



# TTCAA Advisory Circular

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**Subject: CHECK AIRMAN APPROVAL AND SURVEILLANCE**

**TTCAA Advisory Circular TAC- 032**

**Date: 05/11/29**

## **PURPOSE**

1. The purpose of this TTCAA Advisory Circular (TAC) is to give guidance to operators on the procedures for approval and surveillance of a check airman as described under TTCAR No.2:266-269.

## **GENERAL**

2. All check airmen must be approved by the TTCAA. Approval is based on an airman having the proper certificates and ratings, being qualified in accordance with the operator's approved initial, transition, or upgrade training programme; having completed the operator's approved check airman training programme for the appropriate check airman functions; and having demonstrated the ability to conduct flight checks and to evaluate the performance of airmen to the satisfaction of the TTCAA.

## **THE FIVE PHASE PROCESS FOR A CHECK AIRMAN APPROVAL**

3. The check airman approval process is conducted in five phases similar to the process described in TAC-001 for AOC certification.

### **PHASE 1 – PRE-APPLICATION**

4. (1) Phase One may begin either during the certification process for an AOC when the FOI briefs an applicant on the check airman requirements, or at any time an operator seeks information on the process. The FOI would brief the applicant or operator on the requirements of TTCAR 2:266-268 and TTCAR No.2:Schedule 9. Where applicable, the briefing will include information on the approval of a cadre of check airmen for a start up operator. The briefing will include a description of the various check airman classifications approved by the TTCAA as follows:

- (a) Proficiency Check Airman – Aircraft;
- (b) Proficiency Check Airman – Simulator;
- (c) Line Check Airman - All Seats;
- (d) Line Check Airman - Observer's Seat Only;
- (e) Check Airman - All Checks;
- (f) Check airman (Flight Engineer Check).

(2) An operator is required to designate a person as a check airman and submit a letter of request for approval by the TTCAA as a check airman in a specific classification. The letter should include -

- (a) The candidate's full name;
  - (b) Business address;
  - (c) Applicable airman's licence number;
  - (d) Current crewmember position;
  - (e) Requested check airman classification; and
  - (f) Aircraft type;
- (3) The letter should be accompanied by –
- (a) Brief resume of the airman's aviation background and experience;
  - (b) Copies of the airman's appropriate licence and ratings; and
  - (c) Copy of the airman's medical certificate.

#### **PHASE TWO - SUBMISSION OF DOCUMENTATION**

5. Phase two begins when the TTCAA receives the application letter and attachments. The documents may be submitted by conventional or electronic mail or by fax. The assigned FOI will conduct an initial cursory review of the documents to assess whether the nominee meets the basic qualification requirements for the type of check airman approval sought. If the operator's submission is unacceptable, the documentation will be returned to the operator with a letter stating the reasons for non-acceptance. If the submission is acceptable, Phase three would be initiated.

#### **PHASE THREE - REVIEW OF DOCUMENTATION**

6. (1) Phase three involves an in depth review of the records and documentation. The approved training programme must contain all training required by TTCAR No. 2:268 applicable to the approval being sought. The TTCAA will not accept a nomination for evaluation as a check airman unless the record show satisfactory completion of initial, transition, or upgrade training and all training required under the operator's approved check airman training programme for the specified classification.

(2) If, after an in depth review of the records and other documentation it is determined that the candidate does not qualify as a check airman, the operator will be given a letter stating the reasons for non acceptance.

#### **PHASE FOUR - CHECK AIRMAN EVALUATION**

7. (1) A check airman is evaluated in Phase four by a FOI observing the check airman candidate conducting an actual check. The purpose of the check airman evaluation is to ensure that the candidate has achieved the required skills for briefing, evaluating, and debriefing an airman. The airman receiving the check should be a line crewmember who is due for an evaluation. The airman must not be an instructor or check airman unless previous approval has been received from the TTCAA. Such approval would only be granted in unusual circumstances;

(2) An operator should not submit a nominee for approval as a designated check airman when there is any question about the airman's flying skills in a crew position. Should the TTCAA have reason to question a candidate's proficiency, the check airman evaluation shall not be conducted until the candidate's proficiency is verified.

(3) If the evaluation is satisfactory, the assigned FOI will inform the candidate that a recommendation of approval will be reported to the DGCA. In this case, the check airman candidate would be allowed to certify the proficiency of the airman receiving the check and complete the necessary record keeping tasks.

#### **PHASE FIVE - CHECK AIRMAN APPROVAL**

**8.** Approval of a designated check airman is in the form of a Letter of Approval addressed to a responsible official of the operator and signed by the FOI, or a TTCAA representative. This Letter of Approval may be transmitted to the operator by conventional or electronic mail, by fax, or by other means acceptable to the operator and the TTCAA, on receipt of the prescribed fees. The letter will contain the following:

- (a) Check airman's name and applicable TTCAA airman's licence number;
- (b) Approved check airman function;
- (c) Specified category, class, or type of aircraft;
- (d) Authorizations and limitations;
- (e) Effective date of each approval (since different approvals may occur at different times, this information simplifies record checks. The date on which the check airman was recommended for approval by an inspector shall be the effective date of approval.)

***NOTE:** A check airman approval is valid for one year and may be re-approved at the discretion of the TTCAA. A check airman approval may be limited, or withdrawn at the discretion of the TTCAA.*

#### **APPROVAL OF A CHECK AIRMAN FOR MULTIPLE AIRCRAFT**

**9.** Before an airman may be approved as a check airman on more than one type of aircraft, the operator must show that there is a need. The airman must be fully qualified and current in each of the aircraft types. There are various acceptable combinations of check airman approvals as follows:

- (a) A check airman may be approved to serve in all single-engine aeroplanes that an operator operates;
- (b) A check airman may be approved to serve in two different types of helicopters;
- (c) A check airman may be approved to serve in a combination of two of the following aircraft families:
  - (i) One series of multiengine aeroplanes;
  - (ii) Single engine aeroplanes; and
  - (iii) Helicopters.
- (d) Before a candidate is considered for approval as a check airman in (c) above the following conditions must be met:
  - (i) For proficiency check airman-aircraft or simulator the candidate must have logged at least 500 hours as PIC in each type;

- (ii) For line check airman the candidate must have logged at least 100 hours as PIC in each type and at least 1,000 as PIC in transport category aeroplanes; and
- (iii) For check flight engineer the candidate must have logged at least 500 hours as a flight engineer in each type.

### **PERIODIC REPORTING AND REPORTING OF UNSATISFACTORY CHECKS**

**10.** Any failure of a check conducted by a designated check airman must be reported to the TTCAA immediately. In addition, an operator must provide an annual report of each check airman's checking activities, including a pass/fail rate to coincide with the TTCAA periodic review.

### **EXPECTED ACTIVITY LEVEL OF A CHECK AIRMAN**

**11.** An operator should ensure that a check airman is maintained sufficiently active to retain the required knowledge and skills. Although this activity level may vary depending on the check airman function, the size of the operator, and the number of approved check airman, the TTCAA would expect a check airman to conduct at least eight authorized check airman activities during a 12 month period.

### **SURVEILLANCE OF CHECK AIRMAN**

**12.** The period of validity of a check airman approval is 12 months in addition to the remainder of the month in which the approval expires. A check airman will be checked at least once per year. A renewal of a check airman's approval will be conducted in the same manner as an initial approval. In addition an FOI may conduct random check inspections on a "no notice basis" on all or any check airman at anytime in the 12 month period:

### **WITHDRAWAL OF CHECK AIRMAN APPROVAL**

**13. (1)** A check airman's approval may be granted, limited or withdrawn at the discretion of the TTCAA. Reasons for withdrawing the approval of a check airman include –

- (a) Lack of check airman activity in the authorized role;
- (b) A request by the operator;
- (c) Unsatisfactory performance on the part of the check airman.

(2) The TTCAA will notify the operator by letter that the approval is withdrawn and the letter will include the effective date of withdrawal and reasons.

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