

# Transport Canada Approved Check Pilot Course

## PREFACE

### Course Requirement

Transport Canada Approved Check Pilots are governed by the Approved Check Pilot manual (ACP manual) TP6533 10<sup>th</sup> Edition dated 2017 April 1, effective 2017 June 1

ACP manual 4.6 states that there are five basic steps to an initial ACP accreditation:

- Step 1 – Initial ACP Accreditation Request & Candidate Pre-Assessment;
- Step 2 – ACP (Initial) Course;
- Step 3 – Knowledge Assessment;
- Step 4 – ACP (Initial) Monitor; and
- Step 5 – Transport Canada Brief.

Prior to enrolling in an ACP (initial) course, candidates seeking an ACP accreditation must first contact Transport Canada. ACP candidates will be asked to complete and forward an initial application.

An ACP will also qualify as an Authorized Person (AP) upon completion of an ACP Course (Initial or Recurrent). The AP delegation will be made through issuance of the ACP letter of accreditation.

A recurrent course must be completed by existing check pilots every three years. Completion of the recurrent course will also automatically renew the delegation as an authorized person.

The practical phase requires a minimum of two training sessions including pre-briefing, assessment and debriefing. The candidate will conduct these sessions from the observer's seat of a simulator and will be assessed on their ability to:

- Administer pre- and post flight briefing
- Identify and evaluate errors and make constructive recommendations where necessary, including identification of errors which require check ride termination.
- Make pass/fail assessments as appropriate.
- Demonstrate completion of necessary documentation subsequent to completion of the check rides.

Successful course completion does not by itself confer check pilot authority upon an individual. All the other requirements established by the Authority must also be completed. Canadian ACPs must have a current Letter of Accreditation from Transport Canada before conducting a Flight Check.

### Course Manual Currency

CHC has made every effort to ensure that the information contained in this manual and presented during the ACP Course is current. No amendment service is provided, and candidates must avail themselves of the numerous Transport Canada resources mentioned herein, as well as those provided by individual air operators, in order to stay current with respect to regulatory requirements.

## Company Procedures

The course content is tailored to specifically address the Transport Canada ACP Program. Presentations, commentary, and information provided during the course and in this manual are by no means intended to modify or supersede individual air operator procedures or training department guidelines.

Individuals or Air Operators should check with their appropriate authority in matters relating to ACP policy and procedures.

## State Variances

Although this course is designed to the Transport Canada Standard for the Approved Check Pilot program, the conduct of check flights will be very similar in other jurisdictions.

The key purpose remains the same, being the “Safety of the Traveling Public”, following a common standard to administer fair check flights which will assure the competency of flight crews and, as a secondary purpose, assure the training and operating standards of an Air Operator.

Where practical, differences from foreign systems will be discussed with international trainees undergoing this course. If necessary, additional time will be spent to cover any specific state variances.

International students should refer to the air regulations and check flight procedures and standards laid out for their specific state or operation.