



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
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AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
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## CHAPTER 18 DESIGNATED EXAMINER APPROVAL



### MANUEL DU PILOT EXAMINATEUR, DSA.AOC.CHKL.088

#### 18.1 BACKGROUND AND OBJECTIVES

**18.1.1** Cameroon regulations permit CCAA to approve air operator's personnel as designated examiners to conduct type rating, pilot proficiency/instrument rating and line checks. The designated examiner will be approved in writing once they have completed the examiner training course and have demonstrated, initially and at least annually to a CCAA inspector, the ability to conduct a check for which he or she is approved.

**18.1.2** The designated examiner programme has been instituted to allow an operator to develop and maintain a programme of flight crew checks independent of the availability of inspectors. Examiners must, however, be constantly aware that they perform their checking duties as delegates of the CCAA under the regulations. The number of examiners and their conduct of checks are closely monitored by and at the option of CCAA.

**18.1.3** All designated examiners are held to be in a "perceived conflict of interest" in that they are simultaneously employees of the company and delegates of the CCAA when performing their checking duties. To avoid a real conflict of interest, it is imperative that designated examiners strictly adhere to the policy and guidelines contained in this chapter. Lack of adherence to these policies and procedures may result in a suspension or cancellation of an examiner delegation. The final authority for deciding whether there is any conflict of interest which might affect the examiner's ability to conduct checks in an impartial manner rests with the issuing authority.

#### 18.2 ELIGIBILITY REQUIREMENTS FOR DESIGNATED EXAMINER

**18.2.1** Operator personnel who are to serve as designated examiners must meet the following requirements:



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- a. hold the required certificate and ratings to serve as a PIC of the specific aircraft in revenue service and have 1,000 hours on type;

Note.— The hours on type may be reduced for introduction of a new aircraft type.

- b. have completed the operator's approved designated examiner qualification training programme;
- c. meet the training and currency requirements to serve as PIC, including ground and flight training, proficiency check and 90-day landing currency;
- d. maintain line currency as a crew member in the position(s) for which checks are authorized;
- e. personal ability and integrity should be exemplary and their requirement for the prescribed standard of performance from flight crew being tested should not be in doubt; and
- f. satisfactorily demonstrate to the CCAA the ability to conduct the category of checks for which he/she seeks approval.

### **18.3 CLASSIFICATION OF DESIGNATED EXAMINER**

18.3.1 Designated examiners may be approved to conduct type rating, pilot proficiency/instrument rating checks or they may be approved to conduct line checks. Approval for each examiner pilot is contingent on the examiner having been properly certificated in the applicable aircraft and crew position; having been trained in accordance with the operator's approved examiner pilot training programme for the specific designation and having demonstrated to the CCAA the ability to conduct and accurately evaluate a pilot's performance on the checks authorized for that designation.



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**18.3.1.1** Designated examiner pilot proficiency. This designation authorizes the examiner to conduct type rating, pilot proficiency checks and instrument rating checks from either seat; supervise the re-establishment of landing currency; and conduct special checks such as CAT II or CAT III qualifications in either the aircraft or a flight simulation training device approved for the purpose.

**18.3.1.2** Designated examiner line. This designation permits the examiner to conduct annual pilot line checks from either pilot seat or the jump-seat; to act as a supervisory pilot from either seat for route training/qualification of new line pilots and to conduct training and checks in special operations, provided the examiner is qualified in the activity being conducted.

*Note.— Examiners may be approved to hold both types of examiner designations.*

## 18.4 DESIGNATED EXAMINER APPROVAL PROCESS

The following process will be followed for CCAA approval of designated examiners:

**18.4.1** The operator will submit a letter requesting a specific examiner designation for the proposed candidate. This letter will include a brief resume of the pilot's background and experience and copies of his license(s) and medical assessment (a licence and medical assessment are not required for examiner duties restricted to FSTDs). Copies of training records which document that the prospective examiner has completed the operator's approved courses of training for examiner duties must also be included.

**18.4.2** The CCAA will review the letter of request and attached documentation to ensure that the prospective examiner meets all applicable requirements. Following this review, the applicant will be interviewed to ensure that he has an understanding of the duties of an examiner and the proper attitude to carry out those duties.

**18.4.3** Following a successful document review and interview, the prospective examiner will be observed conducting the entire type of check or checks for which he seeks approval.



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**18.4.4** Provided that steps 18.4.1 through 18.4.3 above are satisfactorily accomplished, the pilot will be issued an approval letter which contains the following information:

- a) examiner name and licence number, if applicable;
- b) specified examiner designation(s);
- c) specified aircraft type designation;
- d) operator or operators for which the examiner may conduct the required checks; and
- e) effective date of designation and expiry date.

**18.4.5** In the event that the prospective examiner is not found to be satisfactory during any of steps above, the CCAA will write a letter to the operator explaining the reason for the disapproval.

## **18.5 CONDUCT OF AN EXAMINER EVALUATION**

**18.5.1** The purpose of the examiner evaluation is to ensure that the candidate has achieved the required skills for briefing, evaluating and debriefing the pilot being checked. An examiner evaluation does not normally entail an evaluation of the candidate's proficiency in the basic crew position. An operator should not request designation of an individual as an examiner when there is any question about the candidate's skills in the basic crew position. Should the CCAA inspector have reason to question the pilots basic qualifications, the examiner evaluation shall not be conducted until the candidate's qualifications are definitely and thoroughly verified and accepted. An acceptable means of establishing the candidate's basic qualifications is for an inspector to conduct a proficiency or line check of the examiner candidate on a separate occasion before the examiner evaluation. Such checks, however, are not routinely required.



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**18.5.2** The following general guidance applies to all examiner evaluations:

- a) Inspectors assigned to conduct examiner evaluations would normally be familiar with the aircraft type and must become thoroughly familiar with the operator's methods and procedures. Inspectors shall also be familiar with the regulatory requirements for the check to be conducted by the examiner candidate. This familiarity is necessary if the inspector is to make a determination as to whether or not the examiner has the ability to conduct a check consistent with the operator's approved procedures and regulatory requirements.
- b) An inspector conducting an examiner evaluation must arrange to meet with the examiner candidate in sufficient time for a pre-evaluation briefing. The inspector shall inform the candidate of the purpose of the evaluation and that the check should be conducted as if the candidate was fully qualified for the requested examiner designation. During the briefing, the inspector shall also ask questions of the candidate to determine if the candidate has a thorough knowledge and understanding of applicable CCAA regulations, operator policies, methods and procedures, and of the actions to be taken when acceptable standards are not met. Inspectors should not ask questions of this nature while the check is actually being conducted.
- c) While the check is in progress, the inspector must observe, but should not interrupt or interfere with the techniques and actions taken by the examiner candidate. The inspector must determine if all required events were accomplished and if each event was properly conducted. The candidate's evaluation of the airman's performance must be accurate. The candidate's debriefing of the flight crew must be accurate, complete and constructive.
- d) If the inspector determines that an examiner candidate does qualify for the requested examiner designation, the inspector shall inform the candidate that a recommendation of approval will be reported to CCAA. In this case, the examiner candidate shall complete the necessary records and the inspector shall certify to the proficiency of the pilot being given the check. An approval letter as outlined in 18.4.4 will subsequently be issued.



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- e) If the inspector determines a candidate does not qualify for the requested examiner designation, the inspector shall inform the candidate of the unsatisfactory performance and of not being approved as an examiner. In this case, the inspector must determine whether the pilot that received the check performed satisfactorily, and must certify to the proficiency of the pilot who was checked for the purpose of examiner evaluation (satisfactory or otherwise) and complete the necessary records. The operator shall be informed by letter of the reason for the disapproval.
- f) The Designated Examiner checklist **DSA.AOC.CHL.088** will be utilized and completed by the inspector.

## **18.6 PERIODIC RENEWAL OF EXAMINER DESIGNATIONS**

**18.6.1** Inspectors shall monitor the activities of each examiner to ensure:

- a) reports are complete, accurate and meaningful;
- b) checks cover the required sequences;
- c) conduct of checks is fair and in conformance with the standards and procedures described in this chapter;
- d) examiner is acting within the limits of the authority.

**18.6.2** All examiner designations expire two years from the last day of the month on which they were effective. The following procedures will be followed for renewal:

**18.6.2.1** At least one month prior to the expiration date of a particular designation, the operator must submit to the CCAA a letter requesting renewal of that designation, if so desired. Attached to the renewal request will be a record of all of the checks that the examiner has conducted during the preceding 12 months, along with a copy of the examiner current licence(s) and medical assessment (a current licence and medical assessment are not required for examiner duties restricted to FSTDs). The letter should also advise the CCAA as to when the examiner will be available for observation during the next 30 days in the course of conducting a check. At least one primary and alternative date should be provided.



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**18.6.2.2** The CCAA will review the letter and attached documentation, giving particular attention to the number of checks which the examiner has conducted within the designation sought over the previous year. This is to ensure that he is being well-utilized by the operator so as to justify his continued designation.

**18.6.2.3** Following a satisfactory review of the documents, the CCAA will schedule an inspector to observe the examiner conduct the type of check for which renewal is sought.

**18.6.2.4** Provided that the evaluation of the examiner's performance was found to continue to be satisfactory, an updated examiner letter of approval will be sent to the operator.

**18.6.2.5** If the renewal evaluation of the examiner's performance is found to be unsatisfactory for any reason, the examiner shall be informed immediately and the company provided with a letter stating the reason(s) for the disapproval. In this case, as with the original examiner designation, the CCAA inspector must then approve or disapprove the actual check which was in progress for the purpose of evaluating the examiner.

**18.7** Training center or aircraft manufacturer's examiners may be authorized by the CCAA to conduct required checks as an examiner or checks/monitoring on behalf of the CCAA. The authority may be granted on a one-time basis or a continuing basis. The checks are required to be undertaken in accordance with regulations and this chapter. Requirements of this chapter must be met although the CCAA may give recognition for experience and/or training that is at least equivalent to the requirements outlined here.



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## CHAPTER 19 TRANSPORTATION OF DANGEROUS GOODS APPROVALS



### MANUEL DE L'INSPECTEUR MARCHANDISES DANGEREUSES, DSA.AOC.CHKL.018

#### 19.1 BACKGROUND AND OBJECTIVES

**19.1.1** “Arrêté N°0001299/MINT du 29 Septembre 2007 relatif au transport aérien des marchandises dangereuses” require that air operators need to be authorized by CCAA to carry dangerous goods. In addition, regulations require that the carriage of dangerous goods be in accordance with the Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284) issued by ICAO and with any variations to those instructions that CCAA may mandate.

**19.1.2** While the requirements for air operators to be authorized to carry dangerous goods are extensive, air operators which do not carry dangerous goods are also required by “Arrêté N°0001299” to meet certain requirements.

#### 19.2 INSPECTION PRACTICES AND PROCEDURES

**19.2.1** Air operators not authorized to transport dangerous goods as cargo

**19.2.1.1** Air operators not transporting dangerous goods are required by regulations to:

- a) establish an approved dangerous goods training programme that meets the requirements of “Arrêté N°0001299”;
- b) establish dangerous goods policies and procedures in its operations manual which would allow the operator's personnel to:
  - 1) identify, reject and report undeclared dangerous goods, including company material (COMAT) classified as dangerous goods within 72 hours of the discovery; and
  - 2) report dangerous goods accidents and incidents to the CCAA and the State in which the accident or incident occurred within 72 hours of the discovery.





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**19.2.1.2** The training programme as outlined in 19.2.1.1 shall ensure that:

- a) staff who are engaged in general cargo handling have received training to carry out their duties in respect of dangerous goods which covers, as a minimum, the areas identified in Column 1 of Table 19-1 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods and how to identify such goods; and
- b) crew members, passenger handling staff and security staff employed by the air operator who deal with the screening of a passengers and their baggage have received training which covers, as a minimum, the areas identified in Column 2 of Table 1 to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify them and what requirements apply to the carriage of such goods by passengers.

**19.2.2** Operators authorized to transport dangerous goods as cargo

**19.2.3.1** The requirements for the initial approval and continuing safety oversight of air operators authorized to carry dangerous goods are extensive. Therefore, the Dangerous Goods Inspector Manual has been established as a separate manual and the procedures and job aids/checklist in this document will be utilized by CCAA inspectors for the approval and oversight of air operators who may wish to carry dangerous goods.

*Note.— Many air operators may not wish to carry dangerous goods due to the costs incurred for training of staff. If an air operators do not carry dangerous goods, there is no need then to develop the separate manual mentioned above.*