

Approved Check Pilot (ACP) / Advanced Qualification Program (AQP) Evaluator Bulletin No. 03/18

Applicability

ACP	AQP
X	X

Subject: Changes to ACP and AQPE Monitor Checks

Purpose

1. The purpose of this bulletin is to inform ACPs and AQPEs of the following program changes:
 - (a) The grading standard and successful / unsuccessful standard has been revised for all ACP and AQPE monitor checks;
 - (b) A “Monitor Check Guide” and “Monitor Check Course” have been developed to standardize the conduct of monitor checks;
 - (c) Selected ACPs and AQPEs will be authorized to conduct (some) recurrent monitor checks on company ACPs and AQPEs on behalf of Transport Canada Civil Aviation (TCCA); and
 - (d) TCCA is implementing measures to increase the oversight and quality assurance of all training and checking activities.

Background

2. During the past two years, TCCA collaborated with industry to explore options to improve the effectiveness and standardization of monitor checks. This effort resulted in the development of a Monitor Check Guide and Monitor Check Course. It was also determined that highly-experienced / top-performing ACPs and AQPEs could substantially contribute to the quality and effectiveness of the ACP and AQP programs by conducting (some) recurrent monitor checks on other ACPs and AQPEs. As a result, TCCA Civil Aviation Safety Inspectors (CASIs) and ACPs / AQPEs that receive a “Type M” (“M” for Monitor) authority will share the responsibility for conducting monitor checks.
3. Going forward, all monitor checks will be conducted in accordance with the protocols and standards published in the Monitor Check Guide. Persons that conduct monitor checks (CASIs

and ACPs / AQPEs with Type M authority) must also complete a two-day Monitor Check Course conducted by TCCA.

4. The above changes are described in detail in Advisory Circular 700-051, *Monitor Checks on Approved Check Pilots and Advanced Qualification Program Evaluators*, which is essential reading for all ACPs and AQPEs. The Monitor Check Guide is embedded in the AC as Appendix A and describes the revised grading standard and successful / unsuccessful standard. The AC will be available at the following URL no later than 02 Jan, 2019:

<http://www.tc.gc.ca/en/services/aviation/reference-centre/advisory-circulars.html#700-series>.

Additional Details

5. The following additional details are applicable to the program changes announced above: (Please refer to AC 700-051 for additional context on the items discussed below).

- a. ACP / AQPE "Type M" Trial Period

- (i) Section 4.4 of AC 700-051 states that all air operators under subpart 705, and four air operators selected by TCCA that operate under subparts 702, 703 and 704, will be eligible to apply to sponsor ACPs and AQPEs for Type M authority for an 18-month trial period;
- (ii) Canadian Helicopters Limited and Cougar Helicopters Incorporated, who both participated in the Risk Assessment for this program change and represent the 702, 703 and 704 segments of the helicopter industry, have been selected to participate in the 18-month trial, (pending final approval by the respective Issuing Authority).
- (iii) Fixed-wing air operators in the 702, 703 and 704 segments of the industry, who meet the eligibility criteria, are encouraged to contact their respective TCCA POI by 18 Jan, 2019 to indicate interest in the 18-month trial. (Please "CC" the ACP / AQP Program Coordinator, Matt Dillon, at the email contact below). The ACP / AQP Program Coordinator will liaise with regions to evaluate applicants and select two air operators (702,703 and 704 fixed-wing) for the trial. All applicants will be notified accordingly after the selections have been made.
- (iv) Eligible air operators can initiate the process to nominate ACPs and AQPEs for Type M authority in accordance with the procedures defined in section 4.5 of AC 700-051.

- b. ACP / AQPE Monitor Report Form

- (i) The Monitor Report form has been redesigned to support the revised grading defined in the Monitor Check Guide. There are ongoing efforts to enable on-

line completion and submission of the form; however, final development and validation are still ongoing;

(ii) Until the on-line option becomes available, disregard section 7.0 in Appendix A of the AC that speaks to the on-line completion and submission of the form. As an interim measure, the form will be completed and submitted as follows:

(a) Download and complete the PDF fillable version of the form from the TCCA Forms Catalogue (26-0844); and

<http://wwwapps.tc.gc.ca/corp-serv-gen/5/forms-formulaires/search>

(b) Submit the completed form to the applicable TCCA region in the same manner that a Flight Test Report is submitted.

(iii) The above procedure is in effect until on-line completion and submission is available, which will be announced in a bulletin.

c. Monitor Check Course

(i) ACPs and AQPEs must complete a two-day Monitor Check Course prior to exercising Type M authority. The course is conducted by TCCA, with the initial courses scheduled to take place at a TCCA facility at Toronto Pearson Airport during the following dates:

(a) February 26 – 27, 2019; and

(b) March 12 – 13, 2019.

(ii) Additional courses will be conducted on an 'as required basis'. All future course dates will be published on the ACP / AQP website at the following URL:
<https://www.tc.gc.ca/eng/civilaviation/standards/commerce-operationalstandards-acp-menu-380.htm>

(iii) There are 12 slots available per course, which will be allocated in an equitable manner to air operators / Type M applicants. TCCA regions will coordinate the course loading of Type M applicants with the TCCA ACP / AQP Program Manager; and

(iv) Candidates attending the Monitor Check Course will receive course confirmation and details via email from the ACP / AQP Program Manager as early as possible in advance of the course.

d. Quality Assurance

(i) In step with these program changes, TCCA is increasing oversight on training and checking, which will include the following measures:

- (a) Flight Test Reports and evaluations generated by all ACPs and AQPEs will be reviewed regularly to look for trends in grading, pass rates, comment accuracy and administrative accuracy that are of concern and warrant TCCA intervention;
- (b) An increased emphasis will be placed on reviewing and/or inspecting (air operator) pilot training programs, which could include having a CASI attend an initial or recurrent training course as an observer, and/or conducting Process Inspections on training programs (and 'monitor check' programs for air operators that employ ACPs and/or AQPEs with Type M authorization);
- (c) CASIs may choose to observe any flight check, without prior notice, or conduct PPCs on an air operator's pilot(s) as a means to assess the quality of training;
- (d) The re-issuance of an ACP or AQPE delegation of authority will be scrutinized to ensure that the delegate has been conducting the minimum number of annual flight checks and evaluations, as prescribed in the ACP Manual; and
- (e) ACP delegations that exist for the primary purpose of supporting a delegate's interests outside of Canada will not be supported, unless it can be clearly demonstrated that a Canadian AOC is the primary organization benefitting from the delegation, or it is in TCCA's best interest to authorize the delegation.

6. Timely communication is a key element of any quality assurance effort. In this regard, all ACPs and AQPEs are highly encouraged to subscribe to TCCA's "e-bulletin" service, which generates an immediate e-mail notification when important documents are published, such as Safety Alerts, Airworthiness Directives and Advisory Circulars. Efforts are underway to have ACP / AQP Bulletins included in the "e-bulletin" service. Please go the following URL to subscribe to "e-bulletin": <http://www.tc.gc.ca/eng/civilaviation/opssvs/menu-1152.htm>

Effective Date

7. The above changes take effect 02 Jan, 2019.

ACP / AQP Program Contacts (Commercial Flight Standards, TCCA HQ):

Fixed Wing: Matthew Dillon, (613) 990 1080, matthew.dillon@tc.gc.ca; or

Rotary Wing: John Smith, (613) 952-4044, john.smith@tc.gc.ca;

Approval



Deborah Martin
Chief
Commercial Flight Standards (AARTF)
(613) 990-1055
deborah.martin@tc.gc.ca