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This AIC Replaces AIC B19/08

Designated Check Pilot Nomination Procedure

Introduction

No person may serve nor may any Air Operator Certificate (AOC) holder use a person as a check airman for any flight check unless that person has been designated by name and approved to function by the Authority within the preceding 12 calendar months. **(GAR's 8.10.1.40)**

Delegation Policy

The Designated Check Pilot (DCP) program has been instituted to allow an Air Operator to develop and maintain a program of flight crew checks independent of the availability of Inspectors. Designated Check Pilots **(DCPs) must, however, be constantly aware that they perform their checking duties as delegates of the Guyana Civil Aviation Authority (GCAA) under the Guyana Aviation Requirements (GARs).**

The DCP program is designed to supplement inspection requirements by delegation of certain powers. The number of DCPs and their conduct of Flight Checks are closely monitored by and at the option of GCAA. An Inspector may conduct any of the Flight Checks referred to in the handbook. An Inspector may monitor any approved DCP conducting any flight check.

The Director of Aviation Safety Regulation Directorate may designate qualified personnel nominated by an Air Operator. The authority is not transferable between Air Operators.

Under the GARs, DCPs are holders of 'Authority' by virtue of the authority delegated to them by the Director General. This authority is in the form of an approval document issued to the DCP authorizing DCP duties subject to the conditions listed therein.

The Director General may suspend or cancel an 'Authority' without assigning a reason.

The DCP will be authorized to conduct checks on one type of aircraft under GARs. The authority will not be issued for more than one type of aircraft.

The DCP's authority to conduct checks in accordance with GARs will specify the type of Flight Check the DCP may conduct and on which aircraft type.

Pilot Proficiency Checks (PPCs) and Instrument Rating Tests (IRTs) shall not be conducted during revenue flights.

Type A and B DCPs are Authorized Persons

Air Operators must inform the GCAA of their intentions to send potential DCPs to a DCP course. This may be done by forwarding a nomination form for each candidate (Appendix "A") or by formal letter listing those candidates who will be attending the forthcoming course. This is to verify that there is a need for a DCP in that company and that the nominee is acceptable to the GCAA.

An Air Operator shall advise the GCAA when a DCP is no longer employed by the Company or will not be required to perform DCP duties during the coming twelve (12) months.

Though the DCP is the holder of the authorization he/she requires the authority of the company to do a check ride on behalf of the Guyana Civil Aviation Authority. Notice of withdrawal is only required if the authority is removed for cause.

Procedure

The Authority in continuing its policy of approving suitably qualified persons as Type A or Type B Designated Check Pilots emphasises that the procedures below be adhered to.

The approved individual shall be under the direct supervision of the Flight Operations Inspector when conducting Checks for the Authority. Outlined below are the qualifications required.

The Type A Designated Check Pilot nominee shall:

- a) Hold a valid Airline Transport Pilot Licence (ATPL) with a valid Instrument Rating and endorsed for the type as Pilot-in-command which would allow the applicant to fly commercially on the same type of aircraft as requested in the application for checking privileges
- b) Have accumulated a minimum of 1,000 flight hours as Pilot in Command
- c) Demonstrate flying proficiency in the type to which the nominee seeks authority

- d) Have been employed as Pilot-in-Command in the same type of commercial operation for which checking authority is sought
- e) Have previous experience as a training pilot or have demonstrated equivalent ability and knowledge, and
- f) Demonstrates satisfactory knowledge of the contents and interpretation of the following publications:

- I. Guyana Civil Aviation Regulations
- II. Guyana Aviation Requirements/Standards
- III. Designated Check Pilot Handbook
- IV. Personnel Licensing Manual

- g) Demonstrate a thorough knowledge of the Air Operator's Operations Manual, Operating Specifications, Standard Operating Practices (SOPs) and applicable aircraft flight and operating manuals
- h) Demonstrate his/her knowledge and ability to conduct on a suitable candidate, a Pilot Proficiency/ Instrument Renewal(s) or Line Check(s) as appropriate on the aircraft or simulator or type on which the DCP has been nominated. The demonstration flight(s) will be monitored and assessed by an Inspector

In addition, nominees seeking PPC/IRT authority must also:

- a. Have successfully completed a DCP training program. Under extenuating circumstances the appropriate approving authority may approve checking authority without the DCP course, for a period not to exceed 3 months. Extenuating circumstances could be illness or non-availability of a DCP course.
- b. Monitor at least two PPs and be monitored on at least one PPC an Inspector.
- c. Have a minimum of six months experience as a line Captain on the type of aircraft for which the DCP authority is sought and have accumulated not less than 5000 hours as pilot-in-command on type.

The Type B Designated Check Pilot nominee shall:

- i) Hold a valid ATPL with a valid Instrument Rating and endorsed for type
- j) Have accumulated a minimum of 1,000 hours Pilot-in-Command on aeroplanes. One half of the second in command time on aircraft or up to 500 hours, can be counted towards the 1,000 hours PIC time
- k) Have a minimum of six months experience as Line Captain and have accumulated not less than 100 hours Pilot-in-Command on type.

The application form when completed should be returned to this Authority within three (3) weeks. The Director, Aviation Safety and Regulations Department does not guarantee nominees' approval since this is subject to the final evaluation. The guidelines, which follow, will assist you in completing the application form.

The Air Operator

The Operations Manager (Director of Flight Operations) shall complete and sign the nomination form in accordance with the instructions printed thereon (see Appendix "A"). A résumé of the candidate's background, qualifications and experience is required and must include previous flight check or supervisory experience. A candidate should declare on his/her application any interest in the company or other conditions that could result in a conflict of interest. Interest in a company will not automatically disqualify a candidate from receiving DCP authority. The approving authority will assess every case with consideration given to all circumstances involved.

When the Operations Manager (Director of Flight Operations) is the nominee, the form must be signed by a senior company executive.

If a deviation from the qualifications and experience requirements stated above is required, supporting documentation justifying the deviation must be included with the nomination form.

The completed nomination form, with required supporting documentation, shall be submitted to the Regulatory Authority.

GCAA (CAA)

The Director, Aviation Safety Regulation, upon receipt of the application, will:

- a) Verify the requirement for a DCP considering:
 1. The number and variety of aircraft operated;
 2. The location of the Air Operator's bases and accessibility;
 3. The type of operation; and
 4. The number of DCPs employed by the Air Operator (where applicable).
- b) Verify the Air Operator's record of performance related to adequacy of record keeping (where applicable) for training and checking
- c) Confirm that the nominee is acceptable in terms of experience, competency and personal suitability and meets the qualifications set out above or that any deviation is justified and acceptable, and
- d) Contact the Air Operator to arrange a meeting between the nominee and an Inspector.

The Director, Aviation Safety Regulation may approve a nominee not meeting all of the stated requirements. Justification is to be included with the nomination application form.