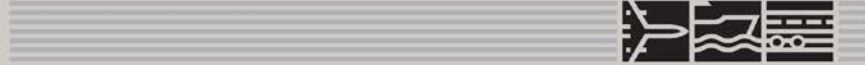




Transports
Canada

Transport
Canada



TP 14672E
(September 2021)

ADVANCED QUALIFICATION PROGRAM EVALUATOR MANUAL

FIRST EDITION - REVISION 1

SEPTEMBER 2021

Canada

Copies of this publication may be obtained by contacting the following:

The Order Desk
MultiMedia Publishing Services
Transport Canada (AARA-MPS)
330 Sparks Street
Ottawa ON
K1A 0N8

Telephone: 1-888-830-4911 (in North America) 613-991-4071 (other countries)
Fax: 613-991-1653
E-Mail: MPS@tc.gc.ca

© Her Majesty the Queen in Right of Canada, as represented by the Minister of Transport, 2021.

Cette publication est aussi disponible en français sous le titre « **MANUEL DE L'ÉVALUATEUR
PROGRAMME AVANCÉ DE QUALIFICATION** - Première édition - révision 1 »

Permission is granted by the Department of Transport, Canada, to copy and/or reproduce the contents of this publication in whole or in part provided that full acknowledgment is given to the Department of Transport, Canada, and that the material be accurately reproduced. While use of this material has been authorized, the Department of Transport, Canada, shall not be responsible for the manner in which the information is presented, nor for any interpretations thereof.

It may become obsolete in whole or in part at any time without notice.

TP 14672E

(September 2021)

TC-1002290

FOREWORD

This manual contains the policies, procedures and guidelines that pertain to the Advanced Qualification Program (AQP) Evaluators. It is published for use by Civil Aviation Safety Inspectors (CASIs), 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 Technical Team Lead Certification and Quality Assurance, National Operations. 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.

CASIs 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.

Original signed by

Félix Meunier
Director, Standards

TABLE OF CONTENTS

FOREWORD	3
RECORD OF AMENDMENTS	4
TABLE OF CONTENTS	5
ACRONYMS	9
DEFINITIONS	12
CHAPTER 1 – ADVANCED QUALIFICATION PROGRAM EVALUATOR PROGRAM	19
1.1 Program Description	19
1.2 Evaluators	20
1.3 Authorized Persons	20
1.4 Conflict of Interest	20
CHAPTER 2 – ADVANCED QUALIFICATION PROGRAM EVALUATOR DELEGATION POLICY AND AUTHORITIES	22
2.1 Advanced Qualification Program Evaluator Delegation Policy	22
2.2 Types of Authorities	22
2.3 Type E Evaluator	22
2.4 Type V Evaluator	22
2.5 Type O Evaluator	23
2.6 Evaluator Authorities	23
2.7 Limits of Authority for Evaluators Conducting Validations & Evaluations.....	23
2.8 Invalid Advanced Qualification Program Evaluator Delegation of Authority	23
2.9 Administrative Revocation of an Advanced Qualification Program Evaluator Delegation of Authority	25
2.10 Suspension or Cancellation of the Advanced Qualification Program Evaluator Delegation of Authority	25
2.11 Reinstatement of Accreditation.....	26
2.12 Request for Review	26
2.13 Loss of Category 1 Medical Certification.....	26
CHAPTER 3 – ADVANCED QUALIFICATION PROGRAM EVALUATOR DELEGATION OF AUTHORITY APPLICATION PROCEDURES	28
3.1 Submitting the Advanced Qualification Program Evaluator Delegation of Authority Application Form	28
3.2 Revisions to the Advanced Qualification Program Evaluator Delegation of Authority	28
CHAPTER 4 – TRANSPORT CANADA APPROVAL PROCEDURES	30
4.1 Advanced Qualification Program Evaluator Delegation of Authority Application Form Review	30
4.2 Transport Canada Inspector Briefing for Initial Appointment.....	30
4.3 Initial Advanced Qualification Program Evaluator Monitor	31
4.4 Advanced Qualification Program Evaluator Application Approval	31
CHAPTER 5 – ADVANCED QUALIFICATION PROGRAM EVALUATOR DELEGATION OF AUTHORITY	32
5.1 Issuance of the Advanced Qualification Program Evaluator Delegation of Authority	32
5.2 Revisions to an Advanced Qualification Program Evaluator Delegation of Authority	32
CHAPTER 6 – CONTINUING QUALIFICATION FOR EVALUATORS	34

6.1	General.....	34
6.2	Type E Evaluator Recurrent Monitor Requirements	34
6.3	Type E Evaluator Monitor Procedures.....	34
6.4	Type V Evaluator Recurrent Monitor Requirements	35
6.5	Type V Evaluator Monitor Procedures	36
6.6	Type O Evaluator Recurrent Monitor Requirements	36
6.7	Type O Evaluator Monitor Procedures	37
6.8	Approved Advanced Qualification Program Evaluator Recurrent Training Program	37
6.9	Recency.....	38
CHAPTER 7 – OPERATOR RESPONSIBILITIES		39
7.1	Operator’s Records	39
7.2	Operator’s Notification Responsibilities.....	39
CHAPTER 8 – VALIDATIONS AND EVALUATIONS		40
8.1	General.....	40
8.2	Validations	40
8.3	Systems Knowledge Validation	40
8.4	Procedures Validation.....	41
8.5	Manoeuvres Validation.....	41
8.6	Manoeuvres Proficiency Validation.....	41
8.7	Manoeuvres Training and Validation	42
8.8	First-Look Manoeuvres.....	43
8.9	Evaluations.....	44
8.10	Line Operational Evaluation	44
8.11	Online Evaluation	45
CHAPTER 9 – CONDUCT OF VALIDATIONS AND EVALUATIONS		47
9.1	General.....	47
9.2	Evaluation Philosophy	47
9.3	Flight Crew Concept.....	48
9.4	Assessments	48
9.5	Pre-Flight Briefing – Validation or Evaluation Conducted in a Simulator.....	49
9.6	Pre-flight Briefing – Online Evaluation.....	50
9.7	Debriefing Procedures	50
9.8	General Assessment “Failed”	51
9.9	Administrative Procedures in the case of a LOE Failure.....	52
CHAPTER 10 – ASSESSMENT STANDARDS		54
10.1	General.....	54
10.2	Introduction to Grading Scales/Scoring.....	54
10.3	Example of a Four-Point Grading Scale	54
10.4	Reasons for Assessment.....	55
10.5	Elements of Assessment	55
10.6	Tolerances	55
10.7	Validations/Evaluations – General.....	55
10.8	Standard Phases of Flight.....	56
CHAPTER 11 – VALIDITY PERIODS, RENEWALS AND EXTENSIONS		57

11.1	Continuing Qualification Cycles.....	57
11.2	Evaluation Periods	57
11.3	Training Periods.....	57
11.4	Renewals.....	58
11.5	Extensions.....	59
11.6	Dual Qualification.....	59
11.7	Online Evaluation	59
11.8	Program Validation.....	60
CHAPTER 12 – ADVANCED QUALIFICATION PROGRAM EVALUATOR INITIAL REQUIREMENTS		61
12.1	Qualifications for Type E Evaluators.....	61
12.2	Qualifications for Type V Evaluators	62
12.3	Qualifications for Type O Evaluators	64
12.4	Academic Requirements	65
12.5	Practical Training and Monitoring.....	65
12.6	Type E Evaluator Transition Training and Monitoring	67
12.7	Type V Evaluator Transition Training and Monitoring.....	67
12.8	Type O Evaluator Transition Training and Monitoring.....	68
CHAPTER 13 – REPORT AND APPLICATION COMPLETION		69
13.1	Reports and Applications Required for Licensing.....	69
13.2	Completing the Flight Test Report - Pilot Proficiency Check (26-0249)	69
13.3	Completing the Application for an Endorsement / Rating (26-0083).....	71
13.4	Endorsing the Successful Candidate’s License.....	72
13.5	Fees	72
CHAPTER 14 – ADVANCED QUALIFICATION PROGRAM DATA MANAGEMENT		73
14.1	Background.....	73
14.2	Regulatory Requirement	73
14.3	Validation.....	73
14.4	Definition.....	73
14.5	Individual Qualification Records.....	73
14.6	Performance/Proficiency Data	73
14.7	Overview.....	74
14.8	Data Collection	74
14.9	Data Entry	74
14.10	Data Submission	74
14.11	Qualification Curriculum.....	75
14.12	Continuing Qualification Curriculum	75
14.13	Data Analysis.....	75
14.14	Air Operator Data Analysis	75
14.15	Transport Canada Data Analysis.....	76
LIST OF APPENDICES		77
APPENDIX A: ADVANCED QUALIFICATION PROGRAM EVALUATOR DELEGATION OF AUTHORITY APPLICATION		78
APPENDIX B: ADVANCED QUALIFICATION PROGRAM EVALUATOR LETTER OF AUTHORITY		79

APPENDIX C: MONTHLY SCHEDULE OF VALIDATIONS AND EVALUATIONS	80
APPENDIX D: ADVANCED QUALIFICATION PROGRAM EVALUATOR MONITOR REPORT	81
APPENDIX E: FLIGHT TEST REPORT-PILOT PROFICIENCY CHECK (26-0249).....	82
APPENDIX F: LETTER OF REVOCATION	83

ACRONYMS

(Used in AQP and in this document)

ACAS - Airborne Collision Avoidance System

AFM - Aircraft Flight Manual

AIM - Aeronautical Information Manual

AOM - Aircraft Operating Manual

AQP - Advanced Qualification Program

AQPEP - AQP Evaluator 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

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

DA - Decision Altitude

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
IPT - Instrument Procedures Trainer
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
MDA - Minimum Descent Altitude
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
PM - Pilot Monitoring
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
QRH - Quick Reference Handbook
RNAV - Area Navigation
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

SPO - Supporting Proficiency Objectives

SPOT - Special Purpose Operations Training

STAR - Standard Terminal Arrival

SV - System Validation (means the same as SKV but shortened for data entry purposes)

TAWS - Terrain Awareness and Warning System

TC - Transport Canada

TPO - Terminal Proficiency Objectives

TTL - Technical Team Lead

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 crew members, instructors and Evaluators, which 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 in the candidate's license booklet.

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.

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

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) unserviceability), birds, conflicting air traffic, gate change, passengers not seated, etc.) and operational contingencies (abnormal situations and emergencies).

CONDUCT - To take an active role in all phases of a validation or evaluation, including preflight preparation, briefing, control and pace of the various sequences, assessment of the candidate's performance, debriefing and 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 Maneuver 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.

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 - Technical Team Lead - Certification and Quality Assurance, National Operations.

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 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.

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 TC approved simulation device. A LOFT training session is not interrupted by the instructor, unless negative learning begins to occur.

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

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

MANOEUVRES VALIDATION (MV) - A simulator session in which specific manoeuvres are performed and evaluated to proficiency. 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 - Refers to a delegate that possesses the knowledge, competency, judgment, integrity and communication skills to represent the Minister in a favorable manner and who has demonstrated the willingness to work cooperatively with TCCA to promote aviation safety --- 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).

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.

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.

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.

RECENCY - In this manual refers to an AQP Evaluator's continuing qualification requirements and not the regulatory requirements for recency and currency found within the Part IV of the CARs.

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 - A qualified crew member who substitutes for a candidate who is unable to attend an evaluation session thus allowing the remaining candidate to complete their evaluation with a full crew complement (this is a non-jeopardy event for the seat filler).

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.

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.

UNDESIRE AIRCRAFT STATE - An aircraft position, speed, attitude or configuration that results from a flight crew error, action or omission which clearly reduces safety margins.

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 must be taken in a timely manner consistent with the AOM, FCOM or SOPs as appropriate.

CHAPTER 1 – ADVANCED QUALIFICATION PROGRAM EVALUATOR PROGRAM

1.1 Program Description

- 1.1.1 The Advanced Qualification Programs (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 a Civil Aviation Safety Inspector (CASI)).
- 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 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,
 - (i) An example of this would be models of aircraft within a type that employs systems such as Flight Management Systems, Electronic Flight Instrument System (EFIS), navigation systems such as Global Navigation Satellite System (GNSS), 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.
 - (i) As flight operations become more complex, the use of Standard Operating Procedures (SOPs) becomes increasingly important thus requiring Evaluators to have a comprehensive knowledge of procedures used by the crews they are evaluating.
- 1.1.4 To make application for an Evaluator, an air operator must have in place, or be in the process of implementing, an approved AQP able to provide satisfactory programs for training and record keeping.
- 1.1.5 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.
- 1.1.6 Accreditations are subject to section 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.”
- 1.1.7 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.
- 1.1.8 The number of Evaluators and their conduct of validations and evaluations are closely monitored by and at the option of TC. A CASI may conduct any of the validations and evaluations referred to in this manual. A CASI may also monitor any Evaluator conducting any validation or evaluation.

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 must 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.
 - (c) Provision is made for Evaluators who do not hold current Category 1 medical certification to conduct validations and evaluations in simulators only. Refer to section 2.13.
- 1.2.3 An Evaluator can conduct validations and evaluations only on pilot employees of the specific air operator 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 authorization 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. Recency aspects are discussed in section 6.9.

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 a pilot to exercise the privileges of a new aircraft type and/or instrument rating immediately upon meeting all associated requirements, while waiting for the issue of the 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 an approved AQP Evaluator recurrent academic training course automatically maintains the validity of 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 air operator 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 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 (although not forming an exhaustive list) of situations that could be considered as a possible conflict of interest between the Evaluator and his/her delegated authority:
- (a) the level of the Evaluator's financial interest in the company, such as:
 - (i) the Evaluator's direct involvement in company ownership;
 - (ii) the Evaluator owning a substantial number of voting shares of the company;
 - (b) the Evaluator's level of involvement with a pilot union or association;
 - (c) the relationship between the Evaluator and the validation/evaluation candidate(s);
 - (d) the Evaluator having family ties with company owners; and
 - (e) 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 an Evaluator candidate's conflict of interest is real or perceived, each candidate must declare on their résumé (which must be attached to their application form), any conflict of interest of which they have knowledge, and must be prepared to discuss at each monitor thereafter, any change to their status in this regard. Furthermore, a company must review the status of each Evaluator periodically to ensure that they are not in any conflict of interest. The results of this review must be recorded in the Evaluator's file.
- 1.4.5 Should any Evaluator come into a situation that they feel might constitute a real conflict of interest, a full report of the circumstances must 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 Issuing 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 – ADVANCED QUALIFICATION PROGRAM EVALUATOR DELEGATION POLICY AND AUTHORITIES

2.1 Advanced Qualification Program Evaluator Delegation Policy

- 2.1.1 The Issuing Authority may issue an AQP Evaluator delegation of authority to qualified personnel.
- 2.1.2 Under the *Aeronautics Act*, a delegation letter meets the definition of a Canadian Aviation Document (CAD) by virtue of the authority delegated to its holder. 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 validation/evaluation duties as delegates of the Minister in accordance with section 4.3(1) of the *Aeronautics Act*.**
- 2.1.3 While acting on behalf of the Minister, all Evaluators will carry their letter of delegation and must be able to produce it upon request, in accordance with subsection 103.02(2) of the *Canadian Aviation Regulations* (CARs).

2.2 Types of Authorities

- 2.2.1 There are three different types of AQP Evaluators. Each type of AQP Evaluator has a specific TC authorization, called a Ministerial delegation, which allows the individual to assess flight crew performance during an AQP validation or evaluation. The three types of AQP Evaluators are:
- (a) Type E Evaluator;
 - (b) Type V Evaluator;
 - (c) 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) (provided that the practical training and monitoring requirements as outlined in section 12.5 have been completed).
- 2.3.2 An experienced Type E Evaluator who has lost their Category 1 medical certification may be authorized to continue conducting validations and evaluations in simulators only. Refer to section 2.13.
- 2.3.3 A Type E Evaluator is also deemed to be an Authorized Person and may endorse pilot licenses for type ratings and instrument ratings where applicable. Such temporary privileges are valid for 90 days or until a new license displaying the new rating is received by the holder, whichever comes first.

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 FLM.
- 2.4.2 Type V Evaluators who do not hold a current Category 1 medical certificate or are not permitted to fly as line pilots with the air operator will maintain their knowledge base and obtain operational exposure by successfully completing the following:
- (a) The operator's approved recurrent ground and flight training program; and
 - (b) sufficient exposure to line operations in the form of a minimum of 4 sectors flown as an observer (on the aircraft jump seat) within the previous 12 months (on the same aircraft

type(s) the Evaluator is authorized for under his Delegation of Authority, with a cumulative total of at least 8 hours). Each aircraft type identified on a Delegation of Authority must be used in at least one sector. These sectors should be especially scheduled to coincide with the introduction of:

- (i) amended SOPs and / or new areas of operations;
- (ii) changes in aircraft equipment;
- (iii) changes to the airspace and route structure;
- (iv) special authorizations; and/or
- (v) amendments to Flight Operations Manual (FOM) / Flight Crew Operating Manual (FCOM) policies.

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 Manoeuvres (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 TC 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 before the re-test. A subsequent re-test of an unsatisfactory MV or LOE must be conducted by a CASI.

2.7.3 Subject to paragraph 2.7.5 an Evaluator must not conduct a validation or evaluation in a simulator on a candidate to whom they have 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.

2.7.5 An Evaluator will not conduct a LOE on a CASI unless specific authority has been granted by the Technical Team Lead - Certification and Quality Assurance, National Operations.

2.8 Invalid Advanced Qualification Program Evaluator Delegation of Authority

2.8.1 An Evaluator's privileges will be invalid when:

- (a) the Evaluator's training and/or evaluation period has expired before all training, validation and/or evaluation requirements have been met;

- (b) the Evaluator's medical certificate has expired or become invalid, unless steps have been taken to obtain from the Issuing Authority an authorization to conduct validations/evaluations in a simulator only (section 2.13 refers);
- (c) the Evaluator's Instrument Rating is invalid; or
- (d) the validity period of the approved AQP Evaluator recurrent academic training course (including Inter Rater Reliability (IRR) or Reference Rater Reliability (RRR)) has expired.

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

- (a) the AQP Evaluator's LOE has not been successfully completed within the period required; or
- (b) the validity period of the AQP Evaluator Monitor described in section 6.2 has expired.

Note: *The Issuing Authority will issue a Letter of Delegation for Type E privileges, or for Type E and O privileges if requested by the air operator where all the requirements for Type O privileges have been met in addition to those Type E requirements. In such cases, O privileges would remain in effect when Type E privileges lapse.*

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 successfully completed 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 may invalidate these validations or evaluations and ensure that all requirements are met before accepting any new validations or evaluations.*

2.8.6 Requirements for re-activating a lapsed delegation of authority are as follows.

- (a) For a Type E, V or O delegation having lapsed for less than 24 months, the AQP Evaluator must attend appropriate recurrent academic training in the form of inter-rater reliability training or equivalent (if lapsed), and must receive a satisfactory assessment during a monitor while conducting a LOE (for Type E privileges), MV (for Type V privileges) or OE (for Type O privileges). A Type E or V monitor will be conducted by a CASI. A Type O monitor may be conducted by a CASI or a quality assurance evaluator or mentor from the air operator, in accordance with applicable policies.
- (b) For a Type E, V or O delegation having lapsed for 24 months or more but less than 36 months, the AQP Evaluator must attend appropriate recurrent academic training in the form of inter-rater reliability training or equivalent (if lapsed), conduct a session under the supervision of a mentor, and receive a satisfactory assessment during a monitor while conducting a LOE (for Type E privileges), MV (for Type V privileges) or OE (for Type O privileges). A Type E or V monitor will be conducted by a CASI. A Type O monitor may be conducted by a CASI or a quality assurance evaluator or mentor from the air operator, in accordance with applicable policies.
- (c) For a Type E, V or O delegation having lapsed for 36 months or more, the AQP Evaluator must attend initial academic training applicable to the delegation sought, and receive a satisfactory assessment during a monitor while conducting a LOE (for Type E privileges),

MV (for Type V privileges) or OE (for Type O privileges). A Type E or V monitor will be conducted by a CASI. A Type O monitor may be conducted by a CASI or a quality assurance evaluator or mentor from the air operator, in accordance with applicable policies.

2.9 Administrative Revocation of an Advanced Qualification Program 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 TC that the authority is no longer required;
- (b) upon the written request of the AQP Evaluator; or
- (c) TC 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 Advanced Qualification Program Evaluator Delegation of Authority

2.10.1 The Issuing Authority may, pursuant to subsection 7.1(1) of the *Aeronautics 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 section 7.3 of the *Aeronautics Act* or two or more convictions, assessments of monetary penalties and/or punitive suspensions occurring as a result of separate unrelated events, under the CARs;
- (b) evidence of malpractice or fraudulent use of the designation.

2.10.2 The Issuing Authority may, pursuant to subsection 7.1(1) of the *Aeronautics 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) a record of violation of the CARs 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 punitive suspension of a Canadian Aviation Document in accordance with section 6.9 of the *Aeronautics Act*, in respect of any contravention of a provision of Part 1 of the Act.
- (b) the need to investigate the circumstances following an incident or accident;
- (c) the AQP Evaluator no longer complies with the conditions of issuance regarding affiliation with a specific air operator;
- (d) failure to attend a required AQP Evaluator recurrent course;
- (e) failure to maintain a valid Instrument Rating except where allowed;
- (f) the need for repeated direction in the proper conduct and administration of validations or evaluations; or
- (g) for any reason the Issuing Authority considers appropriate and in the public interest.

2.10.3 When it is alleged that an evaluator has acted in a manner as specified in section 2.10.2, the Issuing Authority will take reasonable steps to verify the allegations prior to taking action if deemed necessary. If the decision of the Issuing Authority is to suspend or cancel the Evaluator's authority, a notice of suspension or cancellation must be issued to the Evaluator in accordance with subsection 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 *Aeronautics Act* or the regulations made under the Act [e.g. the 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; or
 - (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
344 Slater Street
15th Floor, Suite 200
Ottawa, ON, K1A 0C2

2.13 Loss of Category 1 Medical Certification

- 2.13.1 Where an Evaluator's Category 1 medical certification 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 An Evaluator who has been granted an AQP Evaluator (simulator-only) authority will maintain their knowledge base and obtain operational exposure by successfully completing the following:
- (a) an operator's approved recurrent ground and flight training program; and
 - (b) sufficient exposure to line operations in the form of a minimum of 4 sectors flown as an observer (in the aircraft jumpseat) no more than twelve months apart (on the same aircraft type(s) the Evaluator is authorized for under his Delegation of Authority, with an accumulative total of at least 8 hours). Each aircraft type identified on a Delegation of Authority must be used in at least one sector. These sectors should be especially scheduled to coincide with the introduction of:
 - (i) amended Standard Operating Procedures (SOPs) and / or new areas of operations;
 - (ii) changes in aircraft equipment;
 - (iii) changes to the airspace and route structure;

- (iv) special authorizations; and/or
- (v) amendments to FOM / FCOM policies.

- 2.13.3 It should be noted that provision is made for the initial appointment of AQP Evaluators who do not hold a current medical certificate. These details are explained in section 12.2.
- 2.13.4 The air operator must ensure that the percentage of Evaluators for each fleet who do not hold a valid medical certificate does not exceed a level established and continuously monitored by the air operator.
- 2.13.5 A Type E Evaluator who does not hold a valid medical certificate may not seek to revise or add an aircraft type to their AQP Evaluator Delegation of Authority.

CHAPTER 3 – ADVANCED QUALIFICATION PROGRAM EVALUATOR DELEGATION OF AUTHORITY APPLICATION PROCEDURES

3.1 Submitting the Advanced Qualification Program Evaluator Delegation of Authority Application Form

3.1.1 The *AQP Evaluator Delegation of Authority Application* form can be found in Appendix A and must be completed and forwarded to the appropriate TC 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;
 - (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 must 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 Issuing Authority.*

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

- (a) for an Evaluator nominee, by the Operations Manager (acting as a Director of Flight Operations or in a similar position) of the air operator seeking approval for the Evaluator (sponsoring Operator); or
- (b) where the Evaluator nominee is the Operations Manager, the application form must be signed by a senior company executive.

3.2 Revisions to the Advanced Qualification Program Evaluator Delegation of Authority

3.2.1 If a revision to a valid AQP Evaluator Delegation of Authority is required, the air operator must 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 category 1 medical certification, 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;
- (c) where the request is for a Type E Evaluator to convert to Type O privileges only, an *AQP Evaluator Delegation of Authority Application* form together with a declaration that the nominee remains competent to conduct evaluations in an aircraft; and
- (d) 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), (b) and (c) must have the "revision" box checked and the application must 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 Advanced Qualification Program Evaluator Delegation of Authority Application Form Review

- 4.1.1 The appropriate TC 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 may assess the need 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 As part of its evaluator nomination procedures, TC may also monitor 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 CASI 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 their experience level.

4.2 Transport Canada Inspector Briefing for Initial Appointment

- 4.2.1 A CASI will assess the knowledge of the AQP Evaluator nominee on the following topics:
- (a) the procedures and techniques associated with conducting a validation/evaluation;
 - (b) the techniques and standards used in the assessment of candidates during a validation/evaluation;
 - (c) briefing and debriefing procedures and requirements;
 - (d) completion of the AQP Grading and other AQP Documentation;
 - (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) Part IV of the CARs, Personnel Licensing;
 - (ii) Subparts 601, 602, 605, 705 and associated Standards of the CARs, as appropriate;
 - (iii) AQP Evaluator Manual and associated bulletins, as applicable;
 - (iv) Authorized Persons Training Program for Type E Evaluators;
 - (v) Canada Air Pilot (CAP) or the air operator's equivalent document;
 - (vi) Canada Flight Supplement or the air operator's equivalent document;
 - (vii) TC Aeronautical Information Manual (TC AIM);
 - (viii) Air operator's Company Operations Manual (COM), Operating Certificate and Operations Specifications, Special Authorizations, Standard Operating Procedures (SOP) and Aircraft Operating Manuals (AOM), as applicable; and

- (ix) Relevant guidance material such as TC Advisory Circulars.

4.3 Initial Advanced Qualification Program Evaluator Monitor

- 4.3.1 A CASI must monitor a Type E Evaluator nominee as they conduct a LOE in a simulator of appropriate type for which approval is sought. This must 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 CASI must monitor a Type V Evaluator nominee as they conduct a MV in a simulator of appropriate type for which approval is sought. This must 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) must 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 must demonstrate the knowledge, ability and personal suitability to act as an Evaluator by conducting the evaluation or validation (LOE or MV, as applicable) in the appropriate full-flight simulator on an aircraft 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 must be on normal line crews and not on other Evaluators or company training pilots except where this is not possible due to the introduction of a new aircraft type. During such a transition period, it is expected that an air operator will strive to schedule normal crews as soon as it becomes feasible to do so.
- 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 must 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 CASI (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 Advanced Qualification Program Evaluator Application Approval

- 4.4.1 The Issuing Authority is responsible for the process of reviewing applications of AQP Evaluator nominees submitted by the sponsoring air operator. This review is based on the nominee's qualifications, experience and demonstrated ability as submitted in the nomination package.
- 4.4.2 Where the nomination package submitted on behalf of the AQP Evaluator nominee meets all requirements in terms of the nominee's qualifications, experience and demonstrated ability, the Issuing Authority will schedule a monitor, as applicable for Type E and Type V Evaluator nominees. The *AQP Evaluator Letter of Authority* (Appendix B) will be issued once all requirements, including a successful TC monitor, have been met, in accordance with Chapter 5.4.4.3. With respect to a nomination package for a Type O Evaluator nominee which meets all requirements (including the monitor conducted internally), the Issuing Authority does not need to conduct a monitor, and will proceed to issue the *AQP Evaluator Letter of Authority* (Appendix B), in accordance with Chapter 5.

CHAPTER 5 – ADVANCED QUALIFICATION PROGRAM EVALUATOR DELEGATION OF AUTHORITY

5.1 Issuance of the Advanced Qualification Program 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; or
 - (iii) Type O authorized to conduct OE; and
 - (iv) 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 validation and evaluation events must 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 will 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 Advanced Qualification Program 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 – CONTINUING QUALIFICATION FOR EVALUATORS

6.1 General

- 6.1.1 (a) Notwithstanding the policies described in this chapter, TC reserves the discretion to conduct any LOE and any MV *on any individual when deemed necessary*.
- (b) A Type E Evaluator can conduct another Evaluator's LOE.
- (c) Where possible, TC recommends that QAEs conduct the LOEs of 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 must 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.
- 6.1.3 Validations and evaluations conducted during a recurrent AQP Evaluator monitor should be on normal line crews and not on other Evaluators or company training pilots, except where this is not possible due to the introduction of a new aircraft type. During such a transition period, it is expected that an air operator will strive to schedule normal crews as soon as it becomes feasible to do so.

6.2 Type E Evaluator Recurrent Monitor Requirements

- 6.2.1 Subject to paragraph 6.2.5, a CASI will conduct a monitor on Type E AQP Evaluators conducting a LOE. AQP Evaluators subject to recurrent monitoring will normally be monitored at a 12 month interval following initial delegation, and every 24 months thereafter. These monitors will be valid to the first day of the thirteenth month and first day of the twenty fifth month respectively.
- 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 24 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, the validity is extended to the first day of the 25th month, 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 will 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 CASI and Type E Evaluator must meet prior to the LOE to establish the sequence of procedures to be demonstrated and to delineate the extent of CASI input.
- 6.3.2 During an AQP Evaluator monitor, the CASI will verify 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 rating 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;
- (e) the Evaluator is acting within the limits of their authority and the air operator's approved AQP; and
- (f) the Evaluator records all simulator defects or unserviceabilities where applicable, in accordance with TP 9685 - *Aeroplane and Rotorcraft Simulator Manual*.

Note: *Requirements of this paragraph may also be checked during various surveillance activities, such as inspections and audits.*

- 6.3.3 On completion of the simulator portion of the LOE, the CASI and Type E Evaluator will 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 CASI and Type E Evaluator, the CASI assessment will take precedence and will be used in the debriefing.
- 6.3.4 After each AQP Evaluator monitor, CASIs will complete an *AQP Evaluator Monitor Report*. A copy of this form can be found in Appendix D.
- 6.3.5 CASIs will 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 CASI 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 will be deemed to have lapsed. Type E Evaluator privileges will be suspended by serving the unsuccessful Evaluator a Notice of Suspension pursuant to section 7.1(1) of the *Aeronautics Act* 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 a CASI will conduct a monitor on Type V AQP Evaluators conducting a MV. AQP Evaluators subject to recurrent monitoring will normally be monitored at a 12 month interval following initial delegation, and every 24 months thereafter.
- 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 24 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 to the first day of the 25th month, 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 will 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 CASI and Type V Evaluator must meet prior to the MV to establish the sequence of procedures to be demonstrated and to delineate the extent of CASI input.
- 6.5.2 During an AQP Evaluator monitor, the CASI will verify that:
- (a) the Evaluator's report and the data collected is complete, accurate and in accordance with the air operator's approved AQP;
 - (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;
 - (d) the Evaluator is acting within the limits of their authority; and
 - (e) the Evaluator records all simulator defects or unserviceabilities where applicable, in accordance with TP 9685 - *Aeroplane and Rotorcraft Simulator Manual*.

Note: *Requirements of this paragraph may also be checked during various surveillance activities, such as inspections and audits.*

- 6.5.3 Upon completion of the simulator portion of the MV, the CASI and Type V Evaluator will 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 CASI and Type V Evaluator, the CASI's assessment will take precedence and be used in the debriefing.
- 6.5.4 After each AQP Evaluator monitor, the CASI will complete an *AQP Evaluator Monitor Report*. A copy of this form can be found in Appendix D.
- 6.5.5 The CASI will ensure that a copy of the *AQP Evaluator Monitor Report* is provided to the air operator and a copy sent to TC 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 will be deemed to have lapsed. Type V Evaluator privileges will be suspended by serving the unsuccessful Evaluator a Notice of Suspension pursuant to section 7.1(1) of the *Aeronautics Act* until remedial training has been completed and a subsequent monitor by a CASI is successfully passed.

6.6 Type O Evaluator Recurrent Monitor Requirements

- 6.6.1 Subject to paragraph 6.6.5, Quality Assurance Evaluators (QAEs) must 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 24 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 to the first day of the 25th month, 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 will 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 will 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 must verify that:
- (a) the Evaluator's report and the data collected is complete, accurate and in accordance with the air operator's approved AQP;
 - (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 their 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 must 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 must take precedence and be used in the debriefing.
- 6.7.4 After each AQP Evaluator monitor, the QAE must complete the appropriate monitor report form used by the air operator.
- 6.7.5 The QAE must ensure that a copy of that report is provided to the air operator and a copy sent to TC to be placed on the Evaluator's TC 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 will be deemed to have lapsed. The air operator must advise TC of the failure and the intended remedial training. Type O Evaluator privileges will be suspended by serving the unsuccessful Evaluator a Notice of Suspension pursuant to section 7.1(1) of the Aeronautics Act until remedial training has been completed and a subsequent monitor by a QAE or a CASI is successfully passed.

6.8 Approved Advanced Qualification Program Evaluator Recurrent Training Program

- 6.8.1 All AQP Evaluators are required to attend AQP Evaluator recurrent academic training within specific intervals as approved by TC and outlined in the air operator's Evaluator Curriculum. This academic training program must include evaluator calibration training in the form of IRR or Referent Rater Reliability (RRR), as applicable.
- 6.8.2 Using a 12-month validity period as an example, AQP Evaluator recurrent academic training would be valid until the first day of the thirteenth month following the month in which the course was completed.
- 6.8.3 Using that same 12-month validity period as an example, when AQP Evaluator recurrent academic training is renewed within the last 90 days of its validity period, its validity period would be extended to the first day of the 13th month, calculated from the current valid-to date.
- 6.8.4 The Issuing Authority may extend the validity period of the AQP Evaluator recurrent academic training by up to 60 days.
- 6.8.5 Again using a 12-month validity period as an example, where the validity period of the AQP Evaluator recurrent academic training has been extended pursuant to paragraph 6.8.4 and the course was completed after the initial expiry date, its validity would be extended to the first day of the 13th month, calculated from the date that the course was conducted.

- 6.8.6 Type E Evaluators are required to complete training, within specific intervals, on the duties and responsibilities of an “Authorized Person”. Using a 12-month validity period as an example, Authorized Persons training would be valid until the first day of the 13th month following the month in which the training was completed.
- 6.8.7 A list of candidates attending the academic training program must be forwarded to the Issuing Authority for tracking purposes (for data to be entered into NACIS).

TABLE 6-1: Continuing Qualification of Evaluators

Type E Evaluator	<ul style="list-style-type: none"> • CASIs will conduct an annual or biennial monitor on Type E Evaluators conducting a LOE. • AQP Evaluator recurrent academic training, including IRR or RRR, as per established intervals.
Type V Evaluator	<ul style="list-style-type: none"> • CASIs will conduct an annual or biennial monitor on Type V Evaluators conducting a MV. • AQP Evaluator recurrent academic training, including IRR or RRR, as per established intervals.
Type O Evaluator	<ul style="list-style-type: none"> • Quality Assurance Evaluators (QAEs) must conduct a biennial monitor on Type O Evaluators conducting an OE. • AQP Evaluator recurrent academic training, including IRR or RRR, as per established intervals.

6.9 Recency

- 6.9.1 The air operator should establish a schedule for recency, in terms of an evaluator’s experience, and identify minimum requirements (such as the minimum number of validation/evaluation events within a set timeframe) to be met, above and beyond the requirements set out in the table above. The air operator should also determine how an evaluator may regain an active status after falling out of recency requirements.

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 must maintain records to show:
- (a) the most recent date that each Evaluator attended an Approved AQP Evaluator recurrent academic training course, and when the next recurrent training course is due;
 - (b) the date of the most recent LOE for each Type E or Type V Evaluator;
 - (c) the date of the most recent AQP Evaluator monitor for each Evaluator, and when the 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 must be made readily available to TC for inspection and auditing purposes.

7.2 Operator's Notification Responsibilities

- 7.2.1 An air operator must advise TC 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 TC 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 must 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) must be submitted to the Issuing Authority as soon as practicable after the evaluations have been completed.

CHAPTER 8 – VALIDATIONS AND EVALUATIONS

Note: *It is recognized that AQP is a performance-based training system that incorporates training requirements unique to the air operator. As such, operator validations and evaluations (and the conduct of such as detailed in Chapter 9) may vary from those described within this manual and will be specifically defined within the air operator's TC approved AQP documentation.*

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 FTD (or equivalent), FBS (or equivalent), FFS and 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:
 - (a) System Knowledge Validation (SKV);
 - (b) Procedures Validation (PV);
 - (c) Manoeuvres Validations (MV);
 - (d) First-Look Manoeuvres (FLM).

8.3 Systems Knowledge Validation

- 8.3.1 The Systems 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 their 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 AFM, AOM, FCOM

and QRH. Access to a 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. A TC Delegation of Authority is not required to conduct this type of validation.

8.4 Procedures Validation

- 8.4.1 A Procedures Validation (PV) is an assessment of a candidate's ability to integrate systems 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 Systems Trainer, FTD (or equivalent) or a 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 FFS 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. A TC Delegation of Authority is not required to conduct this type of validation.

8.5 Manoeuvres Validation

- 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 FFS.
- 8.5.2 In order to differentiate between the MV conducted in a QC and a CQC, the following terms have been established:
 - (a) MPV for the QC;
 - (b) MTV for the CQC.

Note: *The essential difference between the MPV for QC and the MTV for CQC 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 an essential part in maintaining or acquiring an instrument rating. No licensing action however will result from an unsuccessful MV.

8.6 Manoeuvres Proficiency Validation

- 8.6.1 A Manoeuvres Proficiency Validation (MPV) is only applicable to the QC. The MPV in a QC addresses the candidate's proficiency as PF in the execution of manoeuvres. Candidates must also be assessed while performing PM duties.
- 8.6.2 A written recommendation from the FFS instructor who conducted the last MT is required for admission to the MPV. The instructor who recommends the candidate cannot conduct their 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. The repeat(s) must occur with no training, practice, or coaching. If the candidate(s) fails to demonstrate proficiency of all required manoeuvres within the allowed repeat criteria and/or within the time constraints of the simulator session, an ATO of a duration sufficient to address any noted deficiencies in the candidate(s) performance is required. After the required additional training, the candidate(s) will be re-scheduled for a remedial MPV. During the remedial MPV the candidate(s) will need to repeat only the manoeuvres that were unsatisfactory and/or those which were not observed/validated during the initial MPV.

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

- (a) Prior to the conduct of a MPV, the Evaluator must verify the validity of the candidates' training records (including a recommendation from the last MT FFS instructor), pilot license and medical;
- (b) The Evaluator must conduct a briefing in accordance with the procedures and protocols established in the air operator's AQP 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) PM 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 (for example, a second approach following a decision by the crew to go around) will also be counted towards the maximum number of allowable repeats.*

- (h) Each repeat must be conducted immediately or at the earliest practical opportunity after the unsatisfactory manoeuvre was demonstrated;
- (i) Any subsequent repeats must occur without training, practice, or coaching;
- (j) Following the MPV, the Evaluator must conduct a de-briefing in accordance with the procedures and protocols established in the air operator's AQP documentation, as applicable;
- (k) If a candidate's MPV is unsuccessful, an ATO will be provided;
- (l) Upon completion of the ATO, with the recommendation of a MT 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 and/or those which were not observed/validated 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

8.7.1 A Manoeuvres Training and Validation (MTV) is only applicable to the CQC. A MTV allows the assessment and ensures attainment of technical proficiency prior to the candidate's evaluation in a LOE.

8.7.2 A MTV in a CQC addresses the candidate's proficiency as PF in the execution of manoeuvres. Candidates must also be assessed while performing PM 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 and/or those which were not observed/validated during the initial MTV.

8.7.5 A MTV must be conducted according to the following protocol:

- (a) Prior to the conduct of a MTV, the Evaluator must verify the validity of the candidate's pilot license and medical certificate;
- (b) The Evaluator must conduct a briefing in accordance with the procedures and protocols established in the air operator's AQP 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) PM 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 must be conducted immediately or at the earliest practical opportunity after the manoeuvre was demonstrated in an unsatisfactory manner;
- (j) Once the training has been completed, the previously unsatisfactory manoeuvre 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 must conduct a de-briefing in accordance with the procedures and protocols established in the air operator's AQP 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 must 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;
- (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

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 FLM and collected sufficient data through one full CQC in order to establish a base line by which to measure the effect of increased intervals. 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. During FLM, instructors and Evaluators must employ the same measurement methodology and rating criteria as used in MVs. 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:

- (a) Line Operational Evaluation (LOE);
- (b) Online Evaluation (OE).

8.10 Line Operational Evaluation

- 8.10.1 The Line Operational Evaluation (LOE) is the primary mode of proficiency evaluation. The LOE is conducted in a level C or higher FFS as approved by TC. The purpose, administration, and remediation strategy for the QC LOE is the same as for a CQC LOE. A LOE cannot be equated to a 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 of an Instrument Rating and/or 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 QC, the LOE is also used to verify that the individual is qualified to begin the 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. 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 (for example, a second approach following a decision by the crew to go around) 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 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, a copy of the candidate’s LOE report (currently captured in form 26-0249) is forwarded to TC for administrative action under the appropriate section of the *Aeronautics Act*.

- 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 a MT/LOFT - during their next assessment.
- 8.10.9 A LOE must be conducted according to the following protocol:
- (a) Prior to the conduct of a LOE, the Evaluator must verify the validity of the candidate's pilot license and medical certificate;
 - (b) The Evaluator must 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 a parking checklist (or similar) is completed;
 - (d) Both technical and CRM topics are evaluated during each event set;
 - (e) PM duties will be evaluated 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 and conditions 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;
 - (j) Upon completion of the LOE, including repeats, the Evaluator must 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, TC must be notified within two business days. An ATO will be provided;
 - (l) After the ATO, the individual is re-scheduled for a complete remedial LOE; and
 - (m) A remedial LOE is conducted in the same manner as a regular 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.

8.11 Online Evaluation

- 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:
- (a) Proficiency in the particular aircraft, crew position, and type of operation (technical); and
 - (b) 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" grade), 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 must 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 grade 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 grade 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 paragraph 9.1.3, Evaluators must 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. 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 assessment will be made. During the validation assessment Evaluators must 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 must:
- (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 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. Section 8.11 regarding Evaluator feedback during OEs refers.
- 9.1.6 Validations and evaluations may induce tension and feelings of apprehension in even the most experienced pilots. The Evaluator must 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 PF;
 - (b) designated PM;
 - (c) designated second officer or flight engineer, or CRP if required by the aircraft type/SOPs;
 - (d) designated CASI or Evaluator conducting the event;
 - (e) designated CASI 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 CASI 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, may lead to undesired aircraft states and 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 and undesired aircraft states 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, airborne collision avoidance systems (such as TCAS/ACAS) and ground proximity warning systems (such as GPWS/TAWS), 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 must 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 PF. A sequence that is graded as "unsatisfactory" for the PF may, due to inappropriate action or inaction on the part of other crewmembers (i.e., the PM), be rated as "unsatisfactory" for the PM 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 grade; however, it is possible to examine each sequence and test its validity against the definition for each grade. 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, must be evaluated with respect to the grade definitions.

9.4.2 Common errors and 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 grade 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 must 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) AFM, AOM or QRH;
 - (ii) Applicable sections of Parts VI and VII of the CARs;
 - (iii) Operator's COM/FOM; and
 - (iv) Operator's SOPs.
- (h) that if the runway environment is seen at DH or MAP (MDA/DA as applicable for stabilized constant descent angle approaches), and the aircraft is stabilized in accordance with SOPs, 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 taking place, 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;

Note: *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

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 must 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 PM;
- (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, they 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 in this case) 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 The Evaluator should focus the 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, 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 (with additional details to be supplied in the appropriate notice to be sent to the candidate by TC);
 - (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 or not completed 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 or not completed during the initial MTV;
 - (iii) for LOEs, as per paragraph 8.10.6 and sub-paragraph 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 CASI 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.
- Note:** *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 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, a 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 TC within the next two business days for appropriate administrative action under the *Aeronautics Act*.
- 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, failure of an event set may be triggered by the unsatisfactory performance of an instrument flight-related procedure within the event set; or by manoeuvres, tasks or procedures

outside of the scope of instrument flight. In any event and irrespective of its root cause, failure of an event set, after exhausting the allowed number of repeats, constitutes failure of the LOE.

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.*

- 9.8.5 When a Type E Evaluator decides that a LOE will receive a General Assessment of "Failed", as per section 9.8.1, the LOE must 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.*

- 9.8.6 Where the situation in paragraph 9.8.5 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.

- 9.8.7 Once a failed LOE has been terminated as per paragraph 9.8.5, or upon completion of the training activities described in paragraph 9.8.6, 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 procedures that will follow, including the candidate's rights to a hearing at the Transportation Appeals Tribunal of Canada; and
- (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 TC within the next two business days.

- 9.8.8 In the event of a failed LOE, the air operator must 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 Administrative Procedures in the case of a LOE Failure

- 9.9.1 A Type E Evaluator must 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 must 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 TC POI, and the TTL - Certification and Quality Assurance or the Chief - National Flight Operations, or the appropriate TC regional office as applicable, that the pilot has not met the standards for a LOE. If unable to reach any of these TC officials via telephone, a voice message, email or facsimile is an acceptable means of notification; and

Note: *A copy of the 26-0249 form and failed event set must be faxed or emailed to TC for reference purposes.*

- (d) submitting form 26-0249 duly completed to the appropriate office identified in (c) above for the purpose of generating applicable administrative procedures under the Aeronautics Act.

- 9.9.2 When an LOE is conducted by a CASI, the CASI 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 must be completed for each LOE (as captured in form 26-0249), 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;
- (c) advising the TTL - Certification and Quality Assurance (National Operations branch) or the appropriate regional office as applicable; and
- (d) submitting form 26-0249 duly completed to the appropriate office identified in (c) above for the purpose of generating applicable administrative procedures under the *Aeronautics Act*.

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 AQP documentation.
- 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 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 TC will also conduct, on a regular basis, a review of AQP data submitted by the air operator.

10.2 Introduction to Grading Scales/Scoring

- 10.2.1 Each AQP must have a grading methodology for grading the performance of the proficiency objectives against the Qualification Standards. The measurement codes associated with performance events are typically grades, repeat counts, and reason codes or skill categories.
- 10.2.2 Grades are used to define different levels of performance. Grading codes are usually air operator specific. They can be chosen by the individual air operator to meet the specific requirements of its AQP; however, TC requires the use of something more sensitive to performance differences than a binary code (i.e. a grading method that provides better performance discrimination than a simple pass/fail grade for individual items being evaluated).
- 10.2.3 For FLM, MV, LOE and OE, a minimum four-point grading scale must be used.
- 10.2.4 Each air operator should ensure that the grades established on the grading 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, grading scales may be slightly different when used for different purposes. For example, different grading scales may be used for validations/evaluations as compared to training.
- 10.2.5 When applying any grading 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 Grading Scale

- 10.3.1 As described above, each air operator will develop their own grading scale(s) which will be described in the air operator's approved AQP documentation.

10.4 Reasons for Assessment

- 10.4.1 Remarks or reasons (in the form of reason codes or similar) should be applied to support all grades that are sub-standard as defined by the operator's grading scale.
- 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 auto-flight 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 an example, the following elements could serve as a basis for evaluation:
- (a) Aircraft Handling;
 - (b) Technical Skills and Knowledge;
 - (c) Cooperation;
 - (d) Leadership and Managerial Skills;
 - (e) Situational Awareness;
 - (f) Decision-Making.

Note: Chapter 5 of TP6533 - ACP Manual provides details of technical and non-technical elements, as well as related concepts such as CRM, TEM and communication skills.

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 the tolerances as listed in the applicable aircraft AQP Qualification Standard. Since AQP validation and evaluation events conducted in a FFS are recognized events towards the maintenance of (or, in limited situations, the application for) an instrument rating, such a qualification standard must be at least as restrictive as the associated performance criteria as found in TP 9939 – *Flight Test Guide – Instrument Rating Groups 1, 2 and 3 - Aeroplane* and TP 14727 – *PPC and Aircraft Type Rating Flight Test Guide - Aeroplane*.
- 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 grading 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.

10.7 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 must 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, PM 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 must demonstrate the use of as many of the Operator's approved SOPs 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.

10.8 Standard Phases of Flight

- 10.8.1 Standardized phases of flight may be useful in the context of MVs. Details of standardized phases of flight, associated manoeuvres and sequences, and the common errors that occur during each phase are discussed further in TP 14727 – *PPC and Aircraft Type Rating Flight Test Guide*.
- 10.8.2 With respect to a LOE, it should be noted that phases of flight do not correlate directly to event sets. Event sets may be scripted to match the beginning and the end of one phase of flight, or a group of phases of flight; or may begin and end based on a trigger that does not coincide with the beginning of a particular phase of flight.

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: MT, LOFT, MTV and 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 TC 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 must have one or more Training Periods. Evaluation and Training Periods are described below.

11.2 Evaluation Periods

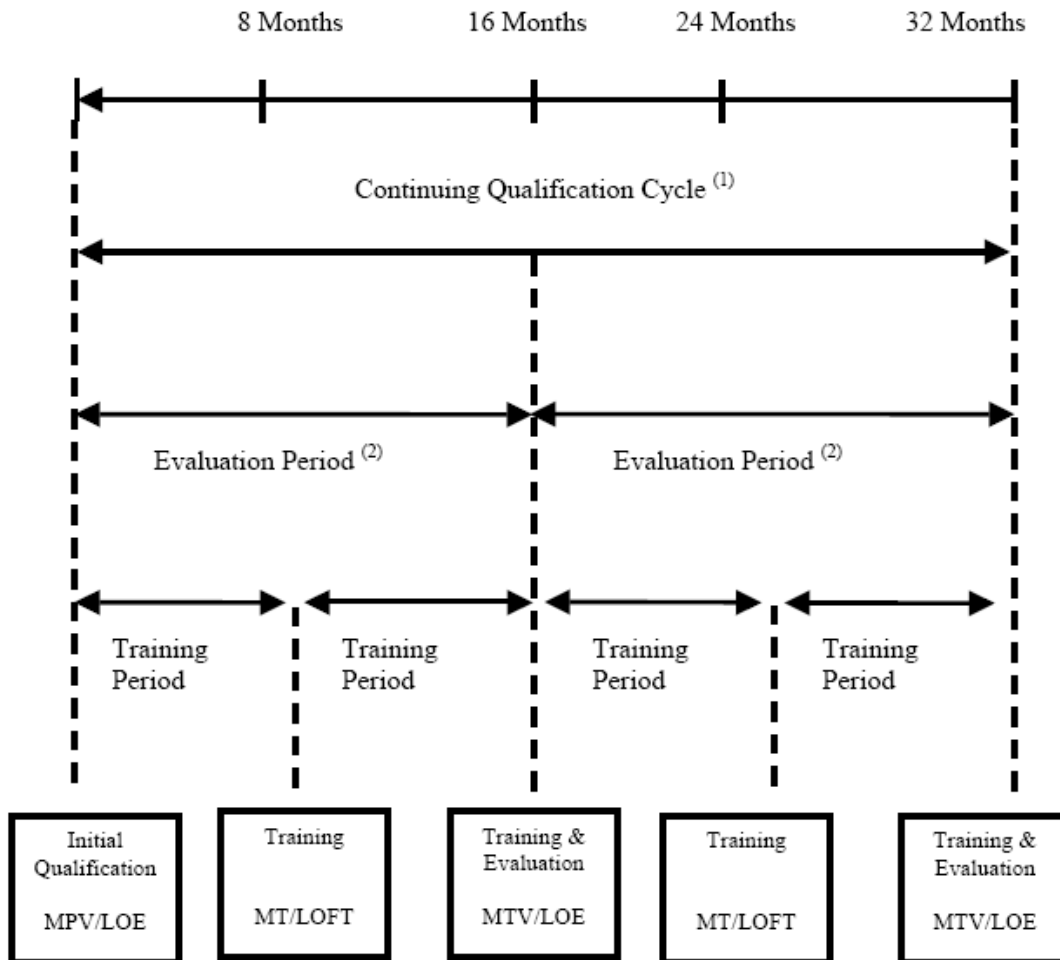
- 11.2.1 All **Critical Proficiency Objectives** (terminal or supporting proficiency objectives for which substandard task performance would adversely affect safety) must be evaluated through a MTV and/or LOE during each Evaluation Period.
- 11.2.2 The interval associated with Evaluation Periods equates 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 must 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 A 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 CQC for each assigned aircraft and duty position. For each aircraft type on which they are maintaining qualification, the individual flight crewmember must accomplish each of the relevant aircraft's 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.

Note: *In the case of similar aircraft types, CQC credit may be given as defined in the Master Differences Requirements chart from a TC Operational Evaluation Board report if available.*

11.7 Online Evaluation

- 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 TC (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 their 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 TC 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 FLM data.

CHAPTER 12 – ADVANCED QUALIFICATION PROGRAM 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) Part IV of the CARs, Personnel Licensing;
 - (ii) Subparts 601, 602, 605, 705 and associated Standards of the CARs, as appropriate;
 - (iii) AQP Evaluator Manual;
 - (iv) Authorized Persons Training Program for Type E Evaluators;
 - (v) CAP or Operators equivalent documents;
 - (vi) Canada Flight Supplement, specifically communication failure procedures or Operators equivalent document;
 - (vii) AIM; and
 - (viii) Relevant Advisory Circulars (i.e., CBAACs and ACs);
- (f) demonstrate a thorough knowledge of the air operator's COM, Operating Certificate and Operations Specifications, SOPs and AOM, 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 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;
- (j) with respect to a nominee's aviation record, show evidence (where available) of:
 - (i) no history of any conviction under subsection 7.3(1) of the *Aeronautics Act*, or
 - (ii) no history of two or more convictions or administrative penalties, occurring during separate unrelated events, under the CARs;
 - (iii) integrity and dependability in the aviation community;
 - (iv) professional suitability and constructive interaction with TC; and
 - (v) a reputable safety record as a pilot, based on factual recorded events in regard to accidents or incidents (such as CADORs), where such records exist; and

- (k) with respect to conflict of interest, show evidence of:
 - (i) no conflict of interest that could undermine the candidate's ability to fulfill the responsibilities of an AQP Evaluator; and
 - (ii) any potential conflicts of interest being identified and documented along with the measures taken to ensure that the candidate's ability to fulfill the responsibilities of an AQP Evaluator is not compromised.
- (l) Under extenuating circumstances and with the support of a risk assessment conducted by the air operator, the Issuing Authority may consider varying the above noted requirements where appropriate.
- (m) In the specific case where the air operator introduces a new aircraft type, existing Type E Evaluators or evaluator candidates will not possess 100 hours of pilot-in-command time on type with the air operator in accordance with paragraph (c) above. It is up to the air operator to establish an appropriate baseline of requirements based on the results of the risk assessment, as a means to adequately mitigate any shortcomings in meeting specific requirements as stated above.

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 (not limited to Cruise Relief Pilot privileges) on the same type of aircraft as requested on the nominee's *AQP Evaluator Delegation of Authority Application* form;
- (b) 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 operator's approved AQP Evaluator training program;
- (c) 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, where 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) when not meeting all experience requirements stated in (i) above, satisfactory instructional experience (as established by the air operator as a means to adequately mitigate the shortcoming in experience) while conducting simulator-based training sessions on the aircraft type (applicable to QC and/or CQC) with the air operator;
- (d) have a minimum of three months experience as a line pilot (excluding experience obtained as a cruise relief pilot, if any) with the air operator;
- (e) be maintaining currency by either:
 - (i) flying as a line pilot (excluding cruise relief pilot duties) with the air operator; or
 - (ii) receiving sufficient exposure to line operations in the form of a minimum of 4 sectors flown as an observer (while occupying a jumpseat) within the previous 12 months (on the same aircraft type the Evaluator is authorized for under their Delegation of Authority, with a cumulative total of at least 8 hours). Each aircraft type identified on a Delegation of Authority must be used in at least one sector. These sectors should be especially scheduled to coincide with the introduction of:
 - (A) amended SOPs and / or new areas of operations;
 - (B) changes in aircraft equipment;
 - (C) changes to the airspace and route structure;
 - (D) special authorizations; and/or

(E) amendments to FOM / FCOM policies.

Note: *Evaluator nominees who do not currently fly as line pilots, must observe at least two sectors prior to conducting the MV monitored by TC.*

- (f) have accumulated not less than 100 hours on type with the air operator or, when not meeting this requirement, have satisfactory instructional experience (as established by the air operator as a means to adequately mitigate the shortcoming in experience) while conducting simulator-based training sessions on the aircraft type (applicable to QC and/or CQC) with the air operator;
- (g) 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;
- (h) demonstrate satisfactory knowledge of the contents and interpretation of the following publications:
 - (i) Part IV of the CARs, Personnel Licensing;
 - (ii) Subparts 601, 602, 605 and 705 and associated Standards of the CARs, as appropriate;
 - (iii) AQP Evaluator Manual;
 - (iv) CAP or Operators equivalent documents;
 - (v) Canada Flight Supplement, specifically communication failure procedures or Operators equivalent documents;
 - (vi) AIM; and
 - (vii) CBAACs;
- (i) demonstrate a thorough knowledge of the air operator's COM, Operating Certificate and Operations Specifications, SOPs and AOM, FCOM, as applicable;
- (j) demonstrate a thorough knowledge of the air operator's Approved AQP and appropriate validation/evaluation strategies;
- (k) meet all of the CQC requirements, with the following exception: Type V Evaluators who do not fly as line pilots are exempted from the requirement for OE;
- (l) 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;
- (m) with respect to a nominee's aviation record, show evidence (where available) of:
 - (i) no history of any conviction under subsection 7.3(1) of the *Aeronautics Act*; or
 - (ii) no history of two or more convictions or administrative penalties, occurring during separate unrelated events, under the CARs;
 - (iii) integrity and dependability in the aviation community;
 - (iv) professional suitability and constructive interaction with TC; and
 - (v) a reputable safety record as a pilot, based on factual recorded events in regard to accidents or incidents (such as CADORs), where such records exist; and
- (n) with respect to conflict of interest, show evidence of:
 - (i) no conflict of interest that could undermine the candidate's ability to fulfill the responsibilities of an AQP Evaluator; and
 - (ii) any potential conflicts of interest being identified and documented along with the measures taken to ensure that the candidate's ability to fulfill the responsibilities of an AQP Evaluator is not compromised.

- (o) Under extenuating circumstances and with the support of a risk assessment conducted by the air operator, the Issuing Authority may consider varying the above noted requirements where appropriate.
- (p) In the specific case where the air operator introduces a new aircraft type, existing Type V Evaluators or evaluator candidates will not possess 100 hours on type with the air operator in accordance with paragraph (f) above. Should the air operator rely on contracted Type V Evaluators as a means to supplement its roster of Type V Evaluators also active as line pilots, these individuals would not be able to meet currency requirements as stated in clause (e)(ii) above in terms of actual flight sectors observed on type prior to a monitor. It is up to the air operator to establish an appropriate baseline of requirements based on the results of the risk assessment, as a means to adequately mitigate any shortcomings in meeting specific requirements as stated above.

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;

Note: Air operators should establish a minimum number of sectors, based on the aircraft type, as a means to ensure that the Type O Evaluator has a sufficient level of experience.

- (d) be maintaining currency on type 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) Part IV of the CARs, Personnel Licensing;
 - (ii) Subparts 601, 602, 605 and 705 and associated Standards of the CARs, as appropriate;
 - (iii) AQP Evaluator Manual;
 - (iv) CAP or Operator's equivalent documents
 - (v) Canada Flight Supplement, specifically communication failure procedures or Operators equivalent documents;
 - (vi) AIM; and
 - (vii) CBAACs;
- (g) demonstrate a thorough knowledge of the air operator's COM, Operating Certificate and Operations Specifications, SOPs and AOM, 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 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.

- (k) with respect to a nominee's aviation record, show evidence (where available) of:
 - (i) no history of any conviction under subsection 7.3(1) of the *Aeronautics Act*; or
 - (ii) no history of two or more convictions or administrative penalties, occurring during separate unrelated events, under the CARs;
 - (iii) integrity and dependability in the aviation community;
 - (iv) professional suitability and constructive interaction with TC; and
 - (v) a reputable safety record as a pilot, based on factual recorded events in regard to accidents or incidents (such as CADORs), where such records exist; and
- (l) with respect to conflict of interest, show evidence of:
 - (i) no conflict of interest that could undermine the candidate's ability fulfill the responsibilities of an ACP is acceptable.
 - (ii) any potential conflicts of interests must be identified and documented along with the measures taken to ensure that the candidate's ability to fulfill the responsibilities of an ACP is not compromised.
- (m) Under extenuating circumstances and with the support of a risk assessment conducted by the air operator, the Issuing Authority may consider varying the above noted requirements where appropriate.
- (n) In the specific case where the air operator introduces a new aircraft type, existing Type O Evaluators or evaluator candidates will not possess 100 hours of pilot-in-command on type with the air operator in accordance with paragraph (c) above. It is up to the air operator to establish an appropriate baseline of requirements based on the results of the risk assessment, as a means to adequately mitigate any shortcomings in meeting specific requirements as stated above.

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 IRR or RRR. The initial course must include an approved "Authorized Persons" module for type E Evaluators.
- 12.4.2 A list of candidates attending the academic training program must be forwarded to TC 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 must be completed within 180 days from the last day of the academic training program.
Note: *The 180-day time limit requirement applies to any combination of academic and practical training needed towards a delegation, be it initial or revised.*
- 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 must notify TC in writing that a nominee has completed the practical portion of the training successfully. This must be done before the monitor required for initial certification is conducted.
- 12.5.4 A TC *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 the original or scanned copy of the signed 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 CASI.

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 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 must be included in the briefing session.

Note: The QAE who performs the duties described in 12.5.6 must hold a valid Type E or Type V AQP Evaluator Delegation of Authority.

12.5.7 Type V Evaluator candidates are required to conduct one MV while being monitored by a CASI. This monitor must include CAT II/III verification, when applicable to the air operator.

12.5.8 Type O Evaluator candidates are required to observe at least one OE, conducted by a qualified Type O or Type E Evaluator, and to conduct one OE, while being monitored by a QAE.

Note: The QAE who performs the duties described in 12.5.8 must hold a valid Type E or Type O AQP Evaluator Delegation of Authority.

TABLE 12-1: Initial 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 CASI.
-------------------------	--

Note: Notwithstanding the requirements above, training programs for AQP Evaluators should 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 should 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 and the limits, if any, placed by the air operator in terms of how the Type E Evaluator will be utilized.

Type V Evaluator	<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 Note: <i>If the nominee was not able to observe and/or conduct a MPV(s), the proper conduct of a MPV must be included in the briefing session.</i> • Conduct one MV, while being monitored by a TC Inspector. Note: <i>The monitor must include a CAT II/III verification, when applicable to the air operator.</i>
-------------------------	--

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.*

Type O Evaluator	<ul style="list-style-type: none"> • to observe at least one OE, conducted by a qualified Type O or Type E Evaluator; and • to conduct one OE, while being monitored by a QAE.
-------------------------	--

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 CASI.
- 12.6.2 When additional AQP Evaluator Delegation of Authority is requested, the air operator must 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 CASI.

Note: *The monitor must include a CATII/III verification, when applicable to the air operator.*

- 12.7.2 When additional AQP Evaluator Delegation of Authority is requested, the air operator must 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 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 must 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 the skill requirements for the issuance of a Type Rating and Instrument Rating where applicable, or for the maintenance of an existing Instrument 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 initial Instrument Rating;
 - (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 TC 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 TC / CCP / DACP Dot	Must agree with existing documentation. Type E Evaluators should fill in the CCP Dot.
AQP Evaluator’s License Number	Must agree with existing documentation.
Name of Check Pilot- Aircraft Operator/Training Unit	N/A 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.

	Note: Aircraft type designators can be found in Standard 421 of the CARs – Flight Crew Permits, Licences and Ratings
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. Note: Care should be taken in filling out the appropriate dot with respect to F/O and CRP selections. CRP is to be selected when a CRP-specific approved training program or CRP LOE script is being used; F/O is to be selected when a normal F/O approved training program or F/O LOE script is being used, irrespective of the fact that the air operator may later use the person as a CRP only in line operations.
Type Rating	As applicable for Qualification Course. Note: Both the Type rating and CRP bubbles must be filled out if the candidate is seeking a type rating restricted to CRP duties.
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)	N/A
Change of Address and Phone Number	As required.
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 represents 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

Left blank.

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 sent by the Minister:

- 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 error / action / omission.

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. Section 421.40 (with respect to Type Ratings) and 421.46 (with respect to Instrument Ratings, where applicable) of Standard 421 of the CARs refer.

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 TC Personnel Licensing staff 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 After confirming that all regulatory requirements have been met, the Type E Evaluator, who is an Authorized Person, may sign and thereby certify the candidate's Pilot License (by filling out the field in the Aviation Document Booklet where the next licensing label will be affixed), or provide a *Certification of Additional Privileges* card, for the following:
 - (a) Issue of a Type Rating;
 - (b) Issue of an initial Instrument Rating.
- 13.4.2 This certification by an Authorized Person 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 section 104.01 Schedule IV of the CARs, must 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 CASI.

CHAPTER 14 – ADVANCED QUALIFICATION PROGRAM DATA MANAGEMENT

14.1 Background

14.1.1 This chapter provides general guidance for the management of performance/proficiency data within an AQP.

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 TC. This data will enable the air operator and TC 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:

- (a) Individual Qualification Records; and
- (b) 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.

14.5.2 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 & Operations Plan.

14.8.2 Data is collected at each validation or evaluation gate. This data consists of graded proficiency objectives using a grading 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 QC or CQ, TC 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 TC.

14.10 Data Submission

14.10.1 TC has established the minimal requirements for the submission of de-identified data by curriculum.

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. TC 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 QC (including Secondary Curricula as appropriate) the air operator must make available to TC 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) De-identified 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 evaluated in an OE.

14.12 Continuing Qualification Curriculum

- 14.12.1 For CQC (including Secondary Curricula as appropriate) the air operator must make available to TC the following minimum AQP data:
- (a) Data for each flight crewmember in training, for FLM (when applicable);
 - (b) Data for each flight crewmember in training, for MV;
 - (c) 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 substitute) identifier codes and for each pilot evaluated; and
 - (d) Data for each flight crewmember present during an OE, the performance data that directly mirrors the content of the TC-approved OE form.
- 14.12.2 AQP Data submission requirements are outlined in detail in section 6.2.4 of the Attachment to Policy Letter 169 – *Development and Implementation of an Advanced Qualification Program*. This Policy Letter is available on the TC website.

14.13 Data Analysis

- 14.13.1 The primary users of data reports are:
- (a) the air operator personnel; and
 - (b) 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 TC. TC 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 TC are primarily ratings and reason codes associated with performance measures taken at validation and evaluation gates and supporting data. The data, presented to TC in various tables described in the Attachment to Policy Letter 169 is analyzed and allows POIs and other TC 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

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

Appendix F: Letter of Revocation

APPENDIX A: ADVANCED QUALIFICATION PROGRAM EVALUATOR DELEGATION OF AUTHORITY APPLICATION

Refer to form number 26-0843 available at:

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

APPENDIX B: ADVANCED QUALIFICATION PROGRAM EVALUATOR LETTER OF AUTHORITY

For a copy of the current template, forward your request to AARO-ACP/AQP@tc.gc.ca.

APPENDIX C: MONTHLY SCHEDULE OF VALIDATIONS AND EVALUATIONS

Refer to form number 26-0845 available at:

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

APPENDIX D: ADVANCED QUALIFICATION PROGRAM EVALUATOR MONITOR REPORT

USER GUIDE

Refer to Advisory Circular (AC) 700-051, available at:

<https://www.tc.gc.ca/en/services/aviation/reference-centre/advisory-circulars/ac-700-051.html>

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

Refer to form number 26-0249 available at:

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

APPENDIX F: LETTER OF REVOCATION

For a copy of the current template, forward your request to AARO-ACP/AQP@tc.gc.ca.