

AUTHORIZED PERSON'S TRAINING PROGRAM FOR COMPANY CHECK PILOTS INVOLVED IN ISSUING TYPE AND INSTRUMENT RATINGS.

PAGE

1	Issuance of an initial type rating
2	Aeroplane - Two Crew
3	Aeroplane - Two Crew - Cruise Relief Only
4	High Performance Aeroplane
5	Issuance of an initial instrument rating
6	Completing the "Application for Endorsement of a Rating"
8	Certification of Additional Privileges on the candidate's Licence
8	Certification of an Additional Privilege Card (26-0267)
8	Distribution
9	Excerpt from Personnel Licensing Procedures Handbook - TP2943
11	TYPE DESIGNATOR CHART – CAR 421.40
12	HIGH PERFORMANCE AIRCRAFT

- ❖ The following is adapted from an original Transport Canada presentation entitled “Authorized Person's Training Program for CCPs”.
- ❖ The Phoenix Aviation Approved Check Pilot Course embodies the required authorized persons training with emphasis in the “Forms and Documentation” module.
- ❖ The Authorized Person Training Program for ACPs has been implemented to streamline the licensing process by authorizing ACPs 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.

(ACP Manual 1.5.1)

- ❖ An ACP will qualify to be an Authorized Person upon completion of an ACP (Initial or Recurrent) Course. The Authorized Person delegation will be made through issuance of the ACP Delegation of Authority and the delegation is automatically renewed by completing the ACP (Recurrent) Course.

(ACP Manual 1.5.2)

INTENTIONALLY LEFT BLANK

The Authorized Person Program for CCPs has been implemented to streamline the licensing process to allow pilots to exercise the privileges of their new or renewed aircraft type and/or instrument rating immediately upon reaching all associated requirements, while waiting for the issue of their formal document.

The authority to exercise these duties and responsibilities is included within the CCP letter of approval.

The training program consists of 6 areas:

- Issuance of an initial type rating
- Issuance of an initial instrument rating
- Completing the "Application for Endorsement of a Rating" (Form 26-0083) upon initial issuance of a type and/or instrument rating
- Certification of Additional Privileges on the back of the candidate's Licence for the endorsement of an initial type and instrument rating, and the renewal of an instrument rating
- Certification of an Additional Privilege Card (26-0267) for the endorsement of an initial type and instrument rating, and the renewal of an instrument rating
- Distribution

The following Authorized Person's duties, responsibilities and procedures shall be adhered to by CCPs when endorsing a license and/or additional privileges card with a type and/or an instrument rating:

ISSUANCE OF AN INITIAL TYPE RATING (ref. CARs 401.40 and 421.40)

- ❖ **In order to determine if the aircraft is "two crew" or "high performance" please consult the chart "TYPE DESIGNATOR" found in CARs 421.40**
- ❖ **This chart and the chart "HIGH PERFORMANCE AIRCRAFT" are found at the end of this section.**

When endorsing for a type rating the CCP shall ensure that the following is met:

AEROPLANE - "TWO CREW"

(as required by the type certificate (B767, LR 35, EA32 etc....)

Knowledge:

Must have completed a ground training program as specified in CARS 702/ 704/705.

(CARs (ref. 421.40 (3) (a) (i) and 725.124)

Examinations:

Must have completed an examination corrected to 100% on the type.

(ref. 724.124 (1) a ii))

❖ Note: If the candidate only has a commercial pilot license, they must have obtained a minimum of 70% on either:

- TYPE RATING - AEROPLANE (IATRA) written examination, or
- AIRLINE TRANSPORT PILOT LICENSE (SAMRA AND SARON) written examinations

(ref. 421.40 (3) (a) (i))

Experience:

Must have obtained the minimum flight training requirements specified in CARs Part VII and have completed a minimum of 250 hours flight time on aeroplanes (CAR 421.40)

Skill:

The candidate must successfully complete a PPC on the type Time Limit:

The written examinations and PPC must be successfully completed within 12 months preceding the date of application for the rating.

AEROPLANE - "TWO CREW"- CRUISE RELIEF ONLY

(as specified and/or required by Part VII

Prerequisite:

Commercial Pilot Licence - Aeroplane and a Group I Instrument Rating Knowledge:

Knowledge, Experience, Skill, and Time Limit same as in Two Crew Aeroplane

ref: CARs 421.40 (3) (b)

- Must have completed a ground training program as specified in CARs 705.
Examinations:
- Must have completed an examination corrected to 100% on the type

- ❖ Note: If the candidate only has a commercial pilot license, they must have obtained a minimum of 70% on either:
 - TYPE RATING - AEROPLANE (IATRA) written examination, or
 - AIRLINE TRANSPORT PILOT LICENSE (SAMRA AND SARON) written examinations

Experience:

Must have obtained the minimum flight training requirements specified in CARs 705 and have completed a minimum of 250 hours flight time on aeroplanes

Skill:

The candidate must successfully complete a PPC on the type Time Limit:

The written examinations and PPC must be successfully completed within 12 months preceding the date of application for the rating.

HIGH PERFORMANCE AEROPLANES

(as specified in Part IV of the CARs (MU2, AC69, PA42))

DOES NOT APPLY TO AIRLINE OPERATIONS (705)

Knowledge:

Must have completed a ground training program as specified in CARS 702/ 703/704

Examinations:

Must have completed an examination corrected to 100% on the type as specified in CARS 702/703/704.

Experience:

Must have obtained the minimum flight training requirements specified in CARS Part VII / CARs 604 and have completed a minimum of 200 hours flight time on aeroplanes

Skill:

The candidate must successfully complete a PPC on the type as specified in CARs Part VII/CARs 604 or if a PPC is not required, a qualifying flight under supervision of a Transport Canada Inspector or a qualified person

Time Limit:

The written examinations and PPC or qualifying flight must be successfully completed within 12 months preceding the date of application for the rating.

ISSUANCE OF AN INITIAL INSTRUMENT RATING

Definition of "initial instrument rating":

- A person who has never held an instrument rating before, or
- A person who has allowed their instrument rating to expire for more than two years.

These persons must meet all of the following requirements:

Examinations:

Must have obtained a minimum of 70% on the written examination Instrument Rating (INRAT)

❖ Note:

- It would be a re-write for a person who has allowed their instrument rating to expired for more than two years.
- However, an exemption exists for Second Officers (SO) who on commencement of employment as a SO held a valid Instrument rating and has allowed the instrument rating to expire for more that two years. In otherword a re-write of the INRAT is not required in this case. (ref. CARS 421.49 (3)(a)(b))

Experience:

Must meet the following experience for the instrument rating:

- ❖ Note: This is only a summary. To get the specific of the requirements, CARs 421.46 (2)(b) must be consulted.
- 50 hrs. P.I.C. x-country time of which 10 hrs. must be in the appropriate category
- 40 hrs. instrument time of which a maximum of 20 hrs. may be done in an approved instrument ground trainer. The 40 hrs. instrument time shall include a minimum of:
 - 5 hrs. of dual instrument time acquired from the holder of a flight instructor rating
 - 5 hrs. in the same category of aircraft
 - 15 hrs. dual instrument time acquired from a qualified person as specified in CARs 425.11 (7)
 - one dual x-country of a minimum of 100nm. on an IFR flight plan to include at two different locations, an instrument approach to minima

Skill:

The candidate must successfully complete a PPC.

Time Limit:

The written examination and PPC must be successfully completed within 12 months preceding the date of application for the rating. (CARs 421.46)

COMPLETING THE " APPLICATION FOR ENDORSEMENT OF A RATING (FORM 26-0083) UPON INITIAL ISSUANCE OF A TYPE AND/OR INSTRUMENT RATING

Prior to completing an Application for Endorsement of a Rating form, the CCP must assemble and verify the following documents:

- the applicant hold a valid pilot licence with a valid Medical Certificate
- the applicant has proof in the form of a logbook of the flight experience required (if applicable)
- proof of successful completion of ground and flight training as applicable
- proof of successful completion of the required written examinations as applicable
- completed PPC form, or in the case of a qualifying flight, a letter confirming the competency of the candidate, as applicable.

How to fill the 26-0083 form: Top right hand corner:

- File Number
- Licence Number
- Date of Birth
- Medical Category
- Last Medical

The information required here is self-explanatory. This info may be found on the candidate's Licence and Medical Certificate.

PART A

Name: Enter the candidate's full name as it appears on their licence.

Address: Enter the candidate's current, correct, and complete mailing address and telephone number

Aircraft Category: Place an "X" in the applicable aircraft category box

Ratings Applied For: Place an "X" in the Type box if applying for a type rating or in the Instrument box if applying for an initial instrument rating. In the case of a candidate who is applying for both a type and an initial instrument ratings, place two "X" one in the Type box and one in the Instrument box. The same form may be used to apply for both ratings.

Declaration: The candidate must sign and date this section declaring that all training and experience required and noted in part B of the form is true and correct.

PART B

Type Rating box:

The following boxes must be completed:

- Type Designator
- Total
- P.I.C. (left seat)
- FE/SO (if applicable)
- Simulator (if applicable)
- Qualifying flight in P.I.C. seat or PPC - flight time (if applicable)
- Date

Examples:

- **TYPE RATING:**

TYPE RATING					Qualifying Flight in Pilot-in-Command Seat or PPC			
Type Desig.	Total	Pilot in Command	FE / SO	Simulator	Flight Time	Date		
EA32	26.0	14.0	N/A	24.0	2.0	04 ^Y	05 ^M	17 ^D

• **INITIAL INSTRUMENT RATING:**

INSTRUMENT RATING								
Pilot in Command			Instrument Time					
Total Pilot in Command	In Category	Cross Country	Total Instrument Time	Flight Time				Ground Time
				Dual		In Category	100 NM Cross Country	
				From Instructor	Other			
150	100	50	40	5	15	5	2.5	20

Top right hand corner of PART B:

- Training was done in:
Enter the registration marks of the aircraft(s) on which the training was done.
- Flight Simulator:
Enter the location and type of simulator in which the training was done.

PART "C " RECOMMENDATION

This section is to be completed by the candidate's recommending training pilot.

PART "D " CERTIFICATION OF LICENCE PRIVILEGES BY AUTHORIZED PERSONS

Once all the requirements for issue of the type and/or instrument rating have been met, the Authorized Person completes this part in addition to endorsing the back of the candidate's licence and/or issuing an "Additional Privileges Card" (26-0267). This part is filled out as such:

Licence number: This is the candidate's licence number.

Was certified for the addition of:

Enter the applicable type designator and/or "instrument rating, group 1, 2, 3, or 4 " as applicable.

- ❖ Note: It is important to speck the group for an instrument rating as such:

GROUP 1: for all aeroplanes where the flight test was conducted in a multi-engine aircraft

GROUP 2: for multi-engine center line thrust and single-engine aeroplanes where the flight test was conducted in a multi-engine center line thrust aeroplane.

GROUP 3: for single engine aeroplanes where the flight test was conducted in a single engine aeroplane, and

GROUP 4: for helicopters where the flight test was conducted in a helicopter.

Date: Enter the certification date the candidate's licence was endorsed or when the "Additional Privileges Card " was issued.

Name, Signature, Licence Number, Organization: Self explanatory. Organization would be the name of the company the authorized person is associated with.

Appointment expiry date: This date would be 5 years after the date indicated on the CCP letter of approval.

CERTIFICATION OF ADDITIONAL PRIVILEGES ON THE BACK OF THE CANDIDATE'S LICENCE FOR THE ENDORSEMENT OF AN INITIAL TYPE AND INSTRUMENT RATING, AND THE RENEWAL OF AN INSTRUMENT RATING

A candidate's licence is endorsed as such:

- ...additional privileges to the licence as follows: Enter the aircraft type designator and/or "instrument rating, group 1, 2, 3, or 4 " as applicable.

Certification Date: Enter the certification date.

- ❖ Note: Certification of temporary privileges allows the candidate to exercise the aircraft type privileges/instrument rating for a period of 90 days (from certification date)..

Authorized Person's Name, Signature and Licence Number: Self explanatory. Printing must be legible.

CERTIFICATION OF AN ADDITIONAL PRIVILEGE CARD (26-0267) FOR THE ENDORSEMENT OF AN INITIAL TYPE AND INSTRUMENT RATING AND THE RENEWAL OF AN INSTRUMENT RATING

An Additional Privilege Card is endorsed as such:

Licence Number: Enter the number of the licence to which you are adding the additional privileges.

Certification of Additional Privileges: Enter the applicable aircraft type designator and/or instrument rating, group 1, 2, 3, or 4 as applicable.

Certification Date: Enter the certification date.

Authorized Person's Signature and Licence Number: Self-explanatory. Printing must be legible at all times.

DISTRIBUTION

The same day the certification of temporary privileges is complete, the Authorized Person shall forward the following to Transport Canada:

- the completed "Application for Endorsement of a Rating" in duplicate. It is very important that this form be properly filled out as it may result in unnecessary delays (for initials only),
 - the appropriate fee(s) This may be a cheque or a money order made out to the Receiver General for Canada (for initials and renewals),
 - the original PPC report or qualifying letter as applicable (for initial and renewals),
 - evidence of successful completion of any applicable ground and flight training course and required written examination (for initials),
 - if issued, the blue copy of the Additional Privileges Card (for initials and renewals)
- ❖ Note: Authorized Persons are required to maintain copies of all documentation used to support the issue of a rating, for which they have certified temporary privileges for a period of not less than two years.

TYPE DESIGNATOR CHART – CAR 421.40

Edited for clarity

Type of Permit or Licence	Blanket Type Rating	Individual Type Rating
Aeroplane	all aeroplanes with a minimum flight crew requirement of one pilot, excluding high performance (normally combined with an aeroplane class rating)	individual type aeroplanes two crew aeroplanes high performance aeroplanes medically restricted
Helicopter	none	each type of helicopter two crew helicopter medically restricted
Aeroplane	all aeroplanes with a minimum flight crew requirement of one pilot, excluding high performance (normally combined with an aeroplane class rating)	individual type aeroplanes two crew aeroplanes two crew aeroplanes with cruise relief only high performance aeroplanes medically restricted
Helicopter	none	each type of helicopter two crew helicopter medically restricted
Aeroplane	all aeroplanes with a minimum flight crew requirement of one pilot, excluding high performance (normally combined with an aeroplane class rating)	individual type aeroplanes two crew aeroplanes two crew aeroplanes with cruise relief only high performance aeroplanes medically restricted
Helicopter	none	each type of helicopter two crew helicopter medically restricted
Flight Engineer	none	individual type aeroplanes individual type aeroplanes with second officer rating medically restricted

HIGH PERFORMANCE AIRCRAFT

BEST	Beech Starship 2000
C501	Citation I/SP
C551	Citation II/SP
DHST	Turbo Firecat
DHS2	Tracker
SW2	SA26, SA226T, SA227TT
SW3	SA226AT/TC
B26	Invader (A26, B26)
MU2	
P180	Avanti
PA42	Cheyenne
AC50	Commander 500, Shrike Commander
AC60	Grand Commander
AC68	Super Commander
AC69	Turbo Commander