

## CHAPTER 19

### Approval and Observation of Check Personnel

#### 1.0 PURPOSE

This Chapter addresses guidance and procedures for approval and surveillance of a Check Personnel as described under Regulations 8.10.1.38 and 8.10.1.39 of the Nigeria Civil Aviation Regulations. All check Personnel must be approved by the Authority.

#### 2.0 REFERENCES

- 2.1 Regulations [8.10.1.38](#), [8.10.1.39](#), [8.10.1.40](#) and [IS 8.10.1.40](#) of the Nigeria Civil Aviation Regulations.
- 2.2 Nigeria Civil Aviation Authority Order No. [NCAA-O-GEN003](#).
- 2.3 CHECKLIST: [CL:O-OPS021](#), [CL:O-OPS017B](#), [TGM Vol.3 Chapter 42](#), [TGM Vol.3 Chapter 43](#)

#### 3.0 GENERAL

- 3.1 Approval is based on a Check Person having a valid license and ratings, being qualified in accordance with the operator's approved initial, transition, or upgrade training programme; having completed the operator's approved check personnel training programme for the appropriate check personnel functions and having demonstrated the ability to conduct flight checks and to evaluate the performance of check personnel to the satisfaction of the Authority.
- 3.2 The check personnel approval process shall follow the process described in this Chapter.
- 3.3 Approval of Check persons and records shall be coordinated with the Licensing Department (PEL).

#### 4.0 OPERATOR FAMILIARIZATION WITH CHECK PERSONNEL REQUIREMENTS AND LETTER OF REQUEST

- 4.1 The first phase of the check person approval process involves a discussion between the operator and the Inspector assigned to conduct the evaluation. The Inspector should ensure that the operator understands the check personnel training requirements and that a check person candidate must satisfactorily demonstrate the ability to perform check personnel functions to an Inspector before approval.
- 4.2 The Inspector should also ensure that the operator has knowledge of the necessary documentation for initiating the approval process, which is as follows:
  - 4.2.1 The Letter of Request constitutes the operator's nomination. It originates from the operator, not an ATO candidate or some other party. It includes-
    - a) The person's full name;

- b) Mailing address;
- c) Applicable personnel's license number;
- d) Current crew member position;
- e) Requested Check Personnel classification; and
- f) Aircraft type.

#### 4.2.2 For Flight Crew Candidate:

- i. An updated Resume
- ii. Copies of License and Medical Certificate
- iii. Copy of the most recent Proficiency Check on type
- iv. Evidence of detailed Check Pilot Training (daily reports)
- v. Copy of the last four pages of Personal logbook.

#### 4.2.3 For Cabin Crew Candidate: (REFER TO Chapter 43)

- i. Brief resume of the Cabin crew's aviation background and experience;
- ii. Copies of the Cabin crew's appropriate license and medical certificates
- iii. Copy of the Cabin crew's medical certificate

#### 4.2.4 For Flight Dispatch Candidate: 5 (REFER TO Chapter 42)

- i. Copy of Resume
- ii. Copy of current license
- iii. Copy of Instructor Authorization

## 5.0 SUBMISSION OF DOCUMENTATION

---

Phase two begins when the operator submits the requested documentation to the Authority for evaluation. This submission may be transmitted by conventional or electronic mail or by fax. The Inspector shall initially review the information to determine if the Check Personnel candidate meets the basic qualification requirements for the type of check personnel approval sought. If the operator's submission is unacceptable, the Inspector should return the submitted documentation with a statement of the reason for non-acceptance. If the operator's submission is acceptable, the Inspector should initiate Phase three.

## 6.0 REVIEW OF DOCUMENTATION

---

- 6.1 Where the Check Personnel candidate's record is not already on file. The Inspector shall then verify candidate's qualifications and background and create a file for the individual under a folder labeled Check Personnel.
- 6.2 Before the Inspector can evaluate a candidate for approval as a Check Person, all required training must be completed. The candidate's training records must show satisfactory completion of initial, transition, or upgrade training and all training required under the operator's approved check personnel training programme for the specified classification.
- 6.3 The approved training programme must contain all training required by Nig. CARs 2023 section 10.1.40 of Part 8 of the Nigeria Civil Aviation Regulations applicable to the approval being sought. When the check personnel's records show that the candidate has previously completed a required curriculum segment, the segment does not have to be repeated.



- 6.4** If, after reviewing the documentation, the Inspector determines that the candidate does not qualify as a Check Person, the Inspector shall brief the Director of Operations, Licensing and Training and provide the operator with a statement of the reason for non- acceptance.
- 6.5** After a successful evaluation of the check personnel's documents, the Director or designated officers will conduct an interview of the candidate.

The interview will be conducted in person at the NCAA by a panel of Flight Operations Inspectors. Pertinent questions based on statutory and regulatory knowledge of The Civil Aviation Act, Nig. CARs and Operations Manual Part A and Part D of their respective companies will be asked of the candidate to establish suitability to be authorized as a Check Person.

A successful candidate shall be scheduled for check personnel evaluation.

## **7.0 CHECK PERSONNEL EVALUATION**

---

- 7.1** In order to evaluate a Check Personnel candidate effectively, inspectors must become thoroughly familiar with the operator's procedures. Inspectors must also become familiar with any special regulatory requirements affecting the operator, such as special conditions contained in the operations specifications and exemptions.
- 7.2** **Check Personnel Evaluation:** The inspector conducting an evaluation for an initial Check Person approval, shall observe the Check Person candidate conducting an actual check. The purpose of the Check Personnel evaluation is to ensure that the candidate has achieved the required skills for briefing, evaluating, and debriefing a pilot. The pilot receiving the check should be a line crew member who is due for an evaluation. The pilot shall not be an instructor or Check Person unless previous approval has been received from the Authority. Such approval would only be granted in unusual circumstances;
- 7.3** **Check Personnel Candidate's Flying Skills.** Except for the initial approval of a cadre of operator Check Personnel, a designated Check Person evaluation does not entail an evaluation of the candidate's flying skills in a crew position. An operator should not request approval of an individual as a designated Check Person when there is any question about the pilots' flying skills in a crew position. Should the Authority have reason to question a candidate's proficiency, the Check Personnel evaluation shall not be conducted until the candidate's proficiency is verified. An acceptable way to verify the pilot's proficiency is to check the Check Personnel candidate. An inspector may conduct a proficiency check, a competency check, or a line check of the Check Personnel candidate, scheduled at some time before the official designated Check Person evaluation. (Note, however, that such checks are not routinely required);
- 7.4** **Observation Flight.** A Check Person Observation flight will be planned to be conducted by a qualified Flight Operations Inspector to assess the capacity and ability of the Check person candidate before recommendation for authorization to the Director of Operations, Licensing and Training on behalf of the DGCA.
- 7.5** **Satisfactory Evaluation.** If the inspector determines that a Check Personnel candidate meets the criteria for the requested designated Check Personnel approval, the inspector shall inform the candidate that a recommendation of approval will be reported to the Director of Operations, Licensing



and Training. In this case, the Check Personnel candidate shall certify the proficiency of the candidate receiving the check and complete the necessary record keeping tasks. Subject to the approval of the Director of Operations, Licensing and Training, the Inspector may permit the new designated Check Person to be scheduled immediately as a Check Person, even though processing of the Letter of Approval has not been completed;

**7.6 Unsatisfactory Evaluation.** If the inspector determines that a candidate does not qualify for the requested designated Check Personnel approval, the inspector shall inform the candidate that the approval is withheld. In such a case, the inspector must determine whether the candidate receiving the check performed satisfactorily, and must certify the candidate's proficiency and complete the necessary records;

**7.7 Content of Check Person Evaluation.** The following guidance applies to an inspector's evaluation in respect of each of the following functions/tasks of Check Personnel:

**7.7.1 Proficiency Check Person- Aircraft.** An inspector shall evaluate this candidate while the candidate conducts a proficiency check or competency check in an aircraft in flight.

The inspector should observe the candidate conducting the entire check in the aircraft. The candidate should be evaluated on his/her ability to evaluate an individual while, at the same time, performing the crew member activities normally associated with the seat the check personnel candidate occupies. With the approval of the Director of Operations, Licensing and Training, the inspector may observe part of the check in the aircraft and the remainder in a simulator or an approved flight training device;

**7.7.2 Proficiency Check Person - Flight Simulator.** An inspector shall evaluate this candidate while the candidate conducts the flight simulator segment of an actual proficiency check, or competency check, as applicable. The candidate should be evaluated on his/her ability to evaluate an individual while, at the same time, demonstrating proficiency in operating the flight simulator. Time management and the ability to adapt to events that might disrupt a planned sequence of events should also be considered. If the entire proficiency check or competency check can be accomplished in a flight simulator, the candidate must be observed conducting the entire check;

**7.7.3 Line Check Pilot - All Seats.** An inspector shall evaluate this candidate while the candidate conducts an actual line check from either pilot seat. Satisfactory performance will also permit the candidate to conduct a line check from the forward observer's seat during line-oriented flight training (LOFT), during revenue service or during non-revenue service. A candidate for line check pilot - in this function must be qualified to be the pilot-in-command (PIC) for that operator and hold a class I medical certificate.

**Note:** *The operator must have procedures published in its operations manual that shall be followed in the event that a line check pilot determines that a pilot's performance does not meet standards that would allow the individual to continue to operate the aircraft. The crew member shall not be allowed to continue the flight series or trip. If the line check pilot does not possess the appropriate class of medical certificate to substitute for the crewmember, specific alternative procedures shall be followed.*

**7.7.4 Line Check Pilot - Observer's Seat Only.** An inspector shall evaluate this candidate while the candidate conducts an actual line check from the forward observer's seat, during revenue or during ferry service. When the evaluation is conducted during revenue service, in an aircraft with only one observer's seat, a candidate who holds a Class II medical certificate, who has not yet reached 65 years of age and is otherwise qualified for commercial air transport operations under Nig. CARs 2023 Part 8, may be evaluated while conducting a line check from the right pilot seat. In this case, the PIC must be fully qualified and line current. When the evaluation is conducted during non-revenue operations in an aircraft with only one observer's seat, a candidate who holds at least a Class 2 medical certificate and who is over 60 years of age and is otherwise qualified for commercial air transport operations of large aircraft under Nig. CARs 2023 Part 8, may be evaluated while conducting a line check from the right pilot seat. A check pilot who is approved to conduct line checks from the observer's seat and who does not maintain recency required, must be observed by an inspector at least once every twelve calendar months. If an evaluation within this time period is not given, the check pilot is not authorized to conduct line checks;

***Note:** The operator must have procedures, published in its operations manual that shall be followed in the event that a line check pilot determines that a pilot's performance does not meet standards that would allow the individual to continue to operate the aircraft. The crewmember shall not be allowed to continue the flight series or trip. If the line check pilot is not qualified (including appropriate medical certificate) to substitute for the crewmember, specific alternative procedures shall be followed.*

**7.7.5 Check Personnel - All Checks.** An inspector shall evaluate this candidate in accordance with preceding paragraphs. The evaluations for this approval may be treated cumulatively.

**Note:** A pilot/flight engineer may have been a proficiency Check Personnel-aircraft for a number of years and then qualify as a line Check Personnel - all seats. If the operator does not use simulators in the training programme, then upon satisfactory completion of the line check evaluation, the Check Personnel could be approved to conduct all of the forgoing checks.

**7.7.6 Check Personnel (Flight Engineer).** An inspector shall evaluate this candidate while the candidate conducts a flight engineer proficiency check in a flight simulator or approved Synthetic Flight Trainer (SFT), if normal, abnormal and emergency procedures segments of the check are normally accomplished in a simulator or approved SFT. In those instances when a check flight engineer candidate is to conduct any portion of a check in an aeroplane in flight, the check personnel (Flight Engineer) candidate must be a qualified and current Flight Engineer and must be evaluated during an actual flight.

## **7.8 Conducting a Check Personnel Evaluation**

**7.7.1 Pre-Evaluation Briefing.** An inspector conducting a Check Personnel evaluation shall arrange to meet with the candidate in sufficient time for a pre-evaluation briefing. The inspector shall explain the purpose of the evaluation and some ground rules, including:

- a. That the check should be conducted as if the candidate was fully qualified in the role of Check Person;
- b. That during the briefing, the inspector would ask questions of the Check Personnel candidate as part of the evaluation; and
- c. That the inspector would not ask questions while the check is in progress.



- 7.7.2 Observing and Debriefing the Candidate.** While the check is in progress, the inspector shall observe, but should not interrupt or otherwise interfere with the Check Personnel candidate's management of the check. The inspector shall determine that all required events and manoeuvres were conducted properly; that the Check Personnel candidate's evaluation of the pilot's performance was objective and accurate; and that the Check Personnel candidate's debriefing of the pilot was thorough and constructive.

## 10 CHECK PERSONNEL APPROVAL

---

- 10** All Check Personnel conducting commercial air transport operations under Part 8 and Part 9 of the Nigeria Civil Aviation Regulations must be approved by the Authority.
- 10** **Letter of Approval.** Authorization of an approved Check Person shall be in the form of a Letter of Authorization addressed to a responsible official of the operator and signed by the Inspector, or a representative approved by the Inspector. 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 Authority, on receipt of the prescribed fees. The letter shall contain the following:
- 8..1 Check Person's name and applicable license number;
  - 8..2 Approved Check Personnel function;
  - 8..3 Type of aircraft;
  - 8..4 Authorizations and limitations;
  - 8..5 Effective date of each approval (since different approvals may occur at different times, this information simplifies record checks. The date on which the Check Person was recommended for approval by an inspector shall be the effective date of approval.)

**NOTE:** *A Check Person Authorization is valid for two years and may be renewed at the discretion of the Authority. A Check Person Authorization may be limited or withdrawn at the discretion of the Authority.*

- 10** **One Letter of Approval.** A Check Person shall be approved only in the functions covered earlier. The Authority shall issue only one Letter of Approval for a Check Person, listing the operator(s) and function(s).

**10** **Letter of Approval - Other Copies.**

- 8..1 The original copy of the Letter of Approval shall be retained in the individual Check Person's training record file; and
- 8..2 When the individual is an ATO instructor approved to evaluate an operator's personnel, a copy of the Letter of Approval shall be provided to the ATO for inclusion in its records. A copy shall be maintained in the Authority files, after the approval is withdrawn or suspended.



- 10 Authority Pilot databases.** A record of the approval is entered in the Authority Pilot database. Each time a Check Person approval is given or withdrawn; the Inspector shall coordinate with the personnel licensing section to ensure that the Pilot database file accurately reflects:
- 8..1 The current number of active Check Personnel approved for the operator, and
  - 8..2 The correct status of the individual.
- 10** An Approved Check Person must not conduct a check on a candidate to whom they have given the majority of the initial and or recurrent training, including On the Job Training (OJT).

## **9.0 APPROVAL OF INITIAL CADRE CHECK PERSONNEL**

---

- 9.1** During the early phases of establishing a Check Personnel programme, initial cadres Check Personnel are required. Initial check person candidates must first become fully qualified as flight crew members and then be trained, evaluated, and approved as Check Persons. Since Part 8 and Part 9 of the Nigeria Civil Aviation Regulations do not address a training process for initial cadre Check Personnel, the following guidance is provided:
- 9.2** This process described below will serve as a valuable guide for start-up operations for at least two reasons:
- 9.2.1 It is a practical way to bootstrap a Check Personnel programme into existence;
  - 9.2.2 It takes advantage of proving flights, when the operator/applicant is under close Authority scrutiny - with desirable effects on the Check Personnel programme;
  - 9.2.3 **Letter of Request from Operator.** The overseeing inspector shall arrange with the operator or applicant to approve one or more likely Check Personnel candidates to form an initial cadre of temporary Check Personnel. The operator or applicant shall submit a letter of request, as described earlier in this section. This letter comprises the request for initial cadre check personnel and a description of the training that they will undergo.
  - 9.2.4 **Letter of Approval.** The Inspector shall approve the candidates using procedures described earlier in this section. Usually, initial cadre Check Personnel are approved to function as check personnel (all checks) so that they may conduct all types of checks and supervision during the period that the start-up operation is beginning. The initial cadre Check Person Letter of Approval is a temporary approval, to be replaced with a permanent Letter of Approval after the check person is fully qualified.

The initial cadre Check Person letter shall contain a statement similar to the following:

— (Name) is approved as an initial cadre Check Personnel to function as a Check Person - all checks or as a check person (flight engineer) for the purpose of initiating operations with the (type of aircraft) for (name or operator). This approval expires on (expiration date).



## 10.0 TRAINING, CERTIFICATION AND QUALIFICATION - START-UP

---

- 10.1 The operator shall provide a full qualification process for its initial cadre Check Personnel.
- 10.1.1 **Initial Training and Certification.** The operator must first arrange to have initial cadre Check Personnel trained and appropriately certificated for their cockpit duty positions. The operator may provide the training by contracting with a manufacturer, with another operator, or with properly qualified individuals. An inspector or a designated examiner may certificate the initial cadre Pilots, provided that the examiner is employed by an approved training organization, or an air operator;
- 10.1.2 **Gaining Proficiency as Instructors.** After the initial training and certification, initial cadre Check Personnel shall become proficient in the operator's proposed training programme by instructing each other, or in the case of a single initial cadre Check Personnel, by self-training. During this training an operator may arrange for a pilot from the manufacturer, from another operator, or from another source to act as the safety pilot or instructor pilot;
- 10.1.3 **Proficiency and Competency Checks.** After the first initial cadre check personnel have become proficient as instructors, they may then begin the training and checking of other initial cadre Check Personnel in accordance with the operator's initially approved flight training and qualification curriculum segments:
- a) Each check shall be observed by an Authority inspector who holds the appropriate pilot's certificate, and the appropriate type rating, when applicable;
  - b) If the inspector determines that the performance of an initial cadre Check Personnel conducting a certain check is satisfactory, the inspector shall approve the pilot as a Check Person for that type of check;
  - c) One initial cadre Check Person may check another, with the process repeated until each candidate has been approved as a Check Person or has been terminated from the programme;
  - d) If only one person is being considered to be the initial cadre Check Person, an inspector shall observe that person conducting a check of another pilot; and
  - e) If the candidate's performance is satisfactory, the inspector shall approve the candidate for full-time Check Person duties with the operator.
- 10.1.4 An initial cadre Check Person shall receive a line check and conduct a line check during an en route demonstration or a ferry flight. The same process (above) shall apply: one initial cadre Check Person line-checks another while being observed by an Authority inspector;
- 10.1.5 If the pilot's performance is satisfactory, the inspector may approve the pilot for full-time duties as a Check Person for the operator; and
- 10.1.6 If there is only one initial cadre Check Person, then an Authority inspector shall conduct the line check.





## 11.0 APPROVAL OF A CHECK PERSON FOR MULTIPLE AIRCRAFT

---

- 11.1 Before a pilot may be approved as a Check Person on more than one type of aircraft, the operator must show that there is a need. The pilot must be fully qualified and current in each of the aircraft types. Overseeing inspectors shall be judicious in approving Check Personnel and vigilant in overseeing their performance.
- 11.2 There are various acceptable combinations of Check Personnel approvals.
- 11.2.1 A Check Person may be approved to serve in all single-engine aeroplanes that an operator operates;
- 11.2.2 A Check Person may be approved to serve in two different types of helicopters;
- 11.2.3 A Check Person may be approved to serve in a combination of two of the following aircraft families:
- a) One series of multi-engine aeroplanes;
  - b) Single engine aeroplanes; and
  - c) Helicopters.
- 11.2.4 Before a candidate may be approved as a Check Person in 10.1.3 above, overseeing inspectors shall ensure that the following conditions are met:
- a) For proficiency Check Person-aircraft or simulator the candidate must have logged at least 500 hours as PIC in each type;
  - b) For line Check Person the candidate must have logged at least 100 hours as PIC in each type and at least 1,000 as PIC in transport category aircraft; and
  - c) For check person (flight engineer) the candidate must have logged at least 500 hours as a flight engineer in each type.

## 12.0 APPROVAL OF A CHECK PERSON FOR MULTIPLE OPERATORS

---

- 12.1 This paragraph provides a standard method for approving a Check Person to serve multiple operators. The approval of a Check Person to serve more than one operator is limited to those cases in which the operator's aircraft, aircraft operating manuals, procedures, and checklists are compatible in the judgment of the overseeing inspector(s).
- 12.2 Provision for multiple check person approvals is made for single-pilot operators and for other air operators who contract with Authority-approved or authorized ATOs for training under programmes that are compatible, in the judgment of the overseeing inspector(s).
- 12.3 Overseeing inspectors may also approve a Check Person to serve more than one operator at the discretion of the Authority on a temporary basis, when a start-up operation is initiated or when new equipment is being introduced.

### 13.0 CHECK PERSONNEL EMPLOYED BY AN ATO

---

**13.1** ATOs have made simulator training and checking available to a broad range of aviation users, including air carriers with smaller fleets and smaller aircraft. Check Personnel (including check instructors of an ATO) may serve one or more air carrier operators in their training at an ATO. It is very common for such ATOs to be under the jurisdiction of a foreign CAA. Such ATOs normally retain the services of a pool of Check Pilots.

**13.2** **Inspector Approves the Check Personnel Candidate.** Only an Inspector of the Authority may approve a check instructor qualified by an ATO for use in an operator training programme. Normal procedures apply, including a Letter of Request from the operator, and a Letter of Approval from the Inspector assigned to the operator.

***Note:** Check Personnel may currently be approved for ATOs at the discretion of the Inspectorate. The guidance contained in this section may be applied to Check Personnel employed by ATOs as long as it does not conflict with the provisions of any applicable Schedule or exemption.*

**13.3** **Guidelines for approving Check Person Candidates of Foreign ATOs** – This consists of validating authorizations issued by the foreign CAA. The following documents are examined and kept in file:

- i. List of Check Pilots, including Resumes
- ii. Copies of current Licenses and Medical Certificates
- iii. Certificate of Check Pilot Authorization issued by State.

Approval is subject to the currency of the authorization being validated.

**13.4** **Scheduling Multiple-Use Check Personnel and Maintaining Check Personnel Status.** Before a multiple approval is made, the overseeing inspector shall ensure that the operators understand that the scheduling and use of the Check person is their responsibility. An operator entering into a multiple-use arrangement may employ a Check Person on a part-time basis, may contract with another operator or ATO to provide a Check person, or may contract directly with the Check Person.

***Note:** Each operator shall be responsible for ensuring that the check person maintains currency as specified in section 1 of this chapter and performs adequately when serving the operator*

**13.5** **Adding an Operator to a Check Person's Letter of Approval.** An operator seeking Check Personnel approval for an individual, who is serving as a Check Person for another operator, shall provide the necessary information to its Inspector.

13.5.1 The operator's Inspector shall consider the means the operator will use to train, to qualify, and to maintain qualification of the Check Personnel candidate and the documentation that will be required;

13.5.2 The Check Person may be able to meet recurrent training requirements for more than one operator simultaneously;

13.5.3 When the operator and the Inspector have agreed on the training and qualification necessary for the Check Person, the operator shall submit a written Letter of Request to the Inspector, as described earlier in this chapter;



- 13.5.4 A copy of the candidate's current Check Person Letter of Approval shall be attached to the Letter of Request; and
- 13.5.5 When the Inspector approves the individual as a Check Person for his/her operator, a copy of the approval letter will be provided to the Inspector(s) of all other operators for which the individual has been approved as a Check Person.
- 13.6 **Primary Oversight Responsibility.** Each overseeing inspector must agree on the following: (1) the means by which the Check Person will maintain qualification; and (2) which inspector will have primary responsibility for oversight of the Check Person. The overseeing inspector who first approves the Check Person usually retains this responsibility. When the Check Person is employed by an ATO, the Authority assumes this responsibility or validates the person based on another civil aviation authority's designation.
- 13.7 **One Letter of Approval - Revision Procedures.** A Check Person may hold only one Letter of Approval as a Check Person for the Authority.
- 13.7.1 When approved as a Check Person for an additional operator, the Authority shall issue a revised Letter of Approval showing the additional operator, the additional type of equipment, and the additional types of checks, as appropriate.
- 13.7.2 The Authority shall send a copy of the revised Letter of Approval to each operator; and
- 13.7.3 Conversely, should any Inspector need to withdraw a Check Person's approval, that Inspector shall brief the Director of Operations, Licensing and Training and shall prepare the revised Letter of Approval for the Director's signature and have it mailed to each operator.
- 13.8 **Recordkeeping**
- 13.8.1 Each operator is required to maintain training and qualification records for their check personnel;
- 13.8.2 By agreement, one operator or ATO may keep a Check Personnel's training and qualification records for all operators for which the check personnel serve. This agreement must be acceptable to each overseeing inspector affected;
- 13.8.3 Each overseeing inspector shall retain a document showing agreement in the operator's file; a copy of that document should also be provided for use by the operator;
- 13.8.4 Each operator is required to ensure that each Check Person report on a pilot in their organization is entered in the pilot's record at the organization and a copy routed to the Authority for entry in the pilot's file.

## 14.0 CREW MEMBER FAILURE RATES

---

- 14.1** The repetitive failure of a single crew member, or the failure of several crew members during proficiency or competency checks, may indicate a training programme deficiency. Overseeing inspectors must establish procedures with their certificate holders that provide for the Authority notification when unsatisfactory performance occurs. Any failure of a check conducted by a Check Person must be reported to the Authority immediately.
- 14.2** Identified deficiencies should be promptly investigated and corrective action taken. A comparison of failure rates between checks conducted by inspectors and those conducted by Check Persons should also be made. If a significant difference in failure rates exists, additional observations and counselling should be conducted.
- 14.3** The overseeing inspector shall discuss the matter with the appropriate official responsible for the certificate holder's training and checking activities.
- 14.4** Should these discussions not lead to an improvement in the quality of training and evaluations, consideration should be given to withdrawing approval of any Check Person involved or, if appropriate, withdrawing approval for a specific part or for the entire training programme.

## 15.0 SURVEILLANCE OF CHECK PERSONNEL

---

- 15.1** Overseeing inspectors shall establish a surveillance programme for each Check Person at the time of approval.
- 15.2 Check Personnel Observation.** The period of validity of a Check Person authorization is 2 years in addition to the remainder of the month in which the authorization expires. A Check Person must be checked at least once per year. A renewal of a check person authorization will be conducted in the same manner as an initial authorization. In addition, an Inspector may conduct random check inspections on a no-notice basis on all or any Check Person at any time in the 2 years period:
- 15.2.1** Check Personnel inspections should be conducted while the check person is conducting an approved checking activity. For example, a Check Person approved to conduct proficiency checks and line checks should be observed conducting a proficiency check in the aircraft or simulator, or conducting a line check, or overseeing initial operating experience;
- 15.2.2 Constraints of Aircraft with Two Pilot Seats.** An Inspector may encounter difficulties in conducting the surveillance of check person whose activities are restricted to two-seat aeroplanes or helicopters. In such cases, it may not be possible for an Inspector to observe the check person conducting actual checks. In lieu of these observations, the Inspector may review the check pilot's activities and administer the check pilot's competency and line checks;
- 15.3 Periodic Report by the Operator.** The Authority should arrange to have the operator provide a periodic report of each Check Person's checking activities, including a pass/fail rate, to coincide with the Authority periodic review (annual, semi-annual, or other). Inspectors may arrange for these reports to arrive at a time that meets the Authority's needs. A Check Person should be active

enough to retain the required knowledge and skills. This activity level may vary depending on the Check Personnel function, the size of the operator, and the number of approved check personnel. A check person should conduct at least eight authorized Check Personnel activities during a two-year (2) period (including supervision of a candidate obtaining operational experience). Where records indicate low activity levels, the Inspector should specifically re-assess the operations need for those Check Person;

**15.4 Withdrawing Check Personnel Approval.** The Authority's reasons for withdrawing the approval of a Check Person may include a lack of check personnel activity, a request by the operator, or an unsatisfactory performance on the part of the Check Person. To withdraw approval of a Check Person, the Authority must notify the operator by letter that approval is withdrawn. The letter should include the name of the check person, the effective date of withdrawal, and the reason approval is being withdrawn. If the approval of a Check Person is withdrawn because of unsatisfactory performance, the letter of withdrawal must be sent to the operator with acknowledgement of receipt requested.

**15.5** A Check Person's approval may be given, limited, or withdrawn, at the discretion of the Authority.

## **16.0 CONDUCTING A CHECK PERSONNEL OBSERVATION**

---

**16.1** Brief the Check Personnel candidate not to advise the pilot being checked of the result of the check until after discussion with you.

**16.2** Arrive at the facility in time to observe the pre-exercise briefing.

**16.3** Carry out the inspection on a non-interference basis, using the appropriate checklist(s).

**16.4** Observe the Check Person as he briefs and debriefs the person undergoing the check and completes relevant documentation, while occupying a crew seat relevant to the check.

**16.5** Ensure that the Check Person makes a correct assessment of the person undergoing the check, or conducts appropriate remedial teaching, if carrying out a training exercise.

**16.6** If the check is conducted in a simulator, ensure that the Check Person demonstrates proficiency in operating the simulator, including:

16.6.1 Setting to a specified locality and runway;

16.6.2 Setting to a specified in-flight position; and

16.6.3 Inserting specific operation parameters — for example, mass, fuel, environment, etc.

**16.7** If the check is conducted in an aircraft, and if appropriate, ensure that the Check Person records indicate that he /she has demonstrated critical manoeuvres from the co-pilot seat, including:

16.7.1 Simulated engine failure at  $V_1$ ;

16.7.2 A landing with one engine simulated inoperative; and



16.7.3 During this demonstration, the pilot in command seat must be occupied by a suitably qualified check person or the Inspector.

16.8 At the completion of the exercise, observe the Check Person as he discusses the results of the check with the pilot/crew.

## 17.0 REMEDIAL ACTIONS AND PROCEDURES FOR DEFICIENCIES FOR CHECK PERSONNEL

---

17.1 If deficiencies are found during inspection or renewal of a Check Person Authorization as per CL: O-OPS 021 and Section 14.0 of this chapter, the Check Person shall be debriefed and operator notified in writing of the deficiencies observed and recommendations for remedial actions.

Depending on the level of deficiencies, the Check Person may be given a second opportunity to retake the check. Significant deficiencies will require remedial actions as stated below.

### 17.2 Remedial Actions:

17.2.1 Undergo remedial training which will be conducted on the subject that has been identified.

17.2.2 Remedial training will be conducted by the Authorized personnel.

17.2.3 On successful completion of the remedial training, an assessment will be conducted by Authorized personnel before another check.

17.2.4 If the check is successful, the Check Person will be released.

17.2.5 However, if the check is not successful, the Check Person will be given another evaluation within 90 days from the date of initial check. If the evaluation is found to be unsatisfactory, the Check Person Authorization will be withdrawn by the Authority.

**CHECK PERSON LETTER OF APPROVAL TO OPERATORS SAMPLE A**

21 May 2006

Captain Jean Boraafya,  
ABC Airlines Limited,  
P. O. Box 211903,  
Ikeja  
FAX: 024 29233670

Dear Sir,

**APPROVAL OF CHECK PERSON STATUS - CAPT. JEAN BORAAFYA – (S92A) ON SIMULATOR**

Having met the requirements regarding Check Personnel, the Authority hereby approves the renewal of **Capt. Jean Boraafya** status as an **Approved Check Person**, as detailed in the certificate.

You are expected to maintain records of all training and tests in appropriate company forms and in the pilot's file, which shall be available for the Authority's inspection when necessary.

The validity of this approval is expedient on the Check Person signing his original certificate in the office of the undersigned, signifying acceptance of the conditions stated therein. A copy of the signed certificate will be retained by the Authority.

Copy of the assessment report of the check should be sent to the Authority within one week of completion of the check.

Surveillance programme for each operator shall be developed per Check Person at the time of approval and submitted to the undersigned.

Director, Operations, Licensing & Training Standards  
For: DGCA





**CHECK PERSONNEL LETTER OF APPROVAL - SAMPLE B**

**DIRECTORATE OF OPERATIONS, LICENSING AND TRAINING  
APPROVED CHECK PERSON**

1. Pursuant to Nigeria CARs 8.10.1.38, 8.10.1.39, 8.10.1.40 and subject to the conditions specified overleaf and to proficiency as a Simulator/Aircraft Check Person being maintained to a standard acceptable to the Regulatory Authority's Operations, Licensing and Training Directorate,

**Name: CAPT. JEAN BORAAFYA**

**Operator: ABC AIRLINES LTD.**

**License No: TA/YK/HP-203078**

(a) is classified as **Check Person (Pilots)** on:

**S92**

(b) He/She is authorized to conduct flight tests and checks as stated below:

**All Checks on Simulator**

-----

2. This authorization is valid until **08/04/11**

Name  
**Director, Operations, Licensing  
and Training**  
For: DGCA

Date: **09/04/10**

3. I have read and accepted the conditions applicable to this authorization.

**Signed:**

**See conditions overleaf**



## APPROVED CHECK PERSON

## CONDITIONS AND EXERCISE OF AUTHORITY

1. The simulator facility shall have been inspected and approved by the Regulatory Authority. authorized, his/her authorization automatically becomes invalidated.
2. The Approved Check Person shall have been observed, assessed and approved.
3. Each Check Person shall conduct training and testing only on aircraft types for which he/she is approved for their company.
4. The Approved Check Person shall maintain recency on the aircraft i.e. three (3) landings and three (3) take-offs in the last ninety (90) days
5. Each Check Person shall conduct at least eight (8) checks within 2 years to ensure continued validity, failing which Authorization automatically becomes invalidated.
6. Copy of the assessment report of the check should be sent to the Authority within one week of completion of the check.
7. Should a Check Person leave the Operator for whom he/she was
8. All Instrument Rating, Proficiency and Type Rating Checks must be conducted by an Approved Check Person.
9. Proficiency Checks are mandatory every six (6) months.
10. An Approved Check Person must not conduct a check on a candidate to whom they have given the majority of the initial and or recurrent training, including On the Job Training (OJT).
11. Any authorization can be suspended, withdrawn or revoked if in the judgment of the Regulatory Authority, it is expedient to do so in the interest of safety.

**CHECK PERSON LETTER OF DENIAL TO OPERATORS - SAMPLE C**

24 June 2006  
Mr. Brian Gitobu  
Chief Pilot  
XYZ Airlines.  
Old Airport Road Ikeja

Dear Mr. Gitobu:

**DENIAL OF CHECK PERSON STATUS - CAPT. JEAN BORAAFYA – (S92A) ON SIMULATOR**

This letter is to inform you that your application for authorisation as a Check Person in *[indicate the area applied for (e.g., single engine or multi-engine aircraft of specific type)]* has been denied because of failure of the required check areas.

- ✓ *[List the specific areas in which the applicant was unsatisfactory.]*
- ✓ *[Thank the applicant for his or her interest in the program.]*

Sincerely,

Capt. XYZ  
**Director, Operations, Licensing & Training Standards**  
**For: DGCA**