


OPERATIONS ADVISORY NOTICE (OAN)		 Transport Malta Civil Aviation Directorate Flight Operations Inspectorate Transport Malta Malta Transport Centre Pantar Road Lija LJA 2021 Malta
OAN Number: 18/18 Rev 1	Issue Date: 4th December 2018	
Subject: Crew Selection Process / Licence Verification		

1.0 INTRODUCTION

This OAN provides operators with information resulting from the Flight Operations Inspectorate oversight activities.

2.0 SCOPE

The scope of this OAN is to ensure that Operators comply with the Inspectorate's expectations on two main issues, namely crew selection and licence verification procedures prior to hiring or employing flight crew with a Maltese AOC holder. Recent inspections have revealed safety issues which may stem from a lack of robust procedures.

3.0 CREW SELECTION PROCESS

It is evident that the current pilot shortage is posing a concern for operators wishing to employ type-rated and experienced flight crew members readily available on the market. TM-CAD is soliciting Maltese AOC holders to document and implement a robust selection process in order to ensure that, despite such a shortage, selected flight crew members meet with the AOC holder's pre-established selection criteria. Furthermore, the AOC holder shall ensure that all the required documentation presented by the candidate for this purpose is valid and verified.

Generally, crew selection can be either be:

1. Purposely selected by aircraft owners to operate Owner specific aircraft;
2. Selected by the Operator to conduct schedule and/or charter and/or ACMI operations on the AOC aircraft listed on the Operator's operation specifications;
3. Provided by a Third Party as a placement with the Operator for a pre-determined period of time to operate the specific aircraft type as listed on the Operator's operations specifications.

Irrespective of how flight crew are ultimately introduced to the Operator, a process needs to be in place that should consider the following salient points:

- The AOC holder needs to formulate a detailed application form for the position. This application needs to be completed and submitted by the candidate. It needs to include, besides other pertinent information, at least two referees appointed by candidate. The AOC holder shall contact the referees to **verify** the information provided by the candidate and to possibly solicit any other information that could contribute to the selection of the candidate.

Note 1: The appointed referees need to hold, or have held; a managerial or training position within an aviation related organization and should have known the candidate for at least 2 years.

Note 2: Any information obtained from such persons shall be strictly confidential and shall only be used for the selection process.

- The record of past employment needs to be closely evaluated and, whenever possible, verified. This may prove difficult at times especially if previous Operators have ceased to operate.
- A background criminal record check needs to be requested from the candidate.
- The candidate needs to provide a '*No Accident, No Incident*' flight record. This may be in the form of a signed statement by the candidate.
- Prior to commencing any training, such as the Operator Conversion Course with the operator, the candidate shall undergo some form of personality assessment using appropriate valid and reliable tools intended for such purpose.
- A competency check should be made on a static FTD or any other suitable device to ensure that the candidate has the required knowledge, skills and attitude to proceed with further training and subsequent employment/hiring.
- The NPCT or designated delegate would need to assess the candidate during an initial simulator training session and/or flight training or line-check;
- The selection process should be part of a risk assessment that ultimately evaluates the suitability and desirability to employ the candidate with the Operator.

4.0 LICENCE **VERIFICATION**

- Recent occurrences have highlighted events that could have been identified through a license verification process.
- Different Competent Authorities have established procedures to allow operators this verification process.
- Should the individual crew member not consent to such a verification process, the operator should take this into consideration.

Flight Operations Inspectorate