).
 - b) Verify the Air Operator's record of performance related to adequacy of record keeping (where applicable) for training and checking;
 - c) confirm that the nominee is acceptable in terms of experience, competency and personal suitability and meets the qualifications set out in Chapter 2 or that any deviation is justified and acceptable; and

- d) Contact the Air Operator to arrange a meeting between the nominee and the Inspector.

3.2.2 The KCAA Manager Flight Operations in consultation with the Director ASSR may approve a nominee not meeting all of the stated requirements. Justification is to be included with the nomination application form.

3.3 Inspector Briefings

3.3.1 The Inspector will brief, examine and de-brief the candidate on the following topics:

- a) the procedures and technique used by the DCP 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 pertinent publications:
 - 1. Kenya Civil Aviation Regulations
 - 2. Designated Check Pilot Manual ;
 - 3. Air Operator's Operating Specifications and SOPs

3.4 KCAA Monitored Flight Checks

3.4.1 The Inspector shall observe the proficiency check pilot nominee demonstrate his/her ability to conduct the PPCs in the aircraft type for which approval is sought.

Note: the aircraft may be substituted by a simulator type approved for that air operator's training.

3.4.2 The Inspector may recommend line check pilot privileges based on direct observation of the nominee acting as a check pilot or knowledge of the nominee's experience and personal ability as a check pilot.

3.4.3 The Inspector shall recommend the KCAA Manager Flight Operations issue the check pilot authority, to the check pilot as requested or issue a limited authority based on the nominee's demonstrated ability.

3.4.4 If the check pilot nominee fails to meet the qualifications and knowledge requirements or is unable to demonstrate a satisfactory level of competence, the KCAA Manager Flight Operations shall inform the Air Operator affected.

3.5 DCP Renewal

- 3.5.1 The DCP Approval is valid for 1 year (12 months) and may be renewed as provided below.
- 3.5.3 The following documents shall be submitted with an application letter signed by the DCP:
- Copies of valid License showing IR validity and type rating;
 - Copy of valid medical Certificate;
 - Completed relevant parts of KCAA nomination form (FORM: AC-OPS021A);
 - Completed check pilot activity form (FORM: AC-OPS021-1);
 - Copies of logbook indicating proficiency and recency.
- 3.5.4 The DCP must have successfully complete a bi-ennial monitor conducted by an Authority Inspector within the last 90 days of the validity period
- 3.5.5 The DCP shall provide records showing attendance of a DCP refresher course or relevant seminar (once every 3 years).

End of Chapter 3

CHAPTER 4

4.0 ADMINISTRATION

4.1 Approving Authority

- 4.1.1 The authority to issue, withdraw, or suspend DCP authorities has been delegated to the Director General KCAA.
- 4.1.2 Air Operators are to contact the Flight Operations Office to obtain DCP authorization.

4.2 Administrative Procedures

- 4.2.1 Where the nominee is considered satisfactory, the Inspector shall, after a satisfactory monitor check, complete the recommendation block on the nomination form (Appendix A). The Manager Flight Operations shall complete the second block. The Manager shall then issue the DCP authority using the appropriate Appendix, ensuring that a copy is retained on files and a copy is forwarded to the operator.

4.3 Addition of Type Authority to Existing DCP Approval

- 4.3.1 A DCP nomination form (Appendix A) shall be submitted containing only the additional information pertaining to the additional privileges requested. The application shall be signed and submitted as for an initial DCP approval.
- 4.3.2 The Manager Flight Operations shall determine whether the request is warranted and verify the nominee's qualifications.
- 4.3.3 Where the request is for addition of PPC/IR authority the candidate shall demonstrate the ability to conduct PPCs.
- 4.3.4 When the nominee has met all requirements, a revised DCP approval shall be issued. The revised approval shall be annotated "This approval supersedes and cancels the approval dated (previous approval date)."

4.4 Resolution of Deficiencies or Issues Related to Delegated Tasks

4.4.1 If an Inspector determines that a DCP no longer meets KCAA standards, the process of resolution of safety issues shall be done in a graduated manner as follows:

- a) If the determination is made while performing a monitor flight, the process shall be handled as follows:
 - i. The DCP will be informed verbally, immediately upon completion of the check or test, or the Inspector may stop the check at the time the problems occur;
 - ii. The inspector shall recommend to Manager Flight Operations a suitable resolution to the identified deficiency which may include a second monitor check or re-training;
 - iii. The Manager Flight Operations shall make the decision on final action and inform the DCP
- b) If the determination is made while performing surveillance activities in relation to DCPs such as review of records, the process shall be handled as follows:
 - i. The DCP will be informed verbally and requested to provide a show cause letter
 - ii. After receiving the show cause letter, the inspector shall make an assessment and forward recommendation to Manager Flight Operations a suitable resolution to the identified deficiency which may include re-training;
 - iii. The Manager Flight Operations shall make the decision on final action and inform the DCP

Failure to resolve the deficiency will result in an appropriate action in 4.4.2

4.4.2 The KCAA may also withdraw a DCP's authority if evidence shows that the DCP has:

- a) at any time, acted in a manner which is in contravention of the guidelines contained in this manual;
- b) placed a personal interest, or the interest of the company, ahead of the interest of the travelling public;
- c) failed to attend the required initial or refresher training;
- d) required instruction to maintain the required standards or to follow proper procedures;
- e) fraudulently used DCP authority or has acted in any other way that would discredit the KCAA; and
- f) breached the Kenya Civil Aviation Regulations.

- 4.4.3 When it has been alleged that any DCP has acted in a manner specified in 4.4.2, the Director ASSR, prior to making a final decision in the matter, shall resolve the matters in a graduated manner as follows:
- a) a comprehensive report from an Inspector who has investigated the matter has been submitted for consideration; and
 - b) the DCP and where applicable, the company in question have been given a formal opportunity to respond to the allegations, either verbally or in writing. The DCP has the right to appeal the decision to the Director General, KCAA within 10 days.

4.5 Expiration of DCP Authority

4.5.1 A DCP's privileges will cease to be in force when:

- a) the DCP's PPC on type or instrument rating has expired;
- b) the DCP's medical category invalidates his/her license (see section 2.2);
- c) three years have elapsed without a refresher DCP course being completed.
- d) the DCP has not applied for renewal every 12 months and has not been monitored by an Inspector within the preceding 24 month period (The DCP authority is valid to the first day of the 13th month following the renewal month);
- e) the conditions of section 2.3 are not met.

Note: *If the Air Operator can show that it is impractical to arrange a KCAA monitor ride for the DCP prior to expiry date, an extension may be granted by the office of issue of the authority on a specific case basis. Maximum extension may not exceed 90 days from the date the KCAA monitor ride was due. See Appendix G for renewal process.*

4.6 Surveillance of DCPs

4.6.1 KCAA shall monitor the standards of all DCPs by:

- a) Observing the DCP conducting the applicable proficiency check during initial approval and subsequently once every 24 months;
- b) Reviewing the Air Operator's utilization of DCPs once every 12 months during renewal of DCP privileges (through submitted check pilot activity form);
- c) Surveillance of the activities of DCPs during annual base inspections or focused surveillance of operator's training records to ensure:
 - 1. Reports are complete, accurate and meaningful;
 - 2. Flight Checks cover the required sequences;
 - 3. Conduct of Flight Checks is fair and in conformance with the standards and procedures described in this manual;
 - 4. DCPs are acting within the limits of their authority; and

5. The activity submitted by the designees to the Authority during renewal application is reflected in the operator's training records.

4.7 Air Operator Records and Responsibilities

- 4.7.1 It is the Air Operator's responsibility to ensure a DCP's authority is valid before scheduling him/her to conduct a Flight Check. To aid in this responsibility, an Air Operator shall maintain records to show:
 - a) A DCPs required proficiency status;
 - b) the last date when the DCP was monitored conducting a Flight Check by an Inspector and when his/her next monitored ride is due; and
 - c) a list of the Flight Checks and a copy of all line checks conducted by the DCP.
- 4.7.2 If a delay or problem is anticipated by the Air Operator in arranging monitored ride on a DCP prior to the expiry date, contact should be made at once with the Manager Flight Operations Inspector to make alternate arrangements.

4.8 DCP Training

- 4.8.1 Every DCP shall unless otherwise exempt by the Authority shall have completed the Designated Check Pilot course prior to appointment as a DCP. It is necessary that a DCP undergo recurrent training at least once every three years.
 - 4.8.1.1 Initial Ground Training. The course shall cover at least the following with sufficient details.:
 1. General
 2. Check Pilot Duties, Functions and Responsibilities
 3. Applicable Regulations and the AOC holder's policies and Procedures
 4. Appropriate methods, procedures and techniques for conducting the required checks
 5. Proper evaluation of student's performance including the detection of;
 - a) Improper and insufficient training
 - b) Personnel characteristics tat could adversely affect safety
 6. Appropriate Corrective action in case of unsatisfactory checks
 7. Approved methods, procedures and limitations of performing the required normal, abnormal and emergency procedures in the aircraft

4.8.1.2 Transition Ground Training

For all Check pilot transition ground training shall include the approved methods, procedures and limitations for performing the required normal, abnormal and emergency procedures applicable to the aircraft to which the check pilot is in transition.

4.8.1.3 Initial and Transition Flight Training (in an aircraft as applicable)

The course shall cover at least the following with sufficient details.:

1. Training and practices in conducting Flight evaluation from the left and the right seat as applicable.
2. Potential result of improper, and timely or non-execution of safety measures during an evaluation
3. Safety Measures to be taken from either seat for emergency that are likely to develop during an evaluation

4.8.1.4 Initial and Transition Flight training (In a Flight Simulator as applicable)

1. Training and practice in Conducting Flight Checks in the required normal, abnormal and emergency procedures
2. Training in the operation of Flight simulator

End of Chapter 4

CHAPTER 5.

5.0 TERMS OF REFERENCE

5.1 DCPs- Limits of Authority

5.1.1 Proficiency DCPs aircraft and simulator with the appropriate licenses may be authorized to conduct:

- a. Recurrent PPCs
- b. Line Checks
- c. Line Indoctrination
- d. Low Visibility Take- Off Checks
- e. Category II and or Category III Approach Checks; and
- f. Aircraft portion of the PPC if required.

5.1.2 Line DCPs are authorized to conduct line checks and line indoctrination

5.1.3 A DCP may conduct a re-test of a failed PPC provided KCAA is informed

5.1.4 A DCP shall not conduct a semi-annual PPC on a candidate to whom he/she has given the initial or cadre simulator or aircraft flight training,

5.1.5 A DCP may conduct both the recurrent training and recurrent check on the same candidate with prior approval from the KCAA for justified reasons. In each case the written justification must also be placed on the candidates' file for each occurrence, for audit purposes. Where this occurs, the next recurrent PPC shall be given to the candidate by a different DCP.

5.2 KCAA Oversight Responsibilities for DCPs

- 5.2.1 Proficiency Check pilot - Aircraft. An inspector shall evaluate this candidate while the candidate conducts a proficiency check or competency check in an aircraft in flight. The inspector should observe the candidate conducting the entire check in the aircraft. The candidate should be evaluated on his/her ability to evaluate an individual while, at the same time, performing the crew member activities normally associated with the seat the check pilot candidate occupies. With the approval of the Manager Flight operations, the inspector may observe part of the check in the aircraft and the remainder in a simulator or an approved flight training device;
- 5.2.2 Proficiency Check pilot– Flight Simulator. An inspector shall evaluate this candidate while the candidate conducts the flight simulator segment of an actual proficiency check, or competency check, as applicable. The candidate should be evaluated on his ability to evaluate an individual while, at the same time, demonstrating proficiency in operating the flight simulator. Time management and the ability to adapt to events that might disrupt a planned sequence of events should also be considered. If the entire proficiency check or competency check can be accomplished in a flight simulator, the candidate must be observed conducting the entire check;
- 5.2.3 Line Check Pilot - All Seats. An inspector shall evaluate this candidate while the candidate conducts an actual line check from either pilot seat. Satisfactory performance will also permit the candidate to conduct a line check from the forward observer's seat during line-oriented flight training (LOFT), during revenue service or during non-revenue service. A candidate for line check pilot – in this function must be qualified to be the pilot-in-command (PIC) for that operator.
- 5.2.4 Check pilot - All Checks. An inspector shall evaluate this candidate in accordance with preceding paragraphs. The evaluations for this approval may be treated cumulatively; and

Note: A pilot may have been a proficiency check pilot - aircraft for a number of years and then qualify as a line check pilot - all seats. If the operator does not use simulators in the training programme, then upon satisfactory completion of the line check evaluation, the check pilot could be approved to conduct all of the forgoing checks.

5.3 Procedures for Monitoring a check

- 5.3.1 Where a test is monitored in an aircraft or a simulator, the Inspector will:
- a) complete the DCP monitoring report (appendix E);
 - b) if the monitor was for a DCP nominee, the Inspector will counter sign the PPC report and attach a copy of the DCP monitor form to the nomination.
- 5.3.2 The Inspector and DCP simulator operator or safety pilot will meet prior to the check to establish the sequence of procedures to be demonstrated and to delineate the extent of the Inspector's input.
- 5.3.3 DCP will conduct pre-flight activities including the briefing of the candidates.
- 5.3.4 Upon completion of the in-flight portion of the DCP monitor, the Inspector and DCP will 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 Inspector and DCP, the Inspector's evaluation shall take precedence, and be used in the debriefing.

5.4 Approval Of Initial Cadre Check Pilot (New Aircraft To Register)

- 5.4.1 During the early phases of establishing a check pilot programme, initial cadres check pilot are required. Initial check pilot candidates must first become fully qualified as flight crew members and then be trained, evaluated, and approved as check pilot. Since the Civil Aviation (Operation of Aircraft) Regulations and the Civil Aviation (Air Operator Certification and Administration) Regulations do not address a training process for initial cadre check pilot, the following guidance is provided. The process described below will serve as a valuable guide for start-up operations for at least two reasons:
- a) It is a practical way to bootstrap a check pilot programme into existence;
 - b) It takes advantage of proving flights, when the operator/applicant is under close Authority scrutiny – with desirable effects on the check pilot programme;
- 5.4.2 **Letter of Request from Operator.** The overseeing inspector shall arrange with the operator or applicant to approve one or more likely check pilot candidates to form an initial cadre of temporary check pilot. The operator or applicant shall submit a letter of request, as described earlier in this section. This letter comprises the request for initial cadre check pilot and a description of the training that they will undergo; and
- 5.4.3 **Letter of Approval.** The Inspector shall approve the candidates using procedures described earlier in this section. Usually initial cadre check pilot are approved to

function as check pilot - all checks, so that they may conduct all types of checks and supervision during the period that the start-up operation is beginning. The initial cadre check pilot Letter of Approval is a temporary approval, to be replaced with a permanent Letter of Approval after the check pilot is fully qualified. The initial cadre check pilot letter shall contain a statement similar to the following:

“(Name) is approved as an initial cadre check pilot to function as a check pilot - all checks for the purpose of initiating operations with the (type of aircraft) for (name or operator). This approval expires on (expiration date).”

5.5 Training, Certification, And Qualification - Start-Up

- 5.5.1 The operator shall provide a full qualification process for its initial cadre check pilot/flight engineer.
- 5.5.2 **Initial Training and Certification.** The operator must first arrange to have initial cadre check pilot trained and appropriately certificated for their cockpit duty positions. The operator may provide the training by contracting with a manufacturer, with another operator, or with properly qualified individuals. A designated examiner shall certificate the initial cadre Pilots;
- 5.5.3 **Gaining Proficiency as Instructors.** After the initial training and certification, initial cadre check pilot shall become proficient in the operator's proposed training programme by instructing each other, or in the case of a single initial cadre check pilot/flight engineer, by self-training. During this training an operator may arrange for a pilot from the manufacturer, from another operator, or from another source to act as the safety pilot or instructor pilot;
- 5.5.4 **Proficiency and Competency Checks.** After the first initial cadre check pilot/flight engineers have become proficient, they may then begin the training and checking of other initial cadre check pilot in accordance with the operator's initially-approved flight training and qualification curriculum segments: Each check shall be observed by an Authority inspector who holds the appropriate pilot's certificate, and the appropriate type rating, when applicable;

If the inspector determines that the performance of an initial cadre check pilot conducting a certain check is satisfactory, the inspector shall approve the pilot as a check pilot for that type of check;

- One initial cadre check pilot may check another, with the process repeated until each candidate has been approved as a check pilot or has been terminated from the programme;
 - If only one person is being considered to be the initial cadre check pilot/flight engineer, an inspector shall observe that person conducting a check of another pilot; and
 - If the candidate's performance is satisfactory, the inspector shall approve the candidate for fulltime check pilot duties with the operator.
- 5.5.5 An initial cadre check pilot shall receive a line check and conduct a line check during an en route demonstration or a ferry flight. The same process (above) shall apply: one initial cadre check pilot line checks another while being observed by an Authority inspector;

- 5.5.6 If the pilot's performance is satisfactory, the inspector may approve the pilot for full-time duties as a check pilot for the operator; and

5.6 Crew Member Failure Rates

- 5.6.1 The repetitive failure of a single crewmember, or the failure of several crewmembers during proficiency or competency checks, may indicate a training programme deficiency. Overseeing inspectors must establish procedures with their certificate holders that provide for the Authority notification when unsatisfactory performance occurs. Any failure of a check conducted by a check pilot must be reported to the Authority immediately.
- 5.6.2 Identified deficiencies should be promptly investigated and corrective action taken. A comparison of failure rates between checks conducted by different DCPs should also be made. If a significant difference in failure rates exists, additional observations and counselling should be conducted.
- 5.6.3 The overseeing inspector shall discuss the matter with the appropriate official responsible for the certificate holder's training and checking activities.
- 5.6.4 Should these discussions not lead to an improvement in the quality of training and evaluations, consideration should be given to withdrawing approval of any check pilot involved.

End of Chapter 5

CHAPTER 6.

6.0 GENERAL GUIDELINES FOR PPCS

6.1 Purpose

- 6.1.1 PPCs are conducted/monitored to assess the effectiveness and standard of the Air Operator's training and flight checking system and to qualify pilots for Air Operator operations in accordance with KCARs.
- 6.1.2 The PPC will be conducted in accordance with the standards described in this chapter as applicable. The PPC will be documented on a PPC Form.

6.2 Participation

- 6.2.1 When conducting a PPC in a simulator, the DCP shall not participate as a crew member and shall limit his/her activities to the operation of the simulator.
- 6.2.2 When conducting a PPC in an aircraft, the DCP may act as safety pilot and occupy either of the pilot flight positions. In these circumstances, the pre-flight briefing shall include in-flight duties assigned to the DCP. Those duties shall be kept to a minimum to ensure adequate observation of the pilot's procedures, techniques and performance.
- 6.2.3 DCPs shall refrain from training or demonstrating proper technique during a check.
- 6.2.4 Aircraft used for the flight check shall be equipped with fully functioning dual controls and provide for a satisfactory means of verbal communication.

6.3 Documentation

- 6.3.1 Prior to commencing a check the DCP will examine and verify the validity of the:
 - a. Pilot Licence, and Instrument Rating (if applicable)
 - b. Medical Certificate
 - c. Pilot's training file
 - d. Aircraft documents.
 - e. Recency

- 6.3.2 A check will not be conducted if licensing and/or training documents are not presented, are not valid or if the company has failed to provide training for the candidate as specified in the air operator's approved training plan. All training shall be documented and certified and include a recommendation for the candidate to undergo the check
- 6.3.3 If the check is to be conducted in a simulator that has unserviceabilities, then reference must be made to the Simulator Component Inoperative Guide to ascertain if the check can be completed given the nature of the unserviceabilities.

6.4 Validity Period

- 6.4.1 In all cases, the completion of the PPC according to the applicable schedule may revalidate the Instrument Flight Rating.
- a) Subject to paras c) and d) below, the validity period of a line check and of the training referred to in the approved training programme expires at midnight on the first day of the thirteenth month following the month in which the check or training was completed.
 - b) Subject to paras c) and d) below, the validity period of a pilot proficiency check expires:
 - 1. on the first day of the seventh month following the month in which the check was completed;
 - c) Where a pilot proficiency check or a line check is renewed within the last 90 days of its validity period, its validity period is extended by six months (or 12 months, as appropriate).
 - d) Where the validity period of a pilot proficiency check, a line check, or annual or semi-annual training has been expired for 24 months or more on type, the person shall requalify by meeting the training requirements specified in the Kenya Civil Aviation Regulations.
 - e) The instrument rating proficiency will **normally** be renewed at a date as close as possible to the end of the validity period.

6.5 Briefing

6.5.1 A pre-flight briefing to the candidate is mandatory, whether the check is to be conducted in a simulator or an aircraft. It must be sufficiently detailed to avoid failure due to the candidate's misunderstanding of standards or limitations expected by the DCP.

6.5.2 The briefing for a check to be conducted in a simulator should include:

- a) the mandatory items to be demonstrated during the check;
- b) the probable duration of the ride;
- c) that the aircraft is to be flown in accordance with flight manual requirements and within acceptable tolerances;
- d) the identification and role of the Pilot-in-Command;
- e) in all cases, the candidate is expected to initiate the response to any event and carry out any required emergency procedure except where the candidate is not the designated Pilot-in-Command and the Pilot-in-Command assumes control of the aircraft;
- f) normal crew co-ordination is expected. An emergency situation caused by incorrect or inappropriate action or response on the part of the candidate will not be corrected by the DCP;
- g) multiple, unrelated failures will not be required, but the candidate must be prepared to take corrective action on related failures, e.g., loss of hydraulics or electrical supply due to a failed engine;
- h) 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 assess whether the departure weather is suitable. The DCP will not always provide 'legal' weather;

Note: The DCP will control the visual system to minima appropriate to the exercise being conducted.

- i) the candidate may be required to demonstrate any normal or emergency procedure applicable to the aircraft. The candidate's technical performance will be assessed in accordance with the:
 - 1. aircraft flight manual, aircraft operating manual or pilot operating handbook;
 - 2. Rule of the Air and ATC procedures;

3. Air Operator's operations manual; and
4. Air Operator's SOPs.

6.5.3 The briefing for a check to be conducted in an aircraft should include:

- a) the mandatory items to be demonstrated during the check (to include weather simulated/actual, icing and clearances);
- b) the probable duration of the ride;
- c) any restrictions or limits imposed on manoeuvres conducted in the aircraft to enhance flight safety;
- d) the role of the DCP in regard to crew duties if he/she occupies a flight crew position;
- e) the identification and role of the Pilot-in-Command;
- f) a method of transferring control from one pilot to the other using the statement, "I have control;"
- g) the actions to be completed in the event of a real emergency or malfunction;
- h) in all cases, the candidate will be expected to initiate the response to any event and carry out any required emergency procedure except where the candidate is not the designated Pilot-in-Command and the Pilot-in-Command assumes control of the aircraft;
- i) simulated emergencies introduced by the DCP in an aircraft will be preceded by the word "*simulated*";
- j) for the purpose of the ride, the weather will be simulated at or below the weather minima for the approach being carried out. The pilot must assess whether the departure weather is suitable. The DCP will not always provide 'legal' weather.
- k) when an airborne Flight Check is conducted, failure on the part of the DCP to report "*Field in Sight*" at MDA or DH will require the candidate to execute a missed approach; and

6.6 Flight Tests

6.6.1 A flight check in accordance with KCARs on an aircraft without a synthetic training device must be completed in an area where the required approach aids are available. See section 6.11 for guidelines on conducting checks in the aircraft.

6.6.2 The following items must be successfully completed:

1. two take - offs;
2. two landings, one must be asymmetrical;
3. two types of instrument approaches, one must be carried out with a simulated asymmetric engine failure;
4. a rejected take-off (as appropriate);
5. a missed approach or rejected landing followed by a simulated engine failure;
6. emergency procedures sufficient to check the candidate's knowledge of the aeroplane;
7. a circling procedure if the operator has circling limits below 1000 feet and three miles visibility;
8. on initial PPC approaches to two different stalls:
9. steep turns 45° of bank through at least 180°, and
10. Holding.

Unless required by the operator's procedures, rejected take-offs are not normally demonstrated by co-pilots. A verbal check of his duties during this emergency condition will satisfy the requirement.

Approach to stalls will be conducted on initial PPCs only, or if the DCP deems a repeat is necessary, to establish the candidate's currency on the aeroplane.

Approach to stalls in an aeroplane will not be conducted at altitudes less than 5000 feet above ground/water or less than 1000 feet above a well-defined cloud top with a horizon.

6.7 Assessment Guidelines

6.7.1 General

It is impossible to define all instances when a particular exercise should be rated “S”, “U” or “SB”. However, it is possible to examine each sequence of a check and test its validity against the definition for each rating. By applying this test to all exercises, standardization can be achieved in check assessments. Each sequence of the check, including any errors or mistakes, shall be evaluated with respect to the rating definitions.

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.

- 6.7.2 The assessment guidelines shall be used as a reference by check pilots when determining the rating to be awarded for specific flight test sequences. The guidelines are not intended to be restrictive nor to define all common errors. Check pilots must use knowledge and experience in conjunction with the rating definitions to arrive at their assessments.
- 6.7.3 In order for a PPC to receive a General Assessment of “Failed”, at least one sequence must be assessed as “U”. It also follows that, when any individual sequence has been assessed as “U”, the PPC must receive a General Assessment of “Failed”. A PPC for which all sequences have been assessed as “S” or “SB” must receive a General Assessment of “Pass”, regardless of how many sequences have received “SBs”.
- 6.7.4 During a PPC, a flight sequence may involve duties and /or responsibilities for crew members other than the “pilot flying”. Such a sequence that is rated as “unsatisfactory” for the pilot flying, may, due to inappropriate action on the part of other crew members, be rated as “unsatisfactory” for the non-flying crew members also. In such a case, it is possible that an assessment of “failed” may be given to more than one crew member involved in the same flight sequence.
- 6.7.5 During a PPC, any failure of an instrument rating related flight sequence constitutes a failure of the instrument rating and the DCP shall assess the instrument rating as "failed" at the bottom of the Pilot's Check Report.

6.7.6 When a DCP decides that a pilot has failed during the course of a check, the check shall be terminated. The time remaining in the session may be used as training, provided that:

- a) the candidate is advised at the time of failure;
- b) the DCP is a designated company training pilot on type;
- c) upon completion of the training flight, the candidate is debriefed on the reason for failure;
- d) the DCP completes form and submits the original to KCAA and places a copy on the candidate's training file; and
- e) the Air Operator ensures that subsequent checks on the candidate are conducted in accordance with para 5.1.3.

6.7.7 Instrument rating monitoring during a PPC:

The tolerances for instrument flight tests must be respected by all check pilots. Each candidate must demonstrate aircraft control to maintain:

- a) assigned headings within 10 degrees;
- b) assigned tracks and bearings within 10 degrees;
- c) altitude within 100 feet except at MDA when accurate altitude control is required;
- d) airspeed within 10 knots for holding, approach and missed approach; and
- e) not more than half scale deflection, as appropriate to the airplane type, of the course deviation indicators during instrument approaches.

These criteria assume no unusual circumstances and may require allowances for momentary variations. The exact rating definition and tolerances to be applied during a particular sequence may be modified by such things as weather, turbulence, simulated malfunction and type of approach.

As the instrument rating is valid for a period of 6 months / 12 months, (as per KCARs) the competency of each pilot to fly instrument procedures will be monitored during each PPC done during the validity period of the Instrument Rating.

6.8 Assessment Standards

- 6.8.1 Each sequence of the check shall be graded according to the following assessment standards and rating definitions. The appropriate rating for each exercise must be recorded on the applicable form and any sequence graded “SB” or “U” requires a narrative in the comments section of the form.

The inter-relationship of flight crew coordination and airplane systems as it relates to automation, may cause errors made during the completion of one exercise to affect the ratings of several sequences.

Ratings

6.8.2 Satisfactory (S)

A sequence shall be rated *Satisfactory* if:

- a) it contains minor errors only;
- b) airspeed and altitude control are acceptable for prevailing conditions; and
- c) airplane handling and knowledge are acceptable and safe considering the experience of the candidate.

6.8.3 Satisfactory with Briefing (SB)

A sequence shall be rated satisfactory with briefing when:

- a) airplane handling and knowledge are safe but of a lower standard than would be expected and any deficiency can be corrected during debriefing;
- b) the candidate had a brief excursion from published tolerances but initiated corrective action;
- c) a sequence deviates from standard procedures or practices but does not create a more hazardous situation and is repeated satisfactorily or clarified by the candidate during debriefing;
- d) there is a deviation from standard procedures or practices which the candidate acknowledged without prompting, that does not create a more hazardous condition and from which the candidate can recover unassisted; or
- e) the candidate experienced some difficulty or required slight prompting from the other crew member to satisfactorily accomplish a task.

Although not required, provided it is not listed as a fail item, a procedure or sequence that would normally rate an “SB”, may be repeated at the discretion of the check pilot. Check pilots shall refrain from teaching or briefing the candidate on the correct completion of the exercise.

6.8.4 Unsatisfactory (U)

If a sequence cannot be rated *Satisfactory* or *Satisfactory with Briefing* according to the preceding guidelines, it shall be rated *Unsatisfactory*.

A sequence shall also be rated *Unsatisfactory* if:

- a) it endangers the airplane, passengers or crew;
- b) it results in a crash;
- c) multiple errors are made in the completion of any one exercise;
- d) it violates an ATC clearance or altitude;
- e) the aim of the exercise is complete but there is a major deviation from standard procedures or practices or the safety of the airplane was jeopardized;
- f) the candidate required continual prompting or help from the other crew member to complete a task;
- g) it exceeds airplane limitations; or
- h) the candidate demonstrates unsatisfactory knowledge of airplane systems, equipment, or procedures.

6.9 Pilot Proficiency Check

General

To evaluate the overall technical proficiency, communications skills, leadership and situational awareness of pilots with respect to normal and abnormal procedures, check pilots must closely observe the performance of each crew. To evaluate specific items, the airplane proficiency check shall be conducted in a manner that enables the pilots to demonstrate knowledge and skill with respect to such things as pilot decision making, crew coordination, airplane automation, FMS programming, auto-flight systems and flight mode awareness.

The following describes the exercises to be completed during a PPC, as appropriate to the airplane type, and lists some common errors that may be observed. Check pilots must make reference to the applicable schedule to ensure all required sequences are covered in the check scenario.

Pre-Flight Phase

6.9.1 Flight Planning

The crew must demonstrate adequate knowledge of the company's SOPs and AFM, including runway performance charts, to effectively plan a flight.

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.

6.9.2 Equipment Examination

The crew must provide proof of successful completion of an equipment examination taken in conjunction with initial or recurrent training. In exceptional circumstances and if the candidate agrees an oral examination may be administered by the check pilot.

Flight Phase

6.9.3 Taxiing and Flight Preparation

Flight preparation and taxiing are completed as a crew exercise and need only be demonstrated once when the captain and first officer perform the duties of their assigned seat position.

Inspection of the airplane, required de-icing procedures and airplane documents must be in accordance with the AOM or AFM and the air operator's procedures manual. The approved check list must be followed. No item shall be missed or processed out of sequence. The Pilot-in-Command must ensure adequate ramp safety for start, push back/power back, and taxi. The airplane radios and instruments shall be checked and set up in accordance with prevailing departure procedures and weather. Any airplane system required due to weather, navigational requirements or crew composition shall be checked and set for take-off, i.e., weather radar, de-icing equipment, heaters, on board navigation equipment, auto-pilot, auto-throttles, FMS, etc.

Crews will refrain from any activity that would compromise lookout on the ramp or taxiway, and control audio inputs from outside and within the airplane to ensure compliance with ATC direction or clearance, i.e., judicious use of company frequencies, cockpit chatter, etc.

Assessment must be based on the crew's ability to safely inspect and prepare the airplane for flight. All checks and procedures must be carried out according to the AOM and company SOPs.

6.9.4 Engine Checks

Engine checks shall be conducted by each crew according to the AFM and company SOPs as appropriate to the airplane type.

6.9.5 Take-Off

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

The DCP must ensure that published cockpit procedures and correct airspeeds are observed during ground roll and lift-off. The airplane should be rotated smoothly to the correct pitch angle, with a satisfactory rate of climb and required airspeed attained in a reasonable time. Engine handling must be smooth and positive and the correct power setting used and monitored.

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 item being missed.

6.9.6 Rejected Take-Off (Where It Can be Safely Demonstrated)

A rejected take-off shall be completed by each crew, as appropriate to the airplane type, during which the captain and first officer perform the applicable duties of their assigned seat position.

After the take-off roll has begun and the airplane has attained not more than 50% of lift-off speed, a simulated system failure or condition should be introduced which requires a rejected take-off. This airspeed restriction applies only to PPCs conducted in an airplane.

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 maximize 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 recognize the need to initiate a rejected take-off prior to V_1 ;
- g) failure to maintain control of the airplane 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.

Instrument Procedures

6.9.7 Area Departure, Enroute Arrival

Each pilot shall demonstrate departure, enroute and arrival maneuvers.

The DCP must ensure that the candidate adheres to any clearance, whether actual or simulated, and that the candidate understands and follows the guidelines in SIDs, STARs and published transitions, as well as noise abatement procedures. Each pilot must demonstrate proper use of navigational equipment including the FMS.

Some common errors that may be observed and affect the rating of the sequences are:

- a) not familiar with, or failure to follow, a SID, STAR or transition;
- b) failure to adhere to noise abatement procedures;
- c) incorrect selection of radio aids or failure to properly identify facilities;
- d) altitude, heading or airspeed allowed to deviate due to pre-occupation or poor cockpit management of workload;
- e) an attempt made to follow a procedure that would violate an ATC clearance or endanger the airplane;
- 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.

6.9.8 Holding

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

The DCP must ensure that the method of entry is in accordance with the published procedure and ATC clearance. Speed, control and timing shall be in accordance with established procedures.

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 establish a holding pattern using published procedures;
- f) failure to fly the holding pattern as prescribed;
- g) allowing the airplane to exceed an assigned airspeed or altitude limitation;
- h) violating the 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; or
- k) failure to select the correct auto-flight modes for lateral navigation and airspeed control.

6.9.9 Instrument Approaches

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 airplane type. One approach must be made with a simulated engine failure.

Each crew must demonstrate one Category II or Category III approach, where these procedures are authorized in an air operator certificate.

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

- a) type of approach to be conducted;
- b) missed approach procedure; and
- c) landing configuration.
- d) Altimeters shall be set to the current local altimeter setting. If a remote altimeter setting is to be used, due allowance for error in the form of a correction factor shall be applied to the various published altitudes.
- e) Assess the candidate's ability to organize and share the cockpit workload, in respect to crew resource management, by ensuring adherence to company SOPs.

Some errors common to all Instrument Approaches that may affect the rating of the exercise are:

- a) not familiar with published transitions;
- b) not using the correct radials or tracks;
- c) incorrect selection of radio aids or failure to properly identify facilities;
- d) descent below procedure turn altitude too early or too late;
- e) no altimeter correction for cold weather temperatures;
- f) unable to properly program the FMS for the type of approach;
- g) not sure when to leave last assigned altitude for transition, initial, or procedure turn altitude when cleared for the approach;

- h) not monitoring raw data for the approach;
- i) failure to conduct a nav accuracy check if required;
- j) failure to respect step down fixes;
- k) improper ND mode selected for type of approach;
- l) slow to make corrections or change modes when tracking is outside tolerances;
- m) not monitoring all required approach aids;
- n) loss of separation with other airplane due to incorrect interpretation or failure to follow a clearance or 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) airplane not in a position to land due to lateral or vertical misalignment or too high an airspeed at DH, MDA or on turning final from a circling procedure;
- r) failure to initiate a go-around in accordance with the published airplane and company procedures;
- s) configuring the airplane inappropriately for the phase of flight; or
- t) maneuvering the airplane inappropriately for the phase of flight.

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

- a) failure to establish a drift angle on the inbound track;
- b) arriving over the FAF on final too high and/or fast;
- c) reaching MDA too late;
- d) failure to establish the correct MAP;
- e) inability to program and fly a managed or VNAV approach as appropriate to the airplane type; or

- f) airplane incorrectly configured at FAF.

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) airplane not stabilized and at the correct airspeed on the final approach and upon reaching DH;
- c) failure to monitor airplane and ground equipment required for the approach; or
- d) using incorrect company procedures for the conduct of Category I, II or III approaches.

6.9.10 Circling Approaches

A circling approach will not be conducted in weather conditions less than the minimum published in Aeronautical Information Publication (AIP). If the candidate should lose sight of the intended runway of landing, he/she shall commence a missed approach in accordance with published procedures.

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 airplane with runway to effect a safe landing.

6.9.11 Landings and Missed Approaches

Each pilot must complete the landing exercises detailed in the appropriate schedule

6.9.12 Missed Approach or Rejected Landing

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

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

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

6.9.13 Landings

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 check pilot.

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 derotation rate;
- d) over controlling on short final;
- e) manoeuvring the airplane 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
- i) failure to track the runway on roll-out.

Manoeuvres

6.9.14 Steep Turns

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

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.

6.9.15 Approach to the Stall/Stall Procedures

If required, approach to the stall/stall procedures are carried out on PPCs to ensure the candidate is familiar with the stall warning devices and airframe response to the onset of the stall condition. Care must be exercised to ensure that limitations imposed by the AFM are not exceeded in the event an approach to the stall is made with warning devices deactivated (if authorized in the flight manual). The exercise may be carried out with the airplane in either the take-off, clean or landing configuration.

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 airplane configuration.

6.9.16 Normal Procedures

When assessing normal procedures, the check pilot must ensure the crew demonstrates adequate knowledge of the company SOPs and airplane systems to confirm their ability to properly use installed equipment. In addition, airplane operation must be assessed with specific reference to those items requiring crew coordination and discipline.

The crew shall demonstrate use of as many of the air operator's approved Standard Operating Procedures and normal procedures as are necessary to confirm that the crew has the knowledge and ability to properly use installed equipment including FMS, auto-pilot and hand flown maneuvers as appropriate.

6.9.17 Automation and Technology

Electronic flight instruments, navigation instruments, automated flight management and guidance systems and electronic airplane 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 airplane. The complete integration and relationship of these systems to airplane operation must also be addressed and assessed by the check pilot.

The crew's management of automation and its effect on situational awareness must be observed during proficiency checks. Situational awareness is defined for the purpose of check assessment as "the crew's knowledge and understanding of the present and future status of the airplane and its systems." Flight path, terrain, system status, airplane configuration and energy awareness are all important aspects of situation awareness required for the operation of modern airplane.

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

Airplane Checklist and Alerting System

Airplane manufacturers have developed different levels of automation for crew alerting devices. Candidates must demonstrate a satisfactory knowledge of airplane checklist and alerting systems appropriate to the airplane type. Effective use of the checklist and/or ECAM/EICAS can be confirmed by each crew member's adherence to company SOPs, and by their demonstration of knowledge, ability and discipline during normal and abnormal procedures.

Each pilot shall demonstrate procedures of sufficient complexity and detail to confirm adequate knowledge, ability and discipline to effectively use the checklist or ECAM/EICAS system as appropriate to the airplane type.

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

- a) not maintaining proper crew coordination and discipline while completing a checklist or procedure;
- b) clearing ECAM before confirmation by the PF;
- c) failure to review the airplane status;
- d) improper division of duties during ECAM/EICAS procedures;
- e) inadequate knowledge of airplane systems to allow proper completion of procedures;
- f) inadequate knowledge of QRH and/or ECAM/EICAS procedures or content;
- g) failure to clear hard tuned ECAM pages thereby restricting auto-tuned pages;
- h) not informing PF when ECAM/EICAS or checklist procedure is complete; or
- i) failure to correctly prioritize procedures and checklists.

FMS Programming

Each crew member shall demonstrate satisfactory knowledge of FMS procedures. Check pilots must ensure crew familiarity with the operation of flight management and guidance systems in all phases of flight as appropriate to the airplane type.

Sufficient procedures, appropriate to the airplane type, must be demonstrated by each crew to confirm adequate knowledge, ability and discipline in the use of the FMS system. On initial proficiency checks each pilot shall demonstrate FMS programming for departure, enroute, arrival, approach, alternate, change of destination and holding procedures. In addition, each crew shall demonstrate programming for lateral offset and altitude crossing restriction maneuvers. During recurrent proficiency checks, crews must demonstrate satisfactory knowledge of sufficient FMS procedures to complete the check scenario.

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

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

Auto Flight Systems/Flight Mode Awareness

For all highly automated airplane, given the sometimes subtle mode changes that can occur with regard to flight path management and the auto-throttle system, disciplined monitoring and crew coordination associated with flight mode indications is essential to safe operations. Reference to the flight mode annunciation as well as a thorough understanding of all status, armed and engagement indications is essential to the successful operation of the auto-flight system.

Check pilots 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.

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.

6.9.18 Pilot Not Flying Duties

Automation in airplane design requires strict adherence to procedures associated with each crew position. To check the proper division of duties between the PF and the PNF requires observation during normal and abnormal procedures. Check pilots must ensure satisfactory compliance with PNF duties as detailed in the AOM and company SOPs.

Normally an error in PNF duties will be observed during such things as FMS programming, checklist procedures or general cockpit duties specified in company SOPs. Check pilots must rate PNF duties on the applicable form. If the sequence is rated “S/B” or “U”, a narrative identifying the specific area(s) of concern must be included.

Each pilot shall demonstrate PNF duties sufficient to determine compliance with, and knowledge of, airplane procedures and company SOPs. This shall include normal and abnormal procedures while operating as PNF in the seat normally occupied by the crew member.

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) completing duties assigned to the PF without direction;
- d) not maintaining crew discipline during abnormal procedures;
- e) not familiar with procedures contained in QRH or paper checklists;

- f) incorrect FMS programming; or
- g) completing a procedure or checklist in such a way that the airplane is left in a degraded state or the effect of the required procedure is negated.

6.9.19 Crew Coordination

An assessment of crew coordination is required for proficiency checks on airplane with two or more crew members. The actions of the individual should contribute to the overall effectiveness of the crew during normal, abnormal, and emergency situations. Crew coordination and cockpit resource management in each required sequence, while observed individually, have an interrelationship in the overall operation of the airplane and require consolidation in one rating.

Each crew must demonstrate effective crew coordination. Procedures utilized by the crew members shall be in accordance with company Standard Operating Procedures.

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

- a) failure to complete duties as described in the company SOPs;
- b) completing duties of other crew members;
- c) failure to heed warnings of other crew members;
- d) loss of situational awareness due to ineffective crew coordination or communication;
- e) failure to alert other crew members to potentially hazardous situations;
- f) failure to effectively share workload with other crew members;
- g) inability to maintain cockpit discipline;
- h) overall crew lack of awareness of, or attention to, flight mode annunciation; or
- i) tendency to deviate from SOPs when workload increases.

6.9.20 Pilot Decision Making

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

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

- a) failure to make decisions in a timely and effective manner;
- b) poor decision making due to inadequate knowledge;
- c) not utilizing all available crew and company resources;
- d) failure to consider all available information;
- e) failure to initiate normal, abnormal or emergency procedures;
- f) failure to provide leadership as required by the cockpit position and company SOPs;
- or
- g) failure to heed warnings of other crew members.

6.9.21 System Malfunctions

The candidate must demonstrate adequate knowledge to diagnose malfunctions of airplane components or systems in a reasonable time and to take corrective action on those critical emergencies designated as memory checks in the AFM without reference to a check list or manual. The candidate must be familiar with alternate components, systems, procedures and any restrictions to continued flight predicated on their use and must develop a course of action that makes allowance for any further degradation in the airplane airworthiness status. Proper knowledge and discipline in the use of the ECAM/EICAS systems must be demonstrated by both crew members.

Abnormal procedures should be of sufficient complexity to allow each crew member to demonstrate the handling of primary and secondary failures and paper checklist procedures appropriate to the airplane type. Normally a minimum of two different systems malfunctions for each pilot is required to adequately demonstrate knowledge and ability. One of the required engine failures may be included as one of the required systems malfunctions.

Multiple, unrelated failures that have a cumulative effect on the operation of the airplane must not be planned as part of the ride scenario. For example, a configuration problem combined with a power plant failure have a cumulative effect requiring excessive work during the final approach and should not be simulated. Conversely, an emergency

descent followed by a configuration problem or engine failure does not have a cumulative effect on workload during a single phase of flight and may be planned.

Any unrelated malfunctions that are a result of crew actions shall not be corrected by the check pilot.

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 airplane;
- g) exceeding airplane or engine limitations; or
- h) improper ECAM/EICAS crew discipline.

6.10 Safe In-Flight Checking Practices

6.10.1 Checking Philosophy

- a) No list of “Do's” or “Don'ts” can cater to all the situations that may occur during in-flight tests or checks. KCAA therefore relies on the ability of its DCPs to fully assess the consequences of their actions and demands. Flight safety shall always take top priority.
- b) One of the purposes of any in-flight test or check is to enable a candidate to demonstrate his/her ability to operate a given aircraft in accordance with prescribed standards, limitations and procedures. There is no need whatsoever to place a flight crew member in a position in which he/she may have to call upon superior knowledge and skills to ensure successful recovery.
- c) The practices described in the succeeding paragraphs form part of KCAA philosophy towards safe in-flight checking. DCPs are required to abide by these practices. Air carriers may have in-flight checking practices that are more

restrictive than those described below. DCPs shall in such cases adhere to the most limiting practice.

6.10.2 General

- a) Make every effort to make candidates feel at ease. Be realistic in your demands and simulations.
- b) Always give candidates a thorough briefing before flight. Such briefings shall be conducted using the guidelines given in section 6.6 of the *Designated Check Pilot Manual*. Particular emphasis must be placed on ensuring that all participants have a clear understanding of:
 - 1. the purpose and scope of the test or check;
 - 2. the outline of the proposed sequence of events;
 - 3. any aircraft or operational restrictions imposed to enhance safety;
 - 4. their respective role, including that of the DCP, and what is expected from them; and
 - 5. who the designated pilot-in-command is.
- c) Considering the aircraft involved, determine the weather conditions (visual vs. instrument meteorological conditions (VMC vs. IMC), thunderstorms, wind, etc.) outside of which the test or check should not take place or continue.
- d) 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 test or check.
- e) Ensure radio communications between candidates and ATS can be monitored (serviceable and functioning headset assembly or cockpit/cabin loudspeaker).
- f) Maintain good lookout during the flight.
- g) Discuss action to be taken by flight crew members before any leave their station (e.g., seat change, short duration absences, etc).

6.10.3 Safe In-flight Checking Practices - Operational

a) Aircraft Systems

1. Never 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 crew members.

b) Approach to Stall

1. Required on initial PPC only;
2. To be performed in the appropriate simulator in lieu of aircraft whenever available; and
3. When demonstration in the aircraft is required, the practices given below must be adhered to:
 - i) ensure recovery is initiated on first symptoms of a stall,
 - ii) do not initiate below the minimum altitude recommended in the Aircraft Flight Manual (AFM) or Aircraft Operating Manual (AOM), and in no case below 5,000 feet AGL;
 - iii) in clouds;
 - iv) on top of clouds unless a well defined horizon is available; or
 - v) below 2,000 feet above the top of well defined clouds.

c) Balked Landing (All Engines Operating)

1. Do not initiate below:
 - i) 50 feet AGL; and
 - ii) indicated airspeed (IAS) normally used for flap setting selected during final approach.

d) Circuit Breakers

1. Never pull any circuit breaker to simulate equipment failure.

e) Dutch Roll

1. To be performed in appropriate simulator only.

f) Emergency/Rapid Descent

1. All Aeroplanes (Simulator not available)

- i) To be performed in appropriate simulator when available.

2. Airline Operators (Simulator not available)

- i) To be completed at 10,000 feet AMSL, or 2,000 feet above lowest useable minimum enroute altitude (MEA), whichever is higher.

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

1. Both for safety and maximum training value, rejected take-offs should be conducted in the simulator for the type, when available; and
2. If a simulator is not available, then a thorough briefing of what the actions of the PF and PNF in the event of a RTO is sufficient. RTO's will not be conducted in the actual aeroplane. The candidate should be briefed prior to the checkride to anticipate the possibility of a rejected takeoff. The DCP must be vigilant to ensure that the candidate does not strike the tail during the manoeuvre, due to an excessive nose high attitude during the flare and touchdown sequence.

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

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

- a) Not below 400 feet AGL.

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

i) Engine-Out Missed Approach

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

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

- a) Not below 50 feet AGL.

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

- j) Flapless Approach
 - 1. 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.
- k) Flight Controls - Manual Reversion
 - 1. To be performed in appropriate simulator only.
- l) Rejected Take-off
 - 1. To be performed in the appropriate simulator whenever available.
- m) Runaway Trim/Jammed Stabilizer
 - 1. To be performed in the appropriate simulator only.
- n) Stop and Go
 - 1. Not allowed. Must use full available runway length.
- o) Touch and Go
 - 1. Must meet critical field length or balanced field length requirements, as applicable.

6.11 Administrative Procedures - following an unsuccessful check

6.11.1 Administrative procedures include action to be taken when acceptable standards have not been met by a Company pilot. Such actions shall include:

- a) notifying the Chief Pilot and/or Director of Operations of failed items and recommendations as to corrective action;
- b) ensuring that grades and evaluation of the failed check are recorded in the individual's training and 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 ;
- c) immediately notifying KCAA that the pilot has not met the standards for a PPC or instrument rating. A DCP may conduct a re-test of a failed PPC.

NOTE: *The procedures outlined in paragraphs a, b, and c are also applicable to unsuccessful line Checks.*

End of Chapter 6

APPENDICES

Appendix A FORM:AC-OPS21

NOMINATION FOR OPERATOR DESIGNATED CHECK PILOT

1. Name of the Air Operator	
2. Name and designation of the person recommending the nomination (Name of Company Executive)	
3. Name of the Nominee and <u>Licence</u> Number	

Authority requested as a DCP to: *(Tick box for each authority requested)*

Conduct:	(a) Proficiency check pilot -Aircraft	<input type="checkbox"/> Yes
	(b) Proficiency check pilot -Simulator	<input type="checkbox"/> Yes
	(c) Line check pilot -All seats	<input type="checkbox"/> Yes
	(d) Line check pilot -Observer seat only	<input type="checkbox"/> Yes
	(e) Check Pilot -All checks	<input type="checkbox"/> Yes

on the following aircraft type

4. Experience		
The nominee is personally suitable and meets all the criteria listed below.		
Qualifications:		
Has a thorough knowledge of the company operations manual and applicable aircraft flight and operating manuals; Has completed the company's ground and flight training programme on type for the requested authority; Is fully competent as Pilot-in-Command of the aeroplane type for which approval has been requested and has demonstrated this competency from both the left and right seats; Has completed a Designated Check Pilot Course;		<i>*Tick Appropriately</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Completion Date (DD/MM/YY) _____ Course Location _____		
Meets the following licence and hour requirements:		
Hours (PIC)	1,000 hrs large a/c multi engine aeroplanes or equivalent military or Civil Operations experience	<input type="checkbox"/>
Licence	ATPL/CPL as applicable	<input type="checkbox"/>
Experience	6 months on type as PIC + 500 hours as PIC (For PPC Authority) 6 months on type as PIC + 100 hours as PIC (For Line Check Authority)	<input type="checkbox"/>

<p>5. Attach a resume of the nominee with relevant details including: <i>Note: Fill applicable section only</i></p>	Initial DCP Approval Minimum Requirement		<i>*Tick appropriately</i>
	Completed KCAA nomination form (FORM: AC-OPS021 as amended)		
	Copy of Designated Check Pilot Course Certificate (Ground and Flight as per KCARs)		
	Copies of valid License showing IR validity and type rating		
	Copies of valid medical Certificate		
	Candidates CV indicating aeronautical experience		
	Copies of logbook indicating proficiency and recency		
	Copy of last proficiency check on type (form)		
	Renewal of DCP Approval Minimum Requirement		<i>*Tick appropriately</i>
	Copies of valid License showing IR validity and type rating		
	Copy of valid medical Certificate		
	Completed KCAA nomination form (FORM: AC-OPS021 as amended)		
	Completed check pilot activity form (FORM: AC-OPS021-1 as amended)		
	Copies of logbook indicating proficiency and recency		
Copy of last proficiency check on type (form)			

7. Signature Block														
<p>I certify that:</p> <p>_____ has acted as Pilot-in-Command of the following aircraft types and meets the all of the previous requirements.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 15%;">Types</td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>Hours</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>The nominee's background, character and motivation are suitable to hold this position. <input type="checkbox"/></p> <p>The nominee meets the qualification requirements outlined in the DCP Manual Doc 0021. <input type="checkbox"/></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Director of Operations Signature</p> </div> <div style="width: 45%;"> <p>_____ (Date: DD/MM/YY)</p> </div> </div> <p>I certify that the foregoing information is true and accurate.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____ Nominee's Signature</p> </div> <div style="width: 45%;"> <p>_____ (Date: DD/MM/YY)</p> </div> </div> <p><i>Note:</i> When the Director of Operations is the nominee, a company executive shall complete and sign the form.</p> <p>This nomination shall be accompanied by a resume of the nominee's aviation background, qualifications and other experience which would support approval as a DCP.</p>					Types					Hours				
Types														
Hours														

8. For Official Use																																									
<p>Inspector Verification and Recommendation</p> <p>_____ (nominee's name)</p> <p>*Tick appropriately</p> <p>Initial DCP Approval</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border: 1px solid black; padding: 5px;">Has been briefed on flight check procedures;</td> <td style="width: 10%; text-align: center; padding: 5px;">Yes</td> <td style="width: 10%; text-align: center; padding: 5px;">No</td> <td style="width: 20%;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Has completed a monitored Authority check</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td></td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Qualifications have been verified and meet the requirements as per the DCP <i>Manual</i>.</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td></td> </tr> </table> <p>Renewal DCP Approval</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border: 1px solid black; padding: 5px;">Has been briefed on flight check procedures; (monitored check)</td> <td style="width: 10%; text-align: center; padding: 5px;">Yes</td> <td style="width: 10%; text-align: center; padding: 5px;">No</td> <td style="width: 20%;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Has completed a monitored Authority check in the preceding 24 months</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td></td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Qualifications have been verified and meet the requirements as per the DCP <i>Manual</i>.</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> <td></td> </tr> </table> <p>Recommendation: Recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;">Inspector's Signature</td> <td style="width: 20%; border-bottom: 1px solid black; text-align: center;">(Date: DD/MM/YY)</td> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;">Manager Flight Operations</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;">(Date: DD/MM/YY)</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Check Applicable Box(es)</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 30%;">Initial Application</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%;">Amendment</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Renewal</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Revoke Authority</td> </tr> </table>				Has been briefed on flight check procedures;	Yes	No		Has completed a monitored Authority check				Qualifications have been verified and meet the requirements as per the DCP <i>Manual</i> .				Has been briefed on flight check procedures; (monitored check)	Yes	No		Has completed a monitored Authority check in the preceding 24 months				Qualifications have been verified and meet the requirements as per the DCP <i>Manual</i> .				Inspector's Signature	(Date: DD/MM/YY)	Manager Flight Operations	(Date: DD/MM/YY)	Check Applicable Box(es)	<input type="checkbox"/>	Initial Application	<input type="checkbox"/>	Amendment		<input type="checkbox"/>	Renewal	<input type="checkbox"/>	Revoke Authority
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	<input type="checkbox"/>	Renewal	<input type="checkbox"/>	Revoke Authority																																					

Appendix B

**FORM:O-OPS021
DESIGNATED CHECK PILOT APPROVAL**

DESIGNATED CHECK PILOT APPROVAL

_____ is hereby approved as an Operator
(Name and licence number)

Designated Check Pilot (DCP), and authorised person and is authorised in accordance with Civil Aviation Regulations to conduct flight checks, as indicated below, on behalf of KCAA, subject to all of the conditions of issuance.

<input type="checkbox"/> Authority requested as a DCP to:	(Check Yes for each authority requested)
Conduct: (a) Proficiency check pilot -Aircraft	<input type="checkbox"/> Yes
(b) Proficiency check pilot -Simulator	<input type="checkbox"/> Yes
(c) Line check pilot -All seats	<input type="checkbox"/> Yes
(d) Line check pilot -Observer seat only	<input type="checkbox"/> Yes
(e) Check Pilot -All checks	<input type="checkbox"/> Yes
	<input type="checkbox"/>

CONDITIONS OF ISSUANCE

1. Meet qualifications and maintain currency requirements in accordance with the DCP manual.
2. Approval valid for _____ and _____
(Air Operator) (Aircraft Type)
3. Flight checks shall be conducted pursuant to KCARs and the DCP manual.

Failure to meet any conditions of issuance is grounds for suspension pursuant to KCARs

This authority supersedes and revokes all previously issued like authorities.

This authority shall remain valid until the earliest of:

- a) The date on which any condition of issuance is breached;
- b) The date on which this authority is revoked in writing, by the Director General pursuant to KCARS

Issued at KCAA HQs - Nairobi this _____ day of _____, 20_____

Valid till the _____ day of _____, 20_____

**Manager Flight Operations
For Director General KCAA**

Appendix C
CHECK PILOT ACTIVITY LOG

FORM:AC-OPS021-1

In accordance with the requirements of the *DCP Manual* Section 2.3, the following is the list of Pilot Checks conducted from (Month & Year since approval) _____ to (Present date) _____

Candidate's Name	Licence Number	Aircraft Type ¹	PPC ² Or Line ²	Date Check Conducted	Pass/Fail	Chief Pilot Signature

APPENDIX D CHECK PILOT MONITOR CHECKLIST

Name of Operator:	
Date of Evaluation/Inspection:	
Inspector(s):	
Aircraft Type:	
Name of Nominated Check Pilot:	License No:
Name of Pilot Under Check:	License No:

Instructions for Use:

1. Check YES column if item complies with requirements and you have no comment.
2. Check NO column if the item does not comply with requirements and you have a comment.
3. Check N/A column if the activity was not relevant for this evaluation.
4. Check N/C (Not Checked) column if you did not review the record, procedure or event or you do not have adequate information to make a valid audit assessment.

Item	Assessment			
	YES	NO	N/C	N/A
Time Required to complete check				
KCAA FILES				
1. Has the air operator submitted a letter designating the person as check pilot?				
2. Has a folder been created for the check candidate?				
3. Is an updated copy of the check candidate's resume in the file?				
AIR OPERATOR FILES	YES	NO	N/C	N/A
4. Does the check candidate meet the minimum experience requirements?				
5. Has the check candidate completed all required company training?				
6. Is the check candidate current and qualified on the aircraft?				
7. Is the check candidate current and qualified for the routes or navigation required?				

8. Does the check candidate have a thorough knowledge of privileges, limitations of the authorization and check standards?				
NOMINATED CHECK PILOT KNOWLEDGE (Oral questions by Inspector)	YES	NO	N/C	N/A
9. Knowledge of relevant Operator's manuals Part A, B, C and D				
10. Knowledge of regulatory requirements addressing specific check pilot qualifications, training and privileges				
11. Knowledge of content of the DCP manual CAA-M-OPS023 as amended				
12. Observe the check pilot candidate as he briefs the person undergoing the check and completes relevant documentation, while occupying a crew seat relevant to the check.				
13. Does the person being checked by the check pilot candidate understand clearly what is required during the check?				
14. If the check is conducted in a simulator, does the candidate demonstrates proficiency in operating the simulator, including:	YES	NO	N/C	N/A
(a) Setting to a specified locality and runway?				
(b) Setting to a specified in-flight position?				
(c) Inserting specific operation parameters — for example, weight, fuel, environment, etc.?				
15. If the check is conducted in an aircraft, and if appropriate, do the check candidate record indicate that he has demonstrated critical manoeuvres from the co-pilot position?				
ACCEPTABLE CONDUCT OF CHECK SESSION	YES	NO	N/C	N/A
16. Pre-briefing satisfactory?				
17. Pre-flight planning satisfactory?				
AIRCRAFT KNOWLEDGE EXAMINATION	YES	NO	N/C	N/A
18. Examination of aircraft limitations knowledge satisfactory?				
19. Examination of aircraft systems knowledge satisfactory?				
20. Examination of aircraft checklist immediate action items satisfactory?				
21. Examination of aircraft exterior inspection knowledge satisfactory?				
FLIGHT PROFICIENCY EXAMINATION	YES	NO	N/C	N/A
22. Examination of flight deck preparation procedures satisfactory?				
23. Examination of flight manoeuvres proficiency satisfactory?				
24. Examination of normal procedures proficiency satisfactory?				
25. Examination of abnormal procedures proficiency satisfactory?				
26. Examination of emergency procedures proficiency satisfactory?				
ADMINISTRATION OF FLIGHT SCENARIO	YES	NO	N/C	N/A
27. Operation of simulator console satisfactory?				

28. "Realistic, real-time" events as much as practical satisfactory?				
29. Handling of marginal performance satisfactory?				
30. Handling of unacceptable performance satisfactory?				
31. Handling unexpected simulator or scenario glitches satisfactory?				
LINE CHECK OR SUPERVISORY PILOT ROLE	YES	NO	N/C	N/A
32. Check candidate is qualified for the route and type of operations proposed?				
33. Check candidate understands prohibitions on simulated IFR and abnormal?				
34. Check candidate exhibits very well standardized procedures (ref Ops Manuals)?				
35. Check candidate's evaluation is directed to standardized conduct of flight operations?				
36. Check candidate does not "lead" person being checked?				
37. Check candidate demonstrated the ability to evaluate an individual while at the same time perform the crew member activities normally associated with the seat occupied?				
RIGHT SEAT CONVERSION TRAINING	YES	NO	N/C	N/A
38. Has the PIC completed right seat conversion training before operating from the co-pilot's position?				
39. Has a pilot who may be assigned to operate from either pilot's seat completed the appropriate training and checking programme?				
40. Does a PIC whose duties also require him to operate from the right-hand seat and carry out the duties of co-pilot, or PIC required to conduct training or examining duties from the right-hand seat completed additional training and checking including				
(a) An engine failure during takeoff (simulated when carried out in an aeroplane)?				
(b) A one engine inoperative approach and go-around?				
(c) A one engine inoperative landing?				
41. When operating from the right-hand seat, are the checks required for operating in the left-hand seat also valid and current?				
DEBRIEFING AND EVALUATION OF PERSON CHECKED?	YES	NO	N/C	N/A
42. Debriefing covered all significant items?				
43. Accurate assessment of performance of person being checked?				
COMPLETION OF REQUIRED DOCUMENTATION	YES	NO	N/C	N/A
44. Company Records properly completed by check candidate?				
45. Record of results of pilot check by check pilot properly routed for insertion in pilot's personnel record file?				

OTHER				

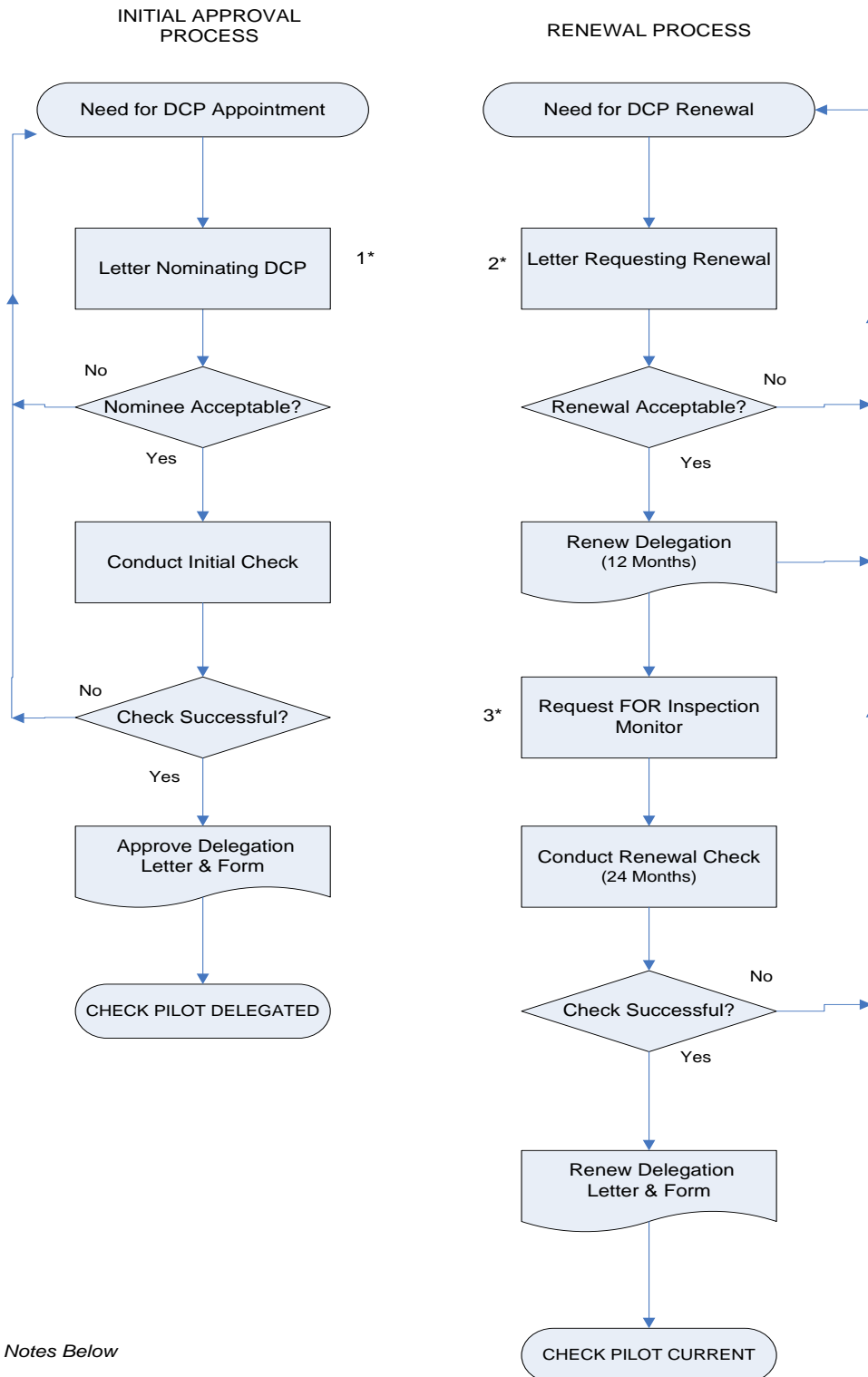
Inspector's Assessment & Recommendations	
Name & Signature of Inspector(s)	Date:

Appendix E

RESERVED

Appendix G

DCP APPROVAL



* See Notes Below

Notes on DCP approval/renewal process

1* Initial Nomination - Required documents:

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

2* 12 Month Renewal - Required documents:

- Copies of valid License showing IR validity and type rating
- Copies of valid medical form
- Completed KCAA nomination form (FORM: AC-OPS021)
- Completed check pilot activity form (FORM: AC-OPS021A)
- Copies of logbook indicating proficiency and recency

3* 24 month Inspector Monitor - Required documents:

- Copies of valid License showing IR validity and type rating
- Copies of valid medical form
- Completed KCAA nomination form (FORM: AC-OPS021)
- Completed check pilot activity form (FORM: AC-OPS021A)