



GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDURJUNG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENTS
SECTION 7 - FLIGHT CREW STANDARDS
TRAINING & LICENSING

SERIES 'I', PART I

Issue __, __, 2014

EFFECTIVE: _____ 2014

Subject: APPOINTMENT OF EXAMINERS FOR SCHEDULED AND NON SCHEDULED AIRCRAFT OPERATOR.

1. INTRODUCTION

- 1.1 Under Rule 41A of the Aircraft Rules 1937 the Director-General may appoint Examiners for carrying out flying tests and technical examinations required under Schedule II. Further ICAO Annex 1 also stipulates that the applicant for issue of type rating shall have demonstrated the skill and knowledge required for the safe operation of the applicable type of aircraft, relevant to the licensing requirements and piloting functions of the applicant.
- 1.2 This Civil Aviation Requirement lays down the criteria for appointment of examiners, their functions etc. to comply with aforesaid requirement and issued under Rule 29C and Rule 133A of the Aircraft Rules 1937.
- 1.3 Normally, such checks/tests are required to be conducted by DGCA Inspectors, however considering the volume of checks/tests required, the designated examiner programme has been institutionalized through this CAR. In the "Designated Examiner" programme the designated Examiner conducts regulatory checks on behalf of DGCA. An Examiner, appointed under this CAR is an Operator employee, "approved" to conduct Pilot Licensing Skill Tests, Pilot Proficiency Checks, and Pilot Line Checks, as required by regulations on behalf of the DGCA.
- 1.4 This CAR also improvises the existing provisions in the CAR and nomenclature of Check Pilots and Examiners to harmonize with global practices, by combining both of them as the "Designated Examiner".

2. APPLICABILITY

The CAR is applicable for scheduled and non scheduled aircraft operator.

3. DELEGATION POLICY

- 3.1 The Designated Examiner (DE) programme has been instituted to allow Operators to develop and maintain a program of flight crew tests and checks independent of the availability of DGCA Inspectors. Designated Examiners shall be constantly aware that they perform their duties as delegates of the DGCA.
- 3.2 A DGCA Inspector, when directed may conduct any of the tests and checks and may monitor any approved Designated Examiner conducting any test or check, at any time.
- 3.3 Any effort by an Operator to influence or obstruct a Designated Examiner, in any way, in the course of fulfilling his obligations to the DGCA, will result in the forfeiture of the Operator's Designated Examiner programme as such. The validity of any checks performed by the affected Designated Examiner will also be revoked.

4. CONFLICT OF INTEREST FOR DESIGNATED EXAMINER

- 4.1 Since the designated examiners primarily are operator's employee, carrying out functions on behalf of DGCA, therefore sometimes it may result in a situation of conflict of Interest. Therefore this issue has been addressed herein for the clarity of the operators as well as designated examiner.
- 4.2 Conflict of Interest is defined as any relationship that might influence an approved Examiner to act, either knowingly or unknowingly, in a manner that does not hold the safety of the flying public as the primary and highest priority. The following situations are considered as possible and obvious conflict of interest between the DE and his delegated authority;
- (a) Level of examiner's financial interest in the company (Air operator);
 - (b) Examiner's direct involvement in company (Air Operator) ownership, control or management;
 - (c) Examiner owning a substantial number of voting shares in the company (Air Operator);
 - (d) Examiner having family ties with company (Air Operator) owners including management pilots.
 - (e) Conducting a Test/Check on a pilot whom the examiner has trained which is subject to the Test/Check.
 - (f) The relationship between the check candidate and the examiner.
 - (g) Any privileges or favours, which could bias the examiner's ability to conduct his duties
- 4.3 Each applicant, whose name is recommended by operator, shall declare in his resume, which accompanies the nomination form, any conflict of interest of which they have knowledge, and shall agree to discuss any change in its status in this regard at each annual monitor thereafter.
- 4.4 In order to preclude an actual conflict of interest, the DGCA shall, in conjunction with the Operator, evaluate each nominee's background, character and motives

and resolve any conflict of interest found, prior to advising the acceptance of each nomination.

- 4.5 The post holders with operator are responsible for specific functions with the operator and it is not desirable to assign additional designated examiner responsibility to such pilots. Therefore as a matter of principle, applicants who are the operator's post-holders for line operations, training, safety, standards and quality should not be nominated for seeking appointment as Examiners by the operator. DGCA may consider acceptance of such nominations in specific circumstances for a specific period (such as a small organization, a small fleet, induction of new aircraft in fleet).
- 4.6 All Examiners are held to be in a "perceived" conflict of interest, as they are simultaneously employees of the company and delegates of the DGCA when performing their checking duties. To avoid a "real" conflict of interest, it is imperative that while performing delegated functions Examiners strictly adhere to the DGCA policy and guidelines. Lack of adherence may result in cancellation of such delegation.
- 4.7 The final authority, for deciding whether there is any conflict of interest that might affect the Examiner's ability to conduct tests and checks in an impartial manner, rests with the DGCA.
- 4.8 Wherever, any designated pilot come into a situation of conflict of interest, a full report of the circumstances shall be immediately submitted by him/operator to the DGCA for review.
- 4.9 The Operator shall review the status of each Examiner once every calendar year before 15th January, to ascertain that he is not in any conflict of interest situation, and shall record the review on the designated pilot's file.
- 4.10 The expiry of the Conflict of Interest Review shall be 31st December of the year following the latest review. This review will address all foreseeable issues, such as preferential scheduling of candidates with the examiner of their choice, family ties, business connections, etc.

5. PROCEDURE FOR SELECTION

- 5.1 The operator, while requesting appointment of examiners shall justify the need of number of Designated Examiners required to meet the quantum of regulatory check to be performed. The operators shall also ensure and confirm that pilots recommended for appointment as Examiners are of recognized integrity, free from prejudices and strong likes and dislikes and capable of recording fair assessments and shall be known for impartial conduct. They shall be capable of instilling high standard of discipline among the air crew and shall have balanced attitude towards them.
- 5.2 The Operator's Post-holder for Training shall sign and forward the nomination for the Designated Examiner. A resume of the candidate's background, qualifications and experience is required, and must include a summary of previous checking,

training or supervisory experience. A candidate shall also declare, on his resume, 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 Designated Examiner authority.

5.3 While recommending the pilots for appointment as Examiners, operator shall ensure that the candidate :

- (a) Hold a valid ATPL which would allow the applicant to act as pilot in command on the same type of aircraft as requested in the application for checking privileges;
- (b) Demonstrate flying proficiency on the type for which the nominee seeks examining authority, if the nominee does not hold a current Proficiency Check on type;
- (c) Pilot-in-Command in the same type of commercial operation for which examining authority is sought;
- (d) Demonstrate satisfactory knowledge of the contents and interpretation of the DGCA Civil Aviation Requirements;
- (e) Demonstrate a thorough knowledge of the contents of the Operator's Operations Manual, Operations Specifications, SOPs and the applicable aircraft operating manuals;
- (f) Demonstrate his knowledge and ability to conduct Skill Test(s), Proficiency Check(s) and Line Check(s), as appropriate, on the applicable aircraft type (and/or simulator) for which the Designated Examiner has been nominated; and
- (g) Have successfully completed the training requirements for authorisation as an Instructor, as specified in CAR Section 7, Series I Part II (or the equivalent training requirements acceptable to the DGCA, and specified in the Operator's Training Manual).
- (h) Have functioned as a TRI on the same type with the operator a minimum period of 6 months or have functioned as an Examiner with the operator on another type for a minimum period of 12 months.
- (i) Has not been held blameworthy for an aircraft accident in the previous 3 years or an aircraft incident in the previous 1 year.
- (j) Has not been tested alcohol positive in the pre/post medical medical check in the previous 3 years.

Note: Another type in context of (h) above means turboprop to turboprop, turbojet to turbojet

5.4 For designation as Examiner the nominated pilots shall be subjected to a process of selection. The selection process shall be on the basis of applications received from the entire pilot population that meets the eligibility criteria. The selection process shall be carried out by a board, members of which will be representatives of the operator and which will be chaired by representative of DGCA. The operator shall carry out training for the nominated designated examiner in coordination with DGCA.

5.5 On successful completion of training and checks, the completed records shall be submitted to FSD, DGCA for appointment of the Designated Examiner.

- 5.6 DGCA will consider retaining the designation of Examiners who change aircraft type with the same operator or with the change of operator with same type of aircraft, after an acceptable familiarization training on the new type/ with new operator. A Designated Examiner Nomination Form shall be submitted, containing only the additional information pertaining to the type of aircraft or additional privileges requested. The DGCA shall verify the nominee qualifications, including the candidate's demonstrated ability to conduct Skill Tests and Proficiency Checks on each aircraft type requested. When the applicant has met all requirements, a revised Designated Examiner Authority shall be issued, superseding previous appointment date.

6. REQUIREMENTS OF FLYING EXPERIENCE

Examiners shall hold a license and rating at least equal to the license or rating for which they are authorized to conduct Skill Tests or Proficiency Checks and, unless specified otherwise, the privilege to instruct for this license or rating.

- 6.1 An Examiner shall have:

- | | | |
|--|---|-------------|
| (a) Total Flying Experience | - | 4,000 hours |
| (b) Total Command Experience | - | 2,000 hours |
| (c) Total Command Experience on the type | - | 1,000 hours |

- 6.2 The total command experience on the type for appointment as an Examiner shall be relaxable to 750 hours in case of a pilot who has been a functional Examiner on another type of aircraft with the same operator for a period not less than one year, and to 500 hours in case of a pilot who has been functional Examiner with the same operator for a period not less than two years.

7. CONDUCT OF CHECKS/TESTS BY DESIGNATED EXAMINERS (TRE)

- 7.1 The designated Type Rating Examiner (TRE) are accorded the following functions and required to perform associated check/tests during the course of the designation;

- (i) Skill tests for issue/renewal of type rating;
- (ii) Pilot Proficiency Checks;
- (iii) Skill test for issue/renewal of Instrument Rating (IR);
- (iv) Line Checks from pilot and observer seat;
- (v) PIC upgrade route checks
- (vi) Training/check of TRE;
- (vii) Aeroplane training and checks (base training and checks);.

Note: Special operations checks can be imparted by the Examiner provided he has observed and conducted applicable special operations check simulator session with an Examiner qualified to conduct such checks

- 7.2 (a) An Examiner shall exercise his DE functions on an aeroplane only when he has a minimum of 10 hours flying experience as PIC on the type during the preceding 90 days.
- (b) An Examiner shall continue to exercise his DE functions when he has exercised the functions of Examiner as applicable on the type during the preceding 6 months except when a pilot is newly authorized on the type. In case an Examiner is not meeting this recent experience, he shall first exercise his DE functions under the supervision of a functional Examiner or DGCA Flight Inspector. He shall start functioning independently again, only if his proficiency is found satisfactory.

8. EXAMINER NOMINEE INITIAL TRAINING

- 8.1 The pilots shall undergo the following training in order to obtain appointment as a Type Rating Examiner (TRE):
- (a) A briefing, conducted by a DGCA Inspector, or a TRE specifically authorised by DGCA for this purpose, covering the following topics;
 - (i) The procedures and techniques associated with the conduct of Skill Tests and Proficiency Checks;
 - (ii) The techniques and standards used in the assessment and evaluation of candidate's performance;
 - (iii) Briefing and debriefing procedures and requirements;
 - (iv) Completion of all applicable forms and documentation; and
 - (v) The contents and interpretation of all applicable manuals and publications.
 - (b) The completion of an approved training course covering the assessment of CRM skills, and the use of facilitation techniques;
 - (c) The observation of at least one Skill Test or Proficiency Check in an approved simulator;
 - (d) The conduct of at least two Skill Tests and/or Proficiency Checks in an approved simulator, under the supervision of a TRE. The nominee shall carry out the briefing, conduct the check and subsequent debrief, and then complete all necessary paperwork which shall be made under supervision of the TRE conducting the training; and
 - (e) Appropriate simulator training, covering the TRE's role during circuit training, and the exercises required in the aircraft to complete a type-rating Skill Test;
 - (f) Observation of the conduct of aircraft training; and
 - (g) Conduct aircraft training for one trainee, under the supervision of a TRE, and under observation by DGCA (this observation requirement may be waived with the written approval of the DGCA).
 - (h) Undergo a DGCA FOI Release Check, during which a DGCA Inspector, specifically authorised for this purpose by the DGCA, will observe the applicant conducting a Skill Test or Proficiency Check on a candidate (or candidates) in an approved simulator.

9. VALIDITY AND RENEWAL:

- 9.1 Unless withdrawn, the appointment of the Examiners shall remain valid for a period of five years from the date of issue of appointment so long as the pilots continue meet the applicable requirements of this CAR and remain in the employment of the operator who has obtained the appointment.
- 9.2 A TRE appointment will cease to be valid whenever any of the following conditions apply:
- (a) More than 12 months have elapsed since completion of an Examiner Refresher Course or Workshop conducted by, or acceptable, to the DGCA. Such a workshop shall cover assessment standards and practices, licensing requirements and current regulations; or
 - (b) More than 12 calendar months have elapsed since the TRE has been monitored by a DGCA Inspector, for this purpose, whilst conducting a Skill Test or Proficiency Check in an approved simulator (DE Standardization Check); or
 - (c) When less than 6 Skill Tests or Proficiency Checks sessions have been conducted by a TRE within a 12 month period; or
 - (d) A TRE's type or instrument rating has expired; or
 - (e) A TRE's license is not valid or has expired; or
 - (f) The TRE's medical category invalidates his licence (does not apply in case of an appointment issued for and restricted to flight simulator checks); or
 - (g) The TRE authorization is withdrawn by the DGCA; or
 - (h) More than 12 months have elapsed since a TRE has occupied either pilot's seat during circuit training in a simulator or aeroplane (in this case, the TRE appointment will be restricted to flight simulator checks provided all other validity requirements continue to be satisfied).

Note: In case the appointment of Examiner is no longer valid due to currency requirements above, the Examiner shall conduct of a Skill Test or Proficiency Check in an approved simulator, under the observation of a DGCA Inspector, specifically authorized for this purpose (DE Standardization Check).

- 9.3 Renewal procedure of the appointment of Examiner is given below;
- (a) The responsibility to request renewal prior to expiration of Examiner appointment rests with the Operator concerned.
 - (b) At least three months prior to the expiration of appointment the Operator shall request for renewal in writing.
 - (c) Following will be attached to the renewal request;
 - (i) Record of all Tests / Checks the Examiner has conducted during the last 12 months.
 - (ii) Copy of Examiner's current license and medical certificate
 - (d) The application shall indicate the dates the Examiner can be made available for an Inspector to monitor / conduct a Test / Check if required.
 - (e) DGCA shall review the request with particular attention to the number of Tests / Checks conducted by the Examiner during the past year and other renewal requirements specified in this CAR. This is to ensure that the Examiner is being well utilized by the Operator and to justify his continued

- designation.
- (f) If the document review is satisfactory DGCA, will assign an FOI to carry out a DE Standardization Check as required.
 - (g) If the performance of the Examiner is satisfactory the Examiner designation may be renewed.
 - (h) If the performance of the Examiner is not satisfactory for any reason the Examiner and the Operator shall be informed accordingly.

10. DESIGNATED EXAMINER MONITORING AND CHECKING

10.1 DGCA Records and Responsibilities

The DGCA shall monitor the standards of all TRE by:

- (a) Monitoring each TRE while he conducts a Skill Test or Proficiency Check every 12 months - this check shall be referred to as the DE Standardization Check.;
- (b) Reviewing the Operator's utilization of Designated Examiners on a regular basis;
- (c) Monitoring the activities of each Designated Examiner to ensure:
 - his reports are complete, accurate and meaningful;
 - his Checks cover the required sequences;
 - his conduct of Checks is fair and in conformance with the standards and procedures described in this manual;
 - he is acting within the limits of his authority; and
- (d) Completion of the Designated Examiner Standardization Report, retaining of records, and updating the Operator's Designated Examiner file.

10.2 Operator Records and Responsibilities

It is the Operator's responsibility to ensure a Designated Examiner's appointment is valid before scheduling him to conduct a Check. To aid in this responsibility, an Operator shall maintain records to show:

- (a) The last date on which each Designated Examiner a DE Standardization Check by an Inspector and when his next DE Standardization Check is due; and
- (b) The last date on which each Designated Examiner attended a DE Refresher Course or workshop, and when the next course/workshop is due;
- (c) A record of the annual review for Conflict of Interest, as required by Para 4, and when the next such review is due;
- (d) A list of the Tests/Checks conducted by each Designated Examiner, using a recording and reporting system approved by DGCA. Records are required to be submitted for each TRE every quarter. Where a TRE has not conducted any checks/ tests in a quarter, the record shall be annotated "no checks/tests conducted this quarter".

10.3 If a delay or problem is anticipated by the Operator in arranging a DE

Standardization Check for a Designated Examiner prior to the expiry date, contact shall be made at once by telephone with the CFOI to make alternate arrangements. If the Operator can show that it is impractical to arrange a DGCA check to fulfil the requirements above, prior to the expiry date, an extension may be granted by the DGCA on a specific case basis. Maximum extension may not exceed 30 days, from the date the DGCA standardization was due.

- 10.4 In order to maintain up to date records for Designated Examiner utilization, the Operator shall inform the DGCA when a Designated Examiner is no longer in the employment of the Company, or will not be required to perform Designated Examiner duties during the coming 24 months.

11. WITHDRAWAL OF DESIGNATED EXAMINER APPOINTMENT

- 11.1 The appointment of an Examiner may be withdrawn by the DGCA if the pilot is found lacking in any of the requirements. Besides, a Board consisting of the Chief of Operations and Chief of Training of the operator may also recommend to the DGCA, withdrawal of appointment as Examiner in respect of any pilot giving adequate justification.

- 11.2 Examiner appointment may be withdrawn by the DGCA, in part or in whole, for due cause. In these cases, the DGCA Flight Standards Directorate will issue a written notification of withdrawal of appointment to the Examiner concerned, and also inform the applicable Operator(s). Where there is a immediate threat to safety, this appointment will be withdrawn immediately. The DGCA may withdraw an Examiner's appointment if evidence shows that an Examiner has:

- At any time, acts in a manner which is in contravention of the guidelines contained in this CAR;
- Placed a personal interest, or the interest of the company, ahead of the interest of the DGCA and the travelling public;
- Failed to attend the requisite DE refresher training;
- Failed to follow the applicable instructions to maintain the required standards, or to follow proper procedures;
- Fraudulently misused Examiner authority, or acted in any other way that would discredit the DGCA;
- Tested alcohol positive in a pre/post flight medical check.
- Breached the DGCA Civil Aviation Rules and Regulations;
- During the course of a Proficiency Check, or DE Standardization Check, failed to meet the required DGCA Standards.
- Exercised poor judgment in assessing a candidate's performance, in relation to the standards contained herein; or
- Failed to represent DGCA in a manner acceptable to the Director General

Except where there is an immediate threat to safety, the DGCA, prior to making a final decision in the matter of withdrawal of an Examiner's appointment, shall ensure the matter has been investigated thoroughly; and the Examiner and, where applicable, the concerned Operator, have been given a formal opportunity to respond to the allegations, either verbally or in writing.

Note: Refer Operations Circular 2 of 2013 - Withdrawal/Reinstatement of Trainer Approval

12. GENERAL

12.1 Pilots holding existing Examiner approvals as on date of issue of this CAR may be nominated as Designated Examiners (TRE) without the need for additional training/checks under “grandfather clause”.

12.2 This CAR supersedes CAR Section 7 Series I Part I dealing with Examiner approval.

(Dr Prabhat Kumar)
Director General of Civil Aviation

DESIGNATED EXAMINER INITIAL ISSUE, RENEWAL AND VARIATION APPLICATION			
INITIAL ISSUE <input type="checkbox"/>	RENEWAL <input type="checkbox"/>	VARIATION <input type="checkbox"/>	
APPLICANT'S IDENTIFICATION			
NAME: (surname first)		ADDRESS:	
EMPLOYER:	NATIONALITY:	DATE OF BIRTH:	
TYPE OF LICENSE	LICENSE NO.	LICENSE EXPIRY DATE:	RATINGS HELD
FLIGHT TIME (Hours)			
PIC	PIC NIGHT	PIC ON TYPE	STD/ SIMULATOR
Flying Experience before Examiner Course:			
Flying Experience hours (minimum 4,000) of which PIC experience hours (minimum 2,000) (of which at least 500 hours must be as PIC on type)			
Flight Experience as PIC on type :..... Hours			
Flight Experience as TRI (on aeroplane): hours (on simulator) Hours			
Experience in the past 12 months as TRI Type of Aeroplane			
Last Skill Test/ Proficiency date (dd/ mm/yy) Type of Aeroplane Examiner Name			
DECLARATION BY APPLICANT			
I CERTIFY THAT THE ABOVE INFORMATION IS TRUE IN EVERY RESPECT. I ALSO AGREE TO ABIDE BY THE PROVISIONS OF THE CIVIL AVIATION LAW AND THE REGULATIONS ISSUED THEREUNDER.			
APPLICANTS SIGNATURE DATE (DD/MM/YY)			
APPLICANT'S NAME			
COMPANY RECOMMENDATION			
Post Holder Training / Post Holder Flight Operations (name)			
I hereby recommend the applicant be appointed as an Examiner for company. I also verify the statement of qualifications and experience and that the applicant will complete an approved DGCA Examiner course on : (dd/mm/yy)			
POST HOLDER'S SIGNATURE LICENSE NO..... DATE (dd/mm/yy)			
POST HOLDER'S NAME OPERATOR			

DESIGNATED EXAMINER MONITORING REPORT

- Pilot Proficiency Check Line Training/ Line Check Monitor
 Skill Test Others (specify)

Designated Examiner (under monitor)	License No.	Medical Valid Unit	Date:
Candidate (Capt.)	License No.	Aircraft/ Simulator Time	Aircraft/ Simulator Type
Candidate (FO)	License No.	Company	
DGCA Inspector/ Co. Designated Examiner	License No.	Registration	
MARKING GUIDE: S Satisfactory NS Not satisfactory N/O Not Observed			
Comments required for "NS" assessment			
PRE-FLIGHT BRIEFING	a. Content Adequacy		
	b. Clarity		
	c. Rapport with Candidate		
SOCPE 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. Relative to Flight Check Coverage – Error/ Weakness		
FLIGHT CHECK REPORT	a. Coverage- Errors/ Weakness		
	b. Content- General		
	c. Assessment - Validity		
GENERAL COMMENTS		OVERALL ASSESSMENT	
		S	NS
		Inspector's Signatures	
		