



### **(Check Pilot (Authorization, Renewal of Authorization, or Inspection))**

#### **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 indicate that he has demonstrated critical maneuvers from the right-hand seat, including:

- Simulated engine failure at VI
- 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.

**Instructions for Use:**

1. Check **OK** column if you reviewed the record, procedure or event and have no comment.
2. Check **FINDING** column if you reviewed the record, procedure or event and have a comment.
3. Check **NOT CHECKED** column if you did not review the record, procedure or event *or you do have adequate information to make a valid comment*
4. Enter the letter "**N/A**" in the column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a FINDING answer for transfer to the Safety Issues Resolution Report.
6. For later reference, proceed any notes with the appropriate question number.
7. For further guidance refer to Inspector Handbook Volume 4

<b>CL: O-OPS 016/11</b>		
<b>CHECK PILOT (AUTHORIZATION, RENEWAL OF AUTHORIZATION, OR INSPECTION)</b>		
1.	Observe the check pilot candidate as he briefs the person under the check and complete relevant documentation while occupying a crew seat relevant to the check	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Does the person being checked by the check pilot candidate understand clearly what is required from the check?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Ensure that the check candidate makes the correct assessment of the person undergoing the checks or conducts appropriate remedial teaching if carrying out a training exercise.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	If the check is conducted in a simulator, does the candidate demonstrate proficiency in operating the simulator, including:	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a)	Setting a specified locality and runway?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b)	Setting to specified in-flight position?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(c)	Inserting specific operator parameters- for example, Weight, Fuel, Environment etc.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>GCAA FILES</b>		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Is the air operator's nomination of check person in the file?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Is an updated copy of the check person's resume in the file?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	Is a copy of the last designation in the file?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>AIR OPERATOR FILES</b>		
8.	Does the check person meet the minimum experience requirements?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	Has the check person completed all required company training?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Is the check person current and qualified to the aircraft?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	Is the check person current and qualified for the routes or navigation required?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	Does the applicant's plan list the names and the positions of the crew members that will be participating on each	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	flight?	
13.	Does the applicant's plan contain a list of names, titles, and operator affiliations of non-crew member personnel whom the applicant intends to have onboard each flight? Regulation 27	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>GCAA BRIEFINGS</b>		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	Has the designee attended an GCAA Examiner Seminar?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Has the designee attended an annual GCAA briefing?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>ACCEPTANCE CONDUCT OF CHECK SESSION</b>		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Pre briefing?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17.	Pre-flight planning?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>AIRCRAFT KNOWLEDGE EXAMINATION</b>		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
18.	Examination of aircraft limitations knowledge?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
19.	Examination of aircraft systems knowledge?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	Examination of aircraft checklist immediate action items?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Examination of aircraft exterior inspection knowledge?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>FLIGHT PROFICIENCY EXAMINATION</b>		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Examination of flight check preparation procedures?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.	Examination of flight maneuvers proficiency?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
24.	Examination of normal procedures proficiency?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
25.	Examination of normal procedures proficiency?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
26.	Examination of emergency procedures proficiency?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>ADMINISTRATION OF FLIGHT SCENARIO</b>		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
27.	Operation of simulator control acceptable?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
28.	"Realistic, real time" events as much as practical?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
29.	Handling of marginal performance acceptable?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
30.	Handling of unacceptable performance a?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
31.	Handling unexpected simulator or scenario glitches?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>LINE CHECK OR SUPERVISORY PILOT ROLE</b>		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

32.	Check candidate is qualified for the route and type of operations proposed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
33.	Check candidate understands prohibitions on simulated IFR and abnormal?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
34.	Check candidate exhibits very well standardized procedures (re Ops Manual)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
35.	Check candidates evaluation is directed to standardized conduct of flight operations?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
36.	Check candidate does not “lead” person being checked?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
37.	Check candidate demonstrated the ability to evaluate an individual while at the same time perform the crew members activities normally associated with the seat occupied?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>RIGHT SEAT CONVERSION TRAINING</b>		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
38.	Has the PIC completed right seat conversion training before operating from the co-pilot’s position?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
39.	Has a pilot who may be assigned to operate from either pilot’s seat completed the appropriate training and checking programme?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
40.	Does a PIC who’s duties also requires him to operate from the right-hand seat and carry out the duties of co-pilot, or PIC required to conduct training or examining duties from the right hand seat completed additional training and checking including:	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(a)	An engine failure during take-off (simulated when carried out in an aeroplane)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(b)	A one engine inoperative approach and go-around?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
(c)	A one engine inoperative landing?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
41.	When operating from the right-hand seat, are the checks required for operating in the left-hand seat also valid and current?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>DEBRIEFING AND EVALUATION OF PERSON CHECKED</b>		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
42.	Debriefing covered all significant items?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
43.	Accurate assessment of performance of person being checked?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>COMPLETION OF REQUIRED DOCUMENTATION</b>		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
44.	Appropriate company documentation completed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
45.	Appropriate “Ops” check form completed for insertion in pilots personnel record file by ASI?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

**REMARKS AND OBSERVATIONS**

INSPECTOR SIGNATURE

Additional comments attached  =>

