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| --- | --- | --- | --- |
| **Company** |  | **Date** |  |
| **FSTD Type/Code** |  | **Inspector** |  |
| **Name of Type Rating Examiner /Instructor** |  | **Location** |  |

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| ***Instructions***   1. Check ***(S)*** *(Satisfactory)*column if you determine the document or individual item conform to requirements. 2. Check ***U/S*** *(Unsatisfactory)* column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non- conforming item). 3. Insert ***N/C*** *(Not Checked)*if the item was not checked. Reasons should be given in the ***Remarks*** column. 4. Check ***N/A*** *(Not Applicable)**in the* ***Remarks*** column if it is not applicable or you do not have adequate information to make a valid comment. 5. Coordination is required between FOPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item. 6. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the Audit Inspection Report Form Base-Insp-004. Attach to this checklist. |
| ***References: CAR-OPS 1 & 3 SUBPART N, SRUBPART 0 / SECTION 2 – SUBPART N & 0*** |

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|  | **Documents (Inspector)\***  To be inspected by Instructor prior to a Check/ Training | **S** | **U/S** | **N/C** | **N/A** | **Remarks** |
|  | Medical Validity |  |  |  |  |  |
|  | Licence validity, Rating, |  |  |  |  |  |
|  | Designated Examiner's Authority validity |  |  |  |  |  |
|  | A list of the Tests/Checks conducted by Designated Examiner, using PELO 210 or alternative recording and reporting system approved by CAA (e.g. computerised record system maintained by an Operator’s simulator facility that includes the same information as PELO 212 Conducted at least 2 skill tests (***See Note 1***) |  |  |  |  |  |
|  | Validity of the FSTD approvals |  |  |  |  |  |
|  | FSTD matches Type of Aircraft eg (E170 not E190) |  |  |  |  |  |
|  | The last date on which each Designated Examiner underwent a DE Proficiency Check conducted by an Inspector (or an authorized TRE/SFE), and when his next DE Proficiency Check is due |  |  |  |  |  |
|  | The last date on which each Designated Examiner a DE Monitor Check by an Inspector . |  |  |  |  |  |
|  | The last date on which each Designated Examiner attended a DE Refresher Course or workshop, and when the next course/workshop is due |  |  |  |  |  |
|  | **\*DE Monitoring will not be conducted if licensing and training/testing documents are not presented, are not valid.** |  |  |  |  |  |
| **B.** | **Documents (TRE) \***  Prior to commencing any Skill Test or Proficiency Check, the TRE/SFE shall examine and verify: | **S** | **U/S** | **N/C** | **N/A** | **Remarks** |
|  | The validity of the pilot’s License and Medical Certificate of each candidate; |  |  |  |  |  |
|  | The applicable training report(s) or file, including the instructor recommendation, for each candidate (not required if recurrent training is to be conducted after an Operator Proficiency Check); |  |  |  |  |  |
|  | The simulator status and documents, including simulator approval certificate, technical log book and Component Inoperative Guide. |  |  |  |  |  |
|  | Base Month and Validity of Mandatory Checks (***See Note 2***) |  |  |  |  |  |
| **\*A check ride will not be conducted if licensing and training documents are not presented, are not valid, or if the company has failed to provide appropriate training for the candidate(s), as specified in the Operator's approved training programme** | | | | | | |
| **C**. | **Briefing**  A pre-flight briefing for a test or check is mandatory. It must include the following information | **S** | **U/S** | **N/C** | **N/A** | **Remarks** |
| 1. | The serviceability of the simulator, and any differences from the aircraft; |  |  |  |  |  |
| 2. | The duration of the check/test; |  |  |  |  |  |
| 3. | Any restrictions or limits imposed on maneuvers conducted in the aircraft, which are necessary to ensure flight safety; (***See Note 5***) |  |  |  |  |  |
| 4. | The TRE/SFE shall not participate as a flight crew member, and shall limit his activities to the operation of the simulator itself, and role play of “external” resources, as appropriate. |  |  |  |  |  |
| 5. | The identification and role of the Pilot-in-Command. |  |  |  |  |  |
| 6. | That the aircraft or simulator is to be flown in accordance with flight manual requirements, SOPs and within acceptable tolerances; and |  |  |  |  |  |
| 7. | The actions to be completed in the event of a real emergency or malfunction in the simulator |  |  |  |  |  |
| 8. | The Pilot-in-Command retains all command responsibility and is ultimately responsible for the safety of the operation. However, when the First Officer is the pilot flying, the initial responses and decisions following any abnormalities should come from him; |  |  |  |  |  |
| 9. | i. Normal crew co-ordination and CRM is expected; |  |  |  |  |  |
| 10. | ii. When the check is conducted in a simulator, an emergency situation caused by incorrect or inappropriate action or response on the part of the candidate will not be corrected by the Examiner; |  |  |  |  |  |
| 11. | iii. Simulated emergencies introduced by the Examiner in an aircraft will be announced by the word "simulated"; |  |  |  |  |  |
|  | For the purpose of the test or check, the weather will be simulated at or below the weather minima for the type of approach being carried out. In a visual simulator, the Designated Examiner will control the visual system to the minima specified in the lesson plan, appropriate to the exercise being conducted; |  |  |  |  |  |
| **D.** | **Duties of TRE Prior and post Simulator session** |  |  |  |  |  |
|  | Examiner Shall Check the simulator qualification and associated approvals |  |  |  |  |  |
|  | Completet Check the serviceability of the simulator, both visually and with regards to the technical log he initial entry in the technical log |  |  |  |  |  |
|  | Give a Health and Safety briefing for the simulator even if it is day two of the check (exit routes during an emergency, fire extinguishers, sim emergency stop buttons/switches. |  |  |  |  |  |
|  | Make effective use of available simulator functions and time to create realistic training |  |  |  |  |  |
| **E.** | **Post-simulator Procedures** |  |  |  |  |  |
|  | Immediately after exiting the simulator, the crew should be encouraged to retire to the briefing room or refreshment area. No indication of the test result should be given at this stage |  |  |  |  |  |
|  | The examiner under assessment will complete the simulator technical log. |  |  |  |  |  |
|  | examiner under assessment will be given time to review his contemporaneous notes and then give the CAA I/E or SE a summary of his assessment. |  |  |  |  |  |
|  | Then the CAA I/E or SE will give the examiner under assessment time to formulate his debriefing |  |  |  |  |  |
|  | The examiner under assessment will have an oral check of his knowledge of Standards Document |  |  |  |  |  |
|  | The examiner under assessment will debrief the crew. |  |  |  |  |  |
|  | When the examiner under assessment has completed his debriefing, the CAA I/E or SE may discuss and clarify any points arising from the detail. |  |  |  |  |  |
|  | check the correct completion of check forms, certificates of revalidation (***See Note 4***) |  |  |  |  |  |
|  | Testing/Training General |  |  |  |  |  |
|  | Knowledge |  |  |  |  |  |
|  | Proficiency |  |  |  |  |  |
|  | Instructional technique and delivery Adherence |  |  |  |  |  |

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| **CAA Use Only (Please Tick** √**)** | | |
| **Overall Result** | **Passed** | **Failed** |

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| **Remarks / Comments** | | | |
|  | | | |
| **Inspector’s Name:** |  | **Signature:**  **Date:** |  |

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| ***Note 1***  Completed PELO 212 forms are required to be submitted for each TRE/SFE every calendar quarter. Where a TRE/SFE has not conducted any checks/ tests in a quarter, the PELO 212 shall be annotated “no checks/tests conducted this quarter”.  If a delay or problem is anticipated by the Operator in arranging a DE Monitor Check for a Designated Examiner prior to the expiry date, contact shall be made at once by telephone with the appropriate CAA Office to make alternate arrangements. If the Operator can show that it is impractical to arrange a CAA monitor/check to fulfil the requirements above, prior to the expiry date, an extension may be granted by the CAA on a specific case basis. Maximum extension may not exceed 30 days, from the date the CAA monitor was due.  In order to maintain up to date records for Designated Examiner utilization, the Operator shall advise the CAA when a Designated Examiner is no longer in the employ of the Company, or will not be required to perform Designated Examiner duties during the coming 24 months.  Where the CAA has delegated the mandatory checking and/or monitoring requirements as detailed in section 9., to a TRE/SFE; a copy of the applicable PELO 406 (Pilot Check Report Form and in the case of a DE monitor, the PELO 263 (Designated Examiner Monitoring Report), must be forwarded to the CAA within 14 days of the check/test. |
| ***Note 2***  ***The Base Month***  the Month is the month in which the Skill Test for the issue or renewal of a type rating is successfully completed (on the base aircraft type, for pilots operating on more than one type or variant). Where an aircraft test/check is required, it is established at the completion of the aircraft test/check.  The validity period for a Type Rating and Instrument Rating is 12 calendar months, in addition to the remainder of the month of issue, i.e. the base month.  The validity period of the Operator Proficiency Check is 6 calendar months, expiring alternately at the end of the base month, and the sixth month following the base month. |
| ***Note 3***  ***CAA MANDATORY CHECKING AND TESTING RESPONSIBILITIES***  *A* CAA Inspector must conduct the following checks:  • Annual Proficiency Check for each Company Executive;  • DE Final Monitor;  • Annual DE Monitor Check for each Designated Examiner;  Any of these checks may be delegated by the CAA to a TRE/SFE, subject to specific authorisation on a case by case basis.  A permanent delegation may be given in the form of a Special Authority for the TRE/SFE.  The Special Authority describes the conditions of issuance and must be acknowledged by the TRE/SFE.  In addition to the flight checks and tests detailed above, which must be conducted by an Inspector, the CAA reserves the right to conduct a sample of any other checks conducted by the Operator, in order to further validate the approved training programs |
| ***Note 4***  The CAA is solely responsible for the acceptance and authorisation of all Designated Examiners. CAA may also nominate suitably-qualified personnel employed by an Operator to act as Designated Examiners for that Operator’s programme |
| ***Licence Proficiency Check (LPC*)**  A Type Rating and Instrument Rating are revalidated by successful completion of a Licence Proficiency Check. The LPC shall be conducted within the final 3 calendar months of the validity period. |
| ***Operator Proficiency Check (OPC)***  The Operator Proficiency Check is revalidated by successful completion of either a Licence Proficiency Check or an Operator Proficiency Check.  An Operator Proficiency Check shall be conducted within the final 3 calendar months prior to the end of the validity period of the previous Operator Proficiency Check. |
| ***Extensions***  The CAA may extend the validity period of a Type Rating or Operator Proficiency Check, by up to 2 calendar months where the CAA is of the opinion that safety is not compromised.  Applications for extension must be submitted in writing to the CAA office responsible for the Operator concerned, prior to the expiry of the current validity period. Appropriate justification for the extension must be included with each application. CAA will only consider circumstances that are beyond the control of the operator as justification for an extension. |
| Unless the operator has a CAA approved training and checking program and uses its own developed grading system, each sequence of a check/test shall be graded according to the following grading standards and definitions. The appropriate grade shall be recorded on the Pilot Check Report Form (PELO 406).  ***Grading Codes***  ***1. UNSATISFACTORY***  A grade of UNSATISFACTORY shall be awarded for a check or test item in accordance with any of the following criteria:  • Performance does not provide an adequate margin of safety.  • Proficiency in an item falls below the required standard.  • Crew resource management skills and behavior are not effective.  • Errors are not recognized and/or resolved.  This grade shall be assigned if initial performance is well below the Operator’s required standard, or (at Examiner discretion) if a pilot was unable to demonstrate the required standard after a maximum of:  • Training (at SFE/TRE discretion) and two (2) re-sits, during a Proficiency Check; or  • One (1) re-sit, during a Skill Test.  Typical situations resulting in an “Unsatisfactory” grade (1) being awarded, either before or after a re-sit, include:  • Totally inadequate flight management and/or ineffective CRM skills.  • Requires constant challenge and guidance.  • Gross mishandling of the aircraft, or a crash.  • Deviations occur which violate an ATC clearance, or endanger the aircraft.  • An improper emergency procedure is used which creates a more hazardous situation.  ***2. STANDARD WITH DEBRIEF***  This grade shall be assigned if performance of any check or test item did not meet the expected standard, but where standard may be restored by the conduct of an appropriate debriefing.  The grade shall be assigned in accordance with any of the following criteria:  • Performance provides some measure of safety, but would be unacceptable if diminished by any further amount.  • Proficiency in an item is adequate, but occasionally falls below the required standard.  • Crew resource management skills and behavior are not completely effective.  • Errors are eventually recognized and resolved.  Typical situations warranting a “Standard with De-Briefing” grade (2) include:  • Deviations from the required standard occur, but the crew corrects and safety is not compromised.  ***3. STANDARD***  This grade shall be assigned if performance of a check or test item meets the required standard, in accordance with the following criteria:  • Performance meets expectations and provides sustained safe flight operations.  • Proficiency in an item meets all required standards.  • Crew resource management skills and behaviours are clearly effective.  • Errors are recognised and resolved so that safety of flight is not diminished.  ***4. ABOVE STANDARD***  This grade shall be assigned if performance of a check or test item exceeds the required standard, in accordance with the following criteria:  • Performance is above expectations and provides sustained safe flight operations.  • Proficiency in an item meets and occasionally exceeds all required standards.  • Crew resource management skills and behavior are clearly effective and occasionally exceptional.  • Errors are recognized and resolved in a timely manner. |
| ***Note 4***  PELO 406 (Pilot Check Report Form and in the case of a DE monitor  PELO 263 (Designated Examiner Monitoring Report), must be forwarded to the CAA within 14 days of the check/test. |
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