



TECHNICAL GUIDANCE MATERIAL

for

Approval of Company Check Pilot

SUBJECT: GUIDANCE MATERIAL FOR THE APPROVAL OF COMPANY CHECK PILOT

EFFECTIVE DATE: 31 AUGUST 2021

APPLICABILITY:

Holders of Part 121 & Part 135 Air Operating Certificates

PURPOSE:

This material contains guidance for operators preparing Company Check Pilot applications for approval.

REQUIREMENTS:

South African Civil Aviation Regulations (SACAA) for Parts 121.03.1 and 135.03.1

1. REFERENCE:

- i. ICAO Annex 6
- ii. Civil Aviation Regulations

2. TERMS AND ABBREVIATIONS:

TERM	DEFINITION
Approved	Accepted by the Director of Civil Aviation as suitable for a particular purpose.
Operations Manual	A manual containing procedures, instructions and guidance for use by operational personnel in the execution of their duties as prescribed in Parts 93, 121, 127 and 135 of the Regulations.
Pilot Flying	A pilot assigned as a required flight crew member who is manipulating the controls of an aircraft during flight time.
Rating	An authorisation entered on or associated with a license and forming part of such license, stating special conditions, privileges or limitations relating to such license.
Training	The training or the tests or the verifications of skill or proficiency, specified in the regulations.

ABBREVIATION	DESCRIPTION
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AFM Aircraft Flight Manual

AOM	Aeroplane Operating Manual
E: ASO	Executive: Air Safety Operations
M: FOD	Manager: Flight Operations Department
PF	Pilot Flying
PNF	Pilot Not Flying
SACARs	South African Civil Aviation Regulations
SACATS	South African Civil Aviation Technical Standards
SM: FOD	Senior Manager: Flight Operations Department
SOP	Standard Operating Procedures

3. GENERAL

The approval of company Check Pilot will be assessed in accordance with the requirements of SACATS 121.03.1 and SACATS 135.03.1. Approval of Company Check Pilot is required for personnel conducting line and route checks.

4. REQUIREMENTS

4.1 SUBMISSION REQUIREMENTS

4.1.1 APPLICATION FORM

4.1.1.1 Application for Company Check Pilot Approval [REF- Form CA 121-36 or CA 135-14] can be downloaded from the SACAA website or obtained from the Flight Operations Inspector responsible for your operation.

- <http://www.caa.co.za/Flight%20Operations%20Forms/CA%20135-14.pdf>
- <http://www.caa.co.za/Flight%20Operations%20Forms/CA%20121-36.pdf>

4.1.1.2 The form is to be completed by the operator and supporting evidence for the applicable requirements are to accompany the application.

4.1.2 SECTION 1: PARTICULARS REGARDING THE APPLICANT/HOLDER

Particulars of the Air Operator to be provided in the applicable fields. The contact details of the Chief Pilot or Person Responsible Flight Operations to be provided on the application.

4.1.3 SECTION 2: PARTICULARS REGARDING THE PILOT CHECKING PERSONNEL

Details of the candidate whom the operator is seeking approval for the appointment for the position of Pilot Checking Personnel to be provided in the applicable fields.

4.1.4 SECTION 3: QUALIFICATIONS

4.1.4.1 **VALID LICENSE:** The operator is provided a full copy of the candidates valid Pilots License.

4.1.4.2 **VALID INSTRUMENT RATING:** For an operator conducting line and route checks that will include checking proficiency for IFR operations; license copy submitted to include a valid instrument rating.

4.1.4.3 **VALID MEDICAL CERTIFICATE:** The operator is to provide a copy of the candidate's valid medical certificate.

4.1.4.4 **TYPE RATING:** Evidence of the candidates type rating to be provided. The endorsement within the candidates' license or the file copy will satisfy this requirement.




- 4.1.4.5 **PF/PNF APPROVAL:** Evidence that the candidate is qualified to perform PF and PNF duties while occupying either flight seat to accompany the submission pack.
- 4.1.4.6 **LINE FLYING:** Evidence that the candidate is currently qualified for line flying on the type of aeroplane for which the authority is being sought.
- 4.1.4.7 **STANDARD OPERATING PROCEDURES:** The operator is to submit evidence that the candidate is knowledgeable of the AFM/AOM and SOP's. Evidence of a written skills test demonstrating an acceptable standard of subject knowledge can be submitted as evidence.
- 4.1.4.8 **ADMINISTRATIVE PROCEDURES/RECORD KEEPING:** An operator will be required to submit evidence that the candidate is knowledgeable of the administrative procedures and record keeping procedures with respect to trainee progress forms. Evidence of company induction training or specific training that includes these procedures can be submitted as evidence.
- 4.1.4.9 **TRAINING FILE:** Evidence of the candidates training file that demonstrates the candidate is authorized to conduct line checks must be submitted as supporting evidence.

4.1.5 OPERATIONS MANUAL

The names of the candidates for which the approval has been sought must be listed in Part 4 of the company Operations Manual. The manual amendment must be submitted with the application and supporting documentation.

4.1.6 APPROVAL PROCESS

Approval of the candidate will be granted by means of an approved Operations Manual Amendment from the SACAA.

DEVELOPED BY:		
	SIPHAMANDLA MHLANGA	31 AUGUST 2021
SIGNATURE OF M: FOD	NAME IN BLOCK LETTERS	DATE
REVIEWED & VALIDATED BY:		
	ERIC MATABA	31 AUGUST 2021
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END