

**Quick Reference Guidance  
(QRG)**

<b>Alleviation Title</b>	<b>Pilot Proficiency Checks</b>
<b>Version</b>	<b>2.2</b>
<b>Publication Date</b>	<b>23 Sep 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 II</b></p> <p>3.9.4.4 Pilot proficiency checks</p> <p>The operator shall ensure that piloting technique and the ability to execute emergency procedures is checked periodically in such a way as to demonstrate the pilot's competence. Where the operation may be conducted under the 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 a representative of the State issuing the pilot licence.</p> <p><i>Note.— The periodicity of the checks referred to in 3.9.4.4 is dependent upon the complexity of both the aeroplane and the operation.</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</p>

	<p>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 (Annex 6 Parts I and III only)
<b>Problem Statement</b>	Operators may have difficulties in complying with proficiency check requirements due to 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>• Pilots engaged in commercial operations with an operator</li> <li>• Pilots engaged in General Aviation operations with large and turbojet aeroplanes activities where the complexity of both the aeroplane and the operation dictate the requirement for periodic proficiency checks.</li> <li>• 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 and no two similar checks conducted within four consecutive months.
<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 the combined effect of multiple alleviations, for example extension of validity of licence plus lack of recency (<i>See OPS QRG Recent Experience Requirements</i>)</li> <li>• Initial extension of up to 3 months granted based on a risk assessment produced by the operator, accepted by the State.</li> <li>• Extensions beyond 3 months to be granted based on a risk assessment produced by the operator with a safety risk mitigation plan in place (see <i>Possible Mitigations</i>), approved by the State. <ul style="list-style-type: none"> <li>○ This risk assessment and safety risk mitigation plan must consider the cumulative risk from a further alleviation period.</li> <li>○ The safety risk mitigation plan must include a continuous review of the effectiveness of mitigations.</li> </ul> </li> <li>• The operator should assess individual pilot experience and competency performance to determine the applicability of the extension on a case by case basis.</li> <li>• Operations requiring Specific Approvals and which have associated initial/recurrent training should only be conducted by crew who are in</li> </ul>

	<p>normal compliance with the associated training and checking requirements.</p> <ul style="list-style-type: none"> <li>• Agreements between States should be developed to facilitate unrestricted travel of flight crew for the sole purpose to conduct required flight duties, from a regulatory perspective, including training/proficiency checks in FSTDs that is otherwise prohibited or severely restricted due to COVID-19 (See State Letter AN 5/28-20/97).</li> </ul>
<p><b>Possible Mitigations</b></p>	<p>In an effort to maintain an equivalent level of safety, the operators safety risk mitigation plan should consider the following:</p> <ul style="list-style-type: none"> <li>• Alternative proficiency check formats to be considered to perform elements of a typical proficiency check: <ul style="list-style-type: none"> <li>○ Increased theoretical training to provide a refresher on knowledge and SOPs including normal and non-normal operations;</li> <li>○ using manufacturer supported websites (e.g. Airbus WORLDWIDE INSTRUCTOR NEWS<sup>1</sup>; Boeing MyBoeingFleet<sup>2</sup>; ...) and recognized sources promoting best practices (e.g. AUPRTA Rev3; ...);</li> <li>○ the use of fixed base simulators or other acceptable training devices, in support of assessing the theoretical training and application of SOPs including normal and non-normal operations; and</li> <li>○ Line operations to assess the piloting technique in normal operations.</li> </ul> </li> </ul> <p><i>Note: Due consideration must be given to the potential for negative training, competencies of the instructors/examiners and the effect on evidence based training.</i></p> <ul style="list-style-type: none"> <li>• Restrictions to operating limitations such as: <ul style="list-style-type: none"> <li>○ reduced crosswind/tailwind</li> <li>○ conservative procedures for operations with contaminated runway surface conditions and in severe weather conditions</li> <li>○ higher take-off/approach minima</li> <li>○ early achievement of stabilized approach criteria</li> <li>○ no dispatch with operational MEL items that may unacceptably increase pilot workload, etc.</li> </ul> </li> <li>• Restrict the conduct of operations based on specific approval items (such as RNP AR), where these require training and checking during the course of the normal proficiency check/training cycle</li> <li>• Flight crew combinations and pairings, for example avoidance of inexperienced or alleviated crew operating together.</li> </ul>

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<sup>1</sup> [www.airbus-win.com](http://www.airbus-win.com)  
<sup>2</sup> [www.myboeingfleet.com](http://www.myboeingfleet.com)

<p><b>Alleviations likely to be unacceptable to other States</b></p>	<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>• Interval between proficiency checks beyond 12 months under any circumstances.</li> <li>• Interval between proficiency checks beyond 9 months without a risk assessment and safety risk mitigation plan produced by the operator and approved by the State (see <i>Possible Mitigations</i>).</li> </ul>
<p><b>References:</b></p>	<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> <li>• Council Aviation Recovery Task Force (CART) Take-off Guidance Document: Public health guidance for Air Travel through the COVID-19 Crisis</li> <li>• ICAO Handbook for CAA's on the Management of Aviation Safety Risks related to COVID-19 (Doc 10144)</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>	