

**Quick Reference Guidance  
(QRG)**

<b>Alleviation Title</b>	<b>Pilot Proficiency Checks</b>
<b>Version</b>	<b>1.0</b>
<b>Publication Date</b>	<b>15 May 2020</b>
<b>Relevant Standard(s)</b>	<p><b>Annex 6, Part I</b></p> <p>9.4.4.1 The operator shall ensure that piloting technique and the ability to execute emergency procedures is checked in such a way as to demonstrate the pilot's competence on each type or variant of a type of aeroplane. Where the operation may be conducted under instrument flight rules, the operator shall ensure that the pilot's competence to comply with such rules is demonstrated to either a check pilot of the operator or to a representative of the State of the Operator. Such checks shall be performed twice within any period of one year. Any two such checks which are similar and which occur within a period of four consecutive months shall not alone satisfy this requirement.</p> <p><i>Note 1.— Flight simulation training devices approved by the State of the Operator may be used for those parts of the checks for which they are specifically approved.</i></p> <p><i>Note 2.— See the Manual of Criteria for the Qualification of Flight Simulation Training Devices (Doc 9625)</i></p> <p><b>Annex 6, Part III</b></p> <p>7.4.3.1 The operator shall ensure that piloting technique and the ability to execute emergency procedures is checked in such a way as to demonstrate the pilot's competence on each type or variant of a type of helicopter. Where the operation maybe conducted under IFR, the operator shall ensure that the pilot's competence to comply with such rules is demonstrated to either a check pilot of the operator or to a representative of the State of the Operator. Such checks shall be performed twice within any period of one year. Any two such checks which are similar and which occur within a period of four consecutive months shall not alone satisfy this requirement.</p>
<b>CCRD entry required</b>	Yes
<b>Problem Statement</b>	Operators may have difficulties in complying with proficiency check requirements due physical distancing policies, the unavailability of flight simulation training devices (FSTDs), and or inability of personnel to travel to the operators training facilities etc., as a consequence of the COVID-19 pandemic.

<b>Applicability</b>	<ul style="list-style-type: none"> <li>• States have reviewed methods of continuing with proficiency checks at standard intervals and found no alternative than to grant an alleviation</li> <li>• Applies to pilots engaged in commercial operations with an operator</li> <li>• Applies to pilots that are due for a proficiency check</li> <li>• This alleviation applies for the period established by the State and ending no later than 31 March 2021.</li> </ul>
<b>Alleviation summary</b>	Relaxation of requirement to conduct a proficiency check twice in one year.
<b>Operational context</b>	<ul style="list-style-type: none"> <li>• Consideration needs to be given to the likely impact of a significantly reduced operation.</li> <li>• Look at combination effect of multiple exemptions, for example extension of validity of licence plus lack of recency (<i>See OPS QRG Recent Experience Requirements</i>)</li> <li>• Operator SMS requires a continuous risk assessment</li> <li>• Total competency and proficiency should be considered</li> <li>• Unusual operations (specific/complex areas of operation, extended Flight Time Limitations) should be limited to crew with regular validity on the licence.</li> </ul>
<b>Possible Mitigations</b>	<p>In an effort to maintain an equivalent level of safety, the following mitigations should be considered:</p> <ul style="list-style-type: none"> <li>• Reductions in operating limitations such as <ul style="list-style-type: none"> <li>○ Crosswind/tailwind</li> <li>○ contaminated runways/Severe weather</li> <li>○ Use of higher take-off/approach minima</li> <li>○ no operational MEL items that may unacceptably increase pilot workload, etc.</li> </ul> </li> <li>• Two pilots operating under exemption should not be scheduled together, or when both pilots are operating under the exemption, then one of them should be a check pilot or flight instructor</li> <li>• Use of distance learning to provide a refresher on knowledge and SOPs including normal and non-normal operations</li> <li>• Pairing lower experience crew member with more experienced crew member.</li> </ul>
<b>Alleviations likely to be unacceptable to other States</b>	<ul style="list-style-type: none"> <li>• Operators using this temporary alleviation for commercial reasons or reasons not associated with Covid-19 restrictions.</li> <li>• Extensions that more than double the original regulatory validity period of the proficiency check.</li> </ul>
<b>References:</b>	<ul style="list-style-type: none"> <li>• Safety Oversight Manual (Doc 9734) Part A</li> <li>• Manual of Procedures for Establishment and Management of a State's Personnel Licensing System (Doc 9379)</li> <li>• Manual on Notification and Publication of Differences (Doc 10055)</li> </ul>
<p><i>This guidance has been developed by ICAO with the support of SME's made available from States and Industry through different ANC panels, study groups and other expert groups.</i></p>	