

CAP 7200



Designated Examiner Manual

Approved by the Director General of Civil Aviation

First Edition – 2014

Directorate General of Civil Aviation, India



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FOREWORD

This Civil Aviation Publication (CAP) 7200 has been issued by the Directorate General Civil Aviation of India under the provisions of the Aircraft Rules 1937, Rule 133 A.

This CAP contains the standards, policies, procedures and guidelines concerning the Designated Examiner program for use by both DGCA Inspectors and Designated Examiners, in accordance with the requirements of CAR Section 7 Series I Part I


For the purposes of this manual, a Designated Examiner is an Operator employee, authorized to conduct Pilot Licensing Skill Tests, Pilot Proficiency Checks and Pilot-in-Command upgrade route checks on behalf of the DGCA. Although they are employed by an Operator, Designated Examiners are first and foremost acting as delegates of the DGCA when performing their duties as an Examiner.



(M Sathiyavathy)
Director General of Civil Aviation

14th July 2016

(Approved vide F. No. AV. 22024/41/2014-FSD)

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RECORD OF REVISIONS


Flight Standards Directorate, DGCA, India is responsible to ensure that this manual is updated as required and to maintain the contents of the manual current at all times.

Amendments to this manual are promulgated by means of revisions issued whenever necessary to cover corrections and to add or modify the contents.

Any Revisions to the manual shall be shown with a vertical bar on the right side of the revised data. The page number and the revision number of the effected page must be changed accordingly. The list of effective pages and history of revisions page must be amended accordingly.

All revisions to this manual shall have the approval of the approving authority of this manual prior to publishing of the revisions.

REVISION NUMBER	DATE ENTERED	ENTERED BY
Rev 0	25 Nov 2014	CFOI
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DEFINITIONS AND ABBREVIATIONS

AFM - Aircraft Flight Manual.

Aircraft Operating Manual - a Pilot's Operating Manual, a Pilot's Operating Handbook, a Flight Crew Operating Manual or a manual established by the Air Operator for the use and guidance of crew members in the operations of its aircraft.

Applicant - a person nominated as a candidate for Designated Examiner approval by the DGCA.

ATC - Air Traffic Control.

ATPL - Airline Transport Pilot Licence.

Base Training - Take-off and landing training carried out on the aircraft for the purpose of allowing flight crew to experience actual aircraft handling characteristics. This is carried out after completion of type rating simulator training. Base training can be replaced with ZFTT, if the entry experience requirements of ZFTT are met.


C/A - Cabin Attendant(s).

CAR - Civil Aviation Requirements.

CPL - Commercial Pilot Licence.

Conducting - to take an active role in the test or check, i.e. to carry out the briefing, to control the various sequences in the check, to assess applicant(s) performance, to conduct the debriefing, and complete the required documents, including the certification of applicant(s) licence(s).

Conversion Training - the training required for crew members when changing to an aircraft for which a new type or class rating is required.

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DE Monitor Check - an annual requirement to maintain the validity of a DE authorisation, consisting of a Skill Test or Proficiency Check conducted under the observation of a DGCA Inspector, or another DE specifically authorised for this purpose.

DGCA - the Directorate General of Civil Aviation.

Differences Training - the training required for crew members and dispatchers to operate another variant of an aircraft type currently operated, or another type of the same class currently operated; or when a change of equipment and/or procedures, on types or variants currently operated, requires additional knowledge and training on an appropriate training device or aircraft.

Designated Examiner - a qualified pilot, normally employed by an Operator, who has been authorized by the DGCA to conduct tests and checks required by the Civil Aviation regulations on behalf of the DGCA.

ECAM - Electronic Centralized Aircraft Monitor.

EICAS - Engine Indication and Crew Alerting System.

Employ - to use the services of someone (does not necessarily imply financial remuneration).

Examiner - either a DGCA Inspector or a Designated Examiner.


Familiarisation Training - the training required for crew members and dispatchers to operate another variant of an aircraft type currently operated, or another type of the same class currently operated; or when a change of equipment and/or procedures, on types or variants currently operated, requires acquisition of additional knowledge.

Flight Crew - a pilot, co-pilot, or flight engineer.

FMS - Flight Management System.

ICAO - International Civil Aviation Organization.

In-flight - maneuvers, procedures, or functions that must be conducted in an aircraft.

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Inspector - DGCA Inspector.

Management Pilot - a pilot employed by an Operator in a flight operations management position.

Monitoring - means to take a passive role during the check. Monitoring will be done by DGCA Inspectors, or their delegates, where the Inspector's interest will be in the manner in which the Designated Examiner conducts the test, assesses the results and processes the necessary documentation.

Nominee - a person nominated by an Operator as a candidate for DGCA authorization as a Designated Examiner.

Normal Crew Complement - a complete cockpit crew, consisting of a qualified Captain and First Officer (candidates for a type rating Skill Test are considered qualified for this purpose).

Operator - a commercial airline operating under an AOC issued by DGCA, and in accordance with the Civil Aviation Law and Regulations.

PIC - pilot-in-command.

PIC Upgrade Training - the training required for crew members who have qualified and served as second in command on a particular aircraft type, before they serve as pilot in command, on that aircraft.

Practical Test - that portion of a flight crew test administered in a simulator or in an aircraft.


Proficiency Check - Demonstration of skill conducted for continued exercise of privileges of license, ratings or approval as may be required.

Recurrent Training - training conducted at regular intervals to refresh initial training.

Renewal (of license, rating or approval) - The administrative action taken which renews the privileges of the license, rating or approval for a further specified period, consequent upon fulfillment of the applicable renewal requirements.

Re-qualification - A generic term describing the training and checking requirements following an expiry of a qualification.

Revalidation (of qualification) - The administrative action taken, within the period of validity of a qualification, which allows the holder to continue to exercise the privileges of

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that qualification for a further specified period, consequent upon fulfillment of the applicable revalidation.

Route Check - Demonstration of proficiency in normal line operations. A route check may be carried out for purposes such as fulfilling an annual line proficiency requirement, PIC upgrade, route/aerodrome qualification etc.

Route Sector - A flight comprising take-off, departure, cruise, arrival, approach and landing phases.

SEP - Safety and Emergency Procedures.


SFI – Synthetic Flight Instructor.

Skill Test – A demonstration of skill for initial issue/renewal of a license or rating as may be required.

SOP - DGCA approved Standard Operating Procedures established by an Air Operator, which enable the crew members to operate the aircraft within the limitations specified in the Aeroplane Flight Manual.

TRI – a DGCA-authorized Type Rating Instructor.

ZFTT (Zero Flight Time Training) - ZFTT refers to an approved training course carried out on a Level D simulator without the need for base training on completion of a type endorsement. The minimum experience requirements for flight crew entering a ZFTT course are 500 hours on turbojet aeroplanes with AUW exceeding 5700 kgs or 500 hours on turboprop aeroplanes with AUW exceeding 10000 kgs. When a pilot transitions from turboprop to turbojet, the minimum experience requirements for flight crew are 1500 hours on turboprop aeroplanes with AUW exceeding 10000 kg.

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CHAPTER 1 – INTRODUCTION

1.1 Delegation Policy

The Designated Examiner (DE) programme has been instituted to allow Operators to develop and maintain a program of flight crew tests and checks independent of the availability of DGCA Inspectors. Designated Examiners shall be constantly aware that they perform their duties as delegates of the DGCA.

Examiners while conducting or observing a flight check from the observer's seat, are cautioned not to move throttles, controls, pull circuit breakers or otherwise do anything that would cause confusion or distraction to the flight crew.

The Designated Examiner program is designed to supplement inspection requirements by delegation of certain authority.

The number of Designated Examiners and their conduct of tests and checks are closely monitored by and at the option of the DGCA.


A DGCA Inspector, when directed may conduct any of the tests and checks and may monitor any Designated Examiner conducting any test or check, at any time.

Any effort by an Operator to influence or obstruct a Designated Examiner, in any way, in the course of fulfilling his obligations to the DGCA, will result in the forfeiture of the Operator's Designated Examiner programme as such. The validity of any checks performed by the affected Designated Examiner will also be revoked.

An Inspector may conduct any of the tests and checks referred to in this manual. An Inspector may monitor any approved Designated Examiner conducting any test or check, at any time.

Examiners shall hold a license and rating at least equal to the license or rating for which they are authorized to conduct Skill Tests or Proficiency Checks.

Suitably qualified personnel of recognised integrity may be nominated by an Operator

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for appointment DGCA as Designated Examiners. The Operator shall forward a Designated Examiner Nomination Form (Appendix A) for each nominee to the DGCA. Formal advice of the acceptability of each nominee must be received from DGCA prior to commencement of the Examiner training course. DGCA may also

nominate suitably qualified personnel employed by an Operator to act as Designated Examiners for that Operator's programme.

Although the Designated Examiner is the holder of DGCA authorization, he nevertheless requires the authority of the Operator to conduct checks/tests on behalf of the DGCA.


1.2 Conflict of Interest

Since designated examiners primarily are operator's employees carrying out functions on behalf of DGCA, therefore sometimes it may result in a situation of conflict of Interest. This issue has been addressed herein for the clarity of the designated examiner.

Conflict of interest is defined that any relationship that might influence an approved examiner to act, either knowingly or unknowingly, in a manner that does not hold the safety of the flying public as the primary and highest priority. The following situations are considered as possible and obvious conflict of interest between the DE and his delegated authority;

- Level of examiner's financial interest in the company (Air operator);
- Examiner's direct involvement in company (Air Operator) ownership, control or Management;
- Examiner owning a substantial number of voting shares in the company (Air/Operator);
- Examiner having family ties with company (Air Operator) owners including Management pilots.
- Conducting a Test/Check on a pilot whom the examiner has trained which is Subject to the Test/Check.
- The relationship between the check candidate and the examiner.
- Any privileges or favour, which could bias the examiner's ability to conduct his duties.

Note: Conduct of recurrent PPC/IR or PPC by a DE on a pilot whom the DE has trained under a concurrent TRI approval is permitted till 31 Mar 2016.

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Each applicant, whose name is recommended by operator, shall declare in his resume, which accompanies the nomination form, any conflict of interest of which they have knowledge, and shall agree to discuss any change in its status in this regard at each annual monitor thereafter. In order to preclude an actual conflict of interest, the DGCA shall, in conjunction with the Operator, evaluate each nominee's background, character and motives and resolve any conflict of interest found, prior to advising the acceptance of each nomination.

All Examiners are held to be in a "perceived" conflict of interest, as they are simultaneously employees of the company and delegates of the DGCA when performing their checking duties. To avoid a "real" conflict of interest, it is imperative that while performing delegated functions Examiners strictly adhere to the DGCA policy and guidelines. Lack of adherence may result in cancellation of such delegation.

The final authority, for deciding whether there is any conflict of interest that might affect the Examiner's ability to conduct tests and checks in an impartial manner, rests with the DGCA.

Wherever, any designated pilot come into a situation of conflict of interest, a full report of the circumstances shall be immediately submitted by him/operator to the DGCA for review.

It must be emphasized that any effort by an Operator to influence or obstruct a Designated Examiner, in any way, in the course of fulfilling his obligations to the DGCA, will result in the forfeiture of the Operator's Designated Examiner programme. The validity of any checks performed by the affected Designated Examiner will also be revoked.

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CHAPTER 2 - DESIGNATED EXAMINER NOMINATION, APPLICATION AND APPROVAL

2.1 Initial Approval

2.1.1 The Operator


The Operator's Post-Holder Training shall complete and sign the Nomination for Designated Examiner Form (Appendix A), in accordance with the instructions printed thereon. A resume of the candidate's background, qualifications and experience is required, and must include a summary of previous checking, training or supervisory experience. A candidate shall also declare, on his resume, 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 Designated Examiner authority.

The operator, while requesting appointment of examiners shall justify the need of number of Designated Examiners required to meet the quantum of regulatory checks to be performed. The operators shall also ensure and confirm that pilots recommended for appointment as Examiners are of recognized integrity, free from prejudices and strong likes and dislikes and capable of recording fair assessments and shall be known for impartial conduct. They shall be capable of instilling high standard of discipline among the air crew and shall have balanced attitude towards them.

Note 1: Pilots approved as Examiners under CAR Section 7 Series I Part I Issue I dated 27 May 1998 (up to Rev 7) and holding current approval prior to introduction of this CAR will be appointed as DEs notwithstanding the DE workforce calculation requirement provided they meet other requirements as per the CAR.

Note 2: ATO (including TRTOs) may under mutual agreement with an operator, sponsor additional DEs to cater to the requirements of ATO.

The DGCA will assess every case, with consideration given to all circumstances involved. When the Post-Holder Training is the candidate, the form must be signed by the Accountable Manager. If a deviation from the qualifications and experience requirements is required, supporting documentation justifying the deviation must be included with the nomination form.

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The completed nomination form, with required supporting documentation, shall be submitted to the Principal Operations Inspector (POI) holding responsibility for the Operator. The POI will scrutinize the nomination prior to forwarding it to FSD, DGCA.

2.1.2 The DGCA

The DGCA is solely responsible for the acceptance and authorisation of all Designated Examiners. DGCA may also nominate suitably qualified personnel employed by an Operator to act as Designated Examiners for that Operator's programme.

Designated Examiner nominees shall normally satisfy the experience and qualification requirements specified in this manual. However, if considered necessary or desirable, the DGCA may select a nominee not meeting all of the specified requirements. Justification by DGCA will be included with the nomination form.


For designation as Examiner the nominated pilots shall be subjected to a process of selection. The selection process shall be on the basis of applications received from the entire pilot population that meets the eligibility criteria. The selection process shall be carried out by a Board in DGCA HQ that will meet in the first week of the January, April, July, October and additionally as deemed necessary. The Board will be chaired by the JDG/CFOI DGCA with the members being a type rated (if available) Dy CFOI/SFOI/FOI and the operator's Post-Holder Training. The scope of the interview for the selection shall be:

- Knowledge of Aircraft Rules, CARs and DGCA circulars pertaining to DE functions and responsibilities.
- Knowledge of CAP 7200 DE Manual

On selection and successful completion of training and checks, the completed records shall be submitted to FSD, DGCA for appointment of the Designated Examiner. In case the nominee does not pass the selection board process, he may appear after a minimum gap of 3 months.

DGCA will consider retaining the designation of Examiners who;

- (a) Change aeroplane types with the same operator, or;
- (b) Change of operator with same type of aeroplane, or;
- (c) Change of operator with change of aeroplane type

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Note: Change of operator in this context is from one scheduled operator to another scheduled operator

On selection and successful completion of training and checks, the completed records shall be submitted to FSD, DGCA for appointment of the Designated Examiner.

2.2 Addition of Further Type or Authority to an Existing Designated Examiner Approval


DGCA will consider retaining the designation of Examiners who change aircraft types with the same operator or with the change of operator with same type of aircraft, after completing the Operator's Conversion Course and experience requirements on the new type/ with new operator.

A Designated Examiner Nomination Form shall be submitted, containing only the additional information pertaining to the type of aircraft or additional privileges requested. The application shall be signed and submitted as for an initial Designated Examiner approval

The POI responsible for the Operator shall verify the nominee qualifications, including the candidate's demonstrated ability to conduct Skill Tests and Proficiency Checks on each aircraft type requested before forwarding it to FSD, DGCA.


When the applicant has met all requirements, and completed training as per Para 4.1 (e) to (h) for change of aircraft type or (h) for same aircraft type but change of operator, a revised Designated Examiner Authority shall be issued, superseding previous appointment date.

The revised authority shall be annotated "This authority supersedes and cancels the approval dated (previous approval date)"

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CHAPTER 3 - DESIGNATED EXAMINER NOMINEE QUALIFICATIONS


- 3.1 While recommending the pilots for appointment as Examiners, operator shall ensure that the candidate:
- Holds a valid ATPL which would allow the applicant to act as pilot in command on the same type of aircraft as requested in the application for checking functions;
 - Holds a current Proficiency Check on type;
 - Is Pilot-in-Command in the same type of commercial operation (scheduled) for which examining authority is sought;
 - Demonstrates satisfactory knowledge of the contents and interpretation of the DGCA Civil Aviation Requirements and applicable regulations;
 - Demonstrates a thorough knowledge of the contents of the Operator's Operations Manual, Operations Specifications, SOPs and the applicable aircraft operating manuals;
 - Demonstrates his knowledge and ability to conduct Skill Test(s), Proficiency Check(s) and PIC upgrade check(s), as appropriate, on the applicable aircraft type (and/or simulator) for which the Designated Examiner has been nominated; and
 - Has functioned as an Instructor/TRI on the same type with the operator for a minimum period of 6 months or has functioned as an Examiner with the same/another operator for a minimum period of 12 months during the previous 5 years or for a pilot employed by the operator and issued with FATA, functioned as a TRE with an ICAO Contracting State for a minimum period of 2 years during the previous 3 years, and;
 - Has not been held blameworthy for an aircraft accident in the previous 3 years or an aircraft incident in the previous 1 year.
 - Has not been tested alcohol positive in the pre/post medical check in the previous 3 years.
- Note: Another type in context of (g) above means turboprop to turboprop, turbojet to turbojet*
- 3.2 An Examiner shall have the following qualifying experience prior to appointment as DE for the first instance with a scheduled operator:
- Total Flying Experience - 4,000 hours
 - Total Command Experience - 2,000 hours

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(c) Total Command Experience on the type - 1,000 hours

3.3 The qualifying command experience on type for subsequent appointment as DE shall be:

- (a) With the same operator - 500 hours in case of a pilot who has been a functional Examiner or a period not less than one year, and 250 hours in case of a pilot who has been functional Examiner for a period not less than two years.
- (b) With change of operator on same type/change of type – 750 hours in case of a pilot who has been a functional Examiner or a period not less than one year, and 500 hours in case of a pilot who has been functional Examiner for a period not less than two years.


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CHAPTER 4 - DESIGNATED EXAMINER NOMINEE INITIAL TRAINING

4.1 The pilots shall undergo the following training in order to obtain appointment as a DE for the first instance with a scheduled operator:


- (a) A briefing, conducted by a DGCA Inspector, or a DE covering the following topics;
 - (i) The procedures and techniques associated with the conduct of Skill Tests and Proficiency Checks;
 - (ii) The techniques and standards used in the assessment and evaluation of candidate's performance;
 - (iii) Briefing and debriefing procedures and requirements;
 - (iv) Completion of all applicable forms and documentation; and
 - (v) The contents and interpretation of all applicable manuals and publications.
- (b) The completion of an approved training course covering the assessment of CRM skills, and the use of facilitation techniques;
- (c) The observation of at least one Skill Test or Proficiency Check in an approved simulator;
- (d) The conduct of at least two Skill Tests and/or Proficiency Checks in an approved simulator, under the supervision of a DE. The nominee shall carry out the briefing, conduct the check and subsequent debrief, and then complete all necessary paperwork which shall be made under supervision of the DE conducting the training; and
- (e) Appropriate simulator training, covering the DE's role and the exercises required in the aircraft to complete a type-rating Skill Test;
- (f) Conduct simulated skill test/PPC for one trainee in an aeroplane, under the supervision of a DE. Credit will be allowed for base training if done on the same aeroplane type as TRI.
- (g) Undergo a DGCA FOI Monitor Check, during which a DGCA Inspector will observe the applicant conducting a Skill Test or Proficiency Check on a candidate (or candidates) in an approved simulator.

Note: FOI check will be carried out as per form in Annexure 15 to CAP 8200 FOI Manual

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4.2 The pilots shall undergo the following training for subsequent appointment as a DE with a scheduled operator:

- (a) Change aeroplane types with the same operator – Para 4.1 (e) to (g) above.
- (b) Change of operator with same type of aeroplane – Completion of Operator's Conversion Course and Para 4.1 (g) above
- (c) Change of operator with change of aeroplane type – Completion of Operator's Conversion Course and Para 4.1 (e) to (g) above.


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CHAPTER 5 – VALIDITY AND RENEWAL OF EXAMINER APPOINTMENT

- 5.1 Unless withdrawn, the appointment of the Examiners shall remain valid for a period of five years from the date of issue of appointment so long as the pilots continue meet the applicable requirements of CAR Section 7 Series I Part I, and remain in the employment of the operator who has obtained the appointment.
- 5.2 The DE appointment will cease to be valid whenever any of the following conditions apply:
- More than 12 months have elapsed since completion of an Examiner Refresher Course or Workshop conducted by, or acceptable, to the DGCA. Such a workshop shall cover assessment standards and practices, licensing requirements and current regulations; or
 - More than 12 calendar months have elapsed since the DE has been monitored by a DGCA Inspector, for this purpose, whilst conducting a Skill Test or Proficiency Check in an approved simulator (DE Standardization Check); or
 - When less than 6 Skill Tests or Proficiency Checks sessions have been conducted by a DE within a 12 month period; or
 - The DE's type or instrument rating has expired; or
 - The DE's license is not valid or has expired; or
 - The DE's medical category invalidates his licence; or
 - The DE authorization is withdrawn by the DGCA; or
 - More than 12 months have elapsed since a DE has occupied either pilot's seat during circuit training in a simulator or aeroplane (in this case, the DE appointment will be restricted to flight simulator checks provided all other validity requirements continue to be satisfied).
- Note: In case the appointment of Examiner is no longer valid due to para(a) to (f) above, appointment will be automatically revalidated on compliance of these requirements.*
- 5.3 Renewal procedure of the appointment of Examiner is given below;
- The responsibility to request renewal prior to expiration of Examiner appointment rests with the Operator concerned.
 - At least three months prior to the expiration of appointment the Operator shall request for renewal in writing.
 - Following will be attached to the renewal request;

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- (i) Record of all Tests / Checks the Examiner has conducted during the last 12 months.
- (ii) Copy of Examiner's current license and medical certificate
- (d) The application shall indicate the dates the Examiner can be made available for an Inspector to monitor / conduct a Test / Check if required.
- (e) DGCA shall review the request with particular attention to the number of Tests / Checks conducted by the Examiner during the past year and other renewal requirements specified in this Manual and CAR Section 7 Series I Part I. This is to ensure that the Examiner is being well utilized by the Operator and to justify his continued designation.
- (f) If the document review is satisfactory DGCA, will assign an FOI to carry out a DE Standardization Check as required.
- (g) If the performance of the Examiner is satisfactory the Examiner designation may be renewed.
- (h) If the performance of the Examiner is not satisfactory for any reason the Examiner and the Operator shall be informed accordingly.

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CHAPTER 6 - WITHDRAWAL OF DESIGNATED EXAMINER APPOINTMENT


- 6.1 The appointment of an Examiner may be withdrawn by the DGCA if the pilot is found lacking in any of the requirements. Besides, a Board consisting of the Chief of Operations and Chief of Training of the operator may also recommend to the DGCA, withdrawal of appointment as Examiner in respect of any pilot giving adequate justification.
- 6.2 Examiner appointment may be withdrawn by the DGCA, in part or in whole, for due cause. In these cases, the DGCA Flight Standards Directorate will issue a written notification of withdrawal of appointment to the Examiner concerned, and also inform the applicable Operator(s). Where there is an immediate threat to safety, this appointment will be withdrawn immediately. The DGCA may withdraw an Examiner's appointment if evidence shows that an Examiner has:
- a) At any time, acts in a manner which is in contravention of the guidelines contained in this Manual and CAR Section 7 Series I Part I;
 - b) Placed a personal interest, or the interest of the company, ahead of the interest of the DGCA and the travelling public;
 - c) Failed to follow the applicable instructions to maintain the required standards, or to follow proper procedures;
 - d) Fraudulently misused Examiner authority, or acted in any other way that would discredit the DGCA;
 - e) Tested alcohol positive in a pre/post flight medical check.
 - f) Breached the DGCA Civil Aviation Rules and Regulations;
 - g) During the course of a Proficiency Check, or DE Standardization Check, failed to meet the required DGCA Standards.
 - h) Exercised poor judgment in assessing a candidate's performance, in relation to the standards contained herein; or
 - i) Failed to represent DGCA in a manner acceptable to the Director General

Except where there is an immediate threat to safety, the DGCA, prior to making a final decision in the matter of withdrawal of an Examiner's appointment, shall ensure the matter has been investigated thoroughly; and the Examiner and, where applicable, the concerned Operator, have been given a formal opportunity to respond to the allegations, or in writing.


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CHATER 7 - DESIGNATED EXAMINER COURSE

- 7.1 Every DE shall unless otherwise exempt by the DGCA have completed the Designated Examiner course prior to appointment as a DE. It is necessary that a DCP undergo recurrent training at least once in every two years. The course shall cover at least the following with sufficient details;
- a) General, including regulations.
 - b) Training Content
 - c) Test/Check Standards
 - d) Purpose of test and checks
 - e) DE preparation for test/check
 - f) Weather minima
 - g) Preflight –briefing
 - h) Applicant's planning and facilities
 - i) Airmanship
 - Assessment System
 - Flight Management
 - Conduct of test/check
 - Repeat items
 - Pass/fail criteria
 - The result
 - j) Post flight –debrief
 - k) Complaints and Appeals
- 7.2 The DE course for initial qualification will be a 2-day course consisting of approximately of 50% direct instruction, 25% self-study, 25% assessment case scenarios and evaluation. The refresher course will be a 1-day course consisting of approximately 50% direct instruction 25% self-study, 25% assessment case scenarios and evaluation given as follows:

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Time	Session	Day 1 (Initial)	Day 2 (Initial)	Refresher
1000 1130	1 st Session	Introduction Course Objectives Course Schedule Introduction to ICAO Annex, Docs DGCA Regulations	Nature and scope of Authority Withdrawal of DE Authority Expiration of DE Authority Monitoring of DE	Introduction Course Objectives Course Schedule Changes and amendments in Regulations and Manuals
1130 1145	Tea Break			
1145 1315	2 nd Session	CAP 7200 DE Manual Delegation Conflict of Interest Responsibilities Conduct of checks	Skill Tests, IR PPC (Simulator) PPC (Aircraft) Fail Points Tolerances Orientation on Forms	Skill Tests, IR PPC (Simulator) PPC (Aircraft) Fail Points
1315 1400	Lunch			
1400 1530	3 rd Session	Self-study regulations Self-study CAP 7200	Self-Study	Self-Study
1530 1545	Tea Break			
1545 1645	4 th Session	Self-study CAP 7200	Assessment scenarios	Assessment scenarios
1645 1730	5 th Session	Debrief	Self-study Evaluation	Self-study Evaluation

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CHAPTER 8 - DESIGNATED EXAMINER MONITORING AND CHECKING

8.1 DGCA Records and Responsibilities

The DGCA shall monitor the standards of all DEs by:


- Monitoring each DE while he conducts a Skill Test or Proficiency Check every 12 months - this check shall be referred to as the DE Standardization Check;
- Reviewing the Operator's utilization of Designated Examiners on a regular basis;
- Monitoring the activities of each Designated Examiner to ensure:
 - his reports are complete, accurate and meaningful;
 - his Checks cover the required sequences;
 - his conduct of Checks is fair and in conformance with the standards and procedures described in this manual;
 - he is acting within the limits of his authority; and
- Completion of the Designated Examiner Standardization Report, retaining of records, and updating the Operator's Designated Examiner file.

8.2 Operator Records and Responsibilities

It is the Operator's responsibility to ensure a Designated Examiner's appointment is valid before scheduling him to conduct a Check. To aid in this responsibility, an Operator shall maintain records to show:

- The last date on which each Designated Examiner has undergone a DE Standardization Check by an Inspector and when his next DE Standardization Check is due; and
- The last date on which each Designated Examiner attended a DE Refresher Course, and when the next course is due;
- A list of the Tests/Checks conducted by each Designated Examiner, using a recording and reporting system approved by DGCA. Records are required to be submitted for each DE every quarter. Where a DE has not conducted any checks/ tests in a quarter, the record shall be annotated "no checks/tests conducted this quarter".

- If a delay or problem is anticipated by the Operator in arranging a DE Standardization Check for a Designated Examiner prior to the expiry date, contact shall be made at once by telephone with the CFI to make alternate arrangements. If the Operator can show that it is impractical to arrange a Standardization check to fulfill the requirements above, prior to the expiry date, an extension may be granted by the DGCA on a specific case basis.

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8.4 In order to maintain up to date records for Designated Examiner utilization, the Operator shall inform the DGCA when a Designated Examiner is no longer in the employment of the Company, or will not be required to perform Designated Examiner duties during the coming 24 months.


8.5 Procedures for Monitoring and Checking

In the case of DE Standardization or Release Checks, the Inspector (or the DE authorized to conduct the check) will meet with the Designated Examiner under monitor prior to commencement of the test or check, to establish the sequence of procedures to be demonstrated and to delineate the extent of the Inspector's input.

Either the Inspector or Designated Examiner may conduct pre-flight activities including the briefing of the candidates.

Upon completion of the check ride portion of the monitored Test/Check, the Inspector and the Designated Examiner under monitor will confer separately, 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 Designated Examiner, the Inspector's evaluation shall take precedence, and be used in the debriefing.

The documentation procedures shall be observed by a DGCA Inspector (or a DE so authorized), upon completion of a DE Standardization or Release Check by completion of the Standardization or Release check report (Appendix A / Annexure 15 to CAP 8200 FOI Manual).

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CHAPTER 9 - DESIGNATED EXAMINER TERMS OF REFERENCE

9.1 General

The DE shall not conduct a Skill Test on a candidate for whom he has conducted the associated conversion course training, nor shall he conduct the re-check of a candidate who has failed a previous skill test or proficiency check, and for whom he has conducted the necessary remedial training. This is applicable under a concurrent TRI authorization except as permitted in CAR section 7 series I Part I, Para 4.2.


Note : Conduct of recurrent PPC/IR or PPC by a DE on a pilot whom the DE has trained under a concurrent TRI approval is permitted till 31st March 2016.

9.2 Designated Examiners are accorded the following functions and required to perform associated check/tests during the course of the designation;

- a) Skill tests for issue/renewal of type rating;
- b) PPC and IR check;
- c) PIC upgrade route checks;
- d) Standardisation checks of Instructors;
- e) Training/check of DE;

9.3 a) An Examiner shall exercise his DE functions on an aircraft only when he has Minimum of 10 hours flying experience as PIC on the type during the preceding 90 days. If he does not meet such recent flying experience, the DE will be limited to the DE functions on the simulator till recent experience as mentioned above is acquired.

- b) An Examiner shall continue to exercise his DE functions when he has exercised The functions of Examiner as applicable on the type during the preceding 6 months except when a pilot is newly appointed on the type. In case an Examiner is not meeting this recent experience, he shall first exercise his DE functions under the supervision of a functional DE or DGCA Flight Inspector. He shall start functioning independently again, only if his proficiency is found satisfactory.

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CHAPTER 10 - GUIDELINES FOR SKILL TESTS AND PROFICIENCY CHECKS

10.1 General

The aim of a Skill Test or Proficiency Check is to:

- Determine, by practical demonstration, whether the applicant has reached and/or maintained the required level of knowledge and skill for the rating;
- Improve the overall standards of instruction and training, by identification of those exercises and procedures which are failed, or for which marginal performance is commonly observed; and
- To ensure that safety standards are maintained and where possible improved, throughout the aviation industry by requiring the application of sound airmanship and flight discipline.

Skill Tests and Proficiency Checks will be conducted in accordance with the standards described in this chapter. They shall be documented on the DGCA 40 CA 41, CA 42 report forms as applicable.


All Skill Tests and Proficiency Checks should be conducted with a normal crew complement as far as possible.

A Skill test or a Proficiency Check shall consist of a demonstration on Pilot Flying (PF) duties by the crew.

A Skill Test or Proficiency Check of a PIC shall be completed in the seat occupied by the pilot in-command, and a test or check of a co-pilot shall be completed in the seat occupied by the co-pilot.

Each co-pilot will demonstrate his ability to perform his assigned functions during Skill Tests and Proficiency Checks. Company limits for First Officers, of minimum ceiling and visibility do not apply during Skill Tests and Proficiency Checks. First Officer Company crosswind limits continue to apply.

It is essential that a common standard is applied by all examiners. However, because flights may be conducted in different and sometimes varying conditions and circumstances, each examiner must consider all aspects when assessing the flight. The examiner must exercise sound judgment and impartiality throughout. To assist with this, each examiner should maintain a record of the test/check so that all aspects may be debriefed comprehensively.

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When the Proficiency Check is conducted in a simulator, all components must be operative as per the approved aircraft MEL, and the approved Simulator Allowable Deficiency List (ADL) Missing Malfunctioning Inoperative (MMI) items list or equivalent applicable to the simulator concerned. The motion and visual systems must meet the standard set forth in the DGCA simulator approval letter. Headset use is mandatory, in accordance with the Operators' SOPs, for all checks conducted in a simulator.

When any portion of a Skill Test or Proficiency Check must be conducted in an aircraft, the aircraft portion of the test/check shall take place within 30 days of the simulator test/check, not including the day of the test/check. When it is impractical to arrange the airborne portion of the test/check within 30 days, the DGCA may grant an extension.

The format for a Skill Test or Proficiency Check is intended to simulate a practical flight environment, i.e. a commercial air transport flight. Planning and preparation must be completed by the crew using routine planning material, in accordance with normal operating procedures.

In flight, the candidate must use the normal charts and plates, as per the applicable company's operation, i.e. it is not acceptable to use "home-made" line drawings or photocopied material which has been customized or highlighted.


Examiners are reminded that when check scenarios are written to offer several operational choices, they must refrain from imposing their personal "optimum" operational solution on the crew.

Most pilots will dislike the prospect of being tested. Some applicants may become nervous, which might affect their performance. The attitude and approach of the examiner can do much to overcome these difficulties. The examiner must establish a friendly and relaxed atmosphere, which will enable the applicant to properly demonstrate his abilities. A severe or hostile approach by the examiner must be avoided, and will not be tolerated by the DGCA

10.2 Modifications to the Lesson Plan

A Skill Test or Proficiency Check is normally conducted in accordance with a set lesson plan, which is designed to ensure the accomplishment of the mandatory test/check items and sequences. However, the examiner conducting the test/check may modify the lesson plan, bearing in mind the assessment standards specified in Para 10.9.2. as follows:

- By changing the sequence of items or manoeuvres to achieve an orderly and efficient flow of a practical flight, having regard to the existing conditions or

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- circumstances;
- By requiring the conduct of additional manoeuvres or procedures, where proficiency in any area is in doubt, either for an individual or for a crew, to properly determine actual proficiency, and to confirm that the individual or crew can operate the aircraft safely;
- By altering environmental conditions and/or system malfunctions, when defects or limitations affecting the simulator preclude use of the environmental conditions and/or system failures required by the lesson plan; or
- When an unforeseen crew decision requires subsequent modification to the scenario.

Where the lesson plan has been modified for the reasons described above; examiners must ensure that;

- All mandatory items and sequences are covered;
- The test is completed efficiently and without wasted time; and
- A record of the modification is made in the “Comments” section of the report form, to ensure data collected reflects the modified circumstances, and to provide feedback concerning the suitability of the lesson plan and/or the quality of the supporting documentation.

10.3 Examiner Participation - Simulator Tests and Checks


10.3.1 Pilot Proficiency Checks (PPC)

When conducting a Pilot Proficiency Check in a simulator, the DE shall not participate as a flight crew member, and shall limit his activities to the operation of the simulator itself, and role play of “external” resources, as appropriate. However, if it is necessary to provide training to achieve proficiency, then the DE may intervene as required.

Check items must not be briefed in advance of the first execution of such manoeuvres, i.e. prior to the “first look”. Proficiency data must be collected prior to any training and re-sit of any first look item.

Demonstration of the required proficiency standard is required for all check items in order to award a PASS for a Pilot Proficiency Check.

If any item is assessed as UNSATISFACTORY on the first attempt, then, with the exception of a crash, gross mishandling or major deviations that create a hazardous situation, training and re-sits may be conducted at the discretion of the DE, in order to restore and confirm proficiency.

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The DE shall exercise his judgment in deciding how much additional training is appropriate to provide during the PPC, for a pilot having difficulty achieving proficiency.

However, if more than two (2) re-sits are required for any one item, or the scheduled time for the check has elapsed and there is no further opportunity to complete necessary re-sits, the DE shall award a UNSATISFACTORY assessment for the applicable item(s), and rule the check as FAILED. Re-sits/repeats initiated by the crew as a result of their own decision-making, shall be counted towards the maximum allowed.

10.3.2 Skill Tests

When conducting a Skill Test in a simulator, the DE shall not participate as a flight crew member, and shall limit his activities to the operation of the simulator itself, and role play of “external” resources as appropriate.


If any item is assessed as UNSATISFACTORY then, with the exception of a crash, gross mishandling or major deviations that create a hazardous situation, a re-sit may be conducted at the discretion of the DE. Unless a re-sit opportunity occurs “naturally”, for instance as a result of crew decision-making during the remainder of the session, re-sits will usually be conducted at the conclusion of the planned session, if time remains.

All re-sits shall be conducted without prior training, practice, or coaching of any kind by the Examiner.

The DE shall always exercise his judgment in deciding when and/or if a re-sit is appropriate. Although, technically, all items on the test schedule could be subject to re-sit, this is not the intent of the discretionary authority provided to the Examiner in this respect.

If the candidate’s performance is such that several items need repeating, he is clearly not up to the required standard, and so the discretion to repeat should not be exercised any further.

In any case, if more than one (1) re-sit is required for any one item, or the scheduled time for the check has elapsed and there is no further opportunity to complete a re-sit, the DE shall award an UNSATISFACTORY assessment for the applicable item(s), and rule the check as FAILED. Re-sits/repeats initiated by the crew as a result of their own decision making, shall be counted towards the maximum allowed

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10.4 Examiner Participation – Skill Tests and Proficiency Checks conducted in an aircraft


When conducting a Skill Test or Proficiency check in an aircraft:

- The DE shall normally occupy RHS or LHS as appropriate during the check. In this case the DE is also PIC.
- The PIC must always be in a position to correct a potentially dangerous control input by a trainee;
- The PIC should bring to the trainee's attention any tendency for flight parameters to move significantly from their target values;
- The PIC will be ready for instant use of all thrust levers when a 'low and slow' situation is developing;
- If wind-shear is experienced, or forecast, then the test/check should be delayed or cancelled;
- No unauthorized manoeuvres, which might jeopardize the safety of flight, shall be conducted. In addition, no demonstrations of the flight envelope protection systems (as applicable) will be intentionally carried out;
- Practice rejected takeoffs will not be conducted. The decision to reject a take-off is made exclusively by the PIC, who will immediately take control of the aircraft. This requirement shall be emphasized during the briefing conducted prior to flight, and shall be re-emphasized during the pre-takeoff briefing conducted in the aircraft;
- Aircraft systems shall not be deliberately shut down;
- Stabilizer runaway shall not be simulated;
- An engine shall not be shut down during aircraft training. Engine "failure" shall be simulated by retarding a thrust lever to the idle stop, having first checked the correct functioning of the other engine(s). Engine failure on take-off or go around should only be simulated after gear-up selection, and after a steady climb attitude has been achieved.
- Simulated engine-out landings shall only be made to a full stop;
- Single-engine-out procedures only shall be simulated;
- Weather minima for the check will be in accordance with the minima required for type of operation in accordance with CAR section 8 series C part 1.

10.5 Documentation Checks

Prior to commencing any Skill Test or Proficiency Check, the DE shall examine and verify:

- The validity of the pilot's license and Medical Certificate of each candidate;
- The applicable training report(s) or file, including the instructor recommendation,

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for each candidate;

- The aircraft technical log book (for a check/test conducted in an aircraft); and
- The simulator status and documents, including simulator approval certificate, technical log book and ADL, MMI.

A check ride will not be conducted if licensing and training documents are not presented, are not valid, or if the company has failed to provide appropriate training for the candidate(s), as specified in the Operator's approved training programme.

10.6 Checking Cycle

10.6.1 Validity of Mandatory Checks

The validity period for an Instrument Rating is 12 months.

The validity period of the Pilot Proficiency Check is 6 months, and no extension is permitted except with permission of DGCA. The PPC can be done up to 2 months prior to the 6 month expiry period though the further validity still remains 6 months from completion of the PPC. There is another stipulation that two PPCs are required in a period of 12 months with not less than 4 months between two consecutive PPCs to meet this stipulation.

10.6.2 Extensions

The DGCA may extend the validity period of a Proficiency Check where the DGCA is of the opinion that safety is not compromised.


Applications for extension must be submitted in writing to the DGCA. Appropriate justification for the extension must be included with each application. DGCA will only consider circumstances that are beyond the control of the operator as justification for an extension.

10.7 Briefing

10.7.1 General

A pre-flight briefing of the candidate(s) for a test or check is mandatory. It must include the following information (as applicable, depending on whether an aircraft or simulator check is to be conducted):

- The mandatory items to be demonstrated during the check/test, when the check/test is conducted in the aircraft;

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- The probable duration of the check/test;
- Any restrictions or limits imposed on manoeuvres conducted in the aircraft, which are necessary to ensure flight safety;
- The serviceability of the simulator, and any differences from the aircraft;
- The extent of examiner participation, as described in Para 9.3 and 9.4, as applicable;
- The identification and role of the Pilot-in-Command.
- That the aircraft or simulator is to be flown in accordance with flight manual requirements, SOPs and within acceptable tolerances; and
- The actions to be completed in the event of a real emergency or malfunction in the aircraft or simulator.

The candidate should also be informed that:

- The Pilot-in-Command retains all command responsibility and is ultimately responsible for the safety of the operation. However, when the First Officer is the pilot flying, the initial responses and decisions following any abnormalities should come from him;
- Normal crew co-ordination and CRM is expected;
- When the check is conducted in a simulator, an emergency situation caused by incorrect or inappropriate action or response on the part of the candidate will not be corrected by the Examiner;
- Simulated emergencies introduced by the Examiner in an aircraft will be announced by the word "simulated";

For the purpose of the test or check, the weather will be simulated at or below the weather minima for the type of approach being carried out. In a visual simulator, the Designated Examiner will control the visual system to the minima specified in the lesson plan, appropriate to the exercise being conducted;

- When a test or check is conducted in the aircraft, the Examiner will call "go around" if he requires the candidate to execute a missed approach;
- The candidate(s) may be required to demonstrate proficiency in any normal or emergency procedure applicable to the aircraft type concerned; and
- Technical performance will be assessed in accordance with the:
 - aircraft flight manual, aircraft operating manual or pilot operating handbook;
 - Air Regulations and ATC procedures;
 - the Operator's Operations Manual and SOP's; and
 - Para 10.9.2 of this manual.

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10.8 Grades

10.8.1 General

Grading for the purpose of tests and checks conducted by DEs are limited to an assessment of unsatisfactory or satisfactory.

10.8.2 Grading

Unsatisfactory

A grade of UNSATISFACTORY shall be awarded for a check or test item in accordance with any of the following criteria:

- Performance does not provide an adequate margin of safety.
- Proficiency in an item falls below the required standard.
- Crew resource management skills and behaviour are not effective
- Errors are not recognised and/or resolved.

This grade shall be assigned if initial performance is well below the Operator's required standard, or (at Examiner discretion) if a pilot was unable to demonstrate the required standard after a maximum of:

- Training (at DE discretion) and two (2) re-sits, during a Proficiency Check; or
- One (1) re-sit, during a Skill Test.


Typical situations resulting in an "Unsatisfactory" grade (1) being awarded, either before or after a re-sit, include:

- Totally inadequate flight management and/or ineffective CRM skills.
- Requires constant challenge and guidance.
- Gross mishandling of the aircraft, or a crash.
- Deviations occur which violate an ATC clearance, or endanger the aircraft.
- An improper emergency procedure is used which creates a more hazardous situation.

Satisfactory

Satisfactory grade shall be assigned if performance has met with regulatory standards. In some cases, a debrief may be required even though minimum standards have been met.

Satisfactory grade shall be assigned if performance of a check or test item meets the required standard, in accordance with the following criteria:

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- Performance meets expectations and provides sustained safe flight operations.
- Proficiency in an item meets all required standards.
- Crew resource management skills and behaviour are clearly effective.
- Errors are recognised and resolved so that safety of flight is not diminished.

Satisfactory grade shall also be assigned if performance of any check or test item did not meet the expected standard, but where standard may be restored by the conduct of an appropriate debriefing.

The grade shall be assigned in accordance with any of the following criteria:

- Performance provides some measure of safety, but would be unacceptable if diminished by any further amount.
- Proficiency in an item is adequate, but occasionally falls below the required standard.
- Crew resource management skills and behaviour are not completely effective.
- Errors are eventually recognized and resolved.


Typical Situations warranting a “Satisfactory” with a debrief include

- Deviations from the required standard occur, but the crew corrects and safety is not compromised.
- An emergency procedure deviates from the prescribed checklist, but does not create a more hazardous situation.
- Deviations from SOPs are observed, but flight safety is not compromised.

10.8.3 Examples of Grades

The following examples are provided to assist Examiners in the application of the grading codes specified above.

- An Examiner observes that a candidate demonstrates below-standard proficiency for a mandatory sequence in a Skill Test. However, he decides that it may be possible for the candidate to demonstrate the required proficiency, if given an opportunity to repeat the sequence at the conclusion of the skill test programme. If the subsequent re-sit is successful, then the Examiner will award a grade of Satisfactory. If the re-sit is unsuccessful, then the sequence will be graded as Unsatisfactory and an overall “FAIL” shall be awarded for the test. Appropriate reason and comments shall be entered for the item concerned.

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- An Examiner observes that a candidate demonstrates proficiency in a particular sequence that is well below the standard required (e.g. loss of control, or crash). The knowledge and/or skill evident are unacceptably low, and the candidate obviously requires extensive training to restore proficiency. The sequence should then be graded Unsatisfactory and an overall FAIL assessed for the check. Appropriate reason number of re-sits and comments must be entered for the sequence concerned.
- An Examiner observes that a candidate demonstrates below-standard proficiency for a mandatory sequence during a Proficiency Check. However, he decides that it is appropriate under the circumstances to provide some suitable training and a re-sit opportunity for the item. The proficiency demonstrated after the first re-sit is still below standard, but the Examiner considers it appropriate to allow a further re-sit opportunity.
- If this second re-sit is unsuccessful, then a grade of Unsatisfactory shall be assigned to the sequence, and the check shall be awarded an overall "FAIL". However, if the second re-sit is successful, then a grade Satisfactory shall be assigned to the sequence. Appropriate reason number of re-sits and comments shall be entered for the sequence concerned


10.9 Assessment Guidelines

10.9.1 General

It is impossible to define all instances when a particular exercise should be graded Unsatisfactory or Satisfactory. However, it is possible to examine each sequence of a check, and test its validity against the definition for each grade. By applying this test to all exercises, standardization can be achieved in Proficiency Check and Skill Test assessments. Each sequence of the Proficiency Check, including any errors or mistakes, shall be evaluated with respect to the grade definitions.

Common errors and rating assessments are described by a variety of adjectives. Terms such as (un)acceptable, timely, safe, minor, slight, brief, lack, inadequate and excessive are used to describe a candidate's performance. It is difficult to objectively define these adjectives; however, the dictionary definition may be used to provide amplification of meaning and thereby standardization in application. 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.

Examiners shall use the assessment guidelines as a reference when

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determining the grade to be awarded for specific test sequences and items. These guidelines are not intended to be restrictive or to define all common errors. Examiners must use knowledge, experience and sound judgment, in conjunction with the grade definitions, to arrive at their assessments.


During a Proficiency Check or Skill Test, 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 member also.

The inter-relationship of flight crew coordination and aircraft systems, as it relates to automation, may mean that errors made during the completion of one exercise will affect the grading of several sequences.

If a simulator is used, remember that the examiner is acting as ATC, and therefore would not know that the crew have suffered an engine/systems failure, unless they give out a PAN / MAYDAY.

It is up to the crew to liaise with the DE. It is solely the crew's responsibility to reduce airspeed, ask to hold, or extend the final, should they wish more time to carry out the check lists etc.

When assessing non-technical or CRM skills (NOTECHS), the relevant behavioural markers must have been observed during the course of the test/check.

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10.9.2 Instrument Rating Tolerances

When making an assessment, handling qualities and performance should be taken into account. Further, the examiner should make allowance for turbulent conditions.

- **Height:** +/- 100 ft for 15 seconds
- **Speed:** +/-10 kts except in approach phase when it would be +10/-0 kts
- **Direction:** +/- 10 degrees

NOTE 1: Height Accuracy The candidate need not be failed if an error of more than 100ft occurs several times. However, the examiner should seriously consider awarding a grade or if: -

- *a height error of more than 200ft occurs; or*
- *an error of 100ft or more is uncorrected for an unreasonable period of time.*

NOTE 2: Tracking Accuracy A failure should be awarded at any time during the test/check if there is an inability to settle within +/-10 degrees of the specified track or correcting track the wrong way and maintaining the error for an unreasonable period.

10.9.3 Technical Knowledge Testing During a Skill Test or Proficiency Check

An oral examination shall be conducted prior to each Skill Test or Proficiency Check. It shall be solely concerned with testing the knowledge of items that a pilot should have available by recall, in order to operate safely and efficiently. Such testing should concentrate on the following areas:

- Limitations;
- Recall checklists;
- Systems knowledge required to understand and correctly apply normal and non-normal checklists related to the training cycle;
- Recent manual amendments;
- SOPs, including standard calls;
- CRM concepts and practices (as specified in the Operator's approved CRM training programme); and
- Operational subjects, such as correct application of Aerodrome Operating Minima and performance data.

Examiners must ensure that if two pilots are under check, then each is subjected to an approximately equal amount on oral questioning. Nevertheless, if a pilot does


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exhibit a lack of knowledge, this will justify additional questioning to establish whether or not a "Fail" grade shall be assigned.

All questions concerning Limitations, Recall Checklists, SOPs and Standard Calls should be answered correctly, after an opportunity to re-think an initial incorrect answer.

The majority of questions related to other topics should be answered correctly. Examiners are expected to exercise good judgment in assessing whether the level of overall knowledge is adequate to ensure safe operation of the aircraft. The result of the Oral Examination shall be communicated immediately on its completion, and prior to the simulator/aircraft phase of the test/check.

The result of an Oral Examination shall be indicated on the applicable report form.


If a pilot fails the Oral Examination, the entire Skill Test or Proficiency Check for the crew pairing (if applicable), is terminated immediately, and the pilot in question so informed.

10.9.4 Detailed Assessment Standards and Guidelines for Skill Tests

The following section describes assessment standards and guidelines applicable to the items required to be completed during a Skill Test and IR/PPC. The numbers specified below are those used to identify individual test/check items in CA 40 (A/B), CA 41

Items 1.1 through 1.5 - Flight Preparation

- Checks and cockpit procedures shall be carried out in compliance with the authorised check list for the aircraft type used in the test. Performance data for take-off, approach and landing shall be calculated by the applicant in compliance with the Operations Manual or Flight Manual for the aircraft used and should be agreed with the examiner.
- This item does not stipulate that it has to be the first flight of the day, however some thought should be given, when designing lesson plans, to alternating first flights with transit checks, to make sure that there is a comprehensive knowledge of the check list.
- The candidate must complete a normal start procedure and/or deal with any malfunctions.

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- In a simulator, engine start malfunctions can be given easily. In an aircraft, malfunctions may not be achievable. In this case, the examiner should establish the candidate's knowledge by use of a touch drill and/or by oral questioning.
- Crews must refrain from any activity that would compromise lookout on the ramp or taxiway.

Item 1.6 Pre-Flight Checks

- Completes any applicable pre-departure checks. Care should be taken, when designing lesson plans, to ensure that first flight of the day and transit checks are alternated, so that the knowledge of the various systems checks that are carried out on a first flight are not overlooked.
- Obtains a clearance.

Items 2.1 through 2.4 - Take-Offs


- 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 examiner 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.

Items 2.5. through 2.5.1 - Take-off with Engine Failures

- The engine failure may be combined with the departure (Item 3.9.1).
- In an aircraft this should be after V₂ when safely away from the ground, and should be simulated by closing a throttle completely. Shut down checks should be done by use of a touch drill.
- The Engine Out Procedure, is flown as designed.
- A question often asked is "how much swing is acceptable on an engine failure". There are no published tolerances. Each aircraft type has its own characteristics, and this in turn will depend on the time of the engine failure and the type of failure given.
-

Item 2.5.2 - Rejected Take-Of

- The rejected take-off should be taken to its full conclusion. e. g.: Would the aircraft


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taxi on to stand? Was brake cooling, evacuation or a further take-off considered, etc.

- If the duties for the RTO are divided, and it is performed incorrectly, care must be taken to correctly assess whether a “Unsatisfactory” grade in this item should be attributed to just one or both pilots.
- RTOs must not be performed in an aircraft, other than as a static touch drill.
- If the Operator procedures mean that the co-pilot never aborts a take-off, it will be necessary to manufacture a reason for the co-pilot to initiate the stop e.g. the incapacitation of the captain who then obstructs the controls. This scenario should be included in the three-yearly recurrent training and checking cycle.
- A candidate should not be told when the RTO will occur.

Items 3.9.1 and 3.9.2 - Departure, Arrival and Holding Procedures

- This may be combined with an abnormal or emergency procedure.
- Full use of automatics and LNAV (if fitted) is permitted. Designers of lesson plans are encouraged to use their imagination to obtain maximum benefit from this item of the test. For example, if LNAV is used, a departure with a close in turn that may require some speed control, or a change to ATC clearance that may require some reprogramming of the FMS, might be appropriate.
- Some interpretation of departure and/or arrival plates should be included. If you are using an aircraft and based at an airport that does not have a published instrument departure or arrival procedure, a clearance should be given by the examiner or gained from ATC that includes some form of altitude/turn/track adherence. A departure which only consists of radar vectors, should not be used.
- Climb/descent transitions between flight levels and altitudes using correct altimeter setting procedures.
- Flight management is demonstrated with a flight log, fuel and system checks, including anti-ice procedures when necessary.
- The candidate should comply with applicable arrival and joining procedures.
- If the arrival procedure contains a hold or the crew requests one, this can be assessed.
- Automatics can be used, and therefore in lesson plans design, value can be obtained by giving a last minute clearance into the hold, or if FMS is fitted, an early exit from the hold to see how the FMS is handled.

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Item 3.9.3.1 – Precision approach flown manually without flight director

- While lesson plan design may normally combine various test items for expediency, as this particular exercise is fairly demanding, it may be wise not to load the candidate in this way.

Item 3.9.3.4 - Manual precision approach with one engine inoperative

- The candidate should complete a safe approach manually and in an asymmetric configuration to the company DA/DH. Should an ILS be flown, the examiner should ensure that the test/check is conducted into an airfield where the company minimum allows a decision height not greater than 450 feet AAL, in order to assess the candidate's ability.
- The autopilot should be disconnected before intercepting the localizer and before final configuration for the approach, so that the candidate's handling of any trim change associated with flap extension can be assessed. The engine failure should also be simulated prior to this phase.
- If an aircraft can be dispatched without a serviceable auto-throttle, manual thrust lever handling should be assessed regularly within the three yearly cycle.

Item 3.9.4 - Non precision approach


- This may be flown either automatically or manually, as per the Operator's SOPs. It must be flown to the specified minima, and not to circling minima, unless they are coincident.

Item 4.3 - Go-around from instrument approach - one engine inoperative

- Complete a safe go-around from published DA/H or MDA/H.
- The instrument approach is flown in an asymmetric thrust configuration.
- Engine Failure Procedure (EFP), is flown as designed.
- If an aircraft can be dispatched without a serviceable auto-throttle, manual thrust lever handling should be assessed regularly within the three yearly cycle.

Item 5.5 - Landing with one engine inoperative

- Directional control must be maintained, and brakes and other retardation devices used to achieve a safe roll out and deceleration.
- The applicant must complete a safe landing from a stable approach on the required glide path.
- Consideration should be given to the weather, wind conditions, landing surface and obstructions.

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Overall Assessment

The applicant must demonstrate the ability to:

- Operate the aircraft within its limitations;
- Complete all manoeuvres with smoothness and accuracy;
- Exercise good judgement and airmanship;
- Apply aeronautical knowledge of procedures and regulations as currently applicable;
- Maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or manoeuvre is never seriously in doubt. The applicant's airmanship must be assessed with each exercise, and this must include lookout, checks and drills, cockpit management, ATC liaison, fuel management, icing precautions, planning and use of airspace etc.;
- Manage and/or coordinate effectively with other crew members;
- Maintain a general survey of the operation by appropriate supervision;
- Set priorities and make decisions in accordance with safety considerations, and relevant rules and regulations, appropriate to the operation situation, including emergencies;
- Understand and apply crew co-ordination and incapacitation procedures;
- Communicate effectively with other crew members; and
- Demonstrate knowledge of the emergency equipment and procedures sufficient to ensure the safety of passengers.


10.10 Guidelines for PIC upgrade route checks

10.10.1 General

PIC upgrade route check shall be conducted so as to establish the ability of the crew member concerned.

- To perform satisfactorily a complete line operation, including the pre-flight and post flight procedures, and use of the equipment provided, as specified in the operations manual.
- To assess the Crew Resource Management skill of the flight crew member concerned.
- The ability to manage the flight and to make command decisions shall be demonstrated and.
- PIC upgrade route check shall be conducted by a DE.

Such checks shall be conducted over a route selected to allow adequate representation of the scope of normal flight operations.

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10.10.2 Examiner Participation


When conducting a PIC upgrade route check.

- The DE Conducting the check shall occupy the RHS seat and be the PIC.
- The DE shall not simulate system / engine failures of any kind.
- The DE shall decide the level of automation or type of approach aid to be used and
- The DE shall remain alert to all flight safety hazards and announce these immediately.

10.10.3 Documentation Check

Prior to commencing any PIC upgrade route check, the DE shall examine and verify the validity of each candidate's:


- Pilot Licence
- Medical Certificate;

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CHAPTER – 11 COMPLAINT AND APPEAL

Appeal regarding check can be made as per AIC 26/1992 to DGCA, or directly to operator in which operator will follow appeal procedures as per their respective OMD.

In case DE assessment found questionable, prior to taking action for a recheck, operator will contact FSD with full details of appeal and procedures followed. Further action on appeal in this case will be decided by FSD.

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DESIGNATED EXAMINER INITIAL ISSUE, RENEWAL AND VARIATION APPLICATION			
INITIAL ISSUE <input type="checkbox"/>	RENEWAL <input type="checkbox"/>	VARIATION <input type="checkbox"/>	
APPLICANT'S IDENTIFICATION			
NAME: (surname first)		ADDRESS:	
EMPLOYER:	NATIONALITY:	DATE OF BIRTH:	
TYPE OF LICENSE	LICENSE NO.	LICENSE EXPIRY DATE:	RATINGS HELD
FLIGHT TIME (Hours)			
PIC	PIC NIGHT	PIC ON TYPE	STD/ SIMULATOR
Flying Experience before Examiner Course:			
Flying Experience hours (minimum 4,000) of which PIC experience hours (minimum 2,000) (of which at least 500 hours must be as PIC on type)			
Flight Experience as PIC on type :..... Hours			
Flight Experience as TRI (on aeroplane): hours (on simulator) Hours			
Experience in the past 12 months as TRI Type of Aeroplane			
Last Skill Test/ Proficiency date Type of Aeroplane Examiner Name			
DECLARATION BY APPLICANT			
I CERTIFY THAT THE ABOVE INFORMATION IS TRUE IN EVERY RESPECT. I AGREE TO ABIDE BY THE PROVISIONS OF THE CIVIL AVIATION LAW AND THE REGULATIONS ISSUED THEREUNDER.			
APPLICANTS SIGNATURE DATE (DD/MM/YY)			
APPLICANT'S NAME			
COMPANY RECOMMENDATION			
Incident / Accident record details			
BA Positive test record			
Post Holder Training / Post Holder Flight Operations (name)			
I hereby recommend the applicant be appointed as an Examiner for company. I also verify the statement of qualifications and experience and that the applicant will complete an approved DGCA Examiner course on: (dd/mm/yy)			
POST HOLDER'S SIGNATURE LICENSE NO..... DATE (dd/mm/yy)			
POST HOLDER'S NAME OPERATOR			

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Appendix B

DESIGNATED EXAMINER MONITORING REPORT

☐ Pilot Proficiency Check ☐ Line Training/ Line Check Monitor
 Skill Test ☐ Others ☐ (specify)


Designated Examiner (under monitor)	License No.	Medical Valid Until	Date:
Candidate (Capt.)	License No.	Aircraft/ Simulator Time	Aircraft/ Simulator Type
Candidate (FO)	License No.	Company	
DGCA Inspector/ Examiner	Co. Designated	License No.	Registration

MARKING GUIDE: **S** Satisfactory **NS** Not satisfactory **N/O** Not Observed

Comments required for "NS" assessment

PRE-FLIGHT BRIEFING	a. Content Adequacy		
	b. Clarity		
	c. Rapport with Candidate		
SCOPE OF FLIGHT CHECK	a. Use of Questions		
	b. Required items Covered		
	c. Relative to Briefing		
CONDUCT OF FLIGHT CHECK	a. Standard Procedures		
	b. Relative to Briefing		
	c. Rapport with Candidate		
POST FLIGHT BRIEFING	a. Content Adequacy		
	b. Relative to Flight Check		
	c. Relative to Flight Check Coverage – Error/ Weakness		
FLIGHT CHECK REPORT	a. Coverage- Errors/ Weakness		
	b. Content- General		
	c. Assessment - Validity		

GENERAL COMMENTS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;">OVERALL ASSESSMENT</td> </tr> <tr> <td style="width: 50%; text-align: center; padding: 5px;">S</td> <td style="width: 50%; text-align: center; padding: 5px;">NS</td> </tr> <tr> <td colspan="2" style="height: 80px; vertical-align: bottom; padding: 5px;"> Inspector's Signatures </td> </tr> </table>	OVERALL ASSESSMENT		S	NS	Inspector's Signatures	
OVERALL ASSESSMENT							
S	NS						
Inspector's Signatures							

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