



CIVIL AVIATION AUTHORITY OF SRI LANKA

DESIGNATED CHECK PILOT MANUAL

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DESIGNATED CHECK PILOT MANUAL

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**RECORD OF REVISIONS**

Director (Operations), Civil Aviation Authority, Sri Lanka 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 No:	Date Entered	Entered By

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**HISTORY OF REVISIONS**

Edition No:	Revision No.	Particulars of Revision	Effective Date
		Based on Generic DCP Manual issued by COSCAP-South Asia, CAA Sri Lanka introduced “Designated Check pilot Manual Air Carrier” SLCAP 4205.	01.12.00
		Consequent to the revision of the genetic DCP – Manual of COSCAP – South Asia 02 nd Revision was issued	01.10.04
		In pursuance of the new provisions contained in the ICAO Doc. 8335 “Manual of Procedures for Operations Inspections, Certifications and Continuing Surveillance”, and also in light of the revision introduced by COSCAP-SA to its DCP Manual in 2008, a complete revision was made in the SLCAP-4205 with a view to securing better and more effective control over the DCP of the CAA-SL.	Aug 2010

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FOREWORD

As per ICAO Doc. 8335 “Manual of Procedures for Operations Inspections, Certifications and Continuing Surveillance”, it is an accepted practice for the Civil Aviation Regulatory Authority of a State to delegate certain examining functions to Designated Personnel of the Operator. In Flight Operations this applies to conduct of examinations for the award of Type Ratings, Instrument Ratings, conduct of Pilots’ Proficiency Checks (PPC) and Line Checks.

The qualifications and approval of these Designated Personnel, covering examiner activity in both the aircraft and flight simulation training device, as necessary, need to be conducted by the Authority.

The Authority is responsible to closely supervise subsequent activity of the Designated Personnel. All Designated Personnel must be kept under the supervisory and technical control of the Authority when duties are performed on behalf of the Regulatory Body.

Accordingly this manual contains the Standards, Policies, Procedures and Guidelines concerning the development and implementation of a Designated Check Pilot (DCP) program by Civil Aviation Authority of Sri Lanka.

Flight Operations Inspectors of Civil Aviation Authority of Sri Lanka and Air Operator Designated Check Pilots (DCPs) shall at all times comply with the stipulations in this Manual when performing duties and functions connected with the subject matter, unless a deviation is sought and requisite approval has been granted in writing.

The DCP is a company employee, approved by the Director General of Civil Aviation Authority of Sri Lanka, to perform regulatory duties and functions under the delegated authority, for and on behalf of the Civil Aviation Authority of Sri Lanka.

When performing duties, DCPs shall first and foremost act as delegates of the Civil Aviation Authority of Sri Lanka, and shall therefore regulate themselves only in view of the obligations and objectives of the Civil Aviation Authority of Sri Lanka.

Any interpretation regarding the contents of this manual by Director General of Civil Aviation shall be considered final.

H. M. C. Nimalsiri
Director General of Civil Aviation and Chief Executive Officer
Civil Aviation Authority of Sri Lanka

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ACRONYMS / ABBREVIATIONS

AFM	–	Aircraft Flight Manual.
AOM	–	Aircraft Operating Manual
AIP	–	Aeronautical Information Publication
ANR	-	Air Navigation Regulations
ATC	–	Air Traffic Control.
ATPL	–	Airline Transport Pilot License – (H) means Helicopter category.
CPL	–	Commercial Pilot License, (H) means helicopter category.
DCP	–	Designated Check Pilot.
IAP	–	Instrument Approach Procedure.
MAP	–	Missed Approach Point.
NLP	–	Non-Line Pilot
PPC	–	Pilot Proficiency Check
SID	–	Standard Instrument Departure
SOP	–	Standard Operating Procedures
STAR	–	Standard Terminal Arrival



DEFINITIONS

Throughout this manual, the use of the male gender should be understood to include male and female persons.

Authority means **Civil Aviation Authority of Sri Lanka**, unless the context requires otherwise.

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

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

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

CAR means Civil Aviation Rules/Air Navigation Regulations/ Standards/ Procedures/ Directives/ Equivalent Documents etc which is used by Civil Aviation Authority of Sri Lanka for the regulation of air operators.

Certificate means an Air Operator Certificate.

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

Company Employee is a person that is employed on a part time basis, employed on a full time basis, or employed on contract on a seasonal basis.

DCP means Designated Check Pilot, who is an Operator's employee and given delegated powers by the Authority to perform certain regulatory duties and functions for or on behalf of the State, as specified in the instrument of delegation.

DCP Type A means a DCP who, as an authorized person, may conduct Recurrent Pilot Proficiency Check (PPC), recurrent Instrument Rating Test (IRT) and Category II and /or III approach endorsements as applicable. All Tests / Checks may be accomplished either in a approved Flight Simulation Training Device or in the actual aircraft as approved by the Regulatory Authority. A DCP Type A has all of the authorities of a DCP Type B.

DCP Type B means a DCP authorized to conduct Line Checks as per the requirements of this manual.

DCP Type C means a DCP Type A who is not engaged in active flying duty and as an authorized person, may conduct recurrent Pilot Proficiency Check (PPC), recurrent Instrument Rating Test (IRT), recurrent Line Checks and Category II and /or III approach endorsements as applicable. All Tests / Checks shall be accomplished only in an approved Flight Simulation Training Device approved by the Regulatory Authority and the Line Check shall be conducted from the observer seat.

DCP Monitor means the passive observance by a Flight Operations Inspector from Civil Aviation Authority of Sri Lanka, of the manner in which a DCP conducts a Test / Check, assesses the results and processes the necessary documentation.

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Flight Operations Inspector (FOI) means an Inspector from Civil Aviation Authority of Sri Lanka, who is trained and authorized to conduct Tests / Checks and Monitors.

Flight Check means a PPC or a Line Check.

Flight Test or Skill Test is a demonstration of knowledge and skill of a pilot and, to be conducted by a Flight Operations Inspector of Civil Aviation Authority of Sri Lanka, or a DCP with the explicit approval of the Authority, and may include such oral examination as the examiner may determine necessary, to ascertain the competency of the person being checked for initial issue of a license or Type Rating.

Flight simulation training device means any one of the following three types of apparatus in which flight conditions are simulated on ground.

A flight simulator

A flight procedure trainer

A basic instrument flight trainer

IRC means Initial Route Check.

IRT means Instrument Rating Test / Check which is deemed to meet the requirements for the issuance / renewal of an Instrument rating.

Line check means a flight check conducted in accordance with the requirements of this manual which is undertaken upon completion of line indoctrination and annually thereafter.

Nominee means a person nominated by an Air Operator as a candidate for DCP approval by Civil Aviation Authority of Sri Lanka.

Operator means the holder of an Air Operator Certificate.

PPC (Pilot Proficiency Check) means a PPC/ IRT or a PPC/ VFR.

PPC / IRT means Pilot Proficiency Check conducted in accordance with the appropriate schedule specified in this manual and which is deemed to meet the requirements for an Instrument Rating.

PPC / VFR means Pilot Proficiency Check conducted in accordance with the appropriate schedule specified in this manual and which is deemed to meet the requirement for VFR operations only.

Professional suitability means a demonstrated willingness to work cooperatively with Civil Aviation Authority of Sri Lanka, to uphold the principles of aviation safety.

Proficiency Check means a demonstration of continuing knowledge and skill to revalidate or renew ratings and may include such oral examinations as the Inspector / DCP may determine necessary.

Qualified person in the case of a simulator means;

A pilot, who hold a valid PPC on the same type of aircraft for which the other candidate is being checked on.

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A person who has being recommended for a flight check on that aircraft type, or

A current qualified training pilot on the same type of aircraft for which the candidate is being checked on.

Rejected Landing (also called an aborted landing) is a go around manoeuvre initiated after touchdown of the main landing gear. A rejected landing is a challenging manoeuvre and typically is recommended only when an aircraft bounces more than approximately five feet (1.5 meters) off the runway after touchdown.

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

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

Simulator PPC means a PPC conducted in a full-flight simulator (FFS)

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

Test / Check means any Test or check conducted as per a requirement of this manual.

Training Pilot / Training Captain / Instructor pilot / Instructor Captain / Flight instructor means an Air Operator pilot who is authorized by Civil Aviation Authority of Sri Lanka, to conduct approved training to the employees of the Air Operator.

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

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

1 Chapter 1

GENERAL CONDITIONS

1.1 INTRODUCTION

- 1.1.1 This Designated Check Pilot Manual is applicable for a DCP (Designated Check Pilot) of Civil Aviation Authority of Sri Lanka.
- 1.1.2 The privileges to be accorded to a DCP has been categorized in to 3 (three) 'Types' as:
- a) DCP Type A
 - b) DCP Type B
 - c) DCP Type C
- 1.1.3 All authorized personnel including Flight Operations Inspectors employed by Civil Aviation Authority of Sri Lanka, shall be guided by the provisions in this manual when conducting any Test / Check, required by this manual.

1.2 DELEGATION POLICY

- 1.2.1 In ideal case, Testing/Checking of line pilots of a commercial Air Operator is a part of regulatory functions which should be performed independently only by the Flight Operations Inspectors attached to the State Civil Aviation Regulatory Authority in order to ensure that every flight deck crew member employed by the air operator achieves and maintains the required level of proficiency in accordance with the applicable Civil Aviation Requirements of Civil Aviation Authority of Sri Lanka, and the associated International Standards, with the ultimate objective of promoting flight safety.
- 1.2.2 However, due to shortage of competent Flight Operations Inspectors employed with the State Civil Aviation Regulatory Authority in adequate numbers to accomplish these regulatory functions independently on its own on all the pilots employed by Air Operators, sufficiently qualified and experienced line pilots with integrity who are in the regular employment with the Air Operators, may be considered to help the Regulatory Authority perform such duties and functions, for and or on behalf of the Authority, under delegation of authority.
- 1.2.3 If a State opts to implement such a practice as stated at paragraph [1.2.2](#) above in order to fulfil its regulatory obligations, it is imperative for the State to ensure that adequate supervisory and effective control mechanism is in place in order to ensure that the intent of the regulatory exercise is successfully fulfilled devoid of any loss, deficiency, digression or distraction from the intent. The Designated Check Pilot Programme is introduced for this purpose and intent of this Manual is to define the administrative and operational framework needed for the effective implementation and consistent monitoring of such a mechanism.



- 1.2.4 With a view of achieving wider recognition to the DCP program and to maximise the competent and willing pilots with an opportunity to act as DCP, Civil Aviation Authority of Sri Lanka, may, under normal circumstances, limit the tenure of a DCP to a maximum period of three (03) years from the date of appointment, unless the context requires otherwise, as may be determined by the Civil Aviation Authority of Sri Lanka. This measure will increase the pilot population in the Air Operator who are conversant with the regulatory requirements having closely worked with the Authority, which is one of the effective defences against possible causes of aircraft accidents.
- 1.2.5 The DCP program is designed to supplement State's Safety Oversight responsibility by delegation of certain powers and functions to adequately qualified and competent personnel of an Air Operator. DCPs must be constantly aware that they perform Testing/Checking duties as delegates of the Civil Aviation Authority of Sri Lanka. Therefore they should regulate themselves only in view of the **regulatory requirements and obligations and uphold the expectations of the Authority at all times** and be loyal to the Authority when performing such delegated tasks and functions.
- 1.2.6 The conduct of Tests/ Checks by DCP's are closely monitored by the Authority in order to ascertain whether the DCPs discharge the delegated tasks and functions meeting the required standards, with due diligence, professionalism and integrity.
- 1.2.7 The number of DCP's in an Air Operator is closely monitored by the Authority. The DCP authority should be delegated to the minimum number of Air Operator pilots that is required to effectively conduct the Tests / Checks that are tabulated in this manual.
- 1.2.8 A Flight Operations Inspector may conduct any of the Tests /Checks referred to in this manual, notwithstanding that the fact a DCP is already detailed to perform such Test/Check.
- 1.2.9 A Flight Operations Inspector may monitor any DCP conducting any Test / Check as and when necessary and as deemed necessary by the Authority.
- 1.2.10 Qualified personnel of integrity, nominated by an Air Operator in accordance with a system of selection which shall be acceptable to the authority, will be designated by the Civil Aviation Authority of Sri Lanka, for the position of DCP, if the applicable requirements are satisfied.
- 1.2.11 The DCP authority is not transferable amongst personnel nor is between Air Operators, as the DCP programme is Air Operator specific. However, experience of working as a DCP with an Air Operator will be a consideration for the appointment as a DCP for another Operator functioning under the same Authority.
- 1.2.12 A DCP is holder of an 'authority' delegated to him by the Civil Aviation Authority of Sri Lanka. This authority is issued in the form of an instrument of authorization to the person concerned specifying nature and scope of authority delegated to him subject to the terms and conditions specified in this Manual.
- 1.2.13 Any DCP when performing DCP duties and functions shall have in his possession the instrument of authorization issued by the Civil Aviation Authority of Sri Lanka, and it shall be shown to a Flight Operations Inspector or any person authorised by Civil Aviation Authority of Sri Lanka, on demand.



- 1.2.14 The Civil Aviation Authority of Sri Lanka may suspend or cancel delegation of DCP authority without assigning a reason. It is also important for the Air Operator to appreciate that the Civil Aviation Authority of Sri Lanka has complete prerogative to set any condition on the DCP mechanism at any time in order to ensure that the delegated authority of the Civil Aviation Authority of Sri Lanka is effectively discharged in an equitable manner.
- 1.2.15 The DCP instrument of delegation shall specify the Tests / Checks authorised, the aircraft / Flight training simulation device authorised to be used.
- 1.2.16 DCP Type A, Type B and Type C are authorized Persons of the Civil Aviation Authority of Sri Lanka, to perform the delegated tasks and functions and hold the same powers as of a Civil Aviation Inspector attached to the Civil Aviation Authority of Sri Lanka, when performing such duties and functions.
- 1.2.17 When Tests/Checks are performed by a DCP in the presence of a Flight Operations Inspector, opinion of the Flight Operations Inspector shall prevail over the DCP's opinion in regard to any matter connected with the Test/Check. However, if the Test/Check is performed in an aircraft, the final authority as to the disposition of the aircraft shall remain with the Pilot-in-Command, unaffected.
- 1.2.18 The Inspector / DCP conduct Tests / Checks on behalf of the Civil Aviation Authority of Sri Lanka. Hence the Test / Check shall be confined to meet the requirements of Civil Aviation Authority of Sri Lanka. Air Operator shall not require the DCP to conduct any other requirement (eg; assessment for promotion, upgrading etc ;) during the Test / Check.
- 1.2.19 The Inspector / DCP shall not conduct any other requirement of the Air Operator during a Test / Check and shall only complete the Check Forms given in this manual or any Form that has been authorised by Civil Aviation Authority of Sri Lanka.
- 1.2.20 The Inspector / DCP shall not enter any data in the Check Forms at the request of the Air Operator without the approval from the Civil Aviation Authority of Sri Lanka.
- 1.2.21 Any Flight crew member who has undergone a Test / Check conducted by Civil Aviation Authority of Sri Lanka, may provide a feed back to the Authority using [Annex I](#) (Candidate's comment form) of this manual.
- 1.2.22 Any feedback by a candidate crew member should be sent to Civil Aviation Authority of Sri Lanka, under confidential cover as soon as possible but not later than (07) working days from the date of the Test/Check. Complaints will be entertained by Civil Aviation Authority of Sri Lanka, only if the duly completed Candidate's comment form is received by the Authority within the prescribed time limit.



1.2.23 Any qualification or requirement specified in this Manual may be varied at the discretion of Civil Aviation Authority of Sri Lanka, taking into account the exigency of services whilst being concerned and paying full attention to maintaining equivalent level of safety, need to maintain creditability of DCP programme and professional competence of the DCP, concerned.

1.3 CONFLICT OF INTEREST

- 1.3.1 Conflict of Interest is defined for the purpose of this Manual, as any form of relationship that might adversely influence a DCP to act, either knowingly or unknowingly, in a manner that counters or impede the very intent of Civil Aviation Authority of Sri Lanka, in conducting a Test/Check on a line pilot.
- 1.3.2 The following situations are considered as possible conflict of interest between the DCP and his delegated authority.
- a) Level of DCP's financial interest in the company (Air operator);
 - b) DCP's direct involvement in company (Air Operator) ownership, control or management ;
 - c) DCP owning a substantial number of voting shares in the company (Air Operator);
 - d) DCP having family ties with company (Air Operator) owners.
 - e) Conducting a Test/Check on a pilot whom the DCP has initially trained which is subject to the Test/Check.
 - f) The relationship between the flight check candidate and the DCP.
 - g) Any privileges or favours, which could bias the DCP's ability to conduct his duties.
- 1.3.3 Prior to submission of a DCP Nomination, each company (Air Operator) shall investigate each candidate's background, character and motives and declare any conflict of interest found.
- 1.3.4 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 annual monitor thereafter any change to their status in this regard.
- 1.3.5 Each DCP is held to be in a "perceived conflict of interest" in that he is simultaneously employees of the company (Air Operator) and delegates of the Civil Aviation Authority of Sri Lanka, when performing DCP duties. To avoid a real conflict of interest, it is imperative that each DCP strictly adhere to the policy and guidelines contained in this manual. Lack of adherence to the principles in this Manual will not only diminish the credibility and effectiveness of the DCP programme but also adversely affect flight safety. Therefore the Civil Aviation Authority of Sri Lanka will not be hesitant to take immediate action for suspension or cancellation of a DCP's delegation, upon detection of such deviations.
- 1.3.6 The final authority for deciding whether there is any conflict of interest which might affect the DCP's ability to discharge the delegated authority in an impartial manner rests with the Civil Aviation Authority of Sri Lanka. Interest in any company (Air Operator) will not automatically disqualify a candidate from receiving DCP authority, provided that such interests will not take prominence and clash with the intent of the DCP programme. Civil Aviation Authority of Sri Lanka, will assess every case with consideration given to all circumstances involved.

2 Chapter 2

DESIGNATED CHECK PILOT QUALIFICATIONS

2.1 DCP NOMINEE QUALIFICATIONS (INITIAL ISSUE)

2.1.1 DCP Type A: An applicant shall:

- a) Comply with all requirements given in Civil Aviation Authority of Sri Lanka, approved Designated Check Pilot manual, unless an exception is granted by Civil Aviation Authority of Sri Lanka;
- b) Hold a valid ATPL (please refer DCP manual paragraph [2.1.3](#)) with current Instrument Rating and a valid Type Rating as Pilot in Command on the same type of aircraft as DCP authority is requested;
- c) Have completed the Designated Check Pilot course conducted by Civil Aviation Authority of Sri Lanka, within the last six months. Following of a DCP course conducted by a Member State of COSCAP-SA will also satisfy this requirement;
- d) Be a holder of a current authority as a DCP Type B from Civil Aviation Authority of Sri Lanka, and have functioned as a DCP Type B for the same Air Operator for a period of not less than six months and have carried out a minimum of six Checks / Tests;
- e) Be in continuous employment with the Air Operator (for whom the Testing /Checking authority is requested) for at least six months as Pilot in Command in commercial operations;
- f) Have at least 100 hours as an approved Flight Instructor / Type B DCP for the Air Operator for whom the Testing / Checking authority is requested;
- g) Have a minimum total of 1000 flight hours as Pilot in Command on the aircraft which Testing / checking authority is requested;
- h) If DCP Type A authority is sought to conduct Tests / Checks in the aircraft shall;
 - I. Have completed an Air Operator approved training program and qualified as a flight instructor where he has obtained proficiency in conducting training for students on initial type conversion programs in the aircraft.;
 - II. Have as a flight instructor conducted training in the aircraft for at least one student within the last six months; and,
 - III. Have completed as an observer at least two Tests /Checks conducted by a DCP Type A on two candidates of the Air Operator;
- i) If DCP Type A authority is sought to conduct Tests / Checks in a flight simulation training device shall;
 - I. Have completed an Air Operator approved training programme and qualified as a simulator instructor where he had obtained proficiency in conducting training for students on initial type conversion programs in the flight simulation training device.
 - II. Have as a simulator instructor conducted training in the flight simulation training device for at least one student within the last six months.



III. Have completed as an observer two Tests / Checks (one set of crew) conducted by a DCP Type A on two candidates of the Air Operator.

2.1.2 DCP Type B: An applicant shall:

- a) Comply with all requirements given in Civil Aviation Authority of Sri Lanka, approved Designated Check Pilot manual, unless an exemption is granted by Civil Aviation Authority of Sri Lanka;
- b) Hold a valid ATPL with current Instrument Rating and a valid Type Rating as Pilot in Command on the same type of aircraft as DCP authority is requested;
- c) Have completed the Designated Check Pilot course conducted by Civil Aviation Authority of Sri Lanka, within the last six months. Following of a DCP course conducted by a Member State of COSCAP-SA shall also satisfy this requirement;
- d) Have functioned as an Air Operator Civil Aviation Authority of Sri Lanka, approved line training instructor for the same Air Operator for a period of not less than six months.;
- e) Be in continues employment with the same Air Operator (for whom the Testing / Checking authority is requested) for at least six months as Pilot in Command in commercial operations;
- f) Have at least 100 training hours as an approved line training instructor for the same Air Operator. Have a minimum total of 500 flight hours as Pilot in Command and a total of 1000 flight hours on the aircraft which Testing / checking authority is requested;
- g) Applicants requesting DCP Type B authority shall:
 - I. Have completed an Air Operator approved training program and qualified as a flight instructor where he has obtained proficiency in conducting line training on the same type of aircraft and for the same Operator where DCP authority is requested;
 - II. Applicant shall have as a flight instructor conducted line training in the aircraft for at least one student within the last six months; and,
 - III. Shall have completed as an observer at least two Line Checks conducted by a DCP on two candidates of the Air Operator.

2.1.3 DCP Type C : A DCP Type A who has either retired prematurely or on reaching the maximum age, from line flying or lost the validity of the ATPL on medical grounds may, with the approval of the Civil Aviation Authority of Sri Lanka, continue with DCP duties provided following requirements are complied with.

- I. The approval to conduct DCP duties is limited to the time limit originally granted.
- II. DCP Type C duties are limited to Tests / Checks that can be conducted only in the flight simulation training device and from the observer seat in the aircraft.
- III. DCP Type C duties are limited to;
 - a. Recurrent Pilot Proficiency Check (PPC) b. Recurrent Instrument Rating Test (IRT) c. Recurrent Line Checks
 - b. Category II and /or III Operations



2.1.4 Prior to granting approval for a DCP Type C by the Civil Aviation Authority of Sri Lanka, a Flight Operations Inspector in consultation with the Aero Medical Specialist/Doctor shall ascertain that the DCP is able to perform DCP Type C duties without any difficulty, hindrance or deficiency.

2.2 RENEWAL OF DCP DELEGATION OF AUTHORITY

2.2.1 **Renewal of DCP Type A delegation of authority** : Without prejudice to contents in paragraph 1.2.4 of this Manual, Civil Aviation Authority of Sri Lanka, may renew the delegation of authority to continue as a DCP for a further period (normally one year) provided that the applicant

- a) Continues to comply with all requirements given in Civil Aviation Authority of Sri Lanka, approved Designated Check Pilot Manual;
- b) has a valid ATPL (please refer DCP manual paragraph 2.1.3) with current Instrument Rating and a valid Type Rating as Pilot in Command on the same type of aircraft as DCP authority is requested;
- c) Has completed the Designated Check Pilot course conducted by Civil Aviation Authority of Sri Lanka, within the past three years. Following of a DCP course conducted by a Member State of COSCAP-SA shall also satisfy this requirement;
- d) Has conducted a minimum of ten (10) Tests /Checks during the previous twelve months;
- e) Has successfully completed at least one PPC check conducted / monitored by a Flight Operations Inspector of the Authority during previous twelve (12) months; and,
- f) Has been monitored by a Flight Operations Inspector the DCP Type A conducting a Test / Check during last twelve (12) months.

2.2.2 **Renewal of DCP Type B delegation of authority** : Without prejudice to contents in paragraph 1.2.4 of this Manual, Civil Aviation Authority of Sri Lanka, may renew the delegation of authority to continue as a DCP Type B for a further period (normally one year) provided that the applicant;

- a) Continues to comply with all requirements given in Civil Aviation Authority of Sri Lanka, approved Designated Check Pilot manual;
- b) Has a valid ATPL with current Instrument Rating and a valid Type Rating as Pilot in Command on the same type of aircraft as DCP authority is requested;
- c) Has completed the Designated Check Pilot course conducted by Civil Aviation Authority of Sri Lanka, within the past three years. Following of a DCP course conducted by a Member State of COSCAP-SA shall also satisfy this requirement;
- d) Has conducted a minimum of ten Line Checks during the previous twelve (12) months;
- e) Has successfully completed at least one PPC check conducted / monitored by a Flight Operations Inspector of the Authority during previous twelve months; and,
- f) Has been monitored by a Flight Operations Inspector the DCP Type B conducting a Line Check during last (12) twelve months.



2.2.3 Renewal of DCP Type C delegation of Authority : Without prejudice to contents in paragraph [1.2.4](#) of this Manual, Civil Aviation Authority of Sri Lanka, may renew the delegation of authority to continue as a DCP Type C for a further period (normally one year) provided that the applicant:

- a) Continues to comply with applicable requirements given in Civil Aviation Authority of Sri Lanka, approved Designated Check Pilot manual.
- b) Has completed the Designated Check Pilot course conducted by Civil Aviation Authority of Sri Lanka, within the past three years. Following of a DCP course conducted by a Member State of COSCAP-SA shall also satisfy this requirement.
- c) Has conducted a minimum of ten Tests / Checks during the previous twelve months.
- d) Has been monitored by a Flight Operations Inspector the DCP Type C conducting a Test / Check during last twelve months.
- e) Has completed as an observer four sectors representative of the Air Operator's flight operations in the same aircraft type that DCP authority is granted during last six months. The observation flights shall be commanded by a DCP Type A and properly documented.
- f) DCP Type C duties are limited to Tests / Checks that can be conducted only in the flight simulation training device and from the observer seat in the aircraft.
- g) DCP Type C duties are limited to;
 - I. Recurrent Pilot Proficiency Check (PPC)
 - II. Recurrent Instrument Rating Test (IRT)
 - III. Recurrent Line Checks
 - IV. Category II and /or III Operations

2.2.4 Any DCP who does not meet renewal requirements of this manual shall be treated as a new request for issue of DCP delegation of authority and follow the procedure listed in this manual for initial issue.

3 CHAPTER 3

SELECTION, APPLICATION AND DCP APPROVAL

3.1 SELECTION PROCESS

- 3.1.1 The Air Operator's system of selecting potential candidates for DCP should be fair and transparent such that only the proper and competent personnel with integrity will be recommended to the Civil Aviation Authority of Sri Lanka, for appointment as DCP, so that DCP programme receives the wider recognition and credibility. It is necessary that the nominated DCP will be able to command professional respect from the pilot population of the Air Operator and, the required standards in Testing/Checking are maintained consistently, upholding safety.
- 3.1.2 Initially applications shall be called for the appointment of DCP's by the Air Operator and the Civil Aviation Authority of Sri Lanka shall be involved in the DCP selection process.
- 3.1.3 Air Operators are required to give sufficient notice to Civil Aviation Authority of Sri Lanka, of their intention to appoint new DCPs. This will enable the Civil Aviation Authority of Sri Lanka to programme training for new DCPs as required in this manual.

3.2 THE DUTIES AND FUNCTIONS OF AIR OPERATOR

- 3.2.1 The Air Operator shall select potential candidates for the nomination of DCP as per the following procedure.
- a) Applications shall be called from the whole pilot population for the selection of potential Designated Check Pilots from Air Operator flight deck crew members;
 - b) All applicants qualified as per this manual shall be called for an interview, which shall be scheduled and held in consultation with Civil Aviation Authority of Sri Lanka;
 - c) Each candidate shall declare on his application any interest in the company (Air Operator) or other conditions that could result in a conflict of interest;
 - d) If a deviation from the qualification requirements stated in this Manual is required, supporting documentation justifying the deviation must be included with the nomination form;
 - e) The Director of Flight Operations shall complete 'Nomination for Designated Check Pilot (DCP) 'application form, which appear as Annex A to this manual in respect of each applicant selected at the interview;
 - f) Each candidate shall complete a resume outlining his background, qualifications, experience and must include experience as an approved Instructor pilot;
- 3.2.2 The completed nomination form, with required supporting documentation, shall be submitted to Civil Aviation Authority of Sri Lanka.

3.3 THE DUTIES AND FUNCTIONS OF THE AUTHORITY

- 3.3.1 Civil Aviation Authority of Sri Lanka, upon the receipt of the application will verify the requirement for the appointment of DCP considering;



- a) The number and variety of aircraft operated and number of simulators used for training and checking;
 - b) The location of the Air Operator's base and accessibility;
 - c) The type of operation;
 - d) Pilot populations of the air operator concerned;
 - e) Number of qualified Flight Operations Inspectors employed by the Civil Aviation Authority of Sri Lanka;
 - f) The number of DCPs employed by the operator;
 - g) The process followed by the Air operator in selecting the nominee in relation to the approved procedure;
 - h) Possible conflict of interest that would create if the candidate is appointed as the DCP;
 - i) Confirm that the nominee is acceptable in terms of experience, competency and personal suitability and meets the qualification set out in Chapter 2 or that any deviation requested is acceptable.
- 3.3.2 If the nominee is found suitable, Civil Aviation Authority of Sri Lanka, will arrange a meeting between the nominee and the Flight Operations Inspector of the Civil Aviation Authority of Sri Lanka,
- 3.3.3 If the nominee is found not suitable, Civil Aviation Authority of Sri Lanka will inform the Air Operator accordingly.

3.4 INSPECTOR MEETING WITH DCP CANDIDATE

- 3.4.1 The Flight Operations Inspector of Civil Aviation Authority of Sri Lanka, will brief, examine and de-brief the candidate on the following topics.
- a) Rules and Regulations governing the conduct of Test / Check;
 - b) Ethics of a DCP;
 - c) Responsibility and obligation of the DCP towards the Authority including powers vested in the DCP.
 - d) The procedures and technique associated with conducting a Test / Check;
 - e) The technique and standards used in the assessment and evaluation of a Test / Check;
 - f) Briefing and debriefing procedures and requirements;
 - g) Completion of the Test / Check Forms; and
 - h) The contents and interpretation of following publications:
 - I. International and National Civil Aviation Rules/Requirements etc
 - II. Personal Licensing Procedure of Civil Aviation Authority of Sri Lanka;
 - III. Designated Check Pilot Manual approved by the Authority;
 - IV. Air Operator's Operations Specifications, Operations manual and SOPs



3.5 FLIGHT OPERATIONS INSPECTOR'S EVALUATION OF A DCP NOMINEE CONDUCTING A CHECK

- 3.5.1 Prior to being approved as a DCP type A, the candidate shall undergo an initial DCP monitor conducted by a CAASL FOI. The Check shall be conducted in the Aircraft or flight simulation training device (as per the approval requested). The Check conducted as per this requirement shall be a recurrent Check conducted on Air Operator flight crew. Even though the Inspector participates as a monitor in this Check he shall assume the full responsibility for the conduct of the Check and for the final assessment of the flight crew.
- 3.5.2 Prior to being approved as a DCP type B, the candidate shall undergo an initial DCP monitor conducting a route check by a CAASL FOI as part of the evaluation process.. The Route Check conducted as per this requirement shall be a recurrent Check conducted on Air operator flight crew. Even though the Inspector participates as a monitor in this Check he shall assume the full responsibility for the conduct of the Check and for the final assessment of the flight crew. Notwithstanding the foregoing, the final responsibility as to the disposition of the aircraft shall remain with the Pilot-in- Command.
- 3.5.3 The Inspector may recommend a DCP Type B nominee without monitoring the nominee conducting a Route Check.

3.6 RECOMMENDATION BY THE INSPECTOR

- 3.6.1 On completion of paragraph 3.4 and 3.5 the Inspector shall make his recommendations to Deputy Director (Operations) in the appropriate form (Please refer to [Annex A](#)).

3.7 GRANTING OF DCP APPROVAL

- 3.7.1 The Deputy Director (Operations) shall make his recommendations in the appropriate form (Refer [Annex A](#)).
- 3.7.2 If the DCP nominee fails to meet the qualifications and/or to demonstrate knowledge requirements or level of competence, the Deputy Director (Operations) shall inform the Air operator accordingly.
- 3.7.3 On satisfactory completion of all requirements Civil Aviation Authority of Sri Lanka, may grant DCP approval in the prescribed format (Refer [Annex B](#)) to the nominee, with copy to the operator.

4 CHAPTER 4 ADMINISTRATION

4.1 DCP APPROVING AUTHORITY

- 4.1.1 Civil Aviation Authority of Sri Lanka will be the approving authority for the issuance, variation, withdrawal or suspension of DCP authority.
- 4.1.2 Air Operators are to contact Deputy Director (Operations) in relation to any matter concerning Designated Check Pilots.

4.2 ADDITION OF AUTHORITY TO EXISTING DCP APPROVAL

- 4.2.1 A DCP nomination form (**Annex A**) shall be submitted containing only the additional information pertaining to the additional privileges requested. The application shall be submitted as for an initial DCP approval.
- 4.2.2 The Deputy Director (Operations) shall determine whether the request is warranted and verify the nominee's qualifications.
- 4.2.3 The request for additional approvals shall comply with initial DCP approval process (applicable provisions only).
- 4.2.4 When the nominee has met all requirements for the addition of DCP approval, a revised DCP approval shall be issued in conformity to the initial approval process.

4.3 WITHDRAWAL OF DCP PRIVILEGES

- 4.3.1 DCP privileges may be withdrawn by the Civil Aviation Authority of Sri Lanka, in part or in whole without assigning any reason thereof. In these cases, Civil Aviation Authority of Sri Lanka, will issue a notice of suspension to the DCP concerned and inform the Air Operator affected. Where there is an immediate threat to safety DCP authority shall be withdrawn immediately.
- 4.3.2 The Civil Aviation Authority of Sri Lanka may withdraw a DCP's authority if evidence shows that the DCP has:
- a) At any time, acted in a manner which is in contravention to the guidelines contained in this manual or in breach of the trust placed by the Authority on the DCP;
 - b) Placed a personal interest, or the interest of the company (Air Operator), ahead of the interest of the Civil Aviation Authority of Sri Lanka;
 - c) Failed to comply with any provision in this manual or failed to maintain any standard as required in this manual.
 - d) Fraudulently used DCP authority or has acted in any other way that would discredit the Civil Aviation Authority of Sri Lanka.
 - e) Breached Civil Aviation Rules, Regulations, Instructions and etc.



- f) If a Civil Aviation Inspector determines during the course of a Test / Check or monitor ride, that the DCP no longer meets Civil Aviation Standards, the Inspector shall inform the DCP during the de brief of his findings and make a report to Civil Aviation Authority of Sri Lanka. If the situation so demands the Inspector may terminate the Check / Test any time the problem occurred. On receipt of the report from the Inspector, Civil Aviation Authority of Sri Lanka, shall conduct an inquiry and withdraw the DCP privileges as appropriate.
- 4.3.3 On the request of the Air Operator, Civil Aviation Authority of Sri Lanka may consider the withdrawal of DCP authority if such request is based on genuine reasons.
- 4.3.4 When it has been alleged that any DCP has acted in a manner specified in paragraph [4.3.2](#), the Civil Aviation Authority of Sri Lanka, prior to making a final decision, shall appoint a committee to investigate in to the matter.
- 4.3.5 The DCP and the Air operator shall be given a formal opportunity to be represented at the inquiry held as above.
- 4.3.6 The DCP shall have the right to appeal to Civil Aviation Authority of Sri Lanka, on the decision within 10 working days.

4.4 EXPIRATION OF DCP AUTHORITY

- 4.4.1 DCP privileges will cease to be in force;
- a) On expiration of delegation of DCP authority by Civil Aviation Authority of Sri Lanka.
 - b) Immediately upon any condition applicable for the appointment and/or renewal of delegation of authority to function as DCP are not met.
 - c) Any time the DCP has been denied his privileges under paragraph [4.3](#), he will not qualify for renewal of his DCP privileges by the Civil Aviation Authority of Sri Lanka.

4.5 ADMINISTRATIVE PROCEDURE FOR THE RENEWAL OF DCP DELEGATION OF AUTHORITY

- 4.5.1 All DCP delegation of authority shall be valid for one year unless Civil Aviation Authority of Sri Lanka, decide to issue DCP authority for a shorter period or issue a limited authority.
- 4.5.2 Renewal procedure
- a) The responsibility to request renewal prior to expiration of DCP authority rest with the Air Operator concerned.
 - b) At least one month prior to the expiration of DCP authority the Air Operator shall request for renewal in writing.
 - c) Following will be attached to the renewal request.
 - I. Record of all Tests / Checks the DCP has conducted during the last year.
 - II. Copy of DCP's current licence and medical certificate
 - d) The application shall indicate the dates the DCP can be made available for an Inspector to monitor / conduct a Test / Check if required.

- e) Civil Aviation Authority of Sri Lanka shall review the request with particular attention to the number of Tests / Checks conducted by the DCP during the past year and other renewal requirements specified in this manual. This is to ensure that the DCP is being well utilised by the Air Operator and to justify his continued designation.
- f) If the document review is satisfactory Civil Aviation Authority of Sri Lanka, will assign an Inspector to conduct and monitor the DCP as required.
- g) If the performance of the DCP is satisfactory the DCP designation shall be renewed.
- h) If the performance of the DCP is not satisfactory for any reason the DCP and the Air Operator shall be informed accordingly.

4.6 MONITORING OF DCPS

4.6.1 The Civil Aviation Authority of Sri Lanka shall monitor the standards of all DCPs by:

- a) A Flight operations Inspector conducting or monitoring each DCP Type A / Type B successfully completing a PPC renewal in the Flight Simulation Training Device / in the aircraft as applicable every 12 months.
- b) A Flight Operations Inspector monitoring a DCP Type A / Type C conducting a Test / Check on a candidate once in every 12 months,
- c) A Flight Operations Inspector monitoring a DCP Type B conducting a Line check on a line pilot once in every 12 months.

4.6.2 The purpose of monitoring the activities of each DCP is to ensure that:

- a) His reports are complete, accurate and meaningful;
- b) His Tests / Checks cover the required sequences;
- c) His conduct of Tests / Checks is fair and in conformance with the standards and procedures described in this manual;
- d) He is acting within the limits of his authority;

4.6.3 Any time a DCP has been subjected to a monitor or a Check the DCP monitoring report (**Annex C**) must be completed by the Inspector.

4.6.4 If the monitor was for a DCP nominee, the Inspector will complete the PPC report, the DCP monitoring report and attached both to the nomination.

4.6.5 After the monitor is complete and some deficiencies are detected, the inspector shall provide a debrief in each of the applicable areas to ensure that the DCP may take corrective action as deemed applicable.

4.7 DCP TRAINING

4.7.1 Every DCP shall unless otherwise exempt by the Authority should 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 in every three years. The course shall cover at least the following with sufficient details.

- a) General
- b) Training Content
- c) Test/Check Standards
- d) Purpose of Test and Checks

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- e) DCP preparation for Test/Check
- f) Weather minima
- g) Pre-flight briefing
- h) Applicant's planning and facilities
- i) Airmanship
- j) Assessment System
 - I. Flight Management
 - II. Conduct of Test/Check
 - III. Repeat items
 - IV. Pass/fail criteria
 - V. The result
- k) Post flight – debrief
- l) Complaints and Appeals

4.8 DCP'S RESPONSIBILITIES

- 4.8.1 A DCP shall not undertake to perform any Test / Check unless he has written instructions from the Air Operator to perform such Test / Check. This is in addition to any written authority he is required to have from Civil Aviation Authority of Sri Lanka.
- 4.8.2 At no stage a DCP who conducts a Test / Check on a candidate pilot shall convert a Test / Check to a training session without completing necessary documents concerning the result of such a Test / Check.
- 4.8.3 A DCP who has conducted a Test / Check on a candidate pilot shall not seek support of another Air Operator management pilot or any other DCP to obtain a second opinion about the competency of the candidate pilot nor shall alter result of his assessment after completing of Test / Check forms.
- 4.8.4 It is the responsibility of the DCP to submit the original Test / Check report of candidates to Civil Aviation Authority of Sri Lanka, as soon as possible.
- 4.8.5 A DCP shall submit the duly completed Designated Check Pilot's monthly return form (**Annex D**) of the Test / Check which he has performed during each month to the Civil Aviation Authority of Sri Lanka, by 10th of the following month.

4.9 AIR OPERATOR RESPONSIBILITIES

- 4.9.1 Air Operators shall ensure that all DCPs appointed conduct the minimum Tests / Checks as required in this manual per year. In addition the Operator is required to ensure that there is a fair distribution of Tests / Checks to all DCPs.
- 4.9.2 It is the Air Operator's responsibility to ensure a DCP's authority is valid before scheduling him to conduct a Test / Check. To aid in this responsibility, an Air Operator shall maintain records to show;
 - a) The last date in which a DCP had his PPC renewed / monitored by an Inspector.



- b) The last date when the DCP was monitored conducting a Test / Check by an Inspector and when his next monitored ride is due;
 - c) A list of Tests / Checks conducted by all DCPs of the Air Operator.
- 4.9.3 It is the Air Operators responsibility to submit to Civil Aviation Authority of Sri Lanka, a monthly schedule of proposed Tests / Checks to be conducted. The list should be submitted to arrive at least seven days prior to the first scheduled Test /Check. Unless another method is approved, form **(Annex E)** is to be used.
- 4.9.4 Where a DCP's PPC renewal or monitored ride becomes due during the period covered by the monthly schedule, it should be so noted by the Air Operator on the form submitted **(Annex E)** and an advanced booking confirmed with Civil Aviation Authority of Sri Lanka.
- 4.9.5 If a delay or problem is anticipated by the Air Operator in arranging either a PPC or monitored ride on a DCP prior to the expiry date, contact should be made at once by telephone with Civil Aviation Authority of Sri Lanka, to make alternate arrangements.
- 4.9.6 It is the Air Operators responsibility to submit to Civil Aviation Authority of Sri Lanka, a list containing the completed Tests / Checks for the month. The list should be submitted by the 10th of following month. Unless another method is approved, form **(Annex F)** is to be used.
- 4.9.7 Air Operators shall make arrangements in order DCPs are able to submit all original Test / Check forms of the candidates to Civil Aviation Authority of Sri Lanka, as soon as practicable after the Test / Check is completed.

4.10 ADMINISTRATIVE PROCEDURE FOLLOWING AN UNSUCCESSFUL TEST / CHECK

- 4.10.1 Action to be taken by Inspector / DCP, when an Air Operator pilot has not met standards as required in this manual is as follows.
- a) Immediately notify Civil Aviation Authority of Sri Lanka, that the pilot has not met the standards required by this manual to successfully complete the Test / Check.
 - b) Ensure that appropriate form is properly completed and the original form is handed over to Civil Aviation Authority of Sri Lanka, as soon as possible.
 - c) A form shall be completed for each Test / Check, including any terminated during pre-flight preparation, or before all exercises were completed,
 - d) Notify the Chief Pilot and /or Operations Manager of failed items and recommendations as to corrective action.
 - e) To facilitate the suspension of an instrument rating when the pilot fails to demonstrate an adequate level of competency in those sequences which form the Standards for the instrument rating, the Inspector / DCP will immediately notify the Civil Aviation Authority of Sri Lanka, to ensure that a notice of suspension or cancellation is issued.



5 CHAPTER 5

NATURE AND SCOPE OF AUTHORITY

5.1 DCP AUTHORITY

5.2 DCP TYPE A

5.2.1 DCP Type A may be authorized to conduct;

- a) Recurrent PPC and/or IRT (in the aircraft or in an approved flight simulation training device).
- b) Base Check (any Test / Check item that need to be completed in the aircraft after a portion of the Test / Check has been completed in a flight simulation training device).
- c) Line Check.
- d) Category II and / or Category III Operations.

5.2.2 A DCP Type A may conduct a re-test of a failed recurrent PPC/ IRT or Line Check provided Civil Aviation Authority of Sri Lanka, prior approval has been granted to conduct the re Test / Check.

5.2.3 A Flight Operations Inspector must conduct/monitor a second re-test of a failed recurrent PPC / IRT or Line Check.

5.2.4 A DCP Type A may conduct a PPC and /or IRT on a company executive or supervisory pilot of the Air Operator if that executive or supervisor has satisfactorily completed a PPC and / or IRT with an Inspector during the preceding eight months.

5.2.5 DCP shall not conduct Tests / Checks on applicants to whom they have given flight instruction for that licence or rating except with the explicit consent in writing from the Authority. Recurrent training conducted prior to a recurrent Test / Check is exempted from this requirement.

5.2.6 DCP shall not conduct;

- a) A skill Test for the award of a pilot Licence unless otherwise authorised as per section [5.5.2](#);
- b) A Skill Test for the award of a Type Rating unless otherwise authorised as per section [5.5.2](#); and
- c) Initial Line Check on a candidate to whom he has conducted training in a Flight Simulation Training Device or in the aircraft unless otherwise authorised by the Authority.

5.2.7 A DCP will not conduct a PPC and/ or IRT on an Inspector unless Civil Aviation Authority of Sri Lanka has granted specific authority.

5.3 DCP TYPE B

5.3.1 DCP Type B may be authorized to conduct Line checks only.

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5.4 DCP TYPE C

5.4.1 DCP Type C may be authorised to conduct;

- a) Recurrent Pilot Proficiency Check (PPC)
- b) Recurrent Instrument Rating Test (IRT)
- c) Recurrent Line Check
- d) Category II and /or III Operations

5.5 INSPECTOR'S TESTING / CHECKING RESPONSIBILITIES

5.5.1 The following Tests / Checks must be conducted by a Flight Operations Inspector of Civil Aviation Authority of Sri Lanka.

- a) A Skill Test for the award of a Pilot's licence;
- b) A Skill Test for the award of a Type Rating ;
- c) Initial Instrument Rating Test (IRT);
- d) Re-check of a failed Skill Test;
- e) Second re check of recurrent PPC / IRT / Line Check.
- f) PPC renewal of each DCP Type A and B once a year
- g) A Base Check on an Air Operator pilot when the Air Operator has not authorized DCP Type A
- h) PPC and /or IRT renewal of all Air Operator management and supervisory pilots once a year.

5.5.2 In case of non-availability of an Inspector, the authority to conduct any of the Tests / Checks tabulated in paragraph [5.5.1](#) may be delegated by Civil Aviation Authority of Sri Lanka, to a DCP Type A on case by case basis.

5.5.3 In addition to the Tests / Check detailed in paragraph [5.5.1](#), an Inspector, Civil Aviation Authority of Sri Lanka, shall conduct a sample of recurrent PPC / IRT / Line Check to monitor the standard of the Air Operator's training program.

5.5.4 Check rides conducted outside Sri Lanka by Inspectors will be subject to cost recovery as per the prevailing rules and procedures of the Civil Aviation Authority of Sri Lanka,

5.6 CERTIFICATION OF AERODROME OPERATING MINIMA

5.6.1 Flight crew certification:

5.6.2 During a Skill Test / Check and recurrent PPC / IRT,

- a) Each pilot will be required to demonstrate one complete take off and one rejected takeoff in the minimum visibility approved for the Air Operator by Civil Aviation Authority of Sri Lanka.
- b) Each pilot will be required to demonstrate an approach in Instrument metrological conditions not greater than the minimum recommended for a Category I approach if the Air Operator has been authorized to conduct Category I approaches by Civil Aviation Authority of Sri Lanka.



- c) Each pilot will be required to demonstrate an approach in Instrument metrological conditions not greater than the minimum recommended for each type of non-precision approaches the Air Operator has been authorized to conduct by Civil Aviation Authority of Sri Lanka.

5.6.3 During the de briefing the Inspector / DCP shall ensure that each crew member has a clear understanding of the authorised minima for takeoff and landing. The recording of the evaluation of requirements in paragraph [5.6.2](#) above will be made in the Pilot Proficiency Check report (**Annex G**). The authorized minimum RVR for takeoff shall be annotated in the appropriate box in the form. The evaluated non precision approach types must be recorded in the comments / general assessment column in the form.

5.6.4 **Note:** Each crew member is required to comply with the more restrictive takeoff / landing minima, authorised by the State of the Operator or stipulated by the State of the Aerodrome, as the case may be.

5.6.5 Aerodrome Operating Minima:

A State of the Operator has an obligation under Annex 6, Part 1, in respect of aerodrome operating minima. States can meet this obligation either by supervising the determination of operating minima by Air Operators or by directly determining minima for their use.

- a) Aerodrome operating minima are the limits of usability of an aerodrome for either takeoff or landing, usually expressed in terms of visibility or runway visual range, decision altitude / height or minimum decent altitude / height and cloud conditions;
- b) In limited visibility, the visual reference necessary for aeroplane operations solely by visual means may not be available and the aeroplane will have to be operated by reference to instruments, or by reference to a combination of instruments and visual information.
- c) Aerodrome operating minima are established in order to ensure a desired level of safety for aeroplane operations at an aerodrome by limiting these operations in specified weather conditions. Such minima are generally expressed differently for takeoff and for landing.
- d) For takeoff, which commences with the aeroplane at rest, limitations are usually stated in terms of horizontal visibility and in some instances by both horizontal visibility and cloud base.
- e) For the approach to landing where the aeroplane is already in flight generally a limit on the instrument approach is established, called decision altitude / height (DA / H) together with a horizontal visibility limitation.
- f) The use of horizontal visibility is common to both take off and landing minima but it should be noted that if a vertical component is included in take off minima, it is fundamentally different from the vertical component in landing minima. If it is necessary to specify such a vertical component for takeoff it will be a metrological condition; i.e. cloud base or vertical visibility, where as for landing the vertical element is a minimum altitude or height to which an approach may be continued without the required visual reference.

5.7 CERTIFICATION OF CATEGORY 11 / CATEGORY 111 OPERATIONS

5.7.1 Flight crew training

Prior to conducting initial or recurrent Category II or Category III Checks the Inspector / DCP must ensure that all crew (Pilot-in-Command, First officer and where applicable, Flight engineer) has completed the applicable approved Category II/III training program successfully.

5.7.2 Flight Crew certification

For the purpose of a Category II or Category III Check a successful approach is defined as one in which, at the DH:

- a) The aircraft is in trim for continuation of a normal approach and landing;
- b) The indicated airspeed, heading and threshold height, are satisfactory for a normal flare and landing. The speed must be within plus or minus 5 KT of the computed airspeed and in no circumstances less than the threshold speed.
- c) The aircraft is positioned so that the flight deck is within, and tracking to remain within, the lateral confines of the runway extended;
- d) Deviation from the glide path does not exceed ± 75 microamperes (equivalent to one dot)* as displayed on the ILS indicator; no unusual roughness or excessive attitude changes have occurred after leaving the middle marker.

*Note: - * This relationship may not be true for older instruments. In such cases, the allowable indicators deflection is that which is equivalent to ± 75 microamperes.*

5.7.3 When preparatory requirements have been met, arrangements will be made between the Air Operator and Civil Aviation Authority of Sri Lanka, for crew evaluation. Details of the evaluation procedure will be determined by the Flight Operations Inspector / DCP, and the following general criteria will apply;

- a) An evaluation of flight crews and operating procedures for certification for Category II or III will be demonstrated using applicable type simulators certified for Category II or III by Civil Aviation Authority of Sri Lanka.
- b) Non-visual simulators may be used to demonstrate crew coordination and proficiency in the handling of emergency procedures during an approach and overshoot. All other Checks, whether initial or recurrent, must be done in a visual type simulator.
- c) The crew will consist of a Pilot-in-Command, a first officer, and a third crewman as appropriate to type. The Air Operator training Pilot will not form part of the flight crew (unless for his qualification ride);
- d) Inspector /DCP should try to introduce a fault prior to the Category II or III Approach to permit observation of the crew's ability to assess the approach capability of the aircraft.
- e) The Captain's initial or recurrent Category II or III Proficiency Check will at least comprise of:
 - I. One Category II or III ILS approach, during which a practical emergency (e.g. engine fire) is introduced, aimed at assessing crew co-ordination.
 - II. One Category II or III ILS approach to a landing in Category II or III weather minima. (An automatic landing or manual landing from an approved manual system).



- III. A missed approach starting from a very low altitude which may result in touchdown during the go-around maneuvers.
 - IV. For those Category II or III operations predicated on the use of a fail- passive rollout control system, a manual rollout using visual reference or a combination of visual and instrument references.
- f) Other flight crew members will be checked concurrently in the performance of their assigned duties in support of the above initial/recurrent Proficiency Check items.
 - g) The recording of the evaluation will be made on the Pilot Proficiency Check report (**Annex G**). The authorized DH/ RVR shall be annotated in the appropriate box in the form. In addition the Air Operator Category II / III authorization card (or equivalent document) shall be filled and signed by the Inspector / DCP.
 - h) The period of certification will be for six months or up to the validity period of the PPC. Renewal Check may be combined with Pilot Proficiency Check or during an approved LOFT program.
 - i) The Inspector / DCP shall conduct recurrent Category II / III Checks in conformity to the Category II / III manual (or equivalent document) approved by Civil Aviation Authority of Sri Lanka.

5.8 CERTIFICATION OF EXTENDED OPERATIONS BY AEROPLANES WITH TWO TURBINE POWER UNITS (ETOPS)

5.8.1 Flight crew training

5.8.2 Prior to conducting initial or recurrent ETOPS Checks the Inspector / DCP must ensure that all crew (Pilot-in-Command, First officer and if applicable, Flight engineer) has completed the applicable Air Operator approved ETOPS training program successfully.

5.8.3 Flight crew certification

- a) When preparatory requirements have been met, arrangements will be made between the Air Operator and Civil Aviation Authority of Sri Lanka, for crew evaluation. Details of the evaluation procedure will be determined by the Flight Operations Inspector / DCP, in conformity to the ETOPS manual (or equivalent document) approved by Civil Aviation Authority of Sri Lanka.
- b) The Inspector / DCP shall conduct recurrent ETOPS Checks in conformity to the ETOPS manual (or equivalent document) approved by Civil Aviation Authority of Sri Lanka.
- c) The recording of the evaluation will be made on the Line Check report (**Annex H**).

5.9 MIXED FLEET FLYING (MFF)

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5.9.1 Flight crew training

5.9.2 Prior to conducting initial or recurrent Checks for flight crew to be authorized for Mixed Fleet Flying the Inspector / DCP must ensure that all crew (Pilot-in- Command, First officer and if applicable, Flight Engineer) has completed the applicable Air Operator approved MFF training program successfully.

5.9.3 Flight crew certification

- a) When preparatory requirements have been met, arrangements will be made between the Air Operator and Civil Aviation Authority of Sri Lanka, for crew evaluation. Details of the evaluation procedure will be determined by the Flight Operations Inspector / DCP, in conformity to the MFF manual (or equivalent document) approved by Civil Aviation Authority of Sri Lanka.
- b) The Inspector / DCP shall conduct recurrent MFF Checks in conformity to the MFF manual (or equivalent document) approved by Civil Aviation Authority of Sri Lanka.
- c) The recording of the evaluation will be made as required in the MFF manual (or equivalent document).

5.10 SPILOT QUALIFICATION TO OPERATE IN EITHER PILOT'S SEAT

5.10.1 Commanders whose duties also require them to operate in the right hand seat and carry out the duties of the co pilot, or Commanders required to conduct training and Testing / Checking duties from the right hand seat, shall complete additional training and Checking as specified below, concurrent with the Pilot Proficiency Check prescribed in **Chapter 7** of this manual.

This additional training / Checking conducted from the right hand seat must include at least the following.

- a) An engine failure during takeoff
- b) A one engine inoperative approach and go around
- c) A one engine inoperative landing

5.10.2 When operating in the right hand seat, the Pilot Proficiency Check successfully completed as per **Chapter 7** of this manual from the left hand seat must be valid and current.

5.10.3 The recording of the evaluation will be made in the Pilot Proficiency Check report (**Annex G**). The qualification to operate in either pilot's seat shall be annotated in the comments / general assessment column in the form.

5.11 IN FLIGHT RELIEF OF FLIGHT CREW MEMBERS

A flight crew member may be relived in flight of his duties at the controls by another suitably qualified flight crew member as authorised by Civil Aviation Authority of Sri Lanka.

5.11.1 Flight crew training

Prior to conducting initial or recurrent Checks for flight crew members who are authorized as above the Inspector / DCP must ensure that all crew (Pilot- in-Command, First

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officer and if applicable, Flight engineer) has completed the applicable Air Operator approved training program successfully.

5.11.2 Flight crew certification

- a) When preparatory requirements have been met, arrangements will be made between the Air Operator and Civil Aviation Authority of Sri Lanka, for crew evaluation. Details of the evaluation procedure will be determined by the Flight Operations Inspector / DCP, in conformity to the applicable manual (or equivalent document) approved by Civil Aviation Authority of Sri Lanka.
- b) The Inspector / DCP shall conduct recurrent Checks in conformity to the applicable manual (or equivalent document) approved by Civil Aviation Authority of Sri Lanka.
- c) The recording of the evaluation will be made as required by Civil Aviation Authority of Sri Lanka.

6 CHAPTER 6

GENERAL GUIDELINES FOR PPC, IRT AND LINE CHECKS

6.1 PURPOSE

- 6.1.1 PPC, IRT and Line Checks are conducted and/or monitored by Civil Aviation Authority of Sri Lanka, with a view to;
- a) Determining that the candidate / crew meet the knowledge and skill requirements as specified in this manual.
 - b) Improving standards of instruction and training through feedback of information on those tasks, manoeuvres, policies that are weak or commonly unsuccessful.
 - c) Ensuring acceptable levels of safety are maintained and where possible improved throughout the aviation industry, by requiring the application of sound airmanship and flight discipline.
 - d) Ensuring that flight crew prior to being authorised to operate aircraft on commercial operations attain and maintain the required standard in piloting technique and the ability to safely operate a specific type of aircraft throughout the normal, abnormal and emergency flight envelopes set out in applicable manuals.
- 6.1.2 The role of the Inspector and DCP is to conduct PPC, IRT and/or Line Check in conformity with the standards described in this manual and determine whether the pilot undergoing such Test /Check has the required competence to operate the aircraft safely under any circumstances.
- 6.1.3 The Inspector / DCP is also required to provide a feed back to Civil Aviation Authority of Sri Lanka, in order to have a general assessment of the quality of DCP Programme and achieve the objectives tabulated in paragraph [6.1.1](#).

6.2 EVALUATION

- 6.2.1 Evaluation is the process of defining, observing and measuring a candidate's performance during a Test / Check. When an Inspector / DCP conduct a Test /Check, it is for the purpose of determining whether the applicant has acquired knowledge and competence and meets other requirements as outlined in this manual. Analysis of this evaluation, as recorded in the appropriate Test / Check reports shall provide information that is used to identify;
- a) Candidates deficiencies
 - b) Specific degrees of skill
 - c) Areas of weak instructions
 - d) Areas of training syllabus requiring improvement



6.2.2 This information along with other sources as Accident Reports, Flight Safety News letters are then integrated in to the training programme in the form of revisions to the relevant training manuals, examinations and Test /Check standards. This improves quality of training and enhances aviation safety.

6.3 GENERAL INSTRUCTIONS

- 6.3.1 An Inspector of Civil Aviation Authority of Sri Lanka shall not act as Pilot in Command when conducting any Test or Check.
- 6.3.2 Any Test / Check specified in this manual other than a Line Check, which is operated by a set of crew holding appropriate licences and authorisations, shall not be conducted during revenue flights.
- 6.3.3 A Test / Check may induce tension and feelings of apprehension even in the most experienced pilots. It is the skill of an Inspector / DCP to create a friendly and pleasing environment to ease of such psychological effects in pilots undergoing the checks and let them demonstrate their abilities and competence. In order to minimise sources of stress and distraction during a Test /Check, admittance to the flight deck /simulator should be restricted to the following individuals.
- a) Candidates and Required crew members
 - b) DCP performing the check
 - c) Inspector, if present
 - d) Any DCP nominee on observation
 - e) Simulator operator if required
- 6.3.4 The Pilot proficiency Check shall not be conducted as an isolated group of emergency procedures and drills. It shall be constructed with minimum disruption in a logical continuous flow reflecting a normal flight profile. Both Inspector and/or DCP shall ensure that the Pilot Proficiency Check is conducted as pre-programmed activity, with clear understanding as to what events will unfold during the exercise; however, the person conducting the Test / Check may deviate from the appropriate Schedule, for justifiable reasons.
- 6.3.5 It is desirable to have a DCP or an Air Operator training pilot assist the Inspector on a Flight Check or Flight Simulation Training Device Check requiring an Inspector's participation. If a DCP is not available, the flight check will be conducted solely by the Inspector as follows:
- a) If the aircraft is certified for single pilot operation, the Inspector may occupy the co-pilot position except where the Air Operator has indicated in its Operations Manual that all flights will require a two man crew;
 - b) Where the aircraft is certified for multi crew operations the Inspector shall occupy the observer seat.
 - c) When the aircraft type specification requires two pilots, but is not equipped with a jump seat, the Inspector may occupy the co-pilot position provided he is endorsed and current on the aircraft type, trained and competent on Air Operator flight operations, Standard Operating Procedures and has written authority from the Air operator to occupy the seat.



- 6.3.6 When conducting a PPC or IRT in an approved Flight Simulation Training Device, the Inspector / DCP shall not participate as a required crew member. He shall occupy the observer seat. The Inspector / DCP may operate the Flight Simulation Training Device or obtain the assistance of a simulator operator to do so.
- 6.3.7 When conducting a PPC or IRT in an aircraft, the DCP shall occupy the observer seat. If the aircraft is not equipped with an observer seat the DCP may occupy either pilot seat and conduct the assigned duties as per the Air Operator's standard Operating Procedures during the flight.
- 6.3.8 Test/Check is not a training exercise. It is performed after appropriate training and hence Inspector / DCP shall refrain from teaching, briefing or demonstrating proper technique during a Test /Check. However, if the pilot being Tested/Checked does not demonstrate the skills to the expected standards, the DCP may suspend the Test/Check and convert the balance part of time to a training session, after completing the required reports on the Test/Check.
- 6.3.9 Aircraft used for the flight check shall be equipped with fully functioning dual controls and provide for a satisfactory means of verbal communication.
- 6.3.10 Either the Inspector or DCP may conduct pre-flight activities including the briefing / debriefing of the candidates.
- 6.3.11 The Pilot Proficiency Check shall consist of a demonstration of both pilot flying (PF) duties and pilot not flying (PNF) duties.
- 6.3.12 Upon completion of the Test / Check in the presence of an Inspector, the Inspector and DCP will meet privately to reach agreement on the results of the Test / 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 shall be used in the debriefing and marking of appropriate forms.

6.4 CREW COMPLIMENT DURING A TEST / CHECK

- 6.4.1 It is desirable that all required flight deck crew members undergo a Test / Check, to demonstrate their competency in the seat that they usually occupy during revenue operations of the air operator.
- 6.4.2 If there is only one candidate for a Test / Check, he will occupy either of the two pilot seats commensurate with his qualifications. The remaining seats of required crew members should be occupied by a safety pilot / engineer as applicable, who are current in regard to proficiency requirements.
- 6.4.3 A Test / Check of a Pilot-in-Command shall be completed in the seat normally occupied by the Pilot-in-Command and a Test / Check of a First officer shall be completed in the seat normally occupied by the First officer.



6.4.4 A crew member shall only occupy a seat commensurate with his qualification during a Test /Check. The only exception will be where a crew member is occupying a seat to obtain a qualification.(eg; A Captain shall not occupy the First Officer seat during a Test / Check unless he has a right hand seat qualification or is undergoing the Test / Check to obtain the right hand seat qualification).

6.5 ISSUE / RENEWAL AND VALIDITY PERIOD OF A TEST / CHECK

6.5.1 Instrument Rating (IR)

- a) When a pilot successfully completes the Pilot Proficiency Check according to the applicable schedule in Chapter 7, it shall be considered as successfully completing the Test / Check requirement for the issue / renewal of the Instrument rating.
- b) The validity period of the Instrument rating is one year.

6.5.2 Pilot Proficiency Check (PPC)

- a) When a pilot successfully completes the Pilot Proficiency Check according to the applicable schedule in Chapter 7, it shall be considered as successfully completing the Test / Check requirement for the renewal of the Pilot Proficiency Check.
- b) A Pilot Proficiency Check (PPC) shall be performed twice within any period of one year (12 months). Any two such checks which are similar and which occur within a period of four consecutive months will not satisfy the foregoing requirement.

6.5.3 Line Check (LC)

- a) When a pilot successfully completes the Line Check according to the applicable schedule in Chapter 7, it shall be considered as successfully completing the Test / Check requirement for the initial /renewal of the Line Check.
- b) The validity period of the Line Check is one year.

6.6 RENEWAL OF PPC AFTER EXPIRATION

6.6.1 If the validity period of a PPC has been expired for a period less than 6 months;

- a) For Air Operators using flight simulation training device following must be completed.
 - I. A briefing on changes that have occurred to the aeroplane or its operation since the pilot's last flight. This shall include any change to SOPs of the air operator.
 - II. A 90 minute simulator exercise that includes normal take-offs and landings, engine failure on take-off and engine failure on the missed approach.
 - III. A Line check of at least three sectors during which the candidate will complete all take-offs and landings.
 - IV. Any recurrent training, including a PPC that may come due during the absence from flying duties.



- b) For Air Operators using the aeroplane for training and Checking the following must be completed.
- I. A briefing on changes that have occurred to the aeroplane or its operation since the pilot's last flight. This shall include any change to SOPs of the air operator.
 - II. Three take-offs and landings (which may be carried out as part of a PPC).
 - III. Line check of at least two sectors duration.
 - IV. Any recurrent training, including a PPC that may come due during the absence from flying duties.

6.6.2 Where the validity period of a PPC has been expired for a period between 6 and 24 months;

- a) For Air Operators using a flight simulation training device the following must be completed.
- I. A briefing on changes that have occurred to the aeroplane or its operation since the pilot's last flight. This shall include any change to SOPs of the air operator.
 - II. A 90 minute simulator exercise that includes normal take-offs and landings, engine failure on take-off and engine failure on the missed approach.
 - III. A line check of at least three sectors during which the candidate will complete all take-offs and landings.
 - IV. Any recurrent training, including a PPC that may come due during the absence from flying duties.
 - V. An approved technical ground training course consisting of an aeroplane system review.
- b) For Air Operators using the aeroplane for training and Checking the following must be completed.
- I. A briefing on changes that have occurred to the aeroplane or its operation since the pilot's last flight. This shall include any changes to SOPs of the air operator.
 - II. Three take-offs and landings (which may be carried out as part of a PPC).
 - III. Line check of at least two sectors duration.
 - IV. Any recurrent training, including a PPC that may come due during the absence from flying duties.
 - V. An approved technical ground training course consisting of an aeroplane system review.

6.6.3 Where the PPC has expired for a period greater than 24 months the Air Operator's approved complete initial aeroplane type training course shall be completed.

6.7 FLIGHT SIMULATION TRAINING DEVICES

6.7.1 Tests / Checks as required in this manual shall be conducted;

- a) In an Aeroplane;
- b) In an approved flight simulation training device ; or
- c) A combination of the Aeroplane and an approved flight simulation training device.

6.7.2 Civil Aviation Authority of Sri Lanka shall inspect and approve flight simulation training devices to verify the suitability of such equipment for the conduct of approved training and checking by Air Operators.

6.7.3 The configuration of flight simulation training device intended for training/checking shall closely resemble the aeroplane used by the Air Operator. It is also necessary to ensure that the fidelity of the simulator is very much close to that of the actual aircraft operated by the air operator. In the instrument of approval granted by Civil Aviation Authority of Sri Lanka the list of training / checking exercises that can be conducted using the flight simulation training device will be specified. All training, Tests/Checks that are performed must be in conformity with the aforementioned list.

6.7.4 Training and Tests / Checks that are conducted as required in this manual shall be completed only using flight simulation training devices that has a current approval from Civil Aviation Authority of Sri Lanka.

6.7.5 Prior to conducting the Test / Check the Inspector / DCP shall ascertain the exercises that can be completed in the flight simulation training device and the exercises that must be completed in the aeroplane.

6.7.6 If the Test / Check is to be conducted in an approved Flight Simulation Training Device that has un-serviceability, then reference must be made to the Flight Simulation Training Device Component Inoperative Guide to ascertain if the Test / Check can be completed given the nature of the un-serviceability.

6.7.7 DCP may bring to the immediate notice of the Authority about the simulators that do not show fidelity with the actual aircraft used by the Air Operator.

6.8 ASSESSMENT STANDARDS

6.8.1 Each sequence of the Test /Check shall be graded according to the following assessment standards and rating definitions. The Air Operator shall not vary the Test/Checks performed for and on behalf of Civil Aviation Authority of Sri Lanka for its own grading/evaluation/promotion schemes, requirements.

6.8.2 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.



6.8.3 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.

6.9 SATISFACTORY (S)

6.9.1 A sequence shall be rated Satisfactory (S) if;

- a) It contains minor errors, which have no effect on safety;
- 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.

6.10 SATISFACTORY WITH BRIEFING (SB)

6.10.1 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) 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;
- c) There is a deviation from standard procedures from published tolerances but initiated corrective action;
- d) Procedures or practices which the candidate completed 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.

6.10.2 Although not required at all times, provided it is not listed as a fail item, a procedure or sequence that would normally rate a "SB" may be repeated at the discretion of the Inspector / DCP.

6.11 UNSATISFACTORY (U)

6.11.1 If a sequence cannot be rated Satisfactory (S) or Satisfactory with briefing (SB) according to preceding guide lines, it shall be rated Unsatisfactory (U).

6.11.2 A sequence shall also be rated Unsatisfactory (U) 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;
- h) The candidate demonstrates unsatisfactory knowledge of airplane systems, equipment, or procedures.

6.12 ASSESSMENT GUIDELINES

- 6.12.1 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 ride and test its validity against the definition for each rating. By applying this test to all exercises, standardization can be achieved in check ride assessments. Each sequence of the check ride, including any errors or mistakes, shall be evaluated with respect to the rating definitions.
- 6.12.2 Common errors and rating assessments are described by a variety of adjectives. Terms such as (un) acceptable, (us) 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 Air Operator procedure.
- 6.12.3 The assessment guidelines shall be used as a reference by Inspector /DCP when determining the rating to be awarded for specific flight test sequences. The guidelines are not intended to be restrictive or to define all common errors. Inspector / DCP must use knowledge, experience and professional judgment in conjunction with the rating definitions to arrive at their assessments.
- 6.12.4 In order for a Test / Check to receive a General Assessment of “Fail”, at least one sequence must be assessed as “U”. It also follows that, when any individual sequence has been assessed as “U”, the Test / Check must receive a General Assessment of “Fail”. A Test / Check 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 “SB”.
- 6.12.5 During a Test / Check, a flight sequence may involve duties and /or responsibilities for crewmembers 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 “fail” may be given to more than one crewmember involved in the same flight sequence.
- 6.12.6 During a Test /Check, any failure of an instrument rating related flight sequence constitutes a failure of the instrument rating and the Inspector / DCP shall assess the instrument rating as "fail" at the bottom of the Pilot's Check Report. Appropriate administrative action must be carried out in accordance with provisions in this Manual.
- 6.12.7 When an Inspector / DCP decide that a pilot has failed during the course of a Test /Check, the Test /Check shall be terminated. The time remaining in the session may be used by DCP as training, provided that:
- a) The candidate is advised at the time of failure;
 - b) The DCP is an approved Air Operator training pilot on type;



- c) Upon completion of the training session, the candidate is debriefed on the reason for failure;
- d) The DCP comply with “Administrative procedure following an unsuccessful Test / Check” of this manual (please refer paragraph [4.10](#)).
- e) The Air Operator shall ensure that subsequent Test / Check on the candidate is conducted in accordance with provisions of this manual.

6.13 DOCUMENTATION

6.13.1 Prior to commencing any Test / Check, the Inspector / 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) Simulator Validation or Approval Certificate;
- e) Aircraft documents (if applicable).

6.13.2 A Test / Check will not be conducted if licensing and/or training documents are not presented, are not valid or if the Air Operator has failed to provide training for the candidate as specified in the Air Operator's approved training programme. Training shall be documented, certified and include a recommendation from the Air Operator Instructor for the candidate to undergo the Test / Check.

6.13.3 The PPC, IRT and Line Check will be documented on Report Forms given as Annexes to this manual.

6.13.4 The Civil Aviation Authority of Sri Lanka may approve the use of Report Forms developed by Air Operators customised to suit their operation.

6.14 BRIEFING

6.14.1 Pre-flight briefing to the candidate is mandatory, whether the Test /Check is to be conducted in an approved Flight Simulation Training Device or an aircraft. It must be sufficiently detailed to avoid failure due to the candidate's misunderstanding of standards or limitations expected by the Inspector / DCP.

6.14.2 The Inspector/DCP's attitude during pre-flight briefing can greatly affect the outcome of the Test /Check. It is important always to be respectful of the candidate and to remember that most candidates are apprehensive on a Test /Check. Inspector /DCP should conduct themselves in a professional manner and avoid adding stress to the Test /Check. A detailed pre-flight briefing will prevent misunderstandings.

6.14.3 The briefing for a Test / Check to be conducted in an approved Flight Simulation Training Device should include:

- a) The mandatory items to be demonstrated during the Test / Check;
- b) The probable duration of the ride;
- c) That the sortie 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 Inspector / 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 Test /Check, 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 Inspector / DCP will not always provide 'legal' weather;

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

- i) The candidate may be required to demonstrate any normal, abnormal or emergency procedure applicable to the aircraft.
- j) The candidate's technical performance will be assessed in accordance with the:
- I. Aircraft flight manual, aircraft operating manual or pilot operating handbook;
 - II. Rules of the Air and ATC procedures;
 - III. Air Operator's Operations Manual; and
 - IV. Air Operator's SOPs.

6.14.4 The briefing for a Test / Check to be conducted in an aircraft should include:

- a) The mandatory items to be demonstrated during the Test /Check (to include weather simulated/actual, icing and clearances etc);
- b) The probable duration of the Test / Check ;
- c) Any restrictions or limits imposed on manoeuvres conducted in the aircraft to enhance flight safety;
- d) The role of the Inspector / DCP in regard to crew duties if he 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 appropriate statement (eg; "I have control");
- g) The actions to be taken in the event of a actual 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 Inspector / DCP in an aircraft will be preceded by a cautionary word (eg; "simulated engine failure");



- j) For the purpose of the Test / Check, 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 Inspector / DCP will not always provide 'legal' weather.
- k) When an airborne Flight Check is conducted, failure on the part of the Inspector /DCP to report "*Field in Sight*" at MDA or DH will require the candidate to execute a missed approach; and
- l) The candidate may be required to demonstrate any normal, abnormal or emergency procedure applicable to the aircraft. The candidate's technical performance will be assessed in accordance with the:
- I. Aircraft flight manual, aircraft operating manual or FCOM /Pilot Operating handbook
 - II. Rules of the Air and ATC procedures;
 - III. Air Operator's flight operations manual; and
 - IV. Air Operator's SOPs.

6.15 POST FLIGHT DEBRIEFING

6.15.1 A debriefing is mandatory following every Test / Check.

6.15.2 Conduct the debriefing in a positive, non-confrontational manner and highlight the strengths and weaknesses of the candidate(s). The debriefing should promote learning and increase the knowledge and confidence of the candidate(s), hence conduct the debriefing accordingly. Debriefings should be comprehensive and of reasonable length corresponding to the performance.

6.15.3 Explain the assessment of major deviations or unacceptable performance. Some compassion and discretion may be required for unsatisfactory assessments.

6.15.4 The following items are mandatory to debrief after every Test / Check.

- a) Any items assessed as either "(U)" or "(SB)";
- b) Anything written on the Flight Test Report or Line Check Report; and
- c) Anything Inspector /DCP consider to be a safety issue.

6.15.5 Inspector /DCP should highlight strengths and reward good performance during their debriefings. While it is sometimes easier to concentrate on the negative, the debriefing will have more impact if good performance is recognized and crews complimented. This will often set a positive tone for the debriefing and open crew's minds to suggestions where their performance can improve.

6.15.6 During the debrief for a passed Test /Check, the Inspector / DCP's role is to facilitate discussion and bring out those CRM issues that lead to errors or poor performance. Normally, technical errors have a root cause in CRM issues such as workload management, situational awareness, communication, decision- making, monitoring and feedback, conflict resolution and crew performance.

6.15.7 Therefore, the identification of and discussion of the root causes will help the crew avoid these errors in the future.



6.15.8 It is necessary to inform the candidate(s) when the de-brief is complete and ask if there are questions concerning the conduct of the Test /Check or other related topics.

6.15.9 During the de-brief for a failed PPC do not use the self-debrief method. When a failure occurs, debrief the candidate on the reason for the failure and on the administrative procedure that will follow.

6.16 SAFE IN-FLIGHT CHECKING PRACTICES

6.16.1 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. The Authority therefore relies on the ability of its Inspector / DCP 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 ability to operate a given aircraft in accordance with prescribed standards, limitations and procedures. There is no need whatsoever to place a flight crewmember in a position in which he may have to call upon his superior knowledge and skills to ensure successful recovery.
- c) The practices described in the succeeding paragraphs form part of the Authority philosophy towards safe in-flight Testing / Checking. All Inspectors / DCPs are required to abide by these practices. Air Operator may have in-flight training practices that are more restrictive than those described below. All Inspectors / DCPs shall in such cases adhere to the most limiting practice.

6.16.2 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 6.14 of the DCP Manual. Particular emphasis must be placed on ensuring that all participants have a clear understanding of:
 - I. The purpose and scope of the Test or Check;
 - II. The outline of the proposed sequence of events;
 - III. Any aircraft or operational restrictions imposed to enhance safety;
 - IV. Their respective role, including that of the Inspector / DCP, and what is expected from them; and
 - V. 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). Discuss the effects of any unusual features in the aircraft and the effect of same 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 crewmembers before any leave their station (e.g., seat change, short duration absences, etc.).

6.16.3 Safe In-flight Checking Practices (Operational procedures)

a) Aircraft Systems

- I. Never change the position of any aircraft system control without the Pilot-in-Command's consent, except for simulating failures and then follow the procedure as discussed in the pre-flight briefing.

b) Approach to stall

- I. To be performed in the appropriate flight simulation training device in lieu of the aircraft whenever available.
- II. When demonstration in the aircraft is required, the practices given below must be adhered to.
 - a. Ensure recovery is initiated on first symptoms of a stall.
 - b. Do not initiate recovery below the minimum altitude recommended in the Aircraft Flight Manual (AFM), and in no case below 5000 feet AGL;
 - c. Do not conduct Stalls in clouds;
 - d. Conduct Stalls on top of clouds unless a well-defined horizon is available;
 - e. Conduct Stalls below 2,000 feet above the top of well-defined clouds.

c) Rejected Landing / Aborted landing

- I. To be performed in appropriate Flight Simulation Training Device only.

d) Circuit Breakers

- I. Never pull any circuit breaker to simulate equipment failure.

e) Dutch Roll

- I. To be performed in appropriate Flight Simulation Training Device only.

f) Emergency / Rapid Descent

- I. Recovery to be completed 10,000 feet AMSL or 2,000 feet above lowest usable minimum en-route altitude (MEA), whichever is higher.

g) Engine Failure on Takeoff (Before Decision Speed)

- I. Rejected take off (RTO) shall not be conducted in the aircraft.

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- II. If an approved Flight Simulation Training Device is not available, then satisfactory knowledge of the actions required from the PF, PNF and the Flight engineer if applicable, in the event of a RTO is sufficient.
- h) Engine Failure on Takeoff (After Decision Speed)
- I. No engine failure simulation should be initiated unless 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 (Go around)
- I. Should not initiate unless the conditions specified below are met.
 - a. Not below 100 feet AGL.
 - b. Not below IAS normally used for flap setting selected during final approach.
- j) Flapless Approach
- I. To be cancelled at a minimum of 50 feet AGL and followed by a missed approach (Go around) where flapless approach IAS exceeds normal landing flap approach IAS by more than 20 KIAS or sufficient runway length is not available for a safe full stop landing.
- k) Flight Controls - Manual Reversion
- I. To be performed in appropriate Flight Simulation Training Device only.
- l) Runaway Trim/Jammed Stabilizer
- I. To be performed in the appropriate Flight Simulation Training Device only.
- m) Stop and Go
- I. Not allowed; must use full available runway length.
- n) Touch and Go
- I. Must meet critical field length or balanced field length requirements, as applicable.

6.17 INSTRUMENT RATING (IR) MONITORING DURING A PPC

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6.17.1 The applicant shall demonstrate the ability to perform the procedures and manoeuvres described below for the initial / renewal of an Instrument Rating (IR).

- a) Pre-flight procedures, including the use of Flight Manual or equivalent document and appropriate air traffic services documents in the preparation of an IFR flight plan.
- b) Pre-flight inspection, use of Check lists, taxiing and pre take off Checks.
- c) Procedures and maneuvers for IFR operation under normal, abnormal and Emergency conditions covering at least;
 - I. Transition to instrument flight on take off
 - II. Standard instrument departures and arrivals
 - III. En-route IFR procedures
 - IV. Holding procedures
 - V. Instrument approaches to specified minima
 - VI. Missed approach procedure
 - VII. Landing from instrument approaches
 - VIII. In flight maneuvers and particular flight characteristics

6.17.2 If the privileges of the Instrument Rating (IR) is for a multi engine aeroplane the candidate will demonstrate the ability to operate multi engine aeroplanes solely by reference to instruments with one engine inoperative (or simulated inoperative).

6.18 INSTRUMENT RATING TEST (IRT) TOLERANCES

6.18.1 The applicant shall demonstrate the ability to;

- a) Operate the aeroplane within its limitations
- b) Complete all maneuvers with smoothness and accuracy
- c) Apply aeronautical knowledge
- d) Maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or maneuver is never seriously in doubt.

6.18.2 The following limits are for the general guidance of the Inspector /DCP.

- a) **Height**
 - I. Generally = plus or minus 100 feet
 - II. Starting a go around at decision height = plus 50 feet / minus 0 feet
 - III. Minimum descent height /MAP/ altitude = plus 50 feet / minus 0 feet
- b) **Tracking**
 - I. On radio aids = plus or minus 5 degrees
 - II. Precision approach = Half scale deflection, azimuth and glide path
- c) **Heading**
 - I. All engines operating = Plus or minus 5 degrees

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II. With simulated engine failure = Plus or minus 10 degrees

d) **Speed**

I. All engines operating = plus or minus 5 knots

II. With simulated engine failure = Plus 10 knots, minus 5 knots

6.18.3 Above criteria assume no unusual circumstances and may require allowances for momentary variations. The Inspector / DCP shall make allowances for weather, turbulence, simulated malfunction and type of approach and modify the tolerances to be applied during a particular sequence.

6.18.4 The instrument rating is valid for a period of 12 months. However the competency of each pilot to fly instrument procedures will be monitored during each PPC done during the validity period of the Instrument Rating.

6.18.5 Should a pilot fail to demonstrate an adequate level of competency in those sequences mandatory for instrument flying competence, the pilot's Instrument Rating shall be suspended and the Inspector / DCP conducting the Test /Check must carry out appropriate administrative action in accordance with Section 4 paragraph [4.10](#) of this manual. The candidate will then have to pass a PPC / IRT prior to resuming flying duties with the Air Operator.

6.19 PILOT PROFICIENCY CHECK (PPC)

6.19.1 A Pilot Proficiency Check shall be conducted in a manner that enables the pilot to demonstrate the knowledge and the skill in respect of;

- a) The Air Operator's aeroplane, its systems and components;
- b) Proper control of airspeed, direction, altitude, attitude and configuration of the aeroplane, in accordance with normal, abnormal and emergency procedures and limitations set out in the aeroplane flight manual, aeroplane operating manual, (if applicable, the Air Operator's Standard Operating Procedures, the check list, and any other information relating to the operation of the aeroplane type;
- c) Departure, en-route and arrival instrument procedures and other applicable procedures; and
- d) Adherence to approved procedures.

6.19.2 To evaluate the overall technical proficiency, communication skills, leadership and situational awareness of pilots with respect to normal, abnormal and emergency procedures, Inspector / DCP must closely observe the performance of each crew.

6.19.3 To evaluate specific items, the Pilot 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.



6.19.4 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. Inspector / DCP must make reference to the applicable schedule to ensure all required sequences are covered in the Check ride scenario.

6.20 PRE FLIGHT PHASE

6.20.1 Flight Planning

- a) The crew must demonstrate adequate knowledge of the Air Operator SOPs and AFM, including runway performance charts, to effectively plan a flight.
- b) Some common errors that may affect the assessment are:
 - I. Lack of proper charts and manuals;
 - II. Inadequate knowledge of, or proficiency in, the interpretation of performance charts;
 - III. Failure to check fuel load adequate for the intended flight; or
 - IV. Failure to review weather of departing and arriving aerodromes including routes and alternates.

6.20.2 Equipment Examination

- a) The equipment examination shall consist of a display of practical knowledge of the airframe, engine, major components and systems including the normal, abnormal and emergency operating procedures and limitations relating thereto.

6.21 FLIGHT PHASE

6.21.1 Taxing and Flight Preparation

- a) Flight preparation and taxing need only be demonstrated once when the Captain and First officer perform the duties of their assigned seat position. The pre-flight cockpit preparation (checking and setting up the panels, systems, FMS, FMGS, switches etc) outlines one of the most significant areas of activity that needs to be performed systematically in accordance with the SOP and as specified in the FCOM. The cockpit preparation is generally followed by a pre-departure Crew Briefing which is another very important area that requires a sound assessment on the candidate by the Inspector / DCP.
- b) Inspection of the airplane, if 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 checklist 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 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.



- c) 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.
- d) 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 Air Operator SOPs.

6.21.2 Engine Checks

- a) Engine checks shall be conducted by each crew according to the AFM and Air Operator SOPs as appropriate to the airplane type.

6.21.3 Takeoff

- a) Each pilot must perform the take-off exercises detailed in the appropriate Schedule as given in [Chapter 7](#).
- b) Each crew need only complete a take-off briefing once. Discussing specific safety items, or changes to the original departure, constitute an acceptable briefing for subsequent take-offs.
- c) The Inspector / 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.
- d) Some common errors that may be observed and affect the assessment of the sequence are:
 - I. Checks not complete, or out of sequence;
 - II. Use of incorrect speeds or power settings;
 - III. Incorrect take-off technique;
 - IV. Mishandling of throttles or thrust levers;
 - V. Loss of directional control, or using incorrect control input to correct adverse yaw during the take-off roll;
 - VI. Exceeding engine or airframe limitations;
 - VII. Rotation before, or lift-off at an airspeed less than, VMCA or VR; or
 - VIII. An incorrect or incomplete check resulting in a vital item being missed.

6.21.4 Rejected take-off

- a) Rejected take off (RTO) shall not be conducted in the aircraft.
- b) If an approved Flight Simulation Training Device is not available, then satisfactory knowledge of the actions required from all required crew members, in the event of a RTO is sufficient.
- c) When the PPC is performed in a Flight Simulation Training Device a rejected take-off shall be completed during which the Captain, First officer and Flight engineer (if applicable) perform the assigned duties from their assigned seat positions in accordance with Air Operator SOP.
- d) After the take-off roll has begun a simulated system failure or condition should be introduced which requires a rejected take-off.



- e) Occasionally it is desirable to have the reject occur during the First Officer's flying leg to evaluate the handover of controls by the crew (if required as per Air Operator's SOP).
- f) Some common errors that may be observed and effect the assessment of the sequence are;
- I. Failure to recognize the system or condition that requires a Rejected Take off;
 - II. Failure to alert crew with the appropriate call, e.g., "Rejecting Take-Off";
 - III. Failure to maximize use of brakes and/or improper handling of stopping devices;
 - IV. Failure to alert ATC to emergency, and request assistance;
 - V. Failure to advise cabin crew of type of emergency and initiate appropriate evacuation procedures (if any);
 - VI. Failure to complete emergency checks and/or power plant(s) shutdown if required;
 - VII. Failure to recognize the need to initiate a rejected take-off prior to V1;
 - VIII. Failure to maintain control of the airplane or stop within the confines of the runway; or
 - IX. Endangering the safety of passengers and crew and/or rescue personnel through improper handling of the emergency condition.

6.22 INSTRUMENT PROCEDURES

6.22.1 Area Departure, En-route Arrival

- a) Each pilot shall demonstrate departure, en-route and arrival manoeuvres.
- b) The Inspector / 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.
- c) Some common errors that may affect the rating of the sequence are;
 - I. Not familiar with, or failure to follow, a SID, STAR or transition;
 - II. Failure to adhere to noise abatement procedures;
 - III. Incorrect selection of radio aids or failure to properly identify facilities; Altitude, heading or airspeed allowed to deviate due to pre-occupation or poor cockpit management of workload;
 - IV. An attempt made to follow a procedure that would violate an ATC clearance or endanger the airplane;
 - V. Departure or arrival not correctly programmed or failure to monitor the flight guidance modes;
 - VI. Inability to program and fly an altitude crossing restriction or lateral offset;
 - VII. Failure to select and display FMS pages according to Air Operator SOPs; or
 - VIII. Inability to correctly program the FMS for a change of destination or to activate the alternate flight plan including missed approach/go around.



6.22.2 Holding

- a) Each pilot shall conduct a holding procedure consisting of entry, the hold and exit as appropriate to the airplane type and Air Operator SOPs. For FMS equipped aircraft, each pilot must demonstrate the ability to program a hold and clear it but at the discretion of the Inspector /DCP, only one hold is required to be flown. Flying the hold for the second crewmember is not required.
- b) The Inspector / 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.
- c) Some common errors that may affect the assessment of sequence are;
 - I. Failure to obtain a current altimeter setting and to set and cross check the altimeters according to Air Operator SOPs;
 - II. Failure to obtain an expected approach time (EAT);
 - III. Failure to adjust power settings according to the Air Operator SOPs;
 - IV. Poor tracking or incorrect allowance for wind;
 - V. Failure to establish a holding pattern using published procedures;
 - VI. Failure to fly the holding pattern as prescribed;
 - VII. Allowing the airplane to exceed an assigned airspeed or altitude limitation;
 - VIII. Violating the ATC clearance;
 - IX. Inability to correctly program and execute the hold procedure with the FMS;
 - X. Unable to effectively clear the hold from the FMS or to depart the holding pattern;
 - or
 - XI. Failure to select the correct auto flight modes for lateral navigation

6.22.3 Instrument Approaches

- a) Each pilot must demonstrate proficiency in all precision and non-precision approaches the Air Operator is authorized to conduct. 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.
- b) Inspector / 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 and covers a review of the:
 - I. Type of approach to be conducted and the procedure;
 - II. Missed approach procedure; and
 - III. Landing configuration.
 - IV. Altimeter setting procedures.
- c) Inspector / DCP will assess the candidate's ability to organize and share the cockpit workload, in respect to crew resource management, by ensuring adherence to Air Operator SOPs.
- d) Some errors common to all instrument approaches that may affect the rating of the exercises are;
 - I. Not familiar with the published transitions
 - II. Not using the correct radials or tracks;



- III. Incorrect selection of radio aids or failure to properly identify facilities;
- IV. Descent below procedure turn altitude too early or too late;
- V. Unable to properly program the FMS for the type of approach;
- VI. Not sure when to leave last assigned altitude for transition, initial, or procedure turn altitude when cleared for the approach;
- VII. Not monitoring raw data for the approach;
- VIII. Failure to conduct a NAV accuracy check if required;
- IX. Failure to respect step down fixes;
- X. Improper ND mode selected for type of approach;
- XI. Slow to make corrections or change modes when tracking is outside tolerances;
- XII. Not monitoring all required approach aids;
- XIII. Loss of separation with other airplane due to incorrect interpretation or failure to follow a clearance or published approach procedure;
- XIV. Crew duties, including monitoring and verbal call-outs, not in accordance with Air Operator SOPs;
- XV. Commencing a missed approach either too early or too late because of poor speed control, wind effect, navigation or timing;
- XVI. 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;
- XVII. Failure to initiate a go-around in accordance with the published airplane and Air Operator procedures;
- XVIII. Configuring the airplane inappropriately for the phase of flight; or
- XIX. Manoeuvring the airplane inappropriately for the phase of flight.

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

- XX. Failure to establish a drift angle on the inbound track
- XXI. Arriving over the FAF on final too high and/or fast;
- XXII. Reaching MDA too late;
- XXIII. Failure to establish the correct MAP;
- XXIV. Inability to program and fly a managed or VNAV approach as appropriate to the airplane type; or
- XXV. Airplane incorrectly configured at FAF.

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

- XXVI. Slow to react to ATC instructions or to instrument deviations, resulting in poor tracking of the localizer or glide slope;
- XXVII. Airplane not stabilized and at the correct airspeed on the final approach and upon reaching DH;
- XXVIII. Failure to monitor airplane and ground equipment required for the approach;
- XXIX. Not using correct Air Operator procedures for the conduct of Category I, II or III approaches.

6.22.4 Circling Approaches

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a) 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 shall commence a missed approach in accordance with published procedures.

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

- I. No briefing on the type of circling approach to be used
- II. Failure to monitor and inform the pilot flying of deviations in airspeed or altitude
- III. Exceeding 30 degrees of bank or poor final alignment with the runway
- IV. Gross upward deviations in altitude or circling below circling altitude
- V. Not maintaining correct airspeed or failure to align the airplane with runway to effect a safe landing

6.22.5 Missed Approach (Go around)

- a) 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.
- b) Some common errors that may affect the assessment of this sequence are:
- I. Reluctant to commence missed approach even when the situation demands
 - II. Not utilizing power and attitude to achieve a satisfactory climb profile;
 - III. Not following the published profile or ATC clearance;
 - IV. Manoeuvring the airplane inappropriately for the phase of flight;
 - V. Failure to ensure that required checks are completed;
 - VI. Improper programming of FMS;
 - VII. Not establishing or monitoring the missed approach guidance mode;
 - VIII. Missed approach altitude not set for auto flight system; or
 - IX. Delayed or forgotten airplane checks.

6.23 LANDINGS

- a) Landings and approaches to landings must be conducted according to the AOM and Air Operator procedures. The actual landing and roll-out must be assessed by the Inspector / DCP.

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

- I. Too high or too low speed on short final
- II. Initiate the flare too early or too late
- III. Excessive body angle or roll on touch down
- IV. Late or incorrect de rotation rate
- V. Over controlling on short final
- VI. Maneuvering the airplane inappropriately for the phase of the flight
- VII. Poor or no cross wind correction

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- VIII. Improper use or selection of auto brake
- IX. Attempted landing without completing required checks
- X. Failure to track the runway on rollout

6.24 STEEP TURNS

- a) 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 should be allowed to stabilize the airplane at the required altitude and airspeed before starting the turn(s).
- b) Some common errors that may be observed and affect the assessment of the sequence are;
 - I. Failure to maintain bank angle;
 - II. Failure to maintain airspeed;
 - III. Failure to maintain altitude.

6.25 APPROACH TO THE STALL/STALL PROCEDURES

- a) 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:

- I. Incorrect application of power;
- II. Allowing the nose to come up prior to safety speed being attained during recovery resulting in secondary stall or stall warning;
- III. Not recovering lost altitude when safety speed attained;
- IV. A significant altitude loss; or
- V. Incorrect recovery procedure or airplane configuration.

6.26 NORMAL PROCEDURES

- a) When assessing normal procedures, the Inspector / DCP must ensure the crew demonstrates adequate knowledge of the Air Operator 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.
- b) The crew shall demonstrate use of as many of the Air Operator's approved Standard Operating Procedures to confirm that the crew has the knowledge and



ability to properly use installed equipment including FMS, auto-pilot and hand flown manoeuvres as appropriate.

6.27 AUTOMATION AND TECHNOLOGY

- a) 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 Inspector / DCP.
- b) The crew's management of automation and its effect on situational awareness must be observed during Tests /Checks.
- c) Situational awareness is defined for the purpose of a Test / Check 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 a modern airplane.
- d) All modern passenger aeroplane have different levels of automation. Each pilot shall be assessed on their knowledge and ability to effectively use and interpret the airplane alerting equipment, flight management and navigation equipment, auto flight system and the flight mode annunciation.
- e) The following headings 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.

6.28 AIRPLANE CHECKLIST AND ALERTING SYSTEM

- a) 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 alerting systems must be confirmed by each crew member's adherence to Air Operator SOPs, and by their demonstration of knowledge, ability and discipline during normal, abnormal and emergency procedures.
- b) Each pilot shall demonstrate procedures of sufficient complexity and detail to confirm adequate knowledge, ability and discipline to effectively use the checklist or alerting system as appropriate to the airplane type.

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

- I. Not maintaining proper crew coordination and discipline while completing a checklist or procedure
- II. Clearing alerting system warnings (eg; ECAM) before confirmation by the PF
- III. Failure to review the airplane status
- IV. Improper division of duties
- V. Inadequate knowledge of airplane systems to allow proper completion of procedures
- VI. Inadequate knowledge of QRH and alerting system procedures or content



- VII. Failure to clear hard tuned ECAM pages thereby restricting auto tuned pages
- VIII. Not informing PF when checklist procedure is complete
- IX. Failure to correctly prioritize procedures and checklists

6.29 FMS PROGRAMMING

- a) Each crewmember shall demonstrate satisfactory knowledge of FMS procedures. Inspector / DCP must ensure crew familiarity with the operation of flight management and guidance systems in all phases of flight as appropriate to the airplane type.
- b) Each crew must confirm adequate knowledge, ability and discipline in the use of the FMS system and must demonstrate sufficient procedures, appropriate to the airplane type. During Pilot Proficiency Check each pilot shall demonstrate FMS programming for departure, en-route, arrival, approach, alternate, change of destination and holding procedures. In addition, each crew may be required to demonstrate programming for lateral offset and altitude crossing restriction manoeuvres.
- c) Some common errors that may be observed and affect the rating of the sequence are:
 - I. Not familiar with Air Operator SOPs regarding the use of the FMS;
 - II. Multiple programming errors;
 - III. Excessive time required to program the intended flight;
 - IV. Incorrect or incomplete data entries;
 - V. Unable to program a procedure or sequence due to lack of knowledge of the FMS;
 - VI. Unable to recover a portion of the flight plan if inadvertently erased;
 - VII. Failure to recognize and take corrective action when programmed FMS navigation is not satisfactory or not in accordance with clearance;
 - VIII. One crew member requires prompting or help from the other crew member in order to program FMS;
 - IX. Not checking accuracy of entered data.

6.30 AUTO FLIGHT SYSTEM / FLIGHT MODE AWARENESS

- a) In a highly automated airplane, due to 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 annunciations as well as a thorough understanding of all status, armed and engagement indications is essential to the successful operation of the auto-flight system.
- b) Inspector / DCP 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.
- c) Some common errors that may affect the assessment of this sequence are:



- I. Failure to announce or recognize mode changes according to the Air Operator SOP;
- II. Failure to understand the effect or meaning of mode changes;
- III. Failure to take manual control or select a different auto-flight mode when required;
- IV. Not making use of appropriate auto-flight systems when workload is high;
- V. Incorrect auto-flight mode engaged or failure to correctly transition between modes;
- VI. Loss of situational awareness due to unnoticed direct or indirect auto-flight mode changes;
- VII. Failure of PF / PNF to cross check mode changes;
- VIII. Unaware of mode changes initiated by system logic.

6.31 PILOT NOT FLYING DUTIES (PNF)

- a) 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, abnormal and Emergency procedures. Inspector / DCP must ensure satisfactory compliance with PNF duties as detailed in the AOM and Air Operator SOPs.
- b) Normally an error in PNF duties will be observed during FMS programming, checklist procedures or general cockpit duties specified in Air Operator SOPs.
- c) Each pilot shall demonstrate PNF duties sufficient to determine compliance with, and knowledge of, airplane procedures and Air Operator SOPs. This shall include normal, abnormal and Emergency procedures while operating as PNF in the seat normally occupied by the crewmember.
- d) Some common errors that may affect the rating of this sequence are:
 - I. Not familiar with PNF duties;
 - II. PNF required excessive help from PF to accomplish tasks;
 - III. Completing duties assigned to the PF without direction;
 - IV. Not maintaining crew discipline during normal, abnormal and emergency procedures;
 - V. Not familiar with procedures contained in QRH or paper checklists;
 - VI. Incorrect FMS programming;
 - VII. 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.

6.32 CREW COORDINATION

- a) An assessment of crew coordination is required during a Test / Check where two or more crewmembers are required to operate the aircraft. The actions of one individual should complement and contribute to the overall operation of the aircraft during normal, abnormal, and emergency situations.
- b) Each crew must demonstrate effective crew coordination. Procedures utilized by the crewmembers shall be in accordance with Air Operator Standard Operating Procedures.
- c) Some common errors that may affect the rating of this sequence are:
 - I. Failure to complete duties as described in the Air Operator SOP;

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- II. Completing duties of other crew members;
- III. Failure to consider warnings of other crew members;
- IV. Loss of situational awareness due to ineffective crew coordination or communication;
- V. Failure to alert other crew members to potentially hazardous situations;
- VI. Failure to effectively share workload with other crew members;
- VII. Inability to maintain cockpit discipline;
- VIII. Overall crew lack of awareness of, or attention to, flight mode annunciation;
- IX. Tendency to deviate from SOPs when workload increases.

6.33 PILOT DECISION MAKING

- a) Decision making capability for all crewmembers shall be assessed during a Test / Check. 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 crewmembers.
- b) Some common errors that may affect the rating of this sequence are:
 - I. Failure to make decisions in a timely and effective manner;
 - II. Poor decision making due to inadequate knowledge;
 - III. Not utilizing all available crew and Air Operator's resources;
 - IV. Failure to consider all available information;
 - V. Failure to initiate normal, abnormal or emergency procedures;
 - VI. Failure to provide leadership as required by the cockpit position and Air Operator SOPs;
 - VII. Failure to consider warnings of other crew members when making decisions.

6.34 SYSTEM MALFUNCTIONS

- a) The candidate must demonstrate adequate knowledge to diagnose malfunctions of airplane components or systems in a reasonable time and to take corrective action on critical emergencies by completing memory checks as given in the AFM /Air Operator SOP without reference to a checklist or manual.
- b) 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.
- c) Proper knowledge and discipline in the use of the alerting systems (eg; ECAM) must be demonstrated by crewmembers.
- d) Abnormal procedures should be of sufficient complexity to allow each crewmember to demonstrate the handling of primary and secondary failures and paper checklist procedures appropriate to the airplane type. Normally a minimum of two different system 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 system malfunctions.



- e) Multiple, unrelated failures that have a cumulative effect on the operation of the airplane must not be planned as part of the Test / Check. 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.
- f) The Inspector / DCP shall not correct any unrelated malfunctions that are a result of crew actions.
- g) Some common errors that may affect the assessment of his sequence are; Inability to identify a malfunction or incorrect diagnosis of the malfunction;
 - I. Inadequate knowledge of the procedures required to deal with an emergency, or failure to carry out vital actions in an acceptable time period;
 - II. Loss of situational awareness during the completion of required checklists or procedures;
 - III. Failure to correctly carry out secondary actions to determine limitations imposed by the emergency on the remaining systems;
 - IV. Checks/procedures not in accordance with the AFM and Air Operator SOP manual;
 - V. Failure to carry out a vital action thereby jeopardizing the safety of the airplane;
 - VI. Exceeding airplane or engine limitations;
 - VII. Improper use of aircraft alerting system (eg; ECAM)

6.35 LINE CHECKS

- 6.35.1 While Line Checks provide an opportunity to evaluate flight crew under normal line operations, they also provide an opportunity to evaluate the effectiveness of Air Operator policies and procedures like operational control, refuelling, de-icing and air traffic control that impact line operations. It is a valuable tool for determining strengths, weaknesses or deficiencies in Air Operator policies and procedures and can provide a valuable feedback mechanism for evaluating the efficiency and effectiveness of changes to Air Operator systems.
- 6.35.2 During line checks, Inspector / DCP are part of the crew (whether in the jump seat or in a pilot seat), and as such, must take appropriate action to ensure a safe flight and that no violations occur. Inspector / DCP conducting the line check must ensure the safety of passengers and crew members at all times.
- 6.35.3 When conducting the line check from the jump seat, the Inspector / DCP must communicate any potential safety issue to the pilots. When conducting the Line Check from one of the pilot's seat, the Inspector /DCP will carry out the duties of that position to the best of his ability. The Inspector /DCP will not make mistakes on purpose as part of the Line Check.
- 6.35.4 As part of the Line Check, Inspector / DCP will normally ask "need to know" technical questions, especially on items not covered during the PPC or ground training.



6.35.5 Although a line check is less formal and stressful than a PPC, the Inspector / DCP must maintain the same level of professionalism as is expected of a PPC. A pre-flight briefing is mandatory. It must clearly detail what the Inspector /DCP expect from the candidate and what the candidate can expect from the Inspector /DCP.

6.35.6 The briefing for a line check will include at least the following information.

- a) The duration of the line check is from check- in to defect reporting at the end of the flight.
- b) The number of flight legs and whether they will be flown as PF or PNF.
- c) That the Inspector / DCP expects to see normal crew co-ordination and the use of Air Operator SOPs
- d) The role of Inspector / DCP in terms of crew duties
- e) The emphasis is on command, decision making and the application of CRM principles
- f) The Inspector / DCP may ask technical questions concerning aircraft operations, rules of the air and ATC procedures, Air Operator SOP, AOC / Operations Specifications and Fight operations manual.
- g) Safety is paramount.

6.35.7 Line Check must be completed in the Aeroplane and when pilots are assigned duties as pilot flying (PF) and pilot not flying (PNF) they must be checked on both functions.

6.35.8 The person conducting the Line Check shall occupy an observer's seat.

- a) In the case of long haul operations where additional operating crew are carried ,the examiner may fulfil the function of a cruise relief pilot (if properly qualified and authorised) and shall not occupy either pilot's seats during takeoff, departure, initial cruise, descent, approach and landing. His assessment shall solely be based on observations made during the initial briefing, cabin briefing, cockpit briefing and those phases where he occupies the observer's seat.
- b) During the Initial Line Check (ILC) of a Pilot in Command the first officer seat must be occupied by a safety pilot who is properly qualified as an Air Operator line training instructor on type.
- c) If there is no observer seat available in the aircraft the Inspector / DCP may occupy one of the pilot's positions provided;
 - I. Inspector / DCP is qualified in the aircraft with all appropriate licences, training and Checks.
 - II. The Inspector is current on Air Operator SOPs and has the approval from the Air Operator to occupy a pilot's seats during revenue flying.

6.35.9 A line check will be terminated and assessed as unacceptable during any sequence that, in the Inspector / DCP's opinion, if allowed to continue, may have jeopardise flight safety, loss of control may have resulted, or if the pilot will definitely require further training to meet the required standard.

6.35.10 The planned flight, or series of flights, may proceed as line indoctrination at the discretion of the Inspector / DCP until all planned legs have been completed.

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6.35.11 Inspector /DCP must take in to consideration that the Line Check is conducted during a revenue flight, and ensure the safety of passengers and crew at all times. If in the opinion of Inspector / DCP flight safety could be further jeopardised by allowing the flight then the flight shall be terminated as soon as practicable.

7 CHAPTER 7

PPC / IRT AND LINE CHECK SCHEDULES

7.1 PILOT PROFICIENCY CHECK

- 7.1.1 The Pilot Proficiency Check (PPC) shall be conducted in accordance with Schedule I or Schedule II given below.
- a) Schedule I (Flight Simulation Training Device)
 - b) Schedule II (Aeroplane)
- 7.1.2 The Pilot Proficiency Check schedules given below are to be used for the conduct of recurrent Pilot Proficiency Checks only.
- 7.1.3 Skill Test / Check schedules for the award of a Pilot's licences or Skill Test / Check schedules for the award of a Type rating will be given to Inspector (or DCP if authorised to conduct a Skill Test) by Civil Aviation Authority of Sri Lanka on a case by case basis.
- 7.1.4 The Pilot Proficiency Check schedules given below satisfy the requirement for the award or renewal of an Instrument Rating (IR).
- 7.1.5 All exercises as given in the Test / Check schedule must be completed. The Operator must ensure that adequate time is allocated (in the aircraft or simulator) to complete the Test / Check schedule without the examiner having to rush the exercises due to inadequacy of allocated time.
- 7.1.6 The Inspector / DCP shall bring to the notice of Civil Aviation Authority of Sri Lanka where the allocated time is insufficient to complete the Test / Check schedule comfortably.

7.2 SCHEDULE I (FLIGHT SIMULATION TRAINING DEVICE)

- 7.2.1 Pilot Proficiency Check (Flight Simulation Training Device)
- 7.2.2 Each crew or pilot, as appropriate, shall perform the following sequences.
- 7.2.3 Flight Planning and Equipment Examination
- a) Flight planning and equipment examinations are not mandatory when there are, in the training records, written examinations from initial or recurrent training for which the validity period has not expired.
 - b) Flight planning shall include a practical examination on the crew's knowledge of Air Operator's approved Standard Operating Procedures and the Aeroplane Flight Crew Operating Manual (FCOM) or equivalent document including aeroplane and runway performance charts, and weight and balance procedures.
 - c) The equipment examination shall consist of a display of practical knowledge of the airframe, engine, major components and systems including the normal, abnormal and emergency operating procedures and limitations relating thereto.
 - d) Knowledge of appropriate air traffic services documents in the preparation of an IFR flight plan.

7.2.4 Aeroplane (Flight deck) Inspection

- a) A pre-flight aeroplane inspection (cockpit preparation) that includes:
 - I. The proper use of the pre-start, start and pre-taxi check lists;
 - II. Checks of the appropriate radio communications, navigation and electronic equipment and selection of the appropriate communications and navigation frequencies prior to flight.

7.2.5 Flight Phase

- a) Taxiing
 - I. The use of the taxiing check list;
 - II. Taxiing in compliance with clearances and instructions issued by the person conducting the Pilot Proficiency Check;
 - III. Where a First officer is undergoing the Pilot Proficiency Check, taxiing as outlined above to the extent practicable from the First officer position (if the Air Operator's SOPs authorise taxiing by the First officer).

- b) Engine Checks

- I. Engine checks shall be conducted as appropriate to the aeroplane type.

- c) Take-Off

- I. One normal takeoff to be performed in accordance with the airplane flight manual
 - II. An instrument take-off in the minimum visibility approved for the Air Operator;
 - III. A take-off in a minimum of a 10 knots crosswind component;
*(Note: **Any or all of the above takeoffs may be combined.**)*
 - IV. A take-off with failure of the critical engine at a speed greater than V₁ and at an altitude of less than 50 feet AGL; or at a speed as close as possible to, but greater than V₁ when V₁ and V₂, or V₁ and V_r are identical;
 - V. A rejected take-off from a speed not less than 90% of the calculated V₁ or as appropriate to the aeroplane type.

7.2.6 Instrument Procedures:

- a) Instrument procedures shall consist of IFR pre-flight preparations, terminal and En-route procedures, arrival and departure procedures, system malfunctions and the proper programming and use of Flight Management Systems (as applicable).
- b) An area departure and an area arrival procedure shall be performed where the crew:
 - I. Adheres to air traffic control clearances and instructions; and
 - II. Properly uses the available navigation equipment and facilities;
 - III. A holding procedure
 - IV. En route IFR procedures



- c) Instrument approaches performed in accordance with procedures and limitations in the Aeronautical Information Publication (AIP) or in the equivalent foreign publication, or approved company approach procedure for the facility used. The crew shall demonstrate proficiency in all precision and non-precision approaches the Air Operator is authorised to conduct by Civil Aviation Authority of Sri Lanka.
- d) One approach and manoeuvre to land using a scene approved for circling where the Air Operator is authorized for approaches at the published circling minima.

7.2.7 Manoeuvres

- a) Steep turns
At least one steep turn in each direction with a bank angle of 45° and a change in heading of at least 180° but not more than 360°.
- b) Approaches to stalls
For the purpose of this manoeuvre the required approach to a stall is reached when there is a perceptible buffet or other response to the initial stall entry.
- c) The following approaches to stalls are required.
 - I. One in the take-off configuration, except where a zero-flap take-off configuration is normally used in that model and type of aeroplane;
 - II. One in clean configuration;
 - III. One in landing configuration;
 - IV. One of the approaches to stall shall be performed while in a turn with a bank angle of between 15° and 30°.
- d) Steep turns and approach to stalls are not required if:
 - I. The PPC is conducted via either a LOFT scenario or on a fly-by-wire aeroplane.
 - II. For recurrent PPC.
 - a. Steep turns and approach to stalls are required in the applicable recurrent training syllabus and they have been satisfactorily demonstrated during this training;
 - b. Steep turns and approach to stalls are not required in the applicable recurrent training syllabus.

7.2.8 Landings and Approaches to Landings:

- a) One normal landing;
- b) One landing from an approach in Instrument Meteorological Conditions (IMC) not greater than the minimum recommended for the approach;
- c) One crosswind landing with a minimum of a 10 knots crosswind component;
- d) One landing and manoeuvre to that landing with, depending on aeroplane type, engine failure(s) as follows:
 - I. For a two engine aeroplane; failure of one engine.

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- II. For a three engine aeroplane; failure of the centre engine combined with the failure of one outboard engine for the pilot-in-command and failure of one outboard engine only for the First Officer.
 - III. For a four engine aeroplane; failure of two engines on the same side for the pilot-in-command and failure of one outboard engine only for the First Officer.
- e) One landing without the use of auto land system.
 - f) Missed approach on instruments from minima with, in the case of a multi engine aeroplane one engine inoperative (simulated power loss)

Note: Any of the landings and approaches to landings specified above may be combined. A minimum of two landings are required.

7.2.9 Category 11 or Category 111 operations

- a) The Captain's initial or recurrent Category II or III Proficiency Check will at least comprise of (if Category II or III operations are authorized in the Air Operator Operations Specifications):
 - I. One Category II or III ILS approach, during which a practical emergency (e.g. engine fire) is introduced, aimed at assessing crew co-ordination.
 - II. One Category II or III ILS approach to a landing in Category II or III weather minima. (An automatic landing or manual landing from an approved manual system).
 - III. A missed approach starting from a very low altitude which may result in touchdown during the go-around manoeuvres.
 - IV. IV. For those Category II or III operations predicated on the use of a fail-passive rollout control system, a manual rollout using visual reference or a combination of visual and instrument references.
- b) *Note: At least one Category II or III ILS landing is required. This landing requirement in this section is in addition to the two landings required in section [7.2.8](#).*
- c) Other required flight crew members will be checked concurrently in the performance of their assigned duties in support of the above initial or recurrent Category II or III Proficiency Check items.

7.2.10 Normal Procedures:

- a) 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, (auto-pilot and hand flown manoeuvres as appropriate).

7.2.11 Abnormal and Emergency Procedures:

- a) The crew shall demonstrate use of as many of the Air Operator's approved Standard Operating Procedures and abnormal and emergency procedures for as many of the situations as are necessary to confirm that the crew has an adequate knowledge and ability to perform these procedures;

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- b) System malfunctions shall consist of a selection, adequate to determine that the crew has satisfactory knowledge and ability to safely handle malfunctions;
- c) At least two simulated engine failures, excluding failures on the runway followed by a rejected take-off, at any time during the Test / Check.

7.3 SCHEDULE II (AEROPLANE)

7.3.1 Pilot Proficiency Check (Aeroplane)

7.3.2 Where there is no Flight Simulation Training Device for the aeroplane type, each crew or pilot as appropriate shall perform the following sequences in the aeroplane.

7.3.3 The Check is conducted without external visual reference when the flight crew member will be required to operate under IFR.

7.3.4 Flight Planning and Equipment Examination

- a) Flight planning and equipment examinations are not mandatory when there are, in the training records, written examinations from initial or recurrent training for which the validity period has not expired.
- b) Flight planning shall include a practical examination on the pilot's knowledge of standard operating procedures and the Aeroplane Flight Manual or equivalent document including performance charts, loading, weight and balance and Flight Manual Supplements.
- c) The equipment examination shall show a practical knowledge of the airframe, engine, major components and systems including the normal, abnormal, and emergency operating procedures and limitations relating thereto.
- d) Knowledge of appropriate air traffic services documents in the preparation of an IFR flight plan.

7.3.5 Aeroplane Inspection

a) A pre-flight aeroplane inspection that includes:

- I. A visual inspection of the exterior and interior of the aeroplane, locating each item to be inspected and explaining the purpose of the inspection;
- II. The proper use of the pre-start, start and pre-taxi check lists;
- III. Checks of the appropriate radio communications, navigation and electronic equipment and selection of the appropriate communications and navigation frequencies prior to flight.

7.3.6 Taxiing

a) Taxiing procedures;

b) Taxiing check including:

- I. The use of the taxiing check list;
- II. Taxiing in compliance with clearances and instructions issued by the appropriate air traffic control unit ;
- III. Where a First officer is undergoing the Pilot Proficiency Check, taxiing as outlined above to the extent practicable from the First officer position (if the Air Operator's SOPs authorise taxiing by the First officer).

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7.3.7 Engine Checks

Engine checks shall be conducted as appropriate to the aeroplane type.

7.3.8 Take-Off

- a) One normal take-off to be performed in accordance with the Airplane Flight Manual or where the aeroplane is a turbo-jet, a noise abatement take-off performed in accordance with the Airplane Flight Manual (where applicable) and the Aeronautical Information Publication (AIP).
- b) An instrument take-off performed in the same manner as the normal take-off except that instrument flight rules are simulated at or before reaching an altitude of 200 feet above the airport elevation.
- c) Where practicable under existing meteorological, airport or airport traffic conditions, one crosswind take-off performed in accordance with the aeroplane-operating manual where applicable.

Note: Any or all of the above takeoffs may be combined.

- d) A simulated engine failure after take-off (at a safe altitude and airspeed) appropriate to the aeroplane type under the prevailing conditions.
- e) A rejected take-off explained by the candidate prior to the flight.

7.3.9 Instrument Procedures

- a) Instrument procedures shall consist of IFR pre-flight preparation, departure and en-route procedures, terminal procedures and system malfunction:
- b) An area departure and an area arrival procedure shall be performed where the pilot:
 - I. Adheres to actual or simulated air traffic control clearances and instructions;
 - II. Properly uses the available navigation facilities;
 - III. A holding procedure
 - IV. En-route IFR procedures
- c) Instrument approaches performed in accordance with procedures and limitations in the Aeronautical Information Publication (AIP) or in the equivalent foreign publication, or approved company approach procedure for the facility used. The crew shall demonstrate proficiency in all precision and non-precision approaches the Air Operator is authorised to conduct by Civil Aviation Authority of Sri Lanka.
- d) A circling approach, where the Air Operator is authorized for circling minima below ceiling 1000 feet and 3 miles ground visibility, except where local conditions beyond the control of the pilot prevent a circling approach from being performed.

7.3.10 In Flight Manoeuvres

- a) At least one steep turn in each direction with a bank angle of 45° and a change in heading of at least 180° but not more than 360°;
- b) Recoveries from impending or full stalls.
- c) For the purpose of this manoeuvre the required recovery from a stall is initiated when there is a perceptible buffet or other response to the initial stall entry.

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- d) The approach to stalls shall be conducted at an altitude of at least 5000 feet AGL, and if conducted above cloud at an altitude of at least 2000 feet above the cloud tops.
- e) The following recoveries from impending or full stalls are required.
 - I. One in the take-off configuration, except where a zero-flap take-off configuration is normally used in that model and type of aeroplane;
 - II. One in a clean configuration;
 - III. One in a landing configuration;
 - IV. One of the recoveries from impending or full stall shall be performed while in a turn with a bank angle of between 15° and 30°.

7.3.11 Landings and Approaches to Landings

- a) One normal landing which shall, where practicable, be conducted without external or internal glide slope information;
- b) One landing from an instrument approach, and where prevailing conditions prevent an actual landing, an approach to a point where a landing could have been made;
- c) One cross wind landing where practicable under existing meteorological, airport and airport traffic conditions;
- d) One landing and manoeuvring to that landing with a simulated failure of 50 percent of the available engines which shall be on one side of the aeroplane for the pilot-in-command and an outboard engine only for the First Officer.
- e) Where the aeroplane type is a three engine aeroplane, the loss of power shall be an outboard engine and the centre engine for the pilot-in-command and an outboard engine for the First Officer.
- f) For single engine aeroplanes a practice forced landing is required.
- g) Missed approach on instruments from minima with, in the case of a multi engine aeroplane one engine inoperative (simulated power loss)
- h) One landing under simulated circling approach conditions except that where prevailing conditions prevent a landing, an approach to a point where a landing could have been made (if the Air Operator is authorised for circling approaches).

Note: Any of the landings and approaches to landings specified in this section may be combined. A minimum of two landings are required.

7.3.12 Normal Procedures

7.3.13 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, (auto-pilot and hand flown manoeuvres as appropriate).



7.3.14 Abnormal and Emergency Procedures

- a) The crew shall demonstrate use of as many of the air operator's approved Standard Operating Procedures, abnormal and emergency procedures for as many of the emergency situations as is necessary to confirm that the crew has an adequate knowledge and ability to perform these procedures;
- b) System malfunctions shall consist of a selection adequate to determine that the crew has satisfactory knowledge and ability to safely handle malfunctions;
- c) At least two simulated engine failures any time during the Check.

7.4 LINE CHECK

7.4.1 The pilot Line Check shall consist of at least the following conducted over a typical part of the Air Operator's route network and shall not be less than one sector.

- a) Flight preparation
- b) Weather briefing
- c) Dispatch procedure
- d) Flight planning
- e) Weight and balance, and load control
- f) Aeroplane servicing and ramp safety
- g) Crew briefing
- h) Pre-flight checks
- i) Operation of the flight
- j) Pre start procedures
- k) Starting engines
- l) After start checks
- m) Radio procedure and ATC clearance
- n) Pre take off checks and cabin safety
- o) Taxi and takeoff
- p) Departure procedures
- q) Climb procedures
- r) En-route procedures
- s) Descent procedures
- t) Approach procedures
- u) Shut down
- v) Flight logs and records
- w) Defect recording



Annex - A - Nomination for Designated Check Pilot (DCP)

1. Name of the Air Operator		
2. Name and designation of the person recommending the nomination		
3. Name of the Nominee		
4. Please attach a resume of the nominee with relevant details including;	<ul style="list-style-type: none"> ➤ Aviation background ➤ Qualifications ➤ Licences / Ratings ➤ Total flying hours ➤ Total hours on type in which DCP authority is requested ➤ Total hours on type as an instructor in which DCP authority is requested ➤ Any situation considered to be a possible conflict of interest ➤ Details of any breach of regulatory practice for which the nominee is convicted or Authority has imposed administrative penalties ➤ Any other information that may be useful to confer DCP authority 	
5. Date of Last Proficiency Check and aircraft		
6. Date of Nominee's Joining the Air		
7. Method, followed in the selection		
8. Whether the applicant has served as a DCP earlier? If Yes, please provide details.	YES	Name of the Operator :
	NO	Nature and Scope of DCP Authority
9. Details of the DCP Training received by the Nominee	Course Title : Date and Duration : Conducted by :	



10. DCP Type requested	TYPE A		TYPE B		TYPE C	
Signature and Scope of DCP Authority requested	PPC (Recurrent) – simulator					
	PPC (Recurrent) – Aircraft					
	Instrument Rating (Recurrent) – Simulator					
	Instrument Rating (Recurrent) – Aircraft					
	Base Check – Aircraft					
	Line Check – Aircraft					
	CAT 11 Operations					
	CAT 111 Operations					
	Others (Please specify)					

12. Nominee's Declaration:

I certify that the particulars furnished by me are true and accurate and am aware that I would be disqualified to hold the DCP authority to be conferred on me, if any of the particulars declared are found to be false.

Furthermore I assure that I will exercise the privileges of the DCP authority in conformity with the applicable rules and standards specified by the Authority in the DCP manual.

Further I declare that (there is no conflict of interest that will obstruct my performance as a DCP as required in the DCP manual / I am aware of situations of conflict of interest which is tabulated in my attached resume).

Signature and date:

Name:

13. Declaration by the person recommending the nomination:

I certify that I have personally scrutinized the information provided and satisfied of its accuracy.

I declare that the nominee is the most suitable person amongst the current complement of pilots serving in the airline who satisfies all requirements in the DCP manual for appointment as a DCP.

I confirm that the nominee is given full freedom to act in complete loyalty to the Authority whistling performing the DCP's duties and functions and he would neither be subjected to disciplinary action or any discriminatory treatment, nor be influenced by the airline in any manner in relation to the conduct of his duties as a DCP.

Signature and date:

Name:

**14. Inspector's verification and recommendation**

Qualifications have been verified and meets the requirements as per DCP manual [Chapter 2.](#)

I have completed the briefing / examining /de briefing as required in DCP manual [paragraph 3.4.](#)

I have completed the evaluation of the DCP nominee conducting a Check as per DCP Manual [paragraph 3.5.](#)

Granting of DCP authority is recommended / not recommended.

Signature and date

Name:

15. Granting of DCP authority is recommended / not recommended.

Signature and date

Director (Aircraft Operations) Name:

**Annex - B - Designated Check Pilot delegation of authority****DCP Type A / Type B / Type C** *(delete as applicable)*

(Insert Rank, Name and licence number of DCP) is hereby appointed as a Designated Check Pilot (DCP) and is authorised to conduct Tests / Checks on behalf of Civil Aviation Authority of Sri Lanka subject to all of the conditions of issuance.

APPROVALS

PPC (Recurrent) – Simulator	<input type="checkbox"/>	PPC (Recurrent) – Aircraft	<input type="checkbox"/>
IRT (Recurrent) – Aircraft	<input type="checkbox"/>	IRT (Recurrent) – Simulator	<input type="checkbox"/>
Line Check – Aircraft	<input type="checkbox"/>	Base Check – Aircraft	<input type="checkbox"/>
Category II Operations	<input type="checkbox"/>	Category III Operations	<input type="checkbox"/>

CONDITIONS OF ISSUANCE:

1. Tests / Checks shall be limited to above approvals and conducted in strict accordance with the provisions in the Designated Check Pilot Manual.
2. Shall meet qualifications and maintain currency requirements in accordance with the DCP manual to exercise privileges granted.
3. Approval valid for **(Name of Air Operator)** and **(Type of aircraft)**.

THIS AUTHORITY SHALL REMAIN VALID TILL 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 Civil Aviation Authority of Sri Lanka pursuant to the provisions in the Designated Check Pilot Manual.

OR***(Insert valid date)***

This authority supersedes and revokes all previously issued similar authorisations.

Director General of Civil Aviation and Chief Executive Officer
Civil Aviation Authority of Sri Lanka

Name:

Date:

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**Annex - C - DCP Monitoring Report
(Initial/Renewal)**

Pilot Proficiency Check / Instrument Rating Test / Base Check / Line Check

Category II Operations / Category III Operations

File Number		Company		Base	
Flight No	Sector	Flight Date a.	Block time	Simulator/ Aircraft Type	Simulator ID/ Registration
a.	a.	b.	a.		
b.	b.		b.		
Name of DCP			License No.	Medical Valid Until	
Name of Candidate			License No.	Medical Valid Until	
Name of Candidate			License No.	Medical Valid Until	
Name of Inspector			License No.	Medical Valid Until	
MARKING GRADE : S = Satisfactory SB = Satisfactory With Briefing U = Unsatisfactory N/O = Not Observed					
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. Coverage(Errors/weaknesses)						
FLIGHT CHECK REPORT	a. Coverage(Errors/weaknesses)						
	b. Content – General						
	c. Assessment Validity						
GENERAL ASSESSMENT	<table border="1"> <tr> <td>S</td> <td>SB</td> <td>U</td> </tr> </table>				S	SB	U
S	SB	U					
COMMENTS							
<p>Signature & Date:</p> <p>Name:</p>							

**Annex - D - Designated Check Pilot's monthly return**

To: Director (Aircraft Operations)
Civil Aviation Authority of Sri Lanka

From:

Captain.....

Dear Sir,

In accordance with the requirements of the *DCP Manual* paragraph [4.8.5](#), the following is the list of Pilot Flight Checks conducted by me for the month of _____ of 20____

Please Type or Print					
Date	Name	Rank	Check	Location	Result

I certify that above details are correct.

Signature and date

Name:

**Annex - E - Proposed schedule of pilot flight checks**

To: Deputy Director (Operations)
Civil Aviation Authority of Sri Lanka

From:

Dear Sir,

In accordance with the requirements of the *DCP Manual* paragraph [4.9.3](#), the following is the list of Pilot Flight Checks scheduled for the month of _____ of 20__.

				Type of Check		
Candidate's Name	Licence Number	Day of check	Aircraft Type*	Skill Test**	IRT renewal	Line ***

Signature and date

Name:

*If conducted in the simulator, please indicate location.

**Please indicate Skill Test for Issuance of Licence / Type Rating / Instrument Rating

***Indicate whether initial or renewal.



Annex - G - PILOT PROFICIENCY CHECK REPORT

			SKILL TEST		RENEWAL	
INSTRUMENT RATING						
TYPE RATING						
ISSUENCE OF LICENCE						
NAME OF CANDIDATE				LICENCE NUMBER		CREW STATUS
NAME OF RECOMMENDING PILOT:				TEST DATE		FLIGHT TEST TIME
LICENCE NUMBER:						
				DAY	MONTH	YEAR
NAME OF DCP:						
LICENCE NUMBER:						
CHECKING DEVICE			AIRCRAFT Or SIMULATOR TYPE		REGISTRATION / ID NO.	
AIRCRAFT		SIMULATOR	COMBINED			
CHECK DETAILS			S	SB	U	COMMENTS-GENERAL ASSESSMENT
P R E F L I G H T	TECHNICAL KNOWLEDGE					
	FLIGHT PLANNING					
	EXTERIOR / INTERIOR					
	PRE FLIGHT COCKPIT PREPERATION AND ENGINE					
	TAXYING AND ENGINE CHECK					
	CHECKS AND BRIEFING					
D E P A R T U R E	NORMAL TAKE-OFF					
	TAKE OFF IN MINIMUM VISIBILITY AUTHORISED					
	CROSSWIND TAKE-OFF					
	POWER LOSS ABOVE V1					
	REJECTED TAKE OFF AND EMERGENCY EVACUATION					
	AREA DEPARTURE					



A I R W O R K	HOLDING AND NROUTE IFR PROCEDURES				
	STEEP TURNS				
	APPROACH TO STALL				
	INFLIGHT MANUOVERS AND FLIGHT CHARACTERISTICS				
T E R M I N A L	TRANSITION TO APPROACH				
	NON PRECISION APPROACH				
	PRECISION APPROACH				
	MISSED APPROACH				
	MISSED APPROACH POWER				
	CIRCLING APPROACH				
	CAT 11 OPERATIONS				
	CAT 111 OPERATIONS				
L A N D I N G	NORMAL LANDING				
	LANDING FROM MINIMUM VISIBILITY RECOMMENDED FOR THE APPROACH				
	CROSSWIND LANDING				
	LANDING WITH POWER LOSS				
	AUTO LAND				
	FLAPLESS LANDING				
	LANDING FROM CIRCLING				
A B N O R M A L	ENGINE FAILURE				
G E N E R A L	STANDARD OPERATING PROCEDURES				
	CREW COORDINATION				
	PILOT DECISION MAKING				
	INSTRUMENT RATING PROCEDURES				
	PNF DUTIES				



AUTHORISATIONS MINIMUM RVR FOR TAKE OFF Meters CAT 11 OPERATIONS				PPC	PASS	FAIL				
				INSTRUMENT RATING	PASS	FAIL				
				IR VALID TO						
				PPC VALID TO						
<table border="1"> <tr> <td></td> <td>DH</td> <td></td> <td>RVR</td> </tr> </table>					DH		RVR	DCP's signature		
	DH		RVR							
<table border="1"> <tr> <td></td> <td>DH</td> <td></td> <td>RVR</td> </tr> </table>					DH		RVR			
	DH		RVR							
				Candidate's signature						



Annex - H - LINE CHECK REPORT

1. Name/Rank	2. Aircraft Type	3. Date
4. IFR Valid to	5. Medical Valid to	6. Licence Number
7. Departure	8. Destination	9. Block time
10. Line Check as		
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px 10px;">PF</div> <div style="border: 1px solid black; padding: 2px 10px;">PNF</div> </div>		

Required Standards

Note: Clarify SB or U assessment with remarks.

S	Satisfactory	SB	Satisfactory with Briefing	U	Unsatisfactory (Fail)
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1.	Reporting for Duty				27.	Verbal Check Navigation Aids			
2.	Manuals				28.	Approach Briefing			
3.	Wx Briefing NOTAMS and Bulletins				29.	Cabin Security Co-ordination with cabin crew			
4.	Flight Planning - Operational ATC				30.	Descent			
5.	Weight and Balance				31.	Use of Speed Brakes			
6.	Aircraft Inspection (Exterior, Interior)				32.	Cross Checking Altitudes			
7.	Load Security				33.	Approach VFR			
8.	Emergency Equipment				34.	Speed Control			
9.	Before Start				35.	Transition to Facility			
10.	Review of Emergency Drills				36.	Approach Instrument			
11.	Engine Start				37.	Landing			
12.	After Start				38.	After Landing			
13.	Taxi (Speed, Steering, Brakes)				39.	Approaching Ramp			



CIVIL AVIATION AUTHORITY OF SRI LANKA

14.	ATC Clearances				40.	Shut Down			
15.	Use of Checklist and Responses				41.	General			
16.	Take Off (After Take-Off Checks)				42.	Smoothness of Control			
17.	Noise Abatement Procedure (if applicable)				43.	Route Knowledge			
18.	Initial Climb				44.	Crew Co-ordination			
19.	Climb				45.	PR use of PA			
20.	Cross Checking Altitudes				46.	Use of IRS/ INS/ GPS/ FMS			
21.	Level Off and Altitude Selection				47.	Use of Weather Radar			
22.	Cruise				48.	ETOPS (if applicable)			
23.	Radio Contacts and Position Reports				49.	Minimum Equipment List (MEL)			
24.	Fuel Checks								
25.	Use of Anti-Icing Equipment								
26.	Use of Auto Flight System								

General Assessment:

PASS

FAIL

Next Line Check due:

Comments:

Signature and date: Name:

Licence number:



Annex - I - Candidate's comment form

To: Director General of Civil Aviation and Chief Executive Officer
Civil Aviation Authority of Sri Lanka

From: Dear Sir,

In accordance with the provisions in the *DCP Manual* paragraph [1.2.21](#), I wish to forward the following comments for your consideration please.

Test / Check Type: Test /

Check date:

Names of other crew members:

Name of the Air Operator: Name

of the DCP:

Comments

Signature and date

Name:

Licence Type and number: