

THIRD CREW MEMBER RESPONSIBILITIES

Issued under the Authority of:

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Background Information:

CAE is committed to achieving the highest level of safety by meeting or surpassing regulatory requirements, by auditing the safety implications of our activities, by identifying areas for improvement through incident reporting, investigation and risk assessment, and by encouraging the open and honest reporting of safety issues.

Abbreviations:

ATO	Approved Training Organization
CAE OAA	CAE Oxford Aviation Academy
FTO	Flight Training Organization
NOTAC	Notice to Aircrew
PIC	Pilot-in-Command
WX	Weather

Policy:

All Dual Flights:

It is **strongly recommended** that all CAE OAA Dual flight operations be planned and conducted with a third crew member when WX, Performance and Instructor judgment allow.

Benefits are:

- Increased Safety – A third occupant can increase situational awareness
- Monitor Company Frequencies and Communications
- Improved Learning Opportunities – Observing other pilots from the back seat
- Reduced Airport Traffic Congestion and Noise Issues
- More Efficient Schedules for Aircraft and Instructors

All Dual Flights conducted with the use of a view limiting device:

A third crew member is **required** for all Dual flights conducting training that require the use of a view-limiting device, unless the flight is being conducted under an exemption listed below:

The following types of training flights are exempt from an additional crewmember:

- Checking, Testing or Examination Flights
- Night flights with all aircraft lights operational and in use
- If the flight is being conducted under ATC radar coverage and in constant communication with ATC.

- NOTE: While not mandatory, the carriage of an additional crew member is highly encouraged and recommended, whenever possible.

In the event that this policy would cause a scheduled flight to be canceled:

- The flight may be conducted without the third crew member provided that alternate risk mitigation procedures are identified and taken, and written authorization is received by the conducting instructor from the applicable Training Manager or Safety Officer.

Third Crew Member Duties:

For all flights carrying an additional crew member, the third crew member must be briefed on their duties and responsibilities by the conducting instructor prior to flight. The minimum duties and responsibilities of are specified below.

NOTES:

- 1. Operating crew responsibilities are not over-ridden by the carriage of a third crew member, nor should operating crews become dependent upon their observations/confirmations, as it is not always possible to carry additional crew members, especially on proficiency evaluations.**
- 2. The procedures here-in detail generic requirements for each academy and may need to be revised to allow for differences with local regulations and aircraft types.**
- 3. Weight and balance computations, operational and performance limitations must be strictly adhered to and observed at all times.**

Procedures for Operating with an Additional Crew Member:

Prior to Flight

The Pilot-in-Command (PIC) is to ensure all crew members are recorded on authorization sheets and/or dispatch forms as required by local procedures.

In the event that the third crew member is not previously trained in the aircraft being used:

A passenger/crew briefing should be given before the pre-start checks. The briefing shall, at a minimum, consist of, but is not limited to, the following points:

- Position of safety equipment
- Position of survival equipment (if present)
 - For large items such as life rafts and items stowed in compartments, the briefing is to include how the equipment is to be accessed and retrieved for use.
- Use of seat belts and shoulder straps
- Operation of doors
- How to evacuate the aircraft and evacuation paths upon exiting the aircraft

- Inter-cockpit Communications to detail requirements for traffic reports and if required, confirmation by the additional crew member for gear configuration after the Landing Checks.

All three crew members should ensure that headsets are worn and effective communication is established and maintained using the aircraft intercom prior to departure.

During Flight

Additional crew members are to monitor flight progress and crew actions as well as maintain an effective scan of the visible horizon alternating between: above, level and below the aircraft. When other traffic is observed, additional crew members are to pass traffic information using the clock code. An example traffic call:

- Traffic
- 2 o'clock
- High
- Crossing Right to Left

To avoid oversaturation of traffic calls that may be simply passing over or a non-threat; the traffic callouts should only be made by the observer when traffic is a perceived threat.

EXCEPTIONS AND REVIEW:

Exceptions may be granted by the Chief Safety Officer.

The Global Head of Training shall develop more detailed roles and responsibilities for the third crew member, in the appropriate Operations Manual or Annex(s) that leverages the crew concept and learning environment.

SCOPE:

CAE Oxford Aviation Academies