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TP 14672E
(02/2007)

ADVANCED QUALIFICATION PROGRAM EVALUATOR MANUAL

TC-1002290



Canada

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FOREWORD

This manual contains the policies, procedures and guidelines that pertain to the Advanced Qualification Program (AQP) Evaluators. It is published for use by Transport Canada Inspectors, air operators and AQP Evaluators.

AQP Evaluators are authorized to conduct AQP Validations and Evaluations on behalf of Transport Canada. They receive their authority and are approved by the Regional Managers, Commercial and Business Aviation (RMCBA) or the Chief, Airline Inspection.

When performing their duties, AQP Evaluators are first and foremost acting as delegates of the Minister according to subsection 4.3(1) of the *Aeronautics Act* thus it is imperative that the policies and procedures specified in this manual be adhered to.

Transport Canada Inspectors will also abide by the policies and procedures specified for the approval and monitoring of AQP Evaluators as well as the conduct of AQP Validations and Evaluations.

Don Sherritt

Director

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ACRONYMS

(Used in AQP and in this document)

ACI:	Air Carrier Inspector
ACP:	Approved Check Pilot
AQPEP:	AQP Evaluator Program
AFM:	Aircraft Flight Manual
AIM:	Aeronautical Information Manual
AOM:	Aircraft Operating Manual
AQP:	Advanced Qualification Program
ATA:	Air Transport Association
ATC:	Air Traffic Control
ATO:	Additional Training Opportunity
ATPL:	Airline Transport Pilot License
CARs:	Canadian Aviation Regulations
CASS:	Commercial Air Service Standards
CBA:	Commercial and Business Aviation
CBT:	Computer based training device
COM:	Company Operations Manual
CQ:	Continuing Qualification
CQC:	Continuing Qualification Curriculum
CRM:	Crew Resource Management
CRP:	Cruise Relief Pilot
CS:	Cognitive Skills
EO:	Enabling Objective
ETOPS:	Extended Twin Engine Operations
F/A:	Flight Attendant(s)
FAA:	Federal Aviation Administration
FBS:	Fixed Base Simulator
FCOM:	Flight Crew Operations Manual
FCTM:	Flight Crew Training Manual
FFS:	Full Flight Simulator
FL(M):	First-Look (Manoeuvres)

FMS:	Flight Management System
FOQA:	Flight Operations Quality Assurance
FTAE:	Flight Training and Aviation Education database, maintained by Transport Canada
FTD:	Flight Training Device
IAP:	Instrument Approach Procedure
I/E:	Instructor/Evaluator
I&O:	Implementation and Operation
IOE:	Initial Operating Experience
IOETC:	Initial Operating Experience Training Captain
ILS:	Instrument Landing System
IRR:	Inter-Rater Reliability
ISD:	Instructional System Development
JTA:	Job Task Analysis
KSA:	Knowledge, Skills and Attitudes
LOE:	Line Operational Evaluation
LOFT:	Line Oriented Flight Training
LOS:	Line Operational Simulations
MAP:	Missed Approach Point
MATS:	Master AQP Transition Schedule
MPV:	Manoeuvres Proficiency Validation (for Qualification Curriculum)
MT:	Manoeuvres Training
MTV:	Manoeuvres Training and Validation (for Continuing Qualification Curriculum)
MV:	Manoeuvres Validation (means the same as MPV/MTV but may be abbreviated for data entry purposes)
NAVAID:	Navigational Aid
NDB:	Non-Directional Beacon
NTSB:	National Transportation Safety Board
ODR:	Operator Difference Requirement
OE:	Online Evaluation
OPI:	Office of Primary Interest
PADB:	Program Audit Database

PF:	Pilot Flying
PIC:	Pilot-in-Command
PLPM:	Personnel Licensing Procedures Manual
PM AQP:	Program Manager, AQP
PNF:	Pilot Not Flying
POI:	Principal Operations Inspector
PPC:	Pilot Proficiency Check
PPDB:	Performance/Proficiency Data Base
PS:	Psychomotor Skills
PV:	Procedures Validation
QA:	Quality Assurance
QAE:	Quality Assurance Evaluator
QAI:	Quality Assurance Instructor
QC:	Qualification Curriculum
RMCA:	Regional Manager Commercial & Business Aviation
RNAV:	Area Navigation
RRLOE:	Rapid Reconfigurable Line Operational Evaluation
RRR:	Referent Rater Reliability
SGT:	Small Group Try-Outs
SIC:	Second-in-Command
SID:	Standard Instrument Departure
SKV:	Systems Knowledge Validation
SME:	Subject Matter Expert
SMS:	Safety Management System
SOP:	Standard Operating Procedures
STAR:	Standard Terminal Arrival
SV*:	System Validation (means the same as SKV but shortened for data entry purposes)
SPO:	Supporting Proficiency Objectives
SPOT:	Special Purpose Operations Training
TC:	Transport Canada
TPO:	Terminal Proficiency Objectives
VOR:	VHF Omnidirectional Range

DEFINITIONS

The following terms are used throughout this document and are defined as follows:

ADVANCED QUALIFICATION PROGRAM (AQP): A voluntary program and alternative method of training, evaluating and qualifying flight crewmembers, instructors and evaluators, that uses a systematic methodology for developing proficiency-based training and evaluation programs in lieu of traditional training programs.

AIR OPERATOR: The holder of an Air Operator Certificate.

ANONYMOUS DATA: Data that cannot be identified with a named individual. Also referred to as DE-IDENTIFIED DATA.

APPLICANT: An air operator that applies to conduct training and evaluation under an AQP.

ATTITUDE: A persisting internal mental state that influences an individual's choice of personal action toward some object, person or event.

AUTHORIZED PERSON: A person who is delegated the authority to issue type ratings and/or instrument ratings by signing the additional privileges section on the back of the candidate's license or by completing the Certification of an Additional Privilege Card (26-0267).

COGNITIVE SKILLS (CS): Those intellectual skills that are prerequisite to the performance of a task, sub-task, element or sub-element. The three primary categories of cognitive skill are discrimination, concept learning and rule using.

CONDITION: One of the three primary components of a proficiency objective (performance, condition and standard). The conditions describe the range of circumstances under which student performance will be measured and evaluated. Conditions may include the natural environment (ceiling, visibility, wind, turbulence, etc.), the operational environment (navigational aid (NAVAID) unserviceabilities, birds, conflicting air traffic, gate change, passengers not seated, etc.) and operational contingencies (abnormal situations and emergencies).

COMPUTER BASED TRAINING: Classroom instruction that is performed individually by trainees at a computer station.

CONDUCT: To take an active role in all phases of a validation or evaluation, including pre flight preparation, briefing, control and pace of the various sequences, assessment of the candidate's performance, debriefing, collection of data and completion of required documents including certification of the candidate's licenses.

CONTINUING QUALIFICATION (TRAINING/PROGRAM): Training that follows initial qualification on a regular basis.

CONTINUING QUALIFICATION CYCLE: The time period during which training and evaluation on all proficiency objectives have been accomplished by all flight crewmembers, instructors or evaluators as applicable.

COURSEWARE: All instructional material that a candidate requires to complete a curriculum, in whatever media required, including manuals, visual aids, lesson plans, flight event descriptions, computer software programs, audio-visual programs, workbooks, handouts, etc.

CREW RESOURCE MANAGEMENT (CRM): The effective use of all available resources - human resources, hardware, and information - to achieve safe and efficient flight.

CRITICALITY: A characteristic of a terminal or supporting proficiency objective for which a substandard task performance would adversely affect safety. The relative need for awareness, care, exactness, accuracy or correctness during task performance. Critical tasks must be accomplished more frequently in training and evaluation than non-critical tasks. All critical tasks must be accomplished during each Evaluation Period.

CURRENCY: A characteristic of a terminal or supporting proficiency objective for which individuals and/or crews can maintain proficiency by repeated performance of the item in normal line operations. For pilots, most currency items may be validated during Online Evaluations (OE), while most non-currency items must be demonstrated during training, validation and evaluation events in a simulator or Flight Training Device (FTD).

CURRICULUM: A portion of an Advanced Qualification Program that covers one of two program areas: Qualification or Continuing Qualification. The Qualification and Continuing Qualification programs address the required training, evaluation and qualification activities for each aircraft (or variant) and for a specific duty position. Qualification and Continuing Qualification program areas may include but are not limited to upgrade, transition, differences and re-qualification curricula.

CURRICULUM DESIGN: The activities involved in organizing, clustering, sequencing and otherwise structuring the elements of instruction (objectives, lessons, evaluations, etc.) into an orderly flow of learning experiences to facilitate student performance.

CURRICULUM OUTLINE: The document that organizes training objectives into curricula, segments, modules, lessons, lesson elements, etc.

CURRICULUM SEGMENT: An integral part of a curriculum, which can be separately evaluated and individually approved, but by itself does not qualify a person for a duty position. (e.g., ground training segment, flight training segment, evaluation segment). The first level of curriculum detail (Segment, Module, Lesson, Lesson Element).

DE-IDENTIFIED DATA: Data that cannot be identified with a named individual.

DUTY: All the actions (tasks, sub-tasks, etc.) required by one's position or occupation.

DUTY POSITION: The operating position of a flight crewmember, or other person. Duty positions include Captain, First Officer, Cruise Relief Pilot (CRP), Second Officer, Flight Engineer, Instructor or Evaluator.

ELEMENT: A component of training analysis or design. In the case of task analysis, the element may be used as a level of analysis: phase of flight, task, sub-task, element, sub-element, etc. In the case of curriculum design, the element may be used as a level of curriculum organization: curriculum, segment, module, lesson, lesson element, etc.

ENABLING OBJECTIVE (EO): An instructional objective created at the level of an element, skill, knowledge, or attitude. Describing the functions of a hydraulic system would be an example. EOs are lower level learning objectives that help students master a higher level objective, such as a Terminal or Supporting Proficiency Objective. The knowledge and skill prerequisites of manoeuvres and procedures are usually trained as Enabling Objectives (EO).

EVALUATION: Careful appraisal of an individual's performance by an evaluator to ascertain whether the standards required for a specified level of proficiency have been demonstrated.

EVALUATION OF PROFICIENCY: Under AQP, either a Line Operational Evaluation (LOE) or Online Evaluation (OE).

EVALUATION PERIOD: A period within the Continuing Qualification Cycle in which each person must receive training and an evaluation on all critical proficiency objectives, during a minimum of one training session and a Manoeuvre Training and Validation/Line Operational Evaluation (MTV/LOE).

EVALUATOR: A person delegated by the Minister, who has satisfactorily met approved AQP evaluator training and evaluation requirements that qualify that person to evaluate the performance of flight crewmembers, instructors, or other evaluators.

EVENT: A training or evaluation situation comprised of a task or sub-task to be performed by the crew under a specified set of conditions.

EVENT SET: A relatively independent segment of a scenario made up of several events, including an event trigger, possible distracters, and supporting events.

FILL-IN or "SEAT FILLER": A qualified crew member who substitutes for a candidate who is unable to attend an evaluation session, thus allowing the rest of that candidate's crew to complete their evaluation with a full crew complement.

FIRST-LOOK MANOEUVRES: The performance and assessment of specific tasks, procedures or flight manoeuvres in accordance with approved program documentation, as a means of assessing performance and proficiency on designated tasks, procedures or flight manoeuvres before any briefing or training has taken place, in order to determine trends of degraded proficiency, if any, within the fleet's flight crewmember group as a whole.

FLIGHT OPERATIONS QUALITY ASSURANCE (FOQA): A program that receives and analyzes information from flight operations, aiming to identify and mitigate potential safety hazards.

FLIGHT TRAINING: Training given in an aircraft, flight simulator, FTD, or other cockpit environment. See ground training.

FLIGHT TRAINING DEVICE (FTD): A full-scale replica of an airplane cockpit that may not have the motion or visual systems associated with flight simulators.

FLIGHT TRAINING EQUIPMENT: Aircraft and those FTDs or flight simulators that are used for any of the following purposes: (1) Required evaluation of individual or crew proficiency; (2) training activities; (3) Activities used to meet recency of experience requirements; and (4) Line Operational Simulations (LOS).

FORMATIVE EVALUATION: Process of reviewing courseware for technical accuracy, instructional soundness, and suitability for use by instructors, evaluators and students. Dry run of the total curriculum with a small group of students to test the effectiveness and efficiency of the training (e.g., small group tryout).

FREQUENCY: Number of occurrences of a task/sub-task in a specific period of duty (1 flight, 1 trip, 1 month, 1 year, etc.) How often a task/sub-task is performed. Frequency may be used to determine currency (see Currency) by comparing the frequency with which activities occur on the line, to the frequency required to maintain proficiency without additional training.

FRONT END ANALYSIS: A generic term for any process used to identify the learning needs of a student population. May include needs analysis, job analysis, task analysis, student entry behavior analysis, performance analysis, competency analysis, etc.

GROUND TRAINING: Aviation/aircraft specific training provided in a classroom, learning centre, lecture hall or other traditional educational setting that occurs outside the cockpit environment.

INSTRUCTIONAL ANALYSIS: A process conducted during the design of instruction to identify the presentational components, or learning events, necessary for the student to master the complete range of skills, knowledge, attitudes, abilities, and CRM factors required for proficient performance.

INSTRUCTIONAL SYSTEMS DEVELOPMENT: A systematic methodology for deriving and maintaining qualification standards and associated curriculum content based on a documented analysis of the job tasks, skills, and knowledge required for job proficiency.

INSTRUCTOR: A person who has satisfactorily met approved AQP instructor training and evaluation requirements that qualify that person to conduct instruction to flight crewmembers, instructors or evaluators.

INTER-RATER RELIABILITY: A program that is conducted periodically to calibrate the assessment standards of instructors and evaluators, so that they will rate performance as closely to the same standard as possible.

ISSUING AUTHORITY: The Regional Manager, Commercial and Business Aviation, the Regional Superintendent for Aeroplanes or the Chief, Airline Inspection, as appropriate.

JOB: The summation of the functions, identified as tasks and sub-tasks, performed by an individual.

KNOWLEDGE: Specific information required to enable a student to develop the skills and attitudes to recall facts effectively, identify concepts, apply rules or principles, solve problems, and think creatively. Because knowledge is covert, students must be assigned overt activities to demonstrate their knowledge base.

LESSON: A meaningful division of learning consistent with the method of study, learning, or testing of performance (proficiency) objectives. The third level of curriculum definition (Segment, Module, Lesson, Lesson Element). Lessons usually contain objectives, training events, student materials, instructor materials, and an evaluation scheme or form.

LESSON ELEMENT OR TOPIC: A subgroup of activities within a lesson. It is the fourth level of curriculum detail (Segment, Module, Lesson and Lesson Element).

LICENSING EVENT: An event required for licensing action during a qualification course. The Qualification Standards for all pilot programs will designate those manoeuvres, procedures and events that must be trained and evaluated as a pre-condition for pilot licensing.

LINE OPERATIONAL EVALUATION (LOE): A proficiency evaluation conducted by a qualified evaluator in an approved simulation device that addresses an individual's ability to demonstrate technical and Crew Resource Management (CRM) skills appropriate to job requirements in a full mission scenario environment.

LINE ORIENTED FLIGHT TRAINING (LOFT): A Line Operational Simulation (LOS) flight scenario designed for training purposes to provide practice in the integration of technical and CRM skills. LOFT is conducted using a complete cockpit flight crew to the maximum extent feasible and is accomplished in a Transport Canada approved simulation device. A LOFT training session is not interrupted by the instructor, unless negative learning begins to occur.

LINE OPERATIONAL SIMULATION (LOS): LOS is a simulator or FTD session conducted in a "line environment" setting. LOS includes LOFT, LOE and Special Purpose Operational Training (SPOT). Instruction and training is based on learning objectives, behavioral observation, assessment of performance progress and instructor debriefing or critique (feedback). The training objectives under AQP are TPOs and will include both technical and CRM issues identified by task analysis. LOS implies that crewmembers are trained to proficiency. However, in the LOE, crew performance and CRM are formally evaluated.

MANOEUVRES VALIDATION (MV): A simulator session in which specific manoeuvres are performed and evaluated to proficiency. See Chapter 8 – Validations and Evaluations.

MANOEUVRES PROFICIENCY VALIDATION (MPV): See Chapter 8 – Validations and Evaluations.

MANOEUVRES TRAINING AND VALIDATION (MTV): See Chapter 8 – Validations and Evaluations.

MEDIA: Physical means for providing the instructional content and experience to the student. Includes the entire set of instructional presentation materials; e.g., workbook, videotape, overheads, Computer Based Training device (CBT), mock-ups, FTDs, simulators, etc.

MODULE: A group of subject matter under a specific curriculum segment. Second of four curriculum levels of detail (Segment, Module, Lesson, Element). Often corresponds to a day of training or a device event, such as FTD #3 or simulator #6.

MOTOR SKILL: Physical actions required to perform a specific task (sub-task or element). Students have acquired a motor skill not when they can simply perform a prescribed procedure, but when their movements are smooth, regular and precisely timed. Those hands-on skills that are prerequisite to the performance of a task, sub-task, element or sub-element.

NOMINEE: A person nominated by an air operator as a candidate for AQP evaluator approval by TC.

OBSERVABLE BEHAVIOR: A behavior whose occurrence during the performance of an event is an indicator that the crew is handling the event properly. Observable behaviors form one part of the performance standards identified for each event. See Performance Standard.

ONLINE EVALUATION (OE): An evaluation conducted by a qualified evaluator during normal flight operations that assesses the candidate's proficiency with respect to the particular aircraft, crew position and type of operations, and his or her skill and ability to operate effectively as part of a crew.

PERFORMANCE/PROFICIENCY DATABASE (PPDB): A database that collects results of performance and proficiency evaluations, and is used to assess the effectiveness of training programs.

PERFORMANCE STATEMENT: One of the three components of an objective. A statement of physical and/or cognitive activities which, when executed or carried out, will complete the work required for a specific portion of a job (in the case of a proficiency objective), or the activities required of a learning goal (in the case of a learning objective). See Proficiency Objective.

PHASE OF FLIGHT: The standard high-level set of activities performed by pilots on all operational flights. For example: Pre-flight, Engine Start, Pushback, Taxi, Take-off, Climb, Cruise, Descent, Holding, Approach, Landing, Taxi and Post Flight Operations.

PROCEDURES VALIDATION (PV): See Chapter 8 – Validations and Evaluations.

PROFESSIONAL SUITABILITY: A demonstrated willingness to work cooperatively with Transport Canada to uphold the principles of aviation safety.

PROFICIENCY OBJECTIVE: A statement describing precisely what behavior must be exhibited by the candidate, the conditions under which the behavior will be demonstrated, and the minimum standard of acceptable behavior. A learning objective (usually an enabling objective) can be demonstrated in a classroom or academic type setting, while a performance objective (usually a terminal or supporting proficiency objective), must be demonstrated in an environment equivalent to the operational environment.

PROGRAM AUDIT DATABASE (PADB): A database that is used to analyze the elements of a training program and the supporting task analysis that must be accomplished during any training cycle. It may be used to develop lesson plans and to address deficiencies found in performance and proficiency by the PPDB (performance/proficiency database).

QUALIFIED PERSON: In the case of a simulator, a pilot who holds a valid PPC/LOE (or foreign equivalent) on the same type of aircraft on which the other candidate is being evaluated; a person who has been recommended for a validation or evaluation on that aircraft type; or a qualified training pilot on the same type of aircraft for which the candidate is being evaluated on, where that person is acceptable to both the operator and the validation/evaluation candidate.

QUALIFICATION STANDARDS: The terminal and supporting proficiency objectives coupled with test and evaluation strategies (where, how and by whom qualification is measured). Qualification Standards and previous experience provide the baseline for mastery of the duty position. Demonstration that an individual has met certain or all of these standards may lead to certification.

QUALITY ASSURANCE EVALUATOR (QAE): A Quality Assurance Evaluator (QAE) is both a company flight crewmember and an experienced AQP Evaluator, in each case qualified on type, who has been designated by the air operator to perform quality assurance functions for the air operator's AQP evaluation programs. The QAE's duties include monitoring (evaluating) AQP evaluator nominees and AQP evaluators. The air operator may utilize other terms such as "Evaluator Mentor" for individuals acting in this role.

RATER-REFERENT RELIABILITY (RRR): RRR is a correlation reflecting how closely an evaluator's ratings agree with some standard or referent. This method of assessing sensitivity can be used when there is an external, objective basis for defining a referent score. A simple illustration is a situation where we correlate an individual's subjective estimates of the weights of different objects with their actual weights. To the extent that the subjective estimates track or co-vary with the actual weights, the estimates are sensitive and the individual's RRR will be high. RRR can be used to assess evaluators' sensitivity in assessing aircrew performance as long as there is an objective basis for grading performance.

SAFETY PILOT: In the case of a two crew aircraft, a training pilot on the same type of aircraft on which the candidate is being evaluated; or a pilot who holds a valid PPC/LOE on the same type of aircraft on which the candidate is being evaluated.

SEAT FILLER: See FILL-IN

SIMULATOR: A full sized replica of a specific type of airplane cockpit, including both visual and motion systems.

SKILL: An ability to perform an activity or action. Often divided into motor/hands-on and cognitive categories.

SOPs: Approved Standard Operating Procedures established by an air operator, which enable the crewmembers to operate the aircraft within the limitations specified in the Aircraft Flight Manual.

SPECIAL PURPOSE OPERATIONAL TRAINING (SPOT): A portion of a Line Operational Simulation (LOS) training scenario consisting of flight tasks selected from any phase or phases of flight to provide practice in the integration of technical and CRM skills appropriate to the selected flight tasks. SPOT is conducted using a complete cockpit flight crew to the maximum extent feasible and is accomplished in a simulation device.

SPECIAL TRACKING: A system of monitoring the proficiency of an individual at scheduled intervals. It may be applied to individuals that have failed to demonstrate proficiency during an evaluation (LOE) or as required.

STANDARD OF PERFORMANCE: Observable, measurable parameters of performance with tolerances; e.g., course deviation degrees, + or -. Applies to procedures, manoeuvres, and observable behaviors.

SUB-ELEMENT: A subcomponent of an element. See element.

SUB-TASK: Specific separate step or activity required in the accomplishment of a task. May also refer to categories of a task (e.g., Non-precision approach – VOR, NDB, LOC etc.).

SUMMATIVE EVALUATION: Training program evaluation accomplished in a full operational setting. Usually accomplished during the first full increment of classes with a full student complement.

SUPPORTING PROFICIENCY OBJECTIVE (SPO): A proficiency objective created at the sub-task level. For example: Perform Engine-Out Precision Approach Preparation Procedures.

SYSTEMS KNOWLEDGE VALIDATION (SKV): See Chapter 8 – Validations and Evaluations

TASK: A task is a unit of work within a function having an identifiable beginning and ending point, which results in a measurable product, output or behavior. An example of a task applicable to AQP: Perform a normal take-off.

TC INSPECTOR: A Transport Canada Inspector who works in the Commercial and Business Aviation (CBA) Branch and is authorized to conduct validations, evaluations and monitors.

TECHNICAL SKILLS: Within an AQP, technical skills refer to those manoeuvres, procedures and other behaviors that have a high psychomotor component, while CRM skills refer to those communication, decision-making and workload management behaviors that have a high cognitive component.

TERMINAL PROFICIENCY OBJECTIVE (TPO): A proficiency objective created at the task level. For example: Perform Engine-Out Precision Approach.

TPO/SPO HIERARCHY: The hierarchy of all TPOs and SPOs organized by phase of flight.

TRAINING PERIOD: At least one period scheduled at the mid-point of each Evaluation Period where training activities are provided for each person under AQP.

TRAINING PILOT: An instructor pilot who meets the requirements of the applicable CAR Standard or Qualification Standards and for the purpose of Initial Operating Experience (IOE), means a Training Captain.

TRAINING SESSION: A contiguously scheduled period of time devoted to training activities at a facility acceptable to Transport Canada for that purpose.

TRAINING TO PROFICIENCY: Training to a performance level that meets or exceeds a qualification standard. This concept must include enough repetition and practice to ensure that each individual can perform at the qualification standard level over the entire evaluation period or Continuing Qualification cycle.

TRIGGERING CONDITIONS: The conditions whose occurrence defines the beginning of an event.

UPGRADE TRAINING: The training undertaken by a second officer, cruise relief pilot or first officer to become qualified as first officer or aircraft captain, as applicable.

VALIDATION: A determination that required results with regards to performance objectives were produced.

VARIANT: An aeroplane or a group of aeroplanes sharing similar characteristics but having pertinent differences from a base aeroplane. Pertinent differences are those that require different or additional flight crewmember knowledge, skills and/or abilities that affect flight safety.

VITAL ACTION: An action that must be taken by flight crew to alleviate a situation that could jeopardize safety of flight. The action shall be taken in a timely manner consistent with the AOM, FCOM or SOPs as appropriate.

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CHAPTER 1 – AQP EVALUATOR PROGRAM (AQPEP)

1.1 PROGRAM DESCRIPTION

- 1.1.1 The AQP Evaluator Program (AQPEP) allows an air operator the opportunity to develop and maintain a program of AQP Validations and Evaluations independent of the availability of Transport Canada Civil Aviation Inspectors (hereafter referred to as TC Inspectors).
- 1.1.2 The AQPEP consists of AQP Evaluators (hereafter referred to as “evaluators”), who have been delegated the authority to conduct AQP Validations (hereafter referred to as “validations”) and/or AQP Evaluations (hereafter referred to as “evaluations”) on behalf of the Minister. The types of evaluators and their specific authorities are described in Chapter 2.
- 1.1.3 An evaluator may be authorized to conduct validations and evaluations on up to three types of aircraft operating under CAR subparts 702, 703, 704 or 705.
- 1.1.4 The Issuing Authority may limit the number of aircraft types on an evaluator’s Delegation of Authority, or restrict aircraft models within a type or group, for any of the following reasons:
- (a) automation and technology,
An example of this would be models of aircraft within a type that employs systems such as Flight Management Systems, EFIS, navigation systems such as GPS, or other technologies, where the AQP Evaluator candidate does not have sufficient experience to effectively evaluate the performance of the pilot or crew using these types of systems.
 - (b) types and complexity of flight operations of the air operator.
As flight operations become more complex, the use of SOPs becomes increasingly important thus requiring evaluators to have a comprehensive knowledge of procedures used by the crews they are evaluating.
- 1.1.5 To make application for an evaluator, an air operator shall have a satisfactory safety record and have in place, or be in the process of implementing, an approved AQP able to provide satisfactory programs for training and record keeping.
- 1.1.6 An AQP Evaluator delegation is an official authorization to conduct evaluations that is conditional upon the qualification of the person and the continued requirement for assistance to carry out the powers, duties and functions of the Minister.

- 1.1.7 Accreditations are subject to 6.71 (1) of the *Aeronautics Act*, which states in part ...“The Minister may refuse to issue or amend a Canadian Aviation Document (CAD), on the grounds that:
- (a) the applicant is incompetent;
 - (b) the applicant...”in respect of which the application is made does not meet the qualifications or fulfill the conditions necessary for the issuance or amendment of the document”; or
 - (c) the Minister considers that the public interest – which may include the aviation record of the applicant... – “warrants the refusal.”
- 1.1.8 Cancellation, suspensions or refusal to renew an AQP evaluator’s delegation is further detailed in section 2.6. A suspension or a refusal to issue may be appealed before the Transportation Appeal Tribunal of Canada.
- 1.1.9 The number of evaluators and their conduct of validations and evaluations are closely monitored by and at the option of Transport Canada. **A TC Inspector may conduct any of the validations and evaluations referred to in this manual. TC Inspectors may also monitor any evaluator conducting any evaluation.**
- 1.1.10 Validations and evaluations conducted outside Canada by TC Inspectors will be subject to cost recovery as per the existing policy on Cost Recovery for Regulatory Services Provided Outside Canada as detailed in the Air Carrier Inspector Manual TP 3783.

1.2 EVALUATORS

- 1.2.1 An evaluator will be authorized to conduct validations and evaluations on an air operator’s pilot employees.
- 1.2.2 An evaluator may be:
- (a) an employee of an air operator who flies as a pilot-in-command, second-in-command or cruise relief pilot during routine company flight operations and who maintains a high degree of proficiency in the type(s) of aircraft and type(s) of operation for which the evaluator will be engaged in performing validations and evaluations, or
 - (b) an individual who has been specifically contracted by an air operator to perform validations. This individual will maintain a high degree of proficiency in the type(s) of aircraft and types(s) of operation for which the evaluator will be engaged in performing validations.
- Provision is made for evaluators who do not have their medical category to conduct validations and evaluations in simulators only. Refer to section 2.11 and 12.2.*
- 1.2.3 An evaluator can conduct validations and evaluations only on pilot employees from the specific company designated in their AQP Evaluator Delegation of Authority.

- 1.2.4 Although an evaluator is the holder of an AQP Evaluator Delegation of Authority, an evaluator requires the authority of the air operator to conduct a validation or evaluation on behalf of the Minister.
- 1.2.5 Companies employing evaluators assume responsibility to ensure that the evaluator's authority is valid before scheduling them to conduct a validation or evaluation. An air operator must also maintain records pertaining to the evaluator's activities. These requirements are specified in section 7.1.
- 1.2.6 Evaluator qualifications, initial requirements and currency requirements are specified in Chapter 12 of this manual and the process for obtaining the required approvals is specified in Section 3.1.

1.3 AUTHORIZED PERSONS

- 1.3.1 The *Authorized Person Training Program for Evaluators* has been implemented to streamline the licensing process by authorizing evaluators to annotate a pilot's credentials thus allowing the pilot to exercise the privileges of their new or renewed aircraft type and/or instrument rating immediately upon meeting all associated requirements, while waiting for the issue of their formal document.
- 1.3.2 A Type E Evaluator (see section 2.3) will qualify to be an Authorized Person upon completion of an AQP Evaluator Initial Training Course. The Authorized Person delegation will be made through issuance of the Type E Evaluator Delegation of Authority. Completing the Approved AQP Evaluator Recurrent Academic Training Course automatically renews the Authorized Persons delegation.

1.4 CONFLICT OF INTEREST

- 1.4.1 Conflict of Interest is defined as any relationship that might influence an evaluator to act, either knowingly or unknowingly, in a manner that does not hold the safety of the traveling public as the primary and highest priority.
- 1.4.2 All evaluators are held to be in a perceived conflict of interest in that they are simultaneously employees (regular or contract) of the company and delegates of the Minister when performing their checking duties. To avoid a real conflict of interest, it is imperative that evaluators strictly adhere to the policy and guidelines contained in this manual. Lack of adherence to the manual may result in a suspension or cancellation of an evaluator's AQP Evaluator Delegation of Authority.
- 1.4.3 When conducting validations and evaluations for an air operator, the following are examples (not exhaustive) of situations that could be considered as a possible conflict of interest between the evaluator and his/her delegated authority:
 - (a) level of the evaluator's financial interest in the company;
 - (b) the evaluator's direct involvement in company ownership;
 - (c) the evaluator owning a substantial number of voting shares of the company;
 - (d) the evaluator's level of involvement with a pilot union or association;

- (e) the relationship between the evaluator and the candidate;
 - (f) the evaluator having family ties with company owners; and
 - (g) any privileges or favors which could bias the evaluator's ability to conduct his or her duties objectively.
- 1.4.4 In order to determine whether a candidate's conflict of interest is real or perceived, each candidate shall declare on their résumé (which must be attached to their application form), any conflict of interest of which they have knowledge, and shall be prepared to discuss at each annual monitor thereafter, any change to their status in this regard. Furthermore, a company shall review the status of each evaluator periodically to ensure that they are not in any conflict of interest. The results of this review shall be recorded in the evaluator's file.
- 1.4.5 Should any evaluator come into a situation that he or she feels might constitute a real conflict of interest, a full report of the circumstances shall be immediately submitted to the Issuing Authority for review.
- 1.4.6 The final authority for deciding whether there is any conflict of interest that might affect the evaluator's ability to conduct validations/evaluations in an impartial manner rests with the Issuing Authority. Interest in a company will not automatically disqualify a candidate from receiving evaluator authority. The approving authority will assess every case with consideration given to all circumstances involved.
- 1.4.7 It must be stressed that any effort by an air operator to influence or obstruct an evaluator in the course of fulfilling their obligations to the Minister will result in the forfeiture by the air operator of the privilege of employing evaluators. The validity of any validations and evaluations performed by the affected evaluator will be revoked.

CHAPTER 2 – AQP EVALUATOR DELEGATION POLICY AND AUTHORITIES

2.1 AQP EVALUATOR DELEGATION POLICY

2.1.2 The Issuing Authority may issue AQP Evaluator Delegation of Authority to qualified personnel.

2.1.2 Under the *Aeronautics Act*, evaluators are holders of a Canadian Aviation Document (CAD) by virtue of the authority delegated to them. This Delegation of Authority (Appendix B: *AQP Evaluator Letter of Authority*) is issued to the evaluator authorizing evaluator duties subject to the conditions listed therein. **Evaluators must be constantly aware that they perform their evaluation duties as delegates of the Minister in accordance with section 4.3(1) of the *Aeronautics Act*.**

2.2 TYPES OF AUTHORITIES

2.2.1 There are three different types of AQP evaluators. Each type of AQP evaluator has a specific Transport Canada authorization, called Ministerial delegation, which allows the individual to assess an AQP validation or evaluation. The three types of AQP evaluators are:

- Type E Evaluator
- Type V Evaluator
- Type O Evaluator

2.3 TYPE E EVALUATOR

2.3.1 A Type E Evaluator is a person who is authorized by the Minister to administer and conduct Line Operational Evaluations (LOE), Manoeuvres Validations (MV) First-Look Manoeuvres (FLM) and Online Evaluations (OE).

2.3.2 An experienced Type E Evaluator who has lost his or her medical category may be authorized to continue conducting validations and evaluations in simulators only. Refer to section 2.11. These individuals must maintain line currency through an alternate program that consists of a minimum of four sectors every six months, flown as an observer (in the jump seat) in the aircraft for which the AQP Evaluator Delegation of Authority is issued.

2.3.3 A Type E Evaluator is also deemed to be an Authorized Person and may endorse pilot licenses for instrument rating privileges and type ratings. These endorsements are valid for 3 months.

2.4 TYPE V EVALUATOR

2.4.1 A Type V Evaluator is a person who is authorized by the Minister to administer and conduct Manoeuvres Validations (MV) and First-Look Manoeuvres (FLM).

2.4.2 Type V Evaluators who do not hold a current medical or are not permitted to fly as line pilots with the air operator (Contract Evaluators) must maintain line currency through an alternate program which consists of a minimum of four sectors every six months, flown as an observer (in the jump seat) in the aircraft for which the AQP Evaluator Delegation of Authority is issued.

2.5 TYPE O EVALUATOR

2.5.1 A Type O Evaluator is a person authorized by the Minister to administer and conduct Online Evaluations (OE).

2.6 EVALUATOR AUTHORITIES

2.6.1 Evaluators may be authorized to conduct validations and evaluations as indicated in the following table:

Evaluation / Type of Evaluator	Type E	Type V	Type O
Line Operational Evaluation (LOE)	X		
Manoeuvres Validation (MV)	X	X	
First-Look Manœuvres (FLM)	X	X	
Online Evaluation (OE)	X		X

2.7 LIMITS OF AUTHORITY FOR EVALUATORS CONDUCTING VALIDATIONS & EVALUATIONS

2.7.1 An evaluator’s delegation of authority to act on behalf of Transport Canada does not extend beyond the authorities listed in the individual’s *AQP Evaluator Letter of Authority*.

2.7.2 The same evaluator may conduct a re-test of an unsatisfactory Manoeuvres Validation (MV) or Line Operational Evaluation (LOE) provided TC is informed. A second re-test of an unsatisfactory MV or LOE shall be conducted by a TC Inspector.

2.7.3 Subject to paragraph 2.7.5 an evaluator shall not conduct a validation or evaluation in a simulator on a candidate to whom he/she has given the majority of initial or upgrade simulator training, and/or the last training session prior to the MV or LOE.

2.7.4 In the Continuing Qualification Curriculum, an evaluator may conduct both the MV and LOE on the same candidate. Where this occurs, the next LOE should be conducted by a different evaluator, or if none is available, a TC Inspector.

2.7.5 An evaluator will not conduct a LOE on a TC Inspector unless specific authority has been granted by the RMCBA, Chief, Airline Inspection or Chief, Operational Standards.

2.8 INVALID AQP EVALUATOR DELEGATION OF AUTHORITY

2.8.1 An evaluator's privileges will be invalid when:

(a) the evaluator's license has expired or become invalid (Training and/or Evaluation Period expired);

(b) the evaluator's medical certificate has expired or become invalid;

Refer to section 2.11 for authority to conduct validations/evaluations in a simulator only.

(c) the evaluator's Instrument Rating has expired; or

(d) the validity of the Approved AQP Evaluator Recurrent Academic Training Course (including Inter-Rater Reliability or Referent Rater Reliability) has expired.

Note: The above conditions do not apply to type V Evaluators not employed by the air operator and who have held a valid ATPL.

2.8.2 In addition to the requirements specified in 2.8.1, a Type E Evaluator's privileges will be invalid when:

(a) the Type E Evaluator's LOE has not been conducted within the period required, or

(b) the validity period of the Type E Evaluator Monitor described in section 6.2 has expired.

2.8.3 In addition to the requirements specified in 2.8.1, a Type V Evaluator's privileges will be invalid when:

(a) the Type V Evaluator's LOE has not been conducted within the period required, or

(b) the validity period of the Type V Evaluator Monitor described in section 6.4 has expired.

2.8.4 In addition to the requirements specified in 2.8.1, a Type O Evaluator's privileges will be invalid when the validity period of the Type O Evaluator Monitor described in section 6.6 has expired.

2.8.5 Where an evaluator's authority becomes invalid due to an expired Approved AQP Evaluator Recurrent Academic Training Course, Evaluator Monitor or LOE, any validations and evaluations conducted by an evaluator in the period during which their authority was invalid may be considered valid by the Issuing Authority if:

(a) there is no prior history of the evaluator conducting validations and evaluations without a valid Recurrent Training Course, Monitor or LOE; or

(b) there is no prior history of any evaluator in the same company conducting validations and evaluations without a valid Recurrent Training Course, Monitor or LOE.

Note: If there are any concerns pertaining to the validations or evaluations in question, the Issuing Authority should invalidate these validations or evaluations and ensure that all requirements are met before accepting any new validations or evaluations.

2.9 ADMINISTRATIVE REVOCATION OF AN AQP EVALUATOR DELEGATION OF AUTHORITY

2.9.1 The Issuing Authority will issue a *Letter of Revocation* (Appendix F) to an evaluator where:

- (a) an air operator advises Transport Canada that the authority is no longer required; or
- (b) Transport Canada determines that an evaluator authority is no longer required.

Note: It is intended that this provision be exercised only where revocation of the evaluator authority is non-contentious.

2.10 SUSPENSION OR CANCELLATION OF THE AQP EVALUATOR DELEGATION OF AUTHORITY

2.10.1 The Issuing Authority may, pursuant to 7.1(1) of the Act, cancel an AQP evaluator's authority to conduct validations or evaluations on the basis of any of the following:

- (a) a record of conviction of an offence punishable on summary conviction under 7.3 of the *Aeronautics Act* or two or more convictions, occurring during separate unrelated events, under the *Canadian Aviation Regulations*;
- (b) evidence of malpractice or fraudulent use of the designation.

2.10.2 The Issuing Authority may, pursuant to 7.1(1) of the Act, suspend, refuse to renew, or refuse to issue an AQP evaluator's authority to conduct validations or evaluations on the basis of any of the following:

- (a) upon the written request of the AQP evaluator;
- (b) when there is no longer a need for the AQP evaluator's services;
- (c) a record of violation of the *Canadian Aviation Regulations* resulting in one or both of the following penalties:
 - (i) an administrative monetary penalty assessed in accordance with sections 7.6 to 8.2 of the *Aeronautics Act*, where there has been a violation of a designated provision; or
 - (ii) the suspension of a Canadian Aviation Document in accordance with section 6.9 of the Act, in respect of any contravention of a provision of Part 1 of the Act.
- (d) the need to investigate the circumstances following an incident or accident;
- (e) the AQP evaluator no longer complies with the conditions of issuance regarding location within a Transport Canada Region or affiliation with a Commercial company, as applicable;

- (f) failure to attend a required AQP Evaluator recurrent course;
- (g) failure to maintain an Instrument Rating except where allowed;
- (h) unacceptable performance in any phase of AQP Evaluator duties or responsibilities, including the inability to accept or carry out the supervising principal inspector's instructions;
- (i) the need for repeated direction in the proper conduct and administration of validations or evaluations;
- (j) failure to conduct validations or evaluations in accordance with the instructions, techniques and procedures set forth in the *AQP Evaluator Manual*;
- (k) for any reason the Issuing Authority considers appropriate and in the public interest.

2.10.3 When it has been alleged that any evaluator has acted in a manner specified in 2.10.2, the Issuing Authority shall, prior to making a final decision in the matter, ensure:

- (a) a comprehensive report from an Inspector who has investigated the matter has been submitted for consideration; and
- (b) the evaluator and where applicable, the air operator in question have been given a formal opportunity to respond to the allegations, either verbally or in writing.

2.10.4 If the decision of the Issuing Authority is to suspend or cancel the evaluator's authority, a notice of suspension or cancellation shall be issued to the evaluator in accordance with section 7.1(1)(b) or (c) of the *Aeronautics Act*. Evaluators are entitled to procedural safeguards, under the *Aeronautics Act*, including recourse to the Transportation Appeal Tribunal of Canada (TATC).

2.11 REINSTATEMENT OF ACCREDITATION

2.11.1 The Issuing Authority may consider the reinstatement of suspended accreditation at any time deemed appropriate where it is in the interest of need and service to the public. The criteria for initial accreditation will have to be met.

2.12 REQUEST FOR REVIEW

2.12.1 The powers to suspend, cancel, refuse to renew or refuse to issue a CAD are set out in the *Aeronautics Act*, as amended. The four distinct grounds for the powers are as follows:

- (a) to suspend or cancel for contravention of any provision in Part 1 of the Act or the regulations made under the Act [e.g. the *Canadian Aviation Regulations (CARs)*];
- (b) to suspend on the grounds that an immediate threat to aviation safety exists or is likely to occur;
- (c) to suspend, cancel, refuse to renew or refuse to issue on the grounds of:

- (i) incompetence;
 - (ii) ceasing to meet the qualifications or to fulfill the conditions of issuance of the document; or
 - (iii) public interest reasons;
 - (d) to suspend, refuse to renew or refuse to issue for failure to pay monetary penalties for which the Tribunal has issued a certificate of non-payment.
- 2.12.2 The document holder has the right to request a review of the Minister's decisions to suspend, cancel or refuse to issue or renew a CAD, by the Transportation Appeal Tribunal of Canada (TATC).

The TATC may be contacted at:

Transportation Appeal Tribunal of Canada
333 Laurier Avenue West
12th Floor, Room 1201
Ottawa, ON
K1A 0N5
Tel.: 613-990-6906
Fax: 613-990-9153

2.13 LOSS OF MEDICAL CATEGORY

- 2.13.1 Where an evaluator's medical category expires or where the Minister has suspended or refused to renew an evaluator's medical certificate, the evaluator may obtain authority to continue with evaluator duties, **in a simulator only**, provided an application form is submitted as required by paragraph 3.2.1(b).
- 2.13.2 Evaluators granted evaluation (simulator only) authority must continue to be employed by the air operator who nominated them as an evaluator.
- 2.13.3 Evaluators who do not hold a current medical category must maintain line currency through an alternate program, which consists of a minimum of four sectors every six months, flown as an observer (in the jump seat) in the aircraft to which the AQP Evaluator Authority is issued.
- 2.13.4 It should be noted that provision is made for the initial appointment of Type V Evaluators who do not hold a current medical category. These details are explained in section 12.2.
- 2.13.5 The air operator must ensure that the percentage of Type E Evaluators for each fleet who do not hold a valid medical category does not exceed of 15%.
- 2.13.6 A Type E Evaluator who does not hold a valid medical may not revise or add an aircraft type to their AQP Evaluator Delegation of Authority.

CHAPTER 3 – AQP EVALUATOR DELEGATION OF AUTHORITY APPLICATION PROCEDURES

3.1 SUBMITTING THE AQP EVALUATOR DELEGATION OF AUTHORITY APPLICATION FORM

3.1.1 The *AQP Evaluator Delegation of Authority Application* form can be found in Appendix A and shall be completed and forwarded to the appropriate Transport Canada office with the following documentation attached:

- (a) a résumé outlining:
 - (i) the candidate's background, qualifications and experience, including previous flight check or supervisory experience,
 - (ii) justification for any deviations from the qualifications and experience requirements specified in Chapter 12 of this manual, and
 - (iii) declaration of any interest in the company or other condition that could result in a conflict of interest; and
- (b) for nominees where training has been completed, a copy of the Approved AQP Evaluator Initial Training Course training record(s) or certificate(s) which show completion of both the theoretical and practical portions of an Approved AQP Evaluator Initial Training Course, including the relevant dates for each portion.

3.1.2 If the nominee has not yet attended an Approved AQP Evaluator Initial Training Course, the “proposed” box in the “Approved AQP Evaluator Initial Training Course” section of the application form shall be checked and the proposed course location and date indicated.

Note: It is in the air operator's interest to verify the acceptability of their AQP Evaluator candidates by forwarding a written request to the POI.

3.1.3 The *AQP Evaluator Delegation of Authority Application* form shall be signed by the evaluator nominee and by the following persons:

- (a) For an evaluator nominee, by the Operations Manager (Director of Flight Operations) of the air operator seeking approval for the evaluator (sponsoring Operator).
- (b) Where the evaluator nominee is the Operations Manager (Director of Flight Operations), the application form shall be signed by a senior company executive.

3.2 REVISIONS TO THE AQP EVALUATOR DELEGATION OF AUTHORITY

3.2.1 If a revision to an existing AQP Evaluator Delegation of Authority is required, the air operator shall submit the following to the Issuing Authority:

- (a) where the request is for an additional authority, an *AQP Evaluator Delegation of Authority Application* form containing only the additional information pertaining to the addition of an aircraft type or requested authority, as well as documents required as per paragraph 3.1.1, namely copies of applicable training records or certificates and an updated résumé;
- (b) where the request is for a simulator only authority due to loss of an evaluator's medical category, an *AQP Evaluator Delegation of Authority Application* form together with a declaration that the nominee remains competent to conduct validations and evaluations in a simulator; and
- (c) where the request is for removal of an authority, written notification identifying the evaluator and detailing the authorities to be removed.

Note: The application forms submitted in subparagraphs (a) and (b) shall have the "revision" box checked and the application shall be signed and submitted in the same manner as the initial application.

3.2.2 The approval process for requested revisions is specified in section 5.2.

CHAPTER 4 – TRANSPORT CANADA APPROVAL PROCEDURES

4.1 AQP EVALUATOR DELEGATION OF AUTHORITY APPLICATION FORM REVIEW

- 4.1.1 The appropriate Transport Canada office will, upon receipt of the *AQP Evaluator Delegation of Authority Application* form, confirm that the AQP Evaluator nominee:
- (a) is acceptable in terms of experience, competency and professional and personal suitability; and
 - (b) meets the qualifications and training requirements set out in Chapter 12, as applicable, or that any deviation is justified and acceptable.
- 4.1.2 Where an air operator is requesting evaluator authority, the Issuing Authority will verify the requirement for an evaluator considering:
- (a) the number and variety of aircraft operated;
 - (b) the location of the air operator's bases and accessibility;
 - (c) the type of operation; and
 - (d) the number of evaluators employed by the air operator (where applicable).
- 4.1.3 TC will also verify the air operator's safety record and performance related to training and record keeping as required by Chapter 7.
- 4.1.4 TC will contact the air operator to arrange a meeting between each type E and V evaluator nominee and a TC Inspector for an initial appointment briefing. In cases where additional authority is being requested, TC may waive this requirement based on TC's knowledge of the nominee and his/her experience level.

4.2 TC INSPECTOR BRIEFING FOR INITIAL APPOINTMENT

- 4.2.1 A TC Inspector will assess the knowledge of the AQP Evaluator nominee on the following topics:
- (a) the procedures and technique associated with conducting a validation/evaluation;
 - (b) the technique and standards used in the assessment of candidates during a validation/evaluation;
 - (c) briefing and debriefing procedures and requirements;
 - (d) completion of the AQP Grade sheets and other required forms;
 - (e) air operator's Approved AQP, including validation/evaluation strategies; and
 - (f) the contents and interpretation of the following publications as applicable to the type of validations/evaluations to be undertaken:

- (i) CARs Part I, specifically the fee schedule;
- (ii) CAR Part IV, Personnel Licensing;
- (iii) CARs 601, 602, 605, 705, and associated CARs Standards, as appropriate;
- (iv) AQP Evaluator Manual;
- (v) Authorized Persons Training Program for Type E Evaluators;
- (vi) Canada Air Pilot (CAP);
- (vii) Instrument Procedures Manual;
- (viii) Canada Flight Supplement;
- (ix) Aeronautical Information Manual (AIM);
- (x) air operator's Company Operations Manual (COM), Operating Certificate and Operations Specifications, Standard Operating Procedures (SOP) and Aircraft Operating Manuals (AOM), as applicable; and
- (xi) Commercial and Business Aviation Advisory Circulars (CBAAC).

4.3 INITIAL AQP EVALUATOR MONITOR

- 4.3.1 A TC Inspector shall monitor a Type E Evaluator nominee as they conduct a LOE in a simulator of appropriate type for which approval is sought. This shall be done for initial applicants, as well as for evaluators seeking a change in their authority, through the addition of an aircraft type.
- 4.3.2 A TC Inspector shall monitor a Type V Evaluator nominee as they conduct a MV in a simulator of appropriate type for which approval is sought. This shall be done for initial applicants, as well as for evaluators seeking a change in their authority, through the addition of an aircraft type.
- 4.3.3 A Quality Assurance Evaluator (QAE) shall monitor a Type O Evaluator nominee as the nominee conducts an Online Evaluation (OE) in the aircraft type for which approval is sought.
- 4.3.4 During the AQP evaluator monitor referred to in paragraph 4.3.1 or 4.3.2, the Type E or Type V Evaluator nominee shall demonstrate the knowledge, ability and personal suitability to act as an evaluator by conducting the evaluation or validation (LOE or MV, as applicable) on a simulator type(s) specified on the *AQP Evaluator Delegation of Authority Application* form.
- 4.3.5 Validations and evaluations conducted during an initial AQP evaluator monitor shall be on normal line crews and not on other evaluators or company training pilots.

- 4.3.6 Subject to paragraph 4.3.7, where the evaluator nominee is seeking authority for more than one type of aircraft, the nominee shall demonstrate the ability to conduct an evaluation or validation on at least one of the aircraft types for which AQP evaluator approval is requested.
- 4.3.7 The aircraft type chosen for the initial AQP evaluator monitor will be at the discretion of the Issuing Authority. If there are large differences in the characteristics of the aircraft for which AQP Evaluator Delegation of Authority is being sought, or if the Issuing Authority has any concerns pertaining to the evaluator's ability to conduct validations and evaluations on any aircraft type, a monitor may be required in each aircraft type.
- 4.3.8 Upon successful completion of the initial AQP evaluator monitor(s), the TC Inspector (for Type E or Type V Evaluators) or the Quality Assurance Evaluator (QAE) (for Type O Evaluators) will sign the appropriate flight check report and attach a copy of the *AQP Evaluator Monitor Report(s)*(Appendix D) to the *AQP Evaluator Delegation of Authority Application* form.

4.4 AQP EVALUATOR APPLICATION APPROVAL

- 4.4.1 Based on the nominee's qualifications, experience and demonstrated ability, the Inspector shall complete the recommendation block on the *AQP Evaluator Delegation of Authority Application* form.
- 4.4.2 Where the AQP Evaluator nominee is considered satisfactory, the Inspector shall indicate this by checking the "Yes" box. In addition to this, the Inspector shall also recommend that the AQP Evaluator Delegation of Authority be issued as requested.
- 4.4.3 The Issuing Authority shall then complete the approval block of the application form and where the candidate is successful, issue an *AQP Evaluator Letter of Authority* (Appendix B) in accordance with Chapter 5.

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CHAPTER 5 – AQP EVALUATOR DELEGATION OF AUTHORITY

5.1 ISSUANCE OF THE AQP EVALUATOR DELEGATION OF AUTHORITY

- 5.1.1 Once the evaluator nominee has met all applicable requirements, the Issuing Authority may issue an *AQP Evaluator Letter of Authority*, a sample of which is found in Appendix B.
- 5.1.2 The AQP Evaluator Delegation of Authority Letter will indicate the following:
- (a) the Type of AQP Evaluator approval (Type E, V, or O);
 - (b) the specific authority granted, including:
 - (i) Type E authorized to conduct LOE, MV, OE and FLM,
 - (ii) Type V authorized to conduct MV and FLM,
 - (iii) Type O authorized to conduct OE, and
 - (iv) for Type E, Authorized Person authority for issuance of type and instrument ratings;
 - (c) the conditions of issuance, including:
 - (i) the specific AQP Evaluator authority issued,
 - (ii) the applicable qualification and currency requirements as specified in the *AQP Evaluator Manual* and air operator's AQP Program Audit Database (PADB) documentation,
 - (iii) the air operator and aircraft types (maximum of three) upon which the evaluator is authorized to conduct validations/evaluations,
 - (iv) the authorities and restrictions under which AQP validations and events shall be conducted including the CARs, *AQP Evaluator Manual*, and air operator's AQP Program Audit Database (PADB) documentation;
 - (d) validity; and
 - (e) the approval and signature of the Issuing Authority.
- 5.1.3 The Issuing Authority shall then ensure that the required AQP evaluator information has been entered into NACIS and that the following have been placed in the appropriate file:
- (a) a copy of the *AQP Evaluator Delegation of Authority Application* form, including attachments as applicable;
 - (b) the AQP Evaluator course certificate or letter of course completion, including confirmation that the practical portion of the training has been completed;
 - (c) the AQP Evaluator Monitor Report; and
 - (d) the AQP Evaluator Delegation of Authority.

5.2 REVISIONS TO AN AQP EVALUATOR DELEGATION OF AUTHORITY

- 5.2.1 The Issuing Authority will determine whether the revision request submitted as required by paragraph 3.2.1 is warranted and will verify the nominee's qualifications.
- 5.2.2 When the applicant has met all requirements, a revised AQP Evaluator Delegation of Authority will be issued. The revised approval will be annotated “This approval supersedes and cancels all previous approvals for this evaluator.”
- 5.2.3 The Issuing Authority will then ensure that the necessary changes have been entered into NACIS and that the following have been placed in the appropriate file:
 - (a) a copy of the *AQP Evaluator Delegation of Authority Application* form, including attachments if applicable; and
 - (b) a copy of the new AQP Evaluator Delegation of Authority.

CHAPTER 6 – MONITORING REQUIREMENTS FOR EVALUATORS

6.1 GENERAL

- 6.1.1 Notwithstanding the policies described in this chapter, TC reserves the discretion to conduct any LOE and any MV on any individual when deemed necessary. That being said, a Type E Evaluator can conduct another evaluator's LOE. Where possible, TC recommends that QAEs conduct the LOEs of supervisory or management pilots as well as Type E Evaluators, as a means to enhance quality assurance of the program.
- 6.1.2 Where an evaluator is authorized to conduct validations and evaluations on more than one aircraft type, the aircraft type on which the LOE referred to in paragraph 6.1.1 is conducted shall be at the discretion of the evaluator conducting the LOE. If there are large differences in the characteristics of the aircraft types for which AQP Evaluator Delegation of Authority is held, or if the evaluator conducting the LOE has any concerns pertaining to the evaluator's ability to operate an aircraft type, a LOE may be required on each aircraft type.

6.2 TYPE E EVALUATOR RECURRENT MONITOR REQUIREMENTS

- 6.2.1 Subject to paragraph 6.2.5, TC Inspectors shall conduct an annual monitor on Type E Evaluators conducting a LOE. This monitor will be valid until the first day of the thirteenth month following the month in which the monitor was completed.
- 6.2.2 Where a Type E Evaluator monitor is renewed within the last 90 days of its validity period, its validity period is extended by 12 months.
- 6.2.3 The Issuing Authority may extend the validity period of a Type E Evaluator monitor by up to 60 days.
- 6.2.4 Where the validity period of a Type E Evaluator monitor has been extended pursuant to paragraph 6.2.3 and the Type E Evaluator monitor is renewed after the initial expiry date, its validity is extended by 12 months calculated from the date the monitor was conducted.
- 6.2.5 Where a Type E Evaluator is authorized to conduct validations and evaluations on more than one aircraft type, the aircraft type on which the monitor required by paragraph 6.2.1 is conducted shall be at the discretion of the Issuing Authority. If there are significant differences in the characteristics of the aircraft types for which AQP Evaluator authority is held, or if the Issuing Authority has any concerns pertaining to the evaluator's ability to conduct validations and evaluations on any aircraft type, a recurrent AQP evaluator monitor may be required on each aircraft type.

6.3 TYPE E EVALUATOR MONITOR PROCEDURES

- 6.3.1 The TC Inspector and Type E Evaluator shall meet prior to the LOE to establish the sequence of procedures to be demonstrated and to delineate the extent of the TC Inspector's input.
- 6.3.2 During an AQP evaluator monitor, the TC Inspector shall ensure that:
- (a) the evaluator's report and the data collected is complete, accurate and in accordance with the air operator's approved AQP;
 - (b) where applicable, the evaluator's administrative procedures for the issuance of a type and/or instrument rating are in conformance with requirements specified in the *Authorized Persons Training Program for AQP Evaluators*;
 - (c) the evaluator covers the required event sets as per the script;
 - (d) the evaluation is conducted in a manner that is fair and in conformance with the standards and procedures described in this manual and in accordance with the air operator's Approved AQP; and
 - (e) the evaluator is acting within the limits of his/her authority and the air operator's approved AQP.
- Note: Requirements of this paragraph are also checked during inspections and audits.*
- 6.3.3 On completion of the simulator portion of the LOE, the TC Inspector and Type E Evaluator shall meet privately to reach agreement on the results of the Evaluation and the items to be covered in the debriefing. Where a disagreement exists between the assessments of the TC Inspector and Type E Evaluator, the TC Inspector's assessment shall take precedence and shall be used in the debriefing.
- 6.3.4 After each AQP evaluator monitor, TC Inspectors shall complete an *AQP Evaluator Monitor Report*. A copy of this form can be found in Appendix D.
- 6.3.5 TC Inspectors shall ensure that a copy of the *AQP Evaluator Monitor Report* is provided to the air operator and a copy placed on the evaluator's TC regional file.
- 6.3.6 The Issuing Authority will ensure that the evaluator's electronic files located within NACIS are updated with the latest *AQP Evaluator Monitor Report* date.
- 6.3.7 During recurrent AQP evaluator monitors, the TC Inspector may also review the air operator's utilization of evaluators.
- 6.3.8 Where a Type E Evaluator fails to demonstrate the required level of competency during the monitor, the evaluator's monitor shall be deemed to have lapsed. Type E Evaluator privileges will be suspended until remedial training, as determined by the Issuing Authority, is completed and a subsequent monitor successfully passed.

6.4 TYPE V EVALUATOR RECURRENT MONITOR REQUIREMENTS

- 6.4.1 Subject to paragraph 6.4.5, TC inspectors shall conduct an annual monitor on Type V Evaluators conducting a MV. This monitor will be valid until the first day of the thirteenth month following the month in which the monitor was completed.
- 6.4.2 Where a Type V Evaluator monitor is renewed within the last 90 days of its validity period, its validity period is extended by 12 months.
- 6.4.3 The Issuing Authority may extend the validity period of a Type V Evaluator monitor by up to 60 days.
- 6.4.4 Where the validity period of a Type V Evaluator monitor has been extended pursuant to paragraph 6.4.3 and the Type V Evaluator monitor is renewed after the initial expiry date, its validity is extended by 12 months calculated from the date the monitor was conducted.
- 6.4.5 Where a Type V Evaluator is authorized to conduct validations on more than one aircraft type, the aircraft type on which the monitor required by paragraph 6.4.1 is conducted shall be at the discretion of the Issuing Authority. If there are significant differences in the characteristics of the aircraft types for which AQP Evaluator Delegation of Authority is held, or if the Issuing Authority has any concerns pertaining to the evaluator's ability to conduct validations on any aircraft type, a recurrent AQP evaluator monitor may be required on each aircraft type.

6.5 TYPE V EVALUATOR MONITOR PROCEDURES

- 6.5.1 The TC inspector and Type V Evaluator shall meet prior to the MV to establish the sequence of procedures to be demonstrated and to delineate the extent of the inspector's input.
- 6.5.2 During an AQP evaluator monitor, the TC inspector shall ensure that:
 - (a) the evaluator's report and the data collected is complete, accurate and meaningful;
 - (b) the evaluator covers the required manoeuvres and sequences as per the appropriate script;
 - (c) the validation is conducted in a manner that is fair and in conformance with the standards and procedures described in this manual and in Company SOPs; and
 - (d) the evaluator is acting within the limits of his/her authority.

Note: Requirements of this paragraph are also checked during inspections and audits.

- 6.5.3 Upon completion of the simulator portion of the MV, the TC inspector and Type V Evaluator shall meet privately to reach agreement on the results of the validation and the items to be covered in the debriefing. Where a disagreement exists between the assessments of the TC inspector and Type V Evaluator, the TC inspector's assessment shall take precedence and be used in the debriefing.

- 6.5.4 After each AQP evaluator monitor, the TC inspector shall complete an *AQP Evaluator Monitor Report*. A copy of this form can be found in Appendix D.
- 6.5.5 The TC inspector shall ensure that a copy of the *AQP Evaluator Monitor Report* is provided to the air operator and a copy sent to Transport Canada to be placed on the evaluator's TC regional file.
- 6.5.6 The Issuing Authority will ensure that the evaluator's electronic files located within NACIS are updated with the latest *AQP Evaluator Monitor Report* date.
- 6.5.7 Where a Type V Evaluator fails to demonstrate the required level of competency during the monitor, the evaluator's monitor shall be deemed to have lapsed. The air operator must advise Transport Canada of the failure and the intended remedial training. Type V Evaluator privileges cannot be exercised until remedial training has been completed and a subsequent monitor by a Transport Canada Inspector is successfully passed.

6.6 TYPE O EVALUATOR RECURRENT MONITOR REQUIREMENTS

- 6.6.1 Subject to paragraph 6.6.5, Quality Assurance Evaluators (QAEs) shall conduct a biennial monitor on Type O Evaluators conducting an OE. This monitor will be valid until the first day of the twenty-fifth month following the month in which the monitor was completed.
Note: The QAE who performs the duties described in 6.6.1 must hold a valid Type E or Type O AQP Evaluator Delegation of Authority
- 6.6.2 Where a Type O Evaluator monitor is renewed within the last 90 days of its validity period, its validity period is extended by 12 months.
- 6.6.3 The Issuing Authority may extend the validity period of a Type O Evaluator monitor by up to 60 days.
- 6.6.4 Where the validity period of a Type O Evaluator monitor has been extended pursuant to paragraph 6.6.3 and the Type O Evaluator monitor is renewed after the initial expiry date, its validity is extended by 12 months calculated from the date the monitor was conducted.
- 6.6.5 Where a Type O Evaluator is authorized to conduct evaluations on more than one aircraft type, the aircraft type on which the monitor required by paragraph 6.6.1 is conducted shall be at the discretion of the Issuing Authority. If there are significant differences in the characteristics of the aircraft types for which AQP Evaluator Delegation of Authority is held, or if the Issuing Authority has any concerns pertaining to the evaluator's ability to conduct evaluations on any aircraft type, a recurrent AQP evaluator monitor may be required on each aircraft type.

6.7 TYPE O EVALUATOR MONITOR PROCEDURES

- 6.7.1 The QAE and Type O Evaluator shall meet prior to the OE to establish the sequence of procedures to be demonstrated and to delineate the extent of the QAE's input.

- 6.7.2 During an AQP evaluator monitor, the QAE shall ensure that:
- (a) the evaluator's report and the data collected is complete, accurate and meaningful;
 - (b) the evaluator covers the required assessment items as per the appropriate OE strategy;
 - (c) the evaluation is conducted in a manner that is fair and in conformance with the standards and procedures described in this manual and in Company SOPs; and
 - (d) the evaluator is acting within the limits of his/her authority.

Note: Requirements of this paragraph are also checked during inspections and audits.

- 6.7.3 Upon completion of the flight portion of the OE, the QAE and Type O Evaluator shall meet privately to reach agreement on the results of the evaluation and the items to be covered in the debriefing. Where a disagreement exists between the assessments of the QAE and Type O Evaluator, the QAE's assessment shall take precedence and be used in the debriefing.
- 6.7.4 After each AQP evaluator monitor, the QAE shall complete the appropriate monitor report form used by the air operator.
- 6.7.5 The QAE shall ensure that a copy of that report is provided to the air operator and a copy sent to Transport Canada to be placed on the evaluator's TC regional file.
- 6.7.6 The Issuing Authority will ensure that the evaluator's electronic files located within NACIS are updated with the latest report date.
- 6.7.7 Where a Type O Evaluator fails to demonstrate the required level of competency during the monitor, the evaluator's monitor shall be deemed to have lapsed. The air operator must advise Transport Canada of the failure and the intended remedial training. Type O Evaluator privileges will be suspended until remedial training has been completed and a subsequent monitor by a QAE or Transport Canada Inspector is successfully passed.

6.8 APPROVED AQP EVALUATOR RECURRENT TRAINING PROGRAM

- 6.8.1 All AQP Evaluators are required to attend an Approved Annual AQP Evaluator Recurrent Academic Training Course as outlined in the air operator's Evaluator Curriculum. This academic training program will include training on the use of Inter Rater Reliability (IRR) or Referent Rater Reliability (RRR).
- 6.8.2 The Approved Annual AQP Evaluator Recurrent Academic Training Course will be valid until the first day of the thirteenth month following the month in which the course was completed.

- 6.8.3 When the Approved Annual AQP Evaluator Recurrent Academic Training Course is renewed within the last 90 days of its validity period, its validity period is extended by 12 months.
- 6.8.4 The Issuing Authority may extend the validity period of the Approved Annual AQP Evaluator Recurrent Academic Training Course by up to 60 days.
- 6.8.5 Where the validity period of the Approved Annual AQP Evaluator Recurrent Academic Training Course has been extended pursuant to paragraph 6.8.4 and the course was completed after the initial expiry date, its validity is extended by 12 months calculated from the date that the course was conducted.
- 6.8.6 Type E Evaluators are required to complete training annually on the duties and responsibilities of an “Authorized Person”. The Authorized Persons training will be valid until the first day of the thirteenth month following the month in which the training was completed.
- 6.8.7 A list of candidates attending the academic training program shall be forwarded to the air operator’s POI for tracking purposes (entry into NACIS).

TABLE 6-1: CONTINUING QUALIFICATION OF EVALUATORS

Type E Evaluator	<ul style="list-style-type: none"> • TC Inspectors shall conduct an annual monitor on Type E Evaluators conducting a LOE. • Annual AQP Evaluator Recurrent Academic Training Course including Inter Rater Reliability (IRR) or Referent Rater Reliability (RRR).
Type V Evaluator	<ul style="list-style-type: none"> • TC Inspectors shall conduct annual monitors on Type V Evaluators conducting a MV. • Annual AQP Evaluator Recurrent Academic Training Course including Inter Rater Reliability (IRR) or Referent Rater Reliability (RRR).
Type O Evaluator	<ul style="list-style-type: none"> • Quality Assurance Evaluators (QAEs) shall conduct a biennial monitor on Type O Evaluators conducting an OE. • Annual AQP Evaluator Recurrent Academic Training Course including Inter Rater Reliability (IRR) or Referent Rater Reliability (RRR).

CHAPTER 7 – OPERATOR RESPONSIBILITIES

7.1 OPERATOR'S RECORDS

- 7.1.1 It is the air operator's responsibility to ensure an evaluator's authority is valid before scheduling them to conduct an evaluation. To aid in this responsibility, an air operator shall maintain records to show:
- (a) the last date that each evaluator attended an Approved AQP Evaluator Recurrent Academic Training Course and when their next Recurrent Training Course is due;
 - (b) the last date that each Type E or Type V Evaluator had his or her LOE, and Instrument Rating if applicable, renewed;
 - (c) the last date that an evaluator had their AQP evaluator monitor and when their next AQP evaluator monitor is due; and
 - (d) a list of the validations and evaluations conducted by the evaluator.
- 7.1.2 All evaluator records are to be maintained for at least three years and shall be made readily available to TC for inspection and auditing purposes.

7.2 OPERATOR'S NOTIFICATION RESPONSIBILITIES

- 7.2.1 An air operator shall advise Transport Canada when an evaluator is no longer employed by the company or will not be required to perform validation and/or evaluation duties during the coming 24 months.
- 7.2.2 It is the air operator's responsibility to submit to the Transport Canada office concerned, a monthly schedule of proposed validations and evaluations to be conducted by all evaluators. The list should be submitted to arrive at least seven days prior to the first scheduled validation or evaluation. Unless another method is approved, the air operator shall use the *Monthly Schedule of Validations and Evaluations* form in Appendix C.
- 7.2.3 Where an evaluator's AQP evaluator monitor becomes due during the period covered by the monthly schedule, it should be so noted by the air operator on the form submitted and an advance booking confirmed with a Transport Canada office. If the air operator anticipates a delay or problem in arranging the AQP evaluator monitor prior to the expiry date, contact should be made at once by telephone with the Transport Canada office concerned to make alternate arrangements.
- 7.2.4 When required by section 13.1, the original of all *Flight Test Report Pilot Proficiency Check*, form 26-0249 (Appendix E) shall be submitted to the Issuing Authority as soon as practicable after the evaluations have been completed.

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CHAPTER 8 – VALIDATIONS AND EVALUATIONS

8.1 GENERAL

- 8.1.1 AQP validation/evaluation methodologies must meet or exceed the practical test requirements of Part IV and Part VII of the CARs. Air operators must provide a regulatory comparison to demonstrate that their AQP validations and evaluations meet or exceed the regulatory requirements of Pilot Proficiency Checks as well as Instrument and Type Rating Test Standards.
- 8.1.2 In traditional training programs, the candidate's performance is not measured until the final check ride. In contrast, AQP features validation points in each phase of training. Assessments are made continuously, from ground school through Flight Training Device (FTD), Fixed Base Simulator (FBS), Full Flight Simulator (FFS) and Initial Operating Experience (IOE). These assessments are used to ensure the candidate's satisfactory progress in each phase of training.
- 8.1.3 AQP uses both 'validations' and 'evaluations' to assess that the Proficiency Objectives of the training module have been met and the candidate is ready to proceed to the next level of training or line operations.
- 8.1.4 Validations and evaluations also serve to validate the effectiveness of the air operator's training program, policies and established procedures. They provide air operators with valuable data that is used for the continual improvement of the training program and to improve the safety of ground and flight operations.

8.2 VALIDATIONS

- 8.2.1 A 'validation' is a determination that training has produced the required results as identified in the Qualification Standards. A validation is a confirmation that the individual has met the Performance Objectives of the training segment.
- 8.2.2 In AQP there are 4 types of validations:
- System Knowledge Validation (SKV)
 - Procedures Validation (PV)
 - Manoeuvres Validations (MV)
 - First-Look Manoeuvres (FLM)

8.3 SYSTEMS KNOWLEDGE VALIDATION (SKV)

- 8.3.1 The System Knowledge Validation (SKV) is an assessment of an individual's technical knowledge with respect to aircraft systems. The intent of the SKV is to ensure an individual's systems knowledge is at an appropriate level before progressing into the next training phase. SKV may be accomplished via a written, electronic or oral exam and can be conducted in an open- or closed-book fashion, based on the operator's validation methodology.
- 8.3.2 The SKV is a determination of the individual candidate's systems knowledge. Each candidate must successfully pass the SKV on his/her own merit - without the assistance of any other individual. During the SKV, candidates are not permitted to work together or assist each other in any manner.
- 8.3.3 In cases where the SKV is conducted open-book style, candidates may be provided with appropriate reference materials. Suitable references include the appropriate Aircraft Flight Manual (AFM), Aircraft Operating Manual (AOM), Flight Crew Operating Manual (FCOM) and Quick Reference Handbook (QRH). Access to diagram or mock-up of the flight deck is also permissible. As a general guide as to what is appropriate, the candidates should have access to whatever references or materials to which they would normally have access during the performance of their flight deck duties.
- 8.3.4 The air operator will establish a minimum pass mark for the SKV. All incorrect answers must be corrected to 100 percent. An overall score that is less than the minimum pass mark will require retraining and another complete test. Providing the minimum pass mark was attained, a failure of an individual test module or sub-section requires retraining and retesting of that specific module or sub-section only. Consideration should be given to establishing a maximum number of modules or sub-sections that if failed constitute an overall failure of the validation.
- 8.3.5 Any AQP evaluator or instructor may conduct a SKV. TC delegation of authority is not required to conduct this type of validation.

8.4 PROCEDURES VALIDATION (PV)

- 8.4.1 A Procedures Validation (PV) is an assessment of a candidate's ability to integrate system knowledge and procedural knowledge. This validation addresses the candidate's ability to assimilate systems and procedural knowledge into the appropriate execution of procedures. A PV can take place in a System Trainer, Flight Training Device (FTD) or a Full Flight Simulator (FFS). The purpose of the PV is to confirm that a candidate's systems knowledge as well as procedural knowledge and skills are at an appropriate level. This must be ascertained before the candidate progresses into the Full Flight Simulator training phase. Additional training can occur during a PV. Success is accomplished when the individual is trained to proficiency.
- 8.4.2 Any AQP instructor or evaluator may conduct a PV. TC delegation of authority is not required to conduct this type of validation.

8.5 MANOEUVRES VALIDATION (MV)

8.5.1 A Manoeuvres Validation (MV) addresses the candidate's proficiency in the execution of manoeuvres. It must take place in a Level C or higher Full Flight Simulator (FFS).

8.5.2 In order to differentiate between the MV conducted in a Qualification Curriculum (QC) and a Continuing Qualification Curriculum (CQC), the following terms have been established:

- Manoeuvres Proficiency Validation (MPV) for the Qualification Curriculum
- Manoeuvres Training and Validation (MTV) for the Continuing Qualification Curriculum.

The essential difference between the MPV for Qualification Curriculum and the MTV for Continuing Qualification Curriculum is the manner in which repeats of unsuccessful exercises are addressed.

8.5.3 The MV must be conducted by a Type "V" or Type "E" Evaluator.

8.5.4 The MV forms part of the licensing requirements to renew an Instrument Rating. However, a candidate's Instrument Rating cannot be suspended as a result of an unsuccessful MV. No licensing action will result from an unsuccessful MV.

8.6 MANOEUVRES PROFICIENCY VALIDATION (MPV)

8.6.1 A Manoeuvres Proficiency Validation (MPV) is only applicable to the Qualification Curriculum (QC). The MPV in a QC addresses the candidate's proficiency as Pilot Flying (PF) in the execution of manoeuvres. Candidates must also be assessed while performing Pilot Not Flying (PNF) duties.

8.6.2 A written recommendation from the last Manoeuvres Training FFS instructor is required for admission to the MPV. The instructor who recommends the candidate cannot conduct his/her MPV.

8.6.3 An air operator may elect to have a brief warm-up period prior to the commencement of the MPV. Once this warm-up period is complete, the evaluator will advise the candidates and the MPV will begin. The time used for warm-up will be included in determining the total duration of the session. The significance of this time constraint is discussed in 8.6.4.

8.6.4 During a MPV candidates are allowed two (2) repeats of any one manoeuvre or one repeat of any two (2) manoeuvres. A debriefing of why the manoeuvre(s) was unsatisfactory is permitted. However, the repeats must occur with no training, practice, or coaching. If the candidate fails to demonstrate proficiency within the allowed repeat criteria and/or within the time constraints of the simulator session, an Additional Training Opportunity (ATO) is required. After the additional training, the candidate will be re-scheduled for a remedial MPV. During the remedial MPV the candidate will need to repeat only the manoeuvres that were unsatisfactory during the initial MPV.

8.6.5 A MPV shall be conducted according to the following protocol:

- (a) Prior to the conduct of a MPV, the evaluator shall verify the validity of the candidates' training records (including a recommendation from the last Manoeuvres Training FFS instructor), pilot license and medical;
- (b) The evaluator shall conduct a briefing in accordance with the procedures and protocols established in the air operator's AQP and PADB documentation, as applicable;
- (c) After the pre-MPV warm-up session (if applicable) is completed, the evaluator will announce to the crew that the MPV is now underway;
- (d) Following the announcement that the MPV has commenced, the first attempt on any manoeuvre will be considered a validation;
- (e) PNF duties will be validated in conjunction with PF duties;
- (f) Once a manoeuvre has been successfully completed it will count as a successful validation;
- (g) An individual manoeuvre graded as unsatisfactory may be repeated during the MPV. Two (2) repeats of any one manoeuvre or one repeat of any two (2) manoeuvres are allowed for each candidate;

Note: Crew-initiated repeats of manoeuvres deemed unsatisfactory by the evaluator will also be counted towards the maximum number of allowable repeats.

- (h) Each repeat shall be conducted immediately or at the earliest practical opportunity after the unsatisfactory manoeuvre was demonstrated;
- (i) For an unsatisfactory manoeuvre, the evaluator may debrief the candidate(s) as to why the manoeuvre was unsatisfactory. However, any subsequent repeats must occur without training, practice, or coaching;
- (j) Following the MPV, the evaluator shall conduct a de-briefing in accordance with the procedures and protocols established in the air operator's AQP and PADB documentation, as applicable;
- (k) If a candidate's MPV is unsuccessful, an Additional Training Opportunity (ATO) will be provided;
- (l) Upon completion of the ATO, with the recommendation of a Manoeuvres Training FFS Instructor, the candidate can be re-scheduled for a remedial MPV. During the remedial MPV, the candidate is required to demonstrate only the manoeuvres which were unsatisfactory during the initial MPV;
- (m) A remedial MPV is conducted in the same manner as a normal MPV;
- (n) If there is simulator time remaining after the completion of a MPV, this time may be used to provide additional training, if required.

8.7 MANOEUVRES TRAINING AND VALIDATION (MTV)

- 8.7.1 A Manoeuvres Training and Validation (MTV) is only applicable to the Continuing Qualification Curriculum (CQC). A MTV allows the assessment and ensures attainment of technical proficiency prior to the candidate's evaluation in a Line Operational Evaluation (LOE).
- 8.7.2 A MTV in a CQC addresses the candidate's proficiency as Pilot Flying (PF) in the execution of manoeuvres. Candidates must also be assessed while performing Pilot Not Flying (PNF) duties.
- 8.7.3 An air operator may elect to include a brief warm-up period prior to the commencement of the MTV. Once this warm-up period is complete, the evaluator will advise the candidates and the MTV assessment will begin. The time used for warm-up will be included in determining the total duration of the session.
- 8.7.4 During a MTV candidates are allowed to repeat any manoeuvres. The only limit to the number of repeats is the time available in the simulator. If the candidate fails to demonstrate proficiency within the time constraints of the simulator session, an ATO is required. After the additional training, the candidate will be re-scheduled for a remedial MTV. During the remedial MTV the candidate will need to repeat only the manoeuvres that were previously unsatisfactory during the initial MTV.
- 8.7.5 A MTV shall be conducted according to the following protocol:
- (a) Prior to the conduct of a MTV, the evaluator shall verify the validity of the candidate's pilot license and medical certificate;
 - (b) The evaluator shall conduct a briefing in accordance with the procedures and protocols established in the air operator's AQP and PADB documentation, as applicable;
 - (c) After the pre-MTV warm-up session (if applicable) is completed, the evaluator will announce to the crew that the MTV is now underway;
 - (d) Following the announcement that the MTV has commenced, the first attempt on any manoeuvre will be considered a validation;
 - (e) Following the initial validation attempt, training can occur on any manoeuvre. However, when the manoeuvre is re-assessed, for the purpose of the validation, the candidate must perform the manoeuvre without any coaching or prompting;
 - (f) PNF duties will be validated in conjunction with PF duties;
 - (g) Once a manoeuvre has been completed successfully it will count as a successful validation;
 - (h) Individual manoeuvres considered **unsatisfactory** must be trained and validated to proficiency. The only constraint on the number of repeats is the availability of simulator time;

- (i) Training and re-validation of a manoeuvre shall be conducted immediately or at the earliest practical opportunity after the manoeuvre was demonstrated as being unsatisfactory;
- (j) Once the training has been completed, the previously unsatisfactory task must be re-validated. For a satisfactory assessment to be made during the repeat, the candidate must perform the task without prompting or coaching. Once proficiency is established on the unsatisfactory manoeuvre, it is considered to be successfully validated;
- (k) Following the MTV, the evaluator shall conduct a de-briefing in accordance with the procedures and protocols established in the air operator's AQP and PADB documentation, as applicable;
- (l) If training to proficiency cannot be established on any required manoeuvres within the time constraints of the simulator session, an ATO shall be provided;
- (m) After the ATO, the candidate can be re-scheduled for a remedial MTV. During the remedial MTV the candidate need repeat only the manoeuvres that were unsatisfactory during the initial MTV;
- (n) A remedial MTV is conducted in the same manner as a regular MTV;
- (o) Depending on the number of manoeuvres to be repeated, an ATO and a remedial MTV may be combined in a single simulator session. This is permitted because training is allowed in a MTV;
- (p) If there is simulator time remaining after the completion of a MTV, this time may be used to provide additional training, if required.

8.8 FIRST-LOOK MANOEUVRES (FLM)

8.8.1 Given adequate data analysis and justification, AQP may allow for extended training and evaluation cycles. In order to modify training and evaluation intervals, the air operator must have previously implemented First-Look Manoeuvres and collected sufficient data through one full Continuing Qualification Cycle in order to establish a base line by which to measure the effect of increased intervals. First-Look Manoeuvres (FLM) are comprised of tasks, procedures or manoeuvres that are identified as likely to be sensitive to loss of proficiency due to infrequent practice.

8.8.2 FLM is conducted by an AQP qualified instructor or a Type E or Type V Evaluator in a Level C or higher FFS. During FLM, instructors and evaluators must employ the same measurement methodology and rating criteria as used in Manoeuvres Validations (MV). FLM grades are analyzed by the air operator to detect trends of degraded proficiency.

Note: Air operators must have a system to ensure that instructors conducting FLM are qualified to perform this function in accordance with their approved AQP.

- 8.8.3 If a candidate successfully performs specific manoeuvres during FLM, those manoeuvres, if included in the associated MV, do not need to be assessed a second time during the MV.

8.9 EVALUATIONS

- 8.9.1 An Evaluation is an appraisal of an individual to ascertain whether the standards required for a specified level of proficiency have been successfully demonstrated. Interrupting the evaluation session for training is not permitted.
- 8.9.2 In AQP there are 2 types of evaluations:
- Line Operational Evaluation (LOE)
 - Online Evaluation (OE)

8.10 LINE OPERATIONAL EVALUATION (LOE)

- 8.10.1 The LOE is the primary mode of proficiency evaluation. The LOE is conducted in a level C or higher FFS as approved by Transport Canada. The purpose, administration, and remediation strategy for the Qualification Curriculum (QC) LOE is the same as for a Continuing Qualification Curriculum (CQC) LOE. A LOE cannot be equated to a Pilot Proficiency Check (PPC), but completion of an AQP training syllabus and all validations and evaluations is confirmation that a candidate has met or exceeded the regulatory requirements of a traditional PPC. Successful completion of a MV and LOE is confirmation that the candidate has met all of the requirements for the issuance or renewal of an Instrument Rating and issuance of a Type Rating (if applicable).
- 8.10.2 A LOE can be conducted only by a Type “E” Evaluator.
- 8.10.3 A LOE must be completed within 30 days of the MV (MPV or MTV).
- 8.10.4 The LOE addresses the individual’s ability to demonstrate technical and CRM skills appropriate to fulfilling job requirements in a full mission scenario environment. The intent of a LOE is to evaluate and verify that an individual’s job knowledge, technical skills, and CRM skills are commensurate with AQP qualification standards. For the Qualification Curriculum (QC), the LOE is also used to verify that the individual is qualified to begin the Initial Operating Experience (IOE) portion of the Qualification Course.
- 8.10.5 LOEs are graded at the event set level. A LOE consists of a minimum of 8 event sets. During the LOE, an individual event set graded as unsatisfactory may be repeated. Two repeats are allowed for each candidate. No single event set can be repeated more than once. A debriefing of why the event set was unsatisfactory is allowed, but the repeat must occur with no training, practice, or coaching.

Note: Crew-initiated repeats of manoeuvres or procedures which resulted in an unsatisfactory event set assessment by the evaluator will also be counted towards the maximum number of allowable repeats.

- 8.10.6 If any repeated event set is still unsatisfactory, remedial training and another complete LOE is required. Regardless of the number of unsatisfactory event sets, unsafe individual or crew performance that would result in significant damage, hull loss or loss of life (e.g., crash) during a LOE constitutes a failure of the LOE. An unsatisfactory LOE will require an ATO and a remedial LOE.
- 8.10.7 The LOE is considered a jeopardy event and a failure is reported to TC. In the event of a failure, the entire copy of the candidate's LOE report is faxed to Transport Canada for licensing action (i.e. suspension).
- 8.10.8 A LOE failure will also result in the individual candidates being placed into Special Tracking for at least one training period. While in Special Tracking, candidates are required to undergo another MV/LOE – instead of an MT/LOFT - during their next assessment.
- 8.10.9 A LOE shall be conducted according to the following protocol:
- (a) Prior to the conduct of a LOE, the evaluator shall verify the validity of the candidate's pilot license and medical certificate;
 - (b) The evaluator shall conduct a briefing in accordance with the procedures and protocols established in the air operator's AQP and PADB documentation, as applicable;
 - (c) A LOE is normally comprised of 8 to 11 (with a minimum of 8) event sets and usually starts at the flight planning/dispatch stage and ends at the gate after the parking checklist is completed;
 - (d) Both technical and CRM topics are evaluated during each event set;
 - (e) PNF duties will be validated in conjunction with PF duties;
 - (f) An event set is considered satisfactory when the appropriate minimum standard has been demonstrated;
 - (g) Individual event sets graded as unsatisfactory may be repeated during the LOE. Two repeats are allowed for each candidate. No single event set can be repeated more than once;
 - (h) For an unsatisfactory event set, the evaluator can inform the candidate(s) as to which event set was unsatisfactory. However, any subsequent repeats must occur without training, practice, or coaching;
 - (i) Event Set repeats must be conducted using the same evaluation media during which the initial event set was performed unsatisfactorily in one of two different ways (as appropriate to the situation):
 - i) it is repeated naturally within the flow of the script; or
 - ii) it is repeated at the conclusion of the LOE;

Note: Repeats, whether initiated by the crew or the evaluator, should not be conducted in a manner that will disrupt the normal flow of the LOE script.

- (j) Upon completion of the LOE, including repeats, the evaluator shall conduct a de-briefing in accordance with the procedures and protocols established in the air operator's AQP and PADB documentation, as applicable;
- (k) If a candidate's LOE is unsuccessful, licensing action as appropriate is taken and Transport Canada is notified within two business days. An Additional Training Opportunity (ATO) will be provided;
- (l) After the ATO, the individual is re-scheduled for a complete remedial LOE;
- (m) A remedial LOE is conducted in the same manner as a regular LOE.

8.11 ONLINE EVALUATION (OE)

- 8.11.1 An Online Evaluation (OE) replaces and is conducted in the same manner as a traditional Line Check. The primary difference is the additional requirement to collect data and complete grade sheets as required under AQP. Flight crewmembers receiving this evaluation are assessed for their proficiency in their respective duty position. Successful completion of the OE verifies that the individual is adequately trained and is capable of performing his/her duties and responsibilities.
- 8.11.2 An OE is an Evaluation conducted during normal flight operations (i.e., during a revenue flight).
- 8.11.3 An OE must be conducted by a Type 'O' or Type 'E' Evaluator.
- 8.11.4 While OEs provide an opportunity to evaluate flight crew under normal line operations, they also provide an opportunity to evaluate the effectiveness of company policies and procedures that impact line operations (ex. operational control, refueling and de-icing, air traffic control, etc.).
- 8.11.5 OE data is a valuable tool for determining weaknesses or deficiencies in company policies and procedures and can provide a valuable feedback mechanism for evaluating the efficiency and effectiveness of adjustments to company operations.
- 8.11.6 During an OE the candidate must be individually evaluated as to:
 - Proficiency in the particular aircraft, crew position, and type of operation (technical); and
 - Skill and ability to operate effectively as part of a crew (CRM).
- 8.11.7 During an OE, when an evaluator decides that a particular sequence or event was unacceptable (i.e., "unsatisfactory" rating), the OE may be continued at the evaluator's discretion until all planned legs have been completed. If, in the evaluator's opinion flight safety could be jeopardized by allowing the OE to continue, or the pilot(s) will definitely require further training to meet the standard, then it shall be terminated as soon as practicable. If the Type O Evaluator is a company qualified IOETC and occupies a flight crewmember seat, the remaining portion of the scheduled flight(s) may be conducted as IOE or an ATO at the discretion of the evaluator.

- 8.11.8 If any task is unsatisfactory, the task must be assessed again. The unsatisfactory item can either be re-assessed by repeating the task during the original OE or during a subsequent OE, if required.
- 8.11.9 Repeats during an OE must occur with no training, practice, or coaching. However, a debriefing as to why a task was unsatisfactory is permitted.
- 8.11.10 The decision to repeat an item during an OE will be at the discretion of the evaluator. Consideration will be given to the nature of the deficiency, the cause of the unsatisfactory performance, the individual's overall performance and abilities to continue, whether additional opportunities will be presented during the course of the OE and any possible jeopardy to the safety of flight. A repeat is not permitted if it is the evaluator's opinion that flight safety could be jeopardized by allowing the candidate to repeat the task.
- 8.11.11 For a satisfactory assessment to be made during the repeat, the candidate must be able to perform the task successfully without prompting or coaching. However, normal crew CRM regarding a sequence is allowed.
- 8.11.12 If a pilot receives an unsatisfactory overall performance rating on an OE, the pilot must be removed from continued line operations until training or appropriate remediation has been accomplished successfully, and a subsequent OE has been completed satisfactorily. The evaluator will recommend the type of training or remediation to be administered.
- 8.11.13 If a pilot receives an unsatisfactory overall performance rating on an OE, the pilot cannot progress to line operations until the approved remediation (additional training as required) and a successful OE have been completed successfully.

CHAPTER 9 – CONDUCT OF VALIDATIONS AND EVALUATIONS

9.1 GENERAL

- 9.1.1 During a validation or evaluation, except as provided in 9.1.3, evaluators shall refrain from teaching or briefing the candidate on the correct completion of an exercise or from taking any action that will prompt the candidate to take a specific action.
- 9.1.2 During MPVs, LOEs and OEs repeats are possible. A debriefing of why the manoeuvre(s) was unsatisfactory is permitted. However, the repeats must occur with no training, practice, or coaching.
- 9.1.3 During MTVs repeats are possible, and training is permitted. Once the training has been completed the candidate must be advised that a validation/evaluation assessment will be made. During the validation/evaluation assessment evaluators shall refrain from teaching or briefing the candidate on the correct completion of an exercise or from taking any action that will prompt the candidate to take a specific action.
- 9.1.4 When acting as ATC for the purposes of a validation or evaluation, evaluators shall:
- (a) provide clear and unambiguous clearances and instructions that are appropriate to the area of operation and the aircraft involved;
 - (b) use standard ATC terminology to the extent possible based on their knowledge and experience;
 - (c) provide assistance that would normally be available from ATC when necessary to facilitate the objectives of the exercise or when requested by the crew and doing so will not compromise those objectives, such as for instance, providing vectors for an approach, when the script does not require a full procedure, or when requested by the crew to allow time to complete a checklist or evaluate a malfunction; and
 - (d) not use initiatives intended to prevent the crew from making a mistake, such as for instance, intervening when it appears that a crew will not comply with an acknowledged clearance, or requesting confirmation that the correct facility is tuned and identified.
- 9.1.5 During Online Evaluations (OEs), evaluators are part of the crew (whether in the jump seat or in a pilot seat), and as such, must take appropriate action to ensure a safe flight and that no violations occur. See section 8.11 regarding evaluator feedback during OEs.
- 9.1.6 Validations and evaluations may induce tension and feelings of apprehension in even the most experienced pilots. The evaluator shall attempt to reduce apprehension and create an environment in which a true demonstration of ability can occur.

- 9.1.7 In order to minimize sources of stress and distraction during a validation, evaluation or an AQP evaluator monitor, admittance should be restricted to the following individuals, where required:
- (a) designated pilot flying (PF);
 - (b) designated pilot not flying (PNF);
 - (c) designated second officer or flight engineer, or Cruise Relief Pilot (CRP) if required by the aircraft type/SOPs;
 - (d) designated TC Inspector or evaluator conducting the event;
 - (e) designated TC Inspector or QAE monitoring the event, and any other person designated by the air operator who is required to participate in the event;
 - (f) Evaluator under training, approved at the discretion of the TC Inspector or evaluator; and
 - (g) where the event is being conducted in a simulator, the simulator operator.

9.2 EVALUATION PHILOSOPHY

- 9.2.1 Technologies employed in the design, manufacture and maintenance of aircraft have resulted in improved aviation safety as measured by the steady decline in accidents attributable to these factors. While the introduction of human factors training and crew resource management have had a positive effect on safety as well, it is recognized that this area must continue to evolve if we are to realize a reduction in the number of accidents attributable to flight operations.
- 9.2.2 Today's strategies continue to focus on the flight crew yet more attention is now being paid to organizational factors (within the aviation company as well as outside organizations such as air traffic control) as indicated by the introduction of safety management system requirements.
- 9.2.3 Recent developments in assessment techniques focus on threat and error management strategies and performance where it is recognized that from time to time, errors or deviations from standard practices will occur. While not desirable, it is a fact that errors will be committed by flight crews, or by others associated with flight crews (operational or maintenance control, air traffic, etc.), and that these errors, if not recognized and managed effectively, could have disastrous results. Evaluators must focus on how the crew:
- (a) recognizes threats (poor weather, aircraft unserviceabilities, unruly passengers, difficult ATC clearances, terrain, distractions, or challenging approaches, etc);
 - (b) uses effective strategies to deal with these threats (personal flight discipline, knowledge, flying skill, rigorous use of SOPs, awareness, communication of threat, use of all available resources, etc);
 - (c) avoids errors using SOPs and good CRM teamwork;

- (d) recognizes errors when they occur (using good communication, monitoring and feedback, and situational awareness); and
 - (e) mitigates the effects of errors when they occur (making positive corrections, advising ATC, trusting on-board warning devices such as altitude alerters, traffic collision avoidance systems (such as TCAS) and ground proximity warning systems (such as GPWS), and obtaining the assistance of additional resources to deal with the situation).
- 9.2.4 Threat and error management assessment techniques require the evaluator to go beyond simple error detection. Evaluators must recognize the potential safety threat for any given situation or commission of errors, and then determine the effectiveness of crew actions in managing the situation so as not to jeopardize safety.

9.3 FLIGHT CREW CONCEPT

- 9.3.1 Validations and evaluations on multi-crew aircraft shall be conducted under the flight crew concept and not on an individual basis. (This does not apply to SKVs, which are individual assessments of knowledge.)
- 9.3.2 During a validation or evaluation, a manoeuvre or event set may involve duties and/or responsibilities for crewmembers other than the pilot flying (PF). A sequence that is graded as “unsatisfactory” for the PF may, due to inappropriate action on the part of other crewmembers (i.e., the pilot not flying [PNF]), be rated as “unsatisfactory” for the PNF also. In such a case, it is possible that an assessment of “unsatisfactory” may be given to more than one crewmember involved in the same flight sequence.

9.4 ASSESSMENTS

- 9.4.1 It is impossible to define all instances when a particular manoeuvre or event set should be given a specific rating; however, it is possible to examine each sequence and test its validity against the definition for each rating. By applying this test to all exercises, standardization can be achieved in assessments. Each sequence of the validation or evaluation, including any errors or mistakes, shall be evaluated with respect to the rating definitions.
- 9.4.2 Common errors and rating assessments are described by a variety of adjectives. Terms such as (un)acceptable, (un)satisfactory, timely, safe, minor, slight, brief, lack, inadequate and excessive are used to describe the candidates’ performance. It is difficult to define these adjectives objectively; however, the dictionary definition may be used to provide amplification of meaning and thereby standardization in application. Terms such as (in)complete, (in)correct, exceed and failure are more finite and may be described objectively by referring to the appropriate regulation, AFM or company procedure.
- 9.4.3 The air operator’s approved Qualification Standards provide the basis for assessments. Evaluators must use their knowledge and experience in conjunction with the rating definitions to arrive at their assessments.

9.5 PRE-FLIGHT BRIEFING – VALIDATION OR EVALUATION CONDUCTED IN A SIMULATOR

9.5.1 A pre flight briefing to the candidate is mandatory. It must be sufficiently detailed to avoid failure due to the candidate's misunderstanding of standards or limitations expected by the evaluator.

9.5.2 The briefing for a validation/evaluation conducted in a simulator shall include or state:

- (a) the mandatory items to be demonstrated during the validation/evaluation;
- (b) the probable duration of the validation/evaluation;
- (c) the requirement to operate the simulator in accordance with flight manual requirements and within acceptable tolerances (refer to section 10.6 for tolerances);
- (d) where known to the evaluator, any differences between the simulator and the aircraft that may affect the performance of the flight crew;

Note 1: Some examples of this would be cockpit configuration and layout, instrumentation, power plant simulations, warning and alert display systems, FMS databases, electronic monitoring systems, etc.

Note 2: Training on differences between the simulator and the aircraft is required to be included in the training program. Evaluators may not be aware of differences and will evaluate flight crew performance with the expectation that any differences will have been covered during training.

- (e) simulator safety features;
- (f) the identification and role of the Pilot in Command and Second-in-Command, if applicable;
- (g) the requirement for the candidate to demonstrate any normal or emergency procedure applicable to the aircraft and that the candidate's technical performance will be assessed in accordance with the air operator's approved qualification standards with reference to the following:
 - (i) aircraft flight manual, aircraft operating manual or pilot operating handbook;
 - (ii) CAR Part VI and VII;
 - (iii) Operator's operations manual; and
 - (iv) Operator's SOPs;
- (h) that if the runway environment is seen at DH or MAP (MDA for stabilized approaches), then the crew should land, otherwise a missed approach should be carried out;

- (i) that the crew should treat all malfunctions as real and that should a simulator fault occur, the evaluator will advise the crew immediately;
- (j) that normal crew coordination is expected in accordance with the aircraft AOM/AFM or company SOPs as applicable, and that an emergency situation caused by an incorrect or inappropriate action or response on the part of the candidate will not be corrected by the evaluator;
- (k) that multiple, unrelated failures will not be required, but the candidate must be prepared to take corrective action on related failures (ex. loss of hydraulics or electrical supply due to a failed engine);
- (l) that for the purpose of the validation/evaluation, the weather will vary and may be at or below the weather minima for the approach being carried out, and that the onus is on the flight crew to determine if the departure weather is suitable;

(The evaluator will control the visual system to minima appropriate to the exercise being conducted.)
- (m) if the crew requires more time to complete checklists or briefings, that they should ask for a hold or delaying vectors and that the evaluator will make every effort to accommodate the request; and
- (n) the circumstances and protocols for repeats.

9.6 PRE-FLIGHT BRIEFING – ONLINE EVALUATION (OE)

- 9.6.1 A pre-flight briefing to the candidate(s) is mandatory. It must clearly detail what is expected from the candidate(s) and what the candidate(s) can expect from the evaluator.
- 9.6.2 The briefing for an OE shall include or state at least the following information:
 - (a) that the OE will continue from check-in to defect reporting at the end of the flight(s);
 - (b) the number of flight legs and whether they will be flown as PF or PNF;
 - (c) that normal crew co-ordination and the use of SOPs will be required;
 - (d) the role of the evaluator in terms of crew duties and oral questioning;
 - (e) the emphasis on command, decision-making and the use of CRM principles;
 - (f) that the evaluator may ask technical questions concerning aircraft operations, rules of the air and ATC procedures, SOPs and the operator's Flight Operations Manual;
 - (g) the circumstances and protocols for repeats; and
 - (h) that safety is the number one priority during the OE.

9.7 DEBRIEFING PROCEDURES

- 9.7.1 It is mandatory to carry out a debriefing following every validation and evaluation. The debriefing should highlight the strengths and weaknesses of the candidate(s), and be carried out in a positive, non-confrontational manner. The evaluator should always remember that the purpose of any validation or evaluation is to promote the safety of the traveling public, and conduct the debriefing accordingly. The debriefing should promote learning and increase the knowledge and confidence of the candidate(s). Debriefings should be of a reasonable duration corresponding to the performance.
- 9.7.2 As soon as the evaluator knows the outcome of the validation or evaluation, he or she should advise the candidate(s). Some empathy and discretion may be required for unsatisfactory assessments.
- 9.7.3 The following items are mandatory to debrief after every validation or evaluation:
- (a) any items assessed as “unsatisfactory” or similar;
 - (b) any written comments made by the evaluator;
 - (c) anything the evaluator considers to be a safety issue.
- 9.7.4 It is recommended that evaluators use a self-debrief method as much as possible for all successfully completed validations and evaluations. This method focuses on pilot participation, with the evaluator taking on more of the role of a facilitator. NASA has developed the CRM, Analysis and Line Flying (C-A-L) method of debriefing for airline validations/evaluations using these principles. The goal of the facilitator (namely the evaluator) is to assist the crew to bring out CRM issues that may have led to errors or poor performance, analyze why that performance occurred, and then tie it in to line flying. For each sequence going through the C-A-L process, the end result is a discussion about how the sequence can be improved and how to avoid similar errors on the line.
- 9.7.5 Focus your debriefing as much as possible on CRM issues such as leadership, workload management, situational awareness, communication, decision-making, monitoring and feedback, conflict resolution and crew performance. Normally, technical errors have a root cause in one of these CRM issues; hence, identification of, and discussion about the errors will help the crew avoid these errors in the future.
- 9.7.6 Evaluators should make a conscious decision to highlight strengths and reward good performance during their debriefings. While it is sometimes easier to concentrate on the negative (a sign of the “error detector”), the debriefing will have more impact if good performance is recognized and crews complimented. This will often set a positive tone for the debriefing and open the crew’s minds to areas where their performance can be further enhanced.

- 9.7.7 Evaluators should ensure that they differentiate between SOPs and techniques during the debriefing. They may suggest techniques, but must insist on SOPs being followed. Recommendations regarding techniques may be made at the evaluator's discretion.
- 9.7.8 Every briefing and debriefing should end by asking for questions so that misunderstandings can be clarified right away, and the candidate(s) have the opportunity to pursue any topic in more detail.
- 9.7.9 In the event of an unsatisfactory performance, the evaluator must advise the pilot(s) of the following:
 - (a) for LOEs, they have the right to appeal the assessment to the Transportation Appeal Tribunal of Canada (TATC) within 30 days;
 - (b) how the re-test will be conducted:
 - i) for MPVs, as per paragraph 8.6.4, the candidate will only need to repeat the manoeuvres that were unsatisfactory during the initial MPV;
 - ii) for MTVs, as per paragraph 8.7.4, the candidate will only need to repeat the manoeuvres that were unsatisfactory during the initial MTV;
 - iii) for LOEs, as per paragraph 8.10.6 and section 8.10.9 (m), remedial training and another complete LOE is required. (The remedial LOE will be conducted in the same manner as a regular LOE);
 - (c) that the re-test may be conducted by either a Transport Canada Inspector or an AQP evaluator;
 - (d) the evaluator must offer to provide a copy of the *Flight Test Report Pilot Proficiency Check*, form 26-0249 (Appendix E) to the candidate(s); and
 - (e) where applicable and if known, any company-specific procedures to be followed.

9.8 GENERAL ASSESSMENT “FAILED”

- 9.8.1 A LOE will receive a General Assessment of “Failed”, if:
 - a) the candidate's initial attempt and repeat of any event set are both unsuccessful; or
 - b) the candidate is unsuccessful on the initial attempt of three separate event sets.

Regardless of the number of unsatisfactory event sets, unsafe individual or crew performance that would result in significant damage, hull loss or loss of life (e.g., crash) during a LOE constitutes a failure of the LOE.

- 9.8.2 A LOE is considered a jeopardy event and a failure is reported to TC. In the event of a failure, the entire copy of the candidate(s) LOE report – the *Flight Test Report Pilot Proficiency Check*, form 26-0249 (Appendix E) as well as the failed event set – will be faxed to Transport Canada within the next two business days for licensing action (i.e. suspension).

- 9.8.3 A LOE failure will also result in the individual candidates being placed into Special Tracking for at least one training period. While in Special Tracking, candidates are required to undergo another MV/LOE – instead of an MT/LOFT - during their next assessment.
- 9.8.4 During a LOE, an “unsuccessful” assessment of an Instrument Rating related sequence constitutes a failure of the Instrument Rating and the LOE. The Type E Evaluator shall assess the LOE as "failed" at the bottom of the *Flight Test Report Pilot Proficiency Check*, form 26-0249 (Appendix E). Appropriate administrative action must be carried out in the suspension of any currently existing LOE and Instrument Rating in accordance with section 9.9.
- Note: Where the PF is assessed an “unsuccessful” grade on an Instrument Rating related sequence, the above failure and associated suspension activity may be relevant to the PNF as well.*
- 9.8.5 During a LOE, failure of a **LOE** related flight sequence that is not related whatsoever to an **instrument** flight sequence constitutes failure of the LOE only. In this case, administrative action is taken in the suspension of the currently existing LOE only. The currently existing Instrument Rating is not affected, hence remains valid.
- Note: In order to be re-instated on the line, at any flight crewmember position and regardless of the type of LOE (including upgrade), remedial training and another LOE must be completed successfully.*
- 9.8.6 When a Type E Evaluator decides that a LOE will receive the General Assessment of “Failed”, as per section 9.8.1, the LOE shall be terminated immediately.
- Note: It is possible that the failure could be for an event set flown earlier in the LOE and that the evaluator has only made the unsatisfactory evaluation based on further observation.*
- 9.8.7 Where the situation in section 9.8.6 occurs and the evaluator is an instructor pilot, the time remaining in the session may be used as training provided that:
- (a) the candidate is advised at the time of failure and agrees with continuing the flight as a training flight;
 - (b) the evaluator is a designated company training pilot on type; and
 - (c) no other crewmember is being evaluated;
- 9.8.8 Once a failed LOE has been terminated as per 9.8.6, or upon completion of the training activities described in 9.8.7, the Type E Evaluator must accomplish the following:
- (a) the candidate must be debriefed on the reason(s) for failure and where applicable, on the administrative suspension procedures that will follow, including the candidate’s rights to a hearing at the Transportation Appeals Tribunal of Canada;

- (b) the evaluator must complete the *Flight Test Report Pilot Proficiency Check*, form 26-0249 (Appendix E) assessed as “failed” and submit the original to Transport Canada within the next two business days; and
- (c) if applicable, follow the procedures for LOE and Instrument Rating Suspensions listed in section 9.9.

9.8.9 In the event of a failed LOE, the air operator shall retain a copy of the *Flight Test Report Pilot Proficiency Check*, form 26-0249 (Appendix E) as well as the entire LOE grade sheet on the candidate’s file for a period of not less than 90 days. This will ensure that evidence is preserved in the case of a request for a hearing by the Transportation Appeal Tribunal of Canada (TATC).

9.9 LOE AND INSTRUMENT RATING ADMINISTRATIVE SUSPENSION PROCEDURES

9.9.1 A Type E Evaluator shall carry out the following administrative procedures after failure of a LOE by:

- (a) notifying the Chief Pilot and/or Operations Manager of failed items and recommendations as to corrective action;
- (b) ensuring that grades of the failed LOE are recorded in the individual's training and validation/evaluation records. A report shall be completed for each LOE, including those that are terminated during pre-flight preparation, or before all event sets are completed, and the candidate is to be offered a copy of the report;
- (c) immediately notifying the Transport Canada Principal Operations Inspector (POI), the RMCBA/Superintendent of Aeroplanes, or the Chief, Airline Inspection, that the pilot has not met the standards for a LOE (including the Instrument Rating where applicable). If unable to reach any of these TC officials via telephone, a voice message or a facsimile is an acceptable means of notification;

Note: A copy of the 26-0249 form and failed event set shall be faxed to Transport Canada for reference purposes.

- (d) if the Instrument Rating was failed and is still valid on the pilot’s license, drawing a line through the English and French endorsements on the license and inscribing the notation: “Instrument Rating Suspended” or “suspension de la qualification de vol aux instruments” as appropriate, and signing and dating the license.

9.9.2 A TC Inspector will carry out the following administrative procedures after failure of a LOE:

- (a) notifying the Chief Pilot and/or Operations Manager of failed items and recommendations as to corrective action;

- (b) ensuring that grades and evaluation of the failed LOE are recorded in the individual's training and validation/evaluation records. A report shall be completed for each LOE, including those which are terminated during pre-flight preparation, or before all event sets are completed, and the candidate is to be offered a copy of the report as required by the CARs;
- (c) if the LOE failure involves both the LOE and Instrument Rating as described in paragraph 9.8.4 then completing the following procedures:
 - (i) if the Instrument Rating is still valid on the pilot's license, drawing a line through the English and French endorsements on the license and inscribing the notation "Instrument Rating Suspended" or "suspension de la qualification de vol aux instruments" as appropriate, and signing and dating the license,
 - (ii) issue a Notice of Suspension (form 26-0363) pursuant to subsection 7.1(1) of the *Aeronautics Act* in consideration of the flight test as such:
 - A name of candidate with address (same as on the license),
 - B candidate's 5802 file number,
 - C check the flight test box,
 - D date of flight test when it occurred,
 - E specify that he/she no longer meets the required standards for a LOE, including an Instrument Rating where applicable (refer to paragraph 9.8.4), and the reasons why,
 - F indicate that his/her previous LOE and where applicable, Instrument Rating (including the expiry dates of each as necessary) is hereby suspended,
 - G specify conditions of re-instatement (i.e. conduct a satisfactory LOE),
 - H where the form requests an address to which the suspended document is to be returned, indicate "not applicable",
 - I specify the date (30 calendar days from the date of the issuance of the suspension) when the candidate's request for a review by the Tribunal must be received,

Note: the candidate should be verbally briefed on his/her right for a hearing at the Tribunal, and

 - J sign and date it; and
- (d) if the LOE failure involves only the LOE as described in paragraph 9.8.5 then the procedures in 9.9.2(c)(ii) are to be followed with the exception that no reference is made to the Instrument Rating.

CHAPTER 10 – ASSESSMENT STANDARDS

10.1 GENERAL

- 10.1.1 The air operator must decide how, when, where, and who will assess a candidate's proficiency on each terminal and supporting proficiency objective. This testing strategy is contained in the documents which comprise the air operator's approved Program Audit Database (PADB).
- 10.1.2 A Qualification Standard is a job task proficiency objective (TPO or SPO) linked to an evaluation strategy. Qualification Standards define the requirements for mastery of the duty position. Demonstration that an individual has met the required standards will lead to certification. The Qualification Standards also identify what constitutes a failure and/or unsatisfactory performance.
- 10.1.3 In addition to addressing the testing/validation/evaluation methodology, the air operator must also specify the approach to be used in documenting the results of validations and evaluations.
- 10.1.4 In addition to any grade sheet or electronic data collected by the air operator, the LOE will be documented on the *Flight Test Report Pilot Proficiency Check*, form 26-0249 (Appendix E), as required by paragraph 13.1.3. In addition, the OE will be documented on a suitable Online Evaluation (OE) Report.
- 10.1.5 The ratings assigned during validations and evaluations are critical to the effectiveness of an AQP. This data is collected and analyzed by the air operator to verify student, instructor and evaluator proficiency. Data will also be collected and analyzed by the operator for:
 - (a) continued validation of the AQP;
 - (b) identification of requirements for curriculum changes; and
 - (c) program maintenance.
- 10.1.6 Transport Canada will also conduct, on a regular basis, a review of AQP data submitted by the air operator.

10.2 INTRODUCTION TO RATING SCALES/SCORING

- 10.2.1 Each AQP must have a rating methodology for grading the performance of the proficiency objectives against the Qualification Standards. The measurement codes associated with performance events are typically ratings, repeat counts, and reason codes or skill categories.
- 10.2.2 Ratings are used to define different levels of performance. Rating codes are usually air operator specific. They can be chosen by the individual air operator to meet the specific requirements of their AQP; however, Transport Canada requires the use of something more sensitive to performance differences than a binary code (i.e. some rating method that provides more performance differentiation than pass/fail for individual items being evaluated).

- 10.2.3 For First-Look Manoeuvres (FLM), Manoeuvres Validation (MV), Line Operational Evaluation (LOE) and Online Evaluation (OE) a minimum four point grading scale shall be used. An example of a four point rating scale that discriminates among performance levels is provided below in section 10.3.
- 10.2.4 Each air operator should ensure that the grades established on the rating scale are clearly defined, meaningful to the instructor and evaluator, and easily used for performance assessment. Consistency among fleets and across different types of validations and evaluations (FLM, MV, LOE and OE) is important and generally desirable. However, rating scales may be slightly different when used for different purposes. For example, different rating scales may be used for validation/evaluation as compared to training.
- 10.2.5 When applying any rating scale, evaluators should award the grade that best describes the weakest element(s) applicable to the candidate's performance.

10.3 EXAMPLE OF A FOUR-POINT RATING SCALE

10.3.1 As described above, each air operator will develop their own rating scale(s) which will be described in the air operator's approved PADB. To provide an example of a possible rating system, a four-point scale will be described. This example should not be taken as limiting possible intervals to a four-point scale, nor should the terminology used herein be seen as limiting. The rating scale and associated criteria are included here to provide a familiar comparative reference with that contained in the Approved Check Pilot Manual. With appropriate scale construction and instructor and evaluator training, air operators may elect to define other scales that maximize the quality (sensitivity, reliability, validity) of the collected data. The grades in an example four-point scale are described below.

10.3.2 Above Standard or Excellent (4)

- (a) Performance remains well within the Qualification Standards and management skills are excellent.
- (b) In this example, a sequence would be rated **Above Standard or Excellent (4)** where:
 - (i) performance is ideal under existing conditions,
 - (ii) aircraft handling is smooth and precise,
 - (iii) technical skills and knowledge exceed the required level of competency,
 - (iv) behavior indicates continuous and highly accurate situational awareness,
 - (v) flight management skills are excellent,
 - (vi) safety of flight is assured, risk is well mitigated.

10.3.3 **Standard (3)**

- (a) Minor deviations occur from the qualification standards and performance remains within prescribed limits.
- (b) In this example, a sequence would be rated **Standard (3)** where:
 - (i) performance meets the recognized standard yet may include deviations that do not detract from the overall performance,
 - (ii) aircraft handling is positive and within specified limits,
 - (iii) technical skills and knowledge meet the required level of competency,
 - (iv) behavior indicates that situational awareness is maintained,
 - (v) flight management skills are effective,
 - (vi) safety of flight is maintained, risk is acceptably mitigated.

10.3.4 **Basic Standard or Satisfactory (2)**

- (a) Deviations from the qualification standards occur, which may include momentary excursions beyond prescribed limits but these are recognized and corrected in a timely manner.
- (b) In this example, a sequence would be rated **Basic Standard or Satisfactory (2)** where:
 - (i) performance includes deviations that detract from the overall performance, but are recognized and corrected within an acceptable time frame,
 - (ii) aircraft handling is performed with limited proficiency and/or includes momentary deviations from specified limits,
 - (iii) technical skills and knowledge reveal limited technical proficiency and/or depth of knowledge,
 - (iv) behavior indicates lapses in situational awareness that are identified and corrected by the crew,
 - (v) flight management skills are effective, but slightly below standard. Some items are addressed only when challenged or prompted by other crewmembers,
 - (vi) safety of flight is not compromised, risk is poorly mitigated.

10.3.5 **Below Standard or Unsatisfactory (1)**

- (a) Unacceptable deviations from the qualification standards occur, which may include excursions beyond prescribed limits that are not recognized or corrected in a timely manner.
- (b) In this example, a sequence would be rated **Below Standard or Unsatisfactory (1)** where:
 - (i) Performance includes deviations that adversely affect the overall performance, are repeated, have excessive amplitude, or of which recognition and correction are excessively slow or nonexistent or the aim of the task is not achieved,
 - (ii) aircraft handling is rough or includes uncorrected or excessive deviations from specified limits,
 - (iii) technical skills and knowledge reveal unacceptable levels of technical proficiency and/or depth of knowledge,
 - (iv) behavior indicates lapses in situational awareness that are not identified or corrected by the crew,
 - (v) flight management skills are ineffective, unless continuously challenged or prompted by other crewmembers,
 - (vi) safety of flight is compromised. Risk is unacceptably mitigated.

10.4 **REASONS FOR ASSESSMENT**

10.4.1 Remarks or reason codes should be applied to support all mark awards that are substandard. For example, in the four-point scale described in 10.3, any awarded marks **less than** “Standard” would require a remark or reason code.

10.4.2 These remarks should be linked to the Qualification Standards and identify such things as a safety issue, a competency standard (manual flying skills or use of autoflight systems for example), CRM items (such as crew performance monitoring, decision-making, workload management, communication skills, situational awareness), knowledge of aircraft systems, or an approved technique or procedure. Linking sub-standard performance to a remark or reason code will facilitate data analysis and the implementation of adequate corrective actions.

10.5 **ELEMENTS OF ASSESSMENT**

10.5.1 In accordance with the Qualification Standards, assessments will ensure that proficiency in both technical and CRM aspects are addressed. Several of the elements that should be evaluated are discussed below. This list is not exhaustive. In addition to the generic information listed below, air operators should develop their own assessment guidance material and associated tools for evaluators. The air operator’s assessment guidance material should reflect the significant increase in emphasis on CRM, which is fundamental to all AQPs.

10.5.2 As a minimum, the following six elements will be evaluated:

- (a) Performance
- (b) Aircraft Handling
- (c) Technical Skills and Knowledge
- (d) Situational Awareness
- (e) Flight Management Skills
- (f) Safety of Flight

10.5.3 Performance:

- (a) Overall error assessment
 - (i) no errors, or
 - (ii) magnitude, significance, or consequence of errors
 - (iii) risk of such errors during critical phases of flight
- (b) Recognition of errors
 - (i) recognized
 - (ii) unrecognized
- (c) Error management
 - (i) promptness or delay in correcting errors
 - (ii) not corrected

10.5.4 Aircraft handling:

- (a) Quality of handling
 - (i) smoothness and coordination of controls
 - (ii) control input appropriate to the flight situation
 - (iii) airmanship
- (b) Accuracy
 - (i) use of approved technique or procedure
 - (ii) performance relative to specified tolerances
 - (iii) action taken when deviations occur
 - (iv) magnitude of deviations

10.5.5 Technical skills and knowledge:

- (a) General
 - (i) practical use and understanding of aircraft systems and automation, data, charts, weather and physiological factors
 - (ii) knowing what to do, how to do it and understanding why
- (b) Expected level of competency
 - (i) appropriate to the requirements of the qualification sought
 - (ii) competency that would get the job done safely and efficiently
 - (iii) above average, average, or below average

10.5.6 Situational Awareness:

- (a) General
 - (i) resides in the candidate's mind and can only be assessed by monitoring behavior
- (b) Behavior
 - (i) actively monitors weather, aircraft systems, instruments, ATC communications
 - (ii) avoids tunnel vision and fixation
 - (iii) stays "ahead of the aircraft", stays "with the aircraft", gets "behind the aircraft"
- (c) Identification and correction of errors
 - (i) omissions, slips and lapses
 - (ii) detection and correction of errors.

10.5.7 Flight Management Skills:

- (a) Degree of effectiveness
 - (i) makes effective use of available resources
 - (ii) anticipates problems far enough in advance
 - (iii) uses effective decision-making processes
 - (iv) maintains the ability to adapt during high workload situations by prioritizing and allocating tasks effectively
 - (v) avoids distractions during high workload situations
 - (vi) establishes and maintains effective communication with all crew members as well as other persons and outside agencies
 - (vii) uses effective leadership techniques

10.5.8 Safety of Flight:

- (a) Degree to which safety was maintained or jeopardized
 - (i) respect for published procedures and limits
 - (ii) effectiveness of lookout during visual manoeuvres
 - (iii) errors that are serious or have potentially grave consequences
 - (iv) breach of regulations (intervention required)
 - (v) any situation where the examiner had to intervene to ensure the safety of the flight

10.6 TOLERANCES

10.6.1 The tolerances for instrument flight sequences must be respected by all evaluators. Each candidate must demonstrate aircraft control to maintain:

- (a) assigned headings during normal flight within ± 10 degrees;
- (b) tracking VOR/LOC/LOC BC/ILS/RNAV within $\frac{1}{2}$ scale deflection;
- (c) NDB bearings within ± 10 degrees prior to final approach course (and prior to the final approach fix) and ± 5 degrees on the final approach course (and after passing the final approach fix);
- (d) altitude:
 - (i) during normal flight within ± 100 feet,
 - (ii) during approach and for minimum IFR altitudes associated with the intermediate and final segments (e.g., FAF, beacon crossing or step-down fixes) within + as required / -0 feet, and
 - (iii) accurate altitude control is required at MDA,
- (e) airspeed during normal flight within ± 10 knots; and
- (f) airspeed during take-off and approach within +10/ -5 knots.

10.6.2 These criteria assume no unusual circumstances or conditions and may require allowances for momentary variations. Such things as weather, turbulence, simulated malfunction and type of approach may modify the exact rating definition and tolerances to be applied during a particular sequence.

10.6.3 The competency of each pilot to fly instrument procedures, to the standards specified in 10.6.1, will be monitored during each validation and evaluation.

- 10.6.4 If, during a LOE, a pilot fails to demonstrate an adequate level of competency in those sequences mandatory for instrument flying competency, the Type E Evaluator conducting that LOE shall suspend the pilot's Instrument Rating as described in Section 9.10.

10.7 VALIDATIONS/EVALUATIONS - GENERAL

- 10.7.1 To evaluate the overall technical proficiency, communications skills, leadership and situational awareness of pilots with respect to normal and abnormal procedures, evaluators must observe the performance of each crew closely. To evaluate specific items listed in the Qualification Standards, the applicable validation/evaluation shall be conducted in a manner that enables the pilots to demonstrate knowledge and skill with respect to such things as aircraft automation including FMS/RNAV programming, auto flight systems and flight mode awareness, pilot not flying (PNF) duties, crew coordination and pilot decision making.
- 10.7.2 When assessing normal procedures, the evaluator must ensure the crew demonstrates adequate knowledge of the company SOPs and aircraft systems to confirm their ability to use installed equipment properly. In addition, aircraft operation must be assessed with specific reference to those items requiring crew co-ordination and discipline.
- 10.7.3 The crew shall demonstrate the use of as many of the Operator's approved Standard Operating Procedures and normal procedures as are necessary to confirm that the crew has the knowledge and ability to use installed equipment properly, including FMS, auto-pilot and hand flown manoeuvres as appropriate.
- 10.7.4 Evaluators must adhere to the applicable script to ensure that all required sequences are covered in each validation and evaluation.
- 10.7.5 As described in 10.1, the assessments made during validations and evaluations are made with respect to the air operator's Qualification Standards. A discussion of generic standards, which should be reflected in the Qualification Standards, appears below in sections 10.9 to 10.39.

10.8 STANDARDIZED PHASES OF FLIGHT

- 10.8.1 For the purposes of flight checks conducted under Part VII of the *Canadian Aviation Regulations*, Transport Canada has adopted the Standardized Phases of Flight as specified in ATA iSpec 2200, issued April 2002. These Standardized Phases of Flight are also typically utilized in AQP, but should not be seen as limiting.

10.8.2 These phases of flight are identified as

- (a) flight planning,
- (b) pre-flight,
- (c) engine start/depart,
- (d) taxi-out,
- (e) take-off,
- (f) rejected take-off,
- (g) initial climb,
- (h) en route climb,
- (i) cruise,
- (j) descent,
- (k) approach,
- (l) go-around,
- (m) landing,
- (n) taxi-in,
- (o) arrival/engine shutdown,
- (p) post-flight, and
- (q) flight close.

10.8.3 Descriptions of each of the standardized phases of flight, the associated manoeuvres and sequences, and the common errors that occur during each phase are listed below.

10.9 FLIGHT PLANNING

10.9.1 Begins when the flight crew initiates the use of flight planning information facilities and becomes dedicated to a flight based upon a route and an aircraft; ends when the crew arrives at the aircraft for the purpose of the planned flight or the crew initiates a Flight Close phase.

10.9.2 The crew must demonstrate adequate knowledge of the company's SOPs, AOM and AFM, including aircraft performance charts and weight and balance procedures to effectively plan a flight.

10.9.3 Assessment will, where applicable, be based on the candidate/crew's ability to:

- (a) select an appropriate route, altitude and alternate;
- (b) obtain and correctly interpret applicable NOTAM information;
- (c) calculate the estimated time en route and total fuel requirement based on factors such as power settings, operating altitude or flight level, wind, and fuel reserve requirements;

- (d) calculate the aircraft weight and balance for the planned flight;
- (e) determine that the required performance for the planned flight is within the aircraft's capability and operating limitations;
- (f) locate and apply information essential to the flight;
- (g) complete, or participate in the completion of, a flight plan which
 - (i) reflects the conditions of the proposed flight; and
 - (ii) is in accordance with procedures specified in the COM,
- (h) demonstrate sufficient knowledge of the regulatory requirements relating to instrument flying specified in the regulations.

10.9.4 Some common errors that may affect the assessment are as follows:

- (a) lack of proper charts and manuals;
- (b) inadequate knowledge of, or proficiency in, the interpretation of performance charts; or
- (c) failure to check if fuel load is adequate for the intended flight.

10.10 PRE-FLIGHT

10.10.1 Begins with flight crew arrival at an aircraft for the purpose of flight; ends when a decision is made to depart the parking position and/or start the engine(s). It may also end by the crew initiating a Post-flight phase.

10.10.2 Assessment will be based on the candidate/crew's ability to:

- (a) safely inspect and prepare the aircraft for engine start by ensuring that all checks and procedures are carried out according to the applicable AOM, AFM, COM and SOPs.

10.11 ENGINE START/DEPART

10.11.1 Begins when the flight crew take action to have the aircraft moved from the parked position and/or take switch action to energize the engine(s); ends when the aircraft begins to move forward under its own power or the crew initiates an Arrival/Engine Shutdown phase.

Note: The Engine Start/Depart phase includes: the aircraft engine(s) start-up whether assisted or not and whether the aircraft is stationary with more than one engine shutdown prior to Taxi-out, i.e., boarding of persons or baggage with engines running. It includes all actions of power back for the purpose of positioning the aircraft for Taxi-out.

10.11.2 Assessment will be based on the candidate/crew's ability to:

- (a) carry out the appropriate checks and procedures specified in the applicable AOM, AFM, COM and SOPs.
- (b) identify and respond to abnormal or emergency situations in accordance with procedures specified in the applicable aircraft checklist, QRH, AOM, AFM, COM and SOPs.

10.12 TAXI-OUT

10.12.1 Begins when the crew moves the aircraft forward under its own power; ends when thrust is increased for the purpose of take-off or the crew initiates a Taxi-in phase.

Note: This phase includes taxi from the point of moving under its own power, up to and including entering the runway and reaching the take-off position.

10.12.2 Assessment will be based on the candidate/crew's ability to:

- (a) avoid any activity that would compromise lookout on the ramp or taxiway;
- (b) limit radio procedures and conversation from outside and within the aircraft to ensure compliance with ATC direction or clearance (i.e., judicious use of company frequencies, cockpit chatter, etc.).
- (c) adhere to company runway incursion avoidance procedures; and
- (d) set up and check the aircraft systems, radios and instruments in accordance with prevailing departure procedures and weather.

Note: Any aircraft system required due to weather, navigational requirements or crew composition shall be checked and set for take-off, i.e., weather radar, de icing equipment, heaters, on board navigation equipment, auto pilot, auto-throttles, FMS, etc.

10.13 FLIGHT PLANNING, PRE-FLIGHT, ENGINE START/DEPART AND TAXI-OUT

10.13.1 Flight planning, pre-flight, engine start/depart and taxi-out are completed as a crew exercise and, for validation/evaluation purposes, need only be demonstrated once when the captain and first officer perform the duties of their assigned seat position.

10.13.2 Inspection of the aircraft, required de icing procedures and aircraft documents must be in accordance with the applicable AOM, AFM, COM and SOPs. The Pilot in Command must ensure adequate ramp safety for start, push back/power back, and taxi.

10.13.3 Engine checks, if applicable, shall be conducted by each crew according to the applicable AOM, AFM, COM and SOPs.

10.14 TAKE-OFF

- 10.14.1 Begins when the crew increases the thrust for the purpose of lift-off; ends when an Initial Climb is established (35 feet above runway elevation) or the crew initiates a Rejected Take-off phase.
- 10.14.2 Each pilot must perform the take-off exercises as detailed in the appropriate script. Each crew need only conduct a complete take-off briefing once. Discussing specific safety items, or changes to the original departure, constitute an acceptable briefing for subsequent take-offs.
- 10.14.3 Assessment will be based on the candidate/crew's ability to:
- (a) ensure that published cockpit procedures and correct airspeeds are observed during ground roll and lift off;
 - (b) rotate the aircraft smoothly to the correct pitch angle;
 - (c) attain a satisfactory rate of climb and the required airspeed in a reasonable period of time;
 - (d) handle the engines smoothly and positively and establish and monitor the correct power setting.
- 10.14.4 Some common errors that may be observed and affect the assessment of the sequence are as follows:
- (a) checks not complete, or out of sequence;
 - (b) use of incorrect speeds or power settings;
 - (c) incorrect take-off technique;
 - (d) mishandling of throttles or thrust levers;
 - (e) loss of directional control, or using incorrect control input to correct adverse yaw during the take-off roll;
 - (f) exceeding engine or airframe limitations;
 - (g) rotation before, or lift off at an airspeed less than, V_{MCA} or V_R ; or
 - (h) an incorrect or incomplete check resulting in a vital action being missed.

10.15 REJECTED TAKE-OFF

- 10.15.1 Begins when the crew decides to reduce thrust for the purpose of stopping the aircraft prior to the end of the Take-off phase; ends when the aircraft is taxied off the runway for a Taxi-in phase or when the aircraft is stopped and engines shut down.
- 10.15.2 Rejected take-offs will be conducted in simulators only. For validations conducted in an aircraft, the candidate will verbally respond to a scenario briefed by the evaluator. The response will outline the actions of the PF and PNF as appropriate.

10.15.3 For validations and evaluations conducted in a simulator, a rejected take-off shall be completed by each crewmember as appropriate to their assigned seat position.

10.15.4 Assessment will be based on the candidate/crew's ability to:

- (a) communicate effectively between themselves, with cabin crew and ATC,
- (b) maintain control of the aircraft during deceleration and stop the aircraft on the runway surface or over-run in compliance with the applicable AOM, AFM, COM and SOPs.

10.15.5 Some common errors that may be observed and affect the assessment of the sequence are as follows:

- (a) failure to alert the crew with the appropriate call, if applicable, e.g., "Reject" or "Stop";
- (b) failure to maximize use of brakes and/or improper handling of stopping devices;
- (c) failure to alert ATC to emergency, and request assistance;
- (d) failure to advise cabin crew of type of emergency and initiate appropriate evacuation procedures (if any);
- (e) failure to complete emergency checks and/or power plant(s) shutdown if required;
- (f) failure to recognize the need to initiate a rejected take-off prior to V_1 ;
- (g) failure to maintain control of the aircraft or stop within the confines of the runway; or
- (h) endangering the safety of passengers and crew and/or rescue personnel through improper handling of the emergency condition.

10.16 INITIAL CLIMB

10.16.1 Begins at 35 feet above the runway elevation; ends after the speed and configuration are established at a defined manoeuvring altitude or to continue the climb for the purpose of cruise. It may also end by the crew initiating an Approach phase.

Note: Manoeuvring altitude is based upon such an altitude to safely manoeuvre the aircraft after an engine failure occurs, or pre-defined as an obstacle clearance altitude. Initial Climb includes such procedures applied to meet the requirements of noise abatement climb, or best angle/rate of climb.

10.16.2 Assessment will be based on the candidate/crew's ability to:

- (a) select and use the appropriate communications and navigation systems associated with the proposed departure phase,
- (b) perform the aircraft checklist items relative to the phase of flight,
- (c) intercept, in a timely manner, all tracks, radials, and bearings appropriate to the procedure, route, or clearance,
- (d) correctly adhere to departure and noise abatement procedures, and
- (e) maintain proper aircraft control and flight within operating configurations and limitations.

10.17 EN-ROUTE CLIMB

10.17.1 Begins when the crew establishes the aircraft at a defined speed and configuration enabling the aircraft to increase altitude for the purpose of cruise; ends with the aircraft established at a predetermined constant initial cruise altitude at a defined speed or by the crew initiating a Descent phase.

10.17.2 Assessment will be based on the candidate/crew's ability to:

- (a) select and use the appropriate communications and navigation systems associated with the proposed departure phase;
- (b) perform the aircraft checklist items relative to the phase of flight;
- (c) intercept, in a timely manner, all tracks, radials, and bearings appropriate to the procedure, route, or clearance;
- (d) correctly adhere to departure, noise abatement and transition procedures; and
- (e) maintain proper aircraft control and flight within operating configurations and limitations.

10.18 CRUISE

10.18.1 Begins when the crew establishes the aircraft at a defined speed and predetermined constant initial cruise altitude and proceeds in the direction of a destination; ends with the beginning of Descent for the purpose of an approach or by the crew initiating an En Route Climb phase.

Note: For the purposes of validations, steep turn and stall manoeuvres will be included in this phase of flight where applicable, as well as the holding procedure.

10.19 STEEP TURNS

10.19.1 If required, the candidate's ability to maintain bank angle, altitude and airspeed should be checked in one or more 45° bank turns through at least 180°. He/she should be allowed to stabilize the aircraft at the required altitude and airspeed before starting the turn(s).

10.19.2 Some common errors that may be observed and affect the assessment of the sequence are as follows:

- (a) failure to maintain bank angle;
- (b) failure to maintain airspeed; or
- (c) failure to maintain altitude.

10.20 APPROACH TO THE STALL/STALL PROCEDURES

10.20.1 If required, approach to the stall/stall procedures are carried out on validations to ensure the candidate is familiar with the stall warning devices and airframe response to the onset of the stall condition. Care must be exercised to ensure that limitations imposed by the AFM are not exceeded in the event an approach to the stall is made with warning devices deactivated (if authorized in the flight manual). The exercise may be carried out with the aircraft in either the take-off, clean or landing configuration.

10.20.2 Some common errors that may affect the assessment of the exercise are as follows:

- (a) incorrect application of power;
- (b) allowing the nose to come up prior to safety speed being attained during recovery resulting in secondary stall or stall warning;
- (c) not recovering lost altitude when safety speed attained;
- (d) a significant altitude loss; or
- (e) incorrect recovery procedure or aircraft configuration.

10.21 HOLDING

10.21.1 Each pilot shall conduct a holding procedure consisting of entry, the hold and exit as appropriate to the aircraft type. For FMS equipped aircraft, each pilot must demonstrate the ability to program a hold and to clear it, but at the discretion of the evaluator, only one hold is required to be flown. Flying the hold for the second crewmember is not required.

10.21.2 Assessment will be based on the candidate/crew's ability to:

- (a) recognize arrival at the holding fix and initiate entry into the holding pattern;
- (b) use a suitable entry procedure as specified in the Instrument Procedures Manual;
- (c) report entering the hold;
- (d) use the proper timing criteria, where applicable;
- (e) comply with leg lengths when a DME distance is specified;
- (f) assess and use proper wind correction procedures;
- (g) maintain a deviation of not more than 10 degrees from the designated track or course or within ½ scale deflection of the course deviation indicator, as applicable;

- (h) maintain airspeed within plus or minus 10 knots of declared airspeed;
- (i) maintain altitude within plus or minus 100 feet; and
- (j) maintain proper aircraft control and flight within operating configurations and limitations while in the hold.

10.21.3 Some common errors that may affect the assessment of the sequence are as follows:

- (a) failure to obtain a current altimeter setting and to set and cross check the altimeters according to company SOPs;
- (b) failure to obtain an expected approach time (EAT);
- (c) failure to adjust power settings according to the company SOPs;
- (d) poor tracking or incorrect allowance for wind;
- (e) failure to enter a holding pattern using standard IFR procedures;
- (f) failure to fly the holding pattern as prescribed;
- (g) allowing the aircraft to exceed an assigned airspeed or altitude limitation;
- (h) violating the accepted and acknowledged ATC clearance;
- (i) inability to correctly program and execute the hold procedure with the FMS;
- (j) unable to effectively clear the hold from the FMS or to depart the holding pattern;
- (k) failure to select the correct auto-flight modes for lateral navigation and airspeed control; or
- (l) failure to comply with an ATC instruction.

10.22 DESCENT

10.22.1 Begins when the crew departs the cruise altitude for the purpose of an approach at a **particular destination**; ends when the crew initiates changes in aircraft configuration and/or speeds to facilitate a landing on a particular runway. It also may end by the crew initiating an En Route Climb or Cruise phase.

10.23 EN ROUTE CLIMB, CRUISE, DESCENT

10.23.1 Each pilot shall demonstrate enroute climb, cruise and descent manoeuvres.

10.23.2 Assessment will be based on the candidate/crew's ability to:

- (a) adhere to any clearance, whether actual or simulated, and understand and follow the procedures in SIDs, STARs and published transitions, as well as noise abatement procedures;
- (b) demonstrate proper use of navigational equipment including the FMS when applicable.

10.23.3 Some common errors that may be observed and affect the rating of the sequences are as follows:

- (a) not familiar with, or failure to follow, a SID, STAR or transition;
- (b) failure to adhere to noise abatement procedures;
- (c) incorrect selection of radio aids or failure to properly identify facilities;
- (d) altitude, heading or airspeed allowed to deviate due to pre-occupation or poor cockpit management of workload;
- (e) an attempt made to follow a procedure that would violate an accepted and acknowledged ATC clearance or instruction, or endanger the aircraft;
- (f) departure or arrival not correctly programmed or failure to monitor the flight guidance modes;
- (g) inability to program and fly an altitude crossing restriction or lateral offset;
- (h) failure to select and display FMS pages according to company SOPs; or
- (i) inability to correctly program the FMS for a change of destination or to activate the alternate flight plan.

10.24 APPROACH

10.24.1 Begins when the crew initiates changes in aircraft configuration and/or speeds enabling the aircraft to manoeuvre for the purpose of landing on a particular runway; ends when the aircraft is in the landing configuration and the crew is dedicated to land on a specific runway. It may also end by the crew initiating an Initial Climb or Go-around phase.

10.25 INSTRUMENT APPROACHES

10.25.1 Each pilot must complete the requisite number and type of instrument approaches as detailed in the applicable validation and evaluation scripts. Each crew must conduct a managed and non-managed (or VNAV) approach if applicable to the aircraft type. One approach must be made with a simulated engine failure.

10.25.2 Each crew must demonstrate one Category II or Category III approach if authorized in an Air Operator Certificate (AOC). Where an air operator is authorized both CAT II and CAT III, both types of approaches shall be conducted during the Qualification Course (QC) Manoeuvres Procedures Validation (MPV).

Warning: *Conducting an autoland on CAT I ILS facilities can cause unpredictable aircraft performance, especially during visual weather conditions where the ILS signal protection is not maintained.*

Warning: *CAT II and CAT III approaches shall only be conducted on facilities that support that operation.*

- 10.25.3 Evaluators will pay particular attention to the briefing, when operating in a multiple crew environment, to ensure it is in accordance with the Operator's SOPs or covers a review of the:
- (a) type of approach to be conducted;
 - (b) missed approach procedure; and
 - (c) landing configuration.
- 10.25.4 Altimeters shall be set to the current local altimeter setting. This includes the requirement to utilize a remote altimeter source if indicated on the instrument approach chart.
- 10.25.5 Assessment of the candidate/crew's ability to organize and share the cockpit workload, in respect to crew resource management, is accomplished by ensuring adherence to company SOPs.
- 10.25.6 Some errors common to all Instrument Approaches that may affect the assessment of the exercise or sequence are as follows:
- (a) not following published transitions when cleared to do so;
 - (b) not using the correct radials or tracks;
 - (c) incorrect selection of radio aids or failure to properly identify facilities;
 - (d) descent below procedure turn altitude;
 - (e) no altimeter correction for cold weather temperatures;
 - (f) unable to properly program the FMS/RNAV for the type of approach;
 - (g) not sure when to leave last assigned altitude for transition, initial, or procedure turn altitude when cleared for the approach;
 - (h) not monitoring raw data for the approach when appropriate;
 - (i) failure to conduct a navigation instrument accuracy check if required;
 - (j) failure to respect step down fixes;
 - (k) improper flight director (FD) mode selected for type of approach;
 - (l) slow to make corrections or change modes when tracking;
 - (m) not monitoring all required approach aids;
 - (n) loss of separation with other aircraft due to incorrect interpretation of, or failure to follow, an ATC clearance or instruction, or a published approach procedure;
 - (o) crew duties, including monitoring and verbal call-outs, not in accordance with company SOPs;
 - (p) commencing a missed approach either too early or too late because of poor speed control, wind effect, navigation or timing;

- (q) aircraft not in a position to land due to lateral or vertical misalignment or too high an airspeed at DH, MDA or on turning final from a circling procedure;
- (r) failure to initiate a go-around in accordance with the published aircraft and company procedures;
- (s) configuring the aircraft inappropriately for the phase of flight; or
- (t) manoeuvring the aircraft inappropriately for the phase of flight.

10.26 NDB APPROACH

10.26.1 Assessment will be based on the candidate/crew's ability to:

- (a) select and comply with the NDB instrument approach procedure to be performed;
- (b) select, tune, identify, confirm, and monitor the operational status of ground and aircraft navigation equipment to be used for the approach procedure;
- (c) establish the appropriate aircraft configuration and airspeed and complete the aircraft checklist items for that phase of flight;
- (d) prior to final approach course, maintain altitude within plus or minus 100 feet, heading and bearing within plus or minus 10 degrees;
- (e) on the final approach course, maintain a deviation of not more than 5 degrees from the designated track or course;
- (f) maintain airspeed within plus or minus 10 knots of the declared approach speed;
- (g) descend to and maintain the MDA and accurately track to the MAP or to minimum visibility so as to permit completion of the visual portion of the approach with minimal manoeuvring; and
- (h) initiate the missed approach procedure, if the required visual references for the intended runway are not obtained at the MAP.

10.27 VOR/LOC/LOC BC

10.27.1 Assessment will be based on the candidate/crew's ability to:

- (a) select and comply with the VOR/ LOC/ LOC BC instrument approach procedure to be performed;
- (b) select, tune, identify, and confirm the operational status of ground and aircraft navigation equipment to be used for the approach procedure;
- (c) establish the appropriate aircraft configuration and airspeed and complete the aircraft checklist items for that phase of flight;
- (d) prior to final approach course, maintain altitude within plus or minus 100 feet, heading within plus or minus 10 degrees;
- (e) on the final approach course, maintain VOR/ LOC/ LOC BC within ½ scale deflection of the course deviation indicator;

- (f) maintain airspeed within plus or minus 10 knots of the declared approach speed;
- (g) descend to and maintain the Minimum Descent Altitude (MDA) and accurately track to the Missed Approach Point (MAP) or to minimum visibility so as to permit completion of the visual portion of the approach with minimal manoeuvring; and
- (h) initiate the missed approach procedure, if the required visual references for the intended runway are not obtained at the MAP.

10.28 COMMON ERRORS – NON-PRECISION APPROACHES

10.28.1 Some common errors on Non-Precision Approaches that may be observed and affect the rating of the exercise are as follows:

- (a) failure to establish a drift angle on the inbound track;
- (b) arriving over the FAF on final too high and/or fast, including accepting an ATC assigned airspeed that leads to de-stabilizing the aircraft approach;
- (c) reaching MDA too late;
- (d) failure to establish the correct MAP;
- (e) inability to program and fly a managed or VNAV approach as appropriate to the aircraft type; or
- (f) aircraft incorrectly configured at FAF.

10.29 ILS APPROACH

10.29.1 Assessment will be based on the candidate/crew's ability to:

- (a) select and comply with the ILS instrument approach procedure to be performed;
- (b) select, tune, identify, and confirm the operational status of ground and aircraft navigation equipment to be used for the approach procedure;
- (c) establish the appropriate aircraft configuration and airspeed and complete the aircraft checklist items for that phase of flight;
- (d) prior to final approach course, maintain altitude within plus or minus 100 feet and heading or course within plus or minus 10 degrees;
- (e) on final approach course, allow no more than ½ scale deflection of the localizer and/or glideslope indications;
- (f) maintain airspeed within plus or minus 10 knots of the declared approach speed;
- (g) descend to the DH so as to permit completion of the visual portion of the approach with minimal manoeuvring; and
- (h) initiate the missed approach procedure upon reaching the DH, when the required visual references for the intended runway are not obtained.

10.30 GPS/RNAV APPROACH

10.30.1 Assessment will be based on the candidate/crew's ability to:

- (a) select and comply with the GPS instrument approach procedure to be performed;
- (b) retrieve the GPS approach from the database, conduct a Receiver Autonomous Integrity Monitoring (RAIM) check or a multi-sensor RNAV check and verify the approach waypoints used for the approach procedure;
- (c) establish the appropriate aircraft configuration and airspeed and complete the aircraft checklist items for that phase of flight;
- (d) prior to final approach course, maintain altitude within plus or minus 100 feet, heading plus or minus 10 degrees;
- (e) on final approach course, maintain GPS track bar within ½ scale deflection;
- (f) maintain airspeed within plus or minus 10 knots of the declared approach speed;
- (g) descend to and maintain the MDA and accurately track to the Missed Approach Waypoint (MAWP) or to minimum visibility so as to permit completion of the visual portion of the approach with minimal manoeuvring; and
- (h) initiate the missed approach procedure, when the required visual references for the intended runway are not obtained at the MAWP.

10.31 COMMON ERRORS – PRECISION APPROACHES

10.31.1 Some common errors on Precision Approaches that may be observed and affect the assessment of the sequence are as follows:

- (a) slow to react to ATC instructions or to instrument deviations, resulting in poor tracking of the localizer or glide slope;
- (b) aircraft not stabilized and at the correct airspeed on the final approach and upon reaching DH;
- (c) failure to monitor aircraft and ground equipment required for the approach; or
- (d) using incorrect company procedures for the conduct of Category I, II or III approaches.

10.32 CIRCLING APPROACHES

10.32.1 A circling approach shall not be conducted in weather conditions less than the minimum published in the CAP. If the candidate should lose sight of the intended runway of landing, he/she shall commence a missed approach in accordance with published procedures. If conducted in a simulator, the evaluator should question the crew on what procedure they plan to follow in order to conduct the circling approach.

- 10.32.2 Assessment will be based on the candidate/crew's ability to:
- (a) select and comply with the appropriate circling approach procedure considering the manoeuvring capabilities of the aircraft;
 - (b) confirm the direction of traffic and adhere to all restrictions and instructions issued by ATC or the check pilot; and
 - (c) stay within the visibility criteria and not descend below circling MDA until in a position from which a descent to a normal landing is assured.

10.32.3 Some common errors that may affect the assessment of this sequence are as follows:

- (a) no briefing on the type of circling approach to be used;
- (b) not designating which pilot will fly the circling approach;
- (c) failure to monitor and inform the pilot flying of deviations in airspeed or altitude;
- (d) exceeding 30° of bank or poor final alignment with the runway;
- (e) gross upward deviations in altitude or circling below circling altitude; or
- (f) not maintaining correct airspeed or failure to align aircraft with runway to effect a safe landing.

10.33 GO-AROUND

10.33.1 Begins when the crew aborts the descent to the planned landing runway during the Approach phase; ends after speed and configuration are established at a defined manoeuvring altitude or to continue the climb for the purpose of cruise.

Note: For the purposes of MV/LOE, one missed approach or one rejected landing is required per the schedules listed in CASS 725.106. These events both fall under the Go-around phase of flight.

10.33.2 A missed approach may be carried out at any time from intercepting final approach to touch down on the runway. The published missed approach profile must be followed except where it is modified by ATC.

10.33.3 Rejected landings may be carried out at any time after the instrument portion of the approach is complete, the runway is in sight and the aircraft is configured and has started its final descent to landing.

10.33.4 Assessment will be based on the candidate/crew's ability to:

- (a) promptly initiate the missed approach;
- (b) report beginning the missed approach procedure;
- (c) comply with the published or alternate missed approach procedure;
- (d) report anytime the aircraft is unable to comply with a clearance, restriction, or climb gradient;
- (e) follow the checklist items appropriate to the go-around procedure;

- (f) request a clearance to the alternate airport, clearance limit, or as directed by the check pilot; and
- (g) maintain the recommended airspeed within plus or minus 10 knots; heading, track, or bearing within plus or minus 10 degrees; and altitude within plus or minus 100 feet during the missed approach procedure.

10.33.5 Some common errors that may affect the assessment of this sequence are as follows:

- (a) not utilizing adequate power/thrust settings and attitude to achieve a satisfactory climb profile;
- (b) not following the published profile or ATC clearance;
- (c) manoeuvring the aircraft inappropriately for the phase of flight;
- (d) failure to ensure that required checks are completed;
- (e) improper programming of FMS;
- (f) not establishing or monitoring the missed approach guidance mode;
- (g) missed approach altitude not set for auto flight system; or
- (h) delayed or forgotten aircraft checks.

10.34 LANDING

10.34.1 Begins when the aircraft is in the landing configuration and the crew is dedicated to touch down on a specific runway; ends when the speed permits the aircraft to be manoeuvred by means of taxiing for the purpose of arriving at a parking area. It may also end by the crew initiating a Go-around phase.

10.34.2 Landings and approaches to landings must be conducted according to the applicable AOM, AFM, COM and SOPs. The actual landing and rollout must be assessed by the evaluator particularly when the candidates have undertaken a Level C or D training program.

10.34.3 Assessment will be based on the candidate/crew's ability to:

- (a) execute a landing from an approach MDA or DH when the required visual references for the intended runway are obtained;
- (b) take action respecting NOTAMs, wind shear, wake turbulence, runway surface, braking conditions, and other operational considerations; and/or
- (c) take into consideration weather factors such as turbulence, wind shear, wind, and visibility.

10.34.4 Some common errors that may affect the assessment of this sequence are as follows:

- (a) initiating the flare too early or too late;
- (b) excessive body angle or roll on touch down;
- (c) late or incorrect de-rotation rate;
- (d) over controlling on short final;
- (e) manoeuvring the aircraft inappropriately for the phase of flight;
- (f) poor or no cross wind correction;
- (g) improper use, or selection, of auto-brake;
- (h) attempted landing without completing required checks; or
- (i) failure to track the runway on rollout.

10.35 TAXI-IN

10.35.1 Begins when the crew begins to manoeuvre the aircraft under its own power to an arrival area for the purpose of parking; ends when the aircraft ceases moving under its own power with a commitment to shut down the engine(s). It may also end by the crew initiating a Taxi-out phase.

10.36 ARRIVAL/ENGINE SHUTDOWN

10.36.1 Begins when the crew ceases to move the aircraft under its own power and a commitment is made to shutdown the engine(s); ends with a dedication to shutting down ancillary systems for the purpose of securing the aircraft. It may also end by the crew initiating an Engine Start/Depart phase.

Note: The Arrival/Engine Shutdown phase includes actions required during a time when the aircraft is stationary with one or more engines operating while ground servicing may be taking place, i.e., deplaning persons or baggage with engine(s) running, and or refueling with engine(s) running.

10.37 POST-FLIGHT

10.37.1 Begins when the crew commences the shutdown of ancillary systems of the aircraft for the purpose of leaving the flight deck; ends when the cockpit and cabin crew leaves the aircraft. It may also end by the crew initiating a Pre-flight phase.

10.38 FLIGHT CLOSE

10.38.1 Begins when the crew initiates a message to the flight following authorities that the aircraft is secure, and the crew is finished with the duties of the past flight; ends when the crew has completed these duties or begins to plan for another flight by initiating a Flight Planning phase.

10.39 ABNORMAL/EMERGENCY

- 10.39.1 Abnormal procedures should be of sufficient complexity to allow each crewmember to demonstrate the handling of primary and secondary failures and paper checklist procedures appropriate to the aircraft type. In addition to the required engine failures, normally a minimum of two different systems malfunctions for each pilot is required to adequately demonstrate knowledge and ability.
- 10.39.2 Multiple, unrelated failures that have a cumulative effect on the operation of the aircraft must not be planned as part of a validation or evaluation scenario. For example, a configuration problem combined with a power plant failure have a cumulative effect requiring excessive work during the final approach and should not be simulated. Conversely, an emergency descent followed by a configuration problem or engine failure does not have a cumulative effect on workload during a single phase of flight and may be planned.
- 10.39.3 The evaluator shall not correct any unrelated malfunctions that are a result of crew actions.
- 10.39.4 Assessment will be based on the candidate/crew's ability to:
- (a) demonstrate adequate knowledge to diagnose malfunctions of aircraft components or systems in a reasonable time and to take corrective action on those critical emergencies designated as memory checks in the applicable AOM, AFM, COM and SOPs without reference to a checklist or manual;
 - (b) demonstrate an understanding of alternate components, systems, procedures and any restrictions to continued flight predicated on their use and be able to develop a course of action that makes allowance for any further degradation in the aircraft airworthiness status; and
 - (c) demonstrate knowledge and discipline in the use of an electronic checklist, if applicable, and various alerting systems.
- 10.39.5 Some common errors that may affect the assessment of this sequence are as follows:
- (a) inability to identify a malfunction or incorrect diagnosis of the malfunction;
 - (b) inadequate knowledge of the procedures required to deal with an emergency, or failure to carry out vital actions in an acceptable time period;
 - (c) loss of situational awareness during the completion of required checklists or procedures;
 - (d) failure to correctly carry out secondary actions to determine limitations imposed by the emergency on the remaining systems;
 - (e) checks/procedures not in accordance with the applicable AOM, AFM, COM and SOPs;

- (f) failure to carry out a vital action thereby jeopardizing the safety of the aircraft;
- (g) exceeding aircraft or engine limitations; or
- (h) improper electronic checklist and alerting system crew discipline.

CHAPTER 11 – VALIDITY PERIODS, RENEWALS AND EXTENSIONS

11.1 CONTINUING QUALIFICATION CYCLES

- 11.1.1 The time period during which all proficiency objectives are trained, validated, or evaluated for all crewmembers is called a "Continuing Qualification Cycle". Figure 11-1 illustrates a Continuing Qualification Cycle (following initial qualification).
- 11.1.2 The Continuing Qualification Cycle footprint must provide sufficient detail to show compliance with the *Commercial Air Service Standards* (CASS). Elements of ground training activities, flight and/or simulator training activities, validations, evaluations and currency activities are specifically identified. The schedule for the cycle should specify the period between each type of activity: Manoeuvres Training (MT), Line Oriented Flight Training (LOFT), Manoeuvres Training and Validation (MTV) and Line Operational Evaluation (LOE). It should also specify the order in which each activity is to be performed.
- 11.1.3 The intervals associated with Continuing Qualification Cycles range from 24 months for a new AQP operator to longer intervals for a mature AQP operator, when approved to do so by Transport Canada based on the air operator's satisfactory demonstration of at least an equivalent level of safety via extensive data collection and analysis.
- 11.1.4 All **Currency Proficiency Objectives** (terminal or supporting proficiency objective for which individuals and/or crews can maintain proficiency by repeated performance of the item in normal line operations) must be accomplished during each Continuing Qualification cycle.
- 11.1.5 Continuing Qualification Cycles are divided into Evaluation Periods. Each Evaluation Period shall have one or more Training Periods. Evaluation and Training Periods are described below.

11.2 EVALUATION PERIODS

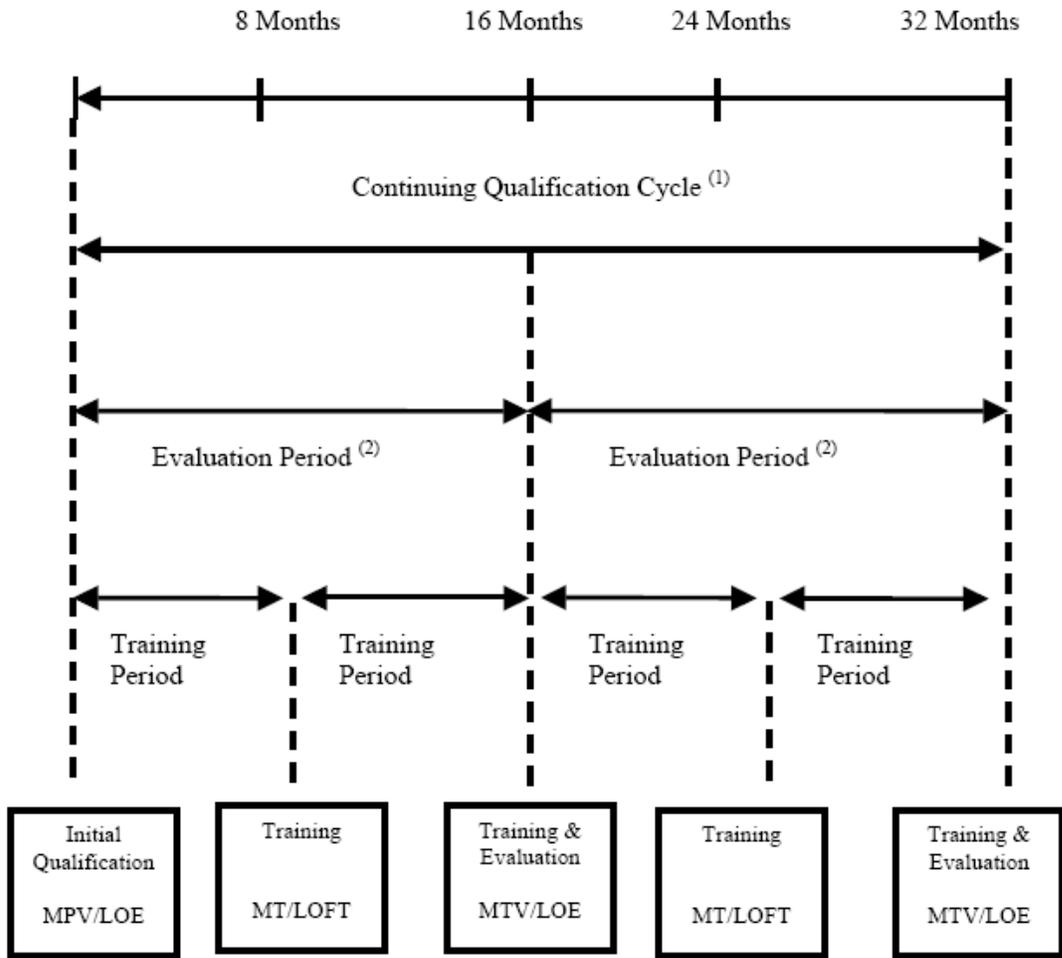
- 11.2.1 All **Critical Proficiency Objectives** (terminal or supporting proficiency objectives for which substandard task performance would adversely affect safety) must be evaluated through a MTV and/or LOE during each Evaluation Period.
- 11.2.2 The interval associated with Evaluation Periods equates to the length of the Continuing Qualification Cycle divided by the number of Evaluation Periods that comprise it. Typically, for a new AQP-certified operator with a 24-month Continuing Qualification Cycle comprised of two evaluation periods, the length of each Evaluation Period will be 12 months. For a mature AQP operator however, this time period can be longer or shorter depending on the length of its Continuing Qualification Cycle and the number of Evaluation Periods within that cycle.

- 11.2.3 In any event, the validity of the associated licensing event, namely the LOE, will be made to coincide with the expiry of the Evaluation Period, which is the first day of the following month after the interval ends. In the case of a 12-month Evaluation Period interval, the LOE will be valid until the first day of the thirteenth month following the month in which the evaluation was completed. In any other case where the Evaluation Period interval is **not** 12 months, the LOE will be valid until the first day of the month that coincides with the expiry of the evaluation period.

11.3 TRAINING PERIODS

- 11.3.1 Each Evaluation Period shall have one or more Training Periods during which a training activity occurs.
- 11.3.2 The interval associated with Training Periods equates to the length of the Evaluation Period divided by the number of Training Periods that comprise it. Typically, for a new AQP-certified operator with a 12-month Evaluation Period comprised of two Training Periods, the length of each Training Period will be 6 months. For a mature AQP operator however, this time period can be longer or shorter depending on the length of its Evaluation Period and the number of Training Periods within that same Evaluation Period.
- 11.3.3 In any event, the validity of the associated training activity will be made to coincide with the expiry of the Training Period, which is in any case the first day of the following month after the interval ends. In the case of a 6-month Training Period interval, training will be required before the first day of the seventh month following the month in which the most recent evaluation or training was completed. In any other case where the Training Period interval is **not** 6 months, training will be required before the first day of the month that coincides with the expiry of the Training Period.

**FIGURE 11-1: CONTINUING QUALIFICATION CYCLE
(EXAMPLE USING A 32-MONTH MATRIX)**



Note 1: All Currency Proficiency Objectives must be evaluated during each Continuing Qualification Cycle.

Note 2: All Critical Proficiency Objectives must be evaluated during each Evaluation Period.

11.4 RENEWALS

- 11.4.1 Within the traditional program, when a pilot proficiency check (PPC) or training is renewed within the last 90 days of its validity period, its original anniversary date can be maintained. A similar provision exists for air operators using AQP that are maintaining 12-month evaluation periods. If the flight crewmember's evaluation or training is renewed within the last 90 days of its validity period, then the original anniversary date can be maintained.
- 11.4.2 However, for AQP air operators that are authorized for evaluation periods greater than 12 months, the original anniversary date can only be maintained if the training or evaluation occurs within the last 60 days of its validity period.

11.5 EXTENSIONS

- 11.5.1 For air operators that are maintaining 12-month evaluation periods, a 60-day extension to the validity period of any training or evaluation may be granted, if the Minister is of the opinion that aviation safety is not likely to be affected.
- 11.5.2 When an air operator is authorized however to maintain evaluation periods longer than 12 months, a 30-day extension may be granted to the validity period of any training or evaluation, if the Minister is of the opinion that aviation safety is not likely to be affected.
- 11.5.3 Extensions are only considered for unforeseen circumstances that are beyond the air operator's control. These unforeseen circumstances could include such things as illness and simulator breakdown. Extensions will not be granted due to poor planning, scheduling conflicts or lack of proper preparation.
- 11.5.4 Extensions to the validity period of training activities do not affect the validity period of the subsequent evaluation, namely the LOE. Extensions to the validity period of LOEs however will create a new validity date with respect to both training and evaluation periods, calculated in the usual manner from the date the LOE is conducted.

11.6 DUAL QUALIFICATION

- 11.6.1 An individual is deemed to be "dual qualified" if, during the Continuing Qualification Cycle following a MTV and LOE, the individual performs flight crew duties in an additional aircraft type.
- 11.6.2 If maintaining qualification in more than one aircraft type in accordance with the definition of "dual qualification" above, the individual will have one aircraft type designated as the "primary" type. The other aircraft type on which they are maintaining qualification will be designated as the "secondary" type.

- 11.6.3 A person who is qualified on more than one aircraft type or in more than one duty position on different aircraft types, should be simultaneously enrolled in a separate Continuing Qualification Curriculum for each assigned aircraft and duty position. For each aircraft type on which he/she is maintaining qualification, the individual flight crewmember must accomplish each of the relevant aircraft's Continuing Qualification Curriculum (CQC) in its entirety. Those training items that are not "fleet specific" in nature need only be addressed in the primary aircraft's Continuing Qualification Cycle.

11.7 ONLINE EVALUATION (OE)

- 11.7.1 Online Evaluations are required on an annual basis. The air operator however can seek approval to extend the validity of Online Evaluations beyond twelve months if it successfully demonstrates the use of methods that evaluate more effectively a flight crewmember's ability to perform his duties effectively as part of a crew. Such methods may include but are not limited to scheduling Online Evaluations without prior notice, or assigning the evaluator, during the evaluation, to occupy a seat on the flight deck that is not a flight crewmember seat.
- 11.7.2 Subject to paragraph 11.7.1, the validity period of an online evaluation expires on the first day of the thirteenth month following the month in which the evaluation is completed, or will coincide with the expiry of a different validity period approved by Transport Canada (in any case, the first day of the following month after the approved interval ends), provided the online evaluation is carried out in a manner that provides a more effective method to evaluate a flight crewmember's ability to perform his duties effectively as part of a crew.
- 11.7.3 The original anniversary date of an online evaluation can be maintained where an online evaluation is carried out within the last 90 days of its validity period if the air operator maintains a 12-month online evaluation validity period or within the last 60 days of its validity period if the air operator maintains an online evaluation validity period greater than 12 months.
- 11.7.4 The validity period of an online evaluation may be extended, provided the Minister is of the opinion that aviation safety is not likely to be affected, by up to 60 days if the operator maintains a 12-month online evaluation validity period or by up to 30 days if the operator maintains an online evaluation validity period greater than 12 months.
- 11.7.5 The extensions described in paragraph 11.7.4 are only considered for unforeseen circumstances that are beyond the air operator's control. These unforeseen circumstances could include such things as illness and aircraft breakdown. Extensions will not be granted due to poor planning, scheduling conflicts or lack of proper preparation.
- 11.7.6 Extensions to the validity period of an online evaluation will create a new validity date, calculated in the usual manner from the date the online evaluation is conducted.

11.8 PROGRAM VALIDATION

11.8.1 The Continuing Qualification Cycles and Evaluation Periods are subject to continued demonstration of overall effectiveness. The demonstration will be dependent on the data submitted by the applicant for program validation and Transport Canada surveillance. To ensure adequate individual and crew qualification, an applicant must show that its AQP has the capability to monitor each individual's demonstrated proficiency. Included within this validation is the use of First-Look Manoeuvres (FLM) data.

CHAPTER 12 – AQP EVALUATOR INITIAL REQUIREMENTS

12.1 QUALIFICATIONS FOR TYPE E EVALUATORS

12.1.1 A Type E Evaluator nominee will:

- (a) hold at least a valid ATPL pilot license and a valid instrument rating, type endorsement, and current PPC or LOE on the same type of aircraft as requested on the nominee's *AQP Evaluator Delegation of Authority Application* form;
- (b) have accumulated a minimum of 1000 flight hours as Pilot in Command on subpart 705 aircraft. One-half of the Second in Command time on subpart 705 aircraft, or one half of the PIC time on subpart 704 aircraft, up to 500 hours, can be counted towards the 1000 hours PIC time;
- (c) have a minimum of six months experience as a qualified Line Captain with the company nominating the evaluator and have accumulated not less than 100 hours PIC on type;
- (d) have previous experience as a training pilot and/or check pilot assigned to flight instructor, simulator instructor, training captain and/or check pilot duties, or demonstrate equivalent military experience;
- (e) demonstrate satisfactory knowledge of the contents and interpretation of the following publications:
 - (i) CARs Part I, specifically the fee schedule;
 - (ii) CAR Part IV, Personnel Licensing;
 - (iii) CARs 601, 602, 605, 705, and associated CARs Standards, as appropriate;
 - (iv) AQP Evaluator Manual;
 - (v) Authorized Persons Training Program for Type E Evaluators;
 - (vi) Canada Air Pilot (CAP);
 - (vii) Instrument Procedures Manual;
 - (viii) Canada Flight Supplement, specifically communication failure procedures;
 - (ix) Aeronautical Information Manual (AIM); and
 - (x) Commercial and Business Aviation Advisory Circulars (CBAAC).
- (f) demonstrate a thorough knowledge of the air operator's Company Operations Manual (COM), Operating Certificate and Operations Specifications, Standard Operating Procedures (SOP) and Aircraft Operating Manuals (AOM), Flight Crew Operating Manuals (FCOM), as applicable;

- (g) demonstrate a thorough knowledge of the air operator's approved AQP and appropriate validation/evaluation strategies;
- (h) meet all of the applicable Continuing Qualification Curriculum (CQC) requirements; and
- (i) have successfully completed, within 12 months of the date of the nominee's *AQP Evaluator Delegation of Authority Application* form, the initial training and monitoring requirements listed within the *AQP Evaluator Manual* for Type E Evaluators and any additional requirements within the operator's approved AQP Evaluator training program.

12.2 QUALIFICATIONS FOR TYPE V EVALUATORS

12.2.1 A Type V Evaluator nominee will:

- (a) hold or have held a valid ATPL pilot license, a valid Instrument Rating and Type Rating on the same type of aircraft as requested on the nominee's *AQP Evaluator Delegation of Authority Application* form;
- (b) have accumulated either:
 - i) a minimum of 3000 flight hours total time with a minimum of 500 flight hours as Pilot-in-Command on subpart 705 aircraft. One-half of the Second-in-Command time on subpart 705 aircraft, or one half of the PIC time on subpart 704 aircraft, up to 250 hours, can be counted towards the 500 hours PIC time; **or**
 - ii) instructional experience conducting a minimum of 35 Full Flight Simulator sessions (on the same aircraft type);
- (c) have a minimum of three months experience as a line pilot with the air operator;
- (d) be maintaining currency by either:
 - i) flying as a line pilot with the air operator; **or**
 - ii) an alternate program consisting of a minimum of 4 sectors every six months, flying as an observer (in the jump seat) in the aircraft for which the Evaluator Authority is issued.

Note: Evaluator nominees who do not currently fly as line pilots, must complete four sectors prior to conducting the Transport Canada Air Carrier Inspector (TC ACI) monitored MV.

- (e) have accumulated not less than 100 hours on type with the air operator;
- (f) have previous experience as a training pilot and/or check pilot assigned to flight instructor, simulator instructor, training captain and/or check pilot duties, or demonstrate equivalent military experience;
- (g) demonstrate satisfactory knowledge of the contents and interpretation of the following publications:
 - (i) CAR Part IV, Personnel Licensing;

- (ii) CARs 601, 602, 605, 705, and associated CARs Standards, as appropriate;
 - (iii) AQP Evaluator Manual;
 - (iv) Canada Air Pilot (CAP);
 - (v) Instrument Procedures Manual;
 - (vi) Canada Flight Supplement, specifically communication failure procedures;
 - (vii) Aeronautical Information Manual (AIM); and
 - (viii) Commercial and Business Aviation Advisory Circulars (CBAAC);
- (h) demonstrate a thorough knowledge of the air operator's Company Operations Manual (COM), Operating Certificate and Operations Specifications, Standard Operating Procedures (SOP) and Aircraft Operating Manuals (AOM), Flight Crew Operating Manuals (FCOM), as applicable;
 - (i) demonstrate a thorough knowledge of the air operator's Approved AQP and appropriate validation/evaluation strategies;
 - (j) meet all of the Continuing Qualification Curriculum (CQC) requirements, with the following exception: Type V Evaluators who do not fly as line pilots are exempted from the requirement for Online Evaluation (OE); and
 - (k) have successfully completed, within 12 months of the date of the nominee's *AQP Evaluator Delegation of Authority Application* form, the initial training and monitoring requirements listed within the *AQP Evaluator Manual* for Type V Evaluators and any additional requirements within the air operator's approved AQP Evaluator training program.

12.3 QUALIFICATIONS FOR TYPE O EVALUATORS

12.3.1 A Type O Evaluator will:

- (a) hold a valid ATPL pilot license, a valid Instrument Rating and Type Rating on the same type of aircraft as requested on the nominee's *AQP Evaluator Delegation of Authority Application* form;
- (b) have accumulated a minimum of 1000 flight hours as Pilot-in-Command on subpart 705 aircraft. One-half of the Second-in-Command time on subpart 705 aircraft, or one half of the PIC time on subpart 704 aircraft, up to 500 hours, can be counted towards the 1000 hours PIC time;
- (c) have a minimum of six months experience as a Line Captain with the air operator and have accumulated not less than 100 hours PIC on type;
- (d) be maintaining currency as a line captain with the air operator;

- (e) have previous experience as a training pilot and/or check pilot assigned to flight instructor, simulator instructor, training captain and/or check pilot duties, or demonstrate equivalent military experience;
- (f) demonstrate satisfactory knowledge of the contents and interpretation of the following publications:
 - (i) CAR Part IV, Personnel Licensing;
 - (ii) CARs 601, 602, 605, 705, and associated CARs Standards, as appropriate;
 - (iii) AQP Evaluator Manual;
 - (iv) Canada Air Pilot (CAP);
 - (v) Instrument Procedures Manual;
 - (vi) Canada Flight Supplement, specifically communication failure procedures;
 - (vii) Aeronautical Information Manual (AIM); and
 - (viii) Commercial and Business Aviation Advisory Circulars (CBAAC);
- (g) demonstrate a thorough knowledge of the air operator's Company Operations Manual (COM), Operating Certificate and Operations Specifications, Standard Operating Procedures (SOP) and Aircraft Operating Manuals (AOM), Flight Crew Operating Manuals (FCOM), as applicable;
- (h) demonstrate a thorough knowledge of the air operator's Approved AQP and appropriate validation/evaluation strategies;
- (i) meet all of the Continuing Qualification Curriculum (CQC) requirements; and
- (j) have successfully completed, within 12 months of the date of the nominee's *AQP Evaluator Delegation of Authority Application* form, the initial training and monitoring requirements listed within the *AQP Evaluator Manual* for Type O Evaluators and any additional requirements within the operator's approved AQP Evaluator training program.

12.4 ACADEMIC REQUIREMENTS

- 12.4.1 All AQP Evaluators are required to attend an AQP Initial Academic Training Program as outlined in the air operator's Evaluator Curriculum. This academic training program outlines the concepts and methodologies used in AQP. It will include training on the use of Inter Rater Reliability (IRR) or Referent Rater Reliability (RRR). The initial course shall include an approved "Authorized Persons" module for type E Evaluators.
- 12.4.2 A list of candidates attending the academic training program shall be forwarded to Transport Canada for tracking purposes.

12.5 PRACTICAL TRAINING AND MONITORING

- 12.5.1 In addition to academic training, a practical training program is required. This practical training program shall be completed within 120 days from the last day of the academic training program. Upon review, Transport Canada may approve a 30-day extension.
- 12.5.2 The Practical Training and Monitoring Requirements to conduct validations and evaluations are presented in Table 12-1 below. This table depicts each Type of AQP Evaluator Delegation of Authority and the Practical Training and Monitoring Requirements for each specific Evaluation Authority.
- 12.5.3 The air operator shall notify Transport Canada in writing that a nominee has completed the practical portion of the training successfully. This shall be done before the monitor required for initial certification is conducted.
- 12.5.4 A Transport Canada *AQP Evaluator Letter of Authority* (Appendix B) will be issued following the successful completion of a Type V, Type E, or Type O Evaluator Initial Monitor. Evaluators may conduct validations and/or evaluations only once they have obtained this Letter of Authority.
- 12.5.5 Type E Evaluator candidates are required to observe at least one LOE, conducted by a qualified Type E Evaluator. They must conduct at least one LOE under the supervision of a qualified Type E Evaluator and at least one LOE under the supervision of a Quality Assurance Evaluator (QAE). In addition, they are required to conduct one LOE, while being monitored by a TC inspector.
- Note: The QAE who performs the duties described in 12.5.5 must hold a valid Type E AQP Evaluator Delegation of Authority.*
- 12.5.6 Type E Evaluator candidates are required to conduct one LOE, while being monitored by a TC inspector.
- 12.5.7 Type V Evaluator candidates are required to observe at least one MV conducted by a Type E or Type V Evaluator. They must conduct at least one MV under supervision of a qualified Type E or Type V Evaluator and at least one MV under the supervision of a QAE. The MVs that are observed and/or conducted by the candidate should ideally include a MPV. If the nominee was not able to observe and/or conduct a MPV(s), the proper conduct of a MPV shall be included in the briefing session.
- Note: The QAE who performs the duties described in 12.5.7 must hold a valid Type E or Type V AQP Evaluator Delegation of Authority.*
- 12.5.8 Type V Evaluator candidates are required to conduct one MV while being monitored by a Transport Canada Air Carrier Inspector (TC ACI). This monitor shall include CAT II/III verification, when applicable to the air operator.
- 12.5.9 Type O Evaluator candidates are required to observe at least one OE, conducted by a qualified Type O or Type E Evaluator.

12.5.10 Type O Evaluator candidates are required to conduct one OE, while being monitored by a QAE.

Note: The QAE who performs the duties described in 12.5.10 must hold a valid Type E or Type O AQP Evaluator Delegation of Authority.

TABLE 12-1: INITIAL PRACTICAL TRAINING AND MONITORING REQUIREMENTS

Type E Evaluator	<ul style="list-style-type: none">• Observe at least one LOE, conducted by a qualified Type E Evaluator;• Conduct at least one LOE under the supervision of a qualified Type E Evaluator;• Conduct at least one LOE under the supervision of a Quality Assurance Evaluator (QAE); and• Conduct one LOE, while being monitored by a TC Inspector.
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Note: Notwithstanding the requirements above, training programs for AQP evaluators must encompass all academic and practical training requirements needed to assume the complete range of duties found under the particular delegation sought by the candidate. Thus, with respect to qualifying type E evaluators, the training program must address all academic and practical training requirements identified for the conduct of LOEs, MVs, FLMs and OEs, taking into account the candidate's previous experience.

<p>Type V Evaluator</p>	<ul style="list-style-type: none"> • Observe at least one MV conducted by a qualified Type E or Type V Evaluator; • Conduct at least one MV under supervision of a qualified Type E or Type V Evaluator; • Conduct at least one MV under supervision of a Quality Assurance Evaluator (QAE); and <p><i>Note: If the nominee was not able to observe and/or conduct a MPV(s), the proper conduct of a MPV shall be included in the briefing session.</i></p> <ul style="list-style-type: none"> • Conduct one MV, while being monitored by a TC Inspector. <p><i>Note: The monitor shall include a CAT II/III verification, when applicable to the air operator.</i></p>
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Note: Notwithstanding the requirements above, training programs for AQP evaluators must encompass all academic and practical training requirements needed to assume the complete range of duties found under the particular delegation sought by the candidate. Thus, with respect to qualifying type V evaluators, the training program must address all academic and practical training requirements identified for the conduct of MVs and FLMs.

<p>Type O Evaluator</p>	<ul style="list-style-type: none"> • Observe at least one OE, conducted by a qualified Type E or Type O Evaluator; and • Conduct one OE, while being monitored by a Quality Assurance Evaluator (QAE).
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12.6 TYPE E EVALUATOR TRANSITION TRAINING AND MONITORING

- 12.6.1 Type E Evaluators, who are maintaining the currency requirements specified in Chapter 6 - Continuing Qualification of Evaluators, may obtain Type E Evaluator Delegation of Authority for an additional aircraft type. To obtain this additional Delegation of Authority, a Type E Evaluator must:
- a) conduct at least one LOE, on the aircraft type for which additional authority is sought, under the supervision of a qualified Type E Evaluator; and
 - b) conduct one LOE, on the aircraft type for which additional authority is sought, while being monitored by a TC inspector.
- 12.6.2 When additional AQP Evaluator Delegation of Authority is requested, the air operator shall submit to the Issuing Authority the information specified in section 3.2.
- 12.6.3 The approval process for revisions to AQP Evaluator Delegation of Authority is specified in section 5.2.

12.7 TYPE V EVALUATOR TRANSITION TRAINING AND MONITORING

- 12.7.1 Type V Evaluators, who are maintaining the currency requirements specified in Chapter 6 - Continuing Qualification of Evaluators, may obtain Type V Evaluator Delegation of Authority for an additional aircraft type. To obtain this additional Delegation of Authority, the Type V Evaluator must:
- a) conduct at least one MV, on the aircraft type for which additional authority is sought, under the supervision of a qualified Type V or Type E Evaluator; and
 - b) conduct one MV, on the aircraft type for which additional authority is sought, while being monitored by a TC inspector.
- Note: The monitor shall include a CAT II/III verification, when applicable to the air operator.
- 12.7.2 When additional AQP Evaluator Delegation of Authority is requested, the air operator shall submit to the Issuing Authority the information specified in section 3.2.
- 12.7.3 The approval process for revisions to AQP Evaluator Delegation of Authority is specified in section 5.2.

12.8 TYPE O EVALUATOR TRANSITION TRAINING AND MONITORING

- 12.8.1 Type O Evaluators, who are maintaining the currency requirements specified in Chapter 6 - Continuing Qualification of Evaluators, may obtain Type O Evaluator Delegation of Authority for an additional aircraft type. To obtain this additional Delegation of Authority, the Type O Evaluator must:
- a) conduct at least one OE, on the aircraft type for which additional authority is sought, under the supervision of a qualified Type O or Type E Evaluator; and
 - b) conduct one OE, on the aircraft type for which additional authority is sought, while being monitored by a Quality Assurance Evaluator (QAE).
- 12.8.2 When additional AQP Evaluator Delegation of Authority is requested, the air operator shall submit to the Issuing Authority the information specified in section 3.2.
- 12.8.3 The approval process for revisions to AQP Evaluator Delegation of Authority is specified in section 5.2.

CHAPTER 13 – REPORT AND APPLICATION COMPLETION

13.1 REPORTS AND APPLICATIONS REQUIRED FOR LICENSING

- 13.1.1 Successful completion of a MV and LOE is confirmation that the student has met all of the requirements for the issuance or renewal of an Instrument Rating and/or issuance of a Type Rating.
- 13.1.2 In order for licensing action to take place the following documents are required, as applicable:
 - (a) *Flight Test Report Pilot Proficiency Check*, form 26-0249 (Appendix E); and/or
 - (b) *Application for Endorsement of a Rating*, form 26-0083
- 13.1.3 Upon completion of a LOE, the Type E Evaluator must complete the *Flight Test Report Pilot Proficiency Check*, form 26-0249 (Appendix E) under the following circumstances:
 - (a) the candidate requires an Instrument Rating (initial or renewal)
 - (b) the candidate requires a Type Rating
 - (c) the candidate has failed the LOE and requires additional training and another LOE; or
 - (d) the candidate is a Type “E” Evaluator or a Type “V” Evaluator not employed by the air operator, in which case Transport Canada requires the information for tracking and validation purposes
- 13.1.4 The *Application for Endorsement of a Rating* form (26-0083) must be completed by the Type E Evaluator under the following circumstances as applicable:
 - (a) the candidate requires an initial Instrument Rating; and/or
 - (b) the candidate requires a Type Rating

13.2 COMPLETING THE FLIGHT TEST REPORT - PILOT PROFICIENCY CHECK (26-0249)

- 13.2.1 The *Flight Test Report Pilot Proficiency Check*, form 26-0249 (Appendix E) was originally designed for traditional Pilot Proficiency Checks. There are several important differences when this form is used to document LOEs. In particular, when used for a LOE, there are several areas for data entry that are not applicable (N/A). In addition, some written comments, unique to LOEs are required.

13.2.2 The following guidelines are to be followed by when completing the *Flight Test Report Pilot Proficiency Check*, form 26-0249 (Appendix E)

Name of Applicant	The full name must agree with the existing license.
Applicant's License Number	Must agree with existing documentation.
Name of Check Pilot - Simulator	Must agree with existing documentation.
TC / CCP / DACP Dot	Type E Evaluators should fill in the CCP Dot.
Check Pilot's License Number	Must agree with existing documentation.
Name of Check Pilot - Aircraft	N/A
Operator/Training Unit	Must agree with existing documentation.
File Number (5282-_____)	Must agree with existing documentation.
Present Instrument Rating/ Group and Expiry	N/A
Present PPC and Expiry	N/A
Valid Medical Verified Box	Must be checked off.
A/C Type	Must be annotated with the applicable aircraft type.
A/C Reg.	Not Applicable.
Sim ID No.	Must be annotated with the applicable simulator identification number.
Script No.	N/A – Script details are written in the Comments – General Assessment section.
Pilot Proficiency Check	Fill in Multi-crew dot.
Initial/Recurrent/Upgrade/VFR Only Dot	As applicable.
Crew Status	As applicable.
Type Rating	As applicable for Qualification Course.
Takeoff Limits	N/A
Landing Limits	N/A

Ground Training/Flight Training Exams	N/A
AQP Dot	Must be filled in. This dot when filled in disables the scanning of the Check Details (Items 1 to 27).
Check Details (Items 1 to 27)	N/A. These items were disabled by filling in the AQP dot.
PPC Simulator Passed / Failed Dot	Must be filled in as applicable.
PPC Aircraft Passed / Failed Dot	N/A
IFR Passed / Failed Dot Group (IFR)	Must be filled in as applicable.
Passed / Failed Dot Change of Address and Phone Number	Must be filled in as applicable.
Receipt No	As required.
Signature of Check Pilot (Simulator) / Date / Flt Time	Evaluator must sign the form, and record the date and simulator flight time.
Signature of Check Pilot (Aircraft) / Date / Flt Time	N/A
Flight Test Date	Record when LOE was completed.
PPC Valid To	Now represent LOE VALID TO. The validity period of a LOE is dependent upon the Evaluation Period. (See Chapter 11 for details.) Evaluator should make an ink correction: strike out “PPC” and write “LOE”.
IFR Valid To	Must be completed if an Instrument Rating is being renewed. <i>Note: The validity period of an Instrument Rating is still twenty-four months.</i>

Comments
– General Assessment

Must include the MV and LOE script or reference number.

In the event that a LOE is “Unsatisfactory” the evaluator will add the following information for each TPO/SPO item graded as “Unsatisfactory” to the comments section of the 0249 form. This information is needed to support the Notice of Suspension:

- the TPO/SPO item(s) (and #, if applicable) that were graded as “Unsatisfactory”;
- the applicable standards statement and reference # that supports the failure grade (it is also permissible to state a tolerance listed in section 10.6 that was exceeded); and
- a free text statement to indicate the magnitude of the failure.

An example of the comments for an UNSAT TPO/SPO item:

- Item 2.4 Perform Non Precision Approach
- Standards Statement, 231 Comply with minimum safe altitude
- the candidate crossed the FAF 300 feet below published minimum altitude

No other comments will be made on the form.

13.3 COMPLETING THE APPLICATION FOR AN ENDORSEMENT / RATING (26-0083)

13.3.1 The following guidelines are to be followed by when completing the *Application for an Endorsement of a Rating*, form 26-0083.

File Number	Check that the 5802 file number is correct.
License Number	Must agree with existing documentation.
Date of Birth	Must agree with existing documentation.
Medical Category	Category 1 medical assessment is required.

PART A

Full Name	The full name must agree with the existing license, or changes must be supported by a copy of the document substantiating a legal change of name or an original "Declaration of Name for Aviation Personnel Licenses".
Address	Check the complete address.
Aircraft Category	The appropriate box should be indicated.
Rating(s) Applied for	The appropriate box should be indicated and should agree with Parts "B", "C" and "D".
Date/Signature	Ensure that the form is dated and signed by the applicant.

PART B

Check indications for which rating application is being made. Some applicants become confused and in error indicate more than one allotted box. Perusal of Part "C" may assist in clarification of the rating requested.

Experience related to the desired rating should be checked.

PART C

All ratings require the recommendation of a qualified person.

PART D

This section is not mandatory but it will be completed if the applicant's license was endorsed for 90 days (three calendar months). If filled in, check for completeness.

PART E

This section is for the use of Transport Canada Licensing Personnel and should not be filled in by the applicant or the person recommending the rating.

13.4 ENDORSING THE SUCCESSFUL CANDIDATE'S LICENSE

13.4.1 The Type E Evaluator, who is an Authorized Person, shall sign and thereby certify the back of the candidate's Pilot License or provide a *Certification of Additional Privileges* card, for the following:

- (a) Issue of a Type Rating
- (b) Issue of an initial Instrument Rating
- (c) Renewal of an Instrument Rating that will expire within 90 days.

13.4.2 This certification by an Authorized Person maintains or grants additional privileges for a period of 90 days from the certification date.

13.5 FEES

13.5.1 The appropriate fee, in accordance with CAR 104.01 Schedule IV, shall be remitted according to regional administrative procedures when the *Flight Test Report Pilot Proficiency Check*, form 26-0249 (Appendix E) or the *Application for an Endorsement of a Rating*, form 26-0083 has been signed by a TC Inspector.

CHAPTER 14 – AQP DATA MANAGEMENT

14.1 BACKGROUND

14.1.1 This chapter provides general guidance for the management of performance/proficiency data within an AQP. Specific recommendations for collecting, entering, reporting, and analyzing performance data are addressed in the “Data Management Guide”. This document was developed by the Data Management Focus Group AQP Subcommittee, which is sponsored by the Air Transport Association (ATA). The “Data Management Guide” is available from Transport Canada.

14.2 REGULATORY REQUIREMENT

14.2.1 Under an AQP, the air operator is required to collect and analyze performance information on its flight crewmembers, instructors and evaluators. The data collection, analysis and reporting processes employed by the air operator must be acceptable to Transport Canada. This data will enable the air operator and Transport Canada to determine whether the form and content of training and evaluation activities satisfactorily accomplish the overall objectives of the curriculum. Good data management practices are necessary to determine whether an AQP is meeting its objectives.

14.3 VALIDATION

14.3.1 The principal goal of the AQP is true proficiency-based training and qualification. Performance objectives are systematically developed and maintained, then continuously validated through the collection and evaluation of empirical performance data. Data collection and analysis, or data management in short, is therefore an integral part of AQP.

14.4 DEFINITION

14.4.1 Data management can be classified into the two broad categories:

- Individual Qualification Records; and
- Performance/Proficiency Data.

14.5 INDIVIDUAL QUALIFICATION RECORDS

14.5.1 These are identifiable records maintained in sufficient detail on each individual flight crewmember, instructor and evaluator who is qualifying or has qualified under an AQP. These records show how and when the individual satisfied the requirements of the curriculum required for their assigned duty position. They may also include demographic and work history information, as well as completion information on the modules and lessons. Air operators may maintain a manual or a computerized record keeping system. The record keeping process in AQP does not differ from traditional record keeping requirements.

14.6 PERFORMANCE/PROFICIENCY DATA

- 14.6.1 In addition to the traditional record keeping requirements described above, AQP also requires the establishment of a separate Performance/Proficiency Database (PPDB). PPDB records are de-identified and maintained separately from the normal qualification records.
- 14.6.2 This de-identified information represents the results of an individual's ability to demonstrate the performance objectives of each curriculum successfully. This information is captured during validation and evaluation gates as a crewmember progresses through an AQP curriculum. This data is obtained from each crewmember's performance and is stored in a collective form in the PPDB.
- 14.6.3 This data is used to analyze training programs and/or groups of participants, not for tracking individual accomplishment. Successful collection and analysis of this data will allow the air operator to identify and correct problems, validate AQP curriculums, and identify developing trends.

14.7 OVERVIEW

- 14.7.1 In AQP, data management is a continual process of data collection, entry, submission and analysis.

14.8 DATA COLLECTION

- 14.8.1 AQP data collection is required in all curricula. The specifics are detailed in the air operator's approved AQP Data Management Plan, which is contained in the Implementation and Operations Plan (I & O Plan).
- 14.8.2 Data is collected at each validation or evaluation gate. This data consists of graded proficiency objectives using a rating scale with associated reason codes (if applicable). Data collection requirements for the AQP will vary with the curriculum, the type of curriculum activity (training, validation, or evaluation), the type of participant (crewmember, instructor, or evaluator), and the overall management objectives for use of the data. All performance data collected on each proficiency objective must be relative to the applicable AQP Qualification Standards defined for the training and evaluation activities.
- 14.8.3 For each flight crewmember, instructor or evaluator in a Qualification or Continuing Qualification curriculum, Transport Canada must be able to associate the data records applicable to that person in that curriculum through logical grouping of the records, or linkage by a common de-identified index number, but not by name.

14.9 DATA ENTRY

- 14.9.1 All performance/proficiency data collected throughout the AQP is entered into the air operator's PPDB. Typically, this is an electronic database for ease in analysis, comparison and reporting purposes.

- 14.9.2 Considerations for data entry include the method, the hardware/software required for data input, and the hardware/software required for data storage and utilization. Distinct advantages, disadvantages and costs are associated with any method of data entry.
- 14.9.3 Database design is at the discretion of the air operator, providing that the design can generate the required report table specified, in a manner acceptable to Transport Canada.

14.10 DATA SUBMISSION

- 14.10.1 Transport Canada has established the minimal requirements for the submission of de-identified data by curriculum. Figure 14-1 summarizes the minimum submission requirements for the Canadian Data Report Table (CDRT). The information in this table is downloaded from the carrier's PPDB.
- 14.10.2 The submissions are forwarded electronically, or made available by direct web access to the TC unit identified to receive AQP data files. Data should be compiled in 1 calendar-month blocks and made available within 2 months of collection. Transport Canada will analyze the de-identified data using standard automated queries and reports to identify AQP performance trends.
- 14.10.3 The CDRT contains a listing of 20 fields that are reported for every measured item, providing a separate record for each. A measured item is a manoeuvre, task, procedure, or event set, and is the main component for data analysis. These fields provide a record of the results of the performance of each measured item along with supporting data for reporting and analysis. Certain supporting data fields (airline designator, curriculum, etc.) repeat for each record and can be automatically generated from a query/software routine. Each field in the CDRT must contain an alpha/numeric, numeric, or text entry.
- 14.10.4 Due to the unique features of each operator's AQP, TC in consultation with the air operator may require the collection of additional data as deemed appropriate.

14.11 QUALIFICATION CURRICULUM

- 14.11.1 For Qualification Curricula (including Secondary Curricula as appropriate) the air operator must make available to Transport Canada the following minimum AQP data:
 - (a) Data for each flight crewmember in training, for each progressive validation module other than LOE, by respective validation module identifier;
 - (b) Data for each flight crewmember evaluated in a LOE, a single electronic record for the Captain/First Officer/Cruise Relief Pilot/Second Officer/Flight Engineer (or seat filler) identifier codes and for each pilot evaluated;
 - (c) Data for each flight crewmember receiving an Online Evaluation (OE)

14.12 CONTINUING QUALIFICATION CURRICULUM

14.12.1 For Continuing Qualification Curricula (including Secondary Curricula as appropriate) the air operator must make available to Transport Canada the following minimum AQP data:

- (a) Data for each flight crewmember in training, for First-Look Manoeuvres (FLM) (when applicable);
- (b) Data for each flight crewmember in training, for Manoeuvre Validation (MV);
- (c) Data for each flight crewmember evaluated in a Line Operational Evaluation (LOE), a single electronic record for the Captain/First Officer/Cruise Relief Pilot/Second Officer/Flight Engineer (or seat substitute) identifier codes and for each pilot evaluated;
- (d) Data for each flight crewmember present during an Online Evaluation (OE), the performance data that directly mirrors the content of the Transport Canada-approved OE form.

14.12.2 Table 14-1 on the following page lists the minimum AQP Data submission requirements.

TABLE 14-1: SUMMARY OF AQP DATA SUBMISSION REQUIREMENTS FOR CANADIAN DATA REPORTING TOOL (CDRT)

Data	Qualification Curricula				Continuing Qualification Curricula			
Data Type	PV	MPV	LOE	OE	FLM	MTV	LOE	OE
File Name/Record Identifier	X	X	X	X	X	X	X	X
DD/MM/YY	X	X	X	X	X	X	X	X
Aircraft Fleet ID	X	X	X	X	X	X	X	X
Curriculum ID	X	X	X	X	X	X	X	X
Crew/Duty Position		X	X	X		X	X	X
PF/PNF		X	X	X	X	X	X	X
PIC/SIC		X	X	X	X	X	X	X
Seat Substitute		X	X			X	X	
Satisfactorily Completed (Y/N)	X	X	X	X		X	X	X
Item Or Event Set Identifier	X	X	X	X	X	X	X	X
Event Rating/Grade		X	X	X	X	X	X	X
Reason Code/Skill Category		X	X	X		X	X	X
Repeats Required		X	X	X	X	X	X	X
Additional OE Required (Y/N)				X				X
Additional Trng Required (Y/N)	X	X	X	X		X	X	X
TC Simulator ID #		X	X		X	X	X	
Evaluator ID #	X	X	X	X	X	X	X	X
TC Inspector ID #	X	X	X	X	X	X	X	X
Geographical Area				X				X
Comments O=optional	O	O	O	O	O	O	O	O

TABLE 14-1 (CONTINUED)

PV - Procedures Validation

MPV - Manoeuvres Proficiency Validation

MTV: Manoeuvres Training and Validation

LOE - Line Operational Evaluation

OE: Online Evaluation

FLM: First-Look Manoeuvres

PIC - Pilot In Command

SIC - Second In Command

CRP - Cruise Relief Pilot

FE - Flight Engineer

SO - Second Officer

PF/PNF - Pilot Flying/Pilot Not Flying

14.12.2 For each flight crewmember enrolled in a particular Qualification or Continuing Qualification curriculum, Transport Canada must be able to associate the data records applicable to that flight crewmember in that curriculum through logical grouping of the records or linkage by a common index number.

14.13 DATA ANALYSIS

14.13.1 The primary users of data reports are

- the air operator personnel; and
- Transport Canada.

14.14 AIR OPERATOR DATA ANALYSIS

14.14.1 AQP requires that the data collection conducted by the air operator for its own use in monitoring curricula will support more analytical detail and diagnostic functions than the data collected for submission to Transport Canada. Transport Canada expects the air operator to do an in-depth analysis of the effectiveness of the training provided.

14.14.2 Reporting of data is based on the analysis of the PPDB to provide information on the curriculum and participant groups (flight crewmembers, instructors, evaluators). Once the data is collected and entered into the PPDB, an analysis should be performed on the aggregate information. Statistical analysis of the proficiency data enables air operators to make an internal assessment of their performance.

14.14.3 Air operators should tailor these processes and techniques to suit their own requirements. Each air operator's data collection and performance assessment processes should be refined over time, based on their own practical experience. That is, the measures and processes should be optimized on an iterative basis to provide the degree of discrimination in crewmember performance needed to establish effective quality control over AQP curricula.

14.15 TRANSPORT CANADA DATA ANALYSIS

14.15.1 Data submissions to Transport Canada are primarily ratings and reason codes associated with performance measures taken at validation and evaluation gates and supporting data. The data, presented to Transport Canada in the table previously discussed is analyzed and allows POIs and other Transport Canada personnel to conduct trend analysis to monitor overall program effectiveness.

LIST OF APPENDICES

Appendix A: AQP Evaluator Delegation of Authority Application

Appendix B: AQP Evaluator Letter of Authority

Appendix C: Monthly Schedule of Validations and Evaluations

Appendix D: AQP Evaluator Monitor Report (26-0720)

Appendix E: Flight Test Report Pilot Proficiency Check (26-0249)

Appendix F: Letter of Revocation

APPENDIX A: AQP EVALUATOR DELEGATION OF AUTHORITY APPLICATION

Initial
Revision

Date (yy/mm/dd)

AQP Evaluator Nominee

Name _____ Licence # _____

AQP Evaluator Delegation of Authority Requested

Type E To conduct: () LOE () MV () OE () FLM

Type V To conduct: MV, FLM

Type O To conduct: OE

Aircraft Types:

1) _____ 2) _____ 3) _____

Academic Training

Completed Proposed Date(yy/mm/dd): _____

Practical Training

Completed Proposed Date(yy/mm/dd): _____

EXPERIENCE

Type “E” Evaluator

Nominee is personally suitable and meets all the criteria listed below:

- holds a valid ATPL pilot license and a valid Instrument Rating, Type Rating, and current PPC or LOE on the applicable type of aircraft;
- has accumulated a minimum of 1000 flight hours as Pilot in Command on subpart 705 aircraft. One-half of the Second in Command time on subpart 705 aircraft, or one half of the PIC time on subpart 704 aircraft, up to 500 hours, can be counted towards the 1000 hours PIC time;
- has a minimum of six months experience as a line captain with the company nominating the evaluator and has accumulated not less than 100 hours PIC on type;
- has previous experience as a training pilot or has demonstrated equivalent knowledge and ability
- has demonstrated satisfactory knowledge of the contents and interpretation of the following publications:
 - (i) CARs Part I, specifically the fee schedule;
 - (ii) CAR Part IV, Personnel Licensing;
 - (iii) CARs 601, 602, 605, 705, and associated CARs Standards, as appropriate;
 - (iv) AQP Evaluator Manual;
 - (v) Authorized Person’s Training Program for Type E Evaluators;
 - (vi) Canada Air Pilot (CAP);
 - (vii) Instrument Procedures Manual;
 - (viii) Canada Flight Supplement, specifically communication failure procedures, and
 - (ix) Aeronautical Information Publication (AIP) Canada;
 - (x) Commercial and Business Aviation Advisory Circulars (CBAAC).
- has demonstrated a thorough knowledge of the air operator's Company Operations Manual (COM), Operating Certificate and Operations Specifications, Standard Operating Procedures (SOP) and Aircraft Operating Manuals (AOM), Flight Crew Operating Manuals (FCOM), as applicable;
- has demonstrated a thorough knowledge of the appropriate validation/evaluation strategies; and
- has met all of the applicable Continuing Qualification Curriculum (CQC) requirements.

Type “V” Evaluator

Nominee is personally suitable and meets all the criteria listed below:

- holds or has held hold or have held a valid ATPL pilot license, a valid Instrument Rating and Type Rating on the applicable type of aircraft;
- has accumulated either:
 - i) a minimum of 3000 flight hours total time with a minimum of 500 flight hours as Pilot-in-Command on subpart 705 aircraft. One-half of the Second-in-Command time on subpart 705 aircraft, or one half of the PIC time on subpart 704 aircraft, up to 250 hours, can be counted towards the 500 hours PIC time; or
 - ii) instructional experience conducting a minimum of 35 Full Flight Simulator sessions (on the same aircraft type);
- has a minimum of three months experience as a line pilot with the air operator;
- is maintaining currency by either:
 - i) flying as a line pilot with the air operator; or
 - ii) establishing and maintaining line currency through an alternate program by conducting a minimum of 4 sectors every six months, flying as an observer (in the jump seat) in the aircraft to which the Evaluator Authority is issued.

Note: Evaluator nominees who do not current fly as line pilots, must complete four sectors prior to conducting the Transport Canada Air Carrier Inspector (TC ACI) monitored MV.

- has accumulated not less than 100 hours on type with the air operator;
- has previous experience as a training pilot or has demonstrated equivalent knowledge and ability;
- has demonstrated satisfactory knowledge of the contents and interpretation of the following publications:
 - (i) CAR Part IV, Personnel Licensing;
 - (ii) CARs 601, 602, 605, 705, and associated CARs Standards, as appropriate;
 - (iii) AQP Evaluator Manual;
 - (iv) Canada Air Pilot (CAP);
 - (v) Instrument Procedures Manual;
 - (vi) Canada Flight Supplement, specifically communication failure procedures;
 - (vii) Aeronautical Information Publication (AIP) Canada; and
 - (viii) Commercial and Business Aviation Advisory Circulars (CBAAC).

- has demonstrated a thorough knowledge of the air operator's Company Operations Manual (COM), Operating Certificate and Operations Specifications, Standard Operating Procedures (SOP) and Aircraft Operating Manuals (AOM), Flight Crew Operating Manuals (FCOM), as applicable;
- has demonstrated a thorough knowledge of the appropriate validation/evaluation strategies; and
- has met all of the applicable Continuing Qualification Curriculum (CQC) requirements, with the following exception: Type V Evaluators who do not fly as line pilots are exempted from the requirement for Online Evaluation (OE).
- Type "O" Evaluator**
 - Nominee is personally suitable and meets all the criteria listed below:
 - holds a valid ATPL pilot license, a valid Instrument Rating and Type Rating on the applicable type of aircraft;
 - has accumulated a minimum of 1000 flight hours as Pilot-in-Command on subpart 705 aircraft. One-half of the Second-in-Command time on subpart 705 aircraft, or one half of the PIC time on subpart 704 aircraft, up to 500 hours, can be counted towards the 1000 hours PIC time;
 - has a minimum of six months experience as a Line Captain with the air operator and has accumulated not less than 100 hours PIC on type;
 - is maintaining currency as a Line Captain with the air operator
 - has previous experience as a training pilot or have demonstrated equivalent knowledge and ability:
 - has demonstrated satisfactory knowledge of the contents and interpretation of the following publications:
 - (i) CAR Part IV, Personnel Licensing;
 - (ii) CARs 601, 602, 605, 705, and associated CARs Standards, as appropriate;
 - (iii) AQP Evaluator Manual;
 - (iv) Canada Air Pilot (CAP);
 - (v) Instrument Procedures Manual;
 - (vi) Canada Flight Supplement, specifically communication failure procedures;
 - (vii) Aeronautical Information Publication (AIP) Canada; and
 - (viii) Commercial and Business Aviation Advisory Circulars (CBAAC).
 - has demonstrated a thorough knowledge of the air operator's Company Operations Manual (COM), Operating Certificate and Operations Specifications, Standard Operating Procedures (SOP) and Aircraft Operating Manuals (AOM), Flight Crew Operating Manuals (FCOM), as applicable;
 - has demonstrated a thorough knowledge of the appropriate validation/evaluation strategies; and
 - has met all of the applicable Continuing Qualification Curriculum (CQC) requirements.

NOMINEE’S CERTIFICATION:

I certify that all of the information listed above is true and correct

Nominee’s Signature

Date (YY/MM/DD)

AIR OPERATOR’S RECOMMENDATION AND CERTIFICATION:

I certify that _____ meets all of the applicable requirements listed above and is recommended to be a Type ___ AQP Evaluator.

His/her background, character and motivation are suitable to hold Delegated Authority as an AQP Evaluator.

I certify that all of the information listed above is true and correct

Operations Manager’s Signature¹

Date (YY/MM/DD)

Note ¹: Where the evaluator nominee is the Operations Manager (Director of Flight Operations), the application form shall be signed by a senior company executive.

APPENDIX B: AQP EVALUATOR LETTER OF AUTHORITY

In accordance with sub-section 4.3 (1) of the *Aeronautics Act* and on behalf of Transport Canada, _____ (name and license number) is hereby authorized to exercise the following AQP Evaluator authority(ies) as indicated:

- Type E AQP Evaluator* for the conduct of:
- () Line Operational Evaluations (LOE)
 - () Manoeuvres Validations (MV), including MPV and MTV
 - () Online evaluations (OE)
 - () First-Look Manoeuvres (FLM)
- Type V AQP Evaluator for the conduct of:
- Manoeuvres Validations (MV), including MPV and MTV
 - First-Look Manoeuvres (FLM)
- Type O AQP Evaluator for the conduct of Online Evaluations (OE)

*Note: A Type E AQP Evaluator is also an Authorized Person for the purpose of issuing Type and Instrument Ratings.

CONDITIONS OF ISSUANCE

1. Approved as an AQP Evaluator as specified above;

Meet qualifications and maintain currency requirements in accordance with the *AQP Evaluator Manual* and as approved within the air operator's AQP Program Audit Database (PADB) documentation as applicable;

Approval valid for _____ (air operator) and _____(a/c type);

All AQP validations and evaluations (MV, LOE, OE and FLM) shall be conducted pursuant to *Canadian Aviation Regulations* (CARs) the *AQP Evaluator Manual* and the air operator's approved AQP PADB documentation as applicable.

VALIDITY

Failure to meet any conditions of issuance is grounds for suspension pursuant to section 7 or 7.1(1)(b) of the *Aeronautics Act*.

This authority supersedes and revokes all previously issued like AQP authorities and shall remain valid until the earliest of:

- (a) the date on which any condition of issuance is breached;
- (b) the date on which this authority is revoked in writing, by the Minister pursuant to section 7 or paragraph 7.1(1)(b) of the *Aeronautics Act*; or
- (c) the 1st day of the thirteenth month following the successful completion of the air operator's Approved Annual AQP Evaluator Recurrent Academic Training Course (including IRR/RRR) as outlined in the air operator's Evaluator Curriculum.

Dated at Ottawa, Canada, this _____ day of _____, 20__.

Issuing Authority

APPENDIX C: MONTHLY SCHEDULE OF VALIDATIONS AND EVALUATIONS

Date: _____

To: Transport Canada Regional Office

Dear Sir/Madam:

In accordance with the requirements of the *AQP Evaluator Manual* (paragraph 7.2.2), the following is the list of validations and evaluations are scheduled for the month of _____ of 20____.

Please Type or Print									
Candidate		Type of Validation/Evaluation							
Name	Lic #	A/C	Sim ¹	LOE		MV		OE	Proposed Date ²
		<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	MPV <input type="checkbox"/>	MTV <input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	MPV <input type="checkbox"/>	MTV <input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	MPV <input type="checkbox"/>	MTV <input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	MPV <input type="checkbox"/>	MTV <input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	MPV <input type="checkbox"/>	MTV <input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	MPV <input type="checkbox"/>	MTV <input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	MPV <input type="checkbox"/>	MTV <input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	MPV <input type="checkbox"/>	MTV <input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	I <input type="checkbox"/>	R <input type="checkbox"/>	MPV <input type="checkbox"/>	MTV <input type="checkbox"/>	<input type="checkbox"/>	

Air Operator (5258-)

¹ Please indicate type and location.

² If known

Notes:

APPENDIX D: AQP EVALUATOR MONITOR REPORT (26-0720)

 Transport Canada / Transports Canada		Report applicable to the following types Rapport applicable aux types suivants		File Number – Numéro de dossier	
				Flight Date (yyyy - mm - dd) – Date du vol (aaaa - mm - jj)	
				Aircraft Type – Type d'aéronef	
				Registration – Immatriculation	
				Flight Time – Temps de vol	
<input type="checkbox"/> LOE		<input type="checkbox"/> MPV		<input type="checkbox"/> MTV	
AQP Evaluator – Évaluateur PAQ		Licence – Permis		Medical Exam Date (yyyy - mm - dd) – Date de l'examen médical (aaaa - mm - jj)	
Company – Entreprise		Base		Candidate – Candidat	
TC Inspector – Inspecteur de TC		Licence – Permis		Candidate – Candidat	
				Licence – Permis	
Marking Guide Guide de notation		1 Unsatisfactory Insatisfaisant		2 Basic Standard Passable	
				3 Standard Satisfaisant	
				4 Above Standard Supérieur	
Item Élément		Grade Note		Comments (required for each grade of 1 or 2) Commentaires (exigés pour chaque note de 1 ou 2)	
A. Briefing – Exposé pré-vol Briefing content – Contenu de l'exposé pré-vol Briefing clarity – Clarté de l'exposé pré-vol Rapport with candidate – Rapport entretenu avec le candidat Evaluator preparation – Préparation de l'évaluateur Instructional technique (as required) – Technique pédagogique (si nécessaire)					
B. Session Conduct – Déroulement de la séance Rapport with candidate – Rapport entretenu avec le candidat Adherence to script, scheduled items and session protocols – Respect des scénarios, des éléments prévus et des protocoles de la séance Environment realism – Réalisme de l'environnement Time management – Gestion du temps Instructional technique (as required) – Technique pédagogique (si nécessaire)					
C. Debriefing – Exposé après vol Debriefing technique – Technique de l'exposé après vol Debriefing content – Contenu de l'exposé après vol Debriefing accuracy – Exactitude de l'exposé après vol Coverage of strengths/weaknesses – Traitement des forces/faiblesses Emphasis on technical and CRM items, and Threat & Error Management – Accent mis sur les questions techniques et en matière de CRM et de gestion des menaces et des erreurs Instructional technique (as required) – Technique pédagogique (si nécessaire)					
D. Administration Report completion – Rédaction du rapport Coverage of strengths/weaknesses – Traitement des forces/faiblesses Assessment validity – Validité de l'évaluation Other administrative procedures – Autres procédures administratives					
E. Delegated Authority – Pouvoir délégué Understanding of AQP policies – Compréhension des politiques du PAQ Knowledge of applicable regulations, TC and company manuals – Connaissance des règlements applicables et des manuels de TC et de l'entreprise Exercise of delegated authority – Exercice du pouvoir délégué					
General Comments – Commentaires généraux				General Assessment – Évaluation générale <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
AQP Evaluator Monitor valid to (yyyy - mm - dd) Contrôle de l'évaluateur PAQ valide jusqu'au (aaaa - mm - jj)				Inspector's Signature – Signature de l'inspecteur	

26-0720(0802-01)



USER GUIDE

The statements with respect to performance standards incorporate the broad expectations sought within each of the five items assessed in the course of a monitored event. The assessment criteria provide guidance on how these expectations are being met and are used to grade items accordingly. The statements making up the assessment criteria touch on a number of topics that would best describe an overall outcome or grade. It is not necessary that all statements apply precisely to the situation at hand; it is expected however that a number of these statements will stand out in support of a given grade. The Evaluator monitor will be assessed an overall grade of 1 (unsatisfactory) if one or more items are also assessed a grade of 1.

A. BRIEFING

PERFORMANCE STANDARD

The AQP Evaluator conducts an effective briefing by:

- Being adequately prepared for the session at hand;
- Establishing a positive rapport with the candidate/crew;
- Ensuring the briefing is carried out in accordance with the operator's approved AQP Evaluator Program and covers required items as listed in the AQP Evaluator Manual, sections 9.5 or 9.6 as applicable;
- Ensuring that briefing items are clear, concise, and presented in a logical sequence; and
- Making effective use of questions and applying effective instructional techniques, if required during validations.

ASSESSMENT CRITERIA

4. The Evaluator's excellent preparation ensured the briefing covered all required items accurately, clearly, concisely, logically and in accordance with the operator's approved AQP Evaluator Program. The Evaluator established excellent rapport with the candidate/crew and was able to create an atmosphere where meaningful exchanges and a true display of skills could take place. The Evaluator made judicious and effective use of questions and applied highly effective instructional techniques as required.
3. The Evaluator was well prepared and the briefing covered all required items adequately, in the correct sequence, with only minor, inconsequential omissions. The Evaluator established positive rapport with the candidate/crew, creating an atmosphere conducive to a successful outcome. The Evaluator made good use of questions and provided adequate instruction as required.
2. The briefing omitted significant item(s), lacked clarity or was out of sequence, and appeared to be confusing. The Evaluator's conduct indicated poor preparation for the session. Rapport established with the candidate/crew was weak. The Evaluator made poor or ineffective use of questioning techniques and provided insufficient or ineffective instruction as required.
1. The briefing omitted several critical items, or was completely unclear or out of sequence, to the point that the validation/evaluation could not be continued without the monitoring inspector's intervention. The Evaluator clearly did not prepare properly for the session. His/her rapport with the candidate/crew was inadequate and not conducive to a successful outcome. The Evaluator did not use questioning techniques and instruction, if required, was non-existent.

B. CONDUCT OF SESSION

PERFORMANCE STANDARD

The AQP Evaluator conducts an efficient and well-managed evaluation/validation session by:

- Adhering to proposed scripts, scheduled items where required and applicable session protocols such as the provision of training and/or repeats;
- Maintaining a positive rapport with the candidate/crew;
- Creating a realistic environment through competent simulator operation, efficient time management and adequate role-playing; and
- Applying effective instructional techniques when required during validations.

ASSESSMENT CRITERIA

4. The Evaluator conducted an ideal session in an efficient manner, setting an appropriate pace for the sequence of events and scheduled items while missing none. The conduct of the session matched exactly the session script and respected all session protocols. The Evaluator's demeanor and level of professionalism were conducive to a true representation of the candidate/crew's skills and ability. The Evaluator expertly managed the operation of the simulator while providing a superior level of role-playing when required. The Evaluator applied highly effective instructional techniques when required during validations.
3. The Evaluator conducted a good session within a reasonable amount of time. The session script was adhered to and session protocols were respected while no scheduled items were missed. The Evaluator's demeanor and level of professionalism were conducive to a fair examination of the candidate/crew's skills and ability. The Evaluator effectively managed the operation of the simulator while providing an adequate level of role-playing when required. The Evaluator applied adequate instructional techniques when required during validations.

GUIDE DE L'UTILISATEUR

Les énoncés concernant les normes de rendement intègrent les attentes générales à combler dans le cadre de chacun des cinq éléments évalués au cours d'un événement faisant l'objet d'un contrôle. Les critères d'évaluation fournissent des lignes directrices sur la façon dont ces attentes sont comblées et servent à noter les éléments en conséquence. Les énoncés constituant les critères d'évaluation portent sur un certain nombre de sujets qui permettent d'attribuer une note ou d'obtenir un résultat global. Il n'est pas nécessaire que tous les énoncés s'appliquent précisément à la situation en cours; on s'attend toutefois à ce qu'un certain nombre de ces énoncés justifient la note attribuée. Le contrôle de l'évaluateur PAQ recevra une évaluation générale de 1 (insatisfaisante) si un ou plus d'un item reçoivent une note de 1.

A. EXPOSÉ PRÉ-VOL

NORME DE RENDEMENT

L'évaluateur PAQ présente un exposé efficace en :

- s'étant adéquatement préparé à la présente séance;
- établissant de bons rapports avec le candidat/l'équipage;
- s'assurant que l'exposé pré-vol est effectué conformément au programme de l'évaluateur PAQ qui est approuvé par l'exploitant et qu'il traite des éléments requis énumérés dans les parties 9.5 ou 9.6, selon le cas du *Manuel de l'évaluateur PAQ*;
- s'assurant que les éléments de l'exposé pré-vol sont clairs, concis et présentés dans un ordre logique;
- utilisant de façon efficace des questions et en appliquant des techniques pédagogiques efficaces, selon le cas pendant les validations.

CRITÈRES D'ÉVALUATION

4. L'excellente préparation de l'évaluateur a fait en sorte que l'exposé pré-vol a porté sur tous les éléments requis de façon précise, claire, concise, logique et de manière conforme au programme de l'évaluateur PAQ qui est approuvé par l'exploitant. L'évaluateur a établi un excellent lien avec le candidat/l'équipage et a été capable de créer une atmosphère au sein de laquelle il a été possible de tenir des échanges constructifs et de démontrer véritablement les compétences. L'évaluateur a posé des questions de façon judicieuse et efficace et a appliqué des techniques pédagogiques très efficaces lorsque nécessaire.
3. L'évaluateur était bien préparé et l'exposé pré-vol a traité de tous les éléments requis de façon adéquate, dans le bon ordre, malgré quelques omissions mineures et sans conséquence. L'évaluateur a établi de bons rapports avec le candidat/l'équipage, créant une atmosphère propice à de bons résultats. L'évaluateur a fait un usage judicieux de questions et a fourni des instructions adéquates lorsque nécessaire.
2. L'exposé a omis certains éléments importants, manquait de clarté ou d'enchaînement logique et semblait avoir créé de la confusion. Le comportement de l'évaluateur a démontré qu'il s'était mal préparé pour la séance. Les rapports établis avec le candidat/l'équipage étaient plus ou moins bons. L'évaluateur a eu peu recours aux techniques de questionnement ou les a utilisées de manière inefficace et a fourni des instructions insuffisantes ou inefficaces lorsque nécessaire.
1. L'exposé ne traitait pas d'éléments importants, manquait totalement de clarté ou d'enchaînement logique, à tel point que la validation/évaluation n'a pas pu continuer sans que l'inspecteur chargé du contrôle n'intervienne. Il était évident que l'évaluateur ne s'était pas bien préparé pour la séance. Les rapports entretenus avec le candidat/l'équipage étaient inadéquats et non propices à de bons résultats. L'évaluateur n'a pas utilisé de techniques de questionnement et n'a donné aucune instruction, lorsque nécessaire.

B. DÉROULEMENT DE LA SÉANCE

NORME DE RENDEMENT

L'évaluateur PAQ gère efficacement une séance d'évaluation/de validation en :

- respectant les scénarios proposés, les éléments prévus suivant les besoins ainsi que les protocoles applicables à la séance, comme la prestation de formation ou des répétitions;
- établissant de bons rapports avec le candidat/l'équipage;
- créant un environnement réaliste grâce à l'utilisation adéquate d'un simulateur, à une gestion du temps efficace et à des jeux de rôles adéquats;
- appliquant des techniques pédagogiques efficaces au cours des validations, lorsque nécessaire.

CRITÈRES D'ÉVALUATION

4. L'évaluateur a assuré de manière efficace le déroulement d'une séance idéale, en établissant un rythme approprié pour la séquence d'événements et les éléments prévus, sans en omettre. Le déroulement de la séance correspondait exactement au scénario de la séance et a respecté tous les protocoles relatifs à cette dernière. Le comportement et le niveau de professionnalisme de l'évaluateur étaient propices à une représentation véritable des compétences et des capacités du candidat/de l'équipage. L'évaluateur a géré de façon experte l'utilisation du simulateur tout en assurant des jeux de rôles de niveau supérieur lorsque nécessaire. L'évaluateur a appliqué des techniques pédagogiques très efficaces durant les validations, lorsque nécessaire.
3. L'évaluateur a mené une bonne séance en un délai de temps raisonnable. Le scénario de la séance a été suivi, les protocoles de la séance ont été respectés et aucun élément prévu n'a été omis. Le comportement de l'évaluateur et son niveau de professionnalisme étaient propices à un examen juste des compétences et des capacités du candidat/de l'équipage. L'évaluateur a géré efficacement l'utilisation du simulateur tout en assurant des jeux de rôles de niveau adéquat lorsque nécessaire. L'évaluateur a appliqué des techniques pédagogiques adéquates au cours des validations, lorsque nécessaire.

2. The session was much longer or shorter than normal. The Evaluator deviated from the script, or significantly changed the session profile. An important scheduled item was missed but the Evaluator recognized and corrected the error. An erroneous application of a session protocol was recognized and corrected by the Evaluator. The Evaluator's poor demeanor and level of professionalism created some confusion as to what was expected or required from the candidate/crew. The Evaluator's operation of the simulator and role-playing were inconsistent. The Evaluator provided minimal or poorly effective instruction when required during validations.
1. The session was inappropriately rushed or excessively long. The Evaluator omitted scheduled items or failed to follow the session script, with numerous changes on the fly that adversely affected the candidate/crew's performance. The Evaluator allowed the session to continue outside established protocols, permitted repeats of sequences for no apparent reason, or disregarded sequences that should have been repeated in the opinion of the monitoring inspector. The Evaluator's demeanor and level of professionalism were unacceptable and had a negative impact on the candidate/crew. The Evaluator unsatisfactorily managed the operation of the simulator and was not competent at providing the required role-playing. The Evaluator did not provide instruction when required during validations, or provided irrelevant or inadequate instruction that led to negative learning.

C. DEBRIEFING

PERFORMANCE STANDARD

The AQP Evaluator conducts an accurate and positive debriefing by:

- Making effective use of facilitated debriefing techniques;
- Ensuring the duration of the debriefing is commensurate with the candidate/crew's performance;
- Accurately highlighting strengths and weaknesses of the candidate/crew;
- Ensuring that relevant items are covered and adequately emphasized;
- Ensuring that debriefing items focus on relevant CRM, Threat & Error Management and technical issues in a manner that enhances crew performance and flight safety; and
- Using appropriate instructional technique when required.

ASSESSMENT CRITERIA

4. The Evaluator made optimum use of self-debriefing techniques, commensurate with the candidate/crew's performance during the session. The duration of the debriefing was appropriate given the performance of the candidate/crew. The Evaluator accurately highlighted all strengths and weaknesses of the candidate/crew. Items covered were strictly related to the session and received appropriate emphasis, and no items were missed. The debriefing focused on all relevant CRM, Threat & Error Management and technical items, clearly resulting in enhanced crew performance and flight safety. The Evaluator used highly effective instructional technique when required.
3. The Evaluator made adequate use of self-debriefing techniques. The duration of the debriefing was consistent with the candidate/crew's performance. The Evaluator adequately highlighted strengths and weaknesses of the candidate/crew. Items covered were relevant to the session and received adequate emphasis, while no items were missed other than possibly a minor or inconsequential item. The debriefing focused on relevant CRM, Threat & Error Management and technical items. The Evaluator used appropriate instructional technique when required.
2. The Evaluator deviated from the prescribed self-debriefing technique. The duration of the debriefing was inconsistent with the candidate/crew's performance. Some items covered did not relate to the session at hand, or some relevant items were inaccurately covered or given limited emphasis. A few minor items were missed. The Evaluator confused preferred pilot techniques with standard operating procedures. The debriefing did not sufficiently focus on relevant CRM, Threat & Error Management and technical items. The Evaluator used minimal or poorly effective instructional technique when required.
1. The debriefing did not rely on self-debriefing techniques, lacked structure or did not follow guidance offered by the AQP Evaluator Manual. The duration of the debriefing was unacceptable given the candidate/crew's performance. Several items in the debriefing were not relevant to the session at hand, or some relevant items offered inaccurate and misleading information. Several items or one major item was missed. The Evaluator failed to debrief unsatisfactory or basic standard items. The Evaluator insisted on his/her preferred pilot technique at the expense of standard operating procedures. The debriefing did not offer any link with relevant CRM or Threat & Error Management issues. The Evaluator used inappropriate instructional technique or did not provide instruction when required.

D. ADMINISTRATION

PERFORMANCE STANDARD

The AQP Evaluator properly carries out required administrative duties by:

2. La séance a été beaucoup plus longue ou brève qu'à l'habitude. L'évaluateur s'est éloigné du scénario ou a modifié de façon importante le profil de la séance. Un élément important prévu a été omis, mais l'évaluateur a constaté cette omission et a corrigé la situation. Une application fautive d'un protocole de séance a été constatée et corrigée par l'évaluateur. Le faible comportement et niveau de professionnalisme de l'évaluateur ont créé une certaine confusion quant à ce qui était attendu ou exigé du candidat/de l'équipage. L'utilisation du simulateur par l'évaluateur de même que ses jeux de rôles ont été inconsistants. L'évaluateur a fourni très peu d'instructions efficaces ou des instructions peu pratiques, lorsque nécessaire, au cours des validations.
1. La séance s'est déroulée à un rythme accéléré inacceptable ou s'est éternisée. L'évaluateur a omis des éléments prévus ou n'a pas suivi le scénario de la séance, a apporté divers changements à l'improviste, ce qui a eu un impact négatif sur le rendement du candidat/de l'équipage. L'évaluateur a permis que la séance se déroule sans tenir compte des protocoles établis, a permis la répétition de séquences sans raison apparente ou n'a pas tenu compte de séquences qui auraient dû être répétées selon l'inspecteur chargé du contrôle. Le comportement et le niveau de professionnalisme de l'évaluateur étaient inacceptables et ont eu un impact négatif sur le candidat/l'équipage. L'évaluateur a géré de façon insatisfaisante l'utilisation du simulateur et n'a pas été apte à assurer les jeux de rôles requis. L'évaluateur n'a pas fourni d'instructions au cours des validations, lorsque nécessaire, ou a fourni des instructions non pertinentes ou inadéquates qui ont entraîné des circonstances néfastes pour l'apprentissage.

C. EXPOSÉ APRÈS VOL

NORME DE RENDEMENT

L'évaluateur PAQ effectue un exposé après vol précis et fructueux en :

- utilisant de façon efficace les techniques d'exposé après vol au cours duquel l'évaluateur agit à titre de facilitateur;
- s'assurant que la durée de l'exposé après vol correspond au rendement du candidat/de l'équipage;
- faisant bien ressortir les forces et les faiblesses du candidat/de l'équipage;
- s'assurant que les éléments pertinents sont traités et mis en relief de façon pertinente;
- s'assurant que les éléments de l'exposé après vol portent sur les questions en matière de CRM, de gestion des menaces et des erreurs et sur les questions techniques pertinentes, de manière à accroître le rendement de l'équipage et la sécurité des vols;
- ayant recours à une technique pédagogique appropriée lorsque nécessaire.

CRITÈRES D'ÉVALUATION

4. L'évaluateur utilise de façon optimale les techniques d'auto-analyse, qui correspondent au rendement du candidat/de l'équipage durant la séance. La durée de l'exposé après vol était appropriée en raison du rendement du candidat/de l'équipage. L'évaluateur a bien fait ressortir les forces et les faiblesses du candidat/de l'équipage. Les éléments traités se rapportaient strictement à la séance, ont été accentués de manière adéquate et aucun élément n'a été omis. L'exposé après vol a porté sur les questions en matière de CRM, de gestion des menaces et des erreurs et sur les questions techniques pertinentes, ce qui a clairement permis d'accroître le rendement de l'équipage et la sécurité des vols. L'évaluateur a eu recours à une technique pédagogique très efficace lorsque nécessaire.
3. L'évaluateur a utilisé de façon adéquate les techniques d'auto-analyse. La durée de l'exposé concordait avec le rendement du candidat/de l'équipage. L'évaluateur a bien fait ressortir les forces et les faiblesses du candidat/de l'équipage. Les éléments traités étaient pertinents et ont été accentués de manière adéquate. L'évaluateur a peut-être omis un élément mineur ou sans conséquence. L'exposé après vol a porté sur les questions en matière de CRM, de gestion des menaces et des erreurs et sur les questions techniques pertinentes. L'évaluateur a eu recours à une technique pédagogique appropriée lorsque nécessaire.
2. L'évaluateur s'est éloigné de la technique d'auto-analyse prescrite. La durée de l'exposé après vol ne concordait pas avec le rendement du candidat/de l'équipage. Certains éléments traités ne se rapportaient pas à la séance en cours ou certains éléments pertinents n'ont pas été traités de façon exacte ou se sont vu accorder peu d'importance. Quelques éléments mineurs ont été omis. L'évaluateur a confondu les techniques de pilotage préférées avec les procédures d'utilisation normalisées. L'exposé après vol n'a pas suffisamment porté sur les questions en matière de CRM, de gestion des menaces et des erreurs et sur les questions techniques pertinentes. L'évaluateur a eu recours à une technique pédagogique minimale ou peu efficace, lorsque nécessaire.
1. L'exposé après vol ne reposait pas sur des techniques d'auto-analyse, manquait de structure ou ne suivait pas les lignes directrices fournies dans le *Manuel de l'évaluateur PAQ*. La durée de l'exposé après vol était inacceptable compte tenu du rendement du candidat/de l'équipage. Plusieurs éléments de l'exposé après vol ne se rapportaient pas à la séance en cours ou présentaient des renseignements inexacts ou trompeurs. Plusieurs éléments ou un élément important a été omis. L'évaluateur a omis d'exposer les éléments insatisfaisants ou passables. L'évaluateur a mis l'accent sur sa technique de pilotage préférée plutôt que sur les procédures d'utilisation normalisées. Dans l'exposé après vol, aucun lien n'a été établi avec les questions en matière de CRM ou de gestion des menaces et des erreurs. L'évaluateur a eu recours à une technique pédagogique inappropriée ou n'a pas fourni d'instructions lorsque nécessaire.

D. ADMINISTRATION

NORME DE RENDEMENT

L'évaluateur PAQ s'acquitte des fonctions administratives requises de façon appropriée en :

- Making all appropriate entries required to complete the applicable forms and/or reports;
- Assigning appropriate grades for all measured items required to be assessed;
- Recording applicable data in accordance with the air operator's approved data collection procedures; and
- Completing other administrative procedures, if any, mandated under the air operator's approved AQP.

ASSESSMENT CRITERIA

4. The Evaluator made all required entries on the applicable forms and/or reports correctly and clearly, without any error or omission. Assigned grades reflected exactly the candidate's ability as demonstrated. The Evaluator followed exactly all required procedures with respect to data collection. The Evaluator was fully cognizant of all required administrative procedures mandated under the air operator's approved AQP.
3. The Evaluator satisfactorily completed the applicable forms and/or reports. Assigned grades were an accurate report of the candidate's ability as demonstrated. The Evaluator followed required procedures with respect to data collection. The Evaluator was aware of the required administrative procedures mandated under the air operator's approved AQP.
2. The Evaluator did not fill out a required field on the applicable forms and/or reports or entered erroneous or unclear information. While not affecting the pass or fail assessment, the assigned grades appeared to be less accurate than average, or required discussion and mutual agreement with the monitoring inspector. The Evaluator demonstrated limited knowledge of the required administrative procedures mandated under the air operator's approved AQP.
1. The Evaluator did not grade one or many required items, incorrectly transcribed an assessment, or unsatisfactorily completed the applicable forms and/or reports. Assigned grades did not reflect the candidate's performance during the session, or were overridden by the monitoring inspector. The Evaluator demonstrated an unacceptable level of knowledge with respect to administrative procedures mandated under the air operator's approved AQP.

E. DELEGATION OF AUTHORITY

PERFORMANCE STANDARD

The AQP Evaluator properly assumes his/her delegation of authority by:

- Displaying a positive attitude towards AQP;
- Demonstrating a broad understanding of AQP policies;
- Demonstrating satisfactory knowledge of the AQP Evaluator Manual and various company manuals as they relate to the air operator's training programs and flight operations;
- Demonstrating satisfactory knowledge of the contents and interpretation of Canadian Aviation Regulations (CARs) and other appropriate Transport Canada publications; and
- Exercising his/her delegation of authority with due care and in a diligent manner.

ASSESSMENT CRITERIA

4. The Evaluator displayed a very positive and enthusiastic attitude towards AQP. The Evaluator demonstrated excellent knowledge and understanding of AQP policies. The Evaluator demonstrated excellent knowledge of Regulations and related publications, Company Manuals, the Aircraft Flight Manual and the AQP Evaluator Manual such that there were no deviations during the conduct of the briefing or debriefing of the session. The Evaluator exercised his/her delegated authority with utmost care and diligence as a representative of the Minister and did not allow company interests to interfere with the evaluation of the candidate/crew.
3. The Evaluator displayed a positive attitude towards AQP. The Evaluator demonstrated adequate knowledge and understanding of AQP policies, with only minor and inconsequential errors. The Evaluator demonstrated adequate knowledge of Regulations and related publications, Company Manuals, the Aircraft Flight Manual and the AQP Evaluator Manual, with only minor deviations observed during the briefing or debriefing of the session. The Evaluator exercised his/her delegated authority with due care and diligence and did not allow company interests to interfere with the evaluation of the candidate/crew.
2. The Evaluator displayed a neutral attitude towards AQP. The Evaluator demonstrated limited knowledge and understanding of AQP policies. The Evaluator demonstrated limited knowledge of and required assistance in one or more of the following: Regulations and related publications, Company Manuals, the Aircraft Flight Manual and the AQP Evaluator Manual. The Evaluator exercised his/her delegated authority in a manner which inadvertently appeared to allow company interests to interfere with the evaluation of the candidate/crew.
1. The Evaluator displayed an unacceptable attitude towards AQP. The Evaluator demonstrated unsatisfactory knowledge and understanding of AQP policies. The Evaluator demonstrated unsatisfactory knowledge of one or more of the following: Regulations and related publications, Company Manuals, the Aircraft Flight Manual and the AQP Evaluator Manual. The Evaluator exercised his/her powers in an unsatisfactory manner that required direct and/or immediate intervention by the monitoring inspector.

- effectuant toutes les saisies appropriées requises pour remplir les formulaires ou les rapports applicables;
- attribuant des notes appropriées pour tous les éléments mesurés devant être évalués;
- consignait les données applicables conformément aux procédures de collecte de données approuvées de l'exploitant aérien;
- réalisant d'autres procédures administratives, le cas échéant, exigées en vertu du PAQ approuvé de l'exploitant aérien.

CRITÈRES D'ÉVALUATION

4. L'évaluateur a effectué correctement et clairement toutes les saisies requises sur les formulaires ou les rapports applicables, sans qu'il n'y ait d'erreur ou d'omission. Toutes les notes attribuées ont exactement reflété les capacités manifestes du candidat. L'évaluateur a suivi à la lettre les procédures requises quant à la collecte de données. L'évaluateur était pleinement au courant des procédures administratives requises exigées en vertu du PAQ approuvé de l'exploitant aérien.
3. L'évaluateur a rempli de façon satisfaisante les formulaires ou les rapports applicables. Les notes attribuées reflétaient exactement les capacités manifestes du candidat. L'évaluateur a suivi les procédures requises quant à la collecte de données. L'évaluateur connaissait les procédures administratives requises exigées en vertu du PAQ approuvé de l'exploitant aérien.
2. L'évaluateur n'a pas rempli un champ requis sur les formulaires ou les rapports applicables ou a saisi des données erronées ou confuses. Les notes attribuées, bien que n'ayant aucune incidence sur la note de passage ou d'échec, semblaient moins précises qu'en moyenne ou ont nécessité une discussion et une entente avec l'inspecteur chargé du contrôle. L'évaluateur a démontré une connaissance limitée des procédures administratives requises exigées en vertu du PAQ approuvé de l'exploitant aérien.
1. L'évaluateur n'a pas attribué de note à un ou plusieurs éléments requis, a incorrectement transcrit un évaluation ou a rempli de manière insatisfaisante les formulaires ou les rapports applicables. Les notes attribuées ne reflétaient pas le rendement du candidat au cours de la séance ou ont été changées par l'inspecteur chargé du contrôle. L'évaluateur a fait preuve d'un niveau de connaissances inacceptable des procédures administratives exigées en vertu du PAQ approuvé de l'exploitant aérien.

E. DÉLÉGATION DE POUVOIRS

NORME DE RENDEMENT

L'évaluateur PAQ assume adéquatement sa délégation de pouvoirs en :

- affichant une attitude positive à l'égard du PAQ;
- démontrant une grande compréhension des politiques du PAQ;
- démontrant des connaissances satisfaisantes du *Manuel de l'évaluateur PAQ* et de divers manuels de l'entreprise ayant trait aux programmes de formation et aux opérations de vol de l'exploitant aérien;
- démontrant une connaissance satisfaisante du contenu et de l'interprétation du *Règlement de l'aviation canadien* (RAC) et d'autres publications pertinentes de Transports Canada;
- assumant sa délégation de pouvoirs avec prudence et diligence.

CRITÈRES D'ÉVALUATION

4. L'évaluateur a affiché une attitude très positive et enthousiaste à l'égard du PAQ. L'évaluateur a démontré une connaissance et une compréhension excellentes des politiques du PAQ. De plus, l'évaluateur a démontré une excellente connaissance de la réglementation et des publications connexes, des manuels de l'entreprise, du manuel de vol de l'aéronef et du *Manuel de l'évaluateur PAQ*, de telle sorte qu'il n'y a eu aucune digression au cours du déroulement de l'exposé pré-vol ou de l'exposé après vol. L'évaluateur a assumé sa délégation de pouvoirs avec la plus grande prudence et diligence à titre de représentant du ministre et n'a pas laissé les intérêts de l'entreprise influencer l'évaluation qui a été faite du candidat/de l'équipage.
3. L'évaluateur a affiché une attitude positive à l'égard du PAQ. L'évaluateur a démontré une connaissance et une compréhension adéquates des politiques du PAQ, et n'a commis que quelques erreurs mineures et sans conséquence. L'évaluateur a démontré une connaissance adéquate de la réglementation et des publications connexes, des manuels de l'entreprise, du manuel de vol de l'aéronef et du *Manuel de l'évaluateur PAQ*, et les digressions au cours de l'exposé pré-vol ou de l'exposé après vol ont été mineures. L'évaluateur a assumé sa délégation de pouvoirs avec prudence et diligence et n'a pas laissé les intérêts de l'entreprise influencer l'évaluation qui a été faite du candidat/de l'équipage.
2. L'évaluateur a affiché une attitude neutre à l'égard du PAQ. L'évaluateur a démontré une connaissance et une compréhension limitées des politiques du PAQ. L'évaluateur a eu besoin d'aide et a démontré des connaissances limitées relativement à l'une ou à plusieurs des publications suivantes : la réglementation et les publications connexes, les manuels de l'entreprise, le manuel de vol de l'aéronef et le *Manuel de l'évaluateur PAQ*. L'évaluateur a assumé sa délégation de pouvoirs de manière à ce que les intérêts de l'entreprise ont semblé l'influencer par inadvertance dans l'évaluation qui a été faite du candidat/de l'équipage.
1. L'évaluateur a affiché une attitude inacceptable à l'égard du PAQ. L'évaluateur a démontré une connaissance et une compréhension inadéquates des politiques du PAQ. L'évaluateur a démontré une connaissance insatisfaisante de l'une ou de plusieurs des publications suivantes : la réglementation et les publications connexes, les manuels de l'entreprise, le manuel de vol de l'aéronef et le *Manuel de l'évaluateur PAQ*. L'évaluateur a assumé ses pouvoirs de manière insatisfaisante, ce qui a nécessité l'intervention directe ou immédiate de l'inspecteur chargé du contrôle.

APPENDIX E: FLIGHT TEST REPORT-PILOT PROFICIENCY CHECK (26-0249)



Transport Canada / Transports Canada

FLIGHT TEST REPORT PILOT PROFICIENCY CHECK (Aeroplane)

NAME OF APPLICANT										LICENCE NUMBER														
NAME OF CHECK PILOT - SIMULATOR										LICENCE NUMBER														
										<input type="radio"/> TC <input type="radio"/> CCP <input type="radio"/> DACP														
NAME OF CHECK PILOT - AIRCRAFT										LICENCE NUMBER														
										<input type="radio"/> TC <input type="radio"/> CCP <input type="radio"/> DACP														
OPERATOR / TRAINING UNIT										FILE NUMBER														
										5 2 5 8 -														
PRESENT INSTRUMENT		GROUP		EXPIRY M D		PILOT PROFICIENCY CHECK																		
						<input type="radio"/> Single Pilot <input type="radio"/> Initial <input type="radio"/> Multi-Crew <input type="radio"/> Recurrent <input type="radio"/> Upgrade <input type="radio"/> VFR only																		
PRESENT PPC		GROUP		EXPIRY M D		CREW STATUS																		
						<input type="radio"/> Captain <input type="radio"/> F/O <input type="radio"/> CRP <input type="radio"/> Type Rating <input type="radio"/> ACP																		
VALID MEDICAL		GROUP		EXPIRY M D		A/C TYPE		A/C REG.		SIM ID NO.		SCRIPT NO.		ACCP MONITOR		MONITOR INSPECTOR LICENCE NUMBER								
TAKE-OFF		GROUP		EXPIRY M D		LANDING		C.A.P.		CAT II		CAT III		GROUND TRAINING/FLIGHT TRAINING/EXAMS		COMPLETE		AGP						
CHECK DETAILS										COMMENTS - GENERAL ASSESSMENT														
										1 2 3 4														
1. Technical Knowledge																								
2. Flight planning (FLP)																								
3. Pre-flight (PRF)																								
4. Engine start/depart (ESD)																								
5. Taxi-out (TXO)																								
6. Take-off (TOF)																								
7. Rejected take-off (RTO)																								
8. Initial climb (ICL)																								
9. En route climb (ECL)																								
10. Cruise (CRZ)																								
11. steep turns																								
12. stalls																								
13. holding																								
14. Descent (DST)																								
Approach (APR)																								
15. <input type="radio"/> VOR <input type="radio"/> LOC BC <input type="radio"/> ILS <input type="radio"/> RNAV																								
<input type="radio"/> LOC <input type="radio"/> NDB <input type="radio"/> GPS <input type="radio"/> Circling										1 2 3 4														
16. <input type="radio"/> VOR <input type="radio"/> LOC BC <input type="radio"/> ILS <input type="radio"/> RNAV																								
<input type="radio"/> LOC <input type="radio"/> NDB <input type="radio"/> GPS <input type="radio"/> Circling										1 2 3 4														
17. Go-around (GOA)																								
18. Landing (LND)																								
19. Ground Arrival																								
20. Flight close (FLC)																								
21. PNF Duties																								
Abnormal/Emergencies										Code														
22. Engine failure										1 2 3 4														
23.										1 2 3 4														
24.										1 2 3 4														
25.										1 2 3 4														
26.										1 2 3 4														
27.										1 2 3 4														
										CHANGE OF ADDRESS AND PHONE NUMBER ()														
										RECEIPT NO.														
PPC SIMULATOR					<input type="radio"/> PASSED <input type="radio"/> FAILED					SIGNATURE OF CHECK PILOT					DATE Y M D					FLT TIME				
PPC AIRCRAFT					<input type="radio"/> PASSED <input type="radio"/> FAILED					SIGNATURE OF CHECK PILOT					DATE Y M D					FLT TIME				

26-0249E (0407-05) (Version 03)

(POUR LA VERSION FRANÇAISE AU VERSO)



APPENDIX F: LETTER OF REVOCATION

Letter of Revocation

Our File _____

To: _____ **Attention:** _____

The AQP Evaluator Delegation
of Authority dated _____

authorizing _____
Name Licence #

to act in the following capacity:

- Type E AQP Evaluator for (air operator) _____
- Type V AQP Evaluator for (air operator) _____
- Type O AQP Evaluator for (air operator) _____

with the following authorities:

- LOE, MV (includes MPV and MTV), OE, FLM
- MV (includes MPV and MTV), FLM
- OE

and valid for the following aircraft types:

- 1) _____
- 2) _____
- 3) _____

is hereby revoked pursuant to section 2.9 and 2.10 of the AQP Evaluator Manual

Dated at _____	Canada, this _____	day of _____, 20 _____
_____	_____	_____
Issuing Authority		Signature