

1.6 ACP NOMINATION CRITERIA

1.6.1 General Requirements

The ACP candidate will:

- (a) hold a valid Commercial Pilot Licence or Airline Transport Pilot Licence – Aeroplane or Helicopter, as appropriate to the CAR’s Part VI or Part VII Subpart;
- (b) hold a valid instrument rating where applicable;
- (c) hold a Type Rating on each aircraft type requested on the candidate’s ACP application form, where that aircraft requires an Individual Type Rating. Where there are similarities, the Issuing Authority may group Type Ratings;
- (d) hold a valid PPC on at least one type of aircraft requested on the candidate’s ACP application form;
- (e) be or have been employed as Pilot-in-Command in the appropriate CAR’s Part VI or Part VII Subpart, as applicable for the type of commercial operations and in the same category and class of aircraft for which checking authority is sought;
- (f) have experience as a training pilot or have demonstrated equivalent knowledge and ability;
- (g) demonstrate a thorough knowledge of an Air Operator’s Operations Manual, any applicable Operating Specifications, Standard Operating Procedures and applicable Aircraft Flight and Operating Manuals;
- (h) have the following flight experience for the authorities sought:
 - (i) 3000 Hours Total Time;
 - (ii) 1500 Hours Pilot-in-Command;
 - (iii) 500 Hours Multi-Engine (where applicable); and
 - (iv) 300 Hours Instrument Time (where applicable) of which 150 hours must be actual instrument flight time;
- (i) have a satisfactory safety record as a pilot in regard to accidents and incidents;
- (j) in relation to aviation, have no personal record that includes:
 - (i) any conviction under subsection 7.3(1) of the *Aeronautics Act*; or
 - (ii) two or more convictions, occurring during separate unrelated events, under the *Canadian Aviation Regulations*.

Under extenuating circumstances and with the support of a Short Process Type 2A Risk Analysis (Civil Aviation Directive 30 and TP13905), the Issuing Authority may consider varying the above noted requirements as necessary.

1.6.2 Knowledge

A 704 and 705 ACP applicant must successfully complete an Approved ACP (Initial) Course within the preceding 12 months of being appointed.

The Approved ACP (Initial) Course is NOT required for Subpart 702/703 ACP's and VFR Only ACP authority. However, as a minimum the ACP must undergo successful completion of an Alternate ACP Training Program, which includes a Self Study Assignment (corrected to 100%), an ACP Candidate Briefing, Practical Training and an ACP (Recurrent) Course. The ACP must complete the ACP (Recurrent) Course within 12 months after issuance of an ACP Delegation.

A CASI briefing will assess the knowledge of the ACP candidate on the following topics:

- (a) the procedures and technique associated with conducting a flight check;
- (b) the technique and standards used in the assessment and evaluation of a flight;
- (c) briefing and debriefing procedures and requirements;
- (d) completion of the flight check forms; and
- (e) the contents and interpretation of the following publications as applicable to the type of flight checks to be undertaken:
 - (i) CARs Part I, specifically the fee schedule;
 - (ii) CAR Part IV, Personal Licensing;
 - (iii) CARs 601, 602, 605, 702, 703, 704, 705, and associated CARs Standards, as appropriate;
 - (iv) Approved Check Pilot Manual;
 - (v) Authorized Person's Training Program for ACPs;
 - (vi) Canada Air Pilot (CAP) or publication acceptable to the minister;
 - (vii) Instrument Procedures Manual;
 - (viii) Canada Flight Supplement,
 - (ix) Transport Canada Aeronautical Information Manual (TC AIM);
 - (x) Operator's COM, Operating Certificate and Operations Specifications, SOPs and AOM(s), as applicable;
 - (xi) Appropriate Pilot Proficiency Check Schedule; and
 - (xii) Commercial and Business Aviation Advisory Circulars.

1.6.3 Experience

The ACP must successfully complete standardization training to ensure competency in exercising the privileges of the ACP delegation. The practical training of an ACP is conducted in two phases. The process as outlined in phases 1 and 2 below is applicable to 702 and 703 ACPs only. For ACPs wishing to operate in subparts 704 and 705 an Approved ACP (Initial) course is required.

The ACP training on PPCs should always be conducted with the consent of the pilot candidate and, if applicable, the Air Operator. The CASI conducting the training in consultation with the Issuing Authority may modify training requirements. When the CASI is satisfied that the ACP trainee meets an acceptable level of Flight Checking performance, a recommendation will be made to the Issuing Authority that the ACP candidate be accredited with the applicable ACP delegation.

Phase 1: the ACP will observe a minimum of two PPCs conducted by a Transport Canada Inspector or a qualified ACP. The PPCs must be conducted in an aircraft or a Level A or higher full flight simulator; and

Phase 2: the ACP will conduct at least one PPC under the supervision of a CASI. In this phase the ACP candidate conducts the monitored Flight Check as the ACP. The applicable Pilot Proficiency Check and Aircraft Type Rating Flight Test Guide will be used to conduct the PPC and assess the skills and performance of the PPC candidate. Once the PPC completed, the ACP candidate will debrief the inspector in private. If both parties agree on the outcome of the PPC, the candidate will debrief the candidate in accordance with section 4.16 of this manual. Should the inspector not concur with the ACP candidate's assessment, the inspector will debrief the candidate. The ACP candidate will be trained to proficiency.

The above two phases will be considered completed where an ACP candidate completes an Approved ACP (Initial) Course.

1.6.4 Skill

In addition to the experience requirements listed at 1.6.3, for quality assurance purposes, the ACP must undergo the initial ACP monitor by a CASI. During an ACP monitor the ACP will demonstrate the knowledge, skill and suitability to act as an ACP by conducting the appropriate PPC or Line Check on an aircraft or simulator type(s) specified on the ACP Application Form.

The CASI monitors a Type A ACP candidate as they conduct a PPC in an aircraft type (aircraft or simulator as appropriate) for which approval is sought. ACPs with PPC/VFR authority who are seeking PPC/IFT authority must demonstrate they possess the skills to conduct PPC/IFTs.

A CASI will monitor a Type B check pilot candidate as they conduct a Line Check in the aircraft type for which approval is sought.

Where the ACP candidate is seeking authority for more than one type of aircraft, the candidate must demonstrate the skill to conduct a Flight Check on at least one of the aircraft types for which ACP authority is requested. *The aircraft type chosen for the initial ACP monitor will be at the discretion of Issuing Authority.*