

Transportation Safety Board
of Canada



Bureau de la sécurité des transports
du Canada

Transportation Safety Board of Canada

Policy on CAI

Professional Aviation Currency

TABLE OF CONTENTS

SECTION 1 - GENERAL 3

 1.1 DEFINITIONS 3

 1.2 BACKGROUND 4

 1.3 PURPOSE..... 4

 1.4 APPLICATION 4

SECTION 2 - PROFESSIONAL AVIATION CURRENCY COMMITTEE..... 5

 2.1 COMMITTEE STRUCTURE 5

 2.2 COMMITTEE OPERATION 5

 2.3 REPORT 5

SECTION 3 - MEDICALLY FIT CAI EMPLOYEES..... 6

 3.1 GENERAL..... 6

 3.2 PAYMENT OF EXTRA DUTY ALLOWANCE (EDA) 7

SECTION 4 - TEMPORARILY MEDICALLY UNFIT CAI EMPLOYEES..... 9

 4.1 GENERAL..... 9

 4.2 PAYMENT OF EDA..... 10

SECTION 5 - ASSIGNMENTS TO PROFESSIONAL AVIATION CURRENCY PROGRAMS 11

 5.1 GENERAL..... 11

 5.2 PROCESS 11

 5.3 PRIORITY STATUS LIST 12

 5.4 TRANSITIONAL PROVISIONS 13

SECTION 6 - PACP FORMS 14

APPENDIX A - ALTERNATE PROFESSIONAL AVIATION CURRENCY PROGRAMS..... 15

APPENDIX B - TSB MANAGEMENT PRINCIPLES PERTINENT TO PACP..... 19

APPENDIX C - CARRIAGE OF PASSENGERS AND CARGO 21

SECTION 1 - GENERAL

1.1 DEFINITIONS

In this policy,

“association” means the Canadian Federal Pilots Association (CFPA)

“annually” means within the federal government's fiscal year (April 1 to March 31);

“AO Group” means the Aircraft Operations Group;

“APACP” means an Alternate Professional Aviation Currency Program

"approved Alternate Professional Aviation Currency Program" means a Professional Aviation Currency Program that meets the requirements of Section 3 or Section 4 of this policy and that has been approved pursuant to section 2;

“Civil Aviation Inspector (CAI)” means an employee in the Civil Aviation Inspector Sub-Group of the Aircraft Operations Group;

"Collective Agreement" means the Collective Agreement between the Treasury Board and the CFPA;

“Extra Duty Allowance (EDA)" means the amount of money set out in Article 46 of the CFPA Collective Agreement with Treasury Board;

"Professional Aviation Currency" means, at a minimum, the possession and maintenance of an Airline Transport Pilot Licence (ATPL) and Group 1 or Group 4 Instrument Rating and Pilot Proficiency Check if applicable; or a Commercial Helicopter Pilot Licence and Group 4 Instrument Rating and Pilot Proficiency Check if applicable;

“PACP” means a Professional Aviation Currency Program

“policy” means the TSB Professional Aviation Currency Policy

"Professional Aviation Currency Committee" (the committee) means the committee described in Section 2 ;

“RPACP” means a Regular Professional Aviation Currency Program

"TSB" means Transportation Safety Board of Canada.

1.2. BACKGROUND

According to Article 47 “PROFESSIONAL AVIATION CURRENCY” of the “Agreement between the Treasury Board and the Canadian Federal Pilots Association”:

47.04 The Employer shall assign each employee in accordance with the criteria and procedures established between the Employer and the Association to a Professional Aviation Currency Program.

47.05 With the exception of .04 above all changes to the Transport Canada Professional Aviation Currency Policy for Civil Aviation Inspectors and the TSB policy on CAI Professional Aviation Currency shall be accomplished by means of mutual agreement between the parties.

1.3 PURPOSE

This policy sets out the requirements and means for:

- a) a medically fit TSB CAI to be assigned to a Professional Aviation Currency Program (PACP) and to earn Extra Duty Allowance in accordance with Articles 46 and 47 of the Collective Agreement, and;
- b) a temporarily medically unfit TSB CAI to earn Extra Duty Allowance.

1.4 APPLICATION

This policy applies to all TSB employees in the CAI subgroup of the AO Group holding indeterminate positions or term positions in excess of one year.

TSB PROFESSIONAL AVIATION CURRENCY POLICY

SECTION 2 - PROFESSIONAL AVIATION CURRENCY COMMITTEE

2.1 COMMITTEE STRUCTURE

2.1.1 A special purpose committee to be known as the TSB Professional Aviation Currency Committee shall be established to administer this policy and be comprised of:

- a) the Director, Air Investigations;
- b) one Air Investigations Branch Manager;
- c) the CFPA Chairman or one National Capital Region (NCR) CFPA executive member; and
- d) one TSB employee who is the CFPA representative.

2.2 COMMITTEE OPERATION ¹

2.2.1 The TSB Professional Aviation Currency Committee shall be chaired by the Director, Air Investigations.

2.2.2 The TSB Professional Aviation Currency Committee members shall, in good faith, perform their functions at the call of the Director, Air Investigations.

2.2.3 The TSB Professional Aviation Currency Committee may perform its role in person, via telephone, via other electronic means, or by a combination thereof.

2.3 REPORT

2.3.1 The TSB Professional Aviation Currency Committee annually shall prepare a report consisting of at least:

- a) a list of TSB CAIs and their related Professional Aviation Currency Program, including a description of the program; and, if required,
- b) a description of issues or concerns related to the overall Professional Aviation Currency Program, with planned solutions;

2.3.2 A draft copy of the report, prepared by the Director, Air Investigations, will be provided to all members of the TSB Professional Aviation Currency Committee for their comments.

2.3.3 Where the Professional Aviation Currency Committee can not agree on the contents of the draft report, the final report shall include any and all dissenting opinions.

2.3.4 The final report shall be provided to the CFPA by July 31 of each year.

¹ Sections 3.1.4, 3.1.5, and 3.1.6 contain additional information regarding the operation of Professional Aviation Currency Committee.

TSB PROFESSIONAL AVIATION CURRENCY POLICY

SECTION 3 - MEDICALLY FIT CAI EMPLOYEES

3.1 GENERAL

- 3.1.1** This section of the policy sets out the requirements and means for a medically fit TSB CAI to maintain his or her professional aviation currency and to earn the Extra Duty Allowance.
- 3.1.2** All TSB medically fit CAIs shall be assigned by their manager to a Professional Aviation Currency Program. This program could be a:
- Regular Professional Aviation Currency Program (RPACP) consisting of flying not less than 48 hours per fiscal year using Transport Canada aircraft, or
 - Alternate Professional Aviation Currency Program (APACP) approved by the Professional Aviation Currency Committee.
- 3.1.3** TSB management may from time to time change the Professional Aviation Currency Program to which a medically fit CAI is assigned.
- 3.1.4** The Professional Aviation Currency Committee shall review all proposals for a new APACP, and a CAI's application for a review of an existing APACP, and may:
- a) approve the APACP as submitted;
 - b) reject a submitted APCAP or,
 - c) return the submitted APACP with proposed changes for discussion between the subject CAI and his or her manager.
- 3.1.5** The Professional Aviation Currency Committee shall attempt to obtain the consensus of committee members before making a decision on a Professional Aviation Currency Program. When a consensus is not possible, the majority of members of that Committee shall be authorized to take such action.
- 3.1.6** Where the Professional Aviation Currency Committee approves an APACP that involves the rental of private-sector aircraft, that approval shall require the rental aircraft to be used for Departmental purposes only, and will require compliance with the "TSB Management Principles Pertinent to PACP" (see Appendix B) and the private-sector operator's Operations Manual.
- 3.1.7** The term of an approved APACP shall be for a minimum of two years, unless a specific period of not less than one year is recommended by the manager and approved by the Committee. The starting point of an APACP shall be the date of the Committee's approval of the program. The end date of a APACP will coincide with the end of fiscal year of the last year of the approved APACP.
- 3.1.8** The Professional Aviation Currency of a CAI is deemed to have been met by the possession and maintenance of an Airline Transport Pilot Licence (ATPL) and Group 1 or Group 4 Instrument Rating and Pilot Proficiency Check if applicable or a Commercial Helicopter Pilot Licence and a Group 4 Instrument Rating and Pilot Proficiency Check, if applicable.

TSB PROFESSIONAL AVIATION CURRENCY POLICY

3.1.9 When assigning a CAI to an alternate Professional Aviation Currency Program, TSB management shall consider:

- a) the TSB's need for specialized and/or unique skills and knowledge;
- b) the job requirements of the CAI's position;
- c) the exposure that the program will provide to the operational environment, whether in a simulator, aircraft, flight training device or suitable combination thereof, and will contribute to an individual's awareness of the Civil Air Transportation System;
- d) the experience and competence of the individual CAI; and,
- e) the individual's preferences and career aspirations.

3.1.10 A CAI who has been assigned to an APACP and believes that such assignment is not consistent with the principles outlined in Sections 3.1.5 to 3.1.9 above may make application to the Professional Aviation Currency Committee to have the decision reviewed.

3.1.11 Where a CAI, whether on a RPACP or an APACP, does not successfully complete a check ride in an aircraft or a simulator, or is not recommended through the course of recurrent or initial training for such check ride, the provisions of "TSB Management Principles Pertinent to PACP" will apply.

3.1.12 Notwithstanding that in a fiscal year a CAI may follow both a RPACP and an approved APACP, in no case shall the Extra Duty Allowance earned by the employee in any one fiscal year exceed the annual amount specified in the Collective Agreement.

3.2 PAYMENT OF EXTRA DUTY ALLOWANCE (EDA)

3.2.1 In order to qualify for payment of EDA, a medically fit CAI is required to, at a minimum, demonstrate professional competency in aircraft operations to a level which allows the employee:

- a) for an aeroplane, to maintain a valid Canadian Airline Transport Pilot Licence - Aeroplane, with a valid Group I or Group 4 Instrument Rating and, if applicable, to pass a pilot proficiency check, or
- b) for a helicopter, to maintain a valid Canadian Commercial Pilot Licence - Helicopter, with a valid Group IV Instrument Rating, or a valid Canadian Airline Transport Pilot Licence, Helicopter with a valid Group IV Instrument Rating and, in either case, if applicable, to pass a pilot proficiency check.

3.2.2 A medically fit CAI shall accomplish his or her professional competency in aircraft operations by means of assignment to a Professional Aviation Currency Program consisting of either:

- a) a regular Professional Aviation Currency Program that requires the CAI to fly aircraft for a minimum of forty-eight (48) flying hours annually on Transport Canada Aircraft Services Directorate aircraft, as a pilot crew; or
- b) an alternate Professional Aviation Currency Program that does not require the CAI to fly a minimum of forty-eight (48) hours per year.

TSB PROFESSIONAL AVIATION CURRENCY POLICY

3.2.3 To qualify for payment of Extra Duty Allowance a CAI's must maintain a valid licence, as follows:

- a) A CAI on a regular Professional Aviation Currency Program must successfully complete an instrument check ride and, if applicable a pilot proficiency check on an annual basis; or,
- b) A CAI on an alternate Professional Aviation Currency Program must successfully complete an instrument check ride as per the "Period of Validity" (CASS 421.48) and the "Recency Requirements"(CAR 401.05) specified in the Canadian Aviation Regulations, specifically every two years.

3.2.4 The payment of the Extra Duty Allowance shall be in accordance with the following:

- a) The total annualized Extra Duty Allowance as specified in the collective agreement between Treasury Board and The Canadian Federal Pilots Association shall be paid biweekly. The provision of such payment is based upon submission of satisfactory documentation of successful completion of the CAI's Professional Aviation Currency Program.
- b) To confirm an individual's eligibility to receive the EDA, during each fiscal year the CAI employee shall forward documentation that he/she has successfully completed his/her program to his/her manager.
- c) Should the documentation not be received for the fiscal year the manager shall initiate appropriate recovery action.
- d) Notwithstanding paragraphs a, b, and c above, CAIs will be eligible to receive EDA without interruption or pay back if, through no fault of their own, they were unable to complete their PACP within the fiscal year, including an instrument rating check ride and, if applicable, pilot proficiency check, due to either: personal injury, medical condition, operational considerations such as aircraft or simulator unavailability, assignment to a special project, scheduling problems etc; provided that the Professional Aviation Currency requirements of the program are completed within the first 60 days of the subsequent fiscal year.

3.2.5 Where the TSB senior management determines, at its sole discretion, that circumstances are such that it is in the interests of the TSB to do so, the TSB may assign a CAI who is on leave without pay to an Alternate PACP and make provisions for the completion of such a program. After making such a determination, the Director of Investigations will advise the PACP Steering Committee of the department's decision and the affected employee will not be included in the priority status list. The employee will receive the EDA as a lump sum at the completion of the Alternate PACP program.

TSB PROFESSIONAL AVIATION CURRENCY POLICY

SECTION 4 - TEMPORARILY MEDICALLY UNFIT CAI EMPLOYEES

4.1 GENERAL

4.1.1 This section of the policy sets out the requirements and means for a temporarily, medically unfit TSB CAI to maintain his or her professional aviation currency and to earn Extra Duty Allowance.

The TSB Human Resource Management Manual, Section 4-7, Loss of Licence Policy, sets out the TSB policies regarding the management of situations where a TSB CAI loses his/her licence privileges

The TSB Human Resource Management Manual, Section 7-2, Occupational Fitness Policy, sets out the TSB policies regarding the management of situations where an employee is permanently disabled.

Transportation Safety Board of Canada Policy on Termination of Employment and Demotion for Reasons other than Discipline (Medical Incapacity) sets out the policies for handling situations involving termination of employment and demotion for reasons other than discipline.

4.1.2 TSB management shall assign a temporarily medically unfit TSB CAI to an APACP that provides for continued exposure to aircraft operations and the aviation environment, and to allow a temporarily medically unfit CAI to receive payment of the EDA.

4.1.3 The Professional Aviation Currency Committee shall review all proposals for an APACP for a temporarily medically unfit CAI, and any employee's application for a review of an existing program, and may:

- a) approve the APACP as submitted;
- b) reject a submitted APACP; or
- a) return the submitted APACP with proposed changes for discussion between the subject CAI and his or her manager.

4.1.4 The Professional Aviation Currency Committee shall attempt to obtain the consensus of committee members before making a decision on a Professional Aviation Currency Program. When a consensus is not possible, the majority of members of that Committee shall be authorized to take such action.

4.1.5 Subject to paragraphs 3.1.4 and 4.1.3, in order to qualify for the Extra Duty Allowance provided for in the Collective Agreement, a temporarily medically unfit TSB CAI is required to, at a minimum,

- a) have held a Canadian Airline Transport Pilot Licence - Aeroplane, with a Group I Instrument Rating; or
- b) have held a Canadian Commercial Pilot Licence - Helicopter, with a Group IV Instrument Rating; or
- c) have held a Canadian Airline Transport Pilot Licence, Helicopter and Group IV Instrument Rating;

and, in addition to either (a) or (b) or (c);

TSB PROFESSIONAL AVIATION CURRENCY POLICY

- d) successfully complete the check ride portion of an approved APACP, which includes the requirement to demonstrate proficiency in a simulator or flight training device to the proficiency level that would, if the CAI's medical were valid, permit renewal of such licence and instrument rating.

4.1.6 When assigning a temporarily medically unfit CAI to an APACP, TSB management shall consider:

- a) the department's need for specialized and/or unique skills and knowledge;
- b) the job requirements of the CAI's position;
- c) the exposure that the program will provide to the operational environment, whether in a simulator, aircraft, flight training device or suitable combination thereof, and will contribute to an individual's awareness of the National Civil Air Transportation System;
- d) the experience and competence of the individual CAI prior to becoming temporarily medically unfit; and
- e) the nature of the medical problem.

4.2 PAYMENT OF EDA

4.2.1 Temporarily medically unfit CAIs who have been assigned by TSB management to follow an APACP are eligible to be paid as follows:

- a) The total annualized Extra Duty Allowance as specified in the collective agreement between Treasury Board and The Canadian Federal Pilots Association shall be paid biweekly. The provision of such payment is based upon submission of satisfactory documentation of successful completion of the CAI's Professional Aviation Currency Program.
- b) To confirm an individual's eligibility to receive the EDA, during each fiscal year the CAI employee shall forward documentation that he/she has successfully completed his/her program to his/her manager.
- c) Should the documentation not be received for the fiscal year the manager shall initiate appropriate recovery action.
- d) Notwithstanding paragraphs a, b, and c above, CAIs will be eligible to receive EDA without interruption or pay back if, through no fault of their own, they were unable to complete their PACP within the fiscal year, including an instrument rating check ride and, if applicable, pilot proficiency check, due to either: personal injury, medical condition, operational considerations such as aircraft or simulator unavailability, assignment to a special project, scheduling problems etc; provided that the Professional Aviation Currency requirements of the program are completed within the first 60 days of the subsequent fiscal year.

4.2.2 Where the TSB senior management determines, at its sole discretion, that circumstances are such that it is in the interests of the department to do so, the department may assign a CAI who is on leave without pay to an Alternate PACP and make provisions for the completion of such a program. After making such a determination, the Director of Investigations will advise the PACP Steering Committee of the department's decision and the affected employee will not be included in the priority status list. The employee will receive the EDA as a lump sum at the completion of the Alternate PACP program.

TSB PROFESSIONAL AVIATION CURRENCY POLICY

SECTION 5 - ASSIGNMENTS TO PROFESSIONAL AVIATION CURRENCY PROGRAMS

5.1 GENERAL

5.1.1 TSB management shall assign all CAIs to a Professional Aviation Currency Program.

5.2 PROCESS

5.2.1 The Director, Air Investigations, in consultation with the responsible manager, and in consideration of the Priority Status List, will decide whether a CAI employee will be assigned to a regular or an alternate Professional Aviation Currency Program.

5.2.2 If the CAI is to be assigned to a RPACP using Transport Canada aircraft,

- a) the type of aircraft which the individual CAI will be flying will be determined by TSB management in consultation with the TC Flight Operations, Aircraft Services Directorate;
- b) the CAI's manager and the CAI shall discuss the intended PACP, and complete the Professional Aviation Currency Program Form; and
- c) the Professional Aviation Currency Program Form documenting the program will be sent to the Manager, Head Office Investigation Operations, who will review the form and associated costs and will provide the information to the Director, Air Investigations for approval.

5.2.3 If the CAI is to be assigned to an APACP:

- a) the CAI's manager and the CAI shall discuss the intended APACP to ensure the criteria listed in paragraph 3.1.9 or paragraph 4.1.6 of this policy are considered;
- b) the manager will use the Professional Aviation Currency Program Form found in Section 6 of this policy to make application to the Professional Aviation Currency Committee. The application shall include a clear description of the program being proposed to allow the Committee to assess the request; and
- c) the application shall be sent to the Manager, Head Office Investigation Operations, who will review the application and associated costs and will provide the information to the TSB Professional Aviation Committee members.

5.2.4 The TSB Professional Aviation Currency Committee members shall review the application and provide their assessment to the Chairman within two weeks of the date that the application was forwarded to them. Failure of any Committee member to respond by the deadline will result in the decision being made by the remaining Committee members, which must include at least one member of TSB management. The Committee shall attempt to obtain the consensus of committee members before making a decision on a APACP. When a consensus is not possible, the majority of members of that Committee shall be authorized to take such action. In the event of a tie, the Committee Chairman's vote will prevail.

5.2.5 The Committee Chairman shall inform the manager and the individual CAI of the Committee's decision and/or recommendations as soon as they are known. If the Committee recommends

TSB PROFESSIONAL AVIATION CURRENCY POLICY

amendments to the application, the manager and employee will consider these recommendations and re-apply.

5.2.6 The Director, Air Investigations shall inform the Transport Canada Director, Flight Operations, Aircraft Services Directorate of the Professional Aviation Currency Program to which a CAI is being assigned, when a CAI is assigned to fly an ASD aircraft or simulator.

5.2.7 Copies of this policy and appropriate forms are on file in the TSB Reference Centre and in the AIRDOCS folder.

5.3 PRIORITY STATUS LIST

5.3.1 The employer will assign CAIs to a Professional Aviation Currency Program from the priority status list determined and maintained in accordance with the criteria and process documented in this section. The priority status list will be used when selecting individuals for regular and alternate Professional Aviation Currency Programs. The selection criteria were developed considering the following:

- a) An individual volunteering to do so to be will be placed on an APACP;
- b) First right of refusal — Although an individual may be eligible for a RPACP flying Transport Canada aircraft, he/she may wish to wait for a future available slot due to assignment to a special project, temporarily being medically unfit, language training, etc. In this case the individual retains his/her priority status;
- c) The period of time that an employee has participated in an RPACP;
- d) The period of time since an employee has participated in an RPACP; and,
- e) The employee's seniority as defined by the number of years service with the TSB;

5.3.2 All CAIs will be assessed according to the following selection criteria and placed on the priority list². The Professional Aviation Currency Committee will be responsible to enforce the integrity of the priority system so that it remains open and fair to everyone.

5.3.3 The employer shall use the following scoring matrix in addition to the criteria in 5.3.1 for the establishment of the priority list:

Time on a APACP

Time	Points
Not on an APACP	0
1 year or less	2
2 years	4
3 years	6
4 years	8
5 years or more	10

² A high number would make the individual more eligible for a RPACP; a low number would make the individual more eligible to be placed on an APACP.

TSB PROFESSIONAL AVIATION CURRENCY POLICY

Time on a RPACP

Time	Points
Not on a RFP	0
1 year or less	5
2 years	4
3 years	3
4 years	2
5 years or more	1

Seniority (Years of Service with the TSB)

Years of Service	Points
4 Years or less	1
8 Years	2
12 years	3
16 years	4
20 years or more	5

- 5.3.4** The employer shall use this scoring matrix to document the evaluation of employees for program assignment and shall provide the resulting priority list and any necessary documentation supporting the evaluation available to the Professional Aviation Currency Committee within 30 days of creating the initial priority list or making any changes to the priority list.
- 5.3.5** The employer shall establish a priority status list by the beginning of each fiscal year.
- 5.3.6** The priority status list will rate all CAIs in accordance with the criteria detailed in Section 5.3.1 and shall produce a priority list ranking employees based on their total score. The result from each scoring criteria will be added to arrive at a total score for each employee. Where employees are assessed between chart values they shall be rounded up to the next higher value. Where a tie occurs in numerical values between employees, they shall be ranked in order of seniority and then by time since participating in a RPACP.
- 5.3.7** The employer will establish how many pilots will be assigned to RPACPs and to APACPs. A high number would make the individual more eligible for a RPACP; a low number would make the individual more eligible to be placed on an APACP. Any individual exercising their First Right of Refusal shall retain his/her position on the priority list for assignment to a RPACP in a subsequent year.

5.4 TRANSITIONAL PROVISIONS

- 5.4.1** A significant number of CAIs are currently participating in an APACP on a volunteer basis. Any individual on an APACP who wishes to be considered for a RPACP should advise his/her applicable manager in writing.
- 5.4.2** The establishment of the initial priority list shall be done using the scoring process outlined in Section 5.3.

TSB PROFESSIONAL AVIATION CURRENCY POLICY

SECTION 6 - PACP FORMS

Transportation Safety Board
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PROFESSIONAL AVIATION CURRENCY PROGRAM				PROGRAMME PROFESSIONNEL DE COMPÉTENCE AERONAUTIQUE			
PART 1 – CANDIDATE PARTIE 1 – CANDIDAT(E)		Name of candidate / Nom du candidat(e)		Office/Bureau:		Telephone / Téléphone:	
Start Date Date de début	Year/année	Month/mois	Day/ jour	End Date Date de fin	Year/année	Month/mois	Day/ jour
Current Position Post actuel			Aircraft Type(TC) Assigned Type d'avion (TC) assigné				
<i>Details of the proposed program (including, program period, type of aircraft supplier and cost)</i> <i>Détails du programme proposé (incluant l'étape du programme, le type d'aéronef, le fournisseur, et le coût)</i>							
<i>Justification for acceptance of proposed program as relates to Duties</i> <i>Justification pour l'acceptance du programme alternatif proposé par rapport aux tâches</i>							
Comments/Commentaires							
<i>Basis of Payment of Extra Duty Allowance for each period</i> <i>Base de paiement d'Allocation de devoir supplémentaire pour chaque période</i>							
_____ <i>Candidate/Candidat</i>		_____ <i>Date</i>		_____ <i>Manage/Gestionnaire</i>		_____ <i>Date</i>	
PART 2 – DIRECTOR APPROVAL				PARTIE 2 – APPROBRATION DU DIRECTEUR			
Comments/Commentaires							
_____ <i>Director, Air Investigations Branch</i> <i>Directeur, Direction des enquêtes aéronautiques</i>				_____ <i>Date</i>			

APPENDIX A - ALTERNATE PROFESSIONAL AVIATION CURRENCY PROGRAMS

1.0 Introduction

Aircraft Operations Group (AO) pilots shall be provided with the opportunity to maintain their professional aviation qualifications and the employer shall provide them with the opportunity to do so. The employer shall assign a pilot to a Professional Aviation Currency Program in accordance with this policy. The program to which an individual pilot is assigned may be a Regular Professional Aviation Currency Program (RPACP) of not less than 48 hours per year or some form of Alternate Professional Aviation Currency Program (APACP) described in this Appendix.

In order to maintain their professional qualifications and receive payment of the Extra Duty Allowance (EDA), a medically fit pilot must successfully renew their instrument rating once every two years. This may be done in an aircraft or approved simulator as part of a RPACP or an APACP.

For a temporarily medically unfit pilot to receive payment of the EDA, he/she must demonstrate the standards that, if they were medically fit, would have resulted in the renewal of their instrument rating once every two years. This may be done in an approved simulator or Flight Training Device as part of an APACP.

There are three general types of Alternate Professional Aviation Currency Programs:

- Canned programs using Transport Canada Aircraft Services Directorate (ASD) aircraft and/or simulators exclusively;
- Combined programs using a mix of ASD aircraft and/or simulators and private sector resources; and
- Contracted programs using private sector resources exclusively.

Any APACP for a medically fit pilot that involves the use of ASD aircraft and/or simulators shall include, as a minimum, the regular recurrent training program for the type of aircraft. Additional flight training sessions are included for those aircraft for which a simulator is not readily available.

ASD will provide the instructors, course materials and ground school facilities to support programs involving ASD aircraft, in accordance with the TC ASD/TSB MOU on the "*Provision of Aircraft and Training Services to the Civil Aviation Inspector Pilots of the Transportation Safety Board of Canada*". Aircraft hourly costs for ASD services (aircraft, simulators and ground school) are paid for by the Transportation Safety Board from the Flying Hour budget funds set aside exclusively for this purpose.

Proposed APACPs must be submitted on the appropriate form specified in Section 6 of this policy. The proposal must include the following:

- The details of the program;
- The total costs of the program, broken down for each fiscal year that the program covers;
- The provider of the aircraft and other training elements;
- The comparable costs to the costs of a Regular Flying Program to which the CAI would normally be assigned; and,
- The benefits of the proposed program to the TSB mandate and to the investigator's development.

TSB PROFESSIONAL AVIATION CURRENCY POLICY

For the situation wherein a medically fit pilot does not successfully achieve the standard required for the renewal of an instrument rating shall be handled as follows:

- For TSB pilots using ASD resources as part of a Regular Flying Program or an approved Alternate Program, the situation shall be handled in accordance with the TC ASD policies on Pilot Training Difficulties. If the situation cannot be resolved using these policies, the Training Review Board will provide its recommendations to the TSB for its consideration and decision.
- For TSB pilots using other than ASD resources, the TSB will either request TC ASD or another training provider to conduct an evaluation of the pilot's capabilities and to provide its recommendations to resolve the situation. The TSB will consider the evaluation and decide on a remedial program

2.0 Programs for Medically Fit CAIs

2.1 Canned Programs Using Transport Canada Aircraft

2.1.1 TC Citation C-550

This APACP will consist of one simulator refresher training trip of 3.5 hours followed by the regular recurrent ground school, simulator program and an IFC/PPC check ride in the simulator. The simulator hours may vary depending on ASD qualification standards requirements. In addition, pilots will be eligible for two additional simulator sessions or training trips in an ASD aircraft within approximately six months of their recurrent training. This training recurs on an annual basis. This is a two-year minimum program.

2.1.2 TC King Air C90A

This APACP will consist of one simulator refresher training trip of 3.5 hours followed by the regular recurrent ground school, simulator program and an IFC/PPC check ride in the simulator. The simulator hours may vary depending on ASD qualification standards requirements. In addition pilots will be eligible for two additional simulator sessions or training trips in an ASD aircraft within approximately six months of their recurrent training. This training recurs on an annual basis. This is a two-year minimum program.

2.1.3 TC Helicopters

This APACP will consist of the recurrent ground school program, 2 to 4 training trips in the aircraft and an IFC/PPC check ride in the aircraft. This training recurs on an annual basis. This is a two-year minimum program.

2.1.4 TC DHC-6 Twin Otter

This APACP will consist of the recurrent ground school program, 2 to 4 training trips in the aircraft and an IFC/PPC check ride in the aircraft. This training recurs on an annual basis. This is a two-year minimum program.

2.2 Contracted Programs

2.3.1 CAR 705 Initial Aircraft Programs

This APACP consists of the initial ground school and flight simulator training program for CAR 705 aircraft appropriate to the investigator's duties. Ideally, it should include the Instrument Rating renewal check ride; if not, an alternate, less expensive means of renewing the pilot's instrument rating can be used. Due to the significant cost of an aircraft initial training program, this type of program would be a three-year minimum program.

The initial training is conducted during the first and/or the second year of the program. The third year would be either a recurrent training program on the large aircraft, or on another twin-engine aircraft, including a Instrument Rating renewal check ride. On the fourth year, the individual returns to an RPCAP, or goes on another APACP.

2.2.2 CAR 705 Recurrent Aircraft Programs

This APACP consists of a recurrent training program for CAR 705 aircraft appropriate to the investigator's duties. Ideally, it should include the Instrument Rating renewal check ride; if not, an alternate, less expensive means of renewing the pilot's instrument rating can be used. This is a two-year minimum program.

The training is conducted during the first year of the program. The second year of the program would be either another recurrent training program on the aircraft, or on another twin-engine aircraft. On the third year, the individual returns to an RPCAP, or goes on another APACP.

2.2.3 Helicopter Initial Programs

This APACP consists of the initial ground school and flight simulator training program for a twin-engine helicopter appropriate to the investigator's duties. Ideally, it should include the Instrument Rating renewal check ride; if not, an alternate, less expensive means of renewing the pilot's instrument rating can be used. Due to the significant cost of an aircraft initial training program, this type of program would be a three-year minimum program.

The initial training is conducted during the first and/or the second year of the program. The third year would be either a recurrent training program on the helicopter, or on another helicopter, including a Instrument Rating renewal check ride. On the fourth year, the individual returns to an RPCAP, or goes on another APACP.

2.2.4 Helicopter Recurrent Programs

This APACP consists of a recurrent training program for a twin-engine helicopter appropriate to the investigator's duties. Ideally, it should include the Instrument Rating renewal check ride; if not, an alternate, less expensive means of renewing the pilot's instrument rating can be used. This is a two-year minimum program.

The training is conducted during the first year of the program. The second year of the program would be either another recurrent training program on the helicopter, or on another helicopter. On the third year, the individual returns to an RPCAP, or goes on another APACP.

2.2.5 Light Twin-engine Aircraft

This APACP consists of ground training (including appropriate FTD or simulator) plus up to ten hours of instruction in a light twin-engine airplane including an instrument rating renewal. This training recurs on an annual basis. This is a two-year minimum program. On the third year, the individual returns to an RPCAP, or goes on another APACP.

2.2.6 Military Flying Programs

This APACP consists of flying with the military reserve, permitting an investigator to maintain a military equivalent to the civilian ATPL and instrument rating. This training and flight operations experience recurs on an annual basis. This is a program would be for an indefinite period.

3.0 Programs for Temporarily Medically Unfit CAIs

3.1 Cessna Citation C-550

This APACP would include one re-familiarization session in the simulator followed by the regular recurrent ground school and simulator program and an IFC/PPC check ride in the simulator.

3.2 King Air C90A

This APACP would include one re-familiarization session in the simulator followed by the regular recurrent ground school and simulator program and an IFC/PPC check ride in the simulator.

3.3 Other Programs

Any other APACP as approved by the Professional Aviation Currency Committee in accordance with Section 3 of this policy and Section 1 of this Appendix.

TSB PROFESSIONAL AVIATION CURRENCY POLICY

APPENDIX B - TSB MANAGEMENT PRINCIPLES PERTINENT TO PACP

1.0 BACKGROUND

- 1.1 Within the TSB, CAIs perform a number of important functions to fulfil the TSB's mandate to advance transportation safety. CAIs carry out the core activities associated with the investigation of the operations-specialty aspects of aviation occurrences, including the safety analysis function related to the civil aviation transportation system.
- 1.2 All CAIs employed in the TSB require broad knowledge of aviation operations and technology, as well as a good understanding of the operating environment and the needs of the civil aviation transportation system. The professional knowledge that a CAI brings with him/her on entry to government service must be maintained and updated in order for the CAI to remain effective as an operations-specialist investigator.
- 1.3 This document recognises the sections of the "Agreement between the Treasury Board and the Canadian Federal Pilots Association", specifically Article 47 - Professional Aviation Currency.
- 1.4 This document also recognises that the "TSB Professional Aviation Currency Policy" was developed in accordance with articles 47.04 and 47.05 of the "Agreement between the Treasury Board and the Canadian Federal Pilots Association".

2.0 PURPOSE

- 2.1 The purpose of this document is to delineate the TSB's management principles pertaining to the "TSB CAI Professional Aviation Currency Policy".

3.0 PRINCIPLES

- 3.1 The TSB requires its CAI, operations-specialist investigators to have the high, collective knowledge and skills required to competently perform investigation duties and to fulfil TSB's mandate to advance transportation safety. These areas of knowledge and skills include the following: investigation policy, standards and procedures; air transportation operations system and environment; and aviation technology.
- 3.2 The required level of knowledge and currency of individual CAIs will be maintained through on-the-job experience, supplemented to the extent necessary by various forms of training.
- 3.3 Training programs must not violate the TSB's statutory independence or otherwise give rise to conflict of interest situations.
- 3.4 TSB CAIs on appointment and during employment must hold a valid Airline Transport Pilot Licence (ATPL) - Aeroplane and a Group I Instrument Rating, or a valid Airline Transport Pilot Licence (ATPL) - Helicopter and a Group IV Instrument Rating, or a Commercial Helicopter Pilot Licence and Group 4 Instrument Rating.

TSB PROFESSIONAL AVIATION CURRENCY POLICY

- 3.5 Maintenance of operational flying proficiency on an aircraft per se is not a mandatory requirement of CAI's employment in the TSB.
- 3.6 TSB CAIs who do not maintain their licences and instrument ratings, other than for temporary medical conditions, will be subjected to the "TSB Loss of Licence Policy".
- 3.7 Transportation Safety Board of Canada Policy on Termination of Employment and Demotion for Reasons other than Discipline (Medical Incapacity) sets out the policies regarding the management effective handling of situations involving termination of employment and demotion for reasons other than discipline.
- 3.7 TSB recognises the value of pilot proficiency as one method of maintaining professional aviation currency.
- 3.8 Alternative methods of maintaining professional aviation currency could include but not necessarily be limited to reserve military flying, simulator, jump seat, specialty ground training courses, and other courses and conferences.
- 3.9 Having investigators with professional aviation currency enhances TSB's credibility and its ability to attract and maintain competent staff.
- 3.10 TSB CAIs who are on special projects or on assignment outside the TSB will be provided with the opportunity to maintain their professional aviation currency.
- 3.11 The costs of the TSB CAI Professional Aviation Currency Program will be clearly delineated within the TSB's budgetary process.
- 3.12 Responsibility Centre managers are responsible for developing alternate professional aviation currency programs, in consultation with their CAI employees, and for administering the approved programs.
- 3.14 The Director of Investigations (Air) is responsible for the administration and coordination of the TSB CAI Professional Aviation Currency Program.

APPENDIX C - CARRIAGE OF PASSENGERS AND CARGO

1.0 Application

This policy applies in respect of the carriage of passengers and cargo on all aircraft being used by TSB CAIs for the purpose of fulfilling the requirements of the "TSB Professional Aviation Currency Policy.

1.1 Transport Canada Aircraft Services Directorate Aircraft

When involved in flying Aircraft Services Directorate aircraft, TSB CAIs are bound by the provisions of the Aircraft Services Directorate Policy and Procedures Manual, Chapter 8, Carriage of Passengers.

1.2 Other Aircraft

When involved in flying aircraft that are not Aircraft Services Directorate aircraft, TSB CAIs are bound both by the provisions of the passenger and cargo policies of the owner of the aircraft, and by the provisions specified in the following sections of this appendix.

1.3 Definitions

For the purpose of this section, the following definitions will apply:

"Cargo" means any goods, articles or animals belonging to the Crown, or a duty passenger, that must be transported for official purposes.

"Duty Passenger" means any employee of a federal, provincial or territorial government, board, commission, tribunal or agency, including Transport Canada, the Canadian Armed Forces and Royal Canadian Mounted Police, when traveling in the course of his/her duties; and, any person working under the direction of the TSB when traveling in the course of their duties for TSB.

2.0 Carriage of Passengers and Cargo

Only duty passengers or cargo shall be carried in an aircraft being used to fulfil the requirements of a TSB Professional Aviation Currency Program. No duty passenger shall be carried on board an aircraft when an emergency procedure is to be practised.

3.0 Passenger/Cargo Authorization

The authorities for approving the carriage of passengers on board non-TC aircraft is both the TSB Director Investigations (Air) or the TSB Executive Director, **and** the appropriate authority/owner responsible for the operational control of the aircraft.

The request to carry passenger or cargo must be made using a form suitable to the owner of the aircraft.

The flight authorization request must include:

- § The details of every duty passenger, including the passenger's name, position, and organization; and
- § Passengers shall have a written authorization by their immediate supervisor requesting the flight.