



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

MEMORANDUM CIRCULAR No. 14, Series 2018

TO : ALL CONCERNED

SUBJECT : Revision to MC 003-17 dated March 7, 2017 re Clarification on the Procedures and Documentary Requirement in Proficiency Checks Conducted by Designated Check Airman (DCA)

DATE : 22 MARCH 2018

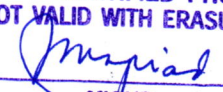
Pursuant to Memorandum Circular 003-17, prescribing the "Procedures and Documentary Requirements in Re Proficiency Checks by Designated Check Airmen (DCA)", this Authority is hereby issuing revisions for guidance and strict compliance of all concerned, to wit:

1. The Designated Check Airman is designated for the specific purpose of conducting skills test as a representative of the Civil Aviation Authority of the Philippines (CAAP) for the periodic determination of the proficiency and competency of pilots under the Philippine aviation safety requirements.
2. **CAAP Form 544 (Revision 2)** Proficiency Check Form (copy attached) and **CAAP Form 544-A (Revision 2)** Proficiency Check Report (copy attached), shall be used for all proficiency, competency and line checks.

Electronically fillable **CAAP Form 544** and **CAAP Form 544-A** will be available for download at the CAAP website www.caap.gov.ph. If you opted to download a blank form, it must be filled out legibly in black or blue ink. Likewise, reproduction for non-commercial purposes is authorized.

After the proficiency check, AOC holders and pilots must keep one (1) copy each of the Proficiency Check Form and Proficiency Check Report. In line with *IS 9.2.2.5 Retention of Records*, AOC holders must retain these records until twelve (12) months after the flight crew member has left the employ of the operator.

3. The Director for Operations or Chief Pilot must notify the Authority at least five (5) working days before the scheduled proficiency check and must include:
 - a. Names of pilots who will undergo proficiency check;
 - b. Primary and alternate/s Designated Check Airman; and
 - c. Dates, report time and location.

CERTIFIED PHOTOCOPY
(NOT VALID WITH ERASURES/ALTERATION)

MIGUELA C. LAPIAD
Records Officer III
Central Records and Archives Division
5-15-18

Failure to provide the information required by the preceding paragraph may invalidate the training or check and the Authority may require that it be repeated for observation purposes. [PCAR 8.10.1.43 (b) refers].

The notice must be sent to the Department Manager, Flight Operations Department (FOD), copy furnish the Department Manager, Licensing Certification Department (LCD). The Department Manager of FOD shall ensure that the respective Principal Operations Inspector (POI) or Assistant POI are informed and/or provided a copy of the above letter on the same date of receipt.

The letter shall be acknowledged as soon as possible and by the fastest means available, but not later than three (3) days before the scheduled activity. Any issue regarding the proficiency check shall be communicated immediately to the concerned Director of Operations, Chief Pilot or pilot concerned and must be resolved satisfactorily prior to the conduct of the proficiency check.

4. Pilots are not required to attach or submit to CAAP a photocopy of his/her airman license, medical certificate, ELP certificate and NTC license. Also, pilots are no longer required to get an individual check ride permit or have their logbook "attested" prior to proficiency check.

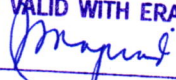
It is the DCA's responsibility to verify the currency and validity of the airman license, medical certificate, ELP, NTC license, recent experience and other regulatory requirements prior to conducting the proficiency check. DCA should ensure that the pilots record the proficiency check in their logbook/s in compliance to *PCAR 2.2.3(a)(2) Validity of Licenses, Ratings, Authorizations and Certificates*. Similarly, DCA and pilots must faithfully comply with *PCAR 2.2.8 Recording of Flight Time and IS 2.2.8*.

5. The result of the proficiency check must be submitted by the DCA to the POI or Assistant POI assigned to the operator. The Documentation Package for each pilot that will be part of their individual airman record shall contain the following:
 - a. Fully accomplished original **CAAP Form 544 (Revision 2)** with original signed
 - b. Fully accomplished **CAAP Form 544-A (Revision 2)** with original signed
 - c. **Certificate of Total Flying Hours.**

This package will be submitted together with the **softcopy of the DCA Accomplishment Report in Excel Format** (template attached, available for download at the CAAP website www.caap.gov.ph) within the time given in the following table below:

IF DCA sends the letter:	THEN the POI must get it by:
Electronically	The 5 th working day of the next month following the month you are reporting
By courier or liaison	The 10 th working day of the next month following the month you are reporting

If you have inquiries, comments or suggestions regarding this matter or need further assistance please contact the Office of the Assistant Director General II for FSIS at telephone numbers 944 2181/2082 or the CAAP Principal Operations Inspector assigned to the operator.

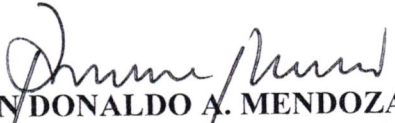
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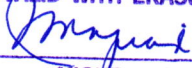
This Memorandum Circular takes effect immediately and supersedes, amends and/or modifies previous circulars, issuances or parts thereof which are inconsistent herewith.

Please be guided accordingly.

By the Authority of the Director General:


CAPTAIN DONALDO A. MENDOZA
Deputy Director General for Operations

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