

PREFACE

Airline Operations worldwide need to be dynamic and evolutionary. Consistent and positive inputs are a pre requisite for achieving high professional standards that may be envisaged by any operator.

PIA is amongst the few pioneer airlines that gave due recognition to the aviation industry in its conceptional stages. Its training endeavours have long since done great service to launching many a worthy competitor airlines into the skies. The Standards Division of the Flight Operations department has established itself as a very vital functionary body to fulfil the demands of the ever progressive aviation standards. In this context the PIA Standards Inspection Policy has a manifold role:

1. As an overseer and monitor of the Training Division with regards to its training programs and commitments.
2. Monitoring periodic / random checks of the Check Airmen to ensure that quality instruction is imparted and maintained, thereby establishing a standard aviation policy.
3. Additionally, to monitor periodic evaluation of the Flight Crews in order to accomplish the professional competence standards envisaged.

It cannot be over emphasized herein that vigilance and professionalism are key words to accessing the higher standards of aviation excellence and thereby making it a vibrant reality.

(CAPT. ASIF A REZA)
Director Flight Operations

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1 GENERAL

- 1.1 In order to carry out their basic function of monitoring training standards and to standardise training procedures of all Line Training Check Airmen / Simulator Instructors, the Standards Check Airmen will periodically monitor/ conduct line and simulator flight training/ checks.
- 1.2 Normally, the standards check airmen will not interfere with or interrupt the training or check session.
- 1.3 As a secondary function, the standards check airmen will also monitor line operations and observe line practices.

2 OBJECTIVE

- 2.1 To monitor training programs and standards of the training division
- 2.2 To ensure that simulator/flight instructors and line training check airmen are imparting training in a uniform and standardized way.
- 2.3 To ensure that all syllabi and curriculum are being implemented correctly.
- 2.4 To provide feedback to the training division to enhance and improve quality of line and simulator/ flight training.
- 2.5 To ensure that checks are being carried out according to prescribed procedures.

The pre requisite must therefore be that all Standards Check Airmen should function independently of the Training Division thus ensuring that Standards Inspection has a meaningful and effective role to play.

3 DEFINITIONS.

- 3.1 **Conducting:** Means that the standard check airman will take an active role in the check, which may include pre-flight preparation briefing, de-briefing, assessment of the crew under check and completion of required report / document.
- 3.2 **Monitoring:** Means that the standard check airman will passively observe line training / check or a simulator / flight training / check and will not involve himself in any briefing or de-briefing. He will subsequently fill the prescribed standards check form and submit it to the office of Chief Pilot Standards Inspection.

4 SELECTION PROCESS.

- 4.1 Standards Check Captains will be appointed on each aircraft. Standards Check Flight Engineers will also be appointed on aircraft where a flight engineer is part of the flight crew complement.
- 4.2 Standards Check Airmen will be selected from a shortlist of DCPs / DCFEs, after recommendation by the respective Equipment Chief Pilots/Flight Engineers and scrutiny by CPSI. Final approval will be given by DFO.
- 4.3 Standards Check Airmen will be issued a letter of appointment by CPSI. Normally the appointment will remain valid for 1 year or change of equipment whichever is earlier, unless otherwise withdrawn by CPSI for reasons mentioned in article 8.
- 4.4 Once appointed a Standards Check Airman will not be utilized as Line Training Captain and /or Simulator/Flight Instructor. He may however carry out the functions of a DCP, which is a CAA requirement. Consequently he will only be reporting to the office of CPSI.

5 INITIAL TRAINING

Chief Pilot Standards Inspection will brief, examine and debrief the Standards Check Airmen on the following topics:

- 5.1. Procedures and techniques required for monitoring simulator, flight or line checks.
- 5.2. The standard required in the assessment and evaluation of a flight check.
- 5.3. Completion of the flight check performance.
- 5.4. Contents and interpretation of pertinent publications.
- 5.5. Civil aviation rules / requirements / regulations.
- 5.6. Air operator certificate specification and SOPs.

6 DUTIES OF STANDARDS CHECK AIRMEN

- 6.1. To monitor and report that Simulator/Flight Instructors and Line Training Check Airmen are carrying out training and checks according to the laid down procedures.
- 6.2. To monitor that flight crew are following the Airline and CAA laid down procedures generally and especially in the following area:
 - A. PREFLIGHT BRIEFING.
 - B. COCKPIT PREPARATION.
 - C. USE OF CHECKLISTS AND THEIR RESPONSES.
 - D. CLIMB, CRUISE AND DESCEND PROCEDURES AS PER SOP
- 6.3. To evaluate and make recommendations on airline procedures and standards.

7 ASSESSMENT STANDARD

- 7.1. A uniform assessment standard is vital to ensure standardization. The standardization report must be filled on the prescribed form. Additional remarks, with amplified comments are highly useful and recommended.

Assessment standard will be generally based on adherence to procedures laid down in the FCOM, SOP, FOM and latest airline policy.

8 TERMS OF REFERENCE

- 8.1. Standards Check Airmen will monitor simulator/ flight instructors and line training check airmen at random, without any prior notice.
- 8.2. Standards Check Airmen will monitor line standardization checks of line crew with minimum 12 hrs. prior notice.
- 8.3. A PPC/IR check may be combined with a Standardization check. In such a case the line crew will be so informed in advance.
- 8.4. A Standards Check Airman while monitoring line training captains/ flight engineers or line crew will have non-operating status. This will be indicated by 'S' or 'M' as applicable on the official flight log book.
- 8.5. A Standards Check Airman while conducting line checks of line crew will have operating status. He will log the time as P-1 and will carry out all the necessary functions as defined in item 3.1. He will be the designated Captain of the flight.
- 8.6. During all monitored checks, the Standards Check Airman shall observe the check without any involvement or intervention. Subsequently a report on the prescribed form will be sent to the Chief Pilot Standards Inspection for perusal and further action.
- 8.7. No standardization check will be carried out without prior approval of the Chief Pilot Standards Inspection or in his absence the respective Equipment Chief Pilot.
- 8.8. Each Standards Check Airman must achieve a minimum of 20 checks in 12 consecutive months.
- 8.9. No line crew will undergo more than one standardization check in 12 months unless otherwise required by Chief Pilot Training or Chief Pilot Standards Inspection due to any adverse report/ remarks.

9 ADDITIONAL RESPONSIBILITIES

- 9.1. As a representative of the Standards Inspection Division, the Standards Check Airman will monitor training standards and standardisation of procedures on his aircraft.
- 9.2. The Standards Check Airman will also provide a conduit for constructive exchange of ideas between all the training and check airmen on that equipment and the management.
- 9.3. He will make recommendations to the Chief Pilot Standards Inspection for improvement of procedures and checklists in order to enhance safety and efficiency.
- 9.4. The Standards Check Airman is expected to regularly liaise with the equipment chief pilot and advise him in writing, of ways and means to eradicate unsafe and inefficient practices in line flying that he has become aware of.
- 9.5. To carry out assignments/tasks as delegated by the Chief Pilot Standards inspection from time to time.

10 WITHDRAWAL OF STANDARDS CHECK CAPTAINS / FLIGHT ENGINEERS PRIVILEGES

Chief Pilot Standards Inspection may withdraw standard check airman privileges if evidence shows that the Standards Check Airman has:

- 10.1. At any time, acted in a manner, which is in contravention to the guidelines contained in this policy.
- 10.2. Exercised poor judgement in assessing a candidate's performance in relation to the required standards.
- 10.3. Needed instruction to maintain the required standards or to follow proper procedure.
- 10.4. Failed to achieve the minimum stipulated 20 checks in 12 consecutive months.

11 ADMINISTRATION OF STANDARDIZATION CHECKS

- 11.1. The Standards Check Captain and Flight Engineer together will not conduct/ monitor standardization on the same simulator/ flight training session or check.
- 11.2. After the session a frank and constructive discussion, involving an exchange of ideas, between the Training and Check Airman and the Standards Check Airman is highly recommended. Any feedback from the training and check airman must be recorded in the standards report.

12 FOLLOW-UP PROCEDURE

- 12.1. After conducting/ monitoring a standardization check, the Standards Check Airman will submit his report, along with recommendations, to the Chief Pilot Standards Inspection.
- 12.2. Chief Pilot Standards Inspection will be responsible to scrutinize these reports in consultation with the Chief Pilot Training and the concerned Equipment Chief Pilot and resolve the problem. If the matter cannot be resolved at this level, the Chief Pilot Standards Inspection will prepare a report on the subject for the Director Flight Operations, who will authorize appropriate action as deemed necessary.
- 12.3. Chief Pilot Standards Inspection will be responsible for following up the above duly authorized action and ensure implementation.

13 QUARTERLY REPORTS

The Standards Check Airmen will submit a written quarterly report to the Chief Pilot Standards Inspection on:

- 13.1. The weaknesses and inadequacies in training and checking on his equipment.
- 13.2. Unsafe and/or inefficient line practices and discrepancies that he is aware of, or has been informed about.

14 QUARTERLY AIRCRAFT STANDARDIZATION MEETING

This meeting will be held consequent to the Standards Check Airman report in 11 above, but irrespective of the contents of the report, ways and means will be discussed to improve the standard of Training, Checking and line Flying on a particular aircraft.

Participants:

1. Chief Pilot Standards Inspection
2. Chief Pilot Training
3. Equipment Chief Pilot/Flight Engineer (particular aircraft)
4. Standards Check Airmen (particular aircraft).

In this meeting the Chief Pilot Standards Inspection, in consultation with the Chief Pilot Training, the Standards Check Airmen will evolve ways and means to eradicate these inefficient and unsafe practices.

These recommendations will then be placed before the Director Flight Operations who will authorize implementation.

15 BIENNIAL DIVISIONAL STANDARDIZATION MEETING

This meeting will be held twice a year to discuss ways and means to:

- Improve fleet wise standardization.
- To make recommendations to Director Flight Operations for changes to the Training and Checking System.
- To highlight unsafe and inefficient practices in Line Flying.

Participants:

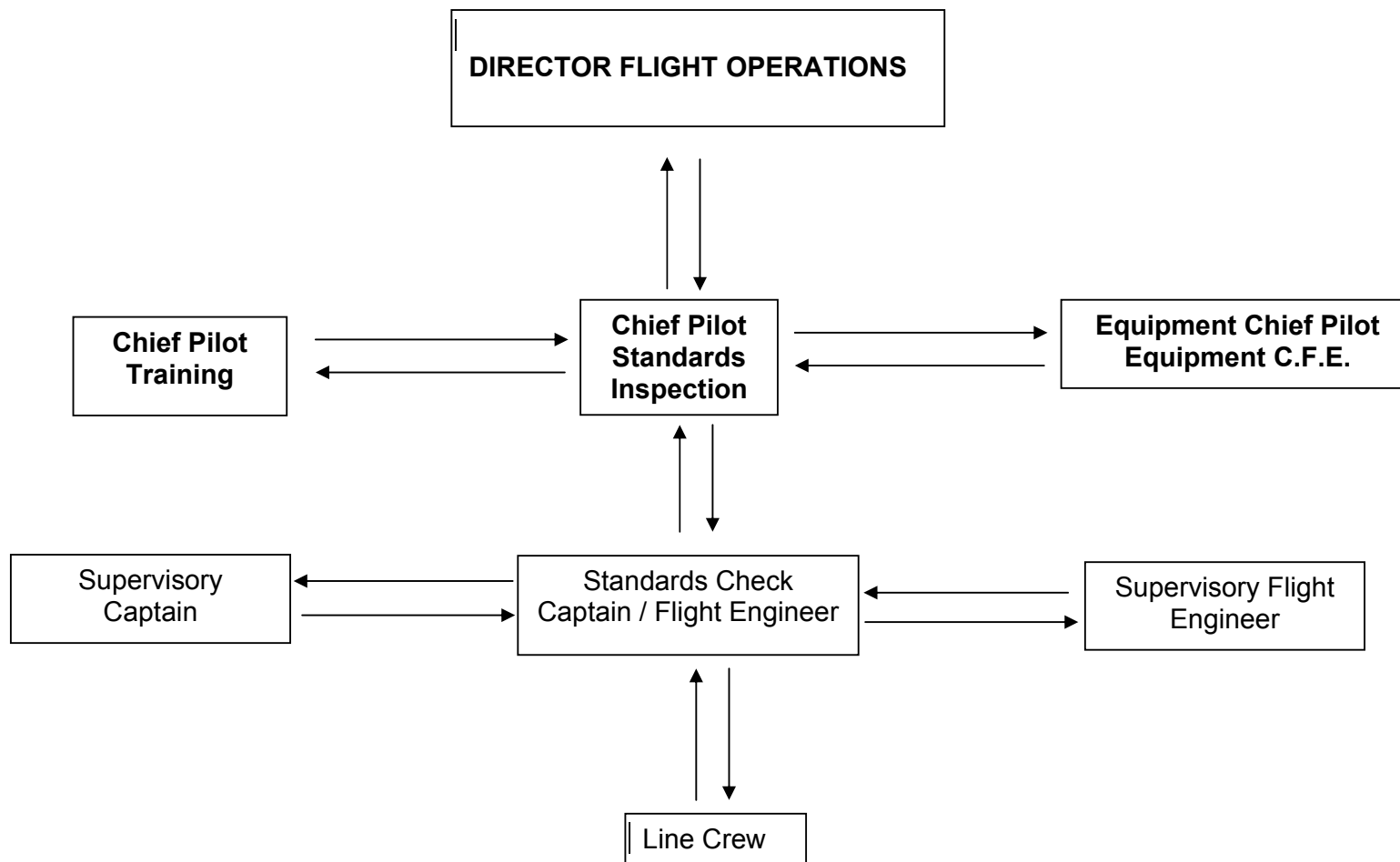
1. Chief Pilot Standards Inspection
2. Standards Check Airmen (all aircraft)

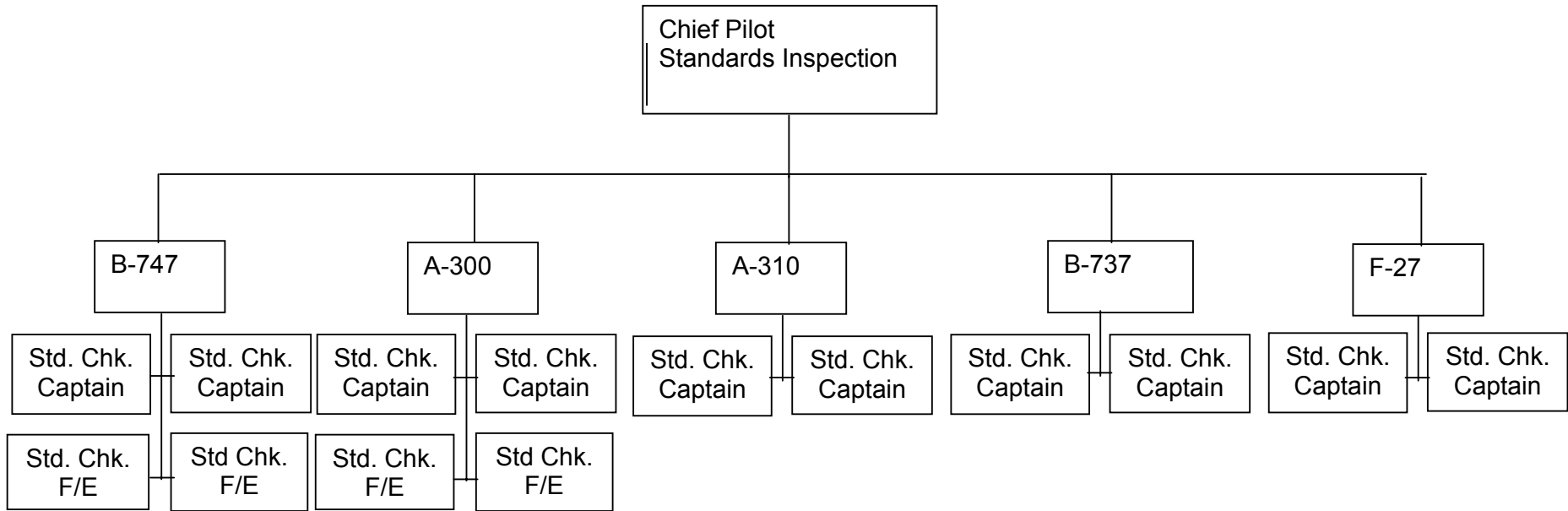
16 DISTRIBUTION OF STANDARDS INSPECTION POLICY

All Standards Check Airmen will be issued a copy of the "Standards Inspection Policy".

17 INSPECTION REPORT FORMS

All Standards Check Airmen will submit their reports in the relevant report forms as approved herein.





STANDARDIZATION REPORT
FOR TRAINING & CHECK CAPTAINS / FLIGHT ENGINEERS

SIMULATOR CHECK	<input type="checkbox"/>	LINE CHECK	<input type="checkbox"/>	
1. Time Management	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Requires Improvement <input type="checkbox"/>	
2. Clarity	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Requires Improvement <input type="checkbox"/>	
3. Adherence to syllabus	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Requires Improvement <input type="checkbox"/>	
4. Fault Analysis	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Requires Improvement <input type="checkbox"/>	
5. Corrective Input	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Requires Improvement <input type="checkbox"/>	

AIRCRAFT / CSS / FFS	FLIGHT NO. / DATE:
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EQUIPMENT:	POSITION OF CHECK AIRMAN: L R REAR
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Name & P No. of Pilot/Flight Engineer:

Name & P No. of Standards Check Airman:

Comments of the Standards Check Airman:

Signature of Std. Check Airman:



STANDARDIZATION REPORT
FOR LINE PILOTS & FLIGHT ENGINEERS

- | | | |
|--------------------------------|---------------------------------------|---|
| 1. Pre-flight Briefing | Standardized <input type="checkbox"/> | Not Standardized <input type="checkbox"/> |
| 2. Cockpit Preparation | Standardized <input type="checkbox"/> | Not Standardized <input type="checkbox"/> |
| 3. Takeoff & Dep. Briefing | Standardized <input type="checkbox"/> | Not Standardized <input type="checkbox"/> |
| 4. Use of Checklist | Standardized <input type="checkbox"/> | Not Standardized <input type="checkbox"/> |
| 5. Approach & Landing Briefing | Standardized <input type="checkbox"/> | Not Standardized <input type="checkbox"/> |
| 6. Adherence to SOP | Standardized <input type="checkbox"/> | Not Standardized <input type="checkbox"/> |

Comments of Standard Check Airman:

FLIGHT NO. / DATE:

EQUIPMENT:

Name & P No. of Pilot / Flight Engineer:

Name & P No. of Standards Check Airman:

Signature of Std. Check Airman: