



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

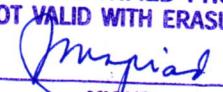
Pursuant to Memorandum Circular 003-17, prescribing the "Procedures and Documentary Requirements in Re Proficiency Checks by Designated Check Airmen (DCA)", this Authority is hereby issuing revisions for guidance and strict compliance of all concerned, to wit:

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*].