KINGDOM OF BAHRAIN
Ministry of Transportation
and Telecommunications

مملكة البحرين
وزارة المواصلات والاتصالات

CIVIL AVIATION PUBLICATION

CAP 10

EXAMINERS

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CIVIL AVIATION PUBLICATIONS

Bahrain CAA Publication Revisions Highlight Sheet

☒ CAP: 10 ☐ TPM: __

The following pages have been revised to Revision 02 dated 14 February 2023

Item	Chapter/Paragraph number	Page(s)	Reason
1.	Revision Highlight	Page 1 of 1	Reflects current revision status and date.
2.	LEP	iii	Indicate the affected pages in this revision
3.	Revision Record	viii	Addition of revision record
4.	Part-I, Chapter 6.3, 6.3.3	1-6-3	Introduce corrective action requirement based on oversight activity
5.	Part-I, Chapter 7, 7.2(e)	1-7-1	Referencing the corrective action requirement of 6.3.3

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Note: Part 2 is based directly on the EASA Flight Examiner Manual and is intended to be the main reference material for the training for pilots only.

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LIST OF EFFECTIVE PAGES

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REVISION RECORD

CAP 10 EXAMINERS

Revision No.	Date of Issue
Initial	01 Mar 2010
Revision 01	24 May 2022
Revision 02	14 February 2023

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PART 1

CHAPTER 1

DEFINITIONS

AFM – Aircraft Flight Manual.

Aircraft Operating Manual – a Pilot's Operating Manual, a Pilot's Operating Handbook, a Flight Crew Operating Manual or a manual established by the Air Operator for the use and guidance of crew members in the operations of its aircraft.

ANTR – Air Navigation Technical Regulations as issued by the Bahrain BCAA

Applicant – a person nominated as a candidate for Designated Examiner approval and authorisation by the BCAA.

ATC – Air Traffic Control.

ATPL – Airline Transport Pilot Licence.

AQTP – Alternate Training Qualification Programme (refer to ANTR-OPS 1.978)

Authority – means the Bahrain Civil Aviation Affairs as used in Part 2.

Base Month – the month in which the Skill Test for the issue or renewal of a type rating is successfully completed (on the base aircraft type, for pilots operating on more than one type or variant). Where an aircraft test/check is required, it is established at the completion of the aircraft test/check. In the context of the Designated Examiner program, it means the month in which the Examiner was initially authorised by the BCAA.

BCAA – the Bahrain Civil Aviation Affairs (see also Authority).

CCM – Cabin Crew Member(s).

CPL – Commercial Pilot Licence.

Command Upgrade Training – the training required for crew members who have qualified and served as second in command on a particular aircraft type, before they serve as pilot in command, on that aircraft.

Company Executive – a company Post Holder, Vice President Operations or Chief Executive.

Conducting – to take an active role in the test or check, i.e. to carry out the briefing, to control the various sequences in the check, to assess applicant(s) performance, to conduct the debriefing, and complete the required documents, including the certification of applicant(s) licence(s).

Conversion Training – the training required for crew members when changing to an aircraft for which a new type or class rating is required.

Differences Training – the training required for crew members and dispatchers operate another variant of an aircraft type currently operated, or another type of the same class currently operated; or when a change of equipment and/or procedures, on types or variants currently operated, requires additional knowledge and training on an appropriate training device or aircraft.

DE (Designated Examiner) – a qualified individual, normally employed by an Operator, who has been authorised by the BCAA to conduct tests and checks required by the ANTRs on behalf of the BCAA.

ECAM – Electronic Centralized Aircraft Monitor.

EICAS – Engine Indication and Crew Alerting System.

Employ – to use the services of someone (does not necessarily imply financial remuneration).

Examiner – either a BCAA Inspector or designated Check Airman, TRE or SFE Examiner.

Examiner Authorisation Acceptance Test – the final stage in the training required for authorisation as a designated examiner, consisting of a Skill Test or Proficiency Check conducted by the examiner applicant, under the observation of a BCAA Inspector.

Examiner Monitor Check - an annual requirement to maintain the validity of a designated examiner authorisation, consisting of a Skill Test or Proficiency Check conducted under the observation of a BCAA Inspector.

Examiner Proficiency Check - an annual requirement to maintain the validity of a designated examiner authorisation, in which a designated examiner is monitored by a BCAA Inspector (or a SFE/TRE specifically authorised for this purpose), whilst undergoing a recurrent proficiency check.

Familiarisation Training - the training required for crew members and dispatchers to operate another variant of an aircraft type currently operated, or another type of the same class currently operated; or when a change of equipment and/or procedures, on types or variants currently operated, requires acquisition of additional knowledge.

CAP – Civil Aviation Publication

FEM – Flight Examiner Manual **Flight Crew -** a

pilot, co-pilot, or flight engineer.**FMS** - Flight

Management System.

ICAO - International Civil Aviation Organization.

In-flight - manoeuvres, procedures, or functions that must be conducted in an aircraft.

Inspector - BCAA Inspector.

Line Operational Evaluation (LOE) - A gate-to-gate line-oriented scenario designed for the evaluation of both technical and CRM skills of a complete cockpit crew, conducted in a flight simulator, using a normal crew complement.

LPC - means Licence Proficiency Check and includes the skill test for the initial type rating and revalidation.

Management Pilot - a pilot employed by an Operator in a flight operations management position.

Monitoring - means to take a passive role during the check. Monitoring will be done by BCAA Inspectors, where the Inspector's interest will be in the manner in which the Designated Examiner conducts the test, assesses the results and processes the necessary documentation.

MPL - Multi-crew Pilot Licence

Nominee - a person nominated by an Operator as a candidate for BCAA authorisation as a Designated Examiner.

Normal Crew Complement - a complete cockpit crew, consisting of a qualified Captain and First Officer (candidates for a type rating Skill Test are considered qualified for this purpose).

Operator - a commercial airline operating under an AOC issued by BCAA, and in accordance with the Civil Aviation Law and ANTRs.

OPC – Operator Proficiency Check which is conducted every 6 months

PIC - Pilot-in-command.

Practical Test - that portion of a flight crew test administered in a simulator or in an aircraft.

Proficiency Check - a demonstration of continuing knowledge and skill necessary to revalidate a type rating and instrument rating as required by ANTR OPS 1.965 Appendix 1 (b) (Licence Proficiency Check LPC); or to revalidate the Operator Proficiency Check (OPC) required by ANTR OPS 1.965 (b).

Note: These are required every 12 months (See also OPC & LPC)

P1 - Pilot-in-command

P2 – Co-pilot

Recurrent Training - training conducted at regular intervals to refresh initial training.

Renewal – the administrative action taken by an examiner and the BCAA after a rating has expired, whereby the BCAA renews the privileges of a rating or authorisation for a further period, consequent upon the fulfilment of specified renewal requirements.

Revalidation – the administrative action taken by an examiner within the period of validity of a rating that allows the holder to continue to exercise the privileges of a rating or authorisation for a further period, consequent upon the fulfilment of specified revalidation requirements.

RTO – Rejected take-off

SEP - Safety and Emergency Procedures.

SFE – a BCAA Designated Synthetic Flight examiner.**SFI** –

a BCAA-authorised Synthetic Flight Instructor.

SIC - second-in-command.

Skill Test – a demonstration of knowledge and skill required for the issue or renewal of a licence or rating.

SOP - BCAA approved Standard Operating Procedures established by an Air Operator, which enable the crew members to operate the aircraft within the limitations specified in the Airplane Flight Manual.

Training Pilot - a BCAA-authorised SFI or TRI. **TRE** –

a BCAA Designated Type Rating Examiner.**TRI** – a

BCAA-authorised Type Rating Instructor.

CHAPTER 2

DESIGNATED EXAMINER PROGRAMME

2.1 INTRODUCTION

This publication contains the standards, policies, procedures and guidelines concerning the Designated Examiner programme for use by both BCAA Inspectors and Designated Examiners, in accordance with the requirements of ANTR-FCL 1, Subpart I.

It is published by the Civil Aviation Affairs under the authority of Bahrain Civil Aviation Law (No. 6 of 1995)

For the purposes of this manual, a Designated Examiner is an Operator employee, authorized to conduct Pilot Type Rating Skill Tests, Pilot Proficiency Checks, and Pilot Line Checks on behalf of the BCAA. Although they are employed by an Operator, Designated Examiners are first and foremost acting as delegatesof the BCAA when performing their duties as an Examiner.

There are 2 Parts to this publication. Part 1 is the main policy document and Part 2 is an Examiners reference document (based on the EASA Flight Examiners Manual), which amplifies Part 1.

Operators are expected to incorporate applicable information contained in this publication in Part D of their Operations Manual.

Note: The information given in this publication may not be applicable to an operator with a BCAA-approved alternate training programme under ANTR-OPS 1.978 and the approved alternate training programme will remain the defining document.

2.2 TYPES OF EXAMINERS

The following roles of an examiner are recognised:

(a) Type rating examiner – aeroplane (TRE(A) and helicopter (TRE(H) and

(b) Synthetic flight examiner – aeroplane (SFE(A) and helicopter (SFE(H).

BCAA also authorises Operator-based Proficiency Check Airmen to conduct pilot proficiency checks and line checks on behalf of BCAA.

2.3 DELEGATION POLICY

2.3.1 General

The Designated Examiner programme has been instituted to allow Air Operators to develop and maintain a programme of tests and checks independent of theavailability of BCAA Inspectors. Designated Examiners must, however, be constantly aware that they perform their checking duties as delegates of the BCAA.

The Designated Examiner programme is designed to supplement inspection requirements by delegation of certain powers. The number of Designated Examiners and their conduct of tests and checks are closely monitored by, and at the option of, the BCAA.

Written authorisation by the BCAA must be received prior to the applicant conducting the duties of an Examiner.

A Designated Examiner authority is not transferable between operators.

Examiners need not have a residence within the designating geographical area of jurisdiction; however, an examiner must be able to provide examiner service in the areain order to be considered for approval.

Note: It is general BCAA policy that management pilots should not be permitted to be Examiners.

2.3.2 Multiple Roles

Provided that they meet the qualification and experience requirements set out in this Subpart for each role undertaken, examiners are not confined to a single role as a Check Airman, TRE or SFE.

2.3.3 BCAA Role

An Inspector may conduct any of the tests and checks referred to in this manual. An Inspector may monitor any approved Designated Examiner conducting any test or check, at any time.

2.3.4 Safety Issue

Examiners, while conducting or observing a flight check from the observer's seat, are cautioned not to move throttles, controls, pull circuit breakers or otherwise do anything that would cause confusion or distraction to the flight crew.

2.4 CONFLICT OF INTEREST

Conflict of Interest is defined as any relationship that might influence a Designated Examiner to act, either knowingly or unknowingly, in a manner that does not hold the safety of the flying public as the primary and highest priority.

All Designated Examiners are held to be in a "perceived" conflict of interest, in that they are simultaneously employees of the company and delegates of the BCAA when performing their checking duties. To avoid a "real" conflict of interest, it is imperative that Designated Examiners strictly adhere to the policy and guidelines contained in this manual.

The final authority, for deciding whether there is any conflict of interest that might affect the Designated Examiner's ability to conduct tests and checks in an impartial manner, rests with the BCAA It must be emphasized that any effort by an Operator to influence or obstruct a Designated Examiner, in any way, in the course of fulfilling his obligations to the BCAA, will result in the forfeiture of the Operator's Designated Examiner programme. The validity of any checks performed by the affected Designated Examiner will also be revoked.

Should any Designated Examiner come into a situation of conflict of interest, a full report of the circumstances shall be immediately submitted to the BCAA for review.

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CHAPTER 3

DESIGNATED EXAMINER APPLICATION AND AUTHORISATION PROCESS

3.1 APPLICATION REQUIREMENTS

3.1.1 Nomination and Application Submission

Suitably-qualified personnel of recognised integrity may be nominated by an Operator for authorisation by BCAA as Designated Examiners. BCAA may also nominate suitably-qualified personnel employed by an Operator to act as Designated Examiners for that Operator's programme.

The Operator shall forward a Designated Examiner application form (ALD/LIC/F132) for each nominee to the BCAA.

The Operator's Training Manager shall complete and sign the application form (ALD/LIC/F132) in accordance with the instructions printed thereon. A resume of the nominee's background, qualifications and experience is required, and must include a summary of previous checking, training or supervisory experience.

A nominee shall also declare, on his/her resume, any interest in the company, or other conditions that could result in a conflict of interest. Interest in a company will not automatically disqualify a nominee from receiving Designated Examiner authority. The BCAA will assess every case, with consideration given to all circumstances involved.

When the Training Manager is the nominee, the form must be signed by the Accountable Manager.

If a deviation from the qualifications and experience requirements is required, supporting documentation justifying the deviation must be included with the nomination form.

The completed nomination form, with required supporting documentation, shall be submitted to the BCAA office holding responsibility for the Operator.

3.1.2 BCAA Application Processing

The BCAA is solely responsible for the acceptance and authorisation of all Designated Examiners.

Upon receipt of a completed ALD/LIC/F132 form and supporting documents, BCAA will review the form and documents to determine whether the nominee meets the minimum qualifications for the examiner authority requested and also will determine whether an additional examiner with that type of authority is needed.

a) If the minimum qualifications are met and there is need for an additional examiner with the requested authority, BCAA formally notifies the sponsoring organisation/nominee by letter that the application and authorisation process will continue.

b) If the minimum qualifications are not met but there is need for an additional examiner with the requested authority, BCAA formally notifies the sponsoring organisation/nominee by letter of the deficiency and how it may be corrected. The

application and authorisation process for that nominee will not continue until documentation of the correction is provided to BCAA.

c) If the minimum qualifications are met but BCAA determines there is no need for an additional examiner with the requested authority, BCAA formally notifies the sponsoring organisation/nominee by letter of that determination and that the application and authorisation process will not continue.

3.2 PRE-AUTHORISATION TRAINING AND TESTING

If BCAA notifies the sponsoring organisation/nominee that the application and authorisation process will continue, the nominee/applicant will proceed to completing a pre-authorisation training and testing process further described in Chapters 5 and 7 and Modules 1 and 2 of this CAP.

a) The nominee/applicant will be scheduled for BCAA-provided Examiner Training and also must complete requires observation and supervised conduct of a relevant skill test/proficiency check as part of the training process.

b) Upon successful completion of the Examiner Training, the nominee/applicant will undergo and must pass an Examiner Authorisation Acceptance Test (EAAT) observed by a BCAA inspector.

If the Pre-Authorisation Training and Testing process is successfully completed, the BCAA Operations Inspector who conducts the EAAT must complete and sign a Designated Examiner Monitoring Report form (ALD/LIC/F082) and take other actions as described in Chapter 7 of this document.

The BCAA Operations Inspector concerned shall then complete and sign the Verification and Recommendation block on the application form, and then issue the Designated Examiner Authority, ensuring that a copy is retained in the appropriate file.

3.3 ADDITION OF FURTHER TYPE/AUTHORITY

BCAA will consider retaining the designation of Examiners who change aircraft types, after an acceptable familiarization period on the new type.

A Designated Examiner Application form (ALD/LIC/132) shall be submitted, containing only the additional information pertaining to the type of aircraft or additional privileges requested. The application shall be signed and submitted as for an initial Designated Examiner approval.

The BCAA shall verify the applicant'squalifications, including the applicant's demonstrated ability to conduct Skill Tests and Proficiency Checks on each aircraft type requested.

When the applicant has met all requirements, a revised Designated Examiner Authority shall be issued.

The revised authority shall be annotated "This authority supersedes and cancels the approval dated (previous approval date)."

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CHAPTER 4

DESIGNATED EXAMINER NOMINEE QUALIFICATIONS

4.1 GENERIC PRE-REQUISITES

(a) Examiners shall hold a licence and rating at least equal to the licence or rating for which they are authorised to conduct skill tests or proficiency checks and, unless specified otherwise, the privilege to instruct for this licence or rating.

(b) Examiners shall be qualified to act as pilot-in-command of the aircraft during a skill test or proficiency check, unless otherwise specified, and shall meet the applicable experience requirements set out in ANTR-FCL 1.435 through 1.460 for aeroplanes and ANTR-FCL 2.435 through 2.460 for helicopters.

(c) Where no qualified examiner is available and, at the discretion of the BCAA, examiners/inspectors may be authorised without meeting the relevant instructor/type/class rating requirements.

(d) The applicant for an examiner authorisation shall have conducted at least one skill test/check in the role of an examiner for which authorisation is sought, including briefing, conduct of the skill test/check, assessment of the applicant to whom the skill test/check is given, de-briefing and recording/documentation.

Note: This test is referred to as the Examiner Authorisation Acceptance Test (EAAT) and will be conducted by a BCAA Inspector.

4.2 AEROPLANE EXAMINER PRE-REQUISITES

4.2.1 Type Rating Examiner - TRE(A)

The Designated Examiner nominee shall:

(a) Hold a valid ATPL which would allow the applicant to act as pilot in command on the same type of aircraft as requested in the application for checking privileges;

(b) Have accumulated a minimum of 1,500 flight hours as Pilot-in-Command;

(c) Demonstrate flying proficiency on the type for which the nominee seeks examining authority, if the nominee does not hold a current Proficiency Check on type;

(d) Have been employed as Pilot-in-Command in the same type of operation for which examining authority is sought;

(e) Have previous experience as an instructor and/or examiner, or have demonstrated ability and knowledge which provides an equivalent level of experience;

(f) Demonstrate satisfactory knowledge of the contents and interpretation of the BCAA ANTRs;

(g) Demonstrate a thorough knowledge of the contents of the Operator's Operations Manual, Operations Specifications, SOPs and the applicable aircraft operating manuals;

(h) Demonstrate his knowledge and ability to conduct Skill Test(s), Proficiency Check(s) and Line Check(s), as appropriate, on the applicable aircraft type (and/or simulator) for which the Designated Examiner has been nominated; and

(i) Have successfully completed the training requirements for authorisation as a TRI, as specified in Parts 1 and 2 of ANTR AMC FCL 1.365 or the equivalent training requirements acceptable to the BCAA, and specified in the Operator's Training Manual (OMD).

Note: If the nominee is not currently authorised as an SFI or TRI by the BCAA, then he/she shall undergo such training as may be required for such an authorisation, prior to commencement of the TRE training course. In the case of Examiners whose authority shall be limited to simulator checks only, then only the SFI training requirements need to be completed.

4.2.2 Synthetic Flight Examiner – SFE(A)

The Designated Examiner nominee shall:

(a) Hold a valid ATPL which would allow the applicant to act as pilot in command on the same type of aircraft as requested in the application for checking privileges;

(b) Have accumulated a minimum of 1,500 flight hours as Pilot-in-Command;

(c) Demonstrate flying proficiency on the type for which the nominee seeks examining authority, if the nominee does not hold a current Proficiency Check on type;

(d) Have been employed as Pilot-in-Command in the same type of operation for which examining authority is sought;

(e) Have previous experience as an instructor and/or examiner, or have demonstrated ability and knowledge which provides an equivalent level of experience;

(f) Demonstrate satisfactory knowledge of the contents and interpretation of the BCAA ANTRs;

(g) Demonstrate a thorough knowledge of the contents of the Operator's Operations Manual, Operations Specifications, SOPs and the applicable aircraft operating manuals;

(h) Demonstrate his knowledge and ability to conduct Skill Test(s), Proficiency Check(s) and Line Check(s), as appropriate, on the applicable aircraft type (and/or simulator) for which the Designated Examiner has been nominated; and

(i) Have successfully completed the training requirements for authorisation as a TRI, as specified in Parts 1 and 2 of ANTR AMC FCL 1.365 or the equivalent training requirements acceptable to the BCAA, and specified in the Operator's Training Manual (OMD).

Note: If the nominee is not currently authorised as an SFI or TRI by the BCAA, then he shall undergo such training as may be required for such an authorisation, prior to commencement of the SFE training course. In the case of Examiners whose authority shall be limited to simulator checks only, then only the SFI training requirements need to be completed.

4.3 HELICOPTER EXAMINER PRE-REQUISITES

4.3.1 Type Rating Examiner - TRE(H)

The Designated Examiner nominee shall:

(a) Multi-pilot helicopters:

(1) have not less than 1500 hours as pilot on multi-pilot helicopters of which at least 500 hours shall be as pilot in command; and

(2) hold a TRI(H) rating on the applicable type; and

(3) before the privileges are extended from single-pilot multi-engine helicopter to multi-pilot multi-engine privileges on the same type, the holder shall meet the requirements of ANTR-FCL 2.250 and have at least 100 hours in multi-pilot helicopters on this type. An applicant for the first multi-pilot multi- engine TRE authority shall meet the experience requirements of ANTR-FCL 2.439(a)(1) except that the 1500 hours multi-pilot helicopter may be considered to have been met if they have the 500 hours pilot-in-command on the multi-pilot helicopter of the same type.

(b) Single-pilot Multi-engine helicopters:

(1) have completed not less than 1000 hours as pilot of helicopters of which at least 500 hours shall be as pilot-in-command; and

(2) hold a professional helicopter pilot licence, and when applicable, a valid IR(H); and

(3) hold a valid TRI(H) rating for the applicable helicopter.

(c) Single-pilot Single-engine helicopters:

(1) has completed not less than 750 hours as a pilot of helicopters of which at least 500 hours shall be as pilot-in-command; and

(2) hold a professional helicopter pilot licence; and

(3) hold either a valid FI(H) or TRI(H) rating for the applicable helicopter.

(d) Demonstrate flying proficiency on the type for which the nominee seeks examining authority, if the nominee does not hold a current Proficiency Check on type;

(e) Have been employed as Pilot-in-Command in the same type of operation for which examining authority is sought;

(f) Have previous experience as an instructor and/or examiner, or have demonstrated ability and knowledge which provides an equivalent level of experience;

(g) Demonstrate satisfactory knowledge of the contents and interpretation of the BCAAANTRs;

(h) Demonstrate a thorough knowledge of the contents of the Operator's Operations Manual, Operations Specifications, SOPs and the applicable aircraft operating manuals;

(i) Demonstrate his knowledge and ability to conduct Skill Test(s), Proficiency Check(s) and Line Check(s), as appropriate, on the applicable aircraft type (and/or simulator) for which the Designated Examiner has been nominated; and

(j) Have successfully completed the training requirements for authorisation as a TRI, as specified in Parts 1 and 2 of ANTR AMC FCL 2.365 or the equivalent training requirements acceptable to the BCAA, and specified in the Operator's Training Manual (OMD).

Note: If the nominee is not currently authorised as an SFI or TRI by the BCAA, then he/she shall undergo such training as may be required for such an authorisation, prior to commencement of the TRE training course. In the case of Examiners whose authority shall be limited to simulator checks only, then only the SFI training requirements need to be completed.

4.3.2 Synthetic Flight Examiner - SFE(H)

The Designated Examiner nominee shall:

(a) Have completed the standardisation course in ANTR-FCL 2.425(e), and:

(b) Hold an ATPL(H) which includes an IR(H) on the applicable type;

(c) Has not less than 1000 hours of flight time as a pilot of multi-pilot helicopters;, and

(d) Be entitled to exercise the privileges of an SFI(H) (see ANTR-FCL 2.350A).

(e) Demonstrate flying proficiency on the type for which the nominee seeks examining authority, if the nominee does not hold a current Proficiency Check on type;

(f) Have been employed as Pilot-in-Command in the same type of operation for which examining authority is sought;

(g) Have previous experience as an instructor and/or examiner, or have demonstrated ability and knowledge which provides an equivalent level of experience;

(h) Demonstrate satisfactory knowledge of the contents and interpretation of the BCAA ANTRs;

(i) Demonstrate a thorough knowledge of the contents of the Operator's Operations Manual, Operations Specifications, SOPs and the applicable aircraft operating manuals;

(j) Demonstrate his knowledge and ability to conduct Skill Test(s), Proficiency Check(s) and Line Check(s), as appropriate, on the applicable aircraft type (and/or simulator) for which the Designated Examiner has been nominated; and

(k) Have successfully completed the training requirements for authorisation as a TRI, as specified in Parts 1 and 2 of ANTR AMC FCL 2.365 or the equivalent training requirements acceptable to the BCAA, and specified in the Operator's Training Manual (OMD).

Note: If the nominee is not currently authorised as an SFI or TRI by the BCAA, then he shall undergo such training as may be required for such an authorisation, prior to commencement of the SFE training course. In the case of Examiners whose authority shall be limited to simulator checks only, then only the SFI training requirements need to be completed.

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CHAPTER 5

DESIGNATED EXAMINER NOMINEE INITIAL TRAINING

5.1 GENERAL

All Examiners must be suitably trained, qualified and experienced for their role on the relevant type/class of aircraft. It is important, however, that in every instance, the Examiner should, by background and experience, have the professional respect of the aviation community.

5.2 SYNTHETIC FLIGHT EXAMINER (SFE)

Pilots shall undergo the following training in order to be authorised as a Synthetic Flight Examiner (SFE):

(a) Training conducted by a BCAA Inspector, covering the following topics;

(1) The procedures and techniques associated with the conduct of Type Rating Skill Tests andProficiency Checks;

(2) The techniques and standards used in the assessment and evaluation of candidate performance;

(3) Briefing and debriefing procedures and requirements;

(4) Completion of all applicable forms and documentation; and

(5) The contents and interpretation of all applicable manuals and publications.

(b) The observation of at least one Skill Test or Proficiency Check being conducted in an approved simulator;

(c) The conduct of at least two Skill Tests and/or Proficiency Checks in an approved simulator under the supervision of a Type Rating Examiner or Synthetic Flight Examiner. The nominee shall carry out the briefing, conduct the check and subsequent debrief, and then complete all necessary paperwork, except for any signatures and licence entries, which shall be made by the TRE/SFE conducting the training; and

(d) Undergo a BCAA Examiner Authorisation Acceptance Test, during which a BCAA Inspector will observe the nominee/applicant conducting a Skill Test or Proficiency Check on a candidate (or candidates) in an approved simulator. Subject to the satisfactory demonstration of the nominee's abilityto perform the required duties, the observing Inspector shall recommend the authorisation of the applicant as an SFE.

Note: During the EAAT, the nominee shall carry out all the briefing & debriefing and complete the necessary paper work for the Skill Test or Proficiency Check except for any signature, which shall be completed by the monitoring Examiner.

5.3 TYPE RATING EXAMINER (TRE)

In addition to the training requirements for a SFE, as specified in 5.2 above, pilots shall undergo the following training in order to obtain authorisation as a Type Rating Examiner (TRE):

(a) Appropriate simulator training, covering the TRE's role during circuit training, and the exercises required in the aircraft to complete a type-rating Skill Test;

(b) Observation of the conduct of aircraft type rating assessment; and

(c) If previously a SFE, conduct aircraft type rating assessment for one trainee, under the supervision of a TRE, and under observation by BCAA (this observation requirement may be waived with the written approval of the BCAA).

(d) A TRE, who is applying to be authorised for aircraft without simulator support, shall be required to conduct at least two Skill Tests and/or Proficiency Checks in the aircraft, under the supervision of a TRE and under observation by BCAA. (The BCAA observation requirement may be waived with the written approval of the BCAA.)

Note: The nominee shall carry out all the briefing & debriefing and complete the necessary paper work except for any signature, which shall be completed by the supervising Examiner or observing Inspector.

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CHAPTER 6

VALIDITY, REVALIDATION, RENEWAL AND WITHDRAWAL

6.1 GENERAL

6.1.1 Validity Period

An Examiner authorisation is valid for a period of three calendar years**,** not including the month of issue (base month).

Examiners are re-authorised at the discretion of the BCAA, and in accordance with Appendix 1 to ANTR-FCL 1.425 (aeroplane) or Appendix 1 to ANTR-FCL 2.425 (helicopter).

6.1.2 Re-authorisation

To be re-authorised, the examiner shall have conducted at least two skill tests or proficiency checks in every yearly period within the three year authorisation period. One of the skill tests or proficiency checks given by the examiner annually within the validity period of the authorisation shall have been observed by an inspector of the BCAA as an Annual DE Monitor Check.

6.1.3 Temporary Extension of Validity

If a delay or problem is anticipated by the Operator in arranging an Annual DE Monitor Check for a Designated Examiner prior to the expiry date, contact shall be made at once by telephone with the appropriate BCAA Office to make alternate arrangements.

If the Operator can show that it is impractical to arrange a BCAA monitor/check to fulfill the requirements above, prior to the expiry date, an extension may be granted by the BCAA on a specific case basis. Maximum extension may not exceed 30 days, from the date the BCAA monitor was due.

6.2 VALIDITY CONSIDERATIONS

6.2.1 Cessation of Authority

An Examiner authorisation will cease to be valid whenever any of the following conditions apply:

(a) More than 12 calendar months have elapsed since completion of any required Refresher Course or Workshop. Such a workshop shall cover assessment standards and practices, licensing requirements and current regulations; or

(b) More than 12 calendar months have elapsed since the Examiner has undergone either the Examiner Authorisation Acceptance Test or an Annual DE Monitor Check by a BCAA Inspector whilst conducting a Skill Test or Proficiency Check; or

(c) For a TRE/SFE, more than 12 calendar months have elapsed since the TRE/SFE has undergone a Proficiency Check conducted by a BCAA Inspector, or an Examiner specifically authorised for this purpose; or

(d) When less than 2 Skill Tests or Proficiency Checks sessions have been conducted by the Examiner within a 12 calendar month period; or

(e) The Examiner's type or instrument rating has expired; or

(f) The Examiner's licence is not valid or has expired; or

(g) The required medical category invalidates his/her licence (does not apply in case of an authorisation issued for and restricted to flight simulator checks); or

(h) The Examiner authorisation is withdrawn by the BCAA; or

(i) For base training privileges, more than 12 calendar months have elapsed since a TRE has occupied either pilot's seat during circuit training (in this case, SFE authorisation shall remain valid provided all other validity requirements continue to be satisfied).

6.2.2 Revalidation Requirements

For revalidation of a current Examiner authorisation, the following shall beaccomplished within 12 calendar months of the expiry date of the authorisation:

(a) Conduct of a Skill Test or Proficiency Check in an approved simulator, under the observation of a BCAA Inspector (Annual DE Monitor Check); and

(b) Undergo a Proficiency Check in an approved simulator, conducted by a BCAA Inspector, or another Examiner specifically authorised for this purpose.

6.2.3 Renewal Requirements

Provided all necessary licences and ratings (including TRI authorisation) are valid, an Examiner authorisation that has expired may be renewed by the following:

(a) If less than 3 calendar years have elapsed since the Examiner has been monitored and checked by a BCAA Inspector, then the authorisation may be renewed by undergoing a DE Monitor Check by a BCAA Inspector and aProficiency Check, conducted by a BCAA Inspector or an Examiner specifically authorised for this purpose.

(b) If 3 calendar years or more have elapsed since the Examiner has been monitored and checked by a BCAA Inspector, then the authorisation may be renewed by undergoing the complete initial qualification training process.

(c) If more than 12 calendar months have elapsed since an Examiner has occupied either pilot's seat during circuit training, then the authorisation may be renewed by undergoing appropriate refresher training in the aircraft or simulator.

6.3 WITHDRAWAL OF DESIGNATED EXAMINER PRIVILEGES

6.3.1 Policy

Designated Examiner privileges may be withdrawn by the BCAA, in part or in whole, for due cause. In these cases, the BCAA will issue a written notification of withdrawal of examiner privileges to the Designated Examiner concerned, and also inform the applicable Operator(s). Where there is an immediate threat to safety, this privilege will be withdrawn immediately.

Except where there is an immediate threat to safety, the BCAA, prior to making a final decision in the matter of withdrawal of a Designated Examiner's authority, shall ensure:

(a) The matter has been investigated thoroughly; and

(b) The Designated Examiner and, where applicable, the concerned Operator, have been given a formal opportunity to respond to the allegations, either verbally or in writing.

6.3.2 Causes

The BCAA may withdraw a Designated Examiner's authority if evidence shows that an Examiner has:

(a) At any time, acted in a manner which is in contravention of the guidelines contained in this publication;

(b) Placed a personal interest, or the interest of the company, ahead of the interest of the BCAA and the travelling public;

(c) Failed to attend any required refresher training;

(d) Failed to follow the applicable instructions to maintain the required standards, or to follow proper procedures;

(e) Fraudulently misused Designated Examiner authority, or acted in any other way that would discredit the BCAA;

(f) Breached the BCAA ANTRs;

(g) During the course of a Proficiency Check, Skill Test or Annual DE Monitor Check, failed to meet the required BCAA Standards. The Designated Examiner will be informed verbally, immediately upon completion of the Proficiency Check or Skill Test, or the Inspector may stop the check at the time an overall failure is awarded;

(h) Exercised poor judgment in assessing a candidate's performance, in relation to the standards contained herein; or

(i) Failed to represent the BCAA in an acceptable manner.

6.3.3 Corrective action

The corrective action(s) must be appropriate to the level of finding(s) such as

- Level 1, A level 1 finding is any significant non-compliance with ANTR requirements which lowers the safety standard and hazards seriously the flight safety.
- In general, findings which are having direct impact in degradation of safety standard are considered as Level 1. Level 1 finding requires immediate attention and rectification including appropriate corrective action to prevent recurrence of the finding and its root cause agreeable to BCAA.
- A level 2 finding is any non-compliance with the ANTR requirements which could lower the safety standard and possibly hazard the flight safety. Level 2 findings require corrective action to the satisfaction of the BCAA within a period of 7 days or as acceptable to BCAA, including appropriate corrective action to prevent recurrence of the finding and its root cause agreeable to BCAA.

CHAPTER 7

DESIGNATED EXAMINER MONITORING

7.1 GENERAL

The operator has a responsible for the quality, legality and conduct of the examiner. The BCAA will conduct oversight on examiners and, unless specifically exempted by the BCAA, a BCAA Flight Operations Inspector must conduct the following test and monitoring checks regarding Examiners

- Examiner Authorisation Acceptance Test for initial issue of an Examiner authorisation;
- Annual DE Monitor Check;

Note 2: BCAA reserves the right to conduct a sample of any hecks conducted by the Operator, in order to further validate the Operator's approved training programmes.

7.2 BCAA OVERSIGHT

The BCAA shall monitor the standards of all Designated Examiners by:

(a) Monitoring each DE every 12 months while he/she conducts a Skill Test or Proficiency Check; this check shall be referred to as the Annual DE Monitor Check. The period of validity of this check requirement shall be 12 calendar months, in addition to the remainder of the month of the check;

(b) Reviewing the Operator's utilization of Designated Examiners on a regular basis;

(c) Monitoring the activities of each Designated Examiner to ensure:

(1) His/her reports are complete, accurate and meaningful;

(2) His/her Skill Tests and Proficiency Checks (as applicable) cover the required sequences;

(3) His/her conduct of Skill Tests and Proficiency Checks (as applicable) is fair and in conformance with the standards andprocedures described in this manual;

(4) He/she is acting within the limits of his/her authority; and

(d) Completing an ALD/LIC/082 form (Designated Examiner Monitoring Report) for each TFE and each SFE every 12 months, compiling related records, and updating the Operator's Designated Examiner file with these items.

(e) The non-compliance if any will be addressed as per the procedure given in 6.3.3 above.

7.3 OPERATOR RESPONSIBILITIES

7.3.1 General

It is the Operator's responsibility to ensure the quality, legality and conduct of the examiner and to ensure the Designated Examiner's authority is valid before scheduling him/her to conduct a type-rating Skill Test or Proficiency Check. To aid in this responsibility, an Operator shall maintain records to show:

(a) The last date on which each Designated Examiner underwent a ProficiencyCheck conducted by an Inspector (or an authorised TRE/SFE), and when his next Proficiency Check is due;

(b) The last date on which each Designated Examiner underwent an Annual DE Monitor Check by an Inspector and when his/her next Annual DE Monitor Check is due;

(c) The last date on which each Designated Examiner attended any required DE Refresher Course or workshop, and when any required next course/workshop is due;

(d) A list of the Tests/Checks conducted by each Designated Examiner, at least annually, using a reporting system approved by the BCAA.

7.3.2 Temporary Extension of Validity

If a delay or problem is anticipated by the Operator in arranging an Annual DE Monitor Check for a Designated Examiner prior to the expiry date, contact shall be made at once by telephone with the appropriate BCAA Office to make alternate arrangements.

If the Operator can show that it is impractical to arrange a BCAA Annual DE Monitor Check to fulfill the requirements above, prior to the expiry date, an extension may be granted by the BCAA on a specific case basis. Maximum extension may not exceed 30 days, from the date the BCAA Annual DE Monitor Check was due.

7.3.3 Notification of Employment

In order to maintain up to date records for Designated Examiner utilization, the Operator shall advise the BCAA when a Designated Examiner is no longer in the employ of the Company, or will not be required to perform Designated Examiner duties during the coming 24 months.

7.4 PROCEDURES FOR ACCEPTANCE TESTS AND MONITORING CHECKS

7.4.1 General

In the cases of the Examiner Authorisation Acceptance Test and the Annual DE Monitor Checks, the BCAA Inspector will meet with the nominee/Designated Examiner prior to commencement of the test or check, to establish the sequence of procedures to be demonstrated and to delineate the extent of the Inspector's input.

Either the Inspector or the nominee/Designated Examiner may conduct pre-flight activities including the briefing of the candidates.

Upon completion of the check ride portion of the EAAT or Annual DE Monitor Check, the Inspector and the nominee/Designated Examiner under monitor will confer privately, to reach agreement on the results of the check and the items to be covered in the debriefing. Where a disagreement exists between the evaluations of the Inspector and nominee/Designated Examiner, the Inspector's evaluation shall take precedence, and be used in the debriefing.

7.4.2 Documentation

The following documentation procedures shall be observed by a BCAA Inspector upon completion of an EAAT or Annual DE Monitor Check.

(a) Annual DE Monitor Check

(1) Complete the ALD/LIC/082 form (Designated Examiner Monitoring Report);

(b) Examiner Authorisation Acceptance Test

(1) Complete the ALD/LIC/082 form (Designated Examiner Monitoring Report);

(2) Enter an ‘X’ in the “I/E” box on the ALD/LIC/F061 (Pilot Check Report); and

(3) Attach a copy of the ALD/LIC/082 form to the ALD/LIC/132 form (Application for Designated Examiner Form).

CHAPTER 8

DESIGNATED EXAMINER TERMS OF REFERENCE

8.1 GENERAL

An Examiner shall not conduct a Skill Test on a candidate for whom he has conducted the associated conversion course training, nor shall he conduct the re-check of a candidate who has failed a previous skill test or proficiency check, and for whom he has conducted the necessary remedial training.

A flight crew Examiner may conduct an Operator Proficiency Check, and the Recurrent Training session conducted in conjunction with that check, for the same candidate(s).

A flight crew Examiner may conduct a Licence Proficiency Check, and the Recurrent Training session(s) conducted in conjunction with that check, for the same candidate(s), but only for justifiable reasons, and provided that specific approval has been obtained from the BCAA in each case.

This approval may be written (letter, fax, telex or e-mail), or verbal (a verbal approval number must be obtained). If requested, written justification must also be submitted to the BCAA by the Operator.

A copy of this written approval, or the applicable verbal approval number, must be provided to the SFE/TRE conducting the check, with a copy and any written justification, placed on the candidate's file. In the case of a verbal approval, the applicable verbal approval number must be noted in the "Comments" section of the candidate's Pilot Check Report. Whenever this situation occurs, the next recurrent Proficiency Check for the affected candidate shall be conducted by a different Examiner.

8.2 PRIVILEGES - AEROPLANE

8.2.1 Type Rating Examiner – Aeroplane TRE(A)

The privileges of a TRE(A) are to conduct:

(a) skill tests for the issue of type ratings for multi-pilot aeroplanes;

(b) proficiency checks for revalidation or renewal of multi-pilot type and instrument ratings and for the revalidation of the Operator Proficiency Check;

(c) Low Visibility Operations checks (i.e. low visibility takeoffs and CAT II/III approaches);

(d) Any other test or check, normally conducted by an Inspector, when so authorised by the BCAA (specific approval required in each case).

(e) In addition a Type Rating Examiner (TRE) with the appropriate license, ratings and a valid medical is authorised to conduct:

- Aircraft training and checking (Base Training).
- Initial and Recurrent Line Checks in the aircraft.

provided that the examiner has completed not less than 1 500 hours flight time as a pilot of multi-pilot aeroplanes of which at least 500 hours shall be as pilot-in-command, andholds or has held a TRI(A) rating or authorisation.

Note: A TRE whose medical certificate is not valid may be granted SFE authorisation on flight simulators only. The duration of the authority shall be limited to the period of validity of the Examiner's licence. This authority shall remain valid only if, during the preceding 12 calendar months, the Examiner completes a Proficiency Check and a DE Monitor Check on the type for which Designated Examiner privileges are granted.

8.2.2 Synthetic Flight Examiner – Aeroplane SFE(A)

The privileges of an SFE(A) are to conduct in a flight simulator:

(a) skill tests for the issue of type ratings for multi-pilot aeroplanes;

(b) proficiency checks for revalidation or renewal of multi-pilot type and instrument ratings and for the revalidation of the Operator Proficiency Check;

(c) Low Visibility Operations checks (i.e. low visibility takeoffs and CAT II/III approaches);

(d) Any other test or check, normally conducted by an Inspector, when so authorised by the BCAA (specific approval required in each case).

(e) An SFE with the appropriate license, ratings and a valid medical certificate is also authorised to conduct Initial and Recurrent Line Checks in the aircraft.

provided that the examiner holds an ATPL(A), has completed not less than 1500 hours of flight time as a pilot of multi-pilot aeroplanes and is entitled to exercise the privileges of a SFI(A) and for the purpose of (a) above holds a valid type rating on the applicable aeroplane type. (see ANTR-FCL 1.405).

Note: A SFE whose medical certificate is not valid may be granted SFE authorisation on flight simulators only. The duration of the authority shall be limited to the period of validity of the Examiner's licence. This authority shall remain valid only if, during the preceding 12 calendar months, the Examiner completes a Proficiency Check and a DE Monitor Check, on the type for which Designated Examiner privileges are granted.

8.3 PRIVILEGES - HELICOPTER

8.3.1 Type Rating Examiner – Helicopter TRE(H)

The privileges of a TRE(H) are to conduct :

(a) For multi-pilot helicopters

(1) skill tests for the issue of type rating;

(2) proficiency checks for revalidation or renewal of multi-pilot type ratings;

(3) proficiency checks for the revalidation or renewal of instrument ratings (H) provided the TRE(H) holds a valid IR(H) and complies with ANTR-FCL 2.425(e);

(b) For single-pilot helicopters

(1) skill tests for the issue of type ratings;

(2) proficiency checks for revalidation or renewal of single-pilot helicopter type ratings; and

(3) proficiency checks for the revalidation or renewal of instrument ratings (H) provided the TRE(H) holds a valid IR(H) and complies with ANTR-FCL 2.425(e).

(c) Any other test or check, normally conducted by an Inspector, when so authorised by the BCAA (specific approval required in each case).

(d) In addition a Type Rating Examiner (TRE) with the appropriate license, ratings and a valid medical is authorised to conduct:

- Aircraft training and checking (Base Training).
- Initial and Recurrent Line Checks in the aircraft.

Note: A TRE whose medical certificate is not valid may be granted SFE authorisation on flight simulators only. The duration of the authority shall be limited to the period of validity of the Examiner's licence. This authority shall remain valid only if, during the preceding 12 calendar months, the Examiner completes a Proficiency Check and a DE Monitor Check on the type for which Designated Examiner privileges are granted.

8.3.2 Synthetic Flight Examiner – Helicopter SFE(H)

The privileges of an SFE(H) are to conduct in a flight simulator:

(a) Skill tests for the issue of type ratings, provided the SFE holds a valid type rating on the applicable helicopter type; and

(b) Proficiency checks for the revalidation and renewal of type and instrument ratings.

(c) Any other test or check, normally conducted by an Inspector, when so authorised by the BCAA (specific approval required in each case).

(d) An SFE with the appropriate license, ratings and a valid medical certificate is also authorised to conduct Initial and Recurrent Line Checks in the aircraft.

Note: A SFE whose medical certificate is not valid may be granted SFE authorisation on flight simulators only. The duration of the authority shall be limited to the period of validity of the Examiner's licence. This authority shall remain valid only if, during the preceding 12 calendar months, the Examiner completes a Proficiency Check and a DE Monitor Check on the type for which Designated Examiner privileges are granted.

CHAPTER 9

GUIDELINES FOR SKILL TESTS AND PROFICIENCY CHECKS

9.1 OBJECTIVE

The aim of a Skill Test or Proficiency Check is to:

(a) Determine, by practical demonstration, whether the applicant has reached and/or maintained the required level of knowledge and skill for the rating;

(b) Improve the overall standards of instruction and training, by identification of those exercises and procedures which are failed, or for which marginal performance is commonly observed; and

(c) To ensure that safety standards are maintained and where possible improved, throughout the aviation industry by requiring the application of sound airmanship and flight discipline.

9.2 PROCEDURE

9.2.1 General

(a) Skill Tests and Proficiency Checks will be conducted in accordance with the standards described in this chapter. They shall be documented on the BCAA Pilot Check Report Form (ALD/LIC/F061).

Note: A BCAA certificated operator that has a BCAA approved training and checking programme may develop its own Skill Test and Proficiency Check contents and report forms, otherwise form (ALD/LIC/F061) (Pilot Check Report form) must be used.

(b) All Skill Tests and Proficiency Checks shall be conducted with a normal crew complement.

(c) For multi-crew operations, a Skill Test or Proficiency Check shall consist of a demonstration of both pilot flying (PF) duties and pilot not flying (PNF) duties by each crew member.

(d) A Skill Test or Proficiency Check of a PIC shall be completed in the seat occupied by the pilot in- command, and a test or check of a SIC shall be completed in the seat occupied by the second- in-command.

(e) Each SIC pilot will demonstrate his ability to perform his assigned functions during Skill Tests and Proficiency Checks. Company limits for First Officers, of minimum ceiling and visibility do not apply during Skill Tests and Proficiency Checks. First Officer Company crosswind limits continue to apply.

(f) It is essential that a common standard is applied by all examiners. However, because flights may be conducted in different and sometimes varying conditions and circumstances, each examiner must consider all aspects when assessing the flight. The examiner must exercise sound judgment and impartiality throughout. To assist with this, each examiner should maintain a record of the test/check so that all aspectsmay be debriefed comprehensively.

(g) The format for a Skill Test or Proficiency Check is intended to simulate a practical flight environment, i.e. a commercial air transport flight. Planning and preparation must be completed by the crew using routine planning material, in accordance with normal operating procedures.

(h) In flight, the candidate must use the normal charts and plates, as per the applicable company's operation, i.e. it is not acceptable to use "home-made" line drawings or photocopied material which has been customised or highlighted.

(i) Examiners are reminded that when check scenarios are written to offer several operational choices, they must refrain from imposing their personal "optimum" operational solution on the crew.

(j) Most pilots will dislike the prospect of being tested. Some applicants may become nervous, which might affect their performance. The attitude and approach of the examiner can do much to overcome these difficulties. The examiner must establish a friendly and relaxed atmosphere, which will enable the applicant to properly demonstrate his abilities. A severe or hostile approach by the examiner must be avoided, and will not be tolerated by the BCAA.

(k) Examiners, while conducting or observing a flight check from the observer's seat, are cautioned not to move throttles, controls, pull circuit breakers or otherwise do anything that would cause confusion or distraction to the flight crew.

9.2.2 Simulator

When the Proficiency Check or skill test is conducted in a simulator, all components must be operative as per the approved aircraft MEL, and the approved Simulator Component Inoperative Guide applicable to the simulator concerned. The motion and visual systems must meet the standard set forth in the BCAA Simulator Approval Letter. Headset use is mandatory, in accordance with the Operator's SOPs, for all checks conducted in a simulator.

9.2.3 Aircraft

When the Proficiency Check or skill test is conducted in an aircraft, all components must be operative as per the approved aircraft MEL. When any portion of a Skill Test or Proficiency Check must be conducted in an aircraft, the aircraft portion of the test/check shall take place within 30 days of the simulator test/check, not including the day of the test/check. When it is impractical to arrange the airborne portion of the test/check within 30 days, the BCAA may grant an extension upon request.

9.3 MODIFICATIONS TO THE LESSON PLAN

A Skill Test or Proficiency Check is normally conducted in accordance with a set lesson plan, which is designed to ensure the accomplishment of the mandatory test/check items and sequences. However, the examiner conducting the test/check may modify the lesson plan, bearing in mind the assessment standards as follows:

(a) By changing the sequence of items or manoeuvres to achieve an orderly and efficient flow of a practical flight, having regard to the existing conditions or circumstances;

(b) By requiring the conduct of additional manoeuvres or procedures, where proficiency in any area is in doubt, either for an individual or for a crew, to properly determine actual proficiency, and to confirm that the individual or crew can operate the aircraft safely;

(c) By altering environmental conditions and/or system malfunctions, when defects or limitations affecting the simulator preclude use of the environmental conditionsand/or system failures required by the lesson plan; or

(d) When an unforeseen crew decision requires subsequent modification to the scenario.

(e) Where the lesson plan has been modified for the reasons described above; examiners must ensure that;

(1) All mandatory items and sequences are covered;

(2) The test is completed efficiently and without wasted time; and

(3) A record of the modification is made in the “Comments” section of the ALD/LIC/F061 form, to ensure data collected reflects the modified circumstances, and to provide feedback concerning the suitability of thelesson plan and/or the quality of the supporting documentation.

9.4 ADDITIONAL REQUIREMENTS

9.4.1 Revalidation of a Type Rating

In the case of Proficiency Checks conducted for the revalidation of a type rating, the examiner must ensure that the candidate has completed at least 10 route sectors as pilot ofthe relevant type or class of aircraft, or one route sector with an examiner during the period of validity of the rating. This requirement (as specified in ANTR-FCL) is considered to be satisfied if the pilot’s Annual Line Check is valid at the time of the Proficiency Check. Confirmation that this requirement is satisfied shall be the responsibility of the operator.

9.4.2 Additional requirements for ATPL Skill Tests

(a) A pilot undergoing a Skill Test for the initial issue of an ATPL, shall operate as “pilot flying” (PF) during all mandatory manoeuvres. Additionally, he shall demonstrate proficiency as “pilot not flying” (PNF) during the test.

(b) The following shall be specifically assessed when testing pilots for the ATPL, irrespective of whether the pilot acts as PF or PNF:

(1) Management of crew co-operation

(2) Maintaining a general survey of the aircraft operation by appropriate supervision; and

(3) Setting priorities and making decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.

(c) The Skill Test should be accomplished, as far as possible, in a simulated line operational environment under IFR. An essential element is the ability to plan and conduct the flight from routine briefing material.

(d) ATPL Skill Tests shall be undertaken in accordance with the following options:

(1) In combination with a Skill Test conducted for the issue or renewal of a multi-pilot type rating;

(2) In combination with a Licence Proficiency Check conducted for the revalidation of a multi-pilot type rating; or

(3) As a separate Skill Test, conducted in accordance with a lesson plan approved for this purpose by the CAA.

(e) An ATPL Skill Test shall include checking on Circling Approaches. The Operator's approved ATPL training course, which shall include simulator training covering circling approaches, must be completed prior to the Skill Test.

(f) The "Instructor Recommendation" section of the licence application form and the Pilot Check Report that will be used for the Skill Test, shall be completed and signedby the Instructor/Examiner conducting the ATPL simulator training.

(g) Each ATPL Skill Test must be conducted by a CAA Inspector, or a TRE/SFE specifically authorised for the particular check.

9.5 EXAMINER PARTICIPATION - SIMULATOR TESTS AND CHECKS

9.5.1 Operator Proficiency Checks (OPC)

When conducting an Operator Proficiency Check in a simulator, the Examiner shall not participate as a flight crew member, and shall limit his activities to the operation of the simulator itself, and role play of "external" resources, as appropriate. However, if it is necessary to provide training to achieve proficiency, then the Examiner may intervene as required.

Check items must not be briefed in advance of the first execution of such manoeuvres, i.e. prior to the "first look". Proficiency data must be collected prior to any training and re-sit of any first look item.

Demonstration of the required proficiency standard is required for all check items in order to award an overall PASS for an Operator Proficiency Check.

If any item is assessed as UNSATISFACTORY on the first attempt, then, with the exception of a crash, gross mishandling or major deviations that create a hazardous situation, training and re-sits may be conducted at the discretion of the Examiner, in order to restore and confirm proficiency.

The Examiner shall exercise his judgment in deciding how much additional training is appropriate to provide during the OPC, for a pilot having difficulty achieving proficiency.

However, if more than two (2) re-sits are required for any one item, or the scheduled time for the check has elapsed and there is no further opportunity to complete necessary re-sits, the TRE/SFE shall award an UNSATISFACTORY ("1") grade for the applicable item(s), and rule the check as FAILED. Re-sits/repeats initiated by the crew as a result of their own decision making, shall be counted towards the maximum allowed.

9.5.2 Skill Tests

When conducting a Skill Test in a simulator, the Examiner shall not participate as a flight crew member, and shall limit his activities to the operation of the simulator itself, and role play of "external" resources as appropriate.

If any item is assessed as UNSATISFACTORY then, with the exception of a crash, gross mishandling or major deviations that create a hazardous situation, a re-sit may be conducted at the discretion of the Examiner. Unless a re-sit opportunity occurs "naturally", for instance as a result of crew decision-making during the remainder of the session, re-sits will usually be conducted at the conclusion of the planned session, if time remains.

All re-sits shall be conducted without prior training, practice, or coaching of any kind by the Examiner.

The Examiner shall always exercise his judgment in deciding when and/or if a re-sit is appropriate. Although, technically, all items on the test schedule could be subject to re-sit, this is not the intent of the discretionary authority provided to the Examiner in this respect.

If the candidate's performance is such that several items need repeating, he is clearly not up to the required standard, and so the discretion to repeat should not be exercised any further. In any case, if more than one (1) re-sit is required for any one item, or the scheduled time for the check has elapsed and there is no further opportunity to complete a re-sit, the Examiner shall award an UNSATISFACTORY ("1") grade for the applicable item(s), and rule the check as FAILED. Re-sits/repeats initiated by the crew as a result of their own decision making, shall be counted towards the maximum allowed.

9.5.3 Licence Proficiency Checks (LPC)

A Licence Proficiency Check shall be designed and conducted to ensure the requirements applicable to the revalidation of both the Operator Proficiency Check and the aircraft Type Rating are completed.

When conducting an LPC, the TRE/SFE shall not participate as a flight crew member, and shall limit his activities to the operation of the simulator itself, and role play of "external" resources as appropriate. The LPC will be conducted strictly as scripted, without interruption or deviation, unless required as a result of unforeseen crew decisions.

If any item is assessed as UNSATISFACTORY then, with the exception of a crash, gross mishandling or major deviations that create a hazardous situation, a re-sit may be conducted at the discretion of the TRE/SFE. Unless the crew repeats the item(s) as a result of their own decision-making, the TRE/SFE may provide debriefing, training and re-sit(s), as required, in order to restore and confirm proficiency.

The TRE/SFE shall exercise his judgment in deciding when and/or if a re-sit is appropriate, and how much additional training is appropriate to provide during the LPC. However, if more than two (2) re-sits are required for any one item, or the scheduled time for the check has elapsed and there is no further opportunity to complete a re-sit, the TRE/SFE shall award an UNSATISFACTORY ("1") grade for the applicable item(s), and rule the check as FAILED.

Resits initiated by the crew as a result of their own decision making, shall be counted towards the maximum allowed.

9.6 EXAMINER PARTICIPATION – AIRCRAFT TESTS & CHECKS

When conducting a Skill Test or Proficiency check in an aircraft:

(a) An Examiner shall normally occupy an observer's seat; the other pilot must be aqualified instructor and shall be the nominated PIC;

(b) Subject to BCAA approval the Examiner may sit in a pilot seat during the check. Inthis case the Examiner is also PIC.

Note: A Flight Instructor Examiner must sit in the command seat when conductingchecks with an Instructor.

(c) The PIC should bring to the trainee's attention any tendency for flight parameters to move significantly from their target values;

(d) The PIC will be ready for instant use of all thrust levers when a `low and slow' situation is developing;

(e) If windshear is experienced, or forecast, then the test/check should be delayed or cancelled;

(f) No unauthorised manoeuvres, which might jeopardize the safety of flight, shall be conducted. In addition, no demonstrations of the flight envelope protection systems (as applicable) will be intentionally carried out;

(g) Practice rejected takeoffs will not be conducted. The decision to reject a take-off is made exclusively by the PIC, who will immediately take control of the aircraft. This requirement shall be emphasized during the briefing conducted prior to flight, and shall be re-emphasized during the pre-takeoff briefing conducted in the aircraft;

(h) Aircraft systems shall not be deliberately shut down;

(i) Stabilizer runaway shall not be simulated;

(j) An engine shall not be shut down during aircraft training. Engine "failure" shall be simulated by retarding a thrust lever to the idle stop, having first checked the correct functioning of the other engine(s). Engine failure on take-off or go around should only be simulated after gear-up selection, and after a steady climb attitude has been achieved.

(k) Simulated engine-out landings shall only be made to a full stop;

(l) Single-engine-out procedures only shall be simulated;

(m) Visual circuits shall not be conducted if cloud base is less than 1500ft AGL or visibility less than 5 km;

(n) ILS approaches, via radar vectors, may be used, provided the cloud base is not less than 500 ft AGL and the visibility is not less than 3 km.

9.7 DOCUMENTATION CHECK

Prior to commencing any Skill Test or Proficiency Check, the Examiner shall examine and verify:

(a) The validity of the pilot's Licence and Medical Certificate of each candidate;

Note: The Certificate of Test (ALD/LIC/F010) forms part of the licence

(b) The applicable training report(s) or file, including the instructor recommendation, for each candidate (not required if recurrent training is to be conducted after an Operator Proficiency Check);

(c) The aircraft technical log book (for a check/test conducted in an aircraft); and

(d) The simulator status and documents, including simulator approval certificate, technical log book and Component Inoperative Guide.

A check ride will not be conducted if licensing and training documents are not presented, are not valid, or if the company has failed to provide appropriate training for the candidate(s), as specified in the Operator's approved training programme.

9.8 CHECKING CYCLE

9.8.1 Base Month and Validity of Mandatory Checks

The Base Month is the month in which the Skill Test for the issue or renewal of a type rating is successfully completed (on the base aircraft type, for pilots operating on more than one type or variant). Where an aircraft test/check is required, it is established at the completionof the aircraft test/check.

The validity period for a Type Rating and Instrument Rating is 12 calendar months, in addition to the remainder of the month of issue, i.e. the base month.

The validity period of the Operator Proficiency Check is 6 calendar months, expiring alternately at the end of the base month, and the sixth month following the base month.

9.8.2 Licence Proficiency Check (LPC)

A Type Rating and Instrument Rating are revalidated by successful completion of a Licence Proficiency Check. The LPC shall be conducted within the final 3 calendar months of the validity period.

9.8.3 Operator Proficiency Check (OPC)

The Operator Proficiency Check is revalidated by successful completion of either a Licence Proficiency Check or an Operator Proficiency Check.

An Operator Proficiency Check shall be conducted within the final 3 calendar months prior to the end of the validity period of the previous Operator Proficiency Check.

9.8.4 Extensions

The BCAA may extend the validity period of a Type Rating or Operator Proficiency Check, by up to 2 calendar months where the BCAA is of the opinion that safety is not compromised.

Applications for extension must be submitted in writing to the BCAA office responsible for the Operator concerned, prior to the expiry of the current validity period. Appropriate justification for the extension must be included with each application. BCAA will only consider circumstances that are beyond the control of the operator as justification for an extension.

9.9 BRIEFING

9.9.1 General

A pre-flight briefing of the candidate(s) for a test or check is mandatory. It must include the following information (as applicable, depending on whether an aircraft or simulator check is to be conducted):

(a) The mandatory items to be demonstrated during the check/test, when the check/test is conducted in the aircraft;

(b) The probable duration of the check/test;

(c) Any restrictions or limits imposed on manoeuvres conducted in the aircraft, which are necessary to ensure flight safety;

(d) The serviceability of the simulator, and any differences from the aircraft;

(e) The extent of examiner participation;

(f) The identification and role of the Pilot-in-Command.

(g) That the aircraft or simulator is to be flown in accordance with flight manual requirements, SOPs and within acceptable tolerances;

(h) The actions to be completed in the event of a real emergency or malfunction in the aircraft or simulator.

(i) The Pilot-in-Command retains all command responsibility and is ultimately responsible for the safety of the operation. However, when the First Officer is the pilot flying, the initial responses and decisions following any abnormalities should come from him;

(j) Normal crew co-ordination and CRM is expected;

(k) When the check is conducted in a simulator, an emergency situation caused by incorrect or inappropriate action or response on the part of the candidate will not be corrected by the Examiner;

(l) Simulated emergencies introduced by the Examiner in an aircraft will be announced by the word "simulated";

(m) For the purpose of the test or check, the weather will be simulated at or below the weather minima for the type of approach being carried out. In a visual simulator, the Designated Examiner will control the visual system to the minima specified in the lesson plan, appropriate to the exercise being conducted;

(n) When a test or check is conducted in the aircraft, the Examiner will call “go around” if he requires the candidate to execute a missed approach;

(o) The candidate(s) may be required to demonstrate proficiency in any normal or emergency procedure applicable to the aircraft type concerned; and

(p) Technical performance will be assessed in accordance with the:

(1) aircraft flight manual, aircraft operating manual or pilot operating handbook;

(2) Air Regulations and ATC procedures;

(3) the Operator’s Operations Manual and SOP’s; and

(4) contents of this manual.

9.9.2 Additional Briefing Requirements - ATPL Skill Tests

Candidates for the ATPL Skill Test shall be briefed by the Inspector, TRE or SFE conducting the test on the following:

(a) That an assessment shall be made of their abilities to:

(1) Manage crew cooperation.

(2) Maintain a general survey of the operation by appropriate supervision.

(3) Set priorities and make decisions in accordance with safety aspects andrelevant rules and regulations appropriate to the operational situation, including emergencies.

(b) That although the pilot-in-command retains all command responsibility and overall responsibility for the safety of the operation, the First Officer test candidate should make all initial responses and decisions, including those related to abnormalities.

9.10 GRADES

9.10.1 General

Unless the operator has a BCAA approved training and checking programme and uses its own developed grading system, each sequence of a check/test shall be graded according to either the following grading standards and definitions or the grading system in Part 2. The appropriate grade shall be recorded on the Pilot Check Report Form (ALD/LIC/F061).

Note 1: Refer to Part 2, Module 2 for another grading system

Note 2: A failure of licence skill test or licence proficiency check must be notified to the BCAA using ALD/LIC/F131.

9.10.2 Grading Codes

1 = UNSATISFACTORY

A grade of UNSATISFACTORY shall be awarded for a check or test item in accordance with any of the following criteria:

(a) Performance does not provide an adequate margin of safety.

(b) Proficiency in an item falls below the required standard.

(c) Crew resource management skills and behaviours are not effective.

(d) Errors are not recognised and/or resolved.

This grade shall be assigned if initial performance is well below the Operator's required standard, or (at Examiner discretion) if a pilot was unable to demonstrate the required standard after a maximum of:

(a) Training (at SFE/TRE discretion) and two (2) re-sits, during a Proficiency Check; or

(b) One (1) re-sit, during a Skill Test.

Typical situations resulting in an "Unsatisfactory" grade (1) being awarded, either before or after a re-sit, include:

(a) Totally inadequate flight management and/or ineffective CRM skills.

(b) Requires constant challenge and guidance.

(c) Gross mishandling of the aircraft, or a crash.

(d) Deviations occur which violate an ATC clearance, or endanger the aircraft.

(e) An improper emergency procedure is used which creates a more hazardous situation.

2 = STANDARD WITH DEBRIEF

This grade shall be assigned if performance of any check or test item did not meet the expected standard, but where standard may be restored by the conduct of an appropriate debriefing.

The grade shall be assigned in accordance with any of the following criteria:

(a) Performance provides some measure of safety, but would be unacceptable if diminished by any further amount.

(b) Proficiency in an item is adequate, but occasionally falls below the required standard.

(c) Crew resource management skills and behaviours are not completely effective.

(d) Errors are eventually recognised and resolved.

Typical situations warranting a “Standard with De-Briefing” grade (2) include:

(a) Deviations from the required standard occur, but the crew corrects and safety is not compromised.

(b) An emergency procedure deviates from the prescribed checklist, but does not create a more hazardous situation.

(c) Deviations from SOP’s are observed, but flight safety is not compromised.

3 = STANDARD

This grade shall be assigned if performance of a check or test item meets the required standard, in accordance with the following criteria:

(a) Performance meets expectations and provides sustained safe flight operations.

(b) Proficiency in an item meets all required standards.

(c) Crew resource management skills and behaviours are clearly effective.

(d) Errors are recognised and resolved so that safety of flight is not diminished.

4 = ABOVE STANDARD

This grade shall be assigned if performance of a check or test item exceeds the required standard, in accordance with the following criteria:

(a) Performance is above expectations and provides sustained safe flight operations.

(b) Proficiency in an item meets and occasionally exceeds all required standards.

(c) Crew resource management skills and behaviours are clearly effective and occasionally exceptional.

(d) Errors are recognised and resolved in a timely manner.

9.10.3 Examples of Grades

The following examples are provided to assist Examiners in the application of the grading codes specified above.

(a) An Examiner observes that a candidate demonstrates below-standard proficiency for a mandatory sequence in a Skill Test. However, he decides that it may be possible for the candidate to demonstrate the required proficiency, if given an opportunity to repeat the sequence at the conclusion of the skill test programme. If the subsequent re-sit is successful, then the Examiner will award a grade of "2", "3" or "4" (as applicable). If the re-sit is unsuccessful, then the sequence will be graded as "1", and an overall "FAIL" shall be awarded for the test. Appropriate reason code(s) and comments shall be entered for the item concerned.

(b) An Examiner observes that a candidate demonstrates proficiency in a particular sequence that is well below the standard required by the Operator (e.g. loss of control, or crash). The knowledge and/or skill evident are unacceptably low, and the candidate obviously requires extensive training to restore proficiency. The sequence should then be graded "1", and an overall FAIL assessed for the check. Appropriate reason code(s), number of resits and comments must be entered for the sequence concerned.

(c) An Examiner observes that a candidate demonstrates below-standard proficiency for a mandatory sequence during a Proficiency Check. However, he decides that it is appropriate under the circumstances to provide some suitable training and a re-sit opportunity for the item. The proficiency demonstrated after the first re-sit is still below standard, but the Examiner considers it appropriate to allow a further re-sit opportunity. If this second re-sit is unsuccessful, then a grade of "1" shall be assigned to the sequence, and the check shall be awarded an overall "FAIL".

However, if the second resit is successful, then a grade of "2", "3" or "4" (as applicable) shall be assigned to the sequence. Appropriate reason code(s), number of resits and comments and comments shall be entered for the sequence concerned.

9.10.4 Assessment Guidelines

It is impossible to define all instances when a particular exercise should be graded "1", "2", "3" or "4". However, it is possible to examine each sequence of a check, and test its validity against the definition for each grade. By applying this test to all exercises, standardization can be achieved in Proficiency Check and Skill Test assessments. Each sequence of the Proficiency Check, including any errors or mistakes, shall be evaluated with respect to the grade definitions.

Common errors and rating assessments are described by a variety of adjectives. Terms such as *(un)acceptable, (un)satisfactory, timely, safe, minor, slight, brief, lack, inadequate* and *excessive* are used to describe a candidate's performance. It is difficult to objectively define these adjectives; however, the dictionary definition may be used to provide amplification of meaning and thereby standardization in application.

Terms such as *(in)complete, (in)correct, exceed* and *failure* are more finite, and may be objectively described by referring to the appropriate regulation, AFM or company procedure.

Examiners shall use the assessment guidelines as a reference when determining the grade to be awarded for specific test sequences and items. These guidelines are not intended to be restrictive or to define all common errors. Examiners must use knowledge, experience and sound judgment, in conjunction with the grade definitions, to arrive at their assessments.

During a Proficiency Check or Skill Test, a flight sequence may involve duties and/or responsibilities for crew members other than the "pilot flying". Such a sequence that is rated as "1" or "2" for the pilot flying, may, due to inappropriate action on the part of other crew members, be rated as "1" or "2" for the non-flying crew member also.

The inter-relationship of flight crew coordination and aircraft systems, as it relates to automation, may mean that errors made during the completion of one exercise will affect the grading of several sequences.

If a simulator is used, remember that the examiner is acting as ATC, and therefore would not know that the crew have suffered an engine/systems failure, unless they give out a PAN/MAYDAY.

It is up to the crew to liaise with you. It is solely the crew's responsibility to reduce airspeed, ask to hold, or extend the final, should they wish more time to carry out the check lists etc.

When assessing non-technical or CRM skills (NOTECHS), the relevant behavioural markers must have been observed during the course of the test/check.

9.11 INSTRUMENT RATING TOLERANCES

When making an assessment, handling qualities and performance should be taken into account. Further, the examiner should make allowance for turbulent conditions.

Parameter	Detail	Tolerance
Altitude or Height (NOTE 1)		
	Normal Flight	± 100 ft
	With simulated engine failure	± 100 ft
	Starting go-around at DH(A) or VDP	+ 50 ft / -0 ft
	Minimum descent altitude / height	+ 50 ft / -0 ft
Tracking (NOTE 2)		
	All except precision approach	± 5 degrees
	Precision approach	± half scale deflection LOC and G/S
Heading		
	All engines operating	± 5 degrees
	With simulated engine failure	± 10 degrees
Speed		
	All engines operating	± 5 knots
	With simulated engine failure	+ 10/ -5 knots (but never below V2 or VREF)

Note 1: Height Accuracy

The candidate need not be failed if an error of more than 100ft occurs several times. However, the examiner should seriously consider awarding a grade "1" or "2", if:-

- *a height error of more than 200ft occurs; or*

- *an error of 100ft or more is uncorrected for an unreasonable period of time.*

Note 2: Tracking Accuracy

A failure should be awarded at any time during the test/check if there is an inability to settle within +/- 5 of the specified track or correcting track the wrong way and maintaining the error for an unreasonable period.

9.12 TECHNICAL KNOWLEDGE TESTING DURING A TEST OR CHECK

An oral examination shall be conducted prior to each Skill Test or Proficiency Check. It shall be solely concerned with testing the knowledge of items that a pilot should have available by recall, in order to operate safely and efficiently. Such testing should concentrate on the following areas:

(a) Limitations;

(b) Recall checklists;

(c) Systems knowledge required to understand and correctly apply normal and non-normal checklists related to the training cycle;

(d) Recent manual amendments;

(e) SOPs, including standard calls;

(f) CRM concepts and practices (as specified in the Operator's approved CRM training programme); and

(g) Operational subjects, such as correct application of Aerodrome Operating Minima and performance data.

Examiners must ensure that if two pilots are under check, then each is subjected to an approximately equal amount on oral questioning. Nevertheless, if a pilot does exhibit a lack of knowledge, this will justify additional questioning to establish whether or not a "Fail" grade shall be assigned.

All questions concerning Limitations, Recall Checklists, SOPs and Standard Calls should be answered correctly, after an opportunity to re-think an initial incorrect answer.

The majority of questions related to other topics should be answered correctly. Examiners are expected to exercise good judgment in assessing whether the level of overall knowledge is adequate to ensure safe operation of the aircraft.

The result of the Oral Examination shall be communicated immediately on its completion, and prior to the simulator/aircraft phase of the test/check.

The result of an Oral Examination shall be indicated on the Pilot Check Report.

If a pilot fails the Oral Examination, the entire Skill Test or Proficiency Check for the crew pairing (if applicable), is terminated immediately, and the pilot in question so informed.

9.13 DETAILED ASSESSMENT STANDARDS AND GUIDELINES

The following section describes assessment standards and guidelines applicable to the items required to be completed during a Skill Test or Proficiency Check. The numbers specified below are those used to identify individual test/check items in ANTR-OPS and ANTR-FCL, and which are also depicted on the BCAA Pilot Check Report Form (ALD/LIC/F061).

Note: Refer to Part 2, Module 3 for an expanded list of guidelines

9.13.1 Flight Preparation

- Checks and cockpit procedures shall be carried out in compliance with the authorised check list for the aircraft type used in the test. Performance data for take-off, approach and landing shall be calculated by the applicant in compliance with the Operations Manual or Flight Manual for the aircraft used and should be agreed with the examiner.

- This item does not stipulate that it has to be the first flight of the day, however some thought should be given, when designing lesson plans, to alternating first flights with transit checks, to make sure that there is a comprehensive knowledge of the check list.

- The candidate must complete a normal start procedure and/or deal with any malfunctions.

- In a simulator, engine start malfunctions can be given easily. In an aircraft, malfunctions may not be achievable. In this case, the examiner should establish the candidate's knowledge by use of a touch drill and/or by oral questioning.

- Crews must refrain from any activity that would compromise lookout on the ramp or taxiway.

9.13.2 Before Take-off Checks

- Completes any applicable pre-departure checks. Care should be taken, when designing lesson plans, to ensure that first flight of the day and transit checks are alternated, so that the knowledge of the various systems checks that are carried out on a first flight are not overlooked.

- Obtains a clearance.

9.13.3 Take-Offs

- A complete take-off briefing need only be completed once by each crew. Discussing specific safety items, or changes to the original departure, constitute an acceptable briefing for subsequent take-offs.

- The examiner must ensure that published cockpit procedures and correct airspeeds are observed during ground roll and lift off. The airplane should be rotated smoothly to the correct pitch angle, with a satisfactory rate of climb and required airspeed attained in a reasonable time.

- Engine handling must be smooth and positive and the correct power setting used and monitored.

9.13.4 Take-off with Engine Failures

- The engine failure may be combined with the departure.
- In an aircraft this should be after V_2 when safely away from the ground, and should be simulated by closing a throttle completely. Shut down checks should be done by use of a touch drill.
- The Engine Failure Procedures (EFP) (Emergency Turn (ET)) is flown as designed.
- A question often asked is "how much swing is acceptable on an engine failure". There are no published tolerances. Each aircraft type has its own characteristics, and this in turn will depend on the time of the engine failure and the type of failure given.

9.13.5 Rejected Take-Off

- The rejected take-off should be taken to its full conclusion. e.g. Would the aircraft taxi onto stand? Was brake cooling, evacuation or a further take-off considered, etc.
- If the duties for the RTO are divided, and it is performed incorrectly, care must be taken to correctly assess whether the grade in this item should be attributed to just one or both pilots.
- RTOs must not be performed in an aircraft, other than as a static touch drill.
- If the Operator procedures mean that the co-pilot never aborts a take-off, it will be necessary to manufacture a reason for the co-pilot to initiate the stop e.g. the incapacitation of the captain who then obstructs the controls. This scenario should be included in the three-yearly recurrent training and checking cycle.
- A candidate should not be told when the RTO will occur.

9.13.6 Departure, Arrival and Holding Procedures

- This may be combined with an abnormal or emergency procedure.
- Full use of automatics and LNAV (if fitted) is permitted. Designers of lesson plans are encouraged to use their imagination to obtain maximum benefit from this item of the test. For example, if LNAV is used, a departure with a close in turn that may require some speed control, or a change to ATC clearance that may require some reprogramming of the FMS, might be appropriate.
- Some interpretation of departure and/or arrival plates should be included. If you are using an aircraft and based at an airport that does not have a published instrument departure or arrival procedure, a clearance should be given by the examiner or gained from ATC, that includes some form of altitude/turn/track adherence. A departure, which only consists of radar vectors, should not be used.
- Climb/descent transitions between flight levels and altitudes using correct altimeter setting procedures.

- Flight management is demonstrated with a flight log, fuel and system checks, including anti-ice procedures when necessary.

- The candidate should comply with applicable arrival and joining procedures.

- If the arrival procedure contains a hold or the crew requests one, this can be assessed.

- Automatics can be used, and therefore in lesson plans design, value can be obtained by giving a last minute clearance into the hold, or if FMS is fitted, an early exit from the hold to see how the FMS is handled.

9.13.7 Systems malfunctions

- Details as specified in the lesson plan.

- May be combined with other items.

- Multiple, unrelated failures will not be required, but the candidate must be prepared to take corrective action on related failures, e.g., loss of hydraulics or electrical supply due to a failed engine. Where a single checklist exists for a multiple system failure, the failure is not deemed to be a multiple, unrelated failure; for example, dualhydraulic failures.

9.13.8 Smoke/pressurisation

- The use of the oxygen mask is an essential part of an emergency descent with cabin pressure failure, and contaminated cockpit drills. The crews' ability to establish communication with each other, ATC, cabin crew etc. can only be assessed if masks are used.

9.13.9 Pilot Incapacitation

- May be combined with another item.

- This should be taken to its full conclusion, e.g. would a co-pilot without nose wheel steering taxi, and how far?

- If he has asked the ambulance to meet the aircraft how does he handle this?

- Does he make use of any automatics?

- In lesson plan design, some thought should be given as to how to instigate the incapacitation, i.e. when and how the incapacitation is to occur. A subtle incapacitation is the hardest to recognise and checks that company SOPs are satisfactory.

9.13.10 Precision approach flown manually without flight director

- While lesson plan design may normally combine various test items for expediency, as this particular exercise is fairly demanding, it may be wise not to load thecandidate in this way.

9.13.11 Manual precision approach with one engine inoperative

- The candidate should complete a safe approach manually and in an asymmetric configuration to the company DA/DH. Should an ILS be flown, the examiner should ensure that the test/check is conducted into an airfield where the company minimum allows a decision height not greater than 450 feet AAL, in order to assess the candidate's ability.

- The autopilot should be disconnected before intercepting the localizer and before final configuration for the approach, so that the candidate's handling of any trim change associated with flap extension can be assessed. The engine failure shouldalso be simulated prior to this phase.

- If an aircraft can be dispatched without a serviceable auto-throttle, manual thrust lever handling should be assessed regularly within the three yearly cycle.

9.13.12 Non precision approach

- This may be flown either automatically or manually, as per the Operator's SOPs. It must be flown to the specified minima, and not to circling minima, unless they are coincident.

9.13.13 Go-around from instrument approach - one engine inoperative

- Complete a safe go-around from published DA/H or MDA/H.

- The instrument approach is flown in an asymmetric thrust configuration.

- Engine Failure Procedures (EFP) (or Emergency Turn (ET)), is flown as designed.

- If an aircraft can be despatched without a serviceable auto-throttle, manual thrust lever handling should be assessed regularly within the three yearly cycle.

9.13.14 Landing with one engine inoperative

- Directional control must be maintained, and brakes and other retardation devices used to achieve a safe roll out and deceleration.

- The applicant must complete a safe landing from a stable approach on the required glide path.

- Consideration should be given to the weather, wind conditions, landing surface and obstructions.

9.14 OVERALL ASSESSMENT

The applicant must demonstrate the ability to:

- Operate the aircraft within its limitations;

- Complete all manoeuvres with smoothness and accuracy;
- Exercise good judgement and airmanship;
- Apply aeronautical knowledge of procedures and regulations as currently applicable;
- Maintain control of the aircraft at all times in a manner such that the successful outcome of a procedure or manoeuvre is never seriously in doubt. The applicant's airmanship must be assessed with each exercise, and this must include lookout, checks and drills, cockpit management, ATC liaison, fuel management, icing precautions, planning and use of airspace etc.;
- Manage and/or coordinate effectively with other crew members;
- Maintain a general survey of the operation by appropriate supervision;
- Set priorities and make decisions in accordance with safety considerations, and relevant rules and regulations, appropriate to the operation situation, including emergencies;
- Understand and apply crew co-ordination and incapacitation procedures;
- Communicate effectively with other crew members; and
- Demonstrate knowledge of the emergency equipment and procedures sufficient to ensure the safety of passengers.

Note: *A failure of licence skill test or licence proficiency check must be notified to the BCAA using ALD/LIC/F131.*

CHAPTER 10

GUIDELINES FOR LINE CHECKS

10.1 GENERAL

Line checks shall be conducted so as to establish the ability of the crew member(s) concerned:

(a) To perform satisfactorily a complete line operation, including the pre-flight and post flight procedures, and use of the equipment provided, as specified in the Operations Manual;

(b) To assess the Crew Resource Management skills of the flight crew member(s) concerned;

(c) In the case of Commanders, or pilots to whom the conduct of the flight may be delegated, the ability to manage the flight and to make command decisions shall also be demonstrated; and

(d) To check the operation of each flight crew member in the functions of Pilot Flying (PF) and Pilot Not Flying (PNF).

A minimum of one sector as PF and one sector as PNF shall be conducted during the Line Check of each flight crew member.

Line Checks shall be conducted by a TRE or SFE, or commanders nominated by the operator and acceptable to the BCAA and be suitably qualified in the assessment of CRM skills.

Line checks shall be conducted over a route selected to allow adequate representation of the scope of normal flight operations.

10.2 EXAMINER PARTICIPATION

When conducting a line check:

(a) A suitably-qualified Captain occupying a pilot's seat shall be the nominated PIC;

(b) The TRE conducting the check shall occupy an observer's seat;

(c) The TRE shall not simulate system/ engine failures of any kind;

(d) The PIC decides which pilot shall be PF or PNF (a demonstration of PF and PNF duties by each crew member under check is still required to complete the check);

(e) The PIC shall decide the level of automation or type of approach aid to be used; and

(f) The TRE shall alert the crew to all flight safety hazards immediately.

10.3 DOCUMENTATION CHECK

Prior to commencing any Line Check, the TRE/SFE or commanders nominated by the operator shall examine and verify the validity of each candidate's:

(a) Pilot Licence

Note: The Certificate of Test (ALD/LIC/F010) forms part of the licence

(b) Medical Certificate;

(c) Training file, including instructor recommendation (as applicable).

CHAPTER 11

CERTIFICATE OF TEST

11.1 GENERAL

The holder of a flight crew licence is authorised to exercise the privileges of the licence only with a current and appropriate Certificate of Test. The Certificate of Test form ALD/LIC/F010 includes a section on rating issue or revalidation (see below). The Certificate of Test is intended for the initial issue, renewal and revalidation of;

(a) Aircraft group rating

(b) Aircraft type rating

(c) Instructor rating

(d) Instrument rating

(e) Examiner authorisation

Note: The entries are made by the BCAA Inspector or Designated Examiner

11.2 EXAMINER ACTION

This section shall be completed by the Examiner who conducts the test. The Examiner, being a person authorised by Bahrain BCAA to sign this form in respect of issue/revalidation of a rating, to certify that on the date specified, the holder of this certificate passed a test/check/evaluation test as PIC (annotated P1) or SIC (annotated P2) or Flight Engineer, (annotated FE) on the aircraft type or Simulator approved for this purpose by Bahrain Civil Aviation Affairs.

Note: The Certificate of Test is used to indicate skill or proficiency checks for renewal of the rating and not the 6 monthly OPC.

11.3 EXAMINER RESPONSIBILITIES

Where revalidation entries have been made on the Certificate of Test by the examiner, the examiner will:

(a) complete the following details:

(1) ratings,

(2) date of check,

(3) valid until,

(4) authorisation number and

(5) signature;

(b) submit the original of the skill test/proficiency check form to the BCAA and hold onecopy of the check form on personal file.

EXAMPLE

I TIN(ISSU OR REVALIDATION RECORD

Ratings	P1	P2	FE	Date of Test/Check	Valid Until or Base Month	Examiner Sig. & Auth. No.
A320/IR	P1			01/01/2007	01/04/2008	
A330/340/IR		P2		10/08/2007	31/10/2007	
B747-200			FE	31/01/2007	31/07/2007	
B1900/IR/MPA	P1			30/06/2007	31/07/2008	
FI(A)				31/01/2007	31/07/2010	
MEP (land)	P1			14/06/2007	01/07/2008	
TRI(A)				31/01/2007	31/01/2010	

Note 1: *This C of T form is only used for skill and proficiency checks, not for OPC unless incorporated and must include IR and MPA*

Note 2: *The types/classes are available from the BCAA or they can be obtained from the EASA website at www.easa.europa.eu..*

Note 3: *The check must be conducted within the revalidation period.*

Note 4: *A multi-pilot instrument rating (IR) is not valid for single-pilot aeroplanes.*

Note 5: *Pilots holding both multi-pilot and single-pilot type/class ratings are required to have a current single-pilot IR to maintain instrument rating privileges on single-pilot aeroplanes and are not permitted to use their multi-pilot instrument rating for that purpose.*

Note 6: *The revalidation requirements of ANTR-FCL 1.245 (b) will be met when an applicant operating under ANTR-OPS 1 fulfils the Operator Proficiency Check requirements contained in ANTR-OPS 1.965, and if the operator demonstrates to the satisfaction of the Authority that the mandatory items from Appendix 2 to ANTR-FCL 1.240 & 1.295 or Appendix 3 to ANTR-FCL 1.240 are fulfilled during the 12 months prior to the revalidation in accordance with ANTR-OPS 1.965(a)(2). For this purpose the Operator Proficiency Check shall be performed in the three months immediately preceding the expiry date of the rating. If these requirements are satisfied,the Certificate of Test can be signed.*

11.4 ABBREVIATIONS

Abbreviations used in licences	
ATPL	Airline Transport Pilot Licence
CPL	Commercial Pilot Licence
PPL	Private Pilot Licence
IR	Instrument Rating
(A)	Aeroplane
(H)	Helicopter
SE	Single - engine
ME	Multi - engine
MPA	Multi - pilot aeroplane
SPA	Single - pilot aeroplane
R/T	Radio Telephony
MEP	Multi - engine piston aeroplanes
SEP	Single - engine piston aeroplanes
FI	Flight Instructor
CRI	Class Rating Instructor
TRI	Type Rating Instructor
IMC	Instrument Meteorological Conditions
IRI	Instrument Rating Instructor

Note: The reverse side of the Certificate of Test is intended for the English Language Proficiency Test and the entries are made only by the testing organisation accepted by the BCAA.

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CIVIL AVIATION PUBLICATIONS

PART 2

MODULE 1

GENERAL REQUIREMENTS

1.1 INTRODUCTION

1.1.1 General

Part 2 of the CAP is based on the latest edition of the EASA Flight Examiner Manual and comprises 11 modules. The CAP is intended to be the main reference manual for the training and subsequent reference of examiners.

ANTR-FCL references are shown in italics but Examiners should not to rely on those references unless they are checked against the most recent version of ANTR FCL.

Each module contains quick reference tables. These are intended to provide the examiner with a precise of the essential requirements for each test/check. At the discretion of the Authority these tables may be extracted into a Flight Examiners Handbook (FEH) or the operator's Operations Manual (OMD).

1.1.2 Contents:

1.2 STANDARDISATION ARRANGEMENTS FOR EXAMINERS

ANTR-FCL 1.030/2.030

The Authority will designate and authorise as Examiners suitably qualified persons of integrity to conduct, on its behalf, skill tests and proficiency checks. The minimum ratings for Examiners are detailed in ANTR-FCL 1 and 2, Subpart I. The Authority will notify examiner responsibilities and privileges to them individually, in writing, specifying the type of skill tests and proficiency checks that may be conducted.

Appendix 1 to ANTR-FCL 1.425/2.425 paragraph 4

All Examiners must be suitably trained, qualified and experienced for their role on the relevant type/class of aeroplane/helicopter. No specific rules on qualification can be made because the particular circumstance of each organisation will differ. It is important, however, that in every instance, the Examiner should, by background and experience, have the professional respect of the aviation community.

Appendix 1 to ANTR-FCL 1.425/2.425 paragraph 3

An examiner will be designated and authorised in accordance with ANTR-FCL and will be:

(a) a flight inspector from an Authority; or

(b) an instructor from a Registered Facility, FTO, TRTO; manufacturer's facility or subcontracted facility; or

(c) a pilot holding a specific authorisation from the Authority.

AMC FCL 1.425/2.425 paragraph 2

Any dispensation from the qualification requirements of ANTR-FCL 1.425/2.425(a) through (c) should be limited to circumstances in which a fully qualified examiner cannot be made available. Such circumstances may, for example, include skill tests on a new or rare type or class, for which the examiner should at least hold an instructor rating on an aeroplane/helicopter having the same kind and number of engines and of the same order of mass. (See also ANTR-FCL 1.220/2.220(a)(4)- consider also the level of technology)

AMC FCL 1.425/2.425 paragraph 3

Inspectors of the Authority supervising examiners will ideally meet the same requirements as the examiners being supervised. However, it is unlikely that they could be so qualified on the large variety of types and tasks for which they have a responsibility and, since they normally only observe training and testing, it is acceptable if they are qualified for the role of an inspector.

1.3 REGISTER OF EXAMINERS

The Authority will maintain a register of examiners, containing the files of examiners who meet the requirements for the approvals sought.

Examiners need not have a residence within the designating geographical area of jurisdiction; however, an examiner must be able to provide examiner service in the areain order to be considered for approval.

Examiner candidates shall apply to the Authority. A recommendation for the approval of a candidate who does not meet all of the applicable requirements may be accepted and will be forwarded to the Authority for consideration. The recommendation should include a statement of all special circumstances affecting the approval.

1.4 INITIAL BCAA CONSIDERATION AND RESPONSE

If the candidate meets the applicable ANTR-FCL criteria and there is documented need, the Authority will advise the nominee and sponsoring organization in writing that the application is acceptable and the authorization process will continue. If the nominee does not fully meet the ANTR-FCL criteria, BCAA will inform as to how the deficiency may be corrected. For example, BCAA may require that the nominee take a knowledge or skill test.

1.4.1 Use of 'Dummies' during the Examiner Authorization Acceptance Test (EAAT)

Definitions
It is necessary to clarify the roles of the respective members of the Examiner Authorisation Acceptance Test process as follows:

Applicant: Pilot requiring a Rating etc.

Candidate: Pilot requiring the Examiner Authorisation Acceptance Test

Dummy: **BCAA Inspector or experienced Designated Examiner** acting as an Applicant

Acceptance Test: **Skill** Test conducted by a BCAA Inspector for the initial issue of examiner authorisation

The purpose of the EAATis to prove that the candidate for an initial examiner authorisation is proficient and capable to undertake the duties of an examiner.

1.4.2 Duties of Crew During EAAT

It is important that all Pre-Flight Briefings are thorough and that all members of the flight are aware of their duties and responsibilities throughout the EAAT.

1.4.3 'Dummy'

The primary duty of a 'Dummy' is to act as an applicant in all aspects of the flight and the "dummy" should have available the relevant paperwork to show the candidate when requested. During the flight it is important that he makes some errors (whether by accident or by design is not important), so that the candidate must observe, exercise judgement, and assess and will have something to debrief on. The errors are important so that the candidate can be observed completing paperwork and detailing any retesting or retraining that may be considered necessary. The 'dummy' must not make the errors too subtle or set any traps for the candidate; he/she must try to produce a typical flight from a marginal applicant. The purpose of the flight is to ensure that the candidate is aware of his/her duties as an Examiner. A 'Pass' with no errors would prove very little. Therefore the 'dummy' needs to be an experienced examiner. Any other pilot acting as 'dummy' may be reluctant to make errors in case they would be recorded against him/her and have the possibility of losing his/her rating, also, he/she may not be sufficiently experienced to produce convincing errors.

1.4.4 Reserved

1.4.5 Responsibilities - Captaincy

The candidate or his/her company would normally provide the aeroplane for an Examiner Authorisation Acceptance Test. When the candidate is occupying a pilot's seat, he/she is the only one with a clear view and full access to the controls, and often is most familiar with the type, thus he/she must be the Captain and the safety of the flight for the EAAT is his/her responsibility. The BCAA Inspector and the "dummy" applicant also have responsibility not to endanger the aeroplane, but they may not have full access to lookout or controls.

1.5 EXAMINER QUALIFICATIONS AND ROLES

ANTR-FCL 1.420/2.420

These regulations recognise 6 roles for pilot Examiner (Aeroplanes) and 5 roles for pilot Examiner (Helicopters):

(a) Flight Examiner (FE) (A) and (H).

(b) Type Rating Examiner (TRE) (A) and (H).

(c) Class Rating Examiner (CRE) (A).

(d) Instrument Rating Examiner (IRE) (A) and (H).

(e) Synthetic Flight Examiner (SFE) (A) and (H).

(f) Flight Instructor Examiner (FIE) (A) and (H).

1.5.1 Pre-requisites

ANTR-FCL 1.425/2.425 (a)

Before training and at all times when the examiner authorisation is to be exercised (unless dispensation is given by the Authority) examiners are to:

- *Hold a licence and rating granting privileges at least equal to the licence or rating for which they are authorised to conduct tests/checks.*
- *Be qualified to act as pilot-in-command of each aeroplane/helicopter for which they are authorised unless specified otherwise.*
- *Hold the relevant flight instructor rating, unless specified otherwise.*

1.5.2 Roles Quick reference:

AEROPLANES AND HELICOPTER

	TRE AUTHORISATION
ANTR reference :	ANTR-FCL 1.425/2.425
Who can test:	An Inspector of the Authority
Form used:	Authority Form
Test format:	• Based on the ATPL skill test: brief, conduct and assess a skill test flown by an applicant, or an examiner acting as the applicant. • The authorisation will be type specific

	SFE AUTHORISATION
ANTR reference :	ANTR-FCL 1.425/2.425
Who can test:	An Inspector of the Authority
Form used:	Authority Form
Test format:	• Based on the type rating skill test: brief, conduct and assess a skill test flown by an applicant, or an examiner or acting as the applicant. • The authorisation will be flight simulator and Type Specific

1.6 EXAMINER TRAINING

Training for a first examiner authorisation shall not commence until the Authority has selected and approved the candidate for training. Where a current examiner authorisation is held the Authority shall specify the required elements of training required. Where an examiner no longer holds a valid authorisation the Authority shall apply both selection requirements and specify the required elements of training required.

Examiner Training content is explained at Module 2.

1.7 AUTHORISATION

ANTR-FCL 1.030/2.030

The Authority will maintain a list of all examiners it has authorised stating for which roles they are authorised. The list will be made available to TRTOs, FTOs and registered facilities with the Authority. The Authority will determine by which means the examiners will be allocated to the skill test.

The Authority will advise each applicant of the examiner(s) it has designated for the conduct of the skill test for the issue of an ATPL(A/(H)).

Examiners shall be issued with a document showing precise details of:

- *their authorisation*
- *aeroplane/helicopter on which they may test/check*
- *any restrictions to the authorisation any further privileges to the authorisation*

The grant of an authorisation will require the successful completion of the appropriate examiner acceptance test

1.8 ADDITION OF PRIVILEGES

Where the examiner requires the addition of a Type/Class, or other previously untested privilege to his authorisation, the Authority shall ensure that suitable training and testing is conducted before approving the altered authorization.

1.9 MULTIPLE ROLES

ANTR-FCL 1.425/2.425(b)

Providing that the examiners meet the ratings and experience requirements for each separate role undertaken, examiners are not confined to a single role as FE, TRE, CRE, IRE, SFE, or FIE. However, the Authority may also limit number of examiners roles, types and classes or specific makes and basic models on which any examiner may test.

1.10 PERIOD OF VALIDITY OF AN AUTHORISATION

ANTR-FCL 1.430/2.430

An examiner's authorisation is valid for not more than three years. Examiners are re-authorised at the discretion of the Authority, and in accordance with Appendix 1 to ANTR-FCL 1.425/2.425.

1.11 EXAMINER REAUTHORISATION

1.11.1 Reauthorisation

Appendix 1 to ANTR-FCL 1.425/2.425 paragraph 5

Examiners may be re-authorised in accordance with ANTR-FCL 1.430/2.430. To be re-authorised, the examiner should have conducted at least two skill tests or proficiency checks in every yearly period within the three year authorisation period. One of the skill tests or proficiency checks given by the examiner within the last 12 months of the authorisation period should have been observed by an inspector of the Authority.

1.11.2 Quick Reference:

AEROPLANE

	TRE/SFE REAUTHORISATION
ANTR reference :	Appendix 1 to ANTR-FCL 1.425
Reauthorisation	An examiner's authorisation is valid for not more than three years and shall be reauthorised at the discretion of the Authority
Who can test:	An Inspector of the Authority
Form used:	Authority forms
Test format:	• Conduct at least 2 Skill tests or Proficiency checks in every yearly period within the 3 year authorisation period • 1 test in the last 12 months to be observed or a 'dummy' test • Compliance with current standardisation arrangements • Demonstration of knowledge of ANTR-FCL and operational documents

Quick reference

HELICOPTER

	TRE/SFE REAUTHORISATION
ANTR reference :	Appendix 1 to ANTR-FCL 2.425
Reauthorisation	Valid 3 years, shall be reauthorised in accordance with ANTR-FCL 2.430
Who can test:	An Inspector of the Authority
Form used:	Authority forms
Test format:	• Conduct at least 2 Skill tests or Proficiency checks in every yearly period within the 3 year authorisation period • 1 test in the last 12 months to be observed or a 'dummy' test • Compliance with current standardisation arrangements • Demonstration of knowledge of ANTR-FCL and operational documents

1.11.3 Combined Reauthorisation

Where an examiner holds more than one authorisation the Authority may approve the reauthorisation subject to compliance with the table 'Combination of Examiner Authorisations,' below.

The Authority shall identify which of the authorisations held is to be used as the basis for observation. Other authorisations held by that examiner may then be checked orally to ensure the examiner can demonstrate:

- compliance with the required administration
- knowledge of changes to ANTR-FCL formats or requirements
- standardisation with ANTR-FCL and Authority examiner requirements

A new authorisation cannot be added by oral check alone and is to be actioned as an initial authorisation.

1.11.4 Quick reference:

Combination of Examiner Re-authorisations		
Examiner Authorisations	Who can test	Combined Reauthorisation - format
TRE SFE	Inspector of the Authority	1. Observation of the test/check identified by the Authority. 2. Oral questioning of all authorisations held to check for: • compliance with the required administration • knowledge of changes to ANTR-FCL formats or requirements • standardisation with ANTR-FCL and examiner requirements.

1.12 AUTHORITY TO SIGN DOCUMENTATION AFTER THE SKILL TEST/PROFICIENCY CHECK

The Authority may grant examiners authorisation to sign licence pages for the revalidationof items successfully passed by Proficiency Check.

In the case of a practical test with an actual applicant and an unsuccessful examiner applicant, the inspector will complete and sign the appropriate documentation.

1.13 RESTRICTIONS TO THE TESTING OF APPLICANTS

1.13.1 Notification of Examiners

ANTR-FCL 1.030/2.030

Examiners shall not test applicants to whom flight instruction has been given by them for that licence or rating except with the express consent in writing of the Authority.

1.13.2 Integrated course skill testing outside the State

Appendix 1(c) to ANTR-FCL 1.055 paragraph 6 and Appendix 1b to ANTR-FCL 2.055 para (b)

On completion of the required training, the skill test for the CPL(A/H) in Phase 4 of the ATP integrated course may be taken with a locally-based FE(A/H) designated and authorised by

the Authority, provided that the examiner is authorised in accordance with ANTR-FCL Subpart I and completely independent from the FTO except with the expressed consent in writing of the Authority.

MODULE 2

EXAMINER TRAINING

2.1 CONTENTS

A guide to the practical training of examiners.

2.2 GENERAL

IEM FCL 1.425/2.425 paragraph 3

It is intended that all applicants for authorisation should have received some formal training for this purpose before undertaking a test flight with an inspector. The training should be acceptable to the inspector observing the applicant.

AMC FCL 1.425/2.425 paragraph 1

The standards of competence of pilots depends to a great extent on the competence of examiners. Examiners will be briefed by the Authority on the ANTR-FCL requirements, the conduct of skill tests and proficiency checks, and their documentation and reporting. Examiners should also be briefed on the protection requirements for personal data, liability, accident insurance and fees, as applicable.

IEM FCL 1.425/2.425 paragraph 2

An inspector of the Authority, will observe all examiner applicants conducting a test on an 'applicant' in an aeroplane/helicopter for which examiner authorisation is sought. Items from the 'Syllabi for training and skill tests/proficiency check will be selected by the inspector for examination of the 'applicant' by the examiner applicant. Having agreed with the inspector the content of the test, the examiner applicant will be expected to manage the entire test. This will include briefing, the conduct of theflight, assessment and debriefing of the 'applicant'. The inspector will discuss the assessment with the examiner applicant before the 'applicant' is debriefed and informed of the result

2.3 TRAINING CONTENT

2.3.1 Trainers

AMC FCL 1.425/2.425 paragraph 3

Inspectors of the Authority supervising examiners will ideally meet the same requirements as the examiners being supervised. However, it is unlikely that they could be so qualified on the large variety of types and tasks for which they have a responsibility and, since they normally only observe training and testing, it is acceptable if they are qualified for the role of an inspector.

AMC FCL 1.425/2.425 paragraph 4

The Authority will employ, or have available, a sufficient number of inspectors to conduct, supervise and/or inspect the standardisation arrangements according to ANTR-FCL 1.425(c)/2.425(c).

2.3.2 Role and duties of the examiner

AMC-FCL 1.425/2.425 paragraph 4

The standardisation arrangements should include, as appropriate to the role of the examiner, at least the following instruction:

(a) those requirements relevant to their examination duties;

(b) fundamentals of human performance and limitations relevant to flight examination;

(c) fundamentals of evaluation relevant to examinee's performance;

(d) ANTR FCL-related regulationss

(e) Quality System as related to ANTR FCL; and

(f) Multi-Crew Co-operation (MCC), Human Performance and Limitations, if applicable.

All items above are core knowledge requirements for an examiner and are recommended as core course material. This core course may be studied before recommended examinertraining is commenced. The core course may utilise any training format and would be prepared by the Authority.

2.3.3 Specific Flight Test and Check Training

Detailed knowledge of the tests and checks for which the authorisation is sought is required. Training is to cover:

(a) Knowledge and management of the test for which the authorisation is to be sought. These are described in the relevant Modules in this CAP.

(b) Knowledge of the administrative procedures pertaining to that test/check

(c) For an initial examiner authorisation practical training in the examination of the test profile sought is required.

(d) An Examiner Authorisation Acceptance Test (EAAT) flight with an Inspector , e.g., for TRE this is to be the TRE skill test.

2.3.4 Examples of acceptable means of compliance for initial examiner training

<table>
<tr><th></th><th colspan="3">TRE</th></tr>
<tr><td>Core course</td><td colspan="3">• ANTR CAP package
• FEH where this is used nationally
• Training course on ANTR-FCL requirements and procedures
• Package self test</td></tr>
<tr><td>Ground training</td><td colspan="3">Test of Core Course material
• Test /check profiles
• SE/ME test/check differences training (as required)
• Partial pass criteria
• Repeat criteria
• Aborted test
• Fail criteria
• Use of STDs for test/check (as required)
One half day to cover:
• Administration
• Revalidation by experience (SEP & TMG) only</td></tr>
<tr><td>Flight test and check training (flight)</td><td>Two skill test/ proficiency check under supervision</td><td>One skill test or proficiency check under supervision</td><td>Two skill test/ proficiency check under supervision</td></tr>
<tr><td>Additional training</td><td colspan="3">To be determined by the Authority</td></tr>
<tr><td>Flight test (additional to course)</td><td colspan="3">Examiner Authorisation Acceptance Test (EAAT) with an inspector</td></tr>
</table>

2.4 TEST/CHECK STANDARDS

Standards of performance are central to a consistent conduct of tests and checks by Examiners:

(a) ***Appendix 1 to ANTR-FCL 1.425/2.425 paragraph 2***

Examiners shall consistently apply ANTR-FCL standards during a test/check. However, as the circumstances of each test/check conducted by an examiner may vary, it is also important that an examiner's test/check assessment takes into accountany adverse condition(s) encountered during the test/check.

(b) It is emphasised that test/check applicants should concern themselves only with flying and operating the aeroplane/helicopter to the best of their ability. Definitionof, and compliance with, the Test Standards is the responsibility of the Examiner, however these are shown in Modules 3 and 4 in the interest of openness and as a reference for the Examiner and applicant

(c) The Examiner is expected to display sound judgement particularly when establishing any abnormal or simulated emergency exercise so that the safety of the flight is never placed at risk.

(d) Throughout the flight compliance with briefing/checklists, procedures, anti-icing and de-icing precautions, airmanship, ATC liaison and compliance, RT procedures, flight management and MCC (where applicable) will be assessed.

(e) Examiners are reminded that applicants may appeal against the conduct of any test/check in accordance with regulations.

2.5 PURPOSE OF A TEST/CHECK

ANTR-FCL 1.001/2.001

- *A Flight Test or Skill test is a demonstration of knowledge and skill for a licence or rating issue and may include such oral examination as the Examiner may determine necessary.*

- *A Proficiency Check is a demonstration of continuing knowledge and skill to revalidate or renew ratings and* may include such oral examination as the Examiner may determine necessary.

The purpose of a test/check is to:

- ***AMC FCL 1.425/2.425 paragraph 9:*** *Determine through practical demonstration during a test/check that an applicant has acquired or maintained the required level of knowledge and skill/proficiency;*

- ***AMC FCL 1.425/2.425 paragraph 10:*** *Improve training and flight instruction in registered facilities, FTOs and TRTOs by feedback of information from examiners concerning items/sections of tests/checks that are most frequently failed;*

- ***AMC FCL 1.425/2.425 paragraph 11****: Assist in maintaining and, where possible, improving air safety standards by having examiners display good airmanship and flight discipline during tests/checks.*

AMC FCL 1.425/2.425 paragraph 22

Before undertaking a test/check an examiner will verify that the aeroplane/helicopter or synthetic training device intended to be used, is suitable and appropriately equipped for the test/check. Only aeroplane/helicopter or synthetic training devices approved by the Authority for skill testing/proficiency checking may be used.

(a) ***AMC FCL 1.425/2.425 paragraph 25c****: Pre-flight briefing should include:*

- *test/check sequence;*
- *power setting and speeds; and*
- *safety considerations*

(b) ***AMC FCL 1.425/2.425 paragraph 25d****: In-flight exercises will include:*

- *each relevant item/section of the test/check*

(c) ***AMC FCL 1.425/2.425 paragraph 25e****: Post-flight de-briefing should include:*

- *assessment/evaluation of the applicant*
- *documentation of the test/check with the applicants* FI present, if possible.

2.6 EXAMINER PREPARATION FOR TEST/CHECK

AMC FCL 1.425/2.425 paragraph 25a

A test/check is comprised of:

- *oral examination on the ground (where applicable);*
- *pre-flight briefing;*
- *in-flight exercises; and*
- *post-flight de-briefing*

2.6.1 Examiner Approach

AMC FCL 1.425/2.425 paragraph 20

An examiner should encourage a friendly and relaxed atmosphere to develop both before and during a test/check flight. A negative or hostile approach should not be used. During the test/check flight, the examiner should avoid negative comments or criticisms and all assessments should be reserved for the de-briefing.

AMC FCL 1.425/2.425 paragraph 18

An examiner should supervise all aspects of the test/check flight preparation, including, where necessary, obtaining or assuring an ATC "slot" time.

AMC FCL 1.425/2.425 paragraph 19

An examiner will plan a test/check in accordance with ANTR-FCL requirements. Only the manoeuvres and procedures set out in the appropriate test/check form will be undertaken. The same examiner should not re-examine a failed applicant without the agreement of the applicant.

The examiner shall be the pilot-in-command, except in circumstances agreed by the examiner.

2.6.2 Test/check scheduling

AMC-FCL 1.425/2.425 paragraph 5

An examiner should plan per working day not more than three test checks relating to PPL, CPL, IR or class rating, or more than two tests/checks related to FI, CPL/IR and ATPL or more than four tests/checks relating to type/rating.

AMC FCL 1.425/2.425 paragraph 6

An examiner should plan at least three hours for a PPL, CPL, IR or class rating test/checks, and at least four hours for FI, CPL/IR, ATPL or type rating tests/checks, including pre-flight briefing and preparation, conduct of the test/check, de-briefing and evaluation of the applicant and documentation.

AMC FCL 1.425/2.425 paragraph 7

An examiner should allow an applicant adequate time to prepare for a test/check, normally not more than one hour.

AMC FCL 1.425/2.425 paragraph 8

An examiner should plan a test/check flight so that the flight time in an aeroplane/helicopter or ground time in an approved synthetic training device is not less than:

- *90 minutes for PPL and CPL, including navigation section;*
- *60 minutes for IR, FI and single pilot type/class rating; and*
- *120 minutes for CPL/IR and ATPL.*

2.6.3 Preparing for the applicant

AMC FCL 1.425/2.425 paragraph 18 (modified)

Before meeting the applicant the Examiner must be properly prepared for the flight. The Examiner should supervise all aspects of the test/check flight preparation, including, where necessary, obtaining or assuring an ATC services as required.

AMC FCL 1.425/2.425 paragraph 19

The Examiner will plan a test/check in accordance with ANTR-FCL requirements. Only those manoeuvres and procedures required in the appropriate test/check form will be undertaken.

(a) Adequate and appropriate briefing/debriefing facilities must be used for all tests.

(b) Instruction for the associated theoretical knowledge examinations shall always have been completed before each skill test is taken.

(c) Knowledge elements not evident in the demonstrated skills may be tested by questioning, at anytime, during the flight event. Questioning in flight should be used judiciously so that safety is not jeopardised. Questions may be deferred until after the flight portion of the test is completed.

(d) For aeroplane/helicopter requiring only one pilot, the examiner may not assist the applicant in the management of the aeroplane/helicopter, radio communications, tuning and identifying navigational equipment, and using navigation charts.

(e) If occupying a pilot seat the examiner shall not take part in the operation of the aeroplane/helicopter other than for safety.

(f) Flight Safety shall be the prime consideration at all times. The examiner, applicant and any other crew shall be alert for other traffic.

Expansion of the details of the items (a) to (f) above are covered under the relevantparagraph headings below.

2.6.4 Route/profile planning

AMC FCL 1.425/2.425 paragraph 26

*A test/check is intended to **represent** a practical flight. Accordingly, an examiner may set practical scenarios for an applicant while ensuring that the applicant is not confused and air safety is not compromised.*

2.7 WEATHER MINIMA

AMC FCL 1.425/2.425 paragraph 23

A test/check flight will be conducted in accordance with the aeroplane/helicopter flight manual (AFM) and, if applicable, the aeroplane/helicopter operators manual (AOM).

AMC FCL 1.425/2.425 paragraph 24

A test/check flight will be conducted within the limitations contained in the operations manual of a FTO/TRTO and, where applicable, the operations manual of a registered facility.

Pre-flight preparation requires the applicant to assess the weather conditions and make his decision whether to proceed with the flight. The applicant must take into account the requirements of all the sections of the test that he is taking. The Examiner is to assess the applicant's decision. A decision to continue when the weather is forecast below the limits required to complete the flight shall be considered a fail item for test/check

Those sections/items of the test which are required to be flown by sole reference to instruments will be simulated by using suitable equipment to simulate IMC.

Awareness of icing conditions must be displayed by regularly checking the outside air temperature and carburettor heat where appropriate. The applicant should be able to use any anti/de-icing equipment fitted to the aeroplane/helicopter. If actual ice is present the necessary equipment or actions must be used. Training or preparation must ensure an operating procedure for using aeroplane/helicopter icing equipment particularly with reference to pitot heaters, carburettor heat, engine/propeller and airframe anti-icing. The aeroplane/helicopter must not be flown deliberately into icing conditions if this is contrary to the aeroplane/helicopter flight manual

2.8 PRE FLIGHT – BRIEFING

2.8.1 Examiner approach

The performance of an applicant under test conditions will often be adversely affected by some degree of nervous tension, but the Examiner can do much to redress the balance in his favour by the adoption of a friendly and sympathetic attitude. Any suggestion of haste during briefing should be avoided and the applicant should be encouraged to ask as many questions as he wishes at the conclusion of each section. Clear and unhurried instructions at this stage will not only serve to put the applicant at his ease, but will ensure when airborne that the flight proceeds smoothly and without unnecessary delay.

2.8.2 Construction of the Briefing

The pre flight briefing may be given as one or more separate elements, as required, to give the applicant the maximum opportunity to understand and prepare what is required of him.

2.8.3 Briefing content

IEM FCL 1.425/2.425 paragraph 4

The applicant should be given time and facilities to prepare for the test flight. The briefing should cover the following:

(a) the objective of the flight

(b) licensing checks, as necessary

(c) freedom for the applicant to ask questions

(d) operating procedures to be followed (e.g., operators manual)

(e) weather assessment

(f) operating capacity of applicant and examiner

(g) aims to be identified by applicant

(h) simulated weather assumptions (e.g., icing, cloud base)

(i) contents of exercise to be performed

(j) agreed speed and handling parameters (e.g., V-speeds, bank angle)

(k) use of R/T

(l) respective roles of applicant and examiner (e.g., during emergency)

(m) administrative procedures (e.g., submission of flight plan) in flight

IEM FCL 1.425/2.425 paragraph 5

Examiner training must focus on the requirements to maintain the necessary level of communication with the applicant. The following check details should be followed by the examiner applicant:

(a) involvement of examiner in a multi-pilot operating environment

(b) the need to give the 'applicant' precise instructions

(c) responsibility for safe conduct of the flight

(d) intervention by examiner, when necessary

(e) use of screens

(f) liaison with ATC and the need for concise, easily understood intentions

(g) prompting the 'applicant' regarding required sequence of events (e.g., following a go- around)

(h) keeping brief, factual and unobtrusive notes

2.9 APPLICANT'S PLANNING AND FACILITIES

The Examiner shall conduct each test/check in such a manner as to conform to the guidance given by the Authority such that each applicant is allowed adequate time for the test, normally not more than one hour.

Adequate Planning facilities must be available to the applicant. The examiner will check that the applicant is aware of where resources are. A quiet briefing room should be used so that the planning can be completed without interruption or distraction.

Planning shall be completed without assistance from other students or instructors. Current ATC and Met information must be obtained. Any booking requirements should be made, by the applicant, in adequate time for the flight.

A flight log should be prepared and the Examiner may request a copy. The log may include such items as:

- Route (including flight to the planned alternate aerodrome)
- Communication and navaid frequencies (note that where this information is clearly displayed on planning documents, such as the charts to be used, it is not necessary to copy that information to the log)
- Planned levels and altitudes
- Timings, ETAs
- MSA, safety height or minimum levels/altitudes
- Fuel (showing contingency fuel and space to plot fuel remaining at way points)
- Space for logging ATIS and clearances in a chronological order

The route may require flight through airspace other than Class G airspace and consideration should be given to any special precautions during planning.
Planning and preparation must be completed by the crew using material acceptable to the Authority. Computerised flight/navigation plans or aeroplane/helicopter mass and balance calculations may be used during the allowed planning period. The applicant remains solely responsible for all planning calculations.

Applicants will be required to calculate take off and landing performance for the conditions prevailing, usually for the most limiting runway expected on the flight.

2.10 AIRMANSHIP

2.10.1 Definition

The complex of all resources (knowledge, attitude and skills) enabling the pilot to safely handle his aeroplane/helicopter with due regard to rules and regulations, whatever the circumstances, both on the ground and in the air. Human resources includes all other groups routinely working with the pilot who are involved in decisions that are required to operate a flight safely. These groups may include, but are not limited to: dispatchers, cabin crewmembers, maintenance personnel and air traffic controllers. Airmanship is not a single task but is a set of competencies, which must be evident in all tasks, conducted throughout the practical test standard as applied to a skill test or proficiency check.

2.10.2 Airmanship Competencies

Airmanship competencies may be grouped into three clusters of observable behaviour:

1. COMMUNICATIONS PROCESSES AND DECISIONS

   (a) Briefing
   (b) Inquiry/Advocacy/Assertiveness
   (c) Self-Criticism
   (d) Communication with available personnel resources
   (e) Use of checklists
   (f) Decision making

2. BUILDING AND MAINTENANCE OF FLIGHT COOPERATION

   (a) Leadership/Team skills
   (b) Interpersonal Relationships

3. WORKLOAD MANAGEMENT AND SITUATIONAL AWARENESS

   (a) Preparation/Planning
   (b) Vigilance
   (c) Workload Distribution
   (d) Distraction Avoidance
   (e) Avoidance of undesirable situations (e.g., wake turbulence, inadequate aeroplane/helicopter spacing)

2.10.3 How the Examiner Assesses Airmanship

The majority of aviation accidents and incidents are due to poor resource management failures by the pilot. Fewer are due to technical failures.

Pass/Fail judgements based solely on Airmanship issues must be carefully chosen since they may be entirely subjective. It is not practical to give a comprehensive list of Airmanship considerations, however, the 3 ‘cluster areas’ described above include items which the applicant may forget to complete (e.g., correct radio calls) while others are an indication of his capacity to deal with present or evolving flight conditions (e.g. poor spacing from other aeroplane/helicopter or airspace awareness). It is, therefore, the examiner’s role to observe how the applicant manages the resources available to him to achieve a safe and uneventful

flight. The examiner must be satisfied that the success of the flight was a result of good airmanship and not good luck.

If the applicant shows early and consistent awareness of airmanship considerations (e.g., repetitive checking of icing conditions in a level cruise clear of icing conditions) the examiner may allow the applicant to brief only changes during the remainder of the flight.

Examiners themselves are required to exercise proper Airmanship competencies in conducting tests/checks as well as expecting the same from applicants.

2.11 ASSESSMENT SYSTEM

2.11.1 Flight management

AMC FCL 1.425/2.425 paragraph 27

An examiner should maintain a flight log and assessment record during the test/check for reference during the post/flight de-brief.
This record should be compiled without alerting or attracting the attention of the applicant

Communications in flight should only be necessary:

- to prompt the applicant regarding required sequence of events using concise and easily understood intentions (e.g., following a go-around)
- ***AMC FCL 1.425/2.425 paragraph 28:*** *An examiner should be flexible to the possibility of changes arising to pre-flight briefs due to ATC instructions, or other circumstances affecting the test/check.*
- ***AMC FCL 1.425/2.425 paragraph 29****: Where changes arise to a planned test/check an examiner should be satisfied that the applicant understands and accepts the changes. Otherwise, the test/check flight should be terminated.*
- ***ANTR FCL 1.170/2.170 paragraph 6:*** *Should an applicant choose not to continue a test/check for reasons considered inadequate by an examiner, the applicant shall retake the entire skill test. If the test/check is terminated for reasons considered adequate by the examiner, only those items/sections not completed will be tested in a further flight.*
- ***AMC FCL 1.425/2.425 paragraph 21 (last sentence):*** *An examiner should terminate a test/check only for the purpose of assessing the applicant, or for safety reasons.*

Except when the Examiner has to give guidance or a reminder, the applicant should be allowed to conduct the flight without interruption. It should be remembered, however, that the Examiner is responsible for the safe conduct of the flight and the prevention of any infringements.

2.11.2 Conduct of Test/check

AMC FCL 1.425/2.425 paragraph 13

Each item within a test/check section should be completed and assessed separately. The test/check schedule, as briefed, should not, normally, be altered by an examiner.

AMC FCL 1.425/2.425 paragraph 14

Marginal or questionable performance of a test/check item should not influence an examiner's assessment of any subsequent items.

AMC FCL 1.425/2.425 paragraph 15

An examiner should verify the requirements and limitations of a test/check with an applicant during the pre-flight briefing.

AMC FCL 1.425/2.425 paragraph 16

When a test/check is completed or discontinued, an examiner should de-brief the applicant and give reasons for items/sections failed. In the event of a failed or discontinued skill test or proficiency check, the examiner should provide appropriate advice to assist the applicant in re-tests/re-checks.

AMC FCL 1.425/2.425 paragraph 17

Any comment on, or disagreement with, an examiner's test/check evaluation/assessment made during a debrief will be recorded by the examiner on the test/check report, and will be signed by the examiner and countersigned by the applicant.

AMC FCL 1.425/2.425 paragraph 21

Although test/checks may specify flight test tolerances, an applicant should not be expected to achieve these at the expense of smoothness or stable flight. An examiner should make due allowance for unavoidable deviations due to turbulence, ATC instructions, etc.

IEM FCL 1.425/2.425paragraph 6

The examiner applicant should refer to the flight test tolerances given in (ANTR-FCL and Module 5 for the appropriate test) Attention should be paid to the following points:

(a) questions from the 'applicant'

(b) give results of the test and any sections failed

(c) give reasons for failure

2.11.3 Repeat items

AMC FCL 1.425/2.425 paragraph 31

At the discretion of the examiner, any manoeuvre or procedure of the test/check may be repeated once by the applicant. An examiner may terminate a test/check at any stage, if it is considered that the applicant's competency requires a complete re-test/re-check.

2.11.4 Pass/Fail criteria

The examiner is to check ANTR-FCL references for pass fail criteria relevant to the test to be conducted. In general, the guidance is:

For SPA: The applicant shall pass all sections of the skill test/proficiency check. If any item

in a section is failed, that section is failed. Failure in more than one section will require the applicant to take the entire test/check again. Any applicant failing only one section shall take the failed section again. Failure in any section of the re-test/re-check including those sections that have been passed at a previous attempt will require the applicant to take the entire test/check again.

For MPA: The applicant shall pass all sections of the skill test/proficiency check. Failure of more than five items will require the applicant to take the entire test/check again. Any applicant failing 5 or less items shall take the failed items again. Failure in any item on the re-test/check including those items that have been passed at a previous attempt will require the applicant to take the entire check/test again.

2.11.5 The Result

There are several methods for evaluating an applicant's performance. Authorities may select the method which they wish to use. Two methods will be considered here:

A Grading

B Objective Assessment

A Grading

Grading is an option on some forms used for tests/checks. However, its use is optional.

The "Acceptable Performance" section of each exercise outlines the grading criteria. These criteria assume no unusual circumstances. Consideration shall be given to unavoidable deviations from the published criteria due to weather, traffic or other situations beyond the reasonable control of the applicant. To avoid the need to compensate for such situations, the tests should be conducted under normal conditions whenever possible.

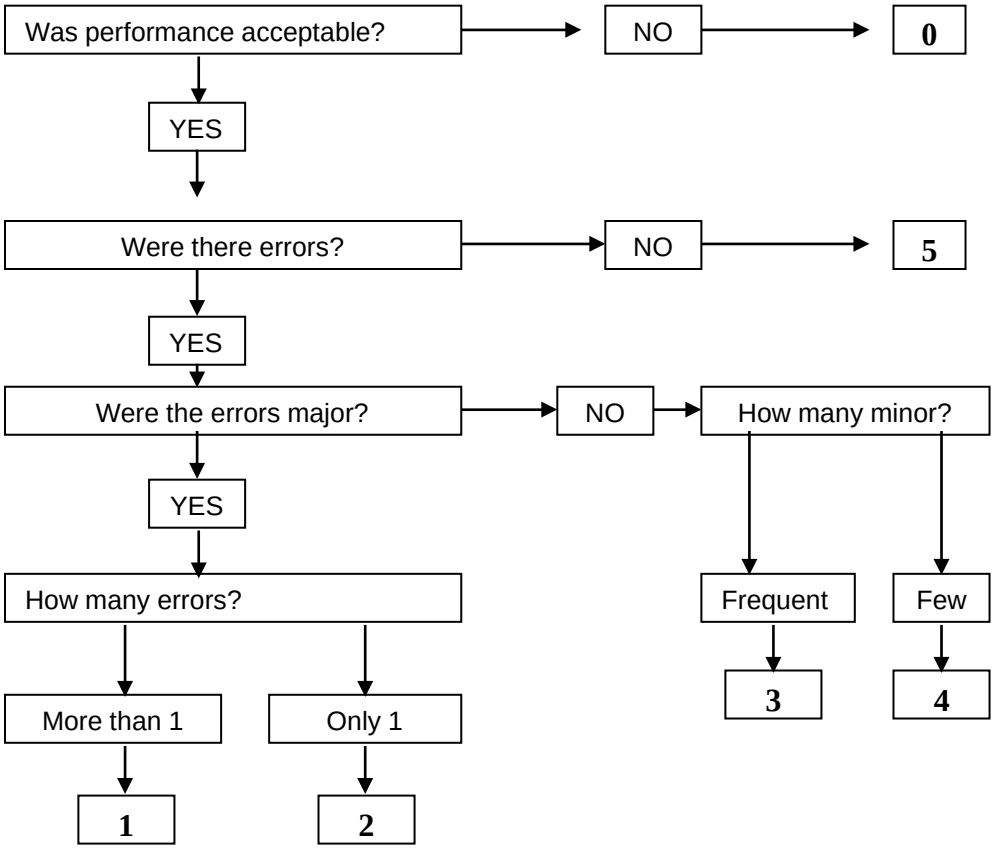
Grade	**Description**
5	The ideal performance under existing conditions. Anticipates and adapts easily to changing or unusual flight situations.
4	Aim of exercise safely achieved with very few minor variations from ideal. Performance shows smooth control of aeroplane/helicopter.
3	Aim of the exercise safely achieved with frequent minor but no major variations from the ideal.
2	Aim of the exercise safely achieved. Performance includes not more than one major variation from the ideal and may include frequent minor variations from the ideal.
1	Aim of exercise safely achieved in a rough manner. Performance includes more than one major variation from the ideal and indicates a level of skill or knowledge, which results in a marginally acceptable performance.
0	Any one of the following will result in an assessment of fail: • Aim of exercise not completed • Insufficient level of knowledge to ensure safety. • Aim of exercise completed but at expense of using unsafe airmanship and/or handling errors. • Dangerous aeroplane/helicopter handling requiring assistance from examiner. • Tolerances specified in the flight test standards exceeded.

Written remarks are required when awarding a flight test exercise a mark of 2 or less. The remarks should be clear and concise and in the case of an exercise assessed as:

Grades 1 or 2 reflect the major variation(s) from the Acceptable Performance for theexercise as outlined in the appropriate flight test standards; or 0 reflect the appropriate item or items that result in an assessment of fail as listed in the Grading Scale section of the flighttest Standard(s).

During a flight test, it is sometimes difficult to write clear and concise remarks. It is recommended that examiners use notes made during the flight test to complete a final copy of the Flight Test Report. This provides the examiner with the opportunity of referencing the appropriate flight test standards while writing final comments.

The diagram shown below will assist the examiner in following a logical sequence of steps to arrive at a mark when evaluating the applicant's performance of a particular flight test item. By starting at the top of the diagram and mentally reviewing and answering each question in sequence, it is possible to arrive at a mark to be awarded. The accuracy of the assessment will depend entirely on the examiner's knowledge of the AcceptablePerformance requirements for each flight test exercise and the Grading Scale.



B Objective Assessment

2.11.6 Satisfactory Performance

The ability of an applicant to safely perform the required assignments is based on:

- Performing the assignments specified in the Examiner's Manual for the licence or rating sought within the approved standards
- Demonstrating control of the aeroplane/helicopter and flight with the successful outcome of each assignment performed never seriously in doubt
- Demonstrating sound judgement and crew resource management and single-pilot competence if the aeroplane/helicopter is type certificated for single- pilot operations

2.11.7 Unsatisfactory Performance

Consistently exceeding the relevant tolerances stated in Module 5, or failure to take prompt, corrective action when tolerances are exceeded is indicative of unsatisfactory performance. The tolerances represent the performance expected in good flying conditions. Any action or lack thereof, by the applicant, who requires corrective intervention by the examiner to maintain safe flight, shall be disqualifying.

If a repeat item is not clearly satisfactory, the examiner shall consider it unsatisfactory

2.11.8 Result Quick reference:

An examiner will use one of the following terms of assessment:

AEROPLANE

Reference	The examiner is to check ANTR-FCL references for pass fail criteria relevant to the test to be conducted. In general, the guidance is:
Pass	The applicant shall pass all sections of the skill test or proficiency check
Partial Pass	**For SPA:** If any item in a section is failed, that section is failed. Any applicant failing only one section shall take the failed section again. The applicant retaking only that failed section, plus the departure section often completes the partial pass. Should either of those two be failed at a second attempt then the result of that test if a fail. **For MPA**: Any applicant failing 5 or less items shall take the failed items again.
Fail	**For SPA:** If any item in a section is failed, that section is failed. Failure in more than one section will require the applicant to take the entire test/check again. Failure in any section of the re-test/re-check including those sections that have been passed at a previous attempt will require the applicant to take the entire test/check again. **For MPA**: The applicant shall pass all sections of the skill test/proficiency check. Failure of more than five items will require the applicant to take the entire test/check again. Failure in any item on the re-test/check including those items that have been passed at a previous attempt will require the applicant to take the entire check/test again. ***AMC FCL 1.425 PARAGRAPH 21*** *provided that any of the following apply:* *i. the flight test tolerances have been exceeded after the examiner has made due allowance for turbulence or ATC instructions;* *ii. the aim of the test/check is not completed;* *iii. the aim of exercise is completed but at the expense of unsafe flight, violation of a rule or regulation, poor airmanship or rough handling;* *iv. an acceptable level of knowledge is not demonstrated;* *v. an acceptable level of flight management is not demonstrated; or* *vi. the intervention of the examiner or safety pilot is required in the interest of safety.*
Incomplete tests	Should an applicant choose not to continue a test/check for reasons considered inadequate by an examiner, the applicant shall retake the entire skill test. If the test/check is terminated for reasons considered adequate by the examiner, only those items/sections not completed will be tested in a further flight.

Reference	The examiner is to check ANTR-FCL references for pass fail criteria relevant to the test to be conducted. In general, the guidance is:
Pass	Provided the applicant demonstrates the required level of knowledge, skill/proficiency and, where applicable, remains within the flight test tolerances for the licence or rating
Partial Pass	The partial pass is not always an option on test/check. However, when applicable it is used to indicate that only one section of the test profile was failed. The applicant retaking only that failed section, plus the departure section often completes the partial pass. Should either of those two be failed at a second attempt then the result of that test if a fail.
Fail	***Appendix 1 to ANTR-FCL 2.425 paragraph 21 b.*** *A "fail" provided that any of the following apply:* *i. the flight test tolerances have been exceeded after the examiner has made due allowance for turbulence or ATC instructions;* *ii. the aim of the test/check is not completed;* *iii. the aim of exercise is completed but at the expense of unsafe flight, violation of a rule or regulation, poor airmanship or rough handling;* *iv. an acceptable level of knowledge is not demonstrated;* *v. an acceptable level of flight management is not demonstrated; or* *vi. the intervention of the examiner or safety pilot is required in the interest of safety.*
Incomplete tests	Should an applicant choose not to continue a test/check for reasons considered inadequate by an examiner, the applicant shall retake the entire skill test. If the test/check is terminated for reasons considered adequate by the examiner, only those items/sections not completed will be tested in a further flight.

2.12 POST FLIGHT - DEBRIEF

Post flight procedures will require accurate assessment of the flight and communication to the applicant of his result. The examiner must:

- take the time necessary to consider a fair, unbiased and correct assessment of the test/check
- deliver a clear decision on the result of the test/check with precise details of the reason for each failed item indicating any fail result in a friendly but firm manner.
- where an existing rating has been failed instruct the applicant on the implications of his result
- direct the applicant in the administration required following his result

Having completed the flight and the administration the examiner may then offer guidance on any aspect of the flight.

IEM FCL 1.425/2.425 paragraph 7 (modified)

The following points may be discussed:

a. advise the applicant how to avoid or correct mistakes

b. mention any other points of criticism noted

c. give any advice considered helpful

2.13 COMPLAINTS AND APPEALS

If at any time during or after the test a complaint of a serious nature is made by an applicant on the conduct of his test/check, the Examiner should not become involved in discussion with the applicant. Complaints or appeals shall be dealt with according to BCAA policy.

CIVIL AVIATION PUBLICATIONS

MODULE 3

RESERVED

CIVIL AVIATION PUBLICATIONS

MODULE 4

RESERVED

MODULE 5

TEST TOLERANCES (AEROPLANE AND HELICOPTER).

The nominated tolerances are extracted from ANTR-FCL with some additional figures for standardisation and general guidance of examiners shown in italics.

Tolerance figures are to be used as the basis for assessment on the perfect day in an easily handled aeroplane/helicopter. Since this combination is rare, the examiner shall make allowance for turbulent conditions and the handling qualities and performance of the type ofaeroplane/helicopter used.

Applicants may be advised that, during the flight, they should concern themselves only with flying and operating the aeroplane/helicopter to the best of their ability and not attempt to remain within the tolerances to the detriment of smooth handling.

5.1 AEROPLANE

5.1.1 Quick reference:

Test tolerances - Refer to ANTR-FCL 1 for changes to this quick reference table

PROFILE	PPL Skill Test	CPL Skill Test	IR, ATPL and all type or class skill test and proficiency checks
Altitude or Height (in feet)			
Normal Flight	± 150	± 100	± 100
With simulated engine failure	± 200	± 150	± 100
Limited or partial panel		± 200	± 200
Starting go-around at decision alt/ht			+ 50 / - 0 (one engine inoperative + 100 / - 0)
Minimum descent altitude / height			+ 50 / - 0 (one engine inoperative +100/ - 0)
Circling minima			+ 100 / - 0
Tracking			
On radio aids	± 10°	± 5°	± 5°
Precision approach			half scale deflection azimuth and glide path
DME arcing			± 1nm
Heading			
All engines operating	± 10°	± 10°	± 5°
With simulated engine failure	± 15°	± 15°	± 10°
Limited or Partial panel		± 15°	± 15°

Speeds (in knots)

Take-off / Vr	+ 10 / - 0	+ 5 / - 0	+ 5 / - 0
Climb and approach	± 15	± 10	± 5
Vat / Vref	+ 15 / - 5	+ 5 / - 0	+ 5 / - 0
Cruise	± 15	± 10	± 5
Limited or Partial Panel		± 10	± 10
With simulated engine failure	+ 15 / - 5	+ 10 / - 5	+ 10 / - 5
Blue Line speed or Vyse / V_2	± 5	± 5	± 5
Maximum airspeed error in any other regime	± 15	± 10	± 10

5.2 HELICOPTER

5.2.1 Quick reference:

Test tolerances - Refer to ANTR-FCL 2 for changes to this quick reference table

PROFILE	PPL Skill Test	CPL Skill Test	IR, ATPL and all type skill tests and proficiency checks

Altitude or Height (in feet)

Normal Flight	± 150	± 100	± 100 starting a go-around at DH + 50 MDH/MDA + 50 – 0
With simulated engine failure	± 200	± 150	
Hovering IGE	± 2		

Heading & Tracking

Normal Flight	± 10°	± 10°	± 5°
With simulated engine failure	± 15°	± 15°	On precision approach - half scale deflection azimuth and glide path

Speeds (in knots)

Take-off/approach	-10 / +15	± 5	All engines operating + 5 / - 0
All other regimes	± 15	± 10	With simulated engine failure +10 -5

Ground Drift (in feet)

Take-off, hover IGE	± 3	± 3	
Landing	No sideways or backwards movement	No sideways or backwards movement	

MODULE 6

PRIVATE PILOT LICENCE (AEROPLANE AND HELICOPTER) – PPL (A/H)

A GUIDE TO THE STRUCTURE OF THE PPL SKILL TEST FOR THE TRAINING OF THE FE FOR THE PPL

The following comments and information are offered to assist the examiner to conduct a thorough flight test. These suggestions will aid in making accurate assessments of the applicant's skill and knowledge. All items of the skill test should be performed utilising the Flight Test Standards of Module 3/4 and Tolerances of Module 5.

6.1 AEROPLANE

6.1.1 Quick Reference:

ANTR reference :	Appendix 1 to ANTR-FCL 1.130 & 1.135
Who can test:	FE, provided that they are individually authorised for this role Examiners shall not test applicants to whom they have given flight instruction for that licence, (Progress and Safety Checks do not count as flight instruction). When an attempt is taken as two flights both -parts are to be conducted by the same examiner.
Form used:	Authority Forms

6.2 FOREWORD

Every item of every section is to be assessed by the FE.

Some items must be assessed through a dedicated exercice, for instance, item 2.h.i (stalling) requires an airwork exercise as a medium. Other items are assessed without setting a particular drill because:

- they can be assessed through the normal situations of the flight. For instance, items 2.c.ii and 2.c.iii (climbing turns and levelling off) have a chance to be observable within the very first minutes of the flight.
- they are assessed through the whole flight, or a portion of it. For instance, items 2.a or 3.h (ATC liaison) or item 3.b maintaining altitude, heading and speed.

6.3 SINGLE ENGINE – AEROPLANE/HELICOPTER

6.3.1 AEROPLANE/HELICOPTER FAMILIARISATION AND PREPARATION FOR FLIGHT

6.3.1.1 Documents and Airworthiness.

(a) Ensure that questions asked are relative to the aeroplane/helicopter being used for the flight test.

6.3.1.2 Aeroplane/helicopter Performance

(a) The applicant may use the Pilot Operating Handbook to determine information other than essential performance speeds listed in the flight test standards as memory items.

(b) Record the answers given to questions regarding the best angle of climb speed, best rate of climb speed, stall speed in the landing configuration and manoeuvring speed so that during the flight test the actual speeds flown in the appropriate exercises may be compared. Questions relating to the Pilot Operating Handbook should be "operational" questions, particularly if the conditions of temperature wind strength; etc. existing at the time of flight test can be utilised.

6.3.1.3 Mass and Balance - Loading.

(a) Make this a practical exercise and relate the mass and balance problem to the proposed cross-country flight. The applicant should also be asked to correct an out of CG situation, and questioned to determine understanding of extreme CG locations and the resulting effect on aeroplane/helicopter handling and performance.

(b) Should there be any doubt with regard to the completed mass and balance form presented by an applicant, the level of knowledge should be determined by thorough questioning in this area.

6.3.1.4 Pre-Flight Inspection.

After the applicant has completed the pre-flight inspection a few questions relating to the flight test aeroplane/helicopter should be asked. For example, the effect of the carburettor intake filters being blocked or its location and, subsequently, determining whether the applicant knows the function of all intakes, screens and filters.

6.3.1.5 Engine Starting and Run-up, Use of Briefing/checklists.

(a) Check to see if the applicant uses the briefing/checklist provided in the aeroplane/helicopter. If the examiner does not agree with the content of the briefing/checklist, the applicant should not be penalised. This would be an item for the examiner to discuss with the training unit or establishment, and if necessary the Authority.

(b) The check carried out by an applicant should cover at least the items mentioned in the appropriate Pilot Operating Handbook. The applicant should be questioned at this time to determine what action would be taken if the checks revealed a problem, (e.g. excessive magneto-drop, instruments not indicating when mixture or carburettor heat controls, etc. are selected and/or reset).

(c) The applicant is expected to conduct the oral passenger safety briefing at this time.

6.3.1.6 Ancillary Controls

The applicant should be knowledgeable concerning the use of the carburettor heat, mixture control and any other ancillary controls fitted to the aeroplane/helicopter used for the flight test. Leaning procedures should be examined during the flight, or tested orally. Use of the mixture control to smooth out rough running following the application and removal of carburettor heat in flight should be assessed if such conditions exist, or be examined by questioning.

6.3.1.7 Taxiing

If the test is conducted under zero or light wind conditions, it is appropriate that, while taxiing, the applicant be asked to demonstrate how the controls should be held under varying wind conditions, for example cross wind, or a wind blowing from a front or rear quarter.

6.3.1.8 Steep Turn

For the steep turn, remember that the applicant is being assessed on 4 parameters: altitude, airspeed, and angle of bank and recovery heading. Therefore, your request must be specific in all four areas to avoid confusion.

The reference point for resuming straight flight should be narrow but prominent, and clearly visible. The examiner must take time to ensure that the applicant has in mind the same reference point in order to avoid inaccurate assessment.

6.3.1.9 Slow Flight

The aim of this exercise is to determine that the applicant can establish slow flight, control the aeroplane/helicopter and return to normal airspeeds.

The applicant must be able to set the aeroplane in slow flight and change heading with appropriate angle of bank and then resume normal flight, at all times keeping control (bank, speed, altitude, slip). Failure to prevent a stall must be assessed as a fail.

6.3.1.10 Stall

The examiner must be aware of the manufacturer's recommendation in this regard for the type of aeroplane to be used on the flight test. The FCL requirement is for a clean stall with a minimum loss of altitude.

6.3.1.11 Takeoff

(a) It is suggested that the examiner does not request a specific take-off; rather it is recommended a scenario be used so that the applicant is required to decide what procedure to use.

(b) Aircraft configuration and airspeeds utilised should be those specified in the Pilot Operating Handbook.

6.3.1.12 Circuit

If possible, it is recommended that both controlled and uncontrolled aerodromes be used during the test if they are conveniently available in order to check that the appropriate procedures are correctly utilised.

6.3.1.13 Approach and Landing

In assessing the ability to land within a pre-determined touchdown zone it is not intended that examiners turn this item into a spot landing exercise, rather the applicant's ability to land within a specified portion of the runway is to be assessed. The overshoot will be assessed in conjunction with this exercise.

6.3.1.14 Simulated Precautionary Landing

When requesting this exercise be specific when outlining the reasons requiring a landing; if it is due to simulated weather conditions, then clearly specify the simulated ceiling, visibility, etc., and do not alter them during the procedure.

Remember, the aim of the exercise is to carry out the procedures for safe landing in a suitable area and provided the procedure used is organised and logical and the aircraft configuration is as stipulated in the Pilot Operating Handbook, examiners should not be adversely influenced if the procedure varies slightly from their own procedure. If a suitable aerodrome is available, it is desirable to ask the applicant to carry the approach through to a landing. This will enable the examiner to assess ability to carry out a short or soft field landing with this exercise.

6.3.1.15 Simulated Forced Landing

The engine failure will be simulated in accordance with the method recommended by the manufacturer. Engine failure should be simulated from sufficient height to permit the applicant time to clearly demonstrate his knowledge of procedures and skill. The practise should be given without advance warning from the examiner, however, the examiner should ensure that some choice of landing area exists within the field of vision of the applicant and within gliding range of the aircraft. Provided the aim of the exercise is accomplished in an organised manner, the examiner should not be adversely influenced if the procedure used varies slightly from theexaminer's own procedure.

The examiner will take care of the engine during the descent so as to ensure safety in the go around. The practice of leaving some power on and achieving a normal descent angle and airspeed by using flap is acceptable. Examiners should determine the applicant's intention with regard to the procedure to be used during this exercise during the pre-flight briefing.

6.3.2 Enroute Navigation

6.3.2.1 Pre-flight Planning Procedures

This section clarifies the description of what is expected of the applicant, and the Acceptable Performance has been amended and itemised rather then just a short global statement of the criteria.

The applicant shall:

(a) Select a safe and efficient route complying with air-regulation.

(b) Obtain and interpret weather information

(c) Determine the appropriate departure procedure

(d) Obtain operational information re en-route and destination aerodromes

(e) Determine the acceptability of the departure and destination runways under existing or forecast conditions

When assigning the route, examiners should try to select a destination that will provide the applicant with suitable terrain and sufficient en-route checkpoints.

The applicant's completed calculations should be verified for accuracy.

6.3.2.2 Departure Procedure

Applicants are not restricted to just one method of departure. They have the option of determining the appropriate departure procedure to use for the given location.

The assessment should be based on ability to adapt to the new circumstances and the manner in which departure procedure is altered.

6.3.3 Enroute Procedure

With respect to time, if no suitable checkpoints are available, extra time should be allowed to enable the applicant to determine if a track error exists. Proper selection of the assigned route should prevent this situation.

6.3.3.1 Diversion to an Alternate

When examiners choose to carry out the diversion after a series of other flight test manoeuvres, the examiner must allow time, and if required, be of some assistance while the applicant arranges the chart and determines their exact location. Following this procedure the examiner will request the diversion.

It will not always be feasible to test the diversion at low level, but when examiners do the test in this manner they must consider the following:

(a) Regulations, built up areas, etc.

(b) Safety considerations, suitability of the area, altitude, obstructions

(c) Annoyance to people or livestock, and

(d) Examiners shall not use this exercise to set the applicant up for a contravention of the regulations.

When tested at low level (reasonable height) the selected destination should not require the applicant to over-fly populated areas en-route. Remember this is not a test of pure navigational skills but is an assessment of ability to proceed to an alternate using mental dead reckoning and natural geographic features such as roads, railway tracks etc., if they are available. Rulers, protractors, and computers shall not be used for this procedure.

With respect to the estimated time of arrival, and the actual time of arrival at the alternate, no hard numbers have been established as a criterion. Examiners may accept an estimated time of arrival for this exercise which is reasonable, and which would ensure that the diversion could be conducted as planned.

6.3.3.2 Instrument Flying and Use of Radio Navigation Aids

The applicant will perform a basic instrument check (180 turn in simulated IMC)

6.3.4 Emergency Procedures

(a) If the flight test aeroplane is one with which the examiner is not thoroughly familiar the Pilot Operating Handbook should be studied before asking the applicant to demonstrate theability to deal with various simulated emergencies.

(b) It is not intended that all possible emergency procedures be assessed with each and every applicant. The examiners should request two emergency procedures in the testing of this exercise, one while airborne and the other with the aeroplane on the ground. Examiners should use a random sampling system, varying the emergency procedures requested to prevent the examiners flight test from becoming known to the applicants, and to ensure all systems and emergency procedures have been covered in training.

(c) One method found very effective by many examiners, and one, which you may wish to use when assessing the emergency on the ground, is to assess this exercise either prior to engine start-up or upon returning to the apron, when the engine is shut down. With controls in the normal shutdown position, the examiner places the throttle, mixture, related switches, and the various ancillary controls etc., in the position they would normally be foran engine running at cruise power. The examiner will then describe to the applicant an emergency situation such as an engine fire. The examiner may then make an assessment based on how the applicant actually positions the appropriate controls, switches or valves

associated with the drill rather than assessing only a verbal statement of how things should be done. Utilising this method should preclude an applicant from receiving a favourable assessment based on the ability to recite an emergency drill when they in fact have no understanding or appreciation of the action the drill requires.

(d) Examiners should not compound the requested emergencies, nor request so many that it becomes an exercise in endurance until such time as the applicant gets a procedure wrong.

6.3.5 Radio Communications

(a) The demonstration of correct radio procedures throughout the whole flight requires the examiner to make the assessment of this exercise only when the flight has been completed.

(b) Assessment is to be based upon the applicant's ability to use proper radio procedures, respond to and act upon ATC clearances and instructions and obtain weather information and update other flight related data. Where necessary, this exercise can be simulated by the examiner if the flight test is not conducted near an ATC facility. If required the examiner can assess much of this exercise on the ground. The use of a practical scenario isan excellent method to let the applicant make the decision as to which radio communication services to employ.

6.4 MULTI-ENGINE – AEROPLANE (RESERVED)

6.5 HELICOPTER

Quick reference:

	PPL(H) SKILL TEST
ANTR reference :	Appendix 1 to ANTR-FCL 2.130 & 2.135
Who can test:	PPL (H) - FE (H) Examiners shall not test applicants to whom they have given flight instruction for that licence, (Progress and Safety Checks do not count as flight instruction). When an attempt is taken as two flights both the en-route procedure and General handling are to conducted by the same examiner The same FE (H) may be used for any second attempt but the student can opt for a change of FE (H). For further attempts the Authority shall be consulted
Form used:	Authority Form
Test format:	Skill Test as described in Appendix 2 to ANTR-FCL 2.135. The test may be completed in two parts, however Section 1 shall be included on each flight and the items of Section 5 may be tested on either flight.
Notes:	**Training** If the test is to be conducted on a Multi-Engine helicopter then applicants must have 70 hrs PIC helicopters and have completed the ANTR-FCL 2 specified type rating requirements. The applicants must also have passed a written test set by the TRTO and approved by the Authority, on the helicopter type (75% pass mark). **Training Validity (ANTR-FCL 2):** Skill test must be started within 6 months of completing flight instruction and subsequent tests must be completed within 6 months of the first attempt.
Revalidation:	Type rating valid for 1 year. Proficiency Check for revalidation may be completed within 3 months of due date with validity from due date.

MODULE 7

COMMERCIAL PILOT LICENCE (AEROPLANE AND HELICOPTER) – CPL (A/H)

A guide for the examiner on the skill test for the CPL(A) and CPL(H)

All items of the skill test should be performed utilising the Flight Test Standards of Module 3/4 and Tolerances of Module 5.

7.1 AEROPLANE

7.1.1 Quick Reference:

ANTR reference :	Appendix 1 to ANTR-FCL 1.160 & 165.
Who can test:	FE provided that they are individually authorised for this role Examiners shall not test applicants to whom they have given flight instruction for that licence, (Progress and Safety Checks do not count as flight instruction). When an attempt is taken as two flights both parts are to be conducted by the same examiner.
Form used:	Authority Forms

7.2 EXPANDED GUIDANCE

Applicants will be assessed on all aspects of the aeroplane operation. Sound basic handling skills are essential as well as airmanship, navigation, instrument flying, correct R/T phraseology, cockpit and overall flight management. The Examiner may elect to evaluate certain aspects by oral questioning. The CPL Skill Test is divided into six main sections.

Section 1 Pre-flight operations and departure

Section 2 General Airwork

Section 3 En-route procedures

Section 4 Approach and landing procedures.

Section 5 Abnormal and emergency procedures

Section 6 Simulated asymmetric flight and relevant class/type items

All sections of the test are to be completed in the course of one flight. The sequence of sections may vary depending on circumstances and the Examiner's briefing will include the expected profile. Examiners are responsible for ensuring an efficient test but applicants must remain adaptable, particularly if weather conditions, ATC 'slot' times etc., subsequently dictate a different scenario during the flight.

Appendix 1 to ANTR-FCL 1.170 requires that the duration of the flight is to be at least 90 minutes. Section 3 normally takes about 1 hour and 15 minutes, and Sections 2 and 4 combined

about 1 hour. Section 5 may be combined, at the discretion of the Examiner, with Sections 1 through 4,and Section 6, where applicable, may be combined with Section 1 through 5. The wholetest could, therefore, take up to 2 hours and 30 minutes.

The CPL Skill Test is very demanding. It is appreciated that even the most 'professional' or 'talented' pilots can make mistakes. This does not necessarily mean that a failure should result.

The following notes reflect the style and sequence of the briefing that the applicant may expect to hear. However, the examiner may make variations in the delivery of the briefing and may have to modify the sequence in which items are briefed and flown.

From pre-flight to post-flight the applicant will be assessed on his general flight management and flying skills.

7.3 SECTION 1

The applicant will be expected to carry out a safe and practical inspection of the aeroplane prior to flight, and must be aware of the servicing operations that he is entitled to carry out on the aeroplane. The applicant will be expected to proceed with the checks at a practical pace and with reference to the checklist. Where visual checks are made these should be described to the Examiner only if requested. Pre-flight checks of the radio and navigation equipment shouldinclude all the equipment which the applicant proposes to use during the flight. The Examinermust be briefed, as a passenger, on the position and method of the use of emergency exits, safety belts, safety harnesses, oxygen equipment, life jackets, and all other devices intended for use by passengers in the case of emergency. The applicant must instruct the Examiner on the actions he should take in the event of an emergency. Passenger briefing cards are acceptable but the examiner may ask questions.

The applicant must be prepared to deal with actual or simulated Abnormal or Emergency Operations at any stage. The Examiner may simulate, for example, an engine fire during start up.

The applicant is expected to take account of all factors that may affect a safe take-off and departure

The departure should comply with any instructions given by ATC.

7.4 SECTION 3

Section 3 is usually flown after Departure to ensure an efficient flow to the flight. During this section of the flight the aeroplane is assumed to be on a passenger carrying operation under VisualFlight Rules. When the aeroplane has achieved cruising altitude and is on heading for the turning point, the applicant should confirm to the Examiner the heading, altitude, and ETA, thereafter advising any changes, (for example, "2 minutes late at my halfway point - the revised ETA is now.
. ." etc).

Corrections to heading or ETA shall be calculated rather than based on track crawling, impulse or inspiration. The applicant is expected to navigate by visual positioning in a practical way, not to feature crawl. Numerous heading or altitude changes that are the result of poor flying may constitute a fail in this section. The applicant is expected to make changes to his heading and ETA in order to correct deviations from his plan.

Radio navigation aids may not be used during one leg of the en-route section. In order to assess applicants ability to navigate by visual reference;

At some stage the applicant will be instructed to carry out a diversion from his planned track to an alternative location. This is not an emergency procedure. A prominent location will be pin-pointed on the applicant's chart. The applicant may be asked to commence the diversion at or before a planned turning point. The applicant should nominate his heading, altitude and ETA for the diversion.

At some stage the Examiner will simulate poor weather by simulating IMC. The applicant should take appropriate action to establish safe flight.

During the time under simulated IMC the applicant should continue to navigate and establish the aeroplane's geographical position by using radio navigation techniques. The information may only be obtained by VDF, VOR, DME, or ADF, GPS should not be used as a primary navigation aid. When the examiner decides to return to VMC the applicant will be expected to fix his position visually and continue to navigate to the diversion point using visual and radio aids fixing as required. GPS (raw data latitude and longitude only) and RNAV may be used as aids to visual navigation, but use of moving map displays is not acceptable.

Demonstration of radio aid tracking will be required at some stage; the Examiner will decide when to ask for this exercise to ensure efficient use of time and airspace this exercises may be combined with another section. He will nominate the NDB or VOR to be used and the track to be intercepted.

Throughout this section the applicant will be expected to demonstrate a satisfactory standard of flight

7.5 SECTION 2

Throughout this section the Examiner will be responsible for navigation and ATC liaison, but the applicant will be responsible for look out and collision avoidance (except when IMC is simulated). The following items will be assessed in the visual and instrument sub-sections of Section 2.

7.5.1 Visual Airwork

Control of the aeroplane by external visual reference including:

(a) Straight and level flight at various airspeeds and configurations. Climbing and descending at various speeds and rates which may include best angle (Vx) and best rate (Vy).

(b) Flight at critically low airspeeds and slow flight manoeuvres.

(c) Turns, including turns in landing configuration; level steep turns at not less 45° than bank; steep turns in a gliding configuration.

(d) Flight at critically high airspeeds (approaching VNE) and recognition of, and recovery from, spiral dives. These manoeuvres are often combined; the Examiner may put the aeroplane into a steep dive or a spiral dive with speed increasing rapidly and hand controlto the applicant to initiate appropriate recovery action either to straight and level flight or into a climb.

(e) Recognition and recovery from stalls:

- Normally the first stall will be a clean, fully developed stall entering from straight and level flight, with the throttle(s) closed.
- The second stall will be from an approach configuration, (flap setting and gear) and appropriate power. The stall should be initiated from a turn (level or descending with about 20° AOB) and the applicant should recover at the first symptom of the approaching stall.
- The third stall will be in a landing configuration and appropriate set power. The stall should be initiated from straight flight as if established on final approach to land (i.e. not climbing); the applicant must recover at the first symptom of the approaching stall.
- All recoveries shall be made with the minimum loss of height and returning to a clean climb, wings level.

7.5.2 Instrument Airwork

Control of the aeroplane by sole reference to instruments including:

7.5.3 Full Panel:

Level flight in the cruise configuration. Level turns at rate one or bank angles up to 30°. Climbing and descending turns at given rates and speeds.

7.5.4 Limited Panel:

- Flight reference by turn and slip/turn coordinator indicator, standby compass and performance instruments only
- Straight and level flight at given speeds.
- Level turns onto given headings at rate one using timed or compass turns.
- Climb and Descend at cruise speed in straight flight.
- Recovery from unusual attitudes. (Recovery should be made to trimmed straight and level flight with minimum loss of height).

7.6 SECTION 4

This section may be flown at the base aerodrome or at an alternate aerodrome nominated by the examiner before flight. Applicants will be expected to carry out a safe and expeditious join to the circuit. This involves entry to the most convenient point in the circuit with the aeroplane in the appropriate configuration and at the correct speed. Applicants will be expected to carry out a number of approaches and landings (usually 'touch and go' landings) involving the following:

(a) Normal landing.
(b) Cross wind landing (when practical).
(c) Go around from a low height/altitude.
(d) Short field or Performance landing. This may be combined with a simulated bad visibility/low level circuit. In order to assess this exercise the Examiner may limit the amount of runway available.

(e) Approach and landing without the use of power (glide approach). The examiner may limit the amount of runway available.
(f) Approach and landing without the use of flaps (flapless).
(g) Post flight action. The applicant will be responsible for taxiing and parking, after landing and shut down checks, and the completion of aeroplane documentation.

Throughout this section the applicant is also responsible for ATC liaison, altimetry and lookout

7.7 SECTION 5

The items of this section may be combined with Sections 1 through 4. The Examiner will simulate an abnormal or emergency situation; the applicant is expected to carry out the appropriate emergency actions. If drills involve the operation of fuel cocks, fuel shut off valves, mixture controls and any critical engine control, operations should be simulated by "touch actions" only. Emergency radio calls should be made aloud but not transmitted. Applicants should not assume that any simulated emergency is complete until told by the Examiner.

7.8 SECTION 6

Applicants attempting the Skill Test in a multi engine aeroplane (not centre-line thrust) will be expected to fly the exercises in Section 6. At a safe height after take-off the Examiner will simulate an engine failure by closing one of the throttles. The applicant will be expected to retain control of the aeroplane, identify the 'failed' engine and carry out the appropriate engine shut down and propeller feathering procedures; using touch drills. On completion of these drills, because the applicant's actions would have resulted in the engine security and propeller pitchbeing set as required, the Examiner or the safety pilot will be responsible for setting zero thrust and the management of the (simulated) failed engine.

The applicant will be expected to carry out a circuit to go-around under asymmetric power and an asymmetric approach to land. This section may, at the discretion of the Examiner, be combined with Sections 4 and 5 of the flight.

Applicants who are required to fly Section 6 will not be expected to fly the steep gliding turns in Section 2, the glide approach in Section 4 or the practice forced landing and engine failure at section 5.

7.8.1 Flight Simulator or Flight & Navigation Procedure Trainer

The following items may be performed in an (FNPT II):

(a) Airwork (Section 2) - items c and e (iv)

(b) Abnormal and Emergency Procedures (Section 5) - all items

(c) Simulated Asymmetric Flying (Section 6) - all items

The simulator or FNPT II must be approved for the purpose and of the same aeroplane type/class as used for the remainder of the skill test.

7.9 GENERAL NOTE

In situations when the Examiner does not occupy a pilot seat he is responsible for briefing the safety pilot (Pilot in Command) on his duties throughout the test

7.10 HELICOPTER

7.10.1 Quick reference:

	CPL(H) SKILL TEST
ANTR reference :	ANTR-FCL 2 - Subpart D and Appendix 1 to ANTR-FCL 2.170
Who can test:	CPL(H) - AE(H)
Form used:	Authority Form
Test format:	Skill Test as shown in Appendix 2 to ANTR-FCL 2.170. The test may be completed in two parts, however Section 1 shall be included on each flight and items from Section 5 may be completed in either flight. Section 4 should normally be completed with Section 3 following the diversion.
Form guidance:	Failure of a second attempt requires the Form to be sent to the Authority who may prescribe mandatory training. Following failure of a second attempt the Authority may nominate another examiner for subsequent attempts. Countersign applicant's logbook if requested.
Notes:	The Skill Test will add the helicopter Type to the licence when issued.
Validity:	Valid for 6 months. Applicants must complete all other requirements for licence issue. After licence issue type rating validity period is as for PPL(H)

MODULE 8

INSTRUMENT RATING - IR (AEROPLANE AND HELICOPTER)

A guide to the structure of the IR skill test for the IRE and proficiency checks for the IRE and CRE

All items of the skill test should be performed utilising the Flight Test Standards of Module 3/4 and Tolerances of Module 5.

8.1 AEROPLANE

8.1.1 Quick Reference:

Table 4 A	IR SKILL TEST
ANTR reference :	ANTR-FCL 1.210
Who can test:	IRE (an IRE or suitably authorised CRE may conduct the IR revalidation or renewal proficiency check)
Form used:	Authority Forms
Test format:	

8.2 GENERAL

The skill test and proficiency check will be performed according ANTR-FCL 1.210 and Appendix 1 to 1.210.

The skill test form is divided into six sections:

Section 1 Pre flight operations and departure

Section 2 General handling

Section 3 En-route procedures

Section 4 Precision approach procedures

Section 5 Non- precision approach procedures

Section 6 Simulated asymmetric flight (if applicable)

8.3 TEST CONDUCT

Appendix 1 to ANTR-FCL 1.210/2.210 paragraph 5

The duration of the flight shall be at least one hour

The duration of the total test/check might be at least 2 hours. All sections of the test/check are to be completed in the course of the flight. The sequence of the sections may vary, depending of the circumstances and the briefing of the examiner.

8.4 WEATHER MINIMA

The weather minima for conducting the practical flight test/check for an IR(A) will be determined by the Authority.

8.5 THE AEROPLANE

The aeroplane for the IR –Skill tests/Proficiency checks shall be suitably equipped to simulate instrument meteorological conditions and suitably equipped for instrument flight training. (ANTR-FCL Appendix 1a of 1.055).

8.6 THE COMPOSITION OF THE FLIGHT CREW AND ROLE OF THE EXAMINER/SAFETY PILOT

Appendix 1 to ANTR-FCL 1.210/2.210 paragraph 9

An applicant shall fly the aeroplane/helicopter from a position where the pilot-in-command functions can be performed and to carry out the test as if there is no other crew member. The FE shall take no part in the operation of the aeroplane/helicopter, except when intervention isnecessary in the interests of safety or to avoid unacceptable delay to other traffic. Whenever the examiner or another pilot functions as a co-pilot during the test, the privileges of the instrument rating will be restricted to multi-pilot operations. This restriction may be removed by the applicant carrying out another initial instrument rating skill test acting as if there was no other crew member on a single-pilot aeroplane/helicopter. Responsibility for the flight shall be allocated in accordance with regulations.

The minimum flight crew necessary for the conduct of skill tests conducted as single pilot operations must comprise of the applicant, the examiner and, if applicable, a Safety Pilot. The applicant shall fly the aeroplane and will be acting as the Pilot in Command. If a safety pilot is required he/she will be an instructor who is qualified to act as Pilot in Command on the aeroplane type or class being used for the test and will be responsible as the Pilot in Commandfor the safety and general operation of the aeroplane.

8.7 THE BRIEFINGS

The Pre flight briefing should be according to Module 2 of this CAP. If the examiner will not occupy a pilot seat during the test/check he must ensure that the Safety Pilot is briefed on the required methods of:

(a) simulation of instrument conditions

(b) simulation of an engine failure

(c) removal of radio aid information when required

(d) actions to take in case of an actual emergency

(e) use of the radio if required to perform the test

(f) any other item to be determined by the examiner

The de-briefing and the assessment of the test will be according to Module 2 of this CAP.

8.8 THE SKILL TEST

The flight test items of the Skill Test/Proficiency check has to be performed according to the Flight Test Standards in Module 3.

8.9 TEST TOLERANCES

The Test Tolerances of Module 5 are used throughout the whole flight test. However, as the circumstances of each test/check conducted by an examiner may vary, it is also important that an examiner's test/check assessment takes into account any adverse condition(s) encountered during the test/check.

8.10 HELICOPTER

8.10.1 Quick reference:

	IR(H) SKILL TEST
ANTR reference :	ANTR-FCL 2 Subpart E - Appendix 1 to ANTR-FCL 2.210
Who can test:	IRE(H)
Test format:	As shown in Appendix 2 to ANTR-FCL 2.210
Notes:	Where RNAV is available this may be used as briefed by the IRE(H).

	IR(H) REVALIDATION
ANTR reference :	ANTR-FCL 2 Subpart F - Appendix 3 to ANTR-FCL 2.240
Revalidation:	12 months validity The revalidation may be flown within 3 months of the due date, the new validity being 12 months from that due date.
Who can test:	TRE(H) with IR(H) privileges
Test format:	As shown in Appendix 3 to ANTR-FCL 2.240 ANTR-FCL 2 recommends that the IR(H) be flown as an integral part of the pilot's annual SPH Type rating revalidation. The examiner may repeat items in flight. If the final result is a failure the failed item or items are, following any recommended mandatory retraining, to be rechecked on a subsequent flight. However, the examiner may fail the whole of the IR(H) revalidation if he considers it unacceptable, in which case the whole of the IR(H) section is to be repeated, again after mandatory retraining is completed

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MODULE 9

TYPE AND CLASS SKILL TEST AND PROFICIENCY CHECKS (AEROPLANE AND HELICOPTER)

A guide to the structure of the skill test for rating issue and the revalidation proficiency check for the TRE and CRE

All items of the proficiency check test should be performed utilising the Flight Test Standards of Module 3/4 and Tolerances of Module 5.

9.1 AEROPLANE

9.1.1 Quick Reference:

ANTR reference :	**SPA:** Appendix 3 to ANTR-FCL 1.240 **MPA:** Appendix 2 to ANTR-FCL 1.240 & 1.295
Who can test:	**SPA:** CRE, FE(PPL), FE(CPL), FIE **MPA:** TRE
Form used:	Authority Form

9.2 SPA

Appendix 3 to ANTR-FCL 1.240

Contents of the class/type rating/training/skill test and proficiency check on single-engine and multi-engine single- pilot aeroplanes

(See ANTR-FCL 1.240 through 1.262 and 1.295)

6 When a proficiency check on a single-pilot aeroplane is performed in a multi-pilot operation in accordance with ANTR-OPS, the type/class rating will be restricted to multi-pilot.

7 A flight simulator or FNPT II shall be used for practical training for type or multi-engine class ratings if the simulator or FNPT II forms part of an approved type or class rating course. The following considerations will apply to the approval of the course:

(a) the qualification of the flight simulator or FNPT II as set out in CAR–STD;

(b) the qualifications of the instructors and examiner;

(c) the amount of flight simulator or FNPT II training provided on the course; and

(d) the qualifications and previous experience of the pilot under training.

9.3 EXPANDED GUIDANCE

Profiles are to be planned to make efficient use of time and airspace. The test and check profiles are not dissimilar to those used for initial skill tests (PPL, CPL and IR). However, the examiner should avoid wasting flight time beyond that required for the applicant to display the required skills and should generally expect to be able to apply a practical approach to the test. The requirement of skills tests is for the applicant to demonstrate his knowledge and handling of procedures in a new environment. Proficiency checks should display the practical experience ofthe applicant with his performance of the required items assessed against safe standards ofaeroplane handling and flight management.

Test standards for each item of test/check are shown at Module 3.
The accuracy tolerances are shown at Module 5.

AMC FCL 1.425 paragraph 8

An examiner should plan a test/check flight so that the flight time in an aeroplane or ground time in an approved STD is not less than 60 minutes.

For SPA, the single route sector in 1.245(b)(2), if applicable, shall be completed as part of the proficiency check, in accordance to Appendix 3 to 1.240, item 4. For SE SPA, at least section 3A or 3B in the skill test/proficiency check shall always be completed.

For MPA, the single route sector may be included in the proficiency check, or completed separately prior to the proficiency check within the validity period.

9.4 SYNTHETIC TRAINING DEVICES (STDS)

Items which may be trained and tested in an STD are identified in ANTR-FCL requirements.

STDs used are to have been approved for the purpose by the Authority. The device can be identified by the examiner through its certificate, a unique authorisation number and validity.

9.5 MPA

MPA skill test and proficiency check the profiles may be conducted using the guidance in Module 10.

9.6 HELICOPTERS

9.6.1 Quick Reference:

	MPH.IR(H) – Initial issue skill test conducted on MP(H)
ANTR reference :	ANTR-FCL 2 Subpart F Appendix 2 to ANTR-FCL 2.240 & 2.295
Who can test:	TRE(H).
Form used:	Authority Forms
Test format:	The test is conducted in a similar manner to the IR(H) skill test conducted as SPH. The following considerations are required (also see under Notes); ▪ The pre –flight briefing is to be attended by all flight crew members ▪ Briefing must specify that the Safety Pilot will not exercise judgement decisions or pre-empt P1 requirements. The P1 is to call for all checks and equipment set-up. The following items are to be decided pre-flight: ▪ The method for simulating engine failure. ▪ The method of screening and limited panel practice. ▪ Items which for safety reasons cannot be conducted in flight which may be ▪ checked by the examiner by oral questioning ▪ Any minima that the P1 is subject to by the aeroplane operator.
Notes:	Unless the Examiner is rated on the type he shall not take the co-pilot seat unless specifically authorised by the Authority. The Safety Pilot is to bequalified as a TRI(H) or equivalent and is to act as both lookout and safetypilot.

Revalidation:	IR(H) is valid only for helicopter type on which the skill test is completed. MPH type rating and MPH IR(H) is not valid for SPH role on type and vice-versa. If the rating lapses by more than 5 years it shall be renewed by MPH IR(H) renewal by an examiner of the authority and by skill test If the rating lapses by more than 7 years the entire IR(H) Skill Test and the IR Theoretical Knowledge exams shall be completed again.

	SPH TYPE RATING LICENCE SKILL TEST
ANTR reference :	ANTR-FCL 2 Subpart F Appendix 3 to ANTR-FCL 2.240
Form used:	Authority Forms
Who can test:	AE(H) - SEH/MEH, FE(H) - PPL SEH, TRE(H) - SEH/MEH
Notes:	**Training** If the test is to be conducted on a Multi-Engine helicopter then applicants must have 70 hrs PIC helicopters and have completed the ANTR-FCL 2 specified type rating requirements. The applicants must also have passed a written test set by the TRTO and approved by the Authority, on the helicopter type (75% pass mark). **Testing** Applicants not wishing to revalidate an IR(H) shall omit this Section.

	SPH TYPE RATING PROFICIENCY CHECK
ANTR reference :	Appendix 3 to ANTR-FCL 2.240
Period:	12 months for all types (as defined in ANTR-FCL 2.220) Proficiency Checks can be flown up to 3 months before the expiry date with no loss to the original expiry date provided at least 2 flight hours have been completed on the type in the 12 month preceding expiry. If the expiry date is passed by less than 5 years the applicant may Renew the rating as above. If the expiry date has exceeded 5 years the Authority may direct refresher training prior to a Renewal test flight
Who can test:	AE(H) - SEH/MEH, FE(H) - PPL SEH, TRE(H) - SEH/MEH
Form used:	Authority Form
Test format:	To revalidate by experience for SEH Piston group as shown in Appendix 1 to ANTR-FCL 2.245(b)(3): SEH Piston types as listed in Appendix 1 to ANTR-FCL 2.245(b)(3) may be revalidated by experience of 2 hours on each type in the 12 months preceding expiry provided a proficiency check is completed with an Examiner on one of the SEH Piston types on the list. The licence entry for the type ratingsrevalidated by experience shall show the same validity expiry date as that on which the proficiency check was completed.
Notes:	Applicants with a valid IR(H) on the type shall revalidate their IR(H) as part of the check. However if the IR(H) has to be assessed separately due to weather it may be flown on a separate flight within the revalidation/renewal period and both flights should be signed off at the same time.

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CIVIL AVIATION PUBLICATIONS

MODULE 10

AIRLINE TRANSPORT PILOT LICENCE (AEROPLANE) – ATPL (A) SKILL TEST

A guide to the structure of the ATPL skill test for the TRE.

All items of the skill test should be performed utilising the Flight Test Standards of Module 3/4 and Tolerances of Module 5.

10.1 AEROPLANE

10.1.1 Quick Reference:

ANTR reference :	Appendix 1 to ANTR-FCL 1.240 & 1.295
Who can test:	TRE
Form used:	Authority Forms
Test Format :	See below

10.2 EXPANDED GUIDANCE

Appendix 1 to ANTR-FCL 1.240 & 1.295

Skill test and proficiency check for aeroplane type/class ratings and ATPL

TEST FORMAT

1 *The applicant shall have completed the required instruction in accordance with the syllabus. The administrative arrangements for confirming the applicant's suitability to takethe test, including disclosure of the applicant's training record to the examiner, shall be determined by the Authority.*

2 Items to be covered in skill tests are given in the applicable appendix 2 and 3 to ANTR- FCL 1.240. With the approval of the Authority, several different skill test scenarios may be developed simulated line operations. The examiner will select one of these scenarios. Flight simulators, if available and other training devices as approved shall be used.

3 (a) For SPA: (Not included in this Module of the CAP)

(b) For MPA: The applicant shall pass all sections of the skill test/proficiency check. Failure of more than five items will require the applicant to take the entire test/check again. Any applicant failing 5 or less items shall take the failed items again. Failure in any item on the re-test/check including those items that have been passed at a previous attempt will require the applicant to take the entire check/test again.

(c) In case the applicant fails only or does not take Section 6, the type rating will be issued without Cat II or III privileges.

(d) Section 6 is not part of the ATPL skill test.

4 Further training may be required after a failed test. Failure to achieve a valid pass in all items in two attempts shall require further training as determined by the examiner. There isno limit to the number of skill tests that may be attempted.

CONDUCT OF THE TEST/CHECK - GENERAL

5 The Authority will provide the examiner with safety criteria to be observed in the conduct of the test.

6 Should an applicant choose not to continue with a test for reasons considered inadequate by the examiner, the applicant will be regarded as having failed those items not attempted. If the test is terminated for reasons considered adequate by the examiner, only those items not completed shall be tested in a further flight.

7 At the discretion of the examiner any manoeuvre or procedure of the test may be repeated once by the applicant. The examiner may stop the test at any stage if it is considered that the applicant's competency requires a complete re-test.

8 Checks and procedures shall be carried out/completed in accordance with the authorised checklist for the aeroplane used in the test and, if applicable, with the MCC concept. Performance data for take-off, approach and landing shall be calculated by the applicant in compliance with the operations manual, or flight manual, for the aeroplane used. Decision heights/altitude, minimum descent heights/altitudes and missed approach point shall be determined by the applicant for the ATPL(A).

9 The test for a multi-pilot aeroplane shall be performed in a multi-crew environment. Another applicant, or another pilot, may function as second pilot. If an aeroplane, rather than a simulator, is used for the test/check, the second pilot shall be a TRI.

10 An applicant for the initial issue of an ATPL(A) shall be required to operate as 'pilot flying' (PF) during all sections of the test (in accordance with Appendix 2 to 1.240 & 1.295). The applicant shall also demonstrate the ability to act as 'pilot not flying' (PNF). The applicant may choose either the left hand or the right hand seat for the test.

11 The following matters shall be specifically checked when testing applicants for the ATPL(A) extending to the duties of a pilot-in-command, irrespective of whether theapplicant acts as PF or PNF:

(a) management of crew co-operation;

(b) maintaining a general survey of the aeroplane operation by appropriate supervision; and,

(c) setting priorities and making decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.

12 The test should be accomplished under IFR and as far as possible in a simulated commercial air transport environment. An essential element is the ability to plan and conduct the flight from routine briefing material.

FLIGHT TEST TOLERANCES

1 The applicant shall demonstrate the ability to:

(a) operate the aeroplane within its limitations;

(b) complete all manoeuvres with smoothness and accuracy;

(c) exercise good judgement and airmanship ;

(d) apply aeronautical knowledge;

(e) maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never in doubt;

(f) understand and apply crew co-ordination and incapacitation procedures, if applicable; and,

(g) communicate effectively with the other crew members, if applicable.

10.3 TEST TOLERANCES : REFER TO MODULE 5

.

Content of the skill test

The skill test contents and sections are set out in Appendix 2 to ANTR-FCL 1.240 & 1.295.

The format and application form to the skill test may be determined by the Authority, see IEM FCL 1.240 (b)(1).

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MODULE 11

INSTRUCTOR SKILL TEST AND PREFICIENCY CHECKS (AEROPLANE AND HELICOPTER)

A GUIDE TO THE STRUCTURE OF FLIGHT INSTRUCTOR INITIAL SKILL TESTS AND REVALIDATION PROFICIENCY CHECKS FOR THE FIE

All items of the skill test should be performed utilising the Flight Test Standards of Module 3/4 and tolerances of Module 5.

11.1 GENERAL

The skill test and proficiency check are to be performed according to ANTR-FCL 1.345/2.345 and 1.355/2.355(a) (3) set out in the Appendices 1 and 2 to ANTR FCL1.330/2.330 and 1.345/2.345. The test comprises oral theoretical examinations on theground, pre-flight and post flight briefings and in-flight FI(A) demonstrations.

The skill test form is divided into 7 sections:

Section 1 Theoretical knowledge oral

Section 2 Pre-flight briefing

Section 3 Flight

Section 4 Other exercises

Section 5 Multi-engine exercises

Section 6 Instrument exercises

Section 7 Post flight de-briefing

Note that:

- Section 1 is subdivided into two parts:

(a) A short lecture < 45 minutes, the subject selected from items 1-8 of Section 1, the applicant being advised of the subject the previous day.

(b) An oral exam for knowledge of items 1-9 of Section 1 and the ‘teaching and learning’ content given in the FI(A) courses.

- Section 4 is intentionally left blank on forms and is used for additional flight instructor demonstrations, as decided by the examiner and acknowledged by the applicant before the skill test.
- Section 5 will be used for a FI(A) rating for ME(SPA) or CRI (ME) (A).
- Section 6 will be used for a FI(A) for instrument rating or IRI(A).

All sections should be completed within a period of 6 months, however, if possible the test/check should be completed in 1 day.

Failure in any exercise within Sections 2, 3, 4, 5, and 6 requires a re-test covering all exercises. Section 1, if failed, may be retaken separately.

The weather minima for the FI/CRI/IRI skill test and proficiency check will be determined by the Authority.

The aeroplane shall be suitably equipped to perform all the exercises and manoeuvres required in the test/check.

The examiner shall normally be the pilot-in-command, except in circumstances agreed by the examiner.

The accommodation for the theoretical part of the test shall be a suitable location for giving a test lecture to students.

The following books and documents should be available for the briefings and the flight:

- AIP
- AIC's
- ANTR-FCL 1 or 2 as applicable
- Navigation material, charts, computer
- Flight manuals
- Instructor guides
- PPL training syllabus
- Pilot licences

Appropriate literature/training aids representative of the test aeroplane should be used for the lecture and briefings.

11.2 THEORETICAL KNOWLEDGE

The aim of the oral examination is to determine the applicant's knowledge of the following subjects:

(a) Air Law

(b) Aeroplane/helicopter General Knowledge

(c) Flight Performance and Planning

(d) Human Performance and Limitations

(e) Meteorology

(f) Navigation

(g) Operational Procedures

(h) Principles of Flight

(i) Administration

The oral examination will normally take 1 hour but is dependant on the both the type of test and the applicant's performance.

- Questions should be of a practical nature related to the subjects.
- Questions may be answered using whatever training aids or equipment is available.
- Questions may be answered by referring to the books, documents and diagrams.

If the test is used for the issue or revalidation of an IRI, the questions should also focus on instrument flying techniques, IR regulations and procedures.

If the test is used for the issue or revalidation of a FI(ME) or CRI(ME) specific questions relating to asymmetric flight are to be asked.

11.3 THE LECTURE

The applicant is required to give a lecture under test conditions to his student 'audience', one of whom will be the examiner.

- The subject of the lecture will be determined by the examiner and preferably chosen from the exercises from AMC- FCL 1.340/2.340 for FI, AMC-FCL 1.380/2.380 for CRI and AMC-FCL 1.395/2.395 for IRI or the training syllabus for PPL.
- The applicant will be given at least 24 hours notice of the lecture topic and time to prepare himself for its delivery on the day.
- The lecture should not exceed 45 minutes.
- The examiner, acting as a student, should clearly explain which level he must be considered as a student.
- Applicants must expect to use whatever training aids and equipment are available.
- An aeroplane/helicopter model, representing the test aeroplane/helicopter, isessential.

The four basic components of the lecture will be:

1. The Aim

2. Principles of Flight (briefest reference only)

3. The Air Exercises (what and how and by whom)

4. Airmanship (weather, flight safety etc.)

The lecture should contain:

- a good time frame
- a structural “build up”
- no untrue statements
- a theoretical explanation of the practical lesson
- explanation of airmanship
- mention of common failures of students during exercises
- explanation of the corrections on the failures
- all practical flight details
- check questions for the audience
- time for the audience to ask questions

During the lecture the applicant will be assessed by the examiner on the following items:

- Visual presentation
- Technical accuracy
- Clarity of explanation
- Clarity of speech
- Instructional techniques
- Use of models and aids
- Student participation

11.4 THE PRE-FLIGHT BRIEFING

An exercise will be chosen by the examiner from the flight syllabus of the FI training course (see AMC-FCL 1.340/2.340, 1.380/2.380 and 1.395/2.395)

The four basic components of the exercise briefing will be:

(a) The Aim

(b) Principles of Flight (briefest reference only)

(c) The Air Exercises (what and how and by whom)

(d) Airmanship (weather, flight safety etc)

The pre flight briefing should be a short practical briefing of about 15 to 20 minutes.

The examiner should explain that throughout the flight he, or another FI, will act as the student. The level of experience of this student is to be clearly identified.

The assessment of the pre flight briefing will be in accordance with the assessment items of paragraph 11.3, above.

11.5 THE FLIGHT

The flight test following the pre flight briefing should last at least 60 minutes.

The chosen exercise briefed during the pre flight briefing should be the main exercise of the flight.
Before the flight the examiner should clearly identify:

- which exercises the applicant is to fly without instructional ‘patter’,
- which exercises are to be taught to the student, and
- which exercises may be demonstrated to the student but with accompanying ‘patter’.

During the skill test the applicant shall occupy the seat normally occupied by the FI. The examiner, acting as a student, must act according to the instructions given by the applicant. The examiner should not deliberately set traps, but act as a normal student and introduce common student errors for the applicant to identify and correct. It is also important that the examiner is consistent in his response, so that mistakes mastered by the applicant, no longer occur.

The applicant should:

- exhibit instructional knowledge of common errors of students in performing exercise.
- demonstrate and simultaneously explain the flight exercises.
- analyse and correct simulated common errors.

The applicant will be expected to demonstrate personal standards of flying ability and airmanship to the level of a professional pilot.

Assessment of the flight will contain:

- Arrangement of Demo

- Synchronisation of Speech with Demo
- Correction of Faults
- Aeroplane Handling
- Instructional Technique
- General Airmanship / Safety
- Positioning, use of Airspace

11.6 POST FLIGHT BRIEFING

Assessment of the post flight briefing will be according the items of paragraph 11.3, above.

11.7 FLIGHT TEST STANDARDS

The applicant's knowledge of check items flown during the flight test are to be assessed against the relevant Flight Test Standards in Module 3 of this CAP

11.8 TEST TOLERANCES

The test tolerances for CPL, shown at Module 5 of this CAP, are to be used for assessment of the FI applicant. However, as the circumstances of each test/check may vary, it is also important that the examiner's assessment takes into account any adverse conditions encountered during the flight.