



MEMORANDUM CIRCULAR NO. 005-2025

**SUBJECT : AMENDMENT TO PHILIPPINE CIVIL AVIATION REGULATIONS
PARTS 1 & 8**

**RE: 1) INSTRUCTOR TRAINING; 2) PERSONNEL APPROVED TO
CONDUCT CHECKS; AND 3) CABIN CREW INSTRUCTOR**

DATE : 03 FEB 2025

REFERENCES:

1. Philippine Civil Aviation Regulation Parts 1 and 8.
2. Republic Act No. 9497
3. Regulations Amendment/Revision Procedure
4. Board Resolution No. 2012-054 dated 28 September 2012

Pursuant to the powers vested on the Director General of the Civil Aviation Authority of the Philippines under Republic Act No. 9497, otherwise known as the Civil Aviation Authority Act of 2008 and in accordance with the Regulations Amendment/Revision Procedure with Board Resolution No. 2012-054 dated 28 September 2012, I hereby approve the amendments to the Philippine Civil Aviation Regulations Parts 1 and 8:

AMENDED REGULATIONS:

PHILIPPINE CIVIL AVIATION REGULATIONS PART 1

APPENDIX A: DEFINITIONS

~~Check airman (aircraft) [airplane/helicopter].~~ A person who is qualified, and permitted, to conduct an evaluation in an airplane/helicopter, in a flight simulator, or in a flight training device for a particular type airplane/helicopter, for a particular Operator.

~~Check airman (simulator).~~ A person who is qualified to conduct an evaluation, but only in a flight simulator or in a flight training device for a particular type aircraft, for a particular Operator.

Check person. A qualified person who is authorized by the Authority to conduct an evaluation of either an AOC holder's flight crew (pilots, flight engineers, or flight navigators), cabin crew, or flight operations officer. Terms that may be used to describe this person, depending upon responsibilities, are check pilot, check flight engineer, check flight navigator, check cabin crew member, and check flight operations officer. Check



persons for flight crew may be further authorized to perform checks in either an aircraft or simulator, as defined below.

- (a) **Check person (aircraft).** A person who is qualified, and authorized by the Authority, to conduct a flight crew evaluation in an aircraft or in an FSTD for a particular type aircraft, for a particular AOC holder.
- (b) **Check person (simulator).** A person who is qualified, and authorized by the Authority, to conduct a flight crew evaluation, but only in an FSTD for a particular type aircraft, for a particular AOC holder.

PHILIPPINE CIVIL AVIATION REGULATIONS PART 8

ABBREVIATIONS

8.1.1.3 ABBREVIATIONS

(18) FOO – Flight Operations Officer

Editorial Note — Renumber subsequent list accordingly.

8.10.1.24.2 COMPETENCY CHECKS: CABIN CREW MEMBERS

- (b) Cabin Crew Competency Card Certificate: An AOC holder shall ensure the following:
 - (1) Each cabin crew is issued with a competency card Cabin Crew Certificate, acceptable to the Authority;
 - (2) On completion of the competence check as described in paragraph (a) above, the evaluator completes the competency card Cabin Crew Certificate;
 - (3) Each cabin crew carries the competency card Cabin Crew Certificate whenever he/she is on duty; and
 - (4) The cabin crew presents the competency card Cabin Crew Certificate to an CAA authorized inspector, when asked for inspection.

8.10.1.37 FLIGHT INSTRUCTOR TRAINING

- (a) No person may serve nor may any AOC holder use employ a person as an instructor for flight crew, cabin crew, or dangerous goods, unless he or she has completed the curricula approved by the Authority for those functions for which they are to serve.

8.10.1.38 CHECK AIRMAN DESIGNATION PERSONNEL APPROVED TO CONDUCT CHECKS

(a) The Authority may approve the following AOC holder personnel to conduct checks, provided they meet the requirements for the designated responsibilities. Such personnel may be approved to conduct checks on either aircraft or simulator, or both, as applicable, for checking of flight crew.

(1) Check pilot;

(2) Check cabin crew member; and

Note: The term "check cabin crew" is recognized as valid and acceptable for use when referring to the role or responsibilities of an examiner.

(3) Check FOO.

(b) The authorized duties of check personnel shall be to:

(1) Conduct initial and recurrent proficiency checks for flight crew and competency checks for cabin crew and FOOs;

(2) Certify as satisfactory, the knowledge and proficiency of the flight crew, and the knowledge and competency of the cabin crew and FOOs; and

(3) For all check personnel, supervise operating experience (OE).

(ac) No person may serve nor may any AOC holder use employ a person as a check airman personnel for any flight check under the Operator AOC holder's crew member checking and standardization program in Subpart 9.3.1.9 unless that person has been designated by name and in approved function by the Authority and has completed the Operator's curricula approved by the Authority for those functions for which he or she is to serve:

(1) been identified by name and function and approved in writing by the Authority; and

(2) successfully completed the AOC holder's curricula approved by the Authority for those functions for which he or she is to serve.

Editorial Note — Renumber subsequent list accordingly.

8.10.1.39 CHECK AIRMAN PERSONNEL QUALIFICATIONS

(a) Check Personnel for Flight Crew.

(a1) No operator may use employ a person, nor may any person serve as a check airman in an established training program, with respect to the aircraft type involved, unless that person:

- (4i) Holds the airman licenses and ratings required to serve as a PIC, a flight engineer, or a flight navigator, as applicable, in operations under Part 9;

Editorial Note — Renumber subsequent list accordingly.

(b) Check Personnel for Cabin Crew.

- (1) No AOC holder may employ a person nor may any person serve as a check cabin crew member in an established cabin crew training program unless, with respect to the aircraft type or position involved, that person:
 - (i) Holds the qualification required to serve as a cabin crew member;
 - (ii) Has satisfactorily completed the appropriate training phases for the aircraft and position involved, including recurrent training and differences training, that are required to serve as a cabin crew member;
 - (iii) Has satisfactorily completed the appropriate competency and recency of experience checks that are required to serve as a cabin crew member;
 - (iv) Has satisfactorily completed the applicable initial or transitional training requirements and the Authority-observed competency check.

8.10.1.40 CHECK AIRMAN PERSONNEL TRAINING

- (a) No person may serve nor may any AOC holder employ a person for checks unless that person has completed the curricula approved by the Authority for those functions for which that person is to serve.
- (ab) See IS: 8.10.1.40 for specific training program requirements for check airmen personnel.

IS: 8.10.1.24 COMPETENCY CHECKS: CABIN CREW MEMBERS

- (a) Evaluators A check cabin crew member, approved by the Authority, shall conduct competency checks for cabin crew members in the following areas to demonstrate that the each candidate's proficiency competency level is sufficient to successfully perform assigned duties and responsibilities.
- (b) A qualified supervisor or inspector, approved by the Authority, shall observe and evaluate competency checks for cabin crew members.
- (c) Evaluators shall include during each cabin crew competency check a demonstrated knowledge of (may be simulated at the discretion of the check cabin crew):
 - (1) Emergency equipment-

...

- (b) In startup AOC holders, where no qualified cabin crew can initially be assigned as check cabin crew, a qualified supervisor or inspector, approved by the Authority, shall observe and evaluate competency checks for cabin crew members until all requirements are met.
- (d) (c) Cabin Crew Competency Card Certificate:
On completion of the competency check described as above, evaluators shall complete the cabin crew competency card Cabin Crew Certificate as required by Subpart 8.10.1.24.2 (b).

IS 8.10.1.37 FLIGHT INSTRUCTOR TRAINING

(a) Flight Instructor Training.

- (a1) No person may use employ a person, nor may any person serve as flight instructor in a training program unless:

Editorial Note — Renumber subsequent list accordingly.

(b) Cabin Crew Instructor Training.

- (1) No operator may employ a person, nor may any person serve as cabin instructor in a training program unless:
 - (i) That person has satisfactorily completed initial or transition cabin instructor training; and
 - (ii) Within the preceding 24 calendar months, that person satisfactorily conducts instruction under the observation of an inspector from the Authority or an AOC holder's check personnel.
- (2) An AOC holder may accomplish the observation check for a cabin instructor, in part or in full, in an aircraft or a cabin simulation training device.
- (3) Each AOC holder shall ensure that initial ground training for cabin instructors includes the following:
 - (i) Cabin instructor duties, functions, and responsibilities.
 - (ii) Applicable regulations and the AOC holder's policies and procedures.
 - (iii) Appropriate methods, procedures, and techniques for conducting the required checks.
 - (iv) Proper evaluation of student performance including the detection of:
 - (A) Improper and insufficient training; and

- (B) Personal characteristics of an applicant that could adversely affect safety.
- (v) Appropriate corrective action in the case of unsatisfactory checks.
- (vi) Approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures in the aircraft, as applicable.
- (vii) Except for existing cabin instructors:
 - (A) The fundamental principles of the teaching-learning process;
 - (B) Teaching methods and procedures; and
 - (C) The instructor-student relationship.
- (4) Each AOC holder shall ensure that the transition ground training for cabin instructors includes the approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures applicable to the aircraft, as appropriate to which the cabin instructor is in transition.
- (5) Each AOC holder shall ensure that the initial and transition flight training for cabin instructors includes the following:
 - (i) The safety measures for emergency situations that are likely to develop during instruction.
 - (ii) The potential results of improper, untimely, or non-execution of safety measures during instruction.

IS: 8.10.1.40 CHECK AIRMAN PERSONNEL TRAINING

- ~~(a) No person may use a person, nor may any person serve as a check airman (aircraft) or check airman (simulator) in a training program unless, with respect to the aircraft type involved, that person has satisfactorily completed the appropriate training phases for the aircraft, including recurrent training, that are required to serve as PIC or flight engineer, as applicable.~~
- ~~(b) Each Operator shall ensure that initial ground training for check airmen includes:

 - ~~(1) Check airman duties, functions, and responsibilities;~~
 - ~~(2) Applicable regulations and the Operator's policies and procedures;~~
 - ~~(3) Appropriate methods, procedures, and techniques for conducting the required checks;~~
 - ~~(4) Proper evaluation of student performance including the detection of:~~~~

- (i)—Improper and insufficient training; and
 - (ii)—Personal characteristics of an applicant that could adversely affect safety;
- (5)—Appropriate corrective action in the case of unsatisfactory checks; and
- (6)—Approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures in the aircraft.
- (c)—Transition ground training for all check airmen shall include the approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures applicable to the aircraft to which the check airman is in transition.
- (d)—Each Operator shall ensure that the initial and transition flight training for check airmen (aircraft), includes:
 - (1)—Training and practice in conducting flight evaluations (from the left and right pilot seats for pilot check airmen) in the required normal, abnormal, and emergency procedures to ensure competence to conduct the flight checks;
 - (2)—The potential results of improper, untimely, or non-execution of safety measures during an evaluation; and
 - (3)—The safety measures (to be taken from either pilot seat for pilot check airmen) for emergency situations that are likely to develop during an evaluation.
- (e)—Each Operator shall ensure that the initial and transition flight training for check airmen (simulator), includes:
 - (1)—Training and practice in conducting flight checks in the required normal, abnormal, and emergency procedures to ensure competence to conduct the evaluations checks required by this part (this training and practice shall be accomplished in a flight simulator or in a flight training device).
 - (2)—Training in the operation of flight simulators or flight training devices, or both, to ensure competence to conduct the evaluations required by this Part.
- (f)—An Operator may accomplish flight training for check airmen in full or in part in an aircraft, in a flight simulator, or in a flight training device, as appropriate.
- (a) Training for Check Personnel – General.
 - (1) No operator may employ a person, nor may any person serve as a check person in a training program unless, with respect to the aircraft type involved, that person has satisfactorily completed the appropriate training phases for the aircraft, including recurrent training and differences training, that are required to serve as PIC, FE, navigator, cabin crew member, or FOO, as applicable.

- (2) Each AOC holder shall ensure that initial ground training for check personnel includes:
 - (i) Check personnel duties, functions, and responsibilities.
 - (ii) Applicable regulations and the AOC holder's policies and procedures.
 - (iii) Appropriate methods, procedures, and techniques for conducting the required checks.
 - (iv) Proper evaluation of student performance including the detection of:
 - (A) Improper and insufficient training.
 - (v) Personal characteristics of an applicant that could adversely affect safety.
 - (A) Appropriate corrective action in the case of unsatisfactory checks.
 - (B) Approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures in the aircraft.
 - (3) Transition ground training for all check personnel, shall include the approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures applicable to the aircraft to which the check person is in transition.
- (b) Training for Check Personnel of Flight Crew.
- (1) For check persons, each AOC holder shall ensure that the initial and transition flight training includes:
 - (i) Training and practice in conducting flight evaluations (from the left and right pilot seats for check persons) in the required normal, abnormal, and emergency procedures to ensure competence to conduct the flight checks.
 - (ii) The potential results of improper, untimely or non-execution of safety measures during an evaluation.
 - (iii) The safety measures (to be taken from either pilot seat for check persons) for emergency situations that are likely to develop during an evaluation.
 - (2) For check persons and check flight navigators, each AOC holder shall ensure training to ensure competence to perform assigned duties to include:
 - (i) The safety measures for emergency situations that are likely to develop during a check.

- (ii) The potential results of improper, untimely or non-execution of safety measures during a check.
- (3) Each AOC holder shall ensure that the initial and transition flight training for check personnel (simulator) includes:
 - (i) Training and practice in conducting flight checks in the required normal, abnormal, and emergency procedures to ensure competence to conduct the checks required by this part (this training and practice shall be accomplished in an FSTD).
 - (ii) Training in the operation of FSTDs, to ensure competence to conduct the checks required by this part.
- (4) An AOC holder may accomplish flight training for check personnel, in full or in part in an aircraft or in an FSTD, as appropriate.
- (5) The AOC holder shall record the training in each individual's training record maintained by the AOC holder.
- (c) Training for Check Cabin Crew Members.
 - (1) For check cabin crew members, each AOC holder shall ensure that the training includes:
 - (i) The safety measures for emergency situations that are likely to develop during a check; and
 - (ii) The potential results of improper, untimely or non-execution of safety measures during a check.
- (d) Training for Check Flight Operations Officers.
 - (1) For check FOO, each AOC holder shall ensure that the training includes:
 - (i) The safety measures for emergency situations that are likely to develop during a check; and
 - (ii) The potential results of improper, untimely or non-execution of safety measures during a check.
- (e) The AOC holder shall record the training in each individuals training record maintained by the AOC holder.

"End of Text"

Separability Clause. If, for any reason, any provision of this Memorandum Circular is declared invalid or unconstitutional, the other part or parts thereof which are not affected thereby shall continue to be in full force and effect.

Repealing Clause. All orders, rules, regulations, and issuances, or parts thereof which are inconsistent with this Memorandum Circular are hereby repealed, superseded, or modified accordingly.

Determination of Changes. To highlight the amendments and/or revisions in the Memorandum Circular, the deleted text shall be shown with strikethrough and the new inserted text shall be highlighted with grey shading, as illustrated below:

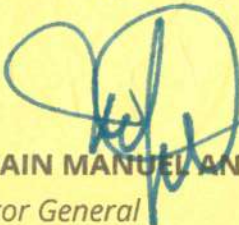
Text deleted: ~~Text to be deleted is shown with a line through it.~~

New text inserted: **New text is highlighted with grey shading.**

New text replacing existing text: ~~Text to be deleted is shown with a line through it~~ followed by the replacement text which is highlighted with grey shading.

Effectivity. This Memorandum Circular shall take effect 15 DAYS after compliance with the requisite publication in a single newspaper of general circulation and a copy filed with the U.P. Law Center – Office of the National Administrative Register, these amendments shall be incorporated into the Philippine CAR, series of 2025.

Signed this 03 day of FEB 2025, CAAP, Pasay City


CAPTAIN MANUEL ANTONIO L. TAMAYO
Director General