

Proficiency and Competency Check Inspection

**CAAI OPS DIRECTIVE
OPS 2.1.038**



**AIR OPERATOR
SURVEILLANCE**

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1. Objective

1.1. This section contains information, direction, and guidance to be used by POIs and inspectors when observing or conducting a proficiency or competency check inspection.

1.2. OBJECTIVES OF PROFICIENCY AND COMPETENCY CHECK INSPECTIONS.

The surveillance of an operator's proficiency and competency checks provides the CAAI with information about the effectiveness of the operator's training and qualification programs. The objectives of an inspector conducting a proficiency or competency check inspection are as follows:

- To evaluate individual airmen performing their duties and responsibilities
- To evaluate individual check airmen performing their duties and responsibilities
- To assess the effectiveness of the operator's training program
- To identify operational procedures, manuals, or checklists which are deficient
- To assess the effectiveness of the operator's simulators and equipment
- To evaluate the effectiveness of the operator's trend analysis, standardization, and quality control program

2. General

2.1. ANR.OPS. Chap 13 and Chap 12 operators are required to establish a check airman program for conducting the proficiency and competency checks required by ANR.

2.2. Responsibility

2.2.1. The POI has the surveillance responsibility for an **operator's check airman program.**

2.2.2. The PEL department is responsible for surveillance of Designated Examiners. This responsibility is normally delegated to Principal operations inspectors (POIs).

2.2.3. POIs or their representatives are authorized to observe these checks at any time as a check airman surveillance job function.

3. Reference Material, Forms & Job-Aids

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3.1. Reference Material

3.1.1. OPS 1.1.037 – Check Airman, Instructor and Supervisor – General

3.1.2. OPS 1.1.038 – Check Airman Approval and Surveillance

3.2. Job-Aids

3.2.1. OPSF 2.1.038A – Pilot Proficiency Check Job-Aid

3.2.2. OPSF 2.1.038B – Flight Engineer Proficiency Check Job-Aid

4. Process

4.1. PROFICIENCY AND COMPETENCY CHECK INSPECTION PROCEDURES AND GUIDANCE.

Before conducting a proficiency and competency check inspection, inspectors must become thoroughly familiar with the operator's manuals. Inspectors may also be required to qualify in the operation of the aircraft, simulators, or training devices.

While conducting proficiency and competency checks, inspectors and check airmen should also use the direction and guidance in this handbook that pertain to the conduct of certification checks. In addition, Inspector job aids for various types of checks are found in OPSF 2.1.038A-D. Inspectors should use the following guidance when conducting proficiency and competency check inspections:

4.1.1. Areas of Familiarization.

Inspectors must be familiar with the following areas before conducting proficiency and competency check inspections:

- Inspector, safety pilot, and crew qualification for simulators, flight training devices, and aircraft
- Acceptable methods for presenting the maneuvers and events of the check in simulators, flight training devices, and aircraft
- Acceptable standards of performance for proficiency and competency checks

4.1.2. Inspection Areas.

Inspectors should use the following guidance pertaining to specific inspection areas during a proficiency or competency inspection:

4.1.2.1 Airman Competency.

This inspection area applies to the knowledge, ability, and proficiency of the airman receiving the check. An airman

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must perform specific events in an aircraft, an aircraft simulator, a flight training device, or a combination thereof, during a proficiency or competency check. Through observation of the check ride, the inspector can determine if the airman has an acceptable level of aircraft systems knowledge and is competent in the performance of normal, abnormal, and emergency flight procedures. In addition, the inspector can observe whether the airman complies with company policy, possesses current manuals, and possesses appropriate certificates and ratings.

4.1.2.2 Check Airman Competency.

The POI or a qualified representative must periodically observe company check airmen conducting proficiency or competency checks. These observations enable the POI to evaluate both the individual check airman performing check airman duties and the company's entire check airman program. This inspection area applies to the manner in which a check airman conducts the check, the accuracy and completeness of the check airman's observations, and the validity of the outcome. Inspectors should evaluate the following areas when determining a check airman's competency:

4.1.2.2.1. Responsibilities.

The check airman is responsible for: ensuring that all required flight test events are completed in a realistic flight scenario; providing adequate preflight and postflight briefings for the airman being checked, and objectively evaluating the airman's performance. An evaluation of the check airman's flying ability to actually perform the flight events of the proficiency or competency check is not normally part of a check airman inspection. POIs must place emphasis on the competence of each check airman as an evaluator.

4.1.2.2.2. Qualification.

A check airman must maintain basic qualification in the duty position in accordance with IANR.OPS. Chapt 13 or 12, as applicable. Should a question concerning the check airman's basic qualifications arise, a separate inspection must be conducted to evaluate the airman's basic skills.

NOTE: Whenever a question concerning a check airman's competency arises, the matter must be brought to the attention of the POI. The most direct means (telephone) should be used to apprise the POI of the problem. Once the supervising CAAI

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inspector has been notified, the observing inspector shall use the WTS system to document the problem. If required, a check airman inspection shall be scheduled as soon as possible.

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4.1.2.2.3. Tracking.

Through the WTS system, POIs must track and manage check airman inspections. Before designation, each check airman must be observed performing those duties which will be authorized after designation. After approval, and when resources permit, each check airman shall be observed bi-annually. When resources do not permit annual observations, observations shall be conducted as frequently as possible. Priority should be placed on observing those check airmen who have not been observed for the longest period of time. It is the POI's responsibility to ensure that the check airman's file is current.

4.1.2.3 Evaluation of the Operator's Training Program.

The analysis of proficiency or competency check inspection results is an excellent means for a POI to ensure the continued effectiveness of an operator's training program. The WTS system provides a standardized way for POIs to collect and retrieve inspection results. When deficient areas are identified through the WTS system, the areas should be rectified by changes in the operator's training program. For example, if inspection comments repeatedly indicate deficiencies in the area of nonprecision approaches, the POI should require the operator to emphasize that event in the operator's flight training curriculum segments.

4.1.2.4 Manuals, Procedures, and Checklists.

Inspectors can use the data from proficiency or competency checks, combined with data from other inspections (such as cockpit, en route, and ramp inspections), to identify deficiencies in manuals, procedures, or checklists previously approved or accepted by the CAAI. Checklist procedures, MEL/CDL procedures, and specific flight maneuvers and procedures are operational areas that may require change to ensure compliance with IANR or safe operating practices.

4.1.2.5 Equipment.

This inspection area refers to the condition of the aircraft, simulators, or training devices used during the check. When evaluating the equipment, inspectors should determine the following:

- Whether the required inspections have been conducted
- Whether the observed discrepancies were recorded on maintenance logs
- Whether the equipment is in an adequate state of repair
- Whether the equipment operates properly

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NOTE: Equipment malfunctions that have an affect on the outcome of the check should be recorded in the comment section on the same WTS. The inspection of simulators and/or training devices, however, is a separate surveillance activity from a check airman observation. If a comment on the equipment is required as the result of a check airman surveillance, inspectors should not generate another WTS entry.

4.1.2.6 Effectiveness of an Operator's Trend Analysis, Standardization, and Quality Control Program.

Operators should collect, record, and analyze the results from proficiency and competency checks to detect and correct deficiencies in training programs, procedures, and checklists. POIs shall encourage operators with more than 10 crewmembers in any duty position to establish trend analysis. POIs shall evaluate the effectiveness of these programs. Inspectors conducting a series of proficiency and competency checks will, over time, observe changes being made by the operator. Through the WTS system, the POI has a direct measure of the effectiveness of these changes and the operator's quality control program.

4.2. INSPECTOR RESPONSIBILITIES DURING CHECK AIRMAN OBSERVATIONS.

When a proficiency check or competency check is conducted by a company check airman and observed by an inspector, the inspector should evaluate both the airman being checked and the competency of the check airman administering the check. The check airman is responsible for completing all required checking events, for providing suitable briefings before and after the session, and for fairly and objectively evaluating the airman being checked. After the check is completed, the inspector is responsible for debriefing the check airman and the airman being checked (should the check airman's debriefing be inadequate).

4.2.1. The inspector's primary responsibility is to observe and evaluate the overall conduct of the check. The inspector must refrain from: asking questions of the airman being checked, attempting to control the type or sequence of checking events, and from interfering in any way with the manner in which the check airman conducts the check.

4.2.2. It is the check airman's responsibility to conduct a complete and proper check. The inspector's responsibility is to evaluate the performance of both the airman being checked and the check airman and to properly record the inspection results. Should the check airman's performance be unsatisfactory, the inspector shall inform the POI using

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the most expeditious means available. Should the check airman fail to complete all required items on a check (which has been satisfactory to that point), the inspector shall bring this fact to the attention of the check airman and ensure that all events are completed.

4.3. DEFICIENCIES.

While certain training benefits are gained during proficiency or competency checks, the purpose of a check is to have the airman's state of proficiency evaluated and to ensure that the last training conducted was sufficient to ensure the airman's proficiency throughout the interim period. If the check airman conducting the check observes minor deficiencies (and believes that minor instruction may correct the situation) the check airman may suspend the check temporarily, conduct remedial training, and then resume the check.

4.3.1. Repeating Events.

ANR.OPS. , 461 authorize check airmen to give additional training to an airman who fails to satisfactorily complete an event on a check. The additional training must be given prior to repeating the event. Problems have occurred in instances where check airmen have merely repeated events until the airman performed those events within tolerances. This practice is not acceptable and is an abuse of training to proficiency. In one case, CAAI inspectors discovered that an operator's check airman routinely continued checks for several sessions without a record being made of the airman's unsatisfactory performance. As a result, important data about the effectiveness of the training program and the need for additional training was lost. When a proficiency or competency check is interrupted to conduct training, that check must still be completed within the timeframe the operator originally scheduled for the check. If training is so extensive that the check cannot be completed in the allotted timeframe, the check airman must consider the check to be unsatisfactory and place the airman in requalification training.

4.3.2. Unsatisfactory Performance.

Inspectors shall not conduct airman training during proficiency or competency checks. If an event is unsuccessful, the inspector should complete as much of the remaining flight events as possible or terminate the check. The check must be recorded as unsatisfactory.

4.3.3. Recording Remedial Training Time on the WTS.

Inspectors shall record the time required to complete checks in the activity time field on the WTS Data Sheet. The

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amount and type of remedial training conducted while the check was suspended should be recorded in section IV on the WTS report form.

5. Task Outcomes

5.1. Task Completion.

Completion of this task can result in the following:

- Satisfactory inspection, or
- Requirement for a followup inspection for a specific discrepancy.

5.2. Task Documentation.

5.2.1. Document inspection results in WTS.

5.2.2. File all supporting paperwork in the operator's sharedocs file.

5.2.3. Forward inspection report to Personnel Licensing Department as well as to the Operator.

5.3. FUTURE ACTIVITIES.

5.3.1. Schedule followup inspections, as applicable.