



## Safety & Airspace Regulation Group

Flight Operations: Training Policy Group

Standards Document No. 24(A) Version 4 is Policy and Guidance to ensure the conduct and performance of CAA certified examiners is acceptable in accordance with Part ARA.FCL.205

## Policy and Guidance for Examiners:

Multi-Pilot Aeroplanes (MPA) and Single-Pilot High Performance Complex Aeroplanes (SP HPC(A))

Type Rating Skill Tests and Proficiency Checks using SRG1158 Schedule

All amendments to this document will be completed electronically.  
The latest version of the document can be found on the CAA website.

[CAA Publications](#)

CAA “examiners” is required to maintain a database of examiners’ names and personal e-mail addresses. If you change your e-mail address, please ensure that you use the email address below to inform us of any changes. Simply enter your **CAA reference number** in the message field, and then send to [examiners@caa.co.uk](mailto:examiners@caa.co.uk).

Examiners are strongly advised to sign up to the publications update notification service to be advised of updates to CAA Information Notices, CAPs, CAA Standards Documents, application forms etc. by e-mail.

## Table of Contents

Amendment Summary .....	4
Glossary	5
1 Introduction .....	8
2 Definitions .....	9
3 Examiner Certificates – Common Requirements .....	10
4 Examiner Privileges and Conditions .....	11
5 Limitations of Privileges in case of vested interests .....	12
6 Prerequisites for Examiner .....	12
7 Examiner Standardisation .....	13
8 Examiner Assessment of Competence .....	13
9 Examiner Validity .....	14
10 General Revalidation/Renewal Requirements .....	14
11 Examiner Revalidation .....	14
12 Examiner Renewal .....	15
13 Application and administration Procedure .....	15
14 Skill Tests and Proficiency Check Scheduling .....	17
15 Aim of the Flight Test/Check .....	17
16 Conduct of the Test/Check/AOC - General .....	17
17 Conduct of the Test/Check/AOC – SRG1158 .....	18
18 Examiner Responsibilities .....	20
19 Conduct of the Examiner .....	20
20 Training Alongside Testing .....	20
21 Form SRG1119 Issue/Re-VAL/Ren .....	22
22 Form LST/LPC MPA (SRG1158).....	22
23 Licensing Skill Test and Licensing Proficiency Check.....	22
24 Instrument Rating Privileges .....	23
25 Language Proficiency and Form SRG1199 .....	23
Appendix 1 Detailed Testing Standard .....	24
Appendix 2 Performance Criteria .....	32
Appendix 3 Briefing and Debriefing.....	35
Appendix 4 Simulators General.....	39
Appendix 5 Safety Considerations for Testing in Aircraft.....	40
Appendix 6 Examiner Competencies.....	40
Appendix 7 Completion of LST/LPC MPA Form (SRG1158).....	45

Appendix 8 Completion of SRG2199 – The Examiner Report Form .....	50
Appendix 9 Extract from FCL.740.A.....	51
Appendix 10 The UK CAA Issued EASA Licence Explained .....	52
Appendix 11 EASA Certificate of Authorisations .....	65
Appendix 12 Application Procedure .....	67
Appendix 13 Additional Information for AOC Holders.....	68
Appendix 14 TRE, SFE and CRE Multiple Authorities.....	70
Appendix 15 Asymmetric Exercises – Choice of the Failed Engine.....	71
Appendix 16 Authorisation and Disciplinary Action .....	72
Appendix 17 Revision Sheet.....	76
Appendix 18 PASS/REPEAT/FAIL Flow DIAGRAM.....	77
Appendix 19 Examiner Briefing.....	78
Appendix 20 Contact Details .....	Error! Bookmark not defined.
Appendix 21 UK Data Protection Act 1998 .....	80
Appendix 22 Guidance Part FCL Appendix 9 (3.4 & 3.6) Items .....	81

## AMENDMENT SUMMARY

### Version 3

Paragraph	Change
Title page	Applicability of doc 24A defined
Title page	"Flight Operations" replaces "Licensing and Training Standards"
Throughout	All references to Licensing and Training Standards deleted
Throughout	All references to Flight Crew Standards deleted
Throughout	Reference made to new Training Policy Group (TPG)
Throughout	Email addresses updated
Throughout	New title: Flight Operations Manager AOC Training (FOM AOC Training)
Throughout	Hyper links corrected
Throughout	Replace PNF with PM (Auto correct issue from v3.1)
Glossary	Updated
Par 2.10	UK policy in accordance with FCL.1015 examiner briefing update
Par 8.1	New TS10 Failure Certificate for use by CAA Inspectors and SEs
Par 8.3	Observation of an LOE is not acceptable
Par 13.3.1	Complete TS10 and e-mail to <a href="mailto:examiners@caa.co.uk">examiners@caa.co.uk</a>
Par 13.3.2	Introduction of Temporary Certificate of Part-FCL Licence Privileges
Par 17.1	All 'M' items must be completed in an FFS or in an aircraft.
Par 22.5	Airfields assessment for LVO
Par 23.2.2	Items 3.4.0 to 3.6.9
Appendix A	Any item selected cannot be credited twice in one check
Appendix A	All 'M' items must be completed in an FFS or in an aircraft
A1.3	Item 2.5 - Take-Offs with Simulated Engine Failures updated
A1.5	Items Selected from 3.4 and 3.6 updated
A1.8	Item 3.6.1 Evacuation requirements updated
A1.9	Item 3.6.3 Engine shut down updated
A1.11	Item 3.9.1 - Departure and Arrival Procedures updated
A1.17	Item 4.3 - Go-Around; minimum height loss
A1.24 (b)	Threat and Error Management (TEM)
A4.2	Simulator Qualification Certificate and ATO holds approval for testing
A5.1	Part-FCL.1005 vested interest updated
Appendix 2 A2.2.1/2	Update of acronyms / reference to EU 2016/539
Appendix 6	Introduction of New Examiner Competencies
Appendix 7 ex 3 note 2	Items to be included at some point in a three year cycle
Appendix 7 ex 3 note 1	Completion of 1158 for single-pilot high performance complex aeroplanes, for an applicant with both SP and MP privileges added
A12.6	Contact Address change
Appendix 17	Revision Sheet update
Appendix 22	New Guidance Part FCL Appendix 9 (3.4 & 3.6) Items

## GLOSSARY

AAL	Above Aerodrome Level
ADI	Attitude Direction Indicator
AFM	Aircraft Flight Manual
AIC	Aeronautical Information Circular
AIR-OPS	Commission Regulation (EU) No 965/2012 (as amended)
ANO	Air Navigation Order
AOC	Air Operator's Certificate
AoC	Assessment of Competence for Part-FCL
ATC	Air Traffic Control
ATPL	Airline Transport Pilot Licence
ATO	Approved Training Organisation
ATQP	Alternative Training Qualification Program
CAAE	Civil Aviation Authority Examiner
CAAI	Civil Aviation Authority Inspector
CAT	Commercial Air Transport
CDFA	Continuous Descent Final Approach
CRE	Class Rating Examiner
CRE (HPCA)	Class Rating Examiner (High Performance Complex Aeroplane)
CRI	Class Rating Instructor
CRM	Crew Resource Management
CRMI	Crew Resource Management Instructor
DA	Decision Altitude
DH	Decision Height
EAAT	Examiner Authorisation Acceptance Test
EFATO	Engine Failure After Take-Off
EBT	Evidenced Based Training
EAOc	Examiner Assessment of Competence
EASA	European Aviation Safety Agency
EFIS	Electronic Flight Instrument System
EGPWS	Enhanced Ground Proximity Warning System
EVS	Enhanced Vision Systems
FAF	Final Approach Fix
FI	Flight Instructor
FMC	Flight Management Computer
FMS	Flight Management System
FOI	Flight Operations Inspector
FOM (AOC Training)	Flight Operations Manager (AOC Training)
FOTI	Flight Operations Training Inspector
FTO	Flying Training Organisation

FPV	Flight Path Vector
GBR	EASA designation for the United Kingdom
GE	Ground Examiner
GPWS	Ground Proximity Warning System
IFR	Instrument Flight Rules
HUD	Head Up Display
HUGS	Head Up Guidance System
ILS	Instrument Landing System
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
IRI	Instrument Rating Instructor
LNAV	Lateral Navigation
LOE	Line Oriented Evaluation
LOFT	Line Orientated Flying Training
LPC	Licence Proficiency Check means Part-FCL revalidation or renewal
LST	Licence Skill Test means Part-FCL skill test of initial issue
LVO	Low Visibility Operation
L&TPG	Licensing and Training Policy Group
MAPt	Missed Approach Point
MDA	Minimum Descent Altitude
MDH	Minimum Descent Height
MPA	Multi-Pilot Aeroplane
MPH	Multi-Pilot Helicopter
MSA	Minimum Safe Altitude
NDB	Non-Directional Beacon
NOTAM	Notice to Airmen
NPA	Non-Precision Approach
OM	Operations Manual
OPC	Operator Proficiency Check
Part FCL	Regulation Aircrew Annex I
Part OPS	Regulation for Operators Annex III
Part MED	Regulation for Medicals Annex IV
PLD	Personnel Licensing Department
PM	Pilot Monitoring
PF	Pilot Flying
PT	Public Transport
PVD	Paravisual Display
RA	Resolution Advisory
RCAA	Regulation Civil Aviation Aircrew
RMI	Radio Magnetic Indicator
RTF	Radiotelephony

RTO	Rejected Take-Off
RVR	Runway Visual Range
SA	Situational Awareness
SE	Senior Examiner
SEP	Single Engine Piston
SFE	Synthetic Flight Examiner
SFI	Synthetic Flight Instructor
SLMG	Self-Launching Motor Glider
SOP	Standard Operating Procedure
SP HPC(A)	Single-Pilot High Performance Complex Aeroplanes
SPTP	Single Pilot Turbine Propeller
SRE	Surveillance Radar Element
STD	Synthetic Training Device
TA	Traffic Advisory
TCAS	Traffic Alert and Collision Avoidance System
TI	Training Inspector
TEM	Threat and Error Management
TMG	Touring Motor Glider
TPG	Training Policy Group
TRE	Type Rating Examiner
TRE(SPA)	Type Rating Examiner (single pilot aircraft)
TRI	Type Rating Instructor
TRI(SPA)	Type Rating Instructor (single pilot aircraft)
UK	United Kingdom (GBR)
VMC	Visual Meteorological Conditions
VSI	Vertical Speed Indicator

## 1 INTRODUCTION

- 1.1 Commission Regulation (EU) No 1178/2011 (as amended)– the EASA Aircrew Regulation came into force on 8 April 2012. The requirements in the regulation replace JAR-FCL 1, 2 and 3 and contain certain national licensing requirements.
- 1.2 The policy and guidance detailed in this document are for examiners conducting skill tests/proficiency checks for Type Ratings on Multi-Pilot Aeroplanes (MPA) and Single Pilot High Performance Complex Aeroplanes (SP HPC(A)) for United Kingdom (GBR) and EASA licences. It is expected that examiners will comply with the Policy and Guidance contained herein.
- 1.3 The UK CAA issues flight crew licences and ratings in accordance with the requirements of the Aircrew Regulation. The UK CAA shall ensure that the applicant has qualified by reason of knowledge, competence and skill to hold the appropriate licence or rating. The UK CAA will therefore certify suitably experienced and qualified pilots as examiners to conduct the necessary skill tests or proficiency checks.
- 1.4 The examiner's certificate is derived from the Air Navigation Order (ANO) 2009 Article 77 and examiners shall remember that in these tests they are administering the Aircrew Regulation in the interest of the safety of civil aviation.
- 1.5 An examiner shall hold a certificate detailing the privileges that he may exercise. In this role, the examiner shall be mindful that he is performing a function on behalf of European Law even when conducting skills tests (ST) or proficiency checks (PC) within his own company.
- 1.6 Nothing in this document is intended to conflict with the EASA Aircrew Regulation or UK statute law where applicable. Whilst every effort is made to ensure that all information is correct at the time of publication, the CAA reserves the right to amend this document as required to accommodate changes to the primary authority documents, to correct errors and omissions or to reflect changes in national policy and best practice.
- 1.7 Any advice concerning the conduct of skill tests and proficiency checks for a MPA or SP HPC(A) may be obtained from Examiners, Safety and Airspace Regulation Group, Civil Aviation Authority, Aviation House, Gatwick Airport South, West Sussex RH6 0YR. email – [examiners@caa.co.uk](mailto:examiners@caa.co.uk).
- 1.8 CAA Standards Documents are available on the CAA website as follows:
- Go to [CAA Publications](#)
  - To open a document, click on its title in the list.
- 1.9 It is mandatory for pilots to inform Licensing Applications ([examiners@caa.co.uk](mailto:examiners@caa.co.uk)) of changes to their contact details.
- 1.10 Skill tests/proficiency checks are carried out on UK issued licence holders should be conducted in accordance with this document. Knowledge of this document and its practical application is vital for the examiner's conduct and assessment of skill tests or proficiency checks. (For assessment of operator proficiency checks see Appendix 13.)
- 1.11 References to the masculine gender used in this document equally apply to the feminine where appropriate and vice versa.



## 2 DEFINITIONS

- 2.1 A Skill Test is a demonstration of skill for licence or rating issue.
- 2.2 A Proficiency Check is a demonstration of skill to revalidate or renew ratings.
- 2.3 A Revalidation is the administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further specified period consequent upon the fulfilment of specified requirements.
- 2.4 A Renewal is the administrative action taken after a rating or certificate has lapsed for the purpose of renewing the privileges of a rating or certificate for a further period consequent upon the fulfilment of specified requirements.
- 2.5 In this document the Examiner Assessment of Competence (EAoC) is for an initial issue, or revalidation or renewal of an examiner certificate.

**Note:** A type rating may only be renewed in accordance with Part FCL Subpart H. Additional information can be found in CAP 804. This can be obtained in electronic format at:

### **CAP 804**

- 2.6 Commercial Air Transport – means an aircraft operation to transport passengers, cargo or mail for remuneration or other valuable consideration in accordance with AIR OPS.
- 2.7 **Meaning of public transport:**
- 2.7.1 The aircraft is not flying on a commercial air transport flight (see 2.6 above);  
and
- 2.7.2 That valuable consideration is given or promised for the carriage of passengers or cargo in the aircraft on that flight;  
or
- 2.7.3 the flight is operated by the holder of a national air operator's certificate or an AIR OPS air operator certificate and any passengers or cargo are carried gratuitously in the aircraft except for persons specified in paragraph 2.7.4 or cargo specified in paragraph 2.7.5.
- 2.7.4 The persons referred to in paragraph 2.7.3 are persons in the employment of the operator (including, in the case of a body corporate, its directors), or persons authorised by the CAA either making any inspection or witnessing any training, practice or test for the purposes of the ANO or AIR OPS.
- 2.7.5 The cargo referred to in paragraph 2.7.3 is cargo intended to be used by any persons specified in paragraph 2.7.4 or by the operator.
- 2.8 **Aerial Work;**
- 2.8.1 Means any purpose other than commercial air transport or public transport, for which an aircraft is flown if valuable consideration is given or promised for the flight or the purpose of the flight.
- 2.8.2 If the only such valuable consideration consists of remuneration for the services of the pilot the flight is deemed to be a private flight for the purposes of Part 3 and Part 4 of the Air Navigation Order (ANO).

2.8.3 Aerial work consists of instruction or testing in a club environment if it consists of the giving of instruction in flying or the conducting of flying tests for the purposes of the ANO in an aircraft owned by, operated by or operated under arrangements entered into by a flying club of which the person giving the instruction or conducting the test and the person receiving the instruction or undergoing the test are both members.

## 2.9 *Meaning of 'Available' in the context of using simulators;*

2.9.1 The following policy is applicable to holders of UK-issued EASA licences only. Holders of licences issued by other Member States should seek advice from their own National Aviation Authority regarding its policy on this issue.

2.9.2 It is important to recognise that if the full flight simulator (FFS) or other training device (OTD) is defined as 'available' in this context it SHALL be used. In the event that the full flight simulator or other training device is considered 'not available' in this context then an aircraft may be used.

2.9.3 An FFS or OTD is considered 'available' when the following are satisfied:

- a. The FFS or OTD must be approved for use within the scope of the EASA regulations; and
- b. An FFS or OTD is representative of the applicant's/operator's aircraft class or type and is serviceable; and
- c. The FFS or OTD is sufficiently representative of the configuration of the applicant's/operator's aircraft; and
- d. The FFS or OTD is accessible for use by instructors and examiners acceptable to the applicant/operator, who are appropriately trained and authorised; and
- e. The FFS or OTD is accessible for use within the scale and scope of the applicant's/operator's training and checking program; and
- f. The FFS or OTD is sufficiently accessible to allow normal programming within the applicant's/operator's crew roster patterns and will avoid excessive scheduling disruptions.

**Note 1:** All FFS or OTD must be EASA qualified and the required user approvals issued to the candidate/operator in accordance with the applicable parts of the EASA Aircrew Regulation must be valid.

**Note 2:** An examiner or operator wishing to use an aircraft instead of a simulator for the purposes of Part FCL should contact Examiners for clarification regarding the simulator's 'availability'. All UK AOC holders must advise their assigned Flight Operations Inspector of their intention to use an aircraft rather than an existing simulator that is deemed to be not 'available' for training, testing or checking. Clearly an operator's SMS would play a key part in how the decision to use an aircraft is assessed.

## 2.10 *UK Policy for compliance with FCL.1015 – Examiners' Standardisation*

All Member State examiners wishing to conduct tests/checks on the holders of UK-issued licences will be briefed on UK policy in accordance with FCL.1015. For further information see link below:

[IN 2016/003](#)

## 3 EXAMINER CERTIFICATES – COMMON REQUIREMENTS

### 3.1 *Examiners*

3.1.1 Examiners shall hold an equivalent licence, rating or certificate to the ones for which they are authorised to conduct skill tests, proficiency checks or assessments of competence and the privileges to instruct for them.

3.1.2 Be qualified to act as pilot in command on the aircraft during a skill test, proficiency check or assessment of competence when conducted on the aircraft.

### 3.2 *Special conditions*

3.2.1 In the case of introduction of a new aircraft to the Member State or in an operator's fleet, when compliance with the requirements of Part-FCL is not possible, the UK CAA may issue a specific certificate giving privileges for the conduct of skill tests and proficiency checks. Such a Certificate shall be limited to the skill tests and proficiency checks necessary for the introduction of the new type of aircraft and its validity shall not, in any case, exceed 1 year.

### 3.3 *Examination outside the territory of the Member States*

3.3.1 In the case of skill tests and proficiency checks provided in an ATO located outside the United Kingdom, the UK CAA may issue an examiner certificate to an applicant holding a pilot licence issued by a third country in accordance with ICAO Annex 1, provided that the applicant:

- a) holds at least an equivalent ICAO Annex 1 licence, rating, or certificate to the one for which they are authorised to conduct skill tests, proficiency checks or assessments of competence, and in any case at least a CPL;
- b) complies with the requirements established in Subpart K for the issue of the relevant examiner certificate; and
- c) demonstrates to the UK CAA an adequate level of knowledge of European aviation safety rules to be able to exercise examiner privileges.

3.3.2 The certificate referred to in paragraph 3.2.1 shall be limited to providing skill tests and proficiency tests/checks:

- a) outside the territory of the United Kingdom; and
- b) to pilots who have sufficient knowledge of the language in which the test/check is given.

## 4 EXAMINER PRIVILEGES AND CONDITIONS

### 4.1

PRIVILEGES	TRE	SFE
	Aeroplane & Powered Lift	Aeroplane & Powered Lift
Skill Tests for initial issue of type ratings	Yes	Yes
Proficiency Checks for revalidation or renewal of type ratings	Yes	Yes
Proficiency Checks for revalidation or renewal of IRs	Yes (must hold a valid IR(A))	Yes (Current LPC*)
Skill Tests for ATPL issue	Yes	Yes
Skill Test for MPL issue (provided FCL.925 complied with)	Yes	Yes
AoC for issue, revalidation and renewal of a TRI or SFI certificate	Yes ((a)5 privileges required)	Yes ((a)5 privileges required) ( SFI only)

(\*) See [ORS 4 1090](#) derogation

4.2 Holders of an EASA TRE or SFE certificate may not sign the certificate of revalidation for Touring Motor Gliders (TMG) and Single Engine Piston Class Ratings (SEP) by experience.

- 4.3 The Licence Certificate will identify what privileges the examiner may exercise on the specified aircraft types.

Privileges	Licence Certificate Entry
Simulator privileges only	FFS
Aircraft privileges only	A/c
Aircraft and simulator privileges	A/c & FFS
Aircraft – take-off and landings only	A/c (T/os & Idgs only')

If the certificate is issued for aircraft privileges only then the examiner cannot conduct training and checking in a simulator. Similarly, if the certificate is issued for simulator privileges only then the examiner cannot conduct training and checking in an aircraft. If an examiner wishes to add either aircraft or simulator privileges to their certificate then he will be required to undertake further training at an ATO and pass an EAOc on the aircraft or simulator as appropriate.

**Note:** The 'take-off and landing only' restriction does permit transit flights providing no abnormal and emergency procedures are practised.

## 5 LIMITATIONS OF PRIVILEGES IN CASE OF VESTED INTERESTS

- 5.1 Part-FCL.1005 states an examiners shall not conduct:

- (a) skill tests or assessments of competence of applicants for the issue of a licence, rating or certificate:
- (1) to whom they have provided more than 25% of the required flight instruction for the licence, rating or certificate for which the skill test or assessment of competence is being taken; or
  - (2) when they have been responsible for the recommendation for the skill test, in accordance with FCL.030(b);
- (b) skill tests, proficiency checks or assessments of competence whenever they feel that their objectivity may be affected.

Examples of situation where the examiner should consider if his objectivity is affected are when the applicant is a relative or a friend of the examiner, or when they are linked by economical interests/political affiliations, etc...

## 6 PREREQUISITES FOR EXAMINER

- 6.1 Applicants for an examiner certificate shall demonstrate relevant knowledge, background and appropriate experience related to the privileges of an examiner; this may include the personality and character of the applicant and their cooperation with the UK CAA. The UK CAA may also take into account whether the applicant has been convicted of any relevant criminal or other offenses, taking into account national law and principles of non-discrimination.
- 6.2 Applicants for an examiner certificate shall demonstrate that they have not been subject to any sanctions including suspension, limitation or revocation of any of their licences, ratings or certificates issued in accordance with the Aircrew Regulation, for non-compliance with the Basic Regulation and its Implementing Rules during the last three years.
- 6.3 A TRE shall hold a valid Class 1 Medical Certificate issued in accordance with Part-MED.

6.4 An SFE shall satisfy the prerequisites as detailed in Part FCL.1010.SFE.

## 7 EXAMINER STANDARDISATION

7.1 Applicants for Examiner Certificates are required to have completed an examiner standardisation course provided by the UK CAA or by an ATO approved by the UK CAA. The content of the Standardisation Course is detailed in Part-FCL.1015, AMC1 FCL.1015, AMC2 FCL.1015 and GM1 FCL.1015. See also Standards Document No. 41 for further guidance.

7.2 For revalidation of an Examiners Certificate see paragraph 10 and 11.

7.3 For renewal of an Examiners Certificate see paragraph 12.

## 8 EXAMINER ASSESSMENT OF COMPETENCE

8.1 The aim of the EAoC is for the examiner to demonstrate his competence to exercise the privileges of his examiner certificate. Should an examiner fail an EAoC, he will be presented with the examiner report form SRG2199 or TS10 Failure Certificate, and shall undergo suitable retraining, as determined by the Head of Training of an ATO and agreed with the Flight Operations Manager AOC Training (FOM AOC Training) before being retested.

8.2 The crew under test/check shall be representative and properly constituted. (See Appendix 13 paragraph 6 for non-constituted crews). The crew under test/check should not contain a Senior Examiner (SE), or another examiner if at all possible. The test/check shall be a skill test, proficiency check, operator proficiency check or a combination of these.

8.3 When the EAoC is conducted in a simulator for the initial issue of an examiner certificate the test/check should either be an LST or LPC, observation of an LOE is not acceptable.

8.4 Crew Resource Management (CRM) issues will always arise, and the examiner will be expected to address them appropriately so that his effectiveness in assessing non-technical skills can be confirmed.

8.5 When an examiner adds or transfers to a different aircraft type he will qualify on that type as an examiner using the EAoC format. It may be conducted by a CAA Inspector/Examiner (CAAI/E) or a SE.

8.6 When arranging a test, the examiner shall ensure that there is sufficient seating for all occupants in the simulator and that the CAAI/E or SE is able to listen to all communications.

### 8.7 *The Format of the EAoC*

8.7.1 The CAAI/E or SE will brief the examiner under assessment, detailing the purpose and format of the assessment. He will then introduce himself to the crew and explain his presence.

8.7.2 Prior to the Simulator detail, the examiner under assessment will:

- a) Give a Health and Safety briefing for the briefing room
- b) Brief the crew for the test/check.
- c) Check the crew's licences.

### 8.7.3 *Conduct of the Simulator Detail*

The examiner under assessment will:

- a) Check the simulator qualification and associated approvals
- b) Complete the initial entry in the technical log
- c) Check the serviceability of the simulator, both visually and with regards to the technical log
- d) Give a Health and Safety briefing for the simulator even if it is day two of the check

- e) Make effective use of available simulator functions and time to create realistic training and checking. Use standard radiotelephony and correctly simulate the Air Traffic Control (ATC) environment and procedures.

*Note: TPG places a strong emphasis on Health and Safety at every stage of pilot training/checking. Simulator safety is particularly important as direct access to the outside world is removed when the motion is turned on. Knowledge of escape procedures and safety devices is vital, as a fire inside the simulator can be fatal. The examiner is under assessment, and as such the CAAI/E or SE has the responsibility to assess the entire Health and Safety briefing no matter how familiar with the device he may be.*

#### 8.7.4 Post-simulator Procedures

- a) Immediately after exiting the simulator, the crew should be encouraged to retire to the briefing room or refreshment area. No indication of the test result should be given at this stage.
- b) The examiner under assessment will complete the simulator technical log.
- c) The examiner under assessment will be given time to review his contemporaneous notes and then give the CAAI/E or SE a summary of his assessment.
- d) Then the CAAI/E or SE will give the examiner under assessment time to formulate his debriefing.
- e) The examiner under assessment will debrief the crew.
- f) When the examiner under assessment has completed his debriefing, the CAAI/E or SE may discuss and clarify any points arising from the detail.
- g) The examiner under assessment will have an oral check of his knowledge of Standards Document No. 24(A), rules and regulations pertaining to the examiner certificate.
- h) The CAAI/E or SE will check the correct completion of check forms, certificates of revalidation etc.
- i) The CAAI/E or SE will debrief the examiner under assessment.

## 9 EXAMINER VALIDITY

- 9.1 TRI and SFI certificates shall be valid for three years and valid until the last day of the month and shall be revalidated in accordance with Part-FCL Subpart J.
- 9.2 TRE and SFE certificates shall be valid for three years and valid until the last day of the month and shall be revalidated in accordance with Subpart K. Consequently, an instructor who is also an examiner may have different expiry dates for the two qualifications.
- 9.3 Examiners should note that examining privileges may only be exercised when the corresponding instructor qualification is valid.
- 9.4 To maintain the privileges of his examiner certificate an examiner shall conduct at least 2 skill tests, proficiency checks or assessments of competence every year during the validity of the certificate. In the event that this recency is not met the examiner should be observed conducting a skill test, proficiency check or assessment of competence under the supervision of a SE or a CAAI/E who would then confirm the examiner's competence to permit continued use of privileges.

## 10 GENERAL REVALIDATION/RENEWAL REQUIREMENTS

- 10.1 A pilot working for an AOC operator, who combines the operator proficiency check and licensing proficiency check for the revalidation of the type rating, shall be exempted from complying with the 10 route sectors or one route sector with an examiner.

## 11 EXAMINER REVALIDATION

- 11.1 An examiner certificate shall be revalidated when the holder has, during the validity period of the certificate:

- a) Conducted at least two skill tests, proficiency checks or assessments of competence every year;
  - b) The examiner shall have attended an examiner refresher seminar provided by the UK CAA or by an approved ATO during the last year of validity;
  - c) One of the skill tests or proficiency checks conducted by the examiner within the last year of the validity period will be observed by a CAAI/E or by a SE specifically authorised for this purpose. When arranging this check, the examiner shall ensure that there is sufficient seating for all occupants in the simulator or aircraft and that the CAAI/E is able to listen to all communications.
- 11.2 Examiners may make arrangements for the EAoC at any mutually convenient time during the 12 months preceding the expiry date. The new validity will run for three years from the expiry date of the current certificate.
- 11.3 The EAoC shall be conducted in accordance with the format as described in paragraph 8.
- 11.4 A useful, but not necessarily all-encompassing revision sheet is included at Appendix 17.
- 11.5 In addition to the three-yearly EAoC, CAAI/Es will make routine interim checks, sometimes without notice. The purpose of these is primarily liaison and standardisation; however, continued certification will depend on a satisfactory standard as an examiner.
- 11.6 When the applicant for the revalidation holds privileges for more than one type within the same examiner category, combined revalidation of all types shall be achieved when the applicant passes an assessment of competence on one of the types and meets the recency requirements for the other types.
- 11.7 With the prior agreement of TPG, examiners who hold privileges for more than one examiner category, combined revalidation of all privileges may be achieved when the examiner complies with recency requirements for each examiner category, attended examiner seminars appropriate to their privileges, and an examiner assessment of competence for one of the categories of examiner.
- 11.8 The examiner shall demonstrate continued compliance with FCL.1010 Prerequisites for Examiner and FCL.1030 Conduct of skill test, proficiency checks and assessments of competence.
- 11.9 If the EAoC is conducted in the simulator then the examiner privileges will be restricted to simulator only. This restriction will be lifted when the examiner has conducted the EAoC in the aircraft. If the examiner has both simulator and aircraft privileges the EAoC conducted in the aircraft will automatically revalidate the simulator privileges.

## 12 EXAMINER RENEWAL

- 12.1 If an examiner certificate has expired, the applicant will be required to attend an examiner refresher seminar and undertake an EAoC. The expiry of the certificate shall be three years from the date of the EAoC.

## 13 APPLICATION AND ADMINISTRATION PROCEDURE

### 13.1 *Application procedure*

- 13.1.1 Once the Examiner Standardisation course has been booked, the examiner applicant will book a test through [examiners@caa.co.uk](mailto:examiners@caa.co.uk). See Appendix 12.
- 13.1.2 An application for an EAoC together with the appropriate fee shall first be sent to the Examiners a minimum of sixteen weeks prior to a requested assessment date.
- 13.1.3 Where the EAoC is to be conducted by an SE, an application form for the assessment, which contains the SE Notification form and appropriate fee, shall be sent for approval to the [examiners@CAA.co.uk](mailto:examiners@CAA.co.uk) a minimum of eight weeks prior to a requested check date.
- 13.1.4 It is the responsibility of Examiners to notify Examiners immediately of any changes to their circumstances that may affect the validity of the certificate and any privileges attached.

Examples of such changes could be: change of aircraft type, ceasing to exercise the privileges of the certificate, loss of licensing privileges and medical fitness.

### 13.2 Administration Procedure for the Applicant under test for an LST/LPC

13.2.1 After debriefing the crew, the examiner shall complete the required documentations as below:

- a) PASS
  - i. SRG1119A/B/C as required. The applicant is responsible for sending it to Licensing Applications ([examiners@caa.co.uk](mailto:examiners@caa.co.uk))
  - ii. SRG1158 to be retained by examiner, or company equivalent.
  - iii. SRG2199. One copy to be given to the applicant, and copies to the competent authorities responsible for the applicant and the examiner, and one copy retained for the examiner's record.
  - iv. Sign the Certificate of Revalidation in the applicant's licence if authorised to do so by the applicant's competent authority (see examiner briefing in Appendix 19 for non-UK licence holders).
- b) PARTIAL PASS (failure of five items or less) or INCOMPLETE (items outstanding)
  - i. SRG1119A/B/C as required – to be presented to the next examiner by the candidate
  - ii. SRG1158 to the applicant to present to the next examiner and one copy for the examiner's record.
- c) For a FAIL (more than five items or a failed re-test)
  - i. SRG1119A/B/C as required. The applicant is responsible for sending it to Licensing Applications.
  - ii. SRG1158 to be retained by examiner.
  - iii. SRG2199. One copy to be given to the applicant and copies to the competent authorities responsible for the applicant and the examiner, and one copy retained for the examiner's record. (see examiner briefing in Appendix 19 for non-UK licence holders).

**Note:** FCL.1030(b)(3) requires the examiner to provide the applicant with a signed report of the skill test or proficiency check and submit without delay copies of the report to the competent authority responsible for the applicant's licence, and to the competent authority that issued the examiner certificate. This report shall include:

- A declaration that the examiner has received information from the applicant regarding his experience and instruction, and found that experience and instruction complying with the applicable requirements in this Part;
- Confirmation that all the required manoeuvres and exercises have been completed, as well as information on the verbal theoretical knowledge examination, when applicable. If an item has been failed, the examiner shall record the reasons for this assessment;
- The result of the test, check or assessment of competence.

The examiner report form SRG2199 contains the necessary information to meet this requirement.

### 13.3 Administration Procedures for an EAoC

13.3.1 **Pass:**

Complete TS10 and e-mail to [examiners@caa.co.uk](mailto:examiners@caa.co.uk)

The examiner will receive a provisional certificate (maximum validity eight weeks) for retention by the examiner under assessment. Until the examiner under assessment receives their new certificate from the CAA they should attach a copy of the provisional certificate to each copy of Form SRG2199 submitted to ([examiners@caa.co.uk](mailto:examiners@caa.co.uk)).



**Fail:**

Examiner Report Form SRG2199 – one copy should be given to the examiner under assessment, one copy to Examiners and one copy to be retained by the CAAI/E or SE. Alternatively the TS10 failure form can be used instead of the SRG2199.

### 13.3.2 Temporary Certificate of Part-FCL Licence Privileges for Ratings or Certificates

Commission Regulation (EU) No. 1178/2011 (as amended) – Annex VI - ARA.FCL.215(d) permits Competent Authorities to develop procedures to permit Part-FCL privileges to be exercised by the licence or certificate holder for a maximum period of 8 weeks after successful completion of the applicable examination(s), pending the issue or endorsement on the licence or certificate.

For more information see [IN-2016/027](#)

## 14 SKILL TESTS AND PROFICIENCY CHECK SCHEDULING

- 14.1 The applicant shall have completed any required training courses, theoretical knowledge examinations, remedial instruction or refresher training at an ATO as required. The examiner shall determine that the applicant is eligible to take the test or check. He shall check that prior to an LST all the practical training has been completed and initialled by the instructor. Prior to all renewals there is a requirement for an assessment to be made by an ATO with regard to refresher training. The extent of the refresher training is determined by the ATO and shall comply with AMC1 FCL.740(b)(1). This will require the ATO to issue the applicant with either a certificate or other approved documentation confirming that the assessment of training has been conducted and that any training deemed necessary has been carried out. Even if the ATO concludes no refresher training is required the certificate or other approved documentation must be issued. Therefore the examiner should not conduct any renewals unless the applicant presents such documentary evidence.
- 14.2 The mandatory items to be covered in the skill test/proficiency check are identified in Form SRG1158. The examiner is expected to run the skill test or proficiency check within a scenario based upon simulated line operations when the test/check is conducted in a simulator. (See paragraph 2.9).
- 14.3 The examiner shall conduct each skill test or proficiency check in such a manner as to conform to the guidance given by the UK CAA and ensure that each applicant is allowed adequate time to prepare and perform the manoeuvres required by the test/check.
- 14.4 The Aircrew Regulation requires that theoretical knowledge shall be verified by multi-choice questionnaire for skill tests. During a proficiency check the examiner shall verify a continued level of theoretical knowledge is maintained.

## 15 AIM OF THE FLIGHT TEST/CHECK

- 15.1 The aim of the flight test/check is to:
- a) determine whether, by practical demonstration, the applicant has reached/maintained the required level of knowledge and skill for the rating;
  - b) improve the standards of instruction and training by feedback of those exercises and procedures which are commonly failed; and
  - c) ensure that safety standards are maintained and where possible improved, throughout the aviation industry, by requiring the application of sound airmanship and flight discipline.

## 16 CONDUCT OF THE TEST/CHECK/AOC - GENERAL

- 16.1 When conducting the test/check or AoC examiners shall;

- a) ensure no language barriers exist;
- b) ensure the applicant complies with all the qualifications, training and experience requirements;
- c) ensure the applicant has completed at least 10 route sectors as pilot of the relevant type or class of aeroplane, or one route sector with an examiner during the period of validity of the rating. This may be done during the test and shall consist of a take-off, departure, a sector of not less than 15 minutes, arrival, approach and landing. The examiner shall ensure that a complete cycle of normal checks has been carried out;  
*Note: A pilot working for a Part-OPS approved commercial air transport operator who has passed the OPC combined with an LPC is exempt from this requirement.*
- d) ensure the applicant is made aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience;
- e) revalidate the IR(A) as part of a combined type and IR skill test or proficiency check.

16.2 After completing the test/check or AoC examiners shall maintain records for a period of five years for all skill tests, proficiency checks and assessments of competence performed and their results. This record shall show the date of the event, the applicant's name, type of event, the aircraft or simulator code used, the result and confirmation that the licence was signed.

## 17 CONDUCT OF THE TEST/CHECK/AOC – SRG1158

17.1 The items marked M (mandatory) on form SRG1158 and in Part-FCL Appendix 9 show the minimum practical exercises that shall be tested/checked. At his discretion an examiner may select additional items from the “practical training” to be tested/checked and are encouraged to do so. If additional items are to be included in the test/check, they shall be briefed, although it is not necessary to be prescriptive.

**Note:** when conducting an MPL/ATPL/Type rating skill test/proficiency checks, all ‘M’ items must be completed in an FFS or in an aircraft.

17.2 The test/check is a two-attempt test/check. The applicant should fly all items at attempt number one prior to retesting any item (attempt number two). There may be some exceptions. When conducting the test/check in an aircraft, it may be inappropriate or impossible to complete the first attempt due to ATC or external influences. This flexibility would not be appropriate or required during simulator testing/checking.

17.3 Failure in more than five items at the first attempt will require the applicant to take the entire test/check again. Any applicant failing not more than five items shall take the failed items again.

17.4 Failure in any item of the re-test/re-check (attempt number two) including those items that have been passed at a previous attempt, will require the applicant to take the entire test/check again.

### 17.5 **Attempt 1.**

If the applicant is in the process of completing his first attempt at the test/check and he fails an item that he has previously passed, it is now recorded as a fail at attempt number one. This could mean overwriting a previous examiner's entry on the SRG1158 form.

### **Attempt 2.**

Part-FCL states “failure in any item of the re-test/re-check including those items that have been passed at a previous attempt will require the applicant to take the entire test/check again”. This statement has been widely misunderstood. The key is in the words re-test/re-check. The attempt number one should have been completed in total. If there are any failed items, the examiner carries out attempt number two. Now the rule applies. It is therefore advisable to avoid flying a manoeuvre that the applicant has already passed. There are many ways around this problem. For example, give the other pilot some of the flying (in an aircraft the examiner can take control) up to the point of the item to be re-tested. In a simulator, the

aircraft could be airborne repositioned and put in position freeze until the applicant has settled down, or in the case of a failed go-around use a different type of approach to any previously assessed as a vehicle to get to minima.

However, if the candidate is going to fly something previously passed and it is to be assessed, the applicant shall be briefed accordingly.

- 17.6 If the skill test/proficiency check is terminated for reasons considered adequate by the examiner only those sections not completed shall be tested in a further flight. If there is a good reason that a check cannot be continued, the applicant may return to line operations providing that the applicant has not failed any item, and the rating has not expired. If any items were failed on the first flight, all items not completed on the first attempt shall be tested separately, before any re-test is undertaken.
- 17.7 At attempt number one the examiner may use his discretion to repeat any item(s) of the test/check once. The option to repeat any item is not a right of the applicant. As general guidance the examiner should only exercise his discretion to repeat an item when he considers that the applicant has made a minor error and that the error can be corrected by debriefing. This discretion should not be used if further training is required. If retraining is required it should be done prior to a retest, i.e. a second attempt. Repeats may not be carried forward to another simulator detail/flight, unless the test was originally planned as a two-day event. Repeats shall not be passed on to another examiner. Retest item(s), attempt number two shall not be repeated. The applicant should be aware of what he did wrong prior to repeating the item.
- Note: See Appendix 18 that provides a flow diagram for addressing repeats.*
- 17.8 Although technically all items of the test schedule may be repeated once, this is not in the spirit of the repeat discretion. If the applicant's performance is such that several items need repeating, he is clearly not up to the required standard and the discretion to repeat should not be exercised further. Repeats are not recorded on the relevant SRG1158 form but shall be recorded on company paperwork.
- 17.9 If an applicant fails to achieve a satisfactory standard in an item, he will be re-tested in that item. Such re-tests shall be indicated on company training records and also the SRG1158 form. The examiner may stop the test/check at any stage if it is considered that the applicant's competency requires a complete re-test or re-check.
- 17.10 Should the examiner consider that the applicant was not performing satisfactorily due to any external influence or distraction then the exercise should not be assessed. An example of this may be noisy engineering work outside of a simulator.
- 17.11 If a pilot has presented himself for check and has not declared himself unfit prior to the test, it is reasonable to assume that he would have presented himself for a flight. It is not acceptable post-test for him to complain that he was unwell.
- 17.12 The skill test/proficiency check format for the test/check is intended to simulate a practical flight, i.e. a commercial air transport flight. Planning and preparation shall be completed by the crew using routine planning material in accordance with normal operating procedures. In flight, the applicant shall use the normal charts and plates as per the company's operation. It is not acceptable to use "home-made" line drawings or photocopied material, which has been customised or highlighted.
- 17.13 Skill tests and proficiency checks shall not be conducted on a flight for the purpose of commercial air transport or public transport of passengers.
- 17.14 The test/check for a multi-pilot aeroplane or SP HPC(A) operated to multi-pilot operations shall be performed in the multi-crew environment and another applicant or another pilot may function as a second pilot. If an aeroplane rather than a simulator is used for the test/check, the second pilot shall be the examiner.

- 17.15 An applicant for the initial issue of a multi-pilot aeroplane type rating or ATPL(A) shall be required to operate as “pilot flying” (PF) during all stages of the test. In addition, the applicant shall demonstrate the ability to act as “pilot monitoring” (PM).

## 18 EXAMINER RESPONSIBILITIES

- 18.1 An Examiner will be responsible for the following:
- Raising the standards of awareness and performance of the flight crew.
  - Ensuring that the operator’s test/check complies with legal requirements.
  - Supplying feedback to the company.
  - Complying with the current Standards Document No. 24(A).
  - Being a role model for the crew under check.

## 19 CONDUCT OF THE EXAMINER

- 19.1 The examiner may change the sequence of sections or manoeuvres to achieve an orderly and efficient flow of a practical flight having regard to the existing conditions or circumstances but shall not miss out any items. Examiners shall ensure that the test/check is completed efficiently and without wasted time.
- 19.2 Should a flight test/check not proceed as briefed the examiner shall remain flexible and alert to achieving as much as possible in the changed circumstances. In an aircraft, briefing applicants during the exercise for a change to the requirements is acceptable, but the examiner shall ensure the applicant fully understands and accepts the changes otherwise the flight should be suspended.
- 19.3 It is essential that all examiners apply a common standard. However, because flights may be conducted in different and sometimes varying conditions and circumstances, each examiner shall consider all aspects when assessing the flight. The examiner shall exercise sound judgement and impartiality throughout. To assist with this, each examiner should maintain a record of the test/check so that all aspects may be debriefed comprehensively.
- 19.4 Most pilots will dislike the prospect of being tested/checked. 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 shall establish a friendly and relaxed atmosphere, which will enable the applicant to demonstrate his abilities fully. A severe or hostile approach by the examiner shall be avoided.

## 20 TRAINING ALONGSIDE TESTING

### 20.1 *Proactive Training*

- 20.1.1 When carrying out the mandatory proficiency check items 3.4 to 3.6 selected from the form SRG1158 and combining this test/check with an OPC, AIR OPS requires an element of training as well as checking.
- 20.1.2 It is acceptable, and often necessary and desirable, to train difficult and complex items (usually multiple events: e.g. total electrics failure, total hydraulics failure). The examiner may wish to freeze the simulator to point out and explain in “slow time” the indications of the failure. However, any routine aspects of the item such as the ability to read a straightforward checklist shall never be in doubt.
- 20.1.3 Straightforward exercises (e.g. TCAS RA, pilot incapacitation), which line pilots are routinely expected to manage successfully without training input, should be subject to check in the accepted manner.
- 20.1.4 Remember that three items from each list is a minimum and therefore some thought should be given to the inclusion of other less complex items if substantial training is to be given.
- 20.1.5 This training applies to the proficiency checks and not to the skill test. The skill test assumes that the applicant already has the required knowledge and ability. It is performed when all

training has been completed, e.g. at the end of a conversion course, upgrading to an ATPL, or for UK licence issue.

## 20.2 *Reactive or Remedial Training*

This is when instructional input is needed to improve an applicant's performance. It is generally well recognised by examiners that the skill test/proficiency check is a "two attempt" test or check, with all items in attempt number one having to have been attempted by the applicant before any re-testing/re-checking can occur in attempt number two. By definition, retraining will have to be given before this re-testing/re-checking [Note: the intended meaning of the foregoing is that any retraining deemed necessary shall precede re-testing/re-checking, rather than that retraining is mandatory], and this has led to some confusion amongst examiners – this retraining can be given at any appropriate time prior to the re-test/re-check – it does not have to be performed immediately prior to any re-test/re-check. As an extreme example, an applicant may crash at the beginning of a test/check, say on an engine failure after take-off. It would be inappropriate and counterproductive to attempt to carry on without any training input - indeed it would make perfect sense to train him to proficiency before continuing the test/check. The re-test/re-check would then be performed after the completion of attempt number one.

## 20.3 *Training Input during LPC/OPC Brief*

- 20.3.1 It is perfectly proper – indeed desirable – for examiners to include some training input during the briefing. This shall not include handy hints or tips that would effectively brief out errors – e.g. "Watch that inbound NDB course – it is offset by five degrees", "with today's wind you'll need a heading of about three two six degrees".
- 20.3.2 Likewise, care shall be exercised when responding to a question from an applicant who is seeking an answer on how to carry out a particular approach to be flown during the test/check - an appropriate response would be to facilitate a generic understanding of the profile or procedure. It is also quite in order to choose a topic for revision – or to respond to such a request – and then to give a generic training brief. Such topics may, for example, include single engine profiles or non-precision approaches.
- 20.3.3 Many operators use a large proportion of the pre-test/pre-check briefing time to deal with 'discussion items'. These may have been pre-notified if the applicants are expected to have revised the topics in question, and their purpose is to test/check, refresh and improve knowledge. The topics may also be preparatory, in a general sense, to the practical test/check, which is about to take place. This may satisfy the requirements for an oral examinations as part of the skill test/proficiency check.
- 20.3.4 It is essential to make clear in the opening part of the examiner's briefing to the applicants which elements of the day's proceedings are to be assessed as part of the test/check. Many examiners cover this with a broad statement such as "Everything you do today and tomorrow planned or otherwise, will be assessed as part of the test/check."
- 20.3.5 In simulators, tests/checks are based on real-time scenarios, with the distinct benefits of improved realism and, even more important, the need for crews to make decisions and act accordingly.
- 20.3.6 Sub-standard performance at any time, even when it occurs during training or relates to a stand-in pilot who is not subject to formal assessment, cannot be ignored. Any crewmember exhibiting such performance will be required to undergo remedial training before release back to normal operations.
- 20.3.7 A CAT or PT operator is unlikely to conduct a stand-alone proficiency check; invariably it will be combined with an OPC for reasons that are obvious to any examiner but might be less so to the applicant. It is therefore important when briefing to be specific in defining the purpose of a test/check; e.g. licensing check, operator check or combined licensing/operator check.

### 20.3.8 In summary:

- a) Training may be integrated with testing/checking.
- b) When training is combined with a test/check, the examiner shall delineate clearly when moving from test/check to training and vice versa. The frequency of this should be reasonably contained so that the applicant is not confused.
- c) The applicant shall know, in advance, what is being assessed.
- d) Choose terminology carefully; e.g. LOFT, training, licensing skill test or licensing/operator proficiency check, combined proficiency checks.

## 21 FORM SRG1119 ISSUE/RE-VALIDATION/RENEWAL

### 21.1 *These are the application forms for:*

Additional Aeroplane Type/Class Rating – Single/Multi-pilot and Revalidation/ Renewal of UK/EASA Type/Class and/or Instrument Rating (Aeroplane). This is made up of three forms SRG1119A for initial issue, SRG1119B for revalidations and SRG1119C for renewals.

## 22 FORM LST/LPC MPA (SRG1158)

- 22.1 The title of Form SRG1158 is 'MPA Type and SP HPC(A) Type Rating, Skill Test and Proficiency Check Schedule – Examiner's Record'.
- 22.2 Where companies combine the licensing check with an operator check they may use an approved customised form, provided that the schedule of items remains the same.
- 22.3 The combined form shall be used by the examiner to record the details and results of skill tests and training for the initial issue of an MPA and SP HPC(A) type rating and/or application for the grant of an ATPL, the proficiency check and instrument rating revalidation.
- 22.4 Sections one to five shall be completed. Section six is for pilots employed by companies holding approval for Low Visibility Operations (LVOs). It is a stand-alone item and does not affect the skill test or proficiency check. However, if it is failed the applicant cannot carry out LVOs.
- 22.5 Airfields selected for low visibility training shall be assessed by the operator or ATO as acceptable under their SMS. A record of this assessment must be retained. The airfield should have the correct visual modelling (lighting and airfield markings) for the category of approach to be flown.

## 23 LICENSING SKILL TEST AND LICENSING PROFICIENCY CHECK

### 23.1 *Licensing Skill Test*

- 23.1.1 The skill test for the type rating shall be carried out when all the training elements have been satisfactorily completed. These items are shown on the left hand side of the bold line and titled "practical training". The instructor will have signed the relevant boxes once a satisfactory standard has been achieved. The test will be conducted by an examiner who has not been involved in the training. The examiner should sample the items covered by the instructor to ensure standardisation of training as it forms part of the management system. The examiner may test any item but shall include those items marked "M" which are mandatory.
- 23.1.2 The applicant shall pass all items of the skill test (see assessment system below) within six months of commencing the type rating course. The application for the rating shall be made within six months of passing the skill test.
- 23.1.3 For both MPA and SP HPC(A) the test will grant an Instrument Rating for the type and may be combined with the OPC.

### 23.2 *Licensing Proficiency Check*

- 23.2.1 All above applies except that the left hand portion of the form "practical training" can be ignored, as can the items marked "M Skill test only".

23.2.2 Items 3.4.0 to 3.6.9 – the Authority recommends that an examiner should rotate the six selected items to ensure that all items are checked over a three-year period or as agreed with the operator's FOI. Appendix 1 to OPS 1.965(a)2(i) and AMC1 ORO.FC.230(a)(4)(i)(A) requires non-ATQP operators to establish an aircraft/FSTD training programme which ensures that all major failures of aircraft systems and associated procedures will have been covered in the preceding three year period.

*Note: Three items is the minimum number of items from each of the two groups.*

23.2.3 Operators that conduct their recurrent training and checking programme as part of an approved ATQP may have an alternative training programme.

### 23.3 **Skill Test/Proficiency Check Retraining**

23.3.1 Following a partial pass the examiner may recommend additional training. After a failed test or check retraining is mandatory as determined by the examiner. This retraining can be given at any appropriate time, but shall be completed before any re-test items are flown. There is no limit to the number of skill tests/proficiency checks that may be attempted. (A company may have its own policy on the matter).

### 23.4 **Proficiency Check Validity**

23.4.1 A proficiency check is valid for one year from the date of the check including the remainder of the month. If the proficiency check is carried out within three months of the expiry of the rating then the new expiry of the rating is one year from the current expiry.

## 24 **INSTRUMENT RATING PRIVILEGES**

24.1 Cross-crediting of the Instrument Rating (IR) part of a type rating proficiency check will be in accordance with Appendix 8 to Part-FCL of the Aircrew Regulation.

## 25 **LANGUAGE PROFICIENCY AND FORM SRG1199**

25.1 ICAO has published a Standard that requires flight crew of aircraft using radiotelephony to be proficient in the language used for communication. For domestic flights the language may be that of the State concerned, but for international flights the language shall be English. This Standard became obligatory from 5 March 2008.

25.2 Holders of ICAO-compliant UK-issued pilot licences, which include Flight Radio Telephony Operator's Licences will have their licences endorsed with "Language Proficiency: English" in Section XIII - Remarks. This initial endorsement is at level four, and is valid for three years.

25.3 Form 1199 is for the informal evaluation of ICAO Language Proficiency in English at level six - Expert. Language proficiency at level six does not require periodic re-evaluation so it is considered desirable for UK licence holders, the majority of whom will be native English language speakers, to be informally evaluated at level six. Full guidance is given in this form.

## APPENDIX 1 DETAILED TESTING STANDARD

(The individual items are taken from the Skill Test but where applicable may be read across to the Proficiency Check.)

Collision avoidance and good airmanship are required to be demonstrated in a practical manner by good lookout, use of checklists, precise Radiotelephony (RTF) procedures, standard operating procedures, CRM and sound flight management.

As a general rule, any item selected cannot be credited twice in one check.

### A1.1 *Item 1.4 - Use of checklist prior to starting engines starting procedures, radio and navigation equipment check, selection and setting of navigation and communication frequencies:*

- a) Checks and cockpit procedures shall be carried out in compliance with the authorised checklist for the aeroplane used in the test. When a skill test is conducted, performance calculations for take-off, approach and landing shall be calculated by the applicant. This should be in compliance with the OM or Aircraft Flight Manual (AFM) for the aeroplane used and shall be agreed with the examiner. Decision Height (DH)/Decision Altitude (DA) and Minimum Descent Height (MDH)/Minimum Descent Altitude (MDA) and missed approach point shall be determined by the applicant in advance and agreed by the examiner. However, if the test is to be carried out as a LOFT type scenario, it may be impossible or inadvisable to state the type of approach or even the airport of final destination. In this case the source of the minima should be ascertained.
- b) This item does not stipulate that it has to be the first flight of the day; however, some thought should be given to alternating first flights with transit checks to make sure that there is a comprehensive knowledge of the checklist.
- c) The applicant should 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, examiner should not forget to establish the applicant's knowledge by use of a touch drill and by questioning.

- d) As a mandatory item this must be completed in an FFS or Aircraft in accordance with Part FCL Appendix 9.

### A1.2 *Item 1.6 – Before Take-off Checks:*

- a) Completes any pre-departure checks. Care should be taken 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. As a mandatory item this must be completed in an FFS or Aircraft in accordance with Part FCL Appendix 9.
- b) Obtains a clearance.

### A1.3 *Item 2.5 - Take-Offs with Simulated Engine Failures:*

- a) The engine failure may be combined with the departure (see Item 3.9.1). If an engine out emergency turn procedure is planned to count as a departure for the purpose of the test, consideration should be given to the case where the candidate fails to follow the correct departure tracks and therefore could fail both the engine failure on take-off and the departure at the same time.
- b) In an aircraft this should be after V<sub>2</sub> when safely away from the ground. Shut down checks should be done by use of a touch drill. Simulation of engine failure close to the



ground is a critical manoeuvre and examiners shall be aware of the associated risks and develop defences according to the potential threat to safety. Minimum safe heights and speeds for simulation will vary depending on aircraft type and prevailing conditions.

Examiners should take note of any guidance provided by the aircraft manufacturers.

Operators shall give precise details in part D of their Operations Manual regarding the minimum height and detailed information on how engine failures are to be simulated.

- c) For some types of aircraft the engine failure profile may be different depending on obstacle clearance. In this case there should be an alternation of the profiles flown by the applicant and care should be taken to record which one has been carried out. If the check is consistently conducted out of an airfield that does not have an emergency turn, thought should be given to manufacturing one for training purposes, to see that the correct procedures are followed.

Part-FCL states that this procedure shall be done by sole reference to instruments. However, all take-offs will have some visual reference available to the pilot. A pilot will make use of these visual cues to keep straight both on the runway and during the initial rotation, but as the pitch attitude increases his gaze will naturally transfer onto the instruments. In a simulator it is not necessary to set the company's minimum Runway Visual Range (RVR) or cloud base - in fact doing so might even forewarn the applicant of an impending Engine Failure After Take Off (EFATO). Setting the weather to close to CAT 1 minima would meet the requirements.

- d) In a simulator, remember that you are acting as ATC and therefore you would not know that the crew have suffered an engine 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 checklists etc.
- e) If a screen is used to simulate Instrument Meteorological Conditions (IMC) in an aircraft, it shall obscure 25 degrees either side of the straight-ahead position. This screen should not be erected prior to taxiing as it obstructs the view. If it has a forward vision panel the screen may be put in place at the holding point. If not, it should be in position by 200 ft Above Aerodrome Level (AAL). However, should you be in the process of conducting a simulated engine failure for example, safety considerations will override this.
- f) 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.
- g) Engine failures in simulators close to V1 with a large V1/VR split should not be used routinely because handling an engine failure that occurs on rotation is usually more demanding.

#### A1.4 **Item 2.6 - Rejected Take-Off:**

- a) The Rejected Take-Off (RTO) 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.
- b) If you have divided duties on the RTO, and it is performed incorrectly, care shall be taken to correctly assess whether a fail in this item should be attributed to just one or both pilots.
- c) This shall not be performed in an aircraft, other than as a static touch drill.
- d) In some aircraft the co-pilot never aborts the take-off. In these cases it will be necessary to manufacture a reason for the co-pilot to stop, e.g. the incapacitation of the captain who then obstructs the controls. This scenario should be included in the three-yearly cycle.
- e) In a simulator an applicant should not be told when the RTO will occur. Part-FCL states the need for the RTO to take place at a "reasonable speed". A practical approach to this issue is that "reasonable speed" does not mean "high speed". It simply

means a speed appropriate to the circumstances (nature of failure, contamination etc.). TPG considers this to be any realistic time as a result of any plausible failure.

**A1.5 *Items Selected from 3.4 and 3.6:***

- a) These items are mandatory for the skill test and proficiency check.
- b) When conducting an LST all 3.4 & 3.6 items selected may be conducted as PM or PF.
- c) During an LPC, if handling skills need to be demonstrated, eg TCAS RA, then only the PF may be signed off as having attempted the item.
- d) Guidance on items that must be flown as PF or can be flown as a crew (PF or PM) can be found in Appendix 22.

**A1.6 *Item 3.4.11 – Radio, navigation equipment, instruments and flight management system***

- a) Examiners shall ensure that applicants in aeroplanes equipped with HUD/EVS meet the requirements of AIR OPS AMC1 SPA.LVO.120..

**A1.7 *Items 3.4.10 and 3.6.9 – Enhanced Ground Proximity Warning System EGPWS/Airborne Collision Avoidance System (ACAS)***

- a) EGPWS/ACAS should only be conducted in simulators where the equipment is the same version and presentation as the operator's aircraft. For example, if the ACAS presentation is on the Vertical Speed Indicator (VSI) as opposed to the Attitude Direction Indicator (ADI), or if the Ground Proximity Warning System (GPWS) is fitted rather than EGPWS then the training/checking should be on another Synthetic Training Device (STD) with the correct presentation to avoid negative training.

**A1.8 *Item 3.6.1 – Fire drills eg Engine, APU, cabin, cargo compartment, flight deck, wing and electrical fires including evacuation.***

- a) This item may be signed off without an evacuation being necessary. However, AOC holders shall complete a full evacuation every 3 years or as agreed with the FOI.

**A1.9 *Item 3.6.3 - Engine Failures, Shutdown and Restart at a Safe Height***

- a) Recommended minimum limits have been promulgated for actual shutdown of power plants for training purposes. Examiners should ensure that they are familiar with the most recent guidance promulgated by Aeronautical Information Circular.
- b) The item should not be signed off if the engine has only been failed for item 2.5 (Take offs with simulated engine failure.) It should be used to record engine related failures in other phases of flight. It may however be signed off without a restart having been attempted (following an engine fire or severe malfunction for example). Some form of an airborne engine re-start should be programmed every 3 years or as agreed with the FOI.

**A1.10 *Item 3.7 – Steep turns with 45° bank, 180° to 360° left and right***

- a) The use of the flight path vector, if installed, removes much of the benefits of improved scan. This is especially the case if a HUD is available. Examiners should vary the scenarios so that the exercise does not always have the FPV available. This is intended to be a visual exercise.

**A1.11 *Item 3.9.1 - Departure and Arrival Procedures***

This may be combined with an abnormal or emergency procedure.

- a) Full use of automatics and Lateral Navigation (LNAV) if fitted is permitted. Examiners 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 Flight Management System (FMS) might be appropriate.
- b) Some interpretation of departure and 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, which includes some form of altitude/turn/track adherence. A departure that consists only of radar vectors should not be used.
- c) **Correct altimeter setting procedures should be followed.**
- d) Flight management is demonstrated with a flight log and fuel and system checks, including anti-ice procedures when necessary.
- e) The applicant should comply with arrival and joining procedures.
- f) Some arrival procedures contain a hold. If it is failed it could be assessed in one of two ways:
  - i. the arrival, as in item 3.9.1; or
  - ii. holding, item 3.9.2.

The latter may be preferable, because it would be clear to another examiner what item(s) should be retested.

**A1.12 *Item 3.9.2 – Holding***

- a) Although this exercise is not mandatory, periodical inclusion of an unplanned hold is strongly recommended. Automatics can be used and therefore 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.

**A1.13 *Instrument Approaches – General***

- a) Whenever possible, all checks should include a mix of radar-vectoring and procedural instrument approaches.

**A1.14 *Item 3.9.3.1 – Precision Approach Flown Manually Without Flight Director:***

- a) While examiners will often choose to combine various test items for expediency, since this particular exercise is fairly demanding, it may be wise to avoid overloading the applicant in this way. For skill test purposes, the exercise is to be carried out with manual thrust on all aircraft types.

**A1.15 *Item 3.9.3.4 - Manual Precision Approach With One Engine Inoperative:***

- a) The applicant should complete a safe approach manually (without autopilot see also paragraph A1.23) in an asymmetric configuration to the company DA/DH. Should an Instrument Landing System (ILS) be flown, the examiner should ensure that the test is conducted into an airfield where the company minimum allows a DH not normally greater than 450 feet AAL, in order to assess the applicant's ability. The autopilot should be disconnected before intercepting the localiser and before final configuration for the approach so that the applicant's handling of any trim change associated with flap extension can be assessed. The engine failure should also be simulated prior to this phase.

A1.16 *Item 3.9.4 – Non-Precision Approach*

- a) This may be flown either automatically or manually. Provided that the use of LNAV has been approved, this may be engaged. The crew remain responsible for monitoring the radio aid(s) and ensuring the tracking remains within limits when flying this 'overlay' type of approach. It shall normally be flown to the specified minima and not to circling minima, unless they are coincident. This is to ensure that the transition from an instrument approach procedure to a circling approach does not occur at such an early stage as to preclude comprehensive assessment of the former. Provided the examiner is satisfied in this respect, it is not necessary for a further non-precision approach to be flown.
- b) A Non-Directional Beacon (NDB) aural ident need not be continuously monitored during a Non-Precision Approach (NPA), on a non-Electronic Flight Instrument System (EFIS) equipped aircraft, if the needle or visual ident disappears from view or if the needle fails to a "parked" position when the signal is lost. However, if it is the company's policy to monitor NDB idents continuously, in all cases, pilots shall obey company SOPs.
- c) AIR OPS requires NPA procedures to be flown using the Continuous Descent Final Approach (CDFA) technique. This is recognised as the best way to optimise crew workload whilst achieving a stabilised approach path, especially in heavy jets with their high inertia. Any input that destabilises the approach, such as hitting "Alt Hold" in order to avoid descent below the final approach fix, will therefore have a detrimental effect upon the safe and successful outcome, especially if there are associated technical problems such as asymmetric thrust.
- d) Whilst the Final Approach Fix (FAF) crossing altitude shall be taken into account, an examiner should use his professional judgement and take into account all factors when deciding whether an approach has been flown to the required standard or not, e.g. for a crew who share a high level of situation awareness of the profile by communicating altitude versus distance to go to the threshold, and are flying a stabilised approach whilst making sensible corrections based upon the aids available.
- e) The completion of either an RNAV (GNSS) NPA or APV Baro approach will fulfil the requirements for the completion of item 3.9.4.

A1.17 *Item 4.3 – Manual Go-Around from Instrument Approach*

- a) During a go-around from published DA/DH or MDA/MDH, the correct go-around action shall be initiated promptly to ensure minimum height loss consistent with aircraft type. If in the opinion of the examiner the height loss was excessive, it is likely that the technique employed by the pilot was incorrect and the item should be repeated or failed as appropriate.
- b) If the operator adds an increment to MDAs to produce an equivalent DA then the height loss during a GA should not exceed this increment.
- c) The instrument approach is flown in an asymmetric configuration. Examiners shall ensure that go-arounds are varied. It is preferable to use a published missed approach or as modified by ATC. Avoid continuous use of "straight ahead".
- d) The asymmetric go-around shall be flown manually (without autopilot or autothrottle – also see paragraph A1.23) for long enough to enable the applicant's competence to be assessed. This will normally be until completion of the full missed approach procedure.

**A1.18 *Item 5.5 - Landing with One Engine Inoperative***

- a) The landing shall be carried out manually. Directional control shall be maintained and brakes and other retardation devices used to achieve a safe roll out and deceleration.
- b) The applicant shall complete a safe landing from a stable approach on the required glide path. In an aircraft using a zero thrust setting, the applicant should be briefed to close all throttles on landing.
- c) Consideration should be given to the weather, wind conditions, landing surface and obstructions.

**A1.19 *Item 5.6 - Landing with Two Engines Simulated Inoperative***

- a) The two-engine landing does not negate the requirement to complete item 5.5. Both items are mandatory.

**A1.20 *Item 6 – LVO:***

- a) In a simulator the training and testing shall be carried out at an airfield displaying the correct lighting for the type of approach and ground markings. The use of a generic airfield is not acceptable.
- b) Where possible (e.g. a dedicated airfield scene) taxiing should be ramp to ramp. This enables the examiner to assess the crew's situational awareness and other technical and non-technical behaviour. Checking the crew's prioritisation of tasks, reading aerodrome charts, checking taxiway orientation against the compass etc. In all instances the operator should develop scenarios that will expose crews to a variety of events. This is important because runway incursions are on the increase.
- c) Some older generation visual systems have runway holding point stop bars that cannot be switched off independently of the taxiway lighting. The examiner shall ensure that crews ask permission to cross these lights.
- d) LVO taxiing between gate and runway (in and/or out) should be included periodically but not necessarily in every six-month check. It should be conducted and documented at least every three years in addition to the normal bi-annual requirements. A dedicated visual scene shall be used for this purpose; generic airfields have no navigation/situational awareness value for low visibility taxiing.

When the LVO refresher does NOT include such taxi, any LVO airfield (specific or generic) may be used for approaches etc.

**A1.21 *Engine-Out Exercises***

- a) An outboard engine shall be selected for all mandatory engine-out exercises for the LST/LPC.

**A1.22 *Pilot Incapacitation***

- a) This should be taken to its full conclusion, e.g. would a co-pilot without nose wheel steering taxi and how far?
- b) If he has asked the ambulance to meet the aircraft how does he handle this?
- c) Does he make use of any automatics?
- d) The examiner should give some thought as to how to instigate the incapacitation, and when and how the incapacitation is to occur. A subtle incapacitation is the hardest to recognise and checks that company Standard Operating Procedures (SOPs) are satisfactory.

- e) Incapacitation should be practised during LVO training and should be covered during a three- yearly cycle. When take-off in minimum RVR is dependent on Paravirtual Display (PVD), incapacitation should take this into account.

**A1.23 *Pressurisation/Smoke (if applicable):***

- a) The use of the oxygen mask is an essential part of an emergency descent with cabin pressure failure and contaminated cockpit drills. The crew's ability to establish communication with each other, ATC, cabin crew etc. can only be assessed if masks are used.
- b) In an aircraft care shall be taken not to depressurise the cabin and to ensure that aircraft safety is taken into account if oxygen masks are donned.

**A1.24 *Crew Resource Management:***

- a) CRM, including Threat and Error Management (TEM), shall be addressed on the skill test and proficiency check in order to encourage the crew's CRM skills and promote good practises. An applicant may be failed for CRM alone; but it should normally be linked with a technical failure. CRM should not be treated as a separate topic, but fully integrated throughout the debriefing using NOTECHs or the company's own behavioural markers/methodology.
- b) Examiners shall be familiar with Standard Document No. 29.

**A1.25 *Facilitation***

The effective use of facilitation enables a better learning process and one method that may be employed is to:

- a) start with an introduction;
- b) avoid dealing with issues chronologically;
- c) ask two open questions per issue;
- d) get the trainees to do the thinking and talking; and
- e) summarise at the end (it can be useful to get the applicant to summarise);
- f) don't facilitate a failure, it usually isn't appropriate.

**A1.26 *Automatics:***

- a) On fly-by-wire aircraft, the use of manual thrust on a proficiency test/check engine-out ILS (item 3.9.3.4) is left to the examiner's discretion. However, even in these types, if the aircraft can be dispatched with an unserviceable autothrottle, the pilot's ability to perform this exercise using manual thrust shall be checked on a three-yearly cycle.
- b) When an OPC is not combined with either an skill test or licesing proficiency check, it should be flown as per company SOPs.

**A1.27 *Radiotelephony:***

- a) As examiners lead by example, great care shall be taken to ensure that their own RTF is correct and in compliance with CAP 413. An appraisal of the crew's RTF is an integral part of the test/check. Errors should be debriefed in order to maintain the required standard within the airline and improve aviation safety.

**A1.28 *Situational Awareness:***

- a) Examiners are strongly encouraged to conduct test/checks in such a way that, as ATC, they maximise the need for crews to exercise Situational Awareness (SA) throughout. SA is so often a contributory or causal factor in incidents and accidents, so every opportunity shall be taken to assess and develop it during checks. For example, a crew who request ATC vectors as delaying action whilst dealing with an abnormal or emergency situation

should instead be given a procedural clearance to a holding facility. Whereas in reality radar might be expected to be more helpful, the suggested course of action is not unrealistic and will reveal more about the crew's skills, both technical and non-technical: chart interpretation, terrain/Minimum Safe Altitude (MSA) awareness, hold programming in the Flight Management Computer (FMC), time management etc.

- b) In general, examiners should be reactive rather than proactive in the role of ATC, to encourage crews to think for themselves. ATC should not offer a simplified missed approach procedure in the event of a go-around from an engine-out approach unless it is in response to a request from the pilot. Also, following an engine failure on take-off, should the crew continue to fly straight ahead with no thought to the Sector Safe Altitude (SSA) or have a "plan of action", the examiner should not vector/reduce speed etc. to keep them safe.

A1.29 **Jeopardy:**

- a) The question often arises about what to do should a "stand in" pilot produce an unacceptable performance. The answer is that there is no such thing as "no jeopardy". It is not correct to take away the "stand in" pilot's rating as he is not on test and has not been briefed as such. However, it would also be incorrect to release a pilot to line operations if he has just demonstrated a lack of ability in a particular area. It is recommended that, following a below standard performance, the "stand in" pilot is trained to proficiency prior to being released to line. Words to this effect may be included in the pre-flight briefing. Companies are advised to formalise this process and include it in the company's OM.

## APPENDIX 2 PERFORMANCE CRITERIA

### A2.1 *The applicant shall demonstrate 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 of procedures and regulations as currently applicable.
- e) Maintain control of the aeroplane 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 shall be assessed with each exercise and this shall include lookout, checks and drills, cockpit management, RTF and ATC liaison, fuel management, icing precautions, planning and use of airspace.
- f) Manage the crew.
- g) Maintain a general survey of the operation by appropriate supervision.
- h) Set priorities and make decisions in accordance with safety aspects and relevant rules and regulations appropriate to the operational situation, including emergencies.
- i) Understand and apply crew co-ordination and incapacitation procedures.
- j) Communicate effectively with other crewmembers.
- k) The applicant shall demonstrate knowledge of the emergency equipment and procedures sufficient to ensure the safety of passengers.

### A2.2 *Tolerance*

#### A2.2.1 *Altitude or Height*

Normal Flight	± 100 ft
With simulated engine failure	± 100 ft
Starting go-around at decision altitude/height	+ 50 ft/-0 ft
APV/SBAS final approach segment LPV-DA/DH	75 ft below the vertical profile, and 75 ft above the profile at or below 700 feet above the aerodrome level.
APV Baro VNAV final approach segment LNAV/VNAV DA/DH	below the vertical profile, and 75 ft above the profile at or below 700 feet above the aerodrome level, or as defined in the Aircraft Flight Manual <sup>[1]</sup>
Minimum descent altitude/height	+ 50 ft/-0 ft

<sup>[1]</sup> 'as defined in the aircraft flight manual' is to cater for tolerances that do not comply with AMC20-27 e.g. B777 has a limit of one third scale which equates to a deviation of 125 ft.



### A2.2.2 Tracking

Precision approach	half scale deflection azimuth and glidepath
RNP APCH NPA; RNP APCH APV; RNP AR APCH	Cross track error/deviation (the difference between the PBN system computed path and the aircraft position relative to the path) should normally be limited to $\pm \frac{1}{2}$ the RNP value associated with the procedure. Brief deviations from this standard (e.g. overshoots or undershoots) during and immediately after turns, up to the RNP value are allowable.
NPA and other approaches	$\pm 5^\circ$

For a 3D approach operation, flight crew should use a vertical deviation indicator and, where required by AFM limitations, a flight director or autopilot in vertical navigation mode. Deviations below the vertical path should not exceed 75 feet, or half-scale deflection where angular deviation is indicated. The flight crew should execute a missed approach if the vertical deviation exceeds this criterion, unless the flight crew has in sight the visual references required to continue the approach. Further guidance is available in EU 2016/539

### A2.2.3 Heading

All engines operating	$\pm 5^\circ$
With simulated engine failure	$\pm 10^\circ$

### A2.2.4 Speed

All engines	$\pm 5$ kt
Asymmetric	+10/-5 kt

**Note:** When making an assessment, handling qualities and aircraft performance should be taken into account.

## A2.3 Further Guidance

### A2.3.1 Height Accuracy

The applicant need not be failed if an error of more than 100 ft occurs two or three times. However, the examiner should seriously consider awarding an individual fail if:

- Height error of more than 200 ft occurs.
- An error of 100 ft or more is uncorrected for an unreasonable period of time.

### A2.3.2 Approach minima

- On a non-precision approach when constant descent profile is flown care shall be taken not to descend below MDH/MDA when a missed approach is being conducted.
- RVR shall be checked against airfield minima prior to commencing an approach to land.

### A2.3.3 Tracking Accuracy

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

**A2.3.4 Speed accuracy**

- a) The 5 kt limit in climb, cruise and approach should be extended to 10 kt in the case of jet aircraft and an airspeed error of 15 kt at any time.
- b) If the test/check is conducted in an aircraft, the examiner should make allowance for turbulent conditions.
- c) During the second segment climb following an engine failure minor speed excursions below  $V_2$  are acceptable if corrected without delay.

## APPENDIX 3 BRIEFING AND DEBRIEFING

### A3.1 *Briefing the Applicant*

The applicant should be given time and facilities to prepare for the test flight

It is essential the Examiner briefs the crew on both the technical and non-technical requirements for the check. Clarification of which behavioural markers are to be used should be established during the brief and how these behavioural observations will be utilised during the whole session will need to be confirmed.

The briefing should cover the following:

- a) Health and Safety briefing facilities adequate and exercise fully prepared.
- b) The objective of the flight.
- c) Licence/10 sector/LVO check, as necessary.
- d) Freedom for the crew to ask questions.
- e) Operating procedures to be followed (e.g. AFM/operator's manual/SOPs expeditious as if on an aircraft, use of checklists).
- f) Weather assumptions (e.g. icing, cloud base, use of screens), Notices to Airmen (NOTAMs), chart check.
- g) Operating capacity and roles of the applicant, the PM and the examiner:
  - i) Single-/multi-crew environment.
  - ii) PM/PF – Responsibility for the management of equipment and systems.
  - iii) PM/PF – Adherence to ATC instructions/liaison.
  - iv) PM/PF – Identification of radio navigation aids prior to their use.
  - v) PM/PF – Management of checklists – who calls for what.
  - vi) Examiner – ATC, operations, cabin crew and ground staff.
- h) Contents of exercise to be performed. This should not be prescriptive, i.e. the order of events should not be given (except when testing in an aircraft).
- i) Agreed speed (e.g. V-speeds, use of SOP speeds, use of airspeed bugs).
- j) Handling and use of automatics (e.g. bank angle/flight director, autopilot, automatics, FMS/TCAS, auto throttle, HUD, EVS).
- k) Simulator differences and serviceability.\*
- l) Administrative procedures (e.g. weather brief, submission of flight plan and any slot restrictions).
- m) Unplanned emergencies and handing of control.
- n) Applicant understanding of brief.

*\*Until all simulators have realistic door-locking devices, it is essential that examiners brief the crews to use the same procedure as on the aircraft. Intercom should be used and the crews shall go through the unlocking routine, even if it is only touch drills.*

The examiner should maintain the necessary level of communication with the applicant. The following points should be borne in mind by the examiner:

- a) Involvement of examiner in a multi-pilot operating environment.
- b) The need to give the applicant precise instructions.
- c) The examiner's responsibility for safe conduct of the flight.

- d) Intervention by the examiner, when necessary.
- e) Use of screens.
- f) Liaison with ATC and the need for concise, easily understood instructions.
- g) Prompting the applicant regarding required sequence of events (e.g. following a go-around).
- h) Keeping brief, factual and unobtrusive notes.

**Note 1:** *Copies of all relevant UK CAA publications and instructions, company operations manuals, flight manuals, weather charts and appropriate route and approach charts should be available for use by the applicant before and during briefing.*

**Note 2:** *Some refresher training is encouraged prior to the LPC/OPC. This may be on a particular system, topic or profile. It could also be in response to a applicant's question concerning the check that is about to be undertaken. The training given should be of a generic nature in order to facilitate his understanding.*

**Note 3: Licence check**

*Examiners are required to check the applicant's licence. Tests/checks may only be carried out if the applicant presents a valid licence and medical certificate subject to A3.1.1 and A3.1.2 below. The applicant shall have the type on his licence unless an LST is to be carried out.*

**A3.1.1 Applicant's Licence Expired:**

Should the licence have expired, a rating cannot be renewed; however, the test/check may be conducted (in a simulator only). If successful, the examiner shall not sign a certificate of revalidation. He shall advise the applicant that he cannot exercise the privileges of the licence until it is renewed.

**A3.1.2 Applicant's Medical Certificate expired but in date Licence:**

Where the applicant for the LPC has an in date licence but an expired or missing medical certificate, the test may be conducted (in a simulator only). If successful, the Certificate of Revalidation should be signed in the normal manner. The applicant shall be told that he cannot exercise the privileges of that rating until he has a valid medical.

The examiner should sign SRG1119 and complete the Examiner Report Form as proof of a completed test/check, adding a clear note in Section 8 of SRG1119 "applicant's licence/medical (as applicable) expired on [enter date]" and give it to the applicant for submission to L&TS.

An applicant holding a UK issued EASA licence may hold a medical certificate issued by another EASA member state but their medical records shall be held by the UK CAA.

Where the applicant cannot produce his licence or medical certificate for a valid reason, the procedures described in this note should be followed.

**A3.2 Debriefing the Applicant**

**A3.2.1** The examiner should conduct a fair and unbiased debriefing of the applicant based on identifiable factual items. The aim is to achieve a balance between friendliness and firmness.

- a) The examiner should *not* start the debriefing by asking the applicant any questions unless they directly affect the result.
- b) State overall result:
  - i) **PASS.** If the result is a pass then use facilitative techniques and the established behavioural markers to get the crew to analyse why the flight went so well. This is conducted in order to promote positive procedures or to analyse any areas of improvement and develop coping strategies.

- ii) FAIL or PARTIAL. Continue as detailed below.
- c) Debrief reasons for failure in descending order of severity (not normally in chronological order and with short, sharp, factual statements not open to dispute – do not discuss any minor criticisms at this stage).
- d) State retest requirements.
- e) State effect on privileges.
- f) Retraining requirements.
- g) Comments on the whole flight, good and bad (including repeated items as they will be recorded on company paperwork). Use as opportunity for training input. Include analysis of trends and CRM assessment. The CRM assessment will utilise the behavioural markers clarified during the brief. Facilitative techniques are positively encouraged in this area of the debriefing.

#### A3.2.2 Facilitation

- a) There seems to be some confusion about the appropriate use of facilitation during the debriefing. It is important that the tried and tested format be followed.
- b) Essentially, the debriefing is in two parts, with the result of the test always being stated by the examiner. This will not be facilitated
- c) In the case of a pass, the examiner could now move straight into facilitation in order to build upon any learning that arose during the detail especially covering the behavioural markers established prior to the check. This will assist the crew in consolidating learning points and developing dealing strategies
- d) However, if the result of the test or check is a partial pass or a fail, then facilitation at this stage is wholly inappropriate. The examiner shall continue the debriefing, giving the reasons for failure supported by factual statements and stating the re-test requirements, the effects on the applicant's privileges and the retraining requirements. Only then may the examiner adopt a facilitative style – which is a powerful tool.

#### A3.3 Administration

Some of the following administration procedures may apply:

Pilot licence – sign if so authorised.

- a) Applicable SRG1119 form complete and copy as required.
- b) Skill Test - cannot exercise privileges until rating received from Licensing Applications.
- c) When conducting a renewal, if the rating has been removed from the ratings page then the examiner cannot sign the licence and must complete the appropriate SRG1119 form and advise the applicant that they cannot exercise the privileges of their licence until the UK CAA has re-issued the licence with the rating re-instated. An examiner may sign a certificate for revalidation for a rating that is expired for up to three years but the rating must be in the ratings page of the licence.
- d) Company Check Form.
- e) Examiner's record SRG1158 form complete and copy as required.
- f) Company notification (crewing etc).
- g) Examiner Report Form SRG2199 and copy as required.

#### A3.4 Handy Tips

- a) During test/check, note everything that may be significant as it occurs.

- b) Decide on assessment and re-test requirements (subject to any questions) and plan the debrief, in particular decide what you are going to say.
- c) Dos and Don'ts for debriefing:
- |  |  |
|--|--|
| <p><b>Do:</b><br/>         Be factual and quantitative.<br/>         Be fair (give praise when deserved).<br/>         Be constructive (how to avoid or correct).<br/>         Be prepared to concede (graciously!).<br/>         Encourage self-analysis (but <b>not</b> self-assessment).<br/>         Consider situational awareness, RTF discipline, trends and CRM.<br/>         Include <b>all</b> fail points.<br/>         Listen.</p> | <p><b>Don't:</b><br/>         Ask the applicant to assess himself.<br/>         Be vague.<br/>         Be emotive (avoid aggression, irritability, sarcasm).<br/>         Be apologetic.<br/>         Nitpick.<br/><br/>         Personalise.<br/><br/>         Exaggerate.<br/>         Ramble.<br/>         Debrief items you are unsure of.<br/>         Impose your own SOPs.<br/>         Undermine Company SOPs.</p> |
|--|--|
- d) The report written by the examiner at the conclusion of the test/check should accurately reflect the result and the content of the debriefing.

## APPENDIX 4 SIMULATORS GENERAL

- A4.1 Persons authorised to conduct tests in the simulator shall themselves have had practical training in its operation, especially with regard to the functionality of the Instructor Operating Station or Console.
- A4.2 Prior to any test the examiner shall ensure that the simulator is EASA qualified and has a valid Simulator Qualification Certificate and the ATO is approved for the type of check planned, technical log shall be checked for defects and a visual inspection made of the area in the vicinity of the simulator.
- A4.3 All applicants shall be given a briefing on the fire alarm system, safety equipment and use of escape ropes, differences between the company aircraft and the simulator shall be briefed and pointed out to the crew prior to the test/check.
- A4.4 All persons should be in full harness before the selection of motion.
- A4.5 The test should be flown in “real time” as far as practicable. However, judicious use of freeze is acceptable, as long as the applicant is aware of this fact and it is not used to assist a crew who are not thinking about their position and time remaining to complete any relevant check lists etc.
- A4.6 Some thought should be given to the value of continuing a simulated smoke emergency to the landing, to see how the crew cope with the limited visibility. If smoke is not available, some form of etched goggles or other method should be used.
- A4.7 Following the test, examiners shall ensure any defects, unserviceabilities and lost time are recorded in the operator’s technical log system. Simulator operators have a requirement to monitor defects as part of their management system and reliability forms an essential part of the qualification and approval process. Therefore should a simulator engineer rectify a defect during the detail it is still important that the fault be recorded in the technical log. Where these have caused significant disruption or persisted for more than one check, the examiner should inform the Head FSTD Standards at the Civil Aviation Authority at the earliest opportunity.
- A4.8 Questions have been raised regarding what level of turbulence should be selected in the simulator when conducting a test or check. Specifying a level of turbulence that should be ‘routinely applied’ would detract from permitting the examiner applying his own judgement. The level of turbulence should reflect the weather conditions considered normal for the area of operation and the specific weather briefing being provided to the candidates. In the event that benign weather conditions were provided in the simulator scenario, to simulate a high-pressure influence for example, then a minimum level of turbulence might be appropriate. If the specific weather briefing reflected turbulence then such turbulence should be reflected in the simulator. If the exercise is to cover high wind scenarios whether for crosswind handling or windshear etc. then an appropriate level of turbulence should be reflected. The selection of zero turbulence during a test/check would not be considered acceptable. If the examiner is conducting a training exercise which requires precise flying limits to be demonstrated during a particular event, e.g. LVO training, where the applicant is being shown the visual references that are present at 200 ft, 100 ft and 50 ft respectively, the examiner may wish to have no external influences that may alter the aircraft’s position in respect of the runway (i.e. no wind and no turbulence). In this case it would be quite acceptable not to have any turbulence selected.

## APPENDIX 5 SAFETY CONSIDERATIONS FOR TESTING IN AIRCRAFT

- A5.1 The examiner is expected to use good judgement when simulating any emergency or abnormal procedure, having regard to local conditions and aircraft safety throughout.
- A5.2 Flight testing/checking has potentially more hazards than routine flight schedules that can be exacerbated by the determination of the applicant to produce the result and by the examiner giving the applicant too much latitude in this endeavour. All the situations cannot be predicted, as the scope of items in the LST/LPC Normal and Abnormal Operations and Abnormal and Emergency Procedures sections is too large to cover in great detail. Some general guidance is listed below.
- a) It is strongly recommended that the briefing to the applicant is very clear as to the order of events.
  - b) Stalling shall be carried out at a safe height. Care shall be taken not to over temp/torque the engine on the recovery.
  - c) Aircraft systems shall not be used outside the Flight Manual limits.
  - d) Early recognition of the failure of the compass and attitude indicators shall not be carried out in an aeroplane; only in an FSTD.
  - e) Early recognition of the failure of the localiser and glideslope indications shall not be carried out in an aeroplane.
  - f) Simulated engine failure after take-off in an aeroplane shall be carried out at a safe height.
  - g) Unusual attitude recoveries after loss of the main compass and attitude indicators.
    - i) In aeroplanes fitted with standby attitude/compass reference systems they should be used. Where the aircraft is fitted with Radio Magnetic Indicators (RMIs) these should be simulated failed.
    - ii) The Flight Manual limits for g and VA should be observed.
    - iii) It is the correct recovery technique that is being assessed so extreme manoeuvres are not necessary.
    - iv) The examiner shall intervene early if the recovery technique is wrong or the recovery is slow.
    - v) Exercise will be conducted in Visual Meteorological Conditions (VMC) throughout.
  - h) Engine shutdowns should be carried out at a safe height above the ground. See Aeronautical Information Circulars (AICs) for general guidance on these matters.
  - i) The test/check report shall exactly reflect the debriefing.



## Appendix 6 Examiner Competencies

### A6.1 *Examiner prerequisites FCL.1010*

Prior to applying for examiner assessment the candidate must have a suitable knowledge, background and experience. The candidate should demonstrate a cooperative approach to the competent authority.

### A6.2 *Examiner standardisation FCL.1015*

During examiner standardisation courses at least 2 skill tests must be completed. The candidate must receive instruction on the relevant regulations within Part FCL. The candidate should also be familiar with the administrative procedures pertinent to the role.

### A6.3 *Assessment of competence FCL.1020*

The assessment of competence will specifically address the following items:

- Briefing
- Conduct of the test (Aircraft or simulator)
- Assessment
- Debriefing
- Documentation

The assessment must be in accordance with flight test/check standards defined within Part FCL Appendix 9.

Standards Document 24A focuses on the competence of the examiner, however every examiner also needs to maintain instructor competencies AMC1.FCL.920 clearly requiring the assessment and teaching of threat and error management and CRM.

Whilst the technical limitations are clearly defined examiners must also assess the following:

- Management of crew cooperation
- The crews' ability to maintain a general survey of aircraft operations by appropriate supervision
- Ensure the crew set priorities and make decisions during emergency operations
- The crews' ability to make decisions in accordance with safety aspects, rules and regulations

### 6.4 *UK Examiner Standardisation*

To fulfil the EASA requirements to standardise all examiners Part ARA.FCL.205, the UK CAA will assess and record the observed competencies of all examiners during initial, renewal and revalidation of the examiner certificates. The resulting information will provide the UK CAA with valuable information to be used as feedback to the Senior Examiner and Training Inspector community. Any specific identifiable areas would be addressed during seminars for the examining community.

The competencies will be assessed in accordance with the table below:

6.4 *Competence Frame Work*

**Note: The competencies in Column 3 are in addition to those in Column 2, whilst those in Column 4 are in addition to those in Columns 2 and 3**

Competence	1 - Requiring Improvement	2 - Basic Standard	3 - Good	4 - Very Good
<b>Briefing</b>	<ul style="list-style-type: none"> <li>Lack of preparation</li> <li>Starts briefing without introduction</li> <li>Lack of engagement with the crew</li> <li>Little or no interaction with crew</li> <li>Little or no use of board or other visual medium</li> <li>Little or no reference to H&amp;S</li> <li>Makes no reference to the company behavioural markers scheme</li> </ul>	<ul style="list-style-type: none"> <li>Invites questions</li> <li>Generates a relaxed atmosphere</li> <li>Briefs all items required by Doc 24, and 29</li> <li>Provides all required documentation</li> <li>Refers to NOTECHS or company behavioural markers scheme</li> <li>Use of visual aids to support teaching points</li> <li>Identifies H&amp;S requirements</li> </ul>	<ul style="list-style-type: none"> <li>Good introduction</li> <li>Identifies the needs of the crew</li> <li>Delivers the Doc 24(A), 29 elements without change of style</li> <li>Uses facilitation appropriately</li> <li>Clear structure and clarity for all visual aid work</li> <li>Includes NOTECHS in all areas including company behavioural markers</li> </ul>	<ul style="list-style-type: none"> <li>Generates a high level of engagement with crew</li> <li>Responds to the needs of the crew</li> <li>Defines clearly what is expected of the crew</li> <li>Very responsive to questions</li> <li>All visual aids support and enhance the briefing and teaching points</li> <li>Integrates NOTECHS or Company behavioural markers seamlessly.</li> </ul>
<b>Simulator Operation</b>	<ul style="list-style-type: none"> <li>Limited familiarity with IOS</li> <li>Irregular observation of crew</li> <li>Incorrect R/T</li> <li>Distracted by IOS at key observing moments</li> <li>Limited note taking</li> <li>Inappropriate use of freezes and repositions</li> <li>Overloading of failures</li> <li>Poor radar vectoring</li> </ul>	<ul style="list-style-type: none"> <li>Checks simulator log and approvals</li> <li>Efficient use of IOS</li> <li>Presents repositions to crew correctly</li> <li>Correctly sequences failures</li> <li>Observes all failure/repeat items</li> <li>Effective note taking</li> </ul>	<ul style="list-style-type: none"> <li>Crew enters the simulator with the correct scene set</li> <li>Introduces failures appropriate to crew actions</li> <li>Adjusts 'running sequence' to optimize time management</li> <li>Observes accurately identifying appropriate behavioural markers</li> <li>Identifies crew or individual fatigue</li> </ul>	<ul style="list-style-type: none"> <li>Very realistic scenarios</li> <li>Role play of other agents responsive to crew's actions</li> <li>Clarity of examiner, instructor role</li> <li>Comprehensive observation/notes</li> <li>High level of flexibility to the training, checking plan</li> <li>Identifies root cause for all activity</li> </ul>

Competence	1	2	3	4
<b>Instruction (Remedial)</b>	<ul style="list-style-type: none"> <li>• Unaware of the root cause of the fault</li> <li>• Emphasis on the 'What' rather than the 'How'</li> <li>• Inappropriate style</li> <li>• Mixing of instruction and examining</li> <li>• No reference made to (any relevant) Non Technical Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Crew made aware when acting as an instructor or examiner</li> <li>• Correct observation of faults</li> <li>• Provides correct technical input</li> <li>• Makes mention of relevant NOTECH category or element</li> </ul>	<ul style="list-style-type: none"> <li>• Clear identification of root cause/behavioural markers</li> <li>• Facilitates error analysis where appropriate</li> <li>• Identifies teaching points with key words and concise phrases</li> <li>• Seamlessly integrates technical and non-technical skills with pointers</li> </ul>	<ul style="list-style-type: none"> <li>• Generates a high level of engagement with the crew.</li> <li>• Increases the confidence and skills of the crew throughout the training event</li> <li>• Facilitates crew learning especially regarding behavioural markers</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>• Standard not correctly applied</li> <li>• Lack of evidence to support assessment</li> <li>• Many important items missed</li> </ul>	<ul style="list-style-type: none"> <li>• Correct assessment</li> <li>• Applies Repeats and Retests</li> <li>• Identifies good performance</li> <li>• Identifies poor performance</li> <li>• Makes technical and non-technical assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Skilled use of Repeats and Retests for maximum value to crew</li> <li>• Assesses cause behind good/poor performance</li> </ul>	<ul style="list-style-type: none"> <li>• Fully at ease with assessing the required standard and identifying this to the crew</li> <li>• Comprehensive knowledge of company behavioural markers when making an assessment</li> <li>• Clear understanding of root causes to all actions</li> </ul>

Competence	1	2	3	4
<b>De-brief</b>	<ul style="list-style-type: none"> <li>• Result not clearly stated</li> <li>• Chronological</li> <li>• No prioritisation of faults</li> <li>• Little opportunity for crew to review their own performance</li> <li>• Nitpicking</li> <li>• No reference to company behavioural markers scheme or NOTECHS</li> </ul>	<ul style="list-style-type: none"> <li>• Clear statement of result and use of 5Rs</li> <li>• Clear prioritisation of faults</li> <li>• Holds the agenda</li> <li>• Some use of facilitation</li> <li>• Encourages crew to provide their views</li> <li>• Integration of NOTECHS</li> <li>• Supports company SOPs</li> <li>• The ability to focus on main issues</li> <li>• Written report supports the result offered</li> </ul>	<ul style="list-style-type: none"> <li>• Starts with an introduction</li> <li>• At ease with facilitation to move the de-brief in the required direction</li> <li>• Draws common faults together</li> <li>• Links NOTECHS or company behavioural markers into the result of the check</li> <li>• Balances praise and criticism</li> <li>• Generation of summary</li> <li>• Ability to listen to crew feedback</li> <li>• Offers tips and advice</li> <li>• Identifies missing skills (technical and non-technical)</li> </ul>	<ul style="list-style-type: none"> <li>• Allows the crew to drive the agenda with the examiner controlling the agenda</li> <li>• Achieves agreement of crew</li> <li>• Seamless integration of the NOTECHS or company behavioural markers into all aspects of the operation</li> <li>• Crew leave with clear and concise learning points</li> <li>• Checks understanding and summarises learning points covered</li> </ul>

## APPENDIX 7 COMPLETION OF LST/LPC MPA FORM (SRG1158)

1.4	Use of check list ...					First attempt pass →	<sup>M</sup> FS DK123	1	OD 6/5
-----	-----------------------	--	--	--	--	-------------------------	-----------------------------	---	--------

code/reg to  
appear once  
on form

1.6	Before take-off checks					First attempt pass →	<sup>M</sup> FS	1	OD 6/5
-----	------------------------	--	--	--	--	-------------------------	--------------------	---	--------

Name to  
appear in full  
once if handing  
over to another  
examiner

2.5.2*	Engine failure between V <sub>1</sub> and V <sub>2</sub>					Not yet attempted →	<sup>M</sup> FS		
--------	---	--	--	--	--	------------------------	--------------------	--	--

2.6	Rejected Take-Off					First attempt fail →	<sup>M</sup> FS	2	
-----	-------------------	--	--	--	--	-------------------------	--------------------	---	--

This shows the  
next examiner  
he is testing  
second  
attempt

3.9.1*	Adherence to departure ...					Second attempt pass →	<sup>M</sup> FS	2	OD 6/5
--------	-------------------------------	--	--	--	--	-----------------------------	--------------------	---	--------

3.9.3.1*	Manually, without flight director ...						<sup>M</sup> Skill test only	2	
----------	--	--	--	--	--	--	---------------------------------	---	--

Self-  
explanatory

3.9.4*	Non-precision approach ...					Second attempt fail →	<sup>M</sup> FS	2	FAIL
--------	-------------------------------	--	--	--	--	-----------------------------	--------------------	---	------

No  
requirement  
for initial or  
date

The following examples are shown on extracts from the SRG1158 form. In **all** cases it assumes that the items not shown have been passed.

**NOTE:** When an skill test is performed examiners should check that **all** the practical training has been completed within the previous six months.

**Example No. 1;**

Shows that the applicant achieved a partial pass on his first attempt (only five items failed) and the same examiner re-tested the failed items.

Manoeuvres/Procedures Note: Training shall include MCC for each item	OTD	FTD	FS	A/C	Instructor's initial and date training completed	Checked in FS A/C	Attempt Number (1 or 2)	Examiner's initial and date test completed
1.3 Cockpit inspection		P→	→	→	TR 3/4			
1.4 Use of check list ...	P→	→	→	→	TR 3/4	<sup>M</sup> A/C	2	OD 6/5
1.5 Taxiing in compliance ...			P→	→	TR 4/4			
1.6 Pre-flight checks		P→	→	→	TR 4/4	<sup>M</sup> FS DK121	2	OD 6/5
2.5.2 Engine failure between V <sub>1</sub> and V <sub>2</sub>			P	X	TR 4/4	<sup>M</sup> FS	1	OD 6/5
3.4.2 Pilot/static system	P→	→	→	→	PS 5/4	FS	2	OD 6/5
3.4.3 Fuel system	P→	→	→	→	PS 5/4	FS	2	OD 6/5
5.5 Landing with critical engine simulated inoperative			P→	→	PS 5/4	<sup>M</sup> FS	2	OD 6/5

**Example No. 2;**

Shows that the applicant achieved a partial pass so far. There is still one item outstanding from the first attempt (item 3.4.3). The fact that 'FS' is entered in the box indicates that this item is required as part of the operator's cycle of items to be checked.

There has been a fail on the first attempt (item 1.6) and another examiner is doing the re-test. In this case in order to indicate that there was a fail the number 2 is entered in the column. The fact that it is not initialled and dated shows that the item is still outstanding.

Manoeuvres/Procedures Note: Training shall include MCC for each item	OTD	FTD	FS	A/C	Instructor's initial and date training completed	Checked in FS A/C	Attempt Number (1 or 2)	Examiner's initial and date test completed
1.3 Cockpit inspection		P→	→	→	TR 3/4			
1.4 Use of check list ...	P→	→	→	→	TR 3/4	<sup>M</sup> A/C	1	OD 6/5
1.5 Taxiing in compliance			P→	→	TR 4/4			
1.6 Pre-flight checks		P→	→	→	TR 4/4	<sup>M</sup> FS DK123	2	
2.5.2 Engine failure between V <sub>1</sub> and V <sub>2</sub>			P	X	TR 4/4	<sup>M</sup> FS	1	OD 6/5
3.4.2 Pilot/static system	P→	→	→	→	BB 5/4	FS	1	OD 6/5
3.4.3 Fuel system	P→	→	→	→	BB 5/4	FS		
5.5 Landing with critical engine simulated inoperative			P→	→	BB 5/4	<sup>M</sup> FS	1	OD 6/5

**Example No. 3;**

Shows that there was a fail at the second attempt (item 3.4.3). This indicates that a complete re-test of the skill test is required following mandatory retraining and therefore the examiner has not re-tested item 5.5.

Manoeuvres/Procedures Note: Training shall include MCC for each item	OTD	FTD	FS	A/C	Instructor's initial and date training completed	Checked in FS A/C	Attempt Number (1 or 2)	Examiner's initial and date test completed
1.3 Cockpit inspection		P→	→	→	BB 3/4			
1.4 Use of check list ...	P→	→	→	→	BB 3/4	<sup>M</sup> A/C	2	OD 6/5
1.5 Taxiing in compliance ...			P→	→	TR 4/4			
1.6 Pre-flight checks		P→	→	→	TR 4/4	<sup>M</sup> FS DK123	2	OD 6/5
2.5.2 Engine failure between V <sub>1</sub> and V <sub>2</sub>			P	X	TR 4/4	<sup>M</sup> FS	1	OD 6/5
3.4.2 Pilot/static system	P→	→	→	→	BB 5/4	FS	2	OD 6/5
3.4.3 Fuel system	P→	→	→	→	BB 5/4	FS	2	FAIL
5.5 Landing with critical engine simulated inoperative			P→	→	BB 5/4	<sup>M</sup> FS	2	

**Notes:**

- In the case of single-pilot high performance complex aeroplanes, for an applicant with both SP and MP privileges, the examiner should use one form and for items 2.5, 3.9.3.4, 4.3, 5.5 and at least one manoeuvre/procedure from section 3.4, draw a horizontal line through the item box and annotate the attempt number and result for both SP and MP operations. The completed SRG1128 might look like this:

	Checked in FFS A/C	Attempt number (1 or 2)	Examiners initial and date test completed
2.5 Take-offs with simulated engine failure	FFS SP	1	16/6 DR
	FFS MP	1	16/6 DR



2. Each event during an LST, or LPC, e.g. an engine failure, should be recorded as a single item on form SRG 1158. Therefore an engine failure on take-off should be recorded only as item 2.5. However, when one failure leads to consequent failures or system malfunctions then each element can be recorded separately, e.g. Engine Failure between V1 and V2 followed shortly afterwards by an engine fire can be recorded in 2.5.2 and 3.6.1. Similarly, a Hydraulic system failure may result in a landing gear malfunction, and then 3.4.5 and 3.4.12 can be recorded.
3. Some of the items in section 3 contain a number of elements. It is not necessary to complete all of the elements of the item for it to be recorded on the form, for example item 3.6.3 '*Engine failures, shutdown and restart at a safe height*'. This item should be used to record engine related failures in other phases of flight other than those detailed in item 2.5. There is though no requirement to relight the engine if the failure or procedures do not permit. However, if there are any situations in which relight attempts are permitted, e.g. following flameout in descent at low power, then relight procedures should be included at some point in the three year cycle. The same can be applied to 3.4.10 '*Ground proximity warning, system, weather radar, radio altimeter, Transponder*' where an individual element is sufficient for the item to be recorded, but all of the elements should be covered over the three year period.
4. When both pilots of a two-crew aircraft are jointly under check, TPG considers that EFATO scenarios for each pilot should not be 'carbon copies'. Some degree of difference should be presented - different airport, different runway, different weights, different weather or, different departure. The level of difference is left to the operator, but TPG considers that a greater level of training benefit is gained by presenting different scenarios to each pilot so that they can demonstrate handling and decision-making skills that are unique to the scenario.

## APPENDIX 8 COMPLETION OF SRG2199 – THE EXAMINER REPORT FORM

- A7.1 The Examiner Report Form is a new form and is made up of five sections. The completion of the form is self-explanatory. Section 1 contains the applicant details. Section 2 contain the examiner certificate of completion for a skill test, proficiency check or revalidation of experience for multi and single pilot type and class ratings, ATPL skill test and instrument ratings. Section 3 is used for instructor assessments of competence. Section 4 is used for examiner assessments of competence. Section 5 is the new Notice of Failure section. When giving the reason(s) for failure state which items were failed and give details of why those items were failed.
- A7.2 The training requirement should prescribe the minimum amount of simulator/aircraft time and whether the training is handling, non-handling or both. It shall state the aspect(s) to be trained.
- A7.3 The Examiner Report Form is required to be retained by the examiner for 5 years. A copy of the form should be given to the applicant and a copy of the form sent to the competent authorities responsible for both the applicant and the examiner.
- A7.4 Care shall be taken to ensure that the applicant reads, as well as signs, this form.
- A7.5 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 in the event of a failure.
- A7.6 Operators need to ensure that this requirement is catered for in their check recording systems.
- A7.7 The examiner report form requires that a minimum training recommendation be made. If the examiner cannot decide what this retraining is to be (for whatever reason) then the form shall still be issued and the wording similar to "Retraining requirements to be decided by the ATO" should be entered against this requirement.
- A7.8 The examiner report form should be used by all UK certified examiners who conduct a test/check or assessment of competence for the issue, revalidation or renewal of a licence, rating or certificate to any pilot irrespective of the State of Issue of the licence holder. The examiner report form should be used by any examiner authorised in accordance with the Aircrew Regulation who conducts a test/check or assessment of competence for the issue, revalidation or renewal of a licence, rating or certificate to a pilot with a UK issued licence.

## APPENDIX 9 EXTRACT FROM FCL.740.A

- c) Single-pilot single-engine class ratings – Validity and Revalidation. Single-pilot single-engine class ratings are valid for two years from the date of issue, or the date of expiry if revalidated within the validity period, unless otherwise determined by the operational suitability data, established in accordance with Part-21.
- 1) All single-engine piston aeroplane class ratings (land) and all touring motor glider's ratings – Revalidation. For revalidation of single-pilot single-engine piston aeroplane (land) class ratings and/or touring motor glider class ratings the applicant shall;
    - (i) within the three months preceding the expiry date of the rating, pass a proficiency check in the relevant class in accordance with Appendix 9 to Part-FCL with an examiner; or
    - (ii) within the 12 months preceding the expiry of the rating complete 12 hours flight time in the relevant class, including:
      - A) 6 hours of pilot-in-command time;
      - B) 12 take-offs and 12 landings; and
      - C) A training flight of at least one hour's duration with an FI(A) or CRI(A). Applicants shall be exempted from this flight if they have passed a class or type rating proficiency check or skill test in any other class or type of aeroplane.
  - 2) When the applicant holds both a single engine piston aeroplane (land) class rating and a touring motor glider rating, they may complete the requirements in (1) above in either class and achieve a revalidation of both ratings.

## APPENDIX 10 THE UK CAA ISSUED EASA LICENCE EXPLAINED

### A10.1 EASA Licence Page 1 of 16 – Header Page

United Kingdom Civil Aviation Authority

**EUROPEAN UNION**

FLIGHT CREW LICENCE

Issued in accordance with Part-FCL

This licence complies with ICAO standards

GBR.FCL.AT.123456A.A Page 1 of 16 21/12/2011

Identifies licence as an EASA licence

### A10.2 EASA Licence Page 2 of 16 – Personal Details

I	State of issue United Kingdom
III	Licence number GBR.FCL.AT.123456.A.A
IV	Last and first name of licence holder EXAMPLE, New Format Licence
IVa/	Date and Place of Birth 01/07/2012, Gatwick, United Kingdom
XIV	Address Civil Aviation Authority Gatwick Airport South RH6 0YR
V	
VI	Nationality British
VII	Signature of holder .....
VIII	Issuing Competent Authority UK Civil Aviation Authority.
X	Signature of issuing officer and date 21/12/2011
XI	Seal or stamp of issuing authority

GBR.FCL.AT.123456A.A Page 2 of 16 21/12/2011

State of Licence Issue

Your NEW personal licence number

If the holder's permanent address changes he must notify L&TS

Please sign here

A10.3 EASA Licence page 3 of 16 – Type of Licences Held

III	Title of Licence, date of initial issue and country code ATPL(A) 21/12/2011 GBR CPL(A) PPL(A)	Title of licence specifies all the licence types covered by the licence
IX	Validity: This licence shall remain in force for the holder's lifetime unless revoked, suspended or varied. The privileges of the licence shall be exercised only if the holder has a valid medical certificate for the required privilege. Non-EASA Aircraft - In accordance with and subject to the provisions of the United Kingdom Air Navigation Order this licence is valid for aircraft registered in the United Kingdom for which the flight crewmember is not required to hold a Part-FCL licence. A document containing a photo shall be carried for the purposes of identification of the licence holder.	This licence has no expiry date
XII	Radiotelephony privileges: The holder of this licence has demonstrated competence to operate R/T equipment on board aircraft in English.	This validates the EASA licence for non-EASA aircraft
XIII	Remarks: Language Proficiency English - Level 6 Valid for Life  Any further remarks applicable to the licence will be displayed here.	Language proficiency level is now specified on the EASA licence

Continued on Page 12

GBR.FCL.AT.123456A.A Page 3 of 16 21/12/2011

A10.4 EASA Licence page 4 of 16 – Ratings, Certificates and Privileges

XII	Ratings, certificates and privileges	
	Class/Type/IR	Remarks and restriction
	Instrument	Nil
	SEP	PPL Privileges Only
	B737 300-900	Nil
	Instructors	Remarks and Restrictions
	TRI B737 300-900	Sim Only
	Examiners	See Certificate Number GBR.123456A
	No Further Entries	

Continued on Page 12

GBR.FCL.AT.123456A.A Page 4 of 16 21/12/2011

## A10.5 EASA Licence page 5 to 7 of 16 – Certificate of Revalidation

XII – CERTIFICATE OF REVALIDATION

Rating Certificate Endorsement	Date of Rating Test	Date of IR Test	Valid Until	Examiners Certificate No.	Examiner Signature
Boeing 737 300-900/IR	01/01/2012	01/01/2012	31/12/2012		

GBR FCL AT.123456A.A  
All entries to be made in ink  
Page 5 of 16  
21/12/2011

GBR FCL AT.123456A.A  
Page 3 of 16  
21/12/2011

Types/classes as listed in the EASA Type Rating Licence Endorsement List

Date of IR test column added

## A10.6 EASA Licence page 8 of 16 – Abbreviations

Abbreviations used in this licence			
A	Aeroplane	Land	Landplanes
AR(A)	Assistant Flying Instructor's Rating (Aeroplanes)	ME	Multi Engine
AR(Microflights)	Assistant Flying Instructor's Rating (Microflights)	MEP	Multi Engine Piston
ATPL(A)	Airline Transport Pilot Licence (Aeroplane)	MET	Multi Engine Turbine
CR (ME)A	Class Rating Instructor Rating – Aeroplane (Multi Engine)	MP	Multi Pilot
CR (SE)A	Class Rating Instructor Rating – Aeroplane (Single Engine)	SE	Single Engine
R(A)	Flight Instructor Rating - Aeroplane	Sea	Seaplanes and Amphibians
R (Microflights)	Flight Instructor's Rating (Microflights)	SEP	Single Engine Piston
R (SLMG)	Flying Instructor's Rating (Self Launching Motor Gliders)	SET	Single Engine Turbine
ICAO	International Civil Aviation Organisation	SLMG	Self Launching Motor Gliders
IMC	Instrument Meteorological Conditions Rating	SP	Single-Pilot
IR(A)	Instrument Rating (Aeroplane)	SPA	Single-Pilot Aeroplane
IR(A)	Instrument Rating Instructor Rating - Aeroplane	SSEA	Simple Single Engine Aeroplane class rating
EASA	European Aviation Safety Agency		

GBR FCL AT.123456A.A  
Page 8 of 16  
21/12/2011

A10.7 *EASA Licence page 9 and 10 of 16 – Previous Ratings Held*

Note: This page does not form part of the licence

Ratings previously held by licence holder	
Licence Number	GBR.FCL.AT.123456.A.A
Last and first name of licence holder:	EXAMPLE, New Format Licence
Class/Type/R	
CL604/605	
B747-400	
Instructors	
TRJ B747-400	

New page included by UK CAA – this is not part of the EASA licence

Note that if the ratings appear here they are no longer in the EASA licence ratings page and therefore the examiner cannot sign up the renewal but must complete the SRG1119 and Examiner Report Form and advise the applicant they cannot exercise their privileges until the UK CAA has re-instated the rating on the EASA licence

GBR.FCL.AT.123456A.A Page 9 of 16 21/12/2011

A10.8 *EASA Licence page 12 of 16 – Remarks continued from page 3*

Remarks – continued from page 3	
III	Licence number: GBR.FCL.123456A.A
IV	Last and first name of licence holder: EXAMPLE, New Format Licence
XIII	Radiotelephony Remarks VHF Only No Further Entries

GBR.FCL.AT.123456A.A Page 12 of 16 21/12/2011

## A10.9 *Guidance on Completion of the UK CAA issued EASA Licence*

### A10.9.1 *Checking of Licences*

Examiners are reminded that, as an essential part of each test/check or assessment of competence, they are required to check the applicant's licence and medical certificate for currency.

### A10.9.2 *Instrument Ratings*

#### a) **Overview**

An Instrument Rating (IR) can be included in all Part-FCL aeroplane licences except LAPL(A). The Instrument Rating when included in a licence is, strictly speaking, a single rating. However, a pilot may be required to meet specific requirements in each class or type of aeroplane in order to use the rating in those classes or types.

#### b) **Specifics**

There are requirements to be met to initially qualify for IR privileges in single engine aeroplanes and in multi-engine aeroplanes. A further distinction is now made in Part-FCL between multi engine aeroplanes within class ratings and multi-engine aeroplanes that are single pilot non high performance complex aeroplanes. Beyond that IR privileges are type specific for single pilot high performance and multi pilot aeroplanes. For these types, IR privileges may also be extended to allow decision heights below 60m (200ft).

Non high performance complex aeroplanes are not formally defined. They are aircraft that are within the definition of Complex, but not that of High Performance. They currently comprise a number of type rated multi engine aeroplanes that all fall within Table 14 of the Licence Endorsement Lists (Aeroplanes) that may be found on EASA's website. See under Aircraft Ratings and 'Endorsements' for details of these lists.

If qualified for IR privileges in more than one class or type of aeroplane, Appendix 8 to Part-FCL allows cross crediting of privileges between classes and types subject to fulfilling the requirements set out therein. Should a pilot let the IR privileges lapse, renewal requirements are set out in FCL.625(b) and (c) with reference to Appendix 9. Cross crediting does not extend to renewal of an IR.

The rating entry in Part XII of a licence is straightforward – it is 'IR' – and there will be no remarks or restrictions to place against it.

The extension of IR privileges to decision heights below 60m (200ft) is type specific and is dealt with under Aircraft Ratings and 'Endorsements'.

The IR revalidation and renewal requirements have an impact upon what appears in certificates of revalidation.

#### c) **Entries for Instrument Rating Statements of Validity ('Certificates of Revalidation')**

Instrument Ratings are valid for 1 year. The Instrument Rating (Restricted) is valid for 25 months.

The approach that will be used is as follows:

i) For single pilot high performance aeroplane types, single pilot non high performance complex types when used in multi pilot operations and multi pilot aeroplane types, see under Aircraft Ratings and 'Endorsements'.

ii) For IR privileges for other aeroplanes, there will be 4 variations, the texts of which are as follows:

1. 'IR-SP-SE'
2. 'IR-SP-ME class/SE'
3. 'IR-MP-ME class'
4. 'IR-SP-nonHPCA'

'IR' means Instrument Rating.

'SP' means single pilot role.

'MP' means multi pilot role only.

'nonHPCA' means non high performance complex aeroplane.



- iii) These variations are to be used in the following circumstances:
1. is used when a pilot qualifies for and maintains IR privileges in single pilot single engine aeroplanes.
  2. is used when a pilot qualifies for and maintains IR privileges as pilot in command in a single pilot aeroplane that falls within a multi-engine class rating. When so qualified, the pilot can also use the IR privileges in any single engine aeroplane which he is qualified to fly. The pilot may also use the IR privileges in any single pilot non high performance complex aeroplanes which he is entitled to fly but must have a separate IR certificate of revalidation entered in the licence using text 4 above.'
  3. is used when the pilot qualifies to fly in multi pilot operations only a single pilot aeroplane that falls within a multi-engine class rating with commensurate IR privileges. When so qualified, the pilot cannot use the IR privileges in any single engine aeroplane; in any multi engine aeroplane that falls within a class rating or in any single pilot non high performance complex aeroplane which he is qualified to fly unless he separately has valid IR privileges to act as pilot in command in such aeroplanes and complies with the cross crediting arrangements in Appendix 8 to Part-FCL in which case separate IR certificates of revalidation must be entered in the licence using text variations 1. and 4. above as appropriate.
  4. is used when a pilot qualifies for and maintains IR privileges as pilot in command in single pilot non high performance complex aeroplanes. A pilot will qualify for such privileges by passing, in such an aeroplane, an IR skill test following appropriate initial IR training or by passing a proficiency check having already qualified for multi-engine IR privileges. When so qualified, the pilot can also use the IR privileges in any single engine aeroplane or in any multi engine aeroplane that falls within a class rating if separately he has valid IR privileges to act as pilot in command in such aeroplanes and complies with the cross crediting arrangements in Appendix 8 to Part-FCL in which case separate IR certificates of revalidation must be entered in the licence using text variations 1. or 2. above as appropriate.
- iv) There is a further special case when the pilot qualifies to fly a single pilot non high performance complex aeroplane in multi pilot operations with IR privileges. When he does so the certificate of revalidation is type specific (see under Aircraft Ratings and 'Endorsements'). For such a case, the pilot can use the IR privileges as pilot in command in:
1. any other single pilot non high performance complex aeroplane;
  2. any single pilot multi engine aeroplane that falls within a class rating; and
  3. any single engine aeroplane
- if separately he has valid IR privileges to act as pilot in command in such aeroplanes and complies with the cross crediting arrangements in Appendix 8 to Part-FCL. Where these are used, separate IR certificates of revalidation must be entered in the licence using text variations 1. and 4. or 2. and 4. above as appropriate.
- v) Where advantage is taken of the cross crediting arrangements in Appendix 8, the validity of IR privileges in the various classes and types to which a pilot is entitled and hence in IR certificates of validation will be the same as the validity of the IR based on the IR proficiency check referred to in the left hand column of Appendix 8 to Part-FCL.

- vi) Where a pilot is able to take advantage of the cross crediting arrangements in Appendix 8 to Part-FCL, a separate entry will be made for each type. This will be specific to the use of IR privileges in that type, the text of which is:  
'Type/IR only'
- vii) The validity of a Type/IR entry based on cross-crediting will be the same as the validity of the type specific IR based on the IR proficiency check referred to in the left hand column of Appendix 8 to Part-FCL.
- viii) Texts will be placed in the 'Rating' (left hand) column of the certificate of revalidation. UK CAA will generate the necessary entries for the columns entitled, 'Date of IR Test' and 'Valid Until' as required. This gives the variations as shown below:

XII Rating - CERTIFICATE OF REVALIDATION					
Rating	Date of Rating Test	Date of IR Test	Valid Until	Examiner's Certificate Number	Examiner's Signature
Aeroplanes					
IR-SP-SE					
IR-SP-ME class/SE					
IR-MP-ME class					
IR-SP-nonHPCA					
Helicopters					
Type/IR only					

- ix) It will not necessarily be the case that the validity of IR privileges for classes and types of aeroplane will be the same as the validity of the class and type ratings themselves. A pilot may not pilot any aircraft except as a student unless he has a valid class or type rating for that aircraft.
- x) **The IR(Restricted)** - The IR(Restricted) is how a UK IMC Rating (or IMC rating privilege from a UK, pre-JAR CPL or ATPL) is transferred from a UK-issued JAR or national licence to a UK-issued Part-FCL licence. This is permitted only when the IMC rating or privileges were obtained prior to 8th April 2014 and are current. The IR(Restricted) is therefore an aeroplane only rating.
- xi) It is necessary to have different text in a certificate of revalidation for the IR(Restricted). UK CAA will generate the necessary entries for the columns entitled, 'Date of IR Test' and 'Valid Until' as required:

XII Rating - CERTIFICATE OF REVALIDATION					
Rating	Date of Rating Test	Date of IR Test	Valid Until	Examiner's Certificate Number	Examiner's Signature
Aeroplanes					
IR(Restricted)					

- xii) A pilot whose aeroplane licence also includes a 'full' IR (i.e. a Part-FCL IR) and who maintains single pilot IR privileges may 'cross credit' the validity of such IR

privileges to maintain the validity of the IR(restricted). The IR(Restricted) will be valid for 25 months from the date of the IR skill test or proficiency check that gives the pilot single pilot 'full IR' privileges.

### A10.9.3 *Aircraft Ratings and 'Endorsements'*

#### a) **Overview**

- a) Aircraft class, type ratings and aircraft endorsements, will be entered in the left hand column of Part XII the appropriate licence.
- ii) All aeroplane rating entries will follow the wording in the aeroplane Class and Type Rating Lists and Licence Endorsement Lists on EASA's website.
- iii) Remarks identifying limitations and extensions related to individual aircraft ratings will, as appropriate, be entered against those ratings and 'endorsements' in the right hand column of Section XII.
- iv) In a change to past practice, provision is made for the extension of type related multi engine Instrument Rating privileges to decision heights below 200ft (60m) (Cat II/III operations) to be entered in the licence. In the UK, up till now, operators have had their own procedures for giving pilots documentary evidence of having qualified for such 'low visibility' operations but guidance from EASA is that initial clearance to perform these operations must be granted by the competent authority. Note that while JAR-FCL allowed for the extension for both aeroplanes and helicopters, Part-FCL in its current form provides only for an extension for aeroplanes and only for multi pilot aeroplanes and single pilot high performance complex aeroplanes.
- v) Certificates of revalidation will only be entered in licences which include aircraft class and type ratings; i.e. PPLs, CPLs, MPLs and ATPLs. LAPLs, SPLs and BPLs do not have aircraft class and type ratings, only 'endorsements'.
- vi) The first column of the certificate of revalidation, the 'Rating/certificate endorsement' column will include relevant details to identify privilege being revalidated.
- vii) A certificate of revalidation licence will include the class or type rating entry as it appears in Part XII (rather than an entry showing a specific variant from within the rating). This change has been adopted to avoid problems arising during 'ramp' checks. Checkers have on occasion taken a variant specific entry to mean the pilot can fly only that variant when this is not the case.
- viii) Certificate of revalidation entries will incorporate text to identify applicable limitations or extensions as required.

#### b) **Specifics**

The approach is as follows:

- i) The text for a class or type rating will be taken from the Licence Endorsement columns of the lists on the EASA website.
- ii) The text will be placed in the Class/Type/IR (left hand) column of Part XII of the licence.
- iii) Related remarks and restrictions will be placed in the Remarks and Restrictions (right hand) column of Part XII.
- iv) In the case of aircraft types certificated for operation by a single pilot, the protocol established for distinguishing where the aircraft concerned is operated in the single pilot role or the multi pilot role or both is:

Single pilot role:	'SP' in right hand column
Multi pilot role only:	'MP' in right hand column
Single and multi pilot:	'SP/MP' in right hand column

- v) Aeroplanes that are certificated for operation by a minimum of 2 pilots in all circumstances will have no remark added to the right hand column of Part XII; ('MP' is inherent in the rating).
- vi) Thus there will be provision for variations as shown below:

XII	Ratings, certificates and privileges	
Class/Type/IR	Remarks and Restrictions	
Type Rating	'SP'	<i>(for a single pilot type in which the pilot has qualified to fly the type in the single pilot role)</i>
Class or Type Rating	'MP'	<i>(for a single pilot class or type in which the pilot has qualified to fly the class or type in the multi pilot role only)</i>
Type Rating	'SP/MP'	<i>(for a single pilot type in which the pilot has qualified to fly the type in both single and multi pilot roles)</i>
Type Rating		<i>(for an <u>aeroplane</u> type certificated for a minimum crew of 2 pilots)</i>

It is to be noted that under Part-FCL, a 'multi pilot only' limitation may be applied to a class of aeroplanes, e.g. to an MEP class rating.

- vii) Provision will be made for aircraft type ratings to be further distinguished by additional limitations and one extension to rating privileges. These will be:
1. **A limitation for line flying under supervision;**  
A limitation for line flying under supervision may be required when so determined in operational suitability data established in accordance with Part 21 (see FCL.720.A(g)).  
'With instructor'
  2. **A co pilot limitation;**  
A co-pilot limitation may be required by virtue of a number of provisions of Part-FCL or if a pilot has qualified only as co-pilot on a particular type (see FCL.405.A(a); FCL.505.A; FCL.720.H(b) and Appendix 9, Section A – General, paragraph 10). (Note: It has not been UK practice to train pilots only as co-pilots for many years but it may occur in other States).  
'As CP'
  3. **A cruise co pilot limitation;**  
A cruise co-pilot limitation may only be applied to a multi pilot aeroplane rating (see FCL.720.A(e)). (It has not been UK practice to train pilots only as cruise co-pilots for many years but it may occur in other States).  
'As cruise CP'

4. **An extension to the type related Instrument Rating privileges to decision heights below 200ft (60m) (Cat II/III operations);**

An extension to the type related Instrument Rating privileges to decision heights below 200ft (60m) (Cat II/III operations) may only be applied to a multi pilot aeroplane rating or a single pilot high performance complex aeroplane rating. It is applied when the pilot completes necessary training and passes the relevant section of the type rating skill test and proficiency check (see FCL.605(b) and Part-FCL , Appendix 9, Section A – General, paragraph 4 and Section B – Specific Requirements for the Aeroplane Category, paragraph 2).  
'LV'

5. **A VFR only limitation.**

A VFR only limitation will only be applicable to a multi pilot aeroplane rating or a single pilot high performance complex aeroplane rating. It is applied when the pilot does not pass or does not attempt the required instrument flying section of the skill test (see Part-FCL , Appendix 9, Section B – Specific Requirements for the Aeroplane Category, paragraph 6 – Multi pilot aeroplanes and single pilot high performance complex aeroplanes, sub paragraph (c)).

No remark

The VFR 'limitation' will be inferred in the type rating's certificate of revalidation by the omission of a reference to type specific Instrument Rating privileges being valid.

A10.9.4 *Entries for Aircraft Rating Statements of Validity ('Certificates of Revalidation')*

This gives the variations as shown below:

<b>XII Rating - CERTIFICATE OF REVALIDATION</b>					
<b>Rating</b>	<b>Date of Rating Test</b>	<b>Date of IR Test</b>	<b>Valid Until</b>	<b>Examiner's Certificate Number</b>	<b>Examiner's Signature</b>
For Classes					
Class					
Class/MP					
For single pilot aeroplanes and helicopters					
Type/SP					
Type/MP					
Type/SP/MP					
Type/SP/IR					
Type/MP/IR					
Type/SP/MP/IR					
Additionally for single pilot high performance complex aeroplane types					
Type/SP/IR/LV*					
Type/MP/IR/LV*					
Type/SP/MP/IR/LV*					
For multi pilot aeroplanes					
Type					
Type/IR					
Type/IR/LV*					
For multi pilot helicopters					
Type/MP					
Type/MP/IR					

\*LV (low visibility) is included to represent the extension of Instrument Rating privileges to decision heights below 200ft (60m) (Cat II/III operations).

### A10.9.5 *Type Rating Instructor Certificates*

- a) **Overview**  
Type Rating Instructor (TRI) certificates are issued only in respect of single pilot high performance aeroplanes and multi pilot aeroplanes.
- b) **Specifics**  
TRI certificates are valid for 3 years.  
The approach used for aircraft class and type ratings will also be used for TRI certificates.  
The approach that will be used is as follows:
- i) The current practice of having an entry for each type on which type rating instructor privileges are gained will continue.
  - ii) The text to be used for a type will be the same as for the aircraft type rating as taken from the Licence Endorsement columns of the lists on the EASA website and prefixed by 'TRI'.
  - iii) The text will be placed in the 'Instructor' (left hand) column of Part XII of the licence.
  - iv) Related remarks and restrictions will be placed in the Remarks and Restrictions (right hand) column of Part XII.
  - v) In the case of aircraft certificated for operation by a single pilot, the protocol established for distinguishing where the aircraft concerned is operated in the single pilot role or the multi pilot role or both is:
 

Single pilot role:	'SP' in right hand column
Multi pilot role only:	'MP' in right hand column
Single and multi pilot:	'SP/MP' in right hand column
  - vi) For aeroplanes that are certificated for operation by a minimum of 2 pilots in all circumstances no 'MP' remark is required to be added to the right hand column of Part XII.
  - vii) Thus there are four variations as shown below:

XII	Ratings, certificates and privileges	
Instructor	Remarks and Restrictions	
TRI Type Rating	SP	(For TRI when qualified on type in the single pilot role)
TRI Type Rating	MP	(For TRI qualified on a single pilot type in the multi pilot role only)
TRI Type Rating	SP/MP	(For TRI when qualified on type in both single and multi pilot roles)
TRI Type Rating	(For a multi pilot aeroplane)	

- viii) Provision is made to further distinguish type rating instructor privileges with additional limitations and one extension to rating privileges which will also be placed in the remarks and restrictions (right hand) column of Part XII. These entries should always appear after the entries shown in paragraph 7 above. The entries will be:
1. An aircraft only limitation (i.e. not FFS) 'A/c'
  2. A flight simulator only limitation (i.e. not aircraft) 'FFS'
  3. An aircraft and flight simulator 'limitation' 'A/c & FFS'

- |    |   |                    |
|----|---|--------------------|
| 4. | A take-off and landing training only limitation   | ‘T/os & Idgs only’ |
| 5. | An extension permitting a TRI with flight simulator only limitation to supervise the line flying of a graduate from a zero flight time training course (per FCL.910.TRI(a)) | ‘LIFUS instructor’ |

ix) **Entries for Type Rating Instructor Certificate Statements of Validity (‘Certificates of Revalidation’):**

A pilot must qualify for TRI privileges on each type of aeroplane for which instructor privileges are sought. The approach to be used for certificates of revalidation for Part-FCL licences will follow that used for UK CAA issued JAR-FCL licences.

The approach that will be used is as follows:

1. Entries will be made for each type.
2. Each entry will comprise ‘TRI’ followed by type rating as taken from the Licence Endorsement columns of the lists on the EASA website.
3. The text will be placed in the ‘Rating’ (left hand) column of the certificate of revalidation.

UK CAA will generate the necessary entries for the columns entitled ‘Date of Rating Test’, and ‘Valid Until’ as required. An entry will be as shown below:

<b>XII Rating - CERTIFICATE OF REVALIDATION</b>					
Rating	Date of Rating Test	Date of IR Test	Valid Until	Examiner's Certificate Number	Examiner's Signature
TRI type					



## APPENDIX 11 EASA CERTIFICATE OF AUTHORISATIONS

### A11.1 *EASA Examiner Authorisation page Cover Page*



### *Details Page*

### A11.2 *EASA Examiner Authorisation Personal*

I	State of issue <b>United Kingdom</b>
III	Examiner Certificate Number <b>GBR.123456A</b>
IV	Last and first names of licence holder <b>BARTLE, Peter</b>
IVa/ XIV	Date and Place of Birth <b>01/01/1980, Gatwick, United Kingdom</b>
V	Address <b>Aviation House Gatwick Airport South RH6 0YR</b>
VI	Nationality <b>British</b>
VII	Signature of holder .....
VIII	Issuing Competent Authority <b>UK Civil Aviation Authority.</b>
X	Signature and stamp of issuing officer
	<b>31/03/2011</b>

GBR.123456A 21/12/2011

This will be the examiner number that should be entered in the Certificate of Revalidation Page



## APPENDIX 12 APPLICATION PROCEDURE

- A12.1 Application shall be made to [licenceapplications@caa.co.uk](mailto:licenceapplications@caa.co.uk) a minimum of 16 weeks prior to the preferred date of test.
- A12.2 Log Books and Licences need not be submitted unless requested.
- A12.3 No applications will be progressed unless the application form has been completed correctly and returned to Licensing Applications, together with all the relevant fees. The CAA makes no provision for the production of an invoice before payment is made.
- A12.4 Fees payable are laid down in the CAA Flight Crew Licensing Scheme of Charges.
- A12.5 On completion of the Examiner Standardisation Course, the applicant shall ensure that they have been given exposure to company OPC/LPC/LSTs by observation and supervision. The chief tutor, course tutor or a senior examiner shall confirm that the applicant is fully trained by submitting Form SRG3105 prior to the EAoC.
- A12.6 **Contact Addresses:**

**For General Enquiries on Examiner matters, including CRE Certificates and Applications:**

Examiners  
Civil Aviation Authority (SSC)  
Aviation House  
Gatwick Airport South  
West Sussex RH6 0YR

E-mail: [examiners@caa.co.uk](mailto:examiners@caa.co.uk)

## APPENDIX 13 ADDITIONAL INFORMATION FOR AOC HOLDERS

- A13.1 AIR OPS and ANO AOC Operators are required to give additional recurrent training and checking as specified in AIR OPS or ANO respectively. The mandatory items for the OPC or Base Checks are similar to those of the LPC and it is usual to combine the checks as an OPC/LPC or Base Check/LPC. Neither the ANO nor AIR OPS gives specific guidance on the conduct of recurrent checks and the standards that should be required. However, both require the flight crewmember to demonstrate competence in carrying out normal, abnormal and emergency procedures. If the crewmember is to be qualified to operate under Instrument Flight Rules (IFR), the tests are required to be conducted in IMC. Whilst an operator may wish to set higher standards for recurrent checking, it is unlikely that “competence” could be demonstrated at a lesser standard than those detailed for licence purposes in Standards Document No. 24(A). Hence it is expected that the limits, general guidance, assessment system, including repeat and re-test requirements described in Standards Document No. 24(A), should be applied to the conduct of OPCs and Base Checks.
- A13.2 AOC Operators should specify their company requirements for recurrent checking in their Operations Manual Part D (Training), for acceptance by their assigned FOI. Reference may be made to Standards Document No. 24(A) if these standards are to be applied.
- A13.3 AOC Operators should define clearly in their Operations Manual Part D what action is to be followed in the event of a failure to pass an OPC or Base Check. It is recommended there should be a clear statement that the flight crewmember may not thereafter act as a crewmember on commercial air transport or public transport flights until an OPC or Base Check is passed.
- A13.4 Recurrent training and checking is intended to ensure a competent standard for all aspects of a particular company’s operation. Hence the Operations Manual Part D should specify the required training frequency of rarely used items pertinent to the company route structure, such as a Surveillance Radar Element (SRE) approach. It should also ensure compliance with SOPs, particularly in an emergency. For example, unlike the LPC, which is set to check manual flying skills, the OPC should be used to provide guidance and practice, and encourage appropriate use of automatics.
- A13.5 AIR OPS ORO.FC.230 states *"Each flight crew member shall complete operator proficiency checks as part of the normal flight crew complement"*. Thus, in general, when an OPC is to be conducted in a simulator, a captain and a co-pilot should normally be programmed, even when only one of the pilots is under check.
- A13.6 It is recognised, however, that there are some circumstances in which it may be reasonable for an OPC to be crewed by two co-pilots. The most obvious example is an operator whose route structure requires the carriage of in-flight relief crew, resulting in a significant numerical imbalance between captains and co-pilots. In this case the operator’s Training Manual shall contain clear policy and instructions with regard to the conduct of OPCs with paired co-pilots. These should include the following:
- a) The overall incidence should be limited by the numerical excess of co-pilots.
  - b) A pilot’s handling skills shall only be assessed in the correct seat.
  - c) The check shall be conducted in strict compliance with SOPs (this will usually mean that recurrent training and checking of Low Visibility Procedures Operations, for example, shall be done twice, as they are seat-specific).

- d) A limit to the frequency with which an individual co-pilot may be checked with another co-pilot. This shall be agreed with operator's assigned FOI.

A13.7 It is also accepted that, in the event of a short-notice sickness absence, it would be both unreasonable and impractical to cancel the other pilot's check if a stand-in pilot were available.

#### A13.8 *Operator Proficiency Checks*

##### A13.8.1 *Applicability*

Examiners located within UK CAA approved ATOs with centres located inside or outside member states;

Examiners located within ATOs approved by EU member states with centres located inside or outside member states;

Examiners located within EASA approved third country ATOs with centres located inside or outside member states;

Examiners who are not active in commercial air transport operations.

A13.8.3 Part-ORO.FC.145 specifies the requirements for recurrent training and checking for companies involved in commercial air transport operations. The Operator Proficiency Check (OPC) shall be conducted by examiners qualified in accordance with Part-FCL.

A13.8.4 An examiner wishing to conduct OPCs shall;

- a) hold a valid EASA SFE or TRE certificate with OPC privileges; and
- b) have no restrictions on conducting Part-OPS training and checking; and
- c) be acceptable to the AOC holder.

##### A13.8.5 *AOC Operators' Actions When Using 3<sup>rd</sup> Party Examiners:*

The activity shall be subject to the scrutiny of the AOC holder's management system to ensure compliance with their standards. This scrutiny should include periodic observations of the third party examiners conducting OPCs. Each examiner shall have a copy of the current Operational Manual (OM), have an adequate working knowledge of this manual, and briefed on the AOC holder's procedures. The process by which this oversight is achieved must be acceptable to the assigned CAA FOI.

## APPENDIX 14 TRE, SFE AND CRE MULTIPLE AUTHORITIES

Examiners who wish to have multiple authorisations for the purposes of Commercial Air Transport and/or Public Transport may do so according to the following;

- A14.1 Type Rating Examiners (TRE), Synthetic Flight Examiners (SFE), including examiners with SP HPC(A) privileges only:  
Up to two aircraft only, in the multi-pilot aircraft or SP HPCA types.
- A14.2 Class Rating Examiner (CRE) covering non complex single pilot class or type only:
- a) Three Piston Engine Class or;
  - b) Three Turbo Propeller Types or;
  - c) One Turbo Propeller Type and one piston engine class or;
  - d) One Turbo Propeller Type and any class (SEP or MEP).
- A14.3 Type Rating Examiners (TRE), Synthetic Flight Examiners (SFE) including SP HPC(A) and Class Rating Examiner (CRE) covering non-complex single pilot type:
- a) One single pilot type and one multi-pilot type.

The above mirrors the commercial air transport requirement for multiple type and class operations as described in AIR OPSORO.FC.240. Flight Operations have determined the above criteria as acceptable for commercial air transport and public transport operations. Those examiners wishing to have non-commercial or public transport authorities may do so conditional on meeting normal Part-FCL requirements.

## APPENDIX 15 ASYMMETRIC EXERCISES – CHOICE OF THE FAILED ENGINE

- A15.1 The asymmetric handling of some aircraft, particularly if propeller driven, may be significantly more difficult following failure of the critical engine. This may also be a factor for some jet aircraft in crosswind conditions. For this reason Part-FCL specifies for the LST and LPC that the asymmetric go-around at DH(A)/MDH(A)/Missed Approach Point (MPA) and the one engine inoperative landing shall be flown with the critical engine inoperative (or simulated inoperative if the test is conducted in an aircraft). Although not mandatory, it is often convenient and realistic for the approaches leading to these two items also to be flown with the critical engine failed.
- A15.2 However, on the majority of multi-engine jet aircraft there is actually little significant difference in asymmetric controllability and it is then better to vary the choice of the failed engine to avoid anticipation by the applicant. Clearly, on four engine aircraft an outer engine shall be chosen for the LST and LPC as that does make a significant difference compared to an inner engine failure.
- A15.3 For an OPC, AIR OPS does not specify which engine shall be failed and hence the examiner is free to choose. This is particularly relevant for aircraft with more than two engines since it will allow a wider range of training. For example, although failure of an inner engine might be easier to control than the loss of an outer engine, there are often significant advantages in practising the different subsequent actions and considerations. Examiners should record the engine failed during an OPC to ensure each engine failure is practiced during a three-yearly cycle.

## APPENDIX 16 AUTHORISATION AND DISCIPLINARY ACTION

### A16.1 *Introduction*

The CAA may, in accordance with Article 77 of the ANO 2009, authorise a person to conduct such examinations or tests as it may specify. This policy sets out the basis on which the CAA authorises persons under this provision. The CAA requires to be satisfied that a person is fit and qualified to conduct any specified examinations or tests before authorising them to do so. In considering whether it is or remains satisfied that a person is fit and qualified to act as an authorised examiner, the CAA will consider the matters set out below. If the CAA ceases to be so satisfied about an authorised examiner, it will take appropriate action.

A16.2 Requirements for the CAA to be satisfied that a person is fit and qualified to be authorised as an examiner include:

- a) Demonstrate compliance with the ANO, Rules of The Air Regulations, AIR OPS, Part-FCL and good aviation practice in respect of their own flight operations.
- b) Have licences and ratings as required for the exercise of their examining privileges.
- c) Agree to comply with standardisation and currency requirements as determined by the CAA.
- d) Agree to keep records of flight tests and make them available for inspection when required by the CAA.
- e) Be of good character and have integrity.
- f) Conduct tests impartially and without fear or favour in accordance with the procedures and standards for testing as determined by the CAA.
- g) Only sign authorisations or licence pages if they have ensured that the applicant has met all the requirements.

Examiners have a vital role in the regulation of flight standards and promotion of Flight Safety by conducting flight tests and/or ground examinations for ratings and licences.

It is essential that examiners have the trust and respect of the CAA, the applicants for tests, and the aviation community in general.

### A16.3 *Disciplinary action*

If it becomes apparent that an examiner is failing to achieve the standards expected of him, the CAA will take appropriate steps to rectify the situation. Among the courses of action available are the following:

- a) Interview.
- b) Formal Warning.
- c) Requirement for re-training and/or re-testing of examiner skills.
- d) Suspension of Examiner Certificate.
- e) Revocation of Examiner Certificate.

The particular course of disciplinary action will depend on the circumstances of the individual case. Flight Operations Manager (Training & Technical) in consultation with the CAA Inspector may mandate remedial action such as retraining/testing, an interview or a formal warning. A certificate may be suspended until such remedial action is completed.



Flight Operations Manager (Training & Technical) will take suspension or revocation action where it is considered that the CAA cannot remain satisfied as to the fitness or qualification of the examiner. In the event of a proposal to suspend or revoke a certificate, an examiner will be entitled to appeal against the decision in accordance with Regulation 6(5) of the Civil Aviation Authority Regulations 1991<sup>1</sup>, as amended.

#### A16.4 *Disciplinary Procedures*

##### INTRODUCTION

This procedure documents the actions to be employed by TPG for taking disciplinary action when an examiner fails to maintain the standards of conduct required.

##### POLICY OR POLICY REFERENCE

- a) Standards Document No. 24(A)
- b) ANO
- c) CS-FSTD
- d) Standards Document No. 29 (Appendix 16)
- e) Part-FCL
- f) AIR OPS

##### PURPOSE AND SCOPE

To ensure that examiners conduct themselves with the appropriate level of skill, integrity and good judgement and that they are in compliance with procedures and regulations with regard to their conduct of tests and their conduct as aviators.

<sup>1</sup> See Guidance [CAP 1049](#)

ACTIONS					
Step	Requirements				
1 <b>Receive Complaint</b>					
↓					
2 <b>Section Head</b>	<ul style="list-style-type: none"> <li>• Report to FOM (AOC Training)</li> <li>• FOM (AOC Training) opens file on case.</li> <li>• FOM (AOC Training) organises investigation into complaint.</li> </ul>				
↓					
3 <b>Investigate complaint</b>	<ul style="list-style-type: none"> <li>• If complaint is not supported by evidence, FOM (AOC Training) makes report to that effect and closes file.</li> <li>• If complaint is supported by evidence, consider immediate suspension of Examiner Certificate pending corrective action.</li> </ul>				
↓					
4 <b>If suspension is necessary Suspend Examiner Authorisation</b>	<ul style="list-style-type: none"> <li>• FOM (AOC Training) sends letter to examiner suspending Examiner Authorisation pending further investigation or corrective action (and informs Legal Department and L&amp;TPG).</li> <li>• The letter of suspension shall be sent as soon as there is sufficient evidence of a problem; delays may result in the examiner continuing to conduct tests improperly.</li> </ul>				
↓					
5 <b>Consider and notify Examiner of corrective action required</b>	<p>Possible corrective actions FOM (AOC Training) decides what corrective action is required):</p> <ul style="list-style-type: none"> <li>• Admonish.</li> <li>• Interview.</li> <li>• Retraining.</li> <li>• Re-test as examiner.</li> <li>• Revoke Examiner Certificate.</li> </ul> <p>Examiner is notified of the required corrective action.</p>				
↓					
6 <b>Implement/Monitor and complete corrective action</b>	<table border="1"> <thead> <tr> <th>Corrective action</th> <th>Implemented and monitored by</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>• Issue admonishment.</li> <li>• Interview.</li> <li>• Retraining as examiner.</li> <li>• Re-test as examiner.</li> <li>• Revoke examiner certificate.</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• FOM (AOC Training)</li> <li>• FOM FOM (AOC Training)</li> <li>• Course Provider.</li> <li>• CAA Inspector.</li> <li>• FOM (AOC Training) inform Legal Dept.</li> </ul> </td> </tr> </tbody> </table>	Corrective action	Implemented and monitored by	<ul style="list-style-type: none"> <li>• Issue admonishment.</li> <li>• Interview.</li> <li>• Retraining as examiner.</li> <li>• Re-test as examiner.</li> <li>• Revoke examiner certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• FOM (AOC Training)</li> <li>• FOM FOM (AOC Training)</li> <li>• Course Provider.</li> <li>• CAA Inspector.</li> <li>• FOM (AOC Training) inform Legal Dept.</li> </ul>
Corrective action	Implemented and monitored by				
<ul style="list-style-type: none"> <li>• Issue admonishment.</li> <li>• Interview.</li> <li>• Retraining as examiner.</li> <li>• Re-test as examiner.</li> <li>• Revoke examiner certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• FOM (AOC Training)</li> <li>• FOM FOM (AOC Training)</li> <li>• Course Provider.</li> <li>• CAA Inspector.</li> <li>• FOM (AOC Training) inform Legal Dept.</li> </ul>				
↓					

7

**Complete Case  
Actions**

- Re-instate examiner certificate (if appropriate) by letter when corrective action complete – FOM (AOC Training)
- Inform Legal Department and L&TPG.
- Record corrective actions completed on form TS10.
- Close file and save to examiner's personal file.

## APPENDIX 17 REVISION SHEET

### CAP 393 - The Air Navigation Order

Part 6 - 8	Flight Crew Licensing
Part 9	Operations and Training manuals

Schedule 7	Flight Crew Licensing
Schedule 8	Public Transport

**BASIC REGULATION (EU) No 216/2008** (as amended)

**AIRCREW REGULATION (EU) No 1178/2011** (as amended)

#### PART-FCL

- Subpart A General Requirements.
- Subpart G Instrument Rating.
- Subpart H Class and Type Ratings.
- Subpart J Instructor Certificates.
- Subpart K Examiner Certificates.

#### AIR OPS

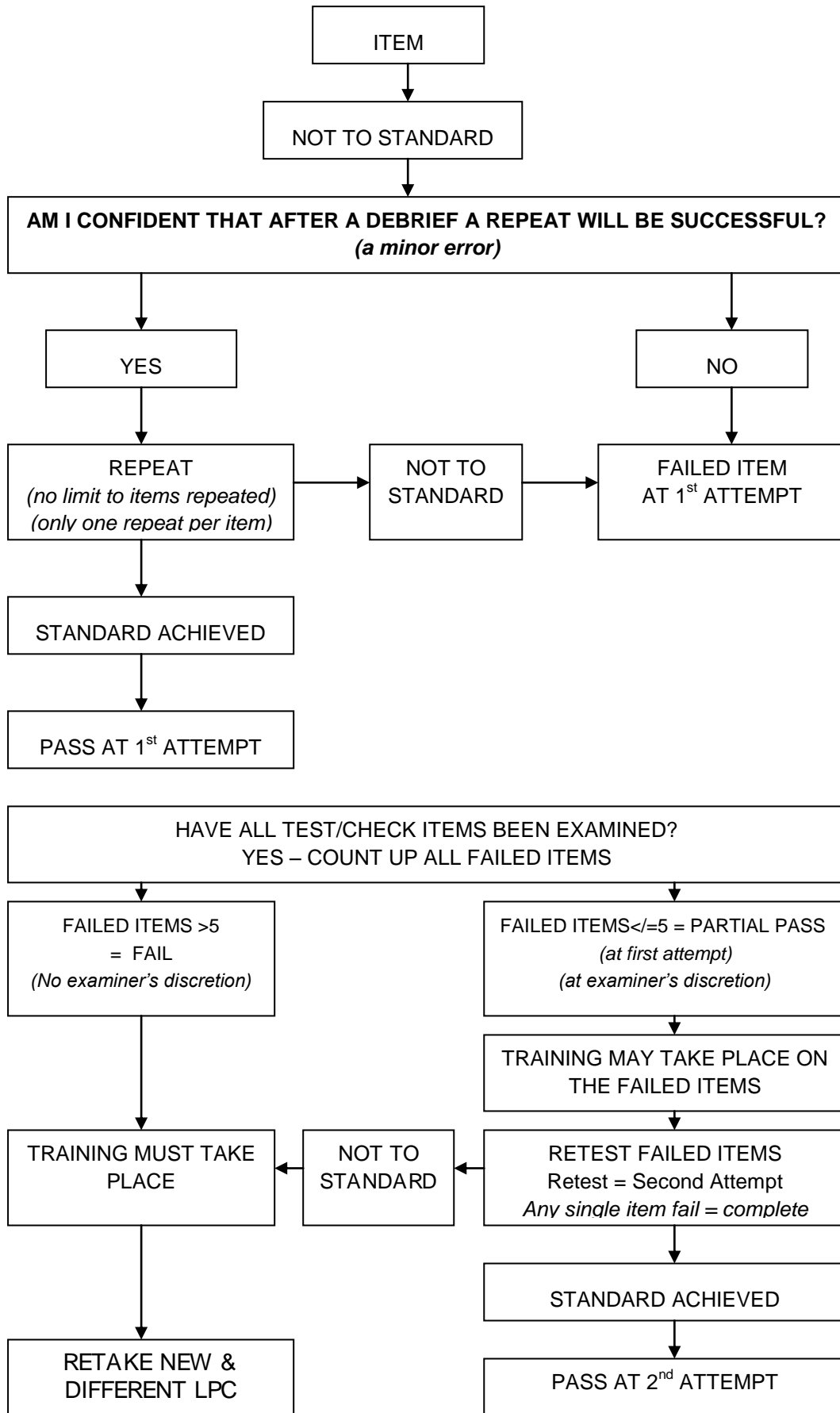
- AMC1 ORO.FC.230 Operator's recurrent training and checking
- SPA.LVO.120 Low visibility operations.

#### CS-FSTD(A)

#### OTHER DOCUMENTS

- UK AIP - be familiar with all current applicable Aeronautical Information Circulars. In particular those issued during 1999 to current day relating to JAR-FCL (white) and those safety related (pink) that refer to training.
- Standards Document No. 43.
- Standards Document No. 69.
- Standards Document No. 29 (Appendix 1).
- ICAO – Pans-Ops 8168.
- FORM SRG1158.
- Examiner Report Form SRG2199.
- From SRG1119A, B and C.
- CAA Information Notices
- CAP 804
- SkyWise app

## APPENDIX 18 PASS / REPEAT / FAIL FLOW DIAGRAM



## APPENDIX 19 EXAMINER BRIEFING

### A19.1 *Introduction*

The purpose of the examiner briefing is to comply with the Commission Regulation EU No 1178/2011 The Aircrew Regulation to ensure that any examiner who holds a certificate issued by the UK CAA or a certificate issued by a non-UK EASA state is familiar with the UK's administrative procedures, requirements for the protection of personal data, individual liability and insurance, and the associated fees.

### A19.2 *Application*

- a) For UK authorised examiners - FCL.1015 paragraph (b)(3) requires all UK CAA issued examiners to receive a briefing on the national administrative procedures, requirements for the protection of personal data, liability, accident insurance and fees. This will be completed during the UK Examiner Standardisation Course.
- b) All non-UK Examiners conducting skill tests, proficiency checks or assessments of competence on UK licence holders are required to be fully conversant with UK CAA procedures. A link to the relevant EASA document may be found [here](#).
- c) Also for non-UK authorised examiners – FCL.1015(c)(1) requires the examiner to inform the competent authority of the applicant of their intention to conduct the skill test, proficiency check or assessment of competence and of the scope of their privileges as examiners;
- d) The competent authority is required to develop procedures to designate examiners for the conduct of skill tests (ARA.FCL.205(c)).
- e) FCL.1015 (c)(2) requires all non-UK CAA authorised examiners wishing to conduct a skill test, proficiency check or assessment of competence on an applicant who holds an EASA pilot license issued by the UK to receive a briefing from the UK CAA on the same elements as required of a UK CAA examiner.
- f) The UK CAA is required under ARA.FCL.205(b) to maintain a list of all examiners exercising the privileges of their examiner's certificate within the United Kingdom. This list will be published and updated on a regular basis.
- g) All personal data will be handled in accordance with UK Data Protection Act 1998.
- h) make themselves familiar with the UK CAA briefing material.

## APPENDIX 20 CONTACT DETAILS

For emails relating to examiner matters and licensing policy, please use the following email addresses:

[examiners@caa.co.uk](mailto:examiners@caa.co.uk)

For emails relating to instructor matters, please use the following email address:

[instructors@caa.co.uk](mailto:instructors@caa.co.uk)

For emails relating to licensing issues please use the following email address:

[fclweb@caa.co.uk](mailto:fclweb@caa.co.uk)

For emails relating to designation of examiners for skill tests and informing UK CAA for conducting proficiency checks and assessments of competence:

[examiners@caa.co.uk](mailto:examiners@caa.co.uk)

## APPENDIX 21 UK DATA PROTECTION ACT 1998

### Responsibilities of Examiners

- A21.1 The Data Protection Act 1998 (the Act) came into force on 1 March 2001, replacing the 1984 Act. The Data Protection Act covers all paper records produced since October 1998 as well as all computer records. The CAA are notified under the Act as data processors and so its provisions apply to all of the personal data collected by or on behalf of the CAA.
- A21.2 As an examiner carrying out skill tests, proficiency checks or assessments of competence on behalf of the CAA it is important that you understand the provisions of the Act and safeguard personal data that you collect during testing accordingly. Central to the Act are the 8 principles of data protection:
- A21.3 Personal data shall be:
- a) Processed fairly and lawfully and only if certain criteria are met.
  - b) Obtained only for one or more specified and lawful purposes.
  - c) Adequate, relevant and not excessive in relation to purpose(s) for which they are processed.
  - d) Accurate and, where necessary, kept up to date.
  - e) Kept for no longer than necessary.
  - f) Processed in accordance with the rights of data subjects under this Act.
  - g) Kept Securely. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
  - h) Not be transferred to a country or territory outside the European Economic Area (EEA), unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects.
  - i) Applying these principles to the official records that you keep after flight events, i.e. the appropriate CAA forms or examiner records, these records must be:
    - i) Not used for any other purpose than as test records.
    - ii) Kept for only as long as necessary. You should keep records for 5 years and then destroy them.
    - iii) Not disclosed to any unauthorised person. Disclosure should be limited to the test subject, CFI, HT, new examiner and appropriately authorised members of the CAA.
    - iv) Kept securely – i.e. in a locked cabinet or drawer.
    - v) Not transferred outside the EEA (e.g. to the USA, New Zealand or South Africa) without the permission in writing of the data subject. If you are examining outside the EEA then you should maintain normal personal records but should not allow these records (apart from flight details and the test result itself) to form any part of the official records of the organisations for which you are working or at which the applicant is a student.
- A21.4 Data Breaches  
Any loss of information or equipment containing personal data handled and/or processed on behalf of the CAA, including by CAA employees, agency staff and contractors, no matter how small, must be reported to the External Response Team immediately so that any potential risk can be mitigated. Unauthorised access to personal data is also considered as a data breach. Anyone discovering or suspecting a breach (loss of personal data, theft, wrongful disclosure or unauthorised access) in relation to personal information handled by or on behalf of the CAA must report the incident to the ERT immediately using the [Personal Data Breach Notification Form](#) having discovered or suspected the breach.
- A21.5 It should be noted that examiners might have to produce any of their records under the Freedom of Information Act 2000.
- A21.6 For those with Internet access, a full description of the rights and obligations conferred by the Act can be found at <http://www.ico.gov.uk>.



**Appendix 22**      **Guidance Part FCL Appendix 9 (3.4 & 3.6) Items (LPC only).**

22.1 As a general rule all 3.4 & 3.6 items that require the demonstration of a handling skill shall be flown as PF. All other items can be flown once as a crew. The following table is offered as guidance:

22.2

PF	Crew	3.4 Normal and abnormal operations of following systems
	✓	3.4.0 Engine (if necessary propeller)
	✓	3.4.1 Pressurisation and air conditioning
	✓	3.4.2 Pitot/static system
	✓	3.4.3 Fuel system
	✓	3.4.4 Electrical system
	✓	3.4.5 Hydraulic system
	✓	3.4.6 Flight control and trim-system
	✓	3.4.7 Anti and de-icing system, glare shield heating
	✓	3.4.8 Auto-pilot/Flight director (single pilot only)
	✓	3.4.9 Stall warning devices, and stability augmentation devices
✓		3.4.10 Ground proximity warning system, weather radar, radio altimeter, transponder (see note 3)
	✓	3.4.11 Radios, navigation equipment, instruments, flight management system
	✓	3.4.12 Landing gear and brake system
	✓	3.4.13 Slat and flap system
	✓	3.4.14 Auxiliary power unit

PF	Crew	3.6 Abnormal and emergency procedures
	✓	3.6.1 Fire drills e.g. Engine, APU, cabin, cargo compartment, flight deck, wing and electrical fires including evacuation
	✓	3.6.2 Smoke control and removal
	✓	3.6.3 Engine failures, shut-down and restart at a safe height
	✓	3.6.4 Fuel dumping (simulated)
✓		3.6.5 Windshear at take off/landing (FFS only)
See note 1		3.6.6 Simulated cabin pressure failure/emergency descent
✓		3.6.7 Incapacitation of flight crew member (Multi-pilot operations only)
See note 2		3.6.8 Other emergency procedures as outlined in the appropriate Flight Manual
✓		3.6.9 TCAS event

**Note 1:** If this is manually flown then it must be as PF, if the aircraft can complete an emergency descent automatically then this is a crew item. If the company SOPs require the Captain to always fly the emergency descent then this is a crew item however the First Officer should fly the procedure once every 3 years or as agreed with the company FOI.

**Note 2:** Will be dependent on item selected, see 22.1 above.

**Note 3:** when completing GPWS or EGPWS pull up manoeuvre this is a PF item