

### **Conduct a Check Pilot Observation**

Give the check pilot/check flight engineer notice of your intention to conduct an inspection.

Brief the check pilot/check flight engineer not to advise the pilot/crew of the result of the check until after discussion with you.

Arrive at the facility in time to observe the pre-exercise briefing.

Carry out the inspection on a non-interference basis, using the appropriate checklist(s).

Observe the check pilot/check flight engineer as he or she briefs and debriefs the person undergoing the check and completes relevant documentation, while occupying a crew seat relevant to the check.

Ensure that the check pilot/check flight engineer makes a correct assessment of the person undergoing the check, or conducts appropriate remedial teaching, if carrying out a training exercise.

If the check is conducted in a simulator, ensure that the check pilot/check flight engineer demonstrates proficiency in operating the simulator, including:

- Setting to a specified locality and runway
- Setting to a specified in flight position
- Inserting specific operation parameters — for example, weight, fuel, environment, etc.

If the check is conducted in an aircraft, and if appropriate, ensure that the check pilot records indicates that he has demonstrated critical maneuvers from the right-hand seat, including:

- Simulated engine failure at V1
- A landing with one engine simulated inoperative.
- During this demonstration, the left-hand seat must be occupied by a suitably qualified check pilot or the Inspector.

At the completion of the exercise, observe the check pilot/check flight engineer as he or she discusses the results of the check with the pilot/crew

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Instructions for Use of the checklist:

1. Check YES column if you reviewed the record, procedure or event and have no comment.
2. Check NO column if you reviewed the record, procedure or event and have a comment.
3. Check      column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment
4. Enter the letter "N" in the      column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a NO answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.



# CHECK PILOT INSPECTION

DSA.AOC.CHKL.087



CCAA

## CHECK PILOT

Authorization

Inspection

Yes	No			CAA FILES
			1.	Is the air operator's nomination of check person in the file?
			2.	Is an updated copy of the check person's resume in the file?
			3.	Is a copy of the last designation in the file?
				<b>AIR OPERATOR FILES</b>
			4.	Does the check person meet the minimum experience requirements?
			5.	Has the check person completed all required company training?
			6.	Is the check person current and qualified for the aircraft?
			7.	Is the check person current and qualified for the routes or navigation required?
				<b>CAA BRIEFINGS</b>
			8.	Has the designee attended an CAA Examiner Seminar?
			9.	Has the designee attended an annual CAA briefing?
				<b>ACCEPTABLE CONDUCT OF CHECK SESSION</b>
			10.	Pre-briefing?
			11.	Pre-flight planning?
				<b>AIRCRAFT KNOWLEDGE EXAMINATION</b>
			12.	Examination of aircraft limitations knowledge?
			13.	Examination of aircraft systems knowledge?
			14.	Examination of aircraft checklist immediate action items?
			15.	Examination of aircraft exterior inspection knowledge?
				<b>FLIGHT PROFICIENCY EXAMINATION</b>
			16.	Examination of flight deck preparation procedures?

		17.	Examination of flight maneuvers proficiency?
		18.	Examination of normal procedures proficiency?
		19.	Examination of abnormal procedures proficiency?
		20.	Examination of emergency procedures proficiency?
			<b>ADMINISTRATION OF FLIGHT SCENARIO</b>
		21.	Operation of simulator console acceptable?
		22.	“Realistic, real-time” events as much as practical?
		23.	Handling of marginal performance acceptable?
		24.	Handling of unacceptable performance?
		25.	Handling unexpected simulator or scenario glitches?
			<b>DEBRIEFING AND EVALUATION OF PERSON CHECKED?</b>
		26.	Debriefing covered all significant items?
		27.	Accurate assessment of performance of person being checked?
			<b>COMPLETION OF REQUIRED DOCUMENTATION</b>
		28.	Appropriate company documentation completed?
		29.	Appropriate CCAA check form completed by applicant?

**REMARKS & OBSERVATIONS**

Additional comments attached  =>

**CHECK PILOT INSPECTION**  
**DSA.AOC.CHKL.087**



Inspector					
Name and surname		Authorization number		Signature	Stamp
Applicant					
Name and surname		Authorization number (if applicable)		Signature	
Flight					
Aircraft	Type	Registration or FSTD authorisation		Operator	
Crew	PIC		SIC		Other
Route / Leg	Flight number		To		
			From		
Check	<input type="checkbox"/> Pilot Proficiency check		<input type="checkbox"/> ATPL <input type="checkbox"/> Command upgrade <input type="checkbox"/> IFR		
	<input type="checkbox"/> Operator proficiency check		<input type="checkbox"/> Type rating		
	<input type="checkbox"/> Line check		Operator		
Date					