




CIVIL AVIATION DIRECTIVE – 1006



# DESIGNATED FLIGHT EXAMINER

CIVIL AVIATION AUTHORITY OF MALAYSIA

**ISSUE 01**  
REVISION 00 – 1<sup>ST</sup> APRIL 2021

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## Introduction

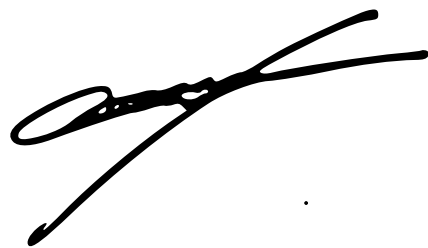
In exercise of the powers conferred by Section 24O of the Civil Aviation Act 1969 [Act 3], the Chief Executive Officer makes this Civil Aviation Directive 1006 – Designated Flight Examiner (“CAD 1006 – DFE”), pursuant to Regulation(s) 65, 189 and 193 of the Malaysian Civil Aviation Regulations (MCAIR) 2016.

This CAD contains the Standards, requirements and procedures pertaining to the provisions personnel licensing issued by the CAAM. The Standards and requirements in this CAD are based mainly on the Standards and Recommended Practices (SARPs) contained in the International Civil Aviation Organisation (ICAO) Annex 1 to the Chicago Convention – Personnel Licensing.

This Civil Aviation Directives 1006 – Designated Flight Examiner (“CAD 1006 – DFE”) is published by the Chief Executive Officer under Section 24O of the Civil Aviation Act 1969 [Act 3] and come into operation on 1 April 2021.

### Non-compliance with this CAD

Any person who contravenes any provision in this CAD commits an offence and shall on conviction be liable to the punishments under Section 24O (2) of the Civil Aviation Act 1969 [Act 3] and/or under Malaysia Civil Aviation Regulation 2016.



**(Captain Chester Voo Chee Soon)**  
Chief Executive Officer  
Civil Aviation Authority of Malaysia

## Civil Aviation Directive components and Editorial practices

This Civil Aviation Directive is made up of the following components and are defined as follows:

**Standards:** Usually preceded by words such as “*shall*” or “*must*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where uniform application is necessary for the safety or regularity of air navigation and to which Operators must conform. In the event of impossibility of compliance, notification to the CAAM is compulsory.

**Recommended Practices:** Usually preceded by the words such as “*should*” or “*may*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where the uniform application is desirable in the interest of safety, regularity or efficiency of air navigation, and to which Operators will endeavour to conform.

**Appendices:** Material grouped separately for convenience but forms part of the Standards and Recommended Practices stipulated by the CAAM.

**Definitions:** Terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

**Tables and Figures:** These add to or illustrate a Standard or Recommended Practice and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

**Notes:** Included in the text, where appropriate, Notes give factual information or references bearing on the Standards or Recommended Practices in question but not constituting part of the Standards or Recommended Practices;

**Attachments:** Material supplementary to the Standards and Recommended Practices or included as a guide to their application.

It is to be noted that some Standards in this Civil Aviation Directive incorporates, by reference, other specifications having the status of Recommended Practices. In such cases, the text of the Recommended Practice becomes part of the Standard.

The units of measurement used in this document are in accordance with the International System of Units (SI) as specified in CAD 5. Where CAD 5 permits the use of non-SI alternative units, these are shown in parentheses following the basic units. Where two sets of units are quoted it must not be assumed that the pairs of values are equal and interchangeable. It may, however, be inferred that an equivalent level of safety is achieved when either set of units is used exclusively.

Any reference to a portion of this document, which is identified by a number and/or title, includes all subdivisions of that portion.

Throughout this Civil Aviation Directive, the use of the male gender should be understood to include male and female persons.





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## 1 General

### 1.1 Citations

1.1.1 These Directives are the Civil Aviation Directives 1006 – Designated Flight Examiner (CAD 1006 DFE), Issue 01/Revision 00, and comes into operation on 1 April 2021.

1.1.2 This CAD 1006 – DFE, Issue 01/Revision 00 will remain current until withdrawn or superseded.

### 1.2 Applicability

1.2.1 The Designated Flight Examiner Directives in this CAD 1006 are for Flight Crew Members.

1.2.2 This CAD prescribes the requirements for issuance and renewal of the Flight Examiner designation.

1.2.3 This CAD also prescribes requirements for a RT Examiner for the issuance of a Flight Radio Telephony Operators Licence

### 1.3 Revocation

1.3.1 This CAD, in conjunction with CAD 1 – PEL read together with CAD 1007 – ELPT, revokes 10FC-16 Flight Crew Licensing Issue 2 Amendment 1 dated 15<sup>th</sup> July 2019.

### 1.4 Introduction

1.4.1 The Civil Aviation Authority of Malaysia (CAAM) has categorised the DFE privileges into **3 (three)** categories:

- a) DFE (1)
- b) DFE (2)
- c) DFE (3)

1.4.2 Additionally, CAAM may, when the need arises, nominate a Senior Designated Flight Examiner (SDFE) within an organisation. Details are contained in paragraph 5.5 of this CAD.

### 1.5 Definitions

**Aircraft Operating Manual** means a Pilots Operating Manual, a Pilots Operating Handbook, a Flight Crew Operating Manual or a manual established by the organisation for the use and guidance of crewmembers in the operations of its aircraft.

**CEO** means Chief Executive Officer of Civil Aviation Authority of Malaysia.



**Conducting** means to take an active role in the flight check, to be involved in pre-flight preparation, the briefing, the control and pace of the various sequences in the assessment of the nominee's performance, the debriefing, and completion of required documents.

**D/F Procedures** means direction finding procedures.

**DFE** means Designated Flight Examiner, who is an organisation's employee and is delegated powers by the CAAM. A DFE can have more than one authority provided he possesses the desired qualification and authorised by CAAM. Designated Flight Examiner shall have the same meaning as the term "authorized examiner" assigned to it under Regulation 65 of the MCAR.

**FRTOL** means Flight Radio Telephony Operators Licence

**Inspector** means an Inspector of the Civil Aviation Authority of Malaysia.

**IRT** means Instrument Rating Test/Check which is deemed to meet the requirement of an Instrument Rating only.

**MCAR** means the Malaysian Civil Aviation Regulations

**Monitoring** means to take a passive role during the check. This will be in the manner in which the DFE conducts the test, assesses the results and processes the necessary documentation, while being monitored by a CAAM Inspector or a Senior Designated Flight Examiner.

**Nominee** means a person nominated by an organisation as a candidate for DFE approval by Civil Aviation Authority of Malaysia.

**Organisation** means any Air Operator Certificate (AOC) holder and certificate of approval holder for an Approved Training Organisation (ATO) registered under the CAAM.

**PPC** means Pilot Proficiency Check, which is deemed to meet the requirements for an aircraft handling and instrument rating in accordance with CAD 6. Pilot proficiency checks are categorised as Licence Proficiency Checks (LPC) and Operator Proficiency Checks (OPC).

**SOP** means CAAM approved Standard Operating Procedures established by an organisation, which enable the crewmembers to operate the aircraft within the limitations specified in the Aircraft Flight Manual.

## 1.6 Delegation Policy

1.6.1 The DFE programme has been instituted to allow an Organisation to develop and maintain a programme of flight crew checks independent of the availability of Inspectors. DFE's shall, be constantly aware that they perform their checking duties as delegates of the CAAM.

1.6.2 The DFE programme is designed to supplement inspection requirements by delegations of certain powers. The number of DFE's and their conduct of checks are closely monitored by CAAM. An Inspector may, at the option of CAAM, conduct any of the checks referred to in this manual. An Inspector also may monitor any approved DFE conducting any check.

1.6.3 Qualified personnel nominated by an organisation will be designated by the CAAM for the position of DFE. This authority is not transferable between organisations.

- 1.6.4 DFE's are holders of an 'Authority' by virtue of the authority delegated to them by the CEO of the Civil Aviation Authority of Malaysia. This authority is in the form of an approval document issued to the DFE authorizing DFE duties subject to the conditions listed herein.
- 1.6.5 The CEO may suspend or cancel an 'Authority' without assigning a reason.
- 1.6.6 The DFE's authority to conduct Checks will specify the type of Check the DFE may conduct and on which aircraft type(s) or class, as applicable.
- 1.6.7 Skill Tests, PPC's and IRT's shall not be conducted during revenue flights.
- 1.6.8 Organisations must inform the CAAM of their intentions to send potential DFE's to a DFE Course. This may be done by forwarding an application form for each candidate (refer IGM 1006 – DFE Handbook), a resume of the candidate, and a formal letter listing course candidates who will be attending the forthcoming course. This is to verify that there is a need for a DFE in that company and that the nominee is acceptable to CAAM.
- 1.6.9 An organisation shall advise the CAAM when a DFE is no longer employed by the company or will not be required to perform DFE duties during the coming 12 months. Though the DFE is the holder of the authorisation, he requires the authority of the company to do a Check on behalf of the CAAM. Notice of withdrawal is only required if the authority is removed for cause.

## 1.7 Designated flight examiner privileges

- 1.7.1 **DFE (1).** A Designated Flight Examiner, who is an authorised person by the CAAM, that may conduct:
- a) Skill tests for the issuance of MPL and ATPL in the appropriate aircraft category;
  - b) Renewal PPC's and IRT's for aeroplanes or helicopters, as applicable;
  - c) Skill tests for the issuance of type ratings and/or instrument ratings for aeroplanes or helicopters, as applicable;
  - d) Skill tests for the issuance of type ratings for single-pilot high performance complex aeroplanes, when the applicant seeks privileges to operate in single-pilot operations;
  - e) Endorsement (*By day in aeroplane in flight / In an approved FSTD: ZFTT*);
  - f) Category II and/or III approach endorsements as applicable;
  - g) Initial or renewal assessments of competence of an instructor certificate in the applicable aircraft category, provided the examiner has at least 3 years' experience as a DFE (1)

- 1.7.2 **DFE (2).** A Designated Flight Examiner, who is an authorised person by the CAAM, that may conduct:
- a) Skill tests for the issuance of a PPL, CPL and/or IR in the appropriate aircraft category;
  - b) Skill tests for the issuance for class and type ratings for single-pilot, single-engine aircraft, except for single-pilot high-performance complex aeroplanes;
  - c) Skill tests for the issuance for single-pilot multi engine class or type ratings, except for single-pilot high-performance complex aeroplanes;
  - d) Renewal PPC's and/or IRT's for licences and ratings mentioned in (a), (b) and (c) above;
  - e) Initial and renewal assessments of competence of an instructor certificate in the applicable aircraft category, provided the examiner has at least 3 years' experience as a DFE (2)
- 1.7.3 **DFE (3).** A Designated Flight Examiner, who is an authorised person by the CAAM, that has all the authorities of DFE (1) but is only authorised to conduct them in a CAAM approved FSTD.

## 1.8 Special conditions

- 1.8.1 In the case of introduction of new aircraft in Malaysia or in an organisation's fleet, when compliance with the requirements in this CAD is not possible, the CAAM may issue a specific certificate giving privileges for the conduct of skill tests and proficiency checks. Such a certificate shall be limited to the skill tests and proficiency checks necessary for the introduction of the new type of aircraft and its validity shall not, in any case, exceed 1 year.
- 1.8.2 Holders of a certificate issued in accordance with para 1.5.1 who wish to apply for an examiner certificate shall comply with the prerequisites and renewal requirements for that category of examiner.

## 1.9 Conflict of interest

- 1.9.1 Conflict of Interest is defined as any relationship that might influence a DFE to act, either knowingly or unknowingly, in a manner that does not hold the safety of the travelling public as the primary and highest priority. The following situations are considered as possible conflicts of interest between the DFE and his delegated authority:
- a) Level of DFE's financial interest in the company;
  - b) DFE's direct involvement in company ownership;
  - c) DFE's owing a substantial number of voting shares;
  - d) DFE's having family ties with company owners; and

- e) Any privileges or favors, which could bias the DFE's ability to conduct his duties.
- 1.9.2 In order to preclude this and prior to submission of a DFE nomination, each company shall investigate each candidate's background, character and motives and declare any conflict of interest found. In addition, each candidate shall declare on their resume which accompanies their application form, any conflict of interest of which they have knowledge.
- 1.9.3 All DFE's are held to be in a 'perceived conflict of interest' in that they are simultaneously employees of the company and delegates of the CAAM when performing their checking duties. To avoid a real conflict of interest, it is imperative that DFE's strictly adhere to the policy and guidelines contained in this manual. Lack of adherence to the manual may result in a suspension or cancellation of a DFE's delegation.
- 1.9.4 The final authority for deciding whether there is any conflict of interest which might affect the DFE's ability to conduct checks in an impartial manner rests with the Authority.
- 1.9.5 It must be stressed that any effort by an organisation to influence or obstruct a DFE in any way in the course of fulfilling his obligations to the CAAM will result in the forfeiture by the organisation of the privilege of employing DFE's. The validity of any checks performed by the affected DFE will be revoked.
- 1.9.6 Should any DFE come into a situation of conflict of interest, a full report of the circumstances shall be immediately submitted to CAAM for review. Furthermore, a company shall periodically review the status of each DFE to ascertain that they are not in any conflict of interest and shall record this review on the DFE's file.
- 1.9.7 Limitations of privileges
- 1.9.7.1 Examiners shall not conduct:
- a) Skill tests or proficiency checks of applicants for the issue/renewal of a licence, rating or certificate:
    - 1) To whom they have provided more than 25% of the required flight instruction for the licence, rating or certificate for which the skill test or proficiency check is being taken; or
    - 2) When they have been responsible for the recommendation for the ATPL skill test;
  - b) Skill tests/proficiency checks whenever they feel that their objectivity may be affected.



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## 2 Designated Flight Examiner Qualifications

### 2.1 DFE Nominee Qualifications (Initial issue)

- a) For the nomination of any type of DFE, an applicant shall have fulfilled the requirements as laid down in CAD 1 paragraph 2.8.1, as well as those outlined in the CAAM approved manual of the company and must have previous experience of a minimum of 250 instructional hours on the applicable type and/or class of aircraft for which DFE privileges are sought.
- b) DFE shall have not been subject to any sanctions, including the suspension, limitation or of any of their licences, ratings, or certificates issued, for non-compliance with regulations, during the last 3 years.
- c) For the nomination of DFE (3) (FSTD only), an applicant shall hold or have held a type and/or rating for the applicable type of aircraft. No special medical category is required for this applicant.

#### 2.1.1 The DFE (1) nominee, in addition to para [2.1 \(a\)](#), shall:

- a) hold a valid ATPL with a valid instrument rating (as applicable) endorsed for type as PIC which would allow the applicant to fly commercially on the same type of aircraft as requested in the application;
- b) have completed 1500 hours of flight time as a pilot on aeroplanes or helicopters, as applicable;
- c) have a minimum of 500 hours and 6 months experience as PIC on the type of aircraft for which DFE authority is sought;
- d) have completed 300 hours of flight time under IFR (for the issuance and renewal of IR);
- e) demonstrate flying proficiency in the type to which the nominee seeks checking authority;
- f) have been employed as PIC in the same company for which checking authority is sought;
- g) must hold a current and valid instructor certificate in the appropriate aircraft category;
- h) demonstrate satisfactory knowledge of the contents and interpretation of the following publications:
  - 1) MCAR 2016
  - 2) CAD 1
  - 3) CAD 1006
- i) demonstrate thorough knowledge of the organisation's operations manual, operating specifications, SOPs and applicable aircraft flight and operating manuals;

- j) demonstrate knowledge and ability to conduct on a suitable candidate a skill test, PPC/IR renewal, and/or line check if required as appropriate on the aircraft or simulator type on which the DFE has been nominated. Such demonstrations shall be monitored and assessed by an Inspector;
- k) must not be a Nominated Post Holder in his organisation (except Head of Training)
- l) have successfully completed the CAAM DFE Course.

2.1.2 The DFE (2) nominee, in addition to para [2.1 \(a\)](#), shall:

- a) hold a valid CPL or ATPL with a valid instrument rating (as applicable) endorsed.
  - 1) hold at least a valid PPL for the issuance and renewal of PPL licence.
- b) have accumulated a minimum of 1000 hours of flight time as a pilot on aeroplanes or helicopters, as applicable (for the issuance and renewal of PPL only).
- c) have accumulated a minimum of 2000 hours of flight time as a pilot on aeroplanes or helicopters, as applicable (for the issuance and renewal of CPL).
- d) have completed 300 hours of flight time under IFR (for the issuance and renewal of IR);
- e) demonstrate flying proficiency in the class or type to which checking authority is being sought;
- f) must be employed by the same company for which checking authority is sought;
- g) must hold a current and valid instructor certificate in the appropriate aircraft category, type, or class;
- h) demonstrate satisfactory knowledge of the contents and interpretation of the following publications:
  - 1) MCAR 2016
  - 2) CAD 1
  - 3) CAD 1006
- i) demonstrate thorough knowledge of the organisation's operations manual, operating specifications, SOPs and applicable aircraft flight and operating manuals;
- j) demonstrate knowledge and ability to conduct on a suitable candidate a PPC/IR renewal, on the aircraft or simulator class or type, as applicable, on which the DFE has been nominated. Such demonstrations shall be monitored and assessed by an Inspector.



- k) must not be a Nominated Post Holder in his organisation (except Chief Flight Instructor)
- l) have successfully completed the CAAM DFE Course.

2.1.3 The DFE (3) nominee, in addition to para [2.1 \(a\) and \(b\)](#), shall:

- a) hold or held an ATPL with instrument rating endorsed on type.
- b) have a minimum of 1000 hours as PIC, with a minimum of 750 hours PIC on type;
- c) demonstrate handling proficiency in a simulator type in which checking authority is being sought;
- d) demonstrate satisfactory knowledge of the contents and interpretation of the following publications:
  - 1) MCAR 2016
  - 2) CAD 1
  - 3) CAD 1006
- e) have successfully completed the CAAM DFE Course.
- f) demonstrate knowledge and ability to conduct on a suitable candidate a PPC/IR renewal, on a simulator class or type, as applicable, on which the DFE has been nominated. Such demonstrations shall be monitored and assessed by an Inspector.

## **2.2 DFE status following Loss of Medical Category**

2.2.1 A DFE who has been declared medically unfit may continue with checking duties, in an FSTD only, provided the following additional conditions are met:

- a) Director of Flight Operations of CAAM is notified and appropriate approval given;
- b) The DFE shall complete all requirements of the organisation's approved training programme for the aircraft type with the exception of annual line checks; and
- c) Biannually, the DFE shall monitor, from an observer's seat, two sectors representative of the operations for the aircraft type.

**2.3 Validity, Renewal requirements and DFE refresher training**

- a) A Designated Flight Examiner certificate is valid for three (3) years expiring on the last day of the month.
- b) Designated Flight Examiners should note that checking authority may only be exercised when the corresponding instructor qualification is valid.
- c) Renewal requirements:
  - 1) Conducted at least four (04) skill test, PPC's and/or IRT's every year;
  - 2) Attended a Designated Flight Examiner Course provided by the CAAM, during the last year of the validity period.
  - 3) One of the skill test/PPC/IRT carried out during the last 12 months of the validity period must be assessed as an Assessment of Competence by an Inspector or by a Senior Designated Flight Examiner authorised to do so by the CAAM.
  - 4) DFE (1) and DFE (2) must have a valid PPC and valid IR as applicable.
  - 5) DFE's must re-apply as a DFE nominee for renewal and providing copies of items 1-4 above, along with other details stated on the application form. The Designated Flight Examiner certificate shall only be renewed if the applicant demonstrates continued compliance with CAD 1 2.8.1 and 2.1 (b).

*Note. – If the Assessment of Competence is conducted within the final 3 months of validity, the period of validity shall extend from the date of issue until 3 years after the expiry date of the previous DFE validity. If the Assessment of Competence is conducted outside the 3 month window, the expiry date will be at the end of the month of which the Assessment of Competence is done, 3 years later.*

- d) The DFE certificate shall only be renewed or revalidated if the applicant demonstrates continued compliance with the requirements in para 2.1

### **3 Designated Flight Examiner Nominee Training**

#### **3.1 Initial Training**

- 3.1.1 The pilots shall undergo the following training in order to obtain an appointment as a DFE for the first time with an organisation:
- a) Attend an Initial Designated Flight Examiner Course, conducted by a CAAM Inspector;
  - b) The observation of at least one skill test or PPC in an aircraft or approved simulator, as applicable;
  - c) The conduct of two skill test/PPC in an aircraft or approved simulator, as applicable, under the supervision of the organisations Head of Training or Senior Designated Flight Examiner;
  - d) An evaluation check by a CAAM Inspector, during which the Inspector will observe the nominee conducting a skill test/PPC on a candidate (or candidates) in an aircraft or approved simulator, as applicable.

#### **3.2 Renewal Training**

- 3.2.1 DFE's shall undergo the following in order to renew their checking privileges with an organisation:
- a) Attend a Renewal Designated Flight Examiner Course within the final year of his DFE validity period, conducted by a CAAM Inspector;
  - b) An evaluation check by an Inspector, during which the Inspector will observe the nominee conducting a skill test/PPC on a candidate (or candidates) in an aircraft or approved simulator, as applicable.

#### **3.3 Designated Flight Examiner Course**

- 3.3.1 Every DFE shall, unless otherwise exempted by CAAM, have completed the Designated Flight Examiner Course prior to appointment as DFE. It is necessary that a DFE undergoes recurrent training within the final year of his three (03) year validity period.
- 3.3.2 The course shall cover at least the following with sufficient details:
- a) Regulations;
  - b) National administrative procedures, requirements for protection of personal data, liability, accident insurance and fees;
  - c) Training Contents;
  - d) Checking standards;
  - e) Purpose of checks;



- f) DFE preparation for checks;
- g) Pre-flight briefings;
- h) System of assessment:
  - 1) Flight management
  - 2) Conduct of check
  - 3) Repeat items
  - 4) Pass/Fail Criteria
  - 5) The Result
- i) Post Flight – Debrief;

## **4 Application and DFE Approval**

### **4.1 The Organisation**

- 4.1.1 The organisation's nominated post-holder of training, shall complete and sign the DFE application. A resume of the candidate's background, qualifications and experience is required and must include previous skill test/PPC reports as stated in the form. A candidate should declare on his application any interest in the company or other conditions that could result in a conflict of interest.
- 4.1.2 The organisation, while requesting appointment of DFE's shall justify the need of number of DFE's required to meet the quantum of regulatory checks to be performed. The organisation shall also confirm that the pilots recommended for appointment as examiners are of recognised 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 standards of discipline among the pilots under check and shall have a balanced attitude towards them.
- 4.1.3 If a deviation from the qualifications and experience requirements stated in Chapter 2 is required, supporting documentation justifying the deviation must be included with the application form.
- 4.1.4 The completed application form, with required supporting documentation, shall be submitted to the CAAM.

### **4.2 Action by the Civil Aviation Authority of Malaysia (CAAM)**

- 4.2.1 The Director of Flight Operations CAAM , upon receipt of the application, will:
- a) Verify the requirement for a DFE considering:
    - 1) The number and variety of aircraft operated;
    - 2) The location of the organisation's bases and accessibility;
    - 3) The type of operation; and
    - 4) The number of DFEs employed by the organisation (where applicable).
  - b) Verify the organisation's record of performance related to adequacy of record keeping (where applicable) for training and checking;
  - c) Confirm that the nominee is acceptable in terms of experience, competency and personal suitability and meets the qualifications set out in Chapter 2 or that any deviation is justified and acceptable; and
  - d) Contact the organisation to arrange a meeting between the nominee and an Inspector, preferably, a type rated one.

### **4.3 Inspector Briefings to be conducted by Inspector**

- 4.3.1 The Inspector will brief, examine and debrief the candidate on the following topics:

- a) The procedures and technique associated with conducting a Check;
- b) The technique and standards used in the assessment and evaluation of a Check;
- c) Briefing and debriefing procedures and requirements;
- d) Completion of the Check Forms; and
- e) The contents and interpretation of pertinent publications as stated [2.1.1 \(h\)](#) and [2.1.2 \(h\)](#).

*Note.- Some of the briefings above may be covered during the Designated Flight Examiner Course at the CAAM as stated in section [3.3](#).*

#### **4.4 CAAM Inspector Monitored Checks**

- 4.4.1 The Inspector shall observe the Designated Flight Examiner nominee demonstrate his ability to conduct the PPC's in the aircraft type or simulator for which approval is sought.
- 4.4.2 If the nominee fails to meet the qualification and knowledge requirements or standards, or is unable to demonstrate a satisfactory level of competence, CAAM shall inform the nominee and the affected organisation.
- 4.4.3 If the nominee meets the qualification and knowledge requirements or standards, the inspector shall recommend the checking authority be issued as requested, or with limitations based on the nominee's demonstrated ability

## 5 Administration

### 5.1 Approving Authority

5.1.1 CAAM is the approving authority for the issuance, withdrawal or suspension of DFE authority.

5.1.2 Once the Examiner initial or renewal course has been completed, the organisation shall submit the application form, along with the required documents as stated in [2.3 \(c\)](#) and [3.1.1](#) together with the appropriate fee to the CAAM.

### 5.2 Suspension or Revocation of DFE Privileges

5.2.1 DFE privileges may be withdrawn by the CAAM at any time. In these cases the CAAM will issue a Notice of Suspension or Revocation to the DFE concerned and inform the organisation affected.

5.2.2 A DFE's authority may be suspended or revoked if evidence is shown that the DFE has:

- a) At any time, acted in a manner which is in contravention of the guidelines contained in this manual;
- b) Failed to attend the required initial or refresher training;
- c) Fraudulently used of DFE authority or has acted in any other way that would discredit the CAAM;
- d) Breached Malaysian Civil Aviation Regulations;
- e) CAAM Inspector determines during the course of a check, or monitored check, that the DFE no longer meets CAAM standards. The DFE will be informed verbally, immediately upon completion of the check, or the inspector may stop the check at the time the problems occur;
- f) Exercised poor judgement in assessing candidates performance in relation to the standards;
- g) Been recommended by the operator for withdrawal of DFE authority;
- h) Failed in any flight check or simulator check, as evidenced by an Inspector and/or Senior DFE;
- i) Met with an incident or accident when acting as a PIC or delivering duties as a DFE where an investigation would find him responsible; and
- j) The DFE's services are no longer required by the CAAM.

5.2.3 When it has been alleged that any DFE has acted in a manner specified in [5.2.2](#), the Director of Flight Operations of CAAM, prior to making final decision in the matter shall ensure he obtains a comprehensive report from the Inspector who investigated the matter.

- 5.2.4 Upon receiving the Notice of Suspension or Revocation, the DFE shall return the DFE certificate to CAAM within three (03) working days.
- 5.2.5 Notwithstanding the above, DFE's who have been appointed as a Nominated Post Holder (except head of training (for AOC) or chief flight instructor (for ATO)) in his organisation shall no longer exercise his DFE privileges and shall return the DFE certificate to CAAM within three (03) working days.

### 5.3 Expiration of DFE Authority

- 5.3.1 DFE privileges will cease to be in force when:
- The DFE's PPC on type or instrument rating has expired;
  - The DFE's FI rating has expired;
  - The DFE has been declared medically unfit (unless approval granted as per [2.2.1 \(a\)](#));
  - Three (03) years have elapsed without completing a DFE course;
  - The DFE has not applied for renewal of privileges, and has not been monitored by an Inspector for the purpose of renewal of DFE privileges;
  - The conditions of section [2.3](#) are not met;
  - Any time the DFE has been denied his privileges under section [5.2](#) in which case he will not qualify for renewal of his DFE privileges by the authority; and
  - His employment with the company concerned has ended.

*Note 1:- If the organisation can show that it is impractical to arrange a CAAM monitor ride for the DFE prior to expiry date, an extension may be granted by the CAAM on a specific case basis. Maximum extension may not exceed 180 days from the date of expiry.*

*Note 2:- An organisation may submit a letter of appeal to the CAAM if the organisations nominee falls under the section 5.3.1 (f). Authority may be reinstated subject to consideration of the Director of Flight Operations CAAM.*

### 5.4 Monitoring of DFE's

- 5.4.1 The CAAM shall monitor the standards of all DFE's by:
- Monitoring each DFE (1) and DFE (2) passing an annual PPC renewal during the validity period of the DFE authorisation, or;
  - Conducting a PPC and or IRT on a DFE (1) or DFE (2) or monitoring him conducting a renewal PPC and/or IRT on trainees at least once during the validity period of the DFE authorisation.
  - Monitoring a DFE (3) conduct PPCs and/or IRTs within the validity period of the DFE authorisation.



- d) Monitoring the activities of each DFE to ensure:
  - 1) His reports are complete, accurate and meaningful;
  - 2) His Checks cover the required sequences;
  - 3) His conduct of Checks is fair and in conformance with the standards and procedures described in this manual;
  - 4) He is acting within the limits of his authority.

## 5.5 Senior Designated Flight Examiners (SDFE's)

5.5.1 For the purpose of carrying out duties as stated in 1.4.1.1 (c), 1.4.1.2 (c), [2.3 \(c\)](#) [\(3\)](#) and [5.4](#) on behalf of Inspectors, the CAAM may nominate a Senior Designated Flight Examiner within an organisation.

5.5.2 Minimum qualifications of a SDFE:

- a) SDFE's must have been nominated as a DFE for at least six (06) years.
- b) SDFE's must have accumulated a minimum of 3000 hours as PIC on type for which checking authority will be granted.
- c) SDFE's checking authority has never been suspended or revoked, as per section [5.2](#).
- d) SDFE's shall be interviewed by the Director of Flight Operations, or a nominated Inspector of CAAM. During the interview, SDFE shall demonstrate well versed knowledge of contents of the publications stated in [2.1.1 \(h\)](#).
- e) SDFE shall undergo two Monitoring sessions under supervision of a CAAM Inspector, where he will be evaluated accordingly.
- f) SDFE shall have a good track record of complete and accurate report writing and good and fair conduct of Checks.
- g) SDFE shall not hold a NPH position in the company.

5.5.3 Upon successful appointment as a SDFE, he shall:

- a) Carry out Monitoring on all DFE's within the organisation on behalf of CAAM, based on a structured monitoring plan developed along with the Director of Flight Operations or nominated Inspector.
- b) Complete and maintain records of each DFE Monitoring Report carried out.
- c) Submit weekly detailed monitoring reports to the Director of Flight Operations or nominated Inspector.
- d) Attend a monthly meeting with the Director of Flight Operations or nominated Inspector, to address issues faced during DFE monitoring. If there are safety concerns or issues with DFE's that need to be addressed, the Director of Flight operations or nominated Inspector will conduct further direct monitoring with the above mentioned DFE.

- 5.5.4 The Director of Flight Operations or nominated Inspector shall carry out continuous monitoring on SDFE's, as well as unplanned monitoring on DFE's, as stated in section [5.5](#).
- 5.5.5 An SDFE authorisation will remain valid as long as he:
- a) Holds a valid DFE authorisation.
  - b) Displays continuous compliance with items stated in section [5.5.3](#).
- 5.5.6 SDFE privileges may be removed by CAAM when:
- a) His services are no longer required by CAAM.
  - b) He contravenes with any items stated in section [5.4](#).

## **5.6 Organisation and DFE Records and Responsibilities**

- 5.6.1 It is the organisation's responsibility to ensure a DFE's authority is valid before scheduling him to conduct a Check. To aid in this responsibility, an organisation shall maintain records of checks conducted by DFE's and monitor the DFE validities.
- 5.6.2 It is the DFE's responsibility to ensure that he complies with the requirements in section [2.3](#), as well as the validity of his DFE authorisation.
- 5.6.3 DFE's shall maintain records for five (05) years with details of all PPCs/IRTs and their results. Upon request by the CAAM, examiners shall submit all records and reports and any other information as required for monitoring purposes.
- 5.6.4 DFE's shall submit a quarterly report to the Director of Flight Operations or nominated Inspector, which will state a summary of the checks conducted and the results of each check (see IGM 1006 – DFE Handbook)

## **6 Conduct of Skill Tests, PPC's and IRT's**

### **6.1 General**

- 6.1.1 When conducting skill tests and/or proficiency checks, examiners shall:
- a) ensure that communication with the applicant can be established without language barriers;
  - b) verify that the applicant complies with all the qualification, training and experience requirements in these Directives for the issue and renewal of the licence, rating or certificate for which the skill test or proficiency check is taken;
  - c) make the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience.
- 6.1.2 After completion of the skill test or proficiency check, the examiner shall:
- a) inform the applicant of the result of the test. In the event of a partial pass or fail, the examiner shall inform the applicant that he may not exercise the privileges of the rating until a full pass has been obtained. The examiner shall detail any further training requirement and explain the applicant's right of appeal;
  - b) in the event of a pass in a proficiency check for renewal, endorse the applicant's licence or certificate with the new expiry date of the rating or certificate, if specifically authorised for that purpose by the CAAM responsible for the applicant's licence;
  - c) provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the CAAM responsible for the applicant's licence, and to the CAAM that issued the examiner certificate. The report shall include:
    - 1) a declaration that the examiner has received information from the applicant regarding his experience and instruction, and found that experience and instruction complying with the applicable requirements in these Directives;
    - 2) confirmation that all the required manoeuvres and exercises have been completed, as well as information on the verbal theoretical knowledge examination, when applicable. If an item has been failed, the examiner shall record the reasons for this assessment;
    - 3) the result of the test or check;
    - 4) a declaration that the examiner has reviewed and applied the national procedures and requirements of the applicant's CAAM if the CAAM responsible for the applicant's licence is not the same that issued the examiner's certificate;



- 5) a copy of the examiner certificate containing the scope of his privileges as examiner in the case of skill tests or proficiency checks of an applicant for which the CAAM is not the same that issued the examiner's certificate.

6.1.3 The guidelines on the conduct of a skill test/proficiency check can be found in the IGM 1006 – DFE Handbook.



## **7 Radio Telephony (RT) Examiner**

### **7.1 Requirements**

#### **7.1.1 Radiotelephony Examiners**

7.1.1.1 Radiotelephony (RT) Examiners are appointed by the CAAM to conduct tests and examinations for the Flight Radiotelephony Operator's Licence (FRTOL).

7.1.1.2 RT Examiners appointed by the CAAM shall only exercise their privileges in the organisation/ATO they are hired to provide service to. Exceptionally, where there is likely to be an unusually high and regular demand, the CAAM may allow RT Examiners to conduct test on applicants who are not from the same ATO. Before the authority to conduct practical tests for the issue of the FRTOL is granted, prospective examiners will be required to satisfy the CAAM as to the adequacy of the test equipment to be used, and their own ability to conduct the tests correctly.

7.1.1.3 The privilege granted as RT examiner will be withdrawn when his employment with the ATO concerned has ended.

#### **7.1.2 The Role of the RT Examiner**

7.1.2.1 The purpose of the written and practical examinations are to ensure that applicants for the FRTOL know the standard phraseology and procedure used both inside and outside controlled airspace, including the emergency and D/F procedures. The RT examiner must maintain a consistently high standard, with complete impartiality although, in many cases, he will be examining pupils with whom he has been in close contact at the ATO. It should be remembered that a successful candidate is entitled to operate radiotelephony equipment in any aircraft, and may never again be checked on his use of RT phraseology

#### **7.1.3 Practical Test**

7.1.3.1 The examinations shall be conducted in a room isolated from extraneous noise or other distractions with adequate separation between candidates. Portable electronic devices are not permitted in the examination room. The written examination paper(s) are to be completed before commencing the practical test. The candidate must pass the theoretical VFR Communications test before sitting for the practical test.

### **7.2 RT Test Equipment**

7.2.1 This equipment which must be approved for use by the CAAM may comprise of a permanently wired fixed installation in suitable accommodation, or be portable testing equipment, provided it is self-contained and meets the overall requirements. The test equipment must use headsets incorporating microphone and headphones for communication between examiner and candidate. Where the

equipment is portable, examiners must only carry out RT tests at locations approved by the CAAM. In certain circumstances, Synthetic Training Devices (STDs) may be approved for the conduct of RT tests, provided that the STD is not "in flight or motion" whilst the test is being conducted. The candidate will only be required to operate the STD radio equipment and respond to one nominated "Emergency Warning System". Open microphones are not acceptable.

- 7.2.2 The RT testing equipment shall be installed in such a manner that the examiner and candidate are unable to hear one another speak, except through the communication channel(s) provided. No other person shall be able to overhear their conversation or see the briefing documents used during the test.
- 7.2.3 The examination room shall be fitted with a door that has a means of restricting access during examinations. The door must be closed and a "NO ENTRY - EXAM IN PROGRESS - SILENCE" sign shall be placed on the door when an examination is taking place. A clear desk shall be provided for the candidate; telephones must be removed or disconnected, and all windows that may give rise to a distraction covered with a screen.
- 7.2.4 Only the standard RT Test Routes issued by the CAAM are to be used for the RT Practical Tests. All examination material is to be treated as "Examination in Confidence". The CAAM provides test Routes for RT Examiner candidates to practice conducting a test; practice tests should be conducted with suitably qualified persons acting as the student (e.g. ATCO, simulator instructor). Persons who do not hold either a FRTOL or an ATCO licence shall not be used as the student for practice tests. The CAAM RT Test Routes shall not be used for training or practice tests with licence applicants. It is recommended that "actual" routes be used for such practice, as this will enable the candidate to access current planning documentation.

### **7.3 RT Examiner Qualifications**

- 7.3.1 It is difficult to set precise qualification requirements for prospective RT Examiners. It is essential that candidates are keen to be examiners, and have sufficient time available to conduct at least 30 practical tests per annum. It is a mandatory requirement that all examiner applicants pass the examinations for RT Examiners. A candidate must have considerable experience of aeronautical radio operation in Malaysia, either in an ATC environment, or as a flight crew member. It is also desirable that the candidate has instructional experience and where possible, should hold a DFE authority issued by the CAAM.
- 7.3.2 The prospective RT Examiner may be either:
- a) CFI or FI at an ATO; or
  - b) Air Traffic Control Officer who holds an ATCO Licence with Aerodrome and Approach Ratings; or

- c) Persons who hold, or have held a CPL/ATPL or ATCO Licence and have considerable civilian RT teaching practice within Malaysia; or
- d) In exceptional circumstances, PPL holders with considerable experience in both aviation and communications may be considered.

#### **7.4 Grant of Authorisation**

- 7.4.1 Before authority is granted, the prospective examiner will be required to demonstrate to the Examiner or CAAM Inspector, satisfactory knowledge of radiotelephony. Candidates will be required to demonstrate an ability to brief a candidate, to conduct a practical test, and then debrief adequately, offering constructive criticism of the candidate's faults, giving sound reasons in cases of failure.
- 7.4.2 The CAAM will provide a route brief for the Practical RT test.
- 7.4.3 The practical test is assessed as either Pass or Fail.

#### **7.5 Validity**

- 7.5.1 The RT Examiner authority shall be valid for a period of three (3) years expiring on the last day of the month.
- 7.5.2 The privilege shall remain effective throughout the designated period subject to the holder:
  - a) Retaining present status within the organisation concerned; and
  - b) Carrying out the practical test in accordance with the standard procedures and/or any other requirements stipulated by the CAAM.
- 7.5.3 RT Examiners shall conduct a minimum of 6 tests annually. Examiners who do not meet this requirement will not be re-authorised automatically, and will be expected to undergo a standardisation test with a CAAM Inspector before reauthorisation.
- 7.5.4 The CAAM may limit the total number of RT Examiners to ensure that each examiner is able to conduct sufficient tests to maintain currency.

#### **7.6 Records**

- 7.6.1 It is the organisation's responsibility to ensure a RT examiner authority is valid before scheduling him to conduct a practical test. To aid in this responsibility, an organisation shall maintain records of test conducted.
- 7.6.2 It is the RT examiner's responsibility to ensure that he complies with the requirements in section 7.3.
- 7.6.3 RT examiner's shall maintain records for five (05) years with details of all RT practical tests and their results. Upon request by the CAAM, examiners shall



submit all records and reports and any other information as required for monitoring purposes.