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GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

TECHNICAL CENTRE, OPP. SAFDARJUNG AIRPORT, NEW DELHI – 110003

**CIVIL AVIATION REQUIREMENTS
SECTION 7 – FLIGHT CREW STANDARDS
TRAINING AND LICENSING**

SERIES 'I' PART I

ISSUE IV DATED 23RD MARCH 2021

EFFECTIVE: FORTHWITH

F. No. 22024/27/2014-FSD

**SUBJECT: APPOINTMENT OF DESIGNATED EXAMINERS/ SYNTHETIC
FLIGHT EXAMINERS (SFE) FOR SCHEDULED COMMERCIAL
OPERATORS WITH FIXED WING AIRCRAFT AND ATOs.**

1. INTRODUCTION

- 1.1 Under Rule 41A of the Aircraft Rules, 1937, the Directorate General of Civil Aviation (DGCA) may appoint Examiners (DE/SFE) for carrying out flying tests and technical examinations required under Schedule II. Further ICAO Annex 1 stipulates that the applicant for issue of type rating, qualifications to hold a license or rating shall have demonstrated the skill and knowledge required for the safe operation of the applicable type of aircraft, relevant to the licensing requirements and piloting functions of the applicant. Under Rule 29C of the Aircraft Rules, 1937, DGCA may lay down standards and procedures to carry out the Convention & Annexures thereto.
- 1.2 This Civil Aviation Requirement lays down the criteria for appointment of DEs/ SFEs, their functions etc., in compliance with above and is issued under Rule 133A of the Aircraft Rules, 1937.
- 1.3 Normally, skill tests and Proficiency checks are required to be conducted by DGCA Flight Operations Inspectors (FOI), however considering the volume of checks/ tests required, the DE/SFE programme has been institutionalized through this CAR. In the 'DE/SFE' programme, the DE/SFE conducts regulatory checks on behalf of DGCA. A DE/SFE appointed, under this CAR is an operator/ATO's employee, 'approved' to conduct pilot licensing skill tests, pilot proficiency checks, instrument rating checks and PIC upgrade route checks, as required by regulations on behalf of the DGCA. Approval of SFEs are limited to checks on Simulators only.

- 1.4 This CAR is to be read in conjunction with CAP7200

2. APPLICABILITY

The CAR is applicable to Scheduled commercial operators with fixed wing aircraft, ATOs approved under CAP 7100, for their DE and SFEs.

3. DELEGATION POLICY

- 3.1 The DE/SFE program has been instituted to allow operators to develop and maintain a program of flight crew tests and checks independent of the availability of DGCA Flight Operations Inspectors. DE/SFE shall be aware that they perform their duties as delegates of the DGCA
- 3.2 A DGCA FOI, when scheduled by the FSD, DGCA, may conduct any of the test and checks and may monitor (by way of surveillance or random check) any DE/SFE / Nominated DE conducting any test or check, at any time.
- 3.3 Any effort by an Operator/ ATO to influence or obstruct. DE/SFE, in any way, in the course of fulfilling his obligations to the DGCA, will result in the forfeiture of the Operator/ATO's DE/SFE program as such. The validity of any checks performed by the affected DE/SFE will also be revoked.

4. CONFLICT OF INTEREST FOR DE/SFE

- 4.1 Since DE/SFEs primarily are operators / ATO's employees carrying out functions on behalf of DGCA. Sometimes this may result in a situation of conflict of Interest.
- 4.2 Conflict of Interest is defined as any relationship that might influence an approved DE/SFE to act, either knowingly or unknowingly, in a manner that does not hold the safety of the flying public as the primary and highest priority. Conducting a Test/Check on a pilot whom the DE/SFE has trained.
- 4.3 Situation where the DE/SFE should consider if the objectivity is affected, when the applicant is a relative of the examiner, or when they are linked by economic interests etc.

- 4.4 Each applicant, whose name is recommended by operator, shall declare in his resume, which accompanies the nomination form given in Appendix 1, any conflict of interest of which they have knowledge.
- 4.5 Concurrent approval (SFE/SFI) will be accorded to SFE for ATO only after obtaining approval from DGCA. The maximum number of SFE approvals for operators shall be limited to 10% of the total number of DE's sanctioned for the operator.
- 4.6 The final authority, for deciding whether there is any conflict of interest that might affect the DE/SFE's ability to conduct tests and checks in an impartial manner, rests with the DGCA.
- 4.7 Wherever, any DE/SFE comes into a situation of conflict of interest, a full report of the circumstances shall be immediately submitted by him/operator/ ATO to the DGCA for review.

5. PROCEDURE FOR SELECTION

- 5.1 The operator/ATO, while requesting appointment of DE/SFE shall justify the need of number of DE/SFE required to meet the quantum of regulatory checks to be performed. The operators shall also ensure and confirm that pilots recommended for appointment as DE/SFE are of recognized integrity, free from prejudices and strong likes and dislikes and capable of recording fair assessments and shall be known for impartial conduct. They shall be capable of instilling high standard of discipline among the flight crew and shall have balanced attitude towards them.

Note 1: ATOs may under mutual agreement (if they do not have in house SFE) with an operator, to utilize specific DEs to cater the requirements of the ATO [SFI Standardization / Skill Tests and IR/PPC (initial and/or recurrent)] after obtaining authorization from DGCA.

Note 2: Pilots approved as DE/SFEs under CAR Section 7 Series I Part I Issue I dated 27 May 1998 (up to Rev 7) and holding current approval prior to introduction of this CAR will be appointed as DE/SFE notwithstanding the DE/SFE workforce calculation requirement provided they meet other requirements as per the CAR.

Note 3: ATOs, May under mutual agreement with an operator, sponsor additional DEs to cater to the requirements of ATO under intimation to DGCA

- 5.2 The Operator/ATO's Post-holder for Training or Accountable Manager shall sign and forward the nomination for the DE/SFE. A resume of the candidate's background, qualifications and experience is required, and must include a summary of previous checking, training or supervisory experience. A candidate shall also declare, on his resume, conditions that could result in a conflict of interest.
- 5.3 While recommending the pilots for appointment as DE/SFE, operator/ATO shall ensure that the candidate:
- (a) Demonstrates a thorough knowledge of the contents of the Operator's Operations Manual/ Training and Procedures Manual (TPM), Operations Specifications, SOPs and the applicable aircraft operating manuals;
 - (b) Demonstrates his knowledge and ability to conduct Skill Test(s), Proficiency Check(s) and PIC upgrade check(s), as appropriate, on the applicable aircraft type (and/or simulator), for which the DE/SFE has been nominated;

And;

- 5.4 For designation as DE/SFE the nominated pilots shall be subjected to a process of selection. The selection process shall be on the basis of applications received from the entire pilot population that meets the eligibility criteria. The selection process shall be carried out by a Board in DGCA HQ that will meet, as deemed necessary. The Board will be chaired by the JDG/CFOI DGCA with at least one of the members being a type qualified FOI (if available), and the operator's Post-Holder Training. The scope of the interview for selection shall be;
- Knowledge of Aircraft Rules, CARs and DGCA circulars pertaining to DE/SFE functions and responsibilities
 - Knowledge of CAP 7200 DE Manual
 - Aircraft specific knowledge

Note: In case change of Aircraft Type, the nominated pilot shall undergo selection procedure as stipulated in the above Para.

- 5.5 On selection and successful completion of training and checks, the completed records shall be submitted to FSD, DGCA for appointment of the DE/SFE. In case the nominee does not pass the selection board process, he may re-appear only after a minimum gap of 3 months.

Note: Unsatisfactory outcome of the interview on account of insufficient aircraft specific knowledge shall entail mandatory extended technical refresher to be completed prior to utilizing the privileges of PIC or TRI (A) or SFI.

5.6 DGCA will consider retaining the designation of DEs who;

- (a) Change aeroplane types with the same operator, or Change of operator with change of aeroplane type
- (b) Change of operator with same type of aeroplane, or;

Note: Change of operator in this context is from one scheduled operator to another Scheduled Operator.

6. QUALIFYING REQUIREMENTS- DE

6.1 Holds a valid ATPL

- (a) Demonstrates satisfactory knowledge of the contents and interpretation of the DGCA Civil Aviation Requirements and applicable regulations;
- (b) Is Pilot-in-Command in the same type of commercial operation (scheduled) for which examining authority is sought;
- (c) Holds a current Proficiency Check on type;
- (d) Holds Following qualification
- (e)

Current TRI(A/S) on same type	Minimum experience as TRI(A/S)
Functioned as TRI(A/S) for a minimum period of six months preceding the date of nomination as DE	150 Hrs (minimum 50 Hrs on simulator) of training experience on simulator, aircraft as TRI(A/S) on same type

OR

Has functioned as a DE with the same/another operator for a minimum period of twelve months during the previous five years
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OR

Pilot employed by the operator and issued with FATA	Functioned as TRE with an ICAO contracting state for a minimum period of 02 years during the previous 03 years
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- (f) Has not been held blameworthy for an aircraft accident in the previous three years or an aircraft incident in the previous one

year.

- (g) Has not been tested alcohol positive in the pre/post flight medical check in the previous three years.

6.2 For initial appointment, a pilot shall have the following qualifying experience prior to appointment as DE for the **first instance** with a scheduled operator:

- a. Total Flying Experience 4000 hours
- b. Total Command Experience 2000 hours
- c. Total Command Experience on type 1000 hours

6.3 The qualifying command experience on type for subsequent appointment as DE shall be;

With the same operator and change of type		
DEs with more than 01year to 02 Years of Experience	Total DE Experience	200 Hrs on other Aircraft/ Simulator Type
	Command Experience	500 Hrs on New Type
DEs with more than 02years of Experience	Total DE Experience	400 Hrs on other Aircraft/ Simulator Type
	Command Experience	250 Hrs on New Type
With change of operator and change of type		
DEs with more than 01year to 02 Years of Experience	Total DE Experience	200 Hrs on other Aircraft/ Simulator Type
	Command Experience	750 Hrs on New Type
DEs with more than 02years of Experience	Total DE Experience	400 Hrs on other Aircraft/ Simulator Type
	Command Experience	500 Hrs on New Type
With change of operator and same type		
Completion of Operators' Conversion Course and Para 8.1 (c) and (d), subject to valid release/standardization check, if standardization check not valid then applicant has to undergo a standardization check by DGCA FOI.		

Note 1: For DEs not meeting the above qualifying requirements in Para 6.3 on previous type, 1000 hours as PIC will be needed on new type to be able to qualify as DE on new type.

Note 2: For induction of new aircraft type, the qualifying requirements will be mutually agreed between DGCA and the Operator.

6.4 QUALIFYING REQUIREMENTS FOR SFE

6.4.1 Pilots recommended for authorization as SFEs should hold or have held a DGCA, India ATPL, and:

- (a) Demonstrates satisfactory knowledge of the contents and interpretation of the DGCA Civil Aviation Requirements and applicable regulations;
- (b) Holds or have held a Pilot-in-Command rating on the same type of commercial aircraft, for which examining authority is sought;
- (c) Shall not have attained the age of 75 Years;
- (d) Additionally, should meet the following criteria:
 - (i) shall have been current in flying on the same type of commercial air transport with a commercial operator on aeroplane with AUW exceeding 5700 Kgs in the preceding 5 years; or
 - (ii) shall have been a simulator trainer on the same type of commercial air transport with an operator or a DGCA/ICAO Contracting State approved TRTO/ATO on aeroplane of AUW exceeding 5700 Kgs, in the preceding 5 years; or
 - (iii) Is an Indian pilot employed / engaged by an operator of a contracting state and has, functioned as a TRI(A/S)/SFI on the type with that ICAO Contracting State for a minimum period of 2 years during the previous 5 years.
- (e) Shall not have tested alcohol positive during a pre/post flight medical check in the last 3 years of flying; and
- (f) Shall not have been held blameworthy for an aircraft accident/incident in the last 3/1 years of flying respectively; and
- (g) Shall have undergone a medical assessment by a doctor qualified in Aviation Medicine, to assess suitability for simulator duties, that will address;
 - Physical ability
 - Visual and colour perception
 - Hearing

Note:

- a. For the initial issue of an SFE approval, the pilot shall have completed at least 150 Hrs (minimum 50 Hrs on simulator) as a TRI (A/S) or as SFI on the applicable type.
 - b. In addition to entry requirements, the medical assessment, above shall be conducted annually for SFEs above the age of 65 years.
- The medical assessment may be conducted by any doctor including that of an operator, who is qualified in aviation medicine,

- A pilot recommended for authorization as SFE shall undergo the stipulated ground training and satisfactory checks on an approved simulator.
- SFE shall be checked for proficiency by DGCA Flight Operations Inspector.
- A pilot who fails the proficiency check shall not be recommended for the respective approval, for a minimum period of three months.
- FOI check will be carried out as per CAP 8200 (FOI Manual).

TRAINING REQUIREMENTS

Following table is laid for meeting the training requirements for seeking SFE approval:

A.	TRI(A)	Has functioned for 1 Year as TRI(A)	Observe one and conduct two Skill Tests or Proficiency Checks	Selection procedure as stipulated, Indoctrination Training with DGCA and Standardization check on type, for which the approval is sought.
B.	TRI(S)	Has functioned for 1 Year as TRI(S)	Observe one and conduct Two Skill Test or Proficiency Check	Selection Procedure as stipulated, Indoctrination Training with DGCA and Standardization check on type, for which the approval is sought.
C	SFI	Has functioned for 1 Year as SFI & minimum instructional experience of 100 hours as a SFI	Observe one and conduct Two Skill Test or Proficiency Check	Selection Procedure as stipulated, Indoctrination Training with DGCA and Standardization check on type, for which the approval is sought.

7. CONDUCT OF CHECKS/TESTS BY DEs (DE)/SFE/ Nominated DE

- 7.1 DEs are accorded the following functions and required to perform associated check/tests during the course of their designation;

- a) PIC upgrade route checks
- b) Skill Tests for issue/renewal of type rating.
- c) PPC and IR Check
- d) Standardization checks of Instructors
- e) Training/check of DE/SFE where authorized
- f) LVO Check
- g) RHS Check
- h) CAT II/III Check

7.1.1 SFEs are accorded the following functions and required to perform associated check/tests during the course of their designation;

- a) Skill Tests for issue/renewal of type rating.
- b) PPC and IR Check
- c) Standardization checks of SFI
- d) Training/check of SFE where authorized
- e) LVO Check
- f) RHS Check
- g) CAT II/III Check

NOTE:- DE can function as SFE in the event of being Temporarily Medical Unfit (TMU) with intimation to FSD. Subject to compliance with medical requirements as given in para 6.4.1 (f). Operators shall give compliance of para 4.5 requirements.

On regaining medical fitness the DE Privileges can be utilized in compliance of para 7.2 (a) with intimation to FSD

7.2 (a) DE shall exercise his DE functions on an aeroplane only when he has a minimum of 10 hours flying experience as PIC on the type during the preceding 90 days. If he does not meet such recent flying experience, the DE will be limited to DE functions on the simulator, till recent experience as mentioned above is acquired.

(b) DE shall continue to exercise his DE functions when he has exercised the functions of DE, as applicable, on the type during the preceding 6 months, except when a pilot is newly appointed on the type. In case the DE is not meeting this recent experience, he shall follow requirements as applicable in table of Para 8.3.

8. TRAINING REQUIREMENTS

8.1 Pilots shall undergo the following training in order to obtain appointment as a DE/ SFE for the first instance with a scheduled operator/ ATO:

- (a) A DE/SFE course, conducted by DGCA covering the following topics;
 - (i) The procedures and techniques associated with the conduct of Skill Tests and Proficiency Checks;
 - (ii) The techniques and standards used in the assessment and evaluation of candidate's performance;
 - (iii) Briefing and debriefing procedures and requirements;
 - (iv) Completion of all applicable forms and documentation; and
 - (v) The contents and interpretation of all applicable manuals and publications
- (b) The completion of an approved training course covering the assessment of CRM skills, and the use of facilitation techniques;
- (c) The observation of at least One Skill Test or Proficiency Check in an approved simulator;
- (d) The conduct of Two Skill Tests and/or Proficiency Checks in an approved simulator / aeroplane, under the supervision of a DE. The nominee shall carry out the briefing, conduct the check and subsequent debrief, and then complete all necessary paperwork which shall be made under supervision of the DE conducting the training; and
- (e) Undergo a DGCA FOI Release Check, during which a DGCA Inspector will observe the applicant conducting a Skill Test or Proficiency Check on a candidate (or candidates) in an approved simulator or aeroplane.

FOI release check will be carried out as per the form in Annexure 15 to CAP 8200 - Flight Operations Inspectors Manual

8.2 The pilots shall undergo the following training for subsequent appointment as a DE with a scheduled operator:

- (a) Change aeroplane types with the same operator – Para 8.1 (c) to (e) above.
- (b) Change of operator with same type of aeroplane – Completion

of Operators' Conversion Course and Para 8.1 (c) and (d) above subject to valid release/standardization check, if standardization check not valid then applicant has to undergo a standardization check by DGCA FOI.

- (c) Change of operator with change of aeroplane type –
Completion of Operator's Conversion Course/ Type and Para 8.1(c) to (e) above.

8.3 Recency Requirements

Operator/ATO to ensure that the DE/SFE who have not exercised their privileges as per the duration below, the following training shall apply to regain currency in order to function as DE/SFE;

06 months to 01 year	Observe and conduct of one skill test / proficiency check under supervision of another valid DE/SFE.
More than 01 year to 02 Years	Annual refresher course as mentioned in CAP7200, conducted by DGCA ;
	Observe one Skill Test or Proficiency Check;
	Conduct of One Skill Test or Proficiency Checks, under the supervision of a DE/SFE. The nominee shall carry out the briefing, conduct the check and subsequent debrief, and then complete all necessary paperwork which shall be made under supervision of the DE/SFE conducting the training
More than 02 Years	Undergo a DGCA FOI Monitor Check, during which a DGCA Inspector/ Nominated DE/SFE will observe the applicant conducting a Skill Test or Proficiency Check on a candidate (or candidates)
	The DE/SFE shall undergo training requirements for initial approval.

Note: Above requirements are also to be met by candidates who are to undergo their initial FOI Release Check.

9. VALIDITY AND RENEWAL

- 9.1 Unless withdrawn, the appointment of the DE/ SFE shall remain valid for a period of five years from the date of issue of appointment so long as the pilots continue meet the applicable requirements of this CAR and remain in the employment of the

operator who has obtained the appointment.

9.2 A DE/ SFE appointment will cease to be valid whenever any of the following conditions apply:

- (a) More than 12 months have elapsed since completion of a DE/SFE Refresher Course conducted by the DGCA (If the training is conducted within three months prior to the expiry of the 12 months period, the next ground and refresher training must be completed within 12 months of the original expiry date of the previous ground and refresher training). Such a course shall cover assessment standards and practices, licensing requirements and current regulations; or
- (b) More than 12 calendar months have elapsed since the DE/SFE has been monitored by a DGCA Inspector, for this purpose, whilst conducting a Skill Test or Proficiency Check in an approved simulator (DE/SFE Standardization check);
- (c) A DE's instrument rating has expired; or
- (d) A DE's license is not valid or has expired; or
- (e) A DE's medical category is not valid or has expired; or
- (f) The DE/SFE authorization is withdrawn by the DGCA

Note 1: In case the appointment of the DE/SFE is no longer valid due to para (a) to (e)/ Para (a), (b) & (f) above, respectively, the appointment will be validated on compliance of the following requirements.

Note 2: In case the standardization check is conducted within 03 months prior to the expiry of the 12 months period, the next check must be completed within 12 months of the original expiry date of the previous check.

9.3 Renewal procedure of the appointment of DE/ SFE is given below;

- (a) The responsibility to request renewal prior to expiration of DE/ SFE appointment rests with the Operator/ATO concerned.
- (b) At least three months prior to the expiration of appointment the Operator shall request for renewal.

- (c) Following will be attached to the renewal request;
- (i) Record of all Tests / Checks the DE/ SFE has conducted during the last 12 months.
 - (ii) Copy of DE/ SFE license and medical certificate.
- (d) The application shall indicate the dates the DE/ SFE can be made available for an Inspector to monitor / conduct a Test / Check if required.
- (e) DGCA shall review the request with particular attention to the number of Tests/ Checks conducted by the DE/ SFE during the past year and other renewal requirements specified in this CAR. This is to ensure that the DE/SFE is being well utilized by the Operator, so as to justify his continued designation.
- (f) If the document review is satisfactory DGCA, will assign an FOI to carry out a DE/ SFE Standardization Check as required.
- (g) If the performance of the DE/ SFE is satisfactory the DE/ SFE designation may be renewed for a period of Five years.
- (h) If the performance of the DE/ SFE is not satisfactory for any reason the DE/SFE and the Operator shall be informed accordingly.

10 DE/SFE MONITORING AND CHECKING

10.1 DGCA Records and Responsibilities

The DGCA shall monitor the standards of all DE/ SFE by:

- (a) Monitoring each DE while he conducts a Skill Test, IR Check or Proficiency Check every 12 months - this check shall be referred to as the DE/ SFE Standardization Check;
- (b) Reviewing the Operator/ATO's utilization of DE/ SFE on a regular basis;
- (c) Monitoring (during standardization checks and random checks by FOIs) the activities of each DE/SFE to ensure:
 - his reports are complete, accurate and meaningful;
 - his Checks cover the required sequences as per guidelines provided in Chapter 10 of CAP 7200;
 - his conduct of checks is fair and in conformance with the standards and procedures described in this manual;

- he is acting within the limits of his authority and;
- Completion of the DE/SFE Standardization Report, retaining of records, and
- Updating the Operator's/ATO's DE/ SFE file.

10.2 Operator/ATO Records and Responsibilities

It is the Operator/ATO's responsibility to ensure a DE/ SFE appointment is valid before scheduling him to conduct a Check. To aid in this responsibility, an Operator/ ATO shall maintain records to show:

- (a) The last date on which each DE/ SFE has undergone a DE/ SFE Standardization Check by an Inspector and when his next DE/ SFE Standardization Check is due; and
 - (b) The last date on which each DE/ SFE attended a DE/ SFE Refresher Course, and when the next course is due;
 - (c) A list of the Tests/Checks conducted by each DE/SFE, using the format given in Appendix 2 to this CAR. Records are required to be submitted for each DE/SFE every quarter covering each month in the quarter. Where a DE/SFE has not conducted any checks/ tests in a month, the record shall be annotated "no checks/tests conducted this month".
- 10.3 If a delay or problem is anticipated by the Operator/ ATO in arranging a DE/SFE Standardization Check for a DE/SFE prior to the expiry date, contact shall be made at once by email with the CFOI to make alternate arrangements. If the Operator/ATO can show that it is impractical to arrange a DGCA check to fulfil the requirements above, prior to the expiry date, an extension may be granted by the DGCA on a specific case basis. Maximum extension may not exceed 30 days, from the date the DGCA standardization was due.
- 10.4 In order to maintain up to date records for DE/SFE utilization, the Operator/ATO shall inform DGCA when a DE/SFE is no longer in the employment with the Operator/ATO, or will not be required to perform DE/SFE duties during the coming 24 months.

11 WITHDRAWAL OF DE/SFE APPOINTMENT

- 11.1 The appointment of a DE/SFE may be withdrawn by the DGCA if the pilot is found lacking in any of the requirements. Besides, a Board consisting of the Chief of Operations along with Chief of Training of the operator & Accountable Manager & Head of Training of ATO may also recommend to the DGCA, withdrawal of appointment as DE/SFE in respect of any pilot giving adequate justification.

11.2 DE/SFE appointment may be withdrawn by the DGCA, in part or in whole, for due cause. In these cases, the DGCA Flight Standards Directorate will issue a written notification of withdrawal of appointment to the DE concerned, and also inform the applicable Operator/ATO (s). Where there is an immediate threat to safety, this appointment will be withdrawn immediately. The DGCA may withdraw an DE/SFE appointment if evidence shows that an DE/SFE has:

- At any time, acts in a manner which is in contravention of the guidelines contained in this CAR;
- Placed a personal interest, or the interest of the company, ahead of the interest of the DGCA and the travelling public;
- Failed to follow the applicable instructions to maintain the required standards, or to follow proper procedures;
- Fraudulently misused DE/SFE authority, or acted in any other way that would discredit the DGCA;
- Tested alcohol positive in a pre/post flight medical check.
- Breached the DGCA Civil Aviation Rules and Regulations;
- During the course of a Proficiency Check, or DE/SFE Standardization Check, failed to meet the required DGCA Standards.
- Exercised poor judgment in assessing a candidate's performance, in relation to the standards contained herein; or
- Failed to represent DGCA in a manner acceptable to the Directorate General of Civil Aviation (DGCA). Except where there is an immediate threat to safety, the DGCA, prior to making a final decision in the matter of withdrawal of a DE/SFE appointment, shall ensure the matter has been investigated thoroughly; the DE/SFE and, where applicable, the concerned Operator/ATO, have been given a formal opportunity to respond to the allegations, either verbally or in writing.

Note: Refer Operations Circular 2 of 2013 - Withdrawal/ Reinstatement of Trainer Approval.

12 GENERAL

12.1 Only for ATOs, a pilot may hold independent yet concurrent appointment as SFE and authorization as SFI (No concurrent

approvals as SFE and SFI shall be given to Scheduled operators.) The requirements for such appointment or authorization will be met separately with distinct approval, standardization processes and validity periods. Withdrawal and reinstatement would be treated separately for both cases.

- 12.2 SFEs approved for one ATO may be cross-utilized by another ATO with the same type of aeroplane provided an indoctrination course of the respective Operations Manual/Training and Procedures Manual with minimum duration 8 hours is conducted, followed by a standardization check by the Post-holder Training or his assigned DE/SFE. Training and duty records will be maintained by both ATOs involved in the cross-utilization. No separate authorization is required by DGCA.

13 FEES

- 13.1 Fees for DE / SFE approval is Rs. Ten Thousand only and for renewal of DE/SFE approval is Rs. Five Thousand only.
- 13.2 Whenever DGCA FOI is on board the aircraft / simulator to conduct DE/SFE release check/ standardization check fees shall be applicable in accordance with Rule 48 (2) of the Aircraft Rules 1937.

(Vikram Dev Dutt)
Director General of Civil Aviation

Appendix 1

DE INITIAL ISSUE APPLICATION			
APPLICANT'S IDENTIFICATION			
NAME:		ADDRESS:	
EMPLOYER:	NATIONALITY:	DATE OF BIRTH:	
TYPE OF LICENSE:	LICENSE NO.	LICENSE EXPIRY DATE:	RATINGS HELD:
FLIGHT TIME (Hours)			
PIC	PIC NIGHT	PIC ON TYPE	FSTD/ SIMULATOR
Flying Experience before Examiner Course: Flying Experience hours (minimum 4,000) of which PIC experience.....hours (minimum 2,000) (of which at least 500 hours must be as PIC on type) Flight Experience as PIC on typehours Flight Experience as TRI (on aeroplane): hours (on simulator) hours Experience in the past 12 months as TRI Type of Aeroplane Last Skill Test/ PPC dateType of Aeroplane Examiner Name			
DECLARATION BY APPLICANT			
I CERTIFY THAT THE ABOVE INFORMATION IS TRUE IN EVERY RESPECT. I AGREE TO ABIDE BY THE PROVISIONS OF THE CIVIL AVIATION LAW AND THE REGULATIONS ISSUED THEREUNDER. I CERTIFY THAT NO ENFORCEMENT ACTION HAS BEEN TAKEN AGAINST ME BY DGCA in last 3 years. APPLICANT'S SIGNATURE DATE (DD/MM/YY) APPLICANT'S NAME			
COMPANY RECOMMENDATION			
Incident/ Accident record details BA Positive test record Administrative Action taken if any in last 3 Years. Post Holder Training / Post Holder Flight Operations (name) I hereby recommend the applicant be appointed as a Designated Examiner for the company. I also verify the statement of qualifications and experience and that the applicant will complete an approved DGCA Examiner course on:) / whenever scheduled by DGCA. POST HOLDER'S SIGNATURE LICENSE NO DATE POST HOLDER'S NAME OPERATOR			

Appendix 1A

<u>SFE INITIAL ISSUE APPLICATION</u>			
APPLICANT'S IDENTIFICATION			
NAME:		ADDRESS:	
EMPLOYER:	NATIONALITY:	DATE OF BIRTH:	
TYPE OF LICENSE:	LICENSE NO.	LICENSE EXPIRY DATE:	RATINGS HELD:
FLIGHT TIME (Hours)			
PIC	PIC NIGHT	PIC ON TYPE	FSTD/ SIMULATOR
Flying and Simulator Experience before Examiner Course: Flying Experience hours of which PIC experiencehours Flight Experience as PIC on typehours Flight Experience as TRI/ (on aeroplane/ Simulator): SFI hours(on simulator) Hours Past experience in the past 12 months as TRI/SFI..... Type of Aeroplane Last Skill Test/ PPC dateType of Aeroplane Examiner Name			
DECLARATION BY APPLICANT			
I CERTIFY THAT THE ABOVE INFORMATION IS TRUE IN EVERY RESPECT. I AGREE TO ABIDE BY THE PROVISIONS OF THE CIVIL AVIATION LAW AND THE REGULATIONS ISSUED THEREUNDER. I CERTIFY THAT NO ENFORCEMENT ACTION HAS BEEN TAKEN AGAINST ME BY DGCA in last 3 years. APPLICANT'S SIGNATURE DATE (DD/MM/YY) APPLICANT'S NAME			
COMPANY RECOMMENDATION			
Incident/ Accident record details BA Positive test record Administrative Action taken if any in last 3 Years. Post Holder Training / Accountable Manager (name) I hereby recommend the applicant be appointed as a Synthetic Flight Examiner for the company. I also verify the statement of qualifications and experience. and that the applicant will complete an approved DGCA Examiner course on) / whenever scheduled by DGCA. POST HOLDER'S SIGNATURE LICENSE NO (if applicable)..... DATE..... POST HOLDER'S NAME OPERATOR..... 15			

APPENDIX 2

DE/ SFE MONTHLY OPERATOR/ ATO REPORT

OPERATOR/ ATO NAME:

SI No.	NAME	ATPL No.	Aircraft	DE/ SFE Check Expiry	DE/ SFE Refresher Expiry	DE/ SFE Check done (Qty)	DE/ SFE Check failed (Qty)	DE/ SFE Check fail %	Days Avbl	Days Not Avbl	Remarks

MONTH:

Date of Submission:

_____ **Head of Training/Accountable Manager**
(Name & Signature)

Appendix 3

List of documents to be submitted with the DE / SFE application

1 . DE/SFE Interview

- Appendix 1 / 1A
- ATPL Copy
- Valid Medical Copy
- Valid PPC Copy (For DE)
- Justification for nomination vis-à-vis Existing DE Strength & Sanctioned DE Strength (Para 5.1)
- Resume of Candidate with Conflict of Interest Declaration (Para 5.2)
- Para 5.3 Compliance Certificate
- Para 6.1 Compliance Certificate
- Para 6.3 Compliance Certificate (if applicable)
- Para 6.4 Compliance certificate (for SFE)

2 . DE/SFE Initial Application

- ATPL Copy
- Valid Medical Copy
- Valid PPC Copy (For DE)
- DE/SFE Interview Result
- DE/SFE Indoctrination Course Result
- Training certificate (Para 8.1)
- Fee for Approval
- Fee for FOI Check

3 . DE/SFE Renewal

- DE/SFE Appointment Letter
- Record of DE/SFE Standardization Check (in tabular form) with Check Reports
- Records of DE/SFE Indoctrination / Refresher Course detail (in tabular form)
- Non-Utilization Certificate as applicable
- ATPL Copy
- Valid Medical Copy
- Valid PPC Copy (For DE)
- DE/SFE utilization for last 12 months
- Fee for Renewal
- Fee for FOI Check (if due)