
CHECK PILOT/FLIGHT ENGINEER APPROVAL AND SURVEILLANCE

1.0 PURPOSE

This Advisory Circular gives guidance to operators on procedures for approval, surveillance and renewal of a check pilot/flight engineer.

1.1 Cancellation: This Advisory Circular cancels CAA-AC-OPS032C January 2017, renumbered to 021

2.0 REFERENCES

- 2.1 Civil Aviation (Operation of Aircraft- Commercial Air Transport) Regulations as amended
- 2.2 Civil Aviation (Operation of Aircraft- Helicopter) Regulations as amended
- 2.3 CAA-M-OPS021 Designated Check Pilot Manual as amended
- 2.4 FORM: AC-OPS021 Nomination of Designated Check Pilot as amended
- 2.5 FORM: AC-OPS021-1 Designated Check Pilot Activity form as amended

3.0 GENERAL

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

4.0 THE FIVE PHASE PROCESS FOR A CHECK PILOT/ FLIGHT ENGINEER APPROVAL

The check pilot/ flight engineer approval process is conducted in a five phase's process

5.0 PHASE 1 – PRE-APPLICATION

5.1 Phase one may begin either during the certification process for an AOC when the Inspector briefs an applicant on the check pilot/ flight engineer requirements, or at any time an operator seeks information on the process. Where applicable, the briefing will include information on the approval of a cadre of check Pilots/ flight engineers for a start up operator.

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

5.2.1 Check Pilot

- 5.2.1.1 Proficiency check pilot-Aircraft
- 5.2.1.2 Proficiency check pilot-Simulator
- 5.2.1.3 Line check pilot -All seats
- 5.2.1.4 Line check pilot -observer seat only
- 5.2.1.5 Check pilot -All checks
- 5.2.1.6 Check pilot (flight Engineer)

5.3 An operator is required to designate a person as a check pilot/ flight engineer and submit a letter of request for approval by the Authority as a check pilot/ flight engineer in a specific classification. The letter should be accompanied by –

- 5.3.1 Nomination form
- 5.3.2 Brief curriculum vitae of the pilot's/ flight engineer's aviation background and experience;
- 5.3.3 Copies of the pilot's/ flight engineer's appropriate licence and ratings; and
- 5.3.4 Copy of the pilot's/ flight engineer's medical certificate.
- 5.3.5 Proof of proficiency
- 5.3.6 Proof of training

6.0 PHASE TWO - SUBMISSION OF DOCUMENTATION

6.1 Phase two begins when the Authority receives the application letter and attachments. The assigned Inspector will conduct an initial cursory review of the documents to assess whether the nominee meets the basic qualification requirements for the type of check pilot approval sought.

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

7.0 PHASE THREE - REVIEW OF DOCUMENTATION

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

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

8.0 PHASE FOUR - CHECK PILOT EVALUATION

8.1 A check pilot/ flight engineer is evaluated in Phase four by an Inspector observing the check pilot/ flight engineer candidate conducting an actual check. The purpose of the check pilot/ flight engineer evaluation is to ensure that the candidate has achieved the required skills for briefing, evaluating, and debriefing a pilot/ flight engineer. The pilot/ flight engineer receiving the check should be a line crew member who is due for an evaluation. The pilot/ flight engineer must not be an instructor or check pilot/ flight engineer unless previous approval has been received from the

Authority. Such approval would only be granted in unusual circumstances.

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

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

9.0 PHASE FIVE - CHECK PILOT/FLIGHT ENGINEER APPROVAL

Approval of a designated check pilot/flight engineer is an approval form signed by the Manager Flight operations. A check pilot/flight engineer approval is valid for one year.

9.1 A check pilot/flight engineer approval may be amended, suspended or withdrawn by the Authority

NOTE: A check pilot/flight engineer approval is only valid for the specific air operator under which it was granted.

10.0 APPROVAL OF A CHECK PILOT/FLIGHT ENGINEER FOR MULTIPLE AIRCRAFT

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

10.1 A check pilot may be approved to serve in all single-engine aeroplanes that an operator operates;

10.2 A check pilot/flight engineer may be approved to serve in two different types of helicopters;

10.3 A check pilot/flight engineer may be approved to serve in a combination of two of the following aircraft families:

- One series of multiengine aeroplanes;
- Single engine aeroplanes; and
- Helicopters.

11.0 PERIODIC REPORTING AND REPORTING OF UNSATISFACTORY CHECKS

An operator must provide an annual report of each check pilot's/flight engineer's activities, including pass/fail to coincide with the Authority's periodic review. An operator should ensure that a check pilot/flight engineer is maintained sufficiently active to retain the required knowledge and skills.

12.0 SURVEILLANCE OF CHECK PILOTS/FLIGHT ENGINEER

The period of validity of check pilot/flight engineer is 12 months. A check pilot/flight engineer will be checked at least bi-annually. A renewal of a check pilot/flight engineer approval will be conducted as indicated in Appendix A. In addition an inspector may conduct random checks at 'no notice basis' on all or any check pilot/flight engineer at any time during the 24 month period.

13.0 WITHDRAWAL OF CHECK PILOT APPROVAL

13.1 A check pilot's/flight engineer approval may be withdrawn by the Authority. Reasons for withdrawing the approval of a check pilot/flight engineer include-

13.1.1 Lack of check pilot/engineer activity in the authorized role

13.1.2 A request by the operator

13.1.3 Unsatisfactory performance on the part of the check pilot/flight engineer

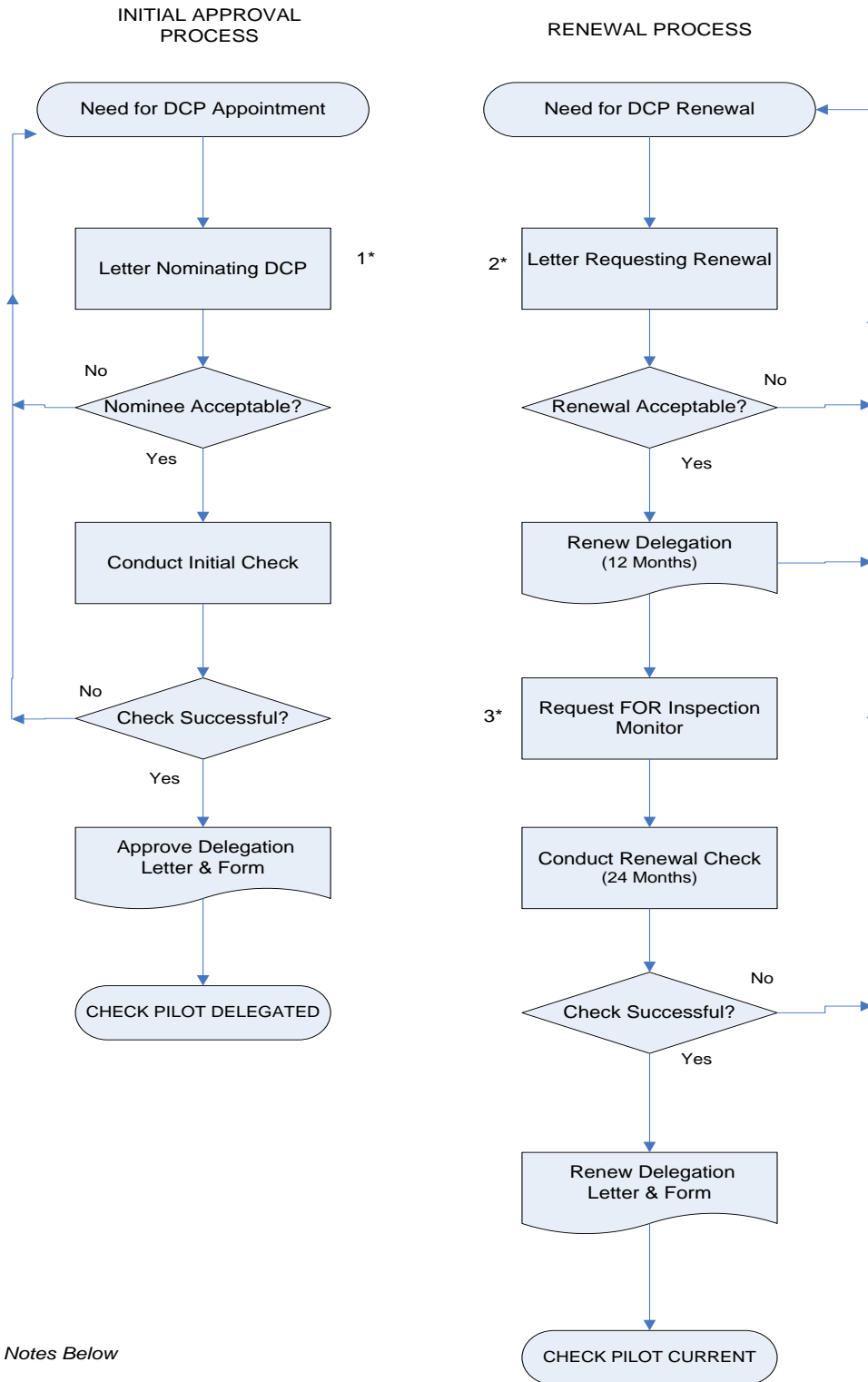
13.2 Withdrawal of Check Pilot approval shall be conducted in accordance with procedures contained in CAA-M-OPS021 Designated Check Pilot Manual as amended.



Kenya Civil Aviation Authority

Appendix A: DCP Approval/Renewal Process

DCP APPROVAL



* See Notes Below

Notes on DCP approval/renewal process

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-OPS021-1)
- 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-OPS021-1)