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EBOOK VOLUME 14. DESIGNEES – APPOINTMENT & MANAGEMENT

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**CHAPTER 1. AIR TRANSPORTATION DESIGNATED EXAMINERS**

**Section 1. General Information**

**14.1.1.1. GENERAL AUTHORITY OF CIVIL AVIATION (GACA) ACTIVITY REPORT (GAR).**

- A. 1565 (OP) (Certificate)
- B. 1672 (OP) (Surveillance)
- C. 1939 (OP) (Designee Meeting)

**14.1.1.3. OBJECTIVE.** This chapter provides aviation safety inspector (Inspector) guidance regarding designated examiners who work in air transportation, including Aircrew Program Designees (APD), Designated Flight Engineer Examiners (DFEE), Designated Aircraft Dispatch Examiners (DADE), and Training Center Evaluators (TCE), unless specifically stated otherwise.

**NOTE:** See Volume 14, Chapter 2, “Specific Aircrew Designated Examiner (ADE) Program Guidance” and Volume 14, Chapter 3, “Specific Designated Aircraft Dispatcher Examiner (DADE) Guidance” for additional guidance.

**14.1.1.5. GENERAL.**

**A. Background.** GACAR Part 183 allows the President to appoint persons to act as a representative of the President in carrying out certain specified functions to aid in the administration of the GACARs. The information contained in this chapter addresses certain representatives of the President who are engaged in the air transportation sector.

**B. Authority.** Under, GACAR Part 183, 183.11 (b) the Director, Aviation Operations Department, may select candidates for pilot examiner, cabin crew member examiner, aircraft dispatcher examiner, or flight engineer examiner whenever he determines there is a need. In addition to Aviation Safety Inspectors (Inspectors) who have been delegated authority by the President for administering certain regulatory function, certain specific certification tasks may also be delegated to qualified examiners (also referred to as designees) outside of the GACA.

**NOTE:** The policy and guidance contained in these chapters clarifies and amplifies the requirements in GACAR Part 183.

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**C. Need for and Ability to Manage a Designee.** By policy, the GACA will normally permit designations relating to air carriers to lapse when a need no longer exists for their services.

**D. Designee Oversight.** Oversight of designees requires a risk management approach based on differences in the potential impact on safety and the likelihood of error on the part of the designee. Sufficient resources must be allocated to ensure effective management and efficient oversight of designees. The designee management program must be periodically evaluated to ensure it is producing the desired result. This evaluation should be data-driven and be based upon objective evidence. Any decisions should be documented in accordance with the guidance material in this chapter.

### 14.1.1.7. TYPES OF DESIGNEES.

**A. Aircrew Program Designees and Designated Flight Engineer Examiners.** APDs and DFEEs are designated to conduct certification activities within specifically approved programs known as ADE programs.

1) *Eligibility.* APD/DFEE candidates must be employed by the operator and qualified as check pilots or check flight engineers for the operator before they may be designated as APDs/DFEEs.

2) *Appointment.* Principal Operations Inspectors (POIs) should recommend APD/DFEE candidates to serve in any ADE program that the POI oversees to the Director, Aviation Operations Department who will then proceed with the selection and appointment process under GACAR Part 183. The specific functions of an APD/DFEE are named in the Certificate of Designation, which are issued to the designee. APDs and DFEEs are restricted to examining only those applicants employed by their operator and trained in their approved training program.

### **B. Training Center Evaluators.**

1) TCEs are persons employed by a GACAR Part 142 certificated training center, who are authorized to conduct certification functions associated with the center's approved GACAR Part 61 and 65 curricula.

2) A TCE may, with the approval of the operator's POI, be authorized to act as a check pilot for that operator. A TCE who has been approved as a check pilot for an operator by its POI may also be authorized, by the POI, to conduct certification evaluations of an operator's airmen in accordance with the operator's approved curriculum. Typically, such programs are associated with GACAR Part 121, 125, and 135 operators whose training is conducted under contract by certificated training centers. The authority of a TCE is controlled by the Certificate of Designation.

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**NOTE:** For complete details on the appointment and training requirements for TCEs to become check airmen for an operator, see Volume 4, Chapter 9.

**C. Designated Aircraft Dispatch Examiner (DADE).** Unlike other air transportation designees, DADEs are not necessarily employees of an air carrier or a training center. In many respects, DADE policy and guidance is similar to that of a Designated Pilot Examiner (DPE). Volume 14, Chapter 3 contains those areas where DADE policy and guidance differ from the policy and guidance in this chapter.

**14.1.1.9. DESIGNEE AUTHORITY AND RESPONSIBILITIES.** A designated examiner is authorized by the President to conduct only those airman certification activities authorized by the President.

**A. Privileges and Limitations.** The following privileges and limitations apply to designated examiners conducting evaluations of personnel in air transportation.

1) A designated examiner may:

- Conduct only those tests indicated on their Certificate of Designation
- Issue temporary certificates to applicants that the designated examiner has evaluated and found qualified for the certificate or rating sought
- Amend or alter a certificate only (1) when adding a rating to the certificate of an applicant whom that designated examiner has tested and found to be competent, or (2) when removing a restriction on a certificate which the examiner is authorized to issue
- Be authorized to conduct certification tests within GACAR Part 121, 125 or 135 training programs at any base or facility approved for the operator's use by the POI

2) A designated examiner may not:

- Conduct a test for a certificate or rating that the designated examiner does not hold
- Normally conduct an evaluation of any applicant whom the designated examiner has instructed in preparation for the certificate or rating sought by the applicant. Exceptions may be granted by the supervising Inspector only on a case-by-case basis
- Normally conduct an evaluation of any applicant whose performance the designated examiner has found to be unsatisfactory on the previous evaluation (i.e., a different examiner is required on a "re-take"). Exceptions may be granted by the supervising Inspector only on

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a case-by-case basis

- Conduct special medical evaluations, tests for waivers, or any test for competency. Specialists will instruct designated examiners to direct applicants for waivers, special medical evaluations, and competency tests to a GACA Inspector

**B. Professional Conduct.** Each designated examiner must represent the President in a manner which credits the GACA. Qualities such as promptness, courtesy, and professionalism are essential. Each designated examiner must continuously exhibit a positive personal attitude toward safety and present a positive image of the GACA in respect to aviation safety.

**C. Designated Examiner Responsibilities.** Designated examiners are responsible for the following:

- Conducting all practical tests in air transportation programs in accordance with the applicable sections of this Handbook. Inspectors should ensure that designated examiners are aware that all operators must have a document covering procedures and maneuvers which contains specific training and testing standards. This document should be based on the applicable Airman Certification Standards/Practical Test Standards (ACS/PTS).
- Submitting complete and accurate certification packages (which include the GAR or locally prepared data input forms) to the supervising GACA Office within 7 calendar-days of administering a test.

**D. Multiple Certification Services by an Examiner.** A person may be designated by the GACA to perform multiple certification services as an examiner on behalf of the President. In some cases, a person:

- May be designated to hold more than one type of designation; or
- May be approved to conduct certification activities under more than one training program, which, in turn, may be approved for use by more than one operator.

**NOTE:** A designated examiner may be issued only one Certificate of Designation. When a designated examiner holds authority to perform multiple certification services, each authorization shall be listed on a single certificate.

1) *Designations.* A person may be designated as more than one type of designated examiner. For example, a person might be designated as a Private Pilot Examiner (PE) in gliders and, separately, as an APD for an air carrier and as a TCE for a training center.

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2) *Training Programs*. A designated examiner for an air carrier may be approved for a maximum of two different training programs.

**NOTE:** A training program approved by one POI for use by an operator under his oversight may be approved by another POI for use by a different operator. In such instances, a TCE authorized as a check airman for an operator is viewed as having been approved under one training program.

**14.1.1.11. GACA PERSONNEL.** Inspectors and GACA managers have oversight responsibilities for designated examiners.

**A. Supervising Inspectors.** For the purposes of these chapters, Supervising Inspectors are referred to as “specialists.” The term “Supervising Inspectors” as it is used in connection with examiners comprises:

- POIs
- Aircrew Program Managers (APM)
- TCPMs
- Partial Program Managers (PPM), if appropriate
- Training center PPMs
- Geographic PPMs
- APM assistant PPMs (See Volume 14, Chapter 4 for definitions of terms)
- Inspector (Aircraft Dispatch)

**B. Managers.** The term “managers” as it is used in connection with examiners includes:

- Directors
- Unit supervisors

### 14.1.1.13. PREREQUISITES AND COORDINATION REQUIREMENTS.

**A. Prerequisites.** This task requires knowledge of GACAR Part 61, 65, 121, 125, 135, 142 and 183 regulations and GACA policies, and qualification as an Inspector (Operations) with designee

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oversight responsibilities.

**B. Coordination.** This task may require coordination between the Aviation Operations Department and Aviation License Department personnel.

### 14.1.1.15. REFERENCES, FORMS, AND JOB AIDS.

#### A. References:

- GACAR Parts 1, 61, 91, 121, 135, 142, and 183

#### B. Forms:

- GACA Form 8710 6, Examiner Designation/Qualification Records

**C. Job Aids.** None.

### 14.1.1.15. PROCEDURES.

**A. Designating Examiners.** Managers should consider designating examiners when the volume of certification activity makes such designations desirable for an operator and for the GACA. These conditions may occur when the volume of certification activity is relatively high, when an aircraft type is new to an operator's fleet, or when simulator training is available. Managers may consider designating examiners for FE and aircraft dispatcher certification as well as for pilot certification. Managers must also consider if they have the resources available to manage designees.

**B. Programs for APDs and TCEs Authorized as Check Airman.** APDs and TCEs may be designated as follows:

1) *ADE Program.*

a) APDs and DFEEs are trained in an ADE program. An ADE program is associated with an operator which conducts its own program of airman qualification. It is the preferred program for conducting the certification of flight crew members for complex GACAR Part 121, 125, and 135 operators.

b) The ADE program was originally designed for operators with sophisticated training capabilities (including flight simulators), with highly trained personnel, and with a large volume of certification activity. The program has since been used by a broader range of operators.

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c) POIs and managers should consider establishing an ADE program before the operator's airman certification workload for any aircraft type exceeds the GACA's ability to meet requirements using available Inspector resources. They should also consider an ADE program as a means of making simulator training accessible to an operator who might not otherwise find simulator training practical. Simulator training is acknowledged as the safest and best training method.

2) *TCE Program*. The TCE program corresponds to the ADE program, but is distinguished by the use of certificated training centers and their personnel under a formal contract with one or more air carriers. Training centers emphasize the use of flight simulators and flight training devices (FTD). Training centers may conduct training and evaluation of an operator's airmen on behalf of the operator under specified conditions and with the approval of the operator's POI.

**NOTE:** When a TCE has been designated as a check pilot for an operator, a copy of the authorization must be provided by the POI to the training center's TCPM. If the subject TCE has also been authorized by the operator's POI to conduct certification of the operator's personnel, the TCE's Certificate of Designation must also reflect this authorization.

3) *DADE Program*. See Volume 14, Chapter 3, for specific details concerning designation of DADEs.

**14.1.1.17. SPECIALIST RESPONSIBILITIES.** Specialists are responsible for ensuring that examiners are trained in certification duties and procedures, that surveillance is scheduled and conducted, and that examiners maintain certification standards. Managing the designee program must be data-driven. For the examiners designated in accordance with this Handbook, these responsibilities include the following:

**A. Initial Training and Observation.** Specialists are responsible for ensuring that, before designation, each examiner candidate is properly trained to conduct certification and is observed while conducting an evaluation.

**B. Surveillance.** Specialists must ensure that each examiner is observed a minimum of once each year by an appropriately rated ASI and that this observation has been accomplished before the examiner's designation is renewed. In alternate years, the biennial observation required of every check airman may be counted as the annual observation required of the examiner. The responsibility for scheduling surveillance lies with the Supervising Inspector. Specialists are responsible for establishing procedures by which the designated examiner provides schedules of proposed activities as far in advance as is practical or required.

**C. Airman Certification Standards.** Specialists are responsible for ensuring that the designated

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examiners maintain airman certification standards as prescribed by the GACARs, by the Airman Certification Standards/Practical Test Standards (ACS/PTS), by approved training programs, and by applicable guidance. Specialists must conduct an active program of meetings and surveillance to achieve this objective.

**14.1.1.19. OFFICE MANAGER RESPONSIBILITIES.** Office managers must establish effective administrative systems for supporting designated examiner programs. This support must include the following:

**A. Certification Paperwork.** Office managers are responsible for establishing administrative procedures for the expedient and efficient processing of certification paperwork within the office.

**B. Data Processing Support.** Office managers are responsible for establishing administrative procedures for entering the data generated by designated examiners into the GAR system.

**C. Resources.** Office managers are responsible for the personnel, training, and budget resources necessary to accomplish the surveillance of designated examiners. Personnel, training, and budget forecasts must contain adequate provisions for the surveillance of designated examiners. Office managers should anticipate changes in personnel requirements due to either growth in operator programs or public demand.

**D. Continuous Improvement.** Office managers are responsible for continually evaluating the effectiveness of the delegation program for designees and for responding to feedback on a timely basis.

### **14.1.1.21. AIR CARRIER-RELATED CERTIFICATION ACTIVITY CONDUCTED BY A TCE.**

**A. Alternatives to ADE.** An ADE program may not be desirable in all cases where air carrier certification activities are involved. For example, for operators of small aircraft or small fleets, the more structured nature of ADE programs may make them impractical or otherwise undesirable to the operator, to the GACA, or to both. As an alternative, if an air carrier contracts with a part 142 training center, a TCE may conduct air carrier related certification activities under the following conditions:

- When the TCE is concurrently approved by the operator's POI as a check airman for the carrier and maintains check airman authority in accordance with procedures in Volume 4, Chapter 20, Sections 1 and 2, of this Handbook relating to check airmen
- When aircraft comprising the operator's fleet do not require type ratings
- When GACA Inspector resources are adequate at the training and checking locations to ensure competent oversight of current and foreseeable certification activities conducted by a TCE

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**B. Memorandum of Understanding.** When a TCE is to be used for certification of an operator's airmen and the aircraft requires a type rating, a Memorandum of Understanding (MOU) is required, consistent with MOUs under the air carrier designated examiner programs.

1) The MOU must specify that:

- The training center may have the benefit of an evaluator(s), and
- The training center will provide initial and recurrent training to at least one GACA Inspector to ensure competent oversight of the TCE's activities.

2) Conversely, if a qualified and current Inspector is not continuously available to provide oversight of the TCE, a TCE may not be used.

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**CHAPTER 1. AIR TRANSPORTATION DESIGNATED EXAMINERS**

**Section 2. Managing Programs**

**14.1.2.1. OBJECTIVE.** This section provides aviation safety inspector (Inspector) guidance on the selection, appointment, oversight, training, renewal, and termination of designees in the Aircrew Designated Examiner (ADE) program, which includes Aircrew Program Designees (APDs) and Designated Flight Engineers Examiners (DFEEs), as well as Inspector guidance on certain aspects of the Training Center Evaluator (TCE) program and the Designated Aircraft Dispatch Examiner (DADE) program.

**14.1.2.3. GENERAL.**

**A. Selection of Examiners.** Preferred sources for examiner candidates are:

- Airmen who are actively engaged in the activity for which examinations are to be conducted
- Retired or former GACA Inspectors

**B. Qualifications of APDs.** Candidates must have the following qualifications:

- 1) A recommendation from the operator that includes a résumé of training and professional experience.
- 2) A good record as a pilot and flight instructor and a good record of compliance with the General Authority of Civil Aviation Regulations (GACARs ) (isolated and unrelated violations or incidents are not disqualifying).
- 3) Approval as a check pilot for the operator in its GACAR Part 121 training program.
- 4) A reputation for integrity and dependability in the industry and the community.
- 5) An Airline Transport Pilot (ATP) certificate and applicable type rating for pilot examiners, or the appropriate airman certificate for a Flight Engineer (F/E). Examiners authorized to conduct evaluations in aircraft must possess a Class One or Class Two medical certificate (as applicable) issued under GACAR Part 67. A medical certificate is not required for simulator evaluators.
- 6) Successful completion of the operator’s approved training program in which the candidate will

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be authorized to conduct evaluations for the issuance of certificates.

7) Satisfactory completion of a formal ground school conducted by the General Authority of Civil Aviation (GACA).

**NOTE:** See Volume 14, Chapter 2, Section 3, for more detail regarding APD qualifications. See Volume 4, Chapter 10, for more detail regarding TCE qualifications.

**C. Qualifications of Candidates Other Than Pilots.** Examiner candidates who are not pilots must have the following qualifications:

1) Designated flight engineer examiner (DFEE) candidates must have successfully completed the operator's approved training program in which the candidate will be authorized to conduct evaluations for the issuance of certificates, or the training program conducted by the training center and the appropriate training in the differences between the operator's approved training program and that of the training center.

2) DFEE and DADE candidates must have satisfactorily completed a formal ground school conducted by the GACA.

3) Hold the appropriate airman certificate and rating(s), if applicable.

4) Status as an F/E check pilot or dispatcher supervisor, as appropriate, in the operator's training program.

5) A recommendation from the operator that includes a résumé of training and professional experience.

6) A good record of compliance with the GACARs (isolated and unrelated violations or incidents are not disqualifying).

**D. Oversight.** Effective oversight of designated examiners is founded on a strategy of risk management (RM) in which oversight by a certificate holder, as well as the GACA, includes a continual process of weighing the harm potential of any hazard against the likelihood of its occurrence, and taking appropriate preventive action. The GACA must allocate sufficient resources, including manpower and funds, to ensure effective management and efficient oversight of any designee. GACA managers shall continually evaluate the effectiveness of their respective designee processes, and are responsible for prompt response and feedback to designees. Evaluations should be data-driven and based upon objective evidence, and any decisions must be documented.

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**14.1.2.5. DESIGNATED EXAMINERS ABROAD.** An examiner may be designated to serve at locations outside of the Kingdom of Saudi Arabia (KSA), provided that the designated examiner examines only citizens of Saudi Arabia or applicants trained under a training center’s GACA approved program, or individuals employed as flight crew members of a GACAR Part 121 air operator and trained under that operator’s approved training program. An Inspector must adequately supervise the designated examiner’s activities. A person who is not a citizen of the KSA may be designated as an examiner abroad only when the need cannot be filled by a citizen of Saudi Arabia and the individual has met the GACA certification requirements for the examining authority requested.

### **14.1.2.7. PREREQUISITES AND COORDINATION REQUIREMENTS.**

**A. Prerequisites.** This task requires knowledge of GACAR Part 61, 65, 91, 121, 142 and 183; and associated GACA policies.

**B. Coordination.** This task may require coordination between personnel in the Aviation Operations Department and the Aviation Licensing Department.

### **14.1.2.9. REFERENCES, FORMS, AND JOB AIDS.**

#### **A. Reference:**

- GACAR Part 1, 61, 65, 91, 121, 142 and 183

#### **B. Forms:**

- Certificate of Designation
- GACA Activity Report (GAR)
- Temporary Airman Certificate
- Notice of Disapproval
- Examiner Designation and Qualification Records

**C. Job Aids.** None.

**14.1.2.11. DESIGNEE APPLICATION.** Examiner candidates must submit the following before designation:

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**A. Qualifications.** A completed statement of professional qualifications should be listed or indicated on Examiner Designation and Qualification Record. The specialist will review the candidate's qualifications to ensure that the candidate meets the requirements and standards for an examiner designation.

**B. Certificate of Designation (COD).** A copy of a completed and current Certificate of Designation, (if the candidate currently holds an examiner designation(s)).

**C. Letters of Approval.** Copies of any current check pilot letters of approval issued to the candidate.

**14.1.2.13. PROCESSING INITIAL EXAMINER DESIGNATIONS.** Specialists will ensure that all the requirements for an examiner designation have been met and will prepare the necessary paperwork as follows:

**A. GAR Codes (Part 183):**

- 1551—Pilot Examiner—Large/Turbine (Airline Transport Pilot Examiner (ATPE)/Designated Pilot Examiner (DPE))
- 1552—Pilot Examiner—Other (DPE)
- 1555—Aircraft Dispatcher (DADE)
- 1559—Training Center Evaluator (TCE)
- 1561—Flight Engineer Examiner (DFEE)
- 1562—Aircrew Program Designee (APD)

**B. Examiner Designation Numbers.** For APDs and TCEs, the airman's certificate number, coupled with the applicable air operator or training center designator, may be used in all instances when an examiner designation number may be called for. If the examiner candidate is to be an APD for an air operator, use the designator for that air operator. If the candidate is to be a TCE, use the designator for the training center i.e., an APD for Saudi Arabian Airlines, would use the appropriate designator.

**14.1.2.15. DESIGNEE FILE.** Examiner records should be used to collect and analyze information to oversee the performance of designees. The GACA office will maintain a designee file for each designated examiner. This file provides risk based information to determine the continued designation of the examiner and the quality of the certification work done by the examiner. It will contain the following:

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**NOTE:** If any of these items are unavailable, the Inspector shall include a written notation to that effect in the designee file.

- Examiner Designation/Qualification Record
- Certificate of Designation
- Violations history, if any
- Records of surveillance/inspection of the designee (e.g., copy of the GAR record)
- Records of discussion or counseling
- General correspondence

**NOTE:** Inspectors should be aware that the GAR may not retain enough records to meet this requirement in full.

**14.1.2.17. EXAMINER CANDIDATE TRAINING AND OBSERVATION.** The Inspector will ensure that examiner candidates are trained and observed in their functions prior to designation. TCEs must complete the employing center’s approved instructor and TCE training as well as the training described in this section.

**A. Candidate Training.** Examiner candidates must be trained in certification policies, procedures and standards. The Inspector must ensure that the candidate is trained in the following specific areas:

- 1) The knowledge, abilities, and skill requirements for the original issuance of the certificate and added ratings, as applicable.
- 2) The procedures, methods, and techniques associated with administering the required certification tests.
- 3) Examiner responsibilities, authority, and limitations under applicable GACARs and guidance.
- 4) The use of GACA forms and job aids associated with the particular examiner function.
- 5) Administrative procedures and relationships with Principal Inspectors.

**NOTE:** See Volume 14, Chapter 3 for DADE training requirements. See Volume 14, Chapter 10 for TCE training requirements.

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**B. Representing the GACA.** Inspectors will stress to examiner candidates that, in performing the functions of an examiner, they are representatives of the President. Candidates must understand that matters such as company loyalties, economic conditions, and seniority are not relevant to the certification of airmen.

**C. GACA Observation of the Candidate.** After the examiner candidate has been trained, a qualified Inspector will observe the examiner candidate conducting a complete certification test consisting of oral, simulator, and aircraft portions (or practical evaluation), as applicable. The following methods of observation may be used, in descending order of preference:

1) *Actual Certification Evaluation.* The preferred method is that the Inspector observes an examiner conducting all portions of an actual certification test.

2) *Simulated Certification Evaluation.* When circumstances make the observation of an actual certification test impractical, Inspectors may observe the examiner candidate conducting a competency or proficiency check as if the check were being conducted for certification.

3) *Other Methods.* Other methods, such as the Inspector acting as the applicant, may be used when the preferred methods are not practical.

**14.1.2.19. OVERSIGHT AND SUPPORT OF DESIGNATED EXAMINERS.** Inspectors are responsible for the oversight and support of designated examiners. However, any GACA employee working with the designee has the responsibility to provide input to the Inspector on the performance of the designee. The following guidance applies:

**A. Meeting with Examiners.** Inspectors will ensure competent performance by each designated examiner in respect to handling of applicants, maintenance of desired test standards, and accurate completion and processing of certification paperwork. Designated examiners should be encouraged to contact their assigned Inspector to resolve questions or difficulties. Sufficient contact is essential and will include regular and special meetings and annual briefings, as follows:

1) *Regular Safety Standardization Meetings.* Inspectors will conduct regularly scheduled meetings, at least annually, with designated examiners for the purpose of maintaining desirable standards and effective working relationships. These meetings will be recorded in the GAR.

2) *Special Safety Standardization Meetings.* Inspectors will call special meetings whenever a significant change affects the process of GACA airman certification in respect to air transportation examiners.

3) *Annual GACA Briefing of Examiner.* Each designated examiner must attend an annual

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briefing, conducted by the GACA, which specifically addresses the functions of a designated examiner. This briefing may be accomplished in conjunction with a safety standardization meeting, but must be accomplished as a condition of renewal.

**B. Examiner Supplies and Materials.** Inspectors will ensure that each designated examiner has access to the materials necessary for the examiner's tasks.

**14.1.2.21. OVERSIGHT OF EXAMINERS.** A person may be designated as more than one type of designated examiner or as a designated examiner for more than one operator. In such a case, more than one Inspector may supervise a designated examiner. The following guidance applies:

**A. Supervisory Responsibilities.** When practical, POIs and managers should delegate responsibility for supervising all of a designated examiner's activities to a single Inspector.

**B. Responsibility for Maintaining Designee Files.** An Inspector must be assigned the responsibility for maintaining a particular designated examiner's file.

**C. Procedure for Granting Additional Examination Authority.** The training and observations required for an examiner's second designation must be completed before granting additional authorities.

1) When the authority is requested for an examiner to be designated for a second operator, the examiner candidate must complete qualification as a check pilot for the second operator as a precondition of designation.

2) The Inspector tasked with performing any required observations of the designated examiner is responsible for notifying the Inspector who maintains the designated examiner's file once the observations have been completed and the check pilot designation has been made for the second operator.

**D. Expiration Date.** All designations expire on the expiration date on the Certificate of Designation, which is normally the last day of the month in the following year corresponding to the month of designation. Special circumstances may call for an earlier expiration date, but not a later one. When an examiner performs multiple certification services under authority granted by GACA, the specialist should normally change the expiration date to the last day of the month in the following year corresponding to the month of the most recent designation.

### 14.1.2.23. AMENDMENT OF DESIGNATED EXAMINER DESIGNATIONS.

**A. Authority.** The manager responsible for maintaining a designated examiner's records file may amend

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an examiner's Certificate of Designation at any time. An amendment is appropriate when any of the following elements of a designated examiner's certification authority is changed:

- Designation
- Certificate
- Aircraft type
- Operator
- Training Center

**B. Amendment Procedure.** When a Certificate of Designation is amended, the Inspector must cancel any previously issued certificates by marking the words “CANCELED” across the face of the certificate and issue a new one.

**C. Administrative Steps.** The administrative steps for the issuance of an amended certificate of designation are the same as those outlined for initial designation.

### 14.1.2.25. RENEWAL OF DESIGNATIONS.

**A. Need for Renewal.** Before renewal, the GACA must determine that there is an ongoing need to renew the designation and that the GACA has the ability to continue managing the designee.

**B. Expiration.** An examiner designation expires no later than the last day of the month in the following year corresponding to the month of original issue or most recent renewal. The renewal process will normally be accomplished during the 2 months preceding or in the month that the designation will expire.

**EXAMPLE:** An examiner designation issued on January 15, 2009, would expire on January 31, 2010. The renewal process would normally be conducted in the period from November through January, completing the process no later than the end of January.

**C. Renewal Process.** The examiner will not conduct any evaluations after the expiration date if he has not been renewed. If the renewal process is not completed within 30 days following the expiration date, the examiner may be reinstated using the same process used for initial designation. At expiration, a designation does not continue in force. The Inspector should ensure that the need for a designated examiner continues to exist before considering renewal. The Inspector assigned to the designated examiner will renew the designation after satisfactory completion of the required annual observation

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and required annual briefing.

### **D. Annual GACA Observation of Check.**

a) GAR Codes (Part 183):

- 1664—Pilot Examiner—Large/Turbine (ATPE/DPE)
- 1665—Pilot Examiner—Other (DPE)
- 1666—PPE
- 1668—FEE
- 1669—Aircraft Dispatcher
- 1672—APD
- 1673—TCE

b) Within the 3 calendar-months before expiration, the examiner will be observed conducting a complete check. In the case of pilot examiners (e.g., APD, TCE), this evaluation will include observation of oral, simulator, and aircraft evaluation activities, as applicable. The observation will be conducted by an appropriately rated Inspector.

c) For renewal purposes, Inspectors may observe designated examiners conducting the following activities, in descending order of preference:

- A practical test for airman certification
- An instrument proficiency check

**NOTE:** In rare cases, the Inspector may observe the examiner's own proficiency or competency check. To complement this observation, the Inspector may perform maneuvers or procedures for the designated examiner to evaluate.

**NOTE:** If the necessary observations cannot be accomplished within the required timeframe, the Inspector should evaluate the continued need for an evaluator.

d) When the designated examiner has authorizations for certification services that are closely

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related, only one observation may be required.

**EXAMPLE:** A TCE with examination authority for more than one operator under the same training program needs to be observed annually performing the applicable activities for only one operator if the operators' curricula are essentially the same and the POI concurs.

e) Similarly, participation in a line observation program and demonstration of instructional proficiency need to be accomplished on only one of the operators. When an individual is authorized to evaluate personnel of more than one operator, the observations should be rotated among the operators' programs. On the other hand, an APD for the B-747 who is concurrently a DPE for gliders needs at least two annual GACA observations, one in each activity.

f) The designated examiner is responsible for scheduling each required annual GACA observation and each annual briefing far enough in advance to ensure that they may be accomplished before expiration. A designated examiner who is beyond expiration may not conduct any certification activity on behalf of the President until all annual requirements are met and the renewal has been completed.

g) Each designated examiner must attend an annual meeting or a briefing, conducted by an Inspector, which specifically addresses the functions of a designated examiner. This briefing may be accomplished in conjunction with a safety or standardization meeting. The meeting or briefing should cover the following:

- Designee's roles and responsibilities
- Paperwork discrepancies
- Applicable changes to the GACARs
- New GACA policy and procedures
- Conduct of the practical test
- Review and updating test scenarios
- Feedback on approved training courses
- Foreign student applicants

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**14.1.2.27. PROCESSING DESIGNATED EXAMINER CERTIFICATION PAPERWORK.** GACAR § 183.19 requires that designated examiners make reports as prescribed by the President. Designated examiners will forward airman certification paperwork to the GACA for review, processing, and transmittal to the Certification and Licensing Division.

**A. Designated Examiner Responsibilities.** Designated examiners must complete the airman certification paperwork in accordance with the requirements of Volume 9 and Volume 14, of this handbook. The paperwork must be accurate, complete, and timely. Designated examiners must complete the GAR form for each test conducted. Satisfactory fulfillment of this responsibility is a requirement for renewed designation as an examiner.

**B. Inspector Responsibilities.** Inspectors are responsible for training designated examiners on correct documentation. Inspectors should provide the designated examiners with sample GAR forms and should ensure that as much information as possible is overprinted on these forms. Inspectors may overprint forms or job aids in any convenient manner, such as by pen, pencil, or copy machine.

**14.1.2.29. REVIEW OF DESIGNATED EXAMINER DECISIONS.** If an airman is dissatisfied with a designated examiner’s decision, the airman may appeal to the specialist for a retest. The airman must submit the appeal in writing and indicate the reasons for protesting the designated examiner’s decision. The responsible Inspector will review the matter and decide if retesting is appropriate. If the Inspector grants a retest, a new application must be completed by the airman, and the entire test must be accomplished again with a GACA Inspector.

**14.1.2.31. TERMINATION.** Termination is the action by the GACA to not renew or to rescind a designee’s authority at any time for any reason the President considers appropriate.

**NOTE:** Inspectors should keep in mind that a termination of designation may be appealed by the designee. Therefore, documentation relating to designee deficiencies or termination should be included in the designee’s file.

**A. Types of Termination.** There are two types of designee termination:

- 1) Termination for cause is a negative finding based on a designee’s performance. (See Figure 14.1.2.1, Sample Letter of Termination (For Cause)).
- 2) Termination not-for-cause can be for any reason not specific to a designee’s performance (e.g., lack of need for the designee by the GACA or voluntary surrender). (See Figure 14.1.2.2, Sample Letter of Termination (Not-for-Cause)).

**B. Examples of Deficiencies.** The following are examples of deficiencies in a designee’s performance

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of duties:

- 1) Unsatisfactory performance in any phase of designee duties or responsibilities, including the inability to accept or carry out the managing GACA office's instructions.
- 2) Any actions by the designee that may reflect poorly on the GACA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community.
- 3) The inability of the designee to work constructively with GACA personnel or the public.
- 4) Evidence that the designee's general and/or professional qualifications and requirements were not met at the time of the original designation or at any time thereafter.
- 5) A designee's inability to demonstrate satisfactory performance during a knowledge and skill evaluation or during an initial or recurrent training seminar.
- 6) A designee's failure to maintain, or inability to demonstrate, qualifications for any certificate, rating, or examiner designation held.

**C. Documentation.** The managing Inspector will document deficiencies in performance in the designee file. Any correspondence relating to the designee's deficiencies, including but not limited to corrective action taken or a record of additional training, should be included as well.

### 14.1.2.33. TERMINATION AND APPEAL PROCEDURES.

**A. Decision to Terminate.** Designations are terminated under the general conditions contained in GACAR § 183.15, when a decision not to renew is made, or when a decision is made to terminate prior to expiration.

**B. Notification.** The GACA's decision regarding the termination of a designation will be provided to the designee in writing, and the reasons cited will be as specific as possible. Upon notification of termination, the designee must immediately cease the exercise of his designee privileges.

**C. Documentation.** If the GACA terminates a designation, the following actions must also take place:

- 1) The Inspector will ensure that the roster of active designees is updated to remove the terminated designee and they should notify all applicable operators.
- 2) The designee file will be updated to reflect the appropriate designation status (e.g.,

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termination, appeal pending reinstatement).

### **D. Appeal of Termination.**

1) The following types of terminations cannot be appealed:

- Termination based on lack of need or the inability of the GACA to manage the designee
- Termination based on the loss of a prerequisite certification
- Termination based on the designee's failure to meet training requirements
- Termination based on the fact that a designee is no longer employed by the air operator/training center
- Termination based on the employing air operator's/training center's decision to no longer use an employee as an APD/TCE

2) If the designee wishes to appeal his termination, the designee must make the request in accordance with the appeal procedures prescribed in GACAR Part 13.

3) The designee will be notified in writing of the appeal decision.

4) All documentation associated with the appeal must be forwarded to the managing GACA office for inclusion in the designee's file.

**E. GAR.** The Inspector closes the GAR record. In addition to the standard GAR code for termination (1565), one of the following key words should be entered in the "Comment" section to describe the reason for termination:

- Voluntary [Not-for-Cause]
- Involuntary-Need [Not-for-Cause]
- Involuntary-Performance [For Cause]
- Involuntary-Other [For Cause]

**F. Update Designee File.** After completion of this task, the specialist must update the designee file to include:

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- A copy of the designee’s documentation evidencing the voluntary surrender of the designation
- Documentation of the termination of designee’s authority, including supporting documentation
- Documentation of the outcome of the designee’s appeal

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**Figure 14.1.2.1. Sample Letter of Termination (For Cause)**

GACA Letterhead

CERTIFIED MAIL

[Date]

Designee Number: [designee's number]

[Designee's name and address]

Dear [Designee's Name]:

This letter is to inform you that your General Authority of Civil Aviation (GACA) designation as a [type of designee, for example ADP or TPE] is terminated pursuant to GACAR § 183.15(b). [You must immediately cease exercising the privileges of your designation.] OR [Pursuant to our (telephone conference/meeting) on (date), you were to cease exercising the privileges of your designation on (date).]

Your designation is being terminated [for not performing your duties under your designation] OR [because you no longer meet the eligibility requirements for the designation]. [Cite the reference to the regulation(s)/policy that was violated/noncompliant.]

You may submit a request for appeal in writing to this office no later than 14 calendar days from the date of receipt of this letter. At that time, you should include any evidence or statement concerning this matter with your written request for appeal. You will be notified of the outcome of the appeal within 60 calendar days after our receipt of your written request for appeal.

Sincerely,

[Signature: Assistant President, Safety, Security and Air Transport Sector]

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**Figure 14.1.2.2. Sample Letter of Termination (Not-for-Cause)**

GACA Letterhead

CERTIFIED MAIL

[Date]

Designee Number: [designee's number]

[Designee's name and address]

Dear [Designee's Name]:

This letter is to inform you that your General Authority of Civil Aviation (GACA) designation as a [type of designee, for example ADP or TPE] is terminated pursuant to [GACAR § 183.15(b)(1)/, GACAR § 183.15(b)(5).] [You must immediately cease exercising the privileges of your designation.] OR [Pursuant to our (telephone conference/meeting) on (date), you were to cease exercising the privileges of your designation on (date).]

Your designation is being terminated because [you voluntarily surrendered your designation authority on (date)] OR [this office is no longer in need of your assistance].

This termination is not for cause and may not be appealed. We appreciate your service to the GACA.

Sincerely,

[GACA Office Manager Signature]

**VOLUME 14. DESIGNEES – APPOINTMENT & MANAGEMENT**

**CHAPTER 2. SPECIFIC AIRCREW DESIGNATED EXAMINER (ADE) PROGRAM GUIDANCE**

**Section 1. General**

**14.2.1.1. GACA ACTIVITY REPORT (GAR).**

A. 1561 (OP) (Flight Engineer Examiner (DFEE))

B. 1562 (OP) (Aircrew Program Designee (APD))

**14.2.1.3. OBJECTIVE.** This section contains information concerning Aircrew Designated Examiner (ADE) programs and guidance to be used by principal operations inspectors (POIs) and General Authority of Civil Aviation Authority (GACA) managers when evaluating the prospect of implementing an ADE program.

**A. Risk Management.** An ADE program requires a risk management to its oversight. Sufficient resources must be allocated to ensure effective management and efficient oversight of designees. The program must be periodically evaluated to ensure it is producing the desired results.

**B. Contents.** This section contains a general description of the ADE program, in which airman certifications are accomplished on behalf of the President by an air operator's own specially authorized check pilot. Section 2, contains guidance for GACA's management of an ADE program. Section 3, contains guidance on the selection, training and supervision of an air operator's participants in the program.

**14.2.1.5. GENERAL.** The primary objective of an ADE program is maximum safety for the public. A participating air carrier's objectives include scheduling advantages and business economies. The GACA's objectives include leveraging of limited aviation safety inspector (Inspector) resources and accomplishing the most effective surveillance possible.

**14.2.1.7. PROGRAM DESCRIPTION.** The ADE program was established under the provisions of General Authority of Civil Aviation Authority Regulation (GACAR) Part 183 for the purpose of delegating certification authority and activity to select employees of GACAR Part 121 operators.

**A. History.** The program was originally intended for large operators with sophisticated training capabilities and programs that include the extensive use of flight simulation training devices (FSTDs),

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highly trained personnel, and a large volume of certification activity. Eligibility requirements have since been relaxed to permit operators the opportunity to take advantage of the benefits of an ADE program. The ADE program was and still is based on the premise that a candid relationship must be maintained between the operator and the GACA.

**B. Personnel.** The program comprises (1) one or more of an operator’s check pilots, further authorized by the GACA as Aircrew Program Designee(s) (APD) (which includes Designated Flight Engineer Examiners (DFEE) where appropriate) to conduct airman certifications on behalf of the President; and (2) a GACA Inspector who oversees the APDs’ activities. APDs are selected for their experience, knowledge, and professional standing, in the interest of maintaining high performance standards on the part of the operator and the regulator.

**C. Candidate Selection.** An APD candidate is nominated by an operator from the ranks of its proficiency check pilots and is given training in GACA policies and certification procedures before being authorized by the GACA as an APD (see Section 3 of this chapter).

### 14.2.1.9. PREREQUISITES AND COORDINATION REQUIREMENTS.

**A. Prerequisites.** This task requires knowledge of GACAR Part 61, 65, 91, 121, 183 and GACA policies, and qualification as an Inspector (Operations) with designee oversight responsibilities.

**B. Coordination.** This task may require coordination between the Aviation Operations Department personnel and the Aviation License Department personnel.

### 14.2.1.11. REFERENCES, FORMS, AND JOB AIDS.

**A. References:**

- GACAR Part 1, 61, 65, 91, 121 and 183

**B. Forms:**

- Certificate of Designation
- Examiner Designation/Qualification Record

**C. Job Aids.** None.

**14.2.1.13. GUIDELINES FOR ESTABLISHING AN ADE PROGRAM.** A well-run ADE program pays off by contributing to a heightened level of public safety. GACA managers and the POIs should consider

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establishing an ADE program whenever doing so would be desirable and feasible for an operator and for the GACA.

**A. Certification Activity.** Circumstances vary widely from operator to operator, and each situation must be considered separately to determine if establishing an ADE program is desirable and feasible. Many factors should be considered such as the experience level of an operator’s pilot population, travel time to and from training sites, and the complexity of the operator’s airplanes and operations.

**B. New or Added Aircraft Type.** An ADE program may be particularly effective when a new aircraft or a new derivative of existing aircraft is introduced. Training provided by the operator to Inspectors assigned oversight responsibility of an ADE affords timely, appropriate training for the GACA Inspector having oversight responsibility of the air operator. This training, in turn, enables the GACA to provide good service to the operator in reviewing, approving, and overseeing the operator’s training program. Also, it empowers the Inspector to establish a highly effective surveillance program.

**C. Future Requirements.** When Inspectors evaluate the need for an ADE program, future requirements must be considered.

1) For example, when an operator introduces a new aircraft type into service, the GACA may experience an exceptionally high demand for airman certification work. That additional workload comes together with a need for expert GACA surveillance during the familiarization period, the first few years when the new aircraft is worked into the operator’s system. In such cases the operator may benefit by the GACA’s anticipating those unusual demands, and being ready to implement an ADE program as the aircraft is entered into service.

2) GACA managers should consider timing the selection of the Inspector assigned oversight responsibility for an ADE as it is particularly important that the Inspector attend initial cadre training together with the operator’s own employees.

### 14.2.1.15. OPERATOR QUALIFICATION FOR AN ADE PROGRAM.

**A. Qualifications.** In order to qualify for participation in an ADE program, a certificate holder must be a Part 121 air operator and should have at least one year of experience in conducting an approved advanced simulator training program. The operator must have an acceptable history of safe operating performance and of compliance with regulations, and must have sustained a good working relationship with the GACA.

**B. Program Requirements.** Operators considering participation in an ADE program must commit to

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entering into a Memorandum of Understanding (MOU). An MOU is a written agreement between the operator and the GACA which describes how the ADE program is to be conducted. In particular, an MOU must specify:

- 1) That the operator will have the benefit of one or more APDs, and in return:
- 2) That the operator will provide initial and recurrent training at the operator's expense to the assigned GACA Inspector(s).

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**CHAPTER 2. SPECIFIC AIRCREW DESIGNATED EXAMINER (ADE) PROGRAM GUIDANCE**

**Section 2. Management of an ADE Program**

**14.2.2.1. GACA ACTIVITY REPORT (GAR).**

- A. 1590 (OP) (Certification)
- B. 1621 (OP) (Surveillance-Manuals)
- C. 1626 (OP) (Surveillance-Training Program)
- D. 1642 (OP) (Surveillance-Check Pilot)
- E. 1644 (OP) (Surveillance-Check Pilot Line Check)
- F. 1645 (OP) (Surveillance-Check Pilot IOE)

**14.2.2.3. OBJECTIVE.** This section contains guidance for principal operations inspectors (POIs) when managing an Aircrew Designated Examiner (ADE) program. It describes the general structure of the ADE program and the functions of the General Authority of Civil Aviation (GACA) participants in the program.

**14.2.2.5. GENERAL.** The following individuals have primary roles in an ADE program:

**A. Principal Operations Inspector (POI).** The POI is responsible for operations within an ADE program. The organization of operations below the level of POI is at the discretion of the POI, subject to the concurrence of the Director, Aviation Operations Department. Other Inspector (Operations) assigned to an ADE program support the POI, but may have unrelated activities as well. Similarly, the operator's employees involved in the ADE program also support the POI. Such employees may include the director of operations, the chief pilot, director of training, the respective fleet manager, and others.

**B. Inspector.** An appropriately trained aviation safety inspector (Inspector) (Operations), who is also specifically trained by an operator, is responsible to oversee the certification activity and to manage the surveillance of that operator's training program in a specific airplane type. The Inspector reports to the POI.

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**14.2.2.7. ADE PROGRAM: GACA RESPONSIBILITIES.**

**A. Responsibilities of the POI.** The POI is responsible for all operational matters concerning the administration of the operator's certificate, including management of an ADE program when the operator participates in one. This responsibility includes the following:

- 1) *Achieving Program Objectives.* The POI monitors performance to ensure that the ADE program meets its objectives.
- 2) *GACA/Operator Relations.* The POI implements policies and procedures established by the GACA.
- 3) *Coordinating with other Entities.* POIs are responsible for establishing procedures for communicating with any involved Training Center when an operator contracts for training or conducts its own training using its own instructors and check pilots.
- 4) *Overseeing Inspector Training Requirements.* The POI ensures that an Inspector is scheduled for the training provided by the operator, as specified in the Memorandum of Understanding (MOU) establishing an ADE program, and that he receives that training in timely manner. Similarly, the POI ensures that an Inspector receives any requisite training provided by the GACA.

**C. Responsibilities of an Inspector.** An Inspector supports the POI in technical matters and in surveillance of ADE program activities associated with a specific aircraft type. An Inspector's functions include the following:

- 1) *Airman Certification.* An Inspector is responsible for ensuring that airman certification standards prescribed by the GACARs, by the Airman Certification Standards/Practical Test Standards (ACS/PTS), and by the information in this handbook, are maintained in the ADE program, as applicable.
  - a) The operator nominates one or more Aircrew Program Designee (APD) candidates for GACA consideration. An Inspector recommends a candidate to the POI for selection, and is responsible for qualifying each APD in the conduct of airman certification. An Inspector maintains certification standards through an active program of meetings and surveillance.
  - b) To ensure continued, firsthand knowledge of an operator's program and certification activities, an Inspector will personally conduct a minimum of four certification activities (oral, simulator or flight evaluations) annually, provided there is sufficient certification activity. If not, an Inspector will conduct a minimum of four proficiency checks, preferably

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with no advance notice.

2) *Standardization of Check Pilots.* An Inspector ensures that high standards are maintained in the operator's proficiency checks and line checks by developing and maintaining active surveillance of the operator's check pilots.

a) Observing check pilots, initially and biennially. An Inspector should observe each check pilot performing a representative check pilot function during the initial approval process. The initial check pilot observation may be conducted by another qualified Inspector when workload prevents an Inspector from performing the observation.

**NOTE:** Another Inspector must receive approval from the appropriate POI before conducting an initial check pilot observation requested by an operator.

b) Performing observations. An Inspector will ensure that each check pilot is observed at least biennially (once every 2 years), in accordance with GACAR § 121.871 or, for a check pilot authorized as an APD, at least once per year, in accordance with procedures in Section 3 of this chapter. All Inspectors in the office should be notified about the check pilot approval so that an annual check pilot observation may be made. This requirement applies to proficiency check pilots and to line check pilots.

3) *Training Programs, Initial Review and Surveillance.* An Inspector is responsible for reviewing a proposed training program for an assigned aircraft type and, when appropriate, for recommending initial and final approval to the POI. An Inspector will monitor an operator's actions when a trainee does not progress as scheduled or fails a proficiency test. An APM is responsible to the POI for conducting surveillance and for reevaluating the adequacy of the training program at least once each calendar year. In this reevaluation, the Inspector should identify any deficiencies and recommend changes as appropriate.

4) *Maintaining Airplane Qualification and Currency.* An Inspector will maintain aircraft qualification and currency, as specified in paragraph 14.2.2.13. Completion of the required training or check in the calendar-month before or after the due-month is considered to meet requirements, but does not change the due-month.

5) *Providing Technical Assistance.* An Inspector develops expert knowledge of the assigned aircraft type. An Inspector may provide technical assistance to other GACA Inspectors in incident, accident, and violation investigations related to that aircraft type. An Inspector reviews the operator's procedures, policy and operating manuals, minimum equipment list (MEL), and operations specifications (OpSpecs) as an integral part of the surveillance program. An Inspector

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advises the POI in approving manuals and consults with other Inspectors and resources for assistance in doing so.

6) *En Route Surveillance*. An Inspector is responsible for ensuring a high level of aircrew performance through en route surveillance of operations in the assigned aircraft type. En route surveillance includes the following activities:

- a) Conducting en route surveillance. An Inspector personally conducts an en route inspection each quarter to maintain first-hand knowledge of the operator's line operations.
- b) Monitoring en route inspections. An Inspector continuously monitors the effectiveness of the en route inspections performed in the assigned aircraft type. For example, an Inspector may find that an inadequate number of en route inspections are being conducted in a particular area of operation. The Inspector may recommend increased en route inspections to the POI. An Inspector should analyze inspection results for trends that indicate a need for corrective action. The Inspector informs the POI of any trends or deficiencies that can be identified and, if appropriate, recommends that the POI establish a special emphasis remedial action.
- c) Preparing annual en route inspection trend analysis. The POI, together with each Inspector, prepares an annual en route inspection trend analysis report. The POI provides a copy of the report to the operator. This report should refer to the comments and observations made by Inspectors. The report is not normally useful as a statistical tool alone, but it does act as an effective early warning and quality control tool for the GACA and for the operator's managers. The report is often a departure point for deliberations by the POI and the operator on the corrective measures to be taken by the operator.

7) *Training, Inspectors and Others*. An Inspector participates in a process to provide training for Inspectors, who are responsible for oversight of an air operator participating in an ADE program. Training includes a flight training component and a ground training component comprising the operator's manuals, checklists, and procedures. Training is conducted annually with a 60 day prior notification to the appropriate supervisor, so that the Inspector may be scheduled to attend in timely manner.

- a) Flight training.

1. For an Inspector, flight training in an appropriate aircraft is normally accomplished in accordance with existing GACA policies.

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2. Ideally, flight training is conducted by the operator upon which an Inspector conducts surveillance. However, as a practical matter, flight training provided by the pertinent operator is neither always desirable nor feasible. In such cases flight training provided by a contract training provider, another air operator or a GACAR Part 142 Training Center is an acceptable alternative.

b) Ground training. Ground training conducted by the appropriate air operator is the ideal supplement to the flight training described above. An Inspector should undergo operator specific ground training like that of one of the operator's line pilots whenever possible. (Basic indoctrination training may be omitted.) An Inspector's attendance in ground training generally does not normally generate extra costs to an operator, and should be planned and tracked as surveillance.

8) *Exchanging of Information.* An Inspector is encouraged to share information and ideas with other Inspectors.

### **14.2.2.9. PREREQUISITES AND COORDINATION REQUIREMENTS.**

**A. Prerequisites.** This task requires knowledge of GACAR Part 1, 61, 91, 121, 142 and 183 regulations as appropriate and GACA policies, and qualification as an aviation safety inspector (Inspector) (Operations) with designee oversight responsibilities.

### **14.2.2.11. REFERENCES, FORMS, AND JOB AIDS.**

#### **A. References:**

- GACAR Part 1, 61, 91, 121, 142 and 183

#### **B. Forms.**

- Certificate of Designation
- Examiner Designation/Qualification Record
- APD Surveillance Report
- Check Pilot Surveillance Report
- Aircraft Activity Report

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**C. Job Aids.** None.

**14.2.2.13. INSPECTOR ELIGIBILITY REQUIREMENTS.**

**A. Eligibility Requirements.** Before being assigned in an ADE program, an Inspector should normally meet the following eligibility requirements:

- Be fully qualified as an Inspector
- Hold an airline transport pilot (ATP) certificate
- Hold a type rating in an aircraft of the same group
- Pass the Flight Engineer (FE) written exam before beginning training with the operator, when the aircraft requires an FE
- It is recommended that the candidate have served a minimum of three years as an Inspector performing airman certifications
- Possess interpersonal skills including sound judgment, integrity, and professionalism in their oversight function. They must be able to communicate expectations, provide constructive feedback, and deal with conflict in a proactive manner

**14.2.2.15. INSPECTOR TRAINING.** An Inspector must satisfactorily complete the same training and qualify to the same standards as the flight crew members and check pilots employed by the operator.

**A. Minimum Required Training for an Inspector.** An Inspector must complete, to the satisfaction of the POI and the operator, at least the following curriculum segments of the operator's approved training program:

- 1) Basic indoctrination training.
- 2) Pilot-in-command (PIC) initial equipment training. If the operator does not have a PIC initial equipment training curriculum segment for the aircraft, Inspectors must complete the PIC transition curriculum for the aircraft. Inspectors will complete the FE initial equipment curriculum segment or transition curriculum, when applicable.
- 3) Any special training, such as Category II, Category III, or long-range navigation that is required by OpSpecs or otherwise for qualification as a PIC for the operator.

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4) The operator's check pilot training for the pilot duty position and for the FE duty position, when applicable.

5) Line observation experience. Instead of receiving operating experience (OE), as the operator's flight crew members do, the Inspector will observe at least three online flight segments that are representative of the operator's use of that aircraft in line operations.

**NOTE:** An Inspector is eligible for the advanced simulation provisions of Part 121 and may receive the certification flight tests in a level C or higher full flight simulator.

**C. Inspector Duties During Training.** During the period in which an Inspector is in training with an assigned operator, the Inspector should not be assigned or perform unrelated duties.

**D. Inspector Qualification in a New or Additional Aircraft Type.** Under limited conditions, an Inspector may be assigned on more than one aircraft type. The following guidance applies:

- 1) An Inspector will not be assigned to more than one operator.
- 2) An Inspector assigned to an operator's program that involves a turbojet or other aircraft requiring a type rating is normally current only in that aircraft. An Inspector may be assigned responsibility for more than one aircraft for an operator only with the specific approval of the General Manager, Flight Operations Department.
- 3) Should it become necessary to qualify an Inspector in a new aircraft or in a second type of aircraft, the Inspector will complete all of the training requirements of this section for the second aircraft, except for the following:

- Basic indoctrination training
- That portion of check pilot training not specific to the second airplane type

**E. Costs of Training.** The operator is responsible for providing all required training and bearing its costs.

**14.2.2.17. MAINTAINING INSPECTOR QUALIFICATION.** An Inspector must complete the same proficiency, currency, and recurrent training requirements as the operator's check pilot, with the exception of line checks.

### **A. Recurrent Training.**

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1) Recurrent training for an Inspector consists of the same ground and flight training curriculum segments that the operator provides for its PICs, including the proficiency check requirements for a PIC and FE, when applicable. An Inspector should also complete the GACA Aviation Safety Inspector (Operations) job function recurrent training as per GACA policies. A proficiency check of an Inspector is conducted by an Inspector chosen by the POI or by an APD observed by another Inspector. A company qualified check pilot will occupy the second in command (SIC) position as a safety pilot during any Inspector proficiency check conducted in an aircraft.

**NOTE:** GACAR § 121.781 specifies the currency requirements for an FE. The POI and the operator should include a provision in the MOU to allow the Inspector to maintain currency as an FE. One method would be to provide simulator periods every 6 months for training and for checking.

### **B. Check Pilot Qualification.**

1) *Training and Standardization Meetings.* An Inspector will attend the recurrent check pilot training and standardization meetings that the operator provides for its check pilots.

**C. Landing Currency.** The MOU between the GACA and the operator provides for the Inspector to maintain currency in the assigned aircraft. An Inspector maintains landing currency (3 landings every 90 days) for each assigned airplane for which a type rating is required. Each operator offers its Inspector(s) the opportunity to accomplish landing currency by making available a minimum of 2 hours of simulator time each quarter. If the operator is unable to make available the required simulator time, the operator must provide an aircraft, at the operator's expense, to accomplish the required landing currency. For airplanes not requiring a type rating, an Inspector maintains currency for the assigned category, class, and equivalent grouping of airplanes.

**D. Maintaining Dual Qualification.** An Inspector assigned to two aircraft types must be trained and qualified in both aircraft types in accordance with this order and the operator's approved training program.

**E. Failure to Maintain Qualification and Currency.** An Inspector failing to maintain qualification in accordance with this paragraph will not perform Inspector functions until all qualification requirements are met.

1) Training completed in the month before or the month after the due-month is considered to have been accomplished in the due-month.

2) A POI will not designate an APD when the operator has not provided the Inspector with the

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opportunity to remain qualified and current. Likewise, the POI and the General Manager, Flight Operations Department must take positive action to ensure that GACA responsibilities are fulfilled for keeping an Inspector qualified and current.

### 14.2.2.19. TRANSITION WHEN AN INSPECTOR POSITION IS VACATED.

**A. Continuity of Staffing.** The POI is responsible for assuring the continuity of GACA staffing of an ADE program.

1) When an Inspector makes known a plan that would cause a position vacancy, such as a planned transfer or a retirement date, the respective POI should immediately arrange for a replacement to be located, selected, and entered into training under the MOU with the affected operator.

2) When an Inspector vacates a position without time to prepare a replacement, the POI, and the certificate manager will collaborate to obtain the services of a qualified Inspector(s) to act as a temporary replacement until the vacant position can be filled.

**B. Position Vacancies.** An outgoing Inspector completes the renewal requirements for those APDs whose designations will expire within 90 days of the date that the Inspector position will be vacated. If adequate GACA oversight of the ADE program cannot be maintained, the POI cancels one or more APD designations, and may consider canceling the ADE program. If an Inspector position is vacant for an extended time, the certificate manager, should detail a qualified Inspector to oversee the program. If the Inspector position remains unfilled for 6 months or more, the certificate manager will consider canceling the ADE program for the affected fleet.

**14.2.2.21. AN OPERATOR'S RESPONSIBILITIES .** Under an ADE program the operator makes the following special commitments:

#### **A. GACA-Operator Relations.**

1) The ADE program is based on the assumption that an open relationship between the operator and the GACA will be maintained. At any time that an operator participating in an ADE program is unwilling to maintain this vital, open relationship, the POI will cancel the program.

2) An operator must be willing to give an Inspector complete access to facilities, working level personnel, and managers. An operator must be willing to accept input from its POI and the Inspector concerning procedures, manuals, and training programs and to seek mutually acceptable solutions for deficiencies at the working level. The operator must be willing to cooperate fully with incident, accident, and violation investigations. In this relationship compliance generally

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comes naturally. However, normal GACA enforcement procedures apply in respect to violations.

**B. Inspector Support.** An operator commits to provide training and to bear costs of qualifying the Inspector when required, and replacements for Inspector vacancies before the vacancy occurs. The operator must be willing to cooperate in scheduling so that participating GACA Inspectors meet qualification and currency requirements in a timely manner.

**C. Information.** The operator must agree to make the following information available to the POI and the Inspector:

- Projected and revised training schedules
- Projected and revised APD schedules
- Notification of any failures and withdrawals from training
- Actions taken on students who fail or who are withdrawn from training
- A report of additional training provided to airmen in excess of approved training hours
- A report of failed proficiency and line checks

**14.2.2.23. GACA RESPONSIBILITIES.** The POI is responsible for establishing effective administrative systems to support an ADE program. This support includes the following:

**A. Data Processing Support and Standards Reports.** At the close of each quarter, the POI will have three reports prepared for use by the Inspector in managing his work program. The three reports are as follows:

1) *APD Surveillance Report.* An APD surveillance report, showing the surveillance accomplished on each APD during the past four quarters, which encompasses a year of reporting, should be formatted as follows:

- Operator
- Aircraft type and name of each APD assigned to that aircraft
- Name of each qualified Inspector
- Type of surveillance (oral/simulator/aircraft), and date of surveillance

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- Starting date of report
- Ending date of report

2) *Check Pilot Surveillance Report*. Check pilot surveillance report, showing the surveillance accomplished on check pilot during the past four quarters, should be formatted as follows:

- Operator
- Aircraft type and number of approved check pilot by specialty (proficiency check or line check)
- Names of check pilots observed, type of surveillance (proficiency check or line check), and date of surveillance
- Starting date of report
- Ending date of report

3) *ADE Program Quarterly Activity Report*. A quarterly activity report should be prepared for each aircraft in the operator's ADE program. (See Figure 14.2.2.1)

**14.2.2.31. ESTABLISHING AN ADE PROGRAM.** An operator or the GACA may initiate discussions about the establishment of an ADE program. The POI should discuss the contents of this chapter in detail with the assigned operator interested in an ADE program. An operator should completely understand the program's objectives and the specific terms of the MOU establishing the program. A sample MOU is included as Figure 14.2.2.2.

### **A. MOU Approved by the GACA.**

- 1) The MOU must be signed by:
  - An appropriate official for the operator
  - The POI
  - The Director, Aviation Operations Department

**14.2.2.33. PROGRAM REVISIONS.** Revisions to an approved ADE program may be required for a variety of reasons, such as mergers and equipment changes. The POI will consider the effects of such

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changes and take appropriate action. Typically, the MOU is revised. Some changes, such as mergers, may affect more than one operator. Certificate managers are responsible for continually evaluating the effectiveness of ADE programs and for responding to feedback on a timely basis. This evaluation is integral to ongoing continuous improvement.

**Figure 14.2.2.1. ADE Program Quarterly Activity Report**

Aircraft Type: \_\_\_\_\_

Operator Name: \_\_\_\_\_

Dates: \_\_\_\_\_

	ORAL ATP/TR 1510/1514	SIMULATOR ATP/TP 1511/1515	AIRCRAFT ATP/TP 1512/1516
Conducted By: Inspector	_____	_____	_____
APD	_____	_____	_____
Totals:			

	ORAL ORIGINAL/ADDED 1510/1518	SIMULATOR ORIGINAL/ADDED 1511/1519	AIRCRAFT ORIGINAL/ADDED 1512/1520
Conducted By: Inspector	_____	_____	_____
APD	_____	_____	_____
Totals			

**CHECK PILOT SURVEILLANCE – GAR ACTIVITY CODE 1631**

Total No. Conducted By Inspector: \_\_\_\_\_

**APD SURVEILLANCE – GAR ACTIVITY CODE 1672**

Total No. Conducted By Inspector: \_\_\_\_\_

**DESIGNATED FLIGHT ENGINEER EXAMINER SURVEILLANCE – GAR ACTIVITY CODE 1668**

No. Conducted By Inspector: \_\_\_\_\_

**Figure 14.2.2.2. Sample Memorandum of Understanding**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**[NAME OF AIR OPERATOR]**

**AND THE**

**GENERAL AUTHORITY OF CIVIL AVIATION (GACA)**

This Memorandum of Understanding (MOU) is based upon guidance in GACA [Insert]. The parties to this MOU are [NAME OF AIR OPERATOR], and the General Authority of Civil Aviation (GACA).

1. The Aircrew Designated Examiner (ADE) program has been established pursuant to the provisions of the General Authority of Civil Aviation Regulations (GACAR) Part 183, which permits, among other things, the delegation of certification authority and responsibility to selected and mutually agreed-upon [NAME OF AIR OPERATOR] Check Pilots to be known as Aircrew Program Designees (APD). These APDs may conduct airman certification tests under the supervision of GACA Inspector(s). Inspectors report directly to [NAME OF AIR OPERATOR] principal operations inspector (POI) in all matters pertaining to the ADE program.
2. POIs are responsible for management of the ADE program. The POI's functions include establishing policies and procedures, and coordinating and standardizing the activities of GACA Inspectors assigned to support [NAME OF AIR OPERATOR] ADE program.
3. In order to function effectively in an ADE program, the assigned Inspectors require an expert knowledge of the training program and operational procedures being conducted by the operator. [NAME OF AIR OPERATOR] agrees to extend to the assigned Inspectors all privileges that the operator grants to its own flight instructors and check pilots, except the privilege of acting as pilot in command (PIC) of an aircraft in actual flight operations and those personnel functions that are afforded employees of as a condition of employment. For example, the assigned Inspectors must be granted the same authority to operate the controls of flight simulation training devices (FSTDs) as the operator grants to its own flight instructors and check pilots.
4. APDs will be nominated by [NAME OF AIR OPERATOR] in accordance with the policies and procedures outlined in the GACA eBook and other appropriate GACA guidance. APD nominees must complete both [NAME OF AIR OPERATOR] and GACA required training prior to appointment and will conduct all authorized duties and responsibilities under the supervision of the assigned Inspectors. It is

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understood that APDs with GACA certification authority will be required to complete the training associated with the issuance of GACA certificates. Required GACA training will normally be provided by the Inspectors in accordance with existing GACA guidelines; however, from time to time other GACA authorized instructors may be assigned to accomplish required training. This training may require the nominee to travel to GACA training facilities not associated with the APD’s principal or satellite center. The GACA agrees to provide APD training at no cost to [NAME OF AIR OPERATOR] however, associated travel and logging expenses will be the responsibility of [NAME OF AIR OPERATOR]. Once designated, APDs may be removed by either party, at any time, if that individual becomes unacceptable to the GACA or [NAME OF AIR OPERATOR]. Notification of such removal will be made in writing to the other party on or before the effective date of such removal.

5. [NAME OF AIR OPERATOR] shall provide the following training at its own expense for the assigned GACA Inspectors participating in the ADE program. The training provided shall be the same training that [NAME OF AIR OPERATOR] provides to its own flight instructors, and check pilots for initial qualification and recurrent training. Assigned Inspectors shall complete the appropriate training to the mutual satisfaction of [NAME OF AIR OPERATOR] and the POI. Should an assigned Inspector fail to progress through training satisfactorily, [NAME OF AIR OPERATOR] shall provide the same remedial training that it provides to its own crew members. Should the Inspector continue to fail to reach or maintain a mutually satisfactory level of competency, the POI shall meet with an appropriate airline official to resolve the matter. The minimum required training shall consist of (but not necessarily be limited to):

- a) Basic indoctrination training.
- b) Initial and recurrent aircraft equipment training, including type rating(s) and Flight Engineer (FE) class rating, if required).
- c) Training in any appropriate specialty curriculums associated with an aircraft training program (e.g., CAT II or III procedures).
- d) Training on the proper operation of flight simulation training devices.
- e) Flight (simulator)/ground instructor and check pilot training and FE training (if required).
- f) [NAME OF AIR OPERATOR] training policy and procedures.
- g) Any other programs and or procedures that [NAME OF AIR OPERATOR] believes appropriate to maintain the assigned Inspectors currency in the operator’s policies and procedures manual.

6. The training referenced in paragraph 5 above will be administered and scheduled in accordance with the following guidelines and shall be provided by [TRAINING CENTER NAME] at its expense:

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- a) All such training will be scheduled in coordination with the assigned Inspector.
- b) Training and checking events will be scheduled between the hours of 0600 and 2200, unless an exception has been coordinated with the assigned Inspector.
- c) The assigned Inspectors may be scheduled for training in regularly scheduled classes with [NAME OF AIR OPERATOR] flight crew members.
- d) A 2-hour simulator period will be made available for administering the assigned Inspector's required proficiency checks unless a greater period is required due to aircraft complexity and standard [NAME OF AIR OPERATOR] policies for evaluations relating to that specific aircraft(s). The GACA agrees to use reasonable efforts to provide a complete crew compliment for these evaluations. However, in situations where this is not practicable, or at [NAME OF AIR OPERATOR] request, [NAME OF AIR OPERATOR] will provide a qualified instructor to fill required crew positions as appropriate. [NAME OF AIR OPERATOR] will also provide a qualified FSTD operator if required.
- e) The APD and other crew member services referenced in this paragraph will be provided at no cost to the GACA.

7. In lieu of operating experience (OE), assigned Inspectors shall be authorized to observe from the cockpit observer's seat, a minimum of four revenue segments. This observation process requires that assigned Inspectors remain with the flight crew throughout the assigned trip pattern to become familiar with a cross section of line operations.

8. The assigned inspectors are eligible for the advanced simulation provisions of Part 121, and may receive the certification check in a level C or level D full flight simulator. The ADE program may exist apart from a Part 121 training program. In such cases the Inspectors training may be conducted in whole or in part in an aircraft, provided at the operator's expense.

9. The APD/DFEE candidate shall submit a complete statement of professional qualifications on the Examiner Designation and Qualification Record. The assigned Inspector shall review the qualifications and shall recommend to the POI that the candidate be designated as an APD/DFEE, when appropriate.

10. APD/DFEE designees shall be authorized to perform airman certification in only one type of aircraft. This authority is limited to the certification of graduates of [NAME OF AIR OPERATOR] GACA approved training program who are employed as flight crew members by [NAME OF AIR OPERATOR].

11. All airman certification activities conducted by the APD/DFEE shall be limited to the privileges of the APD's/DFEE's own airman certificate and certificate of designation (COD) and shall be effective only in

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the aircraft type named in those documents. The APD may conduct pilot oral tests and flight tests for air transport pilot (ATP) certificates, and for category, class and type ratings to be added to ATP certificates. DFEEs may conduct oral tests and flight tests for FE certificates and for the addition of class ratings to FE certificates.

a. An APD/DFEE may not conduct an evaluation of any applicant, which the APD/DFEE has instructed for the certificate or rating to be issued, unless specifically authorized by the POI or the assigned Inspector. Further, an APD/DFEE may not conduct GACA written tests, special medical evaluations, tests for waivers, or any test for competency under applicable provisions of the GACARs. Any privileges and limitations shown on an examiner's COD issued outside an ADE program, do not apply within the ADE program.

b. The assigned Inspector shall train and evaluate the prospective APD/DFEE in applicable duties and responsibilities. The APD/DFEE shall be trained and evaluated in at least the following areas:

- 1) The knowledge, skill, and ability requirements for the initial issuance of the ATP certificate and for type ratings added to the ATP certificate (or for the issuance of the initial FE certificate and added class ratings, as applicable).
- 2) The procedures, methods and techniques associated with administering the required certification tests.
- 3) The responsibilities, authority, and limitations of designated examiners under regulations and under this GACA Handbook.
- 4) The use of GACA forms and job aids associated with the particular job function.
- 5) The administrative procedures and supervisory relationships that exist in the ADE program.
- 6) The understanding that [NAME OF AIR OPERATOR] policies and economics, union loyalties and seniority issues are not relevant when certifying airmen.
- 7) After formal training, observation of the Inspector conducting a complete oral test, a complete flight test, and all the necessary briefings; also, the completion of all certification paperwork.

12. The Inspector shall ensure that essential GACA materials such as GACA forms are available to authorized APDs. The Inspector shall conduct regular meetings with the APDs for the purpose of maintaining an effective working relationship and resolving problems. The Inspector shall attend crewmember safety meetings held by [NAME OF AIR OPERATOR].

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The following signatures signify agreement to this MOU and its contents:

FOR, AND ON BEHALF OF, [Name of Air Operator]:

[*Signature*]

FOR, AND ON BEHALF OF, THE PRESIDENT OF GACA:

[*Signature*]

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**CHAPTER 2. SPECIFIC AIRCREW DESIGNATED EXAMINER (ADE) PROGRAM GUIDANCE**

**Section 3. Aircrew Program Designee (APD) and Designated Flight Engineer Examiner (DFEE) in an ADE Program**

**14.2.3.1. GENERAL.** This section contains information and guidance to be used by General Authority of Civil Aviation (GACA) management, principal operations inspectors (POIs) and aviation safety inspectors (Inspectors) concerning aircrew program designees (APD) and designated flight engineer examiner (DFEE) responsibilities and the selection, training, supervision, and administrative control of APDs/DFEEs in an Aircrew Designated Examiner (ADE) program.

**14.2.3.3. PRIVILEGES OF ADEs/DFEEs.** All certification conducted by an APD/DFEE shall be limited to the privileges of the APD/DFEE's airman certificate and the APD/DFEE's certificate of designation (COD).

**A. Privileges.** An APD is authorized to perform airman certification in one type of aircraft for an operator's pilots who have been trained under the operator's GACA approved training program. A DFEE in an ADE program is authorized to perform airman certification for an operator's FE candidates who have been trained under the operator's GACA approved training program.

**B. Limitations.**

1) Evaluation of any applicant by an APD/DFEE when the examiner has instructed that student during the latter half of the candidate's training, or when the examiner has recommended the applicant, is not recommended and must be approved by the POI on a case by case basis. Instruction during the initial phase of training will not disqualify the APD/DFEE from conducting an evaluation of an applicant.

2) APD/DFEE s may not conduct GACA written tests, special medical evaluations, tests for waivers, or any test for competency under the GACARs. Applicants for such tests shall be referred to the POI.

**C. Designation as an Examiner Outside of an ADE Program.** An individual's designation as an ADE does not prevent the individual from obtaining a designation as an examiner in another program or capacity. When an ADE holds a designation, the privileges and limitations that may be exercised outside of the ADE program must be specified on the COD. The privileges and limitations listed on

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the COD issued outside an ADE program do not apply to the ADE program.

### 14.2.3.5. SELECTION OF AN APD/DFEE.

**A. Eligibility Requirements.** The following apply to the selection of APD and DFEE candidates:

- 1) Must be employed by the operator either full time, part time, or under contract to the operator.
- 2) Must possess the appropriate airman certificate, class rating, and type rating, if applicable.
- 3) Must be a GACA approved pilot (or FE, as applicable) simulator qualified proficiency check pilot for the operator in the aircraft in which the APD/DFEE candidate is to perform examiner duties. Must also be a GACA approved line check pilot, all seats and proficiency check pilot, flight engineer, for the operator in the aircraft in which the APD candidate is to perform examiner duties.
- 4) Should have served as a check pilot for a minimum of 1 year (preferably 6 months as a proficiency check pilot) before designation as an APD/DFEE. (Check pilot experience in other types of aircraft and in service with other operators may be credited. Crediting of past experience, including length of time and type of check pilot, is at the discretion of the POI.)
- 5) Must possess an above average level of knowledge, ability, and experience.
- 6) Must have a good record of compliance with the GACARs (isolated and unrelated violations or incidents are generally not disqualifying).

**B. Evaluation of Qualifications.** The APD/DFEE candidate shall submit a complete statement of professional qualifications on the Examiner Designation and Qualification Record. The POI shall review the qualifications to determine whether the candidate meets the requirements and standards for an APD/DFEE designation. If the candidate is eligible, the POI may recommend that the candidate be designated as an APD/DFEE. An APD/DFEE selection must be agreed upon by the POI and the operator.

**14.2.3.7. APD TRAINING AND EVALUATION.** The POI (or an Inspector authorized by the POI) shall train and evaluate the prospective APD/DFEE on duties and responsibilities as follows:

**A. Training.** Inspectors should ensure that the APD/DFEE is trained and evaluated in at least the following areas:

- The knowledge, ability, and skill requirements for the original issuance of the airline transport

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pilot (ATP) certificate and added ratings, as applicable (FE certificate and added rating for DFEE candidates)

- The procedures, methods, and techniques associated with administering the required certification tests
- The responsibilities, authority, and limitations of an examiner under the GACARs
- The use of GACA forms and job aids associated with the particular APD/DFEE function
- The administrative procedures and supervisory relationships that exist in an ADE program

**NOTE:** The POI shall stress to examiner candidates that in performing their duties as an APD/DFEE, they are representatives of the President and responsible to the President. Prospective APD/DFEE must understand that company politics, economics, loyalties, and seniority issues are not relevant when certifying airmen.

**B. Evaluation.** After formal training, an APD/DFEE candidate shall observe the POI, or another Inspector or examiner, in conducting a complete oral test, flight test, the necessary briefings, and the completion of the certification paperwork. The POI, or another Inspector shall then observe and evaluate the candidate in conducting at least one complete oral test and flight test (simulator and airplane, if applicable), including the necessary briefings and certification paperwork for the certificate or added rating involved.

**14.2.3.9. SUPERVISION AND ADMINISTRATIVE CONTROL OF APDs.** The POI is responsible for the supervision of APD/DFEEs who conduct airman certification activities for that aircraft type. Inspectors should evaluate the supervisory and administrative process, taking into account the following:

**A. Working Relationships.** An POI observes and counsels APD/DFEEs. The POI should emphasize to APDs and DFEEs appropriate methods for handling applicants; for maintaining desired test standards; and for completing and processing certification and GACA Activity Report (GAR) paperwork. The POI should endeavor to maintain a working relationship with each APD/DFEE which promotes the examiners' confidence in the performance of their duties and in their interactions with GACA. The POI shall conduct regular meetings with the program's APD/DFEEs for the purpose of maintaining these effective working relationships. During the APD/DFEE meetings, a close and continuing dialogue for the clarification of problem areas should be developed. Special meetings should be held when there is any change to GACA airman certification requirements, policies, or procedures affecting the particular APD/DFEE or the program in general. The POI should attend crew member safety and standardization meetings held by the operator.

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**B. APD/DFEE Supplies and Materials.** The POI shall ensure that APD/DFEE have continuing access to the following materials, including current amendments and additional supplies, as needed:

- Volumes 9 and 14 of this handbook
- Application for Airman Certificate and/or Rating
- Temporary Airman Certificate
- Notice of Disapproval

**14.2.3.11. GENERAL AUTHORITY OF CIVIL AVIAITION (GACA) APD ADMINISTRATIVE FILES.** The GACA will maintain a file on each APD/DFEE. Inspectors shall ensure that the file contains the following documents for each APD/DFEE:

- Examiner Designation and Qualification Record for original issuance and each renewal
- Certificate of Designation
- Documentation of the candidate’s airman certificates and any history of accidents, incidents, or enforcement action
- ADE Program Quarterly Activity Report
- Periodic surveillance reports (in the GAR)
- Any pertinent correspondence

### **14.2.3.13. PROCESSING INITIAL APD DESIGNATIONS.**

**A. POI Responsibilities.** When processing an initial APD/DFEE designation, the POI shall ensure that all requirements for designation have been met. The POI shall then prepare all of the necessary, additional paperwork. The POI shall complete the Examiner Designation and Qualification Record.

**B. Approval.** The POI must ensure that the APD/DFEE is formally appointed by receiving their duly signed Certificate of Designation. The originals of these forms shall be issued to the APD/DFEE and copies shall be retained in the APD/DFEE’s file in the GACA office.

**C. APD Designation Numbers: Examiner Designation Numbers.** For APD/DFEE s, the airman’s certificate number coupled with the applicable designator for the operator, and may be used in all

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instances when an Examiner Designation Number may be called for.

**14.2.3.15. RENEWAL OF APD/DFEE DESIGNATIONS.** APD/DFEE designations must be renewed every 12 calendar months as follows:

**A. Renewal Date.** The renewal date is one month prior to the expiration date. An APD/DFEE may not conduct certification tests after the expiration date.

**B. Renewal Application.** Refer to Volume 14, Chapter 1, Section 2, paragraph 14.1.2.25, for renewal procedures.

**C. Annual Observation.** At least once within the year preceding an APD/DFEE's renewal, the examiner must be observed conducting a complete certification. The observation is made by the POI or by another appropriately rated inspector designated by the POI. Preferably, this observation should take place within the 120 day period before the current designation expires (GAR code 1672). To complete the observation, the APD/DFEE shall conduct at least one oral examination and one simulator (and aircraft, if applicable) evaluation. When an examiner designation is renewed, the day and month will normally remain the same and only the year will be changed.

**NOTE:** If it is acceptable in an operator's approved training program for the entire flight check to be accomplished in a simulator, then the POI is not required to observe the APD/DFEE in the aircraft for a renewal.

**D. POI Responsibility.** Before renewing an APD/DFEE designation, the POI shall determine whether the APD/DFEE's services have been satisfactory, whether the APD/DFEE's level of activity warrants a re-designation, and whether the APD/DFEE's services continue to be needed.

**E. Processing a Renewal.** The administrative steps for renewal are the same as those outlined for original designation (see paragraph 14.2.3.13).

**14.2.3.17. AMENDMENT OF APD DESIGNATIONS.** An APD's examining authority shall normally be cancelled when the APD enters transition training on a new aircraft type. The POI may designate a former APD, provided the following actions have been completed:

**A.** The APD/DFEE must have completed the operator's approved pilot in command (PIC) or FE ground and flight training for the new aircraft. The POI must determine whether the designee has accumulated sufficient experience on the new aircraft to accumulate an above average level of knowledge of its systems and operations.

**B.** The APD/DFEE must have completed the operator's check pilot training and be approved as a

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proficiency check pilot for the new aircraft.

**C.** The POI must hold an interview with the APD/DFEE to establish an appropriate working relationship and review the administrative processing (paperwork/documentation) procedures for certification activities.

**D.** The POI must observe the APD/DFEE conducting at least one complete oral examination and simulator (and aircraft, if applicable) evaluation, as appropriate to the certificate or type rating involved, on the new aircraft type.

**E.** The administrative steps for the issuance of the new designation shall be the same as those outlined for initial designation (see paragraph 14.2.3.13).

**14.2.3.19. PROCESSING APD CERTIFICATION PAPERWORK.** An APD/DFEE shall forward the airman certification paperwork to the designated GACA office for review and processing.

**A. APD/DFEE Responsibilities.** An APD/DFEE shall complete the airman certification paperwork in accordance with the requirements of Volume 9, Chapters 1, 3 and 4, as applicable. An APD/DFEE will complete the GAR data sheets for each evaluation function conducted. An APD/DFEE is responsible for the accurate, complete, and timely submission of certification paperwork. Satisfactory fulfillment of this responsibility is a condition for continued designation as an APD/DFEE.

**B. POI Responsibilities.** The POI is responsible for training each APD/DFEE in correct documentation procedures, and in remedial training, when required.

**14.2.3.21. REVIEW OF APD's DECISION.** If an airman is dissatisfied with an APD/DFEE's decision, the airman may appeal to the POI for a re-evaluation. The airman must submit the appeal in writing and indicate the reasons for protesting the APD/DFEE's decision. The POI shall review the matter and decide if re-evaluation is warranted. If a re-evaluation is granted, a new application must be completed, and the entire evaluation must be re-accomplished by a GACA Inspector.

**14.2.3.23. TERMINATION OF APD/DFEE DESIGNATIONS.** An APD/DFEE designation may be terminated or canceled for cause by the POI at any time. Refer to Volume 14, Chapter 1, Section 2, for applicable procedures.

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**CHAPTER 3. SPECIFIC DESIGNATED AIRCRAFT DISPATCHER EXAMINER (DADE)  
GUIDANCE**

**Section 1. General Information**

**14.3.1.1. GACA ACTIVITY REPORT (GAR).**

A. 1555 (OP) (Initial Certification)

B. 1669 (OP) (Surveillance)

**14.3.1.3. INTRODUCTION.** This section contains specific designated examiner policy and specialist guidance regarding Designated Aircraft Dispatcher Examiners (DADE) and expands the designee policy and aviation safety inspector (Inspector) guidance related to the designated examiner types outlined in Volume 14, Chapter 1.

**14.3.1.5. GENERAL.** General Authority of Civil Aviation Regulation (GACAR) § 183.35(d) defines the eligible privileges of a DADE.

**14.3.1.7. DADE QUALIFICATIONS.** In order to meet the qualification requirements for appointment as a DADE, the candidate must have held an aircraft dispatcher certificate for at least the past 3 years. The candidate should be current and qualified as an aircraft dispatcher at a GACAR Part 121 air operator, or have GACAR Part 121 aircraft dispatcher experience for 2 out of the last 3 years. It is important to select individuals for appointment who have the opportunity to remain current and engaged in industry developments and changes.

**NOTE:** Retired or former aviation safety inspectors (Inspectors) who hold an aircraft dispatcher certificate and have had oversight experience of a GACAR Part 121 aircraft dispatcher office may also be eligible. Any requests for relief of the eligibility requirements based on prior equivalent experience should be forwarded to the AVP for approval.

**14.3.1.9. GENERAL AUTHORITY OF CIVIL AVIATION (GACA) SPECIALIST**

**QUALIFICATIONS AND INITIAL TRAINING.** A GACA specialist is the individual who oversees the DADE program.

**A. Qualifications.** The GACA specialist should be a Flight Operations Inspector with an aircraft dispatcher certificate who has attended a qualification course, such as the Federal Aviation

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Administration (FAA) Academy Course 21047, Aircraft Dispatcher Functions for Inspectors, and who, ideally, has had one year of oversight experience in a GACAR Part 121 operator’s dispatching office.

**B. Knowledge.** The GACA specialist must have a good working knowledge of GACAR Part 65, 91, 119, and 121, and the requirements set forth in this Handbook.

### **14.3.1.11. INSPECTOR QUALIFICATIONS TO ADMINISTER AN AIRCRAFT DISPATCHER PRACTICAL TEST.**

**A. Qualifications.** If an Inspector is required to administer an aircraft dispatcher practical test, the Inspector will be a qualified dispatcher specialist or, if an aircraft dispatcher Inspector is not available, an Inspector with an aircraft dispatcher certificate who has attended a prerequisite course, such as, the FAA Academy Course 21047, Aircraft Dispatcher Functions for Inspectors.

**B. Knowledge.** The GACA specialist must have a good working knowledge of GACAR Part 65, 91, 119, and 121, and the requirements set forth in this Handbook.

**14.3.1.13. SOLICITATION OF CANDIDATES.** Once GACA management determines that the GACA has the need for the services of a DADE and the ability to manage the designated examiner, it is important to solicit the most qualified candidate(s) available. The following are suggested avenues for soliciting candidates:

- Advertise a DADE opening at GACAR Part 121 operators
- Notify aircraft dispatcher training schools

### **14.3.1.15. PREREQUISITES AND COORDINATION REQUIREMENTS.**

**A. Prerequisites.** This task requires knowledge of GACAR Part 65, 91, 121, and/or 183 regulations and GACA policies, and qualification as an Inspector (Operations) with DADE oversight responsibilities.

**B. Coordination.** This task may require coordination between the Aviation License Department and the Aviation Operations Department.

### **14.3.1.17. REFERENCES, FORMS, AND JOB AIDS.**

**A. References:**

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- GACAR Part 1, 65, 91, 119, 121 and 183

### **B. Forms:**

- Certificate of Designation
- Notification of Disapproval
- Application for and Airman Certificate and/or Rating
- Examiner Designation/Qualification Records
- GACA Activity Report (GAR)

### **C. Job Aids:**

- Figure 4.3.1.1, DADE Designation Checklist
- Figure 4.3.1.2, Sample Designation Letter
- Figure 4.3.1.3, DADE Checklist: Scheduling Practical Tests
- Figure 4.3.1.4, Sample Practical Test Tracking Form
- Figure 4.3.1.5, Sample DADE Surveillance Checklist

### **14.3.1.19. SELECTION PROCESS.**

**A. Interview.** GACA specialists should interview DADE candidates, preferably with another Inspector present. In addition, while conducting the interview the GACA specialists should take notes and be knowledgeable about the candidate's resume and background.

**B. Candidate's Experience.** The GACA specialists should ask questions about the candidate's experience and background and ask for references if not included in the resume.

**C. Review.** After the interview is conducted, the GACA specialists will meet with the other Inspectors present in the interview and solicit their opinions and observations. Inspectors should also follow up with the references and ensure there is no conflict of interest. In addition, special consideration must be given when evaluating the applicant's past performance in the aviation industry as a DADE or as a GACA employee.

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**D. Final Decision.** The GACA specialists must make the final determination and nominate for appointment the most qualified candidate.

**14.3.1.21. INITIAL DESIGNATION.** Inspectors must use the sample DADE Designation Checklist (Figure 14.3.1.1) to ensure that the initial designation process is properly completed. When issuing an initial designation:

- The Inspector prepares the DADE file
- The Inspector ensures that the DADE’s information is entered into the applicable information system
- The Inspector prepares the Designation Letter
- The Inspector prepares the Certificate of Designation and presents it to his Director for approval
- The Inspector forwards the signed Certificate of Designation to the DADE

### **14.3.1.23. CONTINUITY BOOK.**

**A. Description.** Each GACA specialist will develop a continuity book that contains the forms, required guidance, and regulations which will be provided to the DADE.

**B. Contents.** The contents will include at least the following:

- 1) Certificate of Designation.
- 2) GACA Specialist contact information.
- 3) Applicable GACA web sites.
- 4) DADE duties and responsibilities:
  - a) Privileges and limitations.
  - b) Professional conduct (represent the President). Promptness, courtesy, and professionalism are essential.
  - c) Responsibilities:
    - Conducting all practical tests in accordance with the current Airman Certification Standards/Practical Test Standards (ACS/PTS)

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- Submitting complete and accurate certification packages to the GACA Office within 7 *calendar-days* of administering a test

5) Sample GAR Form.

6) Airman Certification Standards/Practical Test Standards (ACS/PTS).

7) Instructions on completing paperwork.

8) DADE Checklist (see Figure 14.3.1.3).

9) Sample Practical Test Tracking Form (see Figure 14.3.1.4).

**14.3.1.25. DESIGNATED EXAMINER FILE.** This file provides risk based information to determine the continued designation of the DADE and the quality of certification work done by the DADE (see Volume 14, Chapter 1, Section 2). All DADE and candidate files will contain at least the following information:

**NOTE:** If any of these items are unavailable, the Inspector should include a written notation to that effect in the DADE file.

- Certificate of Designation
- Sample Designation Letter (Figure 4.3.1.2)
- Original letter of request for appointment
- Résumé or documentation of experience
- Application for an Airman Certificate and/or Rating
- Copies of renewal letters
- Acknowledgement of responsibilities
- Records of discussion and counseling

**14.3.1.27. OVERSIGHT OF DADE.** Oversight of each DADE will be accomplished at least once annually by observing the DADE administering a complete practical test.

**A. Purpose.** This observation is an opportunity for the GACA specialist to conduct a performance

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evaluation and provide feedback to the DADE. After completion of the practical test and the departure of the applicant, the GACA specialist will debrief the DADE on the conduct of the exam.

**B. Consistency.** To ensure consistency and compliance with the ACS/PTS and this handbook, several practical tests should be observed throughout the year. Inspectors may use the sample DADE Surveillance Checklist (see Figure 4.3.1.5) to ensure that that surveillance is properly completed and documented.

**NOTE:** Any GACA Inspector working with the DADE has the responsibility to provide input to the GACA specialist on the performance of the DADE.

### 14.3.1.29. REVIEWING WORK.

**A. Prior to Surveillance.** The GACA specialist should review the past activities, recordkeeping, and any other relevant collection records record prior to the surveillance event.

**B. Additional Surveillance.** Some of the following circumstances may cause the GACA specialist to conduct additional surveillance:

- 1) A DADE's passing rate exceeds 90 percent.
- 2) The DADE conducts more than two full practical tests a day (excluding retests).
- 3) A DADE's paperwork error rate exceeds 10 percent.

**C. Required Areas.** At least the following areas should be considered during surveillance:

- 1) The DADE must be knowledgeable and must administer the practical test in accordance with the current ACS/PTS, GACARs and GACA guidance.
- 2) The DADE should not examine any student he has instructed for more than 50 percent of training unless authorized by the GACA specialist.
- 3) The DADE should not administer more than two full practical tests per day (excluding retests).
- 4) The DADE should only administer practical tests to individuals who have graduated from an approved Part 143 course unless approved on a per-case basis by the GACA specialist. (See Section 2, paragraph 14.3.2.7, of this chapter)
- 5) The GACA specialist should review the "Written Plan of Action" as described in the

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ACS/PTS.

**14.3.1.31. UNSATISFACTORY PERFORMANCE.** If surveillance of the DADE uncovers a deficiency in the performance standards or the judgment of the DADE, the GACA specialist may initiate appropriate training to correct the deficiency. The DADE’s testing privileges will be suspended until the DADE demonstrates the required standards to the GACA specialist.

**14.3.1.33. DOCUMENTATION OF SURVEILLANCE.** Document surveillance of the DADE is facilitated by using GAR activity code 1669.

**14.3.1.35. RENEWAL.** A designation is valid for 1 year and may be renewed if the DADE is still required, continues to meet the appropriate requirements, and can be supported by the GACA.

**A. Application for Renewal.** DADEs should apply for renewal at least 60 calendar-days before their certificate expires.

**B. Inspector’s Action .** When reviewing the designee’s renewal application package:

- 1) The GACA specialist should review the DADE file and eligibility criteria to determine whether the DADE should be renewed or terminated.
- 2) If the GACA specialist renews the DADE, the GACA specialist should prepare and issue a new Certificate of Designation.
- 3) If the GACA specialist decides to terminate the DADE, the GACA specialist must follow the termination procedures in Volume 14, Chapter 1, Section 2.

**Figure 14.3.1.1. DADE Designation Checklist**

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DADE Name: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Previous Experience: \_\_\_\_\_

<u>DATE</u>	<u>INITIALS</u>	<u>CHECKLIST ITEM NUMBER</u>
_____	_____	1. Letter(s) of Recommendation
_____	_____	2. Examiner Designation and Qualification Record received
_____	_____	3. Airman Information Checked
_____	_____	4. Complete GACA policy/procedures training

**Observation of Candidate by GACA Specialist**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

_____	_____	5. GACA File Established
_____	_____	6. DADE Approval Completed
_____	_____	8. Certificate of Designation Completed
_____	_____	9. Certificate Mailed

**DADE DESIGNATION EXPIRATION DATE:** \_\_\_\_\_

**RENEWAL DUE:** \_\_\_\_\_  
*(60 days before expiration)*

**Figure 14.3.1.2. Sample Designation Letter**

*[GACA letterhead]*

*[DADE name and address]*

Dear Sir,

I would like to congratulate you on your appointment as a GACA Designated Aircraft Dispatcher Examiner (DADE). There are areas of the responsibilities that accompany this designation. You must comply with the limitations discussed in GACA Handbook Volume 14, insofar as they apply to the DADE in general. This authority expires on [Insert date].

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We would like to reemphasize the following:

- A. This designation authorizes you to conduct aircraft dispatcher practical tests and issue temporary aircraft dispatcher airman’s certificates.
- B. Your designation is limited to conducting tests for applicants who have been trained by [Insert name of operator or school].
- C. You are limited to conducting the tests only in the area in which you are designated.
- D. You may conduct retests after prior coordination with this office.
- E. You will not normally conduct tests for students you have trained unless prior approval is received from this office.
- F. You are not to conduct more than two tests per day (excluding retests).
- G. This designation is void if your GACA aircraft dispatcher airman’s certificate is suspended or revoked.

If you have any questions in connection with your DADE responsibilities, please contact this office.

Sincerely,

[General Manager, Aviation Safety Standards Department]

**Figure 14.3.1.3. DADE Checklist: Scheduling Practical Tests**

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- Schedule practical tests with course representative or candidate
- Notify GACA of date practical is scheduled along with number of applicants, this includes re-tests
- Check to see if renewal is due and apply in writing to the GACA 60-days prior of expiration your intentions to renew or not

### Candidate Eligibility

- Age-minimum age 21
  - Original Knowledge Test results showing satisfactory results
  - Complete Application for an Airman Certificate and/or Rating
  - Meets eligibility and experience requirements of GACAR §§ 65.45 and 65.49
- NOTE: Documentary evidence of eligibility must be presented to the specialist and permission to test must be granted by the specialist.**
- Be sure the candidate can read, write, speak and understand the English language.

### If applicant passes: Turn in to the GACA

- GACA Activity Report (GAR)
- Complete Application for an Airman Certificate and/or Rating
- Written statement of graduation
- Knowledge Test results
- Original, typed, Temporary Airman Certificate

### If applicant fails:

- Return Knowledge Test results and written statement of graduation to individual along with a copy of the "Notice of Disapproval"

#### Turn in to the GACA:

- Complete Application for an Airman Certificate and/or Rating (with unsatisfactory areas noted)
- GACA Activity Report (GAR)
- Notice of Disapproval and list what was unsatisfactory

### Retest: Turn in to the GACA

- Application for an Airman Certificate and/or Rating
- Written statement of graduation
- Knowledge Test results
- Notice of Disapproval or Temporary Certificate if applicable

**Figure 14.3.1.4. Sample Practical Test Tracking Form**

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**Practical Exam Tracking Form**

	Applicant's Name	Examination		School	Weak Areas Noted	Results	
		Re-exam Yes/No	Date Given			Sat	Unsat
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

**Figure 14.3.1.5. Sample DADE Surveillance Checklist**

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Designated Aircraft Dispatch Examiner

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ Course Operator: \_\_\_\_\_

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City pair:

Test Start time:

Flight Plan Start time:

Flight Plan End time:

Test End time:

**FLIGHT PLAN:**

The DADE has at least three flight plan scenarios and changes the information as appropriate.

The flight plan scenario time should be between 90 and 120 minutes to incorporate all the required practical test standards (PTS) elements.

Aircraft performance charts and minimum equipment list (MEL) information should be consistent with aircraft type.

Add at least one no go situation (example MEL restriction) that requires the student to confer with DADE to clear the MEL.

**KNOWLEDGE:**

The DADE asks questions about items that are fair and challenging to the applicant.

The DADE asks questions that make the applicant think and apply knowledge.

The DADE should not coach the applicant.

**ADMINISTRATIVE:**

The DADE makes sure the applicant removes all course notes.

The DADE explains ground rules of the practical test to the applicant.

The DADE keeps track of the right and wrong answers.

The total test time is not less than 4 hrs. *or* more than 6 hrs.

The fee is in a reasonable range

**OTHER:**

The DADE is engaged in regulatory and industry changes.

The DADE maintains good records on the candidates tested.

The DADE fills out forms correctly.

**NOTES:**

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**Section 2. DADE Duties and Responsibilities**

**14.3.2.1. OBJECTIVE.** This section outlines the duties and responsibilities of the Designated Aircraft Dispatcher Examiner (DADE).

**14.3.2.3. GENERAL.** DADEs leverage the General Authority of Civil Aviation (GACA) workforce and provide certification services to the public. Designation is a privilege, not a right, and designees are appointed by the President to meet GACA needs. DADEs are expected to exercise the privileges of their designation within the limitations set forth in the DADE’s Certificate of Designation.

**NOTE:** Former GACA employees must be managed using the same processes as any other applicant or designee.

**14.3.2.5. PRIVILEGES.** A DADE is authorized to:

- Accept an Airman Certificate and/or Rating for Dispatcher Certification
- Conduct the dispatcher practical test
- Charge the applicant a reasonable fee for services
- Issue temporary dispatcher certificates to applicants who have been tested and found qualified for the certificate

**14.3.2.7. LIMITATIONS.** A DADE will not:

**A. Administer More than One Test at a Time.** Administer more than one practical test at a time, to include no more than two full practical tests per day. In addition to the two full tests, a retest may be administered on the same day depending on the amount of material that must be covered.

**B. Test Non-Graduated Applicants.** Conduct tests for applicants who have not graduated from an approved GACAR Part 143 dispatcher school, unless authorized in their Certificate of Designation.

**C. Conduct Competency Checks.** Conduct competency checks for a GACAR Part 121 Dispatcher Training Program, unless employed as a supervisor or qualified ground instructor for that operator.

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### 14.3.2.9. PREREQUISITES AND COORDINATION REQUIREMENTS.

**A. Prerequisites.** This task requires knowledge of GACAR Part 65, 91, 121, 135 and 183, GACA policies and knowledge of the functional responsibilities of the aviation safety inspector (Inspector) (Operations) relative to providing DADE oversight.

**B. Coordination.** This task may require coordination between the Aviation Operations Department and the Aviation License Department.

### 14.3.2.11. REFERENCES, FORMS, AND JOB AIDS.

#### A. References:

- GACAR Part 1, 65, 91, 119, 121, 135 and 183

#### B. Forms:

- Certificate of Designation
- GACA Activity Report (GAR)
- Temporary Airman Certificate
- Notification of Disapproval
- Application for Airman Certificate and/or Rating

**C. Job Aids.** None.

### 14.3.2.13. DADE MATERIALS.

**A. Provided Materials.** During initial training, the designee will be provided with the following materials, and the materials will be restocked as appropriate:

- 1) Temporary Airman Certificate.
- 2) Notification of Disapproval.
- 3) Job Aids, as appropriate.

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4) GACA Activity Reports (GARs).

5) Airman Certification Standards/Practical Test Standards (ACS/PTS) (as amended).

**B. Other Information.** The DADE is also expected to have access to current regulations and other information as applicable to dispatch certification.

**14.3.2.15. TESTING.** All practical tests must be conducted in accordance with the aircraft dispatcher Airman Certification Standards/Practical Test Standards (ACS/PTS). The DADE must notify the GACA office of all scheduled tests in advance. The GACA specialist will establish local procedures concerning when and what type of notifications are required. The retest should be conducted by a different DADE whenever possible. Where DADE resources are limited, the specialist may approve a retest of an applicant by the DADE that administered the previous practical test.

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**Section 3. DADE Training**

**14.3.3.1. GAR ACTIVITY REPORT (GAR).**

A. 1595 (OP) (Technical Assistance)

**14.3.3.3. OBJECTIVE.** This section sets for the initial and recurrent training requirements for the Designated Aircraft Dispatcher Examiner (DADE).

**14.3.3.5. GENERAL.** Training is an important tool used by the General Authority of Civil Aviation (GACA) to ensure that the DADEs are provided the highest level of service to the public. DADEs must successfully complete the initial and recurrent training requirements in order to exercise the privileges of the appointment.

**14.3.3.7. PREREQUISITES AND COORDINATION REQUIREMENTS.**

**A. Prerequisites.** This task requires knowledge of General Authority of Civil Aviation Regulation (GACAR) Part 65, 91, 121 and 183, GACA policies and knowledge of the functional responsibilities of the aviation safety inspector (Inspector) (Operations) relative to providing DADE oversight.

**14.3.3.9. REFERENCES, FORMS, AND JOB AIDS.**

**A. References:**

- GACAR Part 1, 65, 91, 119, 121 and 183

**B. Forms.** None.

**C. Job Aids.** None.

**14.3.3.11. INITIAL TRAINING.** Each DADE selected must satisfactorily complete the initial training as outlined in subparagraph A below before exercising the privileges of the designation. Upon completion of the training, the GACA specialist will validate the DADE's knowledge. Some methods of validation include:

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- Written test (developed locally), or
- Oral exam

**A. Initial Training.** The GACA specialist is responsible for providing the DADE with the initial training. At a minimum, the training should include:

- 1) DADE's duties and responsibilities as a representative of the President.
- 2) The necessary forms and explanation of how to properly fill out the paperwork.
- 3) Applicable GACA regulations, policy, and guidance.
- 4) The use of the current Aircraft Dispatcher Practical Test Standards (PTS).
- 5) Policy and procedures with regard to the function of a DADE.
- 6) Conduct of the practical test.
- 7) Developing at least three test scenarios and updating annually.
- 8) Importance of providing feedback on the approved GACAR Part 143 dispatch courses (strengths and weaknesses) to the GACA specialist.
- 9) Foreign student applicants.

**B. After the Validation.** Upon successful completion of validation, the GACA specialist must observe and evaluate the DADE candidate administering an oral and practical exam to a dispatcher candidate. The DADE candidate does not have the authority to issue the certificate to the applicant; however, the GACA specialist may allow the candidate to fill out the appropriate paperwork while the GACA specialist observes. The GACA specialist will sign any temporary certificate issued or Notice of Disapproval.

**14.3.3.13. RECURRENT TRAINING.** The GACA specialist is responsible for providing the DADE with recurrent training every 12 months. The recurrent training will include at least the following topics:

- DADE's roles and responsibilities
- Paperwork discrepancies

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- Applicable changes to the GACARs
- New GACA policy and procedures
- Conducting the practical test
- Review and updating test scenarios
- Feedback on approved GACAR Part 143 aircraft dispatcher courses
- Foreign student applicants

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**Section 4. Aircraft Dispatcher Practical Test**

**14.3.4.1. OBJECTIVE.** This section sets forth policies and procedures for the administration of an aircraft dispatcher practical test by a Designated Aircraft Dispatch Examiner (DADE).

**14.3.4.3. GENERAL.** Only one applicant at a time will be administered the practical test in accordance with the testing policy. No more than two practical tests per day (excluding retests) are allowed. All notes will be removed. The applicant should use reference material as outlined in the Practical Test Standards (PTS).

**NOTE:** The option to “stagger” the tests (start the first test, and start the second test in conjunction with the first test) will be allowed only if approved by the specialist.

**A. Observers.** A GACA specialist may monitor a certification test given by a DADE. Other observers may monitor the test only when their presence has been coordinated with and agreed to by both the applicant and the General Authority of Civil Aviation (GACA) specialist or the DADE. In no case will another applicant be allowed to monitor the test as an observer.

**B. Testing Sequence.**

- 1) Set the stage as if the DADE is the incoming dispatcher accepting a shift briefing. This is a good time to ask questions about regulations.
- 2) Next, have the applicant plan the flight and prepare the necessary documentation (release, flight plan, mass, and balance). Act as the pilot in command (PIC) and have the applicant explain every step of the flight plan and release, asking what, why, how, when and where.
- 3) Launch the flight and develop en route situations, such as mechanicals, medical emergencies, missed approaches, etc.

**C. Time Limits.**

- 1) No more than six hours should be allowed for the applicant to complete the practical test. An average of two hours each should be planned for the knowledge and skill portions of the test. Due to the extensive knowledge requirement of the PTS the test should not be less than four

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hours.

2) One way to evaluate the applicant's progress is to determine the number of correct answers. A minimum of 70 percent is considered acceptable.

**D. Knowledge Portion.** The knowledge portion of the PTS is conducted to determine whether the applicant has acquired adequate practical knowledge. The questions should be phrased in simple, focused, and specific terms. DADEs will choose their questions from the entire range of appropriate topics rather than concentrate on only a few topics. The knowledge portion can be conducted during any phase of the practical test.

**14.3.4.5. APPLICANT ELIGIBILITY.** The DADE must ensure that the applicant meets the requirements addressed in Volume 9, Chapter 6, Section 1, Aircraft Dispatcher Certificates, and the requirements of General Authority of Civil Aviation Regulation (GACAR) §§ 65.45 and 65.49. General requirements are listed here for continuity.

**A. Age.** The applicant must be at least 21 years old.

**B. Experience.** Only evaluate students from an approved GACAR Part 143 aircraft dispatcher course/school, unless prior approval has been given from the GACA specialist to test applicants other than GACAR Part 143 graduates.

**C. English Requirements.** Before accepting the application and beginning the practical test, the DADE must ensure that the applicant's English proficiency has been evaluated by GACA.

**D. Identification.** The applicant's identification must be verified prior to the test.

**E. Forms.** The applicant must provide a completed Application for Airman Certificate and/or Rating. The applicant must provide the original embossed knowledge test report prior to beginning the practical test. The applicant will also provide a written statement of graduation for the GACAR Part 65 course which is valid for 90 days. The course operator may revalidate the graduation certificate for additional 90 days if the course operator determines the student has remained proficient in the applicable subject areas listed in GACAR Part 143.

### 14.3.4.7. PREREQUISITES AND COORDINATION REQUIREMENTS.

**A. Prerequisites.** This task requires knowledge of GACAR Part 65, 121 and 183, GACA policies, and qualification as an aviation safety inspector (Inspector) (Operations) with designee oversight responsibilities.

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**B. Coordination.** This task may require coordination between the Aviation Operations Department personnel and the Aviation License Department personnel.

### 14.3.4.9. REFERENCES, FORMS, AND JOB AIDS.

#### A. References:

- GACAR Parts 1, 65, 91, 119, 121 and 183

#### B. Forms:

- GACA Activity Report (GAR)
- Temporary Airman Certificate
- Notice of Disapproval
- Application for and Airman Certificate and/or Rating
- Examiner Designation and Qualification Records

#### C. Job Aids. None.

### 14.3.4.11. PREPARATION.

**A. Test Scenarios.** The DADE will notify the GACA specialist prior to scheduling the test. The DADE should have at least three approved flight plan test scenarios developed which use actual operational data to simulate actual problems. The test scenarios should be reviewed by the GACA specialist and updated as necessary at least once a year. The DADE will provide at least the following items for the applicant:

- Weather, to include Aerodrome Routine Meteorology Reports (METAR), Terminal Aerodrome Forecasts (TAF) Winds Aloft, appropriate charts, and Pilot Weather Reports (PIREP)
- Notices to Airmen (NOTAM)
- Flight leg (city pair)
- Mass and Balance Form (see Figure 14.3.4.1)
- Flight Plan Form (see Figure 14.3.4.2)

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- Captain Briefing Form (see Figure 14.3.4.3)

**NOTE:** Check aircraft dispatcher PTS for student supply requirements.

**B. Testing Environment.** The DADE should set the environment for the test. Ensure the testing environment is private and eliminate all possible distractions. The DADE is encouraged to keep a copy of the Application for and Airman Certificate and/or Rating or a record of the practical tests administered (see Figure 14.3.1.4, Sample Practical Test Tracking Form).

**14.3.4.15. EVALUATION OF THE APPLICANT.** The applicant will be informed of the level of performance expected before beginning the test. When it becomes obvious during the test that an applicant cannot perform at an acceptable level and has already failed on that subject area, the DADE may discontinue testing in that subject area and go on to the next subject area. There may be cases when the DADE may stop the test. In most cases it would be advantageous to continue the test to the end so the applicant will know his or her strengths and weaknesses when preparing for the retest. There is no maximum number of questions that may be evaluated in each subject area.

**14.3.4.17. WHEN THE APPLICANT PASSES.** Complete the Application for and Airman Certificate and/or Rating, prepare a Temporary Airman Certificate, in duplicate and give a copy of the temporary certificate to the applicant.

**A. Required Documents.** The DADE will attach the following documents to the application form:

- Application for and Airman Certificate and/or Rating
- Knowledge test report
- Written statement of graduation
- GACA Activity Report (GAR)

**B. Forwarding Paperwork.** DADEs will forward the paperwork to the GACA office within 7 calendar-days of the test.

**NOTE:** At the time of issuance of the temporary airman certificate, the examiner will request a telephone number (or email or other means to contact the applicant) where the applicant may be reached during the next 120 days in the event of application problems.

**14.3.4.19. IF THE APPLICANT FAILS.**

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**A. Record the Results.** Record the results of the practical test on the Application for and Airman Certificate and/or Rating. In addition, list the specific failed areas from the PTS.

**B. Prepare the Application for and Airman Certificate and/or Rating.** The DADE will instruct the applicant to retain the written test results and the written statement of graduation. The DADE will prepare a Notice of Disapproval and give a copy to the applicant.

**C. Attach Documents.** The DADE will attach the following documents to the application form:

- Application for and Airman Certificate and/or Rating
- GACA Activity Report (GAR)

**D. Forward the Paperwork to the GACA Office.** DADEs will forward the paperwork to the GACA office within 7 calendar-days of the test.

#### 14.3.4.21. RETEST.

**A. Scheduling.** If a retest is required, the DADE will notify the GACA specialist when the retest is scheduled. It is recommended to have the retest administered by another DADE or by an Inspector.

**B. Areas to Retest.** An applicant should receive credit for those areas which were satisfactorily completed. However, a DADE may retest an applicant on any areas required for the certificate, if the DADE has reason to doubt the applicant's competence.

**C. Verify Forms.** The DADE will confirm the Application for and Airman Certificate and/or Rating is correctly filled out with an instructor's recommendation sign-off by a certificated aircraft dispatcher. In addition, the DADE will confirm the written statement of graduation is still valid.

**D. Attach Documents.** If the retest is successful, the inspector or DADE will attach the following documents to the application form:

- Original copy of the Application for and Airman Certificate and/or Rating
- Knowledge test report
- GACA Activity Report (GAR)
- Written statement of graduation

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**NOTE:** Applicant is issued a copy of temporary airmen certificate.

**E. Forward the Paperwork.** DADEs will forward the paperwork to the GACA office within 7 calendar-days of the retest.

**14.3.4.23. LETTER OF DISCONTINUANCE.** This letter will be issued when a practical test is terminated for reasons other than unsatisfactory performance. There are numerous reasons that an exam may need to be discontinued.

**Figure 14.3.4.1. Sample Mass and Balance Form**

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**Dispatch Release Worksheet**

FLT \_\_\_\_\_ A/C \_\_\_\_\_ TYPE \_\_\_\_\_ DATE \_\_\_\_\_

The most restrictive of the following mass is the maximum takeoff mass (MTOM):

A.  $\frac{\text{Maximum Landing Mass}}{\text{Maximum Landing Mass}} + \frac{\text{En-Route Fuel Burn}}{\text{En-Route Fuel Burn}} = \frac{\text{Structural Landing Mass}}{\text{Structural Landing Mass}}$

OR

$\frac{\text{Landing Climb Limit Mass}}{\text{Landing Climb Limit Mass}} + \frac{\text{En-Route Fuel Burn}}{\text{En-Route Fuel Burn}} = \frac{\text{Performance Limited Landing Mass}}{\text{Performance Limited Landing Mass}}$

Flaps \_\_\_\_\_ Temp \_\_\_\_\_ °C

B.  $\frac{\text{Maximum Zero Fuel Mass}}{\text{Maximum Zero Fuel Mass}} + \frac{\text{En-Route Fuel Burn}}{\text{En-Route Fuel Burn}} = \frac{\text{Structural Zero Fuel Mass}}{\text{Structural Zero Fuel Mass}}$

C. Maximum Structural Takeoff Mass \_\_\_\_\_

D. Takeoff Runway Analysis Mass \_\_\_\_\_

Rwy \_\_\_\_\_ Temp \_\_\_\_\_ °C Flaps \_\_\_\_\_ Performance Limited Takeoff Mass

E. Maximum En-Route Takeoff Mass \_\_\_\_\_

Method 1 Takeoff Mass

Note: Method 1 not limiting if Method 2 Authorized

Or Driftdown Alternates (Method 2)

FROM	TO	Driftdown Aerodrome

F. Minimum Equipment List Restrictions

**Figure 14.3.4.2. Sample Flight Plan Form**

Typically, a sheet is given to the applicant with only the origin, destination, and estimated time of departure provided, and the applicant provides the following information:

- Name/Date

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- Aircraft Type
- MTOM
- MLM
- MZFM
- BOM
- Max fuel (kg/liters - pounds/gallons)
- Max altitude
- Alternate, if required
- ATC routing

The general instructions to the applicant are:

1. Plan maximum allowable payload for weather conditions;
2. Plan nearest suitable alternate if required; and
3. Complete the following for the above flight and prepare a weather briefing for the pilot in command:
  - Flight Time Analysis
  - A computerized flight plan may be used, but the Designated Aircraft Dispatch Examiner must evaluate the applicant has the knowledge of how each number on the flight plan is derived from the aircraft operations manual
  - Dispatch Release
  - ATC Flight Plan
  - Mass and Balance
  - Retrieve all weather information and graphics from current weather (or the DADE may provide weather and Notices to Airmen (NOTAM) information)

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**Complete the following information for the aircraft you plan to use for your aircraft dispatcher practical test:**

AIRCRAFT TYPE: \_\_\_\_\_

MTOM \_\_\_\_\_

MLM \_\_\_\_\_

MZFM \_\_\_\_\_

EOM \_\_\_\_\_

MAX FUEL \_\_\_\_\_ litres/ \_\_\_\_\_ kilograms

MAX ALT \_\_\_\_\_

**ORIGIN\*    DESTINATION\*    ALTERNATE IF REQUIRED**

\_\_\_\_\_

**ETD\*    ETA**

\_\_\_\_\_

\* DADE/Inspector completed fields

ATS ROUTING

\_\_\_\_\_

*INSTRUCTIONS and TASKINGS*

1. Retrieve all weather and NOTAM information for the flight.
2. Plan the maximum allowable payload for the flight for the appropriate weather conditions.
3. Plan the nearest suitable alternate if required.
4. Flight Plan Time/Fuel Analysis or Computer Flight Plan.
5. ATS Flight Plan.
6. Company Dispatch Release Form.
7. Mass and Balance Load Manifest.
8. Weather Briefing.

**NOTE:** All regulatory requirements for the flight must be considered. Noncompliance with the GACARs during the exercise may be reason for failure of the aircraft dispatcher practical test.

**Figure 14.3.4.3. Sample Captain Briefing Form**

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**Dispatch/Release:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Release Flight \_\_\_\_\_ IFR A/C # \_\_\_\_\_ EOM \_\_\_\_\_ PZFM \_\_\_\_\_

DEP \_\_\_\_\_ / \_\_\_\_\_ DST \_\_\_\_\_ / \_\_\_\_\_ ALTN \_\_\_\_\_ ETE \_\_\_\_\_  
 (Origin) (ETD UTC) (Destination) (ETA UTC) (Alternate) (Estimated Time En Route)

MTOM \_\_\_\_\_ / \_\_\_\_\_ RWY \_\_\_\_\_ TEMP \_\_\_\_\_ ° C FLAPS \_\_\_\_\_

Taxi Fuel \_\_\_\_\_  
 Estimated En Route Fuel Bum \_\_\_\_\_  
 Estimated Alternate Fuel Bum \_\_\_\_\_  
 GACAR Fuel Reserve \_\_\_\_\_  
 Contingency Fuel \_\_\_\_\_  
 Hold Fuel \_\_\_\_\_

**MINIMUM FUEL** \_\_\_\_\_

ATS Routing

\_\_\_\_\_

MEL ITEMS

Remarks \_\_\_\_\_

Dispatcher

\_\_\_\_\_ (Print Name) \_\_\_\_\_ Signature

Pilot in Command

\_\_\_\_\_ (Print Name) \_\_\_\_\_ Signature

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**CHAPTER 4. GENERAL AVIATION DESIGNATED PILOT EXAMINER (DPE)**

**Section 1. Appoint/Renew a Designated Pilot Examiner**

**14.4.1.1. GACA ACTIVITY REPORT (GAR).**

- A. 1550 (OP) (Sport Pilot)
- B. 1551 (OP) (Large Aircraft)
- C. 1552 (OP) (Other)
- D. 1563 (OP) (Renew)

**14.4.1.3. OBJECTIVE.** This section provides specific guidance on the designation and renewal of General Authority of Civil Aviation (GACA) designated pilot examiners (DPEs) who are designated under General Authority of Civil Aviation Regulation (GACAR) Part 183 and are providing services in support of general aviation (GA) activities.

**14.4.1.5. GENERAL.**

**A. Purpose.** This section provides procedures for the designation and renewal of GACA designated pilot examiners. Designees leverage the GACA’s workforce and provide certification services to the public. Designation is a privilege, not a right, and designees are appointed by the President to meet GACA needs.

**B. Types of General Aviation (GA) Designated Pilot Examiner (DPEs):**

- Private Pilot Examiner (PE)
- Commercial and Instrument Rating Examiner (CIRE)
- Commercial Pilot Examiner (CE)
- Airline Transport Pilot Examiner (ATPE)
- Flight Instructor Examiner (FIE)

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- Sport Pilot Examiner (SPE)
- Sport Pilot Flight Instructor Examiner (SFIE)
- Pilot Proficiency Examiner (PPE)

**C. Eligibility Requirements.** Each applicant must complete an application in a form and manner prescribed by the President.

**D. Designee Standards.** A DPE must conduct all tests according to the applicable guidance in this handbook.

**14.4.1.7. SELECTION AND APPOINTMENT.** Candidates for designation must be highly experienced, appropriately qualified and must meet all applicable eligibility requirements.

**A. GACA Selection Board (GSB).** Depending on the workload involved with the selection process GACA may elect to create a GSB to improve designee selection and standardization, develop initiatives for the designee program, and represent GACA on designee issues. The GSB may elect to meet on a quarterly basis and schedule additional meetings as required. The GSB oversees and administers the following functions:

1) *The Designee Candidate Pool.* The GSB is responsible for maintaining a designee candidate pool which contains the application files of all designee applicants who meet applicable requirements for the designation sought. The GSB categorizes applicants who are approved for assignment to the designee candidate pool according to the geographical area(s) which the applicant can serve and by the type(s) of designation sought.

2) *Designee Applications.* The GSB accepts and evaluates applications from designee applicants. The GSB will use the general qualification requirements, technical requirements, and experience criteria being developed by GACA.

**B. DPE Applications.** Candidates for initial designation should send a completed application to the GSB.

**C. Initial Screening.** The GSB will notify the applicant of the results of the initial screening in writing.

**D. Practical Test.** Each DPE candidate selected for designation must pass a practical test by an Inspector before the GACA issues an initial designation. The practical test assists the GACA in determining if the candidate is competent to apply current practical test requirements, procedures, and

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performance standards in the aircraft for which authorization is sought.

**E. Selection.** Selection is the process of determining eligibility. This involves the evaluation of an applicant's technical skills and competence in applying those skills in their area of expertise as well as their understanding of GACA policy and guidance.

**14.4.1.9. RENEWAL CRITERIA.** The designee must satisfy the requirements and follow the procedures set forth in this Handbook and the applicable GACARs.

**A. Certification Activity.** During the renewal process, the GACA reviews the amount of certification activity to determine the continuing need for that designation. In the case of a DPE applying for renewal, any one of the following levels of activity is acceptable:

1) *General.* The examiner has conducted during the previous 12 calendar-months:

- Ten certification or aircraft rating tests in airplanes
- Five certification or rating tests in rotorcraft, powered lifts, gyroplanes, gliders, balloons airships, powered parachute, and weight shift control
- Five instrument rating practical tests
- Five airline transport pilot (ATP) practical tests

2) *Multi-engine Airplane.* For renewal of multi-engine airplane authorizations the examiner should have conducted at least five multi-engine rating tests in each make and model of airplane authorized during the previous year. In extenuating circumstances, the GACA may authorize an exception to this requirement, by including a written memorandum in the examiner's file to substantiate the circumstances.

**B. Reissuance of Certificate of Designation (COD).** The COD is valid until the expiration date shown on the COD. The GACA will reissue the COD with each designation renewal.

**C. Renewal Test.** DPEs with flight privileges must demonstrate knowledge and skill by the satisfactory completion of an annual renewal test appropriate to the designation and authorizations up for renewal or reinstatement, if a renewal test is required. The renewal test does not have to be performed in the renewal expiration month. This means the renewal test may occur at a different time during the year provided a GAR record properly documents the renewal test.

**14.4.1.11. REINSTATEMENT.** A former designee whose privileges were terminated may apply for

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reinstatement, provided poor performance, judgment, or integrity were not the basis for the termination. The President may reinstate the designation only if that designee meets the requirements and procedures for an original issuance of the designation.

**A. Standardization Training.** If the designation has been terminated for more than 36 calendar months, the designee must satisfactorily complete an initial standardization training seminar before reinstatement. If the designation has been terminated for less than 36 calendar months, the applicant may be appointed if he meets that recurrent training requirement for the designee type.

**B. Demonstration of Competency.** If the designation has been expired for less than 12 calendar months, the GACA may require a demonstration of competency for reinstatement.

**C. Reissuance of a COD.** To qualify for the reissuance of a COA, a reinstated designee must demonstrate competency appropriate to the authorization sought.

**D. Designation Number.** Use the original designation number for the reinstatement.

### 14.4.1.13. DESIGNATION NUMBERING.

**A. Numbering System.** All DPEs are assigned a unique identifier number.

### 14.4.1.15. PREREQUISITES AND COORDINATION REQUIREMENTS.

**A. Prerequisites.** This task requires knowledge of GACAR Part 61 and 183 and qualification as an Inspector (Operations).

### 14.4.1.17. REFERENCES, FORMS AND JOB AIDS.

**A. References:**

- GACAR Part 1, 61, 91 and 183

**B. Forms:**

- GACA Activity Report (GAR)
- Certificate of Designation

**C. Job Aids.** None.

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### 14.4.1.19. PROCEDURES FOR INITIAL DESIGNATION.

**A. Need for and Ability to Manage a Designee.** Successfully meeting the eligibility requirements does not guarantee appointment as a designee. GACA senior management determines the need for and ability to manage a designee.

1) *Determining the Need.* The GACA considers several factors in determining the need for a designee including, but not limited to:

- a) Activity level of designees performing similar work.
- b) Demand/convenience to the public as determined by:
  - Ability to provide examinations within a reasonable period of time
  - Number of complaints from the public about the lack of availability of certification.
- c) Geographic dispersion as determined by the distance the applicant must travel to the designee.

**NOTE:** The need for a new designee is driven by the needs of the public and not by the impact on other existing designees or the desires of air operator.

2) *Determining the Ability to Manage.* The GACA reviews several criteria including the ability to manage a designee:

- a) Effect of workload on Inspectors.
- b) Time needed to oversee the designee workforce, including travel time.
- c) Availability of trained Inspectors.

**B. Selection.** The GACA reviews the application package.

1) For each prospective DPE candidate, an Inspector should research enforcement records to ensure that the applicant has a clear record.

- a) Prior to designation and/or renewal of a designee, the Inspector must conduct a review of the designee's enforcement history (including all airman certificates held by the individual) to determine if there is a regulatory violation history. Applicants for designation and/or

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renewal should have no more than two separate incidents involving GACAR violations in the last 5 years. An applicant with more than two separate incidents involving GACAR violations in the last 5 years is not eligible for designation or renewal as a designee. A candidate with a revoked airman certificate is ineligible for appointment, regardless of the number of violations.

b) In the case of a violation history that is not disqualifying (two or fewer incidents in the last 5 years), an Inspector must conduct an evaluation to ascertain the type of violation(s) and any special or mitigating circumstances, and the applicant's attitude toward compliance with the GACAR. Inspectors should consider whether:

1. The nature of the violation allows the designee to continue holding any required certificate.
2. The violation was inadvertent and was not the result of purposeful conduct.
3. The violation did not involve a substantial disregard for safety or security, and the circumstances of the violation are not aggravated. "Substantial disregard" means, in the case of a designee, that the act or failure to act was a substantial deviation from the degree of care, judgment, and responsibility normally expected of a person holding an airman certificate with that type, quality, and level of experience, knowledge, and proficiency.
4. The designee has a constructive attitude toward GACAR compliance.

c) If an applicant for initial designation has a violation history, but does not have more than two violations in the last five years, then a copy of the enforcement history must be placed in the designee's file.

2) The Inspector assesses each designee candidate's knowledge and experience through review of the application and consultation with others who are familiar with the designee program and/or candidates.

3) The Inspector submits the findings and recommendations to their Director. The Inspector provides the following information to the Director on each prospective designee candidate:

- Enforcement and accident history report
- The designee candidate's application

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- Any other pertinent information, references, or recommendations

**C. Pilot Examiner Practical Test.** The practical test for initial pilot examiner designations, issuance of additional pilot examiner designations, and renewal of pilot examiner designations must contain both the appropriate oral questioning and aircraft/flight simulator performance in accordance with the Airman Certification Standards and Practical Test Standards (ACS/PTS). A complete pretest, preflight, and postflight briefing must be completed for any practical test.

1) *Methods of Testing.* In order of preference, an Inspector will choose one of the following methods to test a pilot examiner applicant:

- a) The Inspector will observe the pilot examiner applicant testing an actual pilot applicant for a rating or certificate. The Inspector will evaluate the pilot examiner applicant's performance while the pilot examiner applicant evaluates the pilot applicant. Hold in private any discussion between the pilot examiner applicant and the Inspector concerning the pilot examiner applicant's performance with the pilot applicant.
- b) The Inspector will play the role of a pilot applicant for a certification practical test appropriate to the type of designation the pilot examiner applicant is seeking. If the Inspector answers a question incorrectly to test whether the pilot examiner applicant recognizes an incorrect answer, the incorrect response must be obviously wrong.
- c) The Inspector will test the pilot examiner applicant on selected maneuvers to assess the pilot examiner applicant's flight proficiency and ability to evaluate a pilot applicant in accordance with the appropriate ACS/PTS.

2) *Practical Test Roles.* Where the Inspector plays the role of a pilot applicant during a simulated practical test, the simulated practical test will be appropriate to the type of designation that the pilot examiner is seeking.

- a) The Inspector will evaluate the pilot examiner applicant's plan of action for completeness and efficiency.
- b) During the oral portion of the simulated practical test, the Inspector will not use "trick" replies. If the Inspector answers questions incorrectly to test whether the pilot examiner applicant recognizes incorrect answers, the incorrect response must be obviously wrong.
- c) The Inspector will test the pilot examiner applicant on selected maneuvers to assess the pilot examiner applicant's flight proficiency and ability to evaluate a pilot applicant in accordance with the standards and objectives in the appropriate ACS/PTS.

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3) *Scheduling*. Since a pilot examiner applicant's hours may be incompatible with the Inspector's normal duty hours, the Inspector will make every effort to be flexible when scheduling tests with pilot examiner applicants.

4) *Authority to Issue Documentation After the Practical Test*.

a) In the case of a practical test with an actual pilot applicant and a successful pilot examiner applicant, the pilot examiner applicant does not yet have the authority to issue a certificate to the pilot applicant. However, the Inspector may allow the pilot examiner applicant to fill out the appropriate documentation for the pilot applicant while the Inspector observes. The Inspector will then sign any certificate issued.

b) In the case of a practical test with an actual pilot applicant and an unsuccessful pilot examiner applicant, the Inspector will complete and sign the appropriate documentation.

### **D. Appointment.**

1) *Schedule Meeting with Applicant*. After the Director, Aviation Operations Department decides upon a qualified designee candidate, the Inspector schedules an appointment for the designee candidate to meet with the Inspector and/or take a practical test, if applicable.

2) *Designee Candidate Appointment with Inspector*. When the designee candidate arrives for the scheduled appointment, the Inspector:

a) Inspects acceptable forms of identification to establish the designee candidate's identity.

b) Reviews applicable records including the designee candidate's certificates and logbooks (if applicable) to ensure the airman is appropriately certificated and verify the aeronautical experience indicated.

c) Proceeds with the practical test, if applicable.

### **E. Inspector's Actions** . When issuing an initial designation:

1) The Inspector prepares the designee file.

2) The Inspector prepares the appropriate COD for the signature of GACA management.

3) The Inspector forwards the authorization documentation to the designee.

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**14.4.1.21. Special Authorization.** DPEs who are authorized to conduct practical tests in rotorcraft, multi-engine airplanes, vintage airplanes, turbine powered aircraft, and aircraft requiring a type rating will receive a special authorization on their COD. The COD is valid until the expiration date shown.

**A. Multi-Engine Airplanes and Turbine Powered or Large Aircraft.** For DPEs who are authorized to administer practical tests in a piston powered multi-engine airplanes or turbo propeller multi-engine airplanes that do not require the PIC to hold a pilot type rating, the phrase “Small Multi-Engine Airplanes” must be listed on the DPE’s COD. Prior to being designated to administer a practical test in a small multi-engine airplane, the DPE must have logged at least 5 hours of PIC flight time in that multi-engine airplane make and model.

**B. Aircraft That Require the PIC to Hold a Pilot Type Rating.** For pilot examiners who are authorized to administer practical tests in aircraft that require the PIC to hold a pilot type rating, the COD must list that type of aircraft. Before receiving designation to administer a practical test in an aircraft that requires the PIC to hold the appropriate pilot type rating, the examiner must have logged at least 5 hours of PIC flight time in that aircraft type.

**C. Rotorcraft.** For pilot examiners who are authorized to administer practical tests in rotorcraft that do not require the PIC to hold a type rating, the COD must list each make and model of rotorcraft. Before receiving designation to administer a practical test in a specific make and model of rotorcraft, an examiner must have logged at least 5 hours as PIC flight time in that rotorcraft make and model. Initial authorization for large rotorcraft requires examiners to have successfully demonstrated competency in the specific rotorcraft type.

**D. Full Flight Simulators.** For pilot examiners who are authorized to administer practical tests in a full flight simulator (FFS) that is representative of an aircraft that requires the PIC to hold a pilot type rating, the examiner’s COD should list the phrase “Full Flight Simulator-[Aircraft type].”

**14.4.1.23. ADDITIONAL DESIGNATIONS.** A pilot examiner may receive an additional designation by completing the same procedures used for original designation. The DPE candidate must hold the certificate and rating(s), without limitation, appropriate to the designation sought.

**A. Requirements.** Each additional designation requires a demonstration of competency as a pilot examiner appropriate to the aircraft or simulator and the designation sought. The Inspector uses the current designation number to issue a new COD showing all designations. When a designation is added, the existing designation(s) may be renewed.

**B. Qualifying for Additional Designations.** Although an initial designation requires testing for all maneuvers and procedures from the ACS/PTS, the candidate does not need to repeat the same

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maneuvers and procedures for an additional designation. For example, a DPE candidate simultaneously tests for both PE and CIRE airplane designations. If the DPE candidate satisfactorily completes all of the maneuvers and procedures for the PE designation, then only those maneuvers that differ for the CIRE designation need testing.

### 14.4.1.25. RENEWAL—TECHNICAL ADMINISTRATION

**A. Application for Renewal.** Designees should apply for renewal at least 45 calendar days before their certificate expires.

**B. Recurrent Training Requirements.** The designee’s renewal application package should include a certified copy of any training received, indicating the designee has successfully completed the appropriate recurrent training course. While training is a prerequisite of renewal, designees must maintain recurrent training currency at all times in order for the designation to be effective.

**C. Renewal for DPE Authorization.** An Inspector may administer a renewal test for renewing a DPE’s authorization by one of the testing methods stated above. It should be recognized that the Inspector has the most “first-hand” knowledge of their DPEs’ activity levels, and so the Inspector, in consultation with GACA management, should determine the frequency, monitoring, and renewal tests of DPEs.

1) The preferred method of renewing a DPE’s authorization is for the Inspector to observe the DPE conduct an actual practical test of an applicant. Another renewal test method may be for the Inspector to play the role of an applicant. If the Inspector has reason to believe the DPE’s piloting skills are not proficient or the DPE has demonstrated a lack of aeronautical knowledge, it may require the DPE to submit to a PIC proficiency/competency check.

2) A DPE who holds designations in the kinds of aircraft listed below may not conduct a practical test in that designation of aircraft unless that DPE has passed a renewal test in the category of aircraft within the preceding 12 calendar months.

- Designation in the Airplane category
- Designation in the Rotorcraft category
- Designation in the Powered lift category
- Designation in the Lighter-than-air category
- Designation in the Glider category

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- Designation in the Powered parachute category
- Designation in the Weight shift control category

3) If a DPE holds designations in multiple classes within an aircraft category (e.g., ASEL, ASES, AMEL, and AMES classes), the Inspector should alternate between the aircraft classes every 12 calendar month cycle. In addition, if the DPE's authorization has specific airplane types, the Inspector should alternate the specific airplane types in the 12 calendar month renewal test cycles. However, the DPE only has to take one renewal test every 12 calendar month cycle within that airplane category.

4) If a DPE holds designations in multiple classes within an aircraft category (e.g., Balloon and Airship classes), the Inspector should alternate between the aircraft classes every 12 calendar month cycle. However, the DPE only has to take one renewal test every 12 calendar month cycle within that Lighter than Air category on the DPE's COD.

5) If a DPE holds multiple aircraft category designations, then the Inspector should administer a renewal test in each aircraft category every 12 calendar month cycle. For example, if a DPE holds designations in the Airplane and Rotorcraft categories, then an Inspector should administer a renewal test in the Airplane and Rotorcraft category every 12 calendar month cycle.

6) If a DPE holds multiple makes and models of rotorcraft on his COD, the Inspector should alternate the DPE's renewal tests between those different rotorcraft makes and models. In addition, if the DPE's authorization has a specific rotorcraft type, the Inspector should alternate the specific rotorcraft type in the 12 calendar month renewal test cycles. However, the DPE only has to take one renewal test every 12 calendar month cycle within that Rotorcraft category.

7) If a DPE holds a designation for the glider category, the Inspector should administer a renewal test every 12 calendar month cycle in a glider and alternate the methods of launch that the DPE is authorized to conduct practical tests on.

8) If a DPE holds authorization to conduct practical tests at the various pilot certification levels, the Inspector may elect to schedule additional spot checks of that DPE administering practical tests at the various pilot certification levels throughout the year.

### **D. Inspector's Action .** When reviewing the designee's renewal application package:

1) The Inspector should review the renewal criteria described above and determine whether the designee should be renewed or terminated.

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2) If the Inspector renews the designee, the Inspector should prepare and issue a new COD listing the designations and authorizations renewed.

3) If the Inspector decides to terminate the designee, the Inspector must follow the process prescribed in Section 3 of this chapter.

### 14.4.1.27. TASK OUTCOMES.

**A. Results.** Completion of this task may result in issuance or renewal of a Certificate of Designation

**B. Close the GAR.** Complete a GAR entry for the designation or renewal.

### 14.4.1.29. FUTURE ACTIVITIES.

**A. Recordkeeping.** The Aviation Operations Department is responsible for the recordkeeping associated with the completed certifications submitted by the designee.

**B. Designee Oversight.** Conduct designee oversight and surveillance in accordance with the applicable guidance for the specific designee type contained in this handbook.

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**CHAPTER 4. GENERAL AVIATION DESIGNATED PILOT EXAMINER (DPE)**

**Section 2. Surveillance of a Designated Pilot Examiner**

**14.4.2.1. GACA ACTIVITY REPORT (GAR).**

- A. 1660 (OP) (Sport Pilot)
- B. 1664 (OP) (Large Aircraft)
- C. 1665 (OP) (Other)

**14.4.2.3. OBJECTIVE.** This section provides guidance to aviation safety inspectors (Inspectors) conducting surveillance of Designated Pilot Examiners (DPEs) who are designated under General Authority of Civil Aviation Regulation (GACAR) Part 183 and are providing services in support of general aviation (GA) activities.

**14.4.2.5. GENERAL.** Inspectors will accomplish the surveillance of designees in accordance with the provisions of this handbook and General Authority of Civil Aviation Regulation (GACAR) Part 183.

**A. Definitions (as used in this chapter).**

- 1) *Applicant.* A person being tested for a certificate or rating.
- 2) *High Activity DPE.* An examiner who conducts 50 or more practical tests during a given quarter.
- 3) *Surveillance.* A function used to evaluate a pilot examiner's ability to conduct airman certification activities as authorized.

**B. Practical Test Standards.** DPEs will conduct and score all oral and practical tests in accordance with the applicable practical test standards (ACS/PTS) for the airman certificate sought.

**14.4.2.7. INSPECTION.**

**A. Annual Inspections.** All DPEs must undergo inspection at least once a year. GACA senior management may decide to require more frequent inspections.

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**B. High Activity DPE.** In addition to the annual inspection described above, high activity examiners will undergo evaluation at least one additional time during the year. This additional inspection requires that an Inspector observe the examiner administer at least one complete practical test.

**C. Other Inspections.** Inspectors responsible for oversight may want to consider additional inspections and surveillance of examiners under the circumstances listed below.

- An examiner whose practical test passing rate exceeds 90 percent
- An examiner who conducts three or more complete practical tests on a given day
- An examiner who tests a student trained by that examiner without approval from the GACA
- An examiner whose certification file error rate exceeds 10 percent
- An examiner who is the subject of a valid public complaint
- An examiner who has been involved in an accident, incident, or a GACAR violation

**NOTE:** Inspectors, in consultation with their management, may use their discretion and judgment in the kind and frequency of monitoring and inspections of their individual examiners.

### 14.4.2.9. OVERSIGHT.

**A. Surveillance.** Surveillance should include at least one visit every year to an examiner's base of operations. The Inspector may flight check a pilot examiner any time the examiner's performance indicates that such a check is needed.

**B. Inspections.** In order of preference, the Inspector may choose one of the following methods to evaluate an examiner:

- 1) The Inspector may observe a complete practical test. For an examiner who conducts the majority of tests in an aircraft unsuited to carrying an Inspector, the Inspector will observe a complete oral test. For the purposes of this paragraph, a complete practical test is a test that has advanced to the flight/simulator portion of the practical test. If the Inspector uses this method and is unable to observe any part of the flight portion of the test, the examiner will be evaluated in flight at least once every 24 months.
- 2) The Inspector may act in the role of an applicant for a practical test.

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3) The Inspector may test the examiner on selected maneuvers to assess the examiner's flight proficiency and ability to evaluate in accordance with the applicable ACS/PTS.

**C. Recordkeeping.** Retain reports of all examiner surveillance in the examiner's designee file.

### 14.4.2.11. PREREQUISITES AND COORDINATION REQUIREMENTS.

**A. Prerequisites.** This task requires knowledge of GACAR Part 61 and Part 183, GACA policies and qualification as an Inspector (Operations).

**B. Coordination.** This task may require coordination with the Aviation License Department.

### 14.4.2.13. REFERENCES AND FORMS.

**A. References:**

- GACAR Parts 1, 61, 91 and 183

**B. Forms.**

- GACA Activity Report (GAR)

**C. Job Aids.** None.

### 14.4.2.15. PROCEDURES.

**A. Pre-Inspection Activity.**

- 1) *The Inspector reviews the examiner's designee file.*
- 2) *Conduct interviews of recently certificated pilots.* These interviews are to ensure the examiner is properly following the ACS/PTS when the Inspector is not in attendance. Inform interviewees that the questions are to evaluate the testing procedure and not a reexamination of their certificate. Conduct a sufficient number of interviews to provide confidence that the designee is properly conducting the test.

**B. Method of Inspection.** In order of preference, the Inspector may choose one of the following methods to evaluate a DPE:

- 1) The Inspector may observe a DPE conducting a complete practical test of an applicant. For an

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examiner who conducts the majority of tests in an aircraft unsuited to carrying an Inspector, the Inspector will observe a complete oral test. For the purposes of this paragraph, a complete practical test is a test that has advanced to the flight/simulator portion of the practical test. However, the Inspector will evaluate the examiner in flight at least once every 24 months.

2) The Inspector may act in the role of an applicant for a practical test.

3) The Inspector may test the examiner on selected maneuvers to assess the examiner's flight proficiency and ability to evaluate the test standards as a flight instructor and pilot examiner.

**C. GAR.** The Inspector opens a GAR record.

**D. During the Inspection.** The Inspector verifies the examiner's identity, and examines the examiner's airman certificates, medical certificate, and certificate of designation (COD).

**14.4.2.17. TESTING PROCEDURES.** The Inspector conducts the inspection of the examiner according to one of the methods outlined above.

### **A. Observe a Complete Practical Test.**

1) Before beginning the practical test, the Inspector informs the applicant that he will be observing the examiner's performance and that, unless circumstances warrant otherwise, the examiner will issue a Temporary Airman Certificate, a letter of discontinuance, or a Notice of Disapproval.

2) The Inspector conducting the practical test should review the aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for the practical test. After review, the Inspector returns the documents to the applicant.

3) The Inspector should ensure that the examiner determines that the applicant meets all pertinent requirements.

4) During the oral portion of the practical test, the Inspector:

- Determines whether the examiner asks appropriate questions to test all required ACS/PTS tasks for the certificate or rating
- Determines whether the examiner can recognize incorrect answers and takes appropriate action (i.e., termination of the practical test and issuance of a notice of disapproval)

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- Determines whether the examiner asks questions that have only one correct answer
- Ensures that prior to the flight portion of the test a preflight briefing is conducted

5) During the flight portion of the practical test, the Inspector:

- Determines whether the examiner requests maneuvers from the appropriate ACS/PTS and applies those standards
- Determines if the examiner can recognize unsatisfactory performance by the applicant and take appropriate action, such as recognizing the need to take over control of the aircraft, terminating the practical test, and issuing a notice of disapproval

6) After having observed the examiner conduct a practical test of the applicant, the Inspector notes the four possible outcomes noted below. During the postflight debriefing, the Inspector observes the examiner's critique of the applicant. The Inspector determines why the examiner approved or disapproved the applicant and whether the examiner's judgment was based on the ACS/PTS. In each of these outcomes, the Inspector conducts a debriefing with the examiner, separate from the applicant. During the debriefing, the Inspector discusses the performance of both the applicant and the examiner. The Inspector recommends areas for improvement to the examiner.

- a) If both the examiner and the applicant perform satisfactorily, the Inspector observes issuance of the temporary airman certificate by the examiner.
- b) If the examiner performs satisfactorily but the applicant's performance is unsatisfactory, the Inspector observes issuance of the Notice of Disapproval by the examiner.
- c) If the examiner performs unsatisfactorily but the applicant performs satisfactorily, the Inspector issues the temporary airman certificate and completes the required documents.
- d) If both the examiner and the applicant perform unsatisfactorily, the Inspector issues the Notice of Disapproval and completes all required documents.

**B. Act as Applicant for Practical Test.** Inspector assumes the role of applicant for a practical test.

1) The Inspector conducting the practical test should review the aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for the practical test. After review, the Inspector returns the documents to the applicant.

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2) The Inspector instructs the examiner to conduct the practical test as if he were an applicant. The practical test should include an oral portion, a flight, and a postflight debriefing.

**14.4.2.19. INSPECTION RESULTS.** Based upon the results of the method of inspection, the Inspector determines whether the examiner's performance is satisfactory or unsatisfactory.

**A. Satisfactory Performance.** The Inspector records the examiner's satisfactory performance on the designee's file.

**B. Unsatisfactory Performance.** The Inspector records the examiner's unsatisfactory performance and determines which of the following actions is appropriate:

- 1) If the examiner's performance is unsatisfactory, but the Inspector determines that additional training may correct the deficiency, training will be accomplished. The examiner must receive a satisfactory evaluation before exercising testing/certification privileges.
- 2) If the examiner's performance is unsatisfactory to the extent that additional training is inappropriate, the Inspector must take action to terminate the examiner's authority using the enforcement guidelines in the this handbook.
- 3) If the Inspector has reason to believe the examiner may not be qualified and/or competent to exercise the privileges of the pilot/flight instructor certificate or rating held by that examiner, reexamination of the examiner in accordance with the GACAR may be appropriate.

**14.4.2.21. TASK OUTCOMES.** Completion of this task will result in one of the following:

**A. Satisfactory Performance Indication.** If the DPE's performance is satisfactory, the Inspector must place a written indication to that effect in the designee's file.

**B. Unsatisfactory Performance Indication.** If the DPE's performance is unsatisfactory, the Inspector must place a written indication to that effect in the examiner's designee file, and one of the following actions may be warranted:

- Termination of the DPE's designation
- Counseling or other corrective action to obtain satisfactory performance

**C. GAR.** The Inspector completes the GAR.

**14.4.2.23. FUTURE ACTIVITIES.**

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- Recordkeeping of completed airman certificates and/or ratings as submitted by the designated pilot examiner. Maintain this recordkeeping according to current GACA procedures
- Addition of examiner designations
- Renewal of the pilot examiner before the annual expiration date
- Reinstatement of examiner after expiration of designation
- Additional surveillance of the examiner

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**CHAPTER 4. GENERAL AVIATION DESIGNATED PILOT EXAMINER (DPE)**

**Section 3. Termination of a Designated Pilot Examiner**

**14.4.3.1. GACA ACTIVITY REPORT (GAR).**

A. 1565 (OP)

**14.4.3.3. OBJECTIVE.** This section provides specific Inspector guidance on the termination of a designee pilot examiner. The designee’s appeal rights are addressed under General Authority of Civil Aviation Regulation (GACAR) Part 13.

**14.4.3.5. GENERAL.** The GACAR empowers the President to delegate to private individuals any function relating to “the examination, testing, and inspection necessary to issue a certificate.” These people are subject to any regulation, supervision, and review that the President may prescribe. Under the provisions of this section and General Authority of Civil Aviation (GACA) Part 13, the President may rescind any such delegation at any time and for any reason he deems appropriate. The President may determine whether to renew or terminate a delegation for any reason he deems appropriate.

**14.4.3.7. TERMINATION.** Termination is the action by the GACA to not renew or to rescind a designee’s authority at any time for any reason the President considers appropriate.

**NOTE:** Inspectors should keep in mind that a termination of designation may be appealed by the designee. Therefore, Inspectors should include documentation relating to designee deficiencies or termination in the designee’s file.

**A. Types of Termination.** There are two types of designee termination:

- 1) “Termination for cause” is a negative finding based on a designee’s performance.
- 2) “Termination not-for-cause” can be for any reason not specific to a designee’s performance (e.g., lack of need for the designee or voluntary surrender).

**B. Examples of Deficiencies.** The following are examples of deficiencies in a designee’s performance:

- 1) Unsatisfactory performance in any phase of designee duties or responsibilities, including the inability to accept or carry out the GACA instructions.

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- 2) Any actions by the designee that may reflect poorly on the GACA such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community.
- 3) The inability of the designee to work constructively with the GACA personnel or the public.
- 4) Evidence that the designee did not meet general and/or professional qualifications and requirements at the time of the original designation or at any time thereafter.
- 5) A designee's inability to demonstrate satisfactory performance during a knowledge and skill evaluation.
- 6) A designee's failure to maintain, or inability to demonstrate, qualifications for any certificate, rating, or examiner designation held.

**C. Documentation.** The Inspector will document deficiencies in performance in the designee file. The Inspector should include any correspondence relating to the designee's deficiencies, including but not limited to corrective action taken or a record of additional training as well.

### 14.4.3.9. PREREQUISITES AND COORDINATION REQUIREMENTS.

**A. Prerequisites.** This task requires knowledge of GACAR Part 13, 61, 183 and GACA policies, as well as qualification as an Inspector (Operations).

**B. Coordination.** This task may require coordination with the other Inspectors with jurisdictional oversight of other designations held by the individual, and/or the Aviation License Department.

### 14.4.3.11. REFERENCES, FORMS, AND JOB AIDS.

**A. References:**

- GACAR Parts 1, 13 and 183

**B. Forms.**

- GACA Activity Report (GAR)

**C. Job Aids.** None.

### 14.4.3.13. PROCEDURES.

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**A. Decision to Terminate.** The GACA terminates designations under the GACA enforcement procedures described in this handbook.

**B. Notification.** The Inspector will provide to the designee, in writing, the decision regarding the termination of a designation, with the reasons cited as specifically as possible. Upon notification of termination, the designee must immediately cease the exercise of his designee privileges.

**C. Documentation.** If the President terminates a designation, the following actions must also take place:

- 1) The Inspector will ensure that all Inspectors with jurisdictional oversight of other designations the individual holds are notified of the actions taken.
- 2) Update the designee file to reflect the appropriate designation status (e.g., termination, appeal pending, or reinstatement).

**D. Appeal of Termination.** Designees cannot appeal termination based on the following conditions:

- Lack of need
- Inability of the GACA to manage the designee
- Loss of a prerequisite certification
- Failure to meet training requirements

1) If the designee wishes to appeal his termination, the designee must make the request in writing in accordance with the appeal procedures prescribed in GACAR Part 13.

**E. GAR.** The Inspector completes the GAR.

**14.4.3.15. TASK OUTCOMES.** After completion of task, the Inspector must update designee file to include:

- A copy of the designee’s documentation evidencing the voluntary surrender of the designation
- Documentation of termination of designee’s authority, including supporting documentation
- Documentation of the outcome of the designee’s appeal to the appeal panel if appropriate, including reinstatement, if applicable

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**14.4.3.17. FUTURE ACTIVITIES.** Additional surveillance of the designee, if designee is reinstated.

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**CHAPTER 5. DESIGNATED AIRWORTHINESS REPRESENTATIVE (DAR)**

**Section 1. General Information**

**14.5.1.1. OBJECTIVE.** This section provides general information concerning the General Authority of Civil Aviation (GACA) Designated Airworthiness Representative (DAR) program.

**14.5.1.3. BACKGROUND.** The President has determined that it would be beneficial to the GACA and the aviation industry to delegate qualified persons to assist the GACA in carrying out matters related to the continued airworthiness of aircraft. Specifically, the GACA has determined that it would be beneficial to permit delegation to qualified individuals of certain maintenance and inspection functions pertaining to performing examination, inspection, and testing services necessary to issue certificates, and to determine the continuing effectiveness of certificates in the area of maintenance, manufacturing, and engineering, performing authorized functions at any authorized location and conformity activities related to the issuance of supplemental type certificates (STC) or repair design approvals (RDA) for Saudi Arabian registered aircraft. To this end, the GACA has implemented a Designated Airworthiness Representative (DAR) program. This program is based on the DAR system of the United States (US) Federal Aviation Administration (FAA) but with a reduced scope to cater to the specific needs of the Kingdom of Saudi Arabia (KSA).

**14.5.1.5. GACA POLICY STATEMENTS CONCERNING THE DAR PROGRAM.** The following policy statements list the GACA policies associated with the DAR program. These policy statements supplement or clarify the GACAR requirements.

- DARs are appointed by the President only when there is a justified need for airworthiness delegation and GACA has adequate resources to manage the DAR. GACA senior management determines the need for, and ability to manage, a DAR by considering several factors including, but not limited to:
  - o Activity level of DARs performing similar work.
  - o Demand/convenience to the public as determined by:
    - o Ability to provide the necessary work within a reasonable period of time, and number of complaints from the public about the lack of availability of DAR.
  - o Geographic dispersion as determined by the distance the DAR must travel.

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- o Effect of workload on Inspectors.
- o Time needed to oversee the DAR workforce, including travel time.
- The DAR-M (Manufacturing) are delegated to make determinations of conformance with type design data on behalf of the President in support of STCs and RDAs only for Saudi Arabian registered aircraft;
- The DAR-T (Maintenance) are delegated to perform examination, inspection, and testing services necessary to issue certificates, and to determine the continuing effectiveness of certificates in the area of maintenance, manufacturing, and engineering, in addition to performing authorized functions at any authorized location;
- All DAR-M must be nominated by an Organization;

**NOTE:** Organizations are defined for the purposes of this chapter to mean an air operator certificated under GACAR Part 119, an aerial work operator certificated under GACAR Part 133, a repair station certificated under GACAR Part 145 or an applicant/holder for SAPMA or SATSOA under GACAR Part 21.

- Any application for a DAR Certificate of Designation shall be assessed against the current requirements of GACA §183.39 and the specified policies and procedures contained herein;
- DARs must operate within the context of GACA regulations, policies and procedures and must use GACA S&AT forms;
- The validity period for a DAR (Foreign) shall not exceed the validity period on the foreign DAR authorization on which the GACA DAR authority is based and in no case shall it exceed 2 years;
- DARs performance shall be evaluated by the GACA on an ongoing basis and corrective actions shall be taken to correct identified deficiencies in performance;
- Delegation to organizations (e.g., foreign or domestic repair stations and operators) are excluded from the DAR program;
- DAR-T designation may be granted to national applicants only and not to foreign applicants;
- DAR (Domestic) designation may be granted as either DAR-T or DAR-M.
- DAR (Foreign) designation may be granted only as DAR-M;

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- DAR (Foreign) if currently working on GACA project can finish project without renewing;
- A GACA Advisor (an Airworthiness Inspector/Engineer with a similar discipline as the applicant) will be assigned to each DAR. The Advisor is assigned as the primary individual with the responsibilities of performing the initial evaluation and continuous oversight after appointment;
- DARs may charge service fees (per GACAR § 183.41). DAR-M may not charge fees in excess of the following unless specifically authorized by the Director, Airworthiness Department - for the review of airworthiness data (that is already translated in English) as follows:
  - o Up to 15 years old aircraft, SR 1,000 - 2,000 per aircraft.
  - o From 16 to 20 years old aircraft, SR 1,500 - 3,000 per aircraft.
  - o More than 20 years old aircraft, SR 2,000 - 4,000 per aircraft.

**NOTE:** DESIGNEE MAY MAKE AN OFFER FOR A PACKAGE DEAL. DESIGNEE MAY CHARGE AN ADDITIONAL FEE FOR AN URGENT REQUEST.

**14.5.1.7. GENERAL.** Designation of a person as a DAR under GACAR Part 183 is a privilege granted by the President. It is not a right of every qualified applicant to be granted a DAR designation.

**A. GACA DARs.** GACA DARs shall be appointed with specific categories, designations, privileges (authorized scope of authority, functions, areas) and limitations. Each DAR appointment will list the specific categories, designations, privileges and limitations in the Certificate of Designation which is issued to the DAR.

**B. Categories.** DAR shall be appointed in either of the following categories:

- DAR-M (Manufacturing);
- DAR-T (Maintenance).

Additionally, DARs are categorized as either (Domestic) or (Foreign) depending on their place of residency.

**C. DAR-M (Manufacturing).** An individual may be appointed to act as a DAR-M to perform conformity inspection services necessary to the issuance of an STC or RDA.

**D. DAR-T (Maintenance).** An individual may be appointed to act as a DAR-T to perform examination,

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inspection, and testing services necessary to issue certificates, and to determine the continuing effectiveness of certificates in the area of maintenance, manufacturing, and engineering, in addition to performing authorized functions at any authorized location.

**14.5.1.9. DAR PRIVILEGES.** DARs shall be granted privileges for categories of products, functions and areas for which the President has found that they are qualified and their appointment would be in the interest of GACA. Specifically, each DAR shall be granted privileges in the following manner.

**A. Scope of Authority.** Scope of Authority shall list aircraft categories as per GACAR design requirements (e.g. GACAR Part 23, 25, 27, 29). The identification of a specific GACAR part also implies any predecessor regulations (i.e., GACAR Part 25 includes CAR 4b).

**B. Delegated Functions.** Delegated Functions shall be established and specified as per Table 14.5.1.1 below.

**C. Special Delegations/Authorizations.** DERs may be authorized special delegations or functions as determined on a case-by-case basis.

**Table 14.5.1.1 – DAR Delegated Functions**

DAR Category	Function Code	Function Description
DAR-M (Manufacturing)	21	Make conformity determinations on aircraft, engines, propellers or parts, thereof to be used for design evaluation programs, e.g. STC, and complete all necessary reports and forms.
DAR-T (Maintenance)	DT-1	Perform Aircraft Inspection for the renewal of Standard Airworthiness Certificate.
DAR-T (Maintenance)	DT-2	Renew aircraft Standard Airworthiness Certificate.

**14.5.1.11. DAR LIMITATIONS.** DAR's shall be limited in their authorized activities to those functions and activities which they are qualified. DARs shall be limited in their activities in accordance with individual limitations established on a case-by-case basis and the General Limitations listed below in this paragraph.

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**A. General Limitations.** All DARs shall be limited in their authorized activities in accordance with general limitations as noted below:

- DAR activities shall be carried out in accordance with GACAR Part 183 and this Handbook;
- Conformity Verification Inspection Records shall be made using GACA Form 8100-1 (Appendix 1, Figure 1); and
- Any other specific limitation listed on the DAR Certificate of Designation.

**B. Limitations Specific to DAR-M.** All DAR-Ms shall further be limited in their authorized activities in accordance with specific limitations as noted below:

- DAR-M authorized activities may only be carried out while the DAR-M is contracted by an Organization for a GACA STC or GACA RDA under GACAR Part 21;
- GACA project numbers are required for each project undertaken by the DAR- M unless otherwise authorized by the General Manager, Airworthiness Department. These numbers are to be quoted on the GACA form 8100-1; and
- Should the scope of a project (for which a project number has already been issued) change to the extent that the DAR-M authorized activities are exceeded, then the DAR-M must report the situation to GACA S&AT and awaits for GACA S&AT determination before the DAR-M completes the project activities.

**C. Limitations Specific to DAR-T.** All DAR-Ts shall further be limited in their authorized activities in accordance with specific limitations as noted in their specific appointment letters.

**14.5.1.13. DAR RESPONSIBILITIES AND INDEMNIFICATION.** Once appointed, each DAR is subject to the following concerning responsibilities and indemnifications.

**A. Responsibilities.** The DAR may only perform those functions that are stated on his Certificate of Designation and only while the certificate remains valid. The holder must comply with the limitations of their appointment as specified in their Certificate of Designation and this Handbook. The DER must consult with the General Manager, Airworthiness Department prior to departure from standard procedures and the DAR shall not make interpretations of a regulation without GACA concurrence.

**B. Indemnification.** A DAR, while acting pursuant to an appointment by the President, is a representative of the President for specific functions. A DAR is not an employee of GACA and is

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therefore fully liable for his work performed and decisions made as a DER. The GACA will not indemnify DARs against personal civil liability incurred by reason of any act or omission within the scope of their employment or duties as a DAR.

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**CHAPTER 5. DESIGNATED AIRWORTHINESS REPRESENTATIVE (DAR)**

**Section 2. DAR Appointment/Renewal**

**14.5.2.1. GACA ACTIVITY REPORT (GAR).**

A. TBD (AW) (DAR-M initial certification)

TBD (AW) (DAR-M renewal)

TBD (AW) (DAR-T initial certification)

TBD (AW) (DAR-T renewal)

**14.5.2.3. OBJECTIVE.** This section provides specific guidance on the evaluation, appointment and renewal of a Designated Airworthiness Representatives (DAR). This section addresses procedures for both DAR (Domestic) and DAR (Foreign). DAR (Domestic) could be authorized as either DAR-T or DAR-M and DAR (Foreign) could be authorized only as DAR-M.

Current GACA employees will not be appointed as designees until their employment with the GACA has been terminated. GACA employees may not apply earlier than 120 days prior to their actual date of retirement or separation from the GACA. However, a letter of recommendation must accompany their application from management of their last assigned GACA office. All other portions of the application package are required to be filled out and returned because former employees must still substantiate their currency experience while employed by the GACA or other experience within the aviation industry. Appointments will be limited to functions performed while employed by the GACA or other experience within the aviation industry.

**14.5.2.5. APPLICATION PROCEDURES DAR-M.** All the steps in the procedure described herein are to be followed in the sequence presented, unless otherwise authorized by the General Manager, Airworthiness Department. The procedure may be terminated at any step in the process. The following steps apply:

- 1) The **Organization** determines the need for DAR-M involvement for a specific project;
- 2) The **Organization** nominates the appropriate person for consideration by GACA, after ensuring that the person meets the eligibility requirements;

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- 3) The nominated person ensures that he has access to the necessary facilities, data, documentation, and resources to perform the activities sought;
- 4) The Organization submits the following documents to the President;
  - a) A completed Statement of Qualifications, signed by the applicant, along with supporting documentation (including an accurate record of the applicant’s relevant qualifications and experience);
  - b) Evidence of fee payment of the applicable fees as prescribed by the Implementing regulations of the Civil Aviation Tariff Act;
  - c) For DAR-M (Domestic), evidence that the applicant meets all of the eligibility requirements listed in paragraph 14.5.2.7;
  - d) For DAR-M (Foreign), evidence that the applicant meets all of the eligibility requirements listed in paragraph 14.5.2.9 including a copy of the applicant’s current FAA DAR delegation including copies of the current FAA Certificate of Authorization (or equivalent documentation for other CAAs recognized by the President); and

### **14.5.2.7. ELIGIBILITY REQUIREMENTS – DAR-M (Domestic).**

**A. Residency Requirements.** Applicants for DAR-M (Domestic) must be either:

- A Saudi national possessing a Nationality Identification document, or
- A non-Saudi national possessing a valid Iqama and Passport.

**B. Eligibility Requirements.** Applicants for a DAR-M (Domestic) must:

- Be able to read, write, speak and understand the English language;
- Have a thorough working knowledge of the pertinent regulations;
- Current and thorough working knowledge of GACA policies, and related material.
- Possess knowledge of the designee program and this Handbook;
- Have been in a responsible position in connection with the type of work for which the applicant is to be designated and be entirely cognizant of related technical requirements and

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problems related to civil aircraft approval, or have otherwise demonstrated suitability for the designation;

- Possess high degree of integrity, objectivity, cooperative attitude, and ability to exercise sound judgment; and

- Meet at least **one** of the following:

- o Be a former GACA airworthiness inspector (maintenance) with at least three years of related GACA experience;

- o Be a person with at least five years of experience in making conformity determinations (or having responsibility for managing programs leading to the determinations) of that prototype or test articles that conform to the proposed type design being evaluated (including complete aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought);

- o Be a person with at least five years of experience managing aircraft alteration programs that lead to approvals for return to service (for example, a senior inspector or maintenance supervisor at a large GACAR Part 145 repair station or at the aircraft maintenance facility of a GACAR Part 121 air carrier). This person must hold a mechanic certificate issued under GACAR Part 66 with airframe and power plant ratings and must demonstrate the ability to determine that aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) have been returned to their approved type design configuration and meet pertinent GACAR regulations; or

- o The applicant must show evidence of five years of experience with quality control methods and techniques at a large GACAR Part 145 repair station. This experience must demonstrate the applicant's ability to determine that prototype or test articles, parts, installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for GACA design evaluation, conform to the proposed type design being evaluated. This should include knowledge of some of the following:

- In-process and final assembly inspections.

- Quality assurance provisions of special processes (for example, heat treating, brazing, welding, carbonizing, and plating).

- Destructive and nondestructive inspection.

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- Manufacturing processes.
- Airworthiness assurance.
- Development and implementation of quality control systems and procedures.
- Testing procedures.
- Use of FAA/GACA-approved type design data.

**14.5.2.9. ELIGIBILITY REQUIREMENTS – DAR-M (Foreign).** This paragraph addresses eligibility requirements for foreign applicants who hold delegation from the FAA or other CAA's recognized by the President and who are not residents of the Kingdom of Saudi Arabia.

A. The President will only accept applications for a DAR-M (Foreign) from persons holding a current FAA DAR Certificate of Authorization or an equivalent authority issued by a CAA recognized by the President.

**Note:** For the purpose of this chapter, the President will recognize only those CAAs with which the U.S. has a Bilateral Aviation Safety Agreement and associated Implementation Procedures (or equivalent bilateral agreement) containing appropriate provisions for the mutual recognition of design approval delegation systems.

The applicant's DAR Certificate of Authorization issued by the FAA or a recognized CAA must be relevant to the activities sought. A GACA DER Certificate of Designation will not be endorsed with categories, designations, authorized areas and delegated functions which exceed those shown on their current FAA DAR Certificate of Authorization and related letter of authorization.

**B. Demonstrate Knowledge.** The applicant must be able to demonstrate his knowledge of the current GACAR regulations and related policies and procedures, and of their Organization's policies and procedures relevant to design change approval.

**14.5.2.11. APPLICATION PROCEDURES DAR-T.** All the steps in the procedure described herein are to be followed in the sequence presented, unless otherwise authorized by the Director, Airworthiness Department. The procedure may be terminated at any step in the process. The following steps apply:

- 1) The applicant ensures that he has access to the necessary facilities, data, documentation, and resources to perform the activities sought;
- 2) The applicant submits the following documents to the President;

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- a) A completed Statement of Qualifications, signed by the applicant, along with supporting documentation (including an accurate record of the applicant’s relevant qualifications and experience);
- b) Evidence of fee payment of the applicable fees as prescribed by the Implementing Regulations of the Civil Aviation Tariff Act;
- c) For DAR-T (Domestic), evidence that the applicant meets all of the eligibility requirements listed in paragraph 14.5.2.13.

### **14.5.2.13. ELIGIBILITY REQUIREMENTS – DAR-T (Domestic).**

**A. Residency Requirements.** Applicants for DAR-T (Domestic) must be either:

- A Saudi national possessing a Nationality Identification document, or
- A non-Saudi national possessing a valid Iqama and Passport.

**B. Eligibility Requirements.** Applicants for a DAR-T (Domestic) must:

- Be able to read, write, speak and understand the English language;
- Have a thorough working knowledge of the pertinent regulations;
- Current and thorough working knowledge of GACA policies, and related material;
- Possess knowledge of the designee program and this Handbook;
- Have a thorough working knowledge of the pertinent regulations (e.g. GACAR Parts 1,21,43, 119, 125,135,121, and 145);
- Current and thorough working knowledge of GACA policies, and related material
- Possess high degree of integrity, objectivity, cooperative attitude, and ability to exercise sound judgment;
- Have been in a responsible position in connection with the type of work for which the applicant is to be designated and be entirely cognizant of related technical requirements and problems related to civil aircraft approval, or have otherwise demonstrated suitability for the designation;

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- Possess high degree of integrity, objectivity, cooperative attitude, and ability to exercise sound judgment; and
- Meet at least **one** of the following:
  - o Be a former GACA airworthiness inspector (maintenance) with at least three years of related GACA experience;
  - o Be a person with at least five years of experience responsible for managing civil aircraft maintenance programs and aircraft records review leading to an “approval for return to service” (for example, a senior inspector or maintenance supervisor at a large GACAR Part 145 repair station or at the aircraft maintenance facility of a GACAR Part 121 air carrier). This person must hold a mechanic certificate issued under GACAR Part 66 with airframe and powerplant ratings and has the ability to determine that large civil aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) have been maintained, repaired, altered, and operational checks performed on aircraft in accordance with GACAR and ICAO requirements.

**14.5.2.15. APPOINTMENT AND RENEWAL PROCEDURES.** The Manager, Airworthiness Department receives and evaluates the applicant’s submission and will assign an Airworthiness Inspector to proceed with the processing of the application. If considered necessary, the Director, Airworthiness Department may establish an evaluation panel, composed of several Inspectors, to carry out the DAR candidate evaluations.

**A. Initiation.** The assigned Airworthiness Inspector initiates administrative action which includes the opening of a DAR file and the assignment of a DAR number from the number register determined in accordance with the procedures described below in paragraph E below.

**B. Technical Determination.** Evaluations of the applicant’s technical capability shall include interviews, tests, portfolio reviews and any other means necessary to establish acceptability to be DAR.

**C. Interview.** If required, the evaluation panel may interview a DAR (Domestic) applicant to assess his eligibility to be a DAR and also provide orientation on GACA-S&ER organizational structure, regulatory framework and certification procedures. During the interview the DAR applicant may be asked questions to verify that he possesses knowledge of the designee program, pertinent regulations and this Handbook. Use Designee Appointment Tracking Document in Figure 5 for recording results of interview and decision by the evaluation panel.

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**D. Enforcement History Check.** Prior to designation and/or renewal of a DAR, the Inspector must conduct a review of the DAR’s enforcement history (including all airman certificates held by the individual) to determine if there is a history of regulatory violations. Applicants for designation and/or renewal should have no more than two separate incidents involving GACAR violations in the last 5 years. An applicant with more than two separate incidents involving GACAR violations in the last 5 years is not eligible for designation or renewal as a DAR. A candidate with a revoked airman certificate is ineligible for appointment, regardless of the number of violations. In the case of a violation history that is not disqualifying (two or fewer incidents in the last 5 years), an Inspector must conduct an evaluation to ascertain the type of violation(s) and any special or mitigating circumstances, and the applicant’s attitude toward compliance with the GACARs. Inspectors should consider whether:

- 1) The violation was inadvertent and was not the result of purposeful conduct.
- 2) The violation did not involve a substantial disregard for safety or security, and the circumstances of the violation are not aggravated. “Substantial disregard” means, in the case of a DAR, that the act or failure to act was a substantial deviation from the degree of care, judgment, and responsibility normally expected of a person holding an airman certificate with that type, quality, and level of experience, knowledge, and proficiency.
- 3) The DAR has a constructive attitude toward GACAR compliance.

If an applicant for initial designation has a violation history, but does not have more than two violations in the last five years, then a copy of the enforcement history must be placed in the DAR’s file.

**E. DAR Designation Numbers.** Each DAR shall be assigned a unique designation number at time of their first and subsequent appointment as DAR in the format GACA/DAR-w-yynnnx( z) (e.g. GACA/DAR-M-01025F 1) where:

- w= M for Manufacturing or T for Maintenance
- yy=year (Gregorian) of first appointment
- nnn=DAR counter of first appointment beginning at 1 in each year, reset to 1 at beginning of each year
- x=F for Foreign DAR, or D for Domestic DAR
- z=counter for each subsequent renewal.

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**F. Certificate of Designation.** The DAR Certificate of Designation shall be prepared using Certificate of Designation form. The Certificate of Designation shall state the DAR category, designation number, t and an issue and expiration date.

**G. Letter of Appointment.** The President shall notify the DAR applicant, in writing and with a copy to the nominating Organization (for DAR-M only), of its decision regarding DAR appointment within fifteen (15) working days following the date of receipt of all the required information. The letter of appointment is to include the Certificate of Designation. (Refer to Figure 14.5.2.1, Sample Letter of Appointment). The letter of appointment shall state the DAR category, designation number, the privileges which the person concerned is authorized to perform, limitations of authority and an issue and expiration date.

**H. Orientation.** The GACA is responsible for the initial orientation of a newly appointed designee. For designees appointed in more than one discipline, appropriate orientation will be given in each area. At the completion of orientation, the designee must sign the Designee Acknowledgment of Responsibilities (refer to Figure 14.5.2.3 in this section), which will then be retained in the designee’s file. Figure 14.5.2.4 of this section provides an orientation checklist to aid Inspectors in DAR orientation.

**14.5.2.17. VALIDITY OF DAR CERTIFICATE OF DESIGNATION.** Unless terminated by the President, a DAR Certificate of Designation becomes invalid as a result of any of the following:

- When the validation date expires;
- Upon the written request from the DAR; or
- Upon a non-Saudi national DAR (Domestic) no longer possessing a valid Iqama.

**A. Certificate Validation Date.** Unless terminated by the President, a DAR Certificate of Designation remains valid for the period as stated thereon. The validity period shall be established based on the following criteria.

- 1) DAR (Domestic). Validity periods shall be one Hegira year from date of appointment.
- 2) DAR (Foreign). Validity period shall not exceed validity period on the foreign DAR authorization on which the GACA DER authority was based and in no case shall it exceed 2 years.

**B. Renewal Procedures.** DARs may apply for renewal of his DAR Certificate of Designation within 15

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days of its expiration date or when changes in scope of approval are sought. Applications for renewals and changes in scope of approval must follow the same procedures as described for initial DAR appointment.

**C. Letter of Renewal.** The President shall notify the DAR applicant, in writing and with a copy to the nominating *Organization*, of its decision regarding DAR renewal within fifteen (15) working days following the date of receipt of all the information required. The notification is to include the DAR renewal letter and Certificate of Designation. (Refer to Figure 14.5.2.2, Sample Letter of Renewal).

### 14.5.2.19. PREREQUISITES AND COORDINATION REQUIREMENTS.

**A. Prerequisites:** None.

**B. Coordination.** This task requires coordination between the assigned Airworthiness Inspector, the Organization and the DAR.

**C. Maintenance of Files.** GACA must establish and maintain a file for each DAR. All DAR files must contain the following, at a minimum:

- The original letter of request from the applicant/organization requesting appointment.
- The original Statement of Qualifications.
- Certificate of Designation
- Designee Acknowledgment of Responsibilities
- Verification of attendance at designee seminars.
- Records of discussion or counseling.
- Records of appointment correspondence.
- Records of renewal correspondence.
- Summary Activity Report.
- Designee Management Report.

### 14.5.2.21. REFERENCES, FORMS, AND JOB AIDS.

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**A. References:**

- GACAR Part 183

**B. Forms.** Statement of Qualifications, Certificate of Designation.

**C. Job Aids.**

- Figure 14.5.2.1 - Sample Letter of Appointment
- Figure 14.5.2.2 - Sample Letter of Renewal
- Figure 14.5.2.3 - Designee Acknowledgment of Responsibilities
- Figure 14.5.2.4 - DAR Orientation
- Figure 14.5.2.5 - GACA Designee Appointment Tracking Document
- Figure 14.5.2.6 – GACA Designee Certificate of Designation

**14.5.2.23. TASK OUTCOMES.**

A. Update DAR file.

B. Close the GAR Activity Record.

**14.5.2.25. FUTURE ACTIVITIES.** Surveillance.

**Table 14.5.2.1 Sample Letter of Appointment (DAR)**

[Name]

[Address]

Subject: GACA DAR Appointment

Dear Mr. Sir,

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This letter is to serve as notice of your appointment as a Designated Airworthiness Representative (DAR) under GACAR Part 183 in response to an application received from VIP Aviation Incorporated dated February 4, 2001.

DESIGNATION CERTIFICATE NUMBER: [number, for example, DMIR-123456-CE] FIXED BASE OF OPERATION: [appropriate designee or company address] DATE OF DESIGNATION: [date of initial appointment] DESIGNATION EXPIRATION: [date]

AUTHORIZED FUNCTIONS AND LIMITATIONS: This authorization is subject to certain functions and limitations as described:

(The following are examples of functions and limitations delegated to a DAR. Record the word “none” if there are no limitations cited)

1- Function Code DT-1 - Perform Aircraft Inspection for the renewal of Standard Airworthiness Certificate in accordance with GACAR Part-21 and GACA eBook Volume-6 Paragraph 6.2.1.11

2- Function Code DT-2 - Perform the renewal of Standard Airworthiness Certificate in accordance with GACAR Part-21 and GACA eBook Volume-6 Paragraph 6.2.1.11

\*\*\*\*\*Nothing  
Follows\*\*\*\*\*

This authorization will expire on [date] unless written request for renewal is submitted to the GACA Airworthiness Department. Your designation may be renewed at any time prior to the expiration date for an additional period of [timeframe]. Designee appointments are evaluated for renewal for proper performance, and determination of GACA need.

Please contact your GACA advisor, [name of assigned GACA advisor] should you have questions pertaining to this appointment.

Regards,

[Original Signed By] Manager,

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Airworthiness

cc: Quality Assurance Manager, VIP Aviation Incorporated

**Table 14.5.2.2 - Sample Letter of Renewal (DAR)**

[Name]

[Address]

Subject: DAR Renewal

Dear Mr. Sir,

This letter is to serve as notice of your renewal as Designated Airworthiness Representative (DAR) in response to an application received from VIP Aviation Incorporated dated February 1, 2002.

Details of your appointment including privileges (scope of authority, authorized areas, delegated functions), limitations and validity date are found on the attached Certificate of Designation.

Please contact your GACA advisor, [name of assigned GACA advisor] should you have questions pertaining to this appointment.

Regards,

[Original Signed By]

Manager, Airworthiness

cc: Quality Assurance Manager, VIP Aviation Incorporated

**Table 14.5.2.3 - Designee Acknowledgment of Responsibilities**

**DESIGNEE ACKNOWLEDGMENT OF RESPONSIBILITIES (DAR)**

Basis and Requirements for Delegation of Authority.

GACAR Part 183 sets out the basic requirements for the delegation of authority for Designated

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Airworthiness Representatives.

A designee/delegation is not considered an employee of the GACA and is not protected for the work performed or the decisions made by the designee.

### **2.0 Authorization and Role of a Designee.**

GACAR Part 183 and the GACA Inspector Handbook sets out policy, procedures, and conditions under which an applicant may obtain a delegation of authority that may be exercised by a designee. When accomplishing this task, the designee uses the same standards, procedures, and interpretations applicable to GACA-S&ER employees accomplishing similar tasks. The designee is also required to observe all conditions and limitations imposed by the GACA on the authority delegated.

### **3.0 Statement of Understanding.**

I understand that an appointment as a representative of the GACA is a privilege and not a right. I understand that I may be terminated from this appointment at any time for any reason at the discretion of the President of GACA.

### **4.0 Statement of Acceptance of Responsibilities and Obligations.**

I understand and accept the responsibilities and obligations, as detailed in my Certificate of Designation, associated with the exercise of authority delegated by the President.

I understand as a representative of the President of GACA, I am not an employee of the GACA for the work I perform.

As an authorized designee, I will:

- (a) Function in accordance with the responsibilities, privileges, and limitations contained in the relevant regulations, and orders.
- (b) Safeguard all GACA forms, certificates, and other official documents.
- (c) Perform only those authorized functions called out in my Certificate of Designation.
- (d) Dedicate the required resources for the effective performance of the delegated functions.
- (e) Remain knowledgeable in the specialty and in the applicable airworthiness standards, policies and procedures.

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- (f) Attend a GACA sponsored training/seminar as requested by GACA.
- (g) Cooperate with the GACA in exercising this delegated authority.
- (h) Submit Summary Activity Reports on the first day of each month.
- (i) Comply with all other items addressed during the initial designee orientation session.
- (j) Cooperate with GACA during oversight activities and allow GACA to inspect all related official records/documents at my facility at any time.

-----  
-----  
Designee Name / Signature Date

**Table 14.5.2.4 - DAR Orientation**

The GACA accomplishes the initial orientation for all domestic designees and should include the following items:

- a. **GACA Organizational Structure.** Review the organizational structure of the GACA system.
- b. **GACA Structure.** Review the applicable organizational structure.
- c. **Personnel.** Introduce the designee to GACA-S&ER personnel.
- d. **Assigned Tasks.** Emphasize that the designee must have adequate time to perform his assigned duties and to adequately represent the GACA.
- e. **Good Practices.** Explain that good practices exemplify that which has been shown to be reliable and satisfactory. Methods or procedures inconsistent with, or departing from, good practice become questionable practices and should be brought to the attention of the designee.
- f. **Administrative Responsibilities.** Familiarize the designee with all necessary administrative procedures, practices, oversight, and official records, and provide the designee with all pertinent forms and instructions.
- g. **Use of GACA Logos.** Emphasize to the designee that the GACA does not authorize designees to infer that they are GACA employees, or to use the GACA logo on items such as business cards, letterheads,

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facsimile covers, document covers, or any other business forms.

**NOTE:** A designee cannot sign GACA correspondence on behalf of the GACA.

- h. Use of Designee Numbers.** Explain to the designee that using a designee certificate number when signing company or personal reports, drawings, service documents, or letters is not allowed. This ensures that the designee signature on such documents does not constitute GACA approval.
- i. Compliance with Policy.** Explain that the designee must use and implement GACA policy and guidance material (for example, AGs, GACA Circulars, orders, and policy memos) in addition to the regulations and any other special instructions (for example, a memorandum of understanding conveyed by the GACA). In addition, explain to the designee that these policy and guidance materials must be followed and complied with.
- j. Appointment and Renewal Procedures.** Explain appointment and renewal procedures. All applicants must review and sign a Designee Acknowledgment of Responsibilities to confirm their understanding that an appointment as a designee is a privilege not a right, and can be terminated by the President at any time.
- k. Training/Seminar.** Explain to a newly appointed designee that they must attend training/ seminar as requested by GACA.
- l. Designation Privilege.** Explain to a newly appointed designee that their designation is a privilege not a right, and at the time of appointment there is no property right to be implied by the appointment. Emphasize that designees are entitled to only as much due process as the GACA provides. Refer to chapter 8 of this AG for the termination process.
- m. Authorized Functions.** Remind the designee that no authorized function may be delegated or transferred to another individual.
- n. Certification.** Caution the DAR that any irregularities or deficiencies related to the certification may result in the termination of their designation under the provisions of GACAR § 183.15(b)(4).
- o. Authority and Responsibility.** Remind the DAR to perform only authorized functions within the limits of designated authority. Explain that the DAR IS NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. Also, Designees ARE NOT authorized to approve departures from specific policy and guidance, new/unproven technologies, equivalent level of safety findings, special conditions, or exemptions. These are inherently governmental functions and cannot be delegated to a designee.

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- p. **Communication.** Remind the DAR to contact the GACA for authorization and to obtain any special directions or instructions deemed necessary BEFORE accepting any certification or inspection activity requested by an applicant/customer.
  
- q. **Summary Activity Reports.** Advise the DAR-T to provide information relating to their accomplishments in accordance with the GACA requirements. Submit Summary Activity Reports on the first day of each month to the Manager, Airworthiness Department.
  
- r. **Safeguarding of Forms.** Emphasize that the -DAR must ensure that all GACA forms, certificates, and other official documents are properly safeguarded. Explain that under no circumstance may any GACA document be in the possession of an applicant until the DAR completes it and GACA is notified. Note that all official project related documents must include the DAR’s printed or typed name, signature, and designation number.
  
- s. **Conflicts of Interest.** Explain that the DAR is not allowed to perform any authorized functions on behalf of an applicant for which they have, or appear to have, vested interests.
  
- t. **Data Reviews and Recommend Approval.** Inform the DAR to use proper GACA S&AT forms.
  
- u. **Document Submittal.** Emphasize that the DAR must submit applicable documents within 7 days of completion to the GACA S&AT for review/approval.
  
- v. **Applications.** Emphasize that the DAR must review applications for completeness and accuracy.
  
- w. **Cooperate** with GACA during oversight activities and allow GACA to inspect all related official records/documents at his facility at any time.
  
- x. **Charge a fee for his services.**

**Table 14.5.2.5 - GACA Designee Appointment Tracking Document**

**GACA DESIGNEE APPOINTMENT TRACKING DOCUMENT**

*Instructions: Complete this document by entering a checkmark ( ✓ ) in each line entry, Advisor should sign and date where applicable.*

**DESIGNEE NAME:** \_\_\_\_\_

1. Cursory checks of application and request additional information if necessary. \_\_\_\_\_

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2. Review application. \_\_\_\_\_

Based on application or previous experience, is there reason to believe that the applicant would be an asset to the GACA S&AT? If we don't think this applicant would reduce our workload, the applicant should be rejected at this point. Sign: \_\_\_\_\_

3. GACA need and ability to manage designee determination. Sign: \_\_\_\_\_

4. Response to applicant (within 30 days). \_\_\_\_\_

5. Contact applicant as necessary. \_\_\_\_\_

6. Recommended by the company (DAR-M only). \_\_\_\_\_

7. Position within company with sufficient authority to effectively administer compliance. \_\_\_\_\_

8. Evaluation (in writing) of why the applicant does not meet the GACA requirements.

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9. Adviser's recommendation - Circle One:

(a) A recommendation to appoint.

(b) A recommendation to appoint with limitations stated in item below:

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Evaluation (in writing) for each area for which a delegated function was requested and identification of any limitations or why the applicant was not qualified.

(Comments may be continued on a separate sheet if additional space is required.)

(c) Send applicant denial letter. \_\_\_\_\_

10. Evaluation panel review: Decision for immediate designee appointment \_\_\_\_\_ reject application

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Provide written evaluations if agreement is not reached and resolve with management. Send applicant letter informing the applicant of the decision and initial on the evaluation form for delegation accepted.

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11. Interview applicant. (if not, document justification). \_\_\_\_\_

EVALUATION PANEL DECISION:

APPOINTMENT: \_\_\_\_\_

DENY APPOINTMENT: \_\_\_\_\_

(Document rationale for denial of appointment and attach to this form.)

COMMENTS: \_\_\_\_\_  
-----

(Write any comments on a separate plain paper and attach to this form.)

MEMBER SIGNATURE (A/W Inspector) \_\_\_\_\_ Date: \_\_\_\_\_

MEMBER SIGNATURE (A/W Engineer) \_\_\_\_\_ Date: \_\_\_\_\_

MEMBER SIGNATURE (Manager, Airworthiness) \_\_\_\_\_ Date: \_\_\_\_\_

12. Orientation: For designee appointment, outline expectations. \_\_\_\_\_

13. Have the applicant sign the Designee Acknowledgment of Responsibilities document. \_\_\_\_\_

14. Return file to file room after verifying that file includes all documentation required and update appointment/candidate/denied status in the data base. \_\_\_\_\_

Figure 14.5.2.6 – GACA Designee Certificate of Designation



### Certificate of Designation

Reposing special trust and confidence in the integrity, diligence, and discretion of

*Name of Candidate*

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgement to merit special public responsibility, I hereby designate as

*Position*

with authorization to act in accordance with the regulations and procedures prescribed by the General Authority of Civil Aviation (GACA) relating to this designation

By Direction of President

Issued at

Dated

Certificate No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name, Title, Routing Code

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**CHAPTER 5. DESIGNATED AIRWORTHINESS REPRESENTATIVE (DAR)**

**Section 3. Termination of a DAR**

**14.5.3.1. GACA ACTIVITY REPORT (GAR).**

A. TBD (AW) (Termination of DAR)

**14.5.3.3. TERMINATION OF DAR CERTIFICATE OF DESIGNATION.** The DAR Certificate of Designation may be terminated for any of the following reasons:

- Subsequent to a finding by the GACA that the DAR is not performing his duties in accordance with their Certificate of Designation;
- Subsequent to a finding by the GACA that the DAR has not had sufficient activity to warrant continuance of the designation;
- Subsequent to a finding by the GACA that the DAR is not performing at a satisfactory level;
- Subsequent to a finding by the GACA of DAR misconduct;
- At the request of the GACA-DAR;
- Deceased;
- When a certificate is required as a basis for the appointment of the designee, for example, mechanic's certificate held by a maintenance DAR, and that certificate is suspended, canceled, or revoked;
- When the GACA finds the designee has not demonstrated the care, judgment, or integrity necessary to exercise the designation properly; or
- For any other reason that the President considers appropriate.

**A. Termination Procedures.** The procedures applicable to DARs for giving notice of termination or non-renewal are as follows:

**1) Company Misconduct/Insufficient Activity.** If the termination or non-renewal is based on

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insufficient activity at the company (production approval holder, supplier, or Organization), or on DAR misconduct condoned by the company, notice will be given only to the company; or

**2) DAR misconduct.** If the termination or nonrenewal is based on misconduct of a DAR, notice will be given to the DAR directly.

**B. Written Notification.** The company and/or an individual DAR shall be notified in writing of the reason(s) for any decision to terminate or not renew. The notification should be sent 30 days in advance of the intended effective date and should contain the reasons to terminate or not renew being as specific as possible, and cite handbook guidelines if applicable. Any unacceptable conduct should be cited.

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**CHAPTER 5. DESIGNATED AIRWORTHINESS REPRESENTATIVE (DAR)**

**Section 4. DAR Oversight**

**14.5.4.1. GACA ACTIVITY REPORT (GAR).**

**A. TBD (AW) (Oversight of a DAR)**

**14.5.4.3. DAR OVERSIGHT.** Every interaction between the DAR and the GACA constitutes oversight of the DAR by the President. Interactions may be in the form of data review or may be in the form of personal contact (e.g. telephone calls, visits, etc.). The GACA in performing its regulatory obligations shall use the interactions to evaluate the compliance of the DAR with the GACAR requirements and this Handbook. The results of these interactions will determine the continued validity of those certificates. Aviation safety inspectors (Inspectors) will accomplish surveillance of designees in accordance with the current surveillance program or as otherwise directed by the General Authority of Civil Aviation (GACA) senior management.

**A. Interactions.** The key interactions of DAR oversight are:

- Development and/or review of conformity verification plans;
- Conformity inspections or test witnessing;
- Review of completed documentation packages;
- Participation in technical exchanges (e.g. meetings, etc. on general technical subjects);
- Participation in GACA (or FAA) sponsored training/seminars;
- The Summary Activity Reports (See Figures 1 and 2) that each DAR must submit each month to GACA.

**B. Evaluations.** Evaluations may not necessarily involve a detailed examination of the DAR's performance during the review period. The evaluator may rely on as many or as few sources as believed necessary to make assessments. Examples of sources that the evaluator may use include personal experience, performance or conduct notes, input from other GACA (or FAA employees for DAR (Foreign)), and review of DAR submittals. The evaluation items of the DAR's performance shall include the following:

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- 1) Activity Level;
- 2) Application of regulations, policy, and guidance;
- 3) Adherence to GACA DAR procedures. The DAR must follow the applicable guidance in this Handbook and other policy documents when performing his DAR functions. It should be shown that the DAR does not deviate from these procedures for non-performance related issues, such that the DAR is not deceptive nor displays any artificiality or shallowness of any kind;
- 4) Integrity, sound judgment, and cooperative attitude. The DAR must be honest, complete and forthcoming with information in all dealings with the GACA;
- 5) Technical competence in area of appointment. When evaluating the above elements, the GACA evaluator should show that the DAR was able to act independently and impartially. This is based on an analysis of how well the DAR is able to separate his internal company functions and the ability to adequately exercise his DAR authority;
- 6) Attendance at required training;
- 7) Ability to communicate clearly;
- 8) Quality of submittals;
- 9) Timely identification of significant issues; and
- 10) Timely submittal of data.

**C. Conflict of Interest.** Specific evaluations should be made to ensure the integrity of the DAR is not undermined by conflicts of interest.

**D. Corrective Actions.** The purpose of the evaluation is to establish that the DAR is performing at the satisfactory level, or to take corrective action if this is not the case.

**E. Termination.** If the GACA evaluator believes the DAR is not performing at a satisfactory level in a number of areas and/or over a number of years, the evaluator shall recommend termination in accordance with the termination procedures in Section 3.

**F. Immediate Action.** In any case where a DAR is suspected of fraud or other activity for which emergency action is necessary to ensure safety, the GACA will immediately direct the DAR to cease all further certification activity pending a GACA investigation of the matter. Following a finding of a

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fraudulent or unsafe activity, the GACA shall initiate termination action and advise the CAA in the case of DAR (Foreign).

**G. Counseling.** If DAR performance is not satisfactory but termination is not warranted, the DAR evaluator and/or advisor must counsel the DAR concerning the performance deficiencies.

**H. Evaluation Records.** Evaluations and records of counseling or other corrective actions should be documented by the GACA evaluator and the records placed on the GACA DAR file. Use the Designee Management Report (Figure 3) to aid in documenting this review.

### 14.5.4.5. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

- GACAR Part 183

#### B. Forms. None.

#### C. Job Aids.

- Figure 15.5.4.1 - Summary Activity Report (DAR-M)
- Figure 15.5.4.2 - Summary Activity Report (DAR-T)
- Figure 15.5.4.3 – Designee Management Report (DAR)

### 14.5.4.7. TASK OUTCOMES.

#### A. Close the GAR Activity Record.

**B. Evaluate Results of Surveillance.** Document any discrepancies and discuss them with the DAR. If no steps are taken by the DAR to correct the discrepancies, take the appropriate compliance enforcement actions.

### 14.5.4.9. FUTURE ACTIVITIES.

Continue surveillance and provide assistance as needed.

#### Table 14.5.4.1 - Summary Activity Report (DAR-M)





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DESIGNEE MANAGEMENT REPORT			
Designee Name:	Designee No.:	Date:	
Check Applicable Item: Annual Review <input type="checkbox"/> Surveillance <input type="checkbox"/> Corrective Action <input type="checkbox"/> Other <input type="checkbox"/>			
ITEM	SAT	UNSAT	N/A
1. Verify project has been delegated to designee. <i>(Enter in the Remarks Section how delegation was verified.)</i>			
2. Verify designee has all current regulations, associated policies, procedures, GACA forms and revisions thereof required in the performance of their duties.			
3. Verify the designee is actually performing the assigned duties in accordance with the pertinent regulation, related policies and procedures.			
4. Review official documents and paperwork initiated by the designee for accuracy/completeness/quality.			
5. Verify the designee has allowed sufficient time to study material relating to review of airworthiness data and recommend approval to GACA-S&ER.			
6. Verify sufficient work is being accomplished by the designee to warrant actual need.			
7. Discuss issuance of GACA-S&ER form 110-3, Statement of Compliance with the GACA-S&ER Requirements (DAR-T) /GACA-S&ER Form 8100-1, Conformity Verification Inspection Record (DAR-M)			
8. Discuss applicable GACA Policies and Procedures and review documents in accordance with this Handbook.			
9. Verify that information furnished to designee is adequate to assure inspections of products/units will satisfy GACA conformity requirements. (DAR-M)			
10. Verify attendance at Designee Training/Seminar requested by GACA. Date attended:			
11. Validate currency of GACA designation.			
12. Date scheduled for follow-up action.			
<b>Remarks Section:</b> <i>(If needed, continue remarks on plain paper and attach it to this form).</i>			

GACA Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

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**CHAPTER 6. DESIGNATED MECHANIC EXAMINER**

**Section 1. Evaluate a Designated Mechanic Examiner**

**14.6.1.1. GACA ACTIVITY REPORT (GAR).**

- A. 3501 (AW) (Test Authorization)
- B. 3504 (AW) (Test by Inspector)
- C. 3506 (AW) (Test by DME)
- D. 3507 (AW) (Amend/Re-Issue Certificate)
- E. 3510 (AW) (Amend Privileges to Add Rating)
- F. 3524 (AW) (Renew DME)
- G. 3529 (AW) (Review DME File)

**14.6.1.3. OBJECTIVE.** This section provides specific guidance on the designation and renewal of General Authority of Civil Aviation (GACA) Designated Mechanic Examiners ((DMEs), who are designated under General Authority of Civil Aviation Regulation (GACAR) Part 183 and are providing services in support of mechanic certification under GACAR Part 66.

**14.6.1.5. GENERAL.**

**A. Purpose.** Designees leverage the GACA’s workforce by providing airman certification services persons seeking mechanic certificates or ratings. Designation is a privilege and designees are appointed by the President to meet GACA’s needs. DMEs are subject to any regulation, supervision, and review that the President may prescribe. Under the provisions of this section and GACA directives, the President may rescind any such delegation at any time and for any reason he deems appropriate.

**B. Types of DMEs:**

- 1) Airframe.

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2) Powerplant.

3) Avionics.

**C. Eligibility Requirements.** The eligibility requirements for all DMEs are:

- 1) A valid mechanic certificate issued under GACAR Part 66 with a rating appropriate to the type of DME designation sought;
- 2) At least 5 years' experiences exercising the privileges of the mechanic certificate/rating; and
- 3) Proven cooperative attitude working with GACA Inspectors and management.

**D. Designee Standards.**

- 1) A DME must conduct all tests according to the applicable GACARs and guidance in this Handbook.

**14.6.1.7. SELECTION AND APPOINTMENT.** Candidates for designation must be highly experienced, appropriately qualified and must meet all applicable eligibility requirements.

**A. Designated Mechanic Examiner (DME) Applications.** Candidates for initial designation should send a completed application to the General Manager, Certification and Licensing Department including the submission of documentation to show how they meet all prescribed eligibility requirements.

**B. Initial Screening.** The Director, Certification and Licensing Division will notify the applicant of the results of the initial screening in writing.

**B. Practical Test.** Each DME candidate selected for designation must pass a practical test by an Inspector before the GACA issues an initial designation. The practical test assists the GACA in determining whether the candidate is competent to apply current practical test requirements, procedures, and performance standards in the aircraft for which authorization is sought.

**D. Selection.** Selection is the process of determining eligibility. This involves the evaluation of an applicant's technical skills and competence in applying those skills in their area of expertise as well as their understanding of GACA policy and guidance.

**14.6.1.9. RENEWAL CRITERIA.** The designee must satisfy the requirements and follow the procedures set forth in this Handbook and the GACARs.

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**A. Certification Activity.** During the renewal process, the GACA reviews the amount of certification activity to determine the continuing need for that designation. In the case of a Designated Mechanic Examiner applying for renewal an acceptable level is when the examiner has conducted during the previous 12 calendar months:

- Five certification exercises or tests in any category; or
- Five mechanic rating practical tests

If the DME has not met these minimum levels then the General Manager, Certification & Licensing Department may consider other factors prior to making a decision to renew or not.

**B. Reissuance of Certificate of Designation (COD).** The COD is valid until the expiration date shown on the COD. The GACA will reissue the COD with each designation renewal.

**C. Renewal Test.** DMEs must demonstrate knowledge and skill by the satisfactory completion of an annual renewal test appropriate to the designation and authorizations up for renewal or reinstatement, if a renewal test is required. The renewal test does not have to be performed in the renewal expiration month. This means the renewal test may occur at a different time during the year.

**14.6.1.11. REINSTATEMENT.** A former designee whose privileges were terminated may apply for reinstatement, provided poor performance, judgment, or integrity were not the basis for the termination. The President may reinstate the designation only if that designee meets the requirements and procedures for an original issuance of the designation. If the designation has been terminated for more than 36 calendar months, the designee must satisfactorily demonstrate currency with all rules and guidance before reinstatement.

**A. Demonstration of Competency.** If the designation has been expired for more than 12 calendar months, the GACA may require a demonstration of competency for reinstatement.

**B. Reissuance of a COD.** To qualify for the reissuance of a COA, a re-instated designee must demonstrate competency appropriate to the authorization sought.

**C. Designation Number.** Use the original designation number for the reinstatement.

### 14.6.1.13. DESIGNATION NUMBERING.

**A. Numbering System.** All DMEs are assigned a unique identifier number. The numbers will be assigned according to the protocols developed by the Director, Certification and Licensing Division.

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### 14.6.1.15. PREREQUISITES AND COORDINATION REQUIREMENTS.

**A. Prerequisites.** This task requires knowledge of GACAR Part 66 and 183 and qualification as an Inspector.

### 14.6.1.17. REFERENCES AND FORMS.

**A. References:**

- GACAR Part 1, 66 and 183

**B. Forms:**

- GACA Activity Report(GAR)
- Certificate of Designation (COD)

### 14.6.1.19. PROCEDURES FOR INITIAL DESIGNATION.

**A. Need for and Ability to Manage a Designee.** Successfully meeting the eligibility requirements does not guarantee appointment as a designee. The GACA senior management determines the need for and ability to manage a designee.

1) *Determining the Need.* The GACA considers several factors in determining the need for a designee including, but not limited to:

- a) Activity level of designees performing similar work.
- b) Demand/convenience to the public as determined by:
  - Ability to provide examinations within a reasonable period of time, and
  - Number of complaints from the public about the lack of availability of certification.
- c) Geographic dispersion as determined by the distance the applicant must travel to the designee.

**NOTE:** The need for a new designee is driven by the needs of the public and not by the impact on other existing designees.

2) *Determining the Ability to Manage.* The GACA reviews several criteria including the ability

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to manage a designee:

- a) Effect of workload on Inspectors.
- b) Time needed to oversee the designee workforce, including travel time.
- c) Availability of trained Inspectors and/or managers.

**B. Selection.** The GACA reviews the application package.

- 1) For each prospective DME candidate, an Inspector should research enforcement records to ensure that the applicant has a clean record.
- 2) Prior to designation and/or renewal of a designee, the Inspector must conduct a review of the designee’s enforcement history (including all airman certificates held by the individual) to determine if there is a history of regulatory violations. Applicants for designation and/or renewal should have no more than two separate incidents involving GACAR violations in the last 5 years. An applicant with more than two separate incidents involving GACAR violations in the last 5 years is not eligible for designation or renewal as a designee. A candidate with a revoked airman certificate is ineligible for appointment, regardless of the number of violations.
- 3) In the case of a violation history that is not disqualifying (two or fewer incidents in the last 5 years), an Inspector must conduct an evaluation to ascertain the type of violation(s) and any special or mitigating circumstances, and the applicant’s attitude toward compliance with the GACARs. Inspectors should consider whether:
  - a) The nature of the violation allows the designee to continue holding any required certificate.
  - b) The violation was inadvertent and was not the result of purposeful conduct.
  - c) The violation did not involve a substantial disregard for safety or security, and the circumstances of the violation are not aggravated. “Substantial disregard” means, in the case of a designee, that the act or failure to act was a substantial deviation from the degree of care, judgment, and responsibility normally expected of a person holding an airman certificate with that type, quality, and level of experience, knowledge, and proficiency.
  - d) The designee has a constructive attitude toward GACAR compliance.
  - e) If an applicant for initial designation has a violation history, but does not have more than

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two violations in the last five years, then a copy of the enforcement history must be placed in the designee's file.

4) The Inspector assesses each designee candidate's knowledge and experience through review of the application and consultation with others who are familiar with the designee program and/or candidates.

5) The Inspector submits the findings and recommendations to the General Manager, Aviation Safety Standards Department. The Inspector provides the following information on each prospective designee candidate:

- Enforcement and accident history report
- The designee candidate's application
- Any other pertinent information, references, or recommendations

**C. Mechanic Examiner Practical Test.** The practical test for an initial Mechanic Examiner Designation, issuance of additional designations and renewal of mechanic examiner designations must contain both the appropriate oral questioning and performance in accordance with the Practical Test Standards (PTS) for the particular rating. A complete briefing must be completed for any practical test.

1) *Methods of Testing.* In order of preference, an Inspector will choose one of the following methods to test a mechanic examiner applicant:

a) The Inspector will observe the mechanic examiner applicant testing an actual applicant for a mechanic's rating or certificate. The Inspector will evaluate the mechanic examiner applicant's performance while the mechanic examiner applicant evaluates the applicant for a mechanic's rating. They should hold any discussions between the mechanic examiner applicant and the Inspector concerning the pilot examiner applicant's performance in private and not share those discussions with the applicant for a mechanic's rating.

b) The Inspector will play the role of a mechanics rating applicant for a certification practical test appropriate to the type of designation the mechanic examiner applicant is seeking. If the Inspector answers a question incorrectly to test whether the mechanic examiner applicant recognizes an incorrect answer, the incorrect response must be obvious.

c) The Inspector will test the mechanic examiner applicant on selected topics to assess the mechanic examiner applicant's knowledge and ability to evaluate an applicant for a mechanic's rating in accordance with the rating(s) applied for and the appropriate (PTS).

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2) *Practical Test Roles*. Where the Inspector plays the role of an applicant for a mechanic's rating during a simulated practical test, the simulated practical test will be appropriate to the type of designation that the mechanic examiner is seeking.

- a) The Inspector will evaluate the mechanic examiner applicant's plan of action for completeness and efficiency.
- b) During the oral portion of the simulated practical test, the Inspector will not use "trick" replies. If the Inspector answers questions incorrectly to test whether the mechanic examiner applicant recognizes incorrect answers, the incorrect response must be obvious.
- c) The Inspector will test the mechanic examiner applicant to assess the mechanic examiner applicant's proficiency, knowledge and ability to evaluate an applicant for a mechanic's rating in accordance with the standards and objectives in the appropriate (PTS).

3) *Scheduling*. Since a mechanic examiner applicant's hours may be incompatible with the Inspector's normal duty hours, the Inspector will make every effort to be flexible when scheduling tests with mechanic examiner applicants.

4) *Authority to Issue Documentation After the Practical Test*.

- a) In the case of a practical test with an actual applicant for a mechanic's rating and a successful mechanic examiner applicant, the mechanic examiner applicant does not yet have the authority to issue a certificate to the applicant for a mechanic's rating. However, the Inspector may allow the mechanic examiner applicant to fill out the appropriate documentation for the applicant for a mechanic's rating while the Inspector observes. The Inspector will then sign any certificate issued.
- b) In the case of a practical test with an actual applicant for a mechanic's rating and an unsuccessful mechanic examiner applicant, the Inspector will complete and sign the appropriate documentation.

### **D. Appointment.**

1) *Schedule Appointment with Applicant*. After the General Manager, Certification and Licensing Department decides upon a qualified designee candidate, the Inspector schedules an appointment for the designee candidate to meet with the Inspector and/or take a practical test, if applicable.

2) *Designee Candidate Appointment with Inspector*. When the designee candidate arrives for the

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scheduled appointment, the Inspector:

- a) Inspects acceptable forms of identification to establish the designee candidate's identity.
- b) Reviews applicable records including the designee candidate's certificates and other records, i.e., job descriptions from past appointments, logbooks (if applicable), etc., to ensure that the airman is appropriately certificated and verify the aeronautical experience indicated.
- c) Proceeds with the practical test, if applicable.

**E. Inspector's Actions** . When issuing an initial designation:

- 1) The Inspector prepares the designee file.
- 2) The Inspector assigns a number.
- 3) The Inspector prepares the appropriate Certificate of Designation (COD) for signature.
- 4) The Inspector forwards the authorization documentation to the designee.

**14.6.1.21. ADDITIONAL DESIGNATIONS.** A mechanic examiner may receive an additional designation (i.e., an Avionics Rating) by completing the same procedures used for an original designation for that rating. The DME candidate must hold the certificate and rating(s), without limitation, appropriate to the designation sought.

**A. Requirements.** Additional designations require a demonstration of competency as a mechanic examiner appropriate to rating sought. The Inspector uses the current designation number to issue a new COD showing the new or added designation. When a designation is added, the existing designation(s) may be renewed.

**B. Qualifying for Additional Designations.** Although an initial designation requires testing for knowledge, skills and abilities from the (PTS), the candidate does not need to repeat the same knowledge, skill and ability demonstrations for an additional designation.

### 14.6.1.23. RENEWALS.

**A. Application for Renewal.** Designees should apply for renewal at least 45 calendar days before their certificate expires.

**B. Recurrent Training Requirements.** The designee's renewal application package should include a

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copy of any training received. While recurrent training is not a prerequisite for renewal, designees must maintain training currency at all times in order for the designation to be effective.

**C. Renewal for DME Authorization.** An Inspector may administer a renewal test for renewing a DME’s authorization by one of the testing methods stated in paragraph 14.6.1.19, C, above. It should be recognized that the Inspector has the most “first-hand” knowledge of their DMEs’ activity levels, and so the Inspector, in consultation with GACA management, should determine the frequency, monitoring, and renewal tests of DMEs.

1) If a DME holds multiple designations, the Inspector should test the applicant appropriately to discern proficiency in each area of designation. The DME is only required to take one renewal test every 12 calendar month cycle within any area of designation.

**D. Inspector’s Action .** When reviewing the designee’s renewal application package:

1) The Inspector should review the renewal criteria described above and determine whether the designee should be renewed or terminated.

2) If the Inspector renews the designee, the Inspector should prepare and issue a new COD listing the designations and authorizations renewed.

3) If the Inspector decides to terminate the designee, the Inspector must follow the process prescribed in paragraph 14.6.1.25, below.

**14.6.1.25. TERMINATION OF DESIGNATION.** Termination is the action by the GACA to not renew or to rescind a designee’s authority at any time for any reason the President considers appropriate.

**NOTE:** Inspectors should keep in mind that a termination of designation may be appealed by the designee. Therefore, Inspectors should include documentation relating to designee deficiencies or termination in the designee’s file.

**A. Types of Termination.** There are two types of designee termination:

1) “Termination for cause” is a negative finding based on a designee’s performance. (See Figure 14.6.1.1, Sample Letter of Termination (For Cause).)

2) “Termination not-for-cause” can be for any reason not specific to a designee’s performance (e.g., lack of need for the designee by the GACA or voluntary surrender). (See Figure 14.6.1.2, Sample Letter of Termination (Not-for-Cause).)

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**B. Examples of Deficiencies.** The following are examples of deficiencies in a designee’s performance of duties:

- 1) Unsatisfactory performance in any phase of designee duties or responsibilities, including the inability to accept or carry out GACA instructions.
- 2) Any actions by the designee that may reflect poorly on the GACA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community.
- 3) The inability of the designee to work constructively with the GACA personnel or the public.
- 4) Evidence that the designee did not meet general and/or professional qualifications and requirements at the time of the original designation or at any time thereafter.
- 5) A designee’s inability to demonstrate satisfactory performance during a knowledge and skill evaluation or during an initial training seminar or a recurrent training seminar.
- 6) A designee’s failure to maintain, or inability to demonstrate, qualifications for any certificate, rating, or examiner designation held.

**C. Documentation.** The Inspector will document deficiencies in performance in the designee file. The office should include any correspondence relating to the designee’s deficiencies, including but not limited to corrective action taken or a record of additional training as well.

### 14.6.1.27. TASK OUTCOMES.

**A. Results.** Completion of this task may result in issuance or renewal of a Certificate of Designation.

**B. Close the GAR.** Complete a GAR for the designation or renewal.

### 14.6.1.29. FUTURE ACTIVITIES.

**A. Recordkeeping.** The Certification and Licensing Department is responsible for the recordkeeping associated with the completed certifications submitted by the designee.

**B. Designee Oversight.** Conduct designee oversight and surveillance in accordance with the applicable guidance for the specific designee type contained in this Handbook.

#### Figure 14.6.1.1. Sample Letter of Termination (For Cause)

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[GACA Letterhead]

[Date]

Designee Number: [Insert number]

[Designee's name and address]

Dear [Designee's name]:

This letter is to inform you that your General Authority of Civil Aviation (GACA) designation as a [type of designee] is terminated pursuant to GACAR § 183.15. [You must immediately cease exercising the privileges of your designation] *OR* [Pursuant to our (telephone conference/meeting) on (date), you were to cease exercising the privileges of your designation on (date).]

Your designation is being terminated [Insert reason] [Cite the reference to the regulations/policy that was violated/noncompliance.]

You may submit a request for appeal in writing to this office no later than 14 calendar-days from the date of receipt of this letter. At that time, you should include any evidence or statement concerning this matter with your written request for appeal. You will be notified of the outcome of the appeal within 60 calendar-days after our receipt of your written request for appeal.

Sincerely,

[Signature]

General Manager, Aviation Safety Standards Department

**Figure 14.6.1.2. Sample Letter of Termination (Not-for-Cause)**

[GACA Letterhead]

[Date]

Designee Number: [Designee's number]

[Designee's name and address]

Dear [Designee's name]:

This letter is to inform you that your General Authority of Civil Aviation (GACA) designation as a [type of designee] is terminated pursuant to GACAR § 183.15. [You must immediately cease exercising the

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privileges of your designation.] *OR* [Pursuant to our (telephone conference/meeting) on (date), you were to cease exercising the privileges of your designation on (date).]

Your designation is being terminated [because you voluntarily surrendered your designation authority on (date) *OR* because this office is no longer in need of your assistance.]

This termination is not-for-cause and may not be appealed. You may be eligible for reinstatement at a future date. We appreciate your service to the GACA.

Sincerely,

[Signature]

General Manager, Aviation Safety Standards Department

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**CHAPTER 6. DESIGNATED MECHANIC EXAMINER**

**Section 2. Inspect a Designated Mechanic Examiner**

**14.6.2.1. GACA ACTIVITY REPORT (GAR).**

A. 3675 (AW) (Inspect)

**14.6.2.3. OBJECTIVE.** This section provides guidance for conducting surveillance of Designated Mechanic Examiners (DMEs).

**14.6.2.5. GENERAL.** Aviation safety inspectors (Inspectors) will accomplish surveillance of designees in accordance with the current surveillance program or as otherwise directed by the General Authority of Civil Aviation (GACA) senior management. Inspectors (Airworthiness) are also responsible for ensuring that the DMEs are thoroughly coached in the importance of their roles of administering oral (knowledge) and practical (skill) tests to the applicants.

**14.6.2.7. OVERSIGHT RESPONSIBILITIES.**

**A. Role of the GACA.** Designees operate under the direct supervision of the General Manager, Certification and Licensing Department. The GACA uses a risk-based analysis as much as practical to develop an individually tailored, effective oversight program for each designee assigned to that office.

**14.6.2.9. PRACTICAL TEST STANDARDS (PTS).** DMEs will conduct and score all oral and practical tests in accordance with the applicable PTS for the airman certificate sought and GACA procedures prescribed by the General Manager, Certification and Licensing Department.

**14.6.2.11. PREREQUISITES AND COORDINATION REQUIREMENTS.**

**A. Prerequisites:**

- Knowledge of the regulatory requirements of General Authority of Civil Aviation Regulation (GACAR) Part 66 and 183

**B. Coordination.** This task may require coordination within the Airworthiness Division.

**14.6.2.13. REFERENCES, FORMS, AND JOB AIDS.**

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### **A. References:**

- GACAR Part 1, 66 and 183

### **B. Forms.**

- Application for Airman Certificate and/or Rating
- Certificate of Designation
- GACA Activity Report (GAR)

### **C. Job Aids.** None.

#### **14.6.2.15. PROCEDURES.**

**A. Determine the Need for an Inspection.** Inspectors conducting surveillance of DMEs should use a risk based analysis to determine when an inspection is necessary. Circumstances that warrant an inspection include, but are not limited to:

- 1) Regularly scheduled work program guidelines.
- 2) Complaints received about a DME’s conduct of oral and/or practical tests.
- 3) Newly designated examiners (inspections can occur at a higher level of frequency to ensure compliance).
- 4) Review of DME’s certification files indicates one of the following:
  - Overall problems with the certification files
  - A “no failure” or “high pass rate” that seems unusual
  - A high activity rate

### **B. Prepare for the Inspection.**

- 1) Review the following documents prior to the inspection:
  - DME’s designee file

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- DME's planning sheets
- Previous inspection reports and GAR entries
- Any correspondence between the GACA and DME since the last inspection

2) If appropriate, contact the examiner to arrange for the inspection to coincide with scheduled oral and/or practical examinations.

### **C. Visit the Designated Mechanic Examiner's Fixed Base .**

1) Ensure the examiner maintains current copies (paper or electronic) of the following DME related documents:

- GACAR Part 43, Maintenance, Preventive Maintenance, Rebuilding, and Alteration
- GACAR Part 66, Certification: Mechanics and Repairmen
- GACAR Part 183, Representatives of the President
- Aviation Mechanic Airframe (PTS)
- Aviation Mechanic General (PTS)
- Aviation Mechanic Powerplant (PTS)
- Aviation Mechanic Avionics (PTS)

2) Ensure the DME provides adequate security for temporary airman certificates.

3) Request and examine the DME's airman certificates and Certificate of Designation (COD).

4) Determine if the facility is adequately equipped to support testing to the level required by the GACA by inspecting the tools, equipment, airworthy assemblies, un-airworthy assemblies, subassemblies, operational mockups, and materials required to complete a project assignment and demonstrate the basic skills for the certificate and rating sought. (Reference GACA Testing Procedures prescribed by the General Manager, Certification and Licensing Department.)

### **D. Observe the DME Conducting an Exam.**

1) *Perform Pre-test Inspection Activities (described below):*

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a) Review the examiner's planning sheet for the following:

- Does the planned test include all the questions and projects required by the mechanic oral exam and the PTS?
- Does the test cover each subject area/area of operation required by the PTS for the certificate/rating sought?
- The Inspector should request a copy of the planning sheet for the specific test he plans to observe in advance of the test to avoid interruption. Direct any questions regarding the test plan or adequacy of the test to the DME in private before the beginning of the test.

b) Conduct interviews of recently certificated mechanics. These interviews are to ensure the examiner is properly following the PTS when the GACA is not in attendance. Inform interviewees that the questions asked are to evaluate the testing procedure and not a reexamination of their certificate. Conduct a sufficient number of interviews (at least five randomly selected airmen or 50 percent of the airmen newly certificated by the designee over the past 12 months, whichever is fewer), to provide confidence that the designee is properly conducting the test. The Inspector will use the information gained during the pre-inspection interviews to aid in the onsite portion of the designee surveillance.

**NOTE:** The Inspector should request a copy of the planning sheet for the specific test he plans to observe in advance of the test to avoid interruption. Direct any questions regarding the test plan or adequacy of the test to the DME in private before the beginning of the test.

c) Ensure the DME requests appropriate identification from the applicant to validate the applicant's identity.

d) Ensure the examiner does not intend to administer the oral and/or practical test to more than one applicant at a time, unless otherwise authorized by the GACA.

e) Ensure the applicant is informed that the Inspector is principally observing the examiner's performance and that at the conclusion of the tests, unless circumstances otherwise warrant, the examiner will issue a temporary certificate if the applicant passes the test.

2) *Observe a Test.* Ensure the examiner conducts the oral and practical portions of the test in accordance with GACA Procedures prescribed by the General Manager, Certification and Licensing Department.

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**E. Post Test Activities.** Ensure the DME completes and submits the certification file in accordance with GACA procedures prescribed by the General Manager, Certification and Licensing Department. After observing the examiner conduct an oral (knowledge) and practical (skill) test of the applicant, note the following four possible outcomes. In each of these outcomes, conduct a debriefing with the examiner, separate from the applicant. Discuss the performance of the applicant and the examiner, and recommend areas of improvement needed by the examiner.

- 1) If both the DME and the applicant perform satisfactorily, observe the examiner properly issuing the temporary airman certificate.
- 2) If the examiner performs satisfactorily but the applicant is unsatisfactory, observe the examiner properly identifying the subject areas or area of operation/task failed or not tested in the remarks block.
- 3) If the examiner performs unsatisfactorily but the applicant performs satisfactorily, allow the examiner to issue the temporary airman certificate. This is only possible if the Inspector determines that an adequate test was given. If the DME's performance was inadequate, resulting in an invalid test, then the DME did not properly evaluate the airman applicant and should not issue a temporary airman certificate.
- 4) If both the examiner and the applicant perform unsatisfactorily, allow the examiner to properly identifying the oral and/or practical projects failed or subject areas/tasks not tested.

**14.6.2.17. PERMISSION TO TEST APPLICANTS.** The DME must notify the General Manager, Certification and Licensing Department (or his designate) before any test.

### **14.6.2.19. TASK OUTCOMES.**

#### **A. Complete the GAR.**

**B. Complete the Task.** Completion of this task will result in one of the following:

- 1) If the DME's performance is satisfactory, the Inspector must place a written indication to that effect (e.g., copy of the GAR record or handwritten note) in the examiner's designee file.
- 2) If the DME's performance is unsatisfactory, the Inspector must place a written indication to that effect in the examiner's designee file, and the following actions may be warranted:
  - a) Counseling or other corrective action to obtain satisfactory performance, including a follow-up surveillance plan.

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b) Termination of the DME’s designation (see Section 1 of this chapter); or

c) Remedial compliance enforcement action initiated against an airman certificate issued by the DME, if appropriate.

**14.6.2.21. FUTURE ACTIVITIES.** If the DME fails to correct any discrepancies, the Inspector should take the appropriate remedial compliance enforcement action.

**A. Recordkeeping.** The Certification and Licensing Department is responsible for the recordkeeping associated with the completed certifications submitted by the designee.

**B. Designee Oversight.** Conduct designee oversight and surveillance in accordance with the applicable guidance for the specific designee type contained in this handbook.

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### CHAPTER 7. DESIGNATED ENGINEERING REPRESENTATIVE (DER)

#### Section 1. General Information

**14.7.1.1. OBJECTIVE.** This section provides general information concerning the General Authority of Civil Aviation (GACA) Designated Engineering Representative (DER) program.

**14.7.1.3. BACKGROUND.** Several years ago the Federal Aviation Administration (FAA) implemented a policy to restrict the activities of FAA authorized DERs on foreign registered aircraft. The FAA has stated that its DER system is only intended to serve the needs of aircraft registered in the U.S. and that FAA DERs will only be authorized to be involved with foreign registered aircraft under very specific circumstances. This policy has had a significant impact on the GACA in that it is no longer able to rely on FAA DERs as a source of approved data for the repair and modification/alteration of Saudi Arabian-registered aircraft.

**A. GACA DER Program.** To address any adverse effects the FAA policy might have on Saudi Arabian operators the GACA has implemented its own DER program. This handbook chapter documents the policies and procedures associated with the GACA DER program.

**14.7.1.5. GACA POLICY STATEMENT CONCERNING THE DER PROGRAM.** The following policy statements list the GACA policies associated with the DER program. These policy statements supplement or clarify the GACAR requirements.

- DERs are appointed by the President only when there is a justified need for engineering

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delegation;

- DERs are delegated to make findings of compliance to airworthiness requirements on behalf of the GACA in support of major alteration and repair only for Saudi Arabian-registered aircraft;
- A database containing names, categories, designations, validity period and contact information of valid DERs will be maintained by the GACA and provided to interested parties engaged in the operation and maintenance of aircraft registered in the KSA;
- DER (Foreign and Domestic) must be employed by an **Organization**;

**NOTE: Organizations** are defined for the purposes of this chapter to mean an air operator certificated under GACAR Part 119, an aerial work operator certificated under GACAR Part 133, a repair station certificated under GACAR Part 145 or an applicant/holder for SAPMA or SATSOA under GACAR Part 21.

- Applications shall not be accepted from foreign applicants for DER in the candidate category;
- Any application for a DER designation under GACAR Part 183 shall be assessed against the current requirements of GACAR Part 183, and the specified policies/procedures contained herein. FAA Orders 8110.37C and 8100.8A as amended may be used for reference, however in case of conflict between these orders and this handbook this guidance shall prevail;
- DERs must operate within the context of GACA regulations, policies and procedures and must use approved GACA forms;
- The validity period for a DER (Domestic) shall be one Hegira year from date of appointment;
- The validity period for a DER (Foreign) shall not exceed the validity period on the foreign DER authorization on which the DER authority is based and in no case shall it exceed 2 years;
- A DERs performance shall be evaluated by the GACA-S&ER on an ongoing basis and corrective actions shall be taken to correct identified deficiencies in performance;
- Delegation to organizations (e.g., foreign or domestic aircraft maintenance organizations and operators) are excluded from the DER program; and,

**14.7.1.7. GENERAL.** Designation of a person as a DER under GACAR Part 183 is a privilege granted by the President. It is not a right of every qualified applicant to be granted a DER designation. A DER is granted the privilege to find compliance or recommends to the President findings of compliance with

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appropriate airworthiness requirements.

**A. GACA DERs.** GACA DERs shall be appointed with specific categories, designations, privileges (authorized scope of authority, functions, areas) and limitations. Each DER appointment will list the specific categories, designations, privileges and limitations in the Certificate of Designation which is issued to the DER.

**B. Categories.** DER shall be appointed in one of the following categories:

- Company-DER
- Consultant-DER
- Dual Appointment-DER
- Candidate-DER

### 14.7.1.9. PREREQUISITES FOR APPOINTMENT.

**A. Company-DER.** An individual may be appointed to act as a Company-DER for their employer and may only approve or recommend approval to GACA, technical data for their sponsoring company.

**NOTE:** A Company-DER cannot be appointed unless an officer of the company within which the DER can exercise his delegation has recommended it in writing using an official GACA form.

**B. Consultant-DER.** An individual may be appointed to act as an independent (self-employed) consultant-DER to approve, or recommend approval of technical data to the President for a client.

**C. Dual Appointment-DER.** An individual may be appointed to act both as a Company-DER and a Consultant DER. In such a case, two separate appointments will be made and separate certificates of delegation issued. The GACA will advise the DER that the employer should be informed of the dual appointment. In the case of dual appointments, the Consultant-DER delegation may be authorized for areas different from the Company-DER delegation depending upon the applicant's experience and the limitations the President may place on the DER.

**D. Candidate-DER.** If an applicant meets all the requirements for a DER designation except for significant experience in a direct working relationship with the President, the applicant may be identified as a DER candidate. Candidates do not have the authority to make findings of compliance or approve data, but must review and make recommendations of compliance to the President to demonstrate their ability to function as a DER. After demonstrating this capability, the DER candidate

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will be delegated authority as a DER providing the President has a need and the ability to manage the DER.

**14.7.1.11. DER DESIGNATIONS.** DERs may be appointed in one or more of the following designations subject to their qualifications and experience and requested designations.

**A. Structural DER.** Structural DER's may prepare and/or approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

- Engineering reports,
- Drawings,
- Material and process specifications used in structural applications, and
- Other data relating to structural considerations.

**B. Powerplant Installation DER.** Powerplant DER's may prepare and/or approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

- Engineering reports,
- Drawings, and
- Other data relating to powerplant installations, including all systems and equipment necessary for the proper operation of the powerplant.

**C. Systems and Equipment DER.** Systems and Equipment DER's may prepare and/or approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

- Engineering reports,
- Drawings, and
- Other data relating to aircraft systems and equipment design not covered by structural or powerplant representatives.

**D. Radio DER.** Radio DER's may prepare and/or approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

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- Engineering reports,
- Drawings,
- Tests, and
- Other data relating to the design and operating characteristics of radio equipment being manufactured and/or modified.

**E. Engine DER.** Engine DER's may prepare and/or approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

- Engineering reports,
- Drawings, and
- Other data relating to durability, materials, and processes employed in engine design, operation, and maintenance.

**F. Propeller DER.** Propeller DER's may prepare and/or approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

- Engineering reports,
- Drawings, and
- Other data relating to durability, materials, and processes employed in engine design, operation, and maintenance.

**G. Flight Analyst DER.** Flight Analyst DER's may prepare and/or approve, within the limits of their appointment, the following items that comply with pertinent regulation(s):

- Aircraft performance flight test data,
- Aircraft quantitative operating data, and
- Flight characteristics data.

**H. Flight Test DER.** Flight Test DER's may conduct and approve, within the limits of their appointment, flight tests of new or modified aircraft.

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**I. Acoustical DER.** Acoustical DER's may witness and approve, within the limits of their appointment.

**14.7.1.13. DER PRIVILEGES.** Each DER shall be granted privileges for categories of products, functions and areas for which the President has found that they are qualified and their appointment would be in the interest of GACA. Specifically, each DER shall be granted privileges in the following manner.

**A. Scope of Authority.** Scope of Authority shall list aircraft categories as per GACAR design requirements (e.g. GACAR Part 23, 25, 27, 29). The identification of a specific GACAR part also implies any predecessor regulations (i.e., GACAR Part 25 includes CAR 4b).

**B. Delegated Functions.** Delegated Functions shall be established and specified as per charts found in FAA Order 8110.37 (as amended), Appendix 2.

**C. Authorized Areas.** Authorized Areas shall be established and specified as per charts found in FAA Order 8110.37 (as amended), Appendix 2.

**D. Special Delegations/Authorizations.** DERs may be authorized special delegations or functions as determined on a case-by-case basis. Special authorizations and limitations for DERs will be established in accordance with FAA Order 8110.37 as amended with the exception that Administrative DERs, PMA Identically and Major Repair and Major Alteration special authorizations will not be granted by the President under GACAR Part 183.

**14.7.1.15. DER LIMITATIONS.** DER's shall be limited in their authorized activities to those functions and activities which they are qualified. DERs shall be limited in their activities in accordance with individual limitations established on a case-by-case basis and the General Limitations listed below in this paragraph.

**A. General Limitations.** All DER's shall restrict their authorized activities in accordance with the limitations listed below:

**1) DER Activities.** DER activities shall be carried out in accordance with GACAR Part 183, their Certificate of Designation and this handbook, and FAA Order 8110.37 (as amended) - Designated Engineering Representative (DER) Guidance Handbook (or subsequent), unless otherwise stated by the President. In case of conflict between this chapter and other guidance material, the guidance found herein must prevail.

**2) Statements of Compliance.** The Statement of Compliance shall be made on a form or forms approved by the President.

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**3) Authorized Activities.** DER activities may only be carried out while a DER is employed by an *Organization*.

**4) GACA Project Numbers.** The GACA project numbers are required to be quoted by the DER on the approved form in the "Purpose of Data" block. Numbers will be required as follows:

- A project authorization number will be assigned by GACA for each GACA project. The unique number is used by the GACA to track and control all documentation associated with each unique project. A project authorization number is assigned regardless of whether DERs are employed on the project.
- The project authorization number is to appear on all GACA forms and correspondence related to the project.
- The project authorization number is issued by GACA to the Organization in the acceptance letter in response to the Application letter, and will also ultimately be used as the basis for the GACA STC number.
- GACA project authorization numbers are composed of two elements – an Organization identifier number and a sequential counter. As an example, STC project GACA/008-023 was assigned to a GACA STC project that had GACA AMO#008 as the applicant and it was the 23rd project in the project register.

**5) Scope of Project.** Should the scope of a project (for which a project number has been issued) change to the extent that the DER's authorized activities are exceeded then the DER must report the situation to the President and wait for a determination before completing the project.

**6) Use of Other Engineers.** The DER may use as many experienced engineers as needed to completely evaluate engineering technical data; however, the DER accepts the responsibility for approving the technical data when signing the required approved forms. A DER may decline to approve any or all portions of the technical data, and may forward such data to the President for approval. In such instances, the DER must specify reasons for not approving the technical data.

**7) GACA Authorizations.** The GACA does not authorize any DER to infer that he is a GACA employee or to use the GACA logo on things such as: business cards, letterheads, facsimile covers, document covers, or any other business forms.

**8) DER Identification.** DER's may not use their DER identification number when signing company or personal reports, drawings, service documents, or letters. This ensures that the DER's signature on such documents does not constitute approval by the President.

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**9) Other Limitations.** DERs must comply with any other specific limitation listed on the Certificate of Designation

**B. Items Requiring Approval by the President.** The President retains authority and responsibility for examining and approving certain items, e.g., the certification basis, any special conditions, exemptions, equivalent safety findings, type inspection authorizations, and the issuance of GACA STCs. This limits the data that the GACA DER can approve. Figure 1 of this section provides a listing of limitations on DER functions which would likely be reserved for approval of the President but could be delegated to a DER. In addition, the following items are required to be approved by the President:

**1) Interpretation of GACARs.** Whenever any question arises regarding interpretation of a GACAR section or the use of new or unconventional materials and processes, the DER shall consult with the General Manager, Aviation Safety Standards Department, or the assigned GACA Airworthiness Engineer. The DER shall not make an interpretation of a regulation. In general, the DER should be guided by existing policies, procedures, specifications, processes, standards, etc. The DER must consult with the General Manager, Aviation Safety Standards Department, or the assigned GACA Airworthiness Engineer, prior to departure from existing procedures in making findings of compliance.

**2) Test Plans.** A DER cannot approve test plans unless specifically delegated to do so by the General Manager, Airworthiness Department, or the assigned GACA Airworthiness Engineer on a case-by-case basis. However, the DER should normally recommend approval in the submittal to the General Manager, Airworthiness Department, or the assigned GACA Airworthiness Engineer. Acoustical DER's may only recommend approval of test plans and final noise certification compliance reports.

**3) AFM Data.** Specific authorization is required to examine and approve related or special data on reports such as loading schedules or devices, weight and balance reports, equipment lists, and/or certain airplane flight manual revisions, etc.

**4) Determination of Major/Minor Modifications.** The decision as to whether a change to a type design is major or minor should be reviewed with General Manager, Aviation Safety Standards Department if the decision is controversial. Design changes to TSO articles are defined in GACAR § 21.295.

**5) Impact of Major Modifications on Certification Programs.** The extent and effect of a major modification shall be discussed with the General Manager, Airworthiness Department, or the assigned GACA Airworthiness Engineer to determine if original design requirements

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(airworthiness regulations, basic load criteria, and test results) still apply, if the original application for type certificate will be affected, and if additional analyses, flight tests, ground tests, or ground inspections are necessary.

**6) Airworthiness Directives.** Prior to the establishment of an unsafe condition by the President under GACAR Part 39, a DER may approve a service bulletin. After establishment of an unsafe condition by the President, a service bulletin related to the unsafe condition and alternate means of compliance must be approved by the President.

**7) Software Plans.** Normally, the plan for software aspects of certification and accomplishment summary should be reserved for approval by the President.

**14.7.1.17. DER RESPONSIBILITIES AND INDEMNIFICATION.** Once appointed, each DER is subject to the following concerning responsibilities and indemnifications.

**A. Responsibilities.** The DER may only perform those functions that are stated on his Certificate of Designation and only while the certificate remains valid. The holder must comply with the limitations of their appointment as specified in their Certificate of Designation and this Handbook. Specifically:

- A DER Certificate of Designation does not constitute an authorization for the DER to work on a particular project. Each project must be authorized on a case-by-case basis in accordance with the requirements of Volume 6, Chapter 1, Section 2 (Supplemental Type Certification Procedures), Section 3 (Repair Design Approval procedures) or Chapter 4 (SAPMA) or Chapter 5 (SATSOA);
- The DER must ensure that all documentation pertaining to a specific project, including the Statement of Compliance contains the project authorization number and the DER designation number;
- The DER must make findings of compliance against the GACAR/FARs, using the associated policies, procedures and guidance material;
- At the completion of each project, the DER must supply the GACA with a completed Statement of Compliance and any other required reports and data in a form and manner acceptable to the President;
- The DER must consult with the Director, Airworthiness Division prior to departure from standard procedures in making findings of compliance; and
- The DER shall not make interpretations of a regulation without GACA concurrence.

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**B. Indemnification.** A DER, while acting pursuant to an appointment by the President, is a representative of the President for specific functions. A DER is not an employee of GACA and is therefore fully liable for his work performed and decisions made as a DER. The GACA will not indemnify DERs against personal civil liability incurred by reason of any act or omission within the scope of their employment or duties as a DER.

### Figure 1: Limitations on DER Functions

#### GENERAL:

The following are inherently governmental functions and are to be referred to the GACA for approval. DER's may only RECOMMEND these data for approval:

- a) Departures from specific policy and guidance.
- b) New/Unproven technologies.
- c) Equivalent level of safety findings.
- d) Special Conditions.
- e) Exemptions.

The President may delegate any examination, inspection, and test necessary to the issuance of a certificate. The decision to delegate is influenced by many factors. Some critical factors include the knowledge and expertise of the GACA personnel and the potential delegated personnel; the impact of the delegated task on safety; and the political sensitivity of the task. With this in mind, for any given certification program, the GACA would more than likely reserve for itself, the approval of the following items.

#### STRUCTURAL:

- a) Approval of test plans.
- b) Basic load reports.
- c) Material and fastener allowables, including fatigue allowables.
- d) Approval of life limits.
- e) Previously unapproved crashworthiness matters.

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- f) Emergency evacuation test plans and analysis.
- g) Damage tolerance evaluation methodologies.
- h) Airworthiness limitations section of the instructions for continued airworthiness.
- i) Approval of probability conclusions.
- j) Interior Compliance Inspection.

### POWERPLANT:

- a) Approval of test plans.
- b) Flight Test results.
- c) Operational procedures and limitations.
- d) System safety Analyses for new engine installations.
- e) Rotorburst analyses for new engine installations
- f) Operational procedures and limitations.
- g) Fire safety hazard analyses.
- h) Powerplant drainage test witnessing.
- i) Induction system ice protection and installed engine characteristics in icing conditions for new engine installations.
- j) Flammable fluid fire protection compliance inspection.
- k) Fire detector and extinguishing systems and installations.
- l) Software Verification and Validation.
- m) Engine Performance Methodology.

### SYSTEMS & EQUIPMENT:

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- a) Approval of test plans.
- b) New concepts of system/equipment design.
- c) Software.
- d) Plan for software aspects of certification.
- e) Configuration index.
- f) Accomplishment summary.
- g) Unconventional applications of systems/equipment.
- h) Schematic diagram and probability/criticality analysis approvals.
- i) Control systems compliance inspection.
- j) Previously unapproved crashworthiness matters.
- k) Interior compliance inspection.
- l) Emergency evacuation test plans and analyses.

RADIO:

- a) Approval of test plans.
- b) New concepts of system/equipment design.
- c) Schematic diagram and probability/criticality analysis approvals.

ENGINE:

- a) Approval of test plans.
- b) Operational procedures and limitations.
- c) Critical rotating parts lifing methodologies.
- d) Installation instructions.

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- e) Airworthiness limitation sections.
- f) Repairs to critical engine parts.
- g) Software verification and validation.
- h) Engine Emissions.

**PROPELLER:**

- a) Approval of test plans.
- b) Operational limits.
- c) Vibration analysis methods.
- d) Airworthiness limitation sections.
- e) Fatigue allowables and fatigue life.
- f) Loads Reports, particularly vehicle usage spectra.

**FLIGHT ANALYST:**

- a) Approval of test plans.
- b) Overall flight and ground test plans limitations, operating procedures, or sequences.
- c) New methods or principles of testing or presentation of results.
- d) Unusual aircraft flying qualities and aircraft performance.
- e) Aircraft Flight Manuals or revisions, and Flight Manual Supplements.
- f) Flight advances technical design features.
- g) New operational procedures.
- h) Evaluation of Several STCs on one aircraft.

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i) Spot check certification flight test results.

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**CHAPTER 7. DESIGNATED ENGINEERING REPRESENTATIVE (DER)**

**Section 2. DER Appointment/Renewal**

**14.7.2.1. GACA ACTIVITY REPORT (GAR).**

A. TBD (AW) (DER initial certification)

B. TBD (AW) (DER renewal)

**14.7.2.3. OBJECTIVE.** This section provides policies and procedures for the appointment and renewal of a General Authority of Civil Aviation (GACA) Designated Engineering Representative (DER). This section addresses both DER (Domestic) and DER (Foreign).

**14.7.2.5. APPLICATION PROCEDURES.** All the steps in the procedure described herein are to be followed in the sequence presented, unless otherwise authorized by the Manager, Airworthiness Division. The procedure may be terminated at any step in the process. The following steps apply:

- 1) The **Organization** determines the need for DER involvement for a specific project;
- 2) The **Organization** nominates the appropriate person for consideration by GACA, after ensuring that the person meets the eligibility requirements;
- 3) The nominated person ensures that he has access to the necessary facilities, data, documentation, and resources to perform the activities sought;
- 4) The Organization submits the following documents to the President;
  - a) A completed Statement of Qualifications, signed by the applicant, along with supporting documentation (including an accurate record of the applicant’s relevant qualifications and experience);
  - b) Evidence of fee payment of the applicable fees as prescribed by the Implementing Regulations of the Civil Aviation Tariff Act;
  - c) For DER (Domestic), evidence that the applicant meets all of the eligibility requirements listed in paragraph 14.7.2.7;

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d) For DER (Foreign), evidence that the applicant meets all of the eligibility requirements listed in paragraph 14.7.2.11 including a copy of the applicant’s current FAA DER delegation including copies of the current FAA Certificate of Authorization (or equivalent documentation for other CAAs recognized by the President); and

e) For delegation in the specialized disciplines of structural fatigue analysis, damage tolerance analysis and flight test pilot, evidence that the applicant meets all of the additional requirements listed in paragraph 14.7.2.9.

### 14.7.2.7. ELIGIBILITY REQUIREMENTS - DER (Domestic).

**A. Residency Requirements.** Applicants for DER (Domestic) must be either:

- A Saudi national possessing a Nationality Identification document, or
- A non-Saudi national possessing a valid Iqama and Passport.

**B. Eligibility Requirements.** Applicants for a DER (Domestic) must:

- Be able to read, write, speak and understand the English language;
- Be permitted by the laws of the KSA to practice engineering in the KSA;
- Hold an engineering degree granted by a college or university of recognized standing;
- Have at least eight years of progressively more responsible aeronautical, mechanical, civil, electrical or general engineering experience, or satisfactory combinations thereof as appropriate to the designations sought. An applicant may apply for credit of up to four years maximum for the successful completion of his engineering degree to meet the eight-year experience requirement;
- Have at least one year of experience in a direct working relationship with the President in which the applicant was continuously and actively engaged in the processing of engineering work for GACA approval of the type in which the applicant is seeking appointment. The experience in direct contact with the President, which may be part of the eight year experience requirement, must have occurred during the last three years prior to the application for a GACA-DER appointment.
- Have a thorough working knowledge of the pertinent regulations (e.g. GACAR Parts 1, 21, 23, 25, 26, 27, 29, 33, 34, 36, 43, 91, 121, 135, 145);

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- Have been in a responsible position in connection with the type of work for which the applicant is to be designated and be entirely cognizant of related technical requirements and problems related to civil aircraft approval, or have otherwise demonstrated suitability for the designation; and
- Possess integrity, sound judgment and a cooperative attitude.

### 14.7.2.9. SPECIFIC QUALIFICATION REQUIREMENTS FOR SPECIALIZED TECHNICAL DISCIPLINES.

**A. Structural DER (fatigue analysis).** An applicant for a Structural DER with a delegated function of fatigue analysis shall, in addition to the general eligibility requirements, possess the following:

1) Education:

- A degree in Engineering Mechanics, Aerospace/Aeronautical Engineering, Mechanical Engineering or Civil Engineering; and
- A specialized course in fatigue analysis.

2) Experience:

- More than two years' experience in airframe stress analysis performing as the principal investigator and responsible for results and conclusions within the last ten years prior to appointment.

**B. Structural DER (damage tolerance evaluation).** An applicant for a Structural DER with a delegated function of damage tolerance evaluation shall, in addition to the general eligibility requirements, possess the following:

1) Education:

- A degree in Engineering Mechanics, Aerospace/Aeronautical Engineering, Mechanical Engineering or Civil Engineering; and
- A specialized course in fracture mechanics.

2) Experience:

- More than two years' experience in damage tolerance analysis performing as the principal

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investigator and responsible for results and conclusions within the last ten years prior to appointment.

**C. Flight Test Pilot DER.** Flight test pilot DERs shall, in addition to the general eligibility requirements, possess the following:

- 1) Hold a commercial pilot's certificate with an instrument rating, and be qualified in aircraft of the same category and class and similar in design to that in which the applicant will be conducting tests;
- 2) Have logged a minimum of 2,000 pilot-in-command (PIC) flying hours (1,000 hours for helicopters) of which at least 100 hours have been logged within the past 12 months; and
- 3) Have logged a minimum of 100 hours of appropriate experimental flight testing experience in the same certification category and in a similar type of aircraft for which the GACA-DER appointment is requested.

**NOTE:** The requirements of 2) and 3) above are initial requirements, not annual requirements. If delegation is based on another CAA's delegation then this requirement may be waived.

**14.7.2.11. ELIGIBILITY REQUIREMENTS - DER (Foreign).** This paragraph addresses eligibility requirements for foreign applicants who hold an engineering delegation from the FAA or other CAA's recognized by the President and who are not residents of the Kingdom of Saudi Arabia.

**A.** The President will only accept applications for a DER (Foreign) from persons holding a current FAA DER Certificate of Designation or an equivalent authority issued by a CAA recognized by the President. An FAA DER Candidate is not eligible to apply for a GACA DER Certificate of Designation.

**Note:** For the purpose of this chapter, the President will recognize only those CAAs with which the U.S. has a Bilateral Aviation Safety Agreement and associated Implementation Procedures (or equivalent bilateral agreement) containing appropriate provisions for the mutual recognition of design approval delegation systems.

The applicant's DER Certificate of Designation issued by the FAA or a recognized CAA must be relevant to the activities sought. A GACA DER Certificate of Designation will not be endorsed with categories, designations, authorized areas and delegated functions which exceed those shown on their current FAA DER Certificate of Authorization and related letter of authorization.

**B. Demonstrate Knowledge.** The applicant must be able to demonstrate his knowledge of the current

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GACAR regulations and related policies and procedures, and of their Organization’s policies and procedures relevant to design change approval.

**14.7.2.13. APPOINTMENT AND RENEWAL PROCEDURES.** The Director, Airworthiness receives and evaluates the applicant’s submission and will assign an Airworthiness Engineer to proceed with the processing of the application.

**A. Initiation.** The assigned Airworthiness Engineer initiates administrative action which includes the opening of a DER file and the assignment of a DER number from the number register determined in accordance with the procedures described below in D.

**B. Technical Determination.** Evaluations of the applicant’s technical capability shall include interviews, tests, portfolio reviews and any other means necessary to establish acceptability to be DER. Appendix 1 of FAA Order 8100.8A, Designee Management Handbook, provides additional guidance in this area.

**C. Interview.** If required, the Airworthiness Engineer may interview DER applicants to assess his eligibility to be a DER and also provide orientation on GACA’s organizational structure, regulatory framework and certification procedures.

**D. GACA DER Designation Numbers.** Each DER shall be assigned a unique designation number at time of their first and subsequent appointment as DER in the format GACA/DER-yyynn(x)(z) (e.g. GACA/DER-01025F 1) where:

- yy=year (Gregorian) of first appointment
- nnn=DER counter of first appointment beginning at 1 in each year, reset to 1 at beginning of each year
- x=F for foreign GACA-DER, D for domestic GACA-DER, or C for Candidate DER
- z=counter for each subsequent renewal.

**E. Certificate of Designation.** The DER Certificate of Designation shall be prepared using Certificate of Designation form. The Certificate of Designation shall state the DER category, designation number, the privileges which the person concerned is authorized to perform, limitations of authority and an issue and expiration date.

**F. Letter of Appointment.** The President shall notify the DER applicant, in writing and with a copy to the nominating Organization, of its decision regarding GACA-DER appointment within fifteen

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(15) working days following the date of receipt of all the required information. The letter of appointment is to include the Certificate of Designation. (Refer to Figure 14.7.2.1, Sample Letter of Appointment).

**14.7.2.15. VALIDITY OF DER CERTIFICATE OF DESIGNATION.** Unless terminated by the President, a DER Certificate of Designation becomes invalid as a result of any of the following:

- When the validation date expires;
- Upon the written request from the DER;
- Upon a DER appointed in the Dual or Company category ceasing to be employed by the company who sponsored their delegation; or
- Upon a non-Saudi national GACA-DER (Domestic) no longer possessing a valid Iqama.

**A. Certificate Validation Date.** Unless terminated by the President, a DER Certificate of Designation remains valid for the period as stated thereon. The validity period shall be established based on the following criteria.

**1) DER (Domestic).** Validity periods shall be one Hegira year from date of appointment.

**2) DER (Foreign).** Validity period shall not exceed validity period on the foreign DER authorization on which the GACA-DER authority was based and in no case shall it exceed 2 years.

**3) DER Candidate.** Validity periods shall be established on a case-by-case basis but shall not exceed three Hegira years from date of appointment.

**B. Renewal Procedures.** DERs may apply for renewal of his DER Certificate of Designation within 15 days of its expiration date or when changes in scope of approval are sought. Applications for renewals and changes in scope of approval must follow the same procedures as described for initial DER appointment.

**C. Letter of Renewal.** The President shall notify the DER applicant, in writing and with a copy to the nominating *Organization*, of its decision regarding DER renewal within fifteen (15) working days following the date of receipt of all the information required. The notification is to include the DER renewal letter and Certificate of Designation. (Refer to Figure 14.7.2.2, Sample Letter of Renewal).

**14.7.2.17. PREREQUISITES AND COORDINATION REQUIREMENTS.**

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**A. Prerequisites:** None.

**B. Coordination.** This task requires coordination between the Manager, Airworthiness Division, the assigned Airworthiness Engineer, the Organization and the DER.

**C. Maintenance of Files.** GACA must establish and maintain a file for each DER. All DER files must contain the following, at a minimum:

- The original letter of request from the applicant/organization requesting appointment.
- The original Statement of Compliance.
- The original Statement of Qualifications.
- The completed designee application.
- A copy of the current Certificate of Designation.

### 14.7.2.19. REFERENCES, FORMS, AND JOB AIDS.

**A. References:**

- GACAR Part 183
- FAA Order 8110.37 (as amended), Designated Engineering Representative (DER) Handbook

**B. Forms.** Statement of Compliance, Statement of Qualifications, Certificate of Designation.

**C. Job Aids.** Sample Letter of Appointment, Sample Letter of Renewal.

### 14.7.2.21. TASK OUTCOMES.

**A. Update DER file.**

**B. Close the GAR Activity Record.**

### 14.7.2.23. FUTURE ACTIVITIES. Surveillance.

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**Figure 14.7.2.1. Sample Letter of Appointment (DER)**

[Name]

[Address]

Subject: GACA-DER Appointment

Dear Mr. Sir,

This letter is to serve as notice of your appointment as a Designated Engineering Representative (DER) under GACAR Part 183 in response to an application received from VIP Aviation Incorporated dated February 4, 2001.

Your DER designation number is [*enter number*].

Details of your appointment including privileges (scope of authority, authorized areas, delegated functions), limitations and validity date are found on the attached Certificate of Designation.

Please contact your GACA advisor, [*name of assigned GACA advisor*] should you have questions pertaining to this appointment.

Regards,

[*Original Signed By*]

General Manager, Aviation Safety Standards Department

cc: Quality Assurance Manager, VIP Aviation Incorporated

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**Figure 14.7.2.2. Sample Letter of Renewal (DER)**

[Name]

[Address]

Subject: DER Renewal

Dear Mr. Sir,

This letter is to serve as notice of your renewal as Designated Engineering Representative (DER) in response to an application received from VIP Aviation Incorporated dated February 1, 2002.

Details of your appointment including privileges (scope of authority, authorized areas, delegated functions), limitations and validity date are found on the attached Certificate of Designation.

Please contact your GACA advisor, [*name of assigned GACA advisor*] should you have questions pertaining to this appointment.

Regards,

[*Original Signed By*]

General Manager, Aviation Safety Standards Department

cc: Quality Assurance Manager, VIP Aviation Incorporated

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**CHAPTER 7. DESIGNATED ENGINEERING REPRESENTATIVE (DER)**

**Section 3. Termination of a DER**

**14.7.3.1. GACA ACTIVITY REPORT (GAR).**

A. TBD (AW) (Termination of DER)

**14.7.3.3. TERMINATION OF DER CERTIFICATE OF DESIGNATION.** The DER Certificate of Designation may be terminated for any of the following reasons:

- Subsequent to a finding by the GACA that the DER is not performing his duties in accordance with their Certificate of Designation;
- Subsequent to a finding by the GACA that the DER has not had sufficient activity to warrant continuance of the designation; or
- For any other reason that the President considers appropriate.

**A. Termination Procedures.** The procedures applicable to DERs for giving notice of termination or non-renewal are as follows:

- 1) Company Misconduct/Insufficient Activity.** If the termination or non-renewal is based on insufficient activity at the company (production approval holder, supplier, or Organization), or on GACA-DER misconduct condoned by the company, notice will be given only to the company;
- 2) Consultant-DER misconduct.** If the termination or nonrenewal is based on misconduct of a Consultant-DER, notice will be given to the DER directly;
- 3) Company-DER Misconduct.** If the termination or non-renewal of a Company DER is based on misconduct not condoned by the company, notice will be given to the DER and the company; and
- 4) By Request.** If the designation is terminated or not renewed at the request of the DER's company, the procedures concerning reconsideration of the termination/non-renewal do not apply. The decision to employ a DER is entirely within the discretion of the company or individual.

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**B. Written Notification.** The company and/or an individual DER shall be notified in writing of the reason(s) for any decision to terminate or not renew. The notification should be sent 30 days in advance of the intended effective date and should contain the reasons to terminate or not renew being as specific as possible, and cite handbook guidelines if applicable. Any unacceptable conduct should be cited.

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**CHAPTER 7. DESIGNATED ENGINEERING REPRESENTATIVE (DER)**

**Section 4. DER Oversight**

**14.7.4.1. GACA ACTIVITY REPORT (GAR).**

A. TBD (AW) (Oversight of a DER)

**14.7.4.3. DER OVERSIGHT.** Every interaction between the DER and the GACA constitutes oversight of the DER by the President. Interactions may be in the form of data review or may be in the form of personal contact (e.g. telephone calls, visits, etc.). The GACA in performing its regulatory obligations shall use the interactions to evaluate the compliance of the DER with the GACAR requirements and this handbook. The results of these interactions will determine the continued validity of those certificates.

**A. Interactions.** The key interactions of DER oversight are:

- Development of certification plans/compliance checklists;
- Identification and resolution of significant technical issues;
- Review and approval of compliance data;
- Involvement in project management/administration;
- Investigation and resolution of significant service difficulties;
- Participation in technical exchanges (e.g. meetings, etc. on general technical subjects); and
- Participation in GACA (or CAA) sponsored training/seminars.

**B. Evaluations.** Evaluations may not necessarily involve a detailed examination of the DER's performance during the review period. The evaluator may rely on as many or as few sources as believed

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necessary to make assessments. Examples of sources that the evaluator may use include personal experience, performance or conduct notes, input from other GACA (or FAA employees for DER (Foreign)), and review of DER submittals. The evaluation items of the DER's performance shall include the following:

- 1) Activity Level;
- 2) Application of regulations, policy, and guidance;
- 3) Adherence to GACA DER procedures. The DER must follow the applicable guidance in this Handbook and other policy documents when performing his DER functions. It should be shown that the DER does not deviate from these procedures for non-performance related issues, such that the DER is not deceptive nor displays any artificiality or shallowness of any kind;
- 4) Integrity, sound judgment, and cooperative attitude. The DER must be honest, complete and forthcoming with information in all dealings with the GACA;
- 5) Technical competence in area of appointment. The DER's technical work and interaction with the GACA must include appropriate compliance findings. When evaluating the above elements, the GACA evaluator should show that the DER was able to act independently and impartially. This is based on an analysis of how well the DER is able to separate his internal company functions and the ability to adequately exercise his DER authority;
- 6) Leniency of Compliance Findings. A review that established a DER is not submitting technically complete work products for simple certification efforts that were easily achieved by that DER on past projects. At the same time, the GACA engineer knows that the DER is technically competent. During a typical interaction such as a technical meeting or a phone conversation, it becomes evident that the DER is not supporting well-established compliance guidelines during a certification program;
- 7) Attendance at required training;
- 8) Ability to communicate clearly;
- 9) Quality of submittals;
- 10) Timely identification of significant issues; and
- 11) Timely submittal of data.

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**C. Conflict of Interest.** Specific evaluations should be made to ensure the integrity of the DER is not undermined by conflicts of interest. The risk of conflict of interest increases as a DER in the Company Category takes on additional responsibilities and rises to an "executive" level within the company, where the primary job duties are schedule-driven and devoted to the output of the company's whole saleable products. Additionally, a DER in the Consultant Category who forms a company that applies for certificates and other approvals goes beyond a purely consulting function. Hence, the GACA should increase surveillance in performance evaluations for these DERs.

**D. Corrective Actions.** The purpose of the evaluation is to establish that the DER is performing at the satisfactory level, or to take corrective action if this is not the case.

**E. Termination.** If the GACA evaluator believes the DER is not performing at a satisfactory level in a number of areas and/or over a number of years, the evaluator shall recommend termination in accordance with the termination procedures in Section 3.

**F. Immediate Action.** In any case where a DER is suspected of fraud or other activity for which emergency action is necessary to ensure safety, the GACA will immediately direct the DER to cease all further certification activity pending a GACA investigation of the matter. Following a finding of a fraudulent or unsafe activity, the GACA shall initiate termination action and advise the CAA in the case of DER (Foreign).

**G. Counseling.** If DER performance is not satisfactory but termination is not warranted, the DER evaluator and/or advisor must counsel the DER concerning the performance deficiencies.

**H. Evaluation Records.** Evaluations and records of counseling or other corrective actions should be documented by the GACA evaluator and the records placed on the GACA DER file.

### 14.7.4.5. TASK OUTCOMES.

**A. Close the GAR Activity Record.**

**B. Evaluate Results of Surveillance.** Document any discrepancies and discuss them with the DER. If no steps are taken by the DER to correct the discrepancies, take the appropriate compliance enforcement actions.

**14.7.4.7. FUTURE ACTIVITIES.** Continue surveillance and provide assistance as needed.

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**CHAPTER 8. AVIATION MEDICAL EXAMINER**

**Section 1. Introduction**

**14.8.1.1. OBJECTIVE.** This section provides specific guidance for the administration of the Aviation Medical Examiner (AME) designee management program.

**14.8.1.3. AUDIENCE.** The primary audience of this chapter is the Aviation Medicine Department Manager, Aviation Medicine Assessors and Aviation Medical Examiners (AMEs).

**14.8.1.5. GENERAL INFORMATION**

**1) Directive and Guidance Information.**

a) Directive Information.

- (1) This type of information is directive in nature and contains terms such as “shall,” “will,” or “must.” These words indicate that the actions are mandatory. “Shall not” prohibits the actions.
- (2) The use of the above terms does not allow for flexibility.

b) Guidance Information

- (1) This type of information is considered guidance and contains terms such as “should,” “can,” or “may.”
- (2) These terms indicate actions that may not be mandatory; however, they are strongly encouraged, permissive, or allow flexibility.

**2) Designation of Authority.** GACA Regulations Part 183-Representatives of the President prescribes the requirements for designating private individuals to act as representatives of GACA.

**3) Aviation system ([Eaviaton.gaca.gov.sa](http://Eaviaton.gaca.gov.sa)).** Will collect, store and process data and information associated with Aviation Medical Examiners.

**4) Authority to Change this document.** The GACA Assistant President of Aviation Standards has the authority to revise/amend this document.

**14.8.1.5. DESIGNEE OVERVIEW**

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- 1)Legal Authority.** The Assistant President Aviation Standards has the statutory authority to accept private persons to perform certain authorized functions on behalf of GACA. These persons are called designees. The designee’s function is vital to enhancing safety in the airspace. GACA appoints designees to provide airman medical certifications in accordance with GACA policy, guidance, and regulations.
  
- 2)Vision of Delegation.** The GACA AME designation responds to changes in workloads and aviation industry needs, demand the highest technical and ethical standards from designees, and ensures public and industry confidence in aviation safety through strict compliance with certification policies and regulations.
  
- 3)Performance.** Throughout the oversight process for each AME, there are both automated and manually initiated determinations that are documented that may trigger specific actions by the Aviation Medicine Department. Using risk-based principles provides a more comprehensive method of managing designees.

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**CHAPTER 8. AVIATION MEDICAL EXAMINER (AME)**

**Section 2. Application Process**

**14.8.2.1. OBJECTIVE.** This section provides the policy related to the application of AME designees.

**14.8.2.3. GENERAL.**

**A. Application Information.**

1) To initiate the designee application process, the candidate for initial designation as an AME or renewal of designation, must submit an application through the GACA Eaviationsystem ([eaviation.gaca.gov.sa](http://eaviation.gaca.gov.sa)).

2) GACA advises all AME applicants to read the selection information in this section to ensure that they meet all the selection criteria before applying for designation as an AME.

**B. Privilege, Not a Right.** Successfully meeting the minimum qualifications does not guarantee appointment as a designee. During the application process in the Eaviation system, the designee applicant will be required to acknowledge the following in the Eaviation system:

1) Designation is a privilege, not a right.

2) The Assistant President of the General Authority of Civil Aviation (GACA) Aviation Standards Sector, or his appointee, can terminate any designation at any time, for any reason and without any requirement for justifying the act of termination.

**C. Multiple Site Authorizations.** The Aviation Medicine Department Manager or Aviation Medicine Assessor may approve, upon request, two authorized work locations within reasonable proximity of one another and within the same region, as appropriate. If a third designation location is desired, it must be approved by the Aviation Medicine Department Manager.

**D. Special Considerations.**

1) The Aviation Medicine Department Manager may give special consideration for designation to those applicants who are pilots, have special training expertise in aviation medicine, or were previously designated, but have relocated to a new geographical area.

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2) No special consideration will be given to those former GACA employees seeking designation as an AME outside GACA, other than what has been stated in the previous paragraph.

### 14.8.2.5. MINIMUM QUALIFICATIONS.

**A. Minimum Qualifications.** Applicants for designation as an AME must:

- 1) Possess an unrestricted license, or an equivalent clearance for international applicants, to fully practice medicine locally, in a foreign country, or area in which the designation is sought.
- 2) Demonstrate past professional performance and personal conduct suitable for a position of responsibility and trust.
- 3) Be a qualified physician in good standing in their community.
- 4) Be able to read, write, speak, and understand the English language.
- 5) Be knowledgeable of the principles of aviation medicine.
- 6) Be thoroughly familiar with instructions as to techniques of examination, medical assessment, and certification of airmen.
- 7) Have a high degree of integrity.
- 8) Have a cooperative attitude.
- 9) Have the ability to exercise sound judgment.
- 10) Be engaged in the aviation industry.
- 11) Have a reputation for dependability; and be able to maintain the highest degree of objectivity while performing authorized functions.
- 12) Abide by the policies, rules, and regulations of GACA.
- 13) The applicant must have up-to-date extensive knowledge and experience that is pertinent to the designation as an AME.

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14) Should possess one of the following basic training in Aviation Medicine:

- a) FAA basic course in Aviation Medicine for designation as an AME.
- b) UKCAA/EASA basic/advanced Aviation Medicine Course.
- c) ICAO basic Aviation Medicine Course.
- d) CASA Aviation Medicine Course.

**B. Credentials.** At the time of initial application for designation, the physician shall submit to GACA, through the Eaviation system, the following documents or copies (translated into English if in another language):

- 1) MB, BC from an accredited medical school.
- 2) Certificate of any postgraduate professional training (e.g., internship, residency, fellowship).
- 3) A valid Saudi Commission for Health Specialties registration
- 4) The AME applicant must have a valid health practitioner license, as per the Royal Decree No. M/59 dated 4 / 11 / 1426 H, Council of Ministers Resolution No. 276 dated 3 / 11 / 1426 H.
- 5) Copy of a valid I.D.
- 6) A current curriculum vitae.

**14.8.2.7. DISQUALIFIERS.** GACA will disqualify an AME applicant for certain personal or professional deficiencies and intentional misrepresentations, including:

**A. False Statements.** AMEs are subject to the GACAR Part 3 (§3.3), in regards to false statements.

**B. Medical License History.** Any past or present adverse action against the medical license of the AME is subject to review by the Manager of the Aviation Medicine Department or Aviation Medicine Assessor for suitability or selection.

**C. Convictions and Felonies.** Not being previously convicted of an offense impinging upon honor or integrity, unless rehabilitated.

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**14.8.2.9. POST APPLICATION.**

**A.Retention of Application Data.** The Aviation system saves all application data.

**B.Cancellation.** A designee applicant can cancel an application at any time in the Aviation system.

**14.8.2.11. MAINTAINING AN ACTIVE DESIGNEE APPLICATION.**All AMEs or prospective AMEs must immediately update their record by notifying the Aviation Medicine Department when there is a change in status of licensure to practice medicine or adverse action or warning issued by a licensing authority.

**14.8.2.13.REFERENCES, FORMS, AND JOB AIDS.**

**A.Reference:**

- GACAR Part 183
- GACAR Part 3 §3.3


**B.Forms:**

- GACA Form 8520-2 Application for Designation as a Medical Examiner.

**C.Job Aids.** None.

**Figure 14.8.2.1 GACA Form 8520-2 Application for Designation as a Medical Examiner**

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 <p>الهيئة العامة للطيران المدني General Authority of Civil Aviation</p>	<b>AVIATION MEDICAL EXAMINER DESIGNATION APPLICATION</b>
<b>INSTRUCTIONS</b>	
<ol style="list-style-type: none"> <li>1. Please-type or print using block letters; retain a copy for your records.</li> <li>2. Retain this instruction sheet for your files since it contains the conditions of your designation.</li> <li>3. Please attach to your application:             <ol style="list-style-type: none"> <li>a. For initial designation: Copies of your medical school graduation certificate, certificate of any postgraduate professional training, medical specialty board certification (if any), Ministry of Health Practice License and Saudi Commission for Health Specialties certificate, copy of valid ID and current CV.</li> <li>b. For renewal designation: Copies of your current Ministry of Health Practice License and any new certificates or new training you have not submitted in previous applications.</li> </ol> </li> </ol>	
<b>CONDITIONS OF DESIGNATION AS AN AME</b>	
<ol style="list-style-type: none"> <li>1. GACA Designated AME must meet all the requirements of the concerned authorities which entitles the physician to practice medicine in Saudi Arabia.</li> <li>2. An Examiner is a designated representative of the GACA President with important duties and responsibilities.</li> <li>3. Designated Examiners are delegated to examine applicants for airman medical certificates and to issue, defer or deny issuance of certificates.</li> <li>4. Designees serve the needs of the GACA in fulfilling its safety mission.</li> <li>5. Designation is a privilege that conveys responsibilities but does not imply employment.</li> <li>6. The use of acceptable equipment and adequate facilities in order to carry out the prescribed examinations; and</li> <li>7. Designees must be knowledgeable, qualified and competent; so completion of training courses is one of the mandatory requirements for designation as an AME for GACA to enables them to recognize the hazards of pilot exposure to self-imposed and environmental stress factors and unsafe practices during the operation of an aircraft that may lead to impairment, incapacitation, or death.</li> <li>8. AMEs must transmit medical certificate applications (GACA 8500-8) to GACA Aviation Medicine within two weeks from the medical examination date, for our assessment and approval of (Airman) Medical Certification. This procedure is essential for the continuation of your GACA Designation as Aviation Medical Examiner.</li> <li>9. AMEs located in the private sector, governmental sectors (Military bases, ministry of health) and in countries around the world must conduct and personally perform medical examinations at the established clinic address approved by GACA Aviation Medicine department, and may not perform self-examinations for issuance of a medical certificate to themselves or to an immediate family member.</li> <li>10. AMEs must have detailed knowledge and understanding of the GACA rules, regulations, policies, and procedures related to the medical standards and the certification process.</li> <li>11. To maintain your designation, you are required to attend an AME seminar or equivalent training course in aviation medicine at the first year of your designation then at three years intervals, to provide a background in this field to physicians from various medical specialties to improve their proficiency in their medical practices and improve their capability to medically evaluate airmen.</li> <li>12. AMEs not only have to demonstrate their knowledge of medical certification standards, but how they apply such knowledge to make appropriate aeromedical certification decisions.</li> <li>13. The consequences of a negligent or wrongful certification. which would permit an unqualified person to take</li> </ol>	

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in the course of a thorough and careful examination, a safety hazard may be created and the Examiner may bear the responsibility, and if the holder of a medical certificate tells an AME about a medical condition that is relevant to aviation safety, the AME must inform GACA of the condition immediately.


14. Of equal concern is the situation in which an Examiner deliberately fails to report a disqualifying condition either observed in the course of the examination or otherwise known to exist. In this situation, both the applicant and the Examiner in completing the application and medical report form may be found to have committed a violation of the kingdom of Saudi Arabia law, whether the false statement is made by the applicant, the Examiner, or both. In view of the pressures sometimes placed on Examiners by their regular patients to ignore a disqualifying physical defect that the physician knows to exist, it is important that all Examiners be aware of possible consequences of such conduct. In addition, when an airman has been issued a medical certificate that should not have been issued, it is frequently necessary for the GACA to do revocation or suspension action to recover the certificate.

15. Maintain other requirements deemed necessary by GACA Aviation Medicine.

**Notes:**

- The AMEs should refrain from performing tests that are not required by the Guide for Aviation Medical Examiners or not medically indicated by history or physical findings, any requested medical information or investigations must not be misconstrued as the GACA ordering or mandating that the applicant undergo testing, where clinically inappropriate or contraindicated.
- The AMEs should charge reasonable fees that are customary for a comparable medical examination service in the geographical area (e.g., inside or outside the Kingdom) where the AME is located; and
- GACA aviation Medical Examiners are not authorized to perform any duties related to the expired GACA designation.

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		<b>AVIATION MEDICAL EXAMINER DESIGNATION APPLICATION</b>				
<p>Type or Print All Information. Check box(es) and/or complete items as applicable. Use additional pages, as necessary</p>						
<b>A. APPLICANT IDENTIFICATION</b>						
1.a. Name (First, Middle, Last)		b.	Male	Female	9. Primary Medical Specialty:	
2. Date of Birth (Day/Month/Year)		3. I.D Type and Number				
4. Address Where Examinations Will Be Performed					10. List any Secondary Specialties	
Name of Institution / Clinic, if Any						
b. Street Address						
c. District		d. City		e. ZIP Code / add. Number		
f. Region			g. Country			
5. a. Office Telephone Number		b. Mobile Number				
6. E-mail Address						
7. If you have previously been designated as an AME, list AME Number and Region.						
8.a. Ministry of Health Practice License Number (License number / Expiry date)						
b. Saudi Commission for Health Specialties Number (License number / Expiry date)						
<b>B. EDUCATION</b>						
1. Medical Schools	Name of School(s)		City/Country	Day/Month/Year Graduated	Degree Received	
	Name of Institution(s)		City/Country	Inclusive Dates	Degree/Certificate	
2. Postgraduate	Name of Institution(s)		City/Country	Inclusive Dates	Degree/Certificate	
	Name of Institution(s)		City/Country	Inclusive Dates	Degree/Certificate	
<b>C. Medical Experience</b>						
Type of Practice		Institution(s) (Name and location)			Years	
					From	To

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<b>E. CERTIFICATION</b>						
I HEREBY CERTIFY THAT ALL STATEMENTS AND ANSWERS PROVIDED BY ME ON THIS APPLICATION FORM ARE COMPLETE AND TRUE TO THE BEST OF MY KNOWLEDGE, AND I AGREE THAT THEY ARE TO BE CONSIDERED PART OF THE BASIS FOR THE ISSUANCE OF THE GACA DESIGNATION. ALSO, I AFFIRM THAT:						
1) DESIGNATION IS A PRIVILEGE, NOT A RIGHT. 2) DESIGNATIONS MAY BE TERMINATED ANY TIME GACA DETERMINES IT IS IN THE AUTHORITY'S BEST INTEREST. 3) THERE ARE NO PAST OR CURRENT RESTRICTIONS OF MEDICAL PRACTICE, AND THERE ARE NO ADVERSE ACTIONS PROPOSED OR PENDING THAT WOULD LIMIT MEDICAL PRACTICE BY ANY LICENSING BOARD, ANY MEDICAL SOCIETY, ANY HOSPITAL STAFF, OR BY ANY OTHER LOCAL OR INTERNATIONAL ORGANIZATION THAT MAY HAVE LICENSING OR CERTIFICATION AUTHORITY. 4) THERE ARE NO KNOWN INVESTIGATIONS, CHARGED INDICTMENTS, OR PENDING ACTIONS IN ANY LOCAL, INTERNATIONAL COURT.						
Date	Applicant: Typed or Printed Name:				Signature	
<b>F. GACA USE ONLY</b>						
This application has been reviewed and references have been investigated and/or it has otherwise been determined that the applicant						
<input type="checkbox"/> Meets	<input type="checkbox"/> Does not meet the professional standards required for designation as an AME					
Designation not made for the following reasons:						
Applicant Designated As Aviation Medical Examiner		Initial Designation for		Renewal Designation for		
DAME Number:	Restrictions:					
Aviation Medicine Director/AMA:	Signature:			Date:		

**Volume 14. Designees – APPOINTMENT & MANAGEMENT**

**CHAPTER 8. AVIATION MEDICAL EXAMINER (AME)**

**Section 3. Selection and Evaluation of a Designee Applicant**

**14.8.3.1. OBJECTIVE.** This section provides the policy related to the selection and evaluation of an AME designee applicant.

**14.8.3.3. GENERAL.**

**A. Selection Process.** The general process of selection consists of five steps:

- 1) The Aviation Medicine Department Manager or Aviation Medicine Assessor determines if minimum qualifications, ability and need requirements are met.
- 2) Aviation Medicine Department Manager verifies applicant nomination.
- 3) G.M Certification and Licensing Standards forwards the applicant's request and qualifications to the Assistant President of Aviation Standards
- 4) Final Decision is made by the Assistant President of the Aviation Standards
- 5) The Certificate of Designation is issued, if approved by the Assistant President of Aviation Standards.

**14.8.3.5. NEED AND ABILITY TO MANAGE.** The Aviation Medicine Department Manager or the Aviation Medicine Assessor will determine whether a need exists for an AME in a particular geographic area based on adequacy of coverage related to the pilot population or other factors. The Aviation Medicine Department Manager or the Aviation Medicine Assessor, will consider other variables such as rural versus urban geographic locations, and aviation activity levels when assessing the local needs for designation of additional AMEs.

**14.8.3.7. EVALUATION.**

**A. Evaluation Process.** Each application for an AME designation must be evaluated. The Aviation Medicine Assessor must review the application for completeness and ensure that minimum qualifications are met for each applicant.

**B. Evaluation Criteria.**

- 1) The Aviation Medicine Department Manager, or the Aviation Medicine Assessor may

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contact the applicant for more information regarding the application, if needed.

2)GACA will not consider for designation, an applicant who has been previously terminated for a cause.

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#### **CHAPTER 8. AVIATION MEDICAL EXAMINER (AME)**

##### **Section 4. Designee Appointment**

**14.8.4.1. OBJECTIVE.** This section provides the policy related to the appointment of AME designees, collectively referred to in this section, as designees.

##### **14.8.4.3. GENERAL.**

**A. Designee Number.** During the appointment process, the Eaviation system assigns a unique three-digit identification number known as the designee number. This designee number is used in documentations to identify the work and certifications completed by the designee when authorized by the President.

**B. Procedures for Initial Designation.**Prior to designation, each AME applicant will provide a signed statement affirming that:

- 1) Designation is a privilege, not a right.
- 2) Designations may be terminated any time GACA determines it is in the authority’s best interest.
- 3) There are no past or current restrictions of medical practice, and there are no adverse actions proposed or pending that would limit medical practice by any licensing board, any medical society, any hospital staff, or by any other local or international organization that may have licensing or certification authority.
- 4) There are no known investigations, charged indictments, or pending actions in any local, international court.

##### **C. Authority to Perform First-Class Examinations.**

- 1) To obtain designation as a senior AME, the physician shall demonstrate compliance with the requirements for continued service as an AME, and have an acceptable record performing second- and third-class examinations for at least one year.

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**Note:** Only senior AMEs have the authority to perform first-class examinations

2) Exceptions to the one-year requirement may be granted by the Aviation Medicine Department Manager or the Aviation Medicine Assessor and are based on the AME's prior military experience, residency training in aviation medicine, previous AME experience, or an immediate exceptional need in a particular locality.

3) International AMEs are always immediately designated as senior AMEs, given that their designation is in response to the need for AMEs to be conveniently located to examine Saudi-certified pilots who require first-class certificates.

**14.8.4.5. Certificate of Designation (COD).** The AME Certificate of Designation shall be prepared using Certificate of Designation form. The Certificate of Designation shall state classes of medical certificates that the AME is authorized to issue, designation number, practice location and an issue and expiration date.

**14.8.4.7. APPOINTMENT DURATION.** Designations of physicians as AMEs are effective for one year, as recorded in the Aviation system, unless terminated by GACA prior to the end of the one-year term or resignation.

**14.8.4.9. REFERENCES, FORMS, AND JOB AIDS.**

**A.Reference:**

- GACAR Part 183
- GACAR Part 67

**B.Forms:**

- GACA form 8520-3 AME Certificate of Designation.

**C.Job Aids.** None.

**Figure 14.8.4.1 GACA form 8520-3 AME Certificate of Designation**

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**CERTIFICATE OF DESIGNATION**

Reposing special trust and confidence in the integrity, diligence, and discretion of:

**Name of Candidate**

Who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as **GACA-AVIATION MEDICAL EXAMINER (AME)** with authorization to act in accordance with the regulations and procedures prescribed by the General Authority of Civil Aviation relating to this designation with the following limitation:

Authorized to Issue: Class of medical certificates	Initial Designation Date:
Practice Location:	Designation Renewal Date:
Remarks:	Designation Expiry Date:

GACA AME Designee#:

Assistant President of Aviation Standards

Signature

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**CHAPTER 8. AVIATION MEDICAL EXAMINER (AME)**

**Section 5. Responsibilities and Obligations of a Designee**

**14.8.5.1. OBJECTIVE.** This section provides the policy related to the responsibilities and obligations of AME designees, referred to collectively in this section, as designees

**14.8.5.3. DESIGNEE RESPONSIBILITIES.**

**A. AMEs must:**

- 1) Represent the President in a manner that reflects positively on the GACA.
- 2) conduct only those activities approved in the designation.

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- 3) Follow all requirements found in regulations, orders, and other policies related to the functions they perform
- 4) Maintain Skills and Knowledge of subject matter specific to the designation held.
- 5) Display the GACA AME Certificate of Designation inside the clinic.
- 6) Serve as aviation safety experts within their communities, advising on aeromedical issues;
- 7) Ensure that medical certificates are issued only to applicants who meet GACA's standards for medical certification;
- 8) Use acceptable equipment and adequate facilities in order to carry out the prescribed examinations; and
- 9) Start the medical examination only after the applicant arrives to the clinic and hands in the confirmation code.
- 10) Maintain other requirements deemed necessary by the Aviation Medicine department.

### **B. AMEs should:**

- 1) Maintain familiarity with general medical certification;
- 2) Maintain familiarity with general medical knowledge applicable to aviation in order to properly discharge the duties associated with these responsibilities;
- 3) Have detailed knowledge and understanding of GACA rules, regulations, policies, and procedures related to the medical certification of airmen;
- 4) Charge reasonable fees that are customary for a comparable medical examination service in the geographical area (e.g., inside or outside the Kingdom) where the AME is located; and
- 5) Refrain from performing tests that are not required by the FAA Guide for Aviation Medical Examiners or not medically indicated by history or physical findings.
- 6) Be responsible for scanning and uploading documents required for designation.

### **C. Facilities and Equipment.**

- 1) The applicant must be engaged in the practice of aviation medicine at an established

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office address that the Aviation Medicine Department Manager or Aviation Medicine Assessor, has approved.

2) The AME applicant must have a nurse working at the clinic.

3) The clinic has to be certified by the Ministry of Health

4) The facility must have a reception and signs inside and outside the facility to help direct the applicants to the AME clinic.

5) The clinic must have a secured filing cabinet, only accessed by the AME or his/her staff.

6) The clinic must have a waiting area and a bathroom.

7) The AME applicant must have adequate facilities in order to perform the required examinations and possess the following equipment prior to conducting any GACA examinations:

a) Visual acuity testing – must have all of the following:

1) Standard Snellen test: types for both near and distant visual acuity and appropriate eye lane.

2) Near Vision Acuity card for near and intermediate vision testing

3) Opaque eye occlude

b) Phoria Testing must have Maddox Rod and at least one of the Eye Muscle Test Light options and one of the Prism Bar options (exception - see NOTE)

1) Red Maddox Rod (may be hand type)

2) Eye Muscle Test-Light. Must have at least one of the following; please check what you have/use:

3) A spot of light 0.5cm in diameter, or

4) A regular-muscle-test light, or

5) An ophthalmoscope

c) Horizontal Prism Bar. Must have at least one of the following and must begin with 1 prism

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diopter and increase to at least 8 prism diopters:

- 1) Riskey, or
- 2) Individual hand prisms

**Note:** Any commercially available visual acuities and heterophoria testing device is acceptable to the GACA as optional substitute for the visual acuity and phoria testing equipment listed above.

d) Color vision testing – must have at least one of the following:

- 1) Pseudoisochromatic plates -American Optical Company (AOC), 1965 edition.
- 2) Ishihara: concise 14-plate edition, 16-, 24-, or 38-plate editions (circle which)
- 3) Richmond, 1983 edition, 15-plates
- 4) LKC Technologies Apt -5 Color Vision Tester
- 5) AOC-HRR, 2nd edition
- 6) Dvorine, 2nd edition
- 7) Farnsworth Lantern
- 8) Keystone Telebinocular
- 9) Keystone Orthoscope
- 10) OPTEC 2000
- 11) OPTEC 900 Color Vision Test
- 12) Titmus Vision Tester
- 13) Titmus 2 Vision Tester, T2A or T2S
- 14) Titmus II Vision Tester, TII or TIIS
- 15) Titmus i400

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e) Field of vision testing – any of the following is acceptable:

- 1) A Wall Target consisting of a 50-inch square surface with a matte finish (may be black felt or dull finish paper), and a 2-mm white test object (may be a pin), in a suitable handle of the same color as the background
- 2) A standard perimeter
- 3) Use direct confrontation testing in lieu of a wall target or standard perimeter.

f) Other office equipment:

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- 1)Otoscope
- 2) EKG machine
- 3) Blood pressure apparatus
- 4) Stethoscope
- 5) Thermometer
- 6) Gloves
- 7) Masks
- 8) Tongue depressor
- 9) Standard physician diagnostic instruments and aids including those necessary to perform urine test for albumin and sugar (check urine dipstick expiration date).
- 10) Hand wash basin
- 11) Sterilization liquid dispenser
- 12) Typewriter (if needed)
- 13) Upright scales
- 14) Scanner
- 15) Color printer
- 16) Computer with Internet access

**D. Eaviation System Requirements.** All AMEs are required to use the Eaviation system to

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record, validate, and transmit airman medical certification data.

1) Corrective action may be considered for AMEs unable to consistently transmit examination information within the 14 calendar-days following the date the examination was initiated by the AME.

2) The Aviation Medicine Department Manager or Aviation Medicine Assessor will consider the termination of designation of an AME who transmits more than 60 calendar-days after the examination date.

**E. Privileges.** An AME is delegated the authority, in accordance with GACAR part 67, to:

1) Accept applications for physical examinations necessary for issuing medical certificates.

2) Issue or deny GACA Airman Medical Certificates, following the policies and procedures in the FAA Guide for Aviation Medical Examiners, subject to reconsideration by responsible GACA official(s).

3) Defer a medical certification decision to GACA when the AME does not have sufficient information, is unsure of whether the individual should be issued a medical certificate, or if deferral is recommended by the FAA Guide for Aviation Medical Examiners.

**14.8.5.5. Ongoing Requirements of a Designee.** In addition to maintaining minimum qualifications as outlined in section 3 of this chapter, a designee must meet the following obligations:

**A. Proficiency Standards.** All designees must meet proficiency standards of performing at least ten GACA examinations per year.

**B. Need.** If there is a need for a given AME, despite an expectation of low performance examinations, the Aviation Medicine Department Manager or Aviation Medicine Assessor must specifically document GACA's need.

**C. Examination Requirements.**

1) AMEs must personally perform medical examinations at the established office address approved by the Aviation Medicine Department Manager or Aviation Medicine Assessor.

2) Paraprofessional medical personnel (e.g., nurses, nurse practitioners, and physician assistants) may perform limited parts of the examinations (measure visual

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acuity, hearing, phorias, blood pressure, pulse, weight, urine testing, and electrocardiography) under the supervision of the AME. These individuals are permitted to review the clinical history; however, they may not perform the physical examination required by GACA.

3) When completing GACA Form 8500-8 electronically, the AME shall personally review and provide definitive comments in the comments box on all positive entries and all physical findings (i.e., provide more than “no change” or “previously reported” notations). The AME must sign GACA forms electronically.

4) In all cases, the AME shall review and assume responsibility for the accuracy and completeness of the total examination report, even if data entry was performed by someone else.

5) All examinations must be electronically transmitted to the authority within 2 calendar-weeks. Mailing examinations may be permitted for a very limited time to cover some extenuating circumstances that do not permit electronic transmission.

6) AMEs may not perform self-examinations for issuance of a medical certificate to themselves or issue a medical certificate to themselves or to an immediate family member.

**D. Other.** Designees must meet other requirements deemed necessary by the President.

**14.8.5.7. Aviation Medicine Department Forms.** The use of any locally designed forms or certificates in lieu of official GACA forms and certificates is prohibited.

### **14.8.5.9. REFERENCES, FORMS, AND JOB AIDS.**

**A.Reference:**

- GACAR Part 67
- FAA Guide for Aviation Medical Examiners.

**B.Forms.**

- GACA Form 8500-23 AME Facility Compliance checklist and Oversight Outcome( see Figure 14.8.6.1)

**C.Job Aids.** None.

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**CHAPTER 8. AVIATION MEDICAL EXAMINER (AME)**

**Section 6. Oversight and Management of a Designee**

**14.8.6.1. OBJECTIVE.** This section provides the policy related to the oversight and management of AME designees, referred to collectively in this section as designees

**14.8.6.3. GENERAL OVERSIGHT AND MANAGEMENT CONSIDERATIONS.**

**A. Oversight Principles.**

- 1) Promote Safety. A primary responsibility of the GACA is to promote safety through systematic oversight of AMEs. Information generated from oversight programs permits the GACA to enhance aviation safety.
- 2) Evaluate Performance. The objective of an oversight program is to ensure that the AME performs to the standards and expectations set forth by the GACA in its policies and regulations. Oversight is not merely an isolated event or series of activities. Oversight results should be considered in total to provide a high-level perspective of a designee's performance over time.
- 3) GACA continually evaluates the performance of each AME. Risk management principles will be used by the Aviation Medicine Department Manager or Aviation Medicine Assessor, to determine which AMEs deserve a higher level of monitoring or counseling following an analysis of all performance factors.
- 4) The Aviation Medicine Department is the organizational element within GACA responsible for oversight and management of the AME system. The Assistant President of the Aviation Standards Sector, or his appointee, develops and establishes policies, plans, procedures, standards, and regulations governing the AME designee.

**B. Oversight Responsibilities.** The Assistant President of the Aviation Standards Sector, or his appointee delegates to the Aviation Medicine Department Manager or Aviation Medicine Assessor, the following responsibilities:

- 1) Monitor the AME system; oversee AME performance by developing and administering evaluation procedures to supply the Assistant President of the Aviation Standards Sector with data to assist them in renewing only those physicians who have demonstrated satisfactory performance; and continue to show an interest in the AME program.

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2) Prepare appropriate reports to evaluate the performance of the AMEs.

**C. Oversight.** Designee oversight includes the managing, monitoring, and tracking of a designee’s activities and performance. In addition to an oversight plan developed by the Aviation Medicine Department, the objective of an oversight program is to assure that the designee performs to the standards and expectations set forth by GACA in its policies and regulations.

1) Oversight feedback is considered in total to provide a high-level perspective of a designee’s performance over a specific period.

2) The Aviation Medicine Department Manager or Aviation Medicine Assessor must conduct regular performance evaluations predicated on the outcome of oversight activities. A formal performance evaluation and surveillance is required prior to the renewal of a designee’s authority. Surveillance report must be uploaded to the Eaviation system once every 12 calendar-months, attached to the designee’s application for designation renewal.

**D. Performance Measures.** There are three categories of performance measures. GACA uses these criteria to gain insight into the designee’s performance. The Eaviation system provides appropriate fields to record the details for performance measures.

1) Technical. The designee demonstrates sufficient knowledge, skill, and ability to conduct authorized tasks within established guidance and standards. The designee possesses an expert level of knowledge and skill, understands and uses appropriate terminology, uses the correct equipment, applies appropriate standards, and accurately interprets results.

a) Knowledge and Understanding. Does the designee understand the terminology contained in GACA regulations and other reference material used in conducting the certification activity?

b) Interpretation and Application. Does the designee correctly interpret and apply the technical performance standards defined by regulation?

c) Equipment and Materials. Does the designee possess, select, and/or use the equipment, reference material, etc., when conducting certifications?

2) Procedural. The designee demonstrates the ability to complete administrative functions correctly. The designee accurately completes and issues appropriate documentation, submits required data, follows established procedures, and complies with all regulations and directives.

a) Qualifying Applicants. Does the designee follow the correct procedure when accepting applications and determining applicant eligibility?

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b) Submittal of Information and Data to GACA. Does the designee properly submit information, documents, and/or data to GACA?

c) Conducting Evaluations, Tests, and Certifications. Does the designee follow the correct procedure when conducting certifications?

d) Issuing Certificate, Approval, Authorization, or Results to Applicant. Does the designee follow the correct procedure when completing and issuing certificates and approvals, authorizations, or results to the applicant upon completion of the certification activity?

3) Professional. The designee conducts activities in an ethical, courteous, and conscientious manner reflecting highly on the President. The designee presents a cooperative attitude, and demonstrates integrity, tact, and diplomacy when dealing with industry and GACA. The designee communicates effectively in a manner that reflects positively on GACA, both orally and written.

a) Oral and Written Communication. Does the designee effectively communicate either in writing or in conversation with GACA or general public? Does the designee provide feedback to GACA with ways to improve the designee system?

b) Professional Representation of GACA with Public Sector. Does the designee demonstrate a positive reflection on GACA and a willingness to comply with GACA policy and Aviation Medicine Department instruction?

c) Cooperative Attitude with GACA. Is the designee easy to work with and present a positive attitude when interacting with GACA? Is the designee responsive to GACA and reasonably accessible to GACA as required?

d) Ethics and Judgment. Does the designee maintain high ethical standards and demonstrate good judgment in the conduct of authorized activities?

### **E. Aviation Medicine Department Role in Oversight.**

1) The Assistant President of the Aviation Standards Sector delegates responsibility to the Aviation Medicine Department Manager or Aviation Medicine Assessor, to monitor the AME system and oversee the AME's performance to ensure that the individual properly performs all duties and meets all requirements and conditions of the designations held.

2) AME offices shall be evaluated annually. Problem AME offices will also be visited as soon as a deficiency necessitating a site visit has been determined (this visit may be unannounced). Virtual site visits (VSV) using remote means are acceptable (if live site visit is not possible) to inspect the AME office site and may be followed by standard live site visits if determined by the Aviation Medicine Department Manager or Aviation

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Medicine Assessor.

3) The Aviation Medicine Department Manager or Aviation Medicine Assessor will judge the adequacy of the documentation and the decision making of the AME for rejected, issued medical certificates.

4) The determination for additional medical examinations should be made as they relate to the issuance of the current medical examination being reviewed, not on documentation existing in past examinations. If evidence of poor decision making or inadequate documentation on past examinations is uncovered while reviewing the current issued rejected examination, AME corrective or disciplinary action should be made.

### 14.8.6.5. OVERSIGHT ACTIONS.

**A. Planning an Oversight Activity.** The Aviation Medicine Department Manager or Aviation Medicine Assessor will contact AME offices before performing a surveillance site visit, unless the AME is identified as a problem AME and an unannounced visit is warranted.

### **B. Outcomes of Oversight Activities.**

1) The results of the oversight activities are determined primarily by the overall assessment of the three performance measures described above. The Aviation Medicine Department Manager or Aviation Medicine Assessor identifies deficiencies as detailed in the performance measures and then review the findings and determines the outcome of the oversight activity. The Aviation Medicine Department Manager or Aviation Medicine Assessor can select from:

- Satisfactory;
- Needs Improvement;
- Unsatisfactory—Suspend; and
- Unsatisfactory—Terminate.

2) If the Aviation Medicine Department Manager or Aviation Medicine Assessor determines that the designee falls into the category of “Needs Improvement,” “Unsatisfactory—Terminate,” or “Unsatisfactory—Suspended,” then appropriate follow-up activity must be determined.

**14.8.6.7. FOLLOW-UP ACTIONS.** A deficiency can often be remedied with GACA guidance provided either formally or informally. In such cases, a designee’s authorization may be continued depending on circumstances and the judgment of the Aviation Medicine Department Manager or Aviation Medicine Assessor.

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**A. Counseling.** In certain egregious situations, the designee may be suspended from conducting authorized activities until formal counseling has been completed and the Aviation Medicine Department Manager or Aviation Medicine Assessor is assured that the issue has been corrected. In any event, the counseling must lead to a satisfactory performance rating.

**B. Additional Training.** The Aviation Medicine Department Manager or Aviation Medicine Assessor may determine that appropriate follow-up action could be conducted in the form of additional training. This is a rare event since AMEs receive a significant amount of training prior to designation and through recurrent training events. If additional training is needed, validation of the effectiveness of the training is required. Typically, events that may be appropriate for the use of additional training as a follow-up action include:

- 1) Performance deficiency found during oversight evaluation, and
- 2) Training to prevent a deficiency after an extended absence.

### 14.8.6.9. MANAGEMENT FUNCTIONS.

**A. Expand Authorities or Change Limitations.** After one year, a designee can request to perform first-class examinations.

**B. Send Email to Designee.** The Aviation Medicine Department Manager or Aviation Medicine Assessor may use this tool to document an event or an action required on the part of the designee. This function provides a permanent record of the correspondence with the designee.

**C. Record Feedback or Interaction with a Designee.** Important written correspondence and memoranda and other hard copy documents are archived in the designee's file.

### 14.8.6.11. REFERENCES, FORMS, AND JOB AIDS.

**A. Reference:**

- GACAR Part 183 and 67
- FAA Guide for Aviation Medical Examiners.

**B. Forms:**

- GACA Form 8500-23 AME Facility Compliance checklist and Oversight Outcome.

**C. Job Aids.** None.

### Figure 14.8.6.1 GACA Form 8500-23 AME Facility Compliance checklist and Oversight Outcome

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**GACA Form 8500-23 AME Facility Compliance Checklist and Oversight Outcome**

Doctor's Name.....

Name of Facility:.....

#	Item	Compliance				Notes
		Yes	No	Nil	GACA Ref	
1	A valid health practitioner license					
2	Nurse working at the clinic					
3	Clinic is certified by MOH					
4	Secured filing cabinet					
5	A reception area and signs inside and outside the facility					
6	waiting area and a bathroom					

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#	Item	Compliance				Notes
		Yes	No	Nil	GACA Ref	
7	Visual acuity testing: Standard Snellen test, types for both near and distant visual acuity and appropriate eye lane					
8	Visual acuity testing: Near vision acuity card for near intermediate vision testing					
9	Visual acuity testing: Opaque eye occluder					
	Phoria Testing: Must have Maddox Rod and at least one of the Eye Muscle Test Light option and one of the Prism Bar option (must begin with 1 prism diopter and increase to at least 8 prism diopters) (Other commercially available visual acuity and heterophoria testing device(s) are acceptable)					
10	Red Maddox Rod					
11	Eye Muscle Test-Light: A spot of light 0.5cm in diameter					
12	Eye Muscle Test-Light: A regular-muscle-test light					

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#	Item	Compliance				Notes
		Yes	No	Nil	GACA Ref	
13	Eye Muscle Test-Light: An ophthalmoscope					
14	Horizontal Prism Bar: Risley					
15	Horizontal Prism Bar: Individual hand prisms					
16	Other commercially available visual acuity and heterophoria testing device(s) (write in notes box)					
COLOR VISION TESTING – must have at least one of the following						
17	Pseudoisochromatic plates -American Optical Company (AOC), 1965 edition					
18	Ishihara: concise 14-plate edition, 16-, 24-, or 38-plate editions (write which one in notes box)					

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#	Item	Compliance				Notes
		Yes	No	Nil	GACA Ref	
19	Richmond, 1983 edition, 15-plates					
20	LKC Technologies Apt -5 Color Vision Tester					
21	AOC-HRR, 2nd edition					
22	Dvorine, 2nd edition					
23	Farnsworth Lantern					
24	Keystone Telebinocular					
25	Keystone Orthoscope					
26	OPTEC 2000					

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#	Item	Compliance				Notes
		Yes	No	Nil	GACA Ref	
27	OPTEC 900 Color Vision Test					
28	Titmus Vision Tester					
29	Titmus 2 Vision Tester, T2A or T2S					
30	Titmus II Vision Tester, TII or TIIS					
31	Titmus i400					
<b>FIELD OF VISION TESTING – any of the following is acceptable</b>						
32	A wall target consisting of a 50-inch square surface with a matte finish (may be black felt or dull finish paper), and a 2-mm white test object (may be a pin), in a suitable handle of the same color as the background					

#	Item	Compliance				Notes
		Yes	No	Nil	GACA Ref	
33	A standard perimeter					
34	Use direct confrontation testing in lieu of a wall target or standard perimeter					
<b>Other office equipment</b>						
35	Hand wash basin					
36	Sterilization liquid dispenser and soap					
37	Upright scale for weight/height					
38	Otoscope					
39	EKG machine					

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#	Item	Compliance				Notes
		Yes	No	Nil	GACA Ref	
40	Stethoscope					
41	Blood pressure apparatus					
42	Thermometer					
43	Gloves					
44	Masks					
45	Tongue depressor					
46	Standard physician diagnostic instruments and aids including those necessary to perform urine test for albumin and sugar (check urine dipstick expiration date).					

#	Item	Compliance				Notes
		Yes	No	Nil	GACA Ref	
47	Typewriter (if needed)					
48	Scanner					
49	Color printer					
50	Computer with Internet access					

Date:.....

Aviation Medicine Assessor Name:.....

Aviation Medicine Assessor Signature:.....



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### **A. Applicant Initial Training.**

1) Prior to the GACA appointing an individual as an aviation medicine examiner designee, the applicant must participate in and successfully complete a training in Aviation Medicine unless the applicant has had prior aerospace medicine training and has received approval from the Aviation Medicine Department Manager to substitute a Refresher AME training in aviation medicine.

**B. AME Staff Member Training.** The AME is responsible for ensuring that staff members processing GACA forms are knowledgeable of GACA regulations and procedures related to the use of these materials. AMEs are accountable for the quality and content of any examination transmitted on their behalf, regardless of who actually transmits the examination.

### **C. AME Refresher Training.**

1) An AME must attend a Refresher AME training in aviation medicine or equivalent training as determined by the Aviation Medicine Department Manager, every 3 years as a requirement for continued designation. (See Section 2, paragraph 14.8.2.5, part A, subpart 13 of this chapter)

2) If an AME fails to comply with training requirements, suspension of the AME's designation will be imposed, which will lead to the loss of access to Eaviation system, and no certificate can be issued by the AME until the suspension is lifted.

3) The Aviation Medicine Department Manager must ensure that all training deviations and suspension actions are fully documented. All AME training defined as required by the Aviation Medicine Department must be attended in their entirety, and should send a copy of their training certificate to the Aviation Medicine Department.

### **14.8.7.7. AVIATION MEDICINE DEPARTMENT EMPLOYEE TRAINING.**

**A. Aviation Medical Assessors.** They are expected to maintain familiarization with current aeromedical certification practices.

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**CHAPTER 8. AVIATION MEDICAL EXAMINER (AME)**

**Section 8. Renewal of Designee Appointment**

**14.8.8.1. OBJECTIVE.** This section provides the policy related to the renewal of AME designees, referred to collectively in this section as designees.

**14.8.8.3. GENERAL.**

**A.** The AME must submit an application for designation renewal through the Eaviation system. Failure to complete this task prior to expiration of the current designation will result in a suspension of AME privileges.

1) The AME must maintain all necessary medical credentials, including the appropriate medical license.

2) In the event of an office relocation or change in practice, the AME must request a change/expand authority by correspondence to the Aviation Medicine Department Manager, to authorize the change of the location to perform GACA physical examinations. If a relocation results in a move to a different region, the present designation will end and the designation may be renewed, if it has been determined that there is a need for an AME at the new location. New statements from the physician's local medical society and local or foreign licensing authority may be required following practice relocation.

**14.8.8.5. PRIVILEGE, NOT A RIGHT.** See Section 2, paragraph 14.8.2.3, part B of this chapter.

**14.8.8.7. RENEWAL DURATION.** The normal interval between AME designations is one year.

**14.8.8.9. DECLINATION OF AME RENEWAL.** AMEs who do not wish to remain designated shall notify the Aviation Medicine Department.

**14.8.8.11. REFERENCES, FORMS, AND JOB AIDS.**

**A. Reference:**

- GACAR Part 183

**B. Forms:**

- GACA Form 8500-2 Application for Designation as a Medical Examiner( see figure 14.8.2.1)

**C. Job Aids.** None

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**CHAPTER 8. AVIATION MEDICAL EXAMINER (AME)**

**Section 9. Termination of a Designation**

**14.8.9.1. OBJECTIVE.** This section provides the policy related to the termination of AME designees, referred to collectively in this section as designees.

**14.8.9.3. GENERAL.** The Aviation Medicine Department Manager should ensure that documentation relating to designee deficiencies substantiate the termination, and that those documents are included in the designee's termination of designation application.

**14.8.9.5. AME VOLUNTARY SURRENDER OF DESIGNATION.**

**A. Reasons for a Voluntary Surrender.** AMEs may voluntarily resign their designation

**B. In Lieu of Termination.** The Aviation Medicine Department Manager must never permit voluntary surrender in lieu of a "GACA Termination of Designation," if a termination application has already been made.

**14.8.9.7. GACA-INITIATED TERMINATION OF AME.** The GACA can rescind a designation at any time for any reason considered appropriate by the Assistant President of the Aviation Standards Sector, AMEs who are performing poorly or require excessive resources to manage must have their designations terminated to ensure continued effectiveness of the designee system.

**A. Terminating a Designation.** The Aviation Medicine Manager can make a decision to involuntarily terminate an AME's designation either "for cause" or "not for cause." Only the Aviation Medicine Manager can initiate the termination process in the Eaviation system.

1) As soon as a proposed action to terminate or not renew has been made, the AME will be notified promptly to suspend exercising all AME privileges and discontinue performing GACA medical certification examinations.

2) The AME must be notified electronically within 15 calendar-days of the reason(s) for the termination or nonrenewal action.

a) The reason(s) shall be specific and shall cite applicable regulations, policies. The AME should be informed that they have appeal rights and that such an appeal must be made within 60 calendar-days of receipt of notification of a termination decision. However, if the termination action is the result of the loss of a credential, failure to train, or lack of GACA need or ability to manage

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the AME, the notification must state that there is no right to appeal.

b) If notification of termination or suspension by electronic means fails, no further attempts to contact the AME are needed and GACA may begin termination.

3) The investigation shall be conducted expeditiously and termination action or removal of suspension will be done immediately, as indicated by the results of the investigation.

**B. For Cause Termination.**The following substandard performance reasons are “for cause”:

- 1) Disregard of or failure to demonstrate knowledge of GACA rules, regulations, policies, and procedures.
- 2) Careless or incomplete reporting of the results of medical certification examinations.
- 3) Unprofessional performance of examinations.
- 4) Failure to promptly mail medical examination reports to GACA.
- 5) Failure to promptly transmit GACA examinations using the Eaviation system.
- 6) Failure by an AME to transmit electrocardiograms for first-class medical certification examinations to the Eaviation system, unless approval has first been obtained from the Aviation Medicine Department.
- 7) Any other performance-based reason GACA deems appropriate.
- 8) Unprofessional office maintenance and appearance.
- 9) Movement of the location of practice and/or an addition of a practice location without prior approval in writing from the Aviation Medicine Department Manager.
- 10) Failure to personally perform GACA physical examinations.
- 11) Failure to notify the Aviation Medicine Department Manager or Aviation Medicine Assessor of a substantial change in practice availability.
- 12) Performance of GACA physical examinations at an unapproved or non-designated location.
- 13) Failure to respond to the Aviation Medicine Department Manager or Aviation Medicine Assessor communications within 15 calendar-days.

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14) Integrity, misconduct, or inability to work constructively with GACA or the public, including:

- a) Arrest, indictment, or conviction for violation of a law.
- b) Misrepresentation of the information submitted in a medical certification examination; and
- c) Any action that compromises public trust or interferes with the AME's ability to carry out the designation responsibilities.

15) Loss of medical license.

16) Improper representation of the GACA.

**C. Not-For-Cause Cause Termination.** The following reasons are “not for cause”:

1) Lack of GACA need for an AME in the requested location.

2) No longer meets minimum qualifications, including:

- 1) No examinations performed within 12 calendar-months of initial designation.
- 2) Performance of an insufficient number of examinations to maintain proficiency.
- 3) AME is deceased.

**Note:** The number of examinations considered sufficient is ten per year; however, the Aviation Medicine Department Manager or Aviation Medicine Assessor may accept fewer examinations as evidence of proficiency for experienced AMEs or when geographic coverage dictates.

**Note:** Any decision to permit an AME performing fewer than ten examinations per year to remain designated must be fully documented in the AME's file.

**Note:** The documentation is unnecessary if the AME has been classified as “Official” by the Aviation Medicine Department Manager or Aviation Medicine Assessor. The “Official” category is to be reserved for those AMEs whose value to GACA is determined to supersede a need to demonstrate proficiency by the number of examinations performed.

3) Loss, restriction, or limitation of a license or equivalent to practice medicine.

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4) Failure to comply with the mandatory AME training requirements.

5) Any illness, medical condition, or other disability that may affect the physician's sound professional judgment or ability to adequately perform examinations.

**14.8.9.9. Return of Materials.** Upon termination or non-renewal of designation, the AME shall return all GACA materials (including certificate of designation) to the Aviation Medicine Department Manager. The Aviation Medicine Department Manager shall inform the responsible officer if the materials are not returned within a reasonable period of time so further action may be taken.

**14.8.9.11. REFERENCES, FORMS, AND JOB AIDS.**

**A.Reference:**

- GACAR Part 183, 67 and 13

**B.Forms:**

- Letter of Termination (For Cause)
- Letter of Termination (Not-for-Cause)

**C.Job Aids.** None

**Figure 14.8.9.1. Sample Letter of Termination (For Cause)**

[GACA Letterhead]

[Date]

Designee Number: [Insert number]

[Designee's name and address]

Dear [Designee's name]:

This letter is to inform you that your General Authority of Civil Aviation (GACA) designation as a [type of designee] is terminated pursuant to GACAR § 183.15. [You must immediately cease exercising the privileges of your designation] *OR* [Pursuant to our (telephone conference/meeting) on (date), you were to cease exercising the privileges of your designation on (date).]

Your designation is being terminated [Insert reason] [Cite the reference to the regulations/policy that was violated/noncompliance.]

You may submit a request for appeal in writing to this office no later than 15 calendar-days from the date of receipt of this letter. At that time, you should include any evidence or statement concerning this matter with your written request for appeal. You will be notified of the outcome of the appeal within 60 calendar-days after our receipt of your written request for appeal.

Sincerely,

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[Signature]

Assistant President of Aviation Standards

**Figure 14.8.9.2. Sample Letter of Termination (Not-For-Cause)**

[GACA Letterhead]

[Date]

Designee Number: [Designee's number]

[Designee's name and address]

Dear [Designee's name]:

This letter is to inform you that your General Authority of Civil Aviation (GACA) designation as a [type of designee] is terminated pursuant to GACAR § 183.15. [You must immediately cease exercising the privileges of your designation.] OR [Pursuant to our (telephone conference/meeting) on (date), you were to cease exercising the privileges of your designation on (date).]

Your designation is being terminated [because you voluntarily surrendered your designation authority on (date) OR because this office is no longer in need of your assistance.]

This termination is not-for-cause and may not be appealed. You may be eligible for reinstatement at a future date. We appreciate your service to the GACA.

Sincerely,

[Signature]

Assistant President of Aviation Standards

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**CHAPTER 8. AVIATION MEDICAL EXAMINER (AME)**

**Section 10. Suspension of a Designation**

**14.8.10.1. OBJECTIVE.** This section provides the policy related to the suspension of AME designees, referred to collectively in this section as designees.

**14.8.10.3. GENERAL.** Suspension is a management process that allows the GACA to temporarily remove a designee's privileges without terminating the designation. The suspension of a designee is a significant change in status and occurs because the Aviation Medicine Department Manager or Aviation Medicine Assessor identifies an elevated level of risk in managing the designee.

**A. AME Suspension Considerations.**

- 1) Designee Action While Suspended. The AME must immediately stop exercising authorized duties for the designation.
- 2) Length of Suspension. AMEs will remain in a suspended status until they have corrected the deficiency or until the designation expires. If the deficiency has not been corrected within 180 calendar-days, The Aviation Medicine Department will notify The Aviation Medicine Manager to remove the suspension and initiate termination.
- 3) An AME can be suspended if there is a lapse in minimum qualifications and it is anticipated that the condition can be rectified in a reasonable period of time, such as a lapse in medical license or overdue training.
- 4) Any other reason that the GACA President considers appropriate.
- 5) Circumstances in which an AME is under investigation for criminal activity, fraud, or any other activity for which immediate action is necessary, but where there is not enough evidence to base an outright termination action.
  - a) In these cases, GACA will notify the AMEs electronically as we would for termination actions, informing them of the reason(s) for the suspension and instructing them to cease all examinations pending a GACA investigation.
  - b) The investigation shall be conducted expeditiously and termination action or removal of suspension will be done immediately, as indicated by the results of the investigation.

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**CHAPTER 8. AVIATION MEDICAL EXAMINER (AME)**

**Section 11. Appealing a Termination for Cause**

**14.8.11.1. OBJECTIVE.** This section provides the policy related to appealing a termination for cause of AME designees, referred to collectively in this chapter as designees.

**14.8.11.3. GENERAL.** The GACA only allows appeals if the GACA banned the designee or terminated the designee for cause.

**A. Documentation.** All documentation associated with the appeal should be included in the designee's file.

**B. Appeal Process.**

1) Within 30 calendar-days of the Assistant President of the Aviation Standards Sector having received the appeal, the Aviation Medicine Department Manager or Aviation Medicine Assessor must render their recommendation to the Assistant President of the Aviation Standards Sector. However, the final decision on the appeal rests with the Assistant President of the Aviation Standards Sector, and said decision must be conveyed to the AME within 15 calendar-days of determination.

2) A decision by the Aviation Medicine Department Manager or Aviation Medicine Assessor, based on the loss or restriction of a medical license, failure to attend training at the required frequency, or the determination of a lack of need for an AME is not subject to review on appeal

**A. Reference:**

- GACAR Part 13, SUBPART I

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**CHAPTER 9. AIR TRAFFIC CONTROLLER EXAMINER**

**Section 1. TBD**

**NOTE:** This guidance to be developed at a later date.

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**CHAPTER 10. TRAINING CENTER EVALUATOR (TCE)**

**Section 1. Evaluate a Training Center Evaluator**

**14.10.1.1. GACA ACTIVITY REPORT (GAR).**

A. TBD (OP) (Initial Certification)

**14.10.1.3. SELECTION, TRAINING, AND DESIGNATION OF TRAINING CENTER EVALUATORS (TCE).**

**A. Regulatory Basis.** The regulatory basis for the designation of a training center evaluator (TCE) may be found in General Authority of Civil Aviation Regulation (GACAR) Part 142 and 183. The General Authority of Civil Aviation (GACA) considers TCEs with certification authority to be examiners as that term is used in GACAR Part 183. Training centers certificated under GACAR Part 142 are required to have sufficient personnel to support their training objectives, which may include the appointment of a number of TCEs. GACAR Part 142 also outlines the prerequisites, training requirements, operating procedures, and limitations of TCEs who are authorized by the GACA.

1) The determination of a “sufficient” number of TCEs for a particular center will require a careful evaluation of:

- TCE projected workload relative to the center’s customer base and request authorization;
- Number of advanced Flight Simulation Training Devices (FSTDs)
- The make, model, and series (M/M/S) of aircraft trained at the center and GACA available support and oversight
- Number of satellites locations, with respect to available GACA surveillance
- Projected number of evaluations the training center predicts over a particular period

2) There is no fixed formula that will definitively answer this question. However, a training center’s ability to manage its standardization quality program is a primary factor that GACA must use in determining the resources required to adequately supervise the training center evaluators. Other primary considerations include an equitable balance between the center’s workload and their ability to reasonably meet their customer’s needs without compromising standardization,

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the quality of instruction, or safety.

### **B. Eligibility.**

1) To be eligible for consideration as a TCE, candidates must first:

- a) Hold an unrestricted pilot or flight engineer (FE) certificate, as appropriate, to act as pilot in command (PIC) or FE for the specific aircraft.
- b) Have met the instructor qualification and training requirements of GACAR Part 142, Subpart C.
- c) Be currently assigned as an instructor at the employing training center.
- d) Be qualified in each specific curriculum and the associated flight training equipment for which TCE privileges are requested.

2) Individuals that meet the eligibility criteria will be evaluated on the following criteria before proceeding with formal training:

- a) Have a history of cooperation with the GACA, and a good record as an airman regarding accidents, incidents. The GACA must verify the airman information through the GACA's recordkeeping system(s) before scheduling any training or qualification observations. The airman's information will be retained in the TCE's file.
- b) Have a reputation for integrity and dependability within the industry and the community.
- c) Candidates requesting authorization to conduct evaluations in an aircraft while acting as a required crew member must have logged at least 100 hours as PIC in the M/M/S of aircraft except when approved as initial cadre on newly certificated aircraft types or newly acquired aircraft for the employing training center.

### **C. Selection, Training, and Designation.**

1) The process for the selection, training, and designation of TCEs generally mirror the same process used for selecting Designated Pilot Examiners.

2) *TCE Application and Processing.* The application process to designate a TCE is initiated by the employing training center. The center must submit an application letter and completed Examiner Designation and Qualification Record, to the GACA for each TCE nominee.

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3) *TCE Training and Qualification.* TCE applicants must satisfactorily complete the training required by GACAR Part 142. The training must include, as a minimum, the items under GACAR § 142.61(a)(3). Each candidate will also be observed and evaluated conducting each portion of a practical test or proficiency check as appropriate. This evaluation will include an observation of the applicant conducting a complete oral, simulator, and (if appropriate) aircraft flight-testing modules as well as associated briefings and debriefings appropriate for the authorization(s) requested. The qualification evaluation(s) referenced above must be conducted in accordance with a core curriculum approved for the employing training center and appropriate for the evaluation authority being sought. The applicant must also demonstrate the proper completion of the airman certification and/or qualification paperwork required by the employing center as well as appropriate GACA documentation and reporting.

a) TCE Proficiency Check(s).

1. TCEs must remain qualified as an instructor in all curriculums/courses for which he holds evaluation authority. Therefore, TCEs must meet all instructor training and testing/checking requirements in order to remain authorized as a TCE for a particular curriculum/course.

2. GACAR § 142.61(a)(4) requires a TCE to satisfactorily pass an annual proficiency check in the flight training equipment in which he is authorized to conduct evaluations. This proficiency check must be taken in a simulator or aircraft that represents the M/M/S of aircraft in which the TCE will be conducting evaluations. In addition, if authorized to evaluate in the aircraft due to the limitations of the FSTD for 100 percent testing and checking, the TCE must accomplish an annual proficiency check in the aircraft on the maneuvers that cannot be accomplished in the simulator.

b) The aviation safety inspector (Inspector) administering an initial TCE proficiency check in a FSTD must be current and qualified in category, class, and type (if applicable). A medical certificate is not required.

c) The Inspector administering a renewal TCE proficiency check in a FSTD must only be qualified in category, class, and type (if applicable). GACAR Part 61 currency and recurrent training is not required. A medical certificate is not required.

4) *TCE Limitations.* The following limitations must be observed by TCEs in the accomplishment of their authorization evaluations.

a) TCEs must comply with the provisions of GACAR § 142.57 as required by GACAR §

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142.61 during the accomplishment of their evaluation duties. Specifically, TCEs must comply with the requirement that their combined instruction and evaluation time in a FSTD may not exceed 8 hours in a 24 hour period. This limitation does not include pre- and post-briefings associated with flight training.

b) TCEs may not act as evaluators-at-large by conducting practical tests or proficiency checks for the general pilot population or in violation of their Certificate of Designation (COD).

c) A TCE may not function as a required crew member while conducting simulator evaluations.

d) A TCE must not conduct any evaluation after the expiration date listed on his COD.

### 5) *TCE Authorizations.*

a) Pilot TCEs may accomplish their recency of experience requirements in an approved Level C or D Full Flight Simulator (FFS). FE TCEs may accomplish their recency of experience requirements in an approved Level 6 or 7 Flight Training Device (FTD) as well as all levels of authorized simulators.

b) TCEs, with appropriate certification authority, may issue a “Second in command (SIC) Type Rating” to applicants in conjunction with the satisfactory completion of a center’s curriculum.

c) TCEs may issue “SIC Type ratings” to qualified pilots of GACAR Part 119 certificate holders for which they hold check pilot authority. This authorization is limited to pilots employed by the air operators for which the TCE holds contract check pilot authority.

d) A TCE who is authorized as a contract check pilot for an air operator may also issue type ratings in accordance with the provisions of GACAR Part 61 if specifically authorized by the air operator’s principal operations inspector (POI). POIs should issue such authorizations in conjunction with and as part of the TCE’s check pilot approval letter. However, this privilege may only be exercised at the TCE’s employing center and for air operators accomplishing training at that center.

### 6) *TCE Recurrent Training.*

a) The Inspector that the GACA has designated conducts this training. This training must be completed within the previous 12 months, prior to the TCE designation being renewed.

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b) Each TCE must satisfactorily complete annual training in those subject areas required for initial qualification and changes to GACA regulations and policy.

c) Due dates for renewal of TCE authorizations must be considered. Completion of the annual training and/or checking in the calendar month before or the calendar month after the due month is considered to have been completed in the month it was due.

### *7) Recurrent TCE Proficiency Check(s):*

a) Each TCE must satisfactorily accomplish a written test and proficiency check in a full flight simulator/FTD/aircraft in which evaluations will be given. The TCE must also comply with the annual instructor qualification requirements, including a proficiency check in each curriculum, and specific flight training equipment in which instruction will be given. The proficiency check required by GACAR §§ 142.59 and 142.61 may be combined provided the content of the check meets the proficiency check requirements for a TCE and is appropriate to the M/M/S of aircraft represented by the device in which evaluations have been authorized.

b) TCEs must maintain their qualifications as instructors in order to retain their evaluator's authorization as a TCE. Each required proficiency check must have been accomplished within the 12 months prior to the expiration date of the TCE designation.

c) If approved by the GACA, the TCE proficiency check required by GACAR § 142.61 may be conducted by a TCE qualified and current in the specific curriculum and flight training equipment. Approval to permit a TCE to conduct these checks may be granted on a one time basis or other reasonable time period that the GACA deems appropriate. Such approvals must be made in writing and not to be included in the TCE's COD Approvals to conduct the subject evaluations will have an expiration date no later than the TCE's current COD.

### *8) Observation and Evaluation.*

a) Ninety days before the expiration date of a TCE's designation, an Inspector will be scheduled to observe the TCE conduct a complete practical test for at least one of the authorizations held.

b) The purpose of this observation is to evaluate the TCE's ability to administer a test or check as an evaluator and to complete the appropriate documentation. The TCE's aircraft specific knowledge and flight training equipment proficiency is evaluated during the annual instructor proficiency check for each curriculum.

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c) If, due to unforeseen circumstances, it is not practical to observe a TCE with certification authority conducting a certification event, a proficiency check administered under GACAR Part 61 or 121 or a combined competency/proficiency checks under GACAR Part 135 may be substituted at the discretion of the GACA.

**NOTE:** The GACA should only allow a competency or proficiency check in lieu of a certification event for renewal of the TCE's certification if it can be determined that the previous observation was made during the accomplishment of an actual certification event.

d) If a TCE who is holding certification authority is unable to be observed conducting an actual certification event due to the center's lack of workload, the principal inspector (PI) shall evaluate the need for the TCE to hold certification authority. Inability to observe a TCE conduct a practical test for an actual certification event is justification for a reduction of the TCE's authority or termination of the TCE's designation.

e) For TCEs with authorizations limited to proficiency checks only, a complete proficiency check will be required for renewal.

f) If the TCE is qualified in more than one type of aircraft, alternating annual observation of an evaluation should be planned.

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**CHAPTER 10. TRAINING CENTER EVALUATOR (TCE)**

**Section 2. Inspect a Training Center Evaluator**

**14.10.2.1. GACA ACTIVITY REPORT (GAR).**

A. 1673 (OP)

**14.10.2.3. OBJECTIVE.** This section provides guidance for conducting surveillance of a Training Center Evaluator (TCE).

**14.10.2.5. GENERAL.** Inspectors will accomplish surveillance of a TCE in accordance with the General Authority of Civil Aviation (GACA) surveillance plan. Inspectors are responsible for ensuring that TCEs are thoroughly coached in the importance of their role of administering oral (knowledge) and practical (skill) tests.

**14.10.2.7. PREREQUISITES AND COORDINATION REQUIREMENTS.**

**A. Prerequisites:**

- Knowledge of the regulatory requirements of the General Authority of Civil Aviation Regulation (GACAR) Part 61, 91, 121, 142 and 183
- Successful completion of the appropriate specialized training offered by GACA to Training Center Evaluators (TCEs)

**B. Coordination.** This task may require coordination with the principal operations inspector (Inspector) for the training center where the TCE is employed.

**14.10.2.9. REFERENCES, FORMS, AND JOB AIDS.**

**A. References:**

- GACAR Part 1, 61, 91, 121, 142 and 183

**B. Forms.** None.

**C. Job Aids.** None.

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### 14.10.2.11. PROCEDURES.

**A. Determine the Need for an Inspection.** Inspectors conducting surveillance of TCEs should use a risk-based analysis to determine when an inspection is necessary. Circumstances that warrant an inspection include, but are not limited to:

- 1) Regularly scheduled work program guidelines.
- 2) Complaints received about a TCE’s conduct of oral and/or practical tests.
- 3) Newly designated evaluators (inspections can occur at a higher level of frequency to ensure compliance).
- 4) Review of TCE’s certification files indicates one of the following:
  - Overall problems with the certification files
  - A “no failure” or “high pass rate” that seems unusual
  - A high activity rate

### **B. Prepare for the Inspection.**

- 1) Review the following documents prior to the inspection:
  - TCE’s designee file
  - TCE’s planning sheets
  - Previous inspection reports and GAR entries
  - Any correspondence between the Inspector and TCE since the last inspection
- 2) If appropriate, contact the evaluator to arrange for the inspection to coincide with scheduled oral and/or practical examinations.

### **C. Visit the Training Center Evaluator’s Training Center .**

- 1) Ensure that the evaluator maintains current copies (paper or electronic) of the following:
  - a) TCE-related documents:

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- Appropriate Airman Certification Standards/Practical Test Standards (ACS/PTS)
- Application for Airman Certificate and/or Rating
- Temporary Airman Certificate
- Applicable GACARs
- Other data such as advisory circulars (AC), technical data, etc., which may be required for the development and administration of the evaluation

2) Ensure the TCE provides adequate security for temporary airman certificates.

3) Request and examine the TCE's airman certificates and Certificate of Designation (COD) and ensure the designee completed a Recurrent Training Center Evaluator Standardization Seminar or equivalent within the preceding two years.

4) Determine if the facility is adequately equipped to support testing to the level required by the PTS by inspecting the tools, equipment, assemblies, subassemblies, operational mockups, and materials required to complete a project assignment and demonstrate the basic skills for the certificate and rating sought.

### **D. Observe the TCE Conducting a Practical Test.**

1) *Perform Pre-test Inspection Activities.*

a) Review the evaluator's planning sheet for the following:

- Does the planned test include all the questions and projects required by the oral and practical test standard?
- Does the test cover each subject area/area of operation required by the PTS for the certificate/rating sought?

**NOTE:** The Inspector should request a copy of the planning sheet for the specific test he plans to observe in advance of the test to avoid interruption. Direct any questions regarding the test plan or adequacy of the test to the TCE in private before the beginning of the test.

b) Ensure the TCE receives and properly reviews a completed application from the applicant and the applicant is eligible to take the oral (knowledge) and practical (skill) examinations.

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c) Ensure the TCE requests appropriate identification from the applicant to validate the applicant's identity.

d) Ensure the TCE does not intend to administer the oral and/or practical test to more than one applicant at a time, unless authorized by the GACA.

e) Ensure the applicant is informed that the Inspector is principally observing the evaluator's performance and that at the conclusion of the tests, unless circumstances otherwise warrant, the evaluator will issue a Temporary Airman Certificate, if the applicant passes the test.

2) *Observe a Test.* Ensure the evaluator conducts the oral and practical portions of the test in accordance with the established GACA procedures.

**E. Post Test Activities.** Ensure the TCE completes and submits the certification file in accordance with established GACA procedures. After observing the evaluator conduct an oral (knowledge) and practical (skill) test of the applicant, note the following four possible outcomes. In each of these outcomes, conduct a debriefing with the evaluator, separate from the applicant. Discuss the performance of the applicant and the evaluator, and recommend areas of improvement needed by the evaluator.

- If both the TCE and the applicant perform satisfactorily, observe the evaluator properly completing Application for Airman Certificate and/or Rating and Temporary Airman Certificate
- If the evaluator performs satisfactorily but the applicant is unsatisfactory, observe the evaluator properly completing the Notice of Disapproval and properly identifying the subject areas or area of operation/task failed or not tested in the remarks block
- If the evaluator performs unsatisfactorily but the applicant performs satisfactorily, allow the evaluator to complete the Application for Airman Certificate and/or Rating and Temporary Airman Certificate. This is only possible if the Inspector determines that an adequate test was given. If the TCE's performance was inadequate resulting in an invalid test, then the airman applicant was not properly evaluated and the Temporary Airman Certificate should not be issued
- If both the evaluator and the applicant perform unsatisfactorily, allow the evaluator to properly complete the Notice of Disapproval, properly identifying the oral and/or practical projects failed or subject areas/tasks not tested

**14.10.2.13. FOCAL POINTS.** The training center principal inspector (PI) is the focal point to assist

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Inspectors with questions regarding training, oversight, and other questions regarding the surveillance of TCEs.

**14.10.2.15. TASK OUTCOMES.**

**A. Complete and close the GAR Record.**

**B. Complete the Task.** Completion of this task will result in one of the following:

- 1) If the TCE's performance is satisfactory, the Inspector must place a written indication to that effect (e.g., copy of GAR record or handwritten note) in the evaluator's designee file.
- 2) If the TCE's performance is unsatisfactory, the Inspector must place a written indication to that effect in the evaluator's designee file, and one of the following actions may be warranted:
  - Counseling or other corrective action to obtain satisfactory performance, including a follow-up surveillance plan
  - Termination of the TCE's authority
  - Enforcement action initiated against an airman certificate, if appropriate

**14.10.2.17. FUTURE ACTIVITIES.** If the TCE fails to correct any discrepancies, the Inspector should take the appropriate compliance enforcement action.

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**CHAPTER 11. DESIGNATED CABIN CREW MEMBER EXAMINER (DCCME)**

**Section 1. Evaluate a Cabin Crew Member Examiner**

**14.11.1.1. GACA ACTIVITY REPORT (GAR).**

A. TBD.

**14.11.1.3. OBJECTIVE.** This section provides specific guidance on the designation and renewal of General Authority of Civil Aviation (GACA) Designated Cabin Crew Member Examiners (DCCME), who are designated under General Authority of Civil Aviation Regulation (GACAR) Part 183 and provide services in support of cabin crew member certification under GACAR Part 65.

**14.11.1.5. GENERAL.**

**A. Purpose.** Designees leverage the GACA’s workforce by providing airman certification services for persons seeking cabin crew member certificates or aircraft class endorsements. Designation is a privilege and designees are appointed by the President to meet GACA’s needs. DCCMEs are subject to any regulation, supervision, and review that the President may prescribe. Under the provisions of this section and GACA directives, the President may rescind any such delegation at any time and for any reason he deems appropriate.

**B. Types of DCCMEs:**

- 1) Turbopropeller powered airplanes,
- 2) Turbojet powered airplanes, and
- 3) Rotorcraft.

**C. Eligibility Requirements.** The eligibility requirements for all DCCMEs are:

- 1) A valid cabin crew member certificate issued under GACAR Part 65 with an aircraft class endorsement appropriate to the type of DCCME designation sought;
- 2) At least 10 years’ experiences exercising the privileges of the cabin crew member certificate;
- 3) Proven cooperative attitude working with GACA Inspectors and management; and

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4) Be able to read, write, speak, and understand the English language.

**D. Designee Standards.**

1) A DCCME must conduct all tests according to the applicable GACARs and guidance in this Handbook.

**14.11.1.7. SELECTION AND APPOINTMENT.** Candidates for designation must be highly experienced, appropriately qualified and must meet all applicable eligibility requirements.

**A. Designated Cabin Crew Member Examiner (DCCME) Applications.** Candidates for initial designation should send a completed application to the Director, Aviation License Department including the submission of documentation to show how they meet all prescribed eligibility requirements.

**B. Initial Screening.** The Director, Aviation License Department will notify the applicant of the results of the initial screening in writing.

**C. Practical Test.** Each DCCME candidate selected for designation must pass a practical test by an Inspector before the GACA issues an initial designation. The practical test assists the GACA in determining whether the candidate is competent to apply current practical test requirements, procedures, and performance standards in the aircraft for which authorization is sought.

**D. Selection.** Selection is the process of determining eligibility. This involves the evaluation of an applicant's technical skills and competence in applying those skills in their area of expertise as well as their understanding of GACA policy and guidance.

**14.11.1.9. RENEWAL CRITERIA.** The designee must satisfy the requirements and follow the procedures set forth in this Handbook and the GACARs.

**A. Certification Activity.** During the renewal process, the GACA reviews the amount of certification activity to determine the continuing need for that designation. In the case of a DCCME applying for renewal an acceptable level is when the examiner has conducted during the previous 12 calendar months:

- Five certification exercises or tests in any category; or
- Five cabin crew member endorsement practical tests

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If the DCCME has not met these minimum levels then the Director, Flight Operations Division may consider other factors prior to making a decision to renew or not.

**B. Reissuance of Certificate of Designation (COD).** The COD is valid until the expiration date shown on the COD. The GACA will reissue the COD with each designation renewal.

**C. Renewal Test.** DCCMEs must demonstrate knowledge and skill by the satisfactory completion of an annual renewal test appropriate to the designation and authorizations up for renewal or reinstatement, if a renewal test is required. The renewal test does not have to be performed in the renewal expiration month. This means the renewal test may occur at a different time during the year.

**14.11.1.11. REINSTATEMENT.** A former designee whose privileges were terminated may apply for reinstatement, provided poor performance, judgment, or integrity were not the basis for the termination. The President may reinstate the designation only if that designee meets the requirements and procedures for an original issuance of the designation. If the designation has been terminated for more than 36 calendar months, the designee must satisfactorily demonstrate currency with all rules and guidance before reinstatement.

**A. Demonstration of Competency.** If the designation has been expired for more than 12 calendar-months, the GACA may require a demonstration of competency for re-instatement.

**B. Reissuance of a COD.** To qualify for the reissuance of a COA, a re-instated designee must demonstrate competency appropriate to the authorization sought.

**C. Designation Number.** Use the original designation number for the re-instatement.

### 14.11.1.13. DESIGNATION NUMBERING.

**A. Numbering System.** All DCCMEs are assigned a unique identifier number. The numbers will be assigned according to the protocols developed by the Director, Aviation License Department.

### 14.11.1.15. PREREQUISITES AND COORDINATION REQUIREMENTS.

**A. Prerequisites.** This task requires knowledge of GACAR Part 65 and 183 and qualification as an Inspector.

### 14.11.1.17. REFERENCES AND FORMS.

**A. References:**

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- GACAR Part 1, 65 and 183

### **B. Forms:**

- GACA Activity Report(GAR)
- Certificate of Designation (COD)

### **14.11.1.19. PROCEDURES FOR INITIAL DESIGNATION.**

**A. Need for and Ability to Manage a Designee.** Successfully meeting the eligibility requirements does not guarantee appointment as a designee. The GACA senior management determines the need for and ability to manage a designee.

1) *Determining the Need.* The GACA considers several factors in determining the need for a designee including, but not limited to:

- a) Activity level of designees performing similar work.
- b) Demand/convenience to the public as determined by:
  - Ability to provide examinations within a reasonable period of time, and
  - Number of complaints from the public about the lack of availability of certification.
- c) Geographic dispersion as determined by the distance the applicant must travel to the designee.

**NOTE:** The need for a new designee is driven by the needs of the public and not by the impact on other existing designees.

2) *Determining the Ability to Manage.* The GACA reviews several criteria including the ability to manage a designee:

- a) Effect of workload on Inspectors.
- b) Time needed to oversee the designee workforce, including travel time.
- c) Availability of trained Inspectors and/or managers.

**B. Selection.** The GACA reviews the application package.

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- 1) For each prospective DCCME candidate, an Inspector should research enforcement records to ensure that the applicant has a clean record.
- 2) Prior to designation and/or renewal of a designee, the Inspector must conduct a review of the designee's enforcement history (including all airman certificates held by the individual) to determine if there is a history of regulatory violations. Applicants for designation and/or renewal should have no more than two separate incidents involving GACAR violations in the last 5 years. An applicant with more than two separate incidents involving GACAR violations in the last 5 years is not eligible for designation or renewal as a designee. A candidate with a revoked airman certificate is ineligible for appointment, regardless of the number of violations.
- 3) In the case of a violation history that is not disqualifying (two or fewer incidents in the last 5 years), an Inspector must conduct an evaluation to ascertain the type of violation(s) and any special or mitigating circumstances, and the applicant's attitude toward compliance with the GACARs. Inspectors should consider whether:
  - a) The nature of the violation allows the designee to continue holding any required certificate.
  - b) The violation was inadvertent and was not the result of purposeful conduct.
  - c) The violation did not involve a substantial disregard for safety or security, and the circumstances of the violation are not aggravated. "Substantial disregard" means, in the case of a designee, that the act or failure to act was a substantial deviation from the degree of care, judgment, and responsibility normally expected of a person holding an airman certificate with that type, quality, and level of experience, knowledge, and proficiency.
  - d) The designee has a constructive attitude toward GACAR compliance.
  - e) If an applicant for initial designation has a violation history, but does not have more than two violations in the last five years, then a copy of the enforcement history must be placed in the designee's file.
- 4) The Inspector assesses each designee candidate's knowledge and experience through review of the application and consultation with others who are familiar with the designee program and/or candidates.
- 5) The Inspector submits the findings and recommendations to the Director, Aviation License Department. The Inspector provides the following information on each prospective designee

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candidate:

- Enforcement and accident history report
- The designee candidate's application
- Any other pertinent information, references, or recommendations

**C. DCCME Practical Test.** The practical test for an initial DCCME designation, issuance of additional designations and renewal of DCCME designations must contain both the appropriate oral questioning and performance in accordance with the practical test standards (PTS) for the particular endorsement. A complete briefing must be completed for any practical test.

1) *Methods of Testing.* In order of preference, an Inspector will choose one of the following methods to test a cabin crew member examiner applicant:

- a) The Inspector will observe the cabin crew member examiner applicant testing an actual applicant for a cabin crew member's certificate or aircraft class endorsement. The Inspector will evaluate the cabin crew member examiner applicant's performance while the cabin crew member examiner applicant evaluates the applicant for a cabin crew member's certificate or aircraft class endorsement. They should hold any discussions between the DCCME applicant and the Inspector concerning the examiner applicant's performance in private and not share those discussions with the applicant for a cabin crew member's certificate or aircraft class endorsement.
- b) The Inspector will play the role of a cabin crew members endorsement applicant for a certification practical test appropriate to the type of designation the cabin crew member examiner applicant is seeking. If the Inspector answers a question incorrectly to test whether the cabin crew member examiner applicant recognizes an incorrect answer, the incorrect response must be obvious.
- c) The Inspector will test the cabin crew member examiner applicant on selected topics to assess the cabin crew member examiner applicant's knowledge and ability to evaluate an applicant for a cabin crew member's aircraft class endorsement in accordance with the endorsement(s) applied for and the appropriate PTS.

2) *Practical Test Roles.* Where the Inspector plays the role of an applicant for a cabin crew member's endorsement during a simulated practical test, the simulated practical test will be appropriate to the type of designation that the cabin crew member examiner is seeking.

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- a) The Inspector will evaluate the cabin crew member examiner applicant’s plan of action for completeness and efficiency.
  - b) During the oral portion of the simulated practical test, the Inspector will not use “trick” replies. If the Inspector answers questions incorrectly to test whether the cabin crew member examiner applicant recognizes incorrect answers, the incorrect response must be obvious.
  - c) The Inspector will test the cabin crew member examiner applicant to assess the cabin crew member examiner applicant’s proficiency, knowledge and ability to evaluate an applicant for a cabin crew member’s endorsement in accordance with the standards and objectives in the appropriate PTS.
- 3) *Scheduling*. Since a cabin crew member examiner applicant’s hours may be incompatible with the Inspector’s normal duty hours, the Inspector will make every effort to be flexible when scheduling tests with cabin crew member examiner applicants.
- 4) *Authority to Issue Documentation After the Practical Test*.
- a) In the case of a practical test with an actual applicant for a cabin crew member’s endorsement and a successful cabin crew member examiner applicant, the cabin crew member examiner applicant does not yet have the authority to issue a certificate to the applicant for a cabin crew member’s endorsement. However, the Inspector may allow the cabin crew member examiner applicant to fill out the appropriate documentation for the applicant for a cabin crew member’s endorsement while the Inspector observes. The Inspector will then sign any certificate issued.
  - b) In the case of a practical test with an actual applicant for a cabin crew member’s endorsement and an unsuccessful cabin crew member examiner applicant, the Inspector will complete and sign the appropriate documentation.

### **D. Appointment.**

- 1) *Schedule Appointment with Applicant*. After the Director, Aviation License Department decides upon a qualified designee candidate, the Inspector schedules an appointment for the designee candidate to meet with the Inspector and/or take a practical test, if applicable.
- 2) *Designee Candidate Appointment with Inspector*. When the designee candidate arrives for the scheduled appointment, the Inspector:
  - a) Inspects acceptable forms of identification to establish the designee candidate’s identity.

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b) Reviews applicable records including the designee candidate's certificates and other records, i.e., job descriptions from past appointments, logbooks (if applicable), etc., to ensure that the airman is appropriately certificated and verify the aeronautical experience indicated.

c) Proceeds with the practical test, if applicable.

### **E. Inspector's Actions** . When issuing an initial designation:

- 1) The Inspector prepares the designee file.
- 2) The Inspector assigns a number.
- 3) The Inspector prepares the appropriate Certificate of Designation (COD) for the signature of the Director, Aviation License Department.
- 4) The Inspector forwards the authorization documentation to the designee.

**14.11.1.21. ADDITIONAL DESIGNATIONS.** A DCCME may receive an additional designation (i.e., an additional endorsement) by completing the same procedures used for an original designation for that endorsement. The DCCME candidate must hold the certificate and endorsement(s), without limitation, appropriate to the designation sought.

**A. Requirements.** Additional designations require a demonstration of competency as a cabin crew member examiner appropriate to endorsement sought. The Inspector uses the current designation number to issue a new COD showing the new or added designation. When a designation is added, the existing designation(s) may be renewed.

**B. Qualifying for Additional Designations.** Although an initial designation requires testing for knowledge, skills and abilities from the PTS, the candidate does not need to repeat the same knowledge, skill and ability demonstrations for an additional designation.

### **14.11.1.23. RENEWALS.**

**A. Application for Renewal.** Designees should apply for renewal at least 45 calendar days before their certificate expires.

**B. Recurrent Training Requirements.** The designee's renewal application package should include a copy of any training received. While recurrent training is not a prerequisite for renewal, designees must maintain training currency at all times in order for the designation to be effective.

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**C. Renewal for DCCME Authorization.** An Inspector may administer a renewal test for renewing a DCCME’s authorization by one of the testing methods stated in paragraph 14.11.1.19, C, above. It should be recognized that the Inspector has the most “first-hand” knowledge of their DCCMEs’ activity levels, and so the Inspector, in consultation with GACA management, should determine the frequency, monitoring, and renewal tests of DCCMEs.

1) If a DCCME holds multiple designations, the Inspector should test the applicant appropriately to discern proficiency in each area of designation. The DCCME is only required to take one renewal test every 12-calendar-month cycle within any area of designation.

**D. Inspector’s Action .** When reviewing the designee’s renewal application package:

1) The Inspector should review the renewal criteria described above and determine whether the designee should be renewed or terminated.

2) If the Inspector renews the designee, the Inspector should prepare and issue a new COD listing the designations and authorizations renewed.

3) If the Inspector decides to terminate the designee, the Inspector must follow the process prescribed in paragraph 14.11.1.25, below.

**14.11.1.25. TERMINATION OF DESIGNATION.** Termination is the action by the GACA to not renew or to rescind a designee’s authority at any time for any reason the President considers appropriate.

**NOTE:** Inspectors should keep in mind that a termination of designation may be appealed by the designee. Therefore, Inspectors should include documentation relating to designee deficiencies or termination in the designee’s file.

**A. Types of Termination.** There are two types of designee termination:

1) “Termination for cause” is a negative finding based on a designee’s performance. (See Figure 14.11.1.1, Sample Letter of Termination (For Cause).)

2) “Termination not-for-cause” can be for any reason not specific to a designee’s performance (e.g., lack of need for the designee by the GACA or voluntary surrender). (See Figure 14.11.1.2, Sample Letter of Termination (Not-for-Cause).)

**B. Examples of Deficiencies.** The following are examples of deficiencies in a designee’s performance of duties:

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- 1) Unsatisfactory performance in any phase of designee duties or responsibilities, including the inability to accept or carry out GACA instructions.
- 2) Any actions by the designee that may reflect poorly on the GACA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community.
- 3) The inability of the designee to work constructively with the GACA personnel or the public.
- 4) Evidence that the designee did not meet general and/or professional qualifications and requirements at the time of the original designation or at any time thereafter.
- 5) A designee's inability to demonstrate satisfactory performance during a knowledge and skill evaluation or during an initial training seminar or a recurrent training seminar.
- 6) A designee's failure to maintain, or inability to demonstrate, qualifications for any certificate, endorsement, or examiner designation held.

**C. Documentation.** The Inspector will document deficiencies in performance in the designee file. The office should include any correspondence relating to the designee's deficiencies, including but not limited to corrective action taken or a record of additional training as well.

### 14.11.1.27. TASK OUTCOMES.

**A. Results.** Completion of this task may result in issuance or renewal of a Certificate of Designation.

**B. Close the GAR.** Complete a GAR for the designation or renewal.

### 14.11.1.29. FUTURE ACTIVITIES.

**A. Recordkeeping.** The Flight Operations Division is responsible for the recordkeeping associated with the completed certifications submitted by the designee.

**B. Designee Oversight.** Conduct designee oversight and surveillance in accordance with the applicable guidance for the specific designee type contained in this Handbook.

#### Figure 14.11.1.1. Sample Letter of Termination (For Cause)

GACA Letterhead

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[date]

Designee Number: [Insert number]

[Designee's name and address]

Dear [Designee's name]:

This letter is to inform you that your General Authority of Civil Aviation (GACA) designation as a [type of designee] is terminated pursuant to GACAR § 183.15. [You must immediately cease exercising the privileges of your designation] *OR* [Pursuant to our (telephone conference/meeting) on (date), you were to cease exercising the privileges of your designation on (date).]

Your designation is being terminated [Insert reason] [Cite the reference to the regulations/policy that was violated/noncompliance.]

You may submit a request for appeal in writing to this office no later than 14 calendar-days from the date of receipt of this letter. At that time, you should include any evidence or statement concerning this matter with your written request for appeal. You will be notified of the outcome of the appeal within 60 calendar-days after our receipt of your written request for appeal.

Sincerely,

[Signature]

General Manager, Aviation Safety Standards Department

**Figure 14.11.1.2. Sample Letter of Termination (Not-for-Cause)**

[GACA Letterhead]

[date]

Designee Number: [Designee's number]

[Designee's name and address]

Dear [Designee's name]:

This letter is to inform you that your General Authority of Civil Aviation (GACA) designation as a [type

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of designee] is terminated pursuant to GACAR § 183.15. [You must immediately cease exercising the privileges of your designation.] OR [Pursuant to our (telephone conference/meeting) on (date), you were to cease exercising the privileges of your designation on (date).]

Your designation is being terminated [because you voluntarily surrendered your designation authority on (date) OR because this office is no longer in need of your assistance.]

This termination is not-for-cause and may not be appealed. You may be eligible for reinstatement at a future date. We appreciate your service to the GACA.

Sincerely,

[Signature]

General Manager, Aviation Safety Standards Department

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**CHAPTER 11. DESIGNATED CABIN CREW MEMBER EXAMINER (DCCME)**

**Section 2. Inspect a Designated Cabin Crew Member Examiner**

**14.11.2.1. GACA ACTIVITY REPORT (GAR).**

A. TBD.

**14.11.2.3. OBJECTIVE.** This section provides guidance for conducting surveillance of Designated Cabin Crew Member Examiners (DCCMEs).

**14.11.2.5. GENERAL.** Aviation safety inspectors (Inspectors) will accomplish surveillance of designees in accordance with the current surveillance program or as otherwise directed by the General Authority of Civil Aviation (GACA) senior management. Inspectors (Operations or Cabin Safety) are also responsible for ensuring that the DCCMEs are thoroughly coached in the importance of their roles of administering oral (knowledge) and practical (skill) tests to the applicants.

**14.11.2.7. OVERSIGHT RESPONSIBILITIES.**

**A. Role of the GACA.** Designees operate under the direct supervision of the Director, Aviation License Department. The GACA uses a risk-based analysis as much as practical to develop an individually tailored, effective oversight program for each designee assigned to that office.

**14.11.2.9. PRACTICAL TEST STANDARDS (PTS).** DCCMEs will conduct and score all oral and practical tests in accordance with the applicable PTS for the airman certificate sought and GACA procedures prescribed by the Director, Aviation License Department.

**14.11.2.11. PREREQUISITES AND COORDINATION REQUIREMENTS.**

**A. Prerequisites:**

- Knowledge of the regulatory requirements of General Authority of Civil Aviation Regulation (GACAR) Part 65 and 183

**B. Coordination.** This task may require coordination with the Aviation Operations Department.

**14.11.2.13. REFERENCES, FORMS, AND JOB AIDS.**

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### **A. References:**

- GACAR Part 1, 65 and 183

### **B. Forms.**

- Application for Airman Certificate and/or Endorsement
- Certificate of Designation
- GACA Activity Report (GAR)

### **C. Job Aids.** None.

#### **14.11.2.15. PROCEDURES.**

**A. Determine the Need for an Inspection.** Inspectors conducting surveillance of DCCMEs should use a risk-based analysis to determine when an inspection is necessary. Circumstances that warrant an inspection include, but are not limited to:

- 1) Regularly scheduled work program guidelines.
- 2) Complaints received about a DCCME’s conduct of oral and/or practical tests.
- 3) Newly designated examiners (inspections can occur at a higher level of frequency to ensure compliance).
- 4) Review of DCCME’s certification files indicates one of the following:
  - Overall problems with the certification files
  - A “no failure” or “high pass rate” that seems unusual
  - A high activity rate

### **B. Prepare for the Inspection.**

- 1) Review the following documents prior to the inspection:
  - DCCME’s designee file

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- DCCME's planning sheets
- Previous inspection reports and GAR entries
- Any correspondence between the GACA and DCCME since the last inspection

2) If appropriate, contact the examiner to arrange for the inspection to coincide with scheduled oral and/or practical examinations.

### **C. Visit the Designated Cabin Crew Member's Fixed Base .**

1) Ensure the examiner maintains current copies (paper or electronic) of the following DCCME-related documents:

- GACAR Part 65
- GACAR Part 121
- GACAR Part 183, Representatives of the President
- Cabin Crew Member PTS

2) Ensure the DCCME provides adequate security for temporary airman certificates.

3) Request and examine the DCCME's airman certificates and Certificate of Designation (COD).

4) Determine if the facility is adequately equipped to support testing to the level required by the GACA by inspecting operational mockups necessary to demonstrate the basic skills for the certificate sought. (Reference any testing procedures prescribed by the Director, Aviation License Department)

### **D. Observe the DCCME Conducting an Exam.**

1) *Perform Pre-test Inspection Activities* (described below):

a) Review the examiner's planning sheet for the following:

- Does the planned test include all the questions and projects required by the CCM oral exam and the PTS?
- Does the test cover each subject area/area of operation required by the PTS for the

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certificate/endorsement sought?

- The Inspector should request a copy of the planning sheet for the specific test he plans to observe in advance of the test to avoid interruption. Direct any questions regarding the test plan or adequacy of the test to the DCCME in private before the beginning of the test.

b) Conduct interviews of recently certificated cabin crew members. These interviews are to ensure the examiner is properly following the PTS when the GACA is not in attendance. Inform interviewees that the questions asked are to evaluate the testing procedure and not a reexamination of their certificate. Conduct a sufficient number of interviews (at least five randomly selected airmen or 50 percent of the airmen newly certificated by the designee over the past 12 months, whichever is fewer), to provide confidence that the designee is properly conducting the test. The Inspector will use the information gained during the pre-inspection interviews to aid in the onsite portion of the designee surveillance.

**NOTE:** The Inspector should request a copy of the planning sheet for the specific test he plans to observe in advance of the test to avoid interruption. Direct any questions regarding the test plan or adequacy of the test to the DCCME in private before the beginning of the test.

- c) Ensure the DCCME requests appropriate identification from the applicant to validate the applicant's identity.
- d) Ensure the examiner does not intend to administer the oral and/or practical test to more than one applicant at a time, unless otherwise authorized by the GACA.
- e) Ensure the applicant is informed that the Inspector is principally observing the examiner's performance and that at the conclusion of the tests, unless circumstances otherwise warrant, the examiner will issue a temporary certificate if the applicant passes the test.

2) *Observe a Test.* Ensure the examiner conducts the oral and practical portions of the test in accordance with GACA procedures prescribed by the Director, Aviation License Department.

**E. Post Test Activities.** Ensure the DCCME completes and submits the certification file in accordance with GACA procedures prescribed by the Director, Aviation License Department. After observing the examiner conduct an oral (knowledge) and practical (skill) test of the applicant, note the following four possible outcomes. In each of these outcomes, conduct a debriefing with the examiner, separate from the applicant. Discuss the performance of the applicant and the examiner, and recommend areas of improvement needed by the examiner.

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- 1) If both the DCCME and the applicant perform satisfactorily, observe the examiner properly issuing the temporary airman certificate.
- 2) If the examiner performs satisfactorily but the applicant is unsatisfactory, observe the examiner properly identifying the subject areas or area of operation/task failed or not tested in the remarks block.
- 3) If the examiner performs unsatisfactorily but the applicant performs satisfactorily, allow the examiner to issue the temporary airman certificate. This is only possible if the Inspector determines that an adequate test was given. If the DCCME's performance was inadequate, resulting in an invalid test, then the DCCME did not properly evaluate the airman applicant and should not issue a temporary airman certificate.
- 4) If both the examiner and the applicant perform unsatisfactorily, allow the examiner to properly identifying the oral and/or practical projects failed or subject areas/tasks not tested.

**14.11.2.17. PERMISSION TO TEST APPLICANTS.** The DCCME must notify the Director, Aviation License Department (or his designate) before any test.

### **14.11.2.19. TASK OUTCOMES.**

#### **A. Complete the GAR.**

#### **B. Complete the Task.** Completion of this task will result in one of the following:

- 1) If the DCCME's performance is satisfactory, the Inspector must place a written indication to that effect (e.g., copy of the GAR record or handwritten note) in the examiner's designee file.
- 2) If the DCCME's performance is unsatisfactory, the Inspector must place a written indication to that effect in the examiner's designee file, and the following actions may be warranted:
  - a) Counseling or other corrective action to obtain satisfactory performance, including a follow-up surveillance plan.
  - b) Termination of the DCCME's designation (see Section 1 of this chapter); or
  - c) Remedial compliance enforcement action initiated against an airman certificate issued by the DCCME, if appropriate.

**14.11.2.21. FUTURE ACTIVITIES.** If the DCCME fails to correct any discrepancies, the Inspector should

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take the appropriate remedial compliance enforcement action.

**A. Recordkeeping.** The Aviation License Department is responsible for the recordkeeping associated with the completed certifications submitted by the designee.

**B. Designee Oversight.** Conduct designee oversight and surveillance in accordance with the applicable guidance for the specific designee type contained in this handbook.

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**VOLUME 14. DESIGNEES - APPOINTMENT & MANAGEMENT**

**CHAPTER 11. DESIGNATED OBSTACLE ASSESSOR**

**Section 1. TBD**

**NOTE:** This guidance to be developed at a later date.

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**VOLUME 14. DESIGNEES - APPOINTMENT & MANAGEMENT**  
**CHAPTER 13. DESIGNATED AVIATION CLUB REPRESENTATIVE**

**Section 1. TBD**

**NOTE:** This guidance to be developed at a later date.

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**VOLUME 14. DESIGNEES – APPOINTMENT & MANAGEMENT**

**CHAPTER 14. DESIGNATION OF ENGLISH LANGUAGE PROFICIENCY TESTING CENTER (ELPTC)**

**Section 1. Introduction**

**14.14.1.1 Objective:**

This chapter provides guidance for designation of an English Language Proficiency Testing Center (ELPTC) under the General Authority of Civil Aviation Regulation (GACAR) Part 183, Representative of the President.

**14.14.1.3 General:**

A. This chapter prescribes the process and procedures for the issuance and the renewal of an Organization Designation Authorization (ODA) certificate for English Language Proficiency Testing Center (ELPTC).

B. Only an entity of a Saudi nationality with a principal base of operations located in the Kingdom of Saudi Arabia that meet the requirements of this part may be eligible for a testing center ODA certificate.

C. Duration of Certificate.

1. A testing center ODA issued under this part is valid—

I. Until the date as endorsed on the authorization or

II. Until the authorization is surrendered, suspended, or revoked.

2. A change in the ownership of a testing center does not terminate the testing center ODA if:

I. An application is made for an appropriate amendment to the ODA at least 30 days in advance of any ownership change, and

No change in the facilities, personnel, procedures or testing is involved.

3. A change of location of the testing center, each ODA holder must notify the President of the new location, and the notice must be

I. Submitted in writing at least 30 working days before the change of location

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II. Accompanied by any amendments needed for the ODA outline.

4. A holder of ELPTC that applies for a renewal of its ODA must submit the request for renewal, in a form and manner acceptable to the President, no later than 60 days before the ODA expires. If a request for renewal is not made within this period, the ELPTC must follow the application procedures in GACAR § 183.505.

5. A change or renewal may be denied for any reason deemed appropriate by the President.

D. Display of certificates.

1. Each holder of a testing center ODA issued under this part must display that ODA in a place that is normally accessible to the public and is not obscured.

2. The ODA must be made available for inspection upon request by :

I. The President,

II. An authorized representative of the Aviation Investigation Bureau (AIB),

III. Any law enforcement agency in the Kingdom of Saudi Arabia.

### 14.14.1.5. REFERENCES, FORMS, AND JOB AIDS

A. References:

1. GACAR Part 61, 64, 65, and 183
2. ICAO Doc 9835.
3. ICAO Annex 1
4. ICAO Cir 318

B. Forms:

1. ELPTC Initial Approval Application
2. ELPTC Renewal Approval Application
3. ELPTC Examiner/Rater Acceptance Issuance/Renewal Application.
4. ELPTC Management/supervision acceptance application
5. NON-COMPLIANCE RECORD (SAFETY AUDIT/INSPECTION)

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**CHAPTER 14. DESIGNATION OF ENGLISH LANGUAGE PROFICIENCY TESTING CENTER (ELPTC)**

**Section 2. Application Process**

**14.14.2.1. OBJECTIVE** This section provides the policy related to the application of English language proficiency testing center designation authorization.

**14.14.2.3. GENERAL** This process applies to the Initial/Renewal Organization Designation Authorization of General Authority of Civil Aviation Regulation (GACAR) Part 183 Representatives of the president

**14.14.2.5. INITIAL INQUIRIES, REQUESTS, AND PRELIMINARY DISCUSSIONS.**

**A.** Initial or preliminary inquiries concerning the ODA certification of a Part 183 training centers should come only from an organization. These inquiries may be in writing or the result of meetings with GACA personnel. Once the appropriate GACA ODA certification team has been identified, the team members should become familiar with the ODA certification processes outlined in this se

**B.** The Inspector assigned to the project should briefly explain the application process and the G/ requirements that the applicant is required to meet throughout the ODA certification process. The Inspector should advise the applicant to schedule a Pre-application meeting,

when the applicant has had sufficient time to thoroughly review and understand the certification requirements. During preliminary discussions with the applicant, the assigned Inspector will:

- 1) Provide the applicant with a brief overview of the ODA certification process and the informati that they must submit as part of their pre-application letter of intent (LOI).
- 2) Familiarize the applicant with the ODA certification process and procedures.
- 3) Direct the applicant to applicable regulations and documents:
  - Related GACAR parts 61, 64, 65, and 183;
  - The relevant Standards and Recommended Practices of ICAO Annex 1;
  - Holistic descriptors of (Appendix 1 to ICAO Annex 1) and the ICAO Rating Scale (Attachment A to Annex 1);

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- Manual on the Implementation of ICAO Language Proficiency Requirements, ICAO Doc 9835;
  - Language Testing Criteria for Global Harmonization, ICAO Circular 318; and
  - ICAO Rated Speech Samples CD. And
  - any other related GACA requirements and guidance materials.
- 4) Advise the applicant after they have completed their review of the Part 183 and the other documents, completed and submitted their Pre-Application Letter of Intent (LOI). They should schedule their pre-application meeting.
  - 5) Advise applicant that the Pre-application LOI with related attachments should be submitted to the GACA office at least 2 weeks before the Pre-application meeting.
  - 6) Inform applicant that key management personnel must attend the pre-application meeting.

### 14.14.2.7. PRE-APPLICATION PHASE.

#### A. Letter of Intent.

- 1) The completion of the LOI expresses intent by the applicant to initiate ODA certification. It allows the GACA to plan activities and commit resources.
- 2) The LOI should contain the following information:
  - Corporate and business name, mailing address, telephone number, e-mail
  - Proposed schedule of events (including proposed initial start of operations)
  - Proposed management personnel and position
  - Proposed location and facilities of the testing center
  - Equipment will be used
  - Any additional information that may be required to provide a better understanding of the proposed testing center and activities
- 3) The Manager, Licensing and certification Standards assign a qualified Inspector or team of Inspectors to conduct the ODA certification. If applicable, one team member should be designated as the certification project manager (CPM).

#### B. Pre-Application Meeting.

- 1) During the pre-application meeting, the assigned inspectors will discuss with applicant about the concerned regulatory requirements and GACA policies, and also the applicant will generally describe the proposed ELP center activities and its plan for personnel, facilities and all required equipment and tools.
- 2) Assigned inspector will use this opportunity to discuss in details the entire ODA certification process, and provide the applicant with information, documentation concerning

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the certification and, continued approval of testing center, qualification of personnel, manuals, equipment, and other applicable GACA requirements for testing center approval.

- 3) It is essential that the applicant understands which regulations are applicable to the proposed operation. The applicant and the applicant's personnel must be aware of their responsibilities during the ODA certification process.
  - 4) The applicant should understand the purpose, role and responsibilities of an ELPTC.
  - 5) Inform the applicant about the requirements of a formal application which consists of at least the following:
    - ELPTC Initial Approval Application
    - ELPTC Examiner/Rater Acceptance Issuance/Renewal Application.
    - ELPTC Management/supervision acceptance application
- C.** Based on preliminary meetings, discussions, and the content of the pre-application LOI, the Inspector will make an initial determination as to whether the potential applicant is qualified and intends to pursue ODA certification. The applicant must also declare his intention to proceed with the certification process
- D.** The Inspector will ascertain that the proposed operation is consistent with the regulatory requirements of Part 183 and other applicable regulations and requirements and also if pre-application LOI is accepted or rejected. If the pre-application LOI is acceptable, the applicant will be advised that they may proceed to the formal application phase.

### 14.14.2.9. FORMAL APPLICATION PHASE

- A.** The formal application phase requires a formal application meeting to present the required certification documents and discuss those issues relevant to the particular application.
- B.** In this formal phase, CPM will call for the formal application meeting.
- C.** All concerned Applicant's Management should attend the aforementioned meeting.
- D.** Applicant must provide GACA team with all required forms and any other required documents and information, at least the following:
  - ELPTC Initial Approval Form
  - Examiners/Raters Authorization Issuance Application form

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- ELPTC MANAGEMENT/SUPERVISION ACCEPTENCE APPLICATION
- Procedures manual(s) attached with its related Compliance checklist(s).
- Description of the proposed test.
- Statement of compliance (could be part of ELP Initial Approval Application form)
- Formal schedule of events; including updated proposed start date
- A description of the applicant’s testing center facilities and tools:
- A description of a recordkeeping system that will identify and document the details of all personnel files, applicant test files, sound files, test bank items, and statistical data.

**E.** The formal application must be received by the GACA a minimum of 120 days before the start of proposed operations. The proposed schedule of events included in the applicant’s LOI should be used by the GACA as a preliminary planning tool for the ODA certification process.

**F. Application Acceptance/Rejection.** Based on the initial review of the application, Either acceptance or rejection of the applications or documents. GACA will advise the applicant in writing for the results. If the application is rejected, return the attachments with a letter stating the reasons for rejection.

### 14.14.2.9. DOCUMENT COMPLIANCE PHASE

**A. Document and key Personnel Review.** The Inspector will review the documents that the applicant has submitted to ensure compliance with regulatory requirements, policy, and other guidance material. The review will include the following areas:

#### 1) Management Personnel

- a) Applicant must employ sufficient qualified and competent management personnel to perform the duties to which they are assigned.

**NOTE:** One method of determining if the proposed management team is qualified to provide required supervision is to evaluate the job requirements stated in the formal application and measure them against the resumes provided for the proposed accountable manager.

- b) The applicant must provide resumes for proposed management personnel. This must include the individual’s name and address, as well as the individual’s qualifications, training and airman certificate number (If Applicable), work history, and ELP Test Result.
- c) A person whose employment contributed materially to the revocation, suspension, or termination of that airman certificate within the previous five years should not manage, be in control of, or have substantial ownership of a testing center

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**2) English Language Proficiency Examiner/Rater**

- a) applicant must employ sufficient qualified and competent English Language Proficiency Examiners/Raters to perform the duties to which they are assigned and follow the procedure described **14.14.3.5. (C)**
- b) English Language Proficiency Examiner/Rater must meet the Authorization Issuance Requirements described in **14.14.3.5. (A)**.

**3) Record Keeping:** record keeping system that identifies and documents all details of personnel files, applicant test files, sound files, test bank items, and statistical data.

- a) An ELP testing center ODA holder must maintain all personnel files, applicant test files, sound files, test bank items, and statistical data in a secure location within the main office and only authorized personnel shall have access to the records.
- b) Applicant test files and sound files for ELP level 4 and 5 must be maintained in an active filing system for a minimum of one year after the expiration date of the ELP certificate and may be moved to an inactive filing system for a minimum of 3 years if no reevaluation is carried out during that period.
- c) Applicant test files and sound files for ELP level 6 must be maintained in an active filing system for a minimum of 6 years and may be moved to an inactive filing system for a minimum of 3 years after that period.

**4) Procedures Manual:** The Applicant must provide a training and procedures manual for the use and guidance of personnel concerned. This manual may be issued in separate parts and must contain at least the following information:

- a) The specific location of the ODA holder’s principal operations base and, the address that will serve as the primary point of contact for correspondence between the GACA and the ODA holder;
- b) A description of the testing center’s facilities;
  - principal business office with a mailing address and the business name shown on its certificate.
  - The facilities and equipment at the principal business office must be adequate to maintain the files and records required under this section.
  - Sites that are collocated with other businesses or other types of business activity, or that include complex physical layouts, must include a separate entrance to the testing area
  - The facilities must be in conformance with local building, sanitation, and health codes.
- c) List of all key positions that include the accountable manager, management/supervision staff, examiners and raters. The list must contain the job descriptions containing minimum

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education, qualification, and experience requirements for all listed positions and the process for qualifying key personnel.

- d) The type of testing authorized, including approved tests
- e) Test design and development process
- f) Procedures under which each testing is to be conducted and rated
- g) Appeal process
- h) Procedures manual amendment procedures, and
- i) Any other item deemed required by the President.

**B. Document Deficiencies.** If deficiencies are detected in any document submitted by the applicant, it must be returned officially to the applicant with determining the deficient areas.

**C. If Necessary, Terminate the Certification Process.** If the documents are of insufficient quality, advise the applicant that continuing the certification project is impractical and schedule a meeting with the applicant to discuss each deficiency in detail.

### 14.14.2.11. DEMONSTRATION AND INSPECTION PHASE

**A.** GACA will conduct physical inspection(s) on the applicant facility to determine that an applicant is in compliance with GACA requirements and eligible for ELPTC approval. Each applicant for a certificate must allow GACA to inspect testing center facilities, equipment, tools, checklists, forms, formats and records at any reasonable time and place.

**B.** GACA will conduct the following inspections:

- 1) Facilities and equipment described in an applicant's Formal Application form/Letter. The purpose of these inspections is to ensure that the applicant represents the facilities and equipment and that they meet the ODA certification requirements of the regulations.
- 2) Record Keeping Proposed by the applicant. ELP testing center should maintain all personnel files, applicant test files, sound files, test bank items, and statistical data in a secure location within the main office and only authorized personnel must have an access to the records.
- 3) Examination tools, checklists, formats and any other related issues.
- 4) The environment to make sure that it is suitable and comfortable for examinations
- 5) Accessibility and security for testing and ratings rooms, Recordkeeping and any other private areas.

### 14.14.2.13. ODA CERTIFICATION PHASE

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- A. When all ELP Testing Center ODA certification requirements have been met and its related process and procedures are satisfactory completed, applicant will be eligible to obtain the applicable ODA Certificate.
- B. ODA Certification team will write officially to the PEL Manager for a completion of ELPTC certification process and the eligibility of applicant.
- C. **Certificate Denial.** If any certification requirement is not met, issue a letter of denial, and specify reasons for denial
- D. An applicant is entitled to an ODA certificate after accomplishing the following:
- 1) The ODA certification process is completed
  - 2) Each unsatisfactory item has been corrected
  - 3) The ODA Certification Team has determined that the applicant has met all regulatory requirements and understands the related responsibilities
  - 4) The ODA Certification Team has determined that the applicant is capable of complying with the GACARs on a continuing basis
  - 5) The applicant has demonstrated capability of conducting operations in a safe manner.
- E. **Issue ODA Certificate:**
- 1) When all regulatory requirements have been met, accomplish the following:
    - Approve the Procedure Manual by signing and dating the list of effective pages and revision pages
    - Obtain an ODA certificate number
    - Prepare and provide the original ODA certificate to the new ODA certificate holder
- F. Prepare ODA Certification File.
- 1) Once the ELPTC receives its ODA certificate, prepare an office file. The file must include the name and title of each Inspector who assisted in the initial ODA certification. The file must contain at least the following:
    - Initial Approval Application
    - Initial Approval Process Application
    - The procedure manual

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- Copy of Rater and/Examiner Acceptance application form.
- Copy of Rater and/Examiner Acceptance authorization.
- Copy of Rater and/Examiner Acceptance evaluation/competency check.
- ODA Certification audit report(s)
- Audit/inspection Compliance checklist(s)

### 14.14.2.15. TASK OUTCOMES

**Complete the Task. Completion of this task will result in one of the following:**

- Issuance of an English Language Proficiency Testing Center Organization Designation Authorization
- A letter to the applicant indicating the denial of the Organization Designation Authorization
- A letter to the applicant confirming termination of the Organization Designation Authorization process by the applicant

### 14.14.2.17. FUTURE ACTIVITIES

- A.** Observe the ELPTC during the first 90 days of operation. Additional inspections may be necessary to determine compliance with the applicable GACARs.
- B. Conduct surveillance:** conduct surveillance at appropriate intervals.
- C. Renewal of ODA Certificate.** Conduct a renewal certification prior to the date endorsed on the certificate.
- Renewal of ODA Certification process should start from the Formal Application Phase 14.14.2.9. to the ODA Certification Phase 14.14.2.13.

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**CHAPTER 14. DESIGNATION OF ENGLISH LANGUAGE PROFICIENCY TESTING CENTER (ELPTC)**

**Section 3. Key Personnel**

**14.14.3.1. OBJECTIVE.** This section provides the procedure and requirements for authorizing Key personnel of the ELP Testing Center.

**14.14.3.3. GENERAL.** This process applies to the Initial/Renewal Authorization of Key Personnel Authorization.

**14.14.3.5 Examiner and Rater:**

**A. English Language Proficiency Examiner/Rater Authorization Issuance Requirements:**

- 1) The applicant is current or former aviation specialists - flight crew members or air traffic controllers; or The Applicant is a Language specialist with additional aviation-related training; or The Applicants Are Testing team consisting of an operational expert and a language expert.
- 2) The applicant has completed the Examiner/rater initial training - approximately 40 hours.
- 3) The applicant must demonstrate language proficiency of at least ICAO Extended Level 5 in the language to be tested. If the test is designed to assess ICAO Level 6 proficiency, the Examiner/rater must demonstrate language proficiency at ICAO Expert Level 6 under the supervision of GACA inspector.
- 4) Conducting simulated testing which must include the briefing, debriefing & recording of documentation under the supervision of a GACA Inspector.
- 5) The applicant must be familiar with the following:
  - GACAR 183, 61, 65 and other related GACARs, EBOOK Volumes and requirements;
  - GACA related guidance materials, forms, checklists, etc.
  - ELPTC approved Operations manual(s)
  - Applicable testing process and procedures, forms, formats, checklists and any other applicable requirements in ELPTC approved manuals;

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- Examiner and Raters initial and recurrent training;
- ELP Examiner and Rater approval (initial and recurrent requirements);
- The relevant Standards and Recommended Practices (SARPs) of ICAO Annex 1
- Holistic descriptors of (Appendix 1 to ICAO Annex 1) and the ICAO Rating Scale (Attachment A to Annex 1)
- Manual on the Implementation of ICAO Language Proficiency Requirements, ICAO Doc 9835.
- Language Testing Criteria for Global Harmonization, ICAO Circular 318; and
- ICAO Rated Speech Samples CD.

### B. Privileges

- 1) **ICAO level 5 Examiner/Rater Privileges:** Exercise the privilege of conducting English language proficiency Testing including ICAO level 5 in accordance with GACAR 183 (Examiner/raters should not test Applicants to whom they have given language training).
- 2) **ICAO level 6 Examiner/rater Privileges:** Exercise the privilege of conducting English language proficiency Testing including ICAO level 6 in accordance with GACAR 183 (Examiner/raters should not test applicants to whom they have given language training).

### C. English Language Proficiency Examiner/rater Authorization Issuance process and procedure.

- 1) ELPTC should nominate a qualified Examiner/rater and provide GACA with the following:
  1. Cover letter.
  2. Complete English Language Proficiency Testing Center Examiner/ Rater Acceptance Application
  3. Copy of all required documents and evidences of nominated Examiner/rater.
    - Proof that The applicant is current or former aviation specialists, flight crew members or air traffic controllers; or The Applicant is a Language specialist with additional aviation-related training; or The Applicants are testing team consisting of an operational expert and a language expert.
    - Examiner/rater résumés.
    - Proof of Examiner/rater Initial/recurrent training.
    - Proof of Examiner/rater ELP Test result.
    - Any other document required by the president.
- 2) GACA will assign an Inspector to check the nominated Key Personnel application form and all other required documents as well as follow all the required process and procedure.
- 3) GACA delegates an approved ELPTC Examiner/rater to conduct an Examiner/rater's English language proficiency Assessment in order to determine the ELP Level of the new Examiner/Rater. The Assessment must be supervised and observed by GACA Inspector.
- 4) After satisfactory completion of ELP Examiner/Rater process and requirements, GACA will issue an English Language Proficiency Examiner/Rater Authorization.

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5) The Examiner/rater authorization must be recorded in the ELPTC's records.

**14.14.3.7. Accountable Manager**

**A. English Language Proficiency Accountable Manager Authorization Issuance Requirements:**

- 1) The applicant is current or former aviation specialists - flight crew members or air traffic controllers; or The Applicant is a Language specialist with additional aviation-related training;
- 2) Has completed a training in Management
- 3) Comprehensive knowledge of:
  - Relevant GACARs, EBOOK volumes, Guidance materials to the English language proficiency assessment
  - ELPTC Procedure manual

**14.14.3.9. Supervision staff**

- 1) The applicant is current or former aviation specialists - flight crew members or air traffic controllers; or The Applicant is a Language specialist with additional aviation-related training;
- 2) Hold a valid English Language Proficiency Examiner/Rater Authorization
- 3) In depth knowledge of GACAR 183, ICAO Doc. 9835.
- 4) Management Courses.
- 5) Comprehensive knowledge of:
  - Relevant GACARs, EBOOK volumes, Guidance materials to the English language proficiency assessment
  - ELPTC Procedure manual

**14.14.3.11. Key personnel Authorization**

- 1) After satisfactory completion of ELP of ELP Examiner/Rater process and requirements, GACA will issue an English Language Proficiency Examiner/rater Authorization. (Appendix 1)
- 2) After satisfactory completion of ELP Key Personnel requirements, GACA will approve the key personnel list in the procedure manual.
- 3) After approving key personnel list in the procedure manual, ODA holder is required to notify the GACA of any change made in the approved key personnel within 10 days of such a change.
- 4) Key personnel authorization is Valid as long as ODA certificate is valid unless otherwise the authorization is suspended, revoked or cancelled by GACA.

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**CHAPTER 14. DESIGNATION OF ENGLISH LANGUAGE PROFICIENCY TESTING CENTER (ELPTC)**

**Section 4. Surveillance**

**14.4.4.1. OBJECTIVE.** This section provides guidance to aviation safety inspectors (Inspectors) conducting surveillance of Designated Organization who are designated under General Authority of Civil Aviation Regulation (GACAR) Part 183 and are providing services in support of English Language Proficiency Testing Center

**14.4.4.3. GENERAL.** Inspectors will accomplish the surveillance of designees in accordance with the provisions of this handbook and General Authority of Civil Aviation Regulation (GACAR) Part 183

**14.4.4.5. INSPECTION.**

**A. Annual Inspections.** All ELP Testing Centers must undergo inspection at least once a year. GACA senior management may decide to require more frequent inspection.

**B. Other Inspections.** Inspectors responsible for oversight may want to consider additional inspections and surveillance of the ELP testing center under the circumstances listed below

- An ELP Testing Center who is the subject of a valid public complaint.
- An ELP Testing Center who tests a student trained by the same examiner.
- An ELP Testing Center whose Authorization file error exceeds 10 percent
- An ELP Testing Center who is violating GACA regulation

**Note:** Inspectors, in consultation with their management, may use their discretion and judgment in the kind and frequency of monitoring and inspections of their ELP Testing Centers.

**14.4.4.7. RECORD KEEPING.** Reports of all surveillance must be kept in the designee file.

**14.4.4.7. INSPECTION PROCEDURE.**

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### A. Pre-Inspection Activity.

- 1) The Inspector reviews the designated organization file.
- 2) Contact the designated organization to arrange for the inspection.

### B. Visit the Designated organization base.

Inspector will conduct the following inspections:

- 1) Facilities and equipment described in an applicant's Formal Application form/Letter. The purpose of these inspections is to ensure that the applicant represents the facilities and equipment and that they meet the ODA certification requirements of the regulations.
- 2) Record Keeping Proposed by the applicant. ELP testing center should maintain all personnel files, applicant test files, sound files, test bank items, and statistical data in a secure location within the main office and only authorized personnel must have access to the records.
- 3) Examination tools, checklists, formats and any other related issues.
- 4) The environment to make sure that it is suitable and comfortable for examinations
- 5) Accessibility and security for testing and ratings rooms, Recordkeeping and any other private areas.

### C. Inspection Report

- 1) GACA Inspector will complete the form (NON-COMPLIANCE RECORD (SAFETY INSPECTION) (Appendix 1)) with the information in Part A
- 2) GACA Inspector will send the form to the organization to complete Part B
- 3) Organization will send back the form to GACA inspector.
- 4) GACA inspector will complete Part C
- 5) GACA inspector will keep monitoring organization reports and plan for next Inspection

#### 14.4.4.9. FUTURE ACTIVITIES. Continue surveillance and provide assistance as needed

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**CHAPTER 14. Designation of English Language Proficiency Testing Center (ELPTC)**

**Appendix 1 Forms and Job Aids**

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**ENGLISH LANGUAGE PROFICIENCY TESTING CENTERS ELPTC  
 INITIAL APPROVAL APPLICATION**

Submit at least 90 days before the date of intended operations

1. ELPTC Details			
Center Name			
Address			
Contact Details	<b>Name</b>	<b>E-Mail</b>	<b>Phone No.</b>

2. Key Positions Structure Details			
Post	Name	Phone No.	E-Mail
Accountable Manager			
Supervisor			
Examiners			
Raters			

3. English Language Proficiency Examiners Details	
Number of English Language Proficiency Examiners that will be employed	

4. English Language Proficiency Raters Details	
Number of English Language Proficiency Raters that will be employed	

5. Testing Facilities Details			
Type	Location	Size	Number
Testing Rooms			
Stuff Offices			

6. Application Attachments
<b>Manual/ Documentation</b>
<ul style="list-style-type: none"> <li>(Examiners and Raters) acceptance forms. With attached relevant evidences.</li> <li>(Accountable Manager and Supervisor) job descriptions containing minimum education, qualification, and experience requirements.</li> </ul>

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- ❖ Sites that are collocated with other businesses or other types of business activity, or that include complex physical layouts, must include a separate entrance to the testing area.

**7. Accountable Manager Declaration**

I hereby apply for English Language Proficiency Testing ~~Center~~ Approval Issuance in accordance with GACAR Part 183, and I certify that, the information contained in this application is true, corrected and completed

Name	Date	Signature

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**ENGLISH LANGUAGE PROFICIENCY TESTING CENTERS**  
**ELPTC RENEWAL APPROVAL APPLICATION**

Submit at least 60 days before the date of intended operations

1. ELPTC Details			
<b>Testing Center Name</b>			
<b>Address</b>			
<b>Organization Representative</b>			
<b>Phone Number</b>		<b>Email Address</b>	

2. Approved Key Positions Structure Details			
Management/Post	Name	Phone No.	Email Address
<b>Accountable Manager</b>			
<b>Supervisor</b>			
<b>Examiners</b>			
<b>Raters</b>			

3. Approved English Language Proficiency Examiners Details	
<b>Number of English Language Proficiency Examiners</b>	

4. Approved English Language Proficiency Raters Details

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<b>Number of English Language Proficiency Raters</b>	
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<b>5. Approved Training Facilities Details</b>			
Type	Location	Size	Number
Testing Rooms			
Staff Offices			
Records			

<b>6. Approved Manuals Details</b>		
Operations Manual	Manual	Approved Date

<b>7. Accountable Manager Declaration</b>		
<p>I hereby apply for English Language Proficiency Testing Center renewal in accordance with GACAR Part 183 and all applicable GACA requirements. I certify that the information contained in this application is true, corrected and completed</p>		
Name	Date	Signature

<b>Supporting Documents</b>
1. Cover letter. 2. Copy of ELP GACA Approval/Designation

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**ENGLISH LANGUAGE PROFICIENCY EXAMINER/RATER  
 ACCEPTANCE ISSUANCE AND/OR RENEWAL APPLICATION**

This Acceptance is valid for the duration of the letter of ODA issued under GACAR Part 183|

**A. FOR ENGLISH LANGUAGE PROFICIENCY TESTING CENTER USE ONLY**

1. ELPTC Details			
Center Name			
Address			
Accountable Manager Contact Details	Name	E-Mail	Phone No.
2. English Language Examiner/Rater Details			
Applicant Name			
Date and Place of Birth			
I am applying for English Language Examiner/Rater Acceptance		Issue	Renewal
I hereby declare that the information given in this form is true, correct and completed.		Applicant Signature	
3. English Language Proficiency Examiner/Rater Acceptance Issuance Requirements			
NO	GACARs Requirements		
a	The applicant is current or former aviation specialists - flight crew members or air traffic controllers; or	Yes; or	
	The applicant is a language specialists with additional aviation-related training; or	Yes; or	
	The applicant are testing team consisting of an operational expert and a language expert	Yes	
b	The applicant has completed the examiner/rater initial training - approximately 40 hours	Completed	
c	The applicant shall be familiar with the following <ol style="list-style-type: none"> <li>1. Related GACARs</li> <li>2. The relevant Standards and Recommended Practices of ICAO Annex1;</li> <li>3. Holistic descriptors of (Appendix 1 to ICAO Annex 1) and the ICAO Rating Scale (Attachment A to Annex 1);</li> <li>4. Manual on the Implementation of ICAO Language Proficiency Requirements, ICAO Doc 9835;</li> <li>5. Language Testing Criteria for Global Harmonization, ICAO Circular 318; and</li> <li>6. ICAO Rated Speech Samples CD.</li> </ol>	Yes	
d	The applicant shall demonstrate language proficiency of at least ICAO Extended Level 5 in the language to be tested. If the test is designed to assess ICAO Level 6 proficiency, the applicant shall demonstrate		

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	language proficiency at ICAO Expert Level 6 under the supervision of GACA Inspector		
<b>4. English Language Proficiency Examiner/Rater Acceptance Renewal Requirements</b>			
<b>NO</b>	<b>GACARs Requirements</b>		
a	Applicant has completed Examiner/Rater annual recurrent training - approximately 24 - 40 hours	Yes	
<b>5. Accountable Manager Recommendation</b>			
I hereby certify that, the applicant is an employee of our center, and meets GACARs Requirements for English Language Examiner/Rater Acceptance Issuance/Renewal, I have checked the applicant record, this application attachments, and I am satisfied that the information contained in this application is true, correct and completed			
<b>Name</b>	<b>Date</b>	<b>Signature</b>	

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**B. FOR GACA USE ONLY**

1. Examiner/Rater Designation (issuance only)				
The under signed, <b>General Manager of Licenses &amp; Certificates Standards department</b> authorizes				
..... to interview and supervise the conduct of English Language Proficiency Testing for English Language Examiner/Rater Acceptance				
<b>Name</b>	<b>Date</b>	<b>Signature</b>		
2. Examiner/Rater Recommendation (issuance only)				
Assessment Date	Assessment Result	Passed	Failed	
Remarks				
<b>GACA Inspector Name</b>		<b>Date</b>	<b>Signature</b>	
3. GACA English Language Examiner/Rater Acceptance Approval				
Acceptance application	Acceptance Issue	Acceptance Renewal		
Acceptance issue	Approved	Not approved		
Acceptance type				
ICAO level 5 privileges	Exercise the privilege of conducting English language proficiency assessment including ICAO level 5 (Examiner/Rater should not test applicants to whom they have given language training)			
ICAO level 6 privileges	Exercise the privilege of conducting English language proficiency assessment including ICAO level 6 (Examiner/Rater should not test applicants to whom they have given language training)			
Acceptance expiry date				
Testing Center name				
Remarks				
<b>Approving Inspector Name</b>		<b>Date</b>	<b>Signature</b>	

**C. SUPPORTING DOCUMENTS**

- Cover Letter from the English Language Proficiency Testing Center for English language Examiner/Rater Acceptance Issuance or Renewal
- Attach this application form
- Prove of current or former aviation specialists - flight crew members or air traffic controllers – issuance only; or
- Prove of a Language specialist with additional aviation related training – issuance only; or
- Prove of testing team consisting of an operational expert and a language expert - issuance only
- Prove of completion Examiner/Rater Initial/recurrent training
- One photo

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**ENGLISH LANGUAGE PROFICIENCY MANAGEMENT/SUPERVISION ACCEPTENCE APPLICATION**

A.FOR ENGLISH LANGUAGE PROFICIENCY TESTING CENTER USE ONLY

<b>1. ELPTC Name</b>		
<b>2. Job Position Name</b>		
<b>3. Nominated Management/Supervision Name</b>		
<b>4. Qualification</b>		
<b>5. *Work Experience</b>		
<b>6. Training Relevant to Job Position</b>		
<b>7. Nominated Management/Supervision</b>		
I hereby declare that the information given in this form is true, correct and completed.		
<b>Name</b>	<b>Date</b>	<b>Signature</b>
<b>8. Accountable Manager</b>		
I hereby declare that the applicant is nominated as (.....)		
<b>Name</b>	<b>Date</b>	<b>Signature</b>

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**B.FOR GACA USE ONLY**

1.	MANAGEMENT/SUPERVISION REQUIRMENTS	YES	NO
<b>A</b>	The applicant is current or former aviation specialists - flight crew members or air traffic controllers; or The Applicant is a language specialist with additional aviation-related training;		
<b>B</b>	Hold a valid English Language Proficiency Examiner/Rater Authorization		
<b>C</b>	In depth knowledge of GACAR 183, ICAO Doc. 9835.		
<b>D</b>	Has completed a training in Management		
<b>E</b>	Comprehensive knowledge of: <ul style="list-style-type: none"> <li>• Relevant GACARs, EBOOK volumes, Guidance materials to the English language proficiency assessment</li> <li>• ELPTC Procedure manual</li> </ul>		
<b>2.</b>	<b>NOMAINATED MANAGEMENT/SUPERVISION APPROVAL</b>	<b>Accepted</b>	<b>Rejected</b>
	<ul style="list-style-type: none"> <li>• Remarks (if rejected only)</li> </ul>		
	<b>Approving GACA Aviation Safety Inspector</b>	<b>Date</b>	<b>Signature</b>

\*Attach copy of relevant certificate


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**English Language Proficiency Evaluation Certificate (SAMPLE)**

<h2 style="color: #0070C0; margin: 0;">English Language Proficiency Evaluation Certificate</h2>		
	<p><b>KINGDOM OF SAUDI ARABIA</b></p> <p><b>GENERAL AUTHORITY OF CIVIL AVIATION</b></p>	
<p><b>Certificate Number:</b></p> <p style="background-color: yellow; display: inline-block; padding: 2px 5px;"><b>XX-001</b></p>	<p style="text-align: center;"><i>This Certificate is Issued to:</i></p> <p style="text-align: center; background-color: yellow; display: inline-block; padding: 2px 5px;"><b>Name</b></p>	<p>This certificate unless cancelled, suspended, or revoked shall continue in effect until:</p> <p style="text-align: center; background-color: yellow; display: inline-block; padding: 2px 5px;"><b>DD MMMM YYYY</b></p>
<p>Upon finding that the holder complies in all respect with recommendation of the General Authority of Civil Aviation relating to the assessment of English Language Proficiency in the following roles:</p> <p style="text-align: center;"><b>Examiner</b></p> <p style="text-align: center;"><b>Rater</b></p> <p style="text-align: center; border-bottom: 1px dashed red; width: 50px; margin: 0 auto;"></p> <p>This certificate is not transferable and any changes in the basic facilities, or in the location thereof, must be immediately reported to the appropriate office of the General Authority of Civil Aviation.</p>		
<p><b>Date of Original Issuance:</b></p> <p style="background-color: yellow; display: inline-block; padding: 2px 5px;"><b>DD MMMM YYYY</b></p> <p><b>Date of Issuance:</b></p> <p style="background-color: yellow; display: inline-block; padding: 2px 5px;"><b>DD MMMM YYYY</b></p>	<p><b>By Direction of the President</b></p>  <p style="background-color: yellow; display: inline-block; padding: 2px 5px;"><b>Name</b></p> <p><b>General Manager of Licenses and Certificates</b></p> <p><b>Aviation Standards</b></p>	

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**Organization Designation Authorization Certificate (SAMPLE)**

<h2 style="color: #0070C0; margin: 0;">Organization Designation Authorization</h2>		
	<b>KINGDOM OF SAUDI ARABIA</b> <b>GENERAL AUTHORITY OF CIVIL AVIATION</b>	
Certificate Number: <b>DA-ELP-00x</b>  Expiration Date: <b>dd mmmm yyyy</b>	<p style="text-align: center;"><i>This Certificate is Issued to:</i></p> <p style="text-align: center;"><b>ELPTC Name</b></p> DBA: <b>ELPTC dba</b> <b>Address and Contact information:</b> <b>ELPTC Address</b> <b>Telephone:</b> +966 xx xxxxxx <b>Mobile:</b> +966 xx xxxxxxxx <b>Email :</b> ELPTCemail@xxxx..xxx	<b>Operational Point of Contacts:</b> Contact details, at which operational management can be contacted without undue, delay, are listed in .....
<p>This designation of authorization is issued to <b>ELPTC Name</b> as designated <b>English Language Proficiency Testing Center</b> to perform airman English Language Proficiency evaluation, in accordance with Operating Manual, GACAR Part 183 Subpart D and to the conformity and conditions of ICAO Annex 1 and ICAO Doc. 9835, with the following limitation:</p> <ul style="list-style-type: none"> <li><b>Pilot ELP evaluation up to Level 5</b></li> <li><b>Aircraft Dispatcher ELP evaluation up to Level 5</b></li> <li><b>Air Traffic Controller ELP evaluation up to Level 5</b></li> </ul> <p>This designation of authorization is not transferable and any changes in the basic facilities, or in the location therefor, must be immediately reported to the appropriate office of the General Authority of Civil Aviation.</p>		

Date of Issuance: <b>dd mmmm yyyy</b>	<p><b>By Direction of the President</b></p>   <p><b>Name</b></p> <p><b>Executive Vice President of Safety and Aviation Stander</b></p>
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